

**City of Franklin  
General Fund Revenue**

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

Property Taxes

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

Year	2011	2012	2013	2014	2015	2016
Percentage	68	69	69	68	67	68

Property taxes as a percentage of general fund revenue will increase or decrease, depending on fluctuations in other revenue sources, the amount of growth in new construction or whether significant increases in expenditures are needed to meet service needs for the City. The 2016 increase is related to a decrease in General Fund non-tax revenue and an increase. The 2012 percentage increase was attributable to the annual increase necessary to support City operations reflecting the switch of Solid Waste Collection to a special revenue fund and that other revenue sources still had not rebounded. The 2011 percentage increase was attributable to the annual increase necessary to support City operations and that other revenue sources had not rebounded. 2016 property taxes have the same percentage of total General Fund revenues as they had in 2011.

Looking at per capita tax levy:

	2011	2012	2013	2014	2015	2016
Population	35,504	35,520	35,810	35,702	35,655	35,675 Est
Tax Levy						
General Fund	\$16,973,282	\$16,226,000	\$16,330,000	\$16,220,400	\$16,209,000	\$16,248,800
Library	1,175,000	1,222,000	1,240,000	1,240,000	1,240,000	1,287,000
Capital	910,000	1,269,000	1,289,000	1,448,600	1,460,000	1,473,200
Debt Service	1,900,000	1,750,000	1,650,000	1,600,000	1,600,000	1,500,000
Total Tax Levy	\$20,958,282	\$20,467,000	\$20,509,000	\$20,509,000	\$20,509,000	\$20,509,000
Per Capita						
General Fund	\$478.07	\$455.79	\$456.02	\$454.33	\$452.77	\$455.46
Library	33.09	34.33	34.63	34.73	34.64	36.07
Capital	25.63	35.65	36.00	40.57	40.78	41.30
Debt Service	53.52	49.16	46.07	44.82	44.69	42.05
Total Tax Levy	\$590.31	\$574.92	\$572.72	\$574.45	\$572.88	\$574.88

The per capita property tax levy has declined from a high of \$590.31 in 2011 to a low of \$572.72 in 2013. In 2014, Wisconsin Municipal Facts reported that cities of 30,000 to 150,000 had a median per capita property tax levy of \$577— Franklin is below that.

### Utility Tax Equivalent

The Franklin Water Utility makes a payment in lieu of property taxes, as mandated by the Public Service Commission, by applying the local municipal and school tax rates against the total value of plant in service (infrastructure). As the plant in service has grown due to the pace of development in the City, this revenue source has also increased. Much of the plant value added is contributed via developers or assessment projects. For 2016, that payment is estimated at \$1,100,000.

### Hotel/Motel Room Tax

Hotels and motels charge a room tax that benefits the City of Franklin. The development of a hotel on 27<sup>th</sup> Street resulted in the City receiving increased room taxes starting in 2009. For 2015, a second hotel opened in July. The 2015-16 state budget included a provision which directs a portion of this revenue to tourism beginning in 2017. For 2016, this revenue source is expected to be \$260,000. In 2017, that amount will be capped at \$174,000.

### Cable Franchise Fees

A franchise fee is charged by the City on cable television services, and has increased in recent years along with growth in the City and increases in cable rates charged by the service providers.

### State Shared Revenue

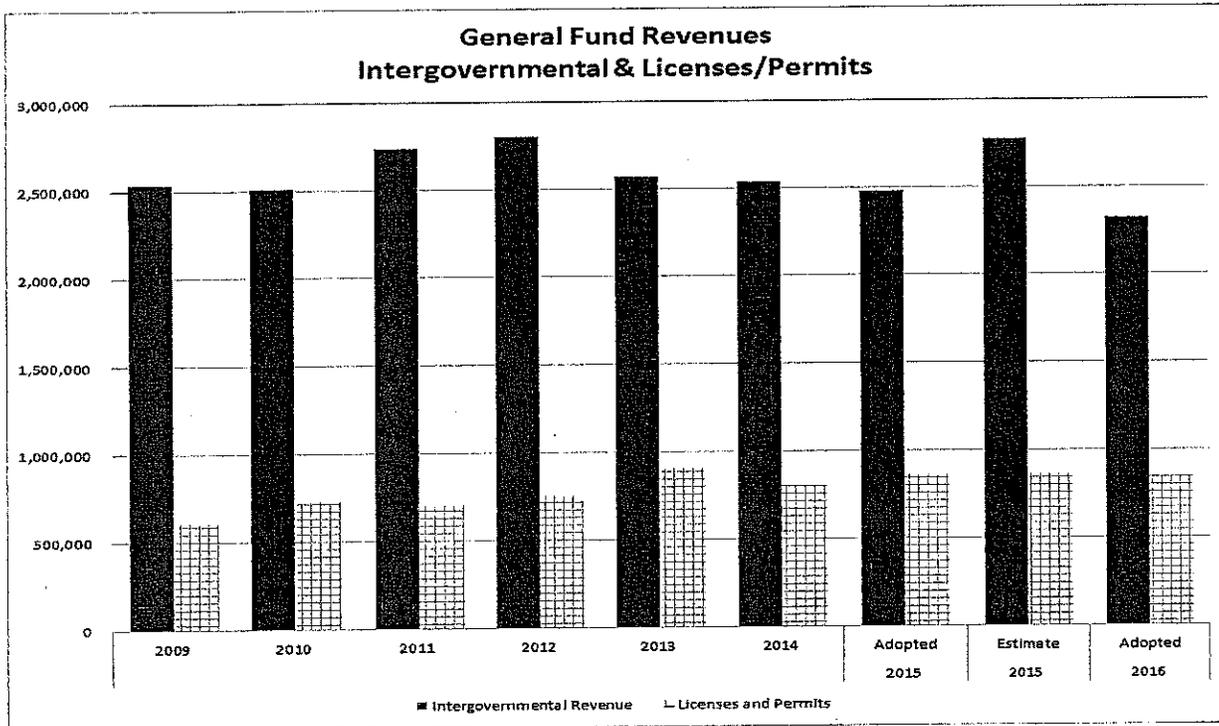
State Shared Revenue was based on a formula that considered per capita and aidable revenue factors that included relative property value of the City and local revenue generated. During recent years the State has either not increased or has decreased the amount received. In 2006 the City received \$636,543, and in 2016 is anticipated to receive \$476,000 a 33% decrease. The 2016 shared revenue is unchanged from 2015.

Expenditure Restraint payments are provided by the State for communities that limited their General Fund budget spending to a specified percentage, which 2.16% for 2016. The percentage limit considers inflation and growth in new construction in the City. The amount received is dependant on the amount of the tax rate over 5 mills and the communities that qualify. In 2006 the City of Franklin received \$485,973. In 2016, \$220,100 is anticipated. That represents a 45% reduction over the ten years.

The State provides general transportation aids to local communities. Transportation aids are based on a formula established by the State that considers costs of maintaining the City's transportation system, including maintenance, traffic enforcement, and capital costs (street construction, etc.). This formula uses costs over a rolling 6-year period in determining the aid amount. In 2006 the City of Franklin received \$1,242,041. For 2016, transportation aids are anticipated to be \$1,095,600 – a 12% reduction.

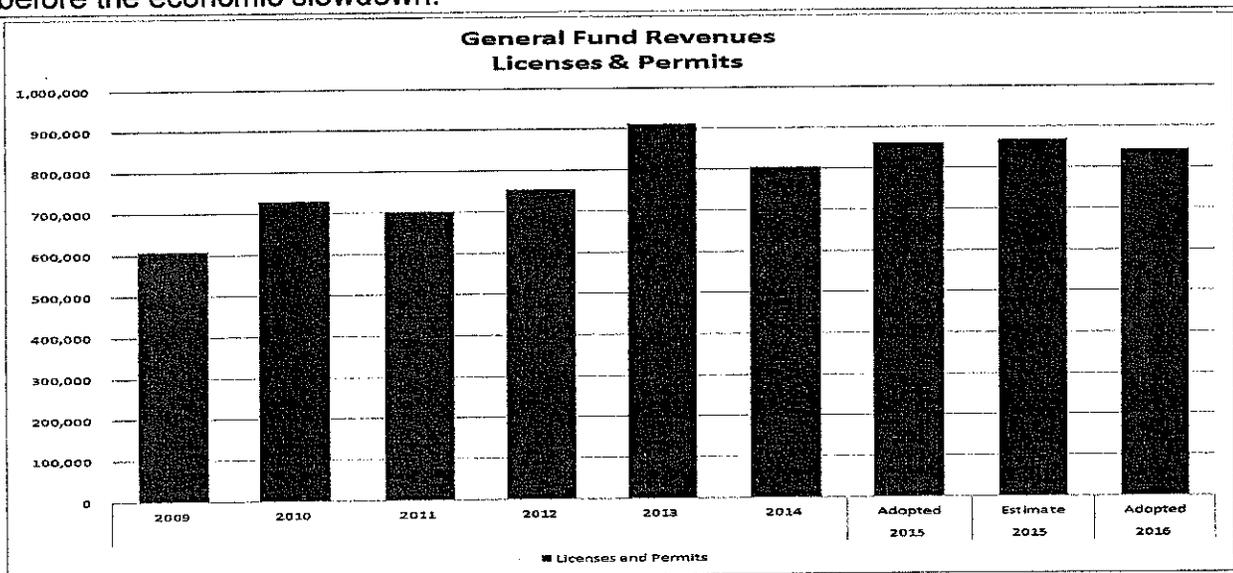
A 1997 legislative change exempted business computers from being subject to property tax. It also provided for a state aid payment to municipalities to offset the loss of this income. The estimated state aid payment in 2016 is approximately \$277,000 compared to \$143,114 in 2006.

Overall support from the State of Wisconsin has decreased 2.5% over the last ten years.



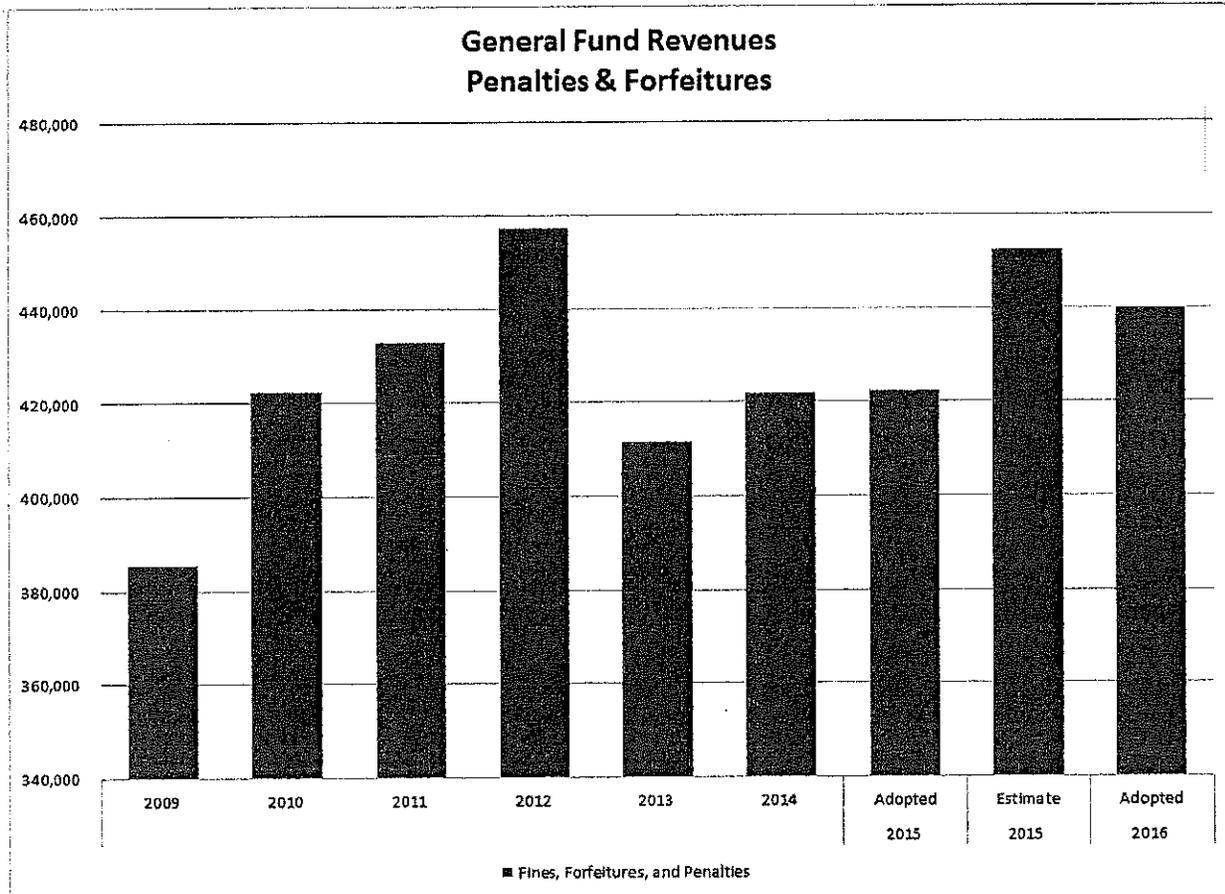
### Licenses and Permits

The City issues numerous licenses and permits in performing its regulatory functions, such as liquor, bartender, peddler, food, pet, contractor, building, electrical, plumbing and others. The majority of such revenue items do not fluctuate greatly from year to year and in some cases change is limited by state statutes. The primary source of revenue in the permit category is building, plumbing and electrical permits (approximately 77%), which declined in 2009 and has risen slowly since due to the slower development cycle currently in effect. The 2016 budget anticipates \$645,500 (a decrease of \$44,500 compared to 2015) in Building, Plumbing and Electrical permit revenues. This compares to \$1,197,000 in such permit revenue in 2006, before the economic slowdown.



