



CITY OF FRANKLIN

2013 PROPOSED BUDGETS GENERAL FUND DEPARTMENTS

FOR PUBLIC HEARING AND
COMMON COUNCIL CONSIDERATION

NOVEMBER 5, 2012

**CITY OF FRANKLIN, WISCONSIN
2013 BUDGET
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**MAYOR
101**

DEPARTMENT: Mayor

PROGRAM MANAGER: Mayor (administered by Director of Administration)

PROGRAM DESCRIPTION:

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced and that all City officers, boards, and commissions properly discharge their duties. The Mayor nominates to the Council the appointment of certain City employees and board and commission members and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council, voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2014.

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

SERVICES:

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Annually prepare and submit to the Common Council a proposed annual budget.

STAFFING:

1 Elected position

BUDGET SUMMARY:

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998, under City Ordinance 98-1527.
- 2) The 2013 budget remains the same as the 2012 budget except for the addition of a Capital Outlay appropriation for a replacement computer as part of the overall strategy to eliminate XP computers prior to the discontinuation of XP support (\$700).

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
GENERAL FUND EXPENDITURES											
MAYOR											
PERSONAL SERVICES											
SALARIES-PT	01.101.0000.5113	0	16,800	16,800	16,800	8,400	16,800	16,800	16,800	16,800	
FICA	01.101.0000.5151	0	1,652	1,652	1,652	826	1,652	1,652	1,652	1,652	
WORKERS COMPENSATION INS	01.101.0000.5156	0	60	54	54	30	54	48	48	48	
Sub-total		0	18,512	18,506	18,506	9,256	18,506	18,500	18,500	18,500	0.0%
Percent of Department Total	#DIV/0!		79.3%	69.6%	69.8%	79.4%	69.8%	67.8%	67.8%	67.8%	
SERVICES AND CHARGES											
SUBSCRIPTIONS	01.101.0000.5422	0	0	150	150	0	150	150	150	150	
MEMBERSHIPS	01.101.0000.5424	0	0	150	150	0	150	150	150	150	
CONFERENCES AND SCHOOLS	01.101.0000.5425	0	35	2,000	2,000	0	2,000	2,000	2,000	2,000	
MILEAGE - AUTO ALLOWANCE	01.101.0000.5432	0	4,800	4,800	4,800	2,400	4,800	4,800	4,800	4,800	
Sub-total		0	4,835	7,100	7,100	2,400	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	0	1,000	1,000	1,000	1,000	
SUB TOTAL NON PERSONAL SERVICES		0	4,835	8,100	8,100	2,400	8,100	8,100	8,100	8,100	0.0%
TOTAL GENEAL FUND		0	23,347	26,606	26,606	11,656	26,606	26,600	26,600	26,600	0.0%
CAPITAL OUTLAY FUND											
OTHER CAPITAL EQUIPMENT	41.101.0000.5841		0	0	0		0	700	700	700	
SOFTWARE	41.101.0000.5843		0		0		0			0	
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	700	700	700	
GRAND TOTAL MAYOR		0	23,347	26,606	26,606	11,656	26,606	27,300	27,300	27,300	0

ALDERMEN

102

DEPARTMENT: Aldermen

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

PROGRAM DESCRIPTION:

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

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

Architectural Board	Fair Commission
Board of Health	Finance Committee
Board of Review	Library Board
Board of Public Works	License Committee
Board of Water Commissioners	Parks Commission
Board of Zoning and Building Appeals	Personnel Committee
Civic Celebrations Commission	Plan Commission
Community Development Authority	Police and Fire Commission
Complete Streets and Connectivity Committee	Technology Commission
Forward Franklin Economic Dev. Committee	Environmental Commission

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

SERVICES:

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

STAFFING:

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	
Confidential Secretary	0.48	0.00	0.00	0.00	0.00	
Total	0.48	0.00	0.00	0.00	0.00	

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013
Ordinances passed	28	25	44	27	30	30
Resolutions passed	112	125	71	84	175	100
Common Council meeting hours	69	70	64	57	60	60

* Forecast

BUDGET SUMMARY:

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

Public Policy Forum	\$ 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 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
ALDERMEN											
PERSONAL SERVICES											
SALARIES-PT	01.102.0000.5113	60,000	43,200	43,200	43,200	21,600	43,200	43,200	43,200	43,200	
FICA	01.102.0000.5151	5,783	3,978	4,131	4,131	1,989	4,131	4,131	4,131	4,131	
WORKERS COMPENSATION INS	01.102.0000.5186	252	156	135	135	66	135	119	119	119	
Sub-total		66,035	47,334	47,466	47,466	23,655	47,466	47,450	47,450	47,450	0.0%
Percent of Department Total		66.6%	69.3%	66.5%	66.5%	60.6%	67.8%	66.5%	66.5%	66.5%	
CONTRACTUAL SERVICES											
OTHER PROFESSIONAL SERVICES	01.102.0000.5219	0	0	1,000	1,000	0	0	1,000	1,000	1,000	
SUNDRY CONTRACTORS	01.102.0000.5299	0	0	0	0	0	0	0	0	0	
Sub-total		0	0	1,000	1,000	0	0	1,000	1,000	1,000	0.0%
SUPPLIES											
OFFICE SUPPLIES	01.102.0000.5312	97	86	100	100	0	100	100	100	100	
PRINTING	01.102.0000.5313	7,253	0	100	100	0	100	100	100	100	
BOARDS AND COMMISSIONS EXP	01.102.0000.5329	67	65	650	650	70	250	650	650	650	
Sub-total		7,417	151	850	850	71	450	850	850	850	0.0%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.102.0000.5421	0	0	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.102.0000.5422	0	0	0	0	0	0	0	0	0	
MEMBERSHIPS	01.102.0000.5424	9,930	9,945	10,750	10,750	9,777	10,750	10,750	10,750	10,750	
CONFERENCES AND SCHOOLS	01.102.0000.5425	60	45	500	500	0	500	500	500	500	
MILEAGE - AUTO ALLOWANCE	01.102.0000.5432	15,633	10,800	10,800	10,800	5,400	10,800	10,800	10,800	10,800	
Sub-total		25,623	20,790	22,050	22,050	15,177	22,050	22,050	22,050	22,050	0.0%
CONTRIBUTIONS AND AWARDS											
AWARDS	01.102.0000.5726	0	0	0	0	0	0	0	0	0	
VOLUNTEER RECOGNITION/AWARDS	01.102.0000.5734	111	0	0	0	116	0	0	0	0	
Sub-total		111	0	0	0	116	0	0	0	0	
SUB TOTAL NON PERSONAL SERVICES											
		33,151	20,941	23,900	23,900	15,364	22,500	23,800	23,900	23,900	0.0%
TOTAL GENEAL FUND											
		99,186	68,275	71,366	71,366	39,019	69,966	71,350	71,350	71,350	0.0%
CAPITAL OUTLAY FUND											
FURNITURE/FIXTURES	41.102.0000.5812	3,731	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		3,731	0	0	0	0	0	0	0	0	
GRAND TOTAL ALDERMEN											
		102,917	68,275	71,366	71,366	39,019	69,966	71,350	71,350	71,350	

**MUNICIPAL COURT
121**

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerks for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office, which are accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

SERVICES:

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.
- Provides for the boarding of Prisoners.

STAFFING:

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
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	2.50	2.50	2.50
Total	2.00	2.00	2.00	2.50	2.50	2.50

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Municipal court cases	8,019	8,050	10,159	12,285	13,718	15,000

* 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 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
MUNICIPAL COURT											
PERSONAL SERVICES											
SALARIES-FT	01.121.0000.5111	53,145	62,222	73,000	73,000	35,565	73,320	45,250	45,250	45,250	
SALARIES-PT	01.121.0000.5113	37,675	38,403	36,450	36,450	18,312	36,519	71,400	71,400	71,400	
SALARIES-TEMP	01.121.0000.5115	0	0	0	0	0	0	0	0	0	
SALARIES-OT	01.121.0000.5117	568	1,150	1,200	1,200	456	1,200	1,200	1,200	1,200	
COMPTIME TAKEN	01.121.0000.5118	0	121	265	265	41	265	265	265	265	
LONGEVITY	01.121.0000.5133	300	342	390	390	255	510	435	435	435	
HOLIDAY PAY	01.121.0000.5134	4,808	5,185	5,840	5,840	3,197	5,451	4,046	4,046	4,046	
VACATION PAY	01.121.0000.5135	4,669	5,424	6,673	6,673	3,913	6,674	5,185	5,185	5,185	
FICA	01.121.0000.5151	6,369	7,248	9,472	9,472	4,002	9,481	9,775	9,775	9,775	
RETIREMENT	01.121.0000.5152	8,016	9,185	5,962	5,962	2,974	5,970	5,916	5,100	5,100	
RETIREE GROUP HEALTH	01.121.0000.5153	916	948	1,240	1,240	622	1,240	659	659	659	
GROUP HEALTH & DENTAL	01.121.0000.5154	23,748	24,971	25,365	25,365	12,278	24,555	42,478	38,004	38,004	
LIFE INSURANCE	01.121.0000.5155	386	388	408	408	201	408	404	404	404	
WORKERS COMPENSATION INS	01.121.0000.5156	342	330	309	309	154	309	270	270	270	
Sub-total		140,942	155,919	166,574	166,574	81,971	165,902	187,283	181,993	181,993	9.3%
Percent of Department Total		82.0%	69.9%	79.8%	78.6%	80.3%	79.7%	79.9%	79.4%	80.3%	
CONTRACTUAL SERVICES											
OTHER PROFESSIONAL SERVICES	01.121.0000.5219	850	400	600	600	400	600	600	600	600	
EQUIPMENT MAINTENANCE	01.121.0000.5242	0	0	300	300	0	300	300	300	300	
SOFTWARE MAINTENANCE	01.121.0000.5257	0	3,723	7,000	7,000	6,742	7,000	8,400	8,400	8,400	
PRISONER BOARDING	01.121.0000.5294	28,105	29,236	30,000	30,000	11,145	30,000	30,900	30,900	30,900	
DOT SUSPENSION FEES/COLLECTION SERV	01.121.0000.5298	65	820	650	650	0	650	650	650	650	
Sub-total		29,020	34,176	38,550	38,550	18,287	38,550	40,850	40,850	40,850	6.0%
SUPPLIES											
OFFICE SUPPLIES	01.121.0000.5312	362	780	400	400	610	400	400	400	400	
PRINTING	01.121.0000.5313	0	0	350	350	0	350	350	350	350	
Sub-total		362	780	750	750	610	750	750	750	750	0.0%
SERVICES AND CHARGES											
DMV ACCESS SERVICE	01.121.0000.5410	0	0	1,200	1,200	200	1,200	1,200	1,200	1,200	
SUBSCRIPTIONS	01.121.0000.5422	0	0	100	100	0	100	100	100	100	
MEMBERSHIPS	01.121.0000.5424	140	140	150	150	140	150	150	150	150	
CONFERENCES AND SCHOOLS	01.121.0000.5425	1,231	2,206	1,250	1,250	865	1,250	1,250	1,250	1,250	
JURY/WITNESS FEES	01.121.0000.5429	175	196	250	250	49	250	250	250	250	
Sub-total		1,546	2,542	2,950	2,950	1,254	2,950	2,950	2,950	2,950	0.0%
SUB TOTAL NON PERSONAL SERVICES		30,928	37,500	42,250	42,250	20,151	42,250	44,550	44,550	44,550	5.4%
TOTAL GENERAL FUND		171,870	193,419	208,824	208,824	102,122	208,152	231,833	226,543	226,543	8.5%
CAPITAL OUTLAY FUND											
FURNITURE/FIXTURES	41.121.0000.5812	0	0	0	0	0	0	2,550	2,550	2,550	
COMPUTER EQUIPMENT	41.121.0000.5841	26	3,119	0	0	0	0	0	0	0	
SOFTWARE	41.121.0000.5843	0	26,554	0	3,000	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		26	29,672	0	3,000	0	0	2,550	2,550	2,550	
GRAND TOTAL MUNICIPAL COURT		171,896	223,091	208,824	211,824	102,122	208,152	234,383	229,093	229,093	9.7%
Less Program Revenue:											
Penalties & Forfeitures @ 12%		-50,701	-51,973	-48,840	-48,840	-30,067	-56,400	-54,000	-54,000	-54,000	
Net Municipal Court Related Costs		121,195	171,118	159,984	162,984	72,055	151,752	180,383	175,093	175,093	

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CITY CLERK/ELECTIONS

141, 142

DEPARTMENT: City Clerk

PROGRAM MANAGER: Director of Clerk Services

PROGRAM DESCRIPTION:

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

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

SERVICES:

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of city's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- 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)	2008	2009	2010	2011	2012	2013
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	1.48	1.48	1.00	1.00	1.00
Clerk/Typist	.50	.50	.50	.62	.62	.62
Secretary	.00	.00	.00	.50	.50	.50
Temporary Help	.03	.02	.02	.02	.02	.02
Total	3.53	4.00	4.00	4.14	4.14	4.14

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Liquor licenses	55	54	56	55	55	55
Bartenders licenses	323	446	383	367	300	350
Property status reports	99	101	96	127	122	100
Burn permits	387	378	375	332	325	325
Registered voters	24,323	**20,768	21,204	20,808	21,825	22,500
Elections held	4	2	4	2	6	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 decrease in funding is due to two elections scheduled in 2013 vs. six elections held in 2012 (four were scheduled and two were special). In addition, the boundaries created by the redistricting (completed in 2011) went into effect January 1, 2012, and, as required by State law, Franklin has exceeded the population of 35,000 and now is required to vote by "Ward" rather than "District". As a result of having three State Assembly Districts, two Senate Districts, three County Supervisory Districts, three School Districts, and twenty-five Wards, costs have increased for pollworkers, ballot printing, and machine tabulating.
- 4) 01.142.0000.5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). Inspectors are currently paid minimum wage (\$7.25), with the Chairman of each location receiving an additional .25 cents per hour. Due to State election law changes enacted in 2011 and due to the effects of local changes outlined in Item 3 above, two additional workers are requested at each polling location to assist in the successful operation of Election day. (While abiding by the restrictions of State law,

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

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

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CITY CLERK											
PERSONAL SERVICES											
SALARIES-FT	01.141.0000.5111	145,404	146,084	150,786	150,766	77,851	150,237	153,672	153,672	153,672	
SALARIES-PT	01.141.0000.5113	28,663	32,778	35,574	35,574	18,708	35,875	39,978	39,978	39,978	
SALARIES-TEMP	01.141.0000.5115	0	0	601	601	0	800	601	601	601	
SALARIES-OT	01.141.0000.5117	344	390	500	500	61	500	500	500	500	
COMPTIME TAKEN	01.141.0000.5118	10	0	163	163	642	900	0	0	0	
LONGEVITY	01.141.0000.5133	863	890	900	900	427	900	900	900	900	
HOLIDAY PAY	01.141.0000.5134	10,857	11,283	11,188	11,188	4,876	10,707	11,994	11,994	11,994	
VACATION PAY	01.141.0000.5135	15,313	16,231	15,727	15,727	4,221	16,524	17,043	17,043	17,043	
FICA	01.141.0000.5151	15,288	15,469	16,480	16,480	7,715	16,558	17,189	17,189	17,189	
RETIREMENT	01.141.0000.5152	18,633	18,857	15,910	15,910	7,842	15,992	12,997	11,204	11,204	
RETIREE GROUP HEALTH	01.141.0000.5153	1,897	1,954	1,947	1,947	975	1,947	2,000	2,000	2,000	
GROUP HEALTH & DENTAL	01.141.0000.5154	47,015	49,771	50,475	50,475	25,718	51,146	54,504	48,849	48,849	
LIFE INSURANCE	01.141.0000.5155	717	811	772	772	422	851	808	808	808	
WORKERS COMPENSATION INS	01.141.0000.5158	694	601	538	538	267	541	494	494	494	
Allocated payroll cost	01.141.0000.5199	-14,600	-14,800	-14,600	-14,800	-7,100	-14,800	-13,600	-13,600	-13,600	
Sub-total		271,098	280,319	286,741	286,741	142,625	288,678	299,080	291,632	291,632	1.7%
Percent of Department Total		91.1%	91.3%	91.3%	91.3%	94.0%	91.3%	91.8%	91.6%	91.6%	
CONTRACTUAL SERVICES											
FILING FEES	01.141.0000.5223	939	570	1,800	1,800	120	1,800	1,500	1,500	1,500	
EQUIPMENT MAINTENANCE	01.141.0000.5242	85	0	0	0	0	0	0	0	0	
SUNDRY CONTRACTORS	01.141.0000.5299	6,637	5,434	5,900	5,900	1,842	5,900	5,900	5,900	5,900	
Sub-total		7,661	6,004	7,700	7,700	1,962	7,700	7,400	7,400	7,400	-3.9%
SUPPLIES											
OFFICE SUPPLIES	01.141.0000.5312	760	1,208	900	900	211	900	900	900	900	
PRINTING	01.141.0000.5313	144	90	400	400	0	400	400	400	400	
Sub-total		904	1,298	1,300	1,300	211	1,300	1,300	1,300	1,300	0.0%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.141.0000.5421	11,014	8,267	9,000	9,000	3,639	9,000	9,000	9,000	9,000	
SUBSCRIPTIONS	01.141.0000.5422	25	109	100	100	35	100	100	100	100	
MEMBERSHIPS	01.141.0000.5424	700	530	600	600	410	600	600	600	600	
CONFERENCES AND SCHOOLS	01.141.0000.5425	1,093	1,335	2,200	2,200	711	2,200	2,000	2,000	2,000	
MILEAGE	01.141.0000.5432	434	637	600	600	0	600	600	600	600	
BACKGROUND CHECKS	01.141.0000.5471	4,557	3,920	5,850	5,850	2,170	5,850	5,850	5,850	5,850	
Sub-total		17,823	14,768	18,350	18,350	6,965	18,350	18,150	18,150	18,150	-1.1%
SUB TOTAL NON PERSONAL SERVICES		26,368	22,100	27,350	27,350	9,138	27,350	26,850	26,850	26,850	-1.8%
TOTAL GENERAL FUND		297,486	302,419	314,091	314,091	151,763	316,028	325,930	318,482	318,482	1.4%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.141.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.141.0000.5841	0	4,677	0	0	0	0	0	0	0	
SOFTWARE	41.141.0000.5843	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	4,677	0	0	0	0	0	0	0	100.0%
GRAND TOTAL CITY CLERK		297,486	307,096	314,091	314,091	151,763	316,028	325,930	318,482	318,482	1.4%
Less Program Revenue:											
Licenses: 4201 -4217		-60,051	-58,353	-58,100	-58,100	-53,594	-58,100	-58,100	-58,100	-58,100	
Licenses: 4225 -4241		-10,002	-7,217	-9,300	-9,300	-6,192	-6,600	-9,300	-9,300	-9,300	
PUBLICATIONS & RECORDING	Clerk 01.0000.4411	-1,898	-1,927	-2,000	-2,000	-755	-2,000	-2,000	-2,000	-2,000	
PROPERTY STATUS REPORTS	01.0000.4413	-2,430	-3,850	-2,500	-2,500	-2,596	-3,000	-2,500	-2,500	-2,500	
Total Program Revenue		-74,379	-71,347	-71,900	-71,900	-63,137	-71,700	-71,900	-71,900	-71,900	
Net City Clerk Related Costs		223,107	235,749	242,191	242,191	88,626	244,328	254,030	246,582	246,582	

