

**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 2023.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, who 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 2021 budget remains essentially the same as the 2020 budget, with the exception of \$150 added for printing and subscriptions, and \$3,150 added for recognition awards.

City of Franklin, WI
 Mayor - Dept 101

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0101 - MAYOR							
PERSONAL SERVICES							
01-0101-5113	SALARIES-PT	16,800	16,800	16,800	16,800	16,800	16,800
	PERSONAL SERVICES	16,800	16,800	16,800	16,800	16,800	16,800
EMPLOYEE BENEFITS							
01-0101-5151	FICA	1,652	1,652	1,652	1,652	1,652	1,652
01-0101-5156	WORKERS COMPENSATION INS	34	30	39	30	30	36
	EMPLOYEE BENEFITS	1,686	1,682	1,691	1,682	1,682	1,688
SUPPLIES							
01-0101-5313	PRINTING	100	100	50			
01-0101-5329	OPERATING SUPPLIES	1,000	1,000	400	1,000		
	SUPPLIES	1,100	1,100	450	1,000		
SERVICES & CHARGES							
01-0101-5422	SUBSCRIPTIONS	100	100	100	50	90	
01-0101-5425	CONFERENCES & SCHOOLS	1,000	1,000		1,000		
01-0101-5432	MILEAGE	4,800	4,800	4,800	4,800	4,800	4,800
	SERVICES & CHARGES	5,900	5,900	4,900	5,850	4,890	4,800
CLAIMS, CONTRIB AND AWARDS							
01-0101-5734	VOLUNTEER RECOGNITION	5,000	1,000	250	1,000	156	
	CLAIMS, CONTRIB AND AWARDS	5,000	1,000	250	1,000	156	
Totals for dept 0101 - MAYOR		30,486	26,482	24,091	26,332	23,528	23,288
APPROPRIATIONS - FUND 01		30,486	26,482	24,091	26,332	23,528	23,288

**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	Finance Committee
Board of Health	Library Board
Board of Review	License Committee
Board of Public Works	Parks Commission
Board of Water Commissioners	Personnel Committee
Board of Zoning and Building Appeals	Plan Commission
Civic Celebrations Commission	Police and Fire Commission
Community Development Authority	Quarry Monitoring Committee
Economic Development Commission	Technology Commission
Environmental Commission	Tourism Commission
Fair 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)	2016	2017	2018	2019	2020	2021
Six Aldermen (part-time, elected)	N/A	N/A	N/A	N/A	N/A	NA
Total	0.00	0.00	0.00	0.0	0.00	0.00

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019	2020*	2021*
Ordinances passed	47	61	39	54	50	50
Resolutions passed	75	100	115	114	115	115
Common Council meeting hours	60	45	57	60	60	60

*Forecast

BUDGET SUMMARY:

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

Wisconsin Policy Forum Inc.	\$1,720
Intergovernmental Cooperation Council	350
League of Wisconsin Municipalities and Urban Alliance	10,506
Amer. Society of Composers, Authors, Publishers	325
South Suburban Chamber of Commerce	150
Broadcast Music, Inc.	350
SESAC (Society of European Stage Authors and Composers)	<u>350</u>
Total	13,751

City of Franklin, WI
 Aldermen - Dept 102

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Fund 01 GENERAL FUND							
Dept 0102 - ALDERMEN							
PERSONAL SERVICES							
01-0102-5113	SALARIES-PT	43,200	43,200	43,200	43,200	43,200	43,200
	PERSONAL SERVICES	43,200	43,200	43,200	43,200	43,200	43,200
EMPLOYEE BENEFITS							
01-0102-5151	FICA	4,131	4,131	4,131	4,131	4,131	4,131
01-0102-5156	WORKERS COMPENSATION INS	86	78	97	78	78	72
	EMPLOYEE BENEFITS	4,217	4,209	4,228	4,209	4,209	4,203
SUPPLIES							
01-0102-5313	PRINTING	100	100	100	100	192	
	SUPPLIES	100	100	100	100	192	
SERVICES & CHARGES							
01-0102-5424 *	MEMBERSHIPS/DUES	13,750	13,750	12,000	13,751	12,040	11,415
01-0102-5425	CONFERENCES & SCHOOLS	200	200	200	500		101
01-0102-5432	MILEAGE	10,800	10,800	10,800	10,800	10,800	10,800
	SERVICES & CHARGES	24,750	24,750	23,000	25,051	22,840	22,316
CLAIMS, CONTRIB AND AWARDS							
01-0102-5734 *	VOLUNTEER RECOGNITION	500	500	100	500		133
	CLAIMS, CONTRIB AND AWARDS	500	500	100	500		133
Totals for dept 0102 - ALDERMEN		72,767	72,759	70,628	73,060	70,441	69,852

* NOTES TO BUDGET DEPARTMENT 0102 ALDERMEN

5424	MEMBERSHIPS/DUES						
	FOOTNOTE AMOUNTS.	9,620	9,620				
	League of WI Municipalities						
	FOOTNOTE AMOUNTS	325	325				
	ASCAP - music license						
	FOOTNOTE AMOUNTS	150	150				
	South Suburb Chamber of Commerce						
	FOOTNOTE AMOUNTS	350	350				
	Intergovernmental Cooperation Council						
	FOOTNOTE AMOUNTS	1,720	1,720				
	Public Policy Forum						
	FOOTNOTE AMOUNTS	350	350				
	Broadcast Music, Inc. for Civic Celebration music use						
	FOOTNOTE AMOUNTS	350	350				
	SESAC (Society of European Stage Authors and Composers)						
	Other						

City of Franklin, WI
 Aldermen - Dept 102

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Fund 01 GENERAL FUND							
Dept 0102 - ALDERMEN							
	FOOTNOTE AMOUNTS:	885	885				
	Urban Alliance						
	ACCOUNT '5424' TOTAL	13,750	13,750				
5734	VOLUNTEER RECOGNITION						
	FOOTNOTE AMOUNTS:	500	500				
	Volunteer recogniton - Boards & Commissions						
	DEPT '0102' TOTAL	14,250	14,250				
APPROPRIATIONS - FUND 01		72,767	72,759	70,628	73,060	70,441	69,852

**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, who is 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, very limited, 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 is accounted for in a separate program.

SERVICES:

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

STAFFING:

Authorized Positions (FTE)	2016	2017	2018	2019	2020	2021
Municipal Judge (part-time, elected)	N/A	N/A	N/A	N/A	N/A	N/A
Court Clerk *	2.50	2.50	2.50	2.50	2.50	2.50
Total	2.50	2.50	2.50	2.50	2.50	2.50

* Administration and Human Resource support through the Police Department.

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019	2020*	2021*
Municipal court cases	10,533	9,447	9,999	9,191	6,983	11,165

* Forecast / 2020 cases much lower due to the COVID-19 Pandemic.

BUDGET SUMMARY:

Two daytime and four nighttime court sessions per month are generally held. Associated revenues from fines and forfeitures have continued to trend upward. The budget anticipates consideration of a review of and implementation of an increase of fine rates for 2021, which would have an impact in 2021.

Beginning in 2018, the Court has pursued the State Debt Collection (SDC) program which diverts individual state income tax refunds to settle outstanding court-imposed municipal fines and forfeitures. This program has had the result of increasing revenue and effectively eliminating the boarding of prisoners.

