

**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 and board and commission members and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council, voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2014.

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

SERVICES:

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Annually prepare 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.
- 2) The 2012 budget remains the same as the 2011 budget.

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
GENERAL FUND EXPENDITURES MAYOR									
PERSONAL SERVICES									
SALARIES-PT	01.101.0000.5113	0	0	16,800	16,800	16,800	16,800	16,800	
FICA	01.101.0000.5151	0	0	1,652	1,652	1,652	1,652	1,652	
WORKERS COMPENSATION INS	01.101.0000.5156		0	63	63	63	54	54	
Sub-total		0	0	18,515	18,515	18,515	18,506	18,506	0.0%
Percent of Department Total		#DIV/0!	#DIV/0!	69.6%	69.6%	69.6%	69.6%	69.6%	
CONTRACTUAL SERVICES									
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	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	0	0	0	
PRINTING	01.101.0000.5313	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	#DIV/0!
SERVICES AND CHARGES									
SUBSCRIPTIONS	01.101.0000.5422	0	0	150	150	150	150	150	
MEMBERSHIPS	01.101.0000.5424	0	0	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01.101.0000.5425	0	0	2,000	2,000	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01.101.0000.5432	0	0	4,800	4,800	4,800	4,800	4,800	
Sub-total		0	0	7,100	7,100	7,100	7,100	7,100	0.0%
CONTRIBUTIONS AND AWARDS									
VOLUNTEER RECOGNITION/AWARDS	01.101.0000.5734	0	0	1,000	1,000	1,000	1,000	1,000	
SUB TOTAL NON PERSONAL SERVICES									
		0	0	8,100	8,100	8,100	8,100	8,100	0.0%
TOTAL GENEAL FUND									
		0	0	26,615	26,615	26,615	26,606	26,606	0.0%
CAPITAL OUTLAY FUND									
OTHER CAPITAL EQUIPMENT	41.101.0000.5841	0		0	0	0	0	0	
SOFTWARE	41.101.0000.5843	0		0	0	0			
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	
GRAND TOTAL MAYOR									
		0	0	26,615	26,615	26,615	26,606	26,606	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
Environmental Commission	Technology Commission
Forward Franklin Economic Dev. Com.	

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)	2007	2008	2009	2010	2011	2012
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Confidential Secretary	0.48	0.48	0.00	0.00	0.00	0.00
Total	0.48	0.48	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Ordinances passed	29	28	25	44	21	30
Resolutions passed	167	112	125	71	80	100
Common Council meeting hours	69.5	69	70	64	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	8,547
Amer Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	855

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
ALDERMEN									
PERSONAL SERVICES									
SALARIES-PT	01.102.0000.5113	60,000	60,000	43,200	43,200	43,200	43,200	43,200	
FICA	01.102.0000.5151	5,630	5,783	4,131	4,131	4,131	4,131	4,131	
WORKERS COMPENSATION INS	01.102.0000.5156	207	252	157	157	157	135	135	
Sub-total		65,837	66,035	47,488	47,488	47,488	47,466	47,466	0.0%
Percent of Department Total		71.4%	66.6%	66.2%	66.2%	66.2%	66.5%	66.5%	
CONTRACTUAL SERVICES									
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	0	0	1,000	1,000	1,000	1,000	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	1,000	1,000	1,000	0.0%
SUPPLIES									
OFFICE SUPPLIES	01.102.0000.5312	61	97	100	100	100	100	100	
PRINTING	01.102.0000.5313	179	7,253	50	50	50	100	100	
BOARDS AND COMMISSIONS EXP	01.102.0000.5329	201	67	1,000	1,000	1,000	650	650	
Sub-total		441	7,417	1,150	1,150	1,150	850	850	-26.1%
SERVICES AND CHARGES									
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	0	0	150	150	150	0	0	
SUBSCRIPTIONS	01.102.0000.5422	0	0	0	0	0	0	0	
MEMBERSHIPS	01.102.0000.5424	10,361	9,930	10,650	10,650	10,650	10,750	10,750	
CONFERENCES AND SCHOOLS	01.102.0000.5425	0	60	500	500	500	500	500	
MILEAGE - AUTO ALLOWANCE	01.102.0000.5432	15,600	15,633	10,800	10,800	10,800	10,800	10,800	
Sub-total		25,961	25,623	22,100	22,100	22,100	22,050	22,050	-0.2%
CONTRIBUTIONS AND AWARDS									
AWARDS	01.102.0000.5726	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01.102.0000.5734	0	111	0	0	0	0	0	
Sub-total		0	111	0	0	0	0	0	
SUB TOTAL NON PERSONAL SERVICES		26,402	33,151	24,250	24,250	24,250	23,900	23,900	-1.4%
TOTAL GENEAL FUND		92,239	99,186	71,738	71,738	71,738	71,366	71,366	-0.5%
CAPITAL OUTLAY FUND									
FURNITURE/FIXTURES	41.102.0000.5812	0	3,731	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	3,731	0	0	0	0	0	
GRAND TOTAL ALDERMEN		92,239	102,917	71,738	71,738	71,738	71,366	71,366	

**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)	2007	2008	2009	2010	2011	2012
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	2.50	2.50
Total	2.00	2.00	2.00	2.00	2.50	2.50

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Municipal court cases	9811	8,019	8,050	10,159	12,304	12,304

