

<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>slw</i> <i>cap</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">6/18/13</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Ordinance to Amend Ordinance 2012-2096, an Ordinance Adopting 2013 Budgets and Tax Levy for the City of Franklin, to Approve Changes to 2013 Budget of the General Fund, Capital Outlay Fund, Capital Improvement Fund and Equipment Replacement Fund</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.10.</i></p>

The Director of Finance & Treasurer and Finance Committee is recommending to the Common Council budget adjustments determined necessary based on prior Common Council actions and related actions as detailed:

In the General Fund:

Jan 8, 2013 – Item G3 – \$400 participation in South Suburban Chamber of Commerce Annual Awards Dinner

April 2, 2013 – Item G8 – \$7,300 Salt purchase in Dept of Public Works.

April 16, 2013 Item G1 - \$6,775 reduction from Police Sundry contractors for purchase of Voice Mail software license

In the Capital Outlay Fund

Adjustments to correct classification of expenditures, no change in total budget. Classification of details were completed incorrectly. This change will cause budgeted expenditures to follow expected as follows:

	Original	Corrected	Adjustment
Autos	\$210,250	\$210,250	\$0
Other Equipment	0	52,648	52,648
Computers	4,608	43,060	38,452
Software	91,100	0	(91,100)
Total	\$305,958	\$305,958	\$0

April 16, 2013 – G 1 – increase Police Software purchase for voice mail system, \$30,600

In the Capital Improvement Fund –

June 18th - Financial software purchase – increase by \$11,000 to \$111,000, if approved

In the Equipment Replacement Fund:

May 7, 2013 – G7 – Purchase of Pothole Patcher truck – increase purchase authorization by \$17,000 to \$47,000.

COUNCIL ACTION REQUESTED

Motion to approve Ordinance 2013 _____ approving the 2013 Budget changes to the General Fund, Capital Outlay Fund, Capital Improvement fund and Equipment Replacement Fund,

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2013_____

AN ORDINANCE TO AMEND ORDINANCE 2012-2096, AN ORDINANCE ADOPTING THE 2013 BUDGETS AND TAX LEVY FOR THE CITY OF FRANKLIN, TO APPROVE CHANGES TO 2013 BUDGET TO THE GENERAL FUND, CAPITAL OUTLAY FUND, CAPITAL IMPROVEMENT FUND, AND THE EQUIPMENT REPLACEMENT FUND

WHEREAS, the Common Council of the City of Franklin adopted the 2013 Annual Budgets for the General Fund, Capital Outlay Fund, Capital Improvement Fund, Development Fund and Library Fund; and

WHEREAS, the Common Council has determined that it would be in the best interest of the City to approve changes to items included in the 2012 General Fund, Capital Outlay Fund, Capital Improvement Fund, and the Equipment Replacement Fund; and

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 that the 2013 General Fund Annual Budget be amended as follows:

Alderman	Board & Commission	01.102.0000.5329	400	Increase
DPW	Supplies – salt	01.331.0000.5364	7,300	Increase
Police	Sundry Contractors	01.211.0000.5299	6,775	Decrease
Contingency	Unrestricted	01.199.0000.5499	925	Decrease

Section 2 that the 2013 Capital Outlay Fund Annual Budget be amended as follows:

Police	Other Equipment	41.211.0000.5819	52,648	Increase
Police	Computers	41.211.0000.5841	38,452	Increase
Police	Software	41.211.0000.5843	91,100	Decrease

Section 3 that the Capital Improvement Fund Annual Budget be amended as follows:

Finance	Software	46.151.99994.5843	111,000	Increase
CIP	Other	46.999.0000.5499	100,000	Decrease
CIP	Fund Balance	46.0000.4850	11,000	Decrease

Section 4 that the Equipment Replacement Fund Annual Budget be amended as follows:

DPW	Equipment	42.331.0000.5811	17,000	Increase
Equipment	Property Sales	42.0000.4751	10,000	Increase
Equipment	Fund Balance	48.0000.4850	7,000	Decrease

Section 5 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this resolution.

Introduced at a regular meeting of the Common Council of the City of Franklin this 18th day of June, 2013.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 18th day of June, 2013 .

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, City Clerk

AYES ___ NOES ___ ABSENT ___

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<p>APPROVAL</p> <p><i>Slw</i> <i>CP</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>6/18/2013</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Ordinance Establishing Wisconsin Statute 66.0609 as the system of approving claims for the City of Franklin and establishing a City of Franklin Payment Policy allowing weekly payments of expenditures</p>	<p>ITEM NUMBER</p> <p><i>G.11.</i></p>

Background

The Common Council has in the past asked if approval of vouchers was necessary at each Common Council meeting. The answer has been yes. That is correct as long as the City is operating under Wisconsin Statute 66.0607. An alternate system of approving claims is available that does not require Council approval prior to payment of claims. It requires reporting of amounts paid to the Council at least monthly.

For efficiency and effectiveness reasons the Finance Department desires to switch to a weekly payment of bills. The City of Franklin presently pays bills twice a month the day after the Common Council meetings. The present practice authorizes the Director of Finance & Treasurer to issue manual checks in specific situations when it is the best interest of the City of Franklin. The number of manual checks per week averages between 10 to 20 checks and is mostly due to our twice a month payment system. They require duplicate entry, first on a typewriter and second into our payment system (newer systems may have a one write capacity ours does not). Switching to the alternate payment system would facilitate a weekly payment of claims.

In addition our Bank has been encouraging the City of Franklin to increase its fraud prevention capabilities by instituting a process called either positive pay or positive payee pay. In this system we provide the check numbers to the bank and they verify all checks attempting to clear our account to make sure that they are clearing valid check numbers against our accounts. One of the major difficulties in a positive pay environment is the amount of manual check issuance. To date we have not had any fraud activities on our bank accounts. Banks are generally responsible for fraud losses. They may reach a point that they transfer that responsibility to the customer unless the customer exercises available antifraud options such as positive pay.

Analysis

The Finance Department is proposing that the City of Franklin adopt, through an ordinance, paying its bills under Wisconsin Statute 66.0609 an alternate system of approving claims. This will allow:

- Weekly payment of vouchers
- The Director of Finance & Treasurer will sign each week's voucher listing indicating that the requirements under section 66.0609 have been met
- The Mayor, if he elects to review a voucher listing, will sign the weekly voucher listing indicating that his review has been completed
- At each meeting Council will receive a report for each week since the last Council meeting
- Council will be able to receive the report without having a roll call vote
- Ability to create and provide a weekly file to our bank for fraud prevention purposes

We currently comply with all four points in the statute with the fourth point instead of a fidelity bond of \$10,000 for the Director of Finance & Treasurer the City has a \$300,000 in insurance coverage for all employees that handle money including the Director.

The existing policy/procedure document from 2005 incorporates the policy changes necessary to change to the alternate payment system and to a weekly payment of bills is found in the attached payment policy that is recommended for approval.

Copies of Wisconsin Statutes 66.0607 and 66.0609 are attached for reference.

The relative section of the League Handbook is also attached indicating that the governing body must approve all claims before payment is made under 66.0607 and describing the alternate system of claims under 66.0609 which does not require governing body approval before payment.

The Municipalities our size were surveyed and three of the six Municipalities are using the alternate system. See attached survey.

The proposed format of the report to Council can be in check number order (copy attached), Department order or vendor order for each weekly report. Staff is recommending check number order which is mostly in alphabetic order except for manual checks which will be rare due to weekly processing. The other two orders require an additional processing step to produce. Council should indicate which order they prefer to see the reports.

Another difference between statutes is section 66.0607 requires the Mayor to sign all checks unless the Council has taken a specific action that he not sign the checks. Under 66.0609 the Mayor is not required to sign checks. Our current bank resolution authorizes the Mayor to sign checks. If the organization desires a change a new resolution designating authorized signors for checks & orders can be presented at a future Council meeting.

The Finance Committee has reviewed these policy changes and is recommending approval to the Common Council.

COUNCIL ACTION REQUESTED

Motion to adopt Ordinance No. 2013 - _____ establishing Wisconsin Statute 66.0609 as the system of approving claims for the City of Franklin and establishing a City of Franklin Payment Policy.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2013_____

AN ORDINANCE ESTABLISHING WISCONSIN STATUTE 66.0609 AS THE SYSTEM OF APPROVING CLAIMS FOR THE CITY OF FRANKLIN AND ESTABLISHING A CITY OF FRANKLIN PAYMENT POLICY

WHEREAS the City of Franklin would like to switch to an alternative system of approving claims under section 66.0609; and

WHEREAS, that would enable the City of Franklin to pay its bills on a weekly basis; and

WHEREAS, weekly payment of bills will enable staff to implement available antifraud procedures; and

WHEREAS, the Common Council will receive reports at each meeting with the information required in section 66.0609.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 that the City of Franklin approves the switch to an alternative system of approving claims under section 66.0609 of the Wisconsin Statutes.

Section 2 that the Payment Policy 151-03-002 be adopted.

Section 3 that the voucher listing reports be prepared in Check no./alphabetic order or vendor order or department order (Pick One)

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of June, 2013.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of June, 2013 .

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

**City of Franklin
Finance Department Policy/Procedure**

Subject: Payment Policies

Issue Date: June __, 2013

Source: Ordinance 2013-xxxx

Affected Departments: All City of Franklin Departments

Prior Practice All amounts due by the City of Franklin from the receipt of goods and services shall be paid in accordance with Wisconsin statutes sec 66.0607(1) that indicates that the Treasurer shall make all disbursements from the treasury after the Common Council has approved the vouchers for that period.

All payroll amounts due by the City of Franklin to employees for services rendered shall be paid in accordance with Wisconsin statutes sec 62.12(8)(b) that indicates that the payroll is verified by the proper official. The designated official shall be the Director of Finance and Treasurer or the Accounting Supervisor for payroll and payroll related vouchers for that period.

In some situations it is in the City of Franklin's best interest to pay a voucher prior to the approval date. Examples of those situations could be a significant discount for payment by a specified date, a statutory deadline, a deposit with an order or payments to avoid late payment charges. In those situations the Director of Finance and Treasurer has been authorized to make judgments and release those individual checks prior to general Council approval as necessary for the best interests of the City of Franklin.

Statutory Authority: **66.0609 Financial procedure; alternative system of approving claims.**

"(1) The governing body of a village or of a city of the 2nd, 3rd or 4th class may by ordinance enact an alternative system of approving financial claims against the municipal treasury other than claims subject to s. 893.80. The ordinance shall provide that payments may be made from the city or village treasury after the comptroller or clerk of the city or village audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:

(a) That funds are available for the claim pursuant to the budget approved by the governing body.

(b) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.

(c) That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).

(d) That the claim is just and valid pursuant to law. The comptroller or clerk may require the submission of proof to support the claim as the officer considers necessary.

(2) The ordinance under sub. (1) shall require that the clerk or comptroller file with the governing body not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

(3) The ordinance under sub. (1) shall require that the governing body of the city or village obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body.

(4) The system under sub. (1) is operative only if the comptroller or clerk is covered by a fidelity bond of not less than \$5,000 in villages and 4th class cities, of not less than \$10,000 in 3rd class cities, and of not less than \$20,000 in 2nd class cities.

(5) If an alternative procedure is adopted by ordinance in conformity with this section, the claim procedure required by ss. 61.25 (6), 61.51, 62.09 (10), 62.11 and 62.12 and other relevant provisions, except s. 893.80, is not applicable in the city or village."

Policies:

All amounts due by the City of Franklin from the receipt of goods and services shall be paid in accordance with Wisconsin statutes sec 66.06097(1), that indicates that t

The Director of Finance and Treasurer or in his absence the Deputy Finance Director shall make all disbursements from the treasury after the Finance Department has reviewed each weekly voucher for items 1 (a) to (d) in the above listing and the Director of Finance and Treasurer or in his absence the Deputy Finance Director has signed the voucher listing. If the Mayor elects to review a voucher listing he will sign the weekly voucher listing indicating that his review has been completed. The weekly voucher listings will be reported at the next Council meeting.

All payroll amounts due by the City of Franklin to employees for services rendered shall be paid in accordance with Wisconsin statutes sec 62.12(8)(b) that indicates that the payroll is verified by the proper official. The designated official shall be the Director of Finance and Treasurer Deputy Finance Director or the Accounting Supervisor for payroll and payroll related vouchers for that each payroll period.

In ~~rare some~~ situations it ~~is~~ will be in the City of Franklin's best interest to pay a voucher prior to the next weekly voucher listing approval date. Examples of those situations could be a significant discount for payment by a specified date, a statutory deadline or a deposit with an order. In those situations the Director of Finance and Treasurer or the Deputy Finance Director ~~are has been~~ authorized to make judgments and release those individual checks prior to the next weekly voucher listing general Council approval as necessary for the best interests of the City of Franklin.

Types of Disbursements:

- Petty Cash reimbursements
- Special Clearance checks
- Voucher checks
- Wire Transfers
- ACH Debits to City Accounts

Description:

Petty Cash Reimbursements

- Available to employees of the City of Franklin
- Limited to a maximum of \$25.00
- Petty Cash voucher required with following information:
 - Name and signature of employee being reimbursed
 - Business purpose of reimbursement
 - Receipt for item(s) being reimbursed
 - Account Number(s) to be charges
 - Signature of Department Head or designee
 - Petty Cash is reimbursed at least monthly

Special Clearance Checks

- Available for occasional payments to Vendors that are needed to be made to address urgent needs
- Limited to maximum of \$250.00
- Special Clearance voucher required with the following information:
 - Name and address of vendor being paid
 - Business purpose of the payment
 - Invoice being paid, purchase order or voucher to be paid
 - Account Number(s) and amounts to be charged
 - Signature of Department Head or designee
 - Special Clearance account is reimbursed at least monthly

Voucher Checks

- Regular method for paying City Obligations
- ~~All purchases over \$250.00 are made with Voucher checks unless agreement is in place to use Wire Transfer or ACH debits ~~have been agreed to~~~~

- No purchase made that is not in the currently approved budget, ~~or if not~~ has explicit Common Council approval if not budgeted or restricted funding source
- Purchase order/voucher requisition then issued and signed by department head
- Invoices submitted to department ordering material or service
- Department is responsible for insuring that the materials were received or the service was performed
- Voucher is prepared for each invoice or charge to be processed
 - Name and address of vendor being paid
 - Business purpose of the payment
 - Invoice being paid, purchase order or voucher to be paid
 - Account Number(s) and amounts to be charged
 - Signature of Department Head or designee

Manual Checks

In ~~some rare~~ situations it is in the City of Franklin's best interest to pay a voucher prior to the weekly voucher listing approval date. Weekly processing will minimize the issuance of this type of check

Wire Transfers

- Required form of payment for Debt service payments
- Property Tax Payments to other taxing jurisdictions
- Transfers of funds between City of Franklin bank and investment accounts
- Process is covered by a policy document which requires separate initiators and confirmers

ACH Debits to City Accounts

- Certain vendors by terms of their agreements with the City of Franklin are paid by regular debits to City of Franklin bank accounts Examples include:
 - Auxiant for Self funded health claims
 - Ceridian for payroll and payroll taxes
 - ING for deferred tax deductions
 - Principal Mutual for Defined Contribution deductions
 - WE Energies for utility payments
 - Federal grant payments

The Accounts

Payable process: The Finance Office

- Receives all vouchers from departments
- Vouchers over Mayoral limit currently \$5,000, or whatever limit established by the Mayor from time to time, not already counter signed by the Mayor are sent for Mayor's signature.

- Reviews the vouchers for correctness of name, amounts and account numbers (two people review)
- For construction contracts reviews the payment draws against the total contract amount
- Prepares the voucher reports for the Common Council
- Determines the method of payment (check, wire transfer or ACH Debit)
- Prepares the checks for signing
- Sorts the checks above \$25,000 from the remainder of the checks
- Circulates the checks above \$25,000 to the authorized signors
- ~~after Common Council approval mails the checks to the vendors.~~
- Property tax refund voucher listings are signed by the Director of Finance and Treasurer or the Deputy Finance Director before distribution

The Treasury Office:

- Receives the checks from the Finance Office
- Maintains the custody to the check signing facsimile stamp
- Affixes the facsimile stamp to the checks below \$25,000 and ~~returns the checks to the Accounts Payable area.~~
- ~~After Common Council approval mails the checks to the vendors.~~
- ~~In the event that an individual voucher is not approved that check is placed in the vault until approved or returned to the Finance Office to be voided if there is not an expectation of future approval.~~
- Manual checks requires the actual signature of the authorized signors

| 9/9/05

66.0607 Withdrawal or disbursement from local treasury.

- (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608, in a county, city, village, town, or school district, all disbursements from the treasury shall be made by the treasurer upon the written order of the county, city, village, town, or school clerk after proper vouchers have been filed in the office of the clerk. If the statutes provide for payment by the treasurer without an order of the clerk, the clerk shall draw and deliver to the treasurer an order for the payment before or at the time that the payment is required to be made by the treasurer. This section applies to all special and general provisions of the statutes relative to the disbursement of money from the county, city, village, town, or school district treasury except s. 67.10 (2).
- (2) Notwithstanding other law, a county having a population of 500,000 or more may, by ordinance, adopt any other method of allowing vouchers, disbursing funds, reconciling outstanding county orders, reconciling depository accounts, examining county orders, and accounting consistent with accepted accounting and auditing practices, if the ordinance prior to its adoption is submitted to the department of revenue, which shall submit its recommendations on the proposed ordinance to the county board of supervisors.
- (3) Except as provided in subs. (2), (3m) and (5), disbursements of county, city, village, town or school district funds from demand deposits shall be by draft or order check and withdrawals from savings or time deposits shall be by written transfer order. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the public depositor in the same or another authorized public depository. The transfer shall be made directly by the public depository from which the withdrawal is made. No draft or order check issued under this subsection may be released to the payee, nor is the draft or order check valid, unless signed by the clerk and treasurer. No transfer order is valid unless signed by the clerk and the treasurer. Unless otherwise directed by ordinance or resolution adopted by the governing body, a certified copy of which shall be filed with each public depository concerned, the chairperson of the county board, mayor, village president, town chairperson or school district president shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution, authorize additional signatures. In lieu of the personal signatures of the clerk and treasurer and any other required signature, the facsimile signature adopted by the person and approved by the governing body may be affixed to the draft, order check or transfer order. The use of a facsimile signature does not relieve an official from any liability to which the official is otherwise subject, including the unauthorized use of the facsimile signature. A public depository is fully warranted and protected in making payment on any draft or order check or transferring pursuant to a transfer order bearing a facsimile signature affixed as

provided by this subsection notwithstanding that the facsimile signature may have been affixed without the authority of the designated persons.