City of Franklin, WI
 Municipal Court - Dept 121

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0121 - MUNICIPAL COURT							
PERSONAL SERVICES							
01-0121-5111	SALARIES-FT	101,830	101,623	97,945	98,725	94,344	89,338
01-0121-5113	SALARIES-PT	41,419	41,378	43,141	42,396	41,288	41,178
01-0121-5117	SALARIES-OT	1,200	1,200	1,200	1,200	273	255
01-0121-5118	COMPTIME TAKEN				1,000	2,168	1,545
01-0121-5133	LONGEVITY	390	390	375	450	450	450
01-0121-5134	HOLIDAY PAY	7,436	7,420	7,787	7,329	7,118	6,802
01-0121-5135	VACATION PAY	9,595	9,576	8,993	9,472	8,927	9,758
	PERSONAL SERVICES	161,870	161,587	159,441	160,572	154,568	149,326
EMPLOYEE BENEFITS							
01-0121-5151	FICA	12,383	12,361	12,197	12,284	11,104	10,261
01-0121-5152	RETIREMENT	5,923	5,912	7,839	7,027	8,384	6,455
01-0121-5153	RETIREE GROUP HEALTH	234	234	243	305	251	275
01-0121-5154	GROUP HEALTH & DENTAL	7,839	8,458	8,434	12,379	12,215	14,075
01-0121-5155	LIFE INSURANCE	537	537	522	635	540	528
01-0121-5156	WORKERS COMPENSATION INS	323	290	281	288	271	270
	EMPLOYEE BENEFITS	27,239	27,792	29,516	32,918	32,765	31,864
CONTRACTUAL SERVICES							
01-0121-5219	OTHER PROFESSIONAL SERVICES	1,400	1,400	1,400	1,400	1,340	1,400
01-0121-5257	SOFTWARE MAINTENANCE	11,500	11,500	11,000	11,500	10,409	9,613
01-0121-5294	PRISONER BOARDING	2,000	2,000	750	2,000		20,607
01-0121-5298	COLLECTION SVCS/DOT SUSP FEE	650	650	250	650	213	840
	CONTRACTUAL SERVICES	15,550	15,550	13,400	15,550	11,962	32,460
SUPPLIES							
01-0121-5312	OFFICE SUPPLIES	2,675	2,675	800	875	2,057	830
	SUPPLIES	2,675	2,675	800	875	2,057	830
SERVICES & CHARGES							
01-0121-5410	DMV ACCESS SERVICE	1,250	1,250	1,200	1,200	1,200	1,200
01-0121-5422	SUBSCRIPTIONS	100	100		100		
01-0121-5424	MEMBERSHIPS/DUES	200	200	100	200	100	100
01-0121-5425	CONFERENCES & SCHOOLS	1,600	1,600	1,400	1,600	700	1,500
01-0121-5429	JURY/WITNESS FEES	100	100	100	100	(77)	(33)
	SERVICES & CHARGES	3,250	3,250	2,800	3,200	1,923	2,767
Totals for dept 0121 - MUNICIPAL COURT		210,584	210,854	205,957	213,115	203,275	217,247
APPROPRIATIONS - FUND 01		210,584	210,854	205,957	213,115	203,275	217,247

**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. Act as Clerk of the Board of Review as mandated by State Statutes.
- Complaint handling.
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents. Administer process of Economic Interest Statement filing pursuant to Franklin Municipal Code.
- Issue permits and licenses, as required by local and state laws. Also, administration of reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, weights and measures, and alarm permits, conducts background checks, and processes park deposit refunds.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections. Act as local election filing officer as required by State Statutes.
- Coordinate, prepare and distribute City directory and monthly calendar.
- Coordinate and administer Federal Census projects on a municipal level, and prepare redistricting information for Common Council approval.

STAFFING:

Authorized Positions (FTE)	2016	2017	2018	2019	2020	2021
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	0	0	0	0
Secretary	.50	.50	1.12	1.12	1.50	1.50
Temporary Help	.00	.00	.00	.00	.00	.00
Total	4.12	4.12	4.12	4.12	4.50	4.50

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019	2020*	2021*
Liquor licenses	55	56	56	56	56	56
Bartenders licenses	393	392	378	370	300	300
Park Permits	175	202	216	220	**140	220
Property status reports	250	193	186	175	275	250
Burn permits	292	261	235	250	237	250
Complaints	386	372	383	509	500	500
Registered voters	22,274	21,862	21,500	21,683	22,700	23,500
Elections held	4	2	4	2	4	2

*Forecast

**The City Clerk's office processed 70 cancellations of reservations due to COVID-19.

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, with CIBR checks now performed by Clerk's office staff).
- 3) Election decrease in funding is due to two elections scheduled in 2021 vs. four scheduled elections held in 2020. [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 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 poll workers, ballot printing, and machine tabulating. In addition, the State of Wisconsin Statewide Voter Registration System was replaced at the 2016 February Spring Primary, with costly impacts to the process for municipalities required to conduct and report elections by ward. With the prior software, Franklin was able to combine poll lists in each Aldermanic District and still report by ward due to coding which designated

the specific ballot voters were to receive by ward. The statewide registration system, WisVote, requires separate poll lists for each ward, thereby increasing the pre-election work from “six Aldermanic Districts times everything” to “twenty-five Wards times everything”. This also increased the number of poll workers needed on election day just to work at the poll lists and directing voters to the correct ward line and covering the requirement for separate ward poll books.]

- 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. (See explanation in #3 above.)
- 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). One additional ballot scanner was purchased in 2020.
- 6) 01.0142.5313 Printing has been increased to provide for printing and postage of redistricting information to all registered voters following County, then City, then State approvals based upon Federal Census results.
- 7) 01.142.5425 Conferences and Schools in the Elections Budget includes funding for State-mandated training for Chief Election Inspectors (poll worker chairmen at each polling location) and election-related training for City Clerk’s office personnel.
- 8) 01.142.5433 Equipment Rental covers \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

City of Franklin, WI
 City Clerk - Dept 141

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0141 - CITY CLERK							
PERSONAL SERVICES							
01-0141-5111	SALARIES-FT	175,784	175,425	176,639	214,891	177,779	171,652
01-0141-5113	SALARIES-PT	65,118	64,986	52,234	21,451	41,093	41,684
01-0141-5115	SALARIES-TEMP	601	600	593	601		
01-0141-5117	SALARIES-OT	2,000	2,000	2,000	2,000	35	(2,481)
01-0141-5118	COMPTIME TAKEN		2,000		2,000	1,267	2,597
01-0141-5133	LONGEVITY	405	405	476	540	540	568
01-0141-5134	HOLIDAY PAY	14,651	14,621	14,381	14,591	13,236	12,212
01-0141-5135	VACATION PAY	18,081	18,044	19,531	19,996	17,158	16,525
	PERSONAL SERVICES	276,640	278,081	265,854	276,070	251,108	242,757
EMPLOYEE BENEFITS							
01-0141-5151	FICA	21,163	21,120	20,338	21,043	18,437	18,123
01-0141-5152	RETIREMENT	18,633	18,595	17,905	17,152	15,139	12,242
01-0141-5153	RETIREE GROUP HEALTH	616	615	645	811	673	743
01-0141-5154	GROUP HEALTH & DENTAL	25,599	27,718	26,907	46,061	27,923	34,290
01-0141-5155	LIFE INSURANCE	1,269	1,269	1,051	495	966	979
01-0141-5156	WORKERS COMPENSATION INS	552	496	477	1,269	443	442
01-0141-5199 *	ALLOCATED PAYROLL COST	(10,200)	(10,200)	(9,900)	(9,900)	(8,900)	(8,900)
	EMPLOYEE BENEFITS	57,632	59,613	57,423	76,931	54,681	57,919
CONTRACTUAL SERVICES							
01-0141-5223 *	FILING FEES	1,000	1,000	1,000	1,000	720	1,350
01-0141-5299 *	SUNDRY CONTRACTORS	7,000	7,000	6,000	6,000	4,227	6,654
	CONTRACTUAL SERVICES	8,000	8,000	7,000	7,000	4,947	8,004
SUPPLIES							
01-0141-5312	OFFICE SUPPLIES	900	900	900	900	993	1,052
01-0141-5313	PRINTING	400	400	200	400	127	133
	SUPPLIES	1,300	1,300	1,100	1,300	1,120	1,185
SERVICES & CHARGES							
01-0141-5421	OFFICIAL NOTICES/ADVERTISING	9,000	9,000	9,000	9,000	8,010	8,578
01-0141-5422	SUBSCRIPTIONS	100	100	100	100	115	100
01-0141-5424 *	MEMBERSHIPS/DUES	1,100	1,100	750	800	685	720
01-0141-5425 *	CONFERENCES & SCHOOLS	3,000	3,000	1,200	3,000	1,027	1,117
01-0141-5432	MILEAGE	800	800	500	800	444	459
01-0141-5471	BACKGROUND CHECKS	5,200	5,200	5,200	5,200	5,488	4,620
	SERVICES & CHARGES	19,200	19,200	16,750	18,900	15,769	15,594
Totals for dept 0141 - CITY CLERK							
		362,772	366,194	348,127	380,201	327,625	325,459