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CITY OF FRANKLIN

2013 BUDGET

ELECTIONS

	2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
PERSONAL SERVICES										
SALARIES-FT	01.142.0000.5111	1,155	819	1,500	1,500	1,941	900	770	770	770
SALARIES-PT	01.142.0000.5113	174	394	936	936	748	1,502	511	511	511
SALARIES-TEMP	01.142.0000.5115	17,573	12,385	24,843	24,843	26,926	25,143	15,000	15,000	15,000
SALARIES-OT	01.142.0000.5117	2,045	657	4,000	4,000	4,136	9,002	1,238	1,238	1,238
LONGEVITY	01.142.0000.5133	29	14	8	8	35	45	8	8	8
FICA	01.142.0000.5151	248	133	493	493	496	1,215	193	193	193
RETIREMENT	01.142.0000.5152	393	153	516	516	680	965	191	149	156
RETIREE GROUP HEALTH	01.142.0000.5153	53	36	86	86	102	52	44	44	44
GROUP HEALTH & DENTAL	01.142.0000.5154	989	460	1,223	1,223	1,490	2,584	687	615	615
LIFE INSURANCE	01.142.0000.5155	0	0	15	15	0	41	8	8	8
WORKERS COMPENSATION INS	01.142.0000.5156	113	63	121	121	136	130	62	62	62
Sub-total		22,751	15,115	33,741	33,741	36,690	41,599	18,712	18,598	18,605
Percent of Department Total		74.5%	66.5%	71.9%	71.9%	86.4%	77.3%	42.6%	60.4%	60.4%
CONTRACTUAL SERVICES										
DP SERVICES	01.142.0000.5214	741	860	2,000	2,000	0	2,000	15,000	2,000	2,000
EQUIPMENT MAINTENANCE	01.142.0000.5242	2,060	3,060	3,700	3,700	3,120	3,700	3,800	3,800	3,800
Sub-total		2,801	3,920	5,700	5,700	3,120	5,700	18,800	5,800	5,800
SUPPLIES										
OFFICE SUPPLIES	01.142.0000.5312	565	1,375	1,500	1,500	612	500	1,500	1,500	1,500
PRINTING	01.142.0000.5313	2,595	1,488	3,000	3,000	0	3,000	3,000	3,000	3,000
Sub-total		3,160	2,863	4,500	4,500	612	3,500	4,500	4,500	4,500
SERVICES AND CHARGES										
OFFICIAL NOTICES/ADVERTISING	01.142.0000.5421	817	215	1,000	1,000	243	1,000	500	500	500
CONFERENCES AND SCHOOLS	01.142.0000.5425	8	0	600	600	0	600	600	600	600
MILEAGE	01.142.0000.5432	82	32	200	200	0	200	200	200	200
EQUIPMENT RENTAL	01.142.0000.5532	900	600	1,200	1,200	1,800	1,200	600	600	600
Sub-total		1,806	846	3,000	3,000	2,043	3,000	1,900	1,900	1,900
SUB TOTAL NON PERSONAL SERVICES		7,767	7,629	13,200	13,200	5,775	12,200	25,200	12,200	12,200
TOTAL GENERAL FUND		30,518	22,744	46,941	46,941	42,465	53,799	43,912	30,798	30,805
CAPITAL OUTLAY FUND										
OTHER CAPITAL EQUIPMENT	41.142.0000.5819	0	0	0	0	0	0	0	0	0
SOFTWARE	41.142.0000.5843	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY FUND		0	0	0	0	0	0	0	0	0
GRAND TOTAL ELECTIONS		30,518	22,744	46,941	46,941	42,465	53,799	43,912	30,798	30,805
Less Program Revenue:										
REFUNDS & REIMB - ELECTIONS	01.0000.4782	0	-2,029	0	0	0	0	0	0	0
Net Elections Related Costs		30,518	20,715	46,941	46,941	42,465	53,799	43,912	30,798	30,805

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INFORMATION SERVICES

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DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING:

The City's information services function 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	2008	2009	2010	2011	2012	2013*
Total City computers	185	190	203	215	257	260
Software applications	45	48	49	50	53	56
Est. Help Desk Requests	1,500	1,300	1,300	1,300	1,100	1,000

BUDGET SUMMARY:

- 1) Overall, the 2013 budget provides for continuation of contracted technical support services at approximately the same level provided for in 2012, although any increase in service rates will be offset by a comparable decrease in hours so that funding stays flat. 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. A reduction in help desk requests is projected due to stability improvements anticipated from projects during this year and next.
- 2) The 2013 non-capital operating budget remains very stable, with an increase occurring in the capital budget.
- 3) Capital Outlay purchases include a Central Router & Filter Replacement (\$5,500); Backup System Upgrades (\$9,000); Server Replacement for a virtual host server that hosts non-clustered applications such as the domain controller and DNS server (\$8,500); replacement of Network Switches for those past their usable life and warranty (\$5,000); Emergency Hardware/Software Replacements for system or device failures that were not budgeted and are not under warranty (\$7,500); Off-The-Shelf GIS EditApp Solution (\$15,000); Server Room Remote Access Interfaces to ensure that all server and networking equipment is remotely accessible in case of any outages (\$2,000); Remote Link Monitoring System for troubleshooting (\$4,000); and minor Software Updates & Utilities (\$1,500) .
- 4) Note that due to the new virtual server infrastructure, no new or replacement servers were required in 2012, the first year in a long while that there were no actual servers in the budget. One new server is required in the 2013 budget. The virtual environment has enabled IT to significantly reduce the total required numbers of servers which can cost between \$5,000 and \$10,000 each. As such, the virtual server strategy is saving the City money.

CITY OF FRANKLIN		2010	2011	2012	2012	2012 YTD	2012	2013	2013	2013	Change Pr
2013 BUDGET		Actual	Actual	Adopted	Amended	6/30/2011	Estimate	Dept/Request	Recommend	Proposed	Yr Adopted
INFORMATION SERVICES											
CONTRACTUAL SERVICES											
DATA PROCESSING SERVICES	01.144.0000.5214	159,083	104,847	122,000	122,000	40,753	122,000	122,000	122,000	122,000	
GIS SUPPORT SERVICES	01.144.0000.5215	98,992	90,493	98,350	98,350	36,333	98,350	98,350	98,350	98,350	
EQUIPMENT MAINTENANCE	01.144.0000.5242	13,443	12,783	13,550	13,550	7,701	13,550	13,000	13,000	13,000	
SOFTWARE MAINTENANCE	01.144.0000.5257	40,613	42,495	43,500	43,500	39,324	43,500	49,000	49,000	49,000	
SUNDRY CONTRACTORS	01.144.0000.5299	2,736	2,030	3,000	3,000	1,350	3,000	3,000	3,000	3,000	
Sub-total		314,866	252,648	280,400	280,400	125,460	280,400	285,350	285,350	285,350	1.8%
SUPPLIES											
OFFICE SUPPLIES	01.144.0000.5312	11	65	200	200	4	200	200	200	200	
OPERATING SUPPLIES - OTHER	01.144.0000.5329	3,724	4,843	4,650	4,650	1,816	4,650	4,650	4,650	4,650	
EQUIPMENT SUPPLIES	01.144.0000.5333	1,655	1,609	2,250	2,250	610	2,250	2,250	2,250	2,250	
Sub-total		5,590	6,516	7,100	7,100	2,429	7,100	7,100	7,100	7,100	0.0%
SERVICES AND CHARGES											
DATA COMMUNICATION SERVICES	01.144.0000.5410	8,828	8,962	14,000	14,000	3,540	14,000	14,000	14,000	14,000	
TELEPHONE	01.144.0000.5415	22,636	23,732	25,850	25,850	13,126	25,850	25,850	25,850	25,850	
Sub-total		31,464	32,694	39,850	39,850	16,666	39,850	39,850	39,850	39,850	0.0%
TOTAL GENERAL FUND		351,920	291,656	327,350	327,350	144,555	327,350	332,300	332,300	332,300	1.5%
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	30,753	39,872	35,500	35,500	30,957	35,500	40,000	40,000	40,000	
SOFTWARE	41.144.0000.5843	11,423	16,590	7,500	7,500		7,500	18,000	18,000	18,000	
TOTAL CAPITAL OUTLAY FUND		42,176	56,462	43,000	43,000	30,957	43,000	58,000	58,000	58,000	34.9%
GRAND TOTAL INFORMATION SERVICES		394,096	348,320	370,350	370,350	175,512	370,350	390,300	390,300	390,300	5.4%

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CITY OF FRANKLIN
2013 BUDGET

2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
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GENERAL FUND EXPENDITURES
INFORMATION SERVICES

CONTRACTUAL SERVICES		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
DATA PROCESSING SERVICES	01.144.0000.5214	104,847	122,000	40,753	122,000	122,000

Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Operations continued with the Dual Technicians, with a second Dual Technician funded in the Police Department. Despite the total size of the IT operations, the bulk of the work is still done with only the two full time technicians. Data Base Administrator services are also acquired from HBS out of this account as well. It is anticipated that more routine use of the DBA will be required going into 2013 to ensure the older software systems linked through GIS and the various SQL databases remain in communication despite software changes by vendors.

GIS SUPPORT SERVICES		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
GIS SUPPORT SERVICES	01.144.0000.5215	90,493	98,350	36,333	98,350	98,350

This account covers the Professional Services Agreement with Geographic Marketing Advantage for operation and support of the City's GIS and for performing updates and maintenance to the GIS database [approximately 800 hours of on-site administrative and project management support and approximately 800 hours of technical and mapping support]. The service hours of the contract will be adjusted to fit within the available appropriation, so no increase will be needed. These hours support the continued development of GIS as has been seen by DPW, Engineering, and the Fire Department, for example.

EQUIPMENT MAINTENANCE		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
EQUIPMENT MAINTENANCE	01.144.0000.5242	12,783	13,550	7,701	13,550	13,000

This account largely reflects the Avaya telephone system maintenance contract, but also includes the voicemail system maintenance. The appropriation can absorb any rate increases as one of the anticipated capital projects should reduce the equipment maintenance costs associated with the spam filtering device. The reduction for 2013 reflects the warranty coverage for the new Email Archiver Appliance purchased earlier this year and was done to help absorb the anticipated increase in Software Maintenance.

SOFTWARE MAINTENANCE		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
SOFTWARE MAINTENANCE	01.144.0000.5257	42,495	43,500	39,324	43,600	49,000

This account funds the software maintenance costs for the City's primary software applications. The bulk of the increase is associated with the new capital project to provide an off-the-shelf GIS EditApp Solution (\$3,000). In the past, the City has had to develop its own software to link the land-related data in the Govern (Building Inspection), Assessing, and GIS (Engineering) data pools. The last Edit-App project was started over 4 years ago and cost approximately \$68,000. The project would need to be done every few years as the various pieces of software are updated by their vendors and as technology changes occur, such as the advancement of .Net structure in application development. The capital purchase eliminates the need for the periodic EditApp project. The Strategic Technology Plan recommends migrating from internally developed software (such as EditApp) to off-the-shelf products to eliminate the substantial costs and risks associated with software development. In this instance, Govern is working directly with ESRI to develop a product that largely mirrors our EditApp tool. Off-the-shelf products, however, generally require annual maintenance agreement costs that ensure you receive the technical support and annual upgrades that keep the product current and functioning. Such costs are typically about 20% of the product cost, so \$3,000 has been added to this account for the capital item. An additional \$1,080 comes from another capital item, the Central Router and Filter Replacement, which anticipates the acquisition of a software product called "Untangled". Additionally, 2013 will require the payment of \$3,300 to Symantec anti-virus which has to be paid every other year.

SUNDRY CONTRACTORS		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
SUNDRY CONTRACTORS	01.144.0000.5299	2,030	3,000	1,350	3,000	3,000

This account funds our web hosting company, assessment roll website updates, the Franklinwi.gov domain, and any necessary cable installations or miscellaneous outside work. The web hosting is currently on a month-to-month contract, so will need to be re-evaluated to ensure sufficient space is available for the growth in audio files.

Sub-total Contractual Services		252,648	280,400	125,460	280,400	285,350
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SUPPLIES

OFFICE SUPPLIES		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OFFICE SUPPLIES	01.144.0000.5312	65	200	4	200	200

General office account. Nominal Activity.

OPERATING SUPPLIES - OTHER		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OPERATING SUPPLIES - OTHER	01.144.0000.5329	4,843	4,650	1,816	4,650	4,650
EQUIPMENT SUPPLIES	01.144.0000.5333	1,609	2,250	610	2,250	2,250

These two accounts provide the main funding for day-to-day departmental activity and repair/replacement efforts. These accounts can experience a lot of variation between years depending upon the nature of repairs required and the frequency of problems. Nonetheless, we have worked hard to remain frugal so that we retain available balance in the event of an unexpected problem. Funding levels were reduced slightly in 2012, so the desire is not to reduce them further at this time due to their overall significance and to the unexpected nature of system problems and device failures.

Sub-total Supplies		6,516	7,100	2,429	7,100	7,100
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CITY OF FRANKLIN
2013 BUDGET

		2011	2012	2012 YTD	2012	2013
		Actual	Adopted	6/30/2011	Estimate	Dept/Request
SERVICES AND CHARGES		2011	2012	2012 YTD	2012	2013
		Actual	Adopted	6/30/2011	Estimate	Dept/Request
DATA COMMUNICATION SERVICES	01.144.0000.5410	8,962	14,000	3,540	14,000	14,000

This account continues to cover the cost of the high-speed data lines for City Hall and DPW, the new yearly cost for the AT&T Emergency Warning Call Database Extract Service, and non-grant funded portions of the Emergency Notification System, which has been held to under \$2,000 provided sufficient Health Department funding continues to be available. The account anticipates increasing the speed of the data connection to DPW in order to ensure completion of daily back-ups of departmental data and to allow for functional and dependable remote access to the City network and applications. This will enable the elimination of the replacement of a \$4,000 server that is scheduled for 2014. Additionally this account funds miscellaneous cabling and phone service wiring charges during the year, which could be used up in one cable wiring solution.

		2011	2012	2012 YTD	2012	2013
		Actual	Adopted	6/30/2011	Estimate	Dept/Request
TELEPHONE	01.144.0000.5415	23,732	25,850	13,126	25,850	25,850

This cost funds telephones through AT&T and cell phones through State contracts with Verizon Wireless. Costs will try to be maintained within the same appropriation or else overages will be covered by savings throughout the department.

Sub-total Services and Charges		32,694	39,850	16,666	39,850	39,850
TOTAL GENERAL FUND NON-PERSONNEL SERVICES		291,858	327,350	144,556	327,350	332,300
CAPITAL OUTLAY FUND						
FURNITURE/FIXTURES	41.144.0000.5812	0	0		0	0
OTHER CAPITAL EQUIPMENT	41.144.0000.5819	0	0		0	0
COMPUTER EQUIPMENT	41.144.0000.5841	39,872	35,500	30,957	35,500	0
SOFTWARE	41.144.0000.5843	16,590	7,500		7,500	0
TOTAL CAPITAL OUTLAY FUND		56,462	43,000	30,957	43,000	0

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ADMINISTRATION and HUMAN RESOURCES

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DEPARTMENT: Administration and Human Resources

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the municipal corporation; leading, planning, organizing and directing portions of the central administration of the City of Franklin toward the fulfillment of goals and policies determined by the Mayor and Common Council. The Director coordinates day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources. As of 2012, the Director of Administration was given the responsibility of overseeing/supervising the Finance Department and assumed the lead role in the annual preparation of the Mayor's recommended budget and coordinating the Common Council's annual budget process.