- (3m)** A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district treasurer shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.
- (4)** Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.
- (5)** In a 1st class city, municipal disbursements of public moneys shall be by draft, order, check, order check or as provided under sub. (3m). Checks or drafts shall be signed by the treasurer and countersigned by the comptroller. Orders shall be signed by the mayor and clerk and countersigned by the comptroller, as provided in the charter of the city. Disbursements of school moneys shall be as provided by s. 119.50.
- (6)** Withdrawal or disbursement of moneys deposited in a public depository as defined in s. 34.01 (5) by a treasurer as defined in s. 34.01 (7), other than the elected, appointed or acting official treasurer of a county, city, village, town or school district, shall be by endorsement, written order, draft, share draft, check or other draft signed by the person or persons designated by written authorization of the governing board as defined in s. 34.01 (1). The authorization shall conform to any statute covering the disbursement of the funds. A public depository is fully warranted and protected in making payment in accordance with the latest authorization filed with it.
- (7)** No order may be issued by a county, city, village, town, special purpose district, school district, cooperative education service agency or technical college district clerk in excess of funds available or appropriated for the purposes for which the order is drawn, unless authorized by a resolution adopted by the affirmative vote of two-thirds of the entire membership of the governing body.

History: 1971 c. 154; 1971 c. 211 s. 124; 1977 c. 142, 225; 1979 c. 318; 1981 c. 20; 1983 a. 145; 1983 a. 189 s. 329 (21); 1983 a. 192 s. 303 (2); 1983 a. 368, 538; 1985 a. 91, 225; 1989 a. 56 s. 258; 1993 a. 399; 1999 a. 150 s. 109; Stats. 1999 s. 66.0607; 2001 a. 16.

66.0609 Financial procedure; alternative system of approving claims.

- (1) The governing body of a village or of a city of the 2nd, 3rd or 4th class may by ordinance enact an alternative system of approving financial claims against the municipal treasury other than claims subject to s. 893.80. The ordinance shall provide that payments may be made from the city or village treasury after the comptroller or clerk of the city or village audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:
 - (a) That funds are available for the claim pursuant to the budget approved by the governing body.
 - (b) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.
 - (c) That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).
 - (d) That the claim is just and valid pursuant to law. The comptroller or clerk may require the submission of proof to support the claim as the officer considers necessary.
- (2) The ordinance under sub. (1) shall require that the clerk or comptroller file with the governing body not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
- (3) The ordinance under sub. (1) shall require that the governing body of the city or village obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body.
- (4) The system under sub. (1) is operative only if the comptroller or clerk is covered by a fidelity bond of not less than \$5,000 in villages and 4th class cities, of not less than \$10,000 in 3rd class cities, and of not less than \$20,000 in 2nd class cities.
- (5) If an alternative procedure is adopted by ordinance in conformity with this section, the claim procedure required by ss. 61.25 (6), 61.51, 62.09 (10), 62.11 and 62.12 and other relevant provisions, except s. 893.80, is not applicable in the city or village.

History: 1971 c. 108 ss. 5, 6; 1971 c. 125 s. 523; 1977 c. 285 s. 12; 1979 c. 323; 1985 a. 29; 1991 a. 316; 1999 a. 150 s. 113; Stats. 1999 s. 66.0609; 2001 a. 16.

Cal Patterson

From: Jesse Wesolowski [JWeslaw@aol.com]
Sent: Saturday, April 14, 2012 10:04 AM
To: Cal Patterson
Subject: Wis. Stats. 66.0607 and 66.0609

Found nothing in the Mun. Code. Zero hits on both statute numbers in the League opinions. Below is the League Handbook history and discussion. Unless the alternative method was adopted by an ordinance not in the Code book or unless I somehow missed it in the search, an ordinance would need to be adopted for that method. Let me know if you have any further questions. Thanks.

Financial Administration

Claims Against Municipalities

A municipal governing body must review and approve all claims (i.e., bills, vouchers and invoices submitted to the municipality for payment) before they can be paid unless it adopts an ordinance directing that an alternative procedure, described below, be followed delegating approval authority to the municipal clerk. If the governing body retains the authority to approve claims, it may want to establish a claims policy to make the process more efficient. For example, a policy could direct the clerk to organize the list of claims presented to the governing body for approval so that several claims by the same claimant are grouped together. In addition, the governing body might want to reserve close examination for larger claims. Also, a governing body might consider establishing an audit committee to review the claims and make a recommendation to the governing body. Schneider, Handbook for Wisconsin Town Officials, (1994).

In most instances, claims are for previously approved services or materials and are allowed. All claims or bills against a city or village must be presented to the clerk in an itemized form as required by secs. 62.12(8), 61.51(1), and 893.80(1)(b), Stats. "Itemized" means listed in sufficient detail to clearly identify the nature of all items. In many instances, detailed duplicates of the sales slips representing the items on the claim can be attached to the claim to fully explain all items. It is customary for the clerk to provide a uniform claim form under either sec. 61.51 or 62.12(8), Stats. Stock claim forms, which also are sometimes called invoices or vouchers, may be purchased from office supply businesses.

Cities

In cities having a comptroller, the clerk must deliver the sworn claims to the comptroller for examination. The comptroller or person serving as such must examine the claim within thirty days and return it to the clerk for her or his approval or with a disapproval report. The clerk then places the claim before the council for action at its next meeting. If the clerk acts as comptroller, he or she performs this step under secs. 62.09(10)(c) and 62.12(8), Stats.

Villages

In villages, each claim must be audited. The audit is usually performed by a committee of the board or by an individual designated by the board after which the clerk must endorse on the claim the words "Allowed" or "Disallowed," adding the actual amount allowed, if any. Sec. 61.51(l), Stats. The actual amount allowed on each claim must be shown in the minutes of the proceedings of the board. Every claim allowed must be filed by the clerk, and those of each year consecutively numbered, as required by sec. 61.51(l), Stats. This numbering should be for the calendar year, which is the fiscal year. Certain boards and commissions also may audit and approve payment of claims against funds over which they have exclusive control under sec. 66.0607(4), Stats.

Claims for Damages

Before any claim for damages may be brought or maintained against a city or village, the claim must be presented to the governing body in the manner prescribed for filing a claim by sec. 893.80, Stats. The party bringing the claim must give written notice of the circumstances of the claim, within 120 days after the happening of the event giving rise to the claim, to the appropriate governmental entity, officer, agent or employee. However, failure to give the requisite notice will not bar action on a claim if the municipality had actual notice of the claim and the claimant shows to the court's satisfaction that the delay or failure to give the required notice has not been prejudicial to the defendant municipality, employee or officer. Sec. 893.80(i)(a), Stats. The claimant must also submit an itemized statement of the relief sought within the applicable time period for the type of relief sought. *Schwetz v. Employers Ins. of Wausau*, 126 Wis.2d 32, 374 N.W.2d 241 (Ct. App. 1985). If the claim is disallowed, the claimant has six months to institute an action after receiving notice of such disallowance by registered or certified mail. Sec. 893.80(l)(b), Stats.

Alternative Procedure for Approval of Financial Claims

In 1945, the League successfully persuaded the state legislature to adopt a law providing for an alternative method of paying claims. This method is available to cities and villages by the adoption of a simple ordinance. It permits the payment of legal claims under proper conditions without formal governing body approval of each and every claim.

The conditions outlined in sec. 66.0609, Stats., authorizing this alternative procedure are several. Payments from the treasury are made after the clerk or comptroller has audited and endorsed each claim as a proper charge against the treasury and determined that:

1. funds are available in the budget to pay the claim;
2. the item or service covered by the claim has been authorized by the proper official or agency;
3. the item or service has been actually supplied or rendered;
4. the claim is just and valid pursuant to law.

The clerk or comptroller may require submission of proof to show compliance with the above items. Under this alternative procedure, the clerk or comptroller must file a monthly list of claims with the governing body showing the date paid, name of claimant, purpose and amount. Sec. 66.0609(2), Stats. The ordinance implementing the alternative procedure must also provide that an annual detailed post-audit of all financial transactions be performed and that the clerk or comptroller file a fidelity or surety bond. Sec. 66.0609(3), Stats. Adoption of this claim approval process does not negate the necessity of filing a claim under sec. 893.80, Stats., with the governing body to bring and maintain legal action against the municipality for all or any portion of a claim disallowed by the clerk or comptroller. Sec. 66.0609(5), Stats.

Disbursements from the Treasury

Disbursements from the municipal treasury are made as provided in sec. 66.0607, Stats. Under that procedure, the municipal treasurer makes the disbursement following the written order of the clerk after proper vouchers have been filed with the clerk and approved. Sec. 66.0607, Stats. In circumstances where the statutes allow for payment by the treasurer without an order from the clerk, the clerk must draw an order and give it to the treasurer prior to payment. The clerk's written order is not required where the municipality has designated a fiscal agent under sec. 77.10(2), Stats., and where the governing body has authorized the periodic payments to be made under sec. 66.0607(3m), Stats., through the use of "money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods." In such cases, the municipal treasurer must keep a record of the date, payee and amount of each transfer made by the money transfer technique. If any municipal board, commission or committee is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, such as the library board, payments are made by draft or order check issued by the clerk upon the filing of certified vouchers signed by the proper officers of the board, commission or committee. The vouchers must show the name of the claimant and the amount and nature of each payment. Sec. 66.0607(4), Stats.

Municipal clerks may not issue orders in excess of funds available or appropriated for the purpose of

the order, unless authorized by a resolution adopted by a two-thirds vote of the governing body. Secs. 66.0607(7) and 65.90(5), Stats.

Disbursements of municipal funds from demand deposits (i.e., checking accounts) must be by draft or order check. Sec. 66.0607(3), Stats. Money may be withdrawn from savings or time deposits only by written transfer order. Transfers may be made only to another authorized deposit in the same or another authorized public depository. In other words, cash withdrawals cannot be made from municipal accounts.

The clerk and treasurer must sign draft or order checks and transfer orders. The village president or mayor must also countersign such documents unless the municipality, by resolution or ordinance, decides not to require their signatures. If the governing body decides not to require the village president or mayor to countersign checks and transfer orders, a certified copy of the resolution or ordinance must be filed with each concerned public depository. Sec. 66.0607(3), Stats.

A municipal governing body may also, by resolution or ordinance, require other signatures on draft or order checks and transfer orders. In addition, governing bodies may authorize facsimile signatures in lieu of personal signatures. Use of facsimile signatures does not relieve any official from liability for the unauthorized use of the signature. Public depositories are protected from liability by making payments or transfers pursuant to approved facsimile signatures. Sec. 66.0607(3), Stats.

City of Franklin
Surrounding Cities - Surveyed

Municipality	Population	Contact	Voucher Payment under		Manuals Allowed	Separate Treasurer	UFD
			66.0607	66.0609 other			
West Allis	C 60,300	Mark Weiss Finance Manager	414-302-8292	No Response			
Wauwatosa	C 46,320	John Ruggini Finance Director	414-479-8962	Y	Each Council meeting	Y	N
New Berlin	C 39,770	Ralph Chipman Finance Director	262-797-2448	Y	Each Council meeting	Y	N
Brookfield	C 37,870	Robert Scott Director of Finance	262-782-9650	Y	BiWeekly	Few	N
Greenfield	C 36,740	Paula Schaefer Finance Director	414-329-5285	Y	Weekly	Few	N
Menomonee Falls	V 35,680	Jason Kaczmarek Finance Director jkaczmarek@menomonee-falls.org	262-532-4235	Y	Weekly	Few	Y N-Clerk
Franklin	C 35,520	Cal Patterson Director of Finance & Treasurer		Y	Each Council meeting	Y	N
Oak Creek	C 34,530	Vacant Barb Guckenberger	414-768-6514 414-768-6559	Y	Each Council meeting	Y	Y N Elected-3yr
Muskego	C 24,217	Sharon Mueller Director of Finance & Adr	262-679-5622	No Response			
Not Contacted:							
Milwaukee	C 595,425						
South Milwaukee	C 21,403						
Cudahy	C 18,247						
Greendale	V 14,123						
Whitesfish Bay	V 14,105						
Shorewood	V 13,174						
Glendale	C 12,808						
Brown Deer	V 12,065						
Hales Corners	V 7,683						
Fox Point	V 6,644						
Bayside	V 4,380						
West Milwaukee	V 4,200						
River Hills	V 1,591						

ATP

6/4/12

ACS GOV'T FINANCIAL SYSTEM
05/31/2012 09:34:14

Disbursement Journal

CITY OF FRANKLIN, WISCONSIN
610603-007.20 RECAPPAGE
61540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
01	GENERAL FUND	466,307.70
15	LIBRARY FUND	53,923.05
17	SOLID WASTE COLLECTION FUND	36,090.00
24	ST MARTINS FAIR FUND	485.00
25	HEALTH DEPT GRANT FUND	3,873.44
26	OTHER GRANTS	1,550.00
28	DONATIONS FUND	700.01
41	CAPITAL OUTLAY FUND	14,216.74
43	TIF 2 BUSINESS PARK PHASE 3	823,317.71
46	CAPITAL IMPROVEMENT FUND	3,010.82
47	STREET IMPROVEMENT FUND	2,095.02
48	TIF 3 BUS PK-S27-31/OREKEL	883.40
49	TIF 4 BUS PK-S27/BAKWOOD	252.00
61	SEWER FUND	54,078.93
75	SELF-INSURANCE FUND	160,272.24
80	RETIREE HEALTH FUND	23,349.70
88	EMPLOYEE ACTIVITIES	8.38
TOTAL ALL FUNDS		1,644,314.14

1,644,314.14

BANK RECAP:

#15

BANK NAME	DISBURSEMENTS
CITY US BANK	1,644,314.14
TOTAL ALL BANKS	1,644,314.14

#45

1,644,314.14

0143046 Johns

35,286.00

0143066 MCFLS

38,213.96

0145134 Wessolowski

25,147.49

0145144 World Fuel

37,727.01

117,374.46

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F P S	ACCOUNT
US BANK									
1957	05/31/12	FRANKLIN TRUST ACCT/	6057 5/4 HPS MED CURR Y	14,631.37	050912	050912		N N	75.000.5010.5501
1957	05/31/12	FRANKLIN TRUST ACCT/	6057 5/4 HPS MED CURR RETD	109.58	050912	050912		N N	80.000.5015.5501
1957	05/31/12	FRANKLIN TRUST ACCT/	6057 5/4 HPS MED PRIOR YR	510.96	050912	050912		N N	75.000.5010.5509
1957	05/31/12	FRANKLIN TRUST ACCT/	6057 5/4 AFI FEE	282.20	050912	050912		N N	75.000.5010.5503
1957	05/31/12	FRANKLIN TRUST ACCT/	6057 5/4 AFI FEE	1.86	050912	050912		N N	80.000.5015.5503
				15,535.97	*CHECK TOTAL				
1958	05/31/12	FRANKLIN TRUST ACCT/	6057 4/20 HPS AFI FEE ADJ	8.51CR		051112		N N	75.000.5015.5503
1958	05/31/12	FRANKLIN TRUST ACCT/	6057 4/20 HPS PRIOR ADJ	500.21CR	051112	051112		N N	75.000.5010.5509
				508.72CR	*CHECK TOTAL				
1959	05/31/12	FRANKLIN TRUST ACCT/	6057 5/11 AFI FEE	1,201.12	051112	051112		N N	75.000.5010.5503
1959	05/31/12	FRANKLIN TRUST ACCT/	6057 5/11 HPS MED CURR	69,573.67	051412	051112		N N	75.000.5010.5501
1959	05/31/12	FRANKLIN TRUST ACCT/	6057 5/11 HPS MED CURR RETD	81.00	051412	051112		N N	75.000.5010.5509
				70,855.79	*CHECK TOTAL				
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 MED CURR YR	21,007.40	051012	051412		N N	75.000.5010.5501
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 MED PRIOR YR	352.69	051012	051412		N N	75.000.5010.5509
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 DENTAL CURR YR	1,153.25	051012	051412		N N	75.000.5020.5501
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 DENTAL PRIOR YR	149.00	051012	051412		N N	75.000.5010.5509
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 SP MULTIPLES '11 PRIOR	506.21	051012	051412		N N	75.000.5020.5509
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 MED CURR RETD	1,254.67	051012	051412		N N	80.000.5015.5501
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 MED PRIOR RETD	110.28	051012	051412		N N	80.000.5015.5509
1960	05/31/12	ALLIANCE BENEFIT GRD	13053 5/10 DENTAL CURR RETD	127.50	051012	051412		N N	75.000.5025.5501
				24,655.00	*CHECK TOTAL				
1961	05/31/12	FRANKLIN-PAYROLL ACC	6097 5/17 PAYROLL TRANS	33,045.37	051712	051812		N N	01.1100.1111
1962	05/31/12	IRS PAYROLL TAXES	9070 5/18 FED TAX PAYRO	52,177.66	051612	051812		N N	01.2000.2141
1962	05/31/12	IRS PAYROLL TAXES	9070 5/18 SOC SEC TAX P	50,217.42	051612	051812		N N	01.2009.2143
1962	05/31/12	IRS PAYROLL TAXES	9070 5/18 MEDICARE TAX	14,009.03	051612	051812		N N	01.2000.2144
				116,398.11	*CHECK TOTAL				
1963	05/31/12	WI DEPT OF REVENUE	23047 5/18 STATE PYRL T	26,495.75	051612	051812		N N	01.2000.2142
1964	05/31/12	FRANKLIN TRUST ACCT/	6057 5/18 HPS MED CURR	22,758.76	052112	051812		N N	75.000.5010.5501
1964	05/31/12	FRANKLIN TRUST ACCT/	6057 5/18 HPS MED CURR RET	166.25	052112	051812		N N	80.000.5015.5501
1964	05/31/12	FRANKLIN TRUST ACCT/	6057 5/18 AFI FEE	401.85	052112	051812		N N	75.000.5010.5503
1964	05/31/12	FRANKLIN TRUST ACCT/	6057 5/18 AFI FEE RETD	2.83	052112	051812		N N	80.000.5015.5503
				23,329.69	*CHECK TOTAL				
1965	05/31/12	ALLIANCE BENEFIT GRD	13053 5/17 MEDICAL CURR Y	9,073.02	051812	052112		N N	75.000.5010.5501
1965	05/31/12	ALLIANCE BENEFIT GRD	13053 5/17 MEDICAL PRIOR YR	55.92	051812	052112		N N	75.000.5010.5509
1965	05/31/12	ALLIANCE BENEFIT GRD	13053 5/17 DENTAL CURR YR	3,805.25	051812	052112		N N	75.000.5020.5501
1965	05/31/12	ALLIANCE BENEFIT GRD	13053 5/17 MED CURR RETD	19,427.42	051812	052112		N N	80.000.5015.5501
1965	05/31/12	ALLIANCE BENEFIT GRD	13053 5/17 MED CURR RETD	14.04	051812	052112		N N	80.000.5015.5509
				32,375.55	*CHECK TOTAL				