* NOTES TO BUDGET DEPARTMENT 0141 CITY CLERK

5199 ALLOCATED PAYROLL COST

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0141 - CITY CLERK							
	FOOTNOTE AMOUNTS	(7,320)					
	Charges to Sewer & Water						
	FOOTNOTE AMOUNTS.	(2,880)					
	Charges to TID's - @ \$480 per year per TID						
	ACCOUNT '5199' TOTAL	(10,200)					
5223	FILING FEES						
	FOOTNOTE AMOUNTS.	1,000	1,000				
	Recording Resolutions and other Documents with Register of Deeds Office						
5299	SUNDRY CONTRACTORS						
	FOOTNOTE AMOUNTS:	7,000	7,000				
	Quarterly updates to Municipal Code and annual maintenance charge						
5424	MEMBERSHIPS/DUES						
107	FOOTNOTE AMOUNTS.	1,100	1,100				
	City Clerk, Deputy City Clerk, and Administrative Clerk membership dues are covered in this account.						
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS	3,000	3,000				
	Conferences and schools for all members of the Clerk's office.						
	DEPT '0141' TOTAL	1,900	12,100				
APPROPRIATIONS - FUND 01		362,772	366,194	348,127	380,201	327,625	325,459

City of Franklin, WI
 Elections - Dept 142

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0142 - ELECTIONS							
PERSONAL SERVICES							
01-0142-5111	SALARIES-FT	884	882	9,029	3,002	1,021	2,414
01-0142-5113	SALARIES-PT	532	531	1,741	4,029	616	2,048
01-0142-5115	SALARIES-TEMP	22,040	22,040	46,299	49,074	10,150	41,496
01-0142-5117	SALARIES-OT	4,676	4,673	11,584	12,000	1,504	6,315
01-0142-5133	LONGEVITY	1		20	6		
	PERSONAL SERVICES	28,133	28,126	68,673	68,111	13,291	52,273
EMPLOYEE BENEFITS							
01-0142-5151	FICA	215	214	1,881	669	247	812
01-0142-5152	RETIREMENT	213	213	859	487	238	557
01-0142-5153	RETIREE GROUP HEALTH	10	10	11	37	17	57
01-0142-5154	GROUP HEALTH & DENTAL	248	283	803	906	168	939
01-0142-5155	LIFE INSURANCE	13	13	49	26	10	30
01-0142-5156	WORKERS COMPENSATION INS	90	82	160	168	55	172
	EMPLOYEE BENEFITS	789	815	3,763	2,293	735	2,567
CONTRACTUAL SERVICES							
01-0142-5214 *	DATA PROCESSING SERVICES	2,500	2,500	1,500	1,500	2,678	1,411
01-0142-5242 *	EQUIPMENT MAINTENANCE	4,100	4,100	3,300	3,800	3,215	3,215
	CONTRACTUAL SERVICES	6,600	6,600	4,800	5,300	5,893	4,626
SUPPLIES							
01-0142-5312 *	OFFICE SUPPLIES	2,500	2,500	1,000	2,500	375	865
01-0142-5313 *	PRINTING	13,800	13,800	6,000	6,000	1,326	2,812
	SUPPLIES	16,300	16,300	7,000	8,500	1,701	3,677
SERVICES & CHARGES							
01-0142-5421 *	OFFICIAL NOTICES/ADVERTISING	700	700	700	700	605	607
01-0142-5425 *	CONFERENCES & SCHOOLS	600	600		600	38	
01-0142-5432 *	MILEAGE	200	200	100	200	16	79
	SERVICES & CHARGES	1,500	1,500	800	1,500	659	686
FACILITY CHARGES							
01-0142-5532 *	FACILITY RENTAL	600	600	1,200	1,200	450	1,200
	FACILITY CHARGES	600	600	1,200	1,200	450	1,200
Totals for dept 0142 - ELECTIONS		53,922	53,941	86,236	86,904	22,729	65,029

* NOTES TO BUDGET DEPARTMENT 0142 ELECTIONS

5214 DATA PROCESSING SERVICES

FOOTNOTE AMOUNTS 2,500 2,500
 Milw County Election Commission - programming of voting machines

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0142 - ELECTIONS 5242	EQUIPMENT MAINTENANCE						
	FOOTNOTE AMOUNTS:	4,100	4,100				
	Maintenance of the voting systems. Also backup and preservation is required of electronic data (from electronic voting systems), pursuant to Wis Stat 5 05(1)(e) and 5 06(6)						
5312	OFFICE SUPPLIES						
	FOOTNOTE AMOUNTS	2,500	2,500				
	Election supplies \$2,000 and cases for electronic pollbooks \$500						
5313	PRINTING						
	FOOTNOTE AMOUNTS.	13,800	13,800				
	Printing of ballots and absentee envelopes is included in this account. In 2021, a redistricting will occur and information will need to be printed and mailed to registered voters (which now is approximately 22,000)						
601 5421	OFFICIAL NOTICES/ADVERTISING						
	FOOTNOTE AMOUNTS	700	700				
	Franklin works with other Municipalities that share the same official newspaper, however when Franklin has a solo election, we bear full cost						
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS.	600	600				
	Funding for State Mandated training for Chief Election Inspectors (poll worker charmen at each polling location) and election-related training for City Clerk's office personnel						
5432	MILEAGE						
	FOOTNOTE AMOUNTS:	200	200				
5532	FACILITY RENTAL						
	FOOTNOTE AMOUNTS.	600	600				
	Dist 3 and Dist 6 x 2 elections x \$150/each location						
	DEPT '0142' TOTAL	25,000	25,000				
APPROPRIATIONS - FUND 01		53,922	53,941	86,236	86,904	22,729	65,029

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 website.
- Coordinate and monitor Internet and email access for City employees.
- Overall responsibility for GIS, Land Management, and Utility Billing software systems.
- Maintain the City's telecommunication services and equipment, and the City's public access television channel.

STAFFING:

The City's information services function is managed by the IT Director/Manager who is a professional in the information services area and reports to the Director of Administration. Primary staff support is provided through a professional services contract with an outside data processing technical support firm. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

ACTIVITY MEASURES:

Activity	2016*	2017*	2018*	2019*	2020*	2021*
Total City computers	268	289	289	325	353	353
Software applications	60	70	72	76	72	72
Est. Help Desk Requests	1,700	2,228	2,850	2,290	1,458	1,650

*Forecast

BUDGET SUMMARY:

- 1) Data Processing Services is used primarily to fund Heartland Business Systems (HBS), the contract agent that maintains our computer systems. Currently, core operations continue with a Level 2 Network Maintenance Technician at the Police Department who also assists other departments along with the IT Director. Current plans include maintaining this structure for 2021, but replacing the second help desk technician with a combination of managed services, remove support, and onsite support. Data Base Administrator (DBA) and specialty services are also acquired from HBS out of this account as well.
- 2) The IT Director manages current staffing contracts, which covers the City Hall and Police Department contracted staff and the GIS contracted staff. The IT Director also addresses technology related issues such as phones. Effectively, issues under the advisory purview of the Technology Commission fall under the day-to-day purview of the IT Director. The IT Director is not a department head level position and reports to the Director of Administration.
- 3) Capital Outlay purchases include:

Computer Equipment: Unexpected Hardware Replacements (\$5,000); Server & SAN Warranty Extensions (\$21,500); Disk Upgrade for VMWare Servers (\$12,500); Software: Unexpected Software Upgrades/Replacement (\$5,000).
- 4) Activity measures in this area are not historically precisely tracked or measurable. For example, Help Desk requests have always been estimated. A project for this division will be to identify appropriate measurable and relatable activity measures and accurate data gathering tools. To assist in this effort, the City is considering utilizing an outsourced ticket management system with reporting capabilities.
- 5) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Utility Operations, which are operated as Enterprise Funds.

