

<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">06/04/19</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">AN ORDINANCE TO AMEND §15-3.0433 OF THE UNIFIED DEVELOPMENT ORDINANCE, PLANNED DEVELOPMENT DISTRICT NO. 28 (POLISH FESTIVALS, INC. – POLISH COMMUNITY CENTER) TO ALLOW FOR ADDITIONAL PARKING (POLISH HERITAGE ALLIANCE, INC., APPLICANT/PROPERTY OWNER) (6941 SOUTH 68TH STREET)</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>6, 7.</i></p>

At its May 23, 2019 meeting, the Plan Commission recommended approval of an ordinance to amend Section 15-3.0433 of the Unified Development Ordinance Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) to allow for additional parking, Polish Heritage Alliance, Inc., Applicant, for property bearing Tax Key No. 743-8978-004. (Polish Heritage Alliance, Inc., Applicant/Property Owner) (6941 South 68th Street).

COUNCIL ACTION REQUESTED

A motion to adopt Ordinance No. 2019-_____, an ordinance to amend Section 15-3.0433 of the Unified Development Ordinance Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) to allow for additional parking, Polish Heritage Alliance, Inc., Applicant, for property bearing Tax Key No. 743-8978-004. (Polish Heritage Alliance, Inc., Applicant/Property Owner) (6941 South 68th Street).

ORDINANCE NO. 2019-_____

AN ORDINANCE TO AMEND §15-3.0433 OF THE UNIFIED
DEVELOPMENT ORDINANCE, PLANNED DEVELOPMENT
DISTRICT NO. 28 (POLISH FESTIVALS, INC. – POLISH COMMUNITY
CENTER) TO ALLOW FOR ADDITIONAL PARKING
(POLISH HERITAGE ALLIANCE, INC., APPLICANT/PROPERTY OWNER)
(6941 SOUTH 68TH STREET)

WHEREAS, §15-3.0433 of the Unified Development Ordinance provides for and regulates Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center), same having been created by Ordinance No. 99-1552 and later amended by Ordinance Nos. 04-1825 and 13-2122, such District being located at 6941 South 68th Street, bearing Tax Key No. 743-8978-004; and

WHEREAS, Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) includes those lands legally described as follows:

That part of the Northeast 1/4 and the Southeast 1/4 of the Southwest Quarter of Section 3, Township 5 North, Range 21 East in the City of Franklin, County of Milwaukee, State of Wisconsin described as Lot 1 of Certified Survey Map “CSM” 7544, recorded February 9, 2005 in the Milwaukee County Registry as Document Number 08955385; said Lot 1 being more particularly described following meets and bounds and map of said CSM as follows:

Commencing at the west 1/4 corner of said Section 3; Thence S00°25'13"E 1954.77 feet along the west line of said southwest quarter; Thence N89°26'56"E 150.00 feet; Thence N89°26'56"E 1179.95 feet to the west line of the Southeast 1/4 of the Southwest quarter of said Section 3; Thence N00°21'00"W along said west line 1.06 feet; Thence N89°26'56"E 521.27 feet to the Point of Beginning; Thence N00°22'25"W 287.59 feet; Thence N63°45'22"E 113.47 feet; Thence N43°08'18"E 18.03 feet; Thence N37°25'28"W 49.51 feet to a meander line; Thence N46°54'29"E 95.09 feet along said meander line; Thence S19°16'01"E away from said meander line 56.19 feet; Thence N53°13'03"E 40.03 feet; Thence N44°44'54"E 83.80 feet; Thence N39°06'42"E 48.52 feet; Thence N55°21'39"E 32.29 feet; Thence N69°24'54"E 75.37 feet; Thence N81°30'09"E 128.02 feet; Thence N64°15'44"E 34.28 feet; Thence N42°23'19"E 157.46 feet; Thence N71°17'14"E 58.47 feet; Thence N89°07'35"E 64.15 feet; Thence S00°16'46"E 790.53 feet; Thence S89°26'56"W 283.60 feet; Thence N00°16'46"W 60.00 feet; Thence S89°26'56"W 492.08 feet to the Point of Beginning; Together with all lands between said meander line and Kopmeier Lake; Containing

435,600 square feet (10.000 acres) more or less.

[This legal description was prepared by Timothy A. Hayes, PLS at the request of the City of Franklin for the May 10, 2019 Polish Heritage Alliance of Wisconsin, LLC, (6941 S 68th Street) submission to the Franklin Plan Commission. It is not intended to be a departure from the recorded CSM]; and

WHEREAS, Polish Heritage Alliance, Inc., having petitioned for an amendment to Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center), to allow additional parking spaces, in excess of the current number of parking spaces allowed by Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center), resulting in Site Plan changes and an application for a Site Plan Amendment for consideration by the Plan Commission concurrent herewith, upon property located at 6941 South 68th Street; and

WHEREAS, the City of Franklin Plan Commission having considered the application on the 23rd day of May, 2019, and the Plan Commission having determined that the proposed amendment was a minor amendment and having recommended to the Common Council that the proposed amendment to Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) be approved; and

WHEREAS, the Common Council having considered the application and having concurred with the recommendation of the Plan Commission and having determined that the proposed amendment to Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) is consistent with the 2025 Comprehensive Master Plan of the City of Franklin, Wisconsin and that it will promote the health, safety and welfare of the Community.

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

SECTION 1: §15-3.0433 Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center), of the Unified Development Ordinance of the City of Franklin, Wisconsin, is hereby amended as follows:

Ordinance No. 99-1552, Section 15-3.0433 E. 5. B., is hereby amended to allow for additional parking spaces, in excess of the current number of parking spaces allowed by Planned Development District No. 28 (expansion of the easterly parking lot to create 36 new parking stalls, 360 feet of new curb and gutter, 122 feet of storm sewer, lights and grading work (12,687 square feet of additional paved asphalt surface),

removal of 28 existing trees which will be replaced with evergreen and canopy/shade trees, and construction of a new parking lot on the southwest side of the Polish Community Center to create 81 additional parking stalls, 367 feet of new curb and gutter, lights and grading work (29,641 square feet of new or replaced paved asphalt surface), 165 feet of storm sewer, and clear and grub 27,546 square feet of existing wooded area), which shall be located and constructed, and appear as respectively depicted upon and pursuant to those plans and Site Plan City date-stamped May 13, 2019, attached hereto and incorporated herein.

SECTION 2: The proposed Polish Community Center parking addition shall be completed within one year from the date of adoption of this Ordinance, or this Ordinance and all rights and approvals resulting therefrom shall be null and void without any further action by the City of Franklin.

SECTION 3: Polish Heritage Alliance, Inc., successors and assigns and any developer of the Polish Community Center parking addition project, shall pay to the City of Franklin the amount of all development compliance, inspection and review fees incurred by the City of Franklin, including fees of consults to the City of Franklin, for the Polish Community Center parking addition project, within 30 days of invoice for same. Any violation of this provision shall be a violation of the Unified Development Ordinance, and subject to §15-9.0502 thereof and §1-19. of the Municipal Code, the general penalties and remedies provisions, as amended from time to time.

SECTION 4: All other applicable terms and provisions of §15-3.0433 Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) not inconsistent with the terms of this Ordinance, and the Unified Development Ordinance of the City of Franklin, as amended from time to time, shall apply to the Polish Community Center parking addition project, and all terms and provisions of §15-3.0433 Planned Development District No. 28 (Polish Festivals, Inc. – Polish Community Center) as existing immediately prior to the adoption of this Ordinance and not amended by this Ordinance, shall remain in full force and effect.

SECTION 5: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

ORDINANCE NO. 2019-_____

Page 4

SECTION 6: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION 7: This ordinance shall take effect and be in force from and after its passage and publication.

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2019, by Alderman _____.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2019.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

CITY OF FRANKLIN
REPORT TO THE PLAN COMMISSION
Meeting of May 23, 2019

Planned Development District Amendment and Site Plan Amendment

RECOMMENDATION: City Development staff recommends approval of the Planned Development District No. 28 Amendment and the Site Plan Amendment subject to the attached conditions of approval in attached draft ordinance.

Project Name:	Polish Community Center Parking Lot Expansion and Creation
Project Address:	6941 S. 68 th Street
Applicant:	Polish Festivals, Inc. – Polish Community Center
Property Owner:	Polish Festivals, Inc.
Current Zoning:	PDD Planned Development District No. 28 and FW Floodway District
2025 Comprehensive Plan:	Areas of Natural Resource Features
Use of Surrounding Properties:	Vacant developable land to the south, Vacant conservancy land to the north and west. S. 68 th St. and residential to the east.
Applicant's Action Requested:	Recommendation to the Common Council for approval of the proposed Planned Development District Amendment and Site Plan Amendment, with conditions of approval.

INTRODUCTION:

On June 1, 1999, the Common Council adopted Ordinance No. 99-1552 establishing Planned Development District No. 28 (Polish Festivals Inc.) to allow construction of a proposed Polish Community Center and a trail around Koepmeir Lake.

On April 3, 2019, the applicants submitted applications for Minor Planned Development District Amendment and subsequent Site Plan Amendment Application to accommodate plans for proposed expansion of the East parking lot (36 new stalls), and to establish a new southwest parking lot (81 stalls), with subsequent grading and removal of trees and additional lights within said expanded areas.

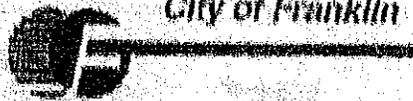
The applicant is requesting, with agreement from the Department of City Development staff, that the Plan Commission and Common Council determine the proposed amendment to be a Minor Amendment. It can be noted that Major PDD Amendments are typically reserved for changes to the exterior boundaries of a PDD or major changes of use.

Staff reviewed the plans and offered Staff comments to the applicants on April 19, 2019. The applicants are proposing amendments to their submittal, except for the landscaping component, which requires new parking lots to include provisions for landscaped islands, and elements contained within UDO Section 15-3.0300. Staff has proposed to the applicants the ability to utilize the

remaining seven 97) percent of the allotted thirty (30) percent of woodland disturbance permitted through the Natural Resource Protection Plan standards to count towards the landscaping provisions. There are no landscaping plans proposed by the applicants and staff is including conditions of approval which contain these elements. Should the Plan Commission desire to not recommend them, staff would advise the Commission to consider removing those conditions prior to recommending action to the Common Council.

CONCLUSION:

City Development staff recommends approval of the proposed PDD Amendment and Site Plan Amendment requests with conditions proposed on the included draft resolutions to the Common Council.



Date of Application: _____

PLANNED DEVELOPMENT DISTRICT (PDD) APPLICATION

Complete, accurate and specific information must be entered. Please Print.

Applicant (Full Legal Name(s)): Name: <u>Ken Skowronski</u> Company: <u>Polish Heritage Alliance Inc</u> Mailing Address: <u>6941 South 68th Street</u> City / State: <u>Franklin / WI</u> Zip: <u>53132</u> Phone: <u>414-820-2140</u> Email Address: <u>kskowronski@live.com</u>	Applicant Is Represented by (contact person)(Full Legal Name(s)) Name: <u>Tim Hayes</u> Company: <u>Hayes Engineering Co. LLC</u> Mailing Address: <u>310 N Milwaukee Street, Suite 200</u> City / State: <u>Milwaukee / WI</u> Zip: <u>53202</u> Phone: <u>414-272-3260</u> Email Address: <u>tim@hayesengr.com</u>
Project Property Information: Property Address: <u>6941 South 68th Street</u> Property Owner(s): <u>Polish Heritage Alliance Inc.</u>	Tax Key No: <u>7430070004 00M7544 Lot 1</u>
Project Property Information: Mailing Address: <u>Dane</u> City / State: <u>Franklin / WI</u> Zip: <u>53132</u> Email Address: <u>kskowronski@polishfest.org</u>	Existing Zoning: <u>PDD No. 28</u> Existing Use: <u>CLUB / LOBBY / ASSOCIATION</u> Proposed Use: <u>SAME</u> Future Land Use Identification: _____

*The 2015 Comprehensive Master Plan Future Land Use Map is available at: <http://www.franklinwi.gov/Home/Resource/Documents/Map2015.htm>

PDD submittal for review must include and be accompanied by the following:

- This Application form accurately completed with original signature(s). Facsimiles and copies will not be accepted.
- Application Filing Fee, payable to City of Franklin:
 - \$4000, PDD-New
 - \$3800, PDD Major Amendment
 - \$500, PDD Minor Amendment
- Legal Description for the subject property (WORD.doc or compatible format).
- Seven (7) complete collated sets of Application materials to include:
 - One (1) original and six (6) copies of a written Project Summary, (description of the proposed development of the property to include the proposal's intent, impact, and consistency with the Comprehensive Master Plan, any new building construction and site work, interior/exterior building modifications or additions to be made to property, site improvement costs, estimate of project value and any other information that is available.)
 - Three (3) folded full size, drawn to scale copies (at least 24" x 36") of the Site Plan, Building Elevations, Landscape Plan, Outdoor Lighting Plan, Natural Resource Protection Plan, etc. (See Sections 15-7.0101, 15-7.0201, and 15-8.0402 of the UDO for information that must be denoted or included with each respective plan.)
 - Four (4) folded reduced size (11"x17") copies of the Site Plan package.
 - One colored copy (11"x17") of the building elevations, if applicable. N/A
 - One copy of the Site Intensity and Capacity Calculations, if applicable (see Division 15-3.0500 of the UDO). N/A
 - Three copies of the Natural Resource Protection Plan report, if applicable (see Section 15-4.0102 and 15-7.0201 of the UDO).
 - Email (or CD ROM) with all plans/submittal materials. Plans must be submitted in both Adobe PDF and AutoCAD compatible format (where applicable).

*Upon receipt of a complete submittal, staff review will be conducted within ten business days.

*PDD and Major PDD Amendment requests require Plan Commission review, a public hearing, and Common Council approval.

*Minor PDD Amendment requests require Plan Commission review and Common Council approval.

The applicant and property owner(s) hereby certify that: (1) all statements and other information submitted as part of this application are true and correct to the best of applicant's and property owner(s) knowledge; (2) the applicant and property owner(s) has/have read and understand all information in this application; and (3) the applicant and property owner(s) agree that any approval based on representations made by them in this Application and its submittal, and any subsequently issued building permits or other type of permits, may be revoked without notice if there is a breach of such representation(s) or any condition(s) of approval. By execution of this application, the property owner(s) authorize the City of Franklin and/or its agents to enter upon the subject property(ies) between the hours of 7:00 a.m. and 7:00 p.m. daily for the purpose of inspection while the application is under review. The property owner(s) grant this authorization even if the property has been posted against trespassing pursuant to Wis. Stat. § 941.28.

(The applicant's Signature must be from a Managing Member if the business is an LLC, or from the President or Vice President if the business is a corporation. A signed applicant's authorization letter may be provided in lieu of the applicant's signature below, and a signed property owner's authorization letter may be provided in lieu of the property owner's signature(s) below. If more than one, all of the owners of the property must sign this Application.)

Kenneth P. Skowronski PRES
 Signature - Applicant
 Name & Title (PRINT)
4-2-19
 Date
Polish Heritage Alliance Inc
 Signature - Property Owner
 Name & Title (PRINT)
4/2/19
 Date

Tim Hayes Pres
 Signature - Applicant
 Name & Title (PRINT)
4-2-19
 Date
SMHC
 Signature - Applicant's Representative
 Name & Title (PRINT)
4/2/19
 Date

Project Summary

Polish Heritage Alliance Inc.

Site Parking Improvements

Prepared by:

Hayes Engineering Co. S.C.
316 N Milwaukee Street, Suite 206
Milwaukee, WI 53202
414-272-3200

March 2019

Franklin

APR 03 2019

City Development

Existing conditions

The Polish Heritage Alliance Inc. (Polish Center) developed the parcel at 6941 South 68th Street in 1999/2000. The current site includes a 12,200+ square foot office and banquet building, parking and driveway accommodations for approximately 161 vehicles, a deteriorating 780+ square foot boat house, a 100+ square foot storage building, and a 26,500+ square foot storm water pond. The entire parcel is 10 acres more or less and part of the PDD No. 28 with the westerly 2+/- acres of woodlands with slopes ranging from 1% to +30%. Franklin Forestry Department has completed a site tree inventory for the above mentioned woodlands in November of 2018. The parcel generally slopes from northwest to southeast with the northerly edge of the property sloping steeply towards Koepmier Lake. Storm water runoff from parking areas is generally collected via curb and gutter and storm sewers discharging into the storm water basin.

The Polish Center legal boundary is Lot 1 of Certified Survey Map No. 7544 in the City of Franklin, Milwaukee County, WI.

The Polish Heritage Alliance has outgrown its original parking capacity of +/-161 stalls. The building is regularly used for events requiring more than the current parking allows. In addition the parking surfaces along with some of the concrete curb and gutter has reached a point of needing repair and or replacement. According the City of Franklin UDO, a building used for Clubs, Lodges or Associations should have one parking space for every 50-square feet of floor area. For a building of 12,200+ square feet there should be approximately 244 parking spaces, or 83 stalls more than currently exist on site.

Three parking improvement concepts were generated and two have been selected as presented in this summary to satisfy the needs of the Polish Center. They are denoted as the west parking improvements and east parking improvements.

East parking improvements

Extend the northeasterly parking area south and parallel to the existing parking. Grade and fill the topography to accommodate the new parking areas. Berm the final grades and plant new vegetation between the parking limits and the South 68th Street right of way creating screening for the adjacent residential neighbors. Similar berming and screening are in place currently and have satisfactorily screened the vehicle headlights from adjacent neighbors. Storm water runoff from the parking area would generally flow across proposed pavements to a perimeter curb and gutter ultimately draining into a new storm sewer system connecting to the existing storm sewer system and into the existing storm water basin.

This easterly parking improvements would generally require / create; 36 additional parking stalls, 360 feet of new curb and gutter, 12,687 square-feet of new paved asphalt surface, 122 feet of storm sewer, remove approximately 30 existing trees planted when the site was originally developed, install lighting and poles as required, and other subsurface items required for construction.

Trees adjacent to the proposed east improvements were planted at the time of construction in 1999/2000. These trees will be replaced on site at a 1:1 ratio (replanted:removed). 28 trees will be removed and replaced with 3" caliper evergreen and canopy/shade trees.

West parking improvements

Create a new parking area south and west of the existing turn around west of the main entrance. Grade and fill the topography to accommodate the new parking area. Limit the disturbance to the maximum extent practicable adjacent to the existing pond, woodland areas, and steep slopes. Storm water runoff from the parking area would generally flow across proposed pavements to a perimeter curb and gutter ultimately draining to the existing storm water basin.

This westerly parking improvements would generally require / create; 81 additional parking stalls, 367 feet of new curb and gutter, 29,641-square-foot of new or replace paved asphalt surface, 165-feet of storm sewer, clear and grub 27,546 square-foot of existing wooded area, install lighting and poles as required, and other subsurface items required for construction. Steep slope areas will be preserved at the percentages listed in the Franklin UDO. Replacement of existing trees according to Franklin UDO Part 4 will occur.

A historical woodland boundary provided by the City of Franklin is overlaid on the project site plans. A calculated historical woodlands area exists on site of 120,635 sf. An impact of 23.4% (28,310-square-foot, 0.65-acres) is proposed. Based upon Section 15-3.0433B.4.e of PDD 28 a replacement of two shade or evergreen trees for every 8" or larger tree removed will be required. 23 trees of this nature will be removed for the proposed improvements therefore 46 new trees will be planted on site meeting the above requirements. In addition, two evergreens planted in 1999/2000 will be removed and replaced as part of the west parking improvements.

Steep slopes will be impacted by the west improvements. In the previously undisturbed areas there are 42,520-square feet of 10-19% slopes, 8,725-square feet 20-30% slopes, and 4,862-square feet of 30% or greater slopes. An impact to the steep slopes will be limited to 13,834-square feet of the 10-19% slopes (33%). Disturbance of slopes steep than 20% are not anticipated. Franklin UDO code Table 15-4.0100 (Non-residential) allows up to 40% of the 10-19% slopes to be disturbed.

General Site Improvements

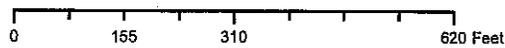
In addition to the east and west improvements, areas of curb and gutter and pavement surfaces will be replaced as needed and budget allows.



6941 S. 68th Street
TKN: 743 8978 004



Planning Department
(414) 425-4024

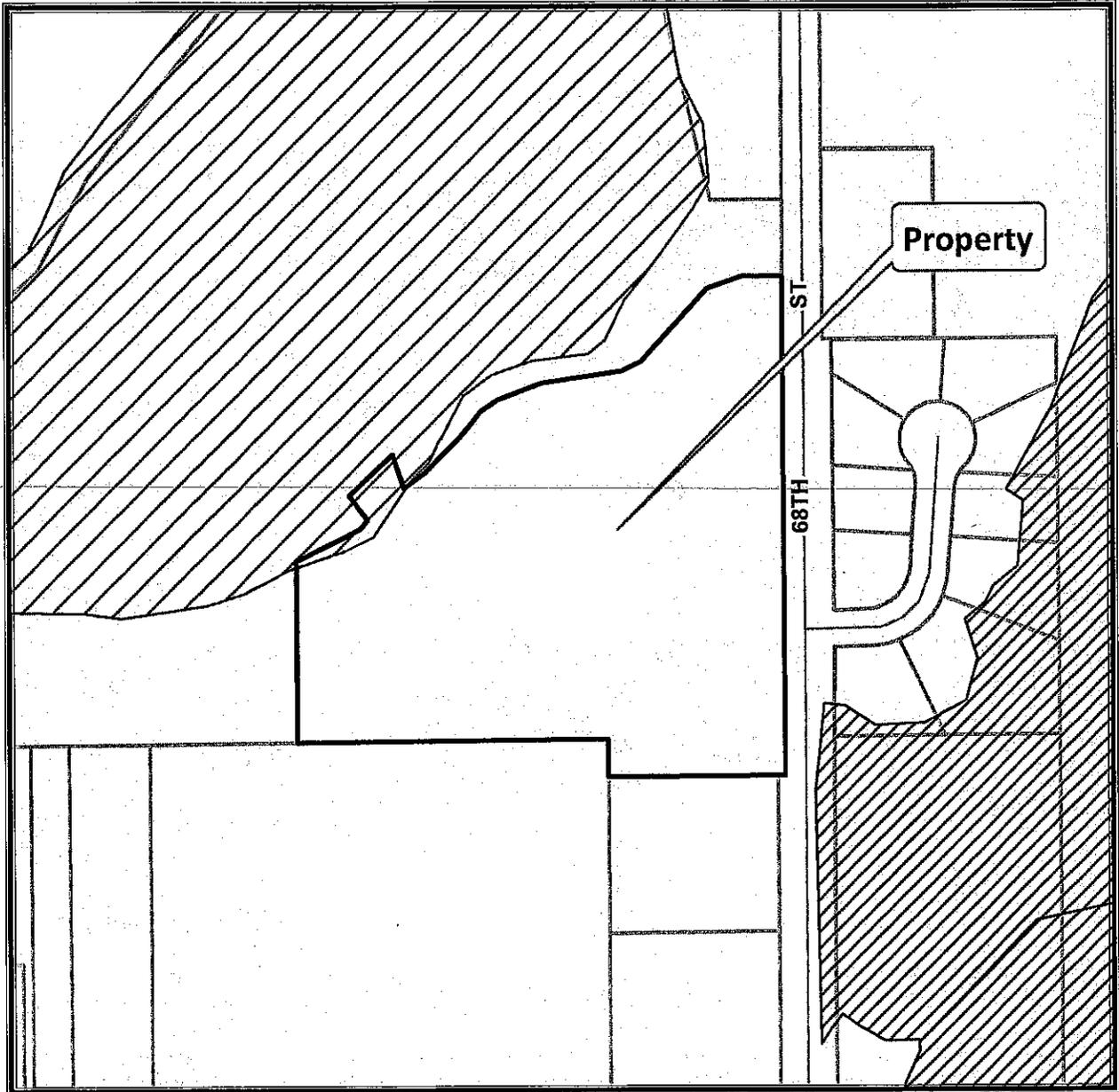


2017 Aerial Photo

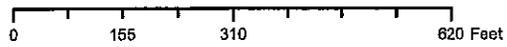
This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.



6941 S. 68th Street
TKN: 743 8978 004



Planning Department
(414) 425-4024



2017 Aerial Photo

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.

Subject: PDD No 28 Minor Site Amendment - Polish Center of WI
From: Jason Duehring <jason@hayesengr.com>
Date: 5/10/2019, 2:21 PM
To: generalplanning@franklinwi.gov
CC: "Hayes, Tim" <tim@hayesengr.com>, Ken Skowronski <kskowronski@live.com>, Jeff Kuderski <jkuderski@polishfest.org>

Franklin Planning Department Staff,

Hayes Engineering Co. S.C. (Hayes) on behalf of the Polish Heritage Alliance LLC (Polish Center) has substantially completed tasks listed in the Planning Department's "Staff Comments" for the PDD No. 28 Minor Amendment, Proposed Parking Lot Expansion AND Site Plan. We have attached materials relating to this submittal hereto and will drop off hard copies on Monday May 13th.

The Polish Center is requesting to stay on the Plan Commission agenda for May 23rd. Items relating to staff comments which are not included are regarding site landscaping, tree planting and site lighting. A lighting plan is currently being prepared by others. Representatives from the Polish Center would like to discuss the tree planting and landscaping requirements with the plan commission.

If you have any questions, please feel free to call. Thank you.

Jason

--

Jason K Duehring PE
Hayes Engineering Co. S.C.
316 N Milwaukee St, Suite 206
Milwaukee, WI 53202
414-272-3200

— Attachments: —

20190509-Polish Center Response to Staff Comments.pdf	318 KB
20190509-Polish Center Site Plan Amendment Plan Set.pdf	6.7 MB

Franklin
MAY 13 2019
City Development

Response to Staff Comments re: PDD minor site amendment

Hayes Engineering's responses / actions taken regarding Franklin staff comments are underlined in italics.

Unified Development Ordinance (UDO) Requirements

Site Plan

1. Please indicate the total size of the property, in square feet and in acres on the Site plan. (UDO 15-7.0103-E)

Parcel size has been added to sheet number 1.1b in acres and square-feet.

2. Please indicate the Soils Data (UDO 15-7.0103-E)

Soils boundaries have been overlayed onto the site plan (sheet 1.1b). Soil boundaries were obtained from the USDA, SCS Soil Survey of Milwaukee and Waukesha Counties.

3. Please indicate location of all Signs proposed with this Site Plan amendment and label accordingly (UDO 15-7.0103-I)

a. Please note that if a Sign Plan is not included at this time, separate City review and approval of any signage will be required.

Proposed signs are shown on sheet 5.0. Signs include a stop sign, reserved parking for handicap signs, and a no parking sign.

4. Please place the building and yard setbacks on the site plan (UDO 15-7.0103-M)

a. PDD No. 28 Setbacks: PDD Subsection E.5.c. calls out a need for all driveways and parking stalls to be at least 25 feet from all property lines.

Setbacks from the nearest property lines to edges of proposed parking improvements have been added to sheet 1.2. All parking areas are greater than 25-feet from property lines.

5. Please indicate if any fire hydrants are proposed with this project and include existing locations on the site plan (UDO 15-7.0103-O)

Additional fire hydrants are not proposed at this time. The single existing hydrant on site is located at the east end of the building, shown on sheet 1.1b (and others).

6. Please submit storm water management facility calculations that demonstrate how additional parking lot surface areas will meet or exceed City Requirements. (UDO 15-7.0103-P)

a. Please note that all stormwater management related information should be sent directly to the Engineering Department, to the attention of Sara Arnold.

Response to Staff Comments re: PDD minor site amendment

Site storm water calculations to satisfy MMSD, City of Franklin, and the Wisconsin DNR are completed and included as a separate plan set and summary. Stormwater permit materials have been submitted to the WDNR.

7. Please submit Site Intensity and Capacity Calculations worksheets under Division 15-3.0500 and Table UDO 15-3.0505.

a. Sample worksheets are attached.

Site intensity calculation worksheets (Table 15-3.0502, Table 15-3.0505) are attached.

8. Please submit a light intensity analysis showing compliance with maximum permitted illumination at property lines, satisfying Division 15-5.0401.2

Light poles are intended to match existing approved units. Light pole layouts are shown on sheet 5.0. Light intensity analysis is currently being prepared by others. When completed these plans will be submitted to the City for Reivew.

9. Please indicate the specifications for the lights proposed in the parking area, such as the overall height, and side profile information (UDO 15-5.0402)

Light poles are intended to match existing approved units. Light pole layouts are shown on sheet 5.0. Light intensity analysis is currently being prepared by others. When completed these plans will be submitted to the City for Reivew.

10. Please submit a snow storage plan pursuant to UDO Section 15-5.0210.

Snow storage locations and area calculations are shown on sheet 5.0.

11. Please indicate location of handicap stalls and proposed dimensions. There should be a minimum of 7 handicap stalls and signage resulting from the proposed 278 parking spaces. (UDO Table 15-5.0202(l) 1.)

a. Please note that staff will likely recommend that additional handicapped parking be provided.

Existing handicap parking stalls are noted on sheet 1.1b (and others). Two additional handicap stalls are proposed in the west parking improvements (sheet 3.0) for a total of 8 handicap stalls. Required parking stall calculations are shown on plan sheet 5.0.

12. Please indicate on the site plan that the planting height at installation of trees proposed along the East side of the property will be at least 6 feet tall and meet landscaping bufferyard requirements, providing for increasing the minimum prescribed by 20% as in Table 15-5.0302. Please demonstrate the bufferyard requirement minimums are met by showing calculations on the site plan.

Response to Staff Comments re: PDD minor site amendment

Landscaping and tree planting is not being submitted at this time. The Polish Center would like to discuss these requirements with the Plan Commission.

13. Please provide for additional Landscaping. All public off-street parking areas which serve five vehicles or more and are created or redesigned and rebuilt subsequent to the adoption of this Ordinance shall be provided with accessory landscape areas meeting all applicable requirements of Division 15-5.0300 of the Unified Development Ordinance. Please show the table calculations on the site plan.

Landscaping and tree planting is not being submitted at this time. The Polish Center would like to discuss these requirements with the Plan Commission.

14. Please provide for landscaping islands and subsequent landscaping plan for new parking areas per UDO Section 15-3.0354 Sections A,B,C,D. Please show the table calculations on the site plan. See also note number (18) below.

Landscaping and tree planting is not being submitted at this time. The Polish Center would like to discuss these requirements with the Plan Commission.

Engineering

15. Due to MMSD Chapter 13 revisions that went into effect on April 1, 2019, storm water management is required for new impervious surfaces that cumulatively add up to 5,000 square feet. This proposal exceeds that threshold so storm water management is required. Please submit a full set of Engineering and storm water management plans, per City of Franklin Engineering Standards.

Site storm water calculations to satisfy MMSD, City of Franklin, and the Wisconsin DNR are completed and included as a separate plan set and summary. Stormwater permit materials have been submitted to the WDNR.

16. It is unclear from the materials how many square feet will be disturbed with the proposed development. Please indicate on the site plan. If the cumulative disturbed area is greater than one acre, City and DNR storm water requirements will need to be met. If the disturbance is below an acre, a Land Disturbance permit from the City of Franklin Engineering office will be required.

Total disturbed area is estimated to be 66,970 square-feet (included on sheet 3.0). A WDNR storm water discharge permit will be required and has been submitted to the WDNR. Approval from the state will be forwarded to the City when received.

General PDD Requirements

17. Please submit Maximum Site Intensity and Density Standards. Maximum site intensity and density standards in the PDD Planned Development District shall not exceed those set forth in Table 15-3.0402C. Individual uses and structures in a PDD Planned Development District shall comply with the specific use, building location,

Response to Staff Comments re: PDD minor site amendment

height, building size, gross and net floor area (GFAR and NFAR), lot size, open space ratio (OSR), and landscape surface ratio (LSR) requirements as set forth by the City Plan Commission as conditions and restrictions of approval, and approved by the Common Council. (UDO Section 15-3.0403.C)

Worksheet for the calculation of site intensity and capacity for nonresidential development (Table 15-3.0505) is attached. Only steps 1 and 2 apply to these proposed improvements. No building additions are planned at this time.

Other Staff Recommendations and Suggestions

18. Be advised Staff is aware of the existing trees surrounding the property and is investigating to give some credit to the aforementioned landscaping requirements for the exterior areas surrounding the parking lots mentioned in item number 14 above. Specifically, the area to the west of the West parking lot has trees proposed to be retained. We will ask that you please encompass approx. 7 percent of the woodland area for consideration, and Staff can review the contents of this woodland area to possibly satisfy the landscaping standards. Staff will conclude the investigation with a report delivered to the applicant and may recommend additional landscaping for parking lots, depending on the results.

Fire Department Staff Comments

No Comments.

Police Department Staff Comments

No Comments.

**WORKSHEET FOR THE CALCULATION OF BASE SITE AREA
 FOR BOTH RESIDENTIAL AND NONRESIDENTIAL DEVELOPMENT**

STEP 1:	Indicate the total gross site area (in acres) as determined by an actual on-site boundary survey of the property.	10.00 acres
STEP 2:	Subtract (-) land which constitutes any existing dedicated public street rights-of-way, land located within the ultimate road rights-of-way of existing roads, the rights-of-way of major utilities, and any dedicated public park and/or school site area.	- 0 acres
STEP 3:	Subtract (-) land which, as a part of a previously approved development or land division, was reserved for open space.	- 0 acres
STEP 4:	In the case of <i>"Site Intensity and Capacity Calculations" for a proposed residential use</i> , subtract (-) the land proposed for nonresidential uses; <i>or</i> In the case of <i>"Site Intensity and Capacity Calculations" for a proposed nonresidential use</i> , subtract (-) the land proposed for residential uses.	- 0 acres
STEP 5:	Equals "Base Site Area"	= 10.00 acres

**WORKSHEET FOR THE CALCULATION OF SITE INTENSITY AND
 CAPACITY FOR NONRESIDENTIAL DEVELOPMENT**

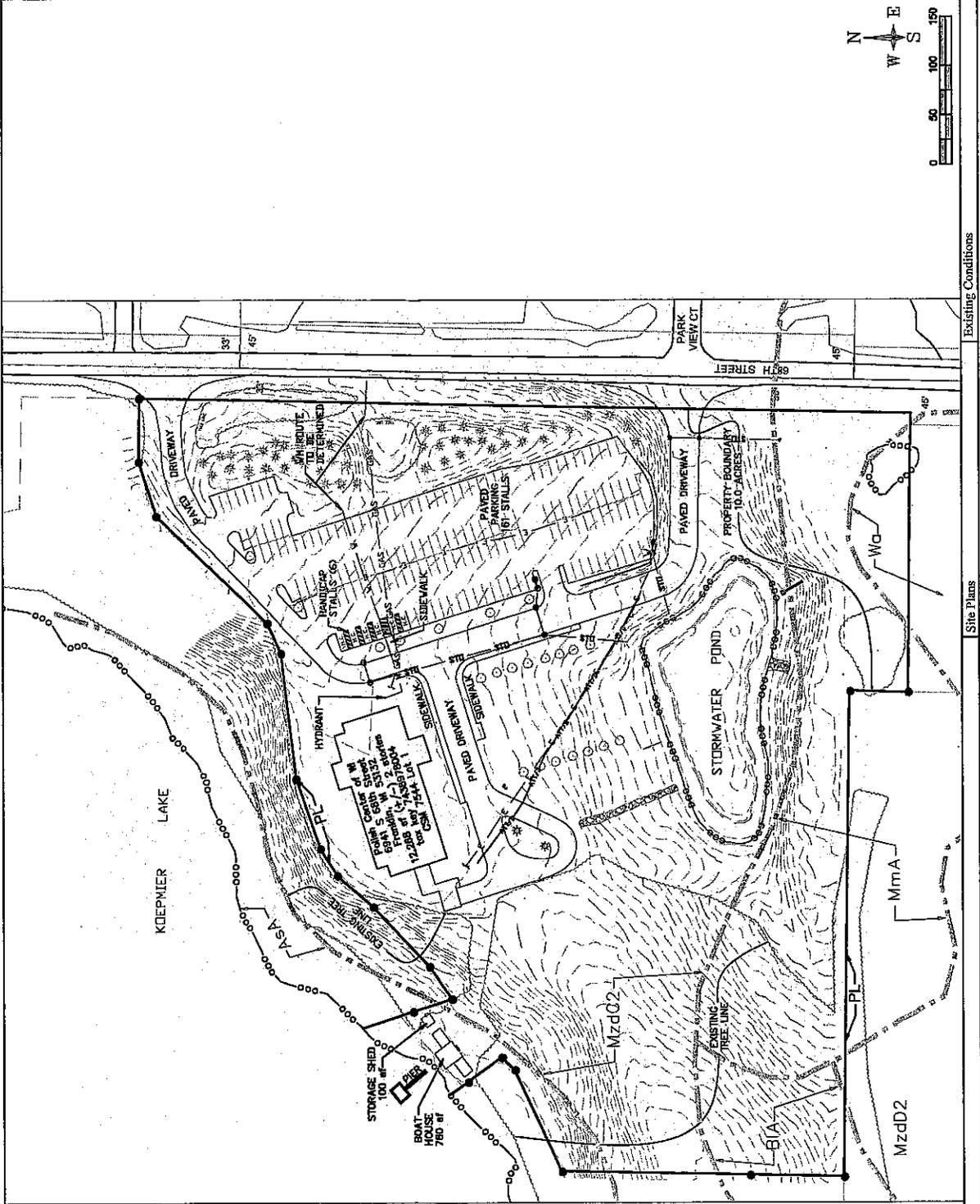
<p>STEP 1:</p>	<p>CALCULATE MINIMUM REQUIRED LANDSCAPE SURFACE:</p> <p>Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): <u>10.00</u></p> <p>Multiple by Minimum <i>Landscape Surface Ratio (LSR)</i> (see specific zoning district LSR standard): X <u>0.45</u></p> <p>Equals MINIMUM REQUIRED ON-SITE LANDSCAPE SURFACE =</p>	<p>4.50 acres</p>
<p>STEP 2:</p>	<p>CALCULATE NET BUILDABLE SITE AREA:</p> <p>Take <i>Base Site Area</i> (from Step 5 in Table 15-3.0502): <u>10.00</u></p> <p>Subtract <i>Total Resource Protection Land</i> from Table 15-3.0503 or <i>Minimum Required Landscape Surface</i> (from Step 1 above), whichever is greater: - <u>4.50</u></p> <p>Equals NET BUILDABLE SITE AREA =</p>	<p>5.50 acres</p>
<p>STEP 3:</p>	<p>CALCULATE MAXIMUM NET FLOOR AREA YIELD OF SITE:</p> <p>Take <i>Net Buildable Site Area</i> (from Step 2 above): _____</p> <p>Multiple by Maximum <i>Net Floor Area Ratio (NFAR)</i> (see specific nonresidential zoning district NFAR standard): X _____</p> <p>Equals MAXIMUM NET FLOOR AREA YIELD OF SITE =</p>	<p>N/A acres</p>
<p>STEP 4:</p>	<p>CALCULATE MAXIMUM GROSS FLOOR AREA YIELD OF SITE:</p> <p>Take <i>Base Site Area</i> (from Step 5 of Table 15-3.0502): _____</p> <p>Multiple by Maximum <i>Gross Floor Area Ratio (GFAR)</i> (see specific nonresidential zoning district GFAR standard): X _____</p> <p>Equals MAXIMUM GROSS FLOOR AREA YIELD OF SITE =</p>	<p>N/A acres</p>
<p>STEP 5:</p>	<p>DETERMINE MAXIMUM PERMITTED FLOOR AREA OF SITE:</p> <p>Take the <i>lowest</i> of Maximum Net Floor Area Yield of Site (from Step 3 above) or Maximum Gross Floor Area Yield of Site (from Step 4 above):</p> <p>(Multiple results by 43,560 for maximum floor area in square feet):</p>	<p>acres (<u>N/A</u> s.f.)</p>



Existing Conditions (2015 Aerial Image)

Site Plans

PRELIMINARY
 CONTRACTOR RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE AND
 CONFIRMING PRIVATE LINE LOCATES BY OWNERS LOCATOR



SITE AREA
 10.00 ACRES (BY TAX MAP)
 41.35 ACRES (BY SURVEY)
 LOT 1 CSM 7544 MILWAUKEE COUNTY

SOIL TYPES / BOUNDARIES (BASED ON 2018)

AsA	Astankum silty clay loam (C-3%) B/D
B/A	Bloomer silt loam (1-2%) S
MzDD2	Morley Silt Loam (6-12% eroded) C
MzDD2	Morley Silt Loam (12-20% eroded) C
Wo	Waltham silt loam C/D

PRELIMINARY
 CONTRACTOR RESPONSIBLE FOR CONTACTING OWNERS HOTLINE AND
 CONFIRMING PRIVATE LINE LOCATES BY OWNERS LOCATOR

Existing Conditions
 Site Plans

Polish Heritage Alliance LLC
 6941 S 68th Street, Franklin, WI 53132
 Milwaukee County
 Site Plan Amendment 5-9-2019

Hayes Engineering Co., s.c.
 316 N. MILWAUKEE ST. SUITE 200
 MILWAUKEE, WI 53208
 (414) 272-8200

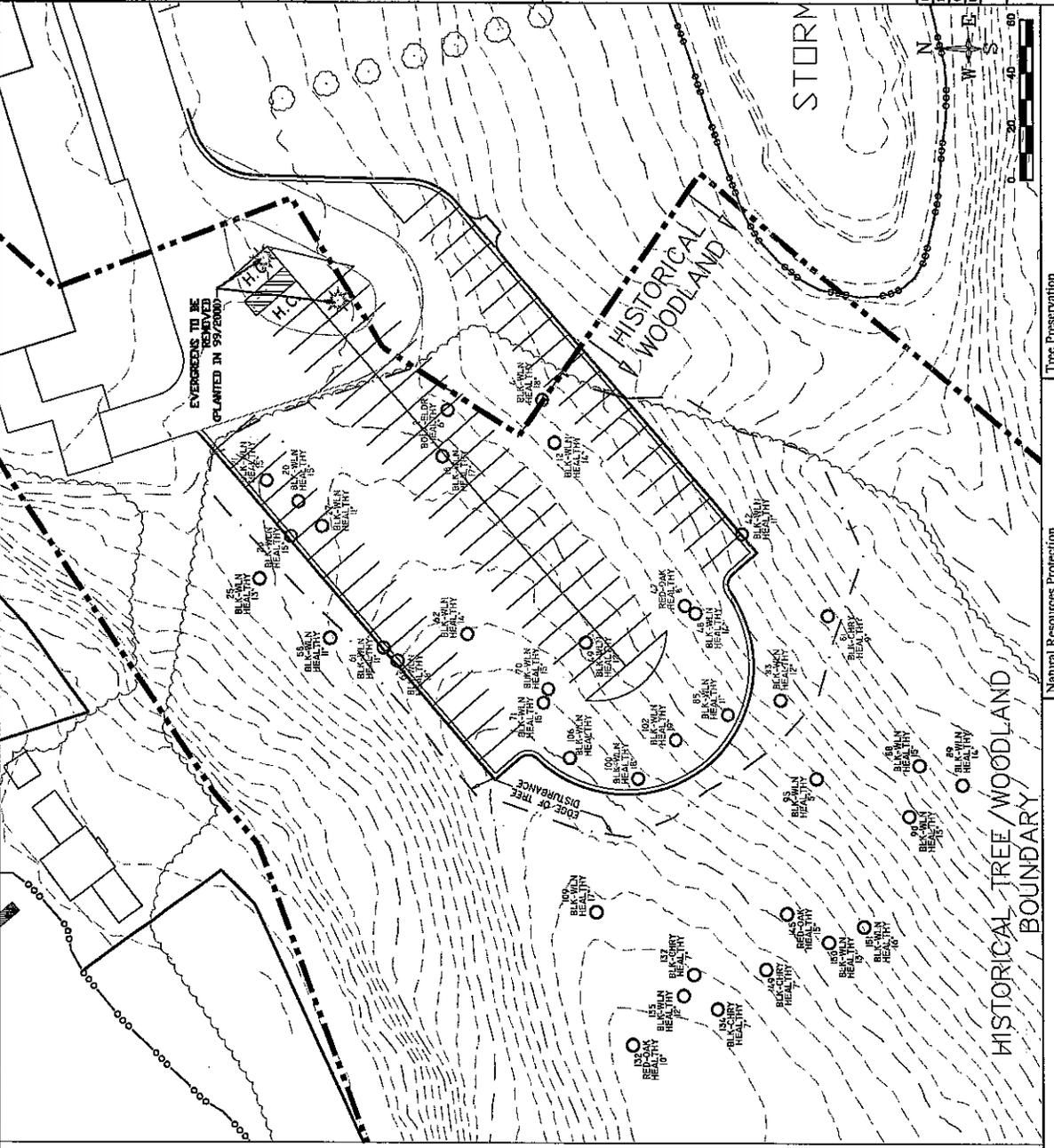


EAST PARKING EXPANSION
 12,697 SF PAVING (NEW)
 360 LF CURB AND GUTTER (NEW)
 122 LF STORM SEWER (NEW)
 36 PARKING STALLS (NEW)
 3 SINGLE ARM LIGHT POLES

WEST PARKING EXPANSION
 20,641 SF PAVING (TOTAL)
 3,808 SF PAVING (REPLACED)
 25,743 SF PAVING (NEW)
 367 LF CURB AND GUTTER (NEW)
 385 LF CURB AND GUTTER (REMOVED)
 185.5 LF STORM SEWER (NEW)
 81 PARKING STALLS (NEW)
 3 TWIN ARM LIGHT POLES
 2 ADDITIONAL HANDICAP STALLS

Proposed Improvements
 Site Plans

PRELIMINARY
 CONTRACTOR RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE AND
 CONFIRMING PRIVATE LINE LOCATES BY OWNERS LOCATOR

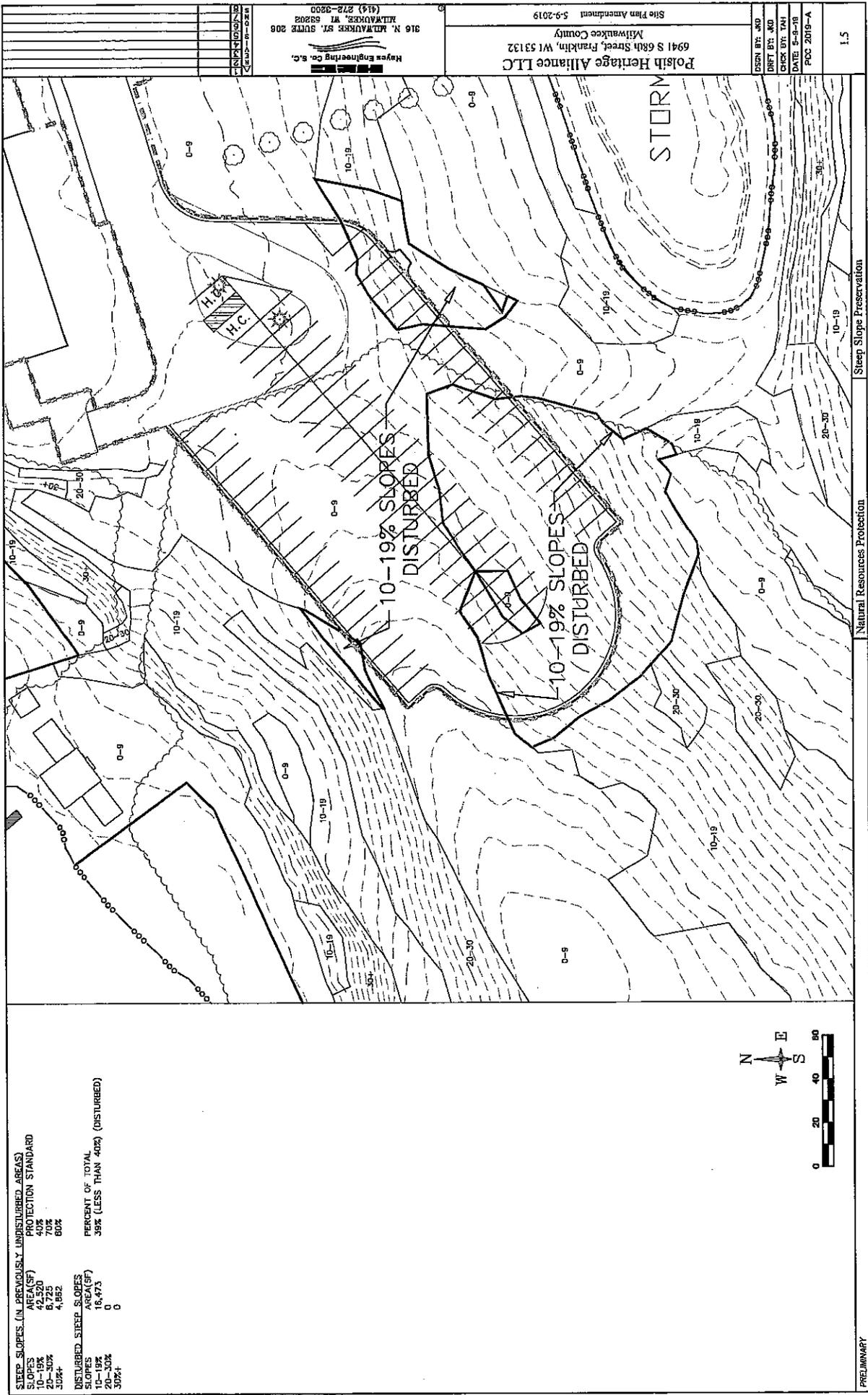


HISTORICAL TREE/WOODLAND BOUNDARY
 120,635 SF *
 28,310 SF (IMPACTED WOODLANDS) (0.65 ACRES)
 PDD No. 28 3" CALIPER ±2 FOR EACH 8" TREE REMOVED

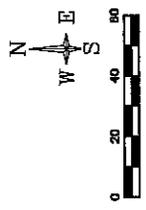
TREES IMPACTED/REMOVED BY PROPOSED IMPROVEMENTS	NO.	SPECIES	SIZE
2	BOX ELDER	8"	
4	BLACK WALNUT	18"	
12	BLACK WALNUT	14"	
18	BLACK WALNUT	17"	
20	BLACK WALNUT	15"	
21	BLACK WALNUT	15"	
25	BLACK WALNUT	15"	
27	BLACK WALNUT	11"	
42	BLACK WALNUT	11"	
47	RED OAK	8"	
48	BLACK WALNUT	14"	
49	BLACK WALNUT	12"	
50	BLACK WALNUT	18"	
61	BLACK WALNUT	11"	
62	BLACK WALNUT	14"	
70	BLACK WALNUT	15"	
71	BLACK WALNUT	9"	
81	BLACK WALNUT	12"	
85	BLACK WALNUT	11"	
100	BLACK WALNUT	18"	
102	BLACK WALNUT	19"	
106	BLACK WALNUT	8"	

23 TOTAL TREES IMPACTED/REMOVED (NATURAL/HISTORICAL)
 2 TREES REMOVED (PLANTED 1999/2000)

* BOUNDARY LINE AND TREE INVENTORY PROVIDED BY FRANKLIN AREA CALCULATED BY HAYES ENGINEERING.



STEEP SLOPES (IN PREVIOUSLY UNDISTURBED AREAS)	
SLOPES	AREA(SF)
10-19%	42,320
20-30%	4,182
30%+	4,182
PERCENT OF TOTAL PROTECTION STANDARD	
40%	
60%	
PERCENT OF TOTAL SLOPES (LESS THAN 40%) (DISTURBED)	
SLOPES	AREA(SF)
10-19%	16,473
20-30%	0
30%+	0



PRELIMINARY
 CONTRACTOR RESPONSIBLE FOR CONTACTING DISSEMINATION AND
 CONFIRMING PRIVATE LINE LOCATIONS BY OWNERS LOCATOR

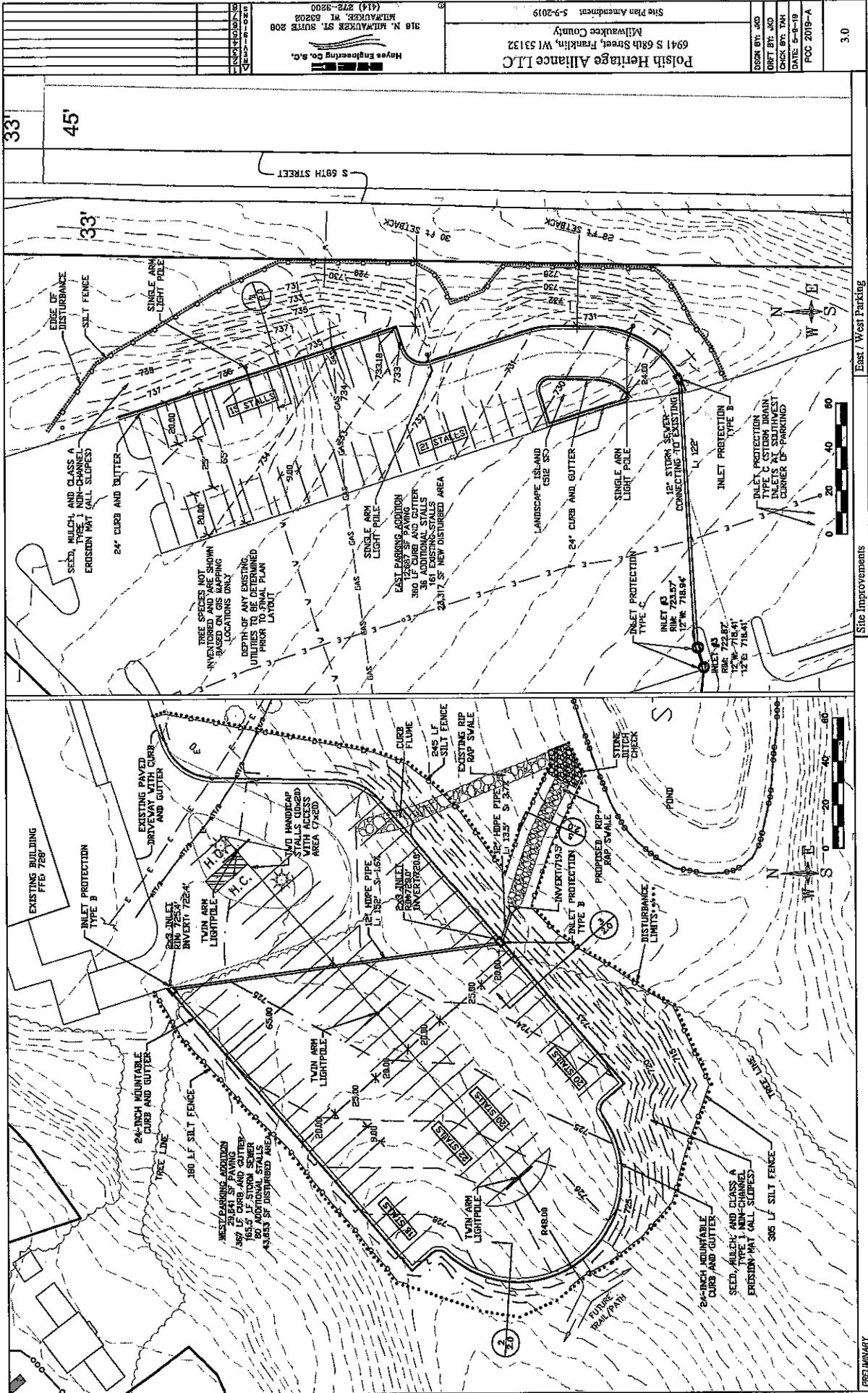
Natural Resources Protection
 Steep Slope Preservation

1:5

Polish Heritage Alliance LLC
 6941 S 68th Street, Franklin, WI 53132
 Milwaukee County
 Site Plan Amendment 5-9-2019

Hayes Engineering Co. S.C.
 316 N. MILWAUKEE ST. SUITE 208
 MILWAUKEE, WI 53202
 (414) 272-3800

DESIGN BY: JMD
DRAWN BY: JMD
CHECK BY: JMD
DATE: 5-9-19
PROJECT: 2019-A



Site Improvements East / West Parking

PRELIMINARY CONTRACTOR RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE AND CONFIRMING PRIVATE LINE LOCATES BY OWNERS LOCATOR

Polish Heritage Alliance LLC
 6941 S 68th Street, Franklin, WI 53132
 Milwaukee County
 Site Plan Amendment: 5-9-2019

Mayer Engineering Co., S.C.
 316 N. MILWAUKEE ST., SUITE 200
 MILWAUKEE, WI 53202
 (414) 278-2800

DESIGN BY: JKD
DRAWN BY: JKD
CHECK BY: TMM
DATE: 5-9-18
PCC 2019-A

3.0

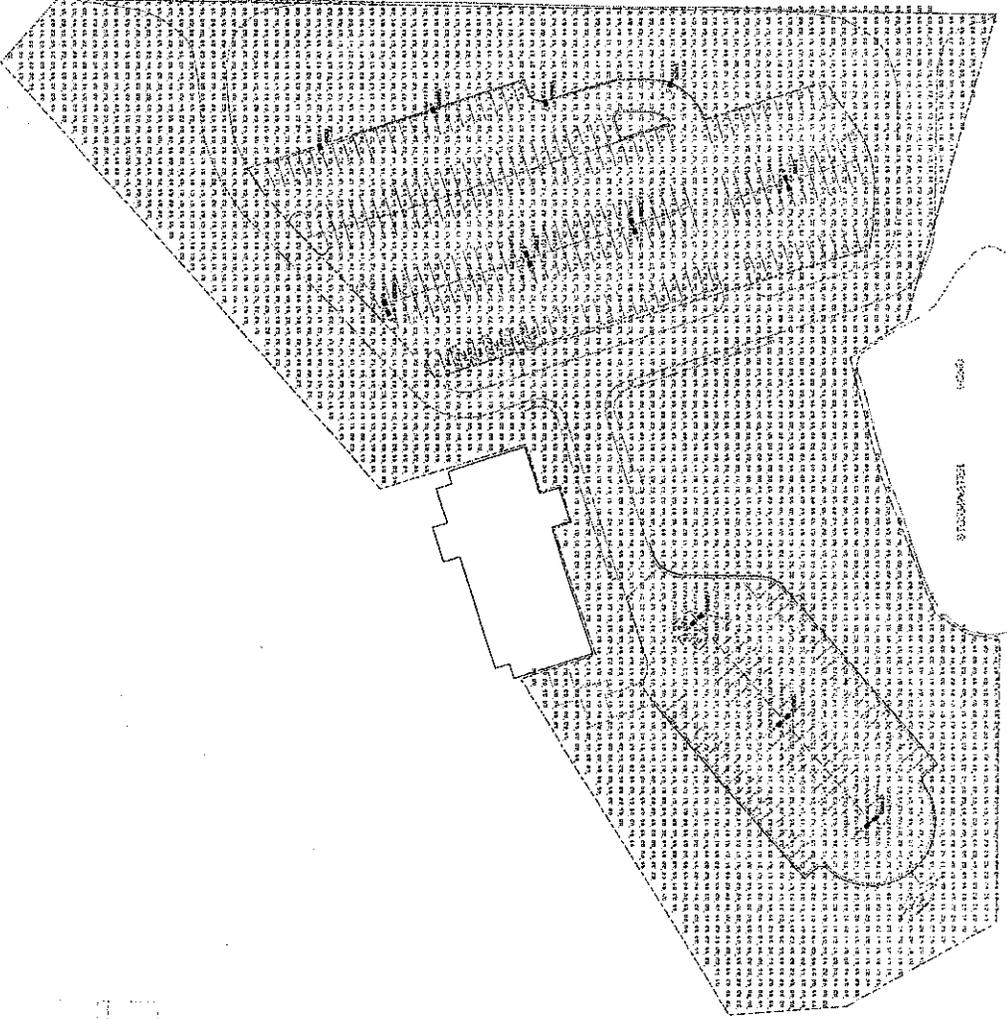


6943 S. GORTER STREET, FRANKLIN, WI 53122
 POLISH HERITAGE ALLIANCE LLC
 SITE LIGHTING PHOTOMETRICS

DATE	PROJECT
SCALE	CLIENT
DRAWN BY	CHECKED BY
DATE	DATE

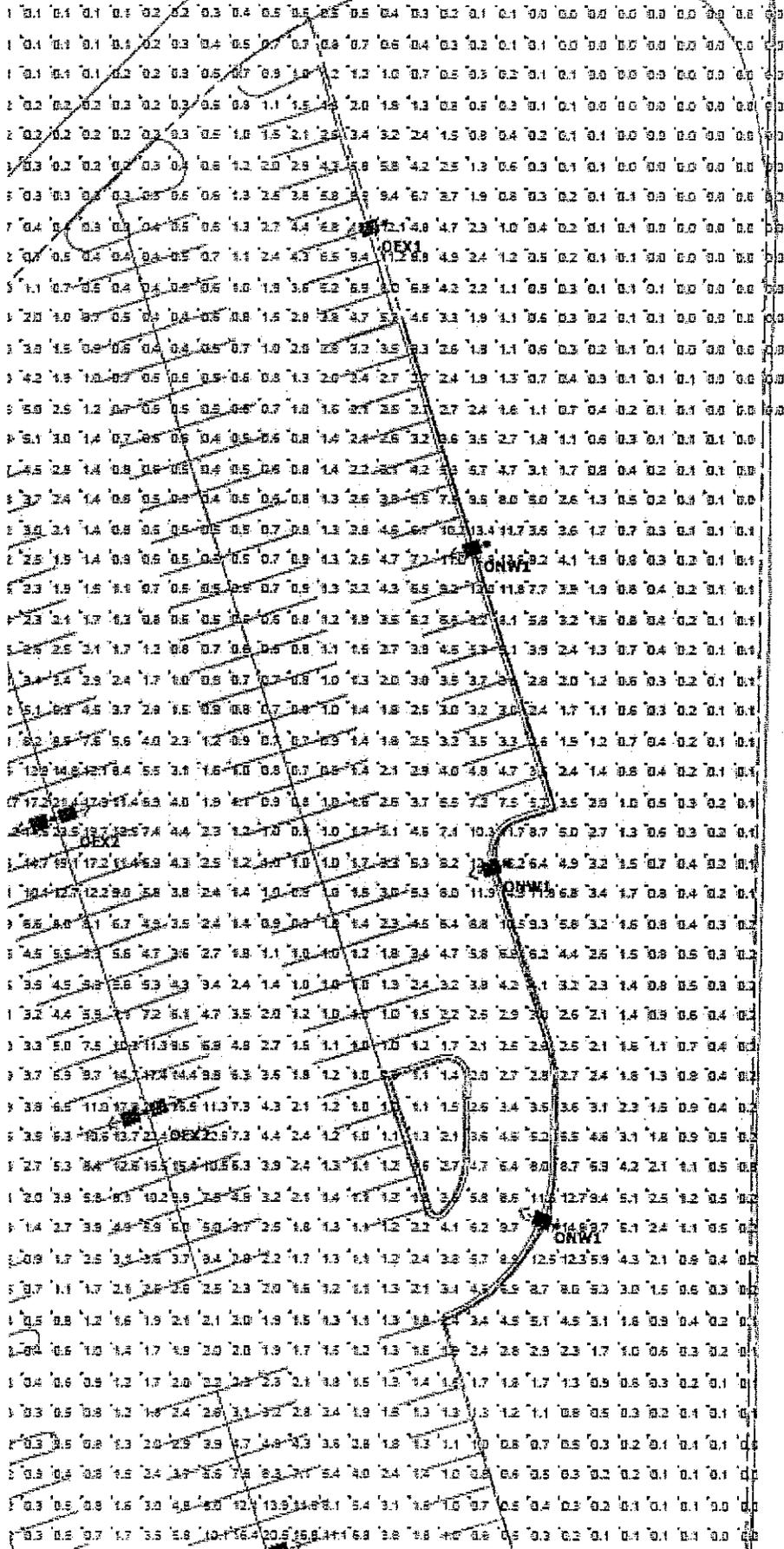
Franklin
 MAY 16 2019
 City Development

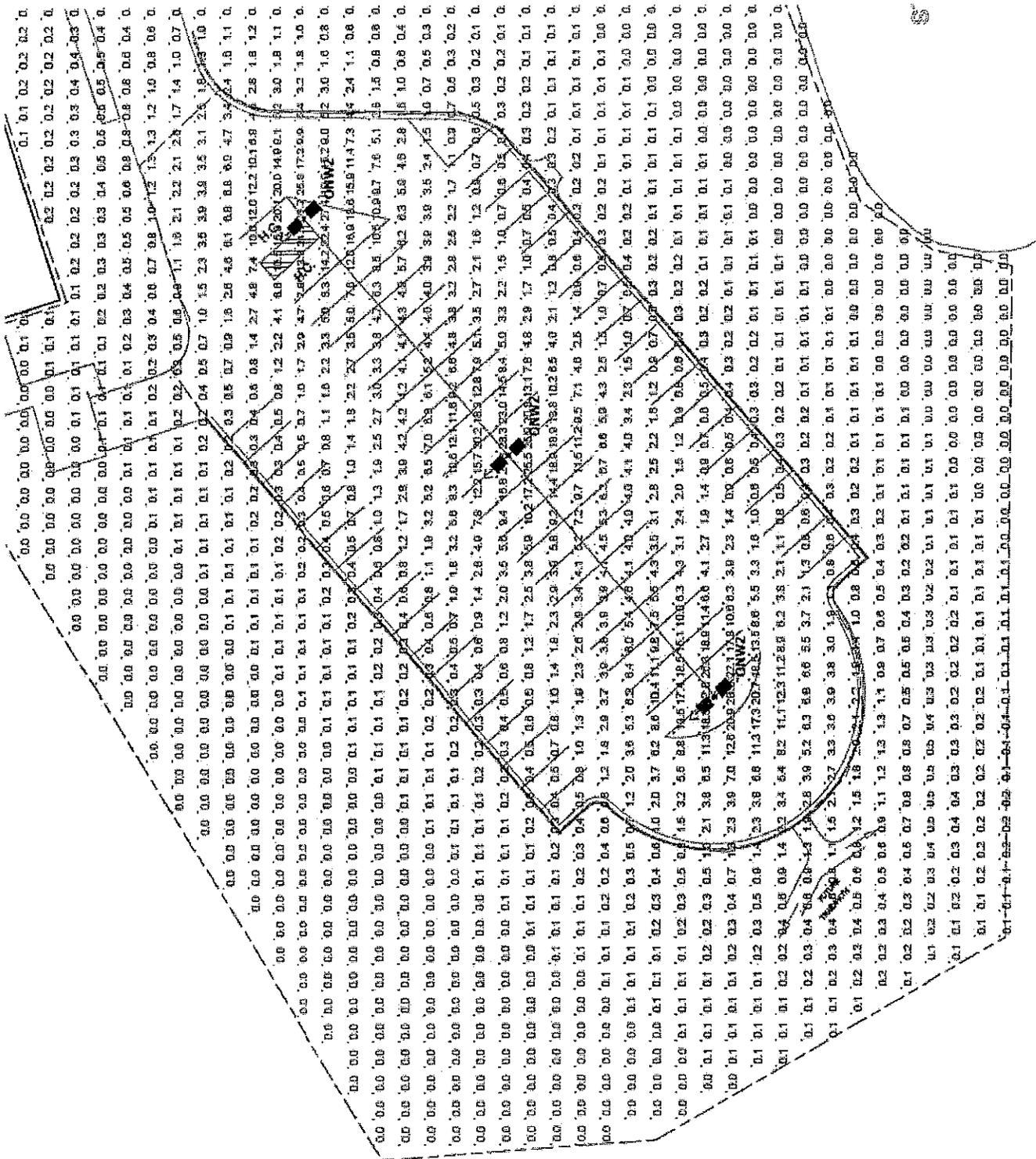
NO.	DESCRIPTION	DATE	BY	REVISIONS
01	ISSUED FOR PERMIT	05/16/19	JL	1. REVISED PER CITY DEVELOPMENT
02	ISSUED FOR PERMIT	05/16/19	JL	2. REVISED PER CITY DEVELOPMENT
03	ISSUED FOR PERMIT	05/16/19	JL	3. REVISED PER CITY DEVELOPMENT
04	ISSUED FOR PERMIT	05/16/19	JL	4. REVISED PER CITY DEVELOPMENT



PROJECT	6943 S. GORTER STREET, FRANKLIN, WI 53122
CLIENT	POLISH HERITAGE ALLIANCE LLC
DATE	05/16/19
BY	JL
CHECKED BY	JL

NOTES:
 1. THE OWNERS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
 2. THE OWNERS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.





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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE June 4, 2019
Reports & Recommendations	A RESOLUTION FOR ACCEPTANCE OF A WATER MAIN EASEMENT FOR FHCC, LLC, (REPACORP), TAX KEY NO. 748-9994-003, 11301 W. FOREST HOME AVENUE.	ITEM NO. <i>G. 8.</i>

BACKGROUND

As part of the development of FHCC (Repacorp), an easement for a watermain is needed to allow the City access and maintenance rights to the utility. This easement provides for the rights of grantor and grantee.

ANALYSIS

The attached easement includes the land to accommodate the water main and all applicable appurtenances. The water main and all applicable appurtenances will be accepted after construction is complete and applicable inspection and testing indicate that the facilities are satisfactorily installed per applicable plans and specifications.

OPTIONS

- A. Accept easement. Or
- B. Refer back to Staff with further direction.

FISCAL NOTE

None

COUNCIL ACTION REQUESTED

(Option A) Motion to adopt Resolution No. 2019 - _____, A resolution for acceptance of a water main easement for FHCC, LLC, (Repacorp), Tax Key No. 748-9994-003, 11301 W. Forest Home Avenue.

Engineering: GEM

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2019 - _____
RESOLUTION FOR ACCEPTANCE OF A WATER MAIN EASEMENT
FOR FHCC, LLC, (REPACORP)
TAX KEY NO. 748-9994-003
11301 W. FOREST HOME AVENUE

WHEREAS, an easement is required to construct, maintain and operate a water main for FHCC, LLC. Repacorp.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that it would be in the best interest of the City to accept such easement, and, therefore the Mayor and City Clerk are hereby authorized and directed to execute the easement accepting it on behalf of the City.

BE IT FURTHER RESOLVED, that the City Clerk is directed to record said easement with the Register of Deeds for Milwaukee County.

Introduced at a regular meeting of the Common Council of the City of Franklin the _____ day of _____, 2019, by Alderman _____.

PASSED AND ADOPTED by the Common Council of the City of Franklin on the _____ day of _____, 2019.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

ML/db

WATER MAIN EASEMENT

FHCC, LLC

THIS EASEMENT, made by and between the CITY OF FRANKLIN, a municipal corporation of the State of Wisconsin, hereinafter referred to as "City," and FHCC, LLC, a Limited Liability Company, owner, (including heirs, executors, administrators, successors and assigns of above owner(s) as may be or may become applicable), hereinafter called "Grantor,"

WITNESSETH

WHEREAS, Grantor is the owner and holder of record Title to certain real property described on Exhibit "A" which is attached hereto and incorporated herein (the Property); and

WHEREAS, the City desires to acquire a permanent easement with the right of entry in and across the property hereinafter described with the right to build and construct and/or operate, maintain, repair, enlarge, reconstruct, relocate and inspect as may be or may become applicable the following facilities and appurtenances thereto, hereinafter called "Facilities," in, upon and across said portion of the property; a water main and associated fire hydrants, all as shown on the plan attached hereto as Exhibit "B"; and

WHEREAS, the initial construction and installation of the Facilities shall be made by Grantor at Grantor's expense and the Facilities shall be the property of the city and be deemed dedicated to the City upon the City's inspection and approval of the Facilities as installed, subject to the terms and conditions set forth below:

NOW, THEREFORE, in consideration of the grant of the easement hereinafter described and the payment of One Dollar (\$1.00) and other valuable considerations to the Grantor, receipt whereof is hereby acknowledged, said Grantor, being the owner and person interested in the land hereinafter described does hereby grant unto the City a permanent easement in that part of the SE ¼ of Section Six (6), Township Five (5) North, Range Twenty-one (21) East, in the City of Franklin, Milwaukee County, Wisconsin, more particularly described on Exhibit A, attached hereto (the "Easement Area").

UPON CONDITION

1. That said Facilities shall be maintained and kept in good order and condition by the City. Responsibility for maintaining the ground cover and landscaping within the easement area shall be that of the Grantor (including heirs, executors, administrators, successors and assigns).
2. That in and during whatever construction, reconstruction, enlargement or repair work is or becomes necessary in constructing and/or maintaining of said Facilities, so much of the surface or subsurface of the property as may be disturbed, will at the expense of the City be replaced in substantially the same condition as it was prior to such disturbance; except that the City will in no case be responsible for replacing or paying for replacing any aesthetic plantings or improvements other than ordinary lawns or standard walks, roadways, driveways and parking lot surfacing which were required to be removed in the course of doing the above work. However, the City shall save harmless the Grantor from any loss, damage, injury or liability resulting from negligence on the part of the City in connection with said work involved in constructing and/or maintaining of said Facilities; provided that if above loss, damage, injury or liability results from the joint negligence of parties hereto, then the liability therefore shall be borne by them in proportion to their respective degree of negligence; provided further, however, that these provisions are subject to the legal defenses with under law the City is entitled to raise excepting the defense of so-called "sovereign immunity."
3. That no structure may be placed within the limits of the easement by the Grantor except that improvements such as walks, pavements for driveways and parking lot surfacing may be constructed or placed within the Easement Area.
4. That, in connection with the construction by the grantor of any structure or building abutting said easement defined limits, the Grantor will assume all liability for any damage to the Facilities in the above described property. The Grantor will also save and keep the City clear and harmless from any claims for personal injuries or property damage caused by any negligence of the Grantor or person other than the Grantor, arising out of the construction by the Grantor of any structure or building abutting the said easement defined limits, and shall reimburse the City for the full amount of such loss or damage.
5. That no charges will be made against said lands for the cost of maintenance or operation of said Facilities in the afore-described property. Whenever the Grantor makes application for a service connection, the regular and customary service connection charge in effect at the time of the application shall be charged and paid. The Grantor shall be responsible for the routine maintenance of land on which the easement is located.
6. All conditions pertaining to the "Maintenance of Water Service Piping" as set forth in Chapter 5.12 of the "Rules and Regulations Governing Water Service" dated and subsequent amendments thereto shall apply to all water services which are within the easement defined limits and also within the limits of any adjoining easements; except that the City of Franklin Water Works, a utility owned by the City of Franklin shall in no case be responsible for maintaining at its expense any portion of said water services

outside of the easement defined limits and outside the limits of any adjoining easements regardless of any statement to the contrary in said "Rules and Regulations Governing Water Service."

7. The Facilities shall be accessible for maintenance by the City at all times. The owner shall submit plans for approval to the City Engineer for any underground installation within the easement area, which approval shall not be unreasonably withheld, conditioned or delayed.
8. That the Grantor shall submit plans for all surface alterations of plus or minus 0.50 foot or greater within the limits of said easement. Said alterations shall be made only with the approval of the City Engineer of the City of Franklin, which approval shall not be unreasonably withheld, conditioned or delayed.
9. The City and Grantor shall each use, and take reasonable measures to cause their employees, officers, customers, agents, contractors and assigns to use the Easement Area in a reasonable manner and so as not to obstruct or otherwise use the Easement Area in a manner that would unreasonably interfere with the use thereof by the other party hereto or its employees, officers, customers, agents, contractors and assigns.
10. The City and Grantor each hereby waive all rights of subrogation that either has or may hereafter have against the other for any damage to the Easement Area or any other real or personal property or to persons covered by such party's insurance, but only to the extent of the waiving party's insurance coverage; provided, however, that the foregoing waivers shall not invalidate any policy of insurance now or hereafter issued, it being hereby agreed that such a waiver shall not apply in any case which would result in the invalidation of any such policy of insurance and that each party shall notify the other if such party's insurance would be so invalidated.
11. Either party hereto may enforce this easement by appropriate action, and should it prevail in such litigation, that party shall be entitled to recover, as part of its costs, reasonable attorneys' fees.
12. This easement may not be modified or amended, except by a writing executed and delivered by the City and Grantor or their respective successors and assigns.
13. No waiver of, acquiescence in, or consent to any breach of any term, covenant, or condition hereof shall be construed as, or constitute, a waiver of, acquiescence in, or consent to any other, further, or succeeding breach of the same or any other term, covenant, or condition.
14. If any term or provision of this easement shall, to any extent, be invalid or unenforceable under applicable law, then the remaining terms and provisions of this easement shall not be affected thereby, and each such remaining term and provision shall be valid and enforceable to the fullest extent permitted by applicable law.
15. This easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.
16. It is understood that in the event the above described Real Estate may become portions of public streets; in which event, in the proceedings for the acquisition of the property needed for such streets by purchase, dedication or by condemnation, said lands shall be considered the same as though this easement had not been executed or any rights granted thereby exercised.
17. That the Grantor shall submit as-built drawings of the installed facilities for approval to the City Engineer, which approval shall not be unreasonably withheld, conditioned, or delayed.

IN WITNESS WHEREOF, the Grantor has hereunto set its hands and seals

ON THIS DATE OF: April 17th, 2019

FHCC, LLC
COMPANY NAME

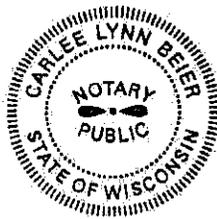
By: [Signature] Member
Name and Title

STATE OF Wisconsin SS
COUNTY OF Milwaukee

Before me personally appeared on the 17th day of April, 2019, the above named

Michael Dilworth, Member of FHCC, LLC
(Name printed) (Title) (Development)

to me known to be the person(s) who executed the foregoing EASEMENT and acknowledged the same as the voluntary act and deed of said corporation



Carlee Beer
NOTARY PUBLIC
My commission expires 9/11/2020

CITY OF FRANKLIN

By: Stephen R. Olson, Mayor

By: Sandra L. Wesolowski, City Clerk

STATE OF WISCONSIN SS
COUNTY OF MILWAUKEE

On this _____ day of _____, 2019 before me personally appeared Stephen R. Olson and Sandra L. Wesolowski who being by me duly sworn, did say that they are respectively the Mayor and City Clerk of Franklin, and that the seal affixed to said instrument is the corporate seal of said municipal corporation, and acknowledged that they executed the foregoing assignment as such officers as the deed of said municipal corporation by its authority, and pursuant to resolution file No. _____ adopted by its Common Council on _____, 2019.

Notary Public

My commission expires _____

MORTGAGE HOLDER CONSENT

The undersigned, McCormick 102 LLC, a Maryland, Limited Liability Corporation ("Mortgagee"), as Mortgagee under that certain Mortgage encumbering the Property and recorded in the Office of the Register of Deeds for Milwaukee County, Wisconsin, on May 28, 2008, as Document No. 9606307, hereby consents to the execution of the foregoing easement and its addition as an encumbrance against title to the Property.

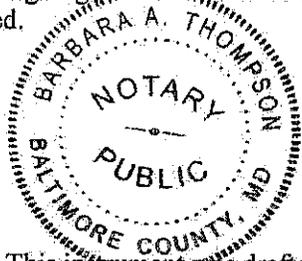
IN WITNESS WHEREOF, Mortgagee has caused these presents to be signed by its duly authorized officers, and its corporate seal to be hereunto affixed, as of the day and year first above written.

McCormick 102, LLC
By Beltway Capital Management, it's
Manager

By: Christine K. Mesberry
Name: Christine K. Mesberry
Title: General Counsel

STATE OF MARYLAND
SS
COUNTY OF BALTIMORE

On this, the 11th day of April 2019, before me, the undersigned, personally appeared Christine Mesberry the General Counsel of Beltway Capital Management as Manger for McCormick 102, LLC, Maryland limited liability corporation, and acknowledged that (s)he executed the foregoing instrument on behalf of said corporation, by its authority and for the purposes therein contained.



Name: Barbara A. Thompson
Notary Public Barbara A. Thompson
State of Maryland
County of Baltimore
My commission expires on: 4-11-2021

This instrument was drafted by the City of Franklin.

BARBARA A. THOMPSON
NOTARY PUBLIC
BALTIMORE COUNTY
MARYLAND
MY COMMISSION EXPIRES APRIL 11, 2021

Approved as to contents
Date: _____

Manager of Water Works of Franklin

Approved as to form only
Date: _____

City Attorney

Exhibit A
(Description of the Property)

WATER MAIN EASEMENT

Part of the Southeast 1/4 of Section 6, Township 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin.

Commencing at the Southeast corner of the Southeast 1/4 of said Section 6; thence North 88°41'23" West along the South line of the Southeast 1/4 a distance of 980.85 feet to a point; thence North 00°23'49" West along the East line of Certified Survey Map No. 6596 a distance of 379.69 feet to a point; thence North 88°41'23" West along the South line of Outlot 2 of said Certified Survey Map 419.09 feet to a point; thence North 01°01'18" West along the West line of said Outlot 2 a distance of 449.25 feet to a point; thence North 88°37'29" West 550.86 feet to a point on the Easterly line of West Forest Home Ave; thence North 16°36'58" East along said Easterly line 259.56 feet to the point of beginning of the lands to be described; thence continuing North 16°36'58" East 20.74 feet to a point; thence South 88°42'39" East 375.60 feet to a point; thence North 01°07'51" East 54.14 feet to a point; thence South 88°32'06" East 10.21 feet to a point; thence North 01°17'21" East 6.67 feet to a point; thence South 88°42'39" East 20.00 feet to a point; thence South 01°17'21" West 6.73 feet to a point; thence South 88°32'06" East 256.74 feet; thence North 01°27'54" East 65.80 feet to a point; thence South 88°32'06" East 20.00 feet to a point; thence South 01°27'54" West 85.80 feet to a point; thence North 88°32'06" West 286.84 feet to a point; thence South 01°07'51" West 54.07 feet to a point; thence North 88°42'39" West 323.21 feet to a point; thence North 01°17'21" East 2.32 feet to a point; thence North 88°42'39" West 16.73 feet to a point; thence South 01°17'21" West 2.32 feet to a point; thence North 88°42'39" West 61.19 feet to the point of beginning.

Said land contains 16,199 square feet or 0.3719 acres.

March 19, 2019

Drawing No. 167727-ATF

raSmith
CREATIVITY BEYOND ENGINEERING

16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000
rasmith.com

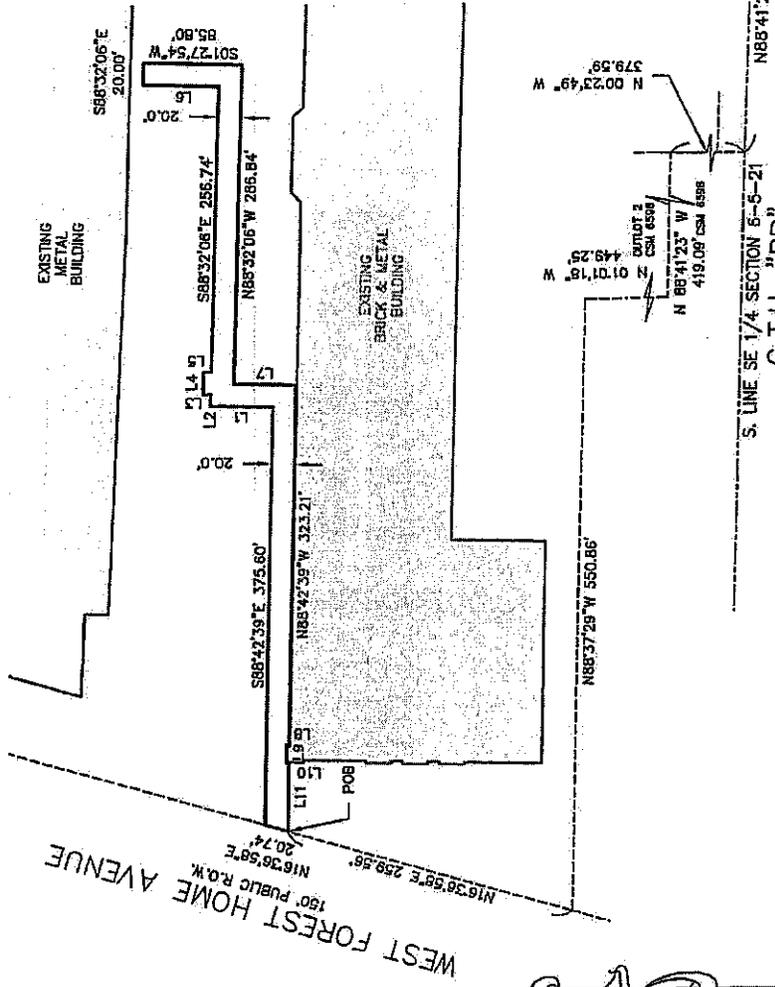
S:\S167727\dwg\ EX101A.12.dwg \ SHEET 2

SHEET 2 OF 2

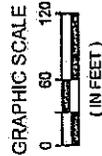
Exhibit B
(Depiction of the Facilities)

WATER MAIN EASEMENT

Part of the Southeast 1/4 of Section 6, Township 5 North, Range 21 East, in the City of Franklin, Milwaukee County, Wisconsin.



Line Table		
Line #	Direction	Length
L1	N01°07'51"E	54.14
L2	S88°32'06"E	10.21
L3	N01°17'21"E	6.67
L4	S88°42'39"E	20.00
L5	S01°17'21"W	6.73
L6	N01°27'54"E	65.80
L7	S01°07'51"W	54.07
L8	N01°17'21"E	2.32
L9	N88°42'39"W	16.73
L10	S01°17'21"W	2.32
L11	N88°42'39"W	61.19



S. LINE SE 1/4 SECTION 6-5-21
C.T.H. "BB"
WEST RAWSON AVENUE
VARIABLE WIDTH PUBLIC R.O.W.

SE CORNER
SE 1/4
S. 6-5-21
P.O.C.

16745 W. Bluemound Road
Brookfield, WI 53005-5928
(262) 781-1000
rasmith.com

raSmith
CREATIVITY BEYOND ENGINEERING

MARCH 19, 2019 SHEET 1 OF 2

S:\S16727\dwg\EX101A12.dwg \ SHEET 1

<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>June 4, 2019</p>
<p>Reports and Recommendations</p>	<p>Motion to approve the Public Health Specialist job description and grant authorization to fill the position</p>	<p>ITEM NUMBER</p> <p><i>G, 9,</i></p>

Background: Over the last several years there has been a shift in local public health in the number of available and qualified public health nurses to fill vacancies at the local health department level. Our recruitment attempt to fill the current vacancy in the Health Department with a public health nurse was unsuccessful. In order to keep the Franklin Health Department on the cutting edge of public health practice; adhere to our mission of assessment, policy development, and assurance; and ensure our services continue to match and meet the community's needs we need to be fully staffed with the best public health professionals available.

A public health specialist (PHS) is typically a Master's prepared individual with a degree in public health. Their specialties lie in community health assessment and improvement planning, health education and outreach, as well data collection and analysis, programming, and grant writing. Almost all neighboring local health departments have a PHS on staff working with community partners to improve the health and safety of the municipality. The PHS will have immediate impact on conducting a more robust and comprehensive Community Health Assessment in 2020 and the subsequent Community Health Improvement Plan (as required by Wisconsin Chapter DHS 140.05 and Wisconsin Statute Chapter 251.05(3)(a)(c)) for 2021-2025. They will also work with staff on current health education and outreach initiatives including emergency preparedness, substance misuse, mental health, and increased physical activity.

The change in staffing was approved by the Franklin Board of Health on May 13, 2019. An updated job description of the Public Health Specialist was submitted and approved by the Personnel Committee on May 20, 2019.

Analysis: The job description and compensation level for the PHS was drafted after reviewing the previous description approved by the Franklin Common Council in 2001 as well as the job descriptions of a PHS for the Cities of Greenfield, Greendale, and Wauwatosa Health Departments.

Options: 1. Approve the job description and authorize hiring the Public Health Specialist
2. Not approve the job description

Recommendation: The Director of Health and Human Services recommends the approval of the Public Health Specialist job description and the authorization to fill the position.

Fiscal Note: This full time position will fill the current budgeted vacancy within the Health Department left by a public health nurse. Projected salary range is \$55,000-\$68,000, the vacated position salary was \$68,000. The Public Health Specialist will be responsible for a portion of the Health Department's emergency preparedness coordination and will be 20% grant funded from the Public Health Emergency Preparedness Grant.

COUNCIL ACTION REQUESTED

The Director of Health and Human Services requests a motion (1) to approve the Public Health Specialist job description and (2) to authorize filling the position.

Health Department: CD

City of Franklin Job Description

Job Title: Public Health Specialist

Department: Health

Reports To: Director of Health & Human Services

Salary Level:

FLSA Status: Exempt

Prepared By: Courtney Day, Director of Health & Human Services

Prepared Date: March 15, 2019

Approved By:

Approved Date:

SUMMARY

The Public Health Specialist is knowledgeable in the principles of public health, community development, grant coordination, program implementation and evaluation, and the core public health functions of assessments, policy development, and assurance. In this role the Public Health Specialist will coordinate, develop, implement, and evaluate specialized public health services and programs by performing the following duties.

The duties listed below 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 for the position if the work is similar, related, or a logical assignment to the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following areas are considered normal for the position however they should not be construed as exclusive or inclusive. Other related duties may be required and assigned.

- Assess, develop, implement, and evaluate public health programs. Conduct targeted surveys, provide community education, while working within established budgetary guidelines.
- Collect, analyze, and use quantitative and qualitative data to; educate and mobilize the community, develop health priorities, garner resources, and plan actions to improve public health.
- Assist in the planning and evaluation of grant-funded activities. Identify and prepare new grant applications to further the Franklin Health Department Programs.
- Collaborate with Franklin Health Department personnel, other City Departments, as well as community agencies to strengthen public health programs.

- Coordinate with other local health departments for emergency preparedness planning and readiness activities, as well as oversee Franklin's Emergency Response Plan.
- Occasionally attends meetings and functions outside of normal business hours; responds to public health emergencies as needed.

Minimum Requirements

Education & Experience:

- Bachelor's degree in public health, health education, or science related field.
- 1-3 years of related experience and/or training in community education, program planning and evaluation, or public health programming preferred.

Necessary Knowledge, Skills, and Abilities:

- Language Skills
 - Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations.
 - Ability to write reports, grant applications, business correspondence, and procedural manuals.
 - Ability to effectively present information and respond to questions from groups of managers, clients, citizens, and/or the general public.
- Computer & Mathematical Skills
 - Ability to use standard office software and hardware provided by the City of Franklin including knowledge of Microsoft Office.
 - Ability to calculate basic epidemiological value including incidence, prevalence, and probability.
- Reasoning Ability
 - Solve practical problems and deal with a variety of variables in situations where limited standardization exists.
 - Prepare and implement projects and programs.
- Interpersonal Competencies
 - Use appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages.
 - Maintain privacy rights of clients and confidentiality of patient records according to professional standards and City of Franklin policies and procedures.

Certificates, Licenses, and Registrations

- Valid WI Driver's License

Supervision Received

- Works under guidance and direction of the Director of Health & Human Services

Supervision Exercised

- None

Physical Demands

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

- While performing the duties of this job the employee is regularly required to drive a vehicle, sit, talk, and hear. The employee is frequently required to walk and stand.
- Specific vision abilities include close and distance vision, color vision, and the 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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The work is performed in a variety of settings. Some travel may be required. The employee must own a private vehicle for work assignments.
- The noise level in the work place is moderate.

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<p>APPROVAL</p> <p><i>Slw cmw LJA</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>6/4/2019</p>
<p>REPORTS AND RECOMMENDATIONS</p>	<p>Revisions to the Job Descriptions for the Inspection Services Department; and for all Positions Requiring a Commercial Drivers License</p>	<p>ITEM NUMBER</p> <p><i>G.10.</i></p>

In December of 2018 the Common Council approved a request to rename the Building Inspection Department to Inspection Services. In addition, a change in the titles of positions in that department was also approved.

Attached are the revised job descriptions that incorporate these name changes for all Inspection Services Department positions. Besides the above changes there are only a few minor changes that have been made which include:

1. Salary Ranges were adjusted to reflect the correct ranges as approved in the Classification and Compensation Study.
2. A couple duties were deleted from the Director position as they are now performed by the IT Director.
3. Education and Experience qualifications were adjusted to match the findings from the Classification and Compensation Study.
4. The Department of Commerce was renamed the Department of Safety and Professional Services (DSPS).

These job descriptions were taken to the Personnel Committee for review on 5/20/2019. A motion was made to approve the revisions as presented. All members voted in favor of the motion.

In addition, the Personnel Committee was also asked to consider a change to the Class A CDL requirement for our Public Works and Sewer & Water Departments. Due to extremely high construction in the area (due to road construction and the Foxconn project), it has been very difficult to attract qualified applicants that have their CDL.

Glen Morrow, City Engineer, requested the ability to hire applicants that do not yet have their CDL, with the requirement that they obtain it prior to completing their introductory period. A copy of Glen's request memo is attached.

At the Personnel Committee on 5/20/2019 a motion was made and approved "to approve the change with the stipulation that we are able to recover any costs incurred if they leave before 1 year, and to authorize the change to the job descriptions."

COUNCIL ACTION REQUESTED

Motion to approve the revised job descriptions for the Inspection Services Department as presented; to approve a change allowing applicants for positions that require a CDL to be able to obtain the CDL license during their introductory period, provided they repay costs if they leave prior to 1 year; and to authorize staff to change the job descriptions in the Public Works and Sewer & Water Departments accordingly.

**CITY OF FRANKLIN
Job Description**

Job Title: ~~Building Inspector~~ Director of Inspection Services |

Department: Inspection Services |

Reports To: Director of Administration

Appointing Authority: Mayor

Salary Level: ~~Management/Administrative/Supervisory Level~~ |
~~VI~~ Salary Range 10

FLSA Status: Exempt

Prepared By: Mark Luberda, Director of Administration and Dana Zahn, Human Resources Coordinator |

Prepared Date: ~~July 2014~~ March 2019 |

Approved By:

Approved Date:

Summary:

Supervise, administer, and perform the enforcement of the codes of the City of Franklin and the State of Wisconsin, and administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

Essential Duties and Responsibilities:

Review plans and specification for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, sign, and other departmental permits.

Conduct on-site building inspections, including footing, foundation, rough carpentry, insulation, occupancy, soil erosion, and housing inspections.

Assign work to the ~~Building Inspection Services~~ Inspection Services staff including but not limited to the ~~assistant~~ building inspectors, plumbing, and electrical inspectors and supervise their work. |

Meet with contractors, owners, and the general public to answer questions regarding building, housing, signs, and soil erosion.

Review and meet with contractors, architects, and developers in the preliminary stages of design to insure the compliance with building codes.

Attend, as Ex Officio member, Board of Zoning and Building Appeals meetings.

Attend, as Ex Officio member, the Architectural Board meetings.

Coordinate inspections and provide reports to the license committee on all liquor sale operations, all tavern and other licensed facilities prior to the issuance of a municipal license, as required.

Coordinate inspections and report to the license committee on the installation of all amusement rides.

Receive, delegate or perform, and coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal standards.

Act as a witness in court cases to obtain compliance with Municipal codes.

Coordinate inspections with the Fire Department, assistant-building inspectors, plumbing, and electrical inspectors.

Prepare and administer budgets for the Inspection Services Department, under the direction of the Director of Administration.

Review and recommend changes to the building, plumbing, electrical, and sign codes.

Prepare specifications and act as coordinator of municipal construction and remodeling projects.

~~Assist in purchases, and coordinate maintenance of radio equipment owned by the Public Works, Engineering, and Inspection Departments.~~

~~Prepare specifications, bids, and purchase equipment for the Inspection Services and Engineering Departments and for other city departments as required.~~

~~Maintain Govern software, including modifying the database, creating and modifying or changing Crystal reports. As time permits, program and or implement Govern for use by other city departments.~~

~~Maintain the City's telephone and voice mail system. Recommend changes and updates to the system to the Director of Administration.~~

Review and recommend revisions of codes used within the jurisdiction of the Building Inspection Services Department.

Attend meetings as required by the Mayor and Common Council. This may include meetings outside of normal business hours.

Peripheral Duties:

Comment [d1]: These are all duties Fred used to do but they are now done by IT.

Serve as representative of the city to the Building Inspector's Association of Southeastern Wisconsin and the WI Building Inspector's Association.

Minimum Qualifications:

Education and Experience:

Graduation from a college or university with a Bachelor's degree, five (5) years building inspection experience, or any equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of building codes and construction standards and practices.

Thorough knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Working knowledge of structural engineering and the ability to review calculations and plans for compliance with code standards.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing, including the ability to present information to the Common Council and various other Boards and Commissions.

Ability to plan, delegate, and supervise personnel in a manner which will gain respect.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to formulate, implement, and administer policies and procedures affecting the Building Inspection Services Department.

Ability to make independent judgments which have significant impacts on the organization.

Supervision Exercised:

Exercises supervision over Inspection Services Department personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing and Certification:

State of Wisconsin, Department of Industry, Labor, and Human Relations Safety and Professional Services (DSPS) Certifications in the categories of commercial buildings, Uniform Dwelling Code Categories of construction, and HVAC; Plumbing and Electrical preferred.

Valid WI Driver's License.

Comment (d2): An employee could feasibly live in Illinois

Tools and Equipment Used:

Personal computer, copy machine, fax machine, calculator, hand tools, automobile, radio and telephone.

Software:

The person shall have the ability to use products in the Microsoft Office suite, Crystal Reports, Govern Software, GIS, and software provided by Government agencies, product listing, approval and evaluation services (OSHA, UL, FM, ICC Evaluation Services).

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 frequently works in outside weather conditions and occasionally in an office environment. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: ~~First Assistant~~Chief Building Inspector

Department: Inspection Services

Reports To: ~~Building Inspector~~Director of Inspection Services

Salary Level: ~~Level 15, as determined per AFSME Union Contract~~Salary Range
8

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek, Human Resources Coordinator~~Scott
Satula, Director of Inspection Services & Dana Zahn, Human Resources
Coordinator

Prepared Date: ~~March 13, 2003~~2019

Approved By: ~~Resolution 2003-5517~~

Approved Date: ~~April 15, 2003~~

Summary:

Assist the ~~Building Director of Inspector~~Inspection Services in all aspects of the ~~Building Inspector~~Director of Inspection Service's job and act as ~~Building Inspector~~Director of Inspection Services in the ~~Inspector's~~Director's Absence.

Enforce the building codes of the City of Franklin and the State of Wisconsin, to administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

Essential Duties and Responsibilities:

Instructs new inspectors on inspection processes, field reports and coordination with owners and builders.

Coordinates field training of new and existing inspectors in Uniform Dwelling Codes and inspection processes.

Review plans and specifications for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, and sign permits.

Conduct on-site building inspections; including footing, foundation, rough carpentry, insulation, housing, soil erosion, and occupancy inspections.

Meet with contractors, owners and the general public to answer questions regarding building, housing, sign, and soil erosion codes.

Attend the Building Board of Appeals and Architectural Board meetings in the absence at the direction of the ~~building inspector~~ Director of Inspection Services.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

Other duties as assigned by the ~~Building Inspector~~ Director of Inspection Services.

Peripheral Duties:

Perform duties of plumbing and/or electrical inspectors when necessary, provided the employee is certified and qualified.

Answer and direct telephone calls in the absence of the department secretary.

Receive and answer questions relating to applications for permits.

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent, two (2) years general construction or related experience, or any equivalent combination of education and experience.

Five (5) years of increasing responsibility within an inspection department.

Language Skills:

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

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of building codes and construction standards and practices.

~~State certification in Commercial Buildings.~~

Working knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Comment [d1]: Already listed under Certifications section

Ability to maintain effective working relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have considerable impacts on the organization.

Certificates, Licenses, and Registration:

State of Wisconsin; Department of Commerce ~~Safety and Professional Services (DSPA)~~ Safety and Professional Services (DSPA) certifications in the categories of commercial buildings, ~~and Uniform Dwelling Code~~ and Uniform Dwelling Code certifications in; ~~Building and HVAC are required;~~ Building and HVAC are required; ~~Certifications in Plumbing, Private Onsite Wastewater Treatment Systems (ability to obtain) and Electrical are preferred.~~ Certifications in Plumbing, Private Onsite Wastewater Treatment Systems (ability to obtain) and Electrical are preferred.

Valid ~~WI~~ Driver's License.

Comment [d2]: An employee could feasibly live in Illinois

Supervision Received:

Works under general supervision of the ~~Building Inspector~~ Director of Inspection Services.

Supervision Exercised:

Assigns inspections, plan review and other activities and exercises limited supervision over department personnel in the absence of, or at the direction of the ~~Building Inspector~~ Director of Inspection Services.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer including word processing software, copy machine, fax machine, calculator, automobile, hand tools, and telephone.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. Some work is performed in an office setting. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: ~~Assistant Building Inspector~~

Department: Inspection Services

Reports To: ~~Building Inspector~~ Director of Inspection Services

Salary Level: ~~15, per AFSME Union Contract~~ Salary Range 7

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek, Human Resources Manager~~ Scott Satula, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~March 13, 2003~~ March 2019

Approved By: ~~Resolution 2003-5516~~

Approved Date: ~~April 15, 2003~~

GENERAL PURPOSE

Enforce the building codes of the City of Franklin and the State of Wisconsin, to administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review plans and specifications for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, and sign permits.

Conduct on-site building inspections, including footing, foundation, rough carpentry, insulation, housing, soil erosion, and occupancy inspections.

Meet with contractors, owners and the general public to answer questions regarding building, housing, sign, and soil erosion codes.

Attend the Zoning, Building Board of Appeals, and Architectural Board meetings, ~~in the absence of the building inspector~~ at the direction of the Director of Inspection Services or Chief Building Inspector.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

~~Act as Building Inspector, in the absence of the Building Inspector and First Assistant Building Inspector according to department policy and practice.~~

Other duties as assigned by the ~~Building Inspector~~ Director of Inspection Services.

PERIPHERAL DUTIES

Perform duties of plumbing and/or electrical inspectors, provided employee is certified and qualified.

Answer and direct telephone calls in the absence of the department secretary.

Receive and answer questions relating to applications for permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent, two (2) years general construction or related experience, or any equivalent combination of education and experience.

Language Skills

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

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

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

Necessary Knowledge, Skills, and Abilities

Thorough knowledge of building codes and construction standards and practices.

Working knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have considerable impacts on the organization.

CERTIFICATES, LICENSES & REGISTRATION

State of Wisconsin, Department of Industry, Labor and Human Relations Safety and Professional Services (DSPS) certifications in the categories of commercial buildings,

Uniform Dwelling Code Categories of construction, and HVAC required; Plumbing and Electrical certifications preferred.

Valid WI-Driver's License.

SUPERVISION RECEIVED

Works under general supervision of the ~~Building Inspector~~ Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

TOOLS AND EQUIPMENT USED

Personal computer including word processing software, copy machine, fax machine, calculator, automobile, hand tools, and telephone.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. Some work is performed in an office setting. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: Chief Electrical Inspector

Department: Inspection Services

Reports To: Building Inspector Director of Inspection Services

Salary Level: ~~17, per AFSME Union Contract~~ Salary Range 8

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek~~ Scott Satula, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~February 27, 2003~~ March 2019

Approved By: ~~Resolution 2003-5517~~

Approved Date: ~~April 15, 2003~~

Summary:

Perform a variety of routine and complex technical work in building inspection work, to insure that the Uniform Electrical and other related codes and standards are met.

Essential Duties and Responsibilities:

Researching problems and complaints regarding commercial and residential buildings, building construction and electrical code compliance.

Attend preconstruction meetings in order to explain inspection standards and procedures to architects, engineers, owners, contractors and developers.

Make regularly scheduled inspections for electrical installations in new and existing residential and commercial buildings.

Check electrical plans and layout for residential and commercial building for conformance to codes, ordinance, and statutes.

Review and approve electrical applications, issue permits, and make inspections.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with State of Wisconsin and Municipal Codes.

Act as witness in court cases to obtain compliance with Municipal Codes.

Make recommendations to keep codes current.

Make annual tavern and restaurant inspections of electrical, prior to licenses being issued.

Maintain all electrical permits, licenses and inspection records.

Subject to approval by the Director of Inspection Services, will be responsible to render final determination on all matters related to local administration of the Electrical code.

Gives guidance to other inspectors in regards to electrical issues in which they may have questions.

Other duties as assigned by the ~~Building Inspector~~ Director of Inspection Services.

Peripheral Duties:

Assist in administering the permit function and fee assessment.

~~Assists the Board of Electrical Examiners as needed, and providing required information.~~

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent + required trade school to obtain electrical license, four (4)three (3) years of experience in general construction of electrical systems, or any equivalent combination of education and experience.

Language Skills:

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

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of Electrical Codes and related general construction codes.

Thorough knowledge of commercial and residential electrical systems.

Some knowledge of plumbing, carpentry work, concrete work, or mechanical systems.

Skill in the operation of the listed tools and equipment.

Ability to effectively inspect electrical systems.

Ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners and the general public.

Ability to read and understand complicated electrical plans and blueprints.

Ability to effectively communicate in writing and verbally.

Ability to make independent judgments which have considerable impacts on the organization.

Licensing and Regulation:

Valid WI-driver's license.

Licensed electrician or commercial electrical inspector certification.

State of Wisconsin, Department of ~~Commerce~~ Safety and Professional Services (DSPS)
Certification in UDC Electric and Commercial Electric or Master Electrician

Supervision Received:

Works under the general supervision of the ~~Building Inspector~~ Director of Inspection Services.

Supervision Exercised:

None.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer, including word processing and permitting software; motor vehicle; calculator; telephone; portable radio; various hand tools and electrical testing equipment.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the 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.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works near moving or mechanical parts, and is frequently exposed to risks of electrical shock and outdoor weather conditions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: Chief Plumbing Inspector

Department: Inspection Services

Reports To: ~~Building Inspector~~ Director of Inspection Services

Salary Level: ~~17, as approved by AFSME Inspector's Labor Agreement~~ Salary Grade 8

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek~~ Scott Satula, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~March 13, 2003~~ 2019

Approved By: ~~Resolution 2003-5516~~

Approved Date: ~~4/15/2003~~

Summary Inspects commercial and industrial plumbing systems and installations for conformance to state and local codes, sanitation standards, and construction specifications by performing the following duties.

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

Make scheduled inspections for plumbing systems of new and existing residential and commercial buildings.

Check plumbing plans and layout for residential and commercial buildings for conformance to codes, ordinance, and statutes.

Approve plumbing applications, issue permits, and make inspections.

Receive and/or coordinate the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

Act as witness in court cases to obtain compliance with Municipal Codes.

Make recommendations to keep codes current.

Make annual tavern and restaurant inspections of plumbing, prior to licenses being issued.

Subject to approval by the Director of Inspection Services, will be responsible to render final determination on all matters related to local administration of the Plumbing code.

Gives guidance to other inspectors in regards to plumbing issues in which they may have questions.

Other duties as assigned by the ~~Building Inspector~~ Director of Inspection Services.

Maintain all plumbing permits and inspection records.

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 representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Graduation from high school or GED equivalent + required trade school to obtain plumbing license, four (4) yearsthree (3) years relevant experience, or any equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the organization. Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to make independent judgments which have considerable impacts on the organization.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word word processing software. The ability to learn other required software, as needed.

Necessary Knowledge, Skills, and Abilities

Thorough knowledge of plumbing codes and construction standards and practices.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

Certificates, Licenses, Registrations

~~Journey~~ Master Plumbers License.

State of Wisconsin, Department of ~~Commerce~~ Safety and Professional Services (DSPS) certifications in Uniform Dwelling Code Categories of Plumbing I and Private Onsite Waste Treatment System (P.O.W.T.S.) certification.

Valid ~~WI~~ Driver's License.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the 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.

Work is performed mostly in outdoor settings. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

Miscellaneous The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FRANKLIN
Job Description

Job Title: Residential Building Inspector

Department: Inspection Services

Reports To: ~~Building Inspector~~Director of Inspection Services

Salary Level: Salary Range 6

FLSA Status: Non-Exempt

Prepared By: Mark Luberda, Director of Administration & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~October 11, 2016~~March 2019

Approved By: Common Council

Approved Date:

GENERAL PURPOSE

Enforce the building codes (exclusive of Commercial Building Construction Code) of the City of Franklin and the State of Wisconsin, to administer and enforce the provisions of those sections of the Municipal Code under the department's jurisdiction and to investigate and resolve complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review plans and specifications for compliance with local and state building codes.

Review surveys and site plans for compliance with the provisions of the zoning code.

Issue building, heating, and sign permits.

Conduct on-site building inspections, including footing, foundation, rough carpentry, insulation, housing, soil erosion, and occupancy inspections.

Meet with contractors, owners and the general public to answer questions regarding building, housing, sign, and soil erosion codes.

Attend the Zoning, Building Board of Appeals, and Architectural Board meetings, ~~in the absence of the building inspector~~at the direction of the Director of Inspection Services.

Act as a primary inspector for the investigation and resolution of complaints.

Prepare and issue orders and citations in order to obtain compliance with Municipal and Zoning Codes.

Other duties as assigned by the ~~Building Inspector~~Director of Inspection Services.

PERIPHERAL DUTIES

Perform duties of plumbing and/or electrical inspectors, provided employee is certified and qualified.

Answer and direct telephone calls in the absence of the department secretary.

Receive and answer questions relating to applications for permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent, 1-3 years general construction or related experience, or any equivalent combination of education and experience.

Language Skills

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

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

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

Necessary Knowledge, Skills, and Abilities

Thorough knowledge of building codes and construction standards and practices.

Working knowledge of zoning codes and their enforcement.

Thorough knowledge of building materials and their applications.

Skill in the operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have considerable impacts on the organization.

CERTIFICATES, LICENSES & REGISTRATION

State of Wisconsin, Department of ~~Industry, Labor and Human Relations~~ Safety and Professional Services (DSPS) certifications in the categories of Uniform Dwelling Code Categories of construction, HVAC required; Plumbing and Electrical certifications preferred.

Valid WI-Driver's License.

SUPERVISION RECEIVED

Works under general supervision of the ~~Building Inspector~~ Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

TOOLS AND EQUIPMENT USED

Personal computer including word processing software, copy machine, fax machine, calculator, automobile, hand tools, and telephone.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

Work is performed mostly in outdoor settings in the inspection of various land use developments and construction sites. Some work is performed in an office setting. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: Permit Technician

Department: ~~Building Inspection~~ Services

Reports To: ~~Building Inspector~~ Director of Inspection Services

Salary Level: Salary Grade 6

FLSA Status: Non-Exempt

Prepared By: W. Scott Satula, ~~Building Inspector~~ Director of Inspection Services

Prepared Date: ~~10/10/2018~~ March 2019

Approved By: Common Council

Approved Date: ~~10/16/2018~~

Summary:

Under the direct supervision of the ~~Building Inspector~~ Director of Inspection Services, provides skilled residential and non-construction related commercial building inspections, assists in permit intake and review, issues permits and manages complaints to assure compliance with City/State/Federal codes and ordinances.

Essential Duties and Responsibilities:

Assists front office staff with answering calls and serving customers at counter.

Processes “over-the-counter” permits for alterations, repairs and other small projects involving one & two-family dwellings.

Assists with scheduling inspections.

Assists in conducting liquor license inspections.

Provides coverage for other inspectors performing inspections on one & two-family dwellings.

Research, inspect, and takes appropriate action involving property maintenance, abandoned vehicle and other complaints routinely received by the Department of Building Inspection.

Prepares and issues notices & orders to property owners relating to nuisance complaints.

Maintains records of referrals and complaints on Department software program.

Inspects new & existing residential buildings for compliance with the Uniform Dwelling Code Construction & HVAC Codes.

Interprets legal requirements and recommends compliance procedures to property owners.

Inspects alterations and repairs of one & two-family buildings and premises for code compliance.

Answers building and zoning questions through e-mail, over the phone and at the counter.

Assists in the coordination of overlapping functions in other departments.

Consults with the City Attorney's Office in the issuance of citations and summons for prosecution regarding persons or firms violating City codes or ordinances.

Represents the City in Municipal Court for pre-trials and trials.

Testifies in court.

Maintains a variety of departmental reports, records, construction plans and surveys.

Recommends changes in procedures and processes to improve efficiency.

Performs other duties as assigned.

Peripheral Duties:

Position will also serve to assist and provide coverage for the Secretary and Permit Clerk positions in the Department.

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent is required. A degree in architecture, construction management or closely related field; or 1-3 years previous experience in a municipal building inspection department or general building construction/building trades; or an equivalent combination of education and experience is required.

Language Skills:

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

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions proportions percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Necessary Knowledge, Skills, and Abilities:

Working knowledge of zoning codes and their enforcement, building codes, construction standards and practices, and the ability to explain in general terms their requirements.

Working knowledge of building materials and their applications.

Basic knowledge of the Inspection Services Department computer programs and the ability to teach the operation of the systems to others.

Ability to demonstrate strong values in communication, teamwork, safety, initiative, continuous improvement and maintaining a positive work environment.

Skill in operation of listed tools and equipment.

Maintains prompt, predictable, and regular physical attendance.

Provides truthful and accurate written and verbal communications.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to maintain effective working relationships and other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have considerable impacts on the organization.

Certificates, Licenses, and Registrations:

DSPS inspector certifications in Uniform Dwelling Code Construction and HVAC are required within 6 months of employment.

Valid driver's license.

Supervision Received:

Works under the general supervision of the ~~Building Inspector~~ Director of Inspection Services.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer including word processing, permit tracking, complaint tracking, GOVERN, GIS, database and spreadsheet software, copy machine, fax machine, calculator, radio, and telephone.

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.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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.

Work is performed in outdoor settings in the inspection of various land use developments and construction sites. Work is also performed in an office setting. The employee occasionally works near moving mechanical parts, in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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: Inspection Permit Clerk

Department: Inspection Services

Reports To: ~~Building Inspector~~ Director of Inspection Services

Salary Level: ~~determined per TEAMSTERS Clerical Union Contract~~ Salary Grade 5

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek, Human Resources Manager~~ Scott Satula, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~March 20, 2003~~ 2019

Approved By: ~~Resolution 2003-5558~~

Approved Date: ~~July 15, 2003~~

Summary:

Review applications and provide secretarial and permit services in support of department objectives and coordinate office clerical operations.

Essential Duties and Responsibilities:

Issue building permits for the construction of accessory structures, fences, swimming pools, attached decks, foundation repairs, and other types of permits as authorized by the ~~Building Inspector~~ Director of Inspection Services.

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

Receive and perform preliminary checks of building plans, surveys, and specifications submitted for permit applications.

Prepare applications and enter permit information into the computer system.

Coordinate and schedule inspections to be made by the building, plumbing, and electrical inspectors, and engineering technicians.

Maintain records and files; including plumbing, building, soil erosion, drive approach, culverts, hydrant use, and sign permits.

Maintain filing systems, control records, and indexes.

Prepare various detailed monthly and yearly reports for federal and state governments, local utilities, and city use.

Enter permit records into various computer databases and coordinate occupancy re-inspections for the inspectors.

Meet with contractors, owners, and the public to answer general questions regarding building, housing, signs, and soil erosion codes.

Coordinate the agenda for the architectural board, mail required notices, and transcribe minutes.

Updates Inspection Services Department web page.

Provides support to other departments on Govern software.

Maintain account records and coordinate department purchasing.

Other duties as assigned by the ~~Building Inspector~~Director of Inspection Services.

Peripheral Duties:

~~Licensing of electrical contractors.~~

Process permits as directed by the ~~Building Inspector~~Director of Inspection Services.

Minimum Qualifications:

Education and Experience:

Graduation from high school or GED equivalent with specialized course work in general office practice and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. A minimum of two (2) years experience in a Building Inspection Department or an equivalent degree of experience in office management in a construction related field. The ability to obtain certification as an Wisconsin Department of Safety and Professional Services (DSPS) UDC construction Construction Inspector within 6 months.

Language Skills:

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

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions proportions percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

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

Necessary Knowledge, Skills, and Abilities:

Working knowledge of zoning and building codes and the ability to explain in general terms their requirements.

Ability to review plans and issue permits following completion of review.

Advanced knowledge of the Inspection Services Department computer programs and the ability to teach the operation of the systems to others.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts to the public, verbally and in writing.

Ability to maintain effective working relationships and other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have moderate impacts on the organization.

Certificates, Licenses, and Registrations:

Certification as an UDC Construction Inspector.

Supervision Received:

Works under the general supervision of the ~~Building Inspector~~ Director of Inspection Services.

Responsibility for Public Contact:

Daily contact requiring courtesy, discretion, and sound judgment.

Tools and Equipment Used:

Personal computer including word processing, permit tracking, complaint tracking, GOVERN, GIS, database and spreadsheet software, copy machine, fax machine, calculator, radio, and telephone.

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 sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of 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: Secretary

Department: Inspection Services

Reports To: ~~Building Inspector~~ Director of Inspection Services

Salary Level: ~~12, per Teamsters Clerical Union Contract~~ Salary Grade 2

FLSA Status: Non-Exempt

Prepared By: ~~Becky Dudek~~ Scott Satula, Director of Inspection Services & Dana Zahn, Human Resources Coordinator

Prepared Date: ~~March 13, 2003~~ 2019

Approved By: ~~Resolution 2003-5516~~

Approved Date: ~~April 15, 2003~~

GENERAL PURPOSE

Provide secretarial services in support of department objectives and coordinate office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose, type, and edit a variety of correspondence, reports, memoranda, and other materials.

Receive and perform preliminary checks of building plans, surveys, and specifications submitted for permit applications.

Prepare application forms for all permits.

Coordinate and schedule inspections to be made by the building, plumbing, and electrical inspectors, and engineering technicians, for drive approach permits.

Maintain records and files, including plumbing, building, soil erosion, drive approach, culverts, hydrant use, and sign permits.

Establish and maintain filing systems, control records, and indexes.

Prepare various detailed monthly and yearly reports for federal and state governments, local utilities, and city use.

Enter permit records into various computer databases and coordinates occupancy reinspections for the inspectors.

Meet with contractors, owners, and the general public to answer general questions regarding building, housing, signs, and soil erosion codes.

Coordinate the agenda for the architectural board, mail required notices, and transcribe minutes.

Serve as cashier and post money to appropriate accounts.

Other duties as assigned by the ~~Building Inspector~~ Director of Inspection Services.

PERIPHERAL DUTIES

~~Licensing of electrical contractors.~~

Process various types of permits.

MINIMUM QUALIFICATIONS

Education and Experience

Graduation from high school or GED equivalent with specialized course work in general office practice and, two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Must be able to type 40 wpm.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Necessary Knowledge, Skills, and Abilities

Working knowledge of zoning and building codes and the ability to generally explain their requirements.

Skill in operation of listed tools and equipment.

Ability to present and communicate ideas and concepts with the public, verbally and in writing.

Ability to maintain effective work relationships with other departments, appointed officials, elected officials, and the public.

Ability to make independent judgments which have moderate impacts on the organization.

SUPERVISION RECEIVED

Works under the general supervision of the ~~Building Inspector~~ Director of Inspection Services.

SUPERVISION EXERCISED

None.

RESPONSIBILITY FOR PUBLIC CONTACT

Daily contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, GIS, and GOVERN software, copy machine, fax machine, calculator, radio, and telephone.

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 sit, talk and hear. The employee is occasionally required to walk; use hands and fingers to operate, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is 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.



MEMORANDUM: FROM ENGINEERING

DATE: March 25, 2019

TO: Mark Luberda, Director of Administration

COPY: Dana Zahn, Human Resources Coordinator
Mayor Steve Olson
Bill Dudash, Public Works Superintendent
Mike Roberts, Utility Superintendent

FROM: Glen E. Morrow, PE- City Engineer, Director of Public Works, Utility Manager *Glen E. Morrow*

SUBJECT: Minimum Drivers License requirements for DPW and Utility Applicants

Currently all DPW and Utility job postings require that the applicant have his/her commercial driving license (CDL) Class A, B, C, and D with endorsement N. For reference:

Class A. For operation of a commercial motor vehicle. Any combination of vehicles with a Gross Vehicle Weight Rating (GVWR), actual weight, or registered weight over 26,000 pounds provided the GVWR, actual weight, or registered weight of the towed vehicle(s) is more than 10,000 pounds.

Class B. For operation of a commercial motor vehicle. Any single vehicle with a GVWR, actual weight, or registered weight over 26,000 pounds, or such vehicle towing a vehicle with a GVWR, actual weight, or registered weight of 10,000 pounds or less.

Class C. For operation of a commercial motor vehicle. Any single vehicle with a GVWR, actual weight, or registered weight of 26,000 pounds or less, (or such vehicle towing a vehicle less than 10,000 pounds) transporting hazardous materials requiring placarding or designed to carry 16 or more persons including the driver.

Class D. For operation of automobiles; light trucks and mopeds.

Endorsement N= Tank vehicle. Any commercial vehicle that is designed to transport a liquid or gaseous material within a tank that is either permanently or temporarily attached to the commercial motor vehicle of the chassis.

To take the applicable CDL certification test, the applicant must have an appropriate vehicle to take the driving test. Depending on the equipment used, a restriction such as automatic transmission may be placed on the license.

There are also ways in which an applicant may have the appropriate experience but has not needed to obtain his/her CDL license. For example exemptions include:

Back-up (substitute or replacement) snowplow drivers (includes snow or ice removal by plowing, salting or sanding) for local units of government (defined as a county, city, village, town, school district, county utility district, sanitary district, metropolitan sewage district, or other public body created by or pursuant to state law) are not required to hold a CDL if they meet all of the following:

- *Are an employee of a local unit of government with a population of 3,000 or fewer.*
- *Hold a valid Class D license.*
- *Are operating within the boundaries of the local unit of government.*
- *Is one of the following:*
 - *Substituting for or replacing, a regular employee who ordinarily operates the vehicle.*
 - *An additional employee because a snow emergency exists as determined by the local unit of government.*

As a result, an applicant may have many desirable, applicable, and valuable job skills but has not had the opportunity to practice and drive the appropriate vehicle. The requirements for a CDL Class A, B, C, and D with endorsement N to even apply for an open position has limited the number of applicants for consideration.

Some other communities have altered their qualifications for hiring these employees and state that applicants with those certifications will be preferred but not required at date of hire. They also state that applicable certifications must be obtained before the probation time has expired.

With the support of the DPW and Utility Superintendents, I would like to recommend that Franklin not require minimum CDL requirements at the date of hire but require that the minimum CDL requirements for each position be obtained prior to expiration of the new employee's probation. Failure to obtain the certifications prior to end of probation will be cause for termination.

Obviously, hiring an employee with the applicable CDL certifications is highly desirable, but waiving this requirement will allow consideration of a broader pool of applicants.

<p style="text-align: center;">APPROVAL <i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE June 4, 2019</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">NOTIFICATION OF CLOSURE OF RECYCLING CENTER SERVICES AT DPW FACILITY (7979 W. RYAN ROAD) ON SATURDAYS</p>	<p style="text-align: center;">ITEM NUMBER <i>G.11.</i></p>

BACKGROUND

Currently, Franklin residents utilize a recycling center Mondays through Saturdays at the Department of Public Works (DPW) facility at 7979 W. Ryan Road. Historically, the recycling center was staffed on Saturdays by volunteer DPW Staff that were paid overtime. This overtime expense was covered by the solid waste fund and included heavy equipment operators (HEO), light equipment operators (LEO) and mechanics. It is budgeted that approximately 7.5 hours per week are paid by the solid waste fund.

In April 2016, the staffing for the recycling center was modified to shift the Saturday work using an altered work schedule. See attached April 25, 2016 email with the Mayor's approval and description of the implementation. This modification removed monies from the DPW payroll budget but it also removed one employee for one day each week from the work crews. Common Council was reminded of this modification in 2017 during the 2018 budget discussions with the attached memorandum.

Presently, DPW has several open positions and the missing operator one day per week is exacerbating the understaffed/overworked environment. In addition, it is assumed that mandatory rotating Saturday work is limiting the pool of applicants for open LEO and HEO positions in the current employment market. With the Mayor's blessing, DPW would like to eliminate the mandatory altered work schedule and eliminate Saturday services at the recycling center.

ANALYSIS

Staff would still open the DPW recycling center Mondays through Fridays during DPW's normal operating hours. DPW would start documenting Staff efforts at the Recycling Center Mondays through Fridays that would be equivalent to the current solid waste fund budget that pays for Saturday hours.

Note that residents may also utilize recycling facilities at Waste Management's facility at 12200 W. South County Line Road. Waste Management will ask for proof of Franklin residency, but they are open on Mondays, Wednesdays, Fridays, and Saturdays (until 3:00 pm) and will accept everything that the DPW facility does plus they will take all sizes of brush, tires, trash, metal, yard and garden waste, leaves, construction debris, furniture, and carpeting. If allowed to close on Saturdays, DPW would post a sign with instructions on how to find the Waste Management facilities.

The Mayor has authority to alter work schedules. Staff would like for Common Council to acknowledge that it is acceptable for the DPW Recycling Center to close operations on Saturdays.

If allowed to close on Saturdays, Staff will alert the residents of the change in the upcoming City newsletter (next publication the week of July 22, 2019), City website, and a sign at the DPW yard. Implementation would start in August 2019.

FISCAL NOTE

This has negligible impact on current budget since the number of Staff hours would remain the same and the budget from the Solid Waste fund would also remain the same.

OPTIONS

- A. Allow the closure of the recycling center on Saturdays. Or
- B. Refer back to Staff with further direction.

COUNCIL ACTION REQUESTED

(OPTION A) Motion to acknowledge closing the Department of Public Works Recycling Center on Saturdays.

Engineering: GEM

Glen Morrow

From: Steve Olson [steve-olson@wi.rr.com]
Sent: Monday, April 25, 2016 10:11 AM
To: Glen Morrow; Steve Olson
Cc: Jerry Schaefer; Dana Zahn; Mark Luberda
Subject: RE: DPW Light Equipment Operator altered work schedule

Approved.

Steve Olson
Mayor
City of Franklin
9229 W. Loomis Rd.
Franklin, Wi. 53132
O: 414-427-7529



City of Franklin

From: Glen Morrow [<mailto:GMorrow@franklinwi.gov>]
Sent: Monday, April 25, 2016 9:56 AM
To: Steve Olson
Cc: Jerry Schaefer; Dana Zahn; Mark Luberda
Subject: DPW Light Equipment Operator altered work schedule

Mayor,

Per the employee manual "...the work week and hours of work for non-Civil Service employees shall primarily be established by the Mayor.....The City reserves the right to alter work schedules and assignments of supervisors and managers to meet the needs of the Departments and the City."

We plan to hire a DPW light equipment operator following the retirement of a Heavy Equipment Operator (HEO) and subsequent promotion of Light Equipment Operator (LEO). Current policy to staff the recycling center on Saturday is to offer overtime to current DPW employees, including mechanics, HEOs, and LEOs. We plan to advertise and hire all new LEO positions as mandatory Saturday hours at straight time based on an altered work schedule- working only 4 days earlier in the week. The goal is to eventually have this scheduled shared with many LEOs on a rotation or voluntary basis.

Once the first new employee is hired, we will offer this altered schedule to existing LEOs (and possibly HEOs if necessary) on a voluntary basis so that the new person may not need to work every Saturday. Otherwise, we will occasionally need overtime if the new employee(s) have valid reasons to miss work on a Saturday. Again- I intend to grandfather all existing employees as voluntary altered work schedules. Overtime to staff the Recycling Center in the future will be as a last resort.

Please reply with your approval or questions to document your mayoral decision.

Glen E. Morrow, PE

City Engineer / Director of Public Works
City of Franklin
9229 W. Loomis Rd.
Franklin, Wi. 53132
414-425-7510



MEMORANDUM: FROM ENGINEERING

DATE: July 28, 2017

TO: Mayor Olson
Common Council
Director of Finance Rotzenberg

FROM: Glen E. Morrow, PE- City Engineer, Director Of Public Works, Utility Manager

SUBJECT: Proposed 2018 DPW Personnel addition of Light Equipment Operator.

In 2016, a new light equipment operator (LEO) was approved in the budget, but never hired. This new position was requested in 2017 budget but not approved. Please consider this position again for 2018.

There has been some significant road mileage added to the Franklin DPW responsibilities with most notably the jurisdictional transfers of S. 68th Street, S. North Cape Road, and W. St. Martins Road. Not only do these roads require additional snow clearing operations, but they have added property owner services related to ditches and drainage concerns that were previously addressed (or neglected) by the County Highway department. Several of these residents have consumed a large portion of Staff's time with a wide variety of issues, including but not limited to drainage complaints, right-of-way mowing, street tree maintenance, and ditch enclosures.

Additionally, there is increased needs in Parks that are stretching the abilities of the department. Not just the visible Kayla's playground, but all parks are receiving additional attention to structural repairs, landscaping, and general daily maintenance because of increased use. Pleasant View Park has alone added 24 acres of maintenance. Pathways for Pleasant View and Robinwood Trail are examples of the trails that have been installed and need weekly attention. I am told that the Parks budgets have been created to compensate the DPW operations budgets- but they not currently adequate.

The Parks contributes approximately \$60,000 for fulltime salaries and less than \$20,000 for temporary salaries equaling about \$80,000 total gross salaries (not including benefits). In 2015, the gross salaries of DPW full and part time employees was over \$93,000. In 2016 that number was over \$95,000. As of the 7/21/2017 pay period, the 2017 number is over \$49,000 and it is anticipated that the year will finish \$95,000 - \$100,000.

Note that several small promises of DPW time are continually being added to weekly chores. These include mowing projects in the summertime and sidewalk/pathway clearing in the wintertime.

Please note that DPW is continually implementing savings to the City. One example is requiring new LEOs to adjust their work schedule to cover the Recycling Center on Saturdays for no overtime. Unfortunately, this cost savings measure leaves the DPW routinely short of staff each week to address the LEO duties.

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APPROVAL <i>Slw Pd</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE June 4, 2019
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2018-2345, AN ORDINANCE ADOPTING THE 2019 ANNUAL BUDGETS FOR THE GRANTS FUND TO PROVIDE \$10,500 OF APPROPRIATIONS FOR CAPITAL PURCHASES	ITEM NUMBER <i>G.12.</i>

Background

The 2019 Grants budget did not provide any capital appropriations for Health Grants. Recently, the Public Health Emergency Preparedness Grant provided \$10,500 of resources for tables and chairs in the Health Department to act as an Emergency Preparedness site.

Appropriations are needed to authorize the equipment purchase.

Recommendation

Staff recommends the attached proposed 2019 budget amendment be adopted to provide appropriations necessary to utilize the resources provided by the Public Health Emergency Preparedness Grant.

COUNCIL ACTION REQUESTED

Motion adopting an Ordinance to amend Ordinance 2018-2345, an Ordinance adopting the 2019 annual budgets for the Grants Fund to provide \$10,500 of appropriations for capital purchases

Roll Call Vote Required

Finance Dept - Paul

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2019_____

AN ORDINANCE TO AMEND ORDINANCE 2018-2345, AN ORDINANCE ADOPTING THE 2019 ANNUAL BUDGETS FOR THE GRANT FUND TO PROVIDE \$10,500 OF APPROPRIATIONS FOR CAPITAL PURCHASES

WHEREAS, the Common Council of the City of Franklin adopted the 2019 Annual Budgets for the City of Franklin on November 13, 2018; and

WHEREAS, a new \$10,500 Public Health Emergency Preparedness grant has become available to purchase desks and chairs to equip the City’s Preparedness site; and

WHEREAS, resources and expenditure appropriations were not included n the 2019 Grant Fund for capital purposes; and

WHEREAS, the City of Franklin will benefit by accepting the grant and purchasing the equipment.

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

Section 1 That a 2019 Budget for the Grant Fund be adjusted as follows:

Health Grant Fund			
Revenues	Grant	Increase	\$10,500
Capital Budget		Increase	\$10,500

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 _____, 2019.

APPROVED:

Stephen R Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ___ NOES ___ ABSENT ___

APPROVAL <i>Slw pd</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE June 4, 2019
REPORTS & RECOMMENDATIONS	April, 2019 Monthly Financial Report	ITEM NUMBER <i>G.13.</i>

Background

The April, 2019 Financial Report is attached.

The Finance Committee reviewed this report and recommends acceptance of the attached statements.

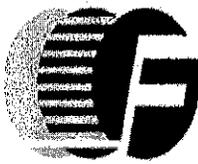
The Finance Committee recommended that Common Council revisit the Park Impact Fee rate immediately and current level of Park Spending to address the expiring Park Impact fees.

Highlights of the report are contained in the transmittal memo.

The Finance Director will be on hand to answer any questions.

COUNCIL ACTION REQUESTED

Motion to Receive and place on file



City of Franklin

Date: May 15, 2019
To: Mayor Olson, Common Council and Finance Committee Members
From: Paul Rotzenberg, Director of Finance & Treasurer *PR*
Subject: April 2019 Financial Report

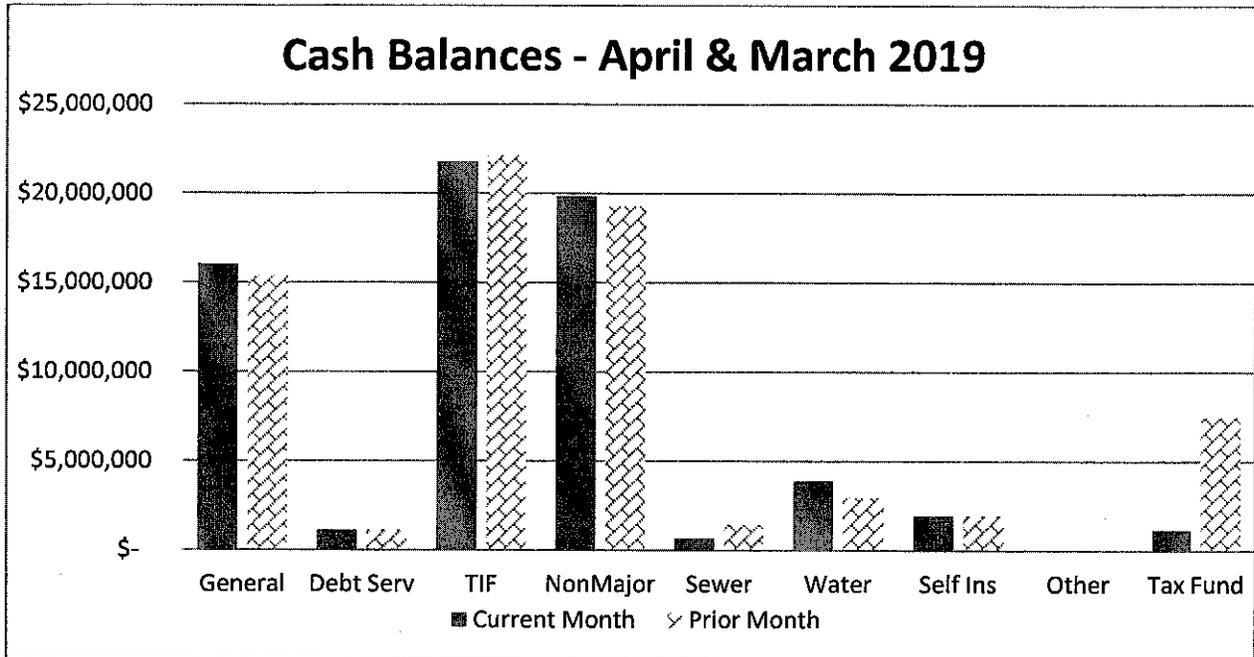
The April, 2019 financial reports for the General Fund, Debt Service Fund, TID Funds, Solid Waste Fund, Capital Outlay Fund, Equipment Replacement Fund, Street Improvement Fund, Capital Improvement Fund, Development Fund, Utility Development, Self Insurance Fund, and Post Employment Insurance Fund are attached.

The budget allocation is completed using an average of the last five years actual spending against the Original Budget, amendments to the 2019 budget are excluded from the Year To Date budget allocation. Caution is advised in that spending patterns may have changed. Comments on specific and trending results are provided below to aid the reader in understanding or explaining current year financial results.

Cash & Investments Summary – is provided to aid in understanding the resources available to meet current activities. Cash & investments are positions with safety and liquidity as primary objectives as stated in the City's Investment policy. Investment returns are secondary in the investment decisions, while return potential is not ignored.

The City borrowed \$20.1 million dollars in February. \$10.6 million was used to refund the TID 5 Note Anticipation Note sold in May 2018. \$3 million provided financing for a Developer's grant in TID 3, and \$6 million will finance project costs in TID 6.

Cash & Investments in the General Governmental Funds totaling \$58.8 million increased \$0.9 million since last month. Most of that increase resulted from the April tax settlement. The large decrease in the Tax Fund represents the settlement of Property taxes after the second installment due date.



GENERAL FUND revenues of \$16.8 million are \$0.7 million greater than budget. Tax collections are slightly faster and higher than prior years.

Year to Date April's expenditures of \$8.7 million are \$12,000 less than budget. Expenditure items of note are:

- The Public Works Year to date budget includes the 2018 salt purchase. The allocated budget does not anticipate that purchase in Q1. This variance will disappear by year end.
- The contingency expenditure represents the web site design project.

An \$8.0 million surplus is \$779,000 greater than budget. The faster collection of taxes generated the improved performance to budget. The tax collection favorable position will disappear by year end.

DEBT SERVICE – Debt payments were made March 1 as required. The increased development activity of late has permitted more impact fee transfers than expected in the budget.

TIF Districts –

TID 3 – The 2019 increment was collected and the TID borrowed \$3 million in February to finance a Developer Grant. The first of six buildings have received occupancy permits, and the grant has begun to be paid.

TID4 – The 2019 increment was collected and payments are being made on the Engineering contract.

TID5 – The 2019 Increment was collected. The TID borrowed \$10.6 million to make a \$10 million note payment. Developer draws continue to be paid. The 2019 budget will need to

April, 2019
Financial report

be increased, as spending in 2018 was less than anticipated when the budget was adopted and will now be made in 2019. Total expenditures on the infrastructure are \$17.7 million.

TID6 – The TID borrowed \$6 million to finance developer project costs this summer. A second borrowing, likely in Q4, will be needed to meet commitments to the Developer.

SOLID WASTE FUND – Activity is occurring as budgeted. Tipping fees tend to run a month late.

LANDFILL SITING REVENUES – These revenues impact the four Capital Funds and the General Fund. The 2019 Budget of \$1.6 million anticipated a 72% increase over the prior year. Due to the uncertainty of that increase, several contingencies were established in the Capital fund expenditures until a clearer picture of landfill siting revenues was known. Receipts thru April 30 total \$467,300, 141% more than 2018 at this time.

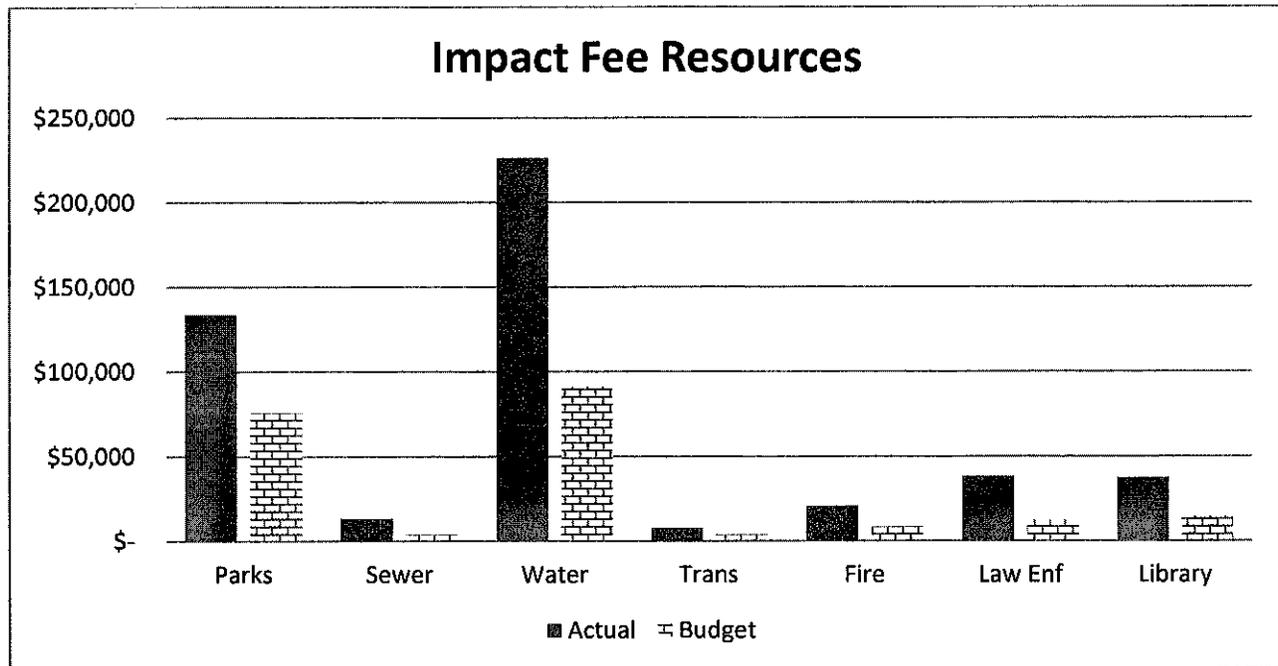
CAPITAL OUTLAY FUND – tax revenues are in line with budget. Landfill siting revenue is being allocated differently than in prior years, which accounts for the reduced revenue in 2019 compared to budget. The Police have ordered several of the planned vehicles. A \$26,000 text 2-911 project initiated in 2016 has numerous technical delays. The Fire Dept has completed the thermal imaging project. Highway has completed the Router replacement.

EQUIPMENT REPLACEMENT FUND – Revenues are in line with budget. The last of the 2018 projects were completed. The Fire Dept has placed the \$633,000 Purchase Order for the fire engine replacement.

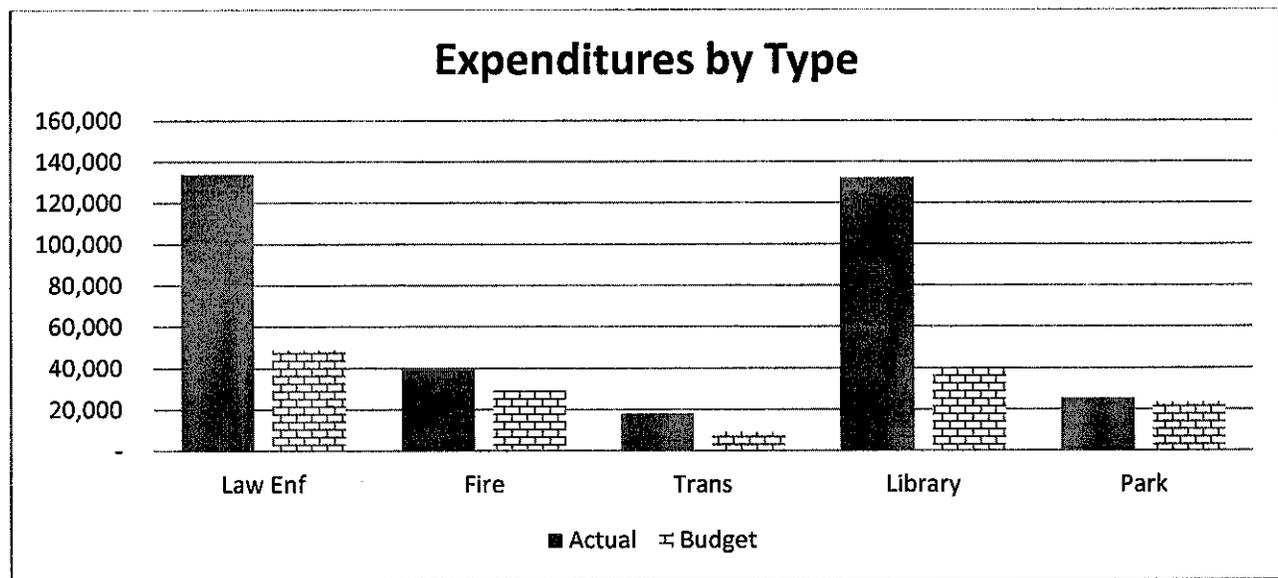
STREET IMPROVEMENT FUND – Revenues are in line with budget. The 2019 program purchase order has been placed. Costs are expected to be \$79,000 less than budget.

CAPITAL IMPROVEMENT FUND – The \$1,012,000 of Public Works expenditures represent the commitments made on the Rawson Homes storm sewer project. Some purchase commitments have been made on the City Hall HVAC & roof project. The Elm Road engineering study was charged to Contingency.

DEVELOPMENT FUND – Impact fee collections are starting very strong with several home building permits getting pulled. The large Water Impact fee was collected on the Ballpark Common's Routine Field permit.



Transfers to the Debt Service fund were made to fund debt service costs.



The Park Impact fee expenditures represent a commitment for a trail to a developer. The Park Impact fee holding period ends at the end of August 2019, should qualifying park expenditures utilizing fees not occur prior to then, rebates will begin.

Water Impact fees have been held for nearly six years. Oversizing payments to developers will utilize some of the fees but not very soon. A Water tower project is in the planning stage for 2021 or later and will use all of those fees and more.

April, 2019
Financial report

As of April, 2019, there are \$4.27 million of Park and \$1.76 million of Water Impact fees on hand. All other fee types total \$315,000.

UTILITY DEVELOPMENT FUND – A large deferred assessment was paid in January.

SELF INSURANCE FUND – Revenues are slightly below budget, as participation in the plan decreased as a result of the revised health insurance program.

Employer contributions to the Health Savings Accounts are pushing costs greater than expected when more participants chose this plan. A budget amendment permitting additional transfers to cover HSA contributions will be needed.

Benefit payments are 4% greater than budget.

A break even result thru April is worse than budget but better than last year. Generally, current performance of this fund is favorable.

RETIREE HEALTH FUND – Insurance results are much better than 2018. The additional participant contributions are a function of higher participant premium rates and greater participation. Medical claims are off to a much slower start than 2018, generating an insurance surplus. These results can quickly change depending upon group activity.

Investment results erased the sharp down turn in the fourth quarter of 2018. Net investment gains of \$670,000 combined with the City contributions generate the \$754,000 surplus.

Caution is advised, as equity market returns can be volatile, evidenced by the sharp fourth quarter downturn in 2018.

City of Franklin
Cash & Investments Summary
April 30, 2019

	Cash	American Deposit Management	Institutional Capital Management	Local Government Invest Pool	Fidelity Investments	Total	Prior Month Total
General Fund	\$ 886,581	\$ 8,213,262	\$ 5,202,897	\$ 1,735,414	\$ -	\$ 16,038,153	\$ 15,363,648
Debt Service Funds	31,655	586,347	527,679	-	-	1,145,681	1,144,078
TIF Districts	825,240	17,978,658	2,997,569	-	-	21,801,467	22,162,726
Nonmajor Governmental Funds	557,998	10,185,019	9,099,645	-	-	19,842,662	19,282,900
Total Governmental Funds	2,301,474	36,963,285	17,827,790	1,735,414	-	58,827,963	57,953,352
Sewer Fund	(25,764)	700,000	-	-	-	674,236	1,456,218
Water Utility	20,387	3,485,726	410,893	-	-	3,917,006	2,977,506
Self Insurance Fund	144,237	25,487	1,794,459	-	-	1,964,183	1,960,876
Other Designated Funds	13,877	-	-	-	-	13,877	13,972
Total Other Funds	152,737	4,211,213	2,205,352	-	-	6,569,302	6,408,571
Total Pooled Cash & Investments	2,454,211	41,174,498	20,033,142	1,735,414	-	65,397,265	64,361,924
Retiree Health Fund	108,018	-	-	-	6,009,673	6,117,691	5,933,260
Property Tax Fund	123,928	1,037,002	-	-	-	1,160,930	7,500,356
Total Trust Funds	231,946	1,037,002	-	-	6,009,673	7,278,621	13,433,616
Grand Total Cash & Investments	2,686,158	42,211,500	20,033,142	1,735,414	6,009,673	72,675,886	77,795,540
Average Rate of Return		2.37%	1.65%	2.49%			
Maturities:							
Demand	2,686,158	29,368,615	64,347	1,735,414	265,550	34,120,083	39,387,168
Fixed Income & Equities	-	-	-	-	4,397,155	4,397,155	4,255,881
2019 - Q2	-	2,984,485	-	-	-	2,984,485	2,984,485
2019 - Q3	-	9,178,000	995,096	-	-	10,173,096	10,172,150
2019 - Q4	-	-	1,986,014	-	-	1,986,014	1,983,524
2020 - Q1	-	167,700	1,033,832	-	-	1,201,532	1,200,880
2020 - Q2	-	-	988,383	-	-	988,383	-
2020	-	512,700	4,476,226	-	172,961	5,161,888	6,146,240
2021	-	-	7,960,703	-	225,887	8,186,590	8,186,431
2022	-	-	2,528,541	-	170,505	2,699,046	2,701,348
2023	-	-	-	-	174,230	174,230	174,370
2024	-	-	-	-	201,009	201,009	201,331
2025	-	-	-	-	202,518	202,518	202,274
2026	-	-	-	-	199,858	199,858	199,457
	2,686,158	42,211,500	20,033,142	1,735,414	6,009,673	72,675,886	77,795,540

City of Franklin
2019 Financial Report
General Fund Summary
For the Four months ended April 30, 2019

Revenue	2019 Original Budget	2019 Amended Budget	2019 Year-to-Date Budget	2019 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Property Taxes	\$ 18,139,675	\$ 18,139,675	\$ 14,026,581	\$ 14,548,158	\$ 521,577
Other Taxes	686,800	686,800	24,456	48,137	23,681
Intergovernmental Revenue	1,736,127	1,736,127	302,844	321,961	19,117
Licenses & Permits	1,038,990	1,038,990	322,881	303,514	(19,367)
Law and Ordinance Violations	546,000	546,000	216,382	151,201	(65,181)
Public Charges for Services	2,056,950	2,056,950	621,426	693,327	71,901
Intergovernmental Charges	207,500	207,500	-	30,891	30,891
Investment Income	265,000	265,000	88,333	229,878	141,545
Miscellaneous Revenue	162,150	162,150	35,124	31,008	(4,116)
Transfer from Other Funds	1,109,250	1,109,250	392,116	439,125	47,009
Total Revenue	\$ 25,948,442	\$ 25,948,442	\$ 16,030,143	\$ 16,797,200 104.79%	\$ 767,057
Expenditures	2019 Original Budget	2019 Amended Budget	2019 Year-to-Date Budget	2019 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
General Government	\$ 3,200,440	\$ 3,239,416 A	\$ 1,219,744	\$ 1,099,633 E	\$ 120,111
Public Safety	17,784,187	17,778,874 A	5,885,456	5,996,280 E	(110,824)
Public Works	3,571,132	3,703,236 A	1,151,083	1,290,314 E	(139,231)
Health and Human Services	750,797	742,362 A	231,485	202,722	28,763
Other Culture and Recreation	182,702	185,793 A	42,977	42,350	627
Conservation and Development	640,776	732,514 A	207,806	242,944 E	(35,138)
Contingency and Unclassified	2,069,728	1,833,754 A	31,826	16,920 E	14,906
Anticipated underexpenditures	(375,320)	(317,444) A	(105,815)	-	(105,815)
Transfers to Other Funds	274,000	282,100 A	83,333	-	83,333
Encumbrances	-	-	-	(155,220)	155,220
Total Expenditures	\$ 28,098,442	\$ 28,180,605	\$ 8,747,895	\$ 8,735,943 99.86%	\$ 11,952
Excess of revenue over (under) expenditures	(2,150,000)	(2,232,163)	<u>\$ 7,282,248</u>	8,061,257	<u>\$ 779,009</u>
Fund balance, beginning of year	7,336,277	7,336,277		7,336,277	
Fund balance, end of period	<u>\$ 5,186,277</u>	<u>\$ 5,104,114</u>		<u>\$ 15,397,534</u>	

A Represents an amendment to Adopted Budget
E Represents an encumbrance for current year from prior year

**City of Franklin
Debt Service Funds
Balance Sheet
April 30, 2019 and 2018**

	2019 Special Assessment	2019 Debt Service	2019 Total	2018 Special Assessment	2018 Debt Service	2018 Total
Assets						
Cash and investments	\$ 727,742	\$ 417,939	\$ 1,145,681	\$ 626,126	\$ 60,762	\$ 686,888
Special assessment receivable	58,474	-	58,474	89,463	-	89,463
Total Assets	<u>\$ 786,216</u>	<u>\$ 417,939</u>	<u>\$ 1,204,155</u>	<u>\$ 715,589</u>	<u>\$ 60,762</u>	<u>\$ 776,351</u>
Liabilities and Fund Balance						
Unearned & unavailable revenue	\$ 58,474	\$ -	\$ 58,474	\$ 89,463	\$ -	\$ 89,463
Unassigned fund balance	727,742	417,939	1,145,681	626,126	60,762	686,888
Total Liabilities and Fund Balance	<u>\$ 786,216</u>	<u>\$ 417,939</u>	<u>\$ 1,204,155</u>	<u>\$ 715,589</u>	<u>\$ 60,762</u>	<u>\$ 776,351</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	2019 Special Assessment	2019 Debt Service	2019 Year-to-Date Actual	2019 Amended Budget	2018 Special Assessment	2018 Debt Service	2018 Year-to-Date Actual
Revenue							
Property Taxes	\$ -	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ -	\$ 1,300,000	\$ 1,300,000
Special Assessments	5,729	-	5,729	-	4,437	-	4,437
Investment Income	7,679	6,191	13,870	-	(2,262)	2,334	72
GO Debt Issuance	-	-	-	-	-	-	-
Total Revenue	<u>13,408</u>	<u>1,306,191</u>	<u>1,319,599</u>	<u>1,300,000</u>	<u>2,175</u>	<u>1,302,334</u>	<u>1,304,509</u>
Expenditures:							
Debt Service:							
Principal	-	1,405,000	1,405,000	1,405,000	-	1,339,008	1,339,008
Interest	-	74,256	74,256	134,138	-	65,634	65,634
Bank Fees	-	800	800	1,050	-	-	-
Total expenditures	<u>-</u>	<u>1,480,056</u>	<u>1,480,056</u>	<u>1,540,188</u>	<u>-</u>	<u>1,404,642</u>	<u>1,404,642</u>
Transfers in	-	323,419	323,419	240,188	-	111,999	111,999
Transfers out	-	-	-	-	(60,000)	-	(60,000)
Net change in fund balances	<u>13,408</u>	<u>149,554</u>	<u>162,962</u>	<u>-</u>	<u>(57,825)</u>	<u>9,691</u>	<u>(48,134)</u>
Fund balance, beginning of year	714,334	268,385	982,719	982,719	683,951	51,071	735,022
Fund balance, end of period	<u>\$ 727,742</u>	<u>\$ 417,939</u>	<u>\$ 1,145,681</u>	<u>\$ 982,719</u>	<u>\$ 626,126</u>	<u>\$ 60,762</u>	<u>\$ 686,888</u>

**City of Franklin
Consolidating TID Funds
Balance Sheet
April 30, 2019**

	<u>TID 3</u>	<u>TID 4</u>	<u>TID 5</u>	<u>TID 6</u>	<u>Total</u>
Assets					
Cash & investments	\$ 5,358,526	\$ 4,237,554	\$ 5,674,036	\$ 6,531,351	\$ 21,801,467
Total Assets	<u>\$ 5,358,526</u>	<u>\$ 4,237,554</u>	<u>\$ 5,674,036</u>	<u>\$ 6,531,351</u>	<u>\$ 21,801,467</u>
Liabilities and Fund Balance					
Accounts payable	\$ 833,333	\$ 15,612	\$ 7,016	\$ -	\$ 855,961
Accrued liabilities	865,136	-	-	-	865,136
Due to other funds	-	-	29,694	-	29,694
Advances from other funds	-	-	75,000	13,000	88,000
Total Liabilities	<u>1,698,469</u>	<u>15,612</u>	<u>111,710</u>	<u>13,000</u>	<u>1,838,791</u>
Assigned fund balance	<u>3,660,057</u>	<u>4,221,942</u>	<u>5,562,326</u>	<u>6,518,351</u>	<u>19,962,676</u>
Total Liabilities and Fund Balance	<u>\$ 5,358,526</u>	<u>\$ 4,237,554</u>	<u>\$ 5,674,036</u>	<u>\$ 6,531,351</u>	<u>\$ 21,801,467</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019**

	<u>TID 3</u>	<u>TID 4</u>	<u>TID 5</u>	<u>TID 6</u>	<u>Total</u>
Revenue					
General property tax levy	\$ 1,114,683	\$ 1,011,224	\$ 30,951	\$ -	\$ 2,156,858
Payment in lieu of taxes	-	121,759	-	-	121,759
State exempt aid	-	-	-	-	-
Investment income	35,032	41,930	59,003	6,840	142,805
Bond proceeds	<u>3,001,886</u>	<u>-</u>	<u>10,600,102</u>	<u>6,638,320</u>	<u>20,240,308</u>
Total revenue	<u>4,151,601</u>	<u>1,174,913</u>	<u>10,690,056</u>	<u>6,645,160</u>	<u>22,661,730</u>
Expenditures					
Debt service interest & fees	\$ 16,201	\$ -	\$ 10,428,009	\$ 109,101	\$ 10,553,311
Administrative expenses	3,542	14,672	14,795	2,983	35,992
Professional services	-	132,399	78,610	2,537	213,546
Capital outlays	-	714,802	3,339,310	-	4,054,112
Development incentive & obligation payments	1,125,324	-	-	-	1,125,324
Encumbrances	<u>-</u>	<u>(817,443)</u>	<u>(47,479)</u>	<u>(1,156)</u>	<u>(866,078)</u>
Total expenditures	<u>1,145,067</u>	<u>44,430</u>	<u>13,813,245</u>	<u>113,465</u>	<u>15,116,207</u>
Revenue over (under) expenditures	3,006,534	1,130,483	(3,123,189)	6,531,695	7,545,523
Fund balance, beginning of year	<u>653,523</u>	<u>3,091,459</u>	<u>8,685,515</u>	<u>(13,344)</u>	<u>12,417,153</u>
Fund balance, end of period	<u>\$ 3,660,057</u>	<u>\$ 4,221,942</u>	<u>\$ 5,562,326</u>	<u>\$ 6,518,351</u>	<u>\$ 19,962,676</u>

City of Franklin
Tax Increment Financing District #3
Balance Sheet
April 30, 2019 and 2018

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash & investments	\$ 5,358,526	\$ 1,490,560
Total Assets	<u>\$ 5,358,526</u>	<u>\$ 1,490,560</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 833,333	\$ 9
Accrued liabilities	865,136	1,323,600
Total Liabilities	<u>1,698,469</u>	<u>1,323,609</u>
Assigned fund balance	<u>3,660,057</u>	<u>166,951</u>
Total Liabilities and Fund Balance	<u>\$ 5,358,526</u>	<u>\$ 1,490,560</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

	<u>2019</u> <u>Annual</u> <u>Budget</u>	<u>2019</u> <u>Amended</u> <u>Budget</u>	<u>2019</u> <u>Year-to-Date</u> <u>Budget</u>	<u>2019</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2018</u> <u>Year-to-Date</u> <u>Actual</u>
Revenue					
General property tax levy	\$ 1,180,900	\$ 1,180,900	\$ 1,180,900	\$ 1,114,683	\$ 1,381,191
State exempt aid	479,831	479,831	2,100	-	-
Investment income	25,000	25,000	12,236	35,032	8,656
Bond proceeds	3,500,000	3,500,000	3,500,000	3,001,886	-
Total revenue	<u>5,185,731</u>	<u>5,185,731</u>	<u>4,695,236</u>	<u>4,151,601</u>	<u>1,389,847</u>
Expenditures					
Debt service principal	-	-	-	-	985,000
Debt service interest & fees	111,500	111,500	70,500	16,201	15,084
Administrative expenses	113,350	113,350	37,350	3,542	28,615
Interfund interest	-	-	-	-	74
Capital outlays	-	984,323	-	-	-
Development incentive & obligation payments	4,589,265	4,589,265	1,529,755	1,125,324	109,000
Encumbrances	-	-	-	-	-
Total expenditures	<u>4,814,115</u>	<u>5,798,438</u>	<u>1,637,605</u>	<u>1,145,067</u>	<u>1,137,773</u>
Revenue over (under) expenditures	371,616	(612,707)	<u>\$ 3,057,631</u>	3,006,534	252,074
Fund balance, beginning of year	<u>653,523</u>	<u>653,523</u>		<u>653,523</u>	<u>(85,123)</u>
Fund balance, end of period	<u>\$ 1,025,139</u>	<u>\$ 40,816</u>		<u>\$ 3,660,057</u>	<u>\$ 166,951</u>

City of Franklin
Tax Increment Financing District #4
Balance Sheet
April 30, 2019 and 2018

<u>Assets</u>	2019	2018
Cash & investments	\$ 4,237,554	\$ 3,592,179
Total Assets	<u>\$ 4,237,554</u>	<u>\$ 3,592,179</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 15,612	\$ 117
Total Liabilities	<u>15,612</u>	<u>117</u>
Assigned fund balance	4,221,942	3,592,062
Total Liabilities and Fund Balance	<u>\$ 4,237,554</u>	<u>\$ 3,592,179</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

	2019 Annual Budget	2019 Amended Budget	2019 Year-to-Date Budget	2019 Year-to-Date Actual	2018 Year-to-Date Actual
Revenue					
General property tax levy	\$ 1,023,600	\$ 1,023,600	\$ 1,023,600	\$ 1,011,224	\$ 1,059,413
Payment in Lieu of Taxes	132,800	132,800	112,880	121,759	132,871
State exempt aid	19,700	19,700	1,600	-	-
Investment income	20,000	20,000	6,667	41,930	2,139
Bond proceeds	5,000,000	5,000,000	-	-	-
Total revenue	<u>6,196,100</u>	<u>6,196,100</u>	<u>1,144,747</u>	<u>1,174,913</u>	<u>1,194,423</u>
Expenditures					
Debt service interest & fees	188,750	188,750	37,917	-	-
Administrative expenses	10,350	10,350	13,283	14,672	2,374
Professional services	29,500	161,724	-	132,399	66,460
Capital outlay	8,000,000	8,714,802	2,666,667	714,802	-
Encumbrances	-	-	-	(817,443)	(60,474)
Total expenditures	<u>8,228,600</u>	<u>9,075,626</u>	<u>2,717,867</u>	<u>44,430</u>	<u>8,360</u>
Revenue over (under) expenditures	(2,032,500)	(2,879,526)	<u>\$ (1,573,120)</u>	1,130,483	1,186,063
Fund balance, beginning of year	<u>3,091,459</u>	<u>3,091,459</u>	-	<u>3,091,459</u>	<u>2,405,999</u>
Fund balance, end of period	<u>\$ 1,058,959</u>	<u>\$ 211,933</u>	<u>\$ 4,221,942</u>	<u>\$ 3,592,062</u>	

City of Franklin
Tax Increment Financing District #5
Balance Sheet
April 30, 2019 and 2018

<u>Assets</u>	2019	2018
Cash & investments	\$ 5,674,036	\$ (8,782)
Total Assets	<u>\$ 5,674,036</u>	<u>\$ (8,782)</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 7,016	\$ 1,912
Due to other funds	29,694	4,649,695
Interfund advance from Development Fund	75,000	75,000
Total Liabilities	<u>111,710</u>	<u>4,726,607</u>
Assigned fund balance	5,562,326	(4,735,389)
Total Liabilities and Fund Balance	<u>\$ 5,674,036</u>	<u>\$ (8,782)</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

	2019 Annual Budget	2019 Amended Budget	2019 Year-to-Date Budget	2019 Year-to-Date Actual	2018 Year-to-Date Actual
Revenue					
General property tax levy	\$ 31,500	\$ 31,500	\$ 10,500	\$ 30,951	\$ 30,500
State exempt aid	400	400	133	-	-
Investment income	25,000	25,000	8,334	59,003	24
Bond proceeds	10,000,000	10,000,000	10,000,000	10,600,102	-
Total revenue	<u>10,056,900</u>	<u>10,056,900</u>	<u>10,018,967</u>	<u>10,690,056</u>	<u>30,524</u>
Expenditures					
Debt service interest & fees	10,875,810	10,875,810	10,374,246	10,428,009	-
Administrative expenses	20,700	20,700	6,900	14,795	15,450
Professional services	10,000	54,279	3,333	78,610	58,868
Capital outlay	-	-	-	3,339,310	4,620,000
Development incentive & obligation payments	4,000,000	4,000,000	1,333,334	-	-
Encumbrances	-	-	-	(47,479)	(27,279)
Total expenditures	<u>14,906,510</u>	<u>14,950,789</u>	<u>11,717,813</u>	<u>13,813,245</u>	<u>4,667,039</u>
Revenue over (under) expenditures	(4,849,610)	(4,893,889)	<u>\$ (1,698,846)</u>	(3,123,189)	(4,636,515)
Fund balance, beginning of year	<u>8,685,515</u>	<u>8,685,515</u>		<u>8,685,515</u>	<u>(98,874)</u>
Fund balance, end of period	<u>\$ 3,835,905</u>	<u>\$ 3,791,626</u>		<u>\$ 5,562,326</u>	<u>\$ (4,735,389)</u>

City of Franklin
 Bailpark Commons
 Thru March 2019 Draw

Dev Agreement	Date Paid	Streets	Storm Sewer	Parking Lot	County Methane	MMSD Main Movement	Topsoil Replacement	Berms	Water	Sanitary Sewer	Trail	Sound & Light	Contingency	Total
Budget		5,157,399	2,564,027	1,930,196	3,887,300	458,000	2,602,500	920,000	1,011,124	782,266	145,000	100,000	2,933,672	22,491,484
Draw # 8			897,491										(897,491)	-
Change			457,818										(911,988)	-
Draw # 9			693,517				152,516		428,197	25,973			(1,069,330)	-
Draw # 10			391,199						86,337	136,960				-
Draw # 13		(699,400)							48,680	259,521				-
Draw # 14		(165,453)					8,481			140,710				-
Draw # 15		(451,929)					203,912		57,377	26,531				-
Revised Budget		3,840,617	5,205,924	1,930,196	3,887,300	458,000	2,967,408	920,000	1,631,715	1,371,961	145,000	100,000	(21,500)	22,491,484
Draw's														
Draw 1		398,407	99,753	123,528	314,334	48,090	501,681	36,865	79,928	79,928	19,518	45,565		1,747,597
Draw 2		64,474	22,941	64,474	310,577	4,566	13,856		15,098	15,098				511,082
Draw 3		39,611	2,524	1,311	369,089	2,967	5,197		1,311	1,311			750	424,072
Draw 4		266,915	131,445	17,455	124,910	41,411	124,306		15,224	118,532	8,801			848,997
Jr # 4 - Qualite Ret														3,673
Draw 5		99,896	947,338	10,830	183,741	2,326	161,860	84,935	1,840	16,532	1,105			1,510,403
Draw 6		195,997	1,327,576	46,840	212,579	-	222,094	59,218	10,564	136,835	2,185		750	2,214,639
Draw 7		161,449	133,499	45,791	301,564	3,030	477,714		61,736	185,602				1,370,385
Draw 8		19,968	486,541	196,505	113,302	9,855	198,197	59,931	264,294	93,528			1,075	1,443,197
Draw 9		128,648	413,641	72,698	508,079	3,398	663,555	6,492	864,146	100,156			460	2,761,273
Draw 10		242,241	556,536	29,135	207,355	49,224	197,741		83,579	129,391			250	1,495,452
Draw 10 A	12/26/2018		80,000											80,000
2018 Total		1,617,607	4,201,794	608,567	2,645,529	164,865	2,566,201	247,441	1,397,720	876,912	31,610	49,238	3,285	14,410,769
Draw 11		67,942	147,607	129,144	115,553	3,554	26,460	35,055	294,394	384,347				1,204,055
Draw 12		60,185	428,176	55,904	12,215		191,508	26,465	161,125	111,320				1,046,899
Draw 13		118,699	356,931	15,990	31,758	10,831	44,435		(85,877)	236,790				729,556
Draw 14	4/19/2019	115,240	16,263	2,765	42,544	6,325	8,481		38,226	128,712				358,556
Total		1,979,673	5,150,771	812,370	2,847,599	185,575	2,837,084	308,961	1,805,568	1,738,081	31,610	49,238	3,285	17,749,834
Remaining Budget		1,860,944	55,153	1,117,826	1,039,701	272,425	130,324	611,039	(173,873)	(366,121)	113,390	50,762	30,078	4,741,650

City of Franklin
Tax Increment Financing District #6
Balance Sheet
April 30, 2019 and 2018

Assets	2019	2018
Cash & investments	\$ 6,531,351	\$ -
Total Assets	<u>\$ 6,531,351</u>	<u>\$ -</u>
Liabilities and Fund Balance		
Advances from other funds	\$ 13,000	\$ -
Total Liabilities	<u>13,000</u>	<u>-</u>
Assigned fund balance	<u>6,518,351</u>	<u>-</u>
Total Liabilities and Fund Balance	<u>\$ 6,531,351</u>	<u>\$ -</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

	2019	2019	2019	2019	2018
	Annual	Amended	Year-to-Date	Year-to-Date	Year-to-Date
	Budget	Budget	Budget	Actual	Actual
Revenue					
Investment income	\$ -	\$ 132,300	\$ 44,000	\$ 6,840	\$ -
Bond proceeds	-	9,837,382	6,137,000	6,638,320	-
Total revenue	<u>-</u>	<u>9,969,682</u>	<u>6,181,000</u>	<u>6,645,160</u>	<u>-</u>
Expenditures					
Debt service interest & fees	\$ -	\$ 195,375	\$ 52,000	\$ 109,101	\$ -
Administrative expenses	-	8,550	-	2,983	-
Professional services	-	26,156	-	2,537	-
Capital outlay	-	9,000,000	-	-	-
Encumbrances	-	-	-	(1,156)	-
Total expenditures	<u>-</u>	<u>9,230,081</u>	<u>52,000</u>	<u>113,465</u>	<u>-</u>
Revenue over (under) expenditures	-	739,601	<u>\$ 6,129,000</u>	6,531,695	-
Fund balance, beginning of year	<u>(13,344)</u>	<u>(13,344)</u>		<u>(13,344)</u>	<u>-</u>
Fund balance, end of period	<u>\$ (13,344)</u>	<u>\$ 726,257</u>		<u>\$ 6,518,351</u>	<u>\$ -</u>

**City of Franklin
Solid Waste Collection Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	2019	2018
Cash and investments	\$ 1,386,764	\$ 1,341,470
Accrued Receivables	269	518