WARRANT	DATE	VENDOR	DESCRIPTION	AMOUNT	CLAIM	INVOICE	PO#	F Y S ACCOUNT
US BANK								
1966	05/31/12	PRINCIPAL MUTUAL	16007 MAY'12 PENSION PAY	29,988.03	051812	052112		N M 01.2000.2147
1966	05/31/12	PRINCIPAL MUTUAL	16007 MAY'12 PH EMPLOYEE	2,549.60	051812	052112		N M 01.2000.2167
1966	05/31/12	PRINCIPAL MUTUAL	16007 MAY'12 RFNDS/REIMBURSN	1,060.87	051812	052112		N M 01.0000.4781
				32,598.57	*CHECK TOTAL			
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	4,918.95	060412	060412		N M 01.181.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	159.26	060412	060412		N M 01.551.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	1,503.87	060412	060412		N M 01.331.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	1,431.69	060412	060412		N M 01.331.0000.5539
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	3,264.54	060412	060412		N M 61.731.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	4,175.43	060412	060412		N M 01.351.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	16,662.61	060412	060412		N M 01.351.0000.5537
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	127.38	060412	060412		N M 01.331.0000.5419
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	267.89	060412	060412		N M 01.351.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	118.38	060412	060412		N M 01.331.0000.5412
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	5,725.97	060412	060412		N M 15.511.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	5,675.70	060412	060412		N M 01.211.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 ELECTRIC	2,218.77	060412	060412		N M 01.221.0000.5552
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	589.80	060412	060412		N M 01.221.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	1,681.00	060412	060412		N M 15.511.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	1,858.71	060412	060412		N M 01.211.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	1,292.53	060412	060412		N M 01.181.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	59.00	060412	060412		N M 01.351.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	50.22	060412	060412		N M 01.331.0000.5554
1967	05/31/12	WE ENERGIES	23016 APR'12 GAS	231.05	060412	060412		N M 61.731.0000.5554
				52,091.95	*CHECK TOTAL			
141545	05/31/12	WI DEPT FINANCIAL IN	12009 NOTARY RENEWAL-VOID	20.00CR	012412	KALIK RENEW		N M 01.211.0000.5329
142082	05/31/12	AURORA MEDICAL GROUP	1133 PHYSCLS-REISSUE #1429	148.30CR	030712	EG0023117		N M 01.221.0000.5211
142082	05/31/12	AURORA MEDICAL GROUP	1133 PHYSCLS-REISSUE #14	1,038.10CR	030712	EG0023117		N M 01.221.0000.5211
				1,186.40CR	*CHECK TOTAL			
142845	05/31/12	SCHAEFER/JEROME	19070 DONA'T ENVIR CONN-VOID	91.00CR	051512	TREES		N M 28.102.7030.5821
142905	05/31/12	CARROLL/DIANA	12008 REFUND 2ND CHARGE	104.00	051012	796-9992-006		N M 19.0000.4490
142906	05/31/12	MILW CB CLERK OF COU	13165 BAIL C#FPD 12-001874	150.00	050812	TR77014		N M 01.2000.2436
142907	05/31/12	BROWN DEER POLICE DE	12027 BAIL BD #N1032870	235.00	050912	TR77035		N M 01.2000.2436
142908	05/31/12	RACINE CB CIRCUIT CO	12028 BAIL C#11-2048	235.00	050312	TR76890		N M 01.2000.2436
142909	05/31/12	SFDA	12029 SFDA REVIEW FEE	435.00	051012	05/10/12		N M 01.152.0000.5213
142910	05/31/12	AT&T	1184 APR'12 911 WIRELESS T	193.46	042812	414245635304	096453 P	N M 01.211.0000.5415
142911	05/31/12	ENS MEDICAL BILLING	3014 MEDICARE REVALIDA'T F	523.00	051512	REVALIDA'T'12	096292 P	N M 01.221.0000.5296

APPROVAL <i>slw cap</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE <i>6/18/2013</i>
REPORTS & RECOMMENDATIONS	Resolution Establishing A City of Franklin Purchasing Policy	ITEM NUMBER <i>G.12.</i>

Analysis

The City has had purchasing procedures for many years based upon Wisconsin Statutes.

As part of Resolution 2005-5965 departments were informed that vouchers over \$5,000 required Mayor approval. This policy clarifies when in the process that Mayoral approval is necessary.

Also part of the best practices is having major portions of financial related activities established as formal policies of the City.

The attached purchasing policy has been reviewed by the Finance Committee and is recommended for approval.

COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2013 - _____ establishing a City of Franklin Purchasing Policy.

STATE OF WISCONSIN: CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2013-_____

A RESOLUTION ESTABLISHING A CITY OF FRANKLIN PURCHASING
POLICY

WHEREAS, it is a best practice for the City of Franklin to have a formal purchasing policy; and

WHEREAS, past Council discussion on Mayoral approval levels is reflected in the policy.

NOW BE IT THEREFORE RESOLVED, that the City of Franklin does approve document 151-03-001 as the City of Franklin purchasing policy;

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of June, 2013.

APPROVED:

ATTEST:

Thomas M. Taylor, Mayor

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

City of Franklin
Finance Department Policy/Procedure

Subject: Purchasing Policies

Issue Date: June __, 2013

Source: Resolution 2013-xxxx

Affected Departments: All City of Franklin Departments

Prior Practice Contracts need Council approval. Purchases made without a contract are made by issuing either a purchase order or a voucher requisition form that is signed by the Department Head or their assignee and if the amount is for more than \$5,000 is also signed by the Mayor prior to the order being placed.

Statutory Authority:

Funds, how expended. "No money may be expended and no liabilities incurred by the city or any department unless otherwise specially authorized by law during the fiscal year . . ." 65.06(1)

"The adoption of the budget shall be authority for the expenditure by a department for the purposes therein provided and of the amounts assigned to the department thereby and no further action by the common council shall be necessary to authorize any department to make such expenditures, except that as provided herein it shall not authorize the expenditure of any money from the contingent fund of the common council." 65.06(12)

"No department shall spend a greater sum than is appropriated by the budget for that department . . ." 65.06(5)

"The comptroller shall countersign all contracts with the city if the necessary funds have been provided to pay the liability that may be incurred there under, and no contract shall be valid until so countersigned." 62.09(10)(f)

"Payment of regular wages or salary pursuant to the budget and salary schedule adopted by the council may be by payroll, verified by the proper official, and filed in time for payment on the regular pay day." 62.12(8)(b)

Authorized Appropriations:

- Those approved by the Council in the annual budget.
- Items not in the current budget but specifically authorized and appropriated by the Common Council prior to the issuance of a purchase order.
- Purchases related to revenue received or committed to be received that is restricted for a particular purpose, example grants, CDBG funds.

Responsibility:

Each Department Head is responsible to use either purchase orders or voucher requisitions to order goods and services and the use of those purchase orders or voucher requisitions is restricted to goods or services that have authorized appropriations.

Contracts that have been entered do not require a purchase order for each progress payment.

Each Department Head is responsible to complete or have completed a purchase order or voucher requisition for each invoice/contact payment received and to sign such purchase order or voucher requisition indicating that the goods or services were received, were used for City of Franklin purposes and do not cause the departments current annual budget to be exceeded.

Policies:

Contracts – Contracts over \$10,000 must have Council approval and are normally signed by the Mayor and Director of Clerk Services unless otherwise directed by Council action, shall be counter signed by the Director of Finance & Treasurer for proper funding source and the City Attorney for proper form. Contracts under \$10,000, except leases, may be entered into and signed by Department Heads provided there are authorized appropriations.

Purchase Orders – Purchase orders are required to be used for all non contract purchases over \$25,000. Purchase Orders may be used for non contract purchases under the above limit. A copy of any purchase order issued shall be attached to the vendor invoice submitted for payment.

Voucher Requisition forms – May be used for purchases under \$25,000 and are to accompany all purchases that do not require a document in advance of the purchase.

Document approval – The normal approving party is the Department Head or their designee if the Department Head is not available. In certain cases, others may be the authorized signor. A list of signors is attached as an appendix to this policy. The Director of Finance & Treasurer is responsible for updating the appendix.

Leasing – As a general rule the City of Franklin does not use leasing as a source of funding appropriations. The major exception is copying equipment due to technological changes it is advantageous to use leasing to maintain the flexibility to change to newer equipment. All lease proposals need Common Council approval after review by the Finance Department.

Mayoral approval – The Mayor may establish a policy limit for approval of purchase orders or voucher requisitions prior to the City being committed to a purchase and a separate policy limit for mayoral approval of invoices received and ready for payment. The policy limits are discretionary and can be raised, lowered or eliminated by the Mayor and can be applied differently by Department or type of expenditure.

The present Mayoral approval levels are:

Purchase orders or voucher requisitions for non contract or non-Council approved purchase orders or voucher requisitions that exceed \$25,000 require Department Heads to have Mayoral approval prior to issuance.

Purchase orders or voucher requisitions for non contract or non-Council approved purchase orders or voucher requisitions between \$5,000 and \$25,000 require Mayoral approval prior to entering invoice in accounts payable

Purchase Cards– This area will be added after policy development is complete in 2013

Rationale:

Clear lines of authority in the purchasing process lead to better purchasing management.

Appendix – Approving Party

Department	Approving Party	Alternate Approver
Mayor & Alderman	Mark Luberda	
Municipal Court	Kari Kowalski	
Clerk Services	Sandi Wesolowski	
Elections	Sandi Wesolowski	
Information Services	Mark Luberda	
Administration	Mark Luberda	
Human Resources	Dana Zahn	
Finance & Unclassified	Cal Patterson	Paul Rotzenberg
Finance Payroll related	Tom Bakalarski	Paul Rotzenberg
Treasury	Cal Patterson	Rosanne Zimmerman
Assessor	Mark Luberda	
City Attorney	Mark Luberda	
Municipal Buildings	Mark Luberda	
Insurance	Mark Luberda	
Police Chief	Rick Oliva	Gaylord Hahn
Fire Chief	Adam Remmington	
Building Inspection	Fred Baumgart	
Weights & Measures	Sandi Wesolowski	
Engineering & Public Works	Jack Bennett	Ron Romeis
Highway/Parks	Jerry Schaefer	
Street Lighting	Jack Bennett	
Weed Control	Sandi Wesolowski	
Health Services	Bill Wucherer	
Animal Control	Mark Luberda	
Recreation	Mark Luberda	
St Martins Fair	Sandi Wesolowski	
Library Director	Barbara Roark	
Planning	Joe Dietl	
Sewer Fund	Mike Roberts	
Water Utility	Mike Roberts	

APPROVAL <i>Slw</i> <i>CDP</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/18/2013
REPORTS & RECOMMENDATIONS	A resolution awarding a contract to BS&A Software for the purchase of Financial Systems software	ITEM NUMBER <i>G,13.</i>

Background & Analysis – See attached document

The financial software the City uses was purchased in 1986 from Business Records Corporation. The software supplier has been sold several times and the current owner is Xerox Corp. Xerox is servicing the software, but making no new investments in it. Without new AS400 hardware the infrastructure supporting the financial software will become functionally obsolete when the operating software is updated.

The initial intention was to replace only the modules the City of Franklin was currently using (the General Ledger, Accounts Payable, Cash Receipting and Receivables modules). Based on the review of the modules being offered the consensus is to include a Purchase Order module in the initial purchase. The rationale for including this module is that it allows for the input of purchase order/requisitions at the department level and incorporates that information into the approval process at the time of ordering. Without this module the manual purchase order/requisition process would need to be maintained and the benefits of the electronic approval system would be reduced. BS&A's use of scanned copies of source documents (invoices, journal entry worksheets, etc) will streamline the procurement and payment process.

We were able to negotiate a \$6,000 reduction in price in conjunction with adding the Purchase Order module to the system.

Recommendation

The Technology Committee reviewed this Financial Software selection proposal on May 22, 2013, with a recommendation to proceed. The Finance Committee reviewed the same proposal May 28, 2013 with a recommendation to proceed.

Fiscal Impact: The 2013 budget anticipated \$100,000 for the purchase of Financial Software. This contract would require a budget amendment to increase the expenditure by \$11,000 to \$111,000.

The final project cost estimate is:

BS&A Software	\$105,780
Cash receipting printers	\$4,200
Misc	<u>\$1020</u>
Total	\$111,000

COUNCIL ACTION REQUESTED

Motion to adopt Resolution 2013-_____, a resolution awarding a contract to BS&A for the Financial System Software.

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO 2013 - _____

A RESOLUTION AWARDDING A CONTRACT IN TO BS&A SOFTWARE FOR THE PURCHASE OF
FINANCIAL SYSTEMS SOFTWARE

WHEREAS, the City of Franklin requested information from multiple vendors on A financial software system; and

WHEREAS, several responses were received, evaluated and researched by staff, with the low quote from BS&A Software in the amount of \$105,780; and

WHEREAS, BS&A Software is a qualified financial software provider; and

WHEREAS, it is in the best interest of the City as recommended by the Technology Committee and Finance Committees and the City's staff, to award a contract in the amount of \$105,780 to BS&A Software.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council of the City of Franklin, that BS&A Software be awarded the contract for Financial Software

BE IT FURTHER RESOLVED that the Director of Finance & Treasurer is authorized and directed to execute necessary agreements with BS&A Software on behalf of the City.

Introduced at a regular meeting of the Common Council of the City of Franklin this 18th day of June, 2013.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 18th day of June, 2013.

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

Ayes _____ Noes _____ Absent _____

PAR

DRAFT
Licensing Agreement
for BSA .NET

**General Ledger
Accounts Payable
Cash Receipting
Miscellaneous Receivables
Purchase Order
Systems**

A PRODUCT OF BELLEFEUIL, SZUR, & ASSOCIATES, INC.

This agreement is made and entered into between Bellefeuil, Szur, & Associates, Inc., hereinafter referred to as the "Licensor" and **City of Franklin, Milwaukee County**, State of Wisconsin, hereinafter referred to as the "Licensee".

WITNESSETH:

Whereas the Licensor is the owner of the copyrighted computerized systems entitled BSA .Net General Ledger/Budgeting, Accounts Payable, Cash Receipting, Miscellaneous Receivables and Purchase Order (the "Financial Services Programs");

Whereas the Licensee desires to obtain a license from the Licensor for use of the Financial Services Programs and agrees to operate the Financial Services Programs pursuant to the guidelines, terms and conditions set forth herein; and

Whereas the Licensor desires to license the Financial Services Programs pursuant to the guidelines, terms, and conditions as set forth herein.

Now, therefore, in consideration of the covenants contained herein, the parties hereto agree as follows:

1. Upon the payment of the License Fees (listed below) by the Licensee...

General Ledger/Budgeting...	\$18,495
Accounts Payable...	\$15,445
Cash Receipting...	\$15,445
Miscellaneous Receivables...	\$15,445
Purchase Order...	\$15,445

2. ...for a total of **\$80,275**, the Licensor grants perpetual, non-exclusive licenses for the use of the Financial Services Programs to the Licensee subject to the terms set forth herein (the "License"). The Licensee is entitled to one copy each of the following:
 - A. BSA .Net General Ledger/Budgeting, Accounts Payable, Cash Receipting, Miscellaneous Receivables and Purchase Order Systems for the Windows XP/Vista® operating system, installed on your server(s) by BS&A Software IT Staff.
 - B. User's Manuals for said Financial Services Programs contained within the Programs.
3. BS&A Software is the owner of, and has the right to, license the Financial Services Programs. This License is not transferable or assignable by the Licensee without prior written consent of the Licensor. The Licensee will not sublicense, modify, adapt, translate, reverse compile,

disassemble or otherwise reverse engineer the Financial Services Programs, the User's Manuals or any portion thereof without prior written consent of the Licensor.