City of Franklin, WI
 Information Services - Dept 144

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0144 - INFORMATION SERVICES							
PERSONAL SERVICES							
01-0144-5111	SALARIES-FT	72,776	244,928	123,580	88,390	88,484	85,226
01-0144-5113	SALARIES-PT						1,660
01-0144-5133	LONGEVITY	55	55				
01-0144-5134	HOLIDAY PAY	13,930	13,902	4,801	4,848	3,656	4,617
01-0144-5135	VACATION PAY	12,316	12,291	10,073	3,730	3,291	3,212
PERSONAL SERVICES		99,077	271,176	138,454	96,968	95,431	94,715
EMPLOYEE BENEFITS							
01-0144-5151	FICA	7,579	20,745	10,592	7,418	6,784	6,869
01-0144-5152	RETIREMENT	6,688	18,304	9,346	6,545	6,256	4,687
01-0144-5153	RETIREE GROUP HEALTH	374	1,028	564	495	413	469
01-0144-5154	GROUP HEALTH & DENTAL	17,969	75,570	33,469	19,401	19,752	17,640
01-0144-5155	LIFE INSURANCE	459	1,265	499	449	432	426
01-0144-5156	WORKERS COMPENSATION INS	197	487	247	175	182	162
01-0144-5199 *	ALLOCATED PAYROLL COST	(30,000)					
EMPLOYEE BENEFITS		3,266	117,399	54,717	34,483	33,819	30,253
CONTRACTUAL SERVICES							
01-0144-5214 *	DATA PROCESSING SERVICES	145,000		43,000	137,000	125,025	106,999
01-0144-5215	GIS SUPPORT SERVICES	109,122	109,122	105,000	109,000	103,565	102,258
01-0144-5242	EQUIPMENT MAINTENANCE	35,115	35,115	35,000	36,000	20,685	18,784
01-0144-5257 *	SOFTWARE MAINTENANCE	68,726	74,346	70,000	74,308	89,733	53,944
01-0144-5299	SUNDRY CONTRACTORS	15,920	15,920	5,000	10,320	5,735	4,004
CONTRACTUAL SERVICES		373,883	234,503	258,000	366,628	344,743	285,989
SUPPLIES							
01-0144-5312	OFFICE SUPPLIES	200	200	100	200	97	55
01-0144-5329	OPERATING SUPPLIES	1,500	1,500	1,200	1,500	1,366	1,408
01-0144-5333	EQUIPMENT SUPPLIES	5,450	5,450	5,000	5,250	5,249	4,113
SUPPLIES		7,150	7,150	6,300	6,950	6,712	5,576
SERVICES & CHARGES							
01-0144-5410	DATA COMMUN-INTERNET SERVICE	16,794	15,594	8,000	25,300	8,166	9,189
01-0144-5415	TELEPHONE	33,409	33,409	30,000	29,000	51,166	25,753
01-0144-5425	CONFERENCES & SCHOOLS	1,500	1,500	1,500	2,000	658	1,467
SERVICES & CHARGES		51,703	50,503	39,500	56,300	59,990	36,409
Totals for dept 0144 - INFORMATION SERVICES		535,079	680,731	496,971	561,329	540,695	452,942

* NOTES TO BUDGET DEPARTMENT 0144 INFORMATION SERVICES

5199 ALLOCATED PAYROLL COST

FOOTNOTE AMOUNTS (30,000)
 Charges to Sewer & Water for IT services

City of Franklin, WI
 Information Services - Dept 144

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0144 - INFORMATION SERVICES							
5214	DATA PROCESSING SERVICES						
	FOOTNOTE AMOUNTS.	135,000					
	Information Technology support with Part time On site contract staff to aid users with server, connectivity and technical support						
	FOOTNOTE AMOUNTS.	10,000					
	Mayor's Recommend						
	ACCOUNT '5214' TOTAL	145,000					
5257	SOFTWARE MAINTENANCE						
	FOOTNOTE AMOUNTS	74,346		70,000			
	Dept Req						
	FOOTNOTE AMOUNTS.	(8,000)					
	Remove 2 CAD licenses used primarily by Engineering						
	FOOTNOTE AMOUNTS	2,380					
	Mayor's Recommend						
	ACCOUNT '5257' TOTAL	68,726		70,000			
	DEPT '0144' TOTAL	183,726		70,000			
113	APPROPRIATIONS - FUND 01	535,079	680,731	496,971	561,329	540,695	452,942

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 recruit, 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.
- Responsible for the annual development and 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 implemented 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 or provide for departmental staff support to the Personnel Committee, Finance Committee, Fire & Police Commission, Technology Commission, and Civil Service Sub-Committee.

- Develop and coordinate the City's annual employee performance evaluation program.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Finance, Information Services, and Building Inspection offices and staff.

STAFFING:

Authorized Positions (FTE)	2016	2017	2018	2019	2020	2021
Director of Administration	1.00	1.00	1.00	1.00	1.00	1.00
Administrative staff	0	0	0	0	*1.00	0
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	*4.00	3.00

*Administrative Staff position was not filled in 2020.

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019	2020*	2021*
Labor Contracts Having Negotiations	2	0	2	2	1	1
Worker's Comp Claims	36	43	48	34	30	40
Job Analyses Conducted & Job Descriptions Revised	4	3	7	15	10	10
New Hires	15	14	25	26	23	25
Separations from Service	14	23	20	22	22	25
Turnover Rate	6.1%	10%	8.4%	9.2%	9.2%	10%
Civil Service Exams Administered	4	3	4	2	0	0

* Forecast

BUDGET SUMMARY:

1. Capital Outlay appropriations of \$4,000 are included for Technology Improvements for the 2021 budget.
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 previously established by the Common Council. 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 or the replacement programs, which are separately expensed to the fund.
3. Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to other funds for work completed for those funds.

City of Franklin, WI
 Administration - Dept 147

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0147 - ADMINISTRATION							
PERSONAL SERVICES							
01-0147-5111	SALARIES-FT	219,812	303,268	177,379	287,152	222,048	217,390
01-0147-5117	SALARIES-OT	1,500	1,500	1,500	1,500	3,575	562
01-0147-5118	COMPTIME TAKEN					640	355
01-0147-5133	LONGEVITY	420	420	345	455	420	420
01-0147-5134	HOLIDAY PAY	13,421	16,746	15,454	14,076	13,745	13,241
01-0147-5135	VACATION PAY	16,929	19,289	28,622	22,642	20,093	17,340
	PERSONAL SERVICES	252,082	341,223	223,300	325,825	260,521	249,308
EMPLOYEE BENEFITS							
01-0147-5151	FICA	19,284	26,104	12,684	24,926	18,531	18,425
01-0147-5152	RETIREMENT	12,604	17,540	14,415	21,950	17,078	12,556
01-0147-5153	RETIREE GROUP HEALTH	947	1,286	630	1,333	1,108	1,249
01-0147-5154	GROUP HEALTH & DENTAL	35,993	67,825	26,760	56,674	39,280	35,735
01-0147-5155	LIFE INSURANCE	1,163	1,519	620	1,218	1,145	1,133
01-0147-5156	WORKERS COMPENSATION INS	503	613	280	1,207	468	444
01-0147-5199	ALLOCATED PAYROLL COST	(59,760)	(20,160)	(21,600)	(21,600)	(20,400)	(21,771)
	EMPLOYEE BENEFITS	10,734	94,727	33,789	85,708	57,210	47,771
CONTRACTUAL SERVICES							
01-0147-5211	MEDICAL SERVICES	9,500	9,500	6,500	9,500	6,585	7,959
01-0147-5219	OTHER PROFESSIONAL SERVICES	15,000	15,000	3,500	15,000		40,785
01-0147-5241	AUTO MAINTENANCE	600	600		600		
01-0147-5242	EQUIPMENT MAINTENANCE	1,900	1,900	775	1,900	1,422	1,460
01-0147-5252	LABOR ATTORNEY	20,000	20,000	6,500	20,000	2,870	13,748
01-0147-5287	UNEMPLOYMENT COSTS	4,000	4,000	1,600	4,000	2,813	8,930
01-0147-5299	SUNDRY CONTRACTORS	4,200	4,200	3,700	4,200	3,772	3,772
	CONTRACTUAL SERVICES	55,200	55,200	22,575	55,200	17,462	76,654
SUPPLIES							
01-0147-5311	POSTAGE	42,000	42,000	37,500	42,000	30,310	34,184
01-0147-5312	OFFICE SUPPLIES	1,150	1,150	1,200	1,150	1,145	1,114
01-0147-5313	PRINTING	8,100	8,100	7,200	8,100	7,983	7,032
01-0147-5328	EMPLOYMENT TESTING & EDUCATION S	3,000	3,000	500	3,000	1,525	1,120
01-0147-5329	OPERATING SUPPLIES	4,000	4,000	2,500	4,000	2,197	2,212
01-0147-5331	FUEL/LUBRICANTS-Admin	300	300	125	300	127	185
01-0147-5332	VEHICLE SUPPORT	480	480	480	480	5,880	3,001
01-0147-5399	MISCELLANEOUS SUPPLIES	100	100	100		225	40
	SUPPLIES	59,130	59,130	49,605	59,030	49,392	48,888
SERVICES & CHARGES							
01-0147-5421	OFFICIAL NOTICES/ADVERTISING	1,600	1,600	500	1,600	100	1,074
01-0147-5422	SUBSCRIPTIONS	675	675	650	675	650	668
01-0147-5424	MEMBERSHIPS/DUES	1,950	1,950	1,700	1,950	2,872	1,790
01-0147-5425	CONFERENCES & SCHOOLS	3,200	3,200	750	3,200	25	403
01-0147-5428	ALLOCATED INSURANCE COST	200	200	200	200	200	200