* 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 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
MUNICIPAL COURT									
PERSONAL SERVICES									
SALARIES-FT	01.121.0000.5111	53,728	53,145	53,759	61,184	61,183	73,000	73,000	
SALARIES-PT	01.121.0000.5113	35,814	37,675	36,135	36,135	36,070	36,450	36,450	
SALARIES-OT	01.121.0000.5117	162	568	1,200	1,200	1,200	1,200	1,200	
COMPTIME TAKEN	01.121.0000.5118	68	0	260	260	260	265	265	
LONGEVITY	01.121.0000.5133	300	300	270	295	343	390	390	
HOLIDAY PAY	01.121.0000.5134	4,336	4,808	4,493	4,968	5,034	5,840	5,840	
VACATION PAY	01.121.0000.5135	3,773	4,669	5,372	5,697	5,697	6,673	6,673	
FICA	01.121.0000.5151	6,126	6,369	7,764	8,389	8,393	9,472	9,472	
RETIREMENT	01.121.0000.5152	7,718	8,016	8,049	8,874	8,879	5,962	5,962	
RETIREE GROUP HEALTH	01.121.0000.5153	880	916	948	1,073	1,086	1,240	1,240	
GROUP HEALTH & DENTAL	01.121.0000.5154	24,276	23,748	24,907	24,982	24,969	25,365	25,365	
LIFE INSURANCE	01.121.0000.5155	420	386	292	317	346	408	408	
WORKERS COMPENSATION INS	01.121.0000.5156	274	342	293	318	318	309	309	
Sub-total		137,874	140,942	143,742	153,692	153,778	166,574	166,574	15.9%
Percent of Department Total		76.6%	82.0%	67.5%	68.9%	68.9%	79.8%	79.8%	
CONTRACTUAL SERVICES									
OTHER PROFESSIONAL SERVICES	01.121.0000.5219	0	850	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01.121.0000.5242	0	0	300	300	300	300	300	
SOFTWARE MAINTENANCE	01.121.0000.5257	0	0	0	0		7,000	7,000	
PRISONER BOARDING	01.121.0000.5294	35,949	28,105	30,000	30,000	30,000	30,000	30,000	
DOT SUSPENSION FEES/COLLECTION SER	01.121.0000.5298	910	65	919	919	919	650	650	
Sub-total		36,859	29,020	31,819	31,819	31,819	38,550	38,550	21.2%
SUPPLIES									
OFFICE SUPPLIES	01.121.0000.5312	278	362	400	400	400	400	400	
PRINTING	01.121.0000.5313	167	0	350	350	350	350	350	
Sub-total		445	362	750	750	750	750	750	0.0%
SERVICES AND CHARGES									
DMV ACCESS SERVICE	01.121.0000.5410	0	0	0	0		1,200	1,200	
SUBSCRIPTIONS	01.121.0000.5422	0	0	100	100	100	100	100	
MEMBERSHIPS	01.121.0000.5424	140	140	150	150	150	150	150	
CONFERENCES AND SCHOOLS	01.121.0000.5425	1,212	1,231	1,250	1,250	1,250	1,250	1,250	
JURY/WITNESS FEES	01.121.0000.5429	20	175	250	250	250	250	250	
Sub-total		1,372	1,546	1,750	1,750	1,750	2,950	2,950	68.6%
SUB TOTAL NON PERSONAL SERVICES									
		38,676	30,928	34,319	34,319	34,319	42,250	42,250	23.1%
TOTAL GENERAL FUND									
		176,550	171,870	178,061	188,011	188,097	208,824	208,824	17.3%
CAPITAL OUTLAY FUND									
COMPUTER EQUIPMENT	41.121.0000.5841	3,378	26						
SOFTWARE	41.121.0000.5843			35,000	35,000	35,000			
TOTAL CAPITAL OUTLAY FUND		3,378	26	35,000	35,000	35,000	0	0	
GRAND TOTAL MUNICIPAL COURT									
		179,928	171,896	213,061	223,011	223,097	208,824	208,824	-2.0%
Less Program Revenue:									
Penalties & Forfeitures @ 12%		-46,251	-50,701	-48,000	-48,000	-48,000	-48,120	-48,840	
Net Municipal Court Related Costs									
		133,677	121,195	165,061	175,011	175,097	160,704	159,984	

CITY CLERK/ELECTIONS
141, 142

DEPARTMENT: City Clerk

PROGRAM MANAGER: Director of Clerk Services

PROGRAM DESCRIPTION:

The City Clerk is the legal custodian of the city's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of agendas and the official minutes. The Clerk's Office provides administrative support to the Common Council, various boards, commissions and committees, and responds to informational requests from the general public.

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

SERVICES:

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

STAFFING:

Authorized Positions (FTE)	2007	2008	2009	2010	2011	2012
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	1.48	1.48	1.00	1.00
Clerk/Typist	.50	.50	.50	.50	.62	.62
Secretary	.00	.00	.00	.00	.50	.50
Temporary Help	.00	.03	.02	.02	.02	.02
Total	3.50	3.53	4.00	4.00	4.14	4.14

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Liquor licenses	52	55	54	56	55	54
Bartenders licenses	303	323	446	383	400	400
Property status reports	120	99	101	96	100	100
Burn permits	372	387	378	375	375	375
Registered voters	23,400	24,323	**20,768	21,204	20,808	22,000
Elections held	2	4	2	4	2	2

*Forecast

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

BUDGET SUMMARY:

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

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

- 5) 01.142.0000.5242 Election Equipment Maintenance includes maintenance coverage for touch screen elections machines required by the Help America Vote Act of 2002 (HAVA) whereby every polling place is required to have accessible equipment allowing all voters the ability to vote independently, without assistance. This account also includes a full year of maintenance on the six optical scan voting machines. In addition, backup and preservation of electronic data, pursuant to Wis. Stats §5.05(1)(e) and 5.06(6), is covered in the maintenance agreements.
- 6) 01.142.0000.5425 Conferences and Schools in the Elections Budget includes funding for State-mandated training for Chief Election Inspectors (poll worker Chairman at each polling location).
- 7) 01.142.0000.5433 Equipment Rental covers \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
CITY CLERK									
PERSONAL SERVICES									
SALARIES-FT	01.141.0000.5111	141,685	145,404	146,942	146,942	147,282	150,766	150,766	
SALARIES-PT	01.141.0000.5113	32,870	28,663	35,687	35,687	32,636	35,574	35,574	
SALARIES-TEMP	01.141.0000.5115	0	0	601	601	800	601	601	
SALARIES-OT	01.141.0000.5117	719	344	600	600	500	500	500	
COMPTIME TAKEN	01.141.0000.5118	30	10	160	160	50	163	163	
LONGEVITY	01.141.0000.5133	802	863	818	818	900	900	900	
HOLIDAY PAY	01.141.0000.5134	10,347	10,857	10,875	10,875	10,937	11,188	11,188	
VACATION PAY	01.141.0000.5135	15,597	15,313	14,145	14,145	16,154	15,727	15,727	
FICA	01.141.0000.5151	15,122	15,288	16,052	16,052	16,008	16,480	16,480	
RETIREMENT	01.141.0000.5152	18,525	18,633	18,985	18,985	18,908	15,910	15,910	
RETIREE GROUP HEALTH	01.141.0000.5153	1,822	1,897	1,954	1,954	1,989	1,947	1,947	
GROUP HEALTH & DENTAL	01.141.0000.5154	48,329	47,015	49,749	49,749	49,919	50,475	50,475	
LIFE INSURANCE	01.141.0000.5155	799	717	688	688	822	772	772	
WORKERS COMPENSATION INS	01.141.0000.5156	562	694	608	608	606	538	538	
Allocated payroll cost	01.141.0000.5199	-13,800	-14,600	-14,800	-14,800	-14,800	-14,800	-14,800	
Sub-total		273,409	271,098	283,064	283,064	282,711	286,741	286,741	1.3%
Percent of Department Total		92.0%	91.1%	89.7%	89.7%	89.7%	91.3%	91.3%	
CONTRACTUAL SERVICES									
FILING FEES	01.141.0000.5223	1,385	939	2,000	2,000	2,000	1,800	1,800	
EQUIPMENT MAINTENANCE	01.141.0000.5242	178	85	0	0	0	0	0	
SUNDRY CONTRACTORS	01.141.0000.5299	4,990	6,637	5,750	5,750	5,750	5,900	5,900	
Sub-total		6,553	7,661	7,750	7,750	7,750	7,700	7,700	-0.6%
SUPPLIES									
OFFICE SUPPLIES	01.141.0000.5312	507	760	1,000	1,000	1,000	900	900	
PRINTING	01.141.0000.5313	225	144	400	400	400	400	400	
Sub-total		732	904	1,400	1,400	1,400	1,300	1,300	-7.1%
SERVICES AND CHARGES									
OFFICIAL NOTICES/ADVERTISING	01.141.0000.5421	10,093	11,014	9,000	9,000	9,000	9,000	9,000	
SUBSCRIPTIONS	01.141.0000.5422	55	25	100	100	100	100	100	
MEMBERSHIPS	01.141.0000.5424	505	700	600	600	600	600	600	
CONFERENCES AND SCHOOLS	01.141.0000.5425	1,842	1,093	2,500	2,500	2,500	2,200	2,200	
MILEAGE	01.141.0000.5432	818	434	600	600	600	600	600	
BACKGROUND CHECKS	01.141.0000.5471	2,886	4,557	5,950	5,950	5,950	5,850	5,850	
Sub-total		16,199	17,823	18,750	18,750	18,750	18,350	18,350	-2.1%
SUB TOTAL NON PERSONAL SERVICES									
		23,484	26,388	27,900	27,900	27,900	27,350	27,350	-2.0%
TOTAL GENERAL FUND									
		296,893	297,486	310,964	310,964	310,611	314,091	314,091	1.0%
CAPITAL OUTLAY FUND									
OFFICE EQUIPMENT	41.141.0000.5813	130	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.141.0000.5841	0	0	4,700	4,700	4,700	0	0	
SOFTWARE	41.141.0000.5843	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		130	0	4,700	4,700	4,700	0	0	100.0%
GRAND TOTAL CITY CLERK									
		297,023	297,486	315,664	315,664	315,311	314,091	314,091	-0.5%
Less Program Revenue:									
Licenses: 4201 -4217		-59,174	-60,051	-56,500	-56,500	-58,100	-58,100	-58,100	
Licenses: 4225 -4241		-10,919	-10,002	-9,100	-9,100	-9,300	-9,300	-9,300	
PUBLICATIONS & RECORDING	01.0000.4411	-3,102	-1,896	-3,300	-3,300	-2,000	-2,000	-2,000	
PROPERTY STATUS REPORTS	01.0000.4413	-3,270	-2,430	-3,300	-3,300	-2,500	-2,500	-2,500	
Net City Clerk Related Costs		220,558	223,107	243,464	243,464	243,411	242,191	242,191	

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
ELECTIONS									
PERSONAL SERVICES									
SALARIES-FT	01.142.0000.5111	680	1,155	730	730	438	1,500	1,500	
SALARIES-PT	01.142.0000.5113	0	174	495	495	470	936	936	
SALARIES-TEMP	01.142.0000.5115	7,890	17,573	10,053	10,053	10,353	24,843	24,843	
SALARIES-OT	01.142.0000.5117	717	2,045	1,178	1,178	1,531	4,000	4,000	
LONGEVITY	01.142.0000.5133	13	29	4	4	4	8	8	
FICA	01.142.0000.5151	97	248	184	184	187	493	493	
RETIREMENT	01.142.0000.5152	109	393	220	220	279	516	516	
RETIREE GROUP HEALTH	01.142.0000.5153	35	53	46	46	28	86	86	
GROUP HEALTH & DENTAL	01.142.0000.5154	487	969	607	607	510	1,223	1,223	
LIFE INSURANCE	01.142.0000.5155	0	0	7	7	8	15	15	
WORKERS COMPENSATION INS	01.142.0000.5156	52	113	61	61	59	121	121	
Sub-total		10,078	22,751	13,585	13,585	13,867	33,741	33,741	148.4%
Percent of Department Total		80.6%	74.5%	59.5%	59.5%	60.0%	71.9%	71.9%	
CONTRACTUAL SERVICES									
DP SERVICES	01.142.0000.5214	213	741	1,550	1,550	1,550	2,000	2,000	
EQUIPMENT MAINTENANCE	01.142.0000.5242	0	2,060	3,600	3,600	3,600	3,700	3,700	
Sub-total		213	2,801	5,150	5,150	5,150	5,700	5,700	10.7%
SUPPLIES									
OFFICE SUPPLIES	01.142.0000.5312	777	565	1,500	1,500	1,500	1,500	1,500	
PRINTING	01.142.0000.5313	197	2,595	1,000	1,000	1,000	3,000	3,000	
Sub-total		974	3,160	2,500	2,500	2,500	4,500	4,500	80.0%
SERVICES AND CHARGES									
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	157	817	200	200	200	1,000	1,000	
CONFERENCES AND SCHOOLS	01.142.0000.5425	122	8	600	600	600	600	600	
MILEAGE	01.142.0000.5432	368	82	200	200	200	200	200	
EQUIPMENT RENTAL	01.142.0000.5433	600	900	600	600	600	1,200	1,200	
Sub-total		1,246	1,806	1,600	1,600	1,600	3,000	3,000	87.5%
SUB TOTAL NON PERSONAL SERVICES		2,433	7,767	9,250	9,250	9,250	13,200	13,200	42.7%
TOTAL GENERAL FUND		12,511	30,518	22,835	22,835	23,117	46,941	46,941	105.6%
CAPITAL OUTLAY FUND									
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	0	
SOFTWARE	41.142.0000.5843	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0.0%
GRAND TOTAL ELECTIONS		12,511	30,518	22,835	22,835	23,117	46,941	46,941	105.6%
Less Program Revenue:									
REFUNDS & REIMB - ELECTIONS	01.0000.4782	0	0	0	0	-2,029	0	0	
Net Elections Related Costs		12,511	30,518	22,835	22,835	21,088	46,941	46,941	