4. Neither party shall have authority to vary, alter, amend, or change the terms of this Agreement without the written consent of both parties.
5. The terms contained herein represent the entirety of this Agreement. No other agreement shall be binding unless in writing and signed by the parties hereto, and no other agreements or understandings implied or otherwise have been made other than those contained herein.
6. It is understood and agreed that if the Licensee defaults in the performance of any of the terms and fails to correct such default within 30 days after receipt of written notice from the Licensor, the Licensor shall have the right to terminate this Agreement and demand return of the Financial Services Programs, the User's Manuals and all copies thereof. Upon such demand, the Licensee shall immediately stop using the Financial Services Programs and return them to the Licensor together with all copies thereof and all other materials provided to the Licensee by the Licensor.
7. It is understood and agreed by both parties that the Financial Services Programs are the property of the Licensor and the Licensor retains all rights therein.
8. This License is issued exclusively to **City of Franklin** to be used only by the Licensee in support of the Financial Services needs of **City of Franklin of Milwaukee County** of the State of Wisconsin.
9. The Licensee may make copies and install the Financial Services Programs on as many computers of the Licensee as the Licensee wishes, provided the Financial Services Programs are only used to assist with the needs of the Licensee.
10. This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the parties hereto.
11. The Licensor warrants and represents that the Financial Services Programs and the User's Manuals are substantially the same as and perform in substantially the same manner as the demonstration versions and manuals.

THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. THE LICENSOR DOES NOT REPRESENT OR WARRANT THAT THIS SOFTWARE WILL MEET ANY OR ALL OF THE LICENSEE'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE SOFTWARE WILL OPERATE ERROR-FREE OR UNINTERRUPTED AND THAT ALL PROGRAM ERRORS IN THE SOFTWARE CAN BE FOUND IN ORDER TO BE CORRECTED.

THE LICENSOR'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES OR LOSSES ARISING FROM USE OF THE PROGRAMS BY THE LICENSEE, ANY THIRD PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE ABSOLUTELY LIMITED TO THE PURCHASE PRICE FOR THE PROGRAMS; PROVIDED THAT THE LICENSEE RETURNS THE PROGRAMS, USER'S MANUALS AND ALL COPIES THEREOF WITHIN 30 DAYS OF DELIVERY. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, THE LICENSOR SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, THE PROGRAMS, ANY THIRD PARTY PERFORMANCE OR LACK THEREOF OR LICENSOR'S PERFORMANCE OR LACK THEREOF UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT OR USE.

12. This agreement shall become effective on the _____ of _____, **2013**.
13. The Licensee acknowledges that the Financial Services Programs, the User's Manuals and other information relating thereto (including all customizations and modifications developed for the Licensee) disclosed to the Licensee pursuant to this Agreement (the "Proprietary Information") are owned by the Licensor and include trade secrets and other confidential and proprietary information of the Licensor, and the Licensee shall maintain in confidence and not disclose the same, directly or indirectly, to any third party without the Licensor's prior written consent. The obligation with regard to confidentiality hereunder shall not extend to any Proprietary Information which: (i) at the time of disclosure is in the public domain by publication or otherwise, through no fault of the Licensee; (ii) the Licensee can conclusively establish was properly in its possession prior to the time of disclosure to it; (iii) is independently made available to the Licensee by a third party who has not violated a confidential relationship with the Licensor; or (iv) is required to be disclosed by legal process or under applicable law; provided that the Licensee uses reasonable efforts to timely inform the Licensor and permit the Licensor to attempt by appropriate legal means to limit such disclosure. The obligations set forth in this paragraph shall survive termination of the license granted herein.
14. This Agreement shall be construed pursuant to the laws of the State of Wisconsin. The venue for any disputes arising under this Agreement shall be the Circuit Court for Milwaukee County. The prevailing party shall be entitled to its costs, including its reasonable attorneys' fees, incurred in any litigation.

Representing Licensor:

Representing Licensee:

Date:

Date: _____

Tax Identification #



City of Franklin

Date: May 16, 2013
To: Technology Committee & Finance Committee
From: Cal Patterson, Director of Finance & Treasurer
Paul Rotzenberg, Deputy Finance Director
Subject: Financial Software Selection

Background:

What: New Software to support the finance department in recording City financial transactions, paying suppliers, receipting cash, accounts receivable and keeping track of the City's financial position needs to be replaced.

Why: The financial software the City uses was purchased in 1986 from Business Records Corporation. The software supplier has been sold several times and the current owner is Xerox Corp. Xerox is servicing the software, but making no new investments in it. Without new AS400 hardware the infrastructure supporting the financial software will become functionally obsolete when the operating software is updated. It is necessary that new application software be acquired costing about \$116,000 or the old hardware be replaced for about \$25,000. The Technology Commission has endorsed replacing the software and the replacement has been budgeted.

Benefits: Switching to a system designed with 2013 accounting features will allow for many improvements in the services provided including information being more readily available to departments, the potential for decentralized data input of vendor invoices, all documentation of receipts and purchases will be able to be maintained electronically allowing for paperless accounts payable system and a paperless journal entry system. In addition electronic approvals of purchases at both the department and at review levels, ability to add features such as positive pay (an anti fraud shared process with our bankers), ACH processing of both receipts and payments, system support for a purchase card program, and allowing for other processing efficiencies. Some of these efficiencies will be used to expand the services being provided by the Finance Department.

Who: In January, 2013 potential software vendors who could serve the City's needs were identified (see Appendix 1). A request for information was sent to five potential software suppliers that matched the needs. The requests were for either a product resident on city servers or one hosted by the vendor/cloud. One vendor declined to provide a proposal, another was demonstrably too expensive. Of the remaining three, the two best responding to our RFI were chosen to provide on-site demonstrations. BS&A Software and Harris Software – who supplies several other software modules used by the city under the MS Govern name.

When: We hope to get approval in June and to implement in the fall of 2013.

Discussion: The two proposals subjected to detailed investigation were as follows:

BS&A – a 25 year old Michigan based software solutions provider solely focused on governmental software. They have over 7,000 installations, 600 of them financial software and claim to have lost only one financial client. BS&A had \$15 million in revenues in 2011 and \$18 million in 2012.

Harris Computer Systems purchased Innoprise Software Inc in April 2011 as well as the Govern suite earlier. Innoprise marketed an ERP (Enterprise Resource Planning) software product suite that was developed for the public sector market. Harris is part of Constellation Software Inc, a public software firm with \$891 million in 2012 revenues.

BS&A is offering a city server solution, while Harris proposed both a hosted and city server solution. Both proposals for city server solutions have unlimited users licenses, while the Harris hosted solution is limited to 13 users [sufficient to handle existing processes, but might limit growth]. Financial arrangements follow later.

The City requested quotes on General Ledger, Accounts Payable, Cash receipting and Receivables modules. We would plan, where practical, integration with other City systems, such as Utility Billing/Collection, Tax Billing/collection, Permit issuance, etc. The integration would cause a summary of financial transactions initiated in the other systems to be exported to the Financial reporting system. BS&A's software has import features that may automate that information exchange.

The system requirements provided by both suppliers were reviewed by City IT personnel. The server, SQL database server, memory storage and desktop requirements are currently all in place. Support equipment, such as bar-code scanners in the Treasury office, a dedicated document scanner, and check or report printer are likely equipment needs to support this new software.

On April 16th BS&A gave an on-site demonstration to the Finance staff, Deputy Treasurer and Director of Administration (a group of eight individuals) that lasted six hours. On April 17th, Harris gave a similar demonstration to the same group that also lasted six hours. Each vendor demonstrated over views of data entry, module structures and information outputs, as well as many features and functions of the software. Staff was asked to evaluate each vendor immediately following the demo. The unanimous choice of providers was BS&A Software. Some reasons stated were friendliness of the BS&A software, more 'included' functionality, perceived integration ability of BS&A, and system capabilities. Harris noted that they had done little to integrate the software with the other Harris (Govern) modules the City uses. We also learned that many of the options we were looking for were either not currently available or in modules not included in the base quote (see below).

Functional Requirements: BS&A and Harris were provided a list of functional requirements. (See appendix 3 attached) To make maximum use of system functionality, a uniform chart of accounts structure for all funds will be necessary. Currently, the Water Utility has a unique chart structure [to deal with PSC issues]. Efforts are underway to modify the Water Utility chart to integrate it into the City's chart to prepare for conversion and preserve the system functionality.

- BS&A responded positively to all feature requests with the following notations
 - There is currently no transaction purging functionality in the software
 - Uniform chart of account structure is required to utilize interfund transaction functionality
 - Budgeting and CAFR preparation is included
- Harris responded positively to all feature requests with the following notations:
 - There is currently no transaction purging functionality in the software
 - No budget functions that cross over fiscal years – to deal with multiyear construction projects
 - Transaction history conversion is not part of the quote
 - Transaction posting in detail only, no summary posting of data
 - There is no aging report of open accounts payable transactions
 - There is no user defined aging parameters in accounts receivable
 - No multiple rules for budget forecasting of expenses or revenues
 - No batch controls to journal entry processing – all transactions are real time

BS&A provided a complete list of financial system users, (including city population, the year converted, and system converted from). Two users were selected, one who converted from our current software in 2012 and a city of similar population. [Note that the vast majority of BS&A users are Michigan municipalities, with the largest of

approximately 100,000. The vast majority are cities/townships under 20,000 in population]. The reference calls confirmed our selection as the lead candidate. Both parties noted dissatisfaction with the Human Resource module. We also completed a site visit with Shorewood, who converted to their software in the spring of 2012. Five WI Communities have recently installed BS&A software.

A reference call to a Harris user was completed as well. Harris identified no Wisconsin communities using this product. Information access was the strongest feature of the software. This client was using the full electronic processing of accounts payable, singing the praises of information velocity. He felt the software was young and needed spotty improvements, which are addressed as customers point them out. Customer support is best when working with the programmers. Payroll is a weak point, and the product does not have all the bells and whistles that bigger vendors have. However, this is more than made up with the ease of information access. Their conversion was interrupted by the Harris purchase, which the client felt was positive for the product, as Harris brought discipline to the company.

A summary of the financial proposals from the two finalists follows. \$100,000 was included in the 2013 Capital Improvements budget for this purchase.

	BS&A	Harris/Innovate	
		City Host	Harris Host
Software Cost:			
General Ledger Notes A & AA	18,495✓	16,000	18,000
Accounts Payable	15,445✓	16,000	0
Cash Receipting	15,445✓	12,000	0
Misc Accounts Receivable	15,445✓	7,600	0
Discount	5335 138db	(3,240)	
Planning & Conversion Notes D & E	9500 4920	24,635	20,160
Training & Install	14.300 2.200	57,400	42,840
Printers – cash receipting	4,200	4,200	4,200
Total Initial Investment & Install	100,160	134,595	85,200
Purchase Order Module	15,445✓	10,200	0
Budgeting	Included	6,800	0
Comprehensive Annual Report	Included	6,000	0
Planning/Conversion/Travel	Included	4,780	1,960
Training & Install	Included	14,280	9,800
Total - recommended	115,605	176,655	96,960
Annual Maintenance Notes B & C	16,055	16,420	18,000
Current annual maintenance costs	9,058	9,058	9,058
10 yr cost – including maintenance	274,521	383,184	323,362
15 yr cost – including maintenance	388,952	530,975	485,374

A – Harris hosted solution has maximum 13 user license [Software for Life – no charge upgrade to new software]

AA – City Hosted solutions – both vendors have unlimited user licenses

B- BS&A - 3 year fixed, and then increases not to exceed CPI

BS&A maintenance begins in year 2

C - Harris hosted solution starts on signature of contract – inflates 5% per year

D – BS&A -unlimited data conversion –

E – Harris solutions - data conversion of chart of accounts, vendor master & customer master only – no transaction history

Senior Finance Department staff is meeting on a weekly basis to identify and document business process changes that may be necessary to maximize the new software. The structure of the City's chart of accounts will require modification to function in the BS&A

software. This effort should expedite the conversion discussions. To take maximum advantage of the interfund transactions involving the Water Utility, its chart of accounts modification will be more extensive. Additionally, meetings are planned with departments, after software is purchased but prior to installation, to review departmental processes to maximize the usefulness of the new software.

Recommendations:

The initial intention was to replace only the modules the City of Franklin was currently using the General Ledger, Accounts Payable, Cash Receipting and Receivables modules. Based on the review of the modules being offered the consensus was to include a Purchase Order module in the initial purchase. The rationale for including this module is that it allows for the input of purchase order/requisitions at the department level and incorporates that information into the approval process at the time of ordering. Without this module the manual purchase order/requisition process would need to be maintained and the benefits of the electronic approval system would be reduced. BS&A's use of scanned copies of source documents (invoices, journal entry worksheets, etc) can eliminate the duplication of effort currently made by finance and the initiating dept, along with filing and retrieval processes. The use of an all electronic filing system within accounts payable would be negatively affected should the manual purchase order process be retained. The reduction in duplicate effort will be offset by implementing the imaging process. This module will increase the project cost by \$16,000 to a new total of \$116,000

Staff recommends the purchase of the modules described above from BS&A software for the following reasons:

1. BS&A had greatest number of positive responses to functional requirements
2. Cost proposal is favorable to other vendors
3. Positive references to randomly selected customers – references were chosen by staff and not suggested by vendor
4. Vendor has positive experiences with converting data from legacy City systems
5. Vendor will convert as many years transaction history as requested for fixed fee
6. First year maintenance included, then three year frozen fee before CPI escalation
7. Limited time guaranteed pricing for additional modules
8. Unlimited user license – expansion as city grows with no added cost
9. Small, but growing established Milwaukee area user base
 - a. Large – 600+ established base of users – predominantly in Michigan

- b. Vendor's creation of system to use WI PSC chart of accounts – simplifies reporting using PSC formats
10. Potential for a number of process improvements:
 - a. Paperless accounts payable system
 - b. Paperless journal entry system
 - c. Decentralized data input of vendor invoices electronically matched to purchase orders
 - d. Electronic documentation of management approval of transactions with multiple levels of controls and options
 - e. Electronic controls on information access
 - f. Positive pay for disbursements – effective controls on cash disbursements
 - g. Automated Electronic payments of suppliers
 - h. Integration with Purchase cards – when City implements them
 11. Increased velocity of information across City – i.e. Dept heads will have desk top available of account budget information, including the value of any outstanding purchase orders.
 12. Vendor responsiveness to suggested system enhancements
 13. Vendor has established additional modules that integrate with this software
 14. BS&A's user friendly design which is similar to other City software that users presently interact with.
 15. Vendor schedules bi-weekly releases of system enhancements – this allows Franklin to take advantage of system enhancements that other users identified. Shorewood has made several requests that BS&A implemented and then made available to their entire Michigan user base via these bi-weekly enhancements.

Identified risk factors:

1. Vendor is privately held company – risk of sustainability –source code is escrowed with a third party.
2. Limited guarantee on pricing of follow on modules
3. Staff resistance to change – staff has been involved in the search process
4. Storage requirements may be inadequate for 'real' needs for document imaging and long term storage.
5. Culture change may not happen to take full advantage of system capabilities – i.e. relinquishing the paper copy of transactions.
6. Integration of Water Utility chart of accounts with that of city will require re-learning account structure

Appendix:

1. Software providers considered
2. Hardware requirements
3. Functional requirements
4. Cost Comparison
5. Reference checks

Potential Vendors

Mr. Dan Burns
BS&A Software
14965 Abbey Lane
Bath, MI 48808

248-595-6673
517-641-8900

dburns@bsasoftware.com
www.bsasoftware.com

Mr. Jim Nelson
Springbrook Software
111 SW Fifth Avenue Suite 1850
Portland, Oregon 97204

320-229-3907
866-256-7661

jim.nelson@sprbrk.com
sales@sprbrk.com
www.SpringbrookSoftware.com

Tyler Technologies, Inc
Munis Division
370 US Route One
Falmouth, ME 04105

ext 4147
800-772-2260

alban.michaud@tylertech.com
www.munis.com
www.tylertech.com

Mr. Jason Mavel
New World Systems
888 W Big Beaver Road
Troy, MI 48084

248-613-9555
248-269-1000

jason.mavel@newworldsystems.com
www.newworldsystems

Mr. Kevin Campbell
Ms. Carol Oberlohr
Innoprise Division
MSGovern
520 Zang Street
Broomfield Co 80021

540-577-8332
573-576-9335
888-298-2133

kscampbell@msgovern.com
coberlohr@msgovern.com
www.msgovern.com

Lawson
Oracle
SAP
Sungard

Intuit Public Sector Solutions

Mitchel Humphrey
St Louis, MO

Banyon Data Systems
Burnnsville, Minnesota

Main Street Software Corporation
Salisbury, Maryland

Hardware & Software Requirements

Paul Rotzenberg

From: Dennis McDonald
Sent: Thursday, February 07, 2013 2:51 PM
To: Paul Rotzenberg
Subject: RE: Help with Financial Systems equipment requirements

Paul,

After reviewing the provided documents outlining the requirements for the 3 systems that you're considering, I've determined that all of the specs are much higher than we would actually need because they are assuming that we would be putting the database server on the same server as the new software package. We already have a dedicated SQL database server and has been spec'd out to support our current environment with plenty of growth. There is plenty of space and memory to support the database operations of the new software.

As for the server that actually runs the software, it's been my experience that vendors tend to over-demand what you put in the actual application server. Even so, we have enough RAM to run the server in the existing virtual server configuration.

The biggest question for us right now is processing power. Processing cycles are very hard to anticipate for new (or even our current) software. As of now, our average CPU usage on the physical machines is .1% so we have *plenty* of room for growth there. I can't say with certainty what effect this new system will have on the infrastructure, but from reviewing the documents it looks to be a minimal impact.

The next part of this is storage. You had mentioned that there are going to be PDF reports generated. We have a very slow rate of growth and currently have 1.4TB (1,400GB) of space available. As well, I'm planning on getting more disks in the 2014 budget to ensure that we continue to have enough free space available. In the end, I believe that there is enough space to support several years of PDF files generated from the financial system.

The final part is the workstations. With the final workstation replacements, all users' computers are now running Windows 7 with enough RAM to support the reporting requirements of any of these systems.

My final verdict? Any of these 3 will work with what we've got. Also, I will always advocate for the city purchasing the hardware separately as we have special government pricing and an already robust infrastructure in place that (for these 3 proposals) will not need any additional hardware anyways. Lastly, I would recommend against a "cloud" solution since we are at the mercy of 1) another entity's security/infrastructure and 2) our own internet connectivity to use the software.