City of Franklin, WI
 Administration - Dept 147

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0147 - ADMINISTRATION							
SERVICES & CHARGES							
01-0147-5432	MILEAGE	600	600	300	600	418	526
01-0147-5433	EQUIPMENT RENTAL	6,200	6,200	4,500	6,200	4,871	4,160
01-0147-5470	RECRUITING						1,622
	SERVICES & CHARGES	<u>14,425</u>	<u>14,425</u>	<u>8,600</u>	<u>14,425</u>	<u>9,136</u>	<u>10,443</u>
CLAIMS, CONTRIB AND AWARDS							
01-0147-5726	EMPLOYEE RECOGNITION	1,000	1,000		1,000		47
	CLAIMS, CONTRIB AND AWARDS	<u>1,000</u>	<u>1,000</u>		<u>1,000</u>		<u>47</u>
Totals for dept 0147 - ADMINISTRATION		<u>392,571</u>	<u>565,705</u>	<u>337,869</u>	<u>541,188</u>	<u>393,721</u>	<u>433,111</u>
APPROPRIATIONS - FUND 01		<u>392,571</u>	<u>565,705</u>	<u>337,869</u>	<u>541,188</u>	<u>393,721</u>	<u>433,111</u>

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 operations. This includes the maintenance of all financial records for the City and Utilities, 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 outside investment managers. The department is also responsible for property tax billing and 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 for 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. In the fall of 2017, new Special Assessment software was installed. The 2018 tax collection included on line payments, escrow payments and automating lockbox collection application. 2019 plans include converting paper timesheets to an electronic format integrated with Public Safety longer term scheduling. The addition of updated utility billing software should permit online utility payments, this change is planned for 2019 Q3 or 2020 Q1.

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

SERVICES:

- Serve as the City's Chief Financial Officer
- Preparation of monthly and annual financial statements
- Preparation of the Comprehensive Annual Financial Report (CAFR) 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 City monies (except Library, Municipal Court & Police)
- Manage City bank accounts (except Library accounts)
- Dog and cat licensing.

STAFFING:

Authorized Positions (FTE)	2016	2017	2018	2019	2020	2021
Director of Finance & Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	0	0	0	0	0	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	.75	.75	.75
Cashier/Clerk	.56	.56	.56	.50	.50	.50
Cashiers (seasonal)	.25	.25	.25	.25	.25	.25
Total	6.60	6.60	6.60	6.73	6.73	7.73

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019	2020*	2021*
Disbursement Checks	6,268	5,552	5,224	5,111	5,200	5,200
Employees Paid bi-weekly	252	244		246	250	250
Property Tax Bills	13,784	13,362	13,280	13,896	13,900	13,900
Water/Sewer Payments	39,015	39,378	39,505	39,659	39,600	39,700
General Receipts Processed	18,146	10,064	11,290	13,506	13,500	13,750
Dog/Cat licenses	512	542	516	511	525	525
Assessment Invoices	nil	nil		Nil	nil	nil
Customer Invoices	1,103	1,172	1,373	1,417	1,350	1,350
Purchase Requisitions Used	145	128	155	168	160	160

* Forecast

BUDGET SUMMARY:

- 1) The department uses lockbox processing, outsourced payroll processing, outsourced property tax bill printing and mailing and temporary seasonal help to minimize staffing while maintaining efficient customer services.
- 2) Allocated Payroll Costs – This represents the portion of the departmental personal expense charged to other funds (i.e. TIF Districts, sewer and water operations).
- 3) In 2021, a mid-year hire of a potential successor Director of Finance is budgeted as for a one cycle training of Budget and Year End financial statement projects
- 4) In 2021, a charge to the OPEB Trust for management of the investment portfolio was initiated.

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0151 - FINANCE							
PERSONAL SERVICES							
01-0151-5111	SALARIES-FT	302,467	352,929	247,683	303,865	265,506	258,491
01-0151-5113	SALARIES-PT	71,259	66,914	95,081	60,805	94,279	93,041
01-0151-5115	SALARIES-TEMP	4,880	4,870	4,810	4,906	1,958	1,437
01-0151-5117	SALARIES-OT	1,200	1,200		1,200	72	
01-0151-5118	COMPTIME TAKEN						312
01-0151-5133	LONGEVITY	600	600	730	855	830	795
01-0151-5134	HOLIDAY PAY	15,679	18,741	17,700	18,591	18,824	16,620
01-0151-5135	VACATION PAY	21,738	22,799	28,484	27,037	20,231	20,708
		<u>417,823</u>	<u>468,053</u>	<u>394,488</u>	<u>417,259</u>	<u>401,700</u>	<u>391,404</u>
PERSONAL SERVICES							
EMPLOYEE BENEFITS							
01-0151-5151	FICA	31,963	35,806	30,178	31,920	29,811	29,023
01-0151-5152	RETIREMENT	21,399	25,241	18,829	19,421	18,573	16,493
01-0151-5153	RETIREE GROUP HEALTH	1,141	1,139	1,005	1,262	1,045	1,172
01-0151-5154	GROUP HEALTH & DENTAL	42,180	64,099	48,444	36,562	37,134	59,427
01-0151-5155	LIFE INSURANCE	1,473	1,737	1,444	1,603	1,242	1,276
01-0151-5156	WORKERS COMPENSATION INS	835	842	703	750	720	702
01-0151-5199 *	ALLOCATED PAYROLL COST	(92,340)	(84,840)	(88,900)	(88,900)	(81,200)	(72,360)
		<u>6,651</u>	<u>44,024</u>	<u>11,703</u>	<u>2,618</u>	<u>7,325</u>	<u>35,733</u>
EMPLOYEE BENEFITS							
CONTRACTUAL SERVICES							
01-0151-5215 *	P/R & H/R PROCESSING FEES	53,300	53,300	39,000	53,300	42,569	41,094
01-0151-5219 *	OTHER PROFESSIONAL SERVICES	3,800	3,800	23,000	3,800	2,500	
01-0151-5242	EQUIPMENT MAINTENANCE	900	900	900		884	1,153
01-0151-5257 *	SOFTWARE MAINTENANCE	25,000	25,000	24,900	24,900	25,073	23,262
01-0151-5299 *	REAL ESTATE TAX BILL PREP	15,000	15,000	14,250	14,250	14,771	12,573
		<u>98,000</u>	<u>98,000</u>	<u>102,050</u>	<u>96,250</u>	<u>85,797</u>	<u>78,082</u>
CONTRACTUAL SERVICES							
SUPPLIES							
01-0151-5312	OFFICE SUPPLIES	2,200	2,200	2,200	2,200	2,236	1,022
01-0151-5313 *	PRINTING	1,700	1,700	1,100	1,100	1,478	1,054
		<u>3,900</u>	<u>3,900</u>	<u>3,300</u>	<u>3,300</u>	<u>3,714</u>	<u>2,076</u>
SUPPLIES							
SERVICES & CHARGES							
01-0151-5421 *	OFFICIAL NOTICES/ADVERTISING	2,500	2,500	2,000	2,000	2,858	2,447
01-0151-5424	MEMBERSHIPS/DUES	300	300	300	300	300	300
01-0151-5425 *	CONFERENCES & SCHOOLS	3,090	3,090	350	2,760	1,424	1,995
01-0151-5428	ALLOCATED INSURANCE COST	1,500	1,500	1,500	1,500	1,500	1,500
01-0151-5491 *	BANK FEES	13,200	13,200	13,000	9,600	9,150	6,007
		<u>20,590</u>	<u>20,590</u>	<u>17,150</u>	<u>16,160</u>	<u>15,232</u>	<u>12,249</u>
SERVICES & CHARGES							
Totals for dept 0151 - FINANCE		546,964	634,567	528,691	535,587	513,768	519,544