## Penalties and Forfeitures

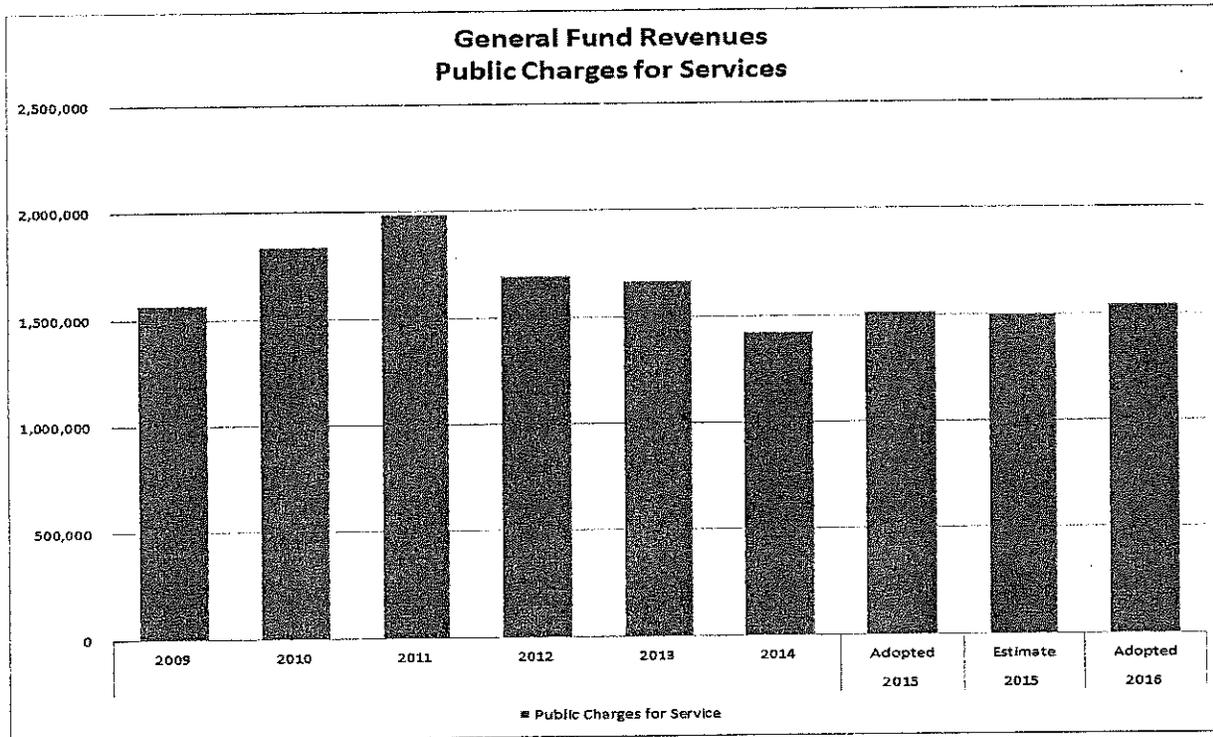
This category represents the City's share of fines from violation of City ordinances and state statutes, as well as parking ticket revenue. The 2016 projection is \$420,000 as compared to \$422,600 in 2015.



## Charges for Services

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

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



### Intergovernmental Charges for Services

In addition to the Emergency Medical Services revenue included in charges for services above a County subsidy is received toward providing the service. In 2012, the County negotiated a three year agreement that has Franklin receiving \$125,000 per year in Emergency Medical Service aids.

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

### Interest Revenue

Investment Interest earnings is one, of two, main revenue sources in this category. Investment interest revenue has declined following interest rates decline since 2009. Short term investment returns are expected to remain low for the foreseeable future. A rebound in this revenue source will follow market interest rate movements. Another component of Investment results are realized and unrealized gains/losses on fixed income investments. Investments are anticipated to be held to maturity, any unrealized losses will be recovered.

Interest is charged at the statutory rate of 18% per annum on delinquent property taxes. In 2015, interest on delinquent property tax payments declined to \$66,600. For 2016, \$70,000 is planned. One-time interest revenue for prior year Commercial Real Estate taxes of \$44,700 is included in 2016.

### Miscellaneous Revenue

Water Tower rentals to cell phone companies and insurance dividends are the main components of miscellaneous revenue. The renewal of a lease for a tenant in December 2015 raised the expected revenue by \$9,000.

**City of Franklin, WI  
General Fund Revenues**

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 ACTIVITY	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2015 ACTIVITY THRU 11/30/15	2016 ADOPTED BUDGET
<b>REAL ESTATE TAXES</b>								
01-0000-4011	<u>GENERAL PROPERTY TAX</u>	16,180,145	16,308,917	16,201,001	16,209,000	16,209,000	16,203,311	16,248,800
<b>TAXES</b>								
01-0000-4012	PROPERTY TAX-SPECIAL	24,762	46,092	16,271			8,563	
01-0000-4014	MOBILE HOME TAX	25,186	25,370	24,647	26,700	26,700	19,692	25,000
01-0000-4022	MOTEL ROOM TAX	183,324	191,597	174,359	290,000	290,000	167,659	260,000
01-0000-4025	CABLE TV&VIDEO FRANCHISE FEE	500,322	507,019	509,767	500,000	500,000	393,067	500,000
01-0000-4031	TAX EQUIVALENT	1,061,038	1,130,375	1,046,864	1,100,000	1,100,000	1,008,700	1,100,000
<b>TAXES</b>		1,794,632	1,900,453	1,771,908	1,916,700	1,916,700	1,597,681	1,885,000
<b>INTERGOVERNMENTAL</b>								
01-0000-4121	PER CAPITA	450,453	404,684	403,811	403,000	403,000	396,928	403,000
01-0000-4122	STATE MEDICAL TRANSPORT AID	28,700	28,700	29,600	30,000	30,000	36,456	30,000
01-0000-4124	EXPENDITURE RESTRAINT	377,335	217,114	252,238	289,000	289,000	284,070	220,100
01-0000-4125	SPECIAL UTILITY		46,783	47,680	43,000	43,000	55,453	43,000
01-0000-4126	STATE EXEMPT COMPUTER AID	325,343	348,818	350,949	345,000	345,000	589,797	277,000
01-0000-4127	FIRE INSURANCE TAX	122,649	119,948	132,436	133,000	133,000	130,512	133,000
01-0000-4142	CDBG-COMMITY DEV BLOCK GRANTS				5,000	5,000		
01-0000-4143	BLOCK GRANTS							8,500
01-0000-4144	TRANSPORTATION AIDS	1,399,148	1,362,631	1,295,337	1,165,000	1,165,000	1,217,386	1,132,600
01-0000-4156	LAW ENFORCEMENT TRAINING	9,100		8,800	9,500	9,500	9,120	9,000
01-0000-4157	OTHER POLICE GRANTS	89,321	42,695	15,337	58,000	58,000	41,806	65,000
<b>INTERGOVERNMENTAL</b>		2,802,049	2,571,373	2,536,188	2,480,500	2,480,500	2,761,528	2,321,200
<b>LICENSES &amp; PERMITS</b>								
01-0000-4201	CLASS A BEER	1,970	2,105	1,740	2,000	2,000	1,925	2,000
01-0000-4202	CLASS A LIQUOR	9,552	9,375	8,520	9,000	9,000	10,677	9,500
01-0000-4203	CLASS B BEER	3,805	3,930	3,765	3,500	3,500	3,817	3,500
01-0000-4204	CLASS B LIQUOR & RESERVE FEE	16,425	15,500	17,943	16,000	16,000	19,130	18,000
01-0000-4205	SPECIAL CLASS B BEER		30	20			30	
01-0000-4209	BARTENDER/OPERATOR LICENSE	15,003	16,759	17,076	16,000	16,000	16,712	16,000
01-0000-4211	COINMACHINEOPERATOR-USE 4213	2,010		1,750				
01-0000-4213	AMUSEMENT LICENSES	7,170	8,040	4,695	7,000	7,000	6,400	7,000
01-0000-4215	BOWLING AND POOL	250	530	245	600	600	815	500
01-0000-4217	ENTERTAINMENT & AMUSEMENT	3,405	3,060	2,700	3,500	3,500	2,665	2,700
01-0000-4219	PEDDLER-NONFOOD-DOOR-TO-DOOR	1,980	1,117	7,967	1,700	1,700	(2,216)	1,700
01-0000-4221	COMBINATION-FOOD&PEDDLER LIC	195	60	550			(500)	
01-0000-4222	FOOD PRE-INSPECTION	927	728	1,174	1,000	1,000	3,484	1,200
01-0000-4223	FOOD LICENSE	100	76	100				
01-0000-4225	ICE LICENSE		50					
01-0000-4227	SODA LICENSE	400	400	345	400	400	345	400
01-0000-4229	CIGARETTE LICENSE	2,604	2,800	2,200	2,800	2,800	2,200	2,200
01-0000-4233	COUNTRY CLUB LICENSE	250	250	250	200	200	250	250
01-0000-4237	SALVAGE YARD/WASTE DISPOSAL	1,400	1,400	1,400	1,600	1,600	1,400	1,400
01-0000-4241	OTHERLIC/PUBLIC GRT/TAXEXMPT	3,727	2,766	3,325	3,200	3,200	2,015	3,200
01-0000-4242	TECHNOLOGY FEE	7,923	8,387	8,278	7,000	7,000	8,069	8,000
01-0000-4253	ELECTRICAL CONTRACTR LICENSE	14,903	1,856	168				
01-0000-4257	BICYCLE LICENSE	143	13	28			100	
01-0000-4259	CAMPGROUND LICENSE						108	100
01-0000-4261	ANIMAL LICENSE	6,772	6,832	8,641	9,000	9,000	6,994	8,200
01-0000-4262	RETAIL FOOD ESTABLMT LICENSE	14,341	16,682	13,675	10,000	10,000	16,667	16,000
01-0000-4263	RESTAURANT LICENSE & MISC FEES	26,877	25,777	26,901	26,000	26,000	26,451	25,000
01-0000-4264	APPLICATION&OTHER HEALTH LIC	8,019	8,100	8,404	8,000	8,000	8,350	8,000
01-0000-4265	POOL LICENSE FEES	5,292	4,788	4,292	4,700	4,700	5,292	4,700
01-0000-4266	LODGING LICENSE FEES	3,160	3,049	3,099	3,000	3,000	3,488	3,000
01-0000-4268	HEALTH LATE FEES		749					
01-0000-4269	HEALTH REINSPECTION FEES	600	200	275	400	400	1,550	300
01-0000-4270	HEALTH PREINSPECTION FEES	478	1,558	250			560	200
01-0000-4271	BUILDING PERMITS	396,517	553,012	460,340	530,000	530,000	319,316	505,500
01-0000-4273	ELECTRICAL PERMITS	77,244	83,097	74,156	72,000	72,000	60,134	75,000
01-0000-4275	PLUMBING PERMITS	72,928	84,078	79,522	88,000	88,000	56,335	80,000
01-0000-4277	STREET EXCAVATION PERMITS	10,701	11,510	12,644	3,500	3,500	13,373	11,000
01-0000-4279	FILL PERMITS	7,800	3,950	250	4,000	4,000	1,955	2,000
01-0000-4281	SIGN PERMITS	9,500	8,860	5,902	9,000	9,000	8,785	7,500
01-0000-4285	SPECIAL EVENT PERMIT	400	200	350			400	200
01-0000-4287	PARK & FIELD RESERVATION-TAXABLE	12,597	12,864	13,606	12,000	12,000	13,375	12,000
01-0000-4288	FIRE BURNING & OTHER PERMITS	4,840	4,895	4,640	5,000	5,000	4,705	4,500
01-0000-4289	MINING & OTHER PERMITS	2,820	2,925	2,892	2,000	2,000	2,880	2,800
<b>LICENSES &amp; PERMITS</b>		755,028	912,358	804,078	862,100	862,100	628,036	843,550
<b>PENALTIES &amp; FORFEITURES</b>								
01-0000-4311	FINES/PENALTY/RESTITUTION/MISC PO	457,499	411,795	421,976	422,600	422,600	450,373	440,000
<b>PENALTIES &amp; FORFEITURES</b>		457,499	411,795	421,976	422,600	422,600	450,373	440,000
<b>CHARGES FOR SERVICES</b>								
01-0000-4401	SUBDIVISION FILING	22,000	14,500	6,000	17,000	17,000	11,500	17,000
01-0000-4402	LAND COMBINATION FILING	800	800		1,200	1,200		1,200

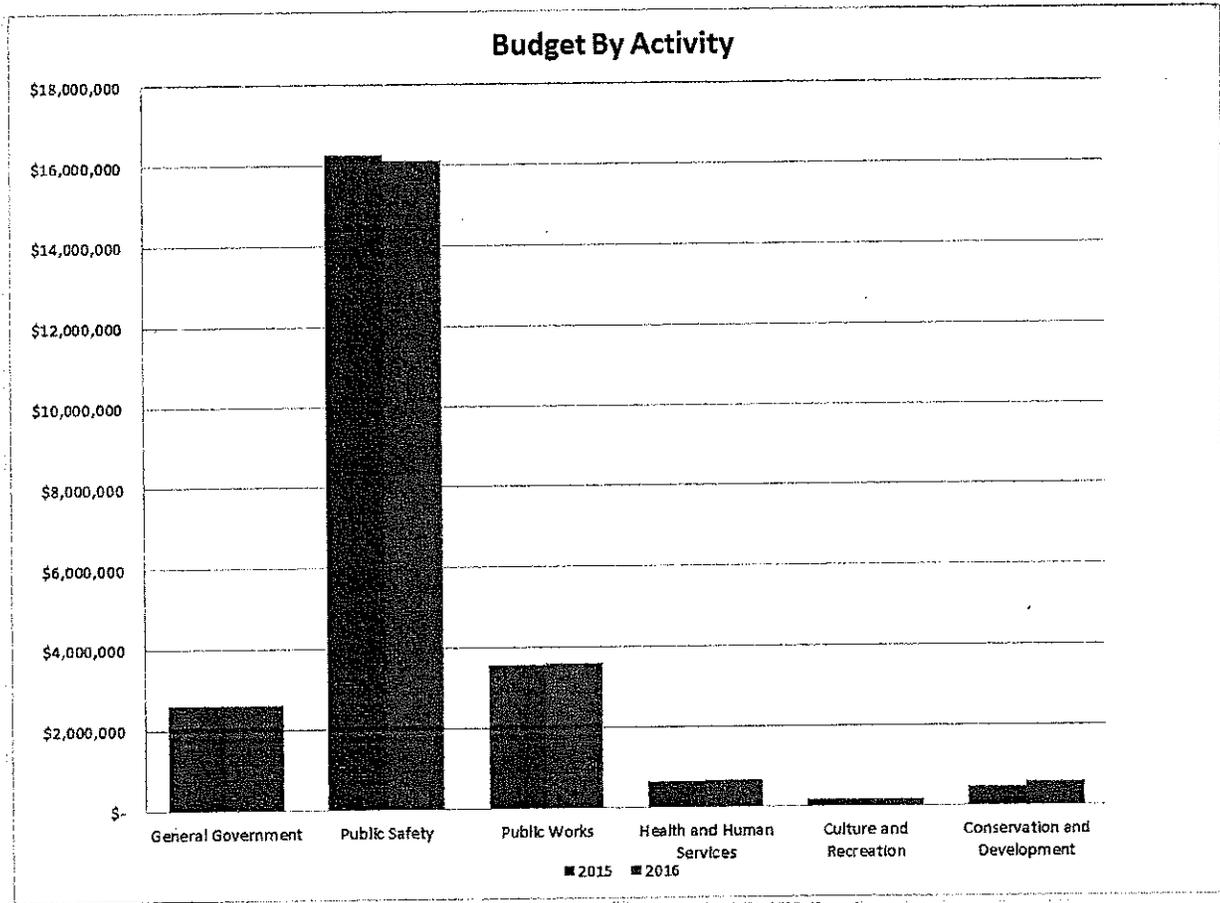
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General Fund Revenues**