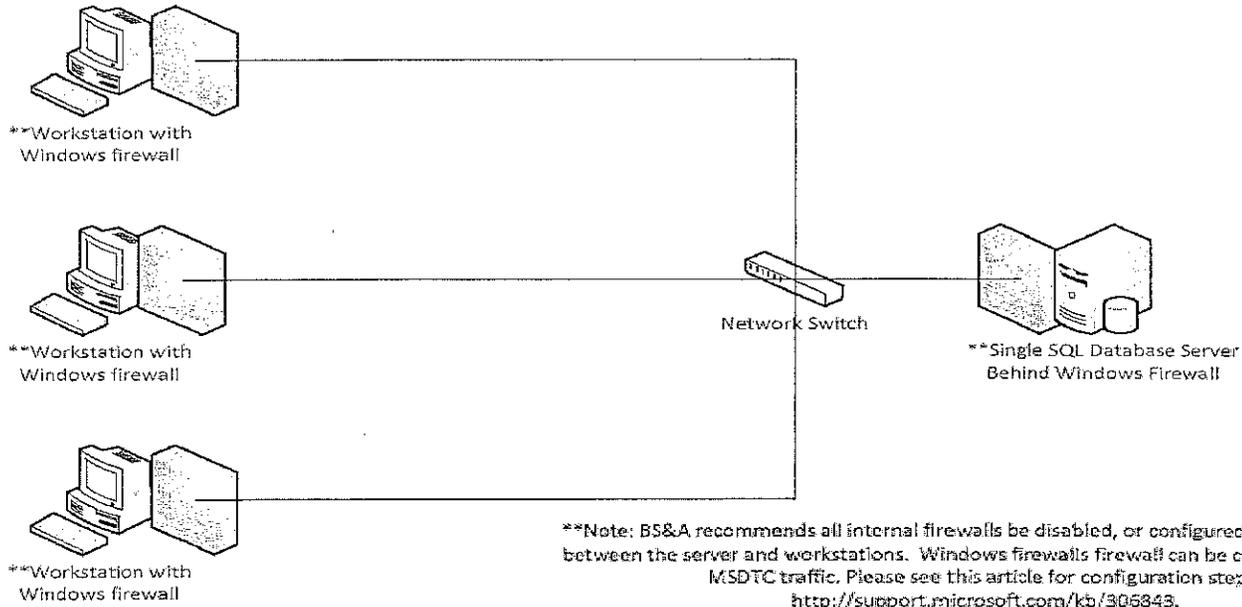
Sincerely,

Dennis McDonald
Network and Server Administrator

City of Franklin
9229 W Loomis Rd.
Franklin, WI 53132
T:414.427.7646
F:414.427.4527
E:dmcDonald@franklinwi.gov

Hardware and software requirements.

Our ideal configuration is a client-server environment. The backup solutions are to be handled via SQL or appropriate backup software. Although BS&A Software recommends a physical environment for our customers, we support the implementation of our software in virtual environments. BS&A has extensively tested and approved both VMware and HyperV in our labs.



Operating System

Workstation – We Support Windows 8, Windows 7, Window Vista or Windows XP Professional

Server – We Support Windows Server 2008 through Windows Server 2003

Database

Microsoft SQL

Database schema for BS&A does not include views. All views are created programmatically at runtime of the application. All columns in the view are able to be sorted. All tables are able to be indexed by the user. This gives better functionality for a non-technical user than a standard view. SQL table schema for BS&A tables utilizes unique keys and indexes.

Reporting Services

BS&A's applications come with a large amount of reports offering numerous options so our users can quickly get the most out of our software. However, our integrated Report Designer allows users the ability to create their own reports as needed.

Key features:

- Streamlined capabilities with calculated expressions
- A Table option, which allows columns of fields on a report for ease in field placement and movement
- "Sort" banners and footers, which group data and can provide subtotals
- Clickable reports let you click on a particular report entry to drill down to the details
- Reports can be saved to PDF format and CSV format
- Same look and feel as Crystal Reports
- Our Report Profiles feature lets users group multiple reports together for more efficient printing. Individual reports within the profile have options that can be set and saved for the Profile process.

Workstation	
Recommended	Minimum
2.8 I3 (or faster) cpu	2.4 Core2Duo cpu
4 GB RAM	2 GB RAM
40 GB free disk space	20 GB free disk space
Windows 7 (Professional 64/32Bit)	Windows XP Professional
Server (15 to 30 Users)	
Recommended	Minimum
(1) Xeon 2.3 GHz E5 Six-Core 2.5 GHz Processor (or faster)	2 GHz Multi-Core Xeon Processor
24GB RAM	16 GB Ram
4x SATA 7.5K RPM 1 TB (2x RAID1)	500 GB free disk space
2x SATA (SandForce) Solid State Drive (SSD) Separate RAID for Operating System	
Window 2008 Server (64 bit)	Window 2008 Server (64 bit)
Server (30 to 50 Users)	
Recommended	Minimum
(2) Xeon 2.5 GHz E5 Six-Core 2.5 GHz Processors (or faster)	2.8 GHz Quad-Core Xeon Processor
48GB RAM	24 GB Ram
4x 10K RPM 1 TB Hard Disks (2x RAID1)	1 TB free disk space
2x SATA (SandForce) Solid State Drive (SSD) Separate RAID for Operating System	
Window 2008 Server (64 bit)	Window 2008 Server (64 bit)
Server (50 to 100 Users)	
Recommended	Minimum
(2) Xeon 2.5 GHz E5 Six-Core 2.5 GHz Processors (or faster)	(2) 2.8 GHz Quad-Core Xeon Processors
64GB RAM	48 GB Ram
8x 15K RPM 1 TB Hard Disks (2x RAID10)	1 TB free disk space
2x SATA (SandForce) Solid State Drive (SSD) Separate RAID for Operating System	
Window 2008 Server (64 bit)	Window 2008 Server (64 bit)
Virtual Server	
<i>Please see the help doc entitled "BS&A Software and Best Practices in Virtual Environments" on our website.</i>	
Terminal Services/Citrix Environments	
<i>Recommended Application Server Specifications</i>	
Dual Quad-Core Xeon Processor	
4096 MB RAM plus an additional 1028 MB RAM per user, per application	
500 GB free disk space Windows 2008 Server (64Bit)	
Limit of 50 total users	
<i>Please see the help doc entitled "Limitations of Using Terminal Services with BS&A .NET Applications" located on our website.</i>	

I.T. Recommendation

BS&A has worked with IT Right for network services and implementation for well over 10 years. If you are in need of IT services, please visit their site: <http://www.itright.com>

Printer Recommendations

All printers used with BS&A .NET applications must be on the Microsoft Hardware Compatibility List. Visit the following link for a complete list: <http://winqual.microsoft.com/hcl/Default.aspx>

Receipt Printer Recommendations

Receipt printers must be Microsoft OPOS.NET compatible.

Example: Epson TM-H6000III with Validation

Visit the following link for a list:

<http://www.microsoft.com/dynamics/rms/product/hardwarecompatibility.mspx?category=Printer>

please note: the Ithaca Series 90/150 printers are compatible with Windows XP, but will not work on Windows Vista or Windows 7

SQL Recommendations

Less than 15 users and a population less than 40,000: SQL Express

Greater than 40,000 population or greater than 15 users, but less than 25 users: SQL Workgroup

Greater than 25 users: SQL Workgroup CPU License

Greater than 50 users: SQL Standard CPU License

Environments running the SQL Standard or Workgroup should strongly consider a dedicated MSSQL Server.

SQL Server Pricing

Servers running SQL Standard or Workgroup assume that the server is largely dedicated to BS&A Software. Servers running other database engines (including but not limited to, Microsoft Exchange, other Microsoft SQL, or Pervasive SQL) will need greater resources to achieve desired results. Environments running the SQL Standard or Workgroup should strongly consider a dedicated MSSQL Server.

Edition	Pricing per Processor Retail	Client Access Licensing Retail
<u>Express Edition</u> An easy-to-use, lightweight, and embeddable version of SQL Server. Free to download, redistribute, and embed	FREE	FREE
<u>Workgroup Edition</u> Designed for small organizations that need a database with no limits on size or number of users	\$3,899	\$739 with 5 CALs
<u>Standard Edition</u> Data management and analysis platform for small and medium-sized organizations	\$5,999	\$1,849 with 5 CALs

While BS&A does not sell SQL, we have provided a list of government resellers. Purchasing Microsoft SQL Server through a Government reseller is highly recommended.



Hardware and Software Requirements

The hardware design for Innoprise applications are based on a True N-tier architecture using a database server, application server and a web client. The choice of technologies has been predicated on the desire to run on multiple platforms. We currently support Windows®, Linux®, UNIX® and for the application server platform and Windows®, Linux, UNIX, and AS400 as a database platform. The software will work with virtually any current release of commercially available relational database management systems. We support all of the following technical foundations as outlined below.

- Browser based Client with multi-tasking capability (accessible with Internet Explorer, Firefox, Chrome, etc.)
- Internet/Intranet /WAN Deployment
- Integration with Microsoft Office Suite
- J2EE
- Integration into a Virtual Server/Desktop environment (VMware vSphere, Citrix XenApp)

Technical Architecture

Processor	SUN SPARC	Platform	Sun Solaris 8, 9, 10
Processor	Intel x86 (32 Bit)	Platform	All Unix/Linux Distributions All Windows 2000+ Distributions
Processor	Xeon and Opteron (64 Bit)	Platform	All Unix/Linux Distributions All Windows 2000+ Distributions
Build Environment	Ant	Java	Java 1.5+
Data Interchange	XML	Database	MySQL v5+ Oracle v9+ SQL Server v2005+ DB2/400
Integration Component	.NET Framework v2+ JEE5	Network	TCP/IP
Authentication	JAAS LDAP Active Directory	Browser	FireFox v2.+ IE v7+
Credit Card Processing	Authorize.net	EFT	Standard ACH
Data Interchange	XML Web Services		
JEE5 Application Server	GlassFish JBoss		



The amount of RAM allocated depends on the number of concurrent users using the application. Using VMware, when a separate VM is created for each application then one can easily adjust the resources allocated to a server depending up the usage.

Description	Processor	RAM	Hard drive space	Operating System	Applications
Application Server	64-bit 2x Quad Core (>2GHz)	4 – 8 GB	40GB	64 bit Operating System	Financials
Application Server	64-bit 2x Quad Core (>2GHz)	4 GB	40GB	64 bit Operating System	Centralized Cash receipting, Portal
Database Server	64-bit 2x Quad Core (>2GHz)	4 - 8GB	(Current Usage + 15 % of current usage) * 2	64 bit Operating System	Production, All databases
Web Server	64-bit 2x Quad Core (>2GHz)	2GB	20GB	64 bit OS	

We recommend create a separate test server that will house contain its own DB and VM application servers. Whenever a new version is deployed for any of our applications we deploy it to the test instance and then the user group signs off on that version. The approved version is migrated to production.

SaaS Deployment

Software as a Service (SaaS) is a software distribution model in which applications are hosted by Harris ERP and made available to you over a network, typically the Internet. Because the Innoprise Applications underlying technologies supports Web services and service-oriented architecture (SOA) we are able to offer the Innoprise Applications in a SaaS model.

Benefits of the SaaS model include:

- Easier administration
- Automatic updates and patch management
- Compatibility: All users will have the same version of software.
- Easier collaboration, for the same reason
- Global accessibility.

Functional Requirements

Functional area	Description	BS&A	Feature Supported Y/N	Additional Explanation
General Ledger				
A	Validity checks on journal entries		Y	
	Debits & Credit balance within given fund/journal entry		Y	
	If multiple JE's in batch, total debits equal total credits for all journal entries		Y	
	total of all journal entries for batch agree to control total for batch from workpaper form		Y	
	use of valid account numbers		Y	
	Accounts must be available for posting - not closed		Y	
B	Permit use of recurring journal entries		Y	
	Copying Journal entry from prior period to current period		Y	
C	chain journal entries together for copying		Exp	Need further information?
D	Error messages indicating reason for error		Y	
E	Provide Trial balance report, listing account and ending balance for selected period		Y	
F	User defined purging parameters for transactions,		Exp	Most units do not purge financial history. MS SQL database allows for unlimited history.
	detail notes		Exp	We could add "purging" utility if required.
	links to documents		Exp	See above
G	Trial balance report for range of accounts for selected period		Y	
H	General Ledger report - listing transactions by account with Opening balance, transaction activity and ending balance for selected periods or all periods for fiscal year, for all/or selected accounts		Y	
I	Financial Reports with user selection of:			
	Report of Fund Balances - list account name/#, Opening balance, current period activity, YTD activity, ending account Balance		Y	
	Revenues Report for Fund(s) - list acct name/#, Annual Budget, Current activity, YTD activity, remaining budget		Y	
	Expenditure Report for Fund(s) - list acct name/#, Annual budget, current activity, YTD activity, remaining balance		Y	
	selected funds to report -single or multiple funds		Y	
	List multiple Balances to report - actual/budget, period/YTD, current year or selected prior year.		Y	
	Differences between reported activity (actual less budget, Current Year compared to Budget, Current year compared to prior year, etc)		Y	
	% use of budget		Y	
	Combining report - multiple funds selected with total for all funds		Y	
	Reports exportable to Excel		Y	
	Report of individual account or groups of accounts by range or user selection		Y	
	Subtotaling and totaling by user definition		Y	
	% of selected report line or data definition (i.e. - % of total revenue, % of total expenditures, % of total group)		Y	
J	Journal entry linked to excel spread sheet - or vise versa		Y	
K	User control of periods available for posting - forward and prior - ability to lock out closed periods		Y	
L	History of transactions available for viewing controlled by user		Y	
M	Linkage of g/l transaction to source transaction - journal entry, payables transaction, receipts transaction		Y	
N	Integration with Comprehensive Annual Financial Report		Y	
O	Accommodate different account numbering structures for different funds (i.e. Utility different than the rest)		N	Account structures are municipal-wide.
P	When inter-fund transactions are use (due from/to) then auto create other fund journal entries		Y	
Q				

Functional area	Description	BS&A	Feature Supported Y/N	Additional Explanation
Budgeting				
A	Support multiple versions of the Budget - minimum of ten per year [forecast, requested, recommended, proposed, adopted]		Y	Long-term budget forecasting
B	Multiple rules to forecast, controlled by account # - provide for different rules to drive account balances - i.e. labor change by x%, supplies change by y%, group change by x\$, etc - rounding effects on rules		Y	Long-term budget forecasting
C	Accounts can have values with future years attached - Capital funds project multiple fiscal years		Y	
D	Post budget to system from budget excel worksheet		Y	
E	Link worksheet to account for detail - i.e. revenue forecast determination, expense detail		Y	
F	Attach PDF documents to account as documentation		Y	
G	Attach notes to accounts for documentation		Y	
H	Reports that summarize values across dept/funds - i.e. total salaries for general fund (across dept) or across funds - general fund & proprietary funds		Y	
I				
Cash Receipts				
A	Cash receipts would auto connect to proper acct		Y	
B	Post in Detail/Summary by GL Acct		Y	
C	General Ledger transaction would link back to those transactions posted in detail		Y	
D	General Ledger transaction has enough info to trace back to source record		Y	
E	Update accounts receivable that billing has had payment posted		Y	
F	Trial balance of outstanding billings		Y	
G	Aged trial balance based upon due date		Y	
H	Aged trial balance based upon user defined aging values		Y	Report Writer
I	User notes on 'customer' accounts - free form		Y	
J	Customer Statements of 'invoices' with invoice date, amount, payments, balance due		Y	Miscellaneous Receivables
K				
Comprehensive Annual Financial Report				
Accounts Payable				
A	Transaction Visible from gl posting		Y	
B	Vendor set up with user assigned vendor #		Y	
C	Vendor flagged for 1099 reporting		Y	
D	Multiple vendor classes		Y	
E	Vendor mailing and contact information		Y	
F	Payments in total or partial payments		Y	
G	Due dates assigned based upon terms attached to vendor		Y	
H	Override due date		Y	
I	Aging report of unpaid accounts payable transactions based upon user defined aging		Y	
J	User defined terms		Y	
K	Ability to attach documents to invoice records		Y	
L	Attach bank account to vendor - can override at invoice entry		Y	
M	Reconcile checks to bank file - clearing		Y	
N	Report check issuance to bank for positive pay		Y	
O	Internal invoices (between funds) - reconcile with cash receipts		N	
P				
	Invoices for multiple funds - create interfund balance automatically		Y	
Security				
	Control access of users by function/activity		Y	

Printing?

Printing?