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, and addressing all of the State instigated changes from Acts 10 and 32..
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administration of the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's web site and cable television channel.
- Maintain the City's information technology and voice communications systems.
- Provide 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)	2007	2008	2009	2010	2011	2012
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	.60	.60	.12	.00
Total	3.80	3.80	3.60	3.60	3.12	3.00

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Labor Contracts Having Negotiations	3	3	6	4	2	3
Worker's Comp Claims	83	62	43	33	40	40
Job Analyses Conducted & Job Description Revised	39	5	4	3	4	4
New Hires	17	12	4	11	17	10
Separations from Service	12	17	10	10	8	10
Turnover Rate	5.1%	7.2%	4.4%	4.4%	3.5%	4.4%
Civil Service Exams Administered	3	3	0	3	5	3

* Forecast

BUDGET SUMMARY:

1. This reflects the elimination of a part-time Clerk Typist from Human Resources, which is part of the Administration Department. The position was eliminated in March of 2011. The recommended budget expands the role of the Director of Administration to that of a Chief Operating Officer increases the responsibilities of the Human resources Coordinator and transfers the supervision of Planning to the office of City Attorney.
2. The capital outlay appropriations are for a replacement computer (\$1,250).
3. 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 2012 is approximately \$21,750. 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 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
INFORMATION SERVICES									
CONTRACTUAL SERVICES									
DATA PROCESSING SERVICES	01.144.0000.5214	176,005	159,083	123,000	123,000	123,000	122,000	122,000	
GIS SUPPORT SERVICES	01.144.0000.5215	110,137	98,992	101,750	101,750	101,750	98,350	98,350	
EQUIPMENT MAINTENANCE	01.144.0000.5242	11,332	13,443	12,700	12,700	12,700	13,550	13,550	
SOFTWARE MAINTENANCE	01.144.0000.5257	37,945	40,613	40,000	40,000	40,000	43,500	43,500	
SUNDRY CONTRACTORS	01.144.0000.5299	2,852	2,736	3,000	3,000	3,000	3,000	3,000	
Sub-total		338,271	314,866	280,450	280,450	280,450	280,400	280,400	0.0%
SUPPLIES									
OFFICE SUPPLIES	01.144.0000.5312	189	11	200	200	200	200	200	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	3,048	3,724	5,500	5,500	5,000	4,650	4,650	
EQUIPMENT SUPPLIES	01.144.0000.5333	1,236	1,855	2,500	2,500	2,300	2,250	2,250	
Sub-total		4,473	5,590	8,200	8,200	7,500	7,100	7,100	-13.4%
SERVICES AND CHARGES									
DATA COMMUNICATION SERVICES	01.144.0000.5410	10,788	8,828	10,250	10,250	10,250	14,000	14,000	
TELEPHONE	01.144.0000.5415	28,567	22,636	24,500	24,500	24,500	25,850	25,850	
CONFERENCES AND SCHOOLS	01.144.0000.5425	0	0	0	0	0	0	0	
Sub-total		39,355	31,464	34,750	34,750	34,750	39,850	39,850	14.7%
TOTAL GENERAL FUND		382,099	351,920	323,400	323,400	322,700	327,350	327,350	1.2%
CAPITAL OUTLAY FUND									
FURNITURE/FIXTURES	41.144.0000.5812	0	0	0	0	0	0	0	
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.144.0000.5841	18,445	30,753	45,000	45,000	45,000	35,500	35,500	
SOFTWARE	41.144.0000.5843	24,449	11,423	16,400	16,400	16,400	7,500	7,500	
TOTAL CAPITAL OUTLAY FUND		42,894	42,176	61,400	61,400	61,400	43,000	43,000	-30.0%
GRAND TOTAL INFORMATION SERVICES		424,993	394,096	384,800	384,800	384,100	370,350	370,350	-3.8%

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.

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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;
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- 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)	2007	2008	2009	2010	2011	2012
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	.60	.60	.12	.00
Total	3.80	3.80	3.60	3.60	3.12	3.00

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Labor Contracts Having Negotiations	3	3	6	4	2	3
Worker's Comp Claims	83	62	43	33	40	40
Job Analyses Conducted & Job Description Revised	39	5	4	3	4	4
New Hires	17	12	4	11	17	10
Separations from Service	12	17	10	10	8	10
Turnover Rate	5.1%	7.2%	4.4%	4.4%	3.5%	4.4%
Civil Service Exams Administered	3	3	0	3	5	3

* Forecast

BUDGET SUMMARY:

1. This reflects the elimination of a part-time Clerk Typist from Human Resources, which is part of the Administration Department. The position was eliminated in March of 2011. The recommended budget expands the role of the Director of Administration to that of a Chief Operating Officer increases the responsibilities of the Human resources Coordinator and transfers the supervision of Planning to the office of City Attorney.
2. The capital outlay appropriations are for a replacement computer (\$1,250).
3. 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 2012 is approximately \$21,750. 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 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
ADMINISTRATION									
PERSONAL SERVICES									
SALARIES-FT	01.147.0000.5111	182,570	187,599	186,032	186,032	183,776	186,485	186,485	
SALARIES-PT	01.147.0000.5113	18,987	18,829	19,432	19,432	5,181	0	0	
SALARIES-OT	01.147.0000.5117	461	418	1,500	1,500	700	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	0	0	530	530	0	540	540	
LONGEVITY	01.147.0000.5133	150	185	185	185	233	240	240	
HOLIDAY PAY	01.147.0000.5134	12,063	13,389	13,582	13,582	13,372	12,392	12,392	
VACATION PAY	01.147.0000.5135	12,390	11,440	15,850	15,850	15,574	15,373	15,373	
FICA	01.147.0000.5151	16,525	16,941	18,139	18,139	16,741	16,565	16,565	
RETIREMENT	01.147.0000.5152	22,662	23,186	23,711	23,711	21,644	12,559	12,559	
RETIREE GROUP HEALTH	01.147.0000.5153	2,991	3,106	3,263	3,263	3,256	3,401	3,401	
GROUP HEALTH & DENTAL	01.147.0000.5154	41,038	40,428	42,332	42,332	42,552	43,145	43,145	
LIFE INSURANCE	01.147.0000.5155	999	914	857	857	845	855	855	
WORKERS COMPENSATIONINS	01.147.0000.5156	631	785	686	686	627	540	540	
Allocated payroll cost	01.147.0000.5199	-17,475	-19,400	-19,400	-19,400	-19,400	-19,400	-19,400	
Sub-total		293,992	297,820	306,699	306,699	285,101	274,195	274,195	-10.6%
Percent of Department Total		67.6%	73.5%	65.7%	65.7%	65.2%	63.8%	63.8%	
CONTRACTUAL SERVICES									
MEDICAL SERVICES	01.147.0000.5211	4,014	10,460	6,650	6,650	6,650	6,300	6,300	
HR PROCESSING FEES	01.147.0000.5215	12,099	13,093	12,300	12,300	12,300	12,300	12,300	
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	2,351	1,430	5,700	5,700	5,700	3,700	3,700	
AUTO MAINTENANCE	01.147.0000.5241	66	0	600	600	600	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	929	1,312	1,500	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01.147.0000.5252	31,914	13,422	25,500	25,500	25,500	24,000	24,000	
UNEMPLOYMENT COSTS	01.147.0000.5287	20,584	5,080	15,000	15,000	10,000	15,000	15,000	
SUNDRY CONTRACTORS	01.147.0000.5299	2,347	3,772	4,500	4,500	4,500	4,500	4,500	
Sub-total		74,305	48,569	71,750	71,750	66,750	67,900	67,900	-5.4%
SUPPLIES									
POSTAGE	01.147.0000.5311	38,574	36,804	45,500	45,500	45,500	46,500	46,500	
OFFICE SUPPLIES	01.147.0000.5312	484	1,015	800	800	800	800	800	
PRINTING	01.147.0000.5313	9,750	3,000	10,100	10,100	10,100	10,100	10,100	
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	112	4,508	6,000	6,000	4,000	6,000	6,000	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	5,502	3,698	5,650	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01.147.0000.5331	298	496	550	550	550	550	550	
VEHICLE SUPPORT	01.147.0000.5332	0	300	300	300	300	300	300	
MISCELLANEOUS SUPPLIES	01.147.0000.5399	96	169	0	0	0	0	0	
Sub-total		54,816	49,991	68,900	68,900	66,900	69,900	69,900	1.5%
SERVICES AND CHARGES									
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	2,340	167	5,300	5,300	4,000	4,800	4,800	
SUBSCRIPTIONS	01.147.0000.5422	621	458	650	650	650	650	650	
MEMBERSHIPS	01.147.0000.5424	1,821	1,751	2,100	2,100	2,200	2,200	2,200	
CONFERENCES AND SCHOOLS	01.147.0000.5425	471	579	3,500	3,500	3,500	3,200	3,200	
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	200	200	200	200	200	
MILEAGE	01.147.0000.5432	399	519	600	600	600	600	600	
EQUIPMENT RENTAL	01.147.0000.5433	5,110	4,951	5,100	5,100	5,100	5,100	5,100	
Sub-total		10,962	8,625	17,450	17,450	16,250	16,750	16,750	-4.0%
SUB TOTAL NON PERSONAL SERVICES		140,083	107,185	158,100	158,100	149,900	154,550	154,550	-2.2%
TOTAL GENERAL FUND		434,075	405,005	464,799	464,799	435,001	428,745	428,745	-7.8%
CAPITAL OUTLAY FUND									
OFFICE EQUIPMENT	41.147.0000.5813	0	0	1,000	1,000	1,000	0	0	
COMPUTER EQUIPMENT	41.147.0000.5841	1,033	0	1,250	1,250	1,250	1,250	1,250	
SOFTWARE	41.147.0000.5843	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		1,033	0	2,250	2,250	2,250	1,250	1,250	-44.4%
GRAND TOTAL ADMINISTRATION		435,108	405,005	467,049	467,049	437,251	429,995	429,995	-7.9%

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)	2007	2008	2009	2010	2011	2012
Chief Financial Officer (Temp)					.50	.50
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.30	1.30	1.30	1.30	1.23	1.23
Lead Cashier	.75	.75	.75	.75	.56	.56
Cashier/Clerk	.80	.80	.80	.80	.56	.56
Cashier (seasonal)	.45	.25	.25	.25	.25	.25
Total	7.30	7.10	7.10	7.10	7.10	7.10

ACTIVITY MEASURES:

Activity	2007	2008	2009	2010	2011*	2012*
Disbursement Checks	5,923	5,349	5,499	5,428	5,500	5,600
Employees Paid	349	393	333	351	350	350
Property Tax Bills	13,192	13,290	13,365	13,393	13,500	13,800
Water/Sewer Payments	37,119	37,537	37,454	37,588	37,700	37,800
General Receipts Processed	8,562	8,383	7,453	7,759	8,000	8,200
Dog/Cat licenses	1,107	681	709	689	700	700
Assessment Invoices	10	61	25	0	20	20
Customer Invoices	999	869	795	709	800	800
Purchase Requisitions Used	4,094	4,412	4,035	3,645	4,000	4,200

* Forecast

BUDGET SUMMARY:

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

Computer Equipment	\$4,000
Software for payroll upgrade	\$5,000

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
FINANCE									
PERSONAL SERVICES									
SALARIES-FT	01.151.0000.5111	236,778	244,531	234,709	234,709	235,100	227,278	227,278	
SALARIES-PT	01.151.0000.5113	88,258	85,989	91,741	91,741	82,690	75,796	75,796	
SALARIES-TEMP	01.151.0000.5115	4,309	3,873	4,858	4,858	4,810	4,834	4,834	
SALARIES-OT	01.151.0000.5117	35	866	1,200	1,200	1,200	1,200	1,200	
COMPTIME TAKEN	01.151.0000.5118	1,503	1,206	1,500	1,500	1,500	1,527	1,527	
LONGEVITY	01.151.0000.5133	670	629	559	559	498	500	500	
HOLIDAY PAY	01.151.0000.5134	18,586	19,065	18,757	18,757	21,939	22,241	22,241	
VACATION PAY	01.151.0000.5135	19,888	22,004	22,368	22,368	22,237	25,577	25,577	
FICA	01.151.0000.5151	26,914	27,560	28,740	28,740	28,303	27,460	27,460	
RETIREMENT	01.151.0000.5152	34,969	34,878	33,229	33,229	28,810	20,374	20,374	
RETIREE GROUP HEALTH	01.151.0000.5153	3,036	3,155	3,312	3,312	3,400	3,302	3,302	
GROUP HEALTH & DENTAL	01.151.0000.5154	75,579	74,140	77,757	77,757	81,132	95,348	95,348	
LIFE INSURANCE	01.151.0000.5155	1,395	1,240	1,177	1,177	983	1,172	1,172	
WORKERS COMPENSATION INS	01.151.0000.5156	1,038	1,271	1,088	1,088	1,057	896	896	
ALLOCATED PAYROLL COST	01.151.0000.5199	-63,300	-62,400	-62,000	-62,000	-62,000	-62,000	-62,000	
Sub-total		449,656	458,006	458,995	458,995	451,659	445,505	445,505	-2.9%
Percent of Department Total		87.5%	87.5%	86.7%	86.7%	87.1%	85.8%	85.8%	
CONTRACTUAL SERVICES									
PAYROLL PROCESSING FEES	01.151.0000.5215	15,746	14,923	16,208	16,208	16,500	16,460	16,394	
EQUIPMENT MAINTENANCE	01.151.0000.5242	857	789	1,000	1,000	857	1,000	1,000	
SOFTWARE MAINTENANCE	01.151.0000.5257	12,598	13,073	14,200	14,200	15,404	16,000	16,000	
COLLECTION SERVICES	01.151.0000.5298	52	217	0	0	0	0	0	
TAX BILL PREPARATION & MAILING	01.151.0000.5299	10,590	11,245	12,800	12,800	12,800	12,700	12,700	
Sub-total		39,843	40,247	44,208	44,208	45,561	46,160	46,094	4.3%
SUPPLIES									
OFFICE SUPPLIES	01.151.0000.5312	1,854	1,670	2,100	2,100	1,900	2,300	2,300	
PRINTING	01.151.0000.5313	2,395	1,585	2,500	2,500	2,500	2,500	2,500	
Sub-total		4,249	3,255	4,600	4,600	4,400	4,800	4,800	4.3%
SERVICES & CHARGES									
MEMBERSHIPS	01.151.0000.5424	300	300	400	400	300	400	400	
CONFERENCES & SEMINARS	01.151.0000.5425	2,237	1,924	2,500	2,500	1,758	2,500	2,500	
ALLOCATED INSURANCE COST	01.151.0000.5428	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
BANK FEES	01.151.0000.5491	12,665	9,378	12,500	12,500	9,000	9,500	9,500	
Sub-total		16,702	13,103	16,900	16,900	12,558	13,900	13,900	-17.8%
SUB TOTAL NON PERSONAL SERVICES									
		60,794	56,605	65,708	65,708	62,519	64,860	64,794	-1.4%
TOTAL GENERAL FUND									
		510,450	514,611	524,703	524,703	514,178	510,365	510,299	-2.7%
CAPITAL OUTLAY FUND									
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	0	
OFFICE EQUIPMENT	41.151.0000.5813	3,258	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.151.0000.5841	0	780	4,600	4,600	4,600	4,000	4,000	
SOFTWARE	41.151.0000.5843	0	8,000	0	0	0	5,000	5,000	
TOTAL CAPITAL OUTLAY FUND		3,258	8,780	4,600	4,600	4,600	9,000	9,000	95.7%
GRAND TOTAL FINANCE									
		513,708	523,391	529,303	529,303	518,778	519,365	519,299	-1.9%
Less Program Revenue:									
INTEREST ON INVESTMENTS	01.0000.4711	-255,168	-131,901	-140,000	-140,000	-140,000	-314,000	-314,000	
INVESTMENT GAINS/LOSSES	01.0000.4713	-24,330	31,515	10,000	10,000	10,000	10,000	10,000	
INTEREST-TAX ROLL	01.0000.4715	-116,839	-124,571	-115,000	-115,000	-115,000	-115,000	-115,000	
Net Finance Related Costs		117,371	298,434	284,303	284,303	273,778	100,365	100,299	
AUDIT									
CONTRACTUAL SERVICES									
SPECIAL AUDIT	01.152.0000.5210	0	0	0	0	0	0	0	
ANNUAL AUDIT	01.152.0000.5213	26,909	25,535	26,500	26,500	26,500	27,300	27,300	
ACTUARIAL REVIEW	01.152.0000.5219	5,600	0	6,500	6,500	6,500	0	0	
GRAND TOTAL AUDIT		32,509	25,535	33,000	33,000	33,000	27,300	27,300	-17.3%

**CITY ASSESSOR
154**

DEPARTMENT: Assessor

PROGRAM MANAGER: Director of Administration and City Assessor

PROGRAM DESCRIPTION:

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

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keep an annual updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle; however, the economic conditions led to delaying the planned 2009 revaluation to 2010. The next revaluation is scheduled to occur in 2013.

STAFFING:

Authorized Positions (FTE)	2007	2008	2009	2010	2011	2012
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	2007	2008	2009	2010 Φ	2011*	2012*
Properties Inspected	1,422	953	798	557	645	600
Assessment Notices Mailed	1,154	733	589	12,557	573	550
Open Book Hearings	101	69	170	705	119	120
Board of Review Hearings	25	14	12	67	13	15
Residential Parcels	11,648	11,715	11,786	11,833	11,823	11830
Commercial Parcels	524	523	518	541	542	542
Total Parcels	12,645	12,663	12,817	12,857	12,852	12859
Assessed Value Increase	104 m	111 m	59 m	-117 m	5 m	5 m

* Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The 2012 Budget includes continuing the revaluation of real property every third year. Resources are set aside annually to smooth out the expenditure.
- 4) Capital Outlay funding is provided for the replacement of a staff computer. The department has five computers. Replacement is scheduled as one per year in order to standardize the budget impact and avoid peaks.