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01-0000-4403	CSM FILING	6,000	7,500	7,500	10,500	10,500	13,500	10,500
01-0000-4404	SITE PLAN REVIEW FILING	6,825	6,125	7,065	9,875	9,875	10,675	9,875
01-0000-4405	VARIANCE & APPEALS FILING	2,000	1,850	2,250	3,000	3,000	5,550	3,000
01-0000-4406	SPECIAL USE FILING	12,250	11,250	15,250	10,500	10,500	11,250	10,500
01-0000-4407	REZONING FILING	4,100	2,850	350	3,200	3,200	2,850	3,200
01-0000-4409	OTHER FILING&PLANNING CHARGE	10,055	9,631	10,100	18,375	18,375	8,825	10,000
01-0000-4411	PUBLICATIONS & RECORDING	2,464	2,069	982	2,000	2,000	3,224	1,500
01-0000-4413	PROPERTY STATUS REPORTS	6,011	4,935	4,525	2,500	2,500	5,930	4,200
01-0000-4415	COPYING CHARGES	990	6,077	827	1,200	1,200	669	650
01-0000-4416	SOIL TESTING	825			250	250	2	
01-0000-4421	MAP & CD SALES-TAXABLE	985	612	771	1,000	1,000	401	300
01-0000-4425	ARCHITECTURAL BOARD REVIEW	6,460	7,390	5,120	5,300	5,300	5,555	5,300
01-0000-4431	POLICE SERVICES	7,594	3,786	2,761	7,500	7,500	2,836	2,000
01-0000-4432	SPECIAL EVENT PUBLIC SAFETY	9,321	5,670	5,515	1,500	1,500	436	5,000
01-0000-4433	CONSTABLE		955					
01-0000-4440	AMBULANCE SERVICES - ALS	536,188	613,924	611,691	635,320	635,320	615,645	675,000
01-0000-4441	AMBULANCE SERVICES-BLS	442,676	447,668	387,578	415,000	415,000	397,892	425,000
01-0000-4442	FIRE SAFETY, CPR TRAINING, FINES & M	190	648	2,192	2,000	2,000	465	1,000
01-0000-4443	FIRE PLAN REVW/WITNESS/TEST	79,595	68,528	76,900	80,000	80,000	49,720	70,000
01-0000-4444	FIRE INSPECTION&REINSPECTION	42,158	29,113	23,374	30,000	30,000	18,609	25,000
01-0000-4445	QUARRY REIMBURSEMENT	10,136	23,517	23,950	42,000	42,000	28,355	42,000
01-0000-4449	WEIGHTS & MEASURES CHARGES	4,263	14,512	7,837	6,800	7,600	8,889	8,000
01-0000-4452	CLINIC SERVICES	60,978	120,120	99,433	85,000	85,000	55,211	80,000
01-0000-4453	SALE OF RADON TEST KITS			1,905			1,626	750
01-0000-4455	OTHER FOOD LICENSE FEES		75					
01-0000-4470	WEED CONTROL	16,263	14,299	13,120	15,050	15,050	5,203	15,000
01-0000-4471	STREET LIGHTING	11,845	15,443	13,688	12,000	12,000	9,647	8,000
01-0000-4478	ENGINEERING REVIEW FEES 2%		450	15,156	1,000	1,000		750
01-0000-4479	ENGINEERING INSPECTN FEES 5%	6,681	1,410	293	1,000	1,000	927	750
01-0000-4480	DPW CHARGES	304,738	189,284	14,890	25,000	25,000	8,612	15,000
01-0000-4493	LANDFILL OPERATIONS-SITING				19,500	19,500		19,500
01-0000-4496	LANDFILL OPERTN-EMERALD PARK	79,460	42,894	62,163	50,500	50,500	65,148	75,000
<b>CHARGES FOR SERVICES</b>		<b>1,693,851</b>	<b>1,667,885</b>	<b>1,423,186</b>	<b>1,515,070</b>	<b>1,515,870</b>	<b>1,349,152</b>	<b>1,544,975</b>
<b>INTERGOVT CHGS FOR SERVICES</b>								
01-0000-4611	COUNTY EMT-PARAMEDIC-ALS	103,615	162,308	99,375	125,000	125,000	97,895	125,000
01-0000-4615	SCHOOL LIAISON OFFICER			36,997	76,300	76,300	40,673	78,200
<b>INTERGOVT CHGS FOR SERVICES</b>		<b>103,615</b>	<b>162,308</b>	<b>136,372</b>	<b>201,300</b>	<b>201,300</b>	<b>138,568</b>	<b>203,200</b>
<b>INVESTMENT EARNINGS</b>								
01-0000-4711	INTEREST ON INVESTMENTS	123,658	111,224	103,718	105,000	105,000	114,743	105,000
01-0000-4713	INVESTMENT GAINS/LOSSES	4,156	(212,231)	100,164			15,359	(13,000)
01-0000-4715	INTEREST-TAX ROLL	82,157	87,424	85,862	100,000	100,000	66,789	114,700
01-0000-4719	MISCELLANEOUS INTEREST	3,229	2,068	388	1,500	1,500	143	500
<b>INVESTMENT EARNINGS</b>		<b>213,200</b>	<b>(11,515)</b>	<b>290,132</b>	<b>206,500</b>	<b>206,500</b>	<b>197,034</b>	<b>205,200</b>
<b>MISCELLANEOUS REVENUE</b>								
01-0000-4725	RENTAL-MUNICIPAL PROP	40,624	41,492	43,753	40,000	40,000	61,801	49,000
01-0000-4752	SALE OF CONFISCATED PROPERTY		950	284				
01-0000-4753	CULVERT SALES-NO TAX	7,406	8,374	6,787	3,500	3,500	11,120	3,500
01-0000-4756	SALE OF STATE SEALS	2,240	2,280	1,800	1,200	1,200	1,280	1,200
01-0000-4757	HOUSE NUMBER SALES	382	380	399			277	
01-0000-4771	INSURANCE DIVIDEND		58,192	66,395	15,000	15,000	52,162	35,000
01-0000-4781	REFUNDS/REIMBURSEMENTS	8,638	31,061	7,111	40,000	40,000	19,502	10,000
01-0000-4784	MADACC ANML LIC SOLD/ORD FEE	4,784	3,885	4,224	3,800	3,800	1,572	3,800
01-0000-4798	CASH OVER(SHORT)	3	9	20			(16)	
01-0000-4799	MISCELLANEOUS REVENUE	12,074	1,452	1,676			507	61,400
<b>MISCELLANEOUS REVENUE</b>		<b>76,151</b>	<b>148,075</b>	<b>132,449</b>	<b>103,500</b>	<b>103,500</b>	<b>148,205</b>	<b>163,900</b>
<b>FUND TRANSFERS</b>								
01-0000-4830	TRANSFERS FROM OTHER FUNDS			9,931				
01-0000-4838	TFR FR STREET IMPROVMT FD47				175,000	175,000		
<b>FUND TRANSFERS</b>				<b>9,931</b>	<b>175,000</b>	<b>175,000</b>		
<b>NET OF REVENUES - General Fund</b>		<b>24,076,170</b>	<b>24,071,649</b>	<b>23,727,221</b>	<b>24,092,270</b>	<b>24,093,070</b>	<b>23,473,888</b>	<b>23,855,825</b>

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## City of Franklin General Fund Expenditures

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



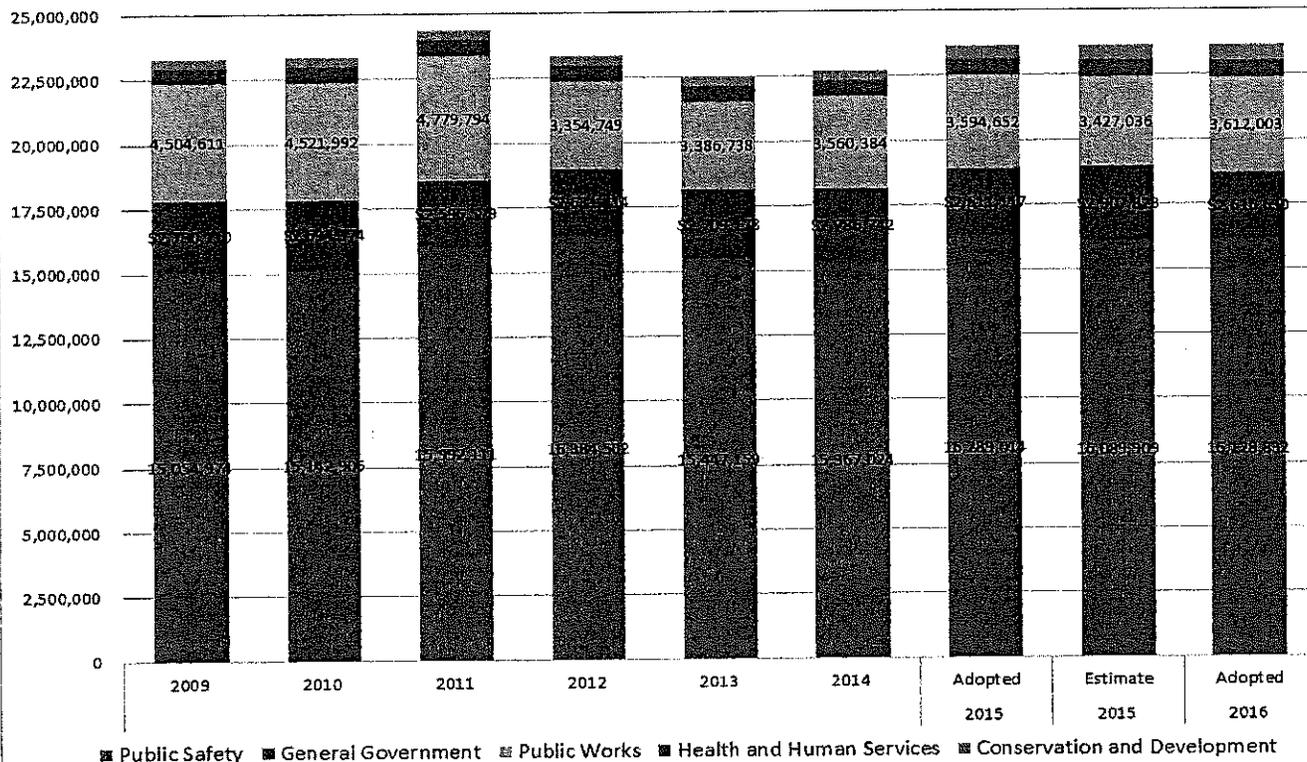
### General Government

General government is comprised of 12 departments that provide either specific services for the City or provide services to or on behalf of the departments. Incorporated into the total General Fund Expenditure decrease of 1.3%, the General Government category of expenditures is expected to increase 3.0% from the 2015 budget. General Government expenditures are 15.0% of the general fund expenditure budget. General Government also includes a contingency and provision for personnel vacancies during the year.

### Public Safety

Public safety is comprised of the departments that provide for the safety of the general public. This includes police, fire, public fire protection, building inspection and weights and measures. Public Safety expenditures decreased 0.1% from the 2015 budget and amounts to 64.5% of the general fund expenditure budget, up from 63.8% in 2015.

### General Fund Expenditure Budget by Activity



#### Public Works

Public Works is comprised of the departments that provide the infrastructure for the City. This includes engineering, highway, street lighting, and weed control. Public Works expenditures have increased 2.7% from 2015. Public Works represent 14.6% of General Fund expenditures.

#### Health & Human Services

Health & Human Services is comprised of the health and the animal control expenses. Health & Human Services expenditures have increased 5.5% from 2015 and amount to 2.7% of the general fund expenditure budget.

#### Culture & Recreation

Culture & Recreation is comprised of the Parks and Recreation expenses. Recreation expense includes amounts paid for St. Martins Fair, senior travel, and civic celebrations expenses. Culture & Recreation expenditures have increased 12.7% from 2015 and amount to 0.8% of the general fund expenditure budget.

#### Conservation & Development

Conservation & Development is comprised of the economic development and planning functions. Conservation & Development expenditures have increased 20.0% from 2015 and amount to 2.3% of the general fund expenditure budget.

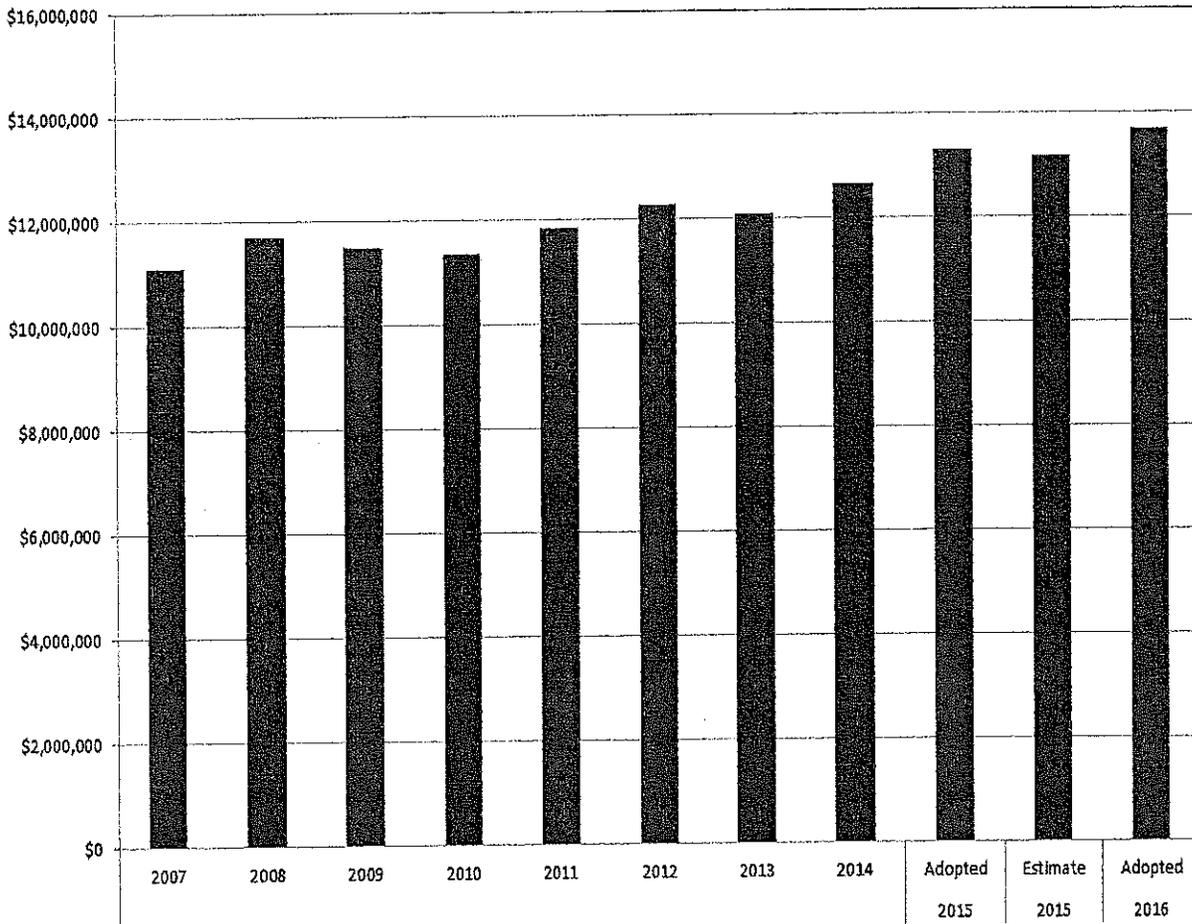
**Transfers to other funds**

In January 2013, Milwaukee Metropolitan Sewer District will repay a \$2.198 million loan to the Sewer fund, which has an advance from the General Fund for that amount. In 2016, \$1.2 million is being transferred from the General Fund to the Capital Improvement Fund. The purpose is to make the funds expendable in the Capital Improvement fund in 2017, while at the same time preserving the Expenditure Restraint program revenue from the State. Had the transfer of the entire balance occurred in 2017, the transfer of \$2.198 million would have disqualified the City from the State's Expenditure Restraint program.

