

APPROVAL <i>Slw</i> <i>Pal</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE June 2, 2015
REPORTS & RECOMMENDATIONS	April 2015 Monthly Financial Report	ITEM NUMBER G.11.

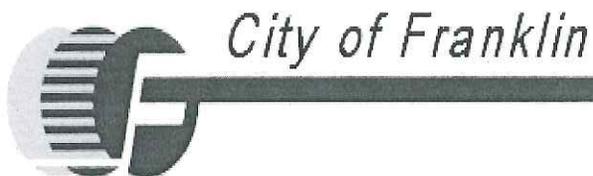
Background

The April 2015 Monthly Financial Report is attached.

The Finance Committee has reviewed the April Financial report at its May 26, 2015 meeting. The Finance Committee recommends acceptance of the report.

COUNCIL ACTION REQUESTED

Motion to Receive and place on file



Date: May 18, 2015
To: Mayor Olson, Common Council and Finance Committee Members
From: Paul Rotzenberg, Director of Finance & Treasurer *Pal*
Subject: April, 2015 Financial Report

The April, 2015 financial reports for the General Fund, Debt Service, TID #3, TID #4, Solid Waste Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement Fund, Street Improvement Fund, Development Fund, Sanitary Sewer Fund, Self Insurance Fund and Employee Retirement Insurance Fund are attached. The Library and Water Utility have not been included as they are not controlled by Common Council, while the Grant, Celebrations & Donation funds are included quarterly only.

Items of note in the General Fund April 2015 activity are:

- receipt of Property Tax are faster than in the last five years, and
- First Quarter Cable TV franchise fees did not arrive until early May and but were approximately the same as 2014.
- Building Permit revenues are less than budget and last year when a large project permit was pulled in the first quarter.
- Investment income exceeded budget on Unrealized gains on the longer term investments as interest rates shrunk to record lows in January.
- Labor costs are less than budget as the General Government employee increase was deferred until the Classification & Compensation Study is completed, however represented Public Safety employee contractual increases were provided.

Overall, General Fund expenditures of \$7,778,720 are \$509,120 less than budget. The budgeted transfer to the Capital Outlay and Street Improvement fund took place in April.

The \$6,619,900 surplus is \$1,093,589 favorable to budget. Budget timing is based upon an average of the previous five years. Caution in evaluating the size of the surplus is advised as that timing may not match how expenditures are occurring in 2015.

DEBT SERVICE – Revenues are as expected, while the split between Principal and Interest on the December 2014 debt offering was different than planned. A budget amendment in April addressed this issue.

TID 3 - Tax Receipts have occurred as expected. The Overhead Utilities Burying project is underway. The first principal & interest payment on the 2014 debt offering occurred in March.

TID 4 – Tax Receipts have occurred, and planning expenditures on the next phase of projects are underway as directed by Common Council in November 2014.

SOLID WASTE FUND – Revenue is comparable to budget. Tipping Fee costs are arriving late, and so do not reflect the total costs.

CAPITAL OUTLAY FUND – revenues are in line with budget. The Budgeted transfer from the General Fund has occurred. Public Safety purchases relate to police squad cars, while the Public Works expenditure was the purchase of the wood chipper to deal with Emerald Ash Borer issues.

EQUIPMENT REPLACEMENT FUND – Revenues are in line with budget. Both the ambulance and Snow Plow budgeted purchases have been ordered.

STREET IMPROVEMENT FUND – Revenues are in line with budget. A contract for the 2015 Street Improvement program has been signed.

CAPITAL IMPROVEMENT FUND – Landfill Siting revenues are arriving, albeit a little slower than 2014. Park project expenditures by way of engineering costs are taking place. Utility costs on the S. North Cape Road project have been contracted.

DEVELOPMENT FUND – Impact fee revenues are lower than expected as no major projects had permits pulled. The slower collection of some Impact fees has retarded the transfer to the Debt Service fund. Park Impact fees are transferring as qualified project expenditures are occurring.

SEWER FUND – Revenues get recorded at the end of the quarter when service billings go out. MMSD costs are recorded when billed at that time as well. An \$25,551 operating loss is favorable to budget at this time, and comparable to last year. The transfer of cash to make the \$1.4 million May 1 Clean Water Fund loan payment took place late in April while MMSD made their payment to the Utility on May 1, which explains the reduced cash level at April 30.

SELF INSURANCE FUND –Premium revenues are approximately equal to forecast. Claims costs can be lumpy, and thru April are less than historically have occurred. Early surpluses can quickly disappear should several larger claims show up. Thru April 2015, the fund generated a \$108,752 surplus, when only expecting a \$20,056 surplus and incurring a \$42,183 deficit last year.

RETIREE HEALTH FUND –The Annual Required Contribution typically takes place at the end of each quarter. 2015 claims costs have required an Implicit Rate Subsidy of \$124,465. Caution is advised when reviewing results over such a short period of time. Investment results are approximating the expected fund return. Investment results in the equity markets can be volatile, again caution is advised.

City of Franklin
2015 Financial Report
General Fund Summary
For the Four months ended April 30, 2015 and 2014

Revenue	2015		2015		2015		2014		2014		Variance Favorable (Unfavorable)
	Amended Budget	Year-to-Date Budget	Year-to-Date Actual	Variance Favorable (Unfavorable)	Amended Budget	Year-to-Date Budget	Year-to-Date Actual	Variance Favorable (Unfavorable)			
Property Taxes	\$ 16,209,000	\$ 11,828,261	\$ 12,387,248	\$ 558,987	\$ 16,220,400	\$ 11,701,479	\$ 12,099,888	\$ 398,409			
Other Taxes	1,916,700	517,242	385,119	(132,123)	1,770,500	482,840	398,722	(84,118)			
Intergovernmental Revenue	2,480,500	427,828	620,961	193,133	2,549,550	403,273	659,216	255,943			
Licenses & Permits	865,900	277,666	235,396	(42,270)	867,800	275,132	240,939	(34,193)			
Law and Ordinance Violations	422,600	169,311	188,675	19,364	444,000	180,050	165,615	(14,435)			
Public Charges for Services	1,515,070	428,368	431,516	3,148	1,416,400	408,587	406,070	(2,517)			
Intergovernmental Charges	201,300	2,489	-	(2,489)	125,000	8,276	-	(8,276)			
Investment Income	206,500	68,833	113,634	44,801	138,500	46,167	121,583	75,416			
Miscellaneous Revenue	99,700	35,820	36,071	251	71,200	29,254	59,137	29,883			
Transfer from Other Funds	175,000	58,333	-	(58,333)	400,000	-	-	-			
Total Revenue	\$ 24,092,270	\$ 13,814,151	\$ 14,398,620	\$ 584,469	\$ 24,003,350	\$ 13,535,058	\$ 14,151,170	\$ 616,112		104.55%	
Expenditures											
General Government	\$ 3,008,916	\$ 1,117,826	\$ 978,051	\$ 139,775	\$ 2,934,266	\$ 1,102,117	\$ 957,623	\$ 144,494			
Public Safety	16,294,888	5,611,733	4,965,659	646,074	16,121,722	5,584,542	4,840,753	743,789			
Public Works	3,624,972	1,125,469	979,202	146,267	3,532,000	1,122,912	1,045,591	77,321			
Health and Human Services	647,732	210,926	192,900	18,026	657,804	216,021	190,674	25,347			
Other Culture and Recreation	180,673	44,869	33,434	11,435	173,682	45,868	28,380	17,488			
Conservation and Development	550,427	150,393	185,456	(35,063)	471,758	145,722	105,802	39,920			
Contingency and Unclassified	1,127,232	26,624	170,233	(143,609)	1,077,500	42,461	21,194	21,267			
Anticipated underexpenditures	(360,300)	-	-	-	(360,300)	(120,100)	-	(120,100)			
Transfers to Other Funds	675,000	-	500,000	(500,000)	400,000	-	-	-			
Encumbrances	-	-	(226,215)	226,215	-	-	(10,557)	10,557			
Total Expenditures	\$ 25,749,540	\$ 8,287,840	\$ 7,778,720	\$ 509,120	\$ 25,008,432	\$ 8,139,543	\$ 7,179,460	\$ 960,083		88.20%	
Excess of revenue over (under) expenditures	(1,657,270)	5,526,311	6,619,900	1,093,589	(1,005,082)	5,395,515	6,971,710	1,576,195			
Fund balance, beginning of year	8,633,112		8,633,112		7,781,566		7,781,566				
Fund balance, end of period	\$ 6,975,842		\$ 15,253,012		\$ 6,776,484		\$ 14,753,276				

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

City of Franklin
Debt Service Funds
Balance Sheet
April 30, 2015 and 2014

	2015 Special Assessment	2015 Debt Service	2015 Total	2014 Special Assessment	2014 Debt Service	2014 Total
Assets						
Cash and investments	\$ 460,323	\$ 51,642	\$ 511,965	\$ 395,442	\$ 140,065	\$ 535,507
Taxes receivable	-	-	-	(1,382)	-	(1,382)
Special assessment receivable	136,509	-	136,509	204,675	-	204,675
Total Assets	\$ 596,832	\$ 51,642	\$ 648,474	\$ 598,735	\$ 140,065	\$ 738,800
Liabilities and Fund Balance						
Unearned & unavailable revenue	\$ 136,509	-	\$ 136,509	\$ 204,675	-	\$ 204,675
Due to other funds	-	-	-	-	1,075,000	1,075,000
Unassigned fund balance	460,323	51,642	511,965	394,060	(934,935)	(540,875)
Total Liabilities and Fund Balance	\$ 596,832	\$ 51,642	\$ 648,474	\$ 598,735	\$ 140,065	\$ 738,800