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

MAJOR SERVICES:

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

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

STAFFING:

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
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	.60	.60	.12	.00	.00
Total	3.80	3.60	3.60	3.12	3.00	3.00

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Labor Contracts Having Negotiations	3	6	4	0	3	1
Worker's Comp Claims	62	43	33	43	40	40
Job Analyses Conducted & Job Description Revised	5	4	3	4	7	4
New Hires	12	4	11	14	15	10
Separations from Service	17	10	10	7	19	10
Turnover Rate	7.2%	4.4%	4.4%	3.0%	8.3%	4.4%
Civil Service Exams Administered	3	0	3	5	5	3

* Forecast

BUDGET SUMMARY:

1. The capital outlay appropriations are for a replacement computer (\$700) and fire-resistant filing cabinet for personnel records (\$4,400).
2. It is worth noting that the Administration and Human Resources budget does not include expenditures related to the continuation of the Wellness Program as established by the Common Council through the prior approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances at that time, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. The costs will be capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2013 is approximately \$20,400. 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.
3. A nominal appropriation has been re-established for employee recognition.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
ADMINISTRATION											
PERSONAL SERVICES											
SALARIES-FT	01.147.0000.5111	187,599	190,007	186,485	186,485	94,014	189,764	193,469	193,469	193,469	
SALARIES-PT	01.147.0000.5113	18,829	3,846	0	0	0	0	0	0	0	
SALARIES-OT	01.147.0000.5117	418	998	1,500	1,500	196	700	1,500	1,500	1,500	
COMPTIME TAKEN	01.147.0000.5118	0	11	540	540	0	0	100	100	100	
LONGEVITY	01.147.0000.5133	185	233	240	240	120	240	240	240	240	
HOLIDAY PAY	01.147.0000.5134	13,389	11,803	12,392	12,392	6,835	11,684	11,918	11,918	11,918	
VACATION PAY	01.147.0000.5135	11,440	13,392	15,373	15,373	7,655	15,542	15,854	15,854	15,854	
FICA	01.147.0000.5151	16,941	16,101	16,565	16,565	7,920	16,672	17,066	17,066	17,066	
RETIREMENT	01.147.0000.5152	23,186	21,789	12,559	12,559	6,312	12,640	12,939	11,154	11,154	
RETIREE GROUP HEALTH	01.147.0000.5153	3,106	3,263	3,401	3,401	1,703	3,211	3,419	3,419	3,419	
GROUP HEALTH & DENTAL	01.147.0000.5154	40,428	42,552	43,145	43,145	20,841	41,682	42,907	38,568	38,568	
LIFE INSURANCE	01.147.0000.5155	914	862	856	856	424	863	879	879	879	
WORKERS COMPENSATIONINS	01.147.0000.5156	785	640	540	540	272	544	490	490	490	
Allocated payroll cost	01.147.0000.5199	-19,400	-19,400	-19,400	-19,400	-9,400	-19,400	-17,700	-17,700	-17,700	
Sub-total		297,820	286,096	274,195	274,195	136,892	274,142	283,081	276,957	276,957	1.0%
Percent of Department Total		73.5%	71.1%	63.8%	63.8%	71.3%	63.6%	64.4%	63.5%	63.5%	
CONTRACTUAL SERVICES											
MEDICAL SERVICES	01.147.0000.5211	10,460	4,377	6,300	6,300	760	7,050	7,500	7,500	7,500	
HR PROCESSING FEES	01.147.0000.5215	13,093	12,416	12,300	12,300	5,860	12,300	12,300	12,300	12,300	
OTHER PROFESSIONAL SERVICES	01.147.0000.5219	1,430	0	3,700	3,700	0	3,700	3,700	3,700	3,700	
AUTO MAINTENANCE	01.147.0000.5241	0	684	600	600	0	600	600	600	600	
EQUIPMENT MAINTENANCE	01.147.0000.5242	1,312	1,225	1,500	1,500	935	1,500	1,500	1,500	1,500	
LABOR ATTORNEY	01.147.0000.5252	13,422	13,110	24,000	24,000	4,988	23,000	23,000	23,000	23,000	
UNEMPLOYMENT COSTS	01.147.0000.5287	5,080	7,079	15,000	15,000	360	15,000	10,000	10,000	10,000	
SUNDRY CONTRACTORS	01.147.0000.5299	3,772	3,772	4,500	4,500	1,886	4,500	4,500	4,500	4,500	
Sub-total		48,569	42,664	67,900	67,900	14,789	67,650	63,100	63,100	63,100	-7.1%
SUPPLIES											
POSTAGE	01.147.0000.5311	36,804	40,080	46,500	46,500	23,291	48,000	48,000	48,000	48,000	
OFFICE SUPPLIES	01.147.0000.5312	1,015	854	800	800	69	800	800	800	800	
PRINTING	01.147.0000.5313	3,000	11,955	10,100	10,100	1,525	10,100	8,700	8,700	8,700	
TRASH BAGS	01.147.0000.5323	0	0	0	0	0	0	0	0	0	
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	4,508	2,149	6,000	6,000	2,014	6,000	6,000	6,000	6,000	
OPERATING SUPPLIES-OTHER	01.147.0000.5329	3,698	4,610	5,650	5,650	2,829	5,650	5,650	5,650	5,650	
FUEL & LUBRICANTS	01.147.0000.5331	496	657	550	550	270	550	550	550	550	
VEHICLE SUPPORT	01.147.0000.5332	300	300	300	300	150	300	300	300	300	
MISCELLANEOUS SUPPLIES	01.147.0000.5399	169	303	0	0	49	0	0	0	0	
Sub-total		49,991	60,908	69,900	69,900	30,215	71,400	70,000	70,000	70,000	0.1%
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	187	2,019	4,800	4,800	4,182	4,800	6,000	6,000	6,000	
SUBSCRIPTIONS	01.147.0000.5422	458	562	650	650	175	650	650	650	650	
MEMBERSHIPS	01.147.0000.5424	1,751	2,216	2,200	2,200	658	2,200	2,250	2,250	2,250	
CONFERENCES AND SCHOOLS	01.147.0000.5425	579	1,069	3,200	3,200	375	3,200	3,200	3,200	3,200	
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	200	200	100	200	200	200	200	
MILEAGE	01.147.0000.5432	519	899	600	600	171	600	600	600	600	
EQUIPMENT RENTAL	01.147.0000.5433	4,951	3,620	5,100	5,100	3,262	5,100	5,100	5,100	5,100	
Sub-total		8,625	10,586	16,750	16,750	8,923	16,750	18,000	18,000	18,000	7.5%
EMPLOYEE RECOGNITION	01.147.0000.5726	0	0	0	0	0	0	0	3,000	3,000	
SUB TOTAL NON PERSONAL SERVICES		107,185	114,158	154,550	154,550	53,927	155,800	151,100	154,100	154,100	-0.3%
TOTAL GENERAL FUND		405,005	400,254	428,745	428,745	190,819	429,942	434,181	431,057	431,057	0.5%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.147.0000.5813	0	0	0	0	0	0	4,400	4,400	4,400	
COMPUTER EQUIPMENT	41.147.0000.5841	0	2,115	1,250	1,250	1,117	1,250	700	700	700	
SOFTWARE	41.147.0000.5843	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY FUND		0	2,115	1,250	1,250	1,117	1,250	5,100	5,100	5,100	308.0%
GRAND TOTAL ADMINISTRATION		405,005	402,369	429,995	429,995	191,936	431,192	439,281	436,157	436,157	1.4%

CITY OF FRANKLIN
2013 BUDGET

2011 Actual 2012 Adopted 2012 YTD 6/30/2011 2012 Estimate 2013 Dept/Request

ADMINISTRATION

PERSONAL SERVICES

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
SALARIES-FT 01.147.0000.5111	190,007	186,485	94,014	189,764	193,469
SALARIES-PT 01.147.0000.5113	3,846	0	0	0	0
SALARIES-OT 01.147.0000.5117	998	1,500	196	700	1,500
COMPTIME TAKEN 01.147.0000.5118	11	540	0	0	100
LONGEVITY 01.147.0000.5133	233	240	120	240	240
HOLIDAY PAY 01.147.0000.5134	11,803	12,392	6,835	11,684	11,918
VACATION PAY 01.147.0000.5135	13,392	15,373	7,655	15,542	15,854
FICA 01.147.0000.5151	16,101	16,565	7,920	16,672	17,066
RETIREMENT 01.147.0000.5152	21,789	12,559	6,312	12,640	12,939
RETIREE GROUP HEALTH 01.147.0000.5153	3,263	3,401	1,703	3,211	3,419
GROUP HEALTH & DENTAL 01.147.0000.5154	42,552	43,145	20,841	41,682	42,907
LIFE INSURANCE 01.147.0000.5155	862	855	424	863	879
WORKERS COMPENSATIONINS 01.147.0000.5156	640	540	272	544	490
Allocated payroll cost 01.147.0000.5199	-19,400	-19,400	-9,400	-19,400	-17,700
Sub-total	286,096	274,195	136,892	274,142	283,081
Percent of Department Total	71.1%	63.8%	71.3%	63.8%	65.2%

CONTRACTUAL SERVICES

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
MEDICAL SERVICES 01.147.0000.5211	4,377	6,300	760	7,050	7,500

This account pays for new hire testing, random testing/drug screens of existing employees, pre-employee physicals, audiograms for Sewer & Water employees, and psychological testing for new firefighters/police officers (requirement of the Fire/Police Commission), etc. Costs are directly related to the number of vacancies and the individual results. For example if an officer candidate fails the psychological test, then additional individuals require testing at over \$500 each test. For these reasons, the City will, in 2012, exceed the budget for this line item, spending about \$7,500. This amount is also the average of the prior two years. As such, it is recommended that \$7,500 be budgeted going forward as this has been the average of the last three years and anticipated 2013 vacancies could equal those of 2012.

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
HR PROCESSING FEES 01.147.0000.5215	12,416	12,300	5,860	12,300	12,300

This account pays the fees for the payroll/FR system. It is a monthly fee. The current contract expired at the end of 2007 and the City is currently operating on a month-to-month basis. It is estimated that the requested appropriation will be sufficient to cover any reasonable increase that may occur during 2013. It is expected that Ceridian will be updated in 2013 and the City would move to a web-based version. This appropriation is expected to still be sufficient to cover that move.

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OTHER PROFESSIONAL SERVICES 01.147.0000.5219	0	3,700	0	3,700	3,700

This account pays for half of State filing fees whenever a grievance or contract is mediated or arbitrated. Although the City is down to two units with such rights, both of those contracts expire at the end of this year and rates have increased at the state level. Additionally, it is anticipated that certain filings (VCP costing at least \$2,500 and Qualification costing at least \$1,000) will be required relative to the pension plans. As such, despite low expenses in recent years, this account cannot be decreased, and may end up being short depending upon final IRS requirements.

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
AUTO MAINTENANCE 01.147.0000.5241	684	600	0	600	600

This account pays for maintenance to the Admin car which is a 2006 Crown Vic that was acquired from the PD in November 2007. It is in fairly good condition with the air conditioning recently fixed. Admin is looking to swap it out with another PD Crown Vic following the next purchase. Since it is very hard to guess what will break, the annual appropriation is being maintained.

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
EQUIPMENT MAINTENANCE 01.147.0000.5242	1,225	1,500	935	1,500	1,500

This account covers the maintenance contracts on a large printer used in Inspection and the small copier in the Clerk's Office, and any repairs needed for laser printers and the postage machine, which are not on maintenance agreements. 60 percent of the appropriation is for fixed maintenance contracts while about 40% covers increases in maintenance agreement costs and unanticipated repairs for items without a maintenance agreement, such as the postage machine.

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
LABOR ATTORNEY 01.147.0000.5252	13,110	24,000	4,988	23,000	23,000

This cost fluctuates based upon specific case filings and arbitration matters. Even though we only have two unions that can still push an item to mediation or arbitration, each such occurrence can be costly, such as a recent disciplinary matter that went to hearing. This account will also be used for the attorney assistance with the required pension filings and potential plan amendments. Despite these pressures, this account was reduced to fund part of the required increase in Medical Services.

69.1

CITY OF FRANKLIN
2013 BUDGET

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
UNEMPLOYMENT COSTS	01.147.0000.5287	7,079	15,000	360	15,000	10,000

Costs have been moderate, but occasions come up where the City incurs costs even when we don't have layoffs, such as our current situation where an Engineering Intern left employment here but then lost the other job. Additionally the state had borrowed from the Federal government to pay extended unemployment cost liabilities and the added interest costs are passed along to all participants. Nonetheless, absent additional layoffs, the annual appropriation can be reduced.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
SUNDRY CONTRACTORS	01.147.0000.5299	3,772	4,500	1,886	4,500	4,500

This account covers the quarterly payments to Aurora for the Employee Assistance Program, which currently accounts for \$3,772 per year. It can also cover unanticipated contract needs such as the use of an actuarial to address GASB estimates, as are commonly needed during labor negotiations, or pension funding estimates that may be needed to evaluate penions options. This line item can be used similarly with Other Professional Services.

Sub-total		42,664	67,900	14,789	67,650	63,100
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SUPPLIES

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
POSTAGE	01.147.0000.5311	40,080	46,500	23,291	48,000	48,000

The bi-annual increases in the postage rate and increases in the costs of permits, etc., as well as a slight increase in the amount of regular postage suggests that the current appropriation will be insufficient to cover the day-to-day postage activities of the City.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OFFICE SUPPLIES	01.147.0000.5312	854	800	89	800	800

Account activity has been stable. Keep as previously budgeted.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
PRINTING	01.147.0000.5313	11,955	10,100	1,525	8,700	8,700

This primarily funds the 5 newsletters; however, the annual Garbage/Recycling card insert (\$1,400) has been eliminated and will be moved to the Solid Waste Collection Fund. Publishing 5 newsletters continues to be anticipated in 2013. Additionally, this line item is used for letterhead or special printing, but there is no longer a dedicated portion of the appropriation for this purpose.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
EDUCATION SUPPLIES-TESTING	01.147.0000.5328	2,149	6,000	2,014	6,000	6,000

This covers testing costs relative to hiring Lists are anticipated in 2013 for Police and Dispatch. The City will also need to address the typing software used for the typing tests as the computer the current software is on is antiquated and the current software cannot be transferred to another computer. The cost should be small enough to qualify as a supply.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OPERATING SUPPLIES-OTHER	01.147.0000.5329	4,610	5,650	2,829	5,650	5,650

This covers office supplies, laser toner, copy paper, etc. used by all of the first floor of City Hall. This account has been restricted in recent years and used to exceed \$6,000 annually. The account was held the same which does not leave much room for inflationary increases or unexpected contingencies given the current rate of expenditures in 2012.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
FUEL & LUBRICANTS	01.147.0000.5331	657	550	270	550	550

No change.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
VEHICLE SUPPORT	01.147.0000.5332	300	300	150	300	300

This account was established in 2010 to cover the DPW vehicle allocation charge for the maintenance and upkeep to department vehicles. For Administration, a \$25 fee is charged to this account per month.

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
MISCELLANEOUS SUPPLIES	01.147.0000.5399	303	0	49	0	0

No appropriation.

Sub-total		60,908	69,900	30,215	70,000	70,000
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SERVICES AND CHARGES

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
OFFICIAL NOTICES/ADVERTISING	01.147.0000.5421	2,019	4,800	4,182	4,800	6,000

This account covers job advertisements and varies depending upon vacancies and hiring. 2012 has already exceeded the available appropriations. Potential significant vacancies at management positions should be anticipated and will require more extensive advertising to ensure sufficient applicants.