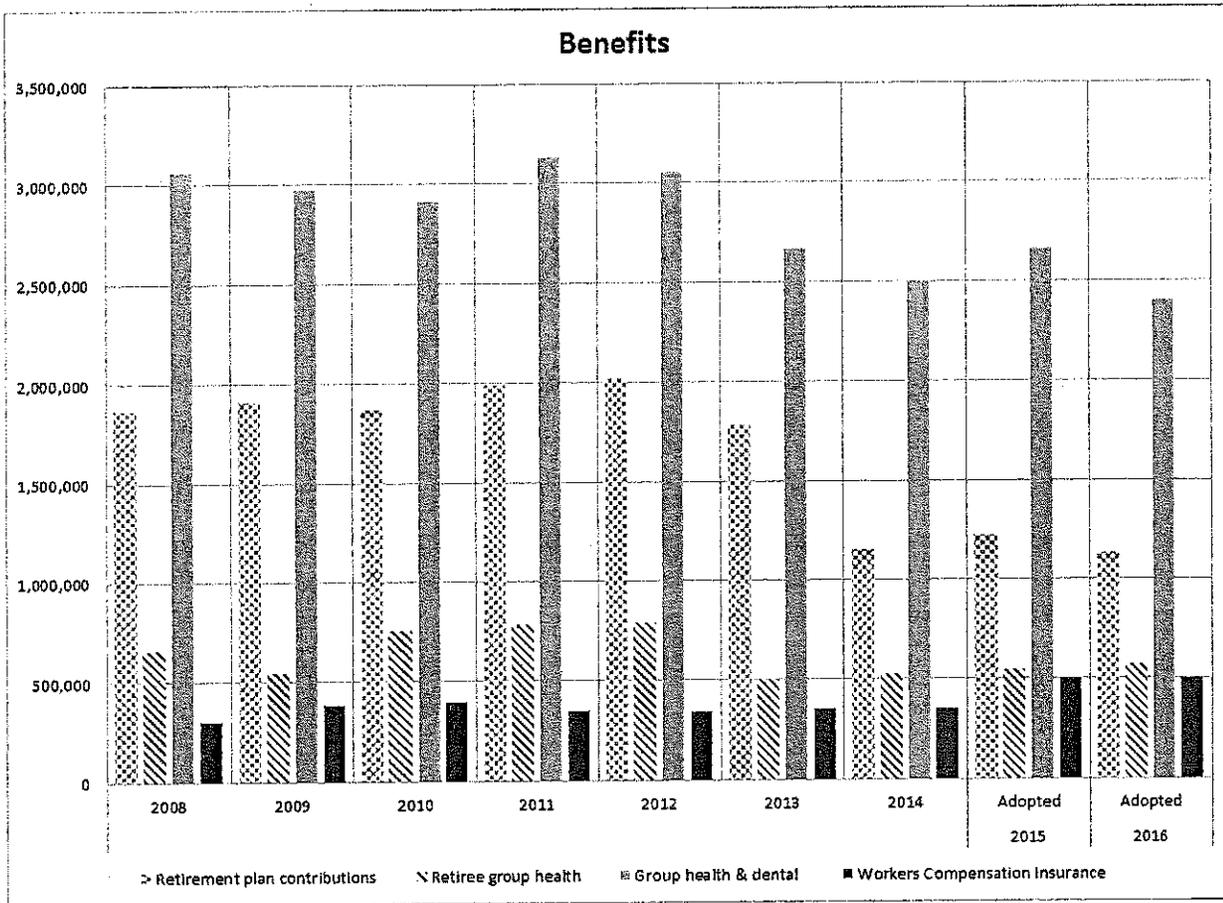
The 2016 General Fund expenditure budget is presented, on a following page, by functional categories. Salaries, wages and benefits comprise 77.3% of the General Fund budget. The most significant change in 2016 compared to the 2015 adopted budget is reduced retirement costs related to a reduced WRS rate, reduced health insurance costs related to improved experience, and the absence of transfers to other funds (\$675,000 in 2015).

Wages have grown from \$11,127,595 in 2007 to \$13,678,449 in 2016 or 22.9%. At the same time authorized positions have declined from 233.53 in 2007 to 226.57 in 2016.

**Total Gross Wages & Salaries**



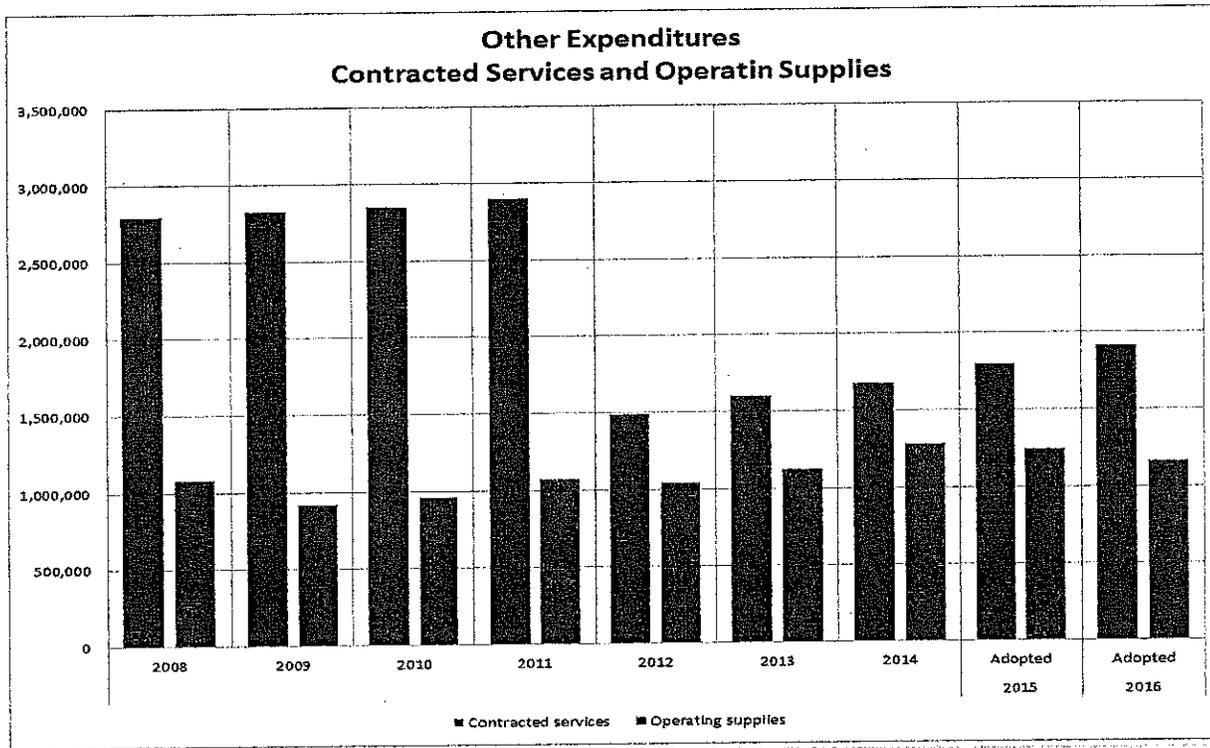
Employee benefits which consist of Group Health & Dental, Retirement, Retiree Health, life insurance and employment taxes have declined from \$5,799,046 in 2007 to \$5,734,001 in 2016 or 1.2%. The reduction was possible by the sharing of retirement costs and controlling health care costs.



Non-personnel costs consist of property insurance, Contracted services, Utilities, Operating supplies, Services & Charges, facility charges, other costs and contingency. These costs have grown from \$5,929,706 in 2007 to \$6,143,068 or 3.5% over the 10 years. This includes transfers out, which amounted to \$1,015,000 in 2007 and \$1,200,000 in 2016.

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

Fuel costs are another major expenditure, and change with the cost of oil. In 2007, the City spent \$275,718 on fuel, and will spend \$275,941 in 2016 – essentially the same amount. In the interim, the cost of fuel peaked at \$373,647 in 2013.



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

**City of Franklin WI  
General Fund Expenditures by Account**

DESCRIPTION	2012	2013	2014	2015	2015	2015	2016
	ACTIVITY	ACTIVITY	ACTIVITY	ADOPTED BUDGET	AMENDED BUDGET	ACTIVITY THRU 11/30/15	ADOPTED BUDGET
PERSONAL SERVICES	12,642,117	12,474,912	13,063,815	14,691,179	14,600,879	12,374,972	14,436,955
EMPLOYEE BENEFITS	6,820,132	5,890,108	5,159,972	5,597,757	5,597,757	4,756,275	5,358,401
SUPPLIES	1,033,082	1,115,471	1,268,569	1,235,361	1,240,363	735,683	1,153,061
SERVICES & CHARGES	409,830	445,605	491,572	283,518	283,326	428,612	219,368
CLAIMS, CONTRIB. AND AWARDS	12,948	18,524	16,064	29,600	29,600	18,034	29,700
CONTRACTUAL SERVICES	1,492,824	1,604,164	1,676,058	1,799,330	2,092,891	1,649,496	1,915,852
FACILITY CHARGES	1,117,636	1,127,596	1,178,300	1,192,325	1,192,325	959,712	1,212,588
CAPITAL OUTLAY				57			
PRINCIPAL	12,311	13,475	12,126	13,500	13,500	12,482	13,500
INTEREST	1,284	674		700	700		
TRANSFERS OUT	244,000	109,982	24,000	699,000	749,000	524,000	1,224,000
<b>Total General Fund Expenditures</b>	<b>23,786,164</b>	<b>22,800,568</b>	<b>22,890,476</b>	<b>25,542,270</b>	<b>25,800,341</b>	<b>21,459,266</b>	<b>25,563,425</b>
Based upon Prior year Adopted Budget							
Expenditure Restraint Limit - 1.003% + Growth * .6 = 1.003+ (.0094* .6)							
Over (Under) Limit							
							25,762,955 (199,530)

**MAYOR  
101**

**DEPARTMENT:** Mayor

**PROGRAM MANAGER:** Mayor (administered by Director of Administration)

**PROGRAM DESCRIPTION:**

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced and that all City officers, boards, and commissions properly discharge their duties. The Mayor nominates to the Council the appointment of certain City employees and board and commission members and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council, voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2017.

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

**SERVICES:**

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

**STAFFING:**

1 Elected position

**BUDGET SUMMARY:**

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998, under City Ordinance 98-1527.
- 2) The 2016 budget remains the same as the 2015 budget.

**CITY OF FRANKLIN, WI  
MAYORAL DEPT**

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Fund 01 - GENERAL FUND</b>								
<b>PERSONNEL SERVICES</b>								
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	16,800	16,800	16,800
01-0101-5151	FICA	1,652	1,652	1,652	1,652	1,652	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	48	48	60	60	60	56	56
<b>TOTAL PERSONNEL SERVICES</b>		<b>18,500</b>	<b>18,500</b>	<b>18,512</b>	<b>18,512</b>	<b>18,512</b>	<b>18,508</b>	<b>18,508</b>
<b>NON PERSONNEL SERVICES</b>								
01-0101-5312	OFFICE SUPPLIES		61					
01-0101-5313	PRINTING		72					
01-0101-5422	SUBSCRIPTIONS			100	100	100	100	100
01-0101-5424	MEMBERSHIPS			100	100	100	100	100
01-0101-5425	CONFERENCES AND SCHOOLS	67	40	2,000	2,000	2,000	2,000	2,000
01-0101-5432	MILEAGE	4,800	4,800	4,800	4,800	4,800	4,800	4,800
01-0101-5734	VOLUNTEER RECOGNITION			1,000	1,000	1,000	1,000	1,000
<b>TOTAL NON PERSONNEL SERVICES</b>		<b>4,867</b>	<b>4,973</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 01</b>		<b>23,367</b>	<b>23,473</b>	<b>26,512</b>	<b>26,512</b>	<b>26,512</b>	<b>26,508</b>	<b>26,508</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
<b>CAPITAL EXPENDITURES</b>								
41-0101-5841	COMPUTER EQUIPMENT	680						
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>24,047</b>	<b>23,473</b>	<b>26,512</b>	<b>26,512</b>	<b>26,512</b>	<b>26,508</b>	<b>26,508</b>

**ALDERMEN**  
**102**

**DEPARTMENT:** Aldermen

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

**PROGRAM DESCRIPTION:**

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

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

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

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

**SERVICES:**

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

**STAFFING:**

Authorized Positions (FTE)	2011	2012	2013	2014	2015	2016
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**ACTIVITY MEASURES:**

Activity	2011	2012	2013	2014	2015*	2016*
Ordinances passed	27	30	27	32	35	35
Resolutions passed	84	175	98	96	95	95
Common Council meeting hours	57	50	52	72	100	80

\*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	8,645
Amer. Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Urban Alliance	860
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	320
<b>Total</b>	<b>11,500</b>