Functional area	Description	BS&A	Feature Supported Y/N	Additional Explanation
General				
	History of transactions - control by acct/function		Y	
	Simple Conversion to Excel reports		Y	
	Request reports on user defined periods (older closed periods)		Y	
Record Retention				
	User controlled purging parameters		Y	

Y Yes
 N No
 Exp Explanation



City of Franklin - Request for Proposal			
Financial System Functional Requirements			
February 22, 2013			
		Feature Supported	
Functional areas	Description	Y/N	Additional Explanation
	General Ledger		
A	Validity checks on journal entries	Y	
	Debits & Credit balance within given fund/journal entry	Y	
	If multiple JE's in batch, total debits equal total credits for all journal entries	Y	The Innoprise application is real time not a batch system, but before a journal entry can be posted all funds must be in balance and all debits and credits must equal.
	total of all journal entries for batch agree to control total for batch from work paper form	Y	The Innoprise application is real time not a batch system, therefore there is not batch control total but before a journal entry can be posted all funds must be in balance and all debits and credits must equal.
	use of valid account numbers	Y	
	Accounts must be available for posting - not closed	Y	All account numbers must be active.
B	Permit use of recurring journal entries	Y	
	Copying Journal entry from prior period to current period	Y	This is accommodated through the use of journal entry templates
C	chain journal entries together for copying	Y	Further explanation is required.
D	Error messages indicating <u>reason</u> for error	Y	
E	Provide Trial balance report, listing account and ending balance for selected period	Y	
F	User defined purging parameters for transactions,	N	Currently there are no purging processes within the application, as customers deem this



			necessary we will provide the functionality
	detail notes	Y	
	links to documents	Y	
G	Trial balance report for range of accounts for selected period	Y	
H	General Ledger report - listing transactions by account with Opening balance, transaction activity and ending balance for selected periods or all periods for fiscal year, for all/or selected accounts	Y	
I	Financial Reports with user selection of:		
	Report of Fund Balances - list account name/#, Opening balance, current period activity, YTD activity, ending account Balance	Y	
	Revenues Report for Fund(s) - list acct name/#, Annual Budget, Current activity, YTD activity, remaining budget	Y	
	Expenditure Report for Fund(s) - list acct name/#, Annual budget, current activity, YTD activity, remaining balance	Y	
	selected funds to report -single or multiple funds	Y	
	List multiple Balances to report - actual/budget, period/YTD, current year or selected prior year.	Y	
	Differences between reported activity (actual less budget, Current Year compared to Budget, Current year compared to prior year, etc.)	Y	
	% use of budget	Y	
	Combining report - multiple funds selected with total for all funds	Y	
	Reports exportable to Excel	Y	
	Report of individual account or groups of accounts by range or user selection	Y	
	Subtotaling and totaling by user definition	Y	
	% of selected report line or data definition (i.e. - % of total revenue, % of total expenditures, % of total group)	Y	



J	Journal entry linked to excel spread sheet - or vice versa	Y	You can import a journal entry from a spreadsheet and export a journal entry to a spreadsheet, as well as attached documents to a journal entry
K	User control of periods available for posting - forward and prior - ability to lock out closed periods	Y	
L	History of transactions available for viewing controlled by user	Y	
M	Linkage of g/l transaction to source transaction - journal entry, payables transaction, receipts transaction	Y	
N	Integration with Comprehensive Annual Financial Report	Y	
O	Accommodate different account numbering structures for different funds (i.e. Utility different than the rest)	Y	The Utility must reside in a separate entity.
P	When inter-fund transactions are use (due from/to) then auto create other fund journal entries	Y	
Q			
	Budgeting		
A	Support multiple versions of the Budget - minimum of ten per year [forecast, requested, recommended, proposed, adopted]	Y	
B	Multiple rules to forecast, controlled by account # - provide for different rules to drive account balances - i.e. labor change by x%, supplies change by y%, group change by x\$, etc. - rounding effects on rules	Y	Currently all forecasting is exported to excel
C	Accounts can have values with future years attached - Capital funds project multiple fiscal years	Y	Each fiscal year will be its own budget version
D	Post budget to system from budget excel worksheet	Y	
E	Link worksheet to account for detail - i.e. revenue forecast determination, expense detail	Y	



F	Attach PDF documents to account as documentation	Y	
G	Attach notes to accounts for documentation	Y	
H	Reports that summarize values across dept/funds - i.e. total salaries for general fund (across dept) or across funds - general fund & proprietary funds	Y	
I			
	Cash Receipts		
A	Cash receipts would auto connect to proper acct	Y	
B	Post in Detail/Summary by GL Acct	N	Transactions are posted in detail only.
C	General Ledger transaction would link back to those transactions posted in detail	N	
D	General Ledger transaction has enough info to trace back to source record	Y	
E	Update accounts receivable that billing has had payment posted	Y	
F	Trial balance of outstanding billings	Y	
G	Aged trial balance based upon due date	Y	
H	Aged trial balance based upon user defined aging values	N	
I	User notes on 'customer' accounts - free form	Y	
J	Customer Statements of 'invoices' with invoice date, amount, payments, balance due	Y	
K			
	Comprehensive Annual Financial Report	Y	
	Accounts Payable		
A	Transaction Visible from GL posting	Y	
B	Vendor set up with user assigned vendor #	Y	
C	Vendor flagged for 1099 reporting	Y	
D	Multiple vendor classes	Y	
E	Vendor mailing and contact information	Y	
F	Payments in total or partial payments	Y	
G	Due dates assigned based upon terms	Y	



	attached to vendor		
H	Override due date	Y	
I	Aging report of unpaid accounts payable transactions based upon user defined aging	Exp	This is a planned future enhancement
J	User defined terms	Y	
K	Ability to attach documents to invoice records	Y	
L	Attach bank account to vendor - can override at invoice entry	Y	For electronic payments direct to bank accounts
M	Reconcile checks to bank file - clearing	Y	
N	Report check issuance to bank for positive pay	Y	
O	Internal invoices (between funds) - reconcile with cash receipts	Y	
P	Invoices for multiple funds - create interfund balance automatically	Y	
	Security		
	Control access of users by function/activity	Y	
	General		
	History of transactions - control by acct/function	Y	
	Simple Conversion to Excel reports	Y	
	Request reports on user defined periods (older closed periods)	Y	
	Record Retention		
	User controlled purging parameters	N	Currently there are no purging processes within the application, as customers deem this necessary we will provide the functionality

Financial Summary

City of Franklin
 Financial Software Proposals
 January, 2013

	Franklin Hosted Solution					Cloud Solution				
	Munis	New World	BS&A	Springbrook	Innovate	Munis	New World	BS&A	Springbrook	Innovate
Financials - General Ledger	26,100	250,000	18,495	33,000	16,000	18925		declined	33,000	18,000
Misc Accts Rec	5,940		15,445		7,600	4874				
Cash Receipts			15,445		12,000					
Accounts Payable			15,445		16,000					
Other				2,700					2,700	
Content Manager	12,600					8045				
Role Tailored Dashboard	4,500					3628				
Reporting Services	6,750					4763				
Forms processing	6,750					3995				
Office	4,500					2782				
					(3,240)					
Total	67,140	250,000	64,830	35,700	48,360	47012	0	0	35,700	18,000
Implimentation	36,425		16,775	25,800	57,400				25,800	42,840
Conversion/Other	39,050		9,500	33,250	17,635	26650			33,250	13,160
Travel Costs			4,855	10,000	7,000				10,000	7,000
Printers			4,200		4,200					4,200
Subtotal	142,615	250,000	100,160	104,750	134,595	73,662			104,750	85,200
Purchase Order module			15,445		10,200					
Budgeting			included		6,800					
CAFR			included		6,000					
Plan/Conv/Travel/Train					19,060					11760
Total	142,615	250,000	115,605	104,750	176,655	73,662			104,750	96,960
Annual Maintenance	14,103	????	16,055	19,558	16,420	47,014			24,958	18,000
10 Yr @ 4%/yr	149,249		158,916	206,978	206,529	497,540			264,125	226,402
15 yr @ 4%/yr	257,971		273,347	357,753	354,320	859,976			456,530	388,414
10 Year Cost	291,864		274,521	311,728	383,184	496,790		N/A	334,772	323,362
15 Year Cost	400,586		388,952	462,503	530,975	933,638			561,280	485,374
Hardware - estimated	9,900		n/a		n/a	0				n/a
Hardware Maintenance	1,650		n/a		n/a	0				n/a
Per discussion with Dennis McDonald - existing City hardware will support the packages										
Other services										
Fixed Assests	7,700					4,805				
Purchase Orders	7,700					4,594				
Requisitions	5,000					3,417				
Project/Grant Accounting	6,000			7,500		3,720				
Employee Expense	4,000					2,691				
Munis Cash Management	5,000			7,500		2,994				
General Billing	3,000			7,500		2,177				
GASB 34 Report	8,500					5,005				
AP/PR check Recon	1,000					1,000				
AP Positive pay	3,000					3,000				
Cash Drawer	230					230				
Hand Held Scanner	415					415				
Printer	1,400					1,400				
	52,945					35,448				

Reference Checks

Paul Rotzenberg

From: Paul Rotzenberg
Sent: Monday, February 18, 2013 4:58 PM
To: Cal Patterson; Tom Bakalarski
Subject: Comments from recent Conference on Software

Cal & Tom

I had a chance to get feedback from Shorewood on their experience with BS&A software. I visited with Stephanie Walker, the Finance Director there.

Overall she 'loves' the software. That was a nice start.

When she demo'ed the software, she had several groups represented; Police secretary, Library, Finance, Assistant Finance, and the Director of Finance for Glendale. She invited Glendale's Finance Director as he was an acquaintance and she wanted another Fin Dir feedback on the software. She felt that he would see things she did not.

They went live on May 1, 2012 with G/L, Misc Recievables, Utility Billing, Human Resources, Time Sheets, Acct Payable, Purchase Orders, and Cash Receipting. Payroll went live in Oct, giving them more time for the conversion. All the modules communicate with each other, eliminating the need to manually post information periodically.

Benefits (except health benefits) continue to come out of the payroll system.

They kept their chart of accounts pre-conversion. BS&A brought forward all the history that they had. Now that the conversion is behind them, they are modifying the chart of accounts. They did not want to complicate the conversion with a chart of accounts change.

On the equipment side, I asked about the scanning of documents. In their case, the various dept now do the accts payable invoice entry and scan using the copier scanners in their depts.. That is all linked together. I do wonder about that part of any system will work here. Nice to know that Shorewood found a way to use the copier scanners to link to the financial package.

Relative to BS&A in general, Stephanie said there were no surprises in the conversion and that BS&A was very easy to work with. There were some changes of BS&A personnel from initial conversion conversations and later training, but it worked just fine. The time from contract signature to conversion was about 90 days – Mid Feb to May 1. Pretty short in my view.

Shorewood ended up buying some new desk top PC's to be compatible with the BS&A software. I don't think that is an issue for us.

She said that subsequent support has been great, as they got the start up issues addressed. The time difference between Michigan and WI is a minor irritant.

She did not use the budgeting functions for the 2013 budget, as they has already started that process before May 1. My note is not clear on the CFR subject, sorry.

She loves the one line payment options within BS&A, and the bank positive pay. Apparently, giving Utility users the ability to pay the Village on line using the Point & Pay feature is pretty user friendly.

She invited us to do a sight visit and look see when we are ready. We just need to call ahead to schedule the appointment.

Paul Rotzenberg
Deputy Finance Director
City of Franklin
414 427-7514

Paul Rotzenberg

From: Paul Rotzenberg
Sent: Monday, April 29, 2013 4:26 PM
To: Cal Patterson
Cc: Mark Luberd; Tom Bakalarski
Subject: BS&A reference calls

Cal

Have contacted three Michigan BS&A users to make reference calls. One call took place this afternoon - with Muskegon. Two others I am waiting to hear back from for scheduling. One of the other contacts - Brownstown (Detroit area) converted from ACS a few years ago.

Tom & I spoke with Tim Paul (Fin Dir) and Beth Lewis (Assistant). Muskegon is a city of about 38,000 that uses most, but not all, of the BS&A suite. They converted the Gen Ledger and several sub-systems about a year ago, going live July 1, 2012 - the start of their fiscal year. They also use Utility billing and cash receipts - with those modules converted several years earlier. When they converted, they de-centralized invoice entry and downsized the accounting staff (some potential cost savings). Generally they are very pleased with the conversion process and BS&A overall.

Tim rated the software as very intuitive, and therefore easy for users to pick up on. He felt the software made them more efficient. He cited bank reconciliations (time cut from 4 hours to two) as one example. Muskegon is making limited use of the imaging features to date, but plan to gradually growing into that. They are PDFing excel spreadsheets and attaching to JE's, but only doing this for limited amounts of Accts Payable. Muskegon is making limited use of on line approvals. Tim's concern is that approvers will not review the invoices in detail. Budgeting was one of the bigger disappointments for Tim. He did not believe that BS&A personnel planning module was up to his standards. They have an abbreviated budgeting process, so while managers use the budget detail documentation feature of the software, much more could be done.

Related to the conversion process, they signed a contract in Feb 2012 and went live in May. So a fairly condensed process. Once the conversion parameters were agreed to, things went rather quiet from Muskegon's viewpoint, until the conversion was implemented and transition to the BS&A software. He rated BS&A an "A" for that whole conversion process. No real surprises, and no hidden costs. Tim had converted his chart of accounts in a previous conversion, so had little need to do additional conversions with BS&A. But felt this was the time to do that if it were needed. In retrospect he wished more had been done to clean up the vendor files. They like the ability to attached W9's and ACH requirement info to each vendor's file. Muskegon is cutting fewer and fewer checks, as vendors are getting paid with ACH and an email confirmation/remittance advice. They like that.

On the system side, IT is doing the backups. Since the system is PC based for program files, updates are scheduled. Once the update is done on one PC, all other PC's must be updated before they can use the software again. They have found scheduling a time for weekly updates works best for them. Updates generally take a minute to complete. System memory needs are as advertised. While, admittedly they are not attaching invoice copies, IT has said that memory is not looking like an issue a year after conversion. They did upgrade some equipment as it worked better with the software. But nothing major. The system responds fine, and users have no complaints.

BS&A converted the history files, so the audit for 2011-12 was completed using the BS&A software [even though the initial transactions were recorded on other software]. Tim said there was a very limited need to use the old hardware/files for audit information requests. Pretty much everything was done with the new software. One issue was the drill down to transaction level. Because of the method used to convert data, in some cases for converted transactions, the system only got them to the batch the transactions was in, not the transaction level. That has not been an issue for any transaction completed since the conversion.

I would give this reference an 'A'. I will follow up with others on the human resource-budgeting issue. But this does not seem critical.

I have a call into Shorewood for a site visit on May 9 or 10, including Tom & Rosanne.

Paul Rotzenberg
Deputy Finance Director
City of Franklin
414 427-7514

Paul Rotzenberg

From: Paul Rotzenberg
Sent: Tuesday, April 30, 2013 12:03 PM
To: Cal Patterson
Cc: Tom Bakalarski; Mark Luberd
Subject: Reference call with Brownstown MI on BS&A

Spoke with Jeff Daigneau – the senior acct for the Township – he is a contract employee and works for the Township full time. Jeff described them as a town with a 31,000 population, and 60% developed. They converted from ACS software in 2009. The township is a calendar year reporting entity. They are doing lots of projects for infrastructure.

Jeff noted that they converted general ledger balances only, and not transactions. They went live with BS&A in Dec 2009 and ran accts payable parallel for three weeks. They use BS&A software for most applications, with Prop Tax and Misc Receivables the notable exceptions. So integration with other software was not at issue for them. Jeff made it a point to say that the Human Resource module was not worth the money. [This mirrored a comment from Muskegon as well]

Jeff rates the software an A on the conversion process and an A for ease of use. It is very intuitive and easy for new employees to pick up on. They did not change their processes much with the conversion. Note that Brownstown is NOT attaching invoice PDF's to a/p records and only some excel documents to journal entries. Their accts payable clerk is resisting the electronic approval process, but Jeff would convert to this method should that a/p clerk leave. Jeff's comment was that when he exports excel files from BS&A many have totaling formula's in the spreadsheets, but not all do. He felt they improved efficiencies in many areas, siting emailing of reports to Dept managers directly from BS&A (as opposed to printing reports from ACS, scanning them, emailing to himself and then forwarding to others). He also sited cash receipting where they removed duplicate entry of transactions into general ledger. Their township uses an outside accounting firm to do their budgeting, however he does email reports to dept managers for prep work. Most of the managers have inquiry access to BS&A financials, and have learned to do their own inquiries regarding available budget balances.

The conversion went very quickly for them, quoted in August 2009, signed the contract in late October and went live in early December. Jeff liked that BS&A had a staff person on site during the conversion. He had no negative surprises, but did have some resistance from some staff to the changes. He would have converted a little later if he were doing it over again. Had to use the old ACS system for transaction inquiries from auditors [note that no transaction history was converted – BS&A is converting a MI county as we speak and has successfully converted journal entry transactions – but no comment on accts payable]. They ran accounts payable parallel for three weeks, and had no issues. He ran into no hidden costs, but did have BS&A write an integration program with a MI State Retirement system report. They made no changes to their charge of accounts in the conversion and still see no reason for that.

They still use preprinted check stock, which BS&A had no problem working with. I don't know if it was a tractor fed printer. Their IT staff does all the system backups, but Jeff noted that there is real time update to files. Even when they have had a power failure, the transactions from that day were not lost. A staff person does the program updates early in the morning – when they start. That process works well for them, takes no more than 10 minutes when needed.

He rated customer support excellent. Jeff noted that once past the initial conversion issues, he talks with Customer support only 2-3 times per year, mostly at audit time to get work arounds accomplished. Reports he ran the prior year for audit purposes are still in the system and he just runs them again. He felt BS&A was much more user friendly than ACS relative to getting information for the audit.

Paul Rotzenberg
Deputy Finance Director
City of Franklin
414 427-7514

Paul Rotzenberg

From: Paul Rotzenberg
Sent: Tuesday, May 07, 2013 11:46 AM
To: Cal Patterson
Cc: Mark Luberd; Tom Bakalarski
Subject: Innoprise reference call

Tom & I spoke with Rich Anderson of Logan Utah. This city of 48,000 has been using Innoprise for a number of years. They signed with Innoprise prior to the sale to Harris, started the conversion, but then things stopped – due to the sale – and the conversion was completed after the sale. They use the G/L, Accts Payable, Cash Receipts, and Payroll modules. They are bringing up Misc Receivables and Utility billing now. Rich says that payroll is very different than the structure of the rest of the modules, and while good, needs some improvements. There is no HR planning in the software. I did not press this issue as we are not looking at payroll.

Rich is very happy with the software, giving the product an A. Rich was involved in the selection and install process from the beginning.

His overall rating for the product is an A, he really likes the ease of info extraction. He believes this is Innoprise' strength. More than once he described how an auditor (or other party) asks for information and he has extracted it and emailed it to them before they get back to their desk. The system is that user friendly. Information freely flows from Innoprise to excel and from excel to innoprise. When Innoprise creates the excel files, totaling formulas are NOT present. The system provides a data dump, but no total formulas.