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
ASSESSOR									
PERSONAL SERVICES									
SALARIES-FT	01.154.0000.5111	36,676	35,857	36,997	36,997	36,997	37,563	37,563	
SALARIES-OT	01.154.0000.5117	0	0	300	300	0	300	300	
COMPTIME TAKEN	01.154.0000.5118	101	0	200	200	200	200	200	
LONGEVITY	01.154.0000.5133	240	305	300	300	300	300	300	
HOLIDAY PAY	01.154.0000.5134	2,258	2,605	2,480	2,480	2,480	2,518	2,518	
VACATION PAY	01.154.0000.5135	3,059	3,857	3,306	3,306	3,306	3,357	3,357	
FICA	01.154.0000.5151	3,069	3,089	3,334	3,334	3,311	3,384	3,384	
RETIREMENT	01.154.0000.5152	4,233	4,262	4,358	4,358	4,328	4,424	4,424	
RETIREE GROUP HEALTH	01.154.0000.5153	0	0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01.154.0000.5154	19,656	19,344	20,278	20,278	20,382	20,992	20,992	
LIFE INSURANCE	01.154.0000.5155	180	166	155	155	170	174	174	
WORKERS COMPENSATION INS	01.154.0000.5156	120	144	126	126	126	110	110	
Sub-total		69,592	69,629	71,834	71,834	71,600	73,322	73,322	2.1%
Percent of Department Total		30.4%	29.3%	27.8%	27.8%	28.3%	28.5%	28.5%	
CONTRACTUAL SERVICES									
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	64,800	59,740	83,000	83,000	80,000	82,000	82,000	
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	80,000	88,087	80,000	80,000	80,000	80,000	80,000	
SOFTWARE MAINTENANCE	01.154.0000.5257	0	0	3,750	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01.154.0000.5299	12,983	11,800	13,700	13,700	13,700	13,700	13,700	
Sub-total		157,783	159,626	180,450	180,450	177,450	179,450	179,450	-0.6%
SUPPLIES									
POSTAGE	01.154.0000.5311	0	5,000	0	0	0	0	0	
OFFICE SUPPLIES	01.154.0000.5312	1,068	646	1,000	1,000	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	123	2,820	2,100	2,100	1,000	1,100	1,100	
Sub-total		1,191	8,466	3,100	3,100	2,000	2,100	2,100	-32.3%
SERVICES AND CHARGES									
PUBLICATIONS	01.154.0000.5421	95	96	300	300	300	300	300	
SUBSCRIPTIONS	01.154.0000.5422	0	0	500	500	250	150	150	
MEMBERSHIP	01.154.0000.5424	20	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.154.0000.5425	0	0	500	500	250	250	250	
MILEAGE	01.154.0000.5432	0	0	0	0	0	0	0	
Sub-total		115	96	1,300	1,300	800	700	700	-46.2%
SUB TOTAL NON PERSONAL SERVICES		159,089	168,188	184,850	184,850	180,250	182,250	182,250	-1.4%
TOTAL GENERAL FUND		228,681	237,817	256,684	256,684	251,850	255,572	255,572	-0.4%
CAPITAL OUTLAY FUND									
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.154.0000.5841	0	0	1,250	1,250	1,250	1,250	1,250	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	0	1,250	1,250	1,250	1,250	1,250	
GRAND TOTAL ASSESSOR		228,681	237,817	257,934	257,934	253,100	256,822	256,822	-0.4%

LEGAL SERVICES
161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Forward Franklin Economic Development Commission meetings.
- Attend all 27th Street 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	2007	2008	2009	2010	2011*	2012*
Hours of Service	3,429	4,485	4,264	4,652	4,603	4,603
Matters Litigated	4	4	1	1	4	4
Municipal Court Cases	9,811	8,019	8,950	10,159	12,304	12,304

* 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 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
LEGAL COUNSEL									
CONTRACTUAL SERVICES									
LEGAL SERVICES - GENERAL	01.161.0000.5212	159,802	159,919	165,000	165,000	165,000	169,950	169,950	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	55,056	56,396	58,000	58,000	58,000	59,750	59,750	
BOARDS AND COMMISSIONS SUPPORT	01.161.0000.5214	53,000	48,583	55,000	55,000	55,000	55,000	55,000	
SPECIAL ATTORNEY	01.161.0000.5251	31,908	17,282	5,000	5,000	5,000	5,000	5,000	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	0	0	0	0	0	0	0	
Sub-total		299,766	282,180	283,000	283,000	283,000	289,700	289,700	2.4%
SUPPLIES									
PRINTING	01.161.0000.5313	35	0	100	100	100	0	0	
Sub-total		35	0	100	100	100	0	0	-100.0%
SERVICES AND CHARGES									
CONFERENCES AND SCHOOLS	01.161.0000.5425	0	0	650	650	650	500	500	
COURT COSTS	01.161.0000.5427	470	390	450	450	450	450	450	
Sub-total		470	390	1,100	1,100	1,100	950	950	-13.6%
GRAND TOTAL LEGAL COUNSEL		300,271	282,570	284,200	284,200	284,200	290,650	290,650	2.3%

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)	2007	2008	2009	2010	2011	2012
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	3.26	3.26	3.26	2.42	2.33	2.26
Seasonal Maintenance	.57	.57	.48	.48	.48	.48
Total	4.83	4.83	4.74	3.90	3.81	3.74

ACTIVITY MEASURES:

Square Footage:	2007	2008	2009	2010	2011*	2012*
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	26,480	26,480	32,392	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	234,056	234,056	239,968	245,326	245,326	245,326

* Forecast

BUDGET SUMMARY:

- 1) Staffing for 2012 reflects a continuation of reducing the FTE's for the department. During 2011 a part-time employee who vacated the position was replaced by an individual working fewer hours. The lost hours were picked up in contract services (sundry contracts). Service levels to departments remain at a basic cleaning level. Deep cleaning is accomplished only sporadically.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) A capital outlay appropriation for \$145,000 was placed in the Capital Projects fund to replace a portion of the roof to City Hall which was professionally inspected and recommended for replacement. The roof was initially recommended for replacement in 2007 by a roof survey performed in 2003.