**CITY OF FRANKLIN, WI  
ALDERMAN DEPT**

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Fund 01 - GENERAL FUND</b>								
<b>PERSONNEL SERVICES</b>								
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200	43,200	43,200
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,131	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	120	120	151	151	151	140	140
<b>TOTAL PERSONNEL SERVICES</b>		<b>47,451</b>	<b>47,451</b>	<b>47,482</b>	<b>47,482</b>	<b>47,482</b>	<b>47,471</b>	<b>47,471</b>
<b>NON PERSONNEL SERVICES</b>								
01-0102-5219	OTHER PROFESSIONAL SERVICES		300	1,000	1,000		1,000	1,000
01-0102-5312	OFFICE SUPPLIES	14		100	100		100	100
01-0102-5313	PRINTING	64	64	100	100		100	100
01-0102-5329	OPERATING SUPPLIES	551		1,000	1,000	250	1,000	1,000
01-0102-5424	MEMBERSHIPS	10,224	10,612	11,500	11,500	10,955	11,500	11,500
01-0102-5425	CONFERENCES AND SCHOOLS		150	500	500	500		
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,800	10,800	10,800
01-0102-5734	VOLUNTEER RECOGNITION	124		5,000	5,000	126	5,000	5,000
<b>TOTAL NON PERSONNEL SERVICES</b>		<b>21,777</b>	<b>21,926</b>	<b>30,000</b>	<b>30,000</b>	<b>22,631</b>	<b>29,500</b>	<b>29,500</b>
<b>TOTAL ALDERMAN DEPT - GENERAL FUND</b>		<b>69,228</b>	<b>69,377</b>	<b>77,482</b>	<b>77,482</b>	<b>70,113</b>	<b>76,971</b>	<b>76,971</b>
<b>Fund 28 - DONATIONS FUND</b>								
28-0102-5391.7030	LANDSCAPE MATERIALS-Environmental Commission	213						
28-0102-5821.7030	TREES&LANDSCAPING- EnvironmentalCommission		134					
<b>TOTAL DONATION FUND EXPENDITURES</b>		<b>213</b>	<b>134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>69,441</b>	<b>69,511</b>	<b>77,482</b>	<b>77,482</b>	<b>70,113</b>	<b>76,971</b>	<b>76,971</b>

**MUNICIPAL COURT  
121**

**DEPARTMENT:** Municipal Court

**PROGRAM MANAGER:** Municipal Judge

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

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

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Municipal Judge (part-time, elected)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Court Clerk *</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

\* Administration and Human Resource support through the Police Department

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015*</b>	<b>2016*</b>
<b>Municipal court cases</b>	<b>12,285</b>	<b>11,661</b>	<b>8,569</b>	<b>8,585</b>	<b>9,953</b>	<b>10,500</b>

\* Forecast

**BUDGET SUMMARY:**

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

**Capital Outlay:**

Upgrade TiPSS Parking/TVRP Interface \$1,100  
A fully automated interface with the Wisconsin Traffic Violation & Registration Program (TVRP).

CITY OF FRANKLIN, WI  
MUNICIPAL COURT - DEPT 121

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
Fund 01 - GENERAL FUND								
PERSONNEL SERVICES								
01-0121-5111	SALARIES-FT	75,659	78,446	77,434	77,434	77,045	90,452	90,452
01-0121-5113	SALARIES-PT	38,711	39,330	40,063	40,063	39,970	40,324	40,324
01-0121-5117	SALARIES-OT	2,209	266	1,200	1,200	500	1,200	1,200
01-0121-5118	COMP TIME TAKEN	941	889	1,500	1,500	1,500		
01-0121-5133	LONGEVITY	410	390	390	390	390	420	420
01-0121-5134	HOLIDAY PAY	6,327	4,381	5,943	5,943	5,914	6,157	6,157
01-0121-5135	VACATION PAY	9,420	6,024	6,427	6,427	6,395	7,941	7,941
01-0121-5151	FICA	8,791	8,609	10,171	10,171	10,076	10,478	10,478
01-0121-5152	RETIREMENT	5,486	5,437	5,597	5,597	5,536	5,797	5,797
01-0121-5153	RETIREE GROUP HEALTH	375	397	432	432	439	419	419
01-0121-5154	GROUP HEALTH & DENTAL	28,046	23,886	28,956	28,956	18,064	17,071	17,071
01-0121-5155	LIFE INSURANCE	435	447	485	485	514	537	537
01-0121-5156	WORKERS COMPENSATION INS	295	283	371	371	388	355	355
TOTAL PERSONNEL SERVICES		177,105	168,785	178,969	178,969	166,711	181,151	181,151
NON PERSONNEL SERVICES								
01-0121-5219	OTHER PROFESSIONAL SERVICES	1,128	875	600	600	1,000	900	900
01-0121-5242	EQUIPMENT MAINTENANCE			300	300			
01-0121-5257	SOFTWARE MAINTENANCE	7,922	8,080	8,700	8,700	8,400	8,600	8,600
01-0121-5294	PRISONER BOARDING	33,018	36,153	33,000	33,000	33,000	33,000	33,000
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	1,345	515	650	650	650	650	650
01-0121-5312	OFFICE SUPPLIES	416	617	400	400	350	750	750
01-0121-5313	PRINTING	45		350	350			
01-0121-5410	DMV ACCESS SERVICE	900	1,200	1,200	1,200	1,200	1,200	1,200
01-0121-5422	SUBSCRIPTIONS			100	100		100	100
01-0121-5424	MEMBERSHIPS	180	180	150	150	180	200	200
01-0121-5425	CONFERENCES AND SCHOOLS	1,585	1,490	1,500	1,500	700	1,600	1,600
01-0121-5429	JURY/WITNESS FEES	(16)	84	250	250	250	150	150
TOTAL NON PERSONNEL SERVICES		46,523	49,194	47,200	47,200	45,730	47,150	47,150
TOTAL MUNICIPAL COURT - GENERAL FUND		223,628	217,979	226,169	226,169	212,441	228,301	228,301
Fund 41 - CAPITAL OUTLAY FUND								
CAPITAL EXPENDITURES								
41-0121-5812	FURNITURE/FIXTURES	1,209						
41-0121-5841	COMPUTER EQUIPMENT	997		6,600	6,600	6,253		
41-0121-5843	SOFTWARE	3,275					1,100	1,100
NET OF REVENUES/APPROPRIATIONS - CAPITAL EXPENDITURE		5,481	0	6,600	6,600	6,253	1,100	1,100
APPROPRIATIONS - ALL FUNDS		229,109	217,979	232,769	232,769	218,694	229,401	229,401

**CITY CLERK/ELECTIONS**  
**141, 142**

**DEPARTMENT:** City Clerk

**PROGRAM MANAGER:** Director of Clerk Services

**PROGRAM DESCRIPTION:**

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

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

**SERVICES:**

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

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Administration Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Clerk/Typist	.62	.62	.62	.62	.62	.62
Secretary	.50	.50	.50	.50	.50	.50
Temporary Help	.02	.02	.00	.00	.00	.00
<b>Total</b>	<b>4.14</b>	<b>4.14</b>	<b>4.12</b>	<b>4.12</b>	<b>4.12</b>	<b>4.12</b>

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015*</b>	<b>2016*</b>
Liquor licenses	55	55	53	53	56	55
Bartenders licenses	367	321	388	386	350	350
Property status reports	127	169	109	165	160	160
Burn permits	332	309	345	325	325	325
Complaints			280	350	350	350
Registered voters	20,808	21,597	21,694	21,756	21,713	23,000
Elections held	2	**6	***5	4	****3	4

\*Forecast

\*\*Includes two special elections.

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

\*\*\*\*Includes one special election.

**BUDGET SUMMARY:**

- 1) 01.141.5424 Memberships and 01.141.5425 Conferences/Schools in the City Clerk's budget includes funding of memberships and training/conferences for all employees in the Director of Clerk Services' office, which includes certification training, along with statutory training requirements.
- 2) 01.141.5471 Background Checks includes funding for all license applicants and Board/Commission recommended appointees (\$7 charge for each check conducted through the Wisconsin Department of Justice, Crime Information Bureau).
- 3) Election increase in funding is due to four elections scheduled in 2016 vs. two scheduled elections and one recall election held in 2015. [Note: The boundaries created by the redistricting (completed in 2011) went into effect January 1, 2012, and, as required by State law, Franklin has exceeded the population of 35,000 and now is required to vote by "Ward" rather than "District". As a result of having three State Assembly Districts, two Senate Districts, three County Supervisory Districts, three School Districts, and twenty-five Wards, costs have increased for pollworkers, ballot printing, and machine tabulating.]
- 4) 01.142.5115 Salaries-Temporary in the Elections Budget covers Inspectors of Election (poll workers). While abiding by the restrictions of State law, the number of workers

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

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

CITY OF FRANKLIN, WI  
CLERK DEPT - 141

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>OTHER FINANCING SOURCES</b>								
01-0141-4781	DISABILITY PAY REIMBURSEMENT		1,451					
<b>PERSONNEL SERVICES</b>								
01-0141-5111	SALARIES-FT	150,374	172,553	153,458	153,458	151,948	150,677	150,677
01-0141-5113	SALARIES-PT	38,010	35,153	38,721	38,721	37,647	44,925	44,925
01-0141-5115	SALARIES-TEMP			601	601	593	600	600
01-0141-5117	SALARIES-OT	326	(1,313)	1,000	1,000	1,500	1,000	1,000
01-0141-5118	COMPTIME TAKEN	40	3,400	2,000	2,000	4,600	4,000	4,000
01-0141-5133	LONGEVITY	747	461	300	300	420	475	475
01-0141-5134	HOLIDAY PAY	11,102	8,847	11,979	11,979	12,603	12,723	12,723
01-0141-5135	VACATION PAY	20,311	13,843	16,249	16,249	15,073	16,566	16,566
01-0141-5151	FICA	16,380	17,217	17,160	17,160	17,165	18,230	18,230
01-0141-5152	RETIREMENT	10,619	10,295	11,185	11,185	10,598	11,885	11,885
01-0141-5153	RETIREE GROUP HEALTH	1,126	1,203	1,255	1,255	1,275	1,217	1,217
01-0141-5154	GROUP HEALTH & DENTAL	35,768	37,727	36,219	36,219	34,253	32,521	32,521
01-0141-5155	LIFE INSURANCE	893	845	978	978	993	1,102	1,102
01-0141-5156	WORKERS COMPENSATION INS	483	481	527	527	627	619	619
01-0141-5199	ALLOCATED PAYROLL COST	(13,600)	(7,700)	(7,600)	(7,600)	(13,600)	(7,900)	(7,900)
<b>TOTAL PERSONNEL SERVICES</b>		<b>272,579</b>	<b>293,012</b>	<b>284,032</b>	<b>284,032</b>	<b>275,695</b>	<b>288,640</b>	<b>288,640</b>
<b>NON PERSONNEL SERVICES</b>								
01-0141-5223	FILING FEES	450	690	1,200	1,200	1,200	1,200	1,200
01-0141-5299	SUNDRY CONTRACTORS	4,045	4,586	6,000	6,000	8,200	6,000	6,000
01-0141-5312	OFFICE SUPPLIES	891	689	900	900	850	900	900
01-0141-5313	PRINTING	142	342	400	400	350	400	400
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	8,656	10,286	9,000	9,000	12,000	12,000	12,000
01-0141-5422	SUBSCRIPTIONS	88	100	100	100	90	100	100
01-0141-5424	MEMBERSHIPS	520	625	800	800	800	800	800
01-0141-5425	CONFERENCES AND SCHOOLS	765	2,031	3,000	3,000	2,300	3,000	3,000
01-0141-5432	MILEAGE	686	750	800	800	600	800	800
01-0141-5471	BACKGROUND CHECKS	5,208	4,361	5,800	5,800	4,500	5,800	5,800
<b>NON PERSONNEL SERVICES</b>		<b>21,451</b>	<b>24,340</b>	<b>28,000</b>	<b>28,000</b>	<b>30,890</b>	<b>31,000</b>	<b>31,000</b>
<b>TOTAL CLERK EXPENDITURES - GENERAL FUND</b>		<b>294,030</b>	<b>317,352</b>	<b>312,032</b>	<b>312,032</b>	<b>306,585</b>	<b>319,640</b>	<b>319,640</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0141-5813	OFFICE EQUIPMENT				8,700	8,656	250	250
41-0141-5841	COMPUTER EQUIPMENT		684			337		
<b>NET OF REVENUES/APPROPRIATIONS - CAPITAL EXPENDITURE</b>		<b>0</b>	<b>684</b>	<b>0</b>	<b>8,700</b>	<b>8,993</b>	<b>250</b>	<b>250</b>
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>294,030</b>	<b>318,036</b>	<b>312,032</b>	<b>320,732</b>	<b>315,578</b>	<b>319,890</b>	<b>319,890</b>

CITY OF FRANKLIN, WI  
ELECTIONS DEPT - 142

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Fund 01 - GENERAL FUND</b>								
<b>PERSONNEL SERVICES</b>								
01-0142-5111	SALARIES-FT	1,984	2,225	800	800	476	2,990	2,990
01-0142-5113	SALARIES-PT	1,068	1,798	517	517	816	1,147	1,147
01-0142-5115	SALARIES-TEMP	22,010	28,019	13,000	13,000	10,353	23,353	23,353
01-0142-5117	SALARIES-OT	2,124	7,218	3,000	3,000	5,649	5,966	5,966
01-0142-5133	LONGEVITY	8	13			5	4	4
01-0142-5151	FICA	377	837	193	193	531	619	619
01-0142-5152	RETIREMENT	325	547	157	157	377	446	446
01-0142-5153	RETIREE GROUP HEALTH	72	62	27	27	16	54	54
01-0142-5154	GROUP HEALTH & DENTAL	193	1,595	398	398	721	786	786
01-0142-5155	LIFE INSURANCE		8	11	11	26	23	23
01-0142-5156	WORKERS COMPENSATION INS	116	140	81	81	88	160	160
<b>TOTAL PERSONNEL SERVICES</b>		<b>28,277</b>	<b>42,462</b>	<b>18,184</b>	<b>18,184</b>	<b>19,058</b>	<b>35,548</b>	<b>35,548</b>
<b>NON PERSONNEL SERVICES</b>								
01-0142-5214	DATA PROCESSING SERVICES	3,509	8,011	10,000	10,000	8,000	10,000	10,000
01-0142-5242	EQUIPMENT MAINTENANCE	3,180	3,240	3,300	3,300	2,400	3,300	3,300
01-0142-5312	OFFICE SUPPLIES	993	864	1,500	1,500	1,500	3,500	3,500
01-0142-5313	PRINTING	2,134	8,323	8,000	8,000	1,000	6,000	6,000
01-0142-5421	OFFICIAL NOTICES/ADVERTISING	808	576	500	500	550	600	600
01-0142-5425	CONFERENCES AND SCHOOLS		59	600	600	150	600	600
01-0142-5432	MILEAGE	107	77	200	200	250	400	400
01-0142-5532	FACILITY RENTAL	1,200	1,200	600	600	450	1,200	1,200
<b>TOTAL NON PERSONNEL SERVICES</b>		<b>11,731</b>	<b>22,350</b>	<b>24,700</b>	<b>24,700</b>	<b>14,300</b>	<b>25,600</b>	<b>25,600</b>
<b>TOTAL ELECTIONS DEPT - GENERAL FUND</b>		<b>40,008</b>	<b>64,812</b>	<b>42,884</b>	<b>42,884</b>	<b>33,358</b>	<b>61,148</b>	<b>61,148</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0142-5819	OTHER CAPITAL EQUIPMENT			40,000	40,000	28,000		
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>40,008</b>	<b>64,812</b>	<b>82,884</b>	<b>82,884</b>	<b>61,358</b>	<b>61,148</b>	<b>61,148</b>