* NOTES TO BUDGET DEPARTMENT 0151 FINANCE

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0151 - FINANCE 5199	ALLOCATED PAYROLL COST						
	FOOTNOTE AMOUNTS	(50,880)					
	General Support for Sewer & Water Fund - collections, PSC reports, planning, vendor pymts						
	FOOTNOTE AMOUNTS	(7,500)					
	General Support to Self Funded Insurance Plan						
	FOOTNOTE AMOUNTS	(33,960)					
	General Support to TID's, annual updated financials, debt mngt, annual reporting						
	ACCOUNT '5199' TOTAL	(92,340)					
5215	P/R & H/R PROCESSING FEES						
	FOOTNOTE AMOUNTS.	41,600	41,600				
	The City contracts with ADP to provide payroll processing. Payrolls occur every two weeks. The service includes a Human Resource benefits module that tracks benefits elections and costs. ADP updates tax withholding tables as the Federal Government or WI Legislature updates tax tables. In addition, benefit costs are calculated and allocated at the Activity level by functionality in the ADP software.						
	FOOTNOTE AMOUNTS	11,700	11,700				
	The City plans to install electronic time & attendance software to replace paper time sheets/cards. The service cost is \$11,400 for the approximate 250 employees using the software. Some workers will not use this process for the handful of times per year they are paid.						
	ACCOUNT '5215' TOTAL	53,300	53,300				
5219	OTHER PROFESSIONAL SERVICES						
	FOOTNOTE AMOUNTS.	3,800	3,800				
	The City has contracted with Ehler's & Associates to assist with annual reports filed with Municipal Securities Rulemaking Board for compliance reporting on City Debt. The initial agreement terminated in Dec 2019. The City now has over eight issues outstanding, all of which have disclosure requirements. Ehler's maximum fee for 2021 is \$3,800.						
5257	SOFTWARE MAINTENANCE						
	FOOTNOTE AMOUNTS.	17,900	17,900				
	BS&A financial software is the City's financial software. It captures payments to vendors, cash receipting, miscellaneous billing, purchase commitments, special assessment billings and financial reporting. The software is the backbone of the budgeting process for all funds.						
	Assumed 4% increase in 2020						
	FOOTNOTE AMOUNTS	3,350	3,350				
	Special Assessment software maintenance agreement. Special Assessments are billed to residential property owners with a deferral period and then over 12 years. This software allows the record keeping associated with those billings at the property level.						
	Assumed a 4% increase in rate for 2020						

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0151 - FINANCE							
	FOOTNOTE AMOUNTS.	1,100	1,100				
	Real Asset Management provides the fixed Asset software This software contains all the fixed asset records for City and Utility assets						
	Assumed a 2% increase in cost.						
	FOOTNOTE AMOUNTS.	1,000	1,000				
	GCS Web portal for on-line tax payments Over 1200 property owners used this service in its first year of service Payment via the EPay service collects the payments faster via ACH transfer and the electronic information facilitates the faster application of the payments to property owner accounts						
	FOOTNOTE AMOUNTS:	1,650	1,650				
	BS&A web portal - allowing Managers to approve invoices away from the office on smart phones and tablets This facilitates the timely payment of vendor invoices for the bi-monthly payment cycle with Common Council meetings						
	Assumed a 3% increase in license fees						
	By Intergovernmental agreement, Milwaukee County pays the annual maintenance on the property tax billing and collection software - GCS thru Dec 2019 The agreement has a automatic five year estension provision, which is assumed for 2020 in 2014, the last year of that the City paid the maintenance itself, GCS billed \$6,170						
	The County purchases unpaid property tax bills in August each year By using the same software as the County, integration of the information transfer from the City to the County facilitates that sale of uncollected receivables						
	ACCOUNT '5257' TOTAL	25,000	25,000				
5299	REAL ESTATE TAX BILL PREP						
	FOOTNOTE AMOUNTS.	15,000	15,000				
	The City contracts with ABT Corp to print and mail annual property tax bills						
	Postage on 12,500 real estate account and 800 personal property accounts @ .52 cents each Postage is included in the base fee identified above						
	Envelopes to mail and return envelopes for the bills - 26,600 envelopes The cost of envelopes is included in the above base fee						
5313	PRINTING						
	FOOTNOTE AMOUNTS	750	750				
	Envelopes for outbound mail						
	FOOTNOTE AMOUNTS	950	950				
	Check supply for vendor payments and tax refunds						
	ACCOUNT '5313' TOTAL	1,700	1,700				
5421	OFFICIAL NOTICES/ADVERTISING						

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0151 - FINANCE							
	FOOTNOTE AMOUNTS:	2,500	2,500				
	Public Notice and Budget Ordinance publication	Each budget ordinance and budget amendment requires publication in the local newspaper					
<hr/>							
5425	CONFERENCES & SCHOOLS						
	FOOTNOTE AMOUNTS	400	400				
	Attendance fee for National GFOA Conference						
<hr/>							
	FOOTNOTE AMOUNTS	1,500	1,500				
	Travel costs for National GFOA conference in Chicago - 3 nights hotel @ \$215, misc local travel \$105 for the Director and Assistant Finance Director						
<hr/>							
	FOOTNOTE AMOUNTS	235	235				
	WI GFOA - Spring Conference - Conference fee - \$85, Hotel \$100, mileage \$50						
	FOOTNOTE AMOUNTS	500	500				
	WI GFOA - Winter Conference - Conference Fee - \$85, Hotel - \$100, mileage - \$50 x 2 persons						
	FOOTNOTE AMOUNTS	455	455				
	Ehler's Economic Development Conference - Fee - \$280 - Hotel - \$225, mileage - \$50						
	ACCOUNT '5425' TOTAL	3,090	3,090				
<hr/>							
5491	BANK FEES						
	FOOTNOTE AMOUNTS	6,600	6,600				
	The City bears the cost of bank services such as lock box processing of tax billings, online access to account activity and transfers between accounts, protections on check issuance to prevent un-authorized clearing of checks, fraud protections on electronic collection from the City by vendors, electronic collection of tax bills via ACH, electronic payment of employees via ACH, wire transfer fees on payments to other taxing authorities and vendors, etc. Fees are offset by earnings on balances in checking accounts						
	In the summer of 2019, the banking services noted above, protected the City from someone who attempted to process fake checks upon City bank accounts. The bank protection services is a very small cost to protect from much greater loss potentials						
<hr/>							
	FOOTNOTE AMOUNTS	3,000	3,000				
	Bank services during tax collection period of Dec - Feb. This cost is offset by the interest earnings on cash balances until the settlement with other taxing authorities						
<hr/>							
	FOOTNOTE AMOUNTS	3,600	3,600				
	CD fees - The City's liquidity custodian charges \$300 per CD, CD's raise the interest income the City can earn on invested balances. CD's are only used when the net investment earnings provides added return over expected daily liquid funds						
<hr/>							
	ACCOUNT '5491' TOTAL	13,200	13,200				
	DEPT '0151' TOTAL	25,250	117,590				
<hr/>							
APPROPRIATIONS - FUND 01		546,964	634,567	528,691	535,587	513,768	519,544

123

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0152 - AUDITOR							
CONTRACTUAL SERVICES							
01-0152-5213 *	ANNUAL AUDIT SERVICES	30,050	30,050	25,500	30,050	25,055	30,255
01-0152-5219 *	ACTUARIAL SERVICES		6,800			6,400	
	CONTRACTUAL SERVICES	<u>30,050</u>	<u>36,850</u>	<u>25,500</u>	<u>30,050</u>	<u>31,455</u>	<u>30,255</u>
Totals for dept 0152 - AUDITOR		30,050	36,850	25,500	30,050	31,455	30,255
* NOTES TO BUDGET DEPARTMENT 0152 AUDITOR							
5213	ANNUAL AUDIT SERVICES						
	FOOTNOTE AMOUNTS	24,975	24,975	25,000			
	Audit Fee as quoted in 2016 Baker Tilly proposal						
	FOOTNOTE AMOUNTS.	525	525	500			
	Application fee for GFOA CAFR review						
	FOOTNOTE AMOUNTS.	2,050	2,050				
	Annual State Report (form C) per Baker Tilly services proposal in 2016						
	FOOTNOTE AMOUNTS	2,500	2,500				
124	Other audit services						
	ACCOUNT '5213' TOTAL	<u>30,050</u>	<u>30,050</u>	<u>25,500</u>			
5219	ACTUARIAL SERVICES						
	FOOTNOTE AMOUNTS.	6,800	6,800				
	The OPEB Trust financial reporting requires a bi-annual actuarial report. 2021 is a report year The City works with a local actuary with rates below what national firms charge						
	In 2021 charge direct to OPEB Trust						
	FOOTNOTE AMOUNTS	(6,800)					
	Move cost of Actuarial report to OPEB Trust from Gen Fund						
	ACCOUNT '5219' TOTAL		6,800				
	DEPT '0152' TOTAL	<u>30,050</u>	<u>36,850</u>	<u>25,500</u>			
APPROPRIATIONS - FUND 01		30,050	36,850	25,500	30,050	31,455	30,255

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. Since 2016, the Assessor Clerk position has been provided through the City's outside contractor and incorporated as part of their assessment services contract with the City.