Logan has converted to a full electronic accts payable system. They scrapped the process that worked with paper documents. He has found that transaction data moves with great speed. Most often transaction data is posted to accounts within a day or two of the invoice arriving. It gets scanned, coded, sent for approval, approved and then posted to general ledger very quickly. Managers really like that. His belief is that the audit trail on approvals is better with electronic tracking than with paper and pen. He knows that the invoice was approved, but did not know if signatures were forged. System security issues are higher with this process. They have eliminated invoice filing as a result, as all the invoices are scanned and in the system. They scan those invoices hand approved by managers having a hard time with the process change. Finance scans the approved invoice and attaches it to the electronic transaction.

The system has very short learning processes. Transactions are added using the same process in nearly all modules (payroll the lone exception). New folks using the software pick it up very quickly, as it is intuitive. Users can get data out very easily, as all the transactions are in front of you, and a sort permits the user to get at the data they want. He called their new processes a 'billion times' better than the old process. They use P cards, and download transactions daily. Managers must hold onto receipts, and scan and attach the receipt to the transaction. Data gets into account balances very quickly that way. They are using g-mail for messaging, Rich had no experience with Outlook using Innoprise.

Budgeting is not much different, he still uses excel templates for managers. The big difference is the upload from excel to Innoprise is much simpler.

They do not bill property taxes, so Rich could not comment on those features.

He did use another payroll product before converting to Harris. He found the data integration, using and extract from payroll, and then importing to Innoprise very easy to do.

There were no 'surprises' in their conversion process. He did not purchase any conversion help from Innoprise. That was likely a mistake. He did transaction extracts from his old software and then imported those into Innoprise. That worked very well. He had to learn and understand more about the system as a result. The conversion was smoother than he expected. Understanding that the process came to a virtual standstill for a time while Innoprise went thru their purchase. He said that was bloody, as Innoprise had a tough time converting culture. Once Innoprise converted culture, things ran very smoothly for them. They ran payroll and Utility billing parallel, but went cold turkey on the rest. While he was nervous about that, in hind sight, that was no problem. Reconciling information was the key.

They have five years of data on the system. They have done no purging as yet, but expect to need some purging soon. Eventually they upgraded servers to provide disaster recovery capabilities. However, they have not had to restore any data in the five years on the system. IT does both the backups and system upgrades, with some help from Innovate. System response time is still very strong. Data tables are loading in seconds, and instantaneously for dept managers.

He rates customer support an A, but said the front line help desk was 'brain dead'. Once he gets to the programmers, they are very good. Response time is excellent, normally same day. He raised a significant issue once, and Innoprise did the fix same day and sent a patch to other customers in a couple of days. He calls the product young, with spotty needs for improvement. It does not have all the bells and whistles found in Tyler or Springbrook.

His overall reference was strong for those looking for easy access to information. It lacks some of the bells/whistles of a Tyler or Springbrook, but beats them hands down on the information accessibility.

Paul Rotzenberg
Deputy Finance Director
City of Franklin
414 427-7514

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APPROVAL <i>Slw CAP</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/18/13
REPORTS & RECOMMENDATIONS	Resolution to Amend the Investment Policy Statement for the City of Franklin Post Employment Benefits Trust	ITEM NUMBER <i>G.14.</i>

Analysis

The Finance Committee is to review the City of Franklin Post Employment Benefits Trust Investment Policy annually.

The Finance Committee reviewed the changes recommended by the Director of Finance & Treasurer.

The updated policy affects only funds under management with the City of Franklin Post Employment Benefits Trust investment managers.

The Finance Committee is recommending approval of the attached revised investment policy statement.

Please note the changes highlighted are from the 2012 document approved by the Common Council. They deal with adding a second investment portfolio, extending the initial period of asset allocation and adjusting the investment measurement criteria.

COUNCIL ACTION REQUESTED

Motion to approve Resolution 2013 _____ amending the Investment Policy Statement for the City of Franklin Post Employment Benefits Trust.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2013-_____

A RESOLUTION TO AMEND THE INVESTMENT POLICY STATEMENT FOR THE CITY OF FRANKLIN POST EMPLOYMENT BENEFITS TRUST

WHEREAS, the City of Franklin issued an investment policy statement for OPEB trust investments last modified on March 6, 2012; and

WHEREAS, it is desirable to further modify parts of that investment policy; and

WHEREAS, the Common Council has reviewed the Investment Policy Statement dated May 21, 2013 presented by the Director of Finance & Treasurer and reviewed by the Finance Committee.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin that the Post Employment Benefits Trust Investment Policy Statement dated March 21, 2013 is approved.

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2013.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2013

APPROVED:

Thomas M. Taylor, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

INVESTMENT POLICY FOR THE CITY OF FRANKLIN POST EMPLOYMENT BENEFITS TRUST

(hereinafter referred to as "the Trust")

I. PURPOSE OF THIS POLICY

The City of Franklin, hereby establishes this investment Policy (hereafter referred to as the "Policy") for administering the Trust's investment program. The Policy sets forth the investment objectives and other policies that will be applied within the investment program to insure that the Trust is managed in a manner consistent with the Trust document, prudent-person rules and applicable law. By establishing and communicating clear investment objectives and policies, the City of Franklin can enhance the effectiveness of the Trust's investment program.

The City of Franklin reserves the right to amend this Policy at any time as deemed prudent or necessary at its sole discretion. Should any amendment to this Policy be required due to changes in the Trust document or a change in applicable law, the City of Franklin shall have due time to review such changes and prepare and implement an appropriate amendment. Because of the dynamic nature of the economic environment, developments in financial theories, and advances in technology, this Policy will be examined by the City of Franklin from time to time on a formal or informal basis and may, as a result of such examination, be revised by the City of Franklin.

II. INVESTMENT OBJECTIVES

The overall objective of this Policy is to provide guidance for the investment of contributions and other Trust assets, to help maintain adequate funding for Trust liabilities. The primary investment objectives of the Trust are as follows:

- **Return** – Obtain a reasonable long-term return consistent with the level of risk assumed. Specific return objectives may include fund performance that exceeds the rate of inflation, the assumed actuarial discount rate, and/or the total fund policy return which is typically defined as the return of a passively managed benchmark comprised of the annual portfolio weights for each asset class.
- **Cost** – Seek to control the cost of funding the Trust within prudent levels of risk through the investment of Trust assets.
- **Diversification** – Provide diversification of assets in an effort to avoid the risk of large losses and maximize the investment return to the Trust consistent with market and economic risk.
- **Safety** – Preservation of principal by avoiding overly risky alternatives that may provide additional investment return but subject the portfolio to above market risk of large losses.

III. Asset Allocation Policy

The City of Franklin shall adopt and maintain an asset allocation policy that is based on several factors including:

- The projected liability stream of benefits and the costs of funding that liability stream;
- The relationship between the current and projected assets of the Trust and the projected actuarial liability stream;
- The historical performance of capital markets adjusted for the perception of future short and long-term capital market performance;
- The perception of future economic conditions, including inflation and interest rate assumptions.

The asset allocation policy identifies equity and fixed income target allocations to eligible asset classes. The Employer's representative using recommendations of the investment manager will set the target allocations as to size, style, concentration, how managed and, where appropriate, suitable ranges within which each asset class can fluctuate as a percent of the total fund. Each asset class is to remain suitably invested in permitted securities or cash equivalents as the market and the asset allocation dictates. The asset classes may be rebalanced from time to time to take advantage of tactical market conditions across major asset classes or investment styles, or to align the current asset mix with strategic targets.

During the 2009 to ~~2013-2015~~ years for purposes of asset allocation, the expected following years contribution from the City of Franklin to the trust may be included the as a fixed income asset for determining asset allocation purposes, due to the low expected initial payout from this trust. The asset allocation will be 50% to 75% of total assets to be invested in domestic and international equity funds and 50% to 25% of total assets invested in fixed income securities. The practical result will be in the first few years that the entire investment could be in equity investments either actively or passively managed.

IV. Investment Classes

While the Trust is not governed by the Employee Retirement Income Security Act of 1974 (ERISA), the City of Franklin may consider all asset classes that would be permitted under ERISA's "prudent person" standard (as interpreted by the various courts) as acceptable investment options, provided such investments are permitted by the Trust document and other applicable laws including but not limited to Section 881.01 of the Wisconsin Statutes. To the extent that the City of Franklin deems it appropriate and consistent with the Trust document and this Policy, the City of Franklin may select one or more customized investment portfolios and retain an investment manager to manage the assets of each such portfolio.

The following asset classes are permitted for Trust investment options:

Investment Portfolio #1

Equities – investments through Domestic stocks, International Stocks, Real Estate or Commodities as described below. The preferred ownership would be through mutual funds though investments in individual equities would be considered based upon the strategy of the investment manager and the benefit to the trust.

1. **Domestic Stocks** - portfolios composed primarily of the common stocks of U.S. domiciled corporations. Investment options may include different sizes (large-cap, mid-cap and small-cap) and styles (value, growth and blend). Such options may be broadly diversified or concentrated (sector funds), and may be either actively or passively managed (indexed).
Strategic Purpose: Long-term growth
The balance equity portfolio not allocated to other categories
2. **International Stocks** – portfolios composed primarily of the common stocks of corporations domiciled outside of the U.S. Investment options may include different regional and emerging markets funds, a variety of sizes (large-cap, mid-cap and small-cap) and styles (value, growth and blend), be broadly diversified or concentrated (sector funds), and be either actively or passively managed (indexed).
Strategic Purpose: Long-term growth, diversification
Limit 50% of equity portfolio
3. **Real Estate** – portfolio consists primarily of owned real estate investment options including real estate investment trusts of all types and other commingled real estate equity investment options.
Strategic Purpose: Income, diversification, inflation hedge
Limit 5% of equity portfolio
4. **Commodities** – portfolio consists primarily of owned commodity investment options through commodity funds and other commingled commodity equity investment options.
Strategic Purpose: Income, diversification, inflation hedge
Limit 5% of equity portfolio
5. **High Yield Fixed Income Securities** – portfolio consists primarily of non investment grade debt securities issued by the U.S. government, U.S. government sponsored/related agencies, and U.S. domiciled corporations or if international bonds, debt securities issued by foreign governments, foreign government sponsored/related agencies, and foreign corporations.
Strategic Purpose: Income, diversification, inflation hedge
Limit 5% of equity portfolio

Fixed Income – portfolios primarily composed of investment grade debt securities issued by the U.S. government, U.S. government sponsored/related agencies, and U.S. domiciled corporations or if international bonds, debt securities issued by foreign governments, foreign government sponsored/related agencies, and foreign corporations. Investment options may include quality ranges (high or medium), durations (short or intermediate), be broadly diversified or concentrated (sector funds), and be either actively or passively managed (indexed). Cash Equivalents will be considered as part of the fixed income investments.

Strategic Purpose: Income, diversification, deflation hedge (international only), hedge for current liabilities.

Investment Portfolio #2

1. Domestic Stocks - portfolios composed primarily of the common stocks of U.S. domiciled corporations. Investment options may include different sizes (large-cap, mid-cap and small-cap) and styles (value, growth and blend). Such options may be broadly diversified or concentrated (sector funds), and may be either actively or passively managed (indexed).

Strategic Purpose: Long-term growth

100% of this equity portfolio to be invested in domestic stocks

Limit – Not to exceed the equity component of Investment portfolio #1

V. Investment performance goals

It shall be the goal of the trust to earn an investment return equal to the long term investment returns of the market as defined in Section II. Over numerous long term periods the equity markets have experienced ten percent investment returns and the fixed income markets have experienced five percent investment returns. Under the above investment returns it is reasonable to project an eight percent investment return on the trust portfolio under 65% equity allocation and 35% fixed income allocation over a long period of time.

VI. Investment measurement criteria

The investment manager of portfolio #1 shall be measured on equity investments against 7550% of the investment return of the US equity market as measured by the S&P 500 index and 2550% of the investment return of the world equity market as measured by the MSCI EAFE Index. The investment manager may also benchmark against other investment return indexes for specific portions of the equity portfolio as appropriate and agreed to by the Employer representative.

The investment manager of portfolio #1 shall be measured on fixed income investments against the investment return of the Merrill Lynch 1 to 5 year government index.

The investment manager of portfolio #2 shall be measured on equity investments against 100% of the investment return of the US equity market as measured by the S&P 500 index.

The initial Employer representative of the City of Franklin shall be its Director of Finance & Treasurer.

This investment policy shall be reviewed each year during the first quarter.

VII. Investment restrictions

The trust and therefore the investment manager is subject to the restrictions of Wisconsin Statutes section 881.01. In addition Fund should be structured to minimize risk levels within the approved asset allocation to minimize the likelihood of sharp declines in principal values. The possibility of moderate declines in total value is a risk the Trust accepts as necessary to achieve the desired long-term results.

The Trust is not to invest directly in private placements, letter stock, any investment without an ascertainable market value, venture capital, futures, and uncovered options. It may not directly engage in short sales, margin transactions or other specialized investment activities. However, to the extent that mutual funds or separate account managers utilize such investments and strategies, then such activity will be acceptable within the general confines of this policy provided that they are not a core attribute of such fund or manager.

VIII. Monitoring of Investment Managers and Investment Options

The objective of the investment manager monitoring process is to identify on a timely basis any adverse changes to the investment manager's organization or investment process by periodically evaluating a number of qualitative and quantitative factors. In addition, once adverse changes are identified, the monitoring process shall also dictate the timing and manner of response.

Using information provided by the investment manager the City of Franklin through its Employer representative shall evaluate the investment managers/options at least annually, in addition to using any other factors the City of Franklin believes are appropriate to the inquiry. These factors are intended to insure that decisions to retain investment managers/options are made with a prudent degree of care and that excessive risk is avoided.

If results from the monitoring process indicate substandard investment performance or a potentially adverse change in the investment manager's organization or investment process, the City of Franklin may choose one of several courses of action including but not limited to assigning the investment manager/option a temporary probationary status, undertaking an in-depth review, reducing the size of the investment manager's portfolio by assigning a portion to a new investment manager, or terminating the investment manager/option.

Being placed on a probationary status is meant to convey the City of Franklin's increased level of concern about a particular issue or event, which if left unresolved, could endanger the future relationship with the investment managers/options. An in-

depth review may be undertaken as a result of the investment manager/option failing to rectify the issues that led to their placement on a probationary status, or in response to a major adverse change in the investment manager's organization or investment process to the extent that the City of Franklin seriously questions the firm's ability to manage the portfolio going forward. The purpose of the in-depth review is to determine whether terminating the manager/option is an appropriate course of action.

IX. Elimination of Investment Managers and Investment Options

The City of Franklin may eliminate a Trust investment manager/option any time the City of Franklin deems it in the best interests of the Trust. The City of Franklin may also eliminate any existing investment manager/option for the following reasons:

- Changing investment manager or investment option practices such that they are no longer materially consistent with this Policy, or this Policy changes so that it is no longer materially consistent with the practices of an investment manager or investment option; and,
- Final recommendation of an in-depth review.

The City of Franklin may also add, eliminate, or replace any Trust investment option as the needs of the Trust change, or for any other prudent reason.

X. Selection of Investment Managers and Investment Options

The City of Franklin shall select investment managers and, where appropriate, investment options based on the evaluation of qualitative and quantitative factors. The manager selection process will focus on the following five key aspects of an investment management firm and investment option:

1. **Organization** – evaluate the key elements of an efficient and successful investment management organization such as stable firm ownership, clear business objectives, industry reputation, and experienced and talented investment staff.
2. **Investment Philosophy and Process** – evaluate the key elements of a valid and well-defined investment approach such as unique sources of information, disciplined buy/sell decisions, systematic portfolio construction, and adequate risk controls.
3. **Resources** – evaluate the state of current and proposed resources supporting the investment process including the quality and depth of research and the adequacy of information management, compliance and trading systems.
4. **Performance** – evaluate investment managers' historical returns and risks relative to passive indexes, and peer groups over longer time periods, like three and five years.
5. **Management Fees** – evaluate the proposed fee structure relative to the industry and other competing candidates to ensure fees are appropriate

These factors are chosen to insure that investment manager/option selections are made with a prudent degree of care, and that excessive risk is avoided. Notwithstanding the above, the City of Franklin may also include other factors that they believe are appropriate to a specific manager/option selection exercise.

Policy Revised	June __, 2013	Resolution 2013-xxxx
Policy Revised	March 6, 2012	Resolution 2012-6790
Policy Revised	March 1, 2011	Resolution 2012-6698
Policy Revised	February 2, 2010	Resolution 2010-6624
Policy Established	November 18, 2008	Council Motion

3/6/20125/21/2013

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<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR</p> <p>COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>6/18/13</p>
<p>LICENSES AND</p> <p>PERMITS</p>	<p>MISCELLANEOUS LICENSES</p>	<p>ITEM NUMBER</p> <p><i>H.1.</i></p>

See attached lists from meetings of June 17 and 18, 2013.