CITY OF FRANKLIN
2013 BUDGET

		2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
SUBSCRIPTIONS	01.147.0000.5422	562	650	175	650	650
This account includes subscriptions to the Milwaukee Journal Sentinel and an ICMA IQ Reports subscription and Wisconsin Taxpayer Alliance subscriptions, as well as payroll data reports.						
MEMBERSHIPS	01.147.0000.5424	2,216	2,200	658	2,200	2,250
Memberships primarily include ICMA and various Human Resources associations that provide valuable reports, current events updates, court action summaries, and access volumes of resources and policies.						
CONFERENCES AND SCHOOLS	01.147.0000.5425	1,069	3,200	375	3,200	3,200
This account covers any conferences and training for both the Director of Administration and the Human Resources Coordinator.						
ALLOCATED INSURANCE COST	01.147.0000.5428	200	200	100	200	200
This account is established through the Finance Department as an internal funding mechanism for allocation of certain costs. No change.						
MILEAGE	01.147.0000.5432	899	600	171	600	600
This provides mileage reimbursement when appropriate. No change.						
EQUIPMENT RENTAL	01.147.0000.5433	3,620	5,100	3,262	5,100	5,100
This account reflects the continued lease of a large copier (the main, City Hall copier) and cost for rental of a postage meter.						
Sub-total Services and Charges		10,586	16,750	8,923	16,750	18,000
SUB TOTAL NON PERSONAL SERVICES		114,158	154,550	53,927	154,400	151,100
TOTAL GENERAL FUND		400,254	428,745	190,819	428,542	434,181
CAPITAL OUTLAY FUND						
OFFICE EQUIPMENT	41.147.0000.5813	0	0	0	0	0
COMPUTER EQUIPMENT	41.147.0000.5841	2,115	1,250	1,117	1,250	0
SOFTWARE	41.147.0000.5843	0	0	0	0	0
TOTAL CAPITAL OUTLAY FUND		2,115	1,250	1,117	1,250	0
GRAND TOTAL ADMINISTRATION		402,369	429,995	191,936	429,792	434,181

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)	2008	2009	2010	2011	2012	2013
Chief Financial Officer (Temp)				.50	.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	1.23	1.23	1.23
Lead Cashier	.75	.75	.75	.56	.56	.56
Cashier/Clerk	.80	.80	.80	.56	.56	.56
Cashier (seasonal)	.25	.25	.25	.25	.25	.25
Total	7.10	7.10	7.10	7.10	7.10	7.10

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Disbursement Checks	5,349	5,499	5,428	6,435	5,800	5,900
Employees Paid	393	333	351	342	350	350
Property Tax Bills	13,290	13,365	13,393	13,694	13,800	13,800
Water/Sewer Payments	37,537	37,454	37,588	37,769	37,800	37,800
General Receipts Processed	8,383	7,453	7,759	8,165	8,200	8,200
Dog/Cat licenses	681	709	689	591	700	700
Assessment Invoices	61	25	0	16	20	20
Customer Invoices	869	795	709	778	800	800
Purchase Requisitions Used	4,412	4,035	3,645	4,099	4,200	4,200

* Forecast

BUDGET SUMMARY:

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

Computer Equipment	\$4,000
Financial Software	\$100,000

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
FINANCE											
PERSONAL SERVICES											
SALARIES-FT	01.151.0000.5111	244,531	204,756	227,278	227,278	77,299	224,378	219,492	219,492	219,492	
SALARIES-PT	01.151.0000.5113	85,989	102,549	75,796	75,796	74,135	82,294	121,256	121,256	121,256	
SALARIES-TEMP	01.151.0000.5115	3,873	5,317	4,834	4,834	3,239	4,810	4,882	4,882	4,882	
SALARIES-OT	01.151.0000.5117	866	1,185	1,200	1,200	356	400	1,200	1,200	1,200	
COMPTIME TAKEN	01.151.0000.5118	1,206	1,085	1,527	1,527	1,960	2,000	1,500	1,500	1,500	
LONGEVITY	01.151.0000.5133	629	524	500	500	274	550	570	570	570	
HOLIDAY PAY	01.151.0000.5134	19,065	15,299	22,241	22,241	5,390	20,410	19,263	19,263	19,263	
VACATION PAY	01.151.0000.5135	22,004	18,272	25,577	25,577	2,885	22,621	28,227	28,227	28,227	
FICA	01.151.0000.5151	27,560	26,039	27,460	27,460	12,372	27,346	30,324	30,324	30,324	
RETIREMENT	01.151.0000.5152	34,878	29,900	20,374	20,374	9,378	14,880	19,806	17,074	17,074	
RETIREE GROUP HEALTH	01.151.0000.5153	3,155	3,305	3,302	3,302	1,646	3,307	3,796	3,796	3,796	
GROUP HEALTH & DENTAL	01.151.0000.5154	74,140	73,778	95,348	95,348	35,958	81,782	94,749	85,382	85,382	
LIFE INSURANCE	01.151.0000.5155	1,240	1,054	1,172	1,172	533	1,014	1,358	1,358	1,358	
WORKERS COMPENSATION INS	01.151.0000.5156	1,271	1,013	896	896	414	893	871	871	871	
ALLOCATED PAYROLL COST	01.151.0000.5199	-62,400	-62,000	-62,000	-62,000	-28,450	-62,000	-59,100	-59,100	-59,100	
Sub-total		458,006	422,077	445,505	445,505	197,388	424,685	488,184	476,095	476,095	6.9%
Percent of Department Total		87.5%	87.4%	85.8%	85.8%	86.8%	86.1%	87.8%	87.5%	88.2%	
CONTRACTUAL SERVICES											
PAYROLL PROCESSING FEES	01.151.0000.5215	14,923	16,092	16,394	16,394	7,942	17,145	17,700	17,700	17,700	
OTHER PROFESSIONAL SERVICE	01.151.0000.5219		610							0	
EQUIPMENT MAINTENANCE	01.151.0000.5242	789	846	1,000	1,000	75	1,000	1,000	1,000	1,000	
SOFTWARE MAINTENANCE	01.151.0000.5257	13,073	15,404	16,000	16,000	14,605	14,605	16,000	16,000	16,000	
COLLECTION SERVICES	01.151.0000.5298	217	55	0	0	141	0	0	0	0	
TAX BILL PREPARATION & MAILING	01.151.0000.5299	11,245	11,611	12,700	12,700	0	12,700	13,100	13,100	13,100	
Sub-total		40,247	44,618	46,094	46,094	22,763	45,450	47,800	47,800	47,800	3.7%
SUPPLIES											
OFFICE SUPPLIES	01.151.0000.5312	1,670	2,236	2,300	2,300	563	2,300	2,300	2,300	2,300	
PRINTING	01.151.0000.5313	1,585	1,032	2,500	2,500	1,234	2,500	2,500	2,500	2,500	
Sub-total		3,255	3,268	4,800	4,800	1,797	4,800	4,800	4,800	4,800	0.0%
SERVICES & CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.151.0000.5421					0	0			0	
SUBSCRIPTIONS	01.151.0000.5422	0	0	0	0	0	0	0	0	0	
MEMBERSHIPS	01.151.0000.5424	300	300	400	400	300	325	400	400	400	
CONFERENCES & SEMINARS	01.151.0000.5425	1,924	2,372	2,500	2,500	2,039	3,055	5,000	5,000	5,000	
ALLOCATED INSURANCE COST	01.151.0000.5428	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
BANK FEES	01.151.0000.5491	9,378	4,601	9,500	9,500	997	4,500	4,597	4,654	4,313	
Sub-total		13,103	6,773	13,900	13,900	4,086	9,380	11,497	11,554	11,213	-19.3%
SUB TOTAL NON PERSONAL SERVICES											
		56,605	56,659	64,794	64,794	28,646	59,630	64,097	64,154	63,813	-1.5%
TOTAL GENERAL FUND											
		514,611	478,736	510,299	510,299	228,034	484,315	552,291	540,249	539,908	5.8%
CAPITAL OUTLAY FUND											
FURNITURE & FIXTURES	41.151.0000.5812	0	0	0	0	0	0	0	0	0	
OFFICE EQUIPMENT	41.151.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.151.0000.5841	780	4,212	4,000	4,000	1,370	4,000	4,000	4,000	4,000	
SOFTWARE	41.151.0000.5843	8,000	0	5,000	5,000	0	5,000	0	0	0	
TOTAL CAPITAL OUTLAY FUND		8,780	4,212	9,000	9,000	1,370	9,000	4,000	4,000	4,000	-55.6%
GRAND TOTAL FINANCE											
		523,391	482,948	519,299	519,299	227,404	493,315	556,291	544,249	543,908	4.7%
Less Program Revenue:											
INTEREST ON INVESTMENTS	Treasu 01.0000.4711	-131,901	-89,964	-314,000	-314,000	-59,103	-59,103	-75,000	-75,000	-75,000	
INVESTMENT GAINS/LOSSES	Treasu 01.0000.4713	31,515	-14,233	10,000	10,000	-5,837	-5,837	10,000	10,000	10,000	
INTEREST-TAX ROLL	Treasu 01.0000.4715	-124,571	-124,052	-115,000	-115,000	-64,064	-64,064	-120,000	-75,000	-75,000	
Total Program Revenue		-224,957	-228,249	-419,000	-419,000	-129,004	-129,004	-185,000	-140,000	-140,000	
Net Finance Related Costs		298,434	254,699	100,299	100,299	98,400	364,311	371,291	404,249	403,908	
AUDIT											
CONTRACTUAL SERVICES											
SPECIAL AUDIT	01.152.0000.5210	0	0	0	0	0	0	0	0	0	
ANNUAL AUDIT	01.152.0000.5213	25,535	26,265	27,300	27,300	26,955	26,955	28,000	28,000	28,000	
ACTUARIAL REVIEW	01.152.0000.5219	0	5,600	0	0	0	0	6,500	6,500	6,500	
GRAND TOTAL AUDIT		25,535	31,865	27,300	27,300	26,955	26,955	34,500	34,500	34,500	26.4%

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**CITY OF FRANKLIN
2013 BUDGET REQUEST
FINANCE DEPARTMENT
August 14, 2012**

	2012 Budget	6/30/2012 YTD	2012 Estimate	2013 Request
2012 DEPARTMENTAL BUDGET REQUEST	510,299	226,034	554,399	550,289
PERSONAL SERVICES Current Staffing-7.1 FTE	445,505	197,388	424,685	488,194

The departmental goal is to be able to provide the level of financial services required by the City. The department is working at capacity. Any unexpected project puts stress on the entire department. The external demands of service improvements, new systems, meeting the commitments of audit, budgeting, special projects, maintaining GASB 34 infrastructure changes implementing GASB 54 and maintaining GASB#45 retire benefit accounting have presented a challenge given the current level of available resources. The Department added a Deputy Finance Director position in 2012 to address these issues.

CONTRACTUAL SERVICES:

Payroll Processing Fees 01.151.0000.5215 16,394 7,942 17,145 17,700
Cost of processing utilizing an outside vendor and having our staff do the required input and review. Expect costs to remain stable due to switch to the web based product scheduled for late 2012.

Equipment Maintenance 01.151.0000.5242 1,000 75 1,000 1,000
Includes maintenance on a single purpose line printer and other maintenance needs.

Software Maintenance 01.151.0000.5257 16,000 14,605 14,605 16,000
Maintenance on the ACS financial system (\$5035.13), ACS receivables system (\$1,992.74), AS400 operating system (-0-), GSC property Assessment/Collection tax software (\$5,120), web based land records portal (\$1,050) and Govern special assessment maintenance (\$1,407) are included in this category.

Collection Services 01.151.0000.5298 0 0 0 0

Tax Bill Preparation 01.151.0000.5299 12,700 0 12,700 13,100
The cost of preparing, postage and mailing the property tax bills that increase in number each year. The mailing envelopes and the tax inserts were previously charged to printing.

SUPPLIES

Office Supplies 01.151.0000.5312 2,300 563 2,200 2,300
The cost of the office supplies necessary to support the staff

Printing 01.151.0000.5313 2,500 1,234 2,500 2,500
Printing includes Purchase Order Forms, A/R Invoice forms, A/P checks, 1099 forms, envelopes and the property tax insert. Increased check printing cost due to best practices changes to improve check protection features.

**CITY OF FRANKLIN
2013 BUDGET REQUEST
FINANCE DEPARTMENT
August 14, 2012**

		2012 Budget	6/30/2012 YTD	2012 Estimate	2013 Request
SERVICES AND CHARGES					
Memberships	01.151.0000.5424	400	300	325	400
The memberships are to the Government Finance Officers Association, Wisconsin Government of Finance Officers Association and the Municipal Treasurers Association.					
Conferences & Seminars	01.151.0000.5425	2,500	2,039	3055	5,000
Conferences are for the annual meeting seminars of the above organizations and skills improvement courses for the Director and staff. The Finance department has three supervisory staff members. The seminars help us to stay current in our fields of expertise.					
Allocated Insurance Cost	01.151.0000.5428	1,500	750	1,500	1,500
The insurance allocation is for bonding, money and securities and crime coverage.					
Mileage	01.151.0000.5432	0	-	0	0
Mileage reimbursement when a city car is not available					
Bank Fees	01.151.0000.5491	9,600	997	4,500	4,500
The City of Franklin recognizes these charges as a cost and increases interest income by the same amount. The costs have decreased due Stat contract pricing that is now available to municipalities.					

**CITY OF FRANKLIN
2013 BUDGET REQUEST
Audit
August 14, 2012**

		2012 Budget	6/30/2012 YTD	2012 Estimate	2013 Request
CONTRACTUAL SERVICES					
Annual Audit	01.152.000.5213	27,300	26,955	26,955	28,000
The audit for the fiscal year ending December, 2012 is for the fourth year under the current agreement based on an RFP. The budget is based upon the contract. Our staff prepares most of the audit work papers, prepares the CAFR and the single audit worksheet for grants. The 2013 budget request is for auditing the 2012 year, for the preparation of the Wisconsin Form B and for a single audit for grants, if necessary. For the 2011 audit year the City did not need a single audit for grants. For the 2012 audit the budget does not include a provision for a single grant audit.					
Actuarial Report	01.152.0000.5219	0	0	0	6,500
The actuarial study of retiree benefits for GASB #45 is updated every other year. It was updated in 2011 for the 2011, 2012 and 2013 years. 2013 budget is for the bi-annual update.					

CITY ASSESSOR
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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)	2008	2009	2010	2011	2012	2013
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	2008	2009	2010 Φ	2011	2012*	2013* Φ
Properties Inspected	953	798	557	645	661	650
Assessment Notices Mailed	733	589	12,557	573	576	550
Open Book Hearings	69	170	705	111	160	120
Board of Review Hearings	14	12	67	13	25	25
Residential Parcels	11,715	11,786	11,833	11,826	11,818	11,830
Commercial Parcels	523	518	541	542	546	550
Total Parcels	12,663	12,817	12,857	12,852	12,859	12,859
Assessed Value Increase	111 m	59 m	-117 m	5 m	1,058,500	2 m

* Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The City typically funds one-third of the cost of a revaluation each year so that a full revaluation can be done every third year without the budget suffering a significant, \$100,000 peak in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated. Given how the real estate market has stalled in recent years and given the State's review of our overall assessment ratios, consideration of an "Interim Market Update" is a viable alternative. Having completed a full revaluation within the past 5 years (2010), the State allows for an Interim Market Update that considers the changes in the market place and sales that have occurred. It enables the values to be re-tuned without a complete revaluation with external site visits. Numerous residents have expressed concerns that they view the current assessment levels as not representative of their fair market value. An Interim Market Update would address that by realigning assessments to the current market. It would also correct for market place variability between property types over the few years since the last revaluation. This process is also cheaper than a full revaluation: \$45,000 to \$50,000 versus over \$100,000. By doing this the line item was reduced by \$10,000 in 2012 and \$8,000 in 2013.
- 4) Capital Outlay funding is provided for the replacement of a staff computer (\$750) and purchase of Windows 7 for another unit that is still new enough but needs to have XP eliminated from it prior to the discontinuation of support for XP (\$120). 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		2010	2011	2012	2012	2012 YTD	2012	2013	2013	2013	Change Pr
2013 BUDGET		Actual	Actual	Adopted	Amended	6/30/2011	Estimate	Dept/Request	Recommend	Proposed	Yr Adopted
ASSESSOR											
PERSONAL SERVICES											
SALARIES-FT	01.154.0000.5111	35,857	36,179	37,563	37,563	18,620	36,924	38,203	38,203	38,203	
SALARIES-OT	01.154.0000.5117	0	0	300	300	31	50	300	300	300	
COMPTIME TAKEN	01.154.0000.5118	0	103	200	200	0	0	200	200	200	
LONGEVITY	01.154.0000.5133	305	300	300	300	150	300	300	300	300	
HOLIDAY PAY	01.154.0000.5134	2,605	2,321	2,518	2,518	1,070	2,518	2,433	2,433	2,433	
VACATION PAY	01.154.0000.5135	3,857	4,389	3,357	3,357	1,911	4,198	4,344	4,344	4,344	
FICA	01.154.0000.5151	3,089	3,130	3,384	3,384	1,596	3,365	3,502	3,502	3,502	
RETIREMENT	01.154.0000.5152	4,282	4,329	4,424	4,424	2,178	4,399	2,655	2,289	2,289	
RETIREE GROUP HEALTH	01.154.0000.5153	0	0	0	0	0	0	0	0	0	
GROUP HEALTH & DENTAL	01.154.0000.5154	19,344	20,382	20,992	20,992	10,137	20,273	20,536	18,366	18,366	
LIFE INSURANCE	01.154.0000.5155	166	170	174	174	86	174	182	182	182	
WORKERS COMPENSATION INS	01.154.0000.5156	144	129	110	110	53	110	100	100	100	
Sub-total		69,629	71,432	73,322	73,322	35,832	72,309	72,755	70,219	70,219	-4.2%
Percent of Department Total		29.3%	31.3%	28.5%	28.5%	39.8%	29.4%	28.3%	27.6%	27.7%	
CONTRACTUAL SERVICES											
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	59,740	70,866	82,000	82,000	26,536	72,000	74,000	74,000	74,000	
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	88,087	71,913	80,000	80,000	27,630	80,000	82,400	82,400	82,400	
SOFTWARE MAINTENANCE	01.154.0000.5257	0	0	3,750	3,750	0	3,750	3,750	3,750	3,750	
STATE MFG ASSESSMENT	01.154.0000.5299	11,800	11,310	13,700	13,700	0	13,700	13,600	13,600	13,600	
Sub-total		159,626	154,089	179,450	179,450	54,166	169,450	173,750	173,750	173,750	-3.2%
SUPPLIES											
POSTAGE	01.154.01.154.0000.5311	5,000	0	0	0	0	0	5,000	5,000	5,000	
OFFICE SUPPLIES	01.154.0000.5312	646	967	1,000	1,000	511	1,000	1,000	1,000	1,000	
PRINTING	01.154.0000.5313	2,820	331	1,100	1,100	0	1,100	2,800	2,800	2,800	
Sub-total		8,466	1,298	2,100	2,100	511	2,100	8,800	8,800	8,800	319.0%
SERVICES AND CHARGES											
PUBLICATIONS	01.154.0000.5421	96	96	300	300	0	300	300	300	300	
SUBSCRIPTIONS	01.154.0000.5422	0	0	150	150	0	150	150	150	150	
MEMBERSHIP	01.154.0000.5424	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.154.0000.5425	0	0	250	250	0	250	250	250	250	
MILEAGE	01.154.0000.5432	0	0	0	0	0	0	0	0	0	
Sub-total		96	96	700	700	0	700	700	700	700	0.0%
SUB TOTAL NON PERSONAL SERVICES		168,188	155,483	182,250	182,250	54,677	172,250	183,250	183,250	183,250	0.5%
TOTAL GENERAL FUND		237,817	226,915	255,572	255,572	90,509	244,559	256,005	253,469	253,469	-0.8%
CAPITAL OUTLAY FUND											
OFFICE EQUIPMENT	41.154.0000.5813	0	0	0	0	0	0	0	0	0	
COMPUTER EQUIPMENT	41.154.0000.5841	0	1,199	1,250	1,250	0	1,250	750	750	750	
SOFTWARE	41.154.0000.5843	0	0	0	0	0	0	120	120	120	
TOTAL CAPITAL OUTLAY FUND		0	1,199	1,250	1,250	0	1,250	870	870	870	
GRAND TOTAL ASSESSOR		237,817	228,114	256,822	256,822	90,509	245,809	256,875	254,339	254,339	-1.0%

