

<p style="text-align: center;"><b>APPROVAL</b></p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b></p> <p style="text-align: center;">09/01/15</p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;"><b>REQUEST FROM THE PARKS COMMISSION FOR THE COMMON COUNCIL TO REFER THE NAMING OF SOUTHBROOK TRAIL TO ROBINWOOD ELEMENTARY SCHOOL STUDENTS FOR RECOMMENDATIONS, WITH THE WINNING ENTRY TO RECEIVE A SAVINGS BOND</b></p>	<p style="text-align: center;"><i>G.13.</i></p>

At the July 21, 2015 Common Council meeting, the following action was approved: motion to adopt Resolution No. 2015-7118, A Resolution Awarding a Time and Materials Not-to-Exceed Professional Services Agreement Contract to JSD Professional Services, Inc. in the Amount of \$13,000, for the Design of Southbrook Trail, subject to review by the City Attorney for inclusion of potential standard City terms, and further to refer this trail to the Park Commission for recommendation for naming the trail.

At the August 10, 2015, meeting of the Parks Commission, the following action was approved: move to recommend to the Common Council to refer the naming of Southbrook Trail to Robinwood Elementary School students, with the winning entry to receive a savings bond. The idea is for the trail naming to be a contest for Robinwood students. The Parks Commission discussed students voting for their top three favorite names as recommended by their classmates, and referring those names to the Parks Commission. The Parks Commission would then select a name to forward to the Common Council for approval.

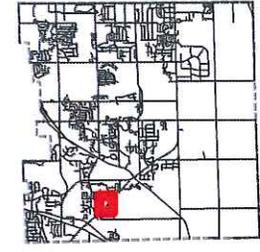
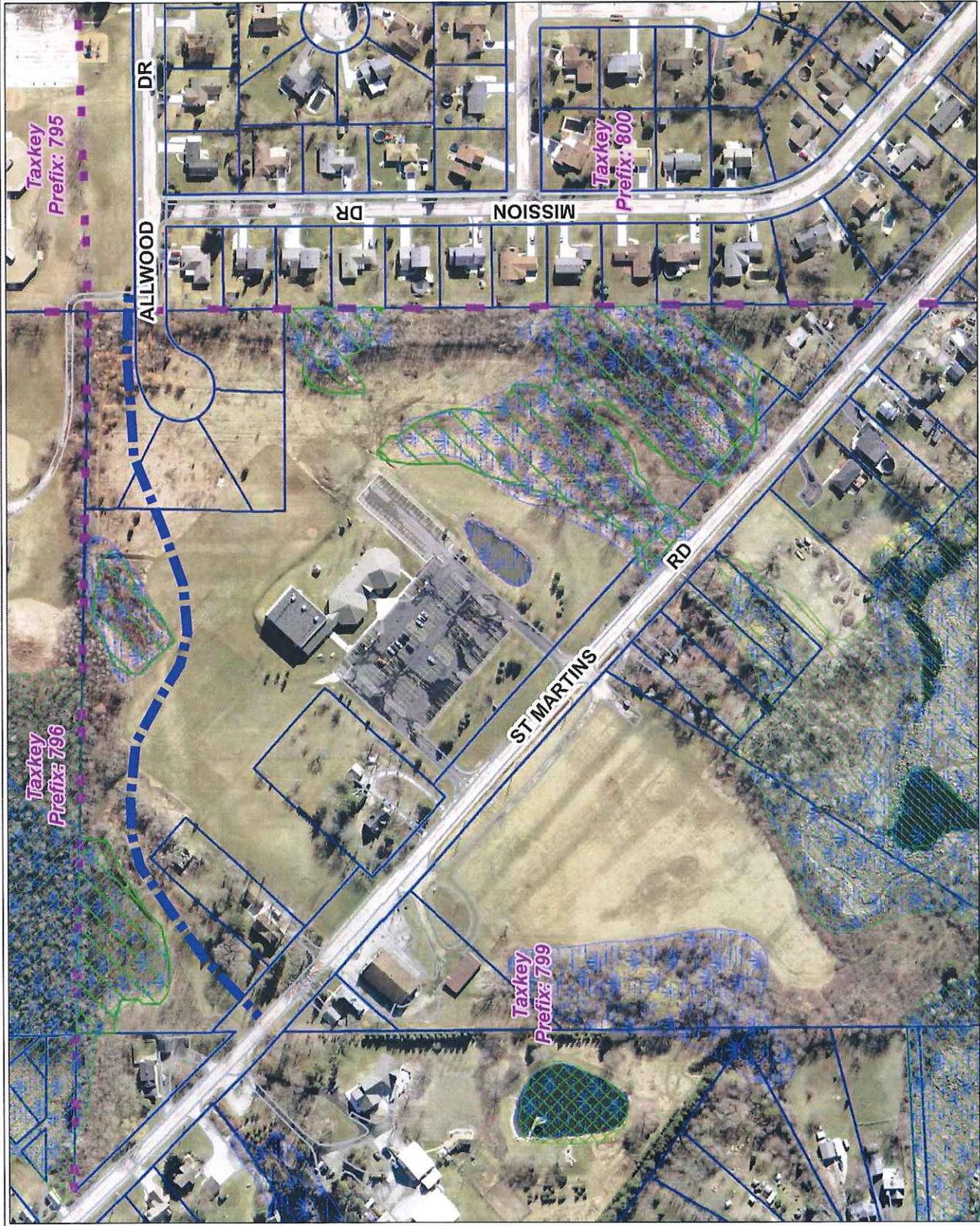
**COUNCIL ACTION REQUESTED**

A motion to refer the naming of Southbrook Trail to Robinwood Elementary School students for recommendations, with the winning entry to receive a savings bond.

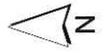
Or

Action on the above item as the Common Council deems appropriate.

4. Southbrook Church Property Trail - W. St. Martins Road to W. Allwood Drive



City of Franklin  
 GIS Department  
 9229 W. Loomis Rd.  
 Franklin, WI 53132  
[www.franklinwi.gov](http://www.franklinwi.gov)



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

**Legend**

- Parcel with Address Owner
- Road ROW
- Street Centerline
- Road Edge
- Easement

RESOLUTION NO. 2010-6634A RESOLUTION ESTABLISHING A CITY BUILDINGS, PARKS AND FACILITIES  
NAMING POLICY

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WHEREAS, the Common Council having considered the value of establishing a uniform policy to address the naming of City buildings, parks and facilities to assist in the consideration of requests received and proposals and considerations made from time to time to name City property; and

WHEREAS, the Parks Commission and the Board of Public Works having considered the terms of a naming policy for City property as directed by the Common Council and having reported their respective recommendations to the Common Council; and

WHEREAS, the Common Council having considered such recommendations in its deliberations and having determined a policy for the naming of City property which will promote the public welfare and best interests of the City.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, Wisconsin, that the naming of City buildings, parks and facilities be conducted as follows:

## City of Franklin Public Buildings, Parks and Facilities Naming Policy

## I. Purpose

The purpose of this policy is to establish a uniform procedure for the naming of City buildings, parks and facilities throughout the City of Franklin.

## II. Authorization

The Common Council shall have the authority for the naming of all City buildings, parks and facilities by passing or rejecting a resolution at a regular or special Common Council meeting. The Common Council shall request the review and recommendation of the Parks Commission for the naming of any public park or park facility. The Common Council shall request the review and recommendation of the Board of Public Works for the naming of any public building. In the event the Common Council does not receive the requested recommendation from the Commission or the Board within 45 days of such request, respectively, the Common Council may take action without such recommendation(s).

## III. Objectives

- Provide name identification

- Provide citizen/neighborhood input into the process
- Insure control for naming policy

#### IV. Qualifying Name

- Geographic location to facility
- Outstanding feature
- Adjoining subdivision
- Historical event, group, or individual; except that eligibility shall commence only after five years following the event or other basis establishing the historical significance
- Exceptional service in the public interest that has had a major impact and benefit to the City by an individual who demonstrates dedication to service to the City and/or to individuals, families, groups, or community services, extraordinarily above and beyond the call of duty; except that in the event of a public employee or elected or appointed official, eligibility shall commence only after five years following the completion of their public service
- Exceptional service in the public building, park or facility's interest
- Contribution to acquisition/development of the public building, park or facility

#### V. Naming City Buildings, Parks and Facilities

The City's approval of a naming proposal is the conferral of a privilege, not a right, and at all times the City shall reserve the right to reject any naming proposal for any reason not prohibited by law. The following guidelines will be used when naming a public building, park or facility:

1. A name is intended to be permanent.
2. Duplication of other places or facility names in the City shall not be considered.
3. Any consideration of a proposal for a name must be commenced by a motion authorizing the same made by the Common Council.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name.
5. After the Common Council preliminarily decides upon a name, public notice of the recommended name shall be published as a Class 2 notice, specifying a thirty (30) day public comment period in the City's official newspaper. Citizen comments and recommendations must be in writing to the City Clerk and must be postmarked within the thirty (30) day public comment period.
6. After the thirty (30) day public comment period, the Common Council will pass a resolution adopting or rejecting the name.
7. An existing name of a public building, park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

#### VI. Renaming

- a. The renaming of public buildings, parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical

examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

b. City buildings, parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.

c. In order for a City building, park or facility to be considered for renaming, the recommended name must qualify according to Sections IV. and V. of this Policy.

VII. Other Naming Alternatives

a. City buildings, parks and facilities that are donated to the City can be named by deed restriction by the donor. The naming and acceptance of land is subject to the guidelines set forth above and approval by the Common Council.

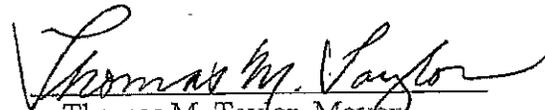
b. A facility within a park, i.e., playground, picnic shelter, etc., can be named separately from the park or facility location subject to this Policy.

c. This Policy does not apply to the naming of public streets.

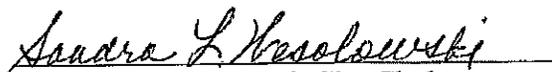
Introduced at a regular meeting of the Common Council of the City of Franklin this 16th day of March, 2010.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 16th day of March, 2010.

APPROVED:

  
Thomas M. Taylor, Mayor

ATTEST:

  
Sandra L. Wesolowski, City Clerk

AYES 6 NOES 0 ABSENT 0

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<p><b>APPROVAL</b></p> <p><i>Slw</i> </p>	<p><b>REQUEST FOR COUNCIL ACTION</b></p>	<p><b>MEETING DATE</b></p> <p><b>09/1/2015</b></p>
<p><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p><b>Approval of Change Order for Demolition of House and Garage at 8015 W. Beacon Hill Drive</b></p>	<p><b>ITEM NUMBER</b></p> <p><i>G.14.</i></p>

On April 21, 2015, the Common Council awarded a contract to Robie's Grading and Landscaping for demolition of a house and garage located at 8015 W. Beacon Hill Drive. The Council Action Sheet identified the proposal scope. The low bid was to Robie's Grading for \$14,800. The Common Council determined to increase the amount to \$15,500 to cover removal of the fence from the property. That number was selected as speculation as to the cost of removing the fence.

Subsequently, on site, it was determined that in addition to the fencing, some railroad ties, a screened patio or trellises, and a rock fountain should be removed as well to complete the site restoration. The Building Inspector authorized the work so that the project could be completed in a timely manner. The additional work, including the fence removal already approved, was negotiated to be \$950. Despite the added scope of work, the total on the contract would only be \$15,750, which is still lower than the next lowest bid of \$15,999. The original motion, however, only approved \$15,500, having simply estimated the cost of the additional work.

In order to pay the invoice, staff recommends approval of the additional \$250 change order for the demolition at 8015 W. Beacon Hill Drive for the added scope of work as identified.

### **COUNCIL ACTION REQUESTED**

Motion to approve the Change Order in the amount of \$250 for demolition of the house and garage and property features at 8015 W. Beacon Hill Drive, bringing the total contract cost to \$15,750.00.

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<p style="text-align: center;"><b>APPROVAL</b></p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b></p> <p style="text-align: center;">September 1, 2015</p>
<p style="text-align: center;"><b>REPORTS AND RECOMMENDATIONS</b></p>	<p>Reconsideration of action taken at the August 18, 2015 Common Council Meeting to direct staff to continue with the estimate process for Utility Undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project</p>	<p style="text-align: center;"><b>ITEM NUMBER</b></p> <p style="text-align: center;"><i>G.15.</i></p>

The Common Council adopted a motion (6-0) at its August 18, 2015 meeting to direct staff to continue with the estimate process for utility undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project.

Ald. Dandrea, who voted with the prevailing side, is requesting reconsideration of this action. If a motion to reconsider passes, the original motion to direct staff to continue with the estimate process for utility undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project, will be before the Council for action.

A copy of the Council Action Sheet from the August 18, 2015 meeting is attached.

### COUNCIL ACTION REQUESTED

A motion to reconsider the August 18, 2015 Common Council action to direct staff to continue with the estimate process for utility undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project.

AND, (if a motion to reconsider passes)

A motion to direct staff to continue with the estimate process for utility undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project.

OR any amendment thereto or other action on the subject matter upon any failure of the motion to direct staff to continue with the estimate process for utility undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project.