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30 2015 and 2014

	2015 Special Assessment	2015 Debt Service	2015 Year-to-Date Actual	2015 Annual Budget	Variance Favorable (Unfavorable)	2014 Special Assessment	2014 Debt Service	2014 Year-to-Date Actual	2014 Annual Budget	Variance Favorable (Unfavorable)
Revenue										
Property Taxes	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ -
Special Assessments	11,819	-	11,819	-	11,819	10	10	-	-	10
Investment Income	2,266	379	2,645	-	2,645	6,749	6,763	-	-	6,763
Total Revenue	14,085	1,600,379	1,614,464	1,600,000	14,464	6,759	1,606,773	1,600,000	1,600,000	6,773
Expenditures:										
Debt Service:										
Principal	-	595,000	595,000	570,000	(25,000)	-	570,000	570,000	570,000	-
Interest	-	154,463	154,463	368,365	213,902	-	155,515	345,644	345,644	190,129
Interfund Interest Expense	-	3,561	3,561	3,561	-	-	13,855	-	-	(13,855)
Total expenditures	-	753,024	753,024	941,926	188,902	-	739,370	915,644	915,644	176,274
Transfers in	-	175,246	175,246	416,926	(241,680)	-	304,133	377,644	377,644	(73,511)
Transfers out	(100,000)	-	(100,000)	-	100,000	(219,644)	-	(219,644)	-	219,644
Net change in fund balances	(85,915)	1,022,601	936,686	1,075,000	61,686	(212,885)	1,164,777	1,062,000	1,062,000	329,180
Fund balance, beginning of year	546,238	(970,959)	(424,721)	(424,721)		606,945	(2,099,712)	(1,492,767)	(1,492,767)	
Fund balance, end of period	\$ 460,323	\$ 51,642	\$ 511,965	\$ 650,279		\$ 394,060	\$ (934,935)	\$ (430,767)	\$ (430,767)	

City of Franklin
Tax Increment Financing District #3
Balance Sheet
April 30, 2015 and 2014

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 2,811,000	\$ 101,797
Accounts & Interest receivable	225	14,039
Notes receivable	-	-
Taxes receivable	-	-
 Total Assets	 <u>\$ 2,811,225</u>	 <u>\$ 115,836</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 1,346	\$ -
Unearned revenue	-	-
Line of Credit Advance from Development Fund	1,700,000	3,350,000
Total Liabilities	<u>1,701,346</u>	<u>3,350,000</u>
 Nonspendable fund balance	 1,700,000	 3,350,000
Unassigned fund balance	(590,121)	(6,584,164)
Total Fund Balance	<u>1,109,879</u>	<u>(3,234,164)</u>
 Total Liabilities and Fund Balance	 <u>\$ 2,811,225</u>	 <u>\$ 115,836</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014

	<u>2015</u> <u>Annual</u> <u>Forecast</u>	<u>2015</u> <u>Year-to-Date</u> <u>Forecast</u>	<u>2015</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2014</u> <u>Year-to-Date</u> <u>Actual</u>
Revenue				
General property tax levy	\$ 1,681,578	\$ 1,681,578	\$ 1,681,577	\$ 1,572,198
State exempt computer aid	387,133	-	-	-
Investment income	55,759	55,759	96,829	97,783
Total revenue	<u>2,124,470</u>	<u>1,737,337</u>	<u>1,778,406</u>	<u>1,669,981</u>
 Expenditures				
Transfer to other funds	-	-	-	-
Debt service principal	-	-	20,000	9,695,000
Debt service interest & fees	146,674	73,337	18,999	214,576
Administrative expenses	29,000	9,570	7,280	5,312
Interfund interest	-	-	19,576	22,371
Capital outlays	3,640,419	910,105	950,650	140,384
Total expenditures	<u>3,816,093</u>	<u>993,012</u>	<u>1,016,505</u>	<u>10,077,643</u>
	(1,691,623)	<u>\$ 744,325</u>	761,901	(8,407,662)
 Fund balance, beginning of year	 <u>347,978</u>		 <u>347,978</u>	 <u>5,173,498</u>
Fund balance, end of period	<u>\$ (1,343,645)</u>		<u>\$ 1,109,879</u>	<u>\$ (3,234,164)</u>

City of Franklin
Tax Increment Financing District #4
Balance Sheet
April 30, 2015 and 2014

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 88,067	\$ 129,846
Developer receivable	-	1,199
Taxes receivable	-	-
Total Assets	\$ 88,067	\$ 131,045
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 5,808	\$ -
Unearned revenue	-	-
Encumbrances	17,300	-
Interfund Advance from Development Fund	238,000	1,238,000
Total Liabilities	261,108	1,238,000
Unassigned Fund Balance	(173,041)	(1,106,955)
Total Liabilities and Fund Balance	\$ 88,067	\$ 131,045

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014

	<u>2015</u> <u>Annual</u> <u>Forecast</u>	<u>2015</u> <u>Year-to-Date</u> <u>Forecast</u>	<u>2015</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2014</u> <u>Year-to-Date</u> <u>Actual</u>
Revenue				
General property tax levy	\$ 1,009,060	\$ 1,009,060	\$ 1,009,060	\$ 954,727
State exempt computer aid	23,389	-	-	-
Payment in Lieu of Taxes	92,021	-	69,016	18,001
Investment income	926	306	265	876
Total revenue	1,125,396	1,009,366	1,078,341	973,604
Expenditures				
Debt service/interfund interest	33,579	\$ 8,395	6,535	17,464
Administrative expenses	9,585	3,163	30,975	4,218
Capital outlays	-	-	-	-
Total expenditures	43,164	11,558	37,510	21,682
Revenue over (under) expenditures	1,082,232	\$ 997,808	1,040,831	951,922
Fund balance, beginning of year	(1,213,872)		(1,213,872)	(2,058,877)
Fund balance, end of period	\$ (131,640)		\$ (173,041)	\$ (1,106,955)

City of Franklin
Solid Waste Collection Fund
Balance Sheet
April 30, 2015 and 2014

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 1,141,366	\$ 1,084,208
Total Assets	<u>\$ 1,141,366</u>	<u>\$ 1,084,208</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 118,675	\$ 118,478
Accrued salaries & wages	544	315
Restricted fund balance	1,022,147	965,415
Total Liabilities and Fund Balance	<u>\$ 1,141,366</u>	<u>\$ 1,084,208</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014

<u>Revenue</u>	<u>2015</u> <u>Adopted</u> <u>Budget</u>	<u>2015</u> <u>Year-to-Date</u> <u>Budget</u>	<u>2015</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2014</u> <u>Year-to-Date</u> <u>Actual</u>
Grants	\$ 69,300	-	\$ -	\$ -
User Fees	1,173,200	1,159,901	1,172,069	1,168,087
Landfill Operations-tippage	335,000	73,543	69,201	74,646
Investment Income	5,000	2,134	815	6,750
Sale of Recycling Bins	-	-	-	-
Sale of Recyclables	4,100	1,367	144	1,813
Total Revenue	<u>1,586,600</u>	<u>1,236,945</u>	<u>1,242,229</u>	<u>1,251,296</u>
Expenditures:				
Personal Services	22,713	7,862	5,922	5,879
Refuse Collection	666,000	222,000	218,983	216,441
Recycling Collection	365,400	121,800	120,958	119,422
Leaf & Brush Pickups	51,400	17,133	-	-
Tippage Fees	438,600	146,200	89,757	131,726
Miscellaneous	2,500	833	847	720
Total expenditures	<u>1,546,613</u>	<u>515,828</u>	<u>436,467</u>	<u>474,188</u>
Revenue over (under) expenditures	39,987	<u>721,117</u>	805,762	777,108
Fund balance, beginning of year	<u>216,385</u>		<u>216,385</u>	<u>188,307</u>
Fund balance, end of period	<u>\$ 256,372</u>		<u>\$ 1,022,147</u>	<u>\$ 965,415</u>

**City of Franklin
Capital Outlay Fund
Balance Sheet
April 30, 2015 and 2014**

<u>Assets</u>	2015	2014
Cash and investments	\$ 998,342	\$ 754,798
Accrued Receivables	-	-
Total Assets	<u>\$ 998,342</u>	<u>\$ 754,798</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 37,258	\$ 116,994
Miscellaneous claims payable	12,508	18,278
Encumbrance	161,852	-
Assigned fund balance	786,724	619,526
Total Liabilities and Fund Balance	<u>\$ 998,342</u>	<u>\$ 754,798</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