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CITY OF FRANKLIN
2013 BUDGET

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	2013 Dept/Request
GENERAL FUND EXPENDITURES							
ASSESSOR							
PERSONAL SERVICES							
SALARIES-F/T	01.154.0000.5111	35,857	36,179	37,563	18,620	36,924	38,203
SALARIES-OT	01.154.0000.5117	0	0	300	31	50	300
COMPTIME TAKEN	01.154.0000.5118	0	103	200	0	0	200
LONGEVITY	01.154.0000.5133	305	300	300	150	300	300
HOLIDAY PAY	01.154.0000.5134	2,605	2,321	2,518	1,070	2,518	2,433
VACATION PAY	01.154.0000.5135	3,857	4,389	3,357	1,911	4,196	4,344
FICA	01.154.0000.5151	3,089	3,130	3,384	1,596	3,365	3,502
RETIREMENT	01.154.0000.5152	4,262	4,329	4,424	2,178	4,399	2,655
RETIREE GROUP HEALTH	01.154.0000.5153	0	0	0	0	0	0
GROUP HEALTH & DENTAL	01.154.0000.5154	19,344	20,382	20,992	10,137	20,273	20,536
LIFE INSURANCE	01.154.0000.5155	166	170	174	86	174	182
WORKERS COMPENSATION INS	01.154.0000.5156	144	129	110	53	110	100
Sub-total		69,629	71,432	73,322	35,832	72,309	72,769
Percent of Department Total		29.3%	31.3%	28.5%	39.6%	29.4%	28.4%

CONTRACTUAL SERVICES

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
PROF SERVICE - ANNUAL & REVAL	01.154.0000.5210	59,740	70,866	82,000	26,536	72,000	84,460

This account provides for the contracted annual Assessment Maintenance Services and Revaluation Services. The City typically funds one-third of the cost of a revaluation each year so that a full revaluation can be done every third year without the budget suffering a significant, \$100,000 peak in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated. Given how the real estate market has stalled in recent years and given the State's review of our overall assessment ratios, consideration of an "Interim Market Update" is a viable alternative. Having completed a full revaluation within the past 5 years, the State allows for an Interim Market Update that considers the changes in the market place and sales that have occurred. It enables the values to be re-tuned without a complete revaluation with external site visits. Numerous residents have expressed concerns that they view the current assessment levels as not representative of their fair market value. An Interim Market Update would address that by realigning assessments to the current market. It would also correct for market place variability between property types over the few years since the last revaluation. This process is also cheaper than a full revaluation: \$45,000 to \$50,000 versus over \$100,000. By doing this the line item was reduced by \$10,000 in 2012 and \$8,000 in 2013. A description sheet of assessment types is attached.

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
PROF SERVICE - CONTRACT ASSESSOR	01.154.0000.5219	88,087	71,913	80,000	27,630	80,000	82,400

This account pays for the annual Assessor Services as distinguished from the annual maintenance and reappraisal services. Our current contract has been fixed at \$80,000 for the last three years and expires at the end of 2012. Only a 3% increase was incorporated.

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
SOFTWARE MAINTENANCE	01.154.0000.5257	0	3,750	0	3,750	3,863	3,750

Despite no current activity, this account requires continued funding to support the software product through which the department functions.

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
STATE MFG ASSESSMENT	01.154.0000.5299	11,800	11,310	13,700	0	13,700	14,111

This account provides for the manufacturing assessment services provided to the City by the State of Wisconsin. The City has no control over the amount and is statutorily required to pay the bill.

Sub-total		159,626	154,089	179,450	54,166	169,450	184,834
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SUPPLIES

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
POSTAGE	01.154.0000.5311	5,000	0	0	0	0	5,000
OFFICE SUPPLIES	01.154.0000.5312	646	967	1,000	511	1,000	1,000
PRINTING	01.154.0000.5313	2,820	331	1,100	0	1,100	2,800
Sub-total		8,466	1,298	2,100	511	2,100	8,800

The increases in the supplies section reflect the postage and printing costs associated with a revaluation. These added costs are only necessary if the Council approves moving forward with the Interim Market Update revaluation.

SERVICES AND CHARGES

	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	0 Dept/Request
PUBLICATIONS	01.154.0000.5421	96	96	300	0	300	300
SUBSCRIPTIONS	01.154.0000.5422	0	0	150	0	150	150
MEMBERSHIP	01.154.0000.5424	0	0	0	0	0	0
CONFERENCES AND SCHOOLS	01.154.0000.5425	0	0	250	0	250	250
MILEAGE	01.154.0000.5432	0	0	0	0	0	0
Sub-total		96	96	700	0	700	700

The various services and charges reflect minor departmental operating costs that arise periodically. No increase is proposed in any of the accounts.

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CITY OF FRANKLIN 2013 BUDGET	2010 Actual	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Forecast	2013 Dept/Request
SUB TOTAL NON PERSONAL SERVICES	168,188	155,483	182,250	54,677	172,250	187,634	183,250
TOTAL GENERAL FUND	237,817	226,915	255,572	90,509	244,559	260,403	256,005
CAPITAL OUTLAY FUND							
OFFICE EQUIPMENT 41.154.0000.5813	0	0	0	0	0	0	0
COMPUTER EQUIPMENT 41.154.0000.5841	0	1,199	1,250	0	1,250	1,250	0
SOFTWARE 41.154.0000.5843	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY FUND	0	1,199	1,250	0	1,250	1,250	0
GRAND TOTAL ASSESSOR	237,817	228,114	256,822	90,509	245,809	261,653	256,005

75.2

LEGAL SERVICES
161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

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

SERVICES:

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

STAFFING - Contractual

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Hours of Service	4,485	4,264	4,652	4,657	4,900	4,900
Matters Litigated	4	1	1	4	4	4
Municipal Court Cases	8,019	8,950	10,159	12,304	12,300	12,300

* Forecast

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
LEGAL COUNSEL											
CONTRACTUAL SERVICES											
LEGAL SERVICES - GENERAL	01.161.0000.5212	159,919	163,237	169,950	169,950	70,095	169,950	172,500	172,500	172,500	
LEGAL SERVICES - DAY COURT	01.161.0000.5213	56,396	56,390	59,750	59,750	24,463	59,750	60,645	60,645	60,645	
BOARDS AND COMMISSIONS SUPPORT	01.161.0000.5214	45,583	59,583	55,000	55,000	22,917	55,000	55,825	55,825	55,825	
SPECIAL ATTORNEY	01.161.0000.5251	17,282	300	5,000	5,000	0	5,000	5,000	5,000	5,000	
LEGAL SERVICES - LANDFILL SITING	01.161.0000.5252	0	0	0	0	0	0	0	0	0	
ATTORNEY FEES - ADD'L SERVICES	01.161.0000.5253	0	0	0	0	0	0	0	30,000	30,000	
Sub-total		282,180	279,511	289,700	289,700	117,475	289,700	293,970	323,970	323,970	11.8%
SUPPLIES											
PRINTING	01.161.0000.5313	0	0	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	0	0	#DIV/0!
SERVICES AND CHARGES											
OFFICIAL NOTICES/ADVERTISING	01.161.0000.5421	0	0	0	0	0	0	0	0	0	
SUBSCRIPTIONS	01.161.0000.5422	0	0	0	0	0	0	0	0	0	
CONFERENCES AND SCHOOLS	01.161.0000.5425	0	0	500	500	0	500	500	500	500	
COURT COSTS	01.161.0000.5427	390	590	450	450	851	450	450	450	450	
Sub-total		390	590	950	950	851	950	950	950	950	0.0%
GRAND TOTAL LEGAL COUNSEL		282,570	280,101	290,650	290,650	118,326	290,650	294,920	324,920	324,920	11.8%

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)	2008	2009	2010	2011	2012	2013
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Custodian	3.26	3.26	2.42	2.33	2.26	2.26
Seasonal Maintenance	.57	.48	.48	.48	.48	.48
Total	4.83	4.74	3.90	3.81	3.74	3.74

ACTIVITY MEASURES:

Square Footage:	2008	2009	2010	2011	2012	2013
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	26,480	32,392	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
Total Square Footage	234,056	239,968	245,326	245,326	245,326	245,326

*Forecast

BUDGET SUMMARY:

- 1) Staffing for 2013 remains the same as 2012. 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). Contract services are also used on a temporary basis to address short-term vacancies. 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) The Fire Station roof project for 2012, funded in the Capital Outlay Fund, was moved back to 2013 and the second phase of that project was added (\$35,000). Done in this fashion, the entire building can be bid out and completed at once.

CITY OF FRANKLIN 2013 BUDGET	2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
MUNICIPAL BUILDING										
PERSONAL SERVICES										
SALARIES-FT	01.181.0000.5111	86,562	85,830	85,508	85,508	29,858	80,338	97,632	88,059	88,059
SALARIES-PT	01.181.0000.5113	55,382	50,907	48,702	49,702	31,592	40,203	47,956	46,726	46,726
SALARIES-TEMP	01.181.0000.5115	8,648	7,971	9,532	9,532	3,848	9,485	9,627	9,627	9,627
SALARIES-OT	01.181.0000.5117	5,001	5,733	3,000	3,000	2,019	5,000	3,000	3,000	3,000
COMPTIME TAKEN	01.181.0000.5118	0	0	2,138	2,138	0	0	500	500	500
LONGEVITY	01.181.0000.5133	135	238	180	180	111	212	239	239	239
HOLIDAY PAY	01.181.0000.5134	8,855	7,748	8,504	8,504	4,304	7,649	8,301	8,228	8,228
VACATION PAY	01.181.0000.5135	5,049	7,806	8,245	8,245	11,523	7,780	9,349	9,297	9,297
FICA	01.181.0000.5151	12,711	12,442	12,761	12,761	6,194	11,526	13,510	12,674	12,674
RETIREMENT	01.181.0000.5152	21,671	19,858	13,050	13,050	5,912	11,393	14,559	9,639	10,371
RETIREE GROUP HEALTH	01.181.0000.5153	3,452	3,611	3,380	3,380	1,668	2,949	3,471	3,471	3,471
GROUP HEALTH & DENTAL	01.181.0000.5154	39,372	41,592	42,041	42,041	19,470	37,278	41,603	37,464	37,464
LIFE INSURANCE	01.181.0000.5155	372	378	396	396	196	339	400	400	400
WORKERS COMPENSATION INS	01.181.0000.5156	7,686	6,409	5,472	5,472	2,726	4,879	5,853	5,583	5,583
ALLOCATED PAYROLL COST	01.181.0000.5199	-170,500	-177,100	-173,300	-173,300	-86,650	-173,300	-173,300	-173,300	-173,300
Sub-total		84,396	73,423	70,609	70,609	32,791	45,731	83,000	61,607	62,339
Percent of Department Total		40.1%	35.0%	34.9%	34.2%	30.5%	26.2%	28.0%	29.2%	29.5%
CONTRACTUAL SERVICES										
MEDICAL SERVICES	01.181.0000.5211	0	0	0	0	0	0	0	0	0
SUNDRY CONTRACTORS	01.181.0000.5299	15,375	18,209	19,650	19,650	10,970	20,150	20,240	20,240	20,240
Sub-total		15,375	18,209	19,650	19,650	10,970	20,150	20,240	20,240	20,240
SUPPLIES										
OFFICE SUPPLIES	01.181.0000.5312	63	38	100	100	66	95	100	100	100
UNIFORMS	01.181.0000.5326	455	470	650	650	0	450	500	500	500
FUEL/LUBRICANTS	01.181.0000.5331	48	90	100	100	0	65	100	100	100
CONSUMABLE TOOLS	01.181.0000.5342	261	257	250	250	199	250	250	250	250
Sub-total		826	856	1,100	1,100	265	860	950	950	950
SERVICES AND CHARGES										
CONFERENCES AND SCHOOLS	01.181.0000.5425	0	143	400	400	0	225	300	300	300
FACILITY CHARGES										
WATER	01.181.0000.5551	1,634	1,351	1,400	1,400	325	1,250	1,550	1,550	1,550
ELECTRICITY	01.181.0000.5552	52,012	55,358	54,800	54,800	23,247	54,800	56,500	56,500	56,500
SEWER	01.181.0000.5553	792	604	800	800	135	725	800	800	800
NATURAL GAS	01.181.0000.5554	13,765	12,467	16,750	16,750	6,600	12,750	14,900	14,900	14,900
LANDSCAPE MATERIALS	01.181.0000.5555	2,518	2,779	2,500	2,500	858	2,200	2,500	2,500	2,500
JANITORIAL SUPPLIES	01.181.0000.5556	6,367	6,013	5,000	5,000	3,259	4,500	5,000	5,000	5,000
BUILDING MAINTENANCE-SYSTEMS	01.181.0000.5557	19,858	19,958	19,600	19,600	18,363	22,000	19,600	19,600	19,600
BUILDING MAINTENANCE-OTHER	01.181.0000.5559	8,199	12,287	9,700	9,700	6,096	9,500	9,700	9,700	9,700
Sub-total		105,145	110,816	110,550	110,550	58,884	107,725	110,550	110,550	110,550
SUB TOTAL NON PERSONAL SERVICES		121,346	130,024	131,700	131,700	70,119	128,960	132,040	132,040	132,040
TOTAL GENERAL FUND		205,742	203,447	202,309	202,309	102,910	174,691	215,040	193,647	194,379
CAPITAL OUTLAY FUND										
FURNITURE & FIXTURES	41.181.0000.5812	0	0	0	0	0	0	0	0	0
NON-MOTORIZED EQUIPMENT	41.181.0000.5814	0	0	0	0	0	0	0	0	0
SHOP EQUIPMENT	41.181.0000.5815	0	0	0	0	0	0	0	0	0
BUILDING IMPROVEMENTS	41.181.0000.5822	4,600	6,582	0	4,400	4,446	0	73,100	17,100	17,100
COMPUTER EQUIPMENT	41.181.0000.5841	0	0	0	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY FUND		4,600	6,582	0	4,400	4,446	0	73,100	17,100	17,100
EQUIPMENT REVOLVING FUND										
EQUIPMENT	42.181.0000.5811	0	0	0	0	0	0	0	0	0
GRAND TOTAL MUNICIPAL BUILDING		210,342	210,029	202,309	206,709	107,356	174,691	288,140	210,747	211,479

81 - Revised

2013 Municipal Buildings Budget Request

Personnel Services (submitted previously)

Salaries – temp – 01. 181. 0000. 5115 -	\$9,627
2012 Budget	\$9,532
Expenditures as of 6/30/12	\$3,848
Estimated Expenditures	\$9,485
Request for 2013 Budget	\$9,627

The temp account provides funds for summer help used at City Hall, Library, and Law Enforcement Center. The above requested amount should be adequate to provide for two temporary summer helpers. Current vacancies are being filled by temporary workers, which is not a long term, effective solution.

Salaries – Overtime – 01.181.0000.5117 -	\$3,000
2012 Budget	\$3,000
Expenditures as of 6/30/12	\$2,019
Estimated Expenditures	\$2,900
Request for 2013 Budget	\$3,000

The Overtime account provides funds for the times when custodial staff is called in early or stays late due to snow. This account is also used when staff is needed to cover duties for another staff member who may be out due to illness, or when other emergencies arise. The above requested amount should be adequate to provide for over-time hours when needed. The department has exceeded the budgeted amount the last two years due to the amount and frequency of snow fall. Continued bad winters could easily cause this account to run over if no increase is provided.

Sundry contractors – 01.181.0000.5299 -	\$20,240
2012 Budget	\$19,650
Expenditures as of 6/30/2012	\$10,970
Estimated Expenditures	\$20,150
Requested amount for 2013 Budget	\$20,240

This account provides funding for times when contracted personnel is needed for long term assignments. Currently the municipal buildings department is using a contracted person 20 hours per week for cleaning and light building maintenance at the City Hall complex. The amount requested above would be used to pay for the continuation of use of this contracted person at 20 hours per week for 2013.

Office Supplies – 01.181.0000.5312 -	\$100
2012 Budget	\$100
Expenditures as of 6/30/12	\$66
Estimated Expenditures	\$95
Request for 2013 Budget	\$100

This account provides funds to purchase office supplies for the Maintenance Supervisor and staff. The amount requested above should be adequate for 2013.

Uniforms – 01.181.0000.5326 -	\$500
2012 Budget	\$650
Expenditures as of 6/30/12	\$0
Estimated Expenditures	\$450
Request for 2013 Budget	\$500

This budget account provides funding for uniform allowance for the maintenance staff. The union contract (expiring in 12/31/11) indicates \$250.00 of allowance for full-time employees and \$125.00 for part-time employees. Looking back at past expenditures, the amount requested above should be adequate for 2013.

Fuel and Lubricants – 01.181.0000.5331 -	\$100
2012 Budget	\$100
Expenditures as of 6/30/12	\$0
Estimated Expenditures	\$65
Request for 2013 Budget	\$100

This account provides funds to reimburse the general fund for the purchase of fuels and lubricants used by municipal buildings. The amount budgeted for 2012 should be anticipated for 2013 as well.

Consumable Tools – 01.181.0000.5342 -	\$250
2012 Budget	\$250
Expenditures as of 6/30/12	\$199
Estimated Expenditures	\$250
Request for 2013	\$250

This account provides funding for the purchase and replacement of small tools. The amount requested above should be adequate for 2013.

Services and Charges

Conferences and Schools – 01.181.0000.5425 -	\$300
2012 Budget	\$400
Expenditures as of 6/30/12	\$0
Estimated Expenditures	\$225
Request for 2013 Budget	\$300

This account provides funds for staff training. Maintenance products, techniques, and safety requirements change frequently; staff training is needed to stay current. Our current staff has completed all there initial training and currently only recertification/ refresher training will be needed. The budget amount requested above should be adequate to provide for the needed training for the maintenance staff.