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keeps an annual, updated list of businesses for personal property reporting.
- Prepare the Municipal Assessor's Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which historically occurred on a three-year cycle. In 2015, however, the Common Council approved a contract to perform an "Interim Market Update" annually commencing with 2016. This "Interim Market Update" is approved for 2021 as well.

STAFFING:

Authorized Positions (FTE)	2016	2017	2018	2019	2020	2021
Assessor – Contracted ++	++	++	++	++	++	++
Assessor Clerk–Contracted ++	1.00	++	++	++	++	++
Total	1.00	0.00	0.00	0.00	0.00	0.00

ACTIVITY MEASURES:

Activity	2016 Φ	2017 Φ	2018 Φ	2019 Φ	2020* Φ	2021* Φ
Properties Inspected	516	489	479	563	150	500
Assessment Notices Mailed	12,881	12,296	12,142	12,240	12,264	12,300
Open Book Hearings	309	222	221	185	254	220
Board of Review Hearings	36	20	15	17	12	15
Residential Parcels	11,837	11,842	11,864	11,932	12,006	12,100
Commercial Parcels	543	557	560	561	564	580
Total Parcels	12,881	12,885	12,890	12,926	13,005	13,115
Assessed Value Increase	289m	161m	201m	196m	275m	196m

* 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 historically funded 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. When the City did so it typically undertook an Exterior Revaluation where each property is visited curb-side and evaluated. Since 2013, however, an "Interim Market Update" has been performed as an allowable statutory alternative. Beginning with 2016, the City contracted with Tyler Technologies to perform the Interim Market Update Revaluation annually. An Interim Market Update Revaluation is anticipated again for 2021. For 2021, the total appropriation represents \$91,200 for Annual Maintenance Services and Clerical Services, and \$33,800 for 2021 Annual Revaluation Services.
- 4) No Capital Outlay funding is requested for 2021.

City of Franklin, WI
 City Assessors - Dept 154

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0154 - CITY ASSESSORS							
CONTRACTUAL SERVICES							
01-0154-5210	PROFESSIONAL SERVICES	125,000	125,000	122,700	122,700	120,400	118,200
01-0154-5219	OTHER PROFESSIONAL SERVICES	88,500	88,500	87,000	87,000	85,500	84,000
01-0154-5299	SUNDRY CONTRACTORS	11,000	11,000	11,000	12,000	10,695	10,794
	CONTRACTUAL SERVICES	<u>224,500</u>	<u>224,500</u>	<u>220,700</u>	<u>221,700</u>	<u>216,595</u>	<u>212,994</u>
SUPPLIES							
01-0154-5311	POSTAGE	7,500	7,500	7,500	6,000	5,605	5,464
01-0154-5312	OFFICE SUPPLIES	1,500	1,500	1,000	1,500	543	1,078
01-0154-5313	PRINTING	4,000	4,000	3,500	4,000	3,962	3,385
	SUPPLIES	<u>13,000</u>	<u>13,000</u>	<u>12,000</u>	<u>11,500</u>	<u>10,110</u>	<u>9,927</u>
SERVICES & CHARGES							
01-0154-5421	OFFICIAL NOTICES/ADVERTISING	150	150	150	150	183	160
	SERVICES & CHARGES	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>183</u>	<u>160</u>
Totals for dept 0154 - CITY ASSESSORS		<u>237,650</u>	<u>237,650</u>	<u>232,850</u>	<u>233,350</u>	<u>226,888</u>	<u>223,081</u>
APPROPRIATIONS - FUND 01		<u>237,650</u>	<u>237,650</u>	<u>232,850</u>	<u>233,350</u>	<u>226,888</u>	<u>223,081</u>

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, Christopher R. Smith, and Eduardo M. Borda serve as Assistant City Attorneys.

SERVICES:

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

STAFFING – Contractual

ACTIVITY MEASURES:

Activity	2016	2017	2018	2019*	2020*	2021*
Hours of Service	5,096	5,327	5,094	5,298	5,298	5,298
Matters Litigated	15	17	6	4	5	5
Municipal Court Cases	10,533	9,447	9,999	9,191	6,983	11,165

* Forecast / 2020 Municipal Court Cases down due to the COVID-19 Pandemic.

City of Franklin, WI
 Legal Services - Dept 161

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0161 - LEGAL SERVICES							
CONTRACTUAL SERVICES							
01-0161-5212	LEGAL SERVICES	192,000	192,000	195,000	196,000	188,223	186,537
01-0161-5213	LEGAL SERVICES-COURT	65,000	65,000	55,000	70,000	52,574	56,152
01-0161-5214	BOARD&COMMSSN SUPPORT-PARALG	61,000	61,000	57,900	57,900	57,788	56,300
01-0161-5251	SPECIAL ATTORNEY SERVICE	4,000	4,000	3,500			288
01-0161-5253	ATTORNEY FEES - ADDITIONAL SERVICE	30,000	30,000	3,000	32,650	280	2,940
	CONTRACTUAL SERVICES	<u>352,000</u>	<u>352,000</u>	<u>314,400</u>	<u>356,550</u>	<u>298,865</u>	<u>302,217</u>
SERVICES & CHARGES							
01-0161-5425	CONFERENCES & SCHOOLS	1,000	1,000	250		625	
01-0161-5427	COURT COSTS	600	600	200	450	210	625
	SERVICES & CHARGES	<u>1,600</u>	<u>1,600</u>	<u>450</u>	<u>450</u>	<u>835</u>	<u>625</u>
	Totals for dept 0161 - LEGAL SERVICES	<u>353,600</u>	<u>353,600</u>	<u>314,850</u>	<u>357,000</u>	<u>299,700</u>	<u>302,842</u>
	APPROPRIATIONS - FUND 01	353,600	353,600	314,850	357,000	299,700	302,842

MUNICIPAL BUILDINGS
181

DEPARTMENT: Municipal Buildings

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

PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex; Law Enforcement Building; and Library. To a lesser extent, the division may support or assist with other buildings such as Legend Park Buildings; Fire Stations 1, 2, and 3; 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 buildings and aspects of grounds maintenance not performed by Department of Public Works staff.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for respective 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)	2016	2017	2018	2019	2020	2021
Operations Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Custodian	1.78	1.78	1.78	1.78	1.78	1.78
Custodian	1.25	1.25	1.25	1.25	1.25	1.25
Seasonal Maintenance	0	0	0	0	0	0
Total	4.03	4.03	4.03	4.03	4.03	4.03

ACTIVITY MEASURES:

Square Footage:	2016	2017	2018	2019	2020	2021
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	22,304	22,304	22,304	22,304	22,304	22,304
Law Enforcement Building	68,300	68,300	68,300	68,300	68,300	68,300
Library Building	40,000	40,000	40,000	40,000	40,000	40,000
Total Square Footage	261,010	261,010	261,010	261,010	261,010	261,010

BUDGET SUMMARY:

- 1) Staffing for 2021 reflects a continuation of adopted 2020 staffing levels, consisting of one supervisor, one full-time maintenance custodian, two part-time maintenance custodians, and two part-time 2nd shift custodians.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay purchases include: Meeting Room Remainder Chair Replacement (\$6,200); Landscaping/Tree Replacement (\$5,000).

City of Franklin, WI
 Municipal Buildings - Dept 181

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS							
PERSONAL SERVICES							
01-0181-5111	SALARIES-FT	102,176	101,968	105,689	105,197	102,897	101,967
01-0181-5113	SALARIES-PT	77,646	77,488	74,428	78,353	76,094	77,337
01-0181-5114	SEVERANCE PAYMENTS				13,000		
01-0181-5117	SALARIES-OT	4,500	4,500	4,500	4,500	1,519	1,760
01-0181-5118	COMPTIME TAKEN						6
01-0181-5133	LONGEVITY	195	195	190	360	318	347
01-0181-5134	HOLIDAY PAY	10,754	10,732	10,474	11,084	10,397	10,657
01-0181-5135	VACATION PAY	10,667	10,645	15,254	12,874	12,564	11,152
PERSONAL SERVICES		205,938	205,528	210,535	225,368	203,789	203,226
EMPLOYEE BENEFITS							
01-0181-5151	FICA	15,754	15,723	16,106	14,456	14,777	15,140
01-0181-5152	RETIREMENT	12,897	12,871	13,242	12,291	13,497	6,803
01-0181-5153	RETIREE GROUP HEALTH	774	773	770	1,465	1,220	1,512
01-0181-5154	GROUP HEALTH & DENTAL	34,673	37,658	39,175	37,780	38,391	34,535
01-0181-5155	LIFE INSURANCE	537	537	317	565	534	526
01-0181-5156	WORKERS COMPENSATION INS	8,525	7,814	7,695	8,076	7,735	7,190
01-0181-5199 *	ALLOCATED PAYROLL COST	(172,320)	(172,320)	(186,000)	(186,000)	(171,980)	(179,160)
EMPLOYEE BENEFITS		(99,160)	(96,944)	(108,695)	(111,367)	(95,826)	(113,454)
CONTRACTUAL SERVICES							
01-0181-5287	OTHER COSTS - SHREDDING	600	600				
CONTRACTUAL SERVICES		600	600				
SUPPLIES							
01-0181-5312	OFFICE SUPPLIES	115	115	50	115	43	67
01-0181-5326	UNIFORMS	1,000	1,000	750	1,000	749	607
01-0181-5331	FUEL/LUBRICANTS	100	100	75	100	26	70
01-0181-5342	CONSUMABLE TOOLS	250	250	250	250	239	1,025
SUPPLIES		1,465	1,465	1,125	1,465	1,057	1,769
SERVICES & CHARGES							
01-0181-5415	TELEPHONE	500	500				
SERVICES & CHARGES		500	500				
FACILITY CHARGES							
01-0181-5551	WATER	1,900	1,900	1,900	1,900	1,967	1,881
01-0181-5552	ELECTRICITY	60,000	60,000	57,000	60,000	56,430	57,851
01-0181-5553	SEWER	900	900	900	900	857	850
01-0181-5554	NATURAL GAS	12,000	12,000	10,000	12,000	9,012	11,291
01-0181-5555	LANDSCAPE MATERIALS	3,000	3,000	3,000	3,000	923	909
01-0181-5556	JANITORIAL SUPPLIES	6,250	6,250	6,500	6,250	6,348	5,617
01-0181-5557	BUILDING MAINTENANCE-SYSTEMS	24,000	24,000	25,000	22,500	24,171	21,476
01-0181-5559	BUILDING MAINTENANCE-OTHER	10,000	10,000	9,500	9,500	9,958	10,581

City of Franklin, WI
 Municipal Buildings - Dept 181

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0181 - MUNICIPAL BUILDINGS							
FACILITY CHARGES							
	FACILITY CHARGES	118,050	118,050	113,800	116,050	109,666	110,456
Totals for dept 0181 - MUNICIPAL BUILDINGS		227,393	229,199	216,765	231,516	218,686	201,997
* NOTES TO BUDGET DEPARTMENT 0181 MUNICIPAL BUILDINGS							
5199	ALLOCATED PAYROLL COST						
	FOOTNOTE AMOUNTS	(86,640)					
	General Support to building maintenance @ Police Dept						
	FOOTNOTE AMOUNTS	(85,680)					
	General Support for building maintenance @ Library						
	ACCOUNT '5199' TOTAL	(172,320)					
	DEPT '0181' TOTAL	(172,320)					
APPROPRIATIONS - FUND 01		227,393	229,199	216,765	231,516	218,686	201,997

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, excluding employee health insurance which is in its own fund. 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. Positive 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, including 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. Changes in rates are not established by the State until October 1st, however an estimate is included. The State-determined modification factor that is applied to the City of Franklin went from 1.00 in 2020 to 1.09 in 2021.
- 2) The portion of the insurance budget that is not allocated to specific departments represents mainly public officials' liability insurance.

City of Franklin, WI
 Insurance - Dept 194

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0194 - INSURANCE SERVICES & CHARGES							
01-0194-5501	INCURRED CLAIM-CURRENT YEAR						5,000
SERVICES & CHARGES							5,000
FACILITY CHARGES							
01-0194-5511	BUILDING INSURANCE	74,125	74,125	71,000	64,100	62,220	60,894
01-0194-5512	AUTO/EQUIPMENT INSURANCE	94,040	94,040	87,000	87,500	84,942	84,210
01-0194-5513	PUBLIC LIABILITY	108,600	108,600	103,000	108,600	101,852	97,822
01-0194-5514	PROFESSIONAL LIABILITY	42,900	42,900	42,500	42,900	41,437	39,751
01-0194-5516	UMBRELLA INSURANCE						15,500
01-0194-5517	WORKERS COMPENSATION INS	450,000	450,000	425,000	450,000	425,971	400,696
01-0194-5518	PUBLIC OFFICIALS E&O INSURCE	51,900	51,900	50,000	51,900	50,394	48,344
01-0194-5560	CHARGES&CREDITS-INTERDEPTMTL	(265,000)	(265,000)	(275,000)	(259,150)	(275,408)	(274,058)
01-0194-5561	WORKERS COMP-CONTRA	(450,000)	(450,000)	(425,000)	(450,000)	(425,971)	(400,651)
FACILITY CHARGES		106,565	106,565	78,500	95,850	65,437	72,508
Totals for dept 0194 - INSURANCE		106,565	106,565	78,500	95,850	65,437	77,508
CAP APPROPRIATIONS - FUND 01		106,565	106,565	78,500	95,850	65,437	77,508

**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 may be expended directly from the contingency account, but are generally 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 the vacancies will occur from year to year it is probable that 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 - Dept 198 & Contingency - Dept 199

GL NUMBER	DESCRIPTION	2021 MAYOR'S RECOMM BUDGET	2021 DEPT REQUEST BUDGET	2020 PROJECTED ACTIVITY	2020 ORIGINAL BUDGET	2019 ACTIVITY	2018 ACTIVITY
Dept 0198 - UNCLASSIFIED EXPENSES							
FACILITY CHARGES							
01-0198-5543	REFUNDED PROPERTY TAXES	2,500	2,500		27,500	15,979	1,127
	FACILITY CHARGES	2,500	2,500		27,500	15,979	1,127
Totals for dept 0198 - UNCLASSIFIED EXPENSES		2,500	2,500		27,500	15,979	1,127
Dept 0199 - CONTINGENCY							
CONTINGENCY							
01-0199-5110	RESTRICTED CONTINGENCY				1,335,000		
01-0199-5497	ANTICIPATED UNDEREXPENDITURE	(315,000)	(315,000)		(315,000)		
01-0199-5499	UNRESTRICTED CONTINGENCY	125,000	125,000		125,000		1,200
	CONTINGENCY	(190,000)	(190,000)		1,145,000		1,200
PERSONAL SERVICES							
01-0199-5114 *	SEVERANCE PAYMENTS	200,000					
	PERSONAL SERVICES	200,000					
Totals for dept 0199 - CONTINGENCY		10,000	(190,000)		1,145,000		1,200
NOTES TO BUDGET DEPARTMENT 0199 CONTINGENCY							
5114	SEVERANCE PAYMENTS						
	FOOTNOTE AMOUNTS.	200,000					
	Appropriation for expected separation costs for 2021 retirements						
	DEPT '0199' TOTAL	200,000					
APPROPRIATIONS - FUND 01		12,500	(187,500)		1,172,500	15,979	2,327