<u>Revenue</u>	2015 Amended Budget	2015 Year-to-Date Budget	2015 Year-to-Date Actual *	2014 Year-to-Date Actual
Property Taxes	\$ 433,200	\$ 433,200	\$ 433,200	\$ 430,000
Grants	-	-	3,915	5,200
Landfill Siting	67,000	36,745	27,000	33,800
Investment Income	4,500	1,500	3,762	7,470
Miscellaneous Revenue	25,000	4,042	-	4,342
Transfers from Other Funds	475,000	158,333	475,000	-
Transfers from Fund Balance	80,882	-	-	-
Total Revenue	<u>1,085,582</u>	<u>633,820</u>	<u>942,877</u>	<u>480,812</u>
Expenditures:				
General Government	240,214	65,885	21,806	16,642
Public Safety	478,344	153,961	311,815	164,136
Public Works	135,700	45,233	123,741	17,664
Health and Human Services	800	267	-	-
Culture and Recreation	37,000	4,000	724	419
Conservation and Development	5,665	1,417	1,415	-
Contingency	130,000	43,333	-	-
Total expenditures	<u>1,027,723</u>	<u>314,096</u>	<u>459,501</u>	<u>198,861</u>
Revenue over (under) expenditures	57,859	<u>319,724</u>	483,376	281,951
Fund balance, beginning of year	<u>303,348</u>		<u>303,348</u>	<u>337,575</u>
Fund balance, end of period	<u>\$ 361,207</u>		<u>\$ 786,724</u>	<u>\$ 619,526</u>

* Amount shown is actual expenditures plus encumbrance
5/27/2015

**City of Franklin
Equipment Replacement Fund
Comparative Balance Sheet
April 30, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 2,574,687	\$ 2,276,656
Total Assets	<u>\$ 2,574,687</u>	<u>\$ 2,276,656</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 153,222	\$ 4,035
Encumbrance	185,895	-
Assigned fund balance	2,235,569	2,272,621
Total Liabilities and Fund Balance	<u>\$ 2,574,686</u>	<u>\$ 2,276,656</u>

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

	2015 Amended Budget	2015 Year-to-Date Budget	2015 Year-to-Date Actual *	2014 Year-to-Date Actual
Revenue:				
Property Taxes	\$ 339,500	\$339,500	\$ 339,500	\$ 337,000
Landfill	100,000	54,356	38,800	48,500
Investment Income	20,000	6,667	16,076	27,235
Transfers from Other Funds	25,000	8,333	-	-
Property Sales	-	-	6,590	-
Total revenue	<u>484,500</u>	<u>408,856</u>	<u>400,966</u>	<u>412,735</u>
Expenditures:				
Public Safety	194,000	140,472	175,556	56,159
Public Works	188,000	8,003	179,514	-
Total expenditures	<u>382,000</u>	<u>148,475</u>	<u>355,070</u>	<u>56,159</u>
Revenue over (under) expenditures	102,500	<u>260,381</u>	45,896	356,576
Fund balance, beginning of year	<u>2,189,673</u>		<u>2,189,673</u>	<u>1,916,045</u>
Fund balance, end of period	<u>\$ 2,292,173</u>		<u>\$ 2,235,569</u>	<u>\$ 2,272,621</u>

* Amount shown is actual expenditures plus emcumbrance

**City of Franklin
Street Improvement Fund
Balance Sheet
April 30, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 995,832	\$ 972,360
Accrued receivables	-	-
Total Assets	<u><u>\$ 995,832</u></u>	<u><u>\$ 972,360</u></u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 2,177	\$ -
Encumbrances	822,353	-
Assigned fund balance	171,302	972,360
Total Liabilities and Fund Balance	<u><u>\$ 995,832</u></u>	<u><u>\$ 972,360</u></u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

	<u>2015 Amended Budget</u>	<u>2015 Year-to-Date Totals</u>	<u>2014 Year-to-Date Totals</u>
Revenue:			
Property Taxes	\$ 687,300	\$ 687,300	\$ 681,600
Landfill Siting	133,000	51,700	64,700
Investment Income	6,000	2,727	7,885
Transfer from General Fund	200,000	25,000	-
Transfer from Fund Balance	-	-	-
Total revenue	<u>1,026,300</u>	<u>766,727</u>	<u>754,185</u>
Expenditures:			
Street Reconstruction Program - Current Year	960,000	824,862	388
Transfer to General Fund	200,000	-	-
Street Reconstruction Program - Prior Year(s)	-	1,399	-
Total expenditures	<u>1,160,000</u>	<u>826,261</u>	<u>388</u>
Revenue over (under) expenditures	(133,700)	(59,534)	753,797
Fund balance, beginning of year	230,836	230,836	218,563
Fund balance, end of period	<u><u>\$ 97,136</u></u>	<u><u>\$ 171,302</u></u>	<u><u>\$ 972,360</u></u>

**City of Franklin
Capital Improvement Fund
Balance Sheet
April 30, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 2,134,084	\$ 177,884
Due from State of Wisconsin	-	96,720
Accrued receivables	847	847
Total Assets	<u>\$ 2,134,931</u>	<u>\$ 275,451</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ 54,702
Contracts Payable	123,161	27,786
Accrued payables	7,457	-
Encumbrance	76,868	-
Assigned fund balance	1,927,445	192,963
Total Liabilities and Fund Balance	<u>\$ 2,134,931</u>	<u>\$ 275,451</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

	<u>2015 Amended Budget</u>	<u>2015 Year-to-Date Totals</u>	<u>2014 Year-to-Date Totals</u>
Revenue:			
Landfill Siting	\$ 830,000	\$ 39,422	\$ 49,107
Transfers from Other Funds	3,358,405	-	-
Transfers from Impact Fees	1,484,625	5,917	-
Transfers from Connection Fees	2,050,000	-	-
Transfers from Fund Balance	138,000	-	-
Donations	100,000	-	-
Investment Income	-	1,233	24
Total revenue	<u>7,961,030</u>	<u>46,572</u>	<u>49,131</u>
Expenditures:			
General Government	1,975,000	-	-
Public Safety	181	-	111,809
Public Works	3,496,405	1,064	55,161
Culture and Recreation	1,359,980	16,437	15
Sewer & Water	-	77,227	8,111
Contingency	2,458,842	-	-
Total expenditures	<u>9,290,408</u>	<u>94,728</u>	<u>175,096</u>
Revenue over (under) expenditures	(1,329,378)	(48,156)	(125,965)
Fund balance, beginning of year	1,975,601	1,975,601	318,928
Fund balance, end of period	<u>\$ 646,223</u>	<u>\$ 1,927,445</u>	<u>\$ 192,963</u>

**City of Franklin
Development Fund
Comparative Balance Sheet
April 30, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 3,322,348	\$ 1,942,441
Due From Debt Service Fund	-	1,075,000
Due From TID 3	850,000	2,250,000
Total Assets	<u>\$ 4,172,348</u>	<u>\$ 5,267,441</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Non-Spendable - Advances	3,325,000	3,287,000
Encumbrance	10,000	-
Assigned fund balance	837,348	1,980,441
Total Fund Balance	<u>4,162,348</u>	<u>5,267,441</u>
Total Liabilities and Fund Balance	<u>\$ 4,172,348</u>	<u>\$ 5,267,441</u>

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

	<u>2015 Amended Budget</u>	<u>2015 Year-to-Date Budget</u>	<u>2015 Year-to-Date Actual</u>	<u>2014 Year-to-Date Actual</u>
Revenue:				
Impact Fee: Parks	\$ 210,000	\$ 89,535	\$ 20,699	\$ 63,408
Impact Fee: Southwest Sewer Serv	-	-	-	5,856
Impact Fee: Administration	5,500	2,074	440	1,760
Impact Fee: Water	250,000	80,206	18,522	96,530
Impact Fee: Transportation	50,000	16,652	976	16,334
Impact Fee: Fire Protection	50,000	19,900	3,067	15,878
Impact Fee: Law Enforcement	73,000	29,118	5,696	29,184
Impact Fee: Library	65,000	27,682	5,859	17,805
Total Impact Fees	<u>703,500</u>	<u>265,167</u>	<u>55,259</u>	<u>246,755</u>
Investment Income	39,000	13,000	12,855	23,004
Interfund Interest Income	67,966	22,655	15,058	30,003
Total revenue	<u>810,466</u>	<u>300,822</u>	<u>83,172</u>	<u>299,762</u>
Expenditures:				
Other Professional Services	15,000	3,750	10,000	-
Transfer to Debt Service:				
Law Enforcement	204,978	42,406	25,061	-
Fire	43,013	24,286	37,137	36,622
Transportation	73,535	22,513	-	14,867
Library	133,650	53,586	13,048	33,000
Total Transfers to Debt Service	<u>455,176</u>	<u>142,791</u>	<u>75,246</u>	<u>84,489</u>
Transfer to Capital Improvement Fund:				
Park	1,334,625	-	5,917	-
Total Transfers to Capital Improve	<u>1,334,625</u>	<u>-</u>	<u>5,917</u>	<u>-</u>
Transfer to Water Utility	150,000	50,000	-	-
Total expenditures	<u>1,954,801</u>	<u>196,541</u>	<u>91,163</u>	<u>84,489</u>
Revenue over (under) expenditures	(1,144,335)	<u>104,281</u>	(7,991)	215,273
Fund balance, beginning of year	<u>4,170,339</u>		<u>4,170,339</u>	<u>5,052,168</u>
Fund balance, end of period	<u>\$ 3,026,004</u>		<u>\$ 4,162,348</u>	<u>\$ 5,267,441</u>