Facility Charges

Water – 01.181.0000.5551 -	\$1,400
2012 Budget	\$1,400
Expenditures as of 6/30/12	\$325
Estimated Expenditures	\$1,250
Request for 2013	\$1,550

This budget account provides funds to pay water bills from Franklin Water Utility. This account provides funding for the City Hall complex and Legend Park. The amount listed above should provide adequate funding for this account. Although the historical expenditures might suggest the current appropriation is sufficient, the recent rate increase will likely push this item over budget.

Electricity – 01.181.0000.5552 -	\$56,500
2012 Budget	\$54,800
Expenditures as of 6/30/12	\$23,247
Estimated Expenditures	\$54,800
Request for 2013 Budget	\$56,500

This account provides for electric service to the City Hall complex and Legend Park. Indications are that there will be increase in utility rates in the upcoming months, the amount requested above should provide for adequate funding for covering the anticipated increase in utility rates. Last year the June 30 expenditure was \$20,480, while the year finished at \$55,358. As such, we are well ahead of last year's expenditure level, so an increase should be anticipated for 2013.

Sewer – 01.181.0000.5553 - \$800
2012 budget \$800
Expenditures as of 6/30/12 \$135
Estimated expenditures \$725
Request for 2013 Budget \$800

The sewer account provides funds to pay the quarterly sanitary sewer bill for the City Hall complex and Legend Park. Looking at past expenditures, the amount requested above should be adequate to fund this account.

Natural Gas – 01.181.0000.5554 – \$16,750
2012 Budget \$16,750
Expenditures as of 6/30/12 \$6,600
Estimated Expenditures \$12,750
Request for 2013 Budget \$14,900

This account provides funds to pay the gas bills for the City Hall complex and Legend Park. Looking back at past usage, and with a recent window upgrade, the amount budgeted for 2012 should be adequate for 2013 as well. This item was reduced to fund other utility increases, but if rates go up to 2008-9 levels, funding could be tight.

Landscape Materials – 01.181.0000.5555 – \$2,500
2012 Budget \$2,500
Expenditures as of 6/30/12 \$ 858
Estimated Expenditures \$2,200
Request for 2013 Budget \$2,500

This Budget account provides funds for landscaping materials such as lawn fertilizer, weed spray, top soil, trees and shrubs and other miscellaneous materials to be used at City Hall, Library, and the Law Enforcement Center. In recent years we have been moving to more annual type plantings in the flower beds to help reduce maintenance hours and expenses, the amount requested above should be adequate for 2013.

Janitorial Supplies – 01.181.0000.5556 - \$5,000
2012 Budget \$5,000
Expenditures as of 6/30/12 \$3,259
Estimated Expenditures \$4,500
Request for 2013 Budget \$5,000

This account provides funds for cleaning and restroom supplies, paper products, and floor care materials. Suppliers are indicating rate increases for 2013; however, we will also have some inventory carry-over into 2013 helping to offset a portion of these

increases. The amount requested above should provide for adequate funding for this account. Despite exceeding this level of activity in 2010 and 2011 and being ahead of pace for 2012, we will endeavor to retain the current appropriation level as other, uncontrollable increases were incorporated above.

Building Maintenance – Systems – 01.181.0000.5557 -	\$19,600
2012 Budget	\$19,600
Expenditures as of 6/30/12	\$18,363
Estimated expenditures	\$22,000
Request for 2013 Budget	\$19,600

This budget account provides funds for contract services used for maintenance of the City Hall mechanical systems, such as elevator, generator, HVAC, pneumatic tube system, lighting, and etc. In 2012, we experienced several mechanical failures in our HVAC and elevator equipment requiring expensive contractor service. While these repairs will result in excess spending of this line item, now that these repairs have been completed the amount requested above should be adequate for 2013.

Building Maintenance – Other – 01.181.0000.5559	\$9,700
2012 Budget	\$9,700
Expenditures as of 6/30/12	\$6,096
Estimated Expenditures	\$9,500
Request for 2013 Budget	\$9,700

This Budget account provides funds to purchase materials and equipment to handle the normal maintenance requirements for City Hall. The amount requested above should be adequate for 2013.

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 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
INSURANCE											
BUILDING INSURANCE	01.194.0000.5511	27,532	28,983	30,500	30,500	27,860	28,400	29,000	29,000	29,000	
AUTO/EQUIPMENT INSURANCE	01.194.0000.5512	70,863	70,832	73,000	73,000	43,467	73,000	73,000	73,000	73,000	
GENERAL LIABILITY	01.194.0000.5513	99,818	100,129	103,000	103,000	63,241	105,100	108,000	108,000	108,000	
PROFESSIONAL LIABILITY	01.194.0000.5514	37,452	38,796	40,100	40,100	23,965	41,000	41,000	41,000	41,000	
BOILER INSURANCE	01.194.0000.5515	6,017	6,017	6,200	6,200	6,017	6,100	6,200	6,200	6,200	
UMBRELLA INSURANCE	01.194.0000.5516	13,800	13,800	14,200	14,200	13,800	14,200	14,200	14,200	14,200	
PUBLIC OFFICIALS E & O LIABILITY	01.194.0000.5518	50,496	50,436	52,000	52,000	30,898	53,000	54,000	54,000	54,000	
MONEY & SECURITIES	01.194.0000.5521	1,699	1,699	1,850	1,850	1,699	1,850	1,850	1,850	1,850	
ALLOCATED INSURANCE COST	01.194.0000.5560	-237,200	-241,400	-246,200	-246,200	-122,500	-246,200	-246,200	-246,200	-246,200	
WORKERS COMPENSATION	01.194.0000.5517	415,604	399,280	395,650	395,650	207,515	395,650	403,563	403,563	403,563	
ALLOCATED WC INSURANCE COST	01.194.0000.5561	-415,604	-399,280	-395,650	-395,650	-177,155	-395,650	-403,563	-403,563	-403,563	
Sub-total		70,477	69,292	74,650	74,650	118,807	76,450	81,050	81,050	81,050	8.6%
GRAND TOTAL INSURANCE		70,477	69,292	74,650	74,650	118,807	76,450	81,050	81,050	81,050	8.6%
Less Program Revenue:											
INSURANCE DIVIDEND	01.0000.4771	-15,253	-16,360	-15,000	-15,000	0	-15,000	-15,000	-15,000	-15,000	
Net Insurance Related Costs		55,224	52,932	59,650	59,650	118,807	61,450	66,050	66,050	66,050	

CITY OF FRANKLIN 2013 BUDGET	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
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**GENERAL FUND EXPENDITURES
INSURANCE**

	2011 Actual	2012 Adopted	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request
BUILDING INSURANCE 01.194.0000.5511	28,983	30,500	27,860	28,400	29,000
This account provides for the City's buildings, personal property, and inland marine insurance through the Local Government Property Insurance Fund (LGPIF). Premium increases for 2013 have not been established. The appropriation should be able to cover a 4% increase.					
AUTO/EQUIPMENT INSURANCE 01.194.0000.5512	70,832	73,000	43,467	73,000	73,000
This account provides for the City's contractor's equipment insurance through the Local Government Property Insurance Fund (LGPIF), as well as the auto liability and auto physical damage insurance through R&R Insurance/League of Wisconsin Municipalities. The appropriation should fund a 4% increase if needed.					
GENERAL LIABILITY 01.194.0000.5513	100,129	103,000	63,241	105,100	108,000
This account provides for the City's annual general liability insurance, annual storage tank insurance, and crime insurance through R&R Insurance/League of Wisconsin Municipalities (LWMMI). This account will be slightly over budget for this year. The appropriation covers current rates plus approximately 2-3%.					
PROFESSIONAL LIABILITY 01.194.0000.5514	38,796	40,100	23,965	41,000	41,000
The 2012 increase came in slightly over budget and will finish at \$40,740. The request does not provide for much increase. The judges bond funded this year (\$200) will not be needed again until 2016.					
BOILER INSURANCE 01.194.0000.5515	6,017	6,200	6,017	6,100	6,200
The current appropriation is sufficient to cover an increase of up to 3%.					
UMBRELLA INSURANCE 01.194.0000.5516	13,800	14,200	13,800	14,200	14,200
The current appropriation is sufficient to cover an increase of up to 3%.					
PUBLIC OFFICIALS E & O LIABILITY 01.194.0000.5518	50,436	52,000	30,898	53,000	54,000
The current appropriation is approximately \$1,000 short for 2012. The additional increase of another \$1,000 provides for almost a 2% increase from current rates.					
MONEY & SECURITIES 01.194.0000.5521	1,699	1,850	1,699	1,850	1,850
The current appropriation is sufficient.					
ALLOCATED INSURANCE COST 01.194.0000.5560	-241,400	-246,200	-122,500	-246,200	0
WORKERS COMPENSATION 01.194.0000.5517	399,280	395,650	207,515	395,650	0
ALLOCATED WC INSURANCE COST 01.194.0000.5561	-399,280	-395,650	-177,155	-395,650	0
Sub-total	89,402	94,770	526,047	96,570	347,380
GRAND TOTAL INSURANCE	89,402	94,770	526,047	96,570	347,380
Less Program Revenue: INSURANCE DIVIDEND 01.0000.4771	-16,360	-15,000	0	-15,000	-15,000
Net Insurance Related Costs	73,042	79,770	526,047	81,570	332,380

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

DEPARTMENT: Unclassified, Contingency & Anticipated Under spending

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

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

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

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

Department 199 Anticipated Under spending: Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due natural turnover of staffing. While it is difficult to predict where in City Departments the vacancies will occur from year to year it is predictable that within the entire City operations vacancies will occur. It is reasonable to budget for a vacancy factor. By doing so the residents are not taxed for an expenditure that will not be made. This has been a longstanding practice in the City of Franklin.

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
UNCLASSIFIED EXPENSES											
CONTRIBUTIONS AND AWARDS											
UNEMPLOYMENT	01.198.0000.5158	0	0	0	0	0	0	0	0	0	0
REFUNDED PROPERTY TAXES	01.198.0000.5543	337	3,906	2,500	2,500	978	3,500	2,500	2,500	2,500	0
CLAIMS	01.198.0000.5731	1,300	0	0	0	0	0	0	0	0	0
GRAND TOTAL UNCLASSIFIED		1,637	3,906	2,500	2,500	978	3,500	2,500	2,500	2,500	0.0%
CONTINGENCY											
RESTRICTED											
ADMINISTRATION				0	0			0			0
BUILDING INSPECTION				0	0			0			0
FIRE				0	0			0			0
PLANNING				0	0			0			0
OTHER	01.199.0000.5110			0	0	0	0	0			0
Sub-total		0	0	0	0	0	0	0	0	0	0
UNRESTRICTED											
UNRESTRICTED	01.199.0000.5499			142,000	134,000	0	142,000	142,000	123,000	123,000	
GRAND TOTAL CONTINGENCY		0	0	142,000	134,000	0	142,000	142,000	123,000	123,000	-13.4%
ANTICIPATED UNDEREXPENDITURES											
	01.199.0000.5497	0	0	-407,000	-407,000	0	-274,000	-400,000	-350,000	-350,000	
TOTAL GENERAL GOVERNMENT											
General Fund		\$2,694,374	\$2,596,579	\$2,522,203	\$2,514,203	\$1,366,918	\$2,600,963	\$2,644,412	\$2,640,465	\$2,640,863	4.7%
Capital Outlay Fund		\$59,313	\$104,919	\$54,500	\$61,900	\$37,890	\$54,500	\$144,320	\$88,320	\$88,320	62.1%
Equipment Revolving Fund		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

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**CITY OF FRANKLIN
2013 BUDGET REQUEST
UNCLASSIFIED AND CONTINGENCY
September 5, 2012**

	2012 Budget	6/30/2012 YTD	2012 Estimate	2013 Request
UNCLASSIFIED EXP 01.198.0000.5543	2,500	978	3,500	2,500

Any property taxes refunded are charged to this area. The actual through June was refunded property taxes. Property taxes refunded have amounted to between \$337 and \$18,123 during the last five years averaging \$8,062 per year.

This budget is also for claims filed against the City that the City of Franklin ends up paying that are not covered by insurance. No budget is provided. Contribution awards and claims are the deductible portion and non-covered liability insurance expenses.

CONTINGENCY - RESTRICTED	0	0	0	0
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Restricted Contingency budget is a specific amount budgeted for expected unknown expenditures with the amount restricted for only those purposes.

CONTINGENCY - Unrestricted 01.199.0000.5499 142,000		0	0	123,000
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Contingency budget is an amount budgeted for unexpected expenditures. Historically, unrestricted funds have been budgeted and could be approved by the council to transfer to other line items as opposed to amending the budget and transferring funds from fund balance. The 2013 request is smaller than last year. If situations do not arise, the funds would at year end, go back into fund balance. The requested amount is unrestricted.

**POLICE
211, 212**

DEPARTMENT: Police

PROGRAM MANAGER: Chief of Police

PROGRAM DESCRIPTION:

The Franklin Police Department provides law enforcement services to the community 24 hours per day, 7 days per week through the efforts of the department staff. The Chief of Police, as department manager, is responsible for the leadership, supervision, direction, staff development, training, evaluation, and discipline of department personnel. The Chief is empowered by State Statute and local ordinance to exercise authority in matters of police operations, and establishes rules/regulations and policies/procedures for the department.

The Inspector, as second in command of the department, serves as Operations Commander, which includes oversight of patrol services, special unit services, investigation services, and administration/communication services. The Inspector of Police acts on behalf of the Chief of Police in the Chief's absence. The Inspector assists in the management of the department, and is the immediate supervisor to the Captains.

The sworn staff is divided into 3 shifts, each led by a Police Captain who is responsible for the leadership, supervision, training, evaluation, and discipline of the supervisors and officers assigned to the shift. In addition, each Captain is responsible for an area of specialty within the department. Areas of specialty include the Special Unit Services Division, Investigative Services Division, and the Administrative/Communication Services Division.

Eight Police Sergeants report directly to the respective Captains. The Sergeants are responsible for first-line supervision of 40 Police Officers and 6 Detectives. There are 2 Police Sergeants assigned to Day Shift and Late Shift, 3 Police Sergeants assigned to Early Shift and 1 Sergeant assigned to the supervision of the Detective Bureau. In addition, each Sergeant has other responsibilities within the department. These include first line supervision of the Field Training Officers, Emergency Response Unit (E.R.U.), Street Crimes Unit, Evidence/Property Room, Traffic Enforcement Unit (T.E.U.), Evidence Technicians, department detention/lockup facility, etc.

Police Patrol Officers provide 24 hour per day police services, which include protecting of life and property, preserving peace and good order of the community, and furnishing any other appropriate service that enhances the safe and orderly operation of the City. As the Patrol Officers are the main source of routine squad, motorcycle, bicycle, and foot patrol, they respond to calls for service, conduct initial criminal investigations, investigate traffic accidents, etc. In addition to their regularly assigned duties, they provide police canine (K-9) services, are members of the E.R.U., and provide staffing for special events such as St. Martins Fair and July 4th celebrations. Patrol Officers also coordinate Crime Prevention programs, work in the Evidence/Property Room, work as Adopt-A-School Officers, and teach Drug Abuse Resistance Education (D.A.R.E.).

A Police Captain oversees management of the Special Unit Services Division. These services include the K-9 Unit, E.R.U., department negotiators, Street Crimes Unit, Dive Team, Field Training Program, T.E.U., traffic accident investigators, Intoximeter and Preliminary Breath Testers maintenance, department detention/lockup facilities, and warrant services.

A Police Captain oversees management of the Investigative Services Division. A Sergeant handles the daily supervision of 5 Detectives in the Detective Bureau. In addition to handling all criminal and juvenile investigations that are forwarded from Patrol, the Detectives conduct employment background investigations for potential new City employees, and are involved in D.A.R.E. This Captain oversees maintenance of the Department web site including updating the sex offender registry. This Captain also oversees the operation of the Evidence/Property Room, Bureau of Identification, and Community Services including the Crime Prevention Unit, Police Officer Support Team (P.O.S.T.), and Department Chaplain. This Captain also serves as the department Public Information Officer.

A Police Captain oversees management of the Administrative/ Communication Services Division. This Captain deals with the operation and maintenance of department communications equipment, including radio systems, telephone equipment, 911 equipment, video cameras, and computer hardware. In addition, this Captain oversees daily administrative functions within the Police Department including equipment purchases and reporting crime statistics. This Captain oversees the operation of the Communications Bureau, Community Policing at the Wal-Mart Substation, the Bicycle Patrol Unit, Auxiliary Services, the department gun range, vehicle purchases and maintenance. This Captain also coordinates the department's participation in the Suburban Mutual Assistance Response Team (S.M.A.R.T.).

The administrative staff consisting of the Chief's Administrative Assistant who handles all related duties for the Chief, Inspector, Captains. Duties include: preparing, distributing, and filing confidential documents and correspondence; maintaining personnel, payroll and other critical departmental files; transcription of official police reports, as well as handling confidential telephone calls. She also prepares documents for the District Attorney's Office, Clerk of Courts, Police and Fire Commission, and social service agencies.

A civilian Communications Supervisor supervises the Communication Bureau and is responsible for the leadership, supervision, training, evaluation, and discipline of 14 civilian Dispatcher/Clerks. The Dispatcher/Clerks are also divided into 3 shifts and provide 24-hour emergency service communications for the City. The Dispatcher/Clerks answer emergency and non-emergency telephone calls, operate the computer aided dispatch system (CAD), and dispatch appropriate police and fire units to calls for service. The Dispatcher/Clerks are trained in state and national teletype system usage that permits access to Department of Motor Vehicle records, Crime Information Bureau, and National Crime Information Center records, warrants/commitments, and criminal history information. In addition, they transcribe and file all police reports and provide front window service to citizens seeking information.