# Kayla's Playground at Franklin Woods Current Budget

1-Sep-15

	<u>City Expenses</u>	<u>Kayla's Krew</u>	<u>Total</u>
<b><u>Events / Fundraising</u></b>			
Event Insurance	\$ -	\$ 365.00	\$ 365.00
Fundraising Expenses	\$ -	\$ 21,988.58	\$ 21,988.58
The Scan Group (stationary fundraiser)	\$ -	\$ 1,490.00	\$ 1,490.00
Credit Card fees (Penfield Online Donations)	\$ -	\$ 176.62	\$ 176.62
<b><u>Equipment</u></b>			
Equipment Insurance		\$ 60.00	\$ 60.00
Equipment- Liberty Swing		\$ 16,500.00	\$ 16,500.00
Factory Direct Equipment- merry go round, metal misc pieces, rock climbing wall		\$ 29,953.25	\$ 29,953.25
Factory Direct Equipment- Slides		\$ 31,258.00	\$ 31,258.00
Factory Direct Equipment- swings, slides, platforms		\$ 26,700.00	\$ 26,700.00
*Equipment Shipping Cost		\$ 2,670.00	\$ 2,670.00
*Factory Direct Equipment- Expression Swing		\$ 2,286.03	\$ 2,286.03
<b><u>Materials</u></b>			
Sawhorse Supplies		\$ 192.51	\$ 192.51
*Picket Supplies		\$ 14,100.00	\$ 14,100.00
<b>Darquest Materials</b>	\$ 3,866.35		\$ 3,866.35
<b>*Darquest Materials Remaining</b>	\$ 997.65		
*Darquest Direct Purchase		\$ 5,190.40	\$ 5,190.40
<b>Home Depot</b>	\$ 40,137.49		\$ 40,137.49
<b>*Home Depot Direct Purchase</b>	\$ 4,862.51		\$ 4,862.51
*NEW Plastics Remaining	\$ 132,104.90		\$ 132,104.90
NEW Plastics Shipping	\$ 1,380.00		\$ 1,380.00
*Sign	\$ 2,000.00		\$ 2,000.00
*DPW Concrete Walk	\$ 500.00		\$ 500.00
<b>Aggregate</b>	\$ 2,340.84		\$ 2,340.84
<b>*Aggregate Remaining</b>	\$ 12,659.16		\$ 12,659.16
*Landscapping	\$ 11,003.85		\$ 11,003.85
<b>Misc Materials</b>	\$ 114.29		\$ 114.29
<b><u>Construction</u></b>			
Electric Service	\$ 6,096.63		\$ 6,096.63
HuffCutt Restroom	\$ 150,300.00		\$ 150,300.00
*HuffCutt Restroom Remaining	\$ 38,325.00		\$ 38,325.00
*Willkomm Sanitary	\$ 71,404.00		\$ 71,404.00
*Willkomm Water	\$ 123,266.00		\$ 123,266.00
*Willkomm Concrete Curbing and Sidewalk	\$ 53,300.00		\$ 53,300.00
*Willkomm Asphalt	\$ 42,575.00		\$ 42,575.00
*Willkomm Pavers	\$ 48,000.00		\$ 48,000.00
*Willkomm Erosion and Traffic	\$ 8,700.00		\$ 8,700.00
*Willkomm Restroom Foundation	\$ 44,500.00		\$ 44,500.00
*Willkomm Electric Work	\$ 15,000.00		\$ 15,000.00
*American Safety / MJD Surface	\$ 109,994.75		\$ 109,994.75
*DPW Salaries	\$ 60,000.00		\$ 60,000.00
<b>*Crane</b>		\$ -	\$ -
*Water Impact Fees and Hook Up	\$ 2,669.00		\$ 2,669.00
Relocate Existing Play Equipment	\$ -		\$ -

# Kayla's Playground at Franklin Woods Current Budget

1-Sep-15

	<u>City Expenses</u>	<u>Kayla's Krew</u>	<u>Total</u>
<b><u>Build Events</u></b>			
*Food and Beveredges		\$ 2,000.00	\$ 2,000.00
*Tshirts for Volunteers		\$ 2,000.00	\$ 2,000.00
*Transportation- 2 days		\$ 250.00	\$ 250.00
*Transportation- 7 days		\$ 875.00	\$ 875.00
*Portable Toilets- 2 days	\$ 340.00		\$ 340.00
*Portable toilets- 7 days	\$ 850.00		\$ 850.00
<b><u>Design</u></b>			
Newspaper Notices	\$ 971.06		\$ 971.06
City Engineering Payroll Cost	\$ 29,978.00		\$ 29,978.00
*City Engineering Payroll Remaining	\$ 30,022.00		\$ 30,022.00
Play By Design		\$ 23,001.40	\$ 23,001.40
*Play By Design Remaining		\$ 32,900.00	\$ 32,900.00
GRAEF Site Design	\$ 25,558.68		\$ 25,558.68
<b>*GRAEF Site Design Reimbursables and Extra</b>	<b>\$ 15,500.00</b>		
*Graef Site Design Remaining	\$ 29,441.32		\$ 29,441.32
<b>Total</b>	<b>\$ 1,118,758.48</b>	<b>\$ 213,956.79</b>	<b>\$ 1,332,715.27</b>
Previous Total	\$ 1,119,516.00	\$ 213,956.79	
Budget	\$ 1,200,000.00		
Current Contingency	\$ 81,241.52		
Previous Contingency	\$ 80,484.00		
<b><u>Grants / Fundraising</u></b>			
*MMSD Green Grant	\$ (70,000.00)		\$ (70,000.00)
Kayla's Krew Fundraising		\$ (230,819.05)	\$ (230,819.05)
Net Project Cost			\$ 1,031,896.22
Net City Funds			\$ 1,200,000.00
Net Contingency			\$ 168,103.78
Current Contingency			\$ 81,241.52
Under Budget			\$ 86,862.26

**Notes:**

-\* indicates Anticipated Future Cost

-Highlighted Cells are not confirmed estimates

-Bold Italicized are changed items

<p align="center"><b>APPROVAL</b></p> <p align="center"><i>Slw</i></p>	<p align="center"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p align="center"><b>MEETING DATE</b></p> <p align="center">August 18, 2015</p>
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<p align="center"><b>REPORTS AND RECOMMENDATIONS</b></p>	<p align="center">Utility Undergrounding with regard to the Milwaukee County West St. Martins Road (CTH MM) from South North Cape Road to State Trunk Highway 100 road reconstruction project</p>	<p align="center"><b>ITEM NUMBER</b></p> <p align="center"><i>M. 25</i></p>
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Aldermen for the Districts wherein the above reconstruction project will occur have requested staff review of the potential for the undergrounding of all of the now essentially on telephone poles above ground utilities within the area of the above mentioned project. The City Engineer previously obtained a verbal quote from WE Energies with regard to same of \$780,000 +/- 10% (does not include at&t, Time Warner Cable, etc.). The City Engineer also discussed the subject with Milwaukee County Engineering staff and understood that such addition to the project could postpone the start of construction for a year. Undergrounding of utilities has not been a part of Milwaukee County's plans preparation to date. There is a public information meeting scheduled for September 10, 2015, at which Milwaukee County Engineering staff will present the 30% plans for the project in the Hearing Room at Franklin City Hall. The project is County Highway Improvement Program (CHIP) funded, though the subject undergrounding costs would be a City responsibility. City staff will be present at the meeting to provide further information.

**COUNCIL ACTION REQUESTED**

A motion as the Common Council deems appropriate.

<p style="text-align: center;"><b>APPROVAL</b></p> <p style="text-align: center;"><i>slw</i></p>	<p style="text-align: center;"><b>REQUEST FOR COUNCIL ACTION</b></p>	<p style="text-align: center;"><b>MEETING DATE</b></p> <p style="text-align: center;">09/01/2015</p>
<p style="text-align: center;"><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p style="text-align: center;">AT&amp;T CELL CONTRACT FOR LOCATING ON TOWER AT 8901 WEST DREXEL AVENUE</p>	<p style="text-align: center;"><b>ITEM NUMBER</b></p> <p style="text-align: center;"><i>G.16.</i></p>

**BACKGROUND**

A lease consultant with AT&T has approached the City regarding renewal of the current contract cell site at the City's water tower 8901 West Drexel Avenue set to expire in December 2015.

Staff has reviewed all current lease contracts and contacted neighboring communities for their experience with similar contracts. This iteration has also been discussed at previous Board of Water Commissioners and Common Council Meetings (August 4, 2015)

**ANALYSIS**

At the August 18, 2015 Board of Water Commissioners meeting, they discussed an offer from AT&T resembling \$30k/year plus 3% annual increases. The Board said that they didn't feel that was sufficient given lease history provided by Oak Creek and City of Milwaukee Water. If AT&T would not offer a 5% annual increase, the offer needs to be above \$30k- perhaps closer to \$40k.

Staff took the Board of Water Commissioner's comments back to the AT&T representative and attached is the counter offer of \$30k plus a 20% escalator every 5 years.

Staff believes that the current offer is a reasonable offer.

**OPTIONS**

1. Accept the current AT&T offer of \$30k/year plus a 20% / 5 years escalator.
2. Reject AT&T's offer and enter into negotiations for different terms.
3. Table.

**FISCAL NOTES**

City owns the land so any revenue is split between the City General Fund and the Water Utility.

**REMMENDATIONS**

Authorize City legal staff to negotiate the finer points of the lease and bring back to Common Council with final revisions for authorization to execute agreement with AT&T.



August 26, 2015

Re: AT&T Lease Expiration Program

FA # 10011899; Lease ID: 3375, MIL-GI-42, located at 8901 WEST DREXEL AVENUE, FRANKLIN, WI 53132

Dear Glen,

As you are aware, AT&T Mobility ("AT&T") has partnered with Md7, LLC ("Md7") to work with you to facilitate certain modifications to the cell site lease on your property. These modifications will allow AT&T to meet current business requirements and enhance your site's value to the network. AT&T has asked Md7 to provide services in administering AT&T's Lease Expiration Program (LEP). Md7 has been authorized by AT&T to correspond and discuss how the LEP program may be of benefit to you.

AT&T would like to work together with you in extending the current lease which is set to expire on 12/3/2015. AT&T is willing to offer the following modifications to secure a longer-term lease with you:

- ✦ Commencing **December 1, 2015**: Adjust rent to a revised figure of **\$30,000 year** based on regional market analysis and operational performance statistics.
- ✦ Rent will remain fixed until **December 1, 2020**. On this date, and each 5<sup>th</sup> anniversary thereafter, a **20%** escalator will take effect and be set into place until the termination or expiration of the lease.
- ✦ Extend the life of the lease with 15 Years' worth of renewal terms.

In order to achieve the necessary lease flexibility required for upcoming technological shifts, the following language must be inserted into the existing lease:

AT&T values its affiliation with you and hopes to continue a long and mutually profitable relationship for years to come. Participation in this program is optional and AT&T will continue to abide by the terms of the existing agreement, including AT&T's rights to not extend the existing lease agreement. After having reviewed this proposal, please contact me. Thank you for your consideration.

Sincerely,

**Lew Cox**

Md7 | Asset Specialist  
10590 West Ocean Air Dr.  
San Diego, CA 92130  
o (858) 964-7414  
l.Cox@md7.com

**Authorized Agent for AT&T Mobility**

cc: Gregory D. Ohmer  
Area Manager Real Estate Transaction, AT&T Mobility



Submission of this letter does not constitute a modified agreement and is only a proposal. The parties acknowledge and agree that they intend to be bound only upon the execution of an amendment detailing the provisions herein.

Sample Amendment Template

\_\_\_\_\_ AMENDMENT TO LEASE/AGREEMENT/LICENSE

THIS \_\_\_\_\_ AMENDMENT TO LEASE/AGREEMENT/LICENSE (“\_\_\_\_\_ Amendment”) dated as of the later date below is by and between \_\_\_\_\_, successor in interest to \_\_\_\_\_, having a mailing address at \_\_\_\_\_ (hereinafter referred to as “Landlord/Licensor”) and New Cingular Wireless PCS, LLC, successor by merger to \_\_\_\_\_, having a mailing address at 575 Morosgo Drive NE, Atlanta, GA 30324 (hereinafter referred to as “Tenant/Licensee”).

WHEREAS, Landlord/Licensor and Tenant/Licensee (or their predecessors in interest) entered into a Lease/Agreement/License dated \_\_\_\_\_, \_\_\_\_\_, as amended by First Amendment to Lease/Agreement/License dated \_\_\_\_\_, \_\_\_\_\_, (hereinafter, collectively, the “Lease/Agreement/License”), whereby Landlord/Licensor leased to Tenant/Licensee certain Premises, therein described, that are a portion of the Property located at \_\_\_\_\_; and

WHEREAS, Landlord/Licensor and Tenant/Licensee desire to extend the term of the Lease/Agreement/License; and

WHEREAS, Landlord/Licensor and Tenant/Licensee desire to modify, as set forth herein, the Rent (as defined below) payable under the Lease/Agreement/License; and

WHEREAS, Landlord/Licensor and Tenant/Licensee, in their mutual interest, further wish to amend the Lease/Agreement/License as set forth below.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord/Licensor and Tenant/Licensee agree as follows:

1. **Term.** The term of the Lease/Agreement/License shall be amended to provide that the Lease/Agreement/License has a new initial term of \_\_\_\_\_ ( ) months (“New Initial Term”), commencing on \_\_\_\_\_, \_\_\_\_\_ (“New Term Commencement Date”). As of such New Term Commencement Date, all remaining renewal terms in the Lease/Agreement/License except as set forth herein shall be void and of no further force and consequence. The Lease/Agreement/License will be automatically renewed for up to \_\_\_\_\_ ( ) additional \_\_\_\_\_ ( ) month terms (each an “Extension Term”) upon the same terms and conditions of the Lease/Agreement/License, as amended herein, without further action by Tenant/Licensee, unless Tenant/Licensee notifies Landlord/Licensor in writing of Tenant/Licensee’s intention not to renew the Lease/Agreement/License at least sixty (60) days prior to the expiration of the then current Extension Term. Hereafter, the defined term “Term” shall include the New Initial Term and any applicable Extension Term. Landlord/Licensor agrees and acknowledges that except that as such permitted use or other rights may be amended herein, Tenant/Licensee may continue to use and exercise its rights under the Lease/Agreement/License as permitted prior to the New Initial Term.

2. **Modification of Rent.** Commencing on \_\_\_\_\_, \_\_\_\_, the Rent payable under the Lease/Agreement/License shall be \_\_\_\_\_ and \_\_\_/100 Dollars (\$\_\_\_\_\_) per month/year (the "Rent"), and shall continue during the Term, subject to adjustment, if any, as provided below.

3. **Future Rent Payments.** The Lease/Agreement/License is amended to provide that commencing on \_\_\_\_\_, \_\_\_\_, Rent shall be fixed during the Initial Term and all Extension Term(s).

4. **Future Rent Increase / Monthly/Annual Payments.** The Lease/Agreement/License is amended to provide that commencing on \_\_\_\_\_, \_\_\_\_, Rent shall increase by \_\_\_\_\_ (\_\_\_ %) percent over the Rent paid during the previous year.

5. **Future Rent Increase / Extension Term Increase.** The Lease/Agreement/License is amended to provide that commencing on \_\_\_\_\_, \_\_\_\_, Rent shall increase by \_\_\_\_\_ (\_\_\_ %) percent and at the beginning of each Extension Term, as applicable.

6. **Emergency 911 Service.** In the future, without the payment of additional Rent, or any other consideration, and at a location mutually acceptable to Landlord/Licensor and Tenant/Licensee, Landlord/Licensor agrees that Tenant/Licensee may add, modify and/or replace equipment in order to be in compliance with any current or future federal, state or local mandated application, including but not limited to emergency 911 communication services.

7. **Acknowledgement.** Landlord/Licensor acknowledges that: 1) this \_\_\_\_\_ Amendment is entered into of the Landlord/Licensor's free will and volition; 2) Landlord/Licensor has read and understands this \_\_\_\_\_ Amendment and the underlying Lease/Agreement/License and, prior to execution of this \_\_\_\_\_ Amendment, was free to consult with counsel of its choosing regarding Landlord/Licensor's decision to enter into this \_\_\_\_\_ Amendment and to have counsel review the terms and conditions of this \_\_\_\_\_ Amendment; 3) Landlord/Licensor has been advised and is informed that should Landlord/Licensor not enter into this \_\_\_\_\_ Amendment, the underlying Lease/Agreement/License between Landlord/Licensor and Tenant/Licensee, including any termination or non-renewal provision therein, would remain in full force and effect.

8. **Notices.** Paragraph/Section \_\_\_ of the Lease/Agreement/License is hereby deleted in its entirety and replaced with the following:

"NOTICES. All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows:

If to Tenant/Licensee:

New Cingular Wireless PCS, LLC  
Attn: Network Real Estate Administration  
Re: Cell Site # \_\_\_\_\_  
Cell Site Name \_\_\_\_\_ (\_\_\_); Fixed Asset No.: \_\_\_\_\_

575 Morosgo Drive NE  
Atlanta, GA 30324

With a required copy of the notice sent to the address above to AT&T Legal at:

New Cingular Wireless PCS, LLC  
Attn: AT&T Legal Department  
Re: Cell Site # \_\_\_\_\_  
Cell Site Name \_\_\_\_\_ (\_\_\_\_); Fixed Asset No: \_\_\_\_\_  
208 S. Akard Street  
Dallas, Texas, 75202-4206

A copy sent to the Legal Department is an administrative step which alone does not constitute legal notice.

And as to Landlord/Licensors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein."

9. **Charges.** All charges payable under the Lease/Agreement/License such as utilities and taxes shall be billed by Landlord/Licensors within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by Landlord/Licensors, and shall not be payable by Tenant/Licensee. The foregoing shall not apply to monthly rent which is due and payable without a requirement that it be billed by Landlord/Licensors. The provisions of this subsection shall survive the termination or expiration of the Lease/Agreement/License.

10. **Memorandum of Lease/Agreement/License.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Lease/Agreement/License substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

11. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Lease/Agreement/License and this \_\_\_\_\_ Amendment, the terms of this \_\_\_\_\_ Amendment shall control. Except as expressly set forth in this \_\_\_\_\_ Amendment, the Lease/Agreement/License otherwise is unmodified and remains in full force and effect. Each reference in the Lease/Agreement/License to itself shall be deemed also to refer to this \_\_\_\_\_ Amendment.

12. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease/Agreement/License.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this \_\_\_\_\_ Amendment on the date and year below.

LANDLORD/LICENSOR:

\_\_\_\_\_  
\_\_\_\_\_

TENANT/LICENSEE:

New Cingular Wireless PCS, LLC,  
a Delaware limited liability company

By: AT&T Mobility Corporation  
Its: Manager

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**Attachment 1**

**Memorandum of Lease/Agreement/License**

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<b>APPROVAL</b> <i>Skw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MTG. DATE</b> 09/01/15
<b>Reports &amp; Recommendations</b>	<b>SUBJECT:</b> Ordinance to prohibit parking on the east side of S. 31 <sup>st</sup> Street from W. Rawson Avenue to 400 feet south and modify west side to 400 feet south	<b>ITEM NO.</b> <i>G, 17.</i>

### **BACKGROUND**

The Board of Public Works, at their August 11, 2015 meeting, heard concern regarding parking along S. 31<sup>st</sup> Street and resulting restricted vision on the east side of S. 31<sup>st</sup> Street south of W. Rawson Avenue. At the Common Council meeting on August 18, 2015, the no parking was not passed because Staff was requested to include consideration for no parking on the west side of S. 31<sup>st</sup> Street south of W. Rawson Avenue.

### **ANALYSIS**

As presented at the August 18 meeting, the Branch Manager of the bank located on the southeast corner of S. 31<sup>st</sup> Street and W. Rawson Avenue has indicated that bank parking is adequate for employees and customers. There are however frequently parked cars which if parked close enough to the bank drive, block vision to the southwest of northbound motorists. Adequate sight vision can be established by prohibiting parking from W. Rawson Avenue to 400 feet to the south. The Board was in agreement and recommended establishing this no parking restriction by ordinance.

Upon further review of the situation, Staff reports that there is already no parking on the west side of this street. In 2012, Common Council made the west side of S 31<sup>st</sup> Street no parking for a distance of 300-feet from W. Rawson Avenue (Resolution 2012-2080). It is recommended by staff to extend distance to 400 feet from W. Rawson Avenue.

### **OPTIONS**

Approve or deny recommendation.

### **FISCAL NOTE**

The cost of signing to be taken from DPW operational budget.

### **RECOMMENDATION**

Motion to adopt Ordinance No. 2015 - \_\_\_\_ an ordinance prohibiting parking on the east side of S. 31<sup>st</sup> Street from W. Rawson Avenue to 400 feet south and modify west side to 400 feet south.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2015-\_\_\_\_\_

ORDINANCE TO ADD TO SECTION 245.5(D) (4) OF THE MUNICIPAL CODE  
TO ESTABLISH NO PARKING ON THE EAST SIDE OF S. 31<sup>ST</sup> STREET  
FROM W. RAWSON AVENUE TO 400 FEET SOUTH AND  
MODIFY WEST SIDE TO 400 FEET SOUTH

-----

WHEREAS, the Board of Public Works has recommended establishing “No Parking on the east side of S. 31<sup>st</sup> Street from W. Rawson Avenue to 400 feet south.”

NOW, THEREFORE, the Mayor and Common Council of the City of Franklin do ordain as follows:

SECTION I. Section 245.5(D)(4) of the Municipal Code of the City of Franklin is hereby amended as follows:

ADD: “east side of S. 31<sup>st</sup> Street from W. Rawson Avenue to 400 feet south.”

MODIFY EXISTING: “west Side of S. 31st Street from W. Rawson Avenue to 400 feet south”

INTRODUCED at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by Alderman \_\_\_\_\_.

PASSED AND ADOPTED by the Common Council of the City of Franklin on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

\_\_\_\_\_  
Stephen R. Olson, Mayor

ATTEST:

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

AYES \_\_\_\_ NOES \_\_\_\_ ABSENT \_\_\_\_

W. RAWSON AVENUE

BANK

3001

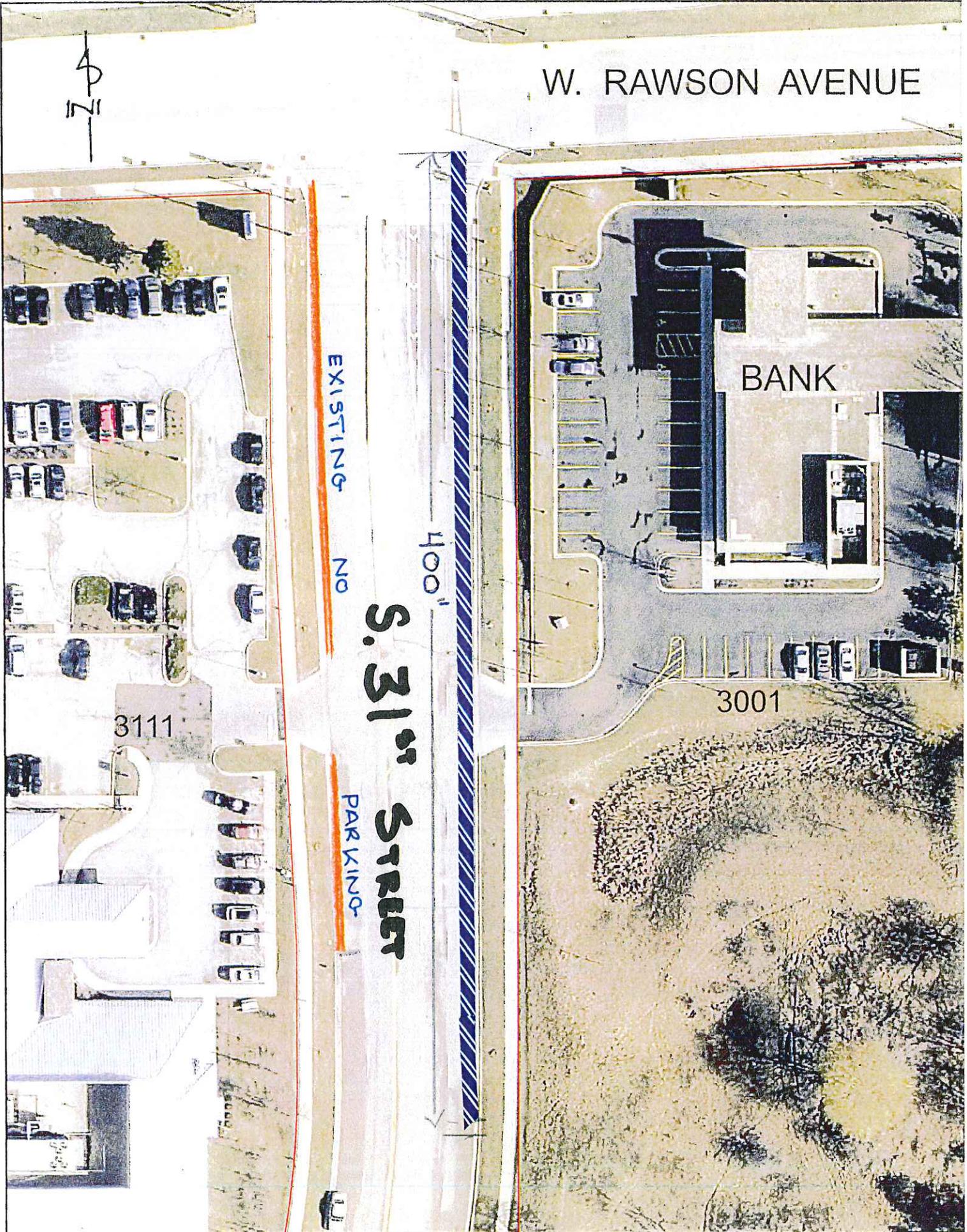
400'

S. 31<sup>st</sup> STREET

EXISTING NO

PARKING

3111



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<b>APPROVAL</b> <i>Slw Paul</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>SEPT 1, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Proposed Budget Amendment to Reclassify Contingency Encumbrances and Expenditures to classified Accounts</b>	<b>ITEM NUMBER</b> <i>G, 18.</i>

**Background**

The Common Council has authorized expenditure of certain Restricted and Unrestricted Appropriations. For clarity in financial reporting, as the expenditures occur it would be better record keeping to charged these expenditures to accounts that inform the reader of the nature of the expenditure. Some of the amounts are still encumbrances and others are expenditures.

**Analysis**

The Restricted Contingency has \$12,500 of outstanding encumbrances [\$2,500 for advertising in the South Suburban Guide book and \$10,000 for a Marketing Study on Development areas]. In addition, \$25,000 of expenditures to Buxton for research on the Retail areas of the City have been expended.

The Un-restricted Contingency has \$83,276 of outstanding encumbrances [\$50,000 for legal costs to defend the City's Sex Offender ordinances, \$6,700 for legal costs associated with forming TID's in two development areas, \$26,000 for Financial Professionals to analyze two Development areas for TID formation and \$576 for Engineering studies on two development areas]. Additionally, \$46,649.03 of expenditures has been charged to Unrestricted Contingency that would be better reclassified to more descriptive accounts [\$500 – Conferences & Schools – Committee members; \$49,149.03 – Professional engineering services – Development areas].

**Recommendation**

Staff recommends adoption of a budget amendment to move appropriations from Restricted and Unrestricted appropriations to reclassify the above expenditures/appropriations to more descriptive accounts.

The Finance Committee reviewed this proposed budget amendment and recommends its adoption.

**Fiscal Impact**

Such a budget amendment would neither increase nor decrease any surplus/deficit in the General Fund. The amendment would cause the appropriations/expenditure to be more appropriately classified in financial reports.

**COUNCIL ACTION REQUESTED**

Motion adopting Ordinance 2015-\_\_\_\_\_, an Ordinance to amend Ordinance 2015-2152, an Ordinance Adopting the 2015 Annual Budget for the General Fund for the city of Franklin for Fiscal Year 2015, to Reclassify Contingency appropriations to Economic Development Expenditures.

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2015 \_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2014-2152, AN ORDINANCE ADOPTING THE 2015 ANNUAL BUDGETS FOR THE GENERAL FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2015, TO RECLASSIFY CONTINGENCY APPROPRIATIONS TO ECONOMIC DEVELOPMENT EXPENDITURES

---

WHEREAS, the Common Council has investigated and continues to pursue several economic development opportunities for which potential project costs have been more closely identified, and

WHEREAS, the Common Council appropriated \$500 from Unrestricted Contingency for Committee members to attend certain conferences, and

WHEREAS, the Common Council authorized and appropriated Contingency funds at the November 4, 2014 meeting with resolutions (2014-7032 Ehlers; 2014-7033 Quarles & Brandy; 2014-7034 Ruckert & Mielke; 2014-7035 Graef-USA; 2014-7036 Buxton) for various professionals to investigate three areas of the City for future economic development potential, and

WHEREAS, unfinished contracts remain as encumbrances of Contingency and completed work has been invoiced and charged to Contingency, yet does not provide any information to the reader of financial reports as to the nature of the expenditure, and

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

Section 1 That certain Restricted and Unrestricted appropriations in the 2015 Annual Budget for the City of Franklin be adjusted as follows:

General Fund			
Contingency	Restricted Contingency	Decrease	37,500
Economic Dev	Professional Fees	Increase	37,500
Contingency	Unrestricted Contingency	Decrease	83,276
Economic Dev	Professional Fees	Increase	83,276
Contingency	Unrestricted Contingency	Decrease	49,649
Economic Dev	Professional Fees	Increase	49,149
Alderman	Conferences & School	Increase	500

Section 2 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 ordinance.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of May, 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
Stephen R Olson, Mayor

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk  
AYES \_\_\_ NOES \_\_\_ ABSENT \_\_\_

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APPROVAL <i>Paul</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE Sept 1, 2015
REPORTS & RECOMMENDATIONS	July 2015 Monthly Financial Report	ITEM NUMBER <i>G.19.</i>

**Background**

The July 2015 Monthly Financial Report is attached.

The Finance Committee has reviewed this report and recommends acceptance.

**COUNCIL ACTION REQUESTED**

Motion to Receive and place on file



## City of Franklin

Date: August 20, 2015  
To: Mayor Olson, Common Council and Finance Committee Members  
From: Paul Rotzenberg, Director of Finance & Treasurer *PR*  
Subject: July, 2015 Financial Report

The July, 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, 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 Sanitary Sewer, Grant, Celebrations & Donation funds are included quarterly only.

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

General Fund Revenues of \$19,041,486 are \$1,109,824 favorable to the budget.

- receipt of Property Tax are faster than in the last five years,
- Intergovernmental Revenues are favorable to budget by \$351,083 primarily due to Exempt Computer aids being \$244,797 favorable to budget.
- Building Permit revenues are less than budget and last year when a large project permit was pulled in the first quarter. (\$101,014 unfavorable to budget).
- Investment income exceeded budget on Un-realized gains on the longer term investments as interest rates have fallen from beginning of the year levels.

Overall, General Fund expenditures of \$13,726,916 are \$753,461 less than budget. The budgeted transfer to the Capital Outlay and Street Improvement fund took place in April.

- Muni Buildings is over budget in the Non-Personnel area and under budget in the Personnel area. This is an offset and likely a budget amendment at some point.
- Police Dept payroll costs are favorable to budget related to a number of vacant officer positions and reduced health care costs.
- A vacant position in the DPW dept has held personnel costs favorable to budget
- The Development Director has not been hired as yet, the Personnel costs relate to recruiting efforts.

- The Professional services contract encumbrance for the Area A traffic study is causing the unfavorable position in Conservation & Development. Professional services budget is not getting allocated as there was no prior history. The expenditure is on budget for the year.

The \$5,314,570 surplus (excluding Encumbrances) is \$1,863,285 favorable to budget. Without the transfers to the Capital Funds from the General Fund, the YTD surplus would be even greater. 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 activity is 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.

General Government activity is slower than prior years. 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. Almost none of the Contingency appropriation has been used to date, as outlined in the 2015 Budget.

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

**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 now projected to be \$300,000 unfavorable to budget. A 20% reduction in tonnage into the landfill has reduced fees to the City.

Park project expenditures are taking place just ahead of the Park Impact Fee issue. Utility costs on the S. North Cape Road project have been paid. Engineering costs for the initial Kayla's Krew playground were charged to Contingency.

**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.

**SELF INSURANCE FUND** –Premium revenues are approximately equal to forecast. Claims costs can be lumpy, and thru July are approximately equal to budget. Early surpluses can quickly disappear should several larger claims show up. Thru July 2015, the fund generated a \$51,336 surplus, when expecting a \$35,097.

**RETIREE HEALTH FUND** –The Annual Required Contribution typically takes place at the end of each quarter. 2015 claims costs are much higher than expected and have required an Implicit Rate Subsidy of \$152,448. Caution is advised when reviewing results over such a short period of time.

Investment results are below the expected investment return of 7.5%. OPEB Trust Investment results are mirroring the market returns. Investment results in the equity markets can be volatile, again caution is advised.

City of Franklin  
2015 Financial Report  
General Fund Summary  
For the Seven months ended July 31, 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	\$ 13,432,451	\$ 14,124,706	\$ 692,255	\$ 16,220,400	\$ 13,281,326	\$ 13,870,513	\$ 589,187			
Other Taxes	1,916,700	983,714	910,497	(73,217)	1,770,500	931,810	808,085	(123,725)			
Intergovernmental Revenue	2,480,500	1,669,936	2,021,019	351,083	2,549,550	1,655,752	1,792,245	136,493			
Licenses & Permits	865,900	545,278	460,442	(84,836)	867,800	537,791	562,278	24,487			
Law and Ordinance Violations	422,600	266,664	304,775	38,111	444,000	279,192	271,493	(7,699)			
Public Charges for Services	1,515,870	800,220	824,562	24,342	1,416,400	753,471	711,038	(42,433)			
Intergovernmental Charges	201,300	57,254	109,344	52,090	125,000	49,214	54,965	5,751			
Investment Income	206,500	120,458	182,374	61,916	138,500	80,792	245,147	164,355			
Miscellaneous Revenue	99,700	55,687	103,767	48,080	71,200	40,396	86,214	45,818			
Transfer from Other Funds	175,000	-	-	-	400,000	-	-	-			
<b>Total Revenue</b>	<b>\$ 24,093,070</b>	<b>\$ 17,931,662</b>	<b>\$ 19,041,486</b>	<b>\$ 1,109,824</b>	<b>\$ 24,003,350</b>	<b>\$ 17,609,744</b>	<b>\$ 18,401,978</b>	<b>\$ 792,234</b>			
			106.19%				104.50%				
Expenditures	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)			
General Government	\$ 2,997,916	\$ 1,784,129	\$ 1,707,298	\$ 76,831	\$ 2,934,266	\$ 1,708,516	\$ 1,668,824	\$ 39,692			
Public Safety	16,295,688	9,933,706	9,107,874	825,832	16,121,722	9,294,416	8,815,567	478,849			
Public Works	3,624,972	1,987,972	1,842,926	145,046	3,532,000	1,910,883	1,973,370	(62,487)			
Health and Human Services	647,732	375,468	351,172	24,296	657,804	361,455	345,374	16,081			
Other Culture and Recreation	180,673	90,139	102,330	(12,191)	173,682	86,272	100,608	(14,336)			
Conservation and Development	550,427	282,339	304,989	(22,650)	471,758	252,847	206,553	46,294			
Contingency and Unclassified	1,127,232	26,624	74,649	(48,025)	1,077,500	73,856	21,194	52,662			
Anticipated underexpenditures	(360,300)	-	-	-	(360,300)	(210,175)	-	(210,175)			
Transfers to Other Funds	686,000	-	513,000	(513,000)	400,000	5,350	13,000	(7,650)			
Encumbrances	-	-	(277,322)	277,322	-	-	(192,131)	192,131			
<b>Total Expenditures</b>	<b>\$ 25,750,340</b>	<b>\$ 14,480,377</b>	<b>\$ 13,726,916</b>	<b>\$ 753,461</b>	<b>\$ 25,008,432</b>	<b>\$ 13,483,420</b>	<b>\$ 12,952,359</b>	<b>\$ 531,061</b>			
			94.80%				96.06%				
Excess of revenue over (under) expenditures	(1,657,270)	\$ 3,451,285	5,314,570	\$ 1,863,285	(1,005,082)	\$ 4,126,324	5,449,619	\$ 1,323,295			
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		\$ 13,947,682		\$ 6,776,484		\$ 13,231,185				

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  
July 31, 2015 and 2014

	2015 Special Assessment	2015 Debt Service	2015 Total	2014 Special Assessment	2014 Debt Service	2014 Total
<b>Assets</b>						
Cash and investments	\$ 472,364	\$ 51,647	\$ 524,011	\$ 400,139	\$ 129,654	\$ 529,793
Taxes receivable	-	-	-	-	-	-
Special assessment receivable	135,635	-	135,635	199,699	-	199,699
Total Assets	\$ 607,999	\$ 51,647	\$ 659,646	\$ 599,838	\$ 129,654	\$ 729,492
<b>Liabilities and Fund Balance</b>						
Unearned & unavailable revenue	\$ 135,635	\$ -	\$ 135,635	\$ 199,699	\$ -	\$ 199,699
Due to other funds	-	-	-	-	1,075,000	1,075,000
Unassigned fund balance	472,364	51,647	524,011	400,139	(945,346)	(545,207)
Total Liabilities and Fund Balance	\$ 607,999	\$ 51,647	\$ 659,646	\$ 599,838	\$ 129,654	\$ 729,492

Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 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)
<b>Revenue</b>										
Property Taxes	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	\$ -
Special Assessments	22,889	-	22,889	-	22,889	4,976	4,976	-	-	4,976
Investment Income	3,237	384	3,621	-	3,621	7,862	7,918	-	-	7,918
Total Revenue	26,126	1,600,384	1,626,510	1,600,000	26,510	12,838	1,612,894	1,600,000	1,600,000	12,894
<b>Expenditures:</b>										
Debt Service:										
Principal	-	595,000	595,000	595,000	-	-	570,000	570,000	570,000	-
Interest	-	154,463	154,463	343,365	188,902	-	155,515	300,200	300,200	144,685
Interfund Interest Expense	-	3,561	3,561	3,561	-	-	24,308	45,444	45,444	21,136
Total expenditures	-	753,024	753,024	941,926	188,902	-	749,823	915,644	915,644	165,821
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	(73,874)	1,022,606	948,732	1,075,000	73,732	(206,806)	1,154,366	1,062,000	1,062,000	324,848
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	\$ 472,364	\$ 51,647	\$ 524,011	\$ 650,279		\$ 400,139	\$ (945,346)	\$ (545,207)	\$ (430,767)	

**City of Franklin**  
**Tax Increment Financing District #3**  
**Balance Sheet**  
**July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 3,214,493	\$ 476,734
Accounts & Interest receivable	-	14,039
Notes receivable	-	-
Taxes receivable	-	-
Total Assets	\$ 3,214,493	\$ 490,773
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 21,359	\$ -
Line of Credit Advance from Development Fund	1,700,000	3,350,000
Encumbrances	-	-
Unearned revenue	-	-
Total Liabilities	1,721,359	3,350,000
Nonspendable fund balance	1,700,000	3,350,000
Unassigned fund balance	(206,866)	(6,209,227)
Total Fund Balance	1,493,134	(2,859,227)
Total Liabilities and Fund Balance	\$ 3,214,493	\$ 490,773

**Statement of Revenue, Expenses and Fund Balance**  
**For the Seven months ended July 31, 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>
<b>Revenue</b>				
General property tax levy	\$ 1,681,578	\$ 1,681,578	\$ 1,681,577	\$ 1,572,198
State exempt computer aid	387,133	387,133	421,710	407,508
Investment income	55,759	55,759	98,995	97,814
Total revenue	2,124,470	2,124,470	2,202,282	2,077,520
<b>Expenditures</b>				
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	16,820	12,006	8,681
Interfund interest	-	-	34,410	51,604
Capital outlays	3,640,419	1,820,210	1,399,112	140,384
Encumbrances	-	-	(427,401)	-
Total expenditures	3,816,093	1,910,367	1,057,126	10,110,245
	(1,691,623)	\$ 214,103	1,145,156	(8,032,725)
Fund balance, beginning of year	347,978		347,978	5,173,498
Fund balance, end of period	\$ (1,343,645)		\$ 1,493,134	\$ (2,859,227)

**City of Franklin**  
**Tax Increment Financing District #4**  
**Balance Sheet**  
**July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 119,128	\$ 137,564
Developer receivable	-	1,200
Taxes receivable	-	-
<b>Total Assets</b>	<b>\$ 119,128</b>	<b>\$ 138,764</b>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 5,380	\$ -
Interfund Advance from Development Fund	238,000	1,238,000
Unearned revenue	-	-
<b>Total Liabilities</b>	<b>243,380</b>	<b>1,238,000</b>
 Unassigned Fund Balance	 (124,252)	 (1,099,236)
 <b>Total Liabilities and Fund Balance</b>	 <b>\$ 119,128</b>	 <b>\$ 138,764</b>

**Statement of Revenue, Expenses and Fund Balance**  
**For the Seven months ended July 31, 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>
<b>Revenue</b>				
General property tax levy	\$ 1,009,060	\$ 1,009,060	\$ 1,009,060	\$ 954,727
State exempt computer aid	23,389	23,389	19,631	24,620
Payment in Lieu of Taxes	92,021	-	92,021	18,001
Investment income	926	537	316	908
<b>Total revenue</b>	<b>1,125,396</b>	<b>1,032,986</b>	<b>1,121,028</b>	<b>998,256</b>
 <b>Expenditures</b>				
Debt service/interfund interest	33,579	\$ 16,790	9,235	31,508
Administrative expenses	9,585	5,559	7,895	7,107
Capital outlays	-	-	26,378	-
Encumbrances	-	-	(12,100)	-
<b>Total expenditures</b>	<b>43,164</b>	<b>22,349</b>	<b>31,408</b>	<b>38,615</b>
 Revenue over (under) expenditures	 1,082,232	 <u>\$ 1,010,637</u>	 1,089,620	 959,641
 Fund balance, beginning of year	 (1,213,872)		 (1,213,872)	 (2,058,877)
 Fund balance, end of period	 <u>\$ (131,640)</u>		 <u>\$ (124,252)</u>	 <u>\$ (1,099,236)</u>

**City of Franklin  
Solid Waste Collection Fund  
Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 914,689	\$ 856,056
<b>Total Assets</b>	<u>\$ 914,689</u>	<u>\$ 856,056</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 126,886	\$ 123,080
Accrued salaries & wages	544	315
Restricted fund balance	787,259	735,661
<b>Total Liabilities and Fund Balance</b>	<u>\$ 914,689</u>	<u>\$ 859,056</u>

**Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 2015 and 2014**

<u>Revenue</u>	<u>2015 Adopted Budget</u>	<u>2015 Year-to-Date Budget</u>	<u>2015 Year-to-Date Actual</u>	<u>2014 Year-to-Date Actual</u>
Grants	\$ 69,300	69,300	\$ 69,191	\$ 69,214
User Fees	1,173,200	1,159,934	1,172,069	1,168,087
Landfill Operations-tippage	335,000	159,059	158,855	168,073
Investment Income	5,000	3,124	1,643	7,176
Sale of Recycling Bins	-	-	-	-
Sale of Recyclables	4,100	2,392	339	4,574
<b>Total Revenue</b>	<u>1,586,600</u>	<u>1,393,809</u>	<u>1,402,097</u>	<u>1,417,124</u>
<b>Expenditures:</b>				
Personal Services	22,713	13,977	10,881	10,767
Refuse Collection	666,000	388,500	383,219	378,770
Recycling Collection	365,400	213,150	211,572	208,988
Leaf & Brush Pickups	51,400	29,983	17,735	17,530
Tippage Fees	438,600	255,850	206,243	252,275
Miscellaneous	2,500	1,458	1,573	1,440
<b>Total expenditures</b>	<u>1,546,613</u>	<u>902,918</u>	<u>831,223</u>	<u>869,770</u>
 Revenue over (under) expenditures	 39,987	 <u>490,891</u>	 570,874	 547,354
 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>\$ 787,259</u>	 <u>\$ 735,661</u>

**City of Franklin  
Capital Outlay Fund  
Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 801,161	\$ 532,820
Accrued Receivables	-	-
Total Assets	<u>\$ 801,161</u>	<u>\$ 532,820</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 7,863	\$ -
Miscellaneous claims payable	12,508	18,278
Encumbrance	26,825	29,072
Assigned fund balance	753,965	485,470
Total Liabilities and Fund Balance	<u>\$ 801,161</u>	<u>\$ 532,820</u>

**Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 2015 and 2014**

<u>Revenue</u>	<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>
Property Taxes	\$ 433,200	\$ 433,200	\$ 433,200	\$ 430,000
Grants	-	-	4,270	5,200
Landfill Siting	67,000	58,271	66,700	67,000
Investment Income	4,500	2,625	5,576	9,136
Miscellaneous Revenue	25,000	10,207	4,907	10,118
Transfers from Other Funds	475,000	356,250	475,000	-
Transfers from Fund Balance	80,882	-	-	500
Total Revenue	<u>1,085,582</u>	<u>860,553</u>	<u>989,653</u>	<u>521,954</u>
<b>Expenditures:</b>				
General Government	240,214	113,269	28,065	26,835
Public Safety	478,344	269,433	368,501	279,160
Public Works	160,700	79,158	125,466	47,065
Health and Human Services	800	467	-	-
Culture and Recreation	12,000	7,000	6,639	15,999
Conservation and Development	5,665	2,479	1,415	-
Contingency	130,000	75,833	8,950	5,000
Total expenditures	<u>1,027,723</u>	<u>547,639</u>	<u>539,036</u>	<u>374,059</u>
Revenue over (under) expenditures	57,859	<u>312,914</u>	450,617	147,895
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>\$ 753,965</u>	<u>\$ 485,470</u>

\* Amount shown is actual expenditures plus encumbrance

8/18/2015

Findata:Qtrpt Capital Outlay July 2015

**City of Franklin  
Equipment Replacement Fund  
Comparative Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 2,384,348	\$ 2,194,480
<b>Total Assets</b>	<b><u>\$ 2,384,348</u></b>	<b><u>\$ 2,194,480</u></b>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Encumbrance	89,815	39,138
Assigned fund balance	2,294,533	2,155,342
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 2,384,348</u></b>	<b><u>\$ 2,194,480</u></b>

**Comparative Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 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>
<b>Revenue:</b>				
Property Taxes	\$ 339,500	\$339,500	\$ 339,500	\$ 337,000
Landfill	100,000	86,971	95,800	100,000
Investment Income	20,000	11,667	22,615	34,229
Transfers from Other Funds	25,000	14,583	-	-
Property Sales	-	-	6,590	3,077
<b>Total revenue</b>	<b><u>484,500</u></b>	<b><u>452,721</u></b>	<b><u>464,505</u></b>	<b><u>474,306</u></b>
<b>Expenditures:</b>				
Public Safety	194,000	189,088	180,131	56,159
Public Works	188,000	86,596	179,514	178,850
<b>Total expenditures</b>	<b><u>382,000</u></b>	<b><u>275,684</u></b>	<b><u>359,645</u></b>	<b><u>235,009</u></b>
Revenue over (under) expenditures	102,500	<u>177,037</u>	104,860	239,297
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	<b><u>\$ 2,292,173</u></b>		<b><u>\$ 2,294,533</u></b>	<b><u>\$ 2,155,342</u></b>

\* Amount shown is actual expenditures plus encumbrance

**City of Franklin  
Street Improvement Fund  
Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 1,062,111	\$ 1,033,389
Accrued receivables	-	-
Total Assets	<u>\$ 1,062,111</u>	<u>\$ 1,033,389</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 4,202	\$ -
Encumbrances	822,353	-
Assigned fund balance	235,554	1,033,389
Total Liabilities and Fund Balance	<u>\$ 1,062,109</u>	<u>\$ 1,033,389</u>

**Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 2015 and 2014**

	<u>2015 Amended Budget</u>	<u>2015 Year-to-Date Totals</u>	<u>2014 Year-to-Date Totals</u>
<b>Revenue:</b>			
Property Taxes	\$ 687,300	\$ 687,300	\$ 681,600
Landfill Siting	133,000	127,600	133,000
Investment Income	6,000	4,195	9,291
Refunds and Reimbursements	-	2,441	-
Transfer from General Fund	200,000	25,000	-
Transfer from Fund Balance	-	-	-
Total revenue	<u>1,026,300</u>	<u>846,536</u>	<u>823,891</u>
<b>Expenditures:</b>			
Street Reconstruction Program - Current Year	960,000	840,419	9,065
Transfer to General Fund	200,000	-	-
Street Reconstruction Program - Prior Year(s)	-	1,399	-
Total expenditures	<u>1,160,000</u>	<u>841,818</u>	<u>9,065</u>
Revenue over (under) expenditures	(133,700)	4,718	814,826
Fund balance, beginning of year	230,836	230,836	218,563
Fund balance, end of period	<u>\$ 97,136</u>	<u>\$ 235,554</u>	<u>\$ 1,033,389</u>

**City of Franklin  
Capital Improvement Fund  
Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 1,992,438	\$ 289,582
Accrued receivables	847	847
<b>Total Assets</b>	<u><u>\$ 1,993,285</u></u>	<u><u>\$ 290,429</u></u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 447	\$ 116,662
Contracts Payable	107,198	27,786
Encumbrance	888,484	16,297
Assigned fund balance	997,156	129,684
<b>Total Liabilities and Fund Balance</b>	<u><u>\$ 1,993,285</u></u>	<u><u>\$ 290,429</u></u>

**Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 2015 and 2014**

	<u>2015 Amended Budget</u>	<u>2015 Year-to-Date Totals</u>	<u>2014 Year-to-Date Totals</u>
<b>Revenue:</b>			
Landfill Siting	\$ 830,000	\$ 97,056	\$ 109,829
Transfers from Other Funds	3,358,405	-	-
Transfers from Impact Fees	1,484,625	219,593	-
Transfers from Connection Fees	2,050,000	-	-
Transfers from Fund Balance	138,000	-	-
Donations	100,000	-	-
Investment Income	-	2,810	118
<b>Total revenue</b>	<u>7,961,030</u>	<u>319,459</u>	<u>109,947</u>
<b>Expenditures:</b>			
General Government	1,975,000	-	-
Public Safety	25,181	-	235,164
Public Works	3,521,405	73,069	55,237
Culture and Recreation	1,359,980	1,108,586	516
Sewer & Water	-	81,016	8,274
Contingency	2,408,842	35,233	-
<b>Total expenditures</b>	<u>9,290,408</u>	<u>1,297,904</u>	<u>299,191</u>
Revenue over (under) expenditures	(1,329,378)	(978,445)	(189,244)
Fund balance, beginning of year	1,975,601	1,975,601	318,928
<b>Fund balance, end of period</b>	<u><u>\$ 646,223</u></u>	<u><u>\$ 997,156</u></u>	<u><u>\$ 129,684</u></u>

**City of Franklin  
Development Fund  
Comparative Balance Sheet  
July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 3,358,578	\$ 2,172,771
Due From Debt Service Fund	-	1,075,000
Due From TID 3	850,000	2,250,000
<b>Total Assets</b>	<b>\$ 4,208,578</b>	<b>\$ 5,497,771</b>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 990	\$ -
Non-Spendable Fund Balance - Advances	850,000	3,287,000
Encumbrance	7,254	-
Assigned fund balance	3,350,334	2,210,771
<b>Total Fund Balance</b>	<b>4,200,334</b>	<b>5,497,771</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,208,578</b>	<b>\$ 5,497,771</b>

**Comparative Statement of Revenue, Expenses and Fund Balance  
For the Seven months ended July 31, 2015 and 2014**

	<u>2015</u> <u>Amended</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>
<b>Revenue:</b>				
Impact Fee: Parks	\$ 210,000	\$ 146,164	\$ 93,315	\$ 107,104
Impact Fee: Southwest Sewer Serv	-	-	2,928	6,456
Impact Fee: Administration	5,500	3,551	2,530	3,960
Impact Fee: Water	250,000	130,243	93,007	147,750
Impact Fee: Transportation	50,000	24,990	17,066	45,479
Impact Fee: Fire Protection	50,000	30,816	19,853	35,502
Impact Fee: Law Enforcement	73,000	44,927	36,765	65,049
Impact Fee: Library	65,000	44,907	25,971	30,031
<b>Total Impact Fees</b>	<b>703,500</b>	<b>425,598</b>	<b>291,435</b>	<b>441,331</b>
Investment Income	39,000	22,750	20,997	28,671
Interfund Interest Income	67,966	39,647	22,475	60,090
<b>Total revenue</b>	<b>810,466</b>	<b>487,995</b>	<b>334,907</b>	<b>530,092</b>
<b>Expenditures:</b>				
Other Professional Services	15,000	7,500	10,073	-
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
<b>Total Transfers to Debt Service</b>	<b>455,176</b>	<b>142,791</b>	<b>75,246</b>	<b>84,489</b>
Transfer to Capital Improvement Fund:				
Park	1,609,625	-	219,593	-
<b>Total Transfers to Capital Improve</b>	<b>1,609,625</b>	<b>-</b>	<b>219,593</b>	<b>-</b>
Transfer to Water Utility	150,000	87,500	-	-
<b>Total expenditures</b>	<b>2,229,801</b>	<b>237,791</b>	<b>304,912</b>	<b>84,489</b>
Revenue over (under) expenditures	(1,419,335)	250,204	29,995	445,603
Fund balance, beginning of year	4,170,339		4,170,339	5,052,168
<b>Fund balance, end of period</b>	<b>\$ 2,751,004</b>		<b>\$ 4,200,334</b>	<b>\$ 5,497,771</b>

**City of Franklin**  
**Self Insurance Fund - Actives**  
**Balance Sheet**  
**July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ 2,716,315	\$ 1,247,783
Accounts receivable	192	480
Interfund advance receivable	1,088,000	2,338,000
Prepaid expenses	57,500	57,500
<b>Total Assets</b>	<b><u>\$ 3,862,007</u></b>	<b><u>\$ 3,643,763</u></b>
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ -	\$ -
Claims payable	370,500	379,100
Unrestricted net assets	3,491,507	3,264,663
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 3,862,007</u></b>	<b><u>\$ 3,643,763</u></b>

**City of Franklin Self Insurance Fund - Actives**  
**Statement of Revenue, Expenses and Fund Balance**  
**For the Seven months ended July 31, 2015 and 2014**

<u>Revenue</u>	<u>2015</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>
Medical Premiums-City	\$ 2,608,900	\$ 1,521,858	\$ 1,506,856	\$ 1,542,961
Medical Premiums-Employee	397,600	231,933	243,082	254,784
Other - Investment Income, etc.	35,277	20,578	43,204	62,763
<b>Medical Revenue</b>	<b><u>3,041,777</u></b>	<b><u>1,774,370</u></b>	<b><u>1,793,142</u></b>	<b><u>1,860,508</u></b>
Dental Premiums-City	112,600	65,683	61,215	61,008
Dental Premiums-Retirees	5,750	3,354	2,592	3,936
Dental Premiums-Employee	55,200	32,200	31,113	30,201
<b>Dental Revenue</b>	<b><u>173,550</u></b>	<b><u>101,238</u></b>	<b><u>94,920</u></b>	<b><u>95,145</u></b>
<b>Total Revenue</b>	<b><u>3,215,327</u></b>	<b><u>1,875,607</u></b>	<b><u>1,888,062</u></b>	<b><u>1,955,653</u></b>
<b>Expenditures:</b>				
<b>Active Employees-Medical</b>				
Medical claims - Current Year	1,900,000	1,108,333	863,890	673,078
Medical claims - Prior Year	-	-	194,234	358,170
Prescription drug claims	290,000	169,167	181,115	151,464
Refunds-Stop Loss Coverage	-	-	-	(419)
<b>Total Claims-Actives</b>	<b><u>2,190,000</u></b>	<b><u>1,277,500</u></b>	<b><u>1,239,239</u></b>	<b><u>1,182,293</u></b>
Medical Claim Fees	185,000	107,917	97,748	123,175
Memberships	-	-	3,180	4,525
Miscellaneous Wellness	12,000	7,000	8,949	5,502
Section 125 administration Fee	10,700	6,242	(1,156)	2,867
Stop Loss Premiums	587,160	342,510	352,748	375,654
ACA Fees	-	-	35,203	-
<b>Total Medical Costs-Actives</b>	<b><u>2,984,860</u></b>	<b><u>1,741,168</u></b>	<b><u>1,735,911</u></b>	<b><u>1,694,016</u></b>
<b>Active Employees-Dental</b>				
Dental claims - Current Year	150,000	87,500	82,656	76,075
Dental claims - Prior Year	2,000	1,167	10,157	16,966
Dental Claim Fees	12,000	7,000	5,466	7,547
<b>Total Dental Costs-Actives</b>	<b><u>164,000</u></b>	<b><u>95,667</u></b>	<b><u>98,279</u></b>	<b><u>100,588</u></b>
<b>Retirees-Dental</b>				
Dental claims - Current Year	5,200	3,033	1,946	2,544
Dental claims - Prior Year	900	525	482	-
Dental Claim Fees	200	117	108	243
<b>Total Dental Costs-Retirees</b>	<b><u>6,300</u></b>	<b><u>3,675</u></b>	<b><u>2,536</u></b>	<b><u>2,787</u></b>
<b>Total Dental Costs</b>	<b><u>170,300</u></b>	<b><u>99,342</u></b>	<b><u>100,815</u></b>	<b><u>103,375</u></b>
<b>Total Expenditures</b>	<b><u>3,155,160</u></b>	<b><u>1,840,510</u></b>	<b><u>1,836,726</u></b>	<b><u>1,797,391</u></b>
Revenue over (under) expenditures	60,167	<u>\$ 35,097</u>	51,336	158,262
Net assets, beginning of year	3,440,171		3,440,171	3,106,401
<b>Net assets, end of period</b>	<b><u>\$ 3,500,338</u></b>		<b><u>\$ 3,491,507</u></b>	<b><u>\$ 3,264,663</u></b>

**City of Franklin**  
**City of Franklin Post Employment Benefits Trust**  
**Balance Sheet**  
**July 31, 2015 and 2014**

<u>Assets</u>	<u>2015</u>	<u>2014</u>
Cash and investments	\$ (134,029)	\$ (181,323)
Investments held in trust - Fixed Inc	1,212,008	976,069
Investments held in trust - Equities	3,574,323	3,372,138
Accounts receivable	8,217	6,726
Due from Water Utility	730	2,160
<b>Total Assets</b>	<b><u>\$ 4,661,249</u></b>	<b><u>\$ 4,175,770</u></b>
 <b><u>Liabilities and Net Assets</u></b>		
Accounts payable	\$ -	\$ -
Claims payable	57,482	77,182
Due from OPEB Trust	-	-
Net assets held in trust for post employment benefi	4,603,767	4,098,588
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 4,661,249</u></b>	<b><u>\$ 4,175,770</u></b>

**City of Franklin Post Employment Benefits Trust**  
**Statement of Revenue, Expenses and Fund Balance**  
**For the Seven months ended July 31, 2015 and 2014**

<u>Revenue</u>	<u>2015</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>
ARC Medical Charges - City	\$ 167,900	\$ 93,710	\$ 102,154
Medical Charges - Retirees	90,000	62,990	63,729
Implicit Rate Subsidy	103,100	152,448	64,391
Interest Income	-	-	(1,115)
<b>Medical Revenue</b>	<b><u>361,000</u></b>	<b><u>309,148</u></b>	<b><u>229,159</u></b>
 <b>Expenditures:</b>			
<b>Retirees-Medical</b>			
Medical claims - Current Year	175,000	283,127	113,557
Medical claims - Prior Year	12,000	22,803	85,832
Prescription drug claims	110,000	46,637	50,194
Refunds-Stop Loss Coverage	-	(78,639)	(69,880)
<b>Total Claims-Retirees</b>	<b><u>297,000</u></b>	<b><u>273,928</u></b>	<b><u>179,703</u></b>
Medical Claim Fees	14,500	5,206	10,494
Stop Loss Premiums	49,500	26,758	38,876
Miscellaneous Expense	-	225	86
ACA Fees	-	3,031	-
<b>Total Medical Costs-Retirees</b>	<b><u>361,000</u></b>	<b><u>309,148</u></b>	<b><u>229,159</u></b>
 Revenue over (under) expenditures	 -	 -	 -
 Annual Required Contribution-Net	 467,523	 86,657	 155,216
Other - Investment Income, etc.	338,400	98,871	137,188
<b>Total Revenues</b>	<b><u>805,923</u></b>	<b><u>185,528</u></b>	<b><u>292,404</u></b>
 Net Revenues (Expenditures)	 805,923	 185,528	 292,404
 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	 <b><u>\$ 5,224,162</u></b>	 <b><u>\$ 4,603,767</u></b>	 <b><u>\$ 4,098,588</u></b>

<b>APPROVAL</b> <i>Slw Paul</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>Sept 1, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Request for One Year Waiver from Department of Revenue from WI Stat sec 74.09(3)(db), requiring information displayed on Property Tax Bills for Taxing Authorities with a temporary increase in tax levy approved by referendum</b>	<b>ITEM NUMBER</b> <i>G.20.</i>

**Background**

Included in the 2015-2017 budget (Wisconsin Act 55), the state created Wis. Stats sec 74.09(3)(db), requiring information to be displayed on property tax bills for each County, Municipality, School District and Technical College that has a temporary increase in tax levy approved by referendum, including:

- Total amount of temporary increase
- Total amount of increase applied to the property
- Year increase ends

The “total amount of temporary increase” and “year increase ends” will be provided by each taxing jurisdiction.

**Analysis**

Staff has contacted the service providers who assist in preparation of annual property tax bills. The City of Franklin uses GCS, a software provider who completes programming used to prepare and format bills, and Mailcom, a service which prints, collates and mails the annual property tax bills.

Copies of the 2014 Tax Bill Format and the Proposed Tax Bill format are attached for your review.

GCS has indicated that

“the majority of counties and municipalities are requesting a waiver for this year. I think it would be a good idea for you to request the waiver with the rest of the group in the League. This would give everybody adequate time to prepare for the implementation of the changes and make sure tax bill formats are finalized before a software update is introduced with them in 2016.”

The League of WI Municipalities plans to lobby to get municipalities not covered by the county waiver to also be granted a one year waiver. Milwaukee County was not included in the waiver granted by the Wisconsin Dept of Revenue. The League had to hear from municipalities by Thurs. August 13, 2015 to be included in their efforts.

Based upon the fact that our Software supplier has advised that the City of Franklin request a waiver for 2015, the Director of Finance & Treasurer has requested such a waiver via the League of Wisconsin Municipalities efforts. Without the support of our software supplier, it will be extremely difficult for staff to comply with the statute.

The Dept of Revenue granted the waiver (copy of August 27, 2015 letter attached).

**Options**

The Common Council, upon consideration of this matter, could:

1. Confirm the action taken by the Director of Finance & Treasurer when requesting the one year

- waiver for compliance with WI Stat 74.09(3)(db) or
2. Direct the Director of Finance & Treasurer to resend the request for a one year waiver for compliance with WI Stat 74.09(3)(db) or
  3. Take such other action as the Common Council deems appropriate.

### **Recommendation**

The Director of Finance & Treasurer requests that the Common Council confirm the request for a one year waiver of compliance with WI Stat 74.09(3)(db).

### **Fiscal Impact**

Programming costs to be in compliance with the stat should be included in the annual maintenance fees paid to GCS. {Note: by intergovernmental agreement with Milw County, those fees are being paid by Milwaukee County until 2019 conditioned upon continued funding in the Milwaukee County budget and Franklin's continued use of GCS for tax bill preparation}.

It is expected that compliance with this statute will increase the amount of paper needed to send annual property tax bills, and this likely will raise the cost of mailing the bills due to increased collating, paper and postage costs. Until the revised format of the bill is known, those costs are unclear.

### **COUNCIL ACTION REQUESTED**

Motion to confirm the request for a one year waiver of compliance with WI Stat 74.09(3)(db) with the Wisconsin Dept of Revenue.



State of Wisconsin • DEPARTMENT OF REVENUE

2135 RIMROCK ROAD • Mail Stop 624A • P.O. BOX 8933 • MADISON, WISCONSIN 53708-8933 • 608-266-6466 • FAX (608) 266-5718  
<http://www.revenue.wi.gov>

Scott Walker  
Governor

Richard G. Chandler  
Secretary of Revenue

August 27, 2015

Jerry Deschane, Executive Director  
League of Wisconsin Municipalities  
131 W. Wilson Street - Suite 505  
Madison, WI 53703

Dear Mr. Deschane,

The Department of Revenue received the mandate **waiver request relating to preparation of property tax bills**. Your request on behalf of the municipalities of City of Adams, City of Alma, Village of Almena, City of Antigo, City of Arcadia, Village of Argyle, Village of Bagley, City of Bayfield, Village of Bayside, City of Beloit, Village of Big Bend, City of Boscobel, City of Brookfield, Village of Brown Deer, Village of Cambria, Village of Camp Douglas, City of Cedarburg, City of Chippewa Falls, City of Clintonville, City of Colby, Village of Colfax, Village of Coloma, Village of Coon Valley, City of Crandon, Village of Cross Plains, City of Cudahy, Village of Dane, Village of De Soto, Village of Deerfield, City of Eagle River, City of Elroy, Village of Embarrass, Village of Ephraim, **City of Franklin**, City of Glendale, Village of Grafton, City of Green Bay, City of Greenfield, Village of Hales Corners, Village of Hawkins, Village of Holmen, Village of Hortonville, City of Janesville, City of Kenosha, Village of Kronenwetter, City of La Crosse, Village of La Farge, City of Lake Mills, City of Madison, City of Manawa, City of Manitowoc, Village of Maribel, City of Marion, City of Marshfield, City of Mayville, Village of McFarland, City of Menasha, City of Mequon, Village of Merrilan, Village of Merrimac, Village of Merton, City of Milwaukee, Village of Mishicot, City of Muskego, Village of Nashota, Village of Newburg, City of New Berlin, City of Oak Creek, City of Onalaska, City of Oshkosh, City of Osseo, Village of Palmyra, Village of Pigeon Falls, Village of Port Edwards, Village of Pleasant Prairie, Village of Poynette, City of Prescott, City of Racine, Village of Readstown, City of Rice Lake, City of Richland Center, City of Shawano, City of Sheboygan, City of Sheboygan Falls, Village of Shorewood, City of South Milwaukee, Village of Spencer, Village of Spring Green, City of St. Francis, Village of Star Prairie, Village of Theresa, Village of Thiensville, Village of Twin Lakes, Village of Viola, City of Watertown, City of Waukesha, City of Waupaca, City of Wausau, City of Wautoma, City of Wauwatosa, City of West Allis, Village of West Milwaukee, Village of West Salem, Village of Weyerhaeuser, Village of Whitefish Bay, City of Whitehall, Village of Wild Rose, Village of Wrightstown, and Village of Wyocena is to allow these municipalities an additional year to prepare tax bills with the information required under s. 74.09 (3) (db), Wis. Stats.

Pursuant to the Department of Revenue's authority under s. 66.0143(2) (b), Wis. Stats., the department **grants the request for a one-year waiver** from requirements of s. 74.09 (3) (db), Wis. Stats. for each of the municipalities listed.

This letter serves as the official notification, pursuant to s. 66.0143(2) (c), Wis. Stats., to the municipalities listed above, as your letter stated you were the official point of contact for these municipalities in this matter.

Sincerely,

Richard G. Chandler  
Secretary of Revenue

Cc: Curt Witynski, Assistant Director

CITY OF FRANKLIN  
 9229 W LOOMIS ROAD  
 FRANKLIN WI 53132-9728  
 414-425-4770

STATE OF WISCONSIN  
 2014 REAL ESTATE PROPERTY TAX  
 CITY OF FRANKLIN  
 MILWAUKEE COUNTY

Parcel Number: 809-1024-000

**Full Payment of: \$3,014.18**  
**or First Installment of: \$1,507.10**  
 Due on or Before: January 31, 2015  
 Make Check Payable to: City of Franklin

124

CITY OF FRANKLIN  
 BOX 78694  
 MILWAUKEE WI 53278-0694



STATE OF WISCONSIN 2014 REAL ESTATE PROPERTY TAX

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect Lottery Credit)	
\$17,000	\$116,700	\$133,700	93.09%	.022987470	
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Est. Fair Mkt.	A star in this box means unpaid prior year taxes.	School taxes reduced by school levy tax credit	
\$18,300	\$125,400	\$143,700		\$251.30	
Taxing Jurisdiction	2013 Est. State Aids Allocated Tax District	2014 Est. State Aids Allocated Tax District	2013 Net Tax	2014 Net Tax	% Tax Change
	STATE TAX		23.06	24.21	5.0
MILWAUKEE COUNTY TAX	3,312,943	3,415,692	697.08	727.50	4.4
CITY OF FRANKLIN	2,026,149	1,985,500	841.63	842.30	0.1
MATC - VOCATIONAL TAX	893,428	903,682	289.04	181.20	-37.3
OAK CREEK/FRANKLIN SC	5,140,444	5,762,000	968.50	1,053.61	8.8
MMSD SEWER DISTRICT			231.38	244.60	5.7
	<b>Total</b>	<b>11,372,964</b>	<b>3,050.69</b>	<b>3,073.42</b>	<b>0.7</b>
			First Dollar Credit	59.24	-0.4
			Lottery and Gaming Credit		
Parcel Number: 809-1024-000			Net Property Tax	2,991.21	0.8

IMPORTANT: Correspondence should refer to PARCEL NUMBER. See reverse side for more information.  Be sure this description covers your property. The description is for your property tax bill only and may not be a full legal description.	Full Payment Due On or Before January 31, 2015 <b>\$3,014.18</b>	O T H E R
	First Installment Due On or Before January 31, 2015 <b>\$1,507.10</b>	
	Second Installment Due On or Before March 31, 2015 <b>\$753.54</b>	
	Third Installment Due On or Before May 31, 2015 <b>\$753.54</b>	
	<b>Note:</b> Installment Reminder Notices Will not be mailed	

**TOTAL DUE FOR FULL PAYMENT**  
**PAY BY January 31, 2015**  
**\$3,014.18**

Warning: If not paid by due date, installment option is lost and total tax is delinquent and subject to interest and penalty (See Reverse).

3053 W DREXEL AVE 124  
 Acres: 0.000  
 FRANKLIN OAKS CONDOMINIUMS NE  
 1/4 SEC 13-5-21 BLDG 1 UNIT  
 124, EXC PTS CONV TO DOT IN  
 DDC NO. 10318589

STATE OF WISCONSIN  
PROPERTY TAX BILL FOR

- IMPORTANT:**
- Correspondence should refer to tax number.
  - See reverse side for important information.
  - Be sure this description covers your property. This description is for property tax bill only and may not be a full legal description.

Assessed Value Land	Ass'd. Value Improvements	Total Assessed Value	Ave. Assmt. Ratio	Net Assessed Value Rate (Does NOT reflect credits)		
Est. Fair Mkt. Land	Est. Fair Mkt. Improvements	Total Est. Fair Mkt.	<input type="checkbox"/> A Star in this box means Unpaid Prior Year Taxes	School taxes reduced by school levy tax credit		
Taxing Jurisdiction	Est. State Aids Allocated Tax Dist.	Est. State Aids Allocated Tax Dist.	Net Tax	Net Tax	% Tax Change	
Total First Dollar Credit Lottery & Gaming Credit Net Property Tax						

Make Check Payable to:	Full Payment Due On or Before January 31	Net Property Tax
	\$	
	Or First Installment Due On or Before January 31	
And Second Installment Payment Payable To:	And Second Installment Due On Or Before July 31	
	\$	

**FOR INFORMATIONAL PURPOSES ONLY – Voter-Approved Temporary Tax Increases**

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
<del>X</del>	<del>X</del>	<del>X</del>	

Check For Billing Address Change

PROPOSED FORMAT

**TOTAL DUE FOR FULL PAYMENT**

PAY BY JANUARY 31

▶ \$

**Warning:** If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.  
**Failure to pay on time. See reverse.**

Special Charge Paid	Special Tax Paid
Special Assessment Paid	Total Amount Paid
Property Tax Paid	Balance Due

Paid by \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date \_\_\_\_\_

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<b>APPROVAL</b> <i>Slw</i> <i>Pal</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>Sept 1, 2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Resolution Engaging Actuarial &amp; Health Care Solutions, LLC to perform Actuarial Study on the City of Franklin Other Post Employment Benefit Plan for 2015</b>	<b>ITEM NUMBER</b> <i>G.21.</i>

**Background**

The City of Franklin offers employees Other Post Employment Benefits, with certain service and other conditions, upon retirement from service to the City. The cost of those benefits can be estimated by an actuarial study involving various assumptions.

Financial regulations direct that periodic actuarial studies be conducted to estimate the cost of those benefits, and that certain information be provided in annual financial reports. That information includes, but is not limited to, the Actuarial Value of Assets on Hand, the Actuarial Accrued Liability for future benefits for current and retired eligible employees, and the Unfunded Actuarial Liability for the benefits. The information is included in the Comprehensive Annual Financial Report (CAFR) annually.

Actuarial & Health Care Solutions, LLC [Mequon, WI] has been providing these actuarial services for the City of Franklin since at least 2008.

**Recommendation**

Staff recommends engagement of Actuarial & Health Care Solutions, LLC for the 2015 & 2016 Actuarial Report on the City of Franklin Other Post Employment Benefits.

**Fiscal Impact**

Actuarial & Health Care Solutions, LLC has quoted \$5,900 for this service. This fee has been included in the 2015 Budget of the city.

**COUNCIL ACTION REQUESTED**

Motion Adopting Resolution 2015-\_\_\_\_\_ authorizing the Mayor and Clerk to engage Actuarial & Health Care Solutions, LLC to perform an actuarial study of the City of Franklin Other Post Employment Benefits for 2015.

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2015-\_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND CLERK TO ENGAGE ACTUARIAL & HEALTH CARE SOLUTIONS, LLC TO PERFORM AN ACTUARIAL STUDY OF THE CITY OF FRANKLIN OTHER POST EMPLOYMENT BENEFITS FOR 2015

-----  
WHEREAS, the City of Franklin offers Other Post Employment Benefits to certain eligible employees upon the completion of 20 years of service and attaining certain ages until age 65, and

WHEREAS, certain information related to that benefit is required disclosure in the Annual Comprehensive Financial Report for the City of Franklin, and

WHEREAS, the last Actuarial Report on the Other Post Employment Benefits was conducted as of January 1, 2013, and

WHEREAS, Actuarial & Health Care Solutions, LLC has performed this study for the City of Franklin since 2008 and

WHEREAS, Actuarial & Health Care Solutions, LLC is a reputable and respected actuary firm performing this service for many Southeast Wisconsin municipalities.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Clerk are authorized to engage Actuarial & Health Care Solutions, LLC to perform an actuarial study on the Other Post Employment Benefits of the City of Franklin as of January 1, 2015 for a fee not to exceed \$5,900.

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_ day of \_\_\_\_\_, 2015 by Alderman \_\_\_\_\_.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this \_\_\_ th day of \_\_\_\_\_, 2015.

APPROVED:

\_\_\_\_\_  
Stephen R Olson, Mayor

ATTEST:

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

AYES \_\_\_ NOES \_\_\_ ABSENT \_\_\_

ACTUARIAL & HEALTH CARE SOLUTIONS, LLC

RICHARD J. MARCHEL, FSA, MAAA

August 7, 2015~~April 29, 2015~~~~April 6, 2015~~

Mr. Paul Rotzenberg, CPA  
Director of Finance & Treasurer  
9229 W. Loomis Road  
Franklin, WI 53132

**RE: Actuarial Study – Other Post Employment & Benefits:**

Dear Paul:

In response to the City of Franklin's (City) recent request, this letter provides a description of services provided by Actuarial & Health Care Solutions, LLC (AHCS) related to the valuation of the City's liability for other post-employment benefits. The valuation will have a valuation date of January 1, 2016.

**SERVICES TO BE PROVIDED**

Services to be provided by AHCS include the following:

1. Provide the City with a detailed list of information needed by AHCS to perform the valuation.
2. Work with City staff as needed to get the information into a usable format and select assumptions for use in the calculations.
3. Perform the calculations necessary to determine the liability for the OPEB benefits (Medical, Pharmacy, etc.).
4. Provide 2 valuation reports (Draft and Final), with results to include:
  - o The Actuarial Present Value (APV) for each employee classification (police, fire, etc.) as well as the total APV for the City.
  - o The Actuarial Accrued Liability (AAL) for each employee classification, as well as the total AAL for the City.
  - o The Unfunded Actuarial Accrued Liability (AAL) for each employee classification, as well as the total AAL for the City.
  - o The Annual Required Contribution (ARC) for each employee classification, as well as the total ARC for the City for both the level dollar and level percentage of payroll amortization methods. The

- report will include the ARC amounts for the 2015 and 2016 fiscal years.
- The Net OPEB Obligation for the City for the 2015 and 2016 fiscal years.
  - A 30 year cash flow projection. This projection will include the projected "pay-as-you-go" cost, normal cost, amortization payment, interest cost, and ARC for both the level dollar and level percentage of payroll amortization methods.
  - Detailed summaries listing the APV, AAL, and Normal Cost by active and retired for each employee classification.
  - A list of the assumptions used in the calculations.
  - A glossary of terms used in the report.
  - A summary of the principal plan provisions.
5. Provide the City with the necessary information and disclosures for the City's financial statements.
6. Discuss the report to address conclusions drawn in the reports.

All valuations will be completed in accordance with Governmental Accounting Standards Board (GASB) Statement No. 45. Actuarial valuations will also be completed in conformance with the applicable actuarial standards of practice (ASOP's).

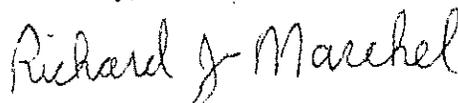
The valuations will be completed within 45 days following receipt of necessary data.

### **FEES**

Professional fees for performing the actuarial valuation of the postretirement health benefits would be \$5,900 for the valuation. These fees are all-inclusive - there will be no additional charges for out-of-pocket miscellaneous expenses.

If you have any questions, please call me at (262) 408-5101. We look forward to assisting the City in this regard.

Sincerely,



Richard J. Marchel

<p><b>APPROVAL</b></p> <p><i>Slw</i> </p>	<p><b>REQUEST FOR COUNCIL ACTION</b></p>	<p><b>MEETING DATE</b></p> <p><b>09/1/2015</b></p>
<p><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p><b>Revision to Employee Handbook modifying the benefits of the Police Inspector to match those of Police Captains</b></p>	<p><b>ITEM NUMBER</b></p> <p><i>G.22.</i></p>

The Employee Handbook identifies some benefits for the position of Police Inspector that are unique to the position. These are legacy benefits that have been in place for a long time and have remained in place during the recent portion of the current employee's incumbency. That employee has recently retired. It is appropriate, therefore, to adjust those unique benefits to align with those of the position of Police Captain. This action should be completed prior to the filling of the position vacancy.

Similarly, some limited language clean up related to the position is recommended to ensure it is clear as to the Police Chief's authority related to the position.

The attached pages reflect the marked-up version of the sections. If adopted, it is understood that the motion is approving the non-marked up, clean version will be inserted into the Employee Handbook.

At their August 17, 2015 meeting, the Personnel Committee approved a motion recommending that the Common Council make the recommended changes to the Employee Handbook.

Staff recommends approval.

**COUNCIL ACTION REQUESTED**

Motion to amend the Employee Handbook to modify language benefits of the Police Inspector to match those of Police Captains and to clarify language specific to Police Inspector, as indicated on the attached documents.

Following are excerpts from sections of the Employee Handbook for the sections that relate to the position of Inspector of Police. Proposed changes are noted.

### ***Work Week and Hours of Work***

Division Command and other assignments for Police Captains and the Inspector of Police shall be set by the Chief of Police and are subject to change. While being assigned primary work hours by the Chief of Police, Police Captains and the Inspector of Police shall be expected and allowed to utilize flextime in scheduling of workdays and off days, as needed, to efficiently carry out their assigned duties and responsibilities. Hours of work will be accurately kept and subject to review and approval by the Chief of Police, or his designee. ~~The Inspector of Police shall utilize flextime in the scheduling of his workdays, off days and hours of work to efficiently carry out his assigned duties.~~

### ***Vacation Accrual Rates***

~~Note: In the event that a Police Captain of record and the Police Inspector of record as of 1/1/2004 has suffered a major illness or a series of illnesses wherein the employee has used twenty (20) successive days of sick leave and would have been eligible for the vacation set forth above, had not such illness occurred, then those days taken for major sick leaves shall be counted to arrive at the one hundred thirty (130) day sick leave accumulation required.~~

### ***Use of City Owned Vehicles***

Additionally, with the approval of the Police Chief, ~~the Police Inspector shall~~ may have use of a city-owned police vehicle to take home on a daily basis as the Inspector has 24-hour per day emergency response responsibilities in addition to attending meetings at various hours.

## **Longevity**

Supervisors and managers of the City of Franklin shall be eligible to receive longevity pay, commencing the regular pay period following eligibility, as set forth herein. Longevity shall mean continuous and uninterrupted service, as further defined herein in relation to continuity of service, as an employee of the City of Franklin.

An employee who is continuously employed by the City shall receive the following increments of pay: 5 years, \$5.00 per month; 10 years, \$10.00 per month; 15 years, \$15.00 per month; 20 years, \$20.00 per month; and 25 years, \$25 per month.

Fire Department Command Staff are not eligible for longevity pay.

The Police Inspector and Police Captains shall receive the following increments of pay: 5 years, \$16.00 per month; 10 years, \$32.00 per month; 15 years, \$48.00 per month; 20 years, \$64.00 per month; and 25 years, \$80 per month.

~~The Police Inspector of record as of 1/1/2004 shall receive the following increments of pay: 5 years, 1% of base salary; 10 years, 2% of base salary; 15 years, 3% of base salary; 20 years, 4% of base salary; and 5% of base salary.~~

## **Retiree Health Insurance**

The City of Franklin offers certain retirees, and their families, the ability to continue in the City's health insurance program following their retirement. All other terms and conditions relating to health insurance set forth in the respective health plan, including but not limited to the terms relating to deductible and prescription drug co-payments, shall apply.

**The health insurance coverage provided for retirees, spouses, and the families by the City does not vest upon retirement or other termination of employment. The health insurance coverage provided herein and the contribution for the cost of coverage may change in the future as determined solely by the City.**

Retiree Eligibility and Participation Requirements: In addition to the requirements of the health plan itself, following are certain other requirements and benefit levels.

Supervisors and Managers, Planners, Public Health Nurses, Police Department Administrative Assistant, Administrative Project Assistant, and Deputy City Clerk: Any such employee who has reached a minimum age of 62 years and has 20 years of credited service with the City shall be eligible to obtain payment of 75% of their retiree health insurance premium upon retirement from City service. Eligibility for premium payment shall stop when the employee reaches age 65, or becomes eligible for Medicare, or the employee accepts employment from which health insurance benefits are available.

Fire Department Command Staff: An employee who retires from employment with the City under a regular pension at statutory normal retirement age (age 53 as of January 11, 2005) and who has attained twenty five (25) or more years of full time service (twenty (20) years effective January 1, 2006) with the City or retires under a disability pension shall be eligible for enrollment in the City's conventional hospital and surgical insurance program. The City shall pay seventy-five percent (75%) of the premium amount in effect on the date the employee retires, whatever that figure may be, and will continue to pay that amount toward the employee's health insurance coverage until such employee reaches age 65, or the retired employee qualifies for Medicare, whichever occurs earlier. Participation in the City's health plan ceases at the earliest of the following: 1) The retiree's attains the age sixty-five (65), or 2) The retiree is eligible for Medicare, or 3) The retiree dies. Coverage shall not be extended to the retiree while he or she is eligible for coverage under another health plan.

The Police Inspector and Police Captains hired or promoted after December 2009: For the Police Inspector or Police Captains who retire on a regular pension (disability pensions, excluded) on or after January 1, 2010, the City shall pay seventy-five (75%) of the cost towards the single plan premium or the family plan premium of the health plan the employee was in prior to retirement, and such payment shall remain frozen at that level throughout the period of such payment. The employee/retiree must pay their portion of the monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. The employee/retiree must be at least 53 years of age and have at least fifteen (15) years of service with the City of Franklin to qualify for the Retiree Health Plan benefits of this section. Said employees will continue to be

covered by hospital and surgical insurance benefits until such employee reaches the age of sixty-five (65) or is eligible for Medicare, whichever occurs earlier, unless said employee voluntarily drops coverage or is dropped from the plan in accordance with the plan document or the allowance provided for herein. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in the insurance program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15th of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program.

~~Police Captains and Inspector of record as of 1/1/2004: For Police Captains and Inspector of record as of 1/1/2004 who retire on a regular pension (disability pensions, excluded) on or after January 1, 2004, the City shall pay seventy five (75%) of the cost towards the single plan premium or the family plan premium of the health plan the employee was in prior to retirement, throughout the period of such payment. The employee/retiree must pay their portion of the monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. The employee/retiree must have at least fifteen (15) years of service with the City of Franklin. Said employees will continue to be covered by hospital and surgical insurance benefits until such employee reaches the age of sixty-five (65) or is eligible for Medicare, whichever occurs earlier. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in the insurance program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15th of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program.~~

**Public Works, Sewer and Water, and Custodial Employees With Benefits:** Any employee who has reached a minimum age of 60 years of age, and has 15 years of credited service with the City shall be eligible to obtain payment of 75% of their retiree health insurance premium upon retirement from City service. The amount paid by the City shall be three-fourths of the premium amount paid at the time of retirement of the employee. The premium subsidy paid by the City shall cease at the earliest of the following, after which time he or she shall receive no payment or co-payment of any health insurance or other premium or payment by the City: (1) The employee/retiree is eligible for Medicare or (2) The employee/retiree's death.

**Engineering Technicians and Full-time Municipal Court Clerks Hired Prior to 1/1/2006:** Any full-time employee of the City hired prior to 1/1/2006 into Engineering Technician or Municipal Court Clerk positions who has reached a minimum age of 62 years and has 20 years of credited service with the City shall be eligible to obtain payment of 75% of their health insurance premium upon retirement from the City service. The amount paid by the City shall be based on the premium or its equivalent in effect upon the date of retirement and shall remain at that amount until eligibility stops. Eligibility for premium payment shall stop upon the earlier of the employee reaching the age of 65 years, becoming eligible for Medicare, the employee accepting employment from which health insurance benefits are available, or the employee's death. Payment of the remaining balance of the monthly premium or its equivalent must be made to the City Treasurer by the 15th of the month prior to the month the premium or its equivalent is due.

Dispatchers: Effective January 1, 2006, City shall pay seventy-five percent (75%) of the cost as of January 1st, 2005 towards the single plan premium or the family premium of the health plan the employee was in prior to retirement, and such payment shall remain frozen at that level throughout the period of such payment under the following conditions (if an employee/retiree switches from a family to a single plan or vice versa, the City will continue to pay up to the same amount it had been previously paying) as of January 1, 2005: a) The employee/retiree must have at least twenty (20) years of continuous service with the City of Franklin; and b) The employee/retiree must be within 3 years of their Normal Retirement Date under the retirement plan document (age 65). The employee/retiree must pay the balance of the full monthly premium to the City Treasurer by the 15th of the month prior to the month the premium is due, or the employee/retiree may be dropped from the City's insurance program. Participation in the City's health insurance program ceases at the earliest of the following: 1) the employee/retiree's attainment of age sixty-five (65), and the employee/retiree is eligible for Medicare or 2) the employee/retiree's death. In the event the employee/retiree's spouse is not eligible for Medicare when the employee/retiree's participation in this program ceases, the spouse may remain in the same City group health plan until eligible for Medicare solely at the expense of the spouse, provided that the spouse pays the full monthly premium therefore to the City Treasurer by the 15<sup>th</sup> of the month prior to the month the premium is due, or the spouse may be dropped from the City's insurance program. Additionally, if the employee/retiree obtains other employment in which comparable health benefits are available at a cost to the employee/retiree which does not exceed the employee/retiree's cost under this City program, the employee/retiree must participate in the other plan, provided that the employee/retiree may again participate in the City program when no longer eligible for the other coverage, if otherwise eligible under Paragraph (c) and if the City's insurance carrier agrees to permit such participation. As an alternative to participating in the other plan, the employee/retiree has the option of remaining in the City plan, but only under a single contract covering the employee/retiree.

Part-Time Employees: Part-Time employees do not qualify for retiree health insurance.

<p><b>APPROVAL</b></p> 	<p><b>REQUEST FOR COUNCIL ACTION</b></p>	<p><b>MEETING DATE</b> <b>09/1/2015</b></p>
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<p><b>REPORTS &amp; RECOMMENDATIONS</b></p>	<p><b>Job Descriptions for the Position of Custodian and Maintenance Custodian</b></p>	<p><b>ITEM NUMBER</b> <i>G.23.</i></p>
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Attached is a copy of the recommended job descriptions for the positions of Custodian and Maintenance Custodian.

In recent years, Building Maintenance staff has been supplemented by some part-time, contracted custodial staff. This began prior to the adoption of Act 10. The qualifications of the individuals available have generally been more toward the custodial end than the general maintenance end, which has caused a slight general lessening of the overall service level of the department. As such, staff recommended eliminating the contracted service and returning to part-time personnel for 2015. The 2015 approved budget authorized eliminating the contracted services and adding two (2) 25-hour per week employees, one each generally serving City Hall and the Library.

The current "Custodian" position description is recommended to be re-titled to "Maintenance Custodian" and anticipates a higher level of skill and experience in fixing and repairing aspects of our facilities. Some minor text changes have been added to reflect this historic level of expectation for employees serving in this position; however, the title change does not involve a raise or wage adjustment. The new position, titled "Custodian," focuses on the routine cleaning aspects of the job and, overall, requires less skill and decision making. For example, if the water fountain was not working the Maintenance Custodian would be expected to open the unit up, diagnose, and fix the problem. The Custodian would not engage in this level of maintenance. Similarly, whereas the Custodian could change a light bulb, the Maintenance Custodian could also rewire and replace a ballast on a fluorescent light fixture.

Implementation was held off so that an evaluation of the proposed positions could be accomplished applying the position classification tools that are being implemented through the classification and compensation study. Although a draft report is not yet released, Human Resources staff has worked with the GovHR tool sufficiently enough and seen preliminary results to determine that the two-tiered staffing level concept as adopted in the budget is not inconsistent with the market place or internal comparables. The positions, budgeted at \$17 per hour, would be advertised between \$15 and \$17 per hour depending on qualifications and experience and pending the final adopted results of the classification and compensation study.

The grade or wage level as noted on the position description will be determined based upon the results of the Classification and Compensation study. If this is approved as requested and the Classification and Compensation study is subsequently adopted as well, the "Salary Status" will be corrected administratively, unless otherwise indicated within the motion as adopted.

It is important to move forward with the position at this time as the goal is to get the two positions advertised, hired, and trained before snow removal service demands begin occurring.

As noted above, the positions were budgeted to be filled earlier in the year and contracted services have continued in the interim. As such, a budget modification will be brought before the Common Council at a future meeting to reconcile appropriations between the "Contractual Services" and "Personal Services" in the 2015 Municipal Buildings budget.

Red-lined versions of the proposed job descriptions are included in your packet for ease in viewing the recommended changes. Staff recommends approval.

This item was discussed at the August 17, 2015 Personnel Committee meeting where they recommended approval. The discussion included the fact that as extended-term, part-time employees, any new individual hired into the positions would not qualify for health, dental, life, or pension benefits. This is consistent with the manner in which the positions were estimated for the 2015 budget. The designation applicable in such an instance is a position designated as having a "Partial Benefits Designation" when the position is an "Extended-Term, Part-Time Position". Such a designation is a reasonable and inherent consideration as part of the job description review. Such a designation would authorize the positions to receive pro-rated leave accrual allowances in accordance with the Civil Service System Personnel Administration Program if working more than 20 hours per week, but does **not** include participation in life, health, or dental insurance programs and does **not** include eligibility for participation in any City sponsored pension plan, unless the appointment were to be a full-time appointment. [Note: An Extended-Term, Part-Time position with Partial Benefits who regularly works between 30 and 37.5 hours per week would be eligible for health insurance considerations under current federal law. The City currently has no employees in this position and the Civil Service Personnel Administration Program will be modified in the future to reconcile this unique, potential circumstance.]

### **COUNCIL ACTION REQUESTED**

Motion to approve the job description for Maintenance Custodian, as renaming and updating the Custodian job description, and creating and approving a job description for a new Custodian position, both as presented, with the addition that the positions, if hired after this approval, be designated as having a "Partial Benefits Designation" when the position is an Extended-Term, Part-Time Position and to authorize the Director of Administration to amend the Civil Service System Personnel Administration Program and the Employee Handbook to incorporate the designation in a manner and format as he shall determine.

**City of Franklin  
Job Description**

**Job Title :** Maintenance Custodian

**Department :** Building Maintenance

**Reports To :** Building Maintenance Superintendent

**Salary Status :** ~~Per Common Council Resolution Establishing Non-Represented Wages~~ outcome of current Classification & Compensation Study

**Prepared By :** Dana Zahn, Human Resources Coordinator

**Prepared Date :** ~~June 12<sup>th</sup>, 2012~~ August 2015

**Approved Date :** ~~July 24, 2012~~ August 2015

**Summary:**

-----Under the general direction of the Building Maintenance Superintendent, the Maintenance Custodian performs a variety of skilled and unskilled tasks in the ~~custodial~~ custodial care and maintenance of City buildings.

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

Change light bulbs and fluorescent tubes.

Sweep, vacuum, mop, dust, shampoo, steam clean, strip, wax, polish, and buff floors, carpets, and furniture, etc.

Dump trash cans and garbage and reline cans with liners.

Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Wash windows, walls, metal and woodwork.

Clean and shovel sidewalks including the use of a snow blower.

Pick up litter around buildings and grounds.

Perform minor ~~semi-skilled interior~~ building maintenance and repairs such as painting, floor covering, plumbing, electrical, carpentry, mechanical, and other unskilled and semi-skilled trade work.

Inspect and maintain assigned custodial equipment and small tools for proper operation condition.

Open and close, lock and unlock facilities as needed.

Set up meeting rooms as needed, including setting up or taking down tables, chairs, etc.

Keep records of work completed.

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

**Supervisory Responsibilities:**

———This job has no supervisory responsibilities.

**Qualifications:**

———To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representation 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/or Experience:**

———High School diploma (or G.E.D) with a minimum of one year of related work experience. Knowledge of basic HVAC, electrical, and plumbing repair is required.

**Reasoning Ability:**

———Ability to apply common sense understanding to carry out simple ~~one- or two~~ multi-step instructions.

**Other Skills and Abilities:**

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance to do minor repairs.

Some knowledge of first aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate verbally and in writing.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships.

**Tools and Equipment Used:**

———Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, snow blowers, shovels, salt spreaders, ladders, and power tools (such as drills and saws).

**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 frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job

include close vision 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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

———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 :** Custodian

**Department :** Building Maintenance

**Reports To :** Building Maintenance Superintendent

**Salary Status :** ~~Per Common Council Resolution Establishing Non-Represented Wages~~  
outcome of current Classification & Compensation Study

**Prepared By :** Dana Zahn, Human Resources Coordinator

**Prepared Date :** ~~June 12<sup>th</sup>, 2012~~August 2015

**Approved Date :** ~~July 24, 2012~~August 2015

**Summary:**

-----Under the general direction of the Building Maintenance Superintendent, the Custodian performs a variety of ~~skilled and unskilled~~ tasks in the ~~eustodian~~ custodial care and maintenance of City buildings.

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

Change light bulbs and fluorescent tubes.

Sweep, vacuum, mop, dust, shampoo, steam clean, ~~strip, wax, polish,~~ and buff floors, carpets, and furniture, etc.

Dump trash cans and garbage and reline cans with liners.

Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, ~~blinds, light fixtures,~~ etc.

Wash windows, walls, metal and woodwork.

Clean and shovel sidewalks including the use of a snow blower.

Pick up litter around buildings and grounds.

Perform minor ~~semi-skilled interior~~ building maintenance and repairs ~~such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trade work.~~

Inspect and maintain assigned custodial equipment and small tools for proper operation condition.

Open and close, lock and unlock facilities as needed.

Set up meeting rooms as needed, including setting up or taking down tables, chairs, etc.

~~Keep records of work completed.~~

Maintain current skills and knowledge in the proper and safe techniques of building maintenance.

**Supervisory Responsibilities:**

———This job has no supervisory responsibilities.

**Qualifications:**

———To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representation 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/or Experience:**

———High School diploma (or G.E.D) with a minimum of one year of related work experience.

**Reasoning Ability:**

———Ability to apply common sense understanding to carry out simple one- or two-step instructions.

**Other Skills and Abilities:**

Working knowledge of equipment, materials, and supplies used in building and grounds maintenance to do minor repairs.

Some knowledge of first-aid and applicable safety precautions.

Ability to work independently and to complete daily activities according to work schedule.

Ability to communicate verbally and in writing.

Ability to use equipment and tools properly and safely.

Ability to establish effective working relationships.

**Tools and Equipment Used:**

———Floor buffers, ~~steam cleaners~~, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, snow blowers, shovels, salt spreaders, and power tools (such as drills and saws)ladders.

**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 frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to ~~100~~ 50 pounds. Specific vision abilities required by this job include close vision 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 wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

————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.

<b>APPROVAL</b>  <i>Slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>9/01/15</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Population estimate as of January 1, 2015</b>	<b>ITEM NUMBER</b>  <i>G.24.</i>

Franklin has received the preliminary population estimate of 35,655 as of January 1, 2015, which is a decrease from 35,702 as of January 1, 2014. If the Council wishes to challenge this estimate, such challenge must be submitted before September 15, 2015.

For your review, Franklin's prior population was as follows:

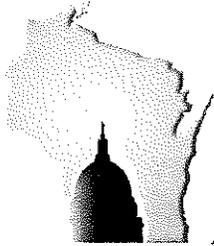
1960	10,006	2002	30,749
1970	12,247	2003	31,467
1980	16,469	2004	31,804
1990	21,732	2005	32,548
1991	22,356	2006	33,000
1992	23,168	2007	33,380
1993	24,052	2008	33,550
1994	24,778	2009	33,700
1995	25,163	2010	33,900
1996	25,726	4/1/10 census	35,451
1997	26,591	2011	35,504
1998	27,186	2012	35,520
1999	27,780	2013	35,810
2000	28,804	2014	35,702
4/1/00 census	29,494	2015	35,655
2001	30,199		
2002	30,749		
2003	31,467		
2004	31,804		
2005	32,548		

### COUNCIL ACTION REQUESTED

Motion to place on file the Wis. Dept. of Administration January 1, 2015 population estimate of 35,655.

OR

Motion to direct Director of Clerk Services to submit challenge, based on information provided by staff, to State of Wisconsin 2015 population estimate no later than September 15, 2015.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**SCOTT A. NEITZEL**  
SECRETARY

Division of Intergovernmental Relations  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917

0985  
SANDRA WESOLOWSKI  
CLERK, CITY OF FRANKLIN  
9229 W LOOMIS RD  
FRANKLIN WI 53132-9630

August 10, 2015

**PRELIMINARY ESTIMATE OF JANUARY 1, 2015 POPULATION**

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2015 population for the City of Franklin in Milwaukee County is 35,655. This represents a change of 204 persons (0.58%) since the 2010 Census.

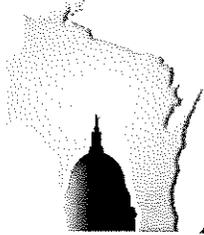
Wisconsin's total population is estimated at 5,753,250 which is a change of 66,264 persons and 1.17%.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2015 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2015 Estimate		35,655
Motor vehicles registered	28,844	29,620
Percent of vehicles in State	0.547%	0.573%
Income tax filers	23,639	23,070
Percent of filers in State	0.650%	0.676%
Filers plus dependents	30,723	29,554
Percent of filers plus dependents in State	0.622%	0.654%
Income tax returns	15,873	15,618
Percent of income tax returns in State	0.621%	0.640%
Institutional Population	1,989	1,267

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 66 housing units for calendar year 2014. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,287 of the estimated population for the City of Franklin are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Division of Intergovernmental Relations  
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Fax (608) 267-6917

0985  
SANDRA WESOLOWSKI  
CLERK, CITY OF FRANKLIN  
9229 W LOOMIS RD  
FRANKLIN, WI 53132 - 9630

August 10, 2014

**PRELIMINARY ESTIMATE OF JANUARY 1, 2014 POPULATION**

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2014 population for the City of Franklin in Milwaukee County is 35,702. This represents a change of 251 persons (0.71%) since the 2010 Census.

Wisconsin's total population is estimated at 5,733,000 which is a change of 46,014 persons and 0.81%.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2014 Preliminary Estimate
2010 U.S. Census Count	35,451	
January 1, 2014 Estimate		35,702
Motor vehicles registered	28,844	29,485
Percent of vehicles in State	0.547%	0.571%
Income tax filers	23,639	23,174
Percent of filers in State	0.650%	0.672%
Filers plus dependents	30,723	29,745
Percent of filers plus dependents in State	0.622%	0.649%
Income tax returns	15,873	15,677
Percent of income tax returns in State	0.621%	0.637%
Institutional Population	1,989	1,444

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 85 housing units for calendar year 2013. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 28,255 of the estimated population for the City of Franklin are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.

## MUNICIPAL POPULATION ESTIMATE CHALLENGE FORM

If your municipality believes that the estimate is not a reasonable approximation of your population, complete this form and submit it **with administrative data** that can be used to evaluate the challenge. Submit the challenge on or before **September 15, 2015**.

Mail challenges to:

**Dan Barroilhet, Demographer  
Demographic Services Center  
WI Department of Administration  
PO Box 8944  
Madison, WI 53708-8944  
(608) 266-1755**

The Council/Board of the

Town

City

Village of: \_\_\_\_\_

in the County of: \_\_\_\_\_

has authorized me to submit a challenge to the correctness of the annual preliminary population estimate prepared for our municipality. The municipality contends the estimate is inaccurate because it is based upon inadequate information.

**Evidence based upon administrative records or other information is presented in support of this contention, as required by §16.96 of the Wisconsin Statutes. The statutes do not permit the Department of Administration to accept the results of a population enumeration conducted by any group, agency or unit of government other than the U.S. Census Bureau.**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DAYTIME TELEPHONE: (     ) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# CHANGE OF ADDRESS/OFFICE HOLDER NOTIFICATION

(This side of form is for Change of Address or Office Holder only.)

**Mail to:**

**Demographic Services Center  
WI Department of Administration  
PO Box 8944  
Madison, WI 53708-8944**

Please note name/address change below for:

- Town
- City
- Village of: \_\_\_\_\_

in the County of: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

OFFICIAL MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DAYTIME TELEPHONE: (\_\_\_\_) \_\_\_\_\_

SIGNATURE OF RESPONDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

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<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>9/01/2015</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Recommendations from the Committee of the Whole</b>	<b>ITEM NUMBER</b> <i>G.25.</i>

The following are items from the August 31, 2015 Committee of the Whole:

- (a) Director of Finance and Treasurer Report on the Economic Development Plans presented to Common Council June 10, 2015 as Directed by Common Council.
- (b) Status report related to the Area A Traffic Impact Analysis for the State Highway 36 (West Loomis Road), West Rawson Avenue and South 76<sup>th</sup> Street Interchange.
- (c) Alternate concepts and strategies for Retail Development in Area A and contract prices from GRAEF.
- (d) Status report related to Buxton Company and retail recruitment.

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<b>APPROVAL</b> <i>Slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>09/01/15</b>
<b>LICENSES AND PERMITS</b>	<b>MISCELLANEOUS LICENSES</b>	<b>ITEM NUMBER</b> <b>H.1.</b>
<p data-bbox="185 390 935 428">See attached list from meeting of September 1st, 2015.</p> <p data-bbox="526 1549 1094 1587" style="text-align: center;"><b>COUNCIL ACTION REQUESTED</b></p>		



# City of Franklin

9229 W. Loomis Road  
Franklin, WI 53132-9728

414-425-7500

## License Committee

### Agenda\*

Aldermen's Room

September 1, 2015 – 5:30 pm

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
<b>License Applications Reviewed</b>		<b>Recommendations</b>		
<b>Type/ Time</b>	<b>Applicant Information</b>	<b>Approve</b>	<b>Hold</b>	<b>Deny</b>
Operator – New 2015-16 5: 35 p.m.	<b>Karly R Jones</b> 2030 N Oakland Ave #308 Milwaukee, WI 53202 Milwaukee Burger Company			
Operator – New 2015-16 5:40 p.m.	<b>Kathryn L Rohloff</b> 4121 W Barnard Ave Greenfield, WI 53221 Milwaukee Burger Company			
Extraordinary Entertainment & Amusement 5:45 p.m.	<b>The Rock Sports Complex</b> Person in Charge: Joe Zimmerman Event: The Hill Has Eyes Dates of Event: Sept 26, Oct 2-3, Oct 8-10, Oct 15-18, Oct 22-25, Oct 29-Nov 1. (2015)			
Operator – New 2015-16	<b>Jason E Orlando</b> 8161 S 76 <sup>th</sup> St Franklin, WI 53132 7 Eleven			
Operator – New 2015-16	<b>Tracy R Kukla-Lewis</b> 7640 S Mission Ct Franklin, WI 53132 Franklin Lioness Club – St Martins Fair			
Operator – New 2015-16	<b>Bethany L Lefeber</b> 7411 Woodbury Ct Franklin, WI 53132 Rock Sports Complex			
Operator – New 2015-16	<b>Jason L Mann</b> 567 W12480 Jo Ct Muskego, WI 53150 Root River Center			
Operator – New 2015-16	<b>Mark E Mastrostefano</b> 8575 W Woodfield Ct Franklin, WI 53132 The Point After			
Operator – New 2015-16	<b>Juan J Medel Lira</b> 2436A, S. 8 <sup>th</sup> St Milwaukee, WI 53215 The Point After			
Operator – New 2015-16	<b>Carol A Radliff</b> 10421 S Chicago Rd Oak Creek, WI 53154 Root River Center			
Operator – New 2015-16	<b>Sydney T Ross</b> 9221 W Forest Hill Ave Franklin, WI 53132 Kwik Trip #857			

<b>Operator – New 2015-16</b>	<b>Merry N Sanheim</b> 4079 S Packard Ave, #19 St Francis, WI 53235 The Point After			
<b>Operator – New 2015-16</b>	<b>Joseph M Schauer</b> 8520 W Euclid Ave Milwaukee, WI 53227 Croatian Park			
<b>Operator – New 2015-16</b>	<b>Candice M Sibila</b> 4362 S Nicholson Ave St Francis, WI 53235 The Point After			
<b>Operator – New 2015-16</b>	<b>Michelle L Taylor</b> 3910 W College Ave Greenfield, WI 53221 Mulligan's Irish Pub & Grill			
<b>Temporary Entertainment &amp; Amusement</b>	<b>JJ Concession</b> Person in Charge: Lisa Lippert -Dixon Event: St Martins Fair – Ring Toss Game Event Date: September 6th & 7th, 2015			
<b>Change of Agent 2015-2016</b>	<b>Andrew P Wichmann</b> 2853 S 106 <sup>th</sup> St #209 West Allis, WI 53227 Kwik Trip Inc. #857			
<b>3.</b>	<b>Adjournment</b>			
				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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<b>APPROVAL</b> <i>Steve Paul</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>9/1/15</b>
<b>Bills</b>	<b>Vouchers and Payroll Approval</b>	<b>ITEM NUMBER</b> <b>I. 1</b>

Attached are vouchers dated August 14, 2015 through September 1, 2015 Nos. 157630 through Nos. 157812 in the amount of \$ 2,495,643.37. Included in this listing are EFT's Nos. 2946 through Nos. 2955 and Library vouchers totaling \$ 14,325.22. Voided checks in the amount of \$ (182.82) are separately listed.

Early release disbursements under Resolution 2013-6920 in the amount of \$ 706,819.74 are provided on a separate listing and are also included on the complete disbursement listing.

The net payroll dated August 21, 2015 is \$ 349,256.20, previously estimated at \$ 360,000.00. Payroll deductions for August 21, 2015 are \$ 362,281.08, previously estimated at \$ 370,000.00.

The estimated payroll for September 4, 2015 is \$ 353,000.00 with estimated deductions of \$ 201,000.00.

There were no property tax refunds or settlements.

**COUNCIL ACTION REQUESTED**

Motion approving net general checking account City vouchers in the range of Nos. 157630 through Nos. 157812 in the amount of \$ 2,495,643.37 dated August 14, 2015 through September 1, 2015.

Motion approving the net payroll dated August 21, 2015 in the amount of \$ 349,256.20 and payments of the various payroll deductions in the amount of \$ 362,281.08 plus any City matching payments, where required.

Motion approving the net payroll dated September 1, 2015 estimated at \$ 353,000.00 and payments of the various payroll deductions estimated at \$ 201,000.00, plus any City matching payments, where required.