**City of Franklin
Sanitary Sewer Fund
Comparative Balance Sheet
April 30, 2015 and 2014**

	<u>2015</u>	<u>2014</u>
<u>Assets</u>		
Current assets:		
Cash and investments	\$ 684,155	\$ 2,562,857
Accounts receivable	218,063	184,885
Due from Franklin Water Utility	562,111	187,695
Miscellaneous receivable	345,629	25,497
Total current assets	<u>1,809,958</u>	<u>2,960,934</u>
Non current assets:		
Due from MMSD	26,055,930	25,771,125
Sanitary Sewer plant in service:		
Land	358,340	358,340
Buildings and improvements	1,621,433	1,605,333
Improvements other than buildings	54,115,278	53,965,043
Machinery and equipment	776,306	788,200
Construction in progress	183,221	74,599
	<u>57,054,578</u>	<u>56,791,515</u>
Less accumulated depreciation	<u>(13,763,845)</u>	<u>(13,141,052)</u>
Net sanitary sewer plant in service	<u>43,290,733</u>	<u>43,650,463</u>
Total Assets	<u><u>\$ 71,156,621</u></u>	<u><u>\$ 72,382,522</u></u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	\$ 530,280	\$ 525,885
Accrued liabilities	38,647	24,861
Due to Franklin Water Utility	12,606	-
Due to General Fund - non-interest bearing	2,295,042	2,010,184
Total current liabilities	<u>2,876,575</u>	<u>2,560,930</u>
Non current liabilities:		
Accrued compensated absences	61,309	57,727
General Obligation Notes payable - CWF	22,357,276	23,486,522
Total liabilities	<u>25,295,160</u>	<u>26,105,179</u>
Net Assets:		
Invested in capital assets, net of related debt	43,290,733	43,650,463
Sewer equipment replacement	313,558	277,230
Retained earnings	2,257,170	2,349,650
Total net assets	<u>45,861,461</u>	<u>46,277,343</u>
Total Liabilities and Net Assets	<u><u>\$ 71,156,621</u></u>	<u><u>\$ 72,382,522</u></u>

City of Franklin
Sanitary Sewer Fund
Statement of Revenue, Expenditures,
and Changes in Net Assets
For the Four months ended April 30, 2015 and 2014

	2015 Amended Budget	2015 Year-to-Date Budget	Current Year-to-Date Totals	Prior Year-to-Date Totals
Operating Revenue				
Residential	\$ 1,865,200	\$ 464,857	\$ 467,041	\$ 457,920
Commercial	414,100	96,581	110,592	105,543
Industrial	385,700	87,104	99,099	87,018
Public Authority	177,800	43,015	33,273	41,758
Penalties/Other	42,000	7,721	6,206	6,191
Multi Family	416,200	138,733	103,401	105,103
Total Operating Revenue	<u>3,301,000</u>	<u>838,011</u>	<u>819,612</u>	<u>803,533</u>
Operating Expenditures				
Salaries and benefits	\$ 456,545	\$ 158,035	\$ 160,967	\$ 146,439
Contractual services	105,775	62,427	68,062	68,570
Supplies	93,800	31,267	19,267	17,480
Facility charges	59,357	21,048	6,732	13,180
Shared meter costs	10,000	2,500	-	-
Sewer service - MMSD	2,130,137	532,534	514,325	488,470
Other operating costs	21,945	8,596	6,197	6,398
Allocated expenses	105,443	35,148	38,148	35,000
Sewer improvements	170,000	16,861	8,265	36,551
Depreciation	69,700	23,233	23,200	21,200
Total operating expenditures	<u>3,222,702</u>	<u>891,649</u>	<u>845,163</u>	<u>833,288</u>
Operating Income (Loss)	78,298	(53,638)	(25,551)	(29,755)
Non-Operating Revenue (Expenditures)				
Miscellaneous income	2,200	828	3,428	850
Investment income	584,337	194,779	15,063	331,468
Interest expense	(564,337)	(141,084)	(289,119)	(302,345)
Total non-operating revenue (expenditures)	<u>22,200</u>	<u>54,523</u>	<u>(270,628)</u>	<u>29,973</u>
Income (Loss) before Capital Contributions	<u>100,498</u>	<u>885</u>	<u>(296,179)</u>	<u>218</u>
Retained Earnings- Beginning	2,864,465	2,864,465	2,864,465	2,660,847
Transfer (to) from Invested in Capital Assets	(1,314,300)	(438,100)	2,442	(34,185)
Retained Earnings- Ending	<u>1,650,663</u>	<u>2,427,250</u>	<u>2,570,728</u>	<u>2,626,880</u>
Capital Contributions	600,000	150,000	-	-
Depreciation - CIAC	(591,400)	(197,133)	(197,200)	(195,600)
Transfer (to) from Retained Earnings	1,314,300	438,100	(2,442)	34,185
Change in Net Investment in Capital Assets	1,322,900	390,967	(199,642)	(161,415)
Net Investment in Capital Assets-Beginning	<u>43,490,375</u>	<u>43,490,375</u>	<u>43,490,375</u>	<u>43,811,878</u>
Net Investment in Capital Assets-Ending	<u>44,813,275</u>	<u>43,881,342</u>	<u>43,290,733</u>	<u>43,650,463</u>
Total net assets	<u>\$ 46,463,938</u>	<u>\$ 46,308,592</u>	<u>\$ 45,861,461</u>	<u>\$ 46,277,343</u>

**City of Franklin
Self Insurance Fund - Actives
Balance Sheet
April 30, 2015 and 2014**

Assets	2015	2014
Cash and investments	\$ 2,762,147	\$ 1,156,735
Accounts receivable	12,177	192
Interfund advance receivable	1,088,000	2,338,000
Prepaid expenses	57,500	57,500
Total Assets	\$ 3,919,824	\$ 3,552,427
Liabilities and Net Assets		
Accounts payable	\$ 401	\$ 109,109
Claims payable	370,500	379,100
Unrestricted net assets	3,548,923	3,064,218
Total Liabilities and Fund Balance	\$ 3,919,824	\$ 3,552,427

**City of Franklin Self Insurance Fund - Actives
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014**

Revenue	2015 Forecast	2015 Year-to-Date Forecast	2015 Year-to-Date Actual	2014 Year-to-Date Actual
Medical Premiums-City	\$ 2,608,900	\$ 869,633	\$ 866,751	\$ 875,448
Medical Premiums-Employee	397,600	132,533	138,957	144,592
Other - Investment Income, etc.	35,277	11,759	26,086	36,246
Medical Revenue	3,041,777	1,013,926	1,031,794	1,056,286
Dental Premiums-City	112,600	37,533	35,112	34,842
Dental Premiums-Retirees	5,750	1,917	1,728	2,880
Dental Premiums-Employee	55,200	18,400	18,168	17,292
Dental Revenue	173,550	57,850	55,008	55,014
Total Revenue	3,215,327	1,071,776	1,086,802	1,111,300
Expenditures:				
Active Employees-Medical				
Medical claims - Current Year	1,900,000	633,333	384,220	329,804
Medical claims - Prior Year	-	-	172,173	350,799
Prescription drug claims	290,000	96,667	94,543	85,277
Refunds-Stop Loss Coverage	-	-	(11,697)	-
Total Claims-Actives	2,190,000	730,000	639,239	765,880
Medical Claim Fees	185,000	61,667	53,742	79,373
Memberships	-	-	3,180	4,525
Miscellaneous Wellness	12,000	4,000	5,636	3,068
Section 125 administration Fee	10,700	3,567	627	322
Stop Loss Premiums	587,160	195,720	209,241	239,167
Total Medical Costs-Actives	2,984,860	994,953	911,665	1,092,335
Active Employees-Dental				
Dental claims - Current Year	150,000	50,000	52,378	38,612
Dental claims - Prior Year	2,000	667	9,846	15,624
Dental Claim Fees	12,000	4,000	2,745	4,792
Total Dental Costs-Actives	164,000	54,667	64,969	59,028
Retirees-Dental				
Dental claims - Current Year	5,200	1,733	1,364	1,939
Dental claims - Prior Year	900	300	-	-
Dental Claim Fees	200	67	52	181
Total Dental Costs-Retirees	6,300	2,100	1,416	2,120
Total Dental Costs	170,300	56,767	66,385	61,148
Total Expenditures	3,155,160	1,051,720	978,050	1,153,483
Revenue over (under) expenditures	60,167	\$ 20,056	108,752	(42,183)
Net assets, beginning of year	3,440,171		3,440,171	3,106,401
Net assets, end of period	\$ 3,500,338		\$ 3,548,923	\$ 3,064,218

City of Franklin
City of Franklin Post Employment Benefits Trust
Balance Sheet
April 30, 2015 and 2014

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ (117,505)	\$ (194,047)
Investments held in trust - Fixed Inc	1,320,833	705,664
Investments held in trust - Equities	3,461,403	3,570,277
Accounts receivable	9,318	3,826
Due from Water Utility	-	(720)
Total Assets	<u>\$ 4,674,049</u>	<u>\$ 4,085,000</u>
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ 56,884	\$ 8,491
Claims payable	57,482	77,182
Due from OPEB Trust	-	-
Net assets held in trust for post employment benefi	4,559,683	3,999,327
Total Liabilities and Fund Balance	<u>\$ 4,674,049</u>	<u>\$ 4,085,000</u>

City of Franklin Post Employment Benefits Trust
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2015 and 2014