The 3/4 time Utility Person assists with squad and equipment maintenance, squad and equipment replacement and squad transports to appropriate service departments.

SERVICES:

- Recommendations to Mayor, Common Council, Boards, Commissions, and citizens concerning public safety issues.
- Provide 24 hour per day, 7 days per week police communications.
- Secretarial support to officers, supervisory staff, municipal court, and commissions.
- Police patrol of City by squads, motorcycle, bicycles, foot, and alternative methods.
- Special City event management (St. Martin's Fair, 4th of July, etc).
- Criminal investigations (adult and juvenile).
- Apprehension and prosecution of violators/offenders of local, county, state, and federal laws.
- K-9 Unit.
- Emergency Response Unit.
- Street Crimes Unit.
- Traffic Enforcement Unit/Accident Investigation.
- Neighborhood Substation (Wal-Mart).
- Crime Prevention (Neighborhood / Business Watch) Programs.
- Adopt-A-School Officer Program.
- Drug Abuse Resistance Education.
- Child Safety Programs (including bicycle safety, child fingerprinting, protective behaviors - child abuse prevention education).
- Maintain Sex Offender Registry for offenders who live, work and go to school in Franklin.

STAFFING:

Authorized Positions (FTE)	2008	2009	2010	2011	2012	2013
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00	3.00	3.00
Sergeant	7.00	7.00	7.00	7.00	7.00	8.00
Corporal	1.00	1.00	1.00	1.00	1.00	.00
Juvenile Officer	1.00	1.00	2.00	2.00	2.00	.00
School Liaison Off.	1.00	1.00	.00	.00	.00	.00
Detective	4.00	4.00	4.00	4.00	4.00	5.00
Patrol Officer *	40.00	40.00	40.00	40.00	40.00	* 41.00
Total Sworn Officers	59.00	59.00	59.00	59.00	59.00	59.00
Comm. Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher	15.00	15.00	15.00	15.00	15.00	14.00
Secretary	1.50	1.50	1.50	1.00	1.00	1.00
Utility Person	.75	.75	.75	.75	.75	.75

Total	77.25	77.25	77.25	76.75	76.75	75.75
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* One authorized Patrol Officer position has remained unfunded since 2007. Actual Patrol Officer position strength is currently 40.

ACTIVITY MEASURES:

Activity	2008	2009	2010	2011	2012*	2013*
Part I Crimes	994	804	629	689	952	1,047
Part II Crimes	1,828	1496	1275	1,145	1,014	1,115
Adult Arrests	1,146	950	1,267	1,186	1,310	1,441
Juvenile Arrests	321	285	339	368	240	264
Narcotics Arrests	224	159	164	146	156	172
Driving While Intoxicated	149	178	188	138	176	194
Traffic Citations	5,549	6,303	7,872	9,987	10,796**	11,878**
Parking Citations	1,331	1,490	1,253	1,106	194**	0**
Traffic Accidents	738	601	559	566	574	631
Calls for Service	27,107	28,267	37,273	38,714	39,550	43,505

*Forecast

**Majority of parking citation count combined with traffic citation count mid-year 2012

BUDGET SUMMARY:

1. Patrol Officer Position (2007 – 2012 Unfunded Position)

The department is requesting that the Patrol Officer position that went unfunded since 2007 be funded for 2013 and filled. By filling this position the staffing level of the police department will be brought back to the 2006 manpower level. Each year our department experiences 1-3 vacancies based upon retirements or resignations. Each vacancy takes an extended period of time to fill this position(s) and train the officer prior to him/her being ready to fully assume the responsibilities of a police officer. By funding and filling this position this would assist our department in keeping our manpower on an ongoing basis closer to our current level. The City is now receiving an increase in requests for commercial developments, Meijer's Grocery Store and Rock Sports Complex, which will increase the need for police presence and will lead to increased police activity.

2. Part Time Custodian (10 hours per week)

Currently our department employees 1 full time custodian (40 hours per week), but in reality the department benefits from this employee approximately 32.75 hours per week (5.75 hours Monday through Friday and 2 hours Saturday and Sunday). We are requesting a part time custodian to assist with cleaning responsibilities and an increased amount of routine maintenance that our building and grounds are now experiencing as this facility has surpassed 10 years of existence operating 24 hours per day, 365 days per year.

3. As reported in the 2012 Municipal Facts 11 publication from the Wisconsin Taxpayers Alliance, the City of Franklin spends \$211.47 per capita on police services. The state average for cities similar in size is \$220.00. In Franklin there are presently 58 officers or 1.5 officers per 1000 residents. Law enforcement agencies in the state average 1.95

officers per 1000 residents and agencies in Milwaukee County average 2.01 per 1000 residents.

4. Capital Outlay

	Approved	Requested
Auto Equipment		
Replacement Squads	\$	\$185,250
Replacement Motorcycles	\$	\$ 25,000
Computer Equipment:		
Replacement Mobile Data Computers	\$	\$ 14,700
Replacement Computers	\$	\$ 5,950
Microsoft SQL Upgrade	\$	\$ 12,000
Communications' Room UPS & Batteries	\$	\$ 3,720
Universal Power Supplies	\$	\$ 3,690
Dell 48-Port Gigabit Switches & Cables	\$	\$ 3,000
Other Capital Equipment:		
TASER X-2 Equipment (new)	\$	\$ 24,030
Replacement Ballistic Vests	\$	\$ 9,500
Automated License Plate Recognition (ALPR)	\$	\$ 21,000
MUST Tactical Shield	\$	\$ 2,457
TASER X-26 Replacement Equipment	\$	\$ 3,752
Digital Video Wireless Microphones	\$	\$ 5,925
Gas Masks	\$	\$ 7,581
Canine Agitator Bite Suit	\$	\$ 1,655
Simunition, 9mm FX Marking Rounds	\$	\$ 1,200
Retaining Wall Replacement	\$	\$ 12,500
Dispatch Chairs	\$	\$ 1,500
Total Capital Outlay	\$	\$344,410

CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
POLICE DEPARTMENT											
PERSONAL SERVICES											
SALARIES-FT	01.211.0000.5111	3,179,489	3,369,335	3,339,413	3,339,413	1,684,160	3,312,618	3,576,431	3,408,677	3,408,677	
SALARIES-PT	01.211.0000.5113	20,426	20,401	20,569	20,569	9,960	21,117	20,980	20,980	20,980	
SALARIES-OT	01.211.0000.5117	147,346	199,871	169,300	169,300	128,780	250,000	225,000	179,300	179,300	
COMPTIME TAKEN	01.211.0000.5118	138,628	130,374	149,646	149,646	59,463	149,646	150,000	150,000	150,000	
LONGEVITY	01.211.0000.5133	13,944	14,092	14,786	14,786	7,065	14,038	14,651	14,184	14,184	
HOLIDAY	01.211.0000.5134	228,070	236,593	245,768	245,768	93,291	238,719	259,434	250,941	250,941	
VACATION PAY	01.211.0000.5135	277,296	291,093	311,498	311,498	123,796	298,237	331,397	328,244	328,244	
FICA	01.211.0000.5151	299,402	318,014	329,020	329,020	156,728	331,583	353,954	336,624	336,624	
RETIREMENT	01.211.0000.5152	763,674	848,415	907,984	907,984	452,995	913,646	867,350	837,851	806,492	
RETIREE GROUP HEALTH	01.211.0000.5153	379,183	390,490	422,407	422,407	211,379	416,262	441,060	434,185	434,185	
GROUP HEALTH & DENTAL	01.211.0000.5154	1,029,012	1,100,119	1,132,084	1,132,084	546,643	1,094,552	1,149,155	992,058	992,058	
LIFE INSURANCE	01.211.0000.5155	9,084	9,375	9,798	9,798	4,850	9,445	10,240	9,819	9,819	
WORKERS COMPENSATION INS	01.211.0000.5156	144,438	129,417	136,888	136,888	68,081	136,845	148,460	141,414	141,414	
COLLEGE INCENTIVE	01.211.0000.5161	26,112	26,016	25,536	25,536	26,832	26,448	24,980	24,384	24,384	
VACANCY FACTOR	01.211.0000.5198	0	0	0	0	0	0	0	0	0	
Sub-total		6,656,103	7,083,604	7,214,697	7,214,697	3,574,024	7,213,156	7,593,072	7,128,661	7,097,302	-1.6%
Percent of Department Total		87.3%	85.5%	85.3%	85.3%	84.2%	85.2%	85.1%	84.7%	74.2%	
CONTRACTUAL SERVICES											
DATA PROCESSING SERVICES	01.211.0000.5214	50,886	95,082	118,450	118,450	33,525	118,450	122,000	119,500	119,500	
AUTO MAINTENANCE	01.211.0000.5241	11,777	18,423	22,800	22,800	4,965	22,800	23,400	23,400	23,400	
EQUIPMENT MAINTENANCE	01.211.0000.5242	72,984	72,930	101,550	101,550	58,832	101,550	106,500	106,500	106,500	
DATA & TELEPHONE CABLING	01.211.0000.5247	11,691	12,231	21,600	21,600	6,231	21,600	22,200	22,200	22,200	
SOFTWARE MAINTENANCE	01.211.0000.5257	43,076	60,305	60,750	60,750	42,817	60,750	62,500	62,500	62,500	
SUNDRY CONTRACTORS	01.211.0000.5299	35,724	42,399	52,500	52,500	30,883	52,500	54,000	54,000	54,000	
Sub-total		226,119	301,371	377,650	377,650	177,254	377,650	390,600	388,100	388,100	2.8%
SUPPLIES											
OFFICE SUPPLIES	01.211.0000.5312	12,267	8,459	13,100	13,100	4,383	13,100	13,100	13,100	13,100	
PRINTING	01.211.0000.5313	3,656	2,633	4,500	4,500	2,155	4,500	4,500	4,500	4,500	
UNIFORMS *	01.211.0000.5326	31,026	30,843	35,000	35,000	12,983	35,000	36,000	36,000	36,000	
FIREARMS SUPPLIES	01.211.0000.5327	18,907	19,974	20,000	20,000	9,570	20,000	20,000	20,000	20,000	
EDUCATION SUPPLIES	01.211.0000.5328	2,132	827	3,700	3,700	97	3,700	3,700	3,700	3,700	
OPERATING SUPPLIES-OTHER	01.211.0000.5329	17,643	21,405	22,250	22,250	6,936	22,250	22,250	22,250	22,250	
FUEL/LUBRICANTS	01.211.0000.5331	117,475	153,285	158,000	158,000	76,963	158,000	163,000	163,000	163,000	
VEHICLE SUPPORT	01.211.0000.5332	36,967	41,943	47,700	47,700	13,870	47,700	49,000	49,000	49,000	
EQUIPMENT SUPPLIES	01.211.0000.5333	6,298	4,316	13,500	13,500	0	13,500	13,500	13,500	13,500	
AUXILIARY SUPPORT	01.211.0000.5334	3,825	5,557	4,600	4,600	614	4,600	4,600	4,600	4,600	
CRIME PREVENTION MATERIALS	01.211.0000.5335	4,205	4,372	4,350	4,350	921	4,350	4,350	4,350	4,350	
Sub-total		254,422	293,614	326,700	326,700	128,490	326,700	334,000	334,000	334,000	2.2%
SERVICES AND CHARGES											
TELEPHONE	01.211.0000.5415	26,171	20,126	38,500	38,500	24,105	38,500	38,500	38,500	38,500	
SUBSCRIPTIONS	01.211.0000.5422	935	235	1,100	1,100	83	1,100	1,100	1,100	1,100	
TRAINING EXPENSE	01.211.0000.5423	7,626	8,099	10,800	10,800	4,134	10,800	10,800	10,800	10,800	
MEMBERSHIPS	01.211.0000.5424	1,059	1,362	2,100	2,100	1,012	2,100	2,100	2,100	2,100	
CONFERENCES AND SCHOOLS	01.211.0000.5425	27,589	22,743	25,000	25,000	16,955	25,000	26,000	26,000	26,000	
ALLOCATED INSURANCE COST	01.211.0000.5428	76,200	78,500	80,100	80,100	40,050	80,100	81,500	81,500	81,500	
MILEAGE	01.211.0000.5432	688	541	2,000	2,000	329	2,000	2,000	2,000	2,000	
Sub-total		140,248	131,606	159,600	159,600	86,668	159,600	162,000	162,000	162,000	1.5%

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CITY OF FRANKLIN 2013 BUDGET		2010 Actual	2011 Actual	2012 Adopted	2012 Amended	2012 YTD 6/30/2011	2012 Estimate	2013 Dept/Request	2013 Recommend	2013 Proposed	Change Pr Yr Adopted
FACILITY CHARGES											
WATER	01.211.0000.5551	1,555	1,656	2,050	2,050	414	2,050	2,100	2,100	2,100	
ELECTRICITY	01.211.0000.5552	67,476	74,419	74,850	74,850	29,053	74,850	77,800	77,800	77,800	
SEWER	01.211.0000.5553	500	482	500	500	114	500	500	500	500	
NATURAL GAS	01.211.0000.5554	23,189	22,885	27,000	27,000	12,371	27,000	28,000	28,000	28,000	
LANDSCAPE MATERIALS	01.211.0000.5555	980	301	1,050	1,050	0	1,050	1,050	1,050	1,050	
JANITORIAL SUPPLIES	01.211.0000.5556	7,023	6,103	8,450	8,450	1,389	8,450	8,600	8,600	8,600	
BUILDING MAINTENANCE-SYSTEMS	01.211.0000.5557	12,299	12,479	11,650	11,650	10,698	11,650	21,850	21,850	21,850	
BUILDING MAINTENANCE-FLOORING	01.211.0000.5558	2,605	204	7,850	7,850	0	7,850	8,000	8,000	8,000	
BUILDING MAINTENANCE-OTHER	01.211.0000.5559	22,459	30,090	25,350	25,350	5,466	25,350	37,900	37,900	37,900	
ALLOCATED PAYROLL COST	01.211.0000.5560	91,200	94,400	93,400	93,400	46,700	93,400	95,800	95,800	95,800	
Sub-total		229,297	243,019	252,150	252,150	106,204	252,150	281,600	281,600	281,600	11.7%
SUB TOTAL NON PERSONAL SERVICES											
		850,085	969,609	1,116,100	1,116,100	498,616	1,116,100	1,168,200	1,165,700	1,165,700	4.4%
TOTAL GENERAL FUND											
		7,506,188	8,053,213	8,330,797	8,330,797	4,072,640	8,329,256	8,761,272	8,294,361	8,263,002	-0.8%
CAPITAL OUTLAY FUND											
AUTO EQUIPMENT	41.211.0000.5811	109,131	225,500	138,000	138,000	155,154	138,000	210,250	210,250	210,250	
OTHER CAPITAL EQUIPMENT	41.211.0000.5819	97,537	132,775	48,150	48,150	64,017	48,150	0	0	0	
COMPUTER EQUIPMENT	41.211.0000.5841	50,813	32,865	111,000	111,000	39,693	111,000	43,060	4,608	4,608	
SOFTWARE	41.211.0000.5843	0	0	0	0	0	0	91,100	91,100	91,100	
TOTAL CAPITAL OUTLAY FUND		257,481	391,140	297,150	297,150	258,864	297,150	344,410	305,958	305,958	3.0%
EQUIPMENT REVOLVING FUND											
EQUIPMENT	42.211.0000.5811	0	0	0	0	0	0	0	0	0	
SUBTOTAL POLICE DEPARTMENT											
		7,763,669	8,444,353	8,627,947	8,627,947	4,331,505	8,626,406	9,105,682	8,600,319	8,568,960	-0.7%
PD Dispatch											
PERSONAL SERVICES											
SALARIES-FT	01.212.0000.5111	560,273	551,950	606,030	606,030	284,173	574,700	630,215	630,215	630,215	
SALARIES-OT	01.212.0000.5117	3,163	4,745	17,150	17,150	698	1,500	17,150	17,150	17,150	
COMPTIME TAKEN	01.212.0000.5118	17,616	18,443	15,270	15,270	9,420	18,840	18,000	18,000	18,000	
LONGEVITY	01.212.0000.5133	1,380	1,534	1,715	1,715	815	1,625	1,680	1,680	1,680	
HOLIDAY	01.212.0000.5134	37,173	36,656	38,439	38,439	20,947	37,065	39,789	39,789	39,789	
VACATION PAY	01.212.0000.5135	41,275	43,595	46,298	46,298	21,362	44,697	47,312	47,312	47,312	
FICA	01.212.0000.5151	48,408	48,307	55,455	55,455	24,774	51,901	57,692	57,692	57,692	
RETIREMENT	01.212.0000.5152	67,547	63,858	42,044	42,044	19,380	39,350	43,740	37,707	37,707	
RETIREE GROUP HEALTH	01.212.0000.5153	4,865	5,104	6,247	6,247	3,121	5,992	6,369	6,369	6,369	
GROUP HEALTH & DENTAL	01.212.0000.5154	149,637	161,621	165,488	165,488	76,196	152,547	157,220	140,952	140,952	
LIFE INSURANCE	01.212.0000.5155	2,433	2,495	2,721	2,721	1,271	2,586	2,831	2,831	2,831	
WORKERS COMPENSATION INS	01.212.0000.5156	2,223	1,942	1,798	1,798	843	1,695	1,647	1,647	1,647	
Sub-total		935,994	940,250	998,655	998,655	463,019	932,518	1,023,645	1,001,344	1,001,344	0.3%
Grand Total Police Department by Fund											
General Fund		8,442,182	8,993,463	9,329,452	9,329,452	4,535,659	9,261,774	9,784,917	9,295,705	9,264,346	
Capital Outlay Fund		257,481	391,140	297,150	297,150	258,864	297,150	344,410	305,958	305,958	
Equipment Revolving Fund		0	0	0	0	0	0	0	0	0	
Grand Total Police Department											
		8,699,663	9,384,603	9,626,602	9,626,602	4,794,524	9,558,924	10,129,327	9,601,663	9,570,304	-0.6%
Less Program Revenue:											
LAW ENFORCEMENT TRAINING	01.0000.4156	-8,874	-9,900	-10,000	-10,000	-9,100	-10,000	-10,000	-10,000	-10,000	
OTHER POLICE GRANTS	01.0000.4157	-27,053	-76,681	-3,000	-3,000	-38,735	-75,000	-3,000	-3,000	-55,500	
Penalties & Forfeitures @ 88.0%		-371,804	-381,133	-358,160	-358,160	-220,488	-413,600	-396,000	-396,000	-396,000	
POLICE SERVICES	01.0000.4431	-12,446	-5,955	-4,500	-4,500	-6,013	-6,000	-4,500	-4,500	-4,500	
SPECIAL EVENT PUBLIC SAFETY	01.0000.4432	-657	-5,043	-1,500	-1,500	-623	-1,500	-1,500	-1,500	-1,500	
SCHOOL LIAISON OFFICER	01.0000.4615	0	0	0	0	0	0	0	0	0	
PROPEY SALES - VEHICLES	41.0000.4751	-26,258	-28,409	-30,000	-30,000	-12,544	-30,000	-30,000	-30,000	-30,000	
INSURANCE PROCEEDS - VEHICLES	41.0000.4799	0	-29,173	0	0	-21,443	0	0	0	0	
Total Program Revenue		-447,992	-536,295	-407,160	-407,160	-308,946	-536,100	-445,000	-445,000	-497,500	
Net Police Related Costs											
		8,252,571	8,848,308	9,219,442	9,219,442	4,485,578	9,022,824	9,684,327	9,156,663	9,072,804	