## **INFORMATION SERVICES**

144

**DEPARTMENT:** Information Services

**PROGRAM MANAGER:** Director of Administration

### **PROGRAM DESCRIPTION:**

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

### **SERVICES:**

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

### **STAFFING:**

The City's information services function is historically managed by the Director of Administration. The 2015 budget incorporated funding to hire an IT Director/Manager, reporting to the Director of Administration, who is a professional in the information services area. The demands of City departments, the risks associated with data and systems management, and the potential for service efficiencies through technology warranted adding this position. The position will be filled prior to the end of 2015. Primary staff support is provided through a professional services contract with an outside data processing technical support firm; however, beginning in mid-2010, one contracted technician was assigned under the day-to-day authority of the Police Chief. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

**ACTIVITY MEASURES:**

Activity	2011	2012	2013	2014	2015*	2016*
Total City computers	215	257	255	260	260	258
Software applications	50	53	58	60	60	60
Est. Help Desk Requests	1,300	1,100	1,758	1,500	1,500	1,700

\*Forecast

**BUDGET SUMMARY:**

- 1) Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Core operations continue with a "Dual Technician" with a second Dual Technician funded in the Police Department. Despite the total size of the IT operations, the bulk of the work is still done with only the two full-time technicians. (Dual Technicians perform both Level 1 (help desk) work and Level 2 (network maintenance) work. Data Base Administrator (DBA) services are also acquired from HBS out of this account as well. This is necessary to help ensure the older software systems linked through GIS and the various SQL databases remain in communication despite software changes by vendors.
  
- 2) An IT Director will be hired in late 2015. This individual manages current staffing contracts, which covers the City Hall and Police Department contracted staff and the GIS contracted staff. The IT Director also addresses technology related issues such as phones and the new low-powered FM radio station, if implemented. Effectively, issues under the advisory purview of the Technology Commission fall under the day-to-day purview of the IT Director. The IT Director is not a department head level position and reports to the Director of Administration.
  
- 3) Capital Outlay purchases include:
  - Computer Equipment: Emergency Hardware Replacements (\$7,500); Implementing another phase of Dual, Wide-Screen Monitors (\$5,000); Two (2) Server Replacements (\$13,500); Replacement of one Storage Area Network (SAN) (\$10,000); Other capital expenditures to enable IT Director to clearly address priorities during the first year which may include additional licensing (\$10,000).
  
  - Software: MS Office License Upgrades (\$16,250); Unanticipated Software Products (\$2,500); Export, Transfer, Load (ETL) Software (\$2,500); Additional (5) ArcGIS Online User Licenses (\$2,500);
  
  - Other Capital Equipment: Low-Powered FM Radio Station Equipment & Installation (\$5,000) [Request not funded].
  
- 4) Two (2) servers bought prior to 2012 are scheduled for replacement in 2016. Note that due to the virtual server infrastructure, no new or replacement servers were required in 2015 (none were required in 2012, one new server was required in the 2013 budget, and two were required in the 2014 budget). The virtual environment

has enabled IT to significantly reduce the total required numbers of servers which can cost between \$5,000 and \$10,000 each. As such, the virtual server strategy is saving the City money.

- 5) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests are always estimated. A project for 2016 for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools.

CITY OF FRANKLIN, WI INFORMATION SERVICES DEPT- 144		2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
GL NUMBER	DESCRIPTION							
Fund 01 - GENERAL FUND								
PERSONNEL SERVICES								
01-0144-5111	SALARIES-FT			63,750	63,750	7,083	82,351	82,351
01-0144-5134	HOLIDAY PAY						4,469	4,469
01-0144-5135	VACATION PAY						3,438	3,438
01-0144-5151	FICA			4,877	4,877	542	6,838	6,838
01-0144-5152	RETIREMENT			797	797		2,607	2,607
01-0144-5153	RETIREE GROUP HEALTH			599	599	68	787	787
01-0144-5154	GROUP HEALTH & DENTAL			13,225	13,225	1,465	16,617	16,617
01-0144-5155	LIFE INSURANCE			210	210	3	417	417
01-0144-5156	WORKERS COMPENSATION INS			179	179	20	232	232
TOTAL PERSONNEL SERVICES		0	0	83,637	83,637	9,181	117,756	117,756
NON PERSONNEL SERVICES								
01-0144-5214	DATA PROCESSING SERVICES	122,206	138,337	125,000	125,000	155,300	140,500	140,500
01-0144-5215	GIS SUPPORT SERVICES	90,511	93,416	101,300	101,300	101,300	104,339	104,339
01-0144-5242	EQUIPMENT MAINTENANCE	13,076	13,076	13,500	13,500	13,500	14,250	14,250
01-0144-5257	SOFTWARE MAINTENANCE	43,143	48,864	53,200	53,200	53,200	57,000	57,000
01-0144-5299	SUNDRY CONTRACTORS	3,110	2,311	3,000	3,000	3,000	3,000	3,000
01-0144-5312	OFFICE SUPPLIES	60	66	200	200		200	200
01-0144-5329	OPERATING SUPPLIES	1,220	2,175	4,650	4,650	4,650	4,000	4,000
01-0144-5333	EQUIPMENT SUPPLIES	670	1,702	2,250	2,250	2,250	2,250	2,250
01-0144-5410	DATA COMMUN-INTERNET SERVICE	12,121	5,925	9,500	9,500	9,500	10,750	10,750
01-0144-5415	TELEPHONE	26,229	27,251	27,000	27,000	27,000	27,000	27,000
01-0144-5425	CONFERENCES AND SCHOOLS			1,500	1,500	1,500	1,500	1,500
TOTAL NON PERSONNEL SERVICES		312,346	333,123	341,100	341,100	371,200	364,789	364,789
TOTAL EXPENDITURES - INFO SERVICES - GEN FUND		312,346	333,123	424,737	424,737	380,381	482,545	482,545
Fund 41 - CAPITAL OUTLAY FUND								
41-0144-5819	OTHER CAPITAL EQUIPMENT			85,000	85,000	85,000	10,000	10,000
41-0144-5841	COMPUTER EQUIPMENT	33,111	23,820	24,400	24,400	36,165	36,000	36,000
41-0144-5843	SOFTWARE	1,395	6,865	18,750	55,514	43,750	23,750	23,750
NET OF REVENUES/APPROPRIATIONS - CAPITAL EXPENDITUF		34,506	30,685	128,150	164,914	164,915	69,750	69,750
APPROPRIATIONS - ALL FUNDS		346,852	363,808	552,887	589,651	545,296	552,295	552,295

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## **ADMINISTRATION and HUMAN RESOURCES**

147

**DEPARTMENT:** Administration and Human Resources

**PROGRAM MANAGER:** Director of Administration

### **PROGRAM DESCRIPTION:**

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

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

### **MAJOR SERVICES:**

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

- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Finance, Information Services, and Building Inspection offices and staff.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>Director of Administration</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Administrative Assistant</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Human Resources Coordinator</b>	1.00	1.00	1.00	1.00	1.00	1.00
<b>Human Resources Analyst*</b>	.00	.00	.00	1.00	.00	.00
<b>Clerk Typist</b>	.12	.00	.00	.00	.00	.00
<b>Total</b>	<b>3.12</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

\*Position was never created

**ACTIVITY MEASURES:**

<b>Activity</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015*</b>	<b>2016*</b>
Labor Contracts Having Negotiations	0	3	1	0	2	2
Worker's Comp Claims	43	36	45	43	35	40
Job Analyses Conducted & Job Description Revised	4	7	14	23	80	5
New Hires	14	14	20	19	14	14
Separations from Service	7	19	18	11	15	10
Turnover Rate	3.0%	8.3%	8%	4.9%	6.6%	4.4%
Civil Service Exams Administered	5	5	6	4	3	4

\* Forecast

**BUDGET SUMMARY:**

1. The capital outlay appropriation is for a desk top computer to enable new employee testing such as typing tests (\$900.00).
2. It is worth noting that the Administration and Human Resources budget does not directly include expenditures related to the continuation of the Wellness Program as established by the Common Council through the prior approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances at that time, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. The Fire Department is operating, as a pilot project, a cooperative effort with a local fitness center and their staff that provides some on-site fitness consultations. This pilot project is anticipated to continue in 2016, is incorporated into the Wellness Program, and may be expanded to other departments with Common Council approval following the pilot project. The costs for the Wellness Program, excluding the fitness component, are capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2016 is approximately \$19,000 (the final figure is set near the end of each calendar year). Said costs, amounting to less than two-thirds of one percent of expenditures, are built into the premium rates and projected costs for the Group Health fund.

CITY OF FRANKLIN, WI  
ADMINISTRATION DEPT - 147

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Fund 01 - GENERAL FUND</b>								
<b>PERSONNEL SERVICES</b>								
01-0147-5111	SALARIES-FT	194,246	202,877	208,082	208,082	200,375	206,329	206,329
01-0147-5115	SALARIES-TEMP	176						
01-0147-5117	SALARIES-OT	483		1,500	1,500	1,100	1,500	1,500
01-0147-5118	COMPTIME TAKEN		11			50		
01-0147-5133	LONGEVITY	240	240	240	240	275	390	390
01-0147-5134	HOLIDAY PAY	11,818	9,532	12,807	12,807	12,341	12,849	12,849
01-0147-5135	VACATION PAY	15,493	13,764	16,954	16,954	16,416	17,092	17,092
01-0147-5151	FICA	16,161	16,407	18,328	18,328	17,638	18,399	18,399
01-0147-5152	RETIREMENT	11,173	11,350	11,979	11,979	11,528	12,028	12,028
01-0147-5153	RETIREE GROUP HEALTH	2,290	4,176	2,236	2,236	2,200	2,100	2,100
01-0147-5154	GROUP HEALTH & DENTAL	38,638	37,109	37,197	37,197	35,598	33,667	33,667
01-0147-5155	LIFE INSURANCE	961	983	1,044	1,044	1,070	1,112	1,112
01-0147-5156	WORKERS COMPENSATION INS	483	497	670	670	645	624	624
01-0147-5199	ALLOCATED PAYROLL COST	(17,700)	(22,200)	(20,800)	(20,800)	(17,700)	(20,200)	(20,200)
<b>TOTAL PERSONNEL SERVICES</b>		<b>274,442</b>	<b>275,323</b>	<b>290,237</b>	<b>290,237</b>	<b>281,536</b>	<b>285,888</b>	<b>285,888</b>
<b>NON PERSONNEL SERVICES</b>								
01-0147-5211	MEDICAL SERVICES	6,990	6,505	7,500	7,500	8,500	7,500	7,500
01-0147-5215	P/R & H/R PROCESSING FEES	12,842	9,520					
01-0147-5219	OTHER PROFESSIONAL SERVICES	6,430	13,526	19,000	59,000	59,000	17,000	17,000
01-0147-5241	AUTO MAINTENANCE	1,007	439	600	600	600	600	600
01-0147-5242	EQUIPMENT MAINTENANCE	1,115	883	1,500	1,500	1,500	1,500	1,500
01-0147-5252	LABOR ATTORNEY	7,508	15,594	28,000	28,000	28,000	28,000	28,000
01-0147-5287	UNEMPLOYMENT COSTS	4,437		8,000	8,000	4,000	5,000	5,000
01-0147-5299	SUNDRY CONTRACTORS	4,034	3,772	4,500	4,500	4,500	4,500	4,500
01-0147-5311	POSTAGE	37,377	44,636	48,000	48,000	48,000	48,000	48,000
01-0147-5312	OFFICE SUPPLIES	1,110	753	950	950	950	1,150	1,150
01-0147-5313	PRINTING	6,325	8,010	8,700	8,700	8,700	8,500	8,500
01-0147-5328	EMPLOYMENT TESTING & EDUCATION	1,978	2,319	5,850	5,850	3,000	5,850	5,850
01-0147-5329	OPERATING SUPPLIES	2,624	2,221	5,650	5,650	5,650	5,650	5,650
01-0147-5331	FUEL/LUBRICANTS	440	426	550	550	550	550	550
01-0147-5332	VEHICLE SUPPORT	1,331	1,320	1,320	1,320	1,320	1,320	1,320
01-0147-5399	MISCELLANEOUS SUPPLIES	111	113					
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	872	2,389	10,000	10,000	3,000	7,500	7,500
01-0147-5422	SUBSCRIPTIONS	443	531	675	675	675	675	675
01-0147-5424	MEMBERSHIPS	2,105	1,941	2,250	2,250	2,250	2,250	2,250
01-0147-5425	CONFERENCES AND SCHOOLS	615	1,890	3,200	3,200	3,200	3,200	3,200
01-0147-5428	ALLOCATED INSURANCE COST	200	200	200	200	200	200	200
01-0147-5432	MILEAGE	851	423	600	600	600	600	600
01-0147-5433	EQUIPMENT RENTAL	4,033	3,967	5,000	5,000	4,000	4,500	4,500
01-0147-5470	RECRUITING		4,914					
01-0147-5726	EMPLOYEE RECOGNITION		332	3,000	3,000	3,000	3,000	3,000
<b>TOTAL NON PERSONNEL SERVICES</b>		<b>104,778</b>	<b>126,424</b>	<b>165,045</b>	<b>205,045</b>	<b>191,195</b>	<b>157,045</b>	<b>157,045</b>
<b>TOTAL ADMINISTRATION - GENERAL FUND</b>		<b>379,220</b>	<b>401,747</b>	<b>455,282</b>	<b>495,282</b>	<b>472,731</b>	<b>442,933</b>	<b>442,933</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
41-0147-5813	OFFICE EQUIPMENT		7,607					
41-0147-5841	COMPUTER EQUIPMENT	680	815	1,200	1,200	1,200	900	900
41-0147-5843	SOFTWARE		5,000					
<b>TOTAL CAPITAL OUTLAY</b>		<b>680</b>	<b>13,422</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>900</b>	<b>900</b>
<b>APPROPRIATIONS - ALL FUNDS</b>		<b>379,900</b>	<b>415,169</b>	<b>456,482</b>	<b>496,482</b>	<b>473,931</b>	<b>443,833</b>	<b>443,833</b>

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**FINANCE & AUDIT DEPARTMENTS**  
**151, 152**

**DEPARTMENT:** Finance

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:**

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City and Water Utility operations. This includes the maintenance of all financial records for the City and Water Utility, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director is responsible for cash management and investment management with the assistance of an outside investment manager. The department is also responsible for property tax collections for the City and the other taxing jurisdictions from December through July of each year.