<u>Revenue</u>	<u>2015</u>	<u>2015</u>	<u>2014</u>
	<u>Forecast</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>
		<u>Actual</u>	<u>Actual</u>
ARC Medical Charges - City	\$ 167,900	\$ 46,265	\$ 49,850
Medical Charges - Retirees	90,000	39,253	42,967
Implicit Rate Subsidy	103,100	124,465	19,212
Interest Income	-	-	(1,115)
Medical Revenue	<u>361,000</u>	<u>209,983</u>	<u>110,914</u>
Expenditures:			
Retirees-Medical			
Medical claims - Current Year	175,000	143,719	61,100
Medical claims - Prior Year	12,000	24,124	65,167
Prescription drug claims	110,000	26,359	22,695
Refunds-Stop Loss Coverage	-	-	(69,880)
Total Claims-Retirees	<u>297,000</u>	<u>194,202</u>	<u>79,082</u>
Medical Claim Fees	14,500	2,563	6,810
Stop Loss Premiums	49,500	12,993	25,022
Miscellaneous Expense	-	225	-
Total Medical Costs-Retirees	<u>361,000</u>	<u>209,983</u>	<u>110,914</u>
Revenue over (under) expenditures	-	-	-
Annual Required Contribution-Net	467,523	19,450	113,858
Other - Investment Income, etc.	338,400	121,994	79,285
Total Revenues	<u>805,923</u>	<u>141,444</u>	<u>193,143</u>
Net Revenues (Expenditures)	805,923	141,444	193,143
Net assets, beginning of year	<u>4,418,239</u>	<u>4,418,239</u>	<u>3,806,184</u>
Net assets, end of period	<u>\$ 5,224,162</u>	<u>\$ 4,559,683</u>	<u>\$ 3,999,327</u>

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<p style="text-align: center;">APPROVAL</p> <p><i>Slew</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;">06/02/2015</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Director of Information Technology Job Description and Authorization to Execute a Professional Services Contract with a Public Sector Recruitment Consultant</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.12.</i></p>

Part 1. Job Description

Attached is a copy of the recommended job description for the position of Director of Information Technology. The job description was reviewed by the Personnel Committee and recommended for approval. The version provided to the Personnel Committee indicated in bold the following: "Note: The Essential and Peripheral Duties will be further reviewed and modified by staff and the Technology Commission prior to moving forward to the Common Council." A couple other similar references were also noted on that version.

The Technology Commission subsequently reviewed the job description and recommended some additional suggestions. I concur with their suggestions which are visible on the attached marked-up version. In summary, the recommended changes included the following:

- Emphasizing the department is a service organization
- Emphasizing the need to manage or run projects (an industry reference)
- Emphasize communication skills
- Add reference to disaster recovery and Emergency Operations Plan expectations.
- Changing a Masters Degree from a substitute for experience to "a plus"
- Clarifying "experience" versus "skill" with certain technical duties
- Eliminating the need for color vision

Additionally, I eliminated "Ability to maintain confidentiality" because it was duplicative after I had added "Perform work with the highest level of integrity and complete confidentiality and provide data and reports in support of internal investigations or sensitive projects" prior to submission to the Technology Commission.

Part 2. Hiring Process

Following approval of the job description, staff intends to promptly pursue filling the vacancy. Technology Commission members indicated that the market is currently experiencing some challenges in finding adequate people to fill vacancies. As such, the process could benefit from using a consulting firm as was done for two other senior positions recently. As was noted in those approvals the consultants bring technical expertise, which comes with lots of specific task experience and a broad network of contacts. An additional reason to consider using a service at this time is that the Classification and Compensation study data is about to be received for staff review. Once the project reaches that stage, there will likely be a significant demand of HR staff's time. If further justification is needed for use of a consultant, I can provide additional discussion based upon the documentation provided relative to the City Engineer and Economic Development Director hiring process approvals.

The position was funded in the budget estimated at \$85,000 per year effective April 1, 2015. As such, sufficient appropriations remain available in the department's Personal Services section to fund consultant costs. The contract for the Economic Development Director position with GovHR USA is for \$16,500, which includes some extra amount for additional advertising. I would anticipate a similar amount in this instance as advertising in both the private and public sector areas would likely be targeted. The recommended motion below patterns that approved for the Economic Development position.

COUNCIL ACTION REQUESTED

Part 1. Motion to approve the Job Description for the Director of Information Technology.

Part 2. Motion to authorize the Mayor and City Clerk to execute a professional services agreement with a public sector recruitment consultant (GovHR USA or Springsted, Inc.) for the purpose of conducting a search for a Director of Information Technology for an amount not to exceed \$20,000, including advertising costs, but limited to and using available appropriations in the Information Services Personal Services portion of the 2015 budget.

CITY OF FRANKLIN
Job Description

Job Title: Director of Information Technology

Department: Information Services

Reports To: Director of Administration

Salary Level: To be established during the classification and compensation study

FLSA Status: Exempt

Prepared By: Mark Luberda, Director of Administration

Prepared Date: May, 2015

Approved By: Common Council **Resolution 2015-**

Approved Date: June __, 2015

Summary Under the direction and supervision of the Director of City Administration, the Director of Information Technology is responsible for the overall planning, organizing, and execution of all IT functions at the City. This includes directing all IT operations and contracted services to meet the customer requirements of this service organization, as well as the support and maintenance of existing applications and development of new technical solutions. The Director also acts as the City's network and applications administrators and maintains a help desk operation. This position maintains the computing environment by, for example, identifying network requirements, installing upgrades, and monitoring network performance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Under the direction and supervision of the Director of Administration, create a vision and roadmap for information technology and work closely with all departments to understand the organization and how to best position information technology to support their goals. Communicate and promote that vision to all members of the organization.

Manage departmental contractual services, including but not limited to those that provide IT technicians and GIS support.

Work with Department Heads to analyze complex business needs and recommend technical solutions and develop information technology plans and programs to improve organizational effectiveness and efficiency. Manage or run projects that result from these plans and programs.

Ensure the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards and procedures for implementing technical solutions.

Direct and/or participate in all hardware and software evaluations, acquisitions, and implementations including recording business requirements prior to the technical solution.

Perform complex, skilled work in the design, installation, configuration, maintenance, and support of computer network hardware systems, operating and database architecture and software applications, and security hardware and software systems, including disaster recovery procedures and policies.

Oversee and direct the City's GIS System.

Oversee or coordinate, in conjunction with Departments where required, miscellaneous technology systems and equipment, including but not limited to websites, copiers, phones and telephone systems, audio/visual equipment, radios, FM radio system, and internet access.

Prepare and present a departmental budget plan, including computer and capital IT equipment for the IT Department and other operating departments, as appropriate.

Perform work with the highest level of integrity and complete confidentiality and provide data and reports in support of internal investigations or sensitive projects.

Provide knowledge in all facets of information services and technology applications.

Work a variety of hours, including evenings, weekends, on-call and, when or as authorized, from remote locations.

Work with the hardware and software components comprising the City's network infrastructure and applications inventory, as set forth in Education and Experience below.

Perform and provide, directly and through staff and contract services, helpdesk and end-user desktop support for hardware and software.

Create and maintain appropriate network infrastructure, applications, protocol, assets, and systems documentation.

Communicate effectively both verbally and in writing. Handle frequent internal and external contacts, including working with vendors, which require public relations skills in addressing service demands, which may involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence to resolve the problem.

Perform a key role in restoring technology services in any disaster recovery effort or as part of an Emergency Operations Plan.

Serve as staff to the City's Technology Commission.

Supervisory Responsibilities

Directly supervises any Information Technology employees as may be established in the annual budget process and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities would include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Completion of a Bachelor's Degree in computer science, information technology, business management or a related field required. Minimum of five years experience within information technology, including three years experience in managing technical personnel. A Master's degree is a plus. An additional five years of experience may substitute for a Bachelors degree.

Experience with the hardware and software components comprising the City's network infrastructure and applications inventory. Recognizing the ever-changing nature of information systems hardware and software platforms, a current list of primary network components and software applications, as they may be established by the Department of Administration from time to time, will be incorporated into each position announcement, as appropriate, and are incorporated into this Job Description through this reference.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical, and/or administrative problems must be addressed.

Technical Skills

Proficient in the installation and maintenance of a variety of computer systems, network servers and all related hardware. (i.e. printers, scanners, copiers, Fax, Tablet PCs, digital cameras, UPS systems, Host / Application / Print servers and workstation computers).

Proficient in physical communications media and data communication protocols and hardware (i.e. Internet/Intranet/Extranet, DSL, ISDN, T1/T3, Coaxial Cable, Fiber Optic, TCP/IP, IP Telephony, Wireless, modems, controllers, routers, bridges, switches, digital senders and imaging equipment, etc.)

Knowledge and experience with computer automated software and operating software including but not limited to HTML, XML, Visual Basic, MS Windows 7, 8, and 10, MS Windows Server, MS Exchange servers, MS Internet Explorer and other Web Browsers, Adobe Acrobat, SQL Server.

Computer Skills

To perform this job successfully, an individual should have vast knowledge of computer hardware and software, including but not limited to Geographic Information Systems software, Microsoft Office software, and network applications.

Certificates, Licenses, Registrations

Valid WI Drivers License

Any manufacturer or industry certifications for or related to hardware and software components comprising the City's network infrastructure and applications inventory, as discussed above, are a plus.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. Maintaining equipment involves the frequent use of hand tools and testing equipment requiring a moderate level of dexterity. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes and periodically exposed to airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

Other Skills and Abilities

Must have a strategic and customer-focused view, with an emphasis on interpreting strategy into tactics. Must be credible and able to gain others' confidence through actions and intelligence, and must be able to accomplish objectives through a combination of authority and influence.