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**City of Franklin
Police Department
2013 Budget Request Support**

1.	Salaries – FT 01.211.0000.5111	\$
	2012 Budget	\$ 3,339,413
	Expenditures as of 6/30/12	\$ 1,684,160
	Estimated Expenditures	\$ 3,312,618
	Requested 2013 Budget	\$ 3,543,124
2.	Salaries – PT 01.211.0000.5113	\$
	2012 Budget	\$ 20,569
	Expenditures as of 6/30/12	\$ 9,960
	Estimated Expenditures	\$ 21,117
	Requested 2013 Budget	\$ 20,980
3.	Salaries – OT 01.211.0000.5117	\$
	2012 Budget	\$ 169,300
	Expenditures as of 6/30/12	\$ 128,780
	Estimated Expenditures	\$ 250,000
	Requested 2013 Budget	\$ 225,000

Contractual Services

4.	Data Processing Services 01.211.0000.5214	\$
	2012 Budget	\$ 118,450
	Expenditures as of 6/30/12	\$ 33,525
	Estimated Expenditures	\$ 118,450
	Requested 2013 Budget	\$ 122,000
5.	Auto Maintenance 01.211.0000.5241	\$
	2012 Budget	\$ 22,800
	Expenditures as of 6/30/12	\$ 4,965
	Estimated Expenditures	\$ 22,800
	Requested 2013 Budget	\$ 23,400

This account provides funds for repairs that cannot be completed by DPW staff such as front end alignments, windshield repairs, transmission repairs and engine repair. It also includes funds for car washes and specialized cleaning of squads when necessary. We are keeping many of the squads longer than we used to, which increases costs for repairs. Both motorcycle maintenance and squad repairs in the event of an accident are covered in this account.

6. Equipment Maintenance	01.211.0000.5242	\$
2012 Budget		\$ 101,500
Expenditures as of 6/30/12		\$ 58,832
Estimated Expenditures		\$ 101,500
Requested 2013 Budget		\$ 106,500

This account is used for the maintenance agreements that we have with various companies including radio equipment, Word Systems voice and dictation equipment, telephone, radio and computer systems, firearms range equipment, portable batteries, radar and laser repair and certification, security and paging system, taser repair, Fast ID, Life Safety and mobile data computer repairs, etc. We anticipate that there will be increases in costs for many of our maintenance agreements and new costs for maintenance agreements in 2013, including our 3rd ALPR squad equipment maintenance agreement for \$2,000.

7. Data and Telephone Cabling	01.211.0000.5247	\$
2012 Budget		\$ 21,600
Expenditures as of 6/30/12		\$ 6,231
Estimated Expenditures		\$ 21,600
Requested 2013 Budget		\$ 22,200

This account pays for our lease of two T-1 telephone lines, which run our radio system with Milwaukee County and one T1 line to for our telephone system. With the installation of the Phoenix CAD/RMS system it was necessary to install our own Road Runner internet connection. This account is also used when changes and additions to our telephone lines are needed for phones or for voice recording of emergency and non-emergency phone calls.

8. Software Maintenance	01.21.0000.5257	\$
2012 Budget		\$ 60,750
Expenditures as of 6/30/12		\$ 42,817
Estimated Expenditures		\$ 60,750
Requested 2013 Budget		\$ 62,500

This account is used for our records management software subscription service. It is also used for changes and updates to a variety of computer programs that are used for booking, scheduling and word processing, background investigations etc. Along with anticipated increases for Phoenix maintenance, software upgrades are also required for our computer crimes software programs.

9. Sundry Contractors	01.211.0000.5299	\$
2012 Budget		\$ 52,500
Expenditures as of 6/30/12		\$ 30,883
Estimated Expenditures		\$ 52,500
Requested 2013 Budget		\$ 54,000

This account is used for a variety of services including pager rental, K-9 vet care, teletype monthly access charges, towing fees, photo developing fees and Verizon air card fees for the MDC's.

Sub-Total Contractual Services**\$ 390,600****Supplies**

10.	Office Supplies	01.211.0000.5312	\$
	2012 Budget		\$ 13,100
	Expenditures as of 6/30/12		\$ 4,383
	Estimated Expenditures		\$ 13,100
	Requested 2013 Budget		\$ 13,100

This account is used for consumable office supplies, copy paper and computer paper, printer ink cartridges etc.

11.	Printing	01.211.0000.5313	\$
	2012 Budget		\$ 4,500
	Expenditures as of 6/30/12		\$ 2,155
	Estimated Expenditures		\$ 4,500
	Requested 2013 Budget		\$ 4,500

The department has a variety of report forms, letterhead stationary and envelopes. It is also used for the copy of traffic and criminal statute books that are no longer provided by the State.

12.	Uniforms	01.211.0000.5326	\$
	2012 Budget		\$ 35,000
	Expenditures as of 6/30/12		\$ 12,983
	Estimated Expenditures		\$ 35,000
	Requested 2013 Budget		\$ 36,000

By contract all officers and dispatchers receive annual uniform allowance from this account. Unusual situations where officer's uniforms are repaired or replaced outside of the usual uniform allowance are also covered by this account. Uniform pricing over the last few years have been increasing, therefore "Damaged uniforms not covered by allowance & misc." we have increased from \$5,700 to \$7,000.

The following funds for uniforms requested for 2012 are dictated by department size and labor agreement(s):

59 police officers @ \$400 per officer	\$ 23,600
15 dispatchers @ \$300 per dispatcher	\$ 4,500
1 communications supervisor @ \$300	\$ 300
1 utility person @ \$300	\$ 300
1 administrative assistant @ \$300	\$ 300
Damaged uniforms not covered by allowance & misc.	\$ 7,000

13. Firearms Supplies	01.211.0000.5327	\$
2012 Budget		\$ 20,000
Expenditures as of 6/30/12		\$ 9,570
Estimated Expenditures		\$ 20,000
Requested 2013 Budget		\$ 20,000

This account provides for ammunition, gun cleaning supplies, targets, firearms repair and range repair items not covered in the maintenance contract. The firearms officers monitor the prices of ammunition to attempt to get the best price available. This accounts for larger purchases made in the second half of the year.

14. Education Supplies	01.211.0000.5328	\$
2012 Budget		\$ 3,700
Expenditures as of 6/30/12		\$ 97
Estimated Expenditures		\$ 3,700
Requested 2013 Budget		\$ 3,700

This account is used for the purchase of training manuals for CPR, first aid and other various types of department related training. It also is used for the purchase of training roll call videos.

15. Operating Supplies Other	01.211.0000.5329	\$
2012 Budget		\$ 22,250
Expenditures as of 6/30/12		\$ 6,936
Estimated Expenditures		\$ 22,250
Requested 2013 Budget		\$ 22,250

This account is used for a wide variety of consumable items needed for the day-to-day operation of the department such as flares, fire extinguisher refills, traffic citations, municipal citations, first aid equipment, evidence supplies, batteries and other consumable supplies.

16. Fuel and Lubricants	01.211.0000.5331	\$
2012 Budget		\$ 158,000
Expenditures as of 6/30/12		\$ 76,963
Estimated Expenditures		\$ 158,000
Requested 2013 Budget		\$ 163,000

The amount requested takes into account that prices may rise again in 2013 and estimated expenditures for 2012.

17. Vehicle Support	01.211.0000.5332	\$
2012 Budget		\$ 47,700
Expenditures as of 6/30/12		\$ 13,870
Estimated Expenditures		\$ 47,700
Requested 2013 Budget		\$ 49,000

This account is used to for upkeep of the police squads and is used for the purchase of tires, replacement parts, oil and air filters, and miscellaneous supplies needed to keep the squads running. DPW costs in 2012 were \$12,204. DPW costs for 2013 are unknown at this time.

18. Equipment Supplies	01.211.0000.5333	\$
2012 Budget		\$ 13,500
Expenditures as of 6/30/12		\$ 0
Estimated Expenditures		\$ 13,500
Requested 2013 Budget		\$ 13,500

This account provides for equipment needed to outfit a new police officer. This account provides for the following equipment: 9mm pistol, 2 extra magazines, magazine pouch, holster, Sam Browne belt, 2 pair of handcuffs, handcuff case, radio holster, OC spray, and holster, expandable baton and belt holder, keepers, body armor, badges, name tag, collar pins, rain gear and winter parka. In September 2012 through the end of the year we will be hiring a minimum of 3 replacement officers that these funds will be expended on.

19. Auxiliary Support	01.211.0000.5334	\$
2012 Budget		\$ 4,600
Expenditures as of 6/30/12		\$ 614
Estimated Expenditures		\$ 4,600
Requested 2013 Budget		\$ 4,600

The department has a unit of reserve non-paid civilians that assist with events such as the Civic Celebration, St. Martin's Fair, assistance at special events and emergencies and the department chaplain program. This account is used for the purchase of uniforms, equipment and training costs associated with this volunteer group. We have several Auxiliary positions to fill to bring the Unit back to its full strength of 15 volunteers.

20. Crime Prevention Materials	01.211.0000.5335	\$
2012 Budget		\$ 4,350
Expenditures as of 6/30/12		\$ 921
Estimated Expenditures		\$ 4,350
Requested 2013 Budget		\$ 4,350

This account funds the City's ongoing commitment to community policing efforts. These funds are used to prepare for meaningful crime prevention, neighborhood watch, and business watch programs. These crime prevention costs include handout material, displays, videos and other materials. National Night Out costs, in August, also come from these funds.

Sub-Total Supplies

\$ 334,000

Services and Charges

21. Telephone	01.211.0000.5415	\$
2012 Budget		\$ 38,500
Expenditures as of 6/30/12		\$ 24,105
Estimated Expenditures		\$ 38,500
Requested 2013 Budget		\$ 38,500

This account provides funds for police department and municipal court telephones, faxes, cellular telephones, pagers and miscellaneous telephone expenses related to law enforcement and municipal court operations.

22. Subscriptions	01.211.0000.5422	\$
2012 Budget		\$ 1,100
Expenditures as of 6/30/12		\$ 83
Estimated Expenditures		\$ 1,100
Requested 2013 Budget		\$ 1,100

This account provides funds for the costs of professional journals, magazines and periodicals such as Legal Update, Search and Seizure, Liability Law, Law and Order, APCO, 911 and Accident Investigation. These publications enhance the staff's ability to perform their duties and keep current on changing laws, current court cases and changes in law enforcement technology.

23. Training Expenses	01.211.0000.5423	\$
2012 Budget		\$ 10,800
Expenditures as of 6/30/12		\$ 4,134
Estimated Expenditures		\$ 10,800
Requested 2013 Budget		\$ 10,800

24. Memberships	01.211.0000.5424	\$
2012 Budget		\$ 2,100
Expenditures as of 6/30/12		\$ 1,012
Estimated Expenditures		\$ 2,100
Requested 2013 Budget		\$ 2,100

This account provides funds for various memberships to professional organizations for department members. Memberships in these professional organizations greatly benefit the Department by providing training and networking for officers assigned to specialty duties. This account has remained the same for several years.

25.	Conferences and Schools	01.211.0000.5425	\$
	2012 Budget		\$ 25,000
	Expenditures as of 6/30/12		\$ 16,955
	Estimated Expenditures		\$ 25,000
	Requested 2013 Budget		\$ 26,000

This account provides funds for registration fees, lodging costs, meals and other costs related to training seminars which assist in meeting state mandated training requirements for sworn police officers. Training provided from this fund enhances development and professionalism of our officers and dispatchers. Although the department attempts to keep training costs down through in-house training where possible, such training cannot address all training and staff development needs. This is a minimal expense when considering the tasks and assignments police department staff are required to perform and the liability that attaches to improper training or failure to train officers. In the past few years we have experienced an increase in training cost, therefore we have increases "Conference and Schools" \$1,000.

26.	Allocated Insurance Costs	02.211.0000.5428	\$
	2012 Budget		\$ 80,100
	Expenditures as of 6/30/12		\$ 40,050
	Estimated Expenditures		\$ 80,100
	Requested 2013 Budget*		\$ 81,500

*The costs related to this account are calculated by City Hall staff.

27.	Mileage	02.211.0000.5432	\$
	2012 Budget		\$ 2,000
	Expenditures as of 6/30/12		\$ 329
	Estimated Expenditures		\$ 2,000
	Requested 2013 Budget		\$ 2,000

This account provides funds for payment of mileage reimbursement for the staff's use of their personal vehicles to attend court, training or other official department functions when squads or other department vehicles are not available or appropriate for their assignments.

Sub-Total Services and Charges **\$162,000**

Facility Charges

28.	Water	01.211.0000.5551	\$
	2012 Budget		\$ 2,050
	Expenditures as of 6/30/12		\$ 414
	Estimated Expenditures		\$ 2,050
	Requested 2013 Budget		\$ 2,100

29.	Electricity	01.211.0000.5552	\$
	2012 Budget		\$ 74,850
	Expenditures as of 6/30/12		\$ 29,053
	Estimated Expenditures		\$ 74,850
	Requested 2012 Budget		\$ 77,800
30.	Sewer	01.211.0000.5553	\$
	2012 Budget		\$ 500
	Expenditures as of 6/30/12		\$ 114
	Estimated Expenditures		\$ 500
	Requested 2013 Budget		\$ 500
31.	Natural Gas	01.211.0000.5554	\$
	2012 Budget		\$ 27,000
	Expenditures as of 6/30/12		\$ 12,371
	Estimated Expenditures		\$ 27,000
	Requested 2013 Budget		\$ 28,000
32.	Landscape Materials	01.211.0000.5555	\$
	2012 Budget		\$ 1,050
	Expenditures as of 6/30/12		\$ 0
	Estimated Expenditures		\$ 1,050
	Requested 2013 Budget		\$ 1,050
33.	Janitorial Supplies	01.211.0000.5556	\$
	2012 Budget		\$ 8,450
	Expenditures as of 6/30/12		\$ 1,389
	Estimated Expenditures		\$ 8,450
	Requested 2013 Budget		\$ 8,600
33.	Building Maintenance Systems	01.211.0000.5557	\$
	2012 Budget		\$ 11,650
	Expenditures as of 6/30/12		\$ 10,698
	Estimated Expenditures		\$ 11,650
	Requested 2013 Budget		\$ 21,850

Over the past several years we have experienced issues with faulty plumbing and air handling equipment in the station. This has caused increased costs due to the building warranty expiring. Due to breakdown in equipment the department has used more funds than allocated for this account. In 2013 we have increased our requested amount in order to replace 3 HVAC blower motors (\$4,200) and 1 boiler (\$6,000).

34.	Building Maintenance Flooring 01.211.0000/5558	\$
	2012 Budget	\$ 7,850
	Expenditures as of 6/30/12	\$ 0
	Estimated Expenditures	\$ 7,850
	Requested 2013 Budget	\$ 8,000

35.	Building Maintenance Other 01.211.0000.5559	\$
	2012 Budget	\$ 25,350
	Expenditures as of 6/30/12	\$ 5,466
	Estimated Expenditures	\$ 25,350
	Requested 2013 Budget	\$ 37,900

This account is used for miscellaneous repairs to the building. As this building is occupied 24/7 we are experiencing more issues with repairs that need to be made to keep the building in proper working order. Reconstruction of Retaining Wall (\$12,500); in July 2012 the original retaining wall at the northeast basement garage exit from the police department collapsed, the DPW temporarily repaired the wall. An estimate to rebuild the wall using the existing materials was received along with new plantings that would be needed. Indications from the landscaper were that the wall was improperly constructed during the initial building construction.

36.	Allocated Payroll Costs 01.211.0000.5560	\$
	2012 Budget	\$ 93,400
	Expenditures as of 6/30/12	\$ 46,700
	Estimated Expenditures	\$ 93,400
	Requested 2013 Budget*	\$ 95,800

*The costs related to this account are calculated by City Hall staff.

Sub-Total Facility Charges \$281,600