Long-term department goals include increasing automation of accounting and treasury functions to improve efficiency of services to other City departments and the public, increasing the knowledge of department staff, maintaining timely, quality and useful financial information to City officials and citizens. In late 2013 new financial software was implemented. In late 2014, upgraded payroll processing software was installed. In September, 2015 Fixed Asset Software was installed.

The Audit Department (No. 152) accounts for the cost of the annual City audit.

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

- Dog and cat licensing.

**STAFFING:**

<b>Authorized Positions (FTE)</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Chief Financial Officer (Temp)	.50	.50	.50	0.00	0.00	0.00
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Staff Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk	1.23	1.23	1.23	1.23	1.23	1.23
Lead Cashier	.56	.56	.56	.56	.56	.56
Cashier/Clerk	.56	.56	.56	.56	.56	.56
Cashier (seasonal)	.25	.25	.25	.25	.25	.25
<b>Total</b>	<b>7.10</b>	<b>7.10</b>	<b>7.10</b>	<b>6.60</b>	<b>6.60</b>	<b>6.60</b>

**ACTIVITY MEASURES:**

Activity	2011	2012	2013	2014	2015*	2016*
Disbursement Checks	6,435	6,652	7,164	6,634	6,700	6,700
Employees Paid	342	424	361	383	390	425
Property Tax Bills	13,694	13,724	13,732	13,743	13,800	13,800
Water/Sewer Payments	37,769	36,762	38,257	38,556	38,750	39,000
General Receipts Processed	8,165	8,034	8,307	16,051	20,000	20,000
Dog/Cat licenses	591	510	528	597	615	625
Assessment Invoices	16	26	20	23	30	30
Customer Invoices	778	751	779	1155	1200	1200
Purchase Requisitions Used	4,099	3,797	2,667	154	150	150

\* Forecast

**BUDGET SUMMARY:**

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

	Requested	Approved
Computer Equipment	\$4,200	

CITY OF FRANKLIN, WI  
FINANCE DEPT - 151

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
FINANCE DEPT - 151								
PERSONAL SERVICES								
01-0151-5111	SALARIES-FT	239,502	238,865	234,230	234,230	232,184	245,397	245,397
01-0151-5113	SALARIES-PT	118,990	79,935	82,489	82,489	82,217	85,605	85,605
01-0151-5115	SALARIES-TEMP	5,556	2,774	4,882	4,882	4,810	4,959	4,959
01-0151-5117	SALARIES-OT	275	579	1,200	1,200	1,200	1,200	1,200
01-0151-5118	COMPTIME TAKEN	1,408	1,858	2,000	2,000	2,000	2,000	2,000
01-0151-5133	LONGEVITY	565	544	570	570	570	604	604
01-0151-5134	HOLIDAY PAY	15,949	11,351	17,028	17,028	15,741	16,440	16,440
01-0151-5135	VACATION PAY	27,426	16,215	18,342	18,342	19,242	21,220	21,220
TOTAL PERSONAL SERVICES		409,671	351,721	360,741	360,741	356,764	377,425	377,425
EMPLOYEE BENEFITS								
01-0151-5151	FICA	30,311	25,995	27,597	27,597	27,292	28,582	28,582
01-0151-5152	RETIREMENT	17,413	14,816	15,171	15,171	14,989	15,717	15,717
01-0151-5153	RETIREE GROUP HEALTH	2,136	1,820	2,005	2,005	2,028	1,945	1,945
01-0151-5154	GROUP HEALTH & DENTAL	83,750	61,834	61,941	61,941	59,254	55,978	55,978
01-0151-5155	LIFE INSURANCE	1,447	1,276	1,328	1,328	1,399	1,459	1,459
01-0151-5156	WORKERS COMPENSATION INS	892	768	1,009	1,009	999	970	970
01-0151-5199	ALLOCATED PAYROLL COST	(59,100)	(59,300)	(60,540)	(60,540)	(59,100)	(65,440)	(65,440)
TOTAL EMPLOYEE BENEFITS		76,849	47,209	48,511	48,511	46,861	39,211	39,211
TOTAL PERSONNEL SERVICES		486,520	398,930	409,252	409,252	403,625	416,636	416,636
CONTRACTUAL SERVICES								
01-0151-5215	P/R & H/R PROCESSING FEES	16,842	19,653	34,140	34,140	36,625	42,755	42,755
01-0151-5219	OTHER PROFESSIONAL SERVICES	548				1,400	1,400	1,400
01-0151-5242	EQUIPMENT MAINTENANCE		261	300	300	288	295	295
01-0151-5257	SOFTWARE MAINTENANCE	12,473	9,078	24,500	24,500	19,233	27,750	27,750
01-0151-5299	SUNDRY CONTRACTORS	11,545	12,278	12,700	12,700	12,300	12,678	12,678
TOTAL CONTRACTUAL SERVICES		41,408	41,270	71,640	71,640	69,846	84,878	84,878
SUPPLIES								
01-0151-5312	OFFICE SUPPLIES	4,472	3,969	2,501	2,501	2,905	2,325	2,325
01-0151-5313	PRINTING	1,194	349	600	600	600	600	600
TOTAL SUPPLIES		5,666	4,318	3,101	3,101	3,505	2,925	2,925
SERVICES & CHARGES								
01-0151-5422	SUBSCRIPTIONS	159					27	27
01-0151-5424	MEMBERSHIPS	325	300	600	600	275	600	600
01-0151-5425	CONFERENCES AND SCHOOLS	4,522	1,916	3,000	3,000	1,995	3,000	3,000
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,500	1,300	1,300	1,500	1,500	1,500
01-0151-5432	MILEAGE	16	54					
01-0151-5491	BANK FEES	3,174	3,817	4,600	4,600	9,100	6,000	6,000
TOTAL SERVICES & CHARGES		9,696	7,587	9,500	9,500	12,870	11,127	11,127
TOTAL NON-PERSONNEL SERVICES - FINANCE		56,770	53,175	84,241	84,241	86,221	98,930	98,930
TOTAL EXPENDITURES - FINANCE DEPT - GEN FUND		543,290	452,105	493,493	493,493	489,846	515,566	515,566
Dept 0152-AUDITOR								
CONTRACTUAL SERVICES								
01-0152-5213	ANNUAL AUDIT SERVICES	27,885	28,135	30,700	30,700	27,385	31,810	31,810
01-0152-5219	ACTUARIAL SERVICES	5,800		5,800	5,800	5,800		
TOTAL NON-PERSONNEL SERV- AUDITOR - GEN FUND		33,265	28,135	36,500	36,500	33,185	31,810	31,810
Fund 41 - CAPITAL OUTLAY FUND								
CAPITAL OUTLAY								
41-0151-5812	FURNITURE/FIXTURES						1,000	1,000
41-0151-5841	COMPUTER EQUIPMENT	2,190	3,308	4,400	4,400	2,600	3,200	3,200
NET OF REVENUES/APPROPRIATIONS - CAPITAL OUTLAY		2,190	3,308	4,400	4,400	2,600	4,200	4,200
Fund 46 - CAPITAL IMPROVEMENT FUND								
Dept 0151-FINANCE								
CAPITAL OUTLAY								
46-0151-5841.9994	FINANCIAL SOFTWARE SYSTEM-EQUIP	594						
46-0151-5843.9994	FINANCIAL SYSTEM SOFTWARE	102,950						
NET OF REVENUES/APPROPRIATIONS - CAPITAL OUTLAY		103,544	0	0	0	0	0	0
APPROPRIATIONS - ALL FUNDS		682,289	483,548	534,393	534,393	525,631	551,576	551,576

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**CITY ASSESSOR**  
**154**

**DEPARTMENT:** Assessor

**PROGRAM MANAGER:** Director of Administration and City Assessor

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keeps an annual, updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle. (An "Interim Market Update" was performed in 2013 as an allowable statutory alternative with anticipation of returning to the full revaluation process for 2016.)

**STAFFING:**

Authorized Positions (FTE)	2011	2012	2013	2014	2015	2016
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

**ACTIVITY MEASURES:**

Activity	2011	2012	2013 Φ	2014	2015*	2016* Φ
Properties Inspected	645	661	662	529	548	725
Assessment Notices Mailed	573	576	12,410	373	332	12,750
Open Book Hearings	111	160	162	26	15	600
Board of Review Hearings	13	25	18	1	9	60
Residential Parcels	11,826	11,818	11,822	11,822	11,836	11,850
Commercial Parcels	542	546	551	552	551	551
Total Parcels	12,852	12,859	12,820	12,821	12,833	12,850
Assessed Value Increase	5 m	1,058,500	-287m	17.5m	28m	21m

\* Forecast

Φ Revaluation Year

## **BUDGET SUMMARY:**

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The City typically funds one-third of the cost of a revaluation each year so that a full revaluation can be done every third year without the budget suffering a significant, \$100,000 spike in expenditures. The City has typically undertaken an Exterior Revaluation where each property is visited curb-side and evaluated. For 2013, however, an "Interim Market Update" was performed as an allowable statutory alternative. For 2016, a full revaluation process with more extensive field verification is scheduled. The total appropriation represents \$41,000 for annual maintenance services in accordance with the proposed 2016-2018 contract with Tyler/CLT, \$40,500 as a one-third share of a 2016 revaluation cost, and \$2,000 for back-up clerical support as allowed for by the contract. The total cost of the revaluation is estimated at \$108,500.
- 4) Capital Outlay funding is provided for the replacement of an office chair (\$250). The department has five computers. Replacement is generally scheduled as one per year in order to standardize the budget impact and avoid peaks, but one was not needed for 2016.

CITY OF FRANKLIN, WI  
ASSESSORS DEPT - 154

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>PERSONAL SERVICES</b>								
01-0154-5111	SALARIES-FT	39,088	39,944	39,961	39,961	39,766	40,368	40,368
01-0154-5115	SALARIES-TEMP	286	51					
01-0154-5117	SALARIES-OT	22	41	300	300	100	300	300
01-0154-5133	LONGEVITY	300	300	300	300	300	300	300
01-0154-5134	HOLIDAY PAY	2,416	1,932	2,532	2,532	2,519	2,623	2,623
01-0154-5135	VACATION PAY	3,832	4,190	4,521	4,521	4,498	4,684	4,684
TOTAL PERSONAL SERVICES		45,944	46,458	47,614	47,614	47,183	48,275	48,275
<b>EMPLOYEE BENEFITS</b>								
01-0154-5151	FICA	3,520	3,501	3,642	3,642	3,609	3,772	3,772
01-0154-5152	RETIREMENT	2,360	2,320	2,381	2,381	2,359	2,466	2,466
01-0154-5154	GROUP HEALTH & DENTAL	396	432	444	444	432	432	432
01-0154-5155	LIFE INSURANCE	196	199	210	210	218	227	227
01-0154-5156	WORKERS COMPENSATION INS	103	104	133	133	132	128	128
TOTAL EMPLOYEE BENEFITS		6,575	6,556	6,810	6,810	6,750	7,025	7,025
TOTAL PERSONNEL SERVICES		52,519	53,014	54,424	54,424	53,933	55,300	55,300
<b>CONTRACTUAL SERVICES</b>								
01-0154-5210	PROFESSIONAL SERVICES	53,000	73,000	76,000	76,000	96,000	81,500	81,500
01-0154-5219	OTHER PROFESSIONAL SERVICES	78,000	79,000	80,000	80,000	80,000	82,000	82,000
01-0154-5242	EQUIPMENT MAINTENANCE	19	78					
01-0154-5257	SOFTWARE MAINTENANCE			3,750	3,750			
01-0154-5299	SUNDRY CONTRACTORS	20,434	9,601	12,000	12,000	12,000	11,500	11,500
NET OF REVENUES/APPROPRIATIONS - CONTRACTUAL SER		151,453	161,679	171,750	171,750	188,000	175,000	175,000
<b>SUPPLIES</b>								
01-0154-5311	POSTAGE	5,125					7,000	7,000
01-0154-5312	OFFICE SUPPLIES	1,316	938	1,000	1,000	1,000	1,500	1,500
01-0154-5313	PRINTING	2,360	486				4,050	4,050
NET OF REVENUES/APPROPRIATIONS - SUPPLIES		8,801	1,424	1,000	1,000	1,000	12,550	12,550
<b>SERVICES &amp; CHARGES</b>								
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	83	18	300	300	100	300	300
01-0154-5422	SUBSCRIPTIONS			150	150			
01-0154-5425	CONFERENCES AND SCHOOLS		20	250	250	250	250	250
NET OF REVENUES/APPROPRIATIONS - SERVICES & CHARG		83	38	700	700	350	550	550
TOTAL NON-PERSONNEL SERVICES		160,337	163,141	173,450	173,450	189,350	188,100	188,100
TOTAL EXPENDITURES - ASSESSOR - GEN FUND		212,856	216,155	227,874	227,874	243,283	243,400	243,400
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
<b>CAPITAL OUTLAY</b>								
41-0154-5813	OFFICE EQUIPMENT		195				250	250
41-0154-5841	COMPUTER EQUIPMENT	680	990	1,400	1,400	1,400		
NET OF REVENUES/APPROPRIATIONS - CAPITAL OUTLAY		680	1,185	1,400	1,400	1,400	250	250
APPROPRIATIONS - ALL FUNDS		213,536	217,340	229,274	229,274	244,683	243,650	243,650

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**LEGAL SERVICES**  
**161**

**DEPARTMENT:** Legal Services

**PROGRAM MANAGER:** City Attorney

**PROGRAM DESCRIPTION:**

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

**SERVICES:**

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

**STAFFING** - Contractual

**ACTIVITY MEASURES:**

Activity	2010	2011	2012	2013	2014	2015*	2016*
Hours of Service	4,652	4,657	4,862	4,774	5,206.95	5,664	5,800
Matters Litigated	1	4	4**	5	2	2	2
Municipal Court Cases	10,159	12,304	12,300**	8,569	8,585	10,000	10,500