COUNCIL ACTION REQUESTED



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

License Committee

Agenda*

Alderman's Room

June 17, 2013 – 2:00 pm

1.	Call to Order & Roll Call	Time		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2013-14	Adamczyk, Janine M 3217 W Verona Ct Milwaukee, WI 53215 Polish Center of Wisconsin			
Operator - Renewal 2013-14	Ambriz, Jose E 2232 S 16 th St Milwaukee, WI 53215 Little Cancun			
Operator - Renewal 2013-14	Anders, Michael K S70W13749 Tess Corners Dr Muskego, WI 53150 Romey's Place			
Operator - Renewal 2013-14	Andrelczyk, Iwona 5045 W College Ave #67 Greendale, WI 53129 Andy's on W Rawson Ave			
Operator - Renewal 2013-14	Arbogash, Adam O 1351 N 70 th St Wauwatosa, WI 53213 Walgreen - S 76th			
Operator - New 2013-14	Arredondo, Krysta M 4335 W Rawson Ave Franklin, WI 53132 Walgreen - S 76th			
Operator - Renewal 2013-14	Balcerzak, Amy B 2605 E Emily Ave Oak Creek, WI 53154 Walgreen - S 76th			
Operator - Renewal 2013-14	Balistreri, Wendy S 7271 S Delaine Dr Oak Creek, WI 53154 Country Lanes			
Operator - Renewal 2013-14	Baratta, Tina M 11207 42 nd Ave Pleasant Prairie, WI 53158 Hideaway Pub & Eatery			
Operator - Renewal 2013-14	Barth, Jill M 4651 W Sharon Ln Franklin, WI 53132 Walgreen - S 76th			
Operator - Renewal 2013-14	Behrendt, Larry E 6631 S 51 st St Franklin, WI 53132 Walgreen - S 76th			
Operator - Renewal 2013-14	Beierle, Wendy J 9221 S 96 th St Franklin, WI 53132 Hodach Citgo			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator – Renewal 2013-14	Bellanger, Alicia E 4137 W McGinnis Dr Franklin, WI 53132 Hideaway Pub & Eatery			
Operator - Renewal 2013-14	Bostwick, Darrell J 3423 S 60 th St Milwaukee, WI 53221 On the Border			
Operator - Renewal 2013-14	Braun, James A 904 Michigan Ave South Milwaukee, WI 53172 Three Cellars			
Operator - New 2013-14	Brown, Craig A 525 Eastern Trail Mukwonago, WI 53149 CVS Pharmacy			
Operator - New 2013-14	Brown, Maurice Jr 10819 N Cedarburg Rd Mequon, WI 53092 Wal-Mart Store			
Operator - New 2013-14	Brown, Nedra L 26644 Long Lake Rd Wind Lake, WI 53185 Romey's Place			
Operator - Renewal 2013-14	Brunette, David A 4236 S 61 st St, #3 Greenfield, WI 53220 Wal-Mart Store			
Operator - New 2013-14	Canales, William J 3423 S 60 th St Milwaukee, WI 53219 On the Border			
Operator - Renewal 2013-14	Carreno, Stephen M 4091 Heatheridge Dr Franklin, WI 53132 7-Eleven			
Operator - Renewal 2013-14	Cauley, Joseph A 1813 S 70 th St West Allis, WI 53214 Rawson Pub			
Operator - New 2013-14	Coley, Denise A 7345 S Delaine Dr Oak Creek, WI 53154 Wal-Mart Store			
Operator - Renewal 2013-14	Connors, Jennifer M 1825 W Timber Ridge Ln, #9210 Oak Creek, WI 53154 Bowery Bar & Grill			
Operator - Renewal 2013-14	Cook, Joshua R S70W17778 Muskego Dr Muskego, WI 53150 Hideaway Pub & Eatery			
Operator – Renewal 2013-14	Dach, Michael D 109 N Third St Upper Waterford, WI 53185 Andy's on Ryan Rd			
Operator - Renewal 2013-14	Danforth, Cheryl E 3759 N 61 st St Milwaukee, WI 53216 Wal-Mart Store			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2013-14	Decker, Carol S 1624 S 61 st St West Allis, WI 53214 Wal-Mart Store			
Operator - Renewal 2013-14	Deford, Kristen M 7161 S 38 th St Franklin, WI 53132 Walgreen – S 76th			
Operator - Renewal 2013-14	Delgado, Julie T 6853 W Kathleen Ct, #6 Franklin, WI 53132 Landmark			
Operator - New 2013-14	Dragicevic, Bosko 9419 S 27 th St Franklin, WI 53132 Two Brothers			
Operator - Renewal 2013-14	Drakulic, David M 7525 W Clarke St Wauwatosa, WI 53213 Three Cellars			
Operator - Renewal 2013-14	Frenczak, Jason W 6943 S Tumble Creek Dr Franklin, WI 53132 Franklin Mobil Mart			
Operator - Renewal 2013-14	Gaglianella, Gino J 5873 Riverside Dr Greendale, WI 53129 Three Cellars			
Operator - New 2013-14	Galindo, Angelina 2920 S 9 th St Milwaukee, WI 53215 Walgreen – Loomis Rd			
Temp Operator - Renewal 2013-14	Glanzmann, Jacqueline M 4915 W Loomis Rd Greenfield, WI 53220 Franklin Lioness Club – St Martins Fair			
Operator - Renewal 2013-14	Gorlewski, Melissa D 7562 S 73 rd St Franklin, WI 53132 Walgreen – S 76th			
Operator - Renewal 2013-14	Greer, Patricia A 1702 E Eden Pl Saint Francis, WI 53235 CVS Pharmacy			
Operator - Renewal 2013-14	Hanley, Debra L 8248 Four Oaks Dr Franklin, WI 53132 Hanley's Grille & Bar			
Operator - Renewal 2013-14	Harmon, Andrea M 1022 W River Place Blvd, #14 Waukesha, WI 53189 Romey's Place			
Operator - Renewal 2013-14	Hatfield, Bambi D 5105 W Coldspring Rd Greenfield, WI 53220 Romey's Place			
Operator - Renewal 2013-14	Hein, Kaila M 4283 W Victory Creek Dr Franklin, WI 53132 CVS Pharmacy			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2013-14	Hermanson, Michelle L 4928 S 35 th St Greenfield, WI 53221 Sam's Club			
Operator - Renewal 2013-14	Hinkley, Nicole L 5439 Rainbow Dr Greendale, WI 53129 Romey's Place			
Operator - Renewal 2013-14	Hopkins, Carl W 2270 N 119 th St Wauwatosa, WI 53113 7-Eleven			
Operator - Renewal 2013-14	Jacques, Amy M 28706 Beach Dr Waterford, WI 53185 Irish Cottage			
Operator - Renewal 2013-14	Jazdzewski, Sharon J 9231 S 27 th St Franklin, WI 53132 Franklin Mobil Mart			
Operator - Renewal 2013-14	Johnson, Scot A 7401 Dartmoor Ave Greendale, WI 53129 Hideaway Pub & Eatery			
Operator - Renewal 2013-14	Kharel, Sabitri B 7815 S Scepter Dr, #23 Franklin, WI 53132 Quik Chek Foods			
Operator - Renewal 2013-14	Kitzerow, Allison L 1633 N Prospect Ave, #9F Milwaukee, WI 53202 Romey's Place			
Operator - Renewal 2013-14	Kloppenborg, Breana 7801 W Imperial Dr Franklin, WI 53132 Walgreen – S 76 th			
Operator - Renewal 2013-14	Kuiper, Sue M 9213 S Aspen Dr, Unit 4 Oak Creek, WI 53154 Green Tea Garden			
Operator - Renewal 2013-14	Lake, Jill H W135 S7013 Hale Park Dr Muskego, WI 53150 Wegner's St Martins Inn			
Operator - Renewal 2013-14	Leannais, Kimberly D 6317 Riverside Dr Waterford, WI 53185 Country Lanes			
Operator - Renewal 2013-14	Lindner, Kimberly A 10267 W Parkedge Cir Franklin, WI 53132 Walgreen – S 76th			
Operator - Renewal 2013-14	Loh, June A 7930 W Coldspring Road Greenfield, WI 53220 Wegner's St Martins Inn			
Operator - Renewal 2013-14	Luce, Dawn R 2956 Chickory Road Racine, WI 53403 Wal-Mart Store			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2013-14	Lucksted, Candi L 14619 Two Mile Rd Franksville, WI 53126 Hideaway Pub & Eatery			
Operator - Renewal 2013-14	Magolan, Michael J W125 S8583 Countryview Ct Muskego, WI 53150 Tuckaway Country Club			
Operator - New 2013-14	Marker, Crystal L 8931 S 79 th St Franklin, WI 53132 Walgreen - S 76th			
Operator - Renewal 2013-14	Markowski, Erik A 3906 W Oklahoma Ave Milwaukee, WI 53215 Rawson Pub			
Operator - Renewal 2013-14	Matecki, Mark J 1007 W Morgan Ave Milwaukee, WI 53221 Buckhorn Inn			
Operator - Renewal 2013-14	Mlynczak, Susan M 6921 Spring St Mount Pleasant, WI 53406 Hanley's Grille & Bar			
Operator - New 2013-14	Monti, Henry L 2408 Prospect St Racine, WI 53404 Sam's Club			
Operator - Renewal 2013-14	Moore, Amy E 3954 S 56 th St Milwaukee, WI 53220 Three Cellars			
Operator - Renewal 2013-14	Nelson, James W 211 W Oak Leaf Dr, #5 Oak Creek, WI 53154 Three Cellars			
Operator - Renewal 2013-14	Nessmann, Carolyn 8503 W Puetz Rd Franklin, WI 53132 Country Lanes			
Operator - New 2013-14	Pedriana, Rodayah R 10617 Beacon Hill Ct W Franklin, WI 53132 Rock Sports Complex			
Operator - Renewal 2013-14	Quiles-Lembcke, Kristi A 5588 Serene Ct Greendale, WI 53129 Country Lanes			
Operator - Renewal 2013-14	Rabiega, Daniel A 3733 W Jerelin Dr Franklin, WI 53129 Polonia Sport Club			
Operator - Renewal 2013-14	Rabiega, Richard G 3733 W Jerelin Dr Franklin, WI 53129 Polonia Sport Club			
Operator - Renewal 2013-14	Reed, Vicki L 5315 S McCreedy Ave Cudahy, WI 53110 Squirrel Haus			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - Renewal 2013-14	Reikowski, Mark A W125S8317 North Cape Rd Muskego, WI 53150 Walgreen – S 76th			
Operator - Renewal 2013-14	Reynolds, Sue E 5443 Mulberry Dr Greendale, WI 53129 Sam's Club			
Operator - Renewal 2013-14	Rullmann, Lynette M 219 Franklin St, #A Delavan, WI 53115 Walgreen – S 76th			
Operator - Renewal 2013-14	Rusch, Megan L 3815 S Town Rd New Berlin, WI 53151 Franklin Mobil Mart			
Operator - Renewal 2013-14	Schilling, Scott A 3521 S Chase Ave Milwaukee, WI 53207 7-Eleven			
Operator - New 2013-14	Schmeling, Jake E 3159 S 50 th St Milwaukee, WI 53219 Franklin Mobil Mart			
Operator - Renewal 2013-14	Schramm, Arron J 1228 Drexel Blvd South Milwaukee, WI 53172 Polish Center of Wisconsin			
Operator - Renewal 2013-14	Schultz, Mary A 2664 Hidden Dr St. Francis, WI 53235 CVS Pharmacy			
Operator - Renewal 2013-14	Shutta, Julie A 3215 Blakewood Ave South Milwaukee, WI 53172 Sam's Club			
Operator - Renewal 2013-14	Siciliano, Vito M 1064 Main St, #2 Antioch, IL 60002 On the Border			
Operator - Renewal 2013-14	Stallman, Ciji M 1033 S 74 th St West Allis, WI 53219 Squirrel Haus			
Operator - Renewal 2013-14	Syed, Ahmeduddin 11200 W Gilbert Ave., Unit C Wauwatosa, WI 53226 Andy's on Ryan Rd			
Operator - Renewal 2013-14	Templin, Holly A 12168 W Virginia Cir, #6 Franklin, WI 53132 Romey's Place			
Operator - New 2013-14	Tiedke, Nathan T 8029 S 61 st St Franklin, WI 53132 Walgreen – S 76th			
Operator - New 2013-14	Torres, Andrew G 6627 Greenway #4 Greendale, WI 53129 Walgreen – S 76th			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator - New 2013-14	Tran, Andrew Q 3935 W Dory Dr Franklin, WI 53132 Walgreen – Loomis Rd			
Operator - Renewal 2013-14	Varga, Kathleen A 2605 Rebecca Dr Racine, WI 53402 Walgreen – S 76th			
Operator - Renewal 2013-14	Wegner, Kathleen R 26545 Nordic Ridge Dr Wind Lake, WI 53185 Wegner's St Martins Inn			
Operator - Renewal 2013-14	Woychik, Teresa A 3545 E Puetz Rd Oak Creek, WI 53154 Irish Cottage			
Operator - Renewal 2013-14	Young, Faye M 6156 S 42 nd St Greenfield, WI 53221 Romey's Place			
Operator - Renewal 2013-14	Zeka, Kristin M 6885 S Timber Ridge Ln, #7206 Oak Creek, WI 53154 Walgreen – S 76 th			
Class A Combination 2013-14	Franklin Quik Chek, LLC 8305 S 27th St Virendra Verma, Agent			
Class B Combination Entertainment & Amusement 2013-14	Rock Sports Complex, LLC 7900 W Crystal Ridge Dr Thomas J. Johns, Agent			
Entertainment & Amusement 2013-14	Milwaukee County Sports Complex 6000 W Ryan Rd Jason Rosploch, Manager			
Entertainment & Amusement 2013-14	Oakwood Golf Course 3600 W Oakwood Rd Jason Rosploch, Manager			
Entertainment & Amusement 2013-14	Whitnall Park Golf Club House 6701 S Park Rd Jason Rosploch, Manager			
Day Care 2013-14	Amy's Academy 9758 S Airways Ct Amy Sidello, Manager			
Day Care 2013-14	Academy of Integrity 3900 W. Ryan Road La Quesha Blockton, Manager			
Day Care 2013-14	Academy of Performing Arts 7221 S. 76th Street Stacy Tuschi, Manager			
Pharmacy 2013-14	Aurora Pharmacy 9200 W Loomis Rd Steven C. Herrmann, Manager			
Coin Machine Operator 2013-14	American Entertainment W337 S5059 Hwy GG Dousman, WI 53118 Kenneth Grothmann, Owner			

Type/ Time	Applicant Information	Approve	Hold	Deny
Coin Machine Operator 2013-14	Clear Choice ATM, Ltd. 4930 Bayside Cove Waterford, WI 53185 Robert Kostner, Owner			
Coin Machine Operator 2013-14	Games Are Us W144 S6315 College Ct Muskego, WI 53150 Steven A. Murphy, Owner			
Coin Machine Operator 2013-14	Mitchell Novelty Co 3506 W National Ave Milwaukee, WI 53215 Ralph H. Fleege, Owner			
Coin Machine Operator 2013-14	National Amusement Systems 2740 S 9th Place Milwaukee, WI 53215 Janis Thein, Owner			
Coin Machine Operator 2013-14	National Entertainment Network, LLC 325 Interlocken Pkwy B Broomfield, CO 80021 Kevin Wall, Owner			
Coin Machine Operator 2013-14	Red's Novelty Ltd 1921 S 74th St West Allis, WI 53219 Jay G. Jacomet, Owner			
Coin Machine Operator 2013-14	Reggie's Amusement, LLC 4918 S Packard Ave Cudahy, WI 53110 Reginald L. Zeniecki, Owner			
Coin Machine Operator 2013-14	Wisconsin P & P Amusement 12565 Lisbon Rd Brookfield, WI 53005 Michael L. Weigel, Owner			
Extraordinary Entertainment & Special Event	MACC Fund Car Show Person in Charge: Wayne Seidel Location: 6455 S. 108th St Event: Hiller Ford Charity Car Show Date of Event: 9/8/2013			
3.	Adjournment	Time		

*Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per State ex rel. Badke v. Greendale Village Board, even though the Common Council will not take formal action at this meeting.



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

License Committee Agenda* Alderman's Room June 18, 2013 – 5:30 pm

1.	Call to Order & Roll Call	Time		
2.	Applicant Interviews & Decisions			
	License Applications Reviewed		Recommendations	
Type/ Time	Applicant Information		Approve	Hold
Operator - Renewal 2013-14 5:30 p.m.	Saldivar, Dawn M 1635 Manitoba Ave Lower South Milwaukee, WI 53172 Eric's Setback			
Operator - Renewal 2013-14 5:35 p.m.	Stankowski, Nicole L 3166 W Thorncrest Dr Franklin, WI 53132 Bowery Bar & Grill			
Operator - Renewal 2013-14 5:40 p.m.	Oster, Jonathan J 3030A S 48 th St Milwaukee, WI 53219 Walgreen – S 76th			
Class B Combination Entertainment & Amusement 2013-14 5:45 p.m.	Little Cancun Restaurant 7273 S 27 th St Veronica Cerera, Owner			
Operator - New 2013-14 5:50 p.m.	Kozinski, Nicholas J 5252 S Packard Ave Cudahy, WI 53110 Walgreen – S 76th			
Operator - New 2013-14 5:55 p.m.	Schneider, Halee L 8100 W Tripoli Ave Milwaukee, WI 53220 Walgreen – S 76th			
Operator - Renewal 2013-14 6:00 p.m.	Smukowski, Kristilynn 38 Acadian Ave Hartford, WI 53027 Eric's Setback			
Operator - New 2013-14 6:05 p.m.	Clifford, Joel B 2155A S Kinninkinnic Ave Milwaukee, WI 53207 On the Border			
Operator - Renewal 2013-14 6:10 p.m.	Duffy, Kristen M 8039 S 85 th St Franklin, WI 53132 Michaelangelo's			
Operator - New 2013-14 6:15 p.m.	Sekyi, Jordan K 4261 S 97 th St Greenfield, WI 53228 Walgreen – Loomis Rd			
3.	Adjournment		Time	

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APPROVAL <i>Slw CAP</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/18/13
Bills	Vouchers and Payroll Approval	ITEM NUMBER <i>I.1.</i>
<p>Provided for Council approval is a list of vouchers dated June 18, 2013 Nos. 147477 through 147663 in the amount of \$1,031,438.19</p> <p>The net city vouchers for June 18, 2013 are \$1,031,438.19.</p> <p>Approval is requested for the net payroll dated June 14, 2013 in the amount of \$ 335,404.94.</p> <p style="text-align: center;">COUNCIL ACTION REQUESTED</p> <p>Motion approving net City vouchers in the range Nos.147477 through Nos.147663 in the amount of \$ 1,031,438.19 dated June 18, 2013.</p> <p>Motion approving net payroll dated June 14, 2013 in the amount of \$ 335,404.94.</p>		