Knowledge of general management and the operation and organization of municipalities, particularly as it relates to information system needs and requirements

Ability to establish and maintain effective working relationships with other employees, elected officials, and the general public.

Miscellaneous The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Director of Information Technology

Department: Information Services

Reports To: Director of Administration

Salary Level: To be established during the classification and compensation study

FLSA Status: Exempt

Prepared By: Mark Luberda, Director of Administration

Prepared Date: April, 2015

Approved By: Common Council Resolution 2015-

Approved Date: May ___, 2015

Summary Under the direction and supervision of the Director of City Administration, the Director of Information Technology is responsible for the overall planning, organizing, and execution of all IT functions at the City. This includes directing all IT operations and contracted services to meet the customer requirements of this service organization, as well as the support and maintenance of existing applications and development of new technical solutions. The Director also acts as the City's network and applications administrators and maintains a help desk operation. This position maintains the computing environment by, for example, identifying network requirements, installing upgrades, and monitoring network performance.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Under the direction and supervision of the Director of Administration, create a vision and roadmap for information technology and work closely with all departments to understand the organization and how to best position information technology to support their goals. Communicate and promote that vision to all members of the organization.

Manage departmental contractual services, including but not limited to those that provide IT technicians and GIS support.

Work with Department Heads to analyze complex business needs and recommend technical solutions and develop information technology plans and programs to improve organizational effectiveness and efficiency. Manage or run projects that result from these plans and programs.

Ensure the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards and procedures for implementing technical solutions.

Direct and/or participate in all hardware and software evaluations, acquisitions, and implementations including recording business requirements prior to the technical solution.

Perform complex, skilled work in the design, installation, configuration, maintenance, and support of computer network hardware systems, operating and database architecture and software applications, and security hardware and software systems, including disaster recovery procedures and policies.

Oversee and direct the City's GIS System.

Oversee or coordinate, in conjunction with Departments where required, miscellaneous technology systems and equipment, including but not limited to websites, copiers, phones and telephone systems, audio/visual equipment, radios, FM radio system, and internet access.

Prepare and present a departmental budget plan, including computer and capital IT equipment for the IT Department and other operating departments, as appropriate.

Perform work with the highest level of integrity and complete confidentiality and provide data and reports in support of internal investigations **of difficult** or sensitive projects.

Provide knowledge in all facets of information services and technology applications.

Work a variety of hours, including evenings, weekends, on-call and, when or as authorized, from remote locations.

Work with the hardware and software components comprising the City's network infrastructure and applications inventory, as set forth in Education and Experience below.

Perform and provide, directly and through staff and contract services, helpdesk and end-user desktop support for hardware and software.

Create and maintain appropriate network infrastructure, applications, protocol, assets, and systems documentation.

Communicate effectively both verbally and in writing. Handle frequent internal and external contacts, **including working with vendors,** which require public relations skills in addressing service demands, which may involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence to resolve the problem.

Perform a key role in restoring technology services in any disaster recovery effort or as part of an Emergency Operations Plan.

Serve as staff to the City's Technology Commission.

Supervisory Responsibilities

Directly supervises any Information Technology employees as may be established in the annual budget process and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities would include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Completion of a Bachelor's Degree in computer science, information technology, business management or a related field required. Minimum of five years experience within information technology, including three years experience in managing technical personnel. A Master's degree ~~is a plus. _may substitute for two years of experience and a~~ An additional five years of experience may substitute for a Bachelors degree.

Experience with the hardware and software components comprising the City's network infrastructure and applications inventory. Recognizing the ever-changing nature of information systems hardware and software platforms, a current list of primary network components and software applications, as they may be established by the Department of Administration from time to time, will be incorporated into each position announcement, as appropriate, and are incorporated into this Job Description through this reference.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts and to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical, and/or administrative problems must be addressed.

Technical Skills

Proficient in the installation and maintenance of a variety of computer systems, network servers and all related hardware. (i.e. printers, scanners, copiers, Fax, Tablet PCs, digital cameras, UPS systems, Host / Application / Print servers and workstation computers).

Proficient in physical communications media and data communication protocols and hardware (i.e. Internet/Intranet/Extranet, DSL, ISDN, T1/T3, Coaxial Cable, Fiber Optic, TCP/IP, IP Telephony, Wireless, modems, controllers, routers, bridges, switches, digital senders and imaging equipment, etc.)

~~Thorough k~~ Knowledge and ~~experienceskill~~ with computer automated software and operating software including but not limited to HTML, XML, Visual Basic, MS Windows 7, 8, and 10, MS Windows Server, MS Exchange servers, MS Internet Explorer and other Web Browsers, Adobe Acrobat, SQL Server.

Strong communication skills

Computer Skills

To perform this job successfully, an individual should have vast knowledge of computer hardware and software, including but not limited to Geographic Information Systems software, Microsoft Office software, and network applications.

Certificates, Licenses, Registrations

Valid WI Drivers License

~~*NOTE: Following discussion with the Technology Commission, the City may require the following: Microsoft Certified Solutions Expert or Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate (CCNA) required with recertification required.*~~

Any manufacturer or industry certifications for or related to hardware and software components comprising the City's network infrastructure and applications inventory, as discussed above, are a plus.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. Maintaining equipment involves the frequent use of hand tools and testing equipment requiring a moderate level of dexterity. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ~~color vision~~, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Must have a strategic and customer-focused view, with an emphasis on interpreting strategy into tactics. Must be credible and able to gain others' confidence through actions and intelligence, and must be able to accomplish objectives through a combination of authority and influence.

Knowledge of general management and the operation and organization of municipalities, particularly as it relates to information system needs and requirements

~~Ability to maintain confidentiality.~~

Ability to establish and maintain effective working relationships with other employees, elected officials, and the general public.

Miscellaneous The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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<p>APPROVAL</p> <p><i>Slew</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>6/02/2015</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Designation of Official Newspaper</p>	<p>ITEM NUMBER</p> <p><i>G.13.</i></p>

Each year the Council must designate the official newspaper for the City of Franklin in which the City publishes its official notices. Pursuant to Chapter 61, Franklin Municipal Code & Sec. 985.03, WI Stats., attached is the bid received from The Milwaukee Journal Sentinel for publication in CNI Community Newspapers (Franklin NOW). As you will note on the bids that follow this document, the cost per line and per insertion have decreased from 2014 to 2015.

(Note: Bids were to be submitted prior to 12:00 Noon on May 1, 2015. The only bid received was from The Milwaukee Journal Sentinel and it was received at 12:54 p.m. on May 1, 2015.)

COUNCIL ACTION REQUESTED

Motion adopting Resolution No. 2015-_____, a resolution designating an official newspaper.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2015-_____

A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER

WHEREAS, The Wisconsin State Statutes, Chapter 985 provide that the City of Franklin name an official newspaper to publish their legal notices, and

WHEREAS, bids have been solicited pursuant to Section 61, Franklin Municipal Code.

NOW, THEREFORE, BE IT RESOLVED that The Milwaukee Journal Sentinel (Franklin NOW) is hereby designated as the official newspaper of the City of Franklin for one (1) year commencing May 1, 2015 and ending April 30, 2016.

BE IT FURTHER RESOLVED that the price of publication shall not exceed the legal rate for like work.

Introduced at a regular meeting of the Common Council of the City of Franklin on the 2nd day of June, 2015 by _____.

Passed and adopted by the Common Council on the ____ day of _____, 2015.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

ADVERTISEMENT FOR BIDS
OFFICIAL CITY NEWSPAPER
CITY OF FRANKLIN, WISCONSIN

The City of Franklin hereby gives notice that sealed bids will be received to publish in English the proceedings of the City Council and the City's legal notices for the period May 1, 2015 through April 30, 2016 until 12:00 noon, May 1, 2015 at which time all bids received will be publicly opened and the bids read aloud in the Common Council Chambers.

The contract letting shall be subject to the provisions of Chapter 61, Franklin Municipal Code. All bidders must be eligible under Section 985.03, Qualification of newspapers, Wis. Stats.

Bids must be in letter form, signed by an authorized officer stating the bid in price per column inch and sealed in an envelope addressed to the City of Franklin and filed in the Office of the City Clerk of the City of Franklin, Wisconsin. There shall appear on the envelope of each bid the name and address of the bidder and the words "Bid for Official City Newspaper".

Dated: 3/25/2015

Sandra L. Wesolowski
City Clerk
City of Franklin
9229 W. Loomis Road
Franklin, WI 53132

RECEIVED
CITY OF FRANKLIN
2015 MAY -1 PH 12: 54

May 1, 2015

The following is The Milwaukee Journal Sentinel's bid for publishing Franklin's legal notices and council proceedings for the coming year in CNI Community Newspapers (Franklin NOW). * All legal notices may be posted online under Public Notices in the Classified Section . The bid is made in accordance with Section 985 of the Wisconsin State Statutes. The Community Newspapers have a loyal following and a broad reach in their individual communities. They are sought out as the trusted source of news and information every week.

	<u>1st insertion per line</u>	<u>2nd insertion per line</u>
a) For council proceedings:	\$0.61	\$0.50
b) For the city's legal notices:	\$0.61	\$0.50
	<u>1st insertion per column inch</u>	<u>2nd insertion per column inch</u>
c) For display ads, sample ballots, and other matter set in a display format:	\$5.20	\$4.77
	<u>per affidavit</u>	
d) For affidavit:	\$1.00	

These rates are below the rates currently allowed by Wisconsin State Statutes.