\* Forecast

\*\* Pending Research

**CITY OF FRANKLIN, WI  
LEGAL DEPT - 161**

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
Dept 0161-LEGAL SERVICES								
CONTRACTUAL SERVICES								
01-0161-5212	LEGAL SERVICES	172,461	174,877	177,725	177,725	175,000	179,375	179,375
01-0161-5213	LEGAL SERVICES-COURT	59,646	61,184	62,525	62,525	61,500	64,100	64,100
01-0161-5214	BOARD&COMMSSN SUPPORT-PARALG	55,000	55,000	57,550	57,550	55,000	59,000	59,000
01-0161-5223	FILING FEES			5,100	5,100		5,100	5,100
01-0161-5251	SPECIAL ATTORNEY SERVICE					1,200		
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICES		15,011	30,950	30,950	55,000	31,700	31,700
TOTAL CONTRACTUAL SERVICES		287,107	306,072	333,850	333,850	348,700	339,275	339,275
SERVICES & CHARGES								
01-0161-5425	CONFERENCES AND SCHOOLS	500	500	500	500	500	500	500
01-0161-5427	COURT COSTS	40	505	450	450	450	450	450
TOTAL SERVICES & CHARGES		540	1,005	950	950	950	950	950
NET OF REVENUES/APPROPRIATIONS - 0161-LEGAL SERVICES		287,647	307,077	334,800	334,800	349,650	340,225	340,225
TOTAL APPROPRIATIONS - LEGAL		287,647	307,077	334,800	334,800	349,650	340,225	340,225

## 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)	2011	2012	2013	2014	2015	2016
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Custodian	2.33	2.26	2.26	1.78	1.78	1.78
Custodian	0	0	0	0	1.25	1.25
Seasonal Maintenance	.48	.48	.48	0	0	0
<b>Total</b>	<b>3.81</b>	<b>3.74</b>	<b>3.74</b>	<b>2.78</b>	<b>4.03</b>	<b>4.03</b>

**ACTIVITY MEASURES:**

Square Footage:	2011	2012	2013	2014	2015	2016
City Hall	47,206	47,206	47,206	47,206	47,206	47,206
Fire Stations	37,750	37,750	37,750	37,750	37,750	37,750
Public Works Building	45,450	45,450	45,450	45,450	45,450	45,450
Sewer & Water Building	6,620	6,620	6,620	6,620	6,620	6,620
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
<b>Total Square Footage</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>	<b>245,326</b>

\*Forecast

## **BUDGET SUMMARY:**

- 1) Staffing for 2016 reflects a continuation of adopted 2015 staffing levels, consisting of one supervisor, one full-time maintenance custodian, two part-time maintenance custodians, and two part-time 2nd shift custodians. This staffing level was approved for 2015, but implementation was delayed pending completion of the Class and Compensation Study.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) The City Hall roof project remains scheduled for completion in 2016.
- 4) Capital Outlay purchases include an office chair replacement (\$250), needed elevator repairs (\$6,000), office carpeting replacement (\$18,000), conversion of City Hall lighted monument sign to LED (\$2,800), total Capital Outlay \$27,050. The following requests were not funded in 2016: elevator/fire code compliance upgrades (\$25,000), elevator upgrades to current ADA standards (\$25,000), and Council Chamber Sound System Upgrade (\$50,000).

CITY OF FRANKLIN, WI  
MUNICIPAL BUILDINGS DEPT - 181

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Dept 0181-MUNICIPAL BUILDINGS</b>								
<b>PERSONAL SERVICES</b>								
01-0181-5111	SALARIES-FT	90,525	95,054	92,154	92,154	91,701	94,361	94,361
01-0181-5113	SALARIES-PT	31,731	34,523	77,265	77,265	43,793	80,463	80,463
01-0181-5115	SALARIES-TEMP	10,060						
01-0181-5117	SALARIES-OT	5,588	7,062	4,500	4,500	8,000	4,500	4,500
01-0181-5133	LONGEVITY	209	209	269	269	269	313	313
01-0181-5134	HOLIDAY PAY	7,021	7,089	7,626	7,626	7,592	7,899	7,899
01-0181-5135	VACATION PAY	6,427	4,703	9,006	9,006	8,964	10,282	10,282
<b>TOTAL PERSONAL SERVICES</b>		<b>151,561</b>	<b>148,640</b>	<b>190,820</b>	<b>190,820</b>	<b>160,319</b>	<b>197,818</b>	<b>197,818</b>
<b>EMPLOYEE BENEFITS</b>								
01-0181-5151	FICA	11,204	10,981	14,598	14,598	12,264	15,146	15,146
01-0181-5152	RETIREMENT	9,826	9,284	9,503	9,503	8,430	8,859	8,859
01-0181-5153	RETIREE GROUP HEALTH	1,879	2,074	2,126	2,126	2,131	2,152	2,152
01-0181-5154	GROUP HEALTH & DENTAL	37,522	35,957	36,010	36,010	34,446	32,515	32,515
01-0181-5155	LIFE INSURANCE	442	447	463	463	486	510	510
01-0181-5156	WORKERS COMPENSATION INS	5,042	4,931	8,576	8,576	7,142	10,040	10,040
01-0181-5199	ALLOCATED PAYROLL COST	(173,000)	(176,460)	(169,320)	(169,320)	(173,300)	(171,240)	(171,240)
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>(107,085)</b>	<b>(112,785)</b>	<b>(98,044)</b>	<b>(98,044)</b>	<b>(108,401)</b>	<b>(102,016)</b>	<b>(102,016)</b>
<b>TOTAL PERSONNEL SERVICES -</b>		<b>44,476</b>	<b>35,854</b>	<b>92,776</b>	<b>92,776</b>	<b>51,918</b>	<b>95,800</b>	<b>95,800</b>
<b>CONTRACTUAL SERVICES</b>								
01-0181-5299	SUNDRY CONTRACTORS	38,833	33,046			29,500		
<b>SUPPLIES</b>								
01-0181-5312	OFFICE SUPPLIES	86	150	100	100	100	115	115
01-0181-5326	UNIFORMS	250	697	750	750	700	1,000	1,000
01-0181-5331	FUEL/LUBRICANTS	37	21	100	100	85	100	100
01-0181-5342	CONSUMABLE TOOLS	258	251	250	250	250	250	250
<b>TOTAL SUPPLIES</b>		<b>631</b>	<b>1,119</b>	<b>1,200</b>	<b>1,200</b>	<b>1,135</b>	<b>1,465</b>	<b>1,465</b>
<b>SERVICES &amp; CHARGES</b>								
01-0181-5425	CONFERENCES AND SCHOOLS			250	250	195	250	250
<b>FACILITY CHARGES</b>								
01-0181-5551	WATER	1,381	1,661	1,550	1,550	1,400	1,600	1,600
01-0181-5552	ELECTRICITY	59,331	57,353	58,850	58,850	58,850	59,450	59,450
01-0181-5553	SEWER	495	621	750	750	675	750	750
01-0181-5554	NATURAL GAS	12,218	17,240	14,500	14,500	14,500	14,080	14,080
01-0181-5555	LANDSCAPE MATERIALS	2,430	816	1,000	1,000	959	1,000	1,000
01-0181-5556	JANITORIAL SUPPLIES	4,867	5,231	6,000	6,000	5,825	6,000	6,000
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	18,952	16,880	19,000	19,000	19,000	19,500	19,500
01-0181-5559	BUILDING MAINTENANCE-OTHER	9,488	7,929	9,500	9,500	9,500	9,500	9,500
<b>TOTAL FACILITY CHARGES</b>		<b>109,162</b>	<b>107,731</b>	<b>111,150</b>	<b>111,150</b>	<b>110,709</b>	<b>111,880</b>	<b>111,880</b>
<b>TOTAL NON-PERSONNEL SERVICES</b>		<b>148,626</b>	<b>141,896</b>	<b>112,600</b>	<b>112,600</b>	<b>141,539</b>	<b>113,595</b>	<b>113,595</b>
<b>APPROPRIATIONS - FUND 01</b>		<b>193,102</b>	<b>177,750</b>	<b>205,376</b>	<b>205,376</b>	<b>193,457</b>	<b>209,395</b>	<b>209,395</b>
<b>Fund 26 - OTHER GRANTS</b>								
<b>CAPITAL OUTLAY</b>								
26-0181-5819.9653	CityHall FireAlarm&ADA Signs-Cap Equipmnt					18,000		
26-0181-5822.9654	SENIOR DINING ADA FIRE ALARM-Bldg Improv		3,205					
26-0181-5822.9659	City Hall ADA Signage-Bldg Improvements					9,891		
26-0181-5822.9660	Senior Meal Site Kitchen Roof Venting					14,836		
26-0181-5922.9662	LAND IMPROVEMT-CityHall Pk Lot Lighting						340,000	340,000
<b>TOTAL CAPITAL IMPROVEMENTS - FUND 26</b>		<b>0</b>	<b>3,205</b>	<b>0</b>	<b>0</b>	<b>42,727</b>	<b>340,000</b>	<b>340,000</b>
<b>Fund 41 - CAPITAL OUTLAY FUND</b>								
<b>CAPITAL OUTLAY</b>								
41-0181-5812	FURNITURE/FIXTURES			3,000	3,000	3,000	250	250
41-0181-5815	SHOP EQUIPMENT	7,489	811					
41-0181-5822	BUILDING IMPROVEMENTS	8,059		10,000	10,000	10,000	29,100	29,100
41-0181-5841	COMPUTER EQUIPMENT		780					
<b>NET OF REVENUES/APPROPRIATIONS - CAPITAL OUTLAY</b>		<b>15,548</b>	<b>1,591</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>29,350</b>	<b>29,350</b>
<b>Fund 46 - CAPITAL IMPROVEMENT FUND</b>								
<b>CAPITAL OUTLAY</b>								
46-0181-5822.9001	SEWER & WATER BLDG			1,500,000	1,500,000			
46-0181-5822.9657	CITY HALL ROOF REPLACEMENT	1,456		475,000	475,000		475,000	475,000
46-0181-5822.9658	FIRE STATION #1 ROOF REPLACEMENT	3,780						
46-0181-5822.9687	FRANKLIN HISTORICAL SOCIETY BARN						20,000	20,000
46-0181-5822.9690	DPW SALT STORAGE BLDG ROOF REPLACEMENT		68,310					
<b>NET OF REVENUES/APPROPRIATIONS - CAPITAL OUTLAY</b>		<b>5,236</b>	<b>68,310</b>	<b>1,975,000</b>	<b>1,975,000</b>	<b>0</b>	<b>495,000</b>	<b>495,000</b>
<b>+C84+C74+C65+C56</b>		<b>213,886</b>	<b>250,856</b>	<b>2,193,376</b>	<b>2,193,376</b>	<b>249,184</b>	<b>1,073,745</b>	<b>1,073,745</b>

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# INSURANCE

194

**DEPARTMENT:** Insurance

**PROGRAM MANAGER:** Director of Administration

**PROGRAM DESCRIPTION:**

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

**BUDGET SUMMARY:**

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets. Increases in total payroll and changes in State-set rates will offset an increase in the State-determined modification factor that is applied to the City of Franklin. The result is relative stability in Workers Compensation for 2016.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) In 2014 the insurance market place experienced some increases that were reflected through increased appropriations. The largest increase was in the building and personal property insurance that the City has historically obtained through the Local Government Property Insurance Fund (LGPIF). New management at LGPIF led to some changes that pushed rates up resulting in an increase in appropriations of \$17,050 in 2014. For 2015, however, only a small increase was expected. For 2016, the State budget was passed with the continuance of the LGPIF but with an 85% overall rate increase. The City will be pursuing additional renewal quotes for its 2016 property insurance; nonetheless, increases were scheduled wherever LGPIF is currently involved.

CITY OF FRANKLIN, WI  
INSURANCE DEPT - 194

GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
Dept 0194-INSURANCE								
FACILITY CHARGES								
01-0194-5511	BUILDING INSURANCE	37,628	45,748	46,650	46,650	46,650	63,675	63,675
01-0194-5512	AUTO/EQUIPMENT INSURANCE	73,672	75,125	77,700	77,700	77,700	77,700	77,700
01-0194-5513	PUBLIC LIABILITY	108,024	110,638	112,300	112,300	98,000	100,000	100,000
01-0194-5514	PROFESSIONAL LIABILITY	43,408	44,084	44,725	44,725	40,000	40,000	40,000
01-0194-5515	BOILER INSURANCE	5,331	5,859	6,000	6,000	6,000	6,000	6,000
01-0194-5516	UMBRELLA INSURANCE	15,484	15,484	16,200	16,200	16,200	16,200	16,200
01-0194-5517	WORKERS COMPENSATION INS.	380,207	349,004	530,000	530,000	515,000	531,000	531,000
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	54,552	55,368	56,200	56,200	56,200	56,200	56,200
01-0194-5521	MONIES & SECURITIES	1,699						
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(242,968)	(244,536)	(254,000)	(254,000)	(254,000)	(254,000)	(254,000)
01-0194-5561	WORKERS COMP-CONTRA	(380,207)	(349,004)	(530,000)	(530,000)	(530,000)	(530,867)	(530,867)
<b>TOTAL FACILITY CHARGES</b>		<b>66,800</b>	<b>107,748</b>	<b>105,775</b>	<b>105,775</b>	<b>86,750</b>	<b>105,908</b>	<b>105,908</b>

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

**DEPARTMENT:** Unclassified, Contingency & Anticipated Under spending

**PROGRAM MANAGER:** Director of Finance & Treasurer

**PROGRAM DESCRIPTION:** These programs provide for miscellaneous accounts that are not contained in department operating budgets.

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

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

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

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

CITY OF FRANKLIN, WI UNCLASSIFIED & CONTINGENCY - DEPT 198 & 199								
GL NUMBER	DESCRIPTION	2013 ACTIVITY	2014 ACTIVITY	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	2015 PROJECTED ACTIVITY	2016 PROPOSED BUDGET	2016 ADOPTED BUDGET
<b>Dept 0198-UNCLASSIFIED EXPENSES</b>								
01-0198-5543	REFUNDED PROPERTY TAXES		1,939	2,500	2,500		2,500	2,500
01-0199-5110	RESTRICTED CONTINGENCY		28,000	950,000	927,500		375,000	375,000
01-0199-5499	UNRESTRICTED CONTINGENCY	400	39,968	115,000	197,233		175,000	175,000
01-0199-5497	ANTICIPATED UNDEREXPENDITURE			(360,300)	(360,300)		(470,220)	(470,220)
<b>TOTAL UNCLASSIFIED &amp; CONTINGENCY - GEN FUND</b>		<b>400</b>	<b>69,907</b>	<b>707,200</b>	<b>766,933</b>	<b>0</b>	<b>82,280</b>	<b>82,280</b>

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