CITY OF FRANKLIN 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
MUNICIPAL BUILDING									
PERSONAL SERVICES									
SALARIES-FT	01.181.0000.5111	107,576	86,562	83,793	83,793	97,125	85,508	85,508	2.0%
SALARIES-PT	01.181.0000.5113	52,901	55,382	56,617	56,617	43,382	49,702	49,702	-12.2%
SALARIES-TEMP	01.181.0000.5115	9,127	8,648	9,580	9,580	9,485	9,532	9,532	-0.5%
SALARIES-OT	01.181.0000.5117	4,135	5,001	3,000	3,000	5,000	3,000	3,000	0.0%
COMPTIME TAKEN	01.181.0000.5118	3,668	0	2,100	2,100	1,000	2,138	2,138	1.8%
LONGEVITY	01.181.0000.5133	95	135	60	60	135	180	180	200.0%
HOLIDAY PAY	01.181.0000.5134	8,847	8,855	8,803	8,803	7,661	8,504	8,504	-3.4%
VACATION PAY	01.181.0000.5135	8,163	5,049	8,417	8,417	7,587	8,245	8,245	-2.0%
FICA	01.181.0000.5151	14,558	12,711	13,186	13,186	13,110	12,761	12,761	-3.2%
RETIREMENT	01.181.0000.5152	14,657	21,671	19,035	19,035	19,612	13,050	13,050	-31.4%
RETIREE GROUP HEALTH	01.181.0000.5153	5,101	3,452	3,611	3,611	3,602	3,380	3,380	-6.4%
GROUP HEALTH & DENTAL	01.181.0000.5154	51,591	39,372	41,252	41,252	41,472	42,041	42,041	1.9%
LIFE INSURANCE	01.181.0000.5155	517	372	353	353	384	396	396	12.2%
WORKERS COMPENSATION INS	01.181.0000.5156	8,732	7,686	6,683	6,683	6,619	5,472	5,472	-18.1%
ALLOCATED PAYROLL COST	01.181.0000.5199	-153,500	-170,500	-177,100	-177,100	-177,100	-173,300	-173,300	-2.1%
Sub-total		136,167	84,396	79,390	79,390	79,074	70,609	70,609	-11.1%
Percent of Department Total		54.6%	40.1%	37.0%	36.7%	38.0%	34.9%	34.9%	
CONTRACTUAL SERVICES									
DATA & TELEPHONE CABLING	01.181.0000.5247	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01.181.0000.5299	6,435	15,375	15,450	15,450	16,500	19,650	19,650	
Sub-total		6,435	15,375	15,450	15,450	16,500	19,650	19,650	
SUPPLIES									
OFFICE SUPPLIES	01.181.0000.5312	292	63	150	150	80	100	100	
UNIFORMS	01.181.0000.5326	551	455	850	850	550	650	650	
FUEL/LUBRICANTS	01.181.0000.5331	57	48	100	100	85	100	100	
CONSUMABLE TOOLS	01.181.0000.5342	268	261	250	250	225	250	250	
Sub-total		1,169	826	1,350	1,350	940	1,100	1,100	-18.5%
SERVICES AND CHARGES									
CONFERENCES AND SCHOOLS	01.181.0000.5425	908	0	400	400	270	400	400	
FACILITY CHARGES									
WATER	01.181.0000.5551	1,362	1,634	1,400	1,400	1,400	1,400	1,400	
ELECTRICITY	01.181.0000.5552	50,002	52,012	53,800	53,800	53,000	54,800	54,800	
SEWER	01.181.0000.5553	574	792	800	800	800	800	800	
NATURAL GAS	01.181.0000.5554	15,496	13,765	17,750	17,750	15,650	16,750	16,750	
LANDSCAPE MATERIALS	01.181.0000.5555	3,000	2,518	2,800	2,800	2,300	2,500	2,500	
JANITORIAL SUPPLIES	01.181.0000.5556	5,544	6,367	5,200	5,200	5,100	5,000	5,000	
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	19,786	19,858	20,000	20,000	16,000	19,600	19,600	
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	9,119	8,199	10,000	10,000	9,000	9,700	9,700	
Sub-total		104,882	105,145	111,750	111,750	103,250	110,550	110,550	-1.1%
SUB TOTAL NON PERSONAL SERVICES		113,394	121,346	128,950	128,950	120,960	131,700	131,700	2.1%
TOTAL GENERAL FUND		249,561	205,742	208,340	208,340	200,034	202,309	202,309	-2.9%
CAPITAL OUTLAY FUND									
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	0	0	0	0	0	0	0	
SHOP EQUIPMENT	41.181.0000.5815	0	0	0	0	0	0	0	
BUILDING IMPROVEMENTS	41.181.0000.5822	0	4,600	6,350	7,950	7,950	0	0	
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	4,600	6,350	7,950	7,950	0	0	-100.0%
EQUIPMENT REVOLVING FUND									
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	
GRAND TOTAL MUNICIPAL BUILDING		249,561	210,342	214,690	216,290	207,984	202,309	202,309	-5.8%

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 2012 BUDGET		2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
INSURANCE									
BUILDING INSURANCE	01.194.0000.5511	27,963	27,532	29,000	29,000	29,000	30,500	30,500	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	68,033	70,863	72,000	72,000	72,000	73,000	73,000	
GENERAL LIABILITY	01.194.0000.5513	96,240	99,818	101,000	101,000	101,000	103,000	103,000	
PROFESSIONAL LIABILITY	01.194.0000.5514	37,281	37,452	38,200	38,200	38,800	40,100	40,100	
BOILER INSURANCE	01.194.0000.5515	7,318	6,017	6,200	6,200	6,200	6,200	6,200	
UMBRELLA INSURANCE	01.194.0000.5516	13,800	13,800	14,200	14,200	14,200	14,200	14,200	
PUBLIC OFFICIALS E & O LIABILITY	01.194.0000.5518	48,269	50,496	51,250	51,250	51,250	52,000	52,000	
MONEY & SECURITIES	01.194.0000.5521	1,699	1,699	1,850	1,850	1,850	1,850	1,850	
ALLOCATED INSURANCE COST	01.194.0000.5560	-242,500	-237,200	-241,400	-241,400	-241,400	-246,200	-246,200	
WORKERS COMPENSATION	01.194.0000.5517	384,608	415,604	387,900	387,900	387,900	395,650	395,650	
ALLOCATED WC INSURANCE COST	01.194.0000.5561	-384,608	-415,604	-387,900	-387,900	-387,900	-395,650	-395,650	
Sub-total		58,102	70,477	72,300	72,300	72,900	74,650	74,650	3.3%
GRAND TOTAL INSURANCE		58,102	70,477	72,300	72,300	72,900	74,650	74,650	3.3%
Less Program Revenue:									
INSURANCE DIVIDEND	01.0000.4771	-86,803	-15,253	-15,000	-15,000	-15,000	-15,000	-15,000	
Net Insurance Related Costs		-28,701	55,224	57,300	57,300	57,900	59,650	59,650	

**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 in 2010 makes a better comparison on both the revenue and the expenditure sections of the budget.

CITY OF FRANKLIN 2012 BUDGET	2009 Actual	2010 Actual	2011 Adopted	2011 Amended	2011 Estimate	2012 Proposed	2012 Adopted	Percent Change
UNCLASSIFIED EXPENSES								
CONTRIBUTIONS AND AWARDS								
REFUNDED PROPERTY TAXES	01.198.0000.5543	6,169	337	12,500	12,500	12,500	2,500	2,500
CLAIMS	01.198.0000.5731	0	1,300	0	0	0	0	0
GRAND TOTAL UNCLASSIFIED		6,169	1,637	12,500	12,500	12,500	2,500	2,500 -80.0%
CONTINGENCY								
RESTRICTED								
ADMINISTRATION						17,000	0	
BUILDING INSPECTION						0	0	
FIRE			19,400	19,400	19,400	15,000	0	
PLANNING						47,000	0	
OTHER	01.199.0000.5110		255,000	0	0	0	1,325,000	
Sub-total		0	0	274,400	19,400	19,400	79,000	1,325,000
UNRESTRICTED								
UNRESTRICTED	01.199.0000.5499	0	50,000	46,500	46,500	50,000	142,000	
GRAND TOTAL CONTINGENCY		0	0	324,400	65,900	65,900	129,000	1,467,000 352.2%
ANTICIPATED UNDEREXPENDITURES								
	01.199.0000.5497	0	0	-406,000	-406,000	-288,000	-407,000	-407,000