* There is an additional fee for online postings

Sincerely,

Hugh McGarry
General Manager
Journal Community Publishing Group

MILWAUKEE · WISCONSIN
JOURNAL SENTINEL
jsonline.com

April 25, 2014

Ms. Sandy Wesolowski
City of Franklin
9229 W. Loomis Rd.
Franklin, WI 53132

Dear Ms. Wesolowski,

The following is The Milwaukee Journal Sentinel's bid for publishing Franklin's legal notices and council proceedings for the coming year in CNI Community Newspapers (Oak Creek Now). * All legal notices may be [posted online under Public Notices in the Classified Section. The bid is made in accordance with Section 985 of the Wisconsin State Statutes. The Community Newspapers have a loyal following and a broad reach in their individual communities. They are sought out as the trusted source of news and information every week.

	1 st insertion <u>per line</u>	2 nd insertion <u>per line</u>
a) For council proceedings:	\$0.65	\$0.53
b) For the city's legal notices:	\$0.65	\$0.53
	1 st insertion <u>per column inch</u>	2 nd insertion <u>per column inch</u>
c) For display ads, sample ballots, and other matter set in a display format:	\$6.50	\$5.30
	<u>per affidavit</u>	
d) For affidavit:	\$1.00	

These rates are below the rates currently allowed by Wisconsin State Statutes.

* There is an additional fee for online postings.

Sincerely,



Pamela Henson
Sr.VP of Advertising, Marketing & Digital Sales
Journal Community Publishing Group

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 06/02/15
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LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
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See attached list from meetings of June 1st and June 2nd, 2015.

COUNCIL ACTION REQUESTED

414-425-7500

**Special License Committee
Agenda*
Aldermen's Room
June 1, 2015 – 5:00 pm**

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator – New 2014-15	Jamie M Balistreri 8333A W Morgan Ave Milwaukee, WI 53220 Hideaway Pub & Eatery			
Operator – New 2014-15	Millicent F Hynes 4336 S 46 th St Greenfield, WI 53220 Hanley's Grille & Bar			
Operator – New 2014-15	Frank J Janiszewski 12301 W Ryan Rd Franklin, WI 53132 Xaverian Missionaries			
Operator – New 2014-15	Danielle C Johnson, 6918 Bay Wood Dr Racine, WI 53402 Buckhorn Bar & Grill			
Operator – New 2014-15	Michael J Lloyd 10129 W Forest Home Ave, #1 Hales Corners, WI 53130 Rock Sport Complex			
Operator – New 2014-15	Roger A Young 3316 S Chicago Ave, #3 South Milwaukee, WI 53172 Xaverian Missionaries			
Operator – New 2015-16	Cody N Alvey 511 Southtowne Pl, Apt M204 South Milwaukee, WI 53172 Wal-Mart Store			
Operator – Renewal 2015-16	Laura M Applegate 3705 E Grange Ave, #4 Cudahy, WI 53110 Sam's Club #8167			
Operator – Renewal 2015-16	Jamie M Balistreri 8333A W Morgan Ave Milwaukee, WI 53220 Hideaway Pub & Eatery			
Operator – Renewal 2015-16	Wendy S Balistreri 7271 S Delaine Dr Oak Creek, WI 53154 Country Lanes			
Operator – Renewal 2015-16	Melissa M Boileau 2270 S 102 nd St West Allis, WI 53227 CVS Pharmacy			

Operator – Renewal 2015-16	Darrell J Bostwick 7308 Lakeshore Dr Racine, WI 53402 On the Border			
Operator – Renewal 2015-16	James A Braun 904 Michigan Ave South Milwaukee, WI 53172 Three Cellars			
Operator – Renewal 2015-16	William J Canales 809 Lakeview Ave, Apt 4 South Milwaukee, WI 53172 On the Border			
Operator – Renewal 2015-16	Holly E Case S67W14732 Janesville Rd Muskego, WI 53150 Kwik Trip #857			
Operator – Renewal 2015-16	Ashley S Clark 3035 W Wisconsin Ave #307 Milwaukee, WI 53208 Wal-Mart Store			
Operator – Renewal 2015-16	Joel B Clifford 2155A S Kinnickinnic Ave Milwaukee, WI 53207 On the Border			
Operator – Renewal 2015-16	Denise A Coley 7345 S Delaine Dr Oak Creek, WI 53154 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Jennifer M Connors 2480 W Briar Lake Way, Unit 2A Oak Creek, WI 53154 Bowery Bar & Grill			
Operator – Renewal 2015-16	Melissa A Conway S64W13012 Kipling Ct Muskego, WI 53150 Kwik Trip #857			
Operator – Renewal 2015-16	Peggy S Counter S98W13259 Loomis Rd Muskego, WI 53150 Kwik Trip #857			
Operator – Renewal 2015-16	Robert A Cutting 4380 S Placid Dr Greenfield, WI 53220 Kwik Trip #857			
Operator – Renewal 2015-16	Chad R Czarnecki 2987 W Drexel Ave, #307 Franklin, WI 53132 On the Border			
Operator – Renewal 2015-16	Michael D Dach 109 N Third St Upper Waterford, WI 53185 Andy's on Ryan Road			
Operator – Renewal 2015-16	Mitchell C Dolata 3118 El Camino Way Waterford, WI 53185 Kwik Trip #857			

Operator – Renewal 2015-16	Kristi L Drapes 7679 S Logan Ave Oak Creek, WI 53154 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Kristen M Duffy 3266 N Newhall St Milwaukee, WI 53211 Michaelangelo's Pizza			
Operator – Renewal 2015-16	Lori A Falkowski 10227 Parklane Ct Hales Corners, WI 53130 Sendik's Food Market			
Operator – Renewal 2015-16	Katelynn M Flowers 504 Southtowne Dr, Y102 South Milwaukee, WI 53172 Discount Cigarettes & Liquor			
Operator – Renewal 2015-16	Gino J Gaglianella 5873 Riverside Dr Greendale, WI 53129 Three Cellars			
Operator – Renewal 2015-16	Vanessa A Garnier 11027 W Grant St., #5 West Allis, WI 53227 Sendik's Food Market			
Operator – Renewal 2015-16	Melissa D Gorlewski 3765 S Rivershire Dr, #2 Greenfield, WI 53228 Walgreen – S 76 th St			
Operator – Renewal 2015-16	Gordon W Graf 19425 W Glenwood Ln New Berlin, WI 53146 Pick 'n Save #6360			
Operator – Renewal 2015-16	Patricia A Greer 1702 E Eden Pl St Francis, WI 53235 CVS Pharmacy			
Operator – Renewal 2015-16	Jeremy J Haese 11811 W Rawson Ave Franklin, WI 53132 Discount Cigarettes & Liquor			
Operator – Renewal 2015-16	Linda J Hart S75W14150 Restful Ln Muskego, WI 53150 Kwik Trip #857			
Operator – Renewal 2015-16	Bambi D Hatfield 3343 W Colony Drive Greenfield, WI 53221 Romey's Place			
Operator – Renewal 2015-16	Nicole L Hinkley 5439 Rainbow Dr Greendale, WI 53129 Romey's Place			
Operator – Renewal 2015-16	Evan A Hoffman 8409 25 th Ct Kenosha, WI 53143 Wal-Mart Store #1551			

Operator – Renewal 2015-16	Jason R Hofstedt 4061 W Marigold Ave Greenfield, WI 53221 Wal-Mart Store #1551			
Operator – New 2015-16	Genevieve L Holtz 4942 W Beloit Rd Lower West Milwaukee, WI 53214 Kwik Trip #857			
Operator – Renewal 2015-16	Sean A Hurab 2729 N University Dr Waukesha, WI 53188 Chili's Bar & Grill			
Operator – Renewal 2015-16	Lisa M Hutts 5612 Euston St Greendale, WI 53129 Pick 'n Save #6360			
Operator – Renewal 2015-16	Amy M Jacques 28706 Beach Dr Waterford, WI 53185 Irish Cottage			
Operator – Renewal 2015-16	Shannon L Kaurich S83W22935 Mardith Ave Big Bend, WI 53103 Kwik Trip #857			
Operator – Renewal 2015-16	Sarah B Klein 24333 N Wind Lake Rd Wind Lake, WI 53185 Chili's Bar & Grill			
Operator – Renewal 2015-16	Lisa A Krueger 7718 W Howard Ave Milwaukee, WI 53220 Kwik Trip #287			
Operator – New 2015-16	Traci A Krueger 5836 S 37 th Ct Milwaukee, WI 53221 Sendik's Food Market			
Operator – Renewal 2015-16	Brian J Lewis 6011 S Barland Ave Cudahy, WI 53110 Chili's Grill & Bar			
Operator – Renewal 2015-16	Ryan J Longworth 3665 S 3 rd St Milwaukee, WI 53207 Walgreen – Loomis Rd			
Operator – Renewal 2015-16	Dawn R Luce 2956 Chicory Rd Racine, WI 53403 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Candi L Lucksted 14619 Two Mile Rd Franksville, WI 53126 Hideaway Pub & Eatery			
Operator – Renewal 2015-16	Deborah E Lyons 314 Luedtke Ave Racine, WI 53405 Hideaway Pub & Eatery			

