

## AGENDA RESERVATION REQUEST

### CITY OF FRANKLIN BOARD OF PUBLIC WORKS AND SAFETY

Please type or print

<b>Date Submitted:</b>	2/1/12	<b>Meeting Date:</b>	2/6/12
<b>Contact Information:</b>			
<b>Requested by:</b>	Mayor McGuinness		
<b>On Behalf of Organization or Individual:</b> City of Franklin			
<b>Telephone:</b>	317-736-3602		
<b>Email address:</b>	<a href="mailto:jmcguinness@franklin-in.gov">jmcguinness@franklin-in.gov</a>		
<b>Mailing Address:</b>	70 E. Monroe Street		
<b>Describe Request:</b>			
Review and Approve Revised MS4 Budget			
<b>List Supporting Documentation Provided:</b>			
Memorandum. Copies of the Original MS4 Budget, and the Revised MS4 Budget			
<b>Who will present the request?</b>			
<b>Name:</b>	Janet P. Alexander	<b>Telephone:</b>	317-736-3609

*The Franklin Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in the Council Chambers of City Hall located at 70 E. Monroe Street. In order for an individual and/or agency to be considered for new business on the agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 12:00 p.m. on the Wednesday prior to the Board of Works meeting.*

## MEMORANDUM

DATE: January 13, 2012  
TO: Mayor Joe McGuinness & Board of Works Members  
FROM: Janet P. Alexander, Clerk Treasurer  
RE: Request for approval of a Revised MS4 Budget Appropriation

At the request of Mayor McGuinness I have prepared a revision to the MS4 Budget approved by the BOW in November of 2011.

The reason for this request is that the MS4 Coordinator was formerly paid from both Greenlawn Cemetery (\$15,000) and from MS4 (\$36,861) for a total annual salary of \$52,659.

In 2012 the Mayor directed that the incumbent be paid from the MS4 budget exclusively. He also adjusted the salary downward to \$49,069 however the original MS4 budget appropriation is not sufficient to pay the entire amount requested by the Mayor.

The proposed changes include the following:

1. Increase the salary line item for the MS4 Coordinator from \$36,861 to 49,069
2. Adjust all items associated with the salary increase accordingly:
  - a. FICA from \$11,341 to \$12,377
  - b. PERF from \$8,487 to \$9,686
  - c. Unused Personal Days from \$426 to \$1,175

The total original budget for MS4 was \$808,575. The revised budget amount is \$823,767.

**BUDGET ESTIMATE FOR**  
**MS-4 Storm Water Utility**  
(Office, Board, Commission, Department, Institution, or Fund)

**REVISED 1/13/2012**

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**CITY OF FRANKLIN for CALENDAR YEAR**

**2012**

Replaces Budget Form 1 (1981)

	Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>PERSONAL SERVICES</b>					
<b>SALARY &amp; WAGES</b>					
* 111.0	MS4 Coordinator	\$49,069		\$36,861	33.12%
** 113.0	Drainage/Tree Specialist	\$45,600		\$45,600	0.00%
124.0	Part-time	\$50,000		\$0	100.00%
128.0	Longevity	\$450		\$260	73.08%
199.0	Overtime	\$5,000		\$5,000	0.00%
* Revised 1/14/2012					
** 2 @ 60% of \$38K; see MVH for 40%		\$150,119		\$87,721	-100.00%
<b>EMPLOYEE BENEFITS</b>					
* 125.0	FICA	\$12,377		\$7,052	75.51%
* 126.0	PERF (increased to 9% by Indiana PERF for 2012)	\$9,686		\$7,272	33.20%
127.0	Unemployment	\$3,263		\$3,263	0.00%
		\$25,326		\$17,587	-100.00%
<b>OTHER PERSONAL SERVICES</b>					
140.0	Insurance (Work Comp \$10K, Group Ins \$25,000)	\$35,000		\$35,000	0.00%
* 144.0	Unused Personal Days	\$1,175		\$426	175.82%
149.0	E.I.P.	\$3,420		\$0	0.00%
		\$39,595		\$35,426	-100.00%
Total Personal Services		\$215,040		\$140,734	-100.00%

	Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
210.0	Office Supplies	\$7,000		\$7,000	0.00%
		\$7,000		\$7,000	0.00%
<b>OPERATING SUPPLIES</b>					
215.0	Gasoline & Oil	\$5,800		\$5,800	0.00%
		\$5,800		\$5,800	0.00%
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>					
222.0	Other Supplies & Materials	\$30,000.00		\$1,000	2900.00%
		\$30,000		\$1,000	2900.00%
<b>OTHER SUPPLIES</b>					
225.0	Wearing apparel (purchase only)	\$0		\$0	0.00%
		\$0		\$0	0.00%
Total Supplies		\$42,800		\$13,800	-100.00%

<b>OTHER SERVICES &amp; CHARGES</b>		Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>PROFESSIONAL SERVICES</b>						
331.0	Attorney Fees & Consulting Services	\$125,000			\$25,000	400.00%
			\$125,000		\$25,000	400.00%
<b>COMMUNICATION &amp; TRANSPORTATION</b>						
310.0	Postage	\$5,000			\$5,000	0.00%
320.0	Travel Expenses & Training	\$2,000			\$2,000	0.00%
335.0	Telephone & Cell Phones	\$2,500			\$2,500	0.00%
			\$9,500		\$9,500	-100.00%
<b>PRINTING and ADVERTISING</b>						
333.0	Printing	\$4,500			\$4,500	0.00%
			\$4,500		\$4,500	0.00%
<b>INSURANCE</b>						
334.0	Liability Insurance	\$5,000			\$5,000	0.00%
			\$5,000		\$5,000	0.00%
<b>REPAIRS &amp; MAINTENANCE</b>						
336.0	Repair of Equipment & Structures	\$202,000			\$2,000	10000.00%
			\$202,000		\$2,000	10000.00%
<b>RENTALS</b>						
337.0	Rental Equipment	\$300			\$300	0.00%
338.0	Uniforms	\$0			\$0	0.00%
			\$300		\$300	-100.00%
<b>OTHER SERVICES &amp; CHARGES</b>						
339.0	IDEM/NPDES Permit Fees	\$0			\$0	0.00%
			\$0		\$0	0.00%
Total Services & Charges			\$346,300		\$46,300	-100.00%
<b>CAPITAL OUTLAYS</b>						
		Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>IMPROVEMENTS OTHER THAN BUILDINGS</b>						
443.0	Sewer & Drainage Projects	\$190,627			\$169,627	12.38%
			\$190,627		\$169,627	12.38%
<b>MACHINERY and EQUIPMENT</b>						
444.0	Vehicles	\$25,000			\$25,000	0.00%
			\$25,000		\$25,000	0.00%
<b>MACHINERY &amp; EQUIPMENT</b>						
444.0	General Equipment	\$4,000			\$4,000	0.00%
			\$4,000		\$4,000	0.00%
Total Capital Outlays			\$219,627		\$198,627	-100.00%

TOTAL BUDGET \$823,767 \$399,461 -100.00%

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the:

MS-4 Storm Water Utility

(Name of Office, Board, Commission, Department, Institution, or Fund)

for the calendar year 2012 for the purposes therein specified.

Dated this 13 day of January 2012

Joseph E. McGuinness, Mayor

Signature & Title of Officer(s) or Department Head

\*Original Budget\*

**BUDGET ESTIMATE FOR**

**REVISED 10/24/2011**

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**MS-4 Storm Water Utility**

(Office, Board, Commission, Department, Institution, or Fund)

**CITY OF FRANKLIN for CALENDAR YEAR**

**2012**

Replaces Budget Form 1 (1981)

	Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>PERSONAL SERVICES</b>					
<b>SALARY &amp; WAGES</b>					
* 111.0	MS4 Coordinator	\$36,861		\$36,861	0.00%
** 113.0	Drainage/Tree Specialist	\$45,600		\$45,600	0.00%
124.0	Part-time	\$50,000		\$0	
128.0	Longevity	\$450		\$260	73.08%
199.0	Overtime	\$5,000		\$5,000	0.00%
* 70% of \$52,658; see Cemetery for 30%					
** 2 @ 60% of \$38K; see Cemetery for 60%					
		\$137,911		\$87,721	0.22%
<b>EMPLOYEE BENEFITS</b>					
125.0	FICA	\$11,341		\$7,052	0.21%
126.0	PERF (increased to 9% by Indiana PERF for 2012)	\$8,487		\$7,272	12.36%
127.0	Unemployment	\$3,263		\$3,263	0.00%
		\$23,091		\$17,587	5.20%
<b>OTHER PERSONAL SERVICES</b>					
140.0	Insurance (Work Comp \$10K, Group Ins \$25,000)	\$35,000		\$35,000	0.00%
144.0	Unused Personal Days	\$426		\$426	0.00%
149.0	E.I.P.	\$3,420			
		\$38,846		\$35,426	0.00%
<b>Total Personal Services</b>		<b>\$199,848</b>		<b>\$140,734</b>	<b>0.78%</b>

	Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>SUPPLIES</b>					
<b>OFFICE SUPPLIES</b>					
210.0	Office Supplies	\$7,000		\$2,200	0.00%
		\$7,000		\$7,000	0.00%
<b>OPERATING SUPPLIES</b>					
215.0	Gasoline & Oil	\$5,800		\$4,000	0.00%
		\$5,800		\$5,800	0.00%
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>					
222.0	Other Supplies & Materials	\$30,000.00		\$500.00	0.00%
		\$30,000		\$1,000	0.00%
<b>OTHER SUPPLIES</b>					
225.0	Wearing apparel (purchase only)	\$0		\$0	0.00%
		\$0		\$0	0.00%
<b>Total Supplies</b>		<b>\$42,800</b>		<b>\$13,800</b>	<b>0.00%</b>

Approved by Board of Works 11/07/11

		Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>OTHER SERVICES &amp; CHARGES</b>						
<b>PROFESSIONAL SERVICES</b>						
331.0	Attorney Fees & Consulting Services	\$125,000			\$5,000	0.00%
			\$125,000		\$25,000	400.00%
<b>COMMUNICATION &amp; TRANSPORTATION</b>						
310.0	Postage	\$5,000			\$5,000	0.00%
320.0	Travel Expenses & Training	\$2,000			\$2,000	0.00%
335.0	Telephone & Cell Phones	\$2,500			\$2,000	0.00%
			\$9,500		\$9,500	0.00%
<b>PRINTING and ADVERTISING</b>						
333.0	Printing	\$4,500			\$2,000	0.00%
			\$4,500		\$4,500	0.00%
<b>INSURANCE</b>						
334.0	Liability Insurance	\$5,000			\$5,000	
			\$5,000		\$5,000	0.00%
<b>REPAIRS &amp; MAINTENANCE</b>						
336.0	Repair of Equipment & Structures	\$202,000			\$1,000	0.00%
			\$202,000		\$2,000	0.00%
<b>RENTALS</b>						
337.0	Rental Equipment	\$300			\$300	0.00%
338.0	Uniforms	\$0			\$0	0.00%
			\$300		\$300	0.00%
<b>OTHER SERVICES &amp; CHARGES</b>						
339.0	IDEM/NPDES Permit Fees	\$0			\$0	0.00%
			\$0		\$0	0.00%
<b>Total Services &amp; Charges</b>			\$346,300		\$46,300	215.98%
<b>CAPITAL OUTLAYS</b>						
		Items	Total Estimate	Approved	Prior Yr. Amount	Change
<b>IMPROVEMENTS OTHER THAN BUILDINGS</b>						
443.0	Sewer & Drainage Projects	\$190,627			\$169,627	176.86%
			\$190,627		\$169,627	176.86%
<b>MACHINERY and EQUIPMENT</b>						
444.0	Vehicles	\$25,000			\$25,000	0.00%
			\$25,000		\$25,000	0.00%
<b>MACHINERY &amp; EQUIPMENT</b>						
444.0	General Equipment	\$4,000			\$4,000	0.00%
			\$4,000		\$4,000	0.00%
<b>Total Capital Outlays</b>			\$219,627		\$198,627	151.04%

TOTAL BUDGET \$808,575 \$399,461 100.41%

(I) (We) hereby certify that the foregoing is a true and fair estimate of the necessary expense of the:

MS-4 Storm Water Utility

(Name of Office, Board, Commission, Department, Institution, or Fund)

for the calendar year 2012 for the purposes therein specified.

Dated this 15 day of August 2011

**Richard DeWitt**, Coordinator

Signature & Title of Officer(s) or Department Head

Approved by Board of Works 11/07/11