Operator – Renewal 2015-16	Danielle N Martin 4141 S 60 th St, #43 Greenfield, WI 53220 Kwik Trip #857			
Operator – Renewal 2015-16	Anthony M Megna 10321 W Church St Franklin, WI 53132 Franklin Civic Celebration			
Operator – Renewal 2015-16	Kristen A Menzel 6938A S Howell Ave Oak Creek, WI 53154 Rawson Pub			
Operator – Renewal 2015-16	Janet Miller 2737 S 58 th St Milwaukee, WI 53219 Pick 'n Save #6360			
Operator – Renewal 2015-16	Susan M Mlynczak 6921 Spring St Mount Pleasant, WI 53406 Hanley's Grille & Bar			
Operator – Renewal 2015-16	Henry L Monti 2408 Prospect St Racine, WI 53404 Sam's Club #8167			
Operator – Renewal 2015-16	Margaret C Mooney 7449 Riverview Rd Franklin, WI 53132 Kwik Trip #287			
Operator – Renewal 2015-16	Celena M Mooren 5746 S 116 th St Hales Corners, WI 53130 Romey's Place			
Operator – Renewal 2015-16	James W Nelson 211 W Oak Leaf Dr, #5 Oak Creek, WI 53154 Three Cellars			
Operator – Renewal 2015-16	Kory R Orban W376S4872 E Pretty Lake Rd Dousman, WI 53118 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Karen S Pacioni 9044 W Elm Ct, Unit B Franklin, WI 53132 Three Cellars			
Operator – New 2015-16	Gabriela Palacios Cruz 3214 S 13 th St Milwaukee, WI 53215 Sendik's Food Market			
Operator – New 2015-16	Cheryl J Pierson 2531 N 35 th St Milwaukee, WI 53210 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Vedrana Pilipovic 3218 S Landl Ln, # 104 Milwaukee, WI 53227 Andy's on Ryan Road			

Operator – Renewal 2015-16	Gregory G Pollen 17100 W Shadow Dr New Berlin, WI 53151 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Denise K Popp W182S7715 Valley Dr Muskego, WI 53150 Romey's Place			
Operator – Renewal 2015-16	Tanina M Poteracki 2933 W Drexel Ave #502 Franklin, WI 53132 Pick 'n Save #6360			
Operator – New 2015-16	Anthony M Raggio 841 N 15 th St, #12 Milwaukee, WI 53233 Pick 'n Save #6360			
Operator – New 2015-16	Kayla J Redlin 10195 W Coldspring Rd Greenfield, WI 53228 Sendik's Food Market			
Operator – Renewal 2015-16	Richard R Reuchlen 2210 N 115 th St Wauwatosa, WI 53226 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Sharon A Ricco 12400 W Rosemary Dr New Berlin, WI 53151 Sendik's Food Market			
Operator – Renewal 2015-16	Terese A Riesner 10630 S Peggy Dr Oak Creek, WI 53154 Hideaway Pub & Eatery			
Operator – Renewal 2015-16	Katelyn M Saldutte 3230 S Delaware Ave Milwaukee, WI 53207 Rock Sport Complex			
Operator – Renewal 2015-16	Jason C Schnell 1612 59 th St Kenosha, WI 53140 On the Border			
Operator – Renewal 2015-16	Mary A Schultz 2664 Hidden Dr St Francis, WI 53235 CVS Pharmacy			
Operator – Renewal 2015-16	Patricia L Schultz 3829 S Ahmedi Ave St Francis, WI 53235 Kwik Trip #287			
Operator – Renewal 2015-16	Trisha A Segura 3107 St Clair St Racine, WI 53402 Hideaway Pub & Eatery			
Operator – Renewal 2015-16	Graham W Serchen 26129 Windermere Dr Wind Lake, WI 53185 Kwik Trip #857			

Operator – Renewal 2015-16	Vito M Siciliano 1064 Main St, #2 Antioch, IL 60002 On the Border			
Operator – Renewal 2015-16	Deborah E Sporleder S108W16327 Loomis Dr Muskego, WI 53150 Pick `n Save #6360			
Operator – Renewal 2015-16	Nicole L Stankowski 3166 W Thorncrest Dr Franklin, WI 53132 Bowery Bar & Grill			
Operator – Renewal 2015-16	Michael J Steffes 415 W Riverfront Dr Glendale, WI 53217 Sendik's Food Market			
Operator – Renewal 2015-16	Mary E Tairi 3644 E Layton Ave Cudahy, WI 53110 Wal-Mart Store #1551			
Operator – Renewal 2015-16	Valerie J Thompson 3349 S 113 th St West Allis, WI 53227 Country Lanes			
Operator – Renewal 2015-16	Jacob C Voss 10375 S Willow Creek Dr Oak Creek, WI 53154 Three Cellars			
Operator – Renewal 2015-16	Sharon A Weiss 550 W Riverwood Dr, #104 Oak Creek, WI 53154 Pick `n Save #6360			
Operator – Renewal 2015-16	Jamie M West 10096 W Whitnall Edge Dr Franklin, WI 53132 Kwik Trip #287			
Operator – Renewal 2015-16	Jeffry S West 1464 E Wild Ginger Way, #3611 Oak Creek, WI 53154 Sendik's Food Market			
Operator – Renewal 2015-16	Julia L Wolf 3749 S Packard Ave, Apt 5 St Francis, WI 53235 Three Cellars			
Operator – New 2015-16	Benjamin S Woods S70W13372 Fennimore Ln Muskego, WI 53150 Wal-Mart Store			
Operator – New 2015-16	Jared M Zakszewski 2924 W Hilltop Ln Franklin, WI 53132 Walgreen – Loomis Rd			
Operator – Renewal 2015-16	Phillip L Zurowski 11836 W Howard Ave Greenfield, WI 53228 Romey's Place			

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* Aldermen's Room June 2, 2015 – 5:45 pm

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator – New 2014-15 5:50 p.m.	Joshua J Farrell 7417 S 36 th St Franklin, WI 53132 Discount Cigarettes & Liquor			
Operator – Renewal 2015-16 5:55 p.m.	Jennifer L Castillo 5601 Castle Ct, Apt 202 Racine, WI 53406 Chili's Bar & Grill			
Operator – Renewal 2015-16 6:00 p.m.	Margaret M Spranger 1208 Augusta St Racine, WI 53402 Walgreen – Loomis Rd			
Operator – Renewal 2015-16	Joshua J Farrell 7417 S 36 th St Franklin, WI 53132 Discount Cigarettes & Liquor			
Change of Agent 2014-15	Kwik Trip Inc. 10705 W Speedway Dr Jeremy Walters, Agent			
Change of Agent 2014-15	Walgreens Co 9527 S 27 St Robin Harmon, Agent			
Daycare 2015-16	Academy of Integrity 3900 W Ryan Rd LaQueesha Blockton, Director			
Entertainment and Amusement 2015-16	Fun Timez 6544 S Lovers Lane Rd Mohammed Nowman, Owner			
Amusement Device Operator 2015-16	American Entertainment W337 S5059 Hwy GG Dousman, WI 53118			
Amusement Device Operator 2015-16	Games Are Us, Inc W144 S6315 College Ct Muskego, WI 53150 Steven Murphy, Owner			
Amusement Device Operator 2015-16	Reggie's Amusement 1331 W Janat Dr Oak Creek, WI 53154 Reginald Zeniecki, Owner			
Auto Salvage 2015-16	Al's Auto Salvage 10942 S 124 th St Albert Schill, Owner			

Extraordinary Entertainment & Special Event	Xaverian Missionaries Person in Charge: Fr. Mark Marangone, s.x. Location: 4500 Xavier Dr Event: Annual Mission Festival Dates of Event: 6/27/2015 to 6/28/2015	
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.

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APPROVAL <i>slw fal</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/2/15
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated May 15, 2015 through June 1, 2015 Nos. 156540 through Nos. 156692 in the amount of \$ 881,871.50. Included in this listing are EFT's Nos. 2874 through Nos. 2883 and Library vouchers totaling \$ 23,227.95. Voided checks in the amount of \$ (18,793.25) are separately listed.

Early release disbursements under Resolution 2013-6920 in the amount of \$ 564,311.35 are provided on a separate listing and are also included on the complete disbursement listing.

The net payroll dated May 29, 2015 is \$ 365,580.00, previously estimated at \$ 370,000.00. Payroll deductions for May 29, 2015 are \$ 362,507.35, previously estimated at \$ 365,000.00.

The estimated payroll for June 12, 2015 is \$ 356,000.00 with estimated deductions of \$ 203,000.00.

Attached is a list of property tax EFT's No 52 through Nos. 53 dated May 15, 2015 through May 28, 2015 in the amount of \$ 1,500,262.31. These disbursements have been released as authorized under Resolution 2013-6920.

COUNCIL ACTION REQUESTED

Motion approving net general checking account City vouchers in the range of Nos. 156540 through Nos. 156692 in the amount of \$ 881,871.50 dated May 15, 2015 through June 1, 2015.

Motion approving the net payroll dated May 29, 2015 in the amount of \$ 365,580.00 and payments of the various payroll deductions in the amount of \$ 362,507.35 plus any City matching payments, where required.

Motion approving the net payroll dated June 12, 2015 estimated at \$ 356,000.00 and payments of the various payroll deductions estimated at \$ 203,000.00, plus any City matching payments, where required.

Motion approving property tax EFT's Nos. 52 through Nos. 53 in the amount of \$ 1,500,262.31 dated May 15, 2015 through May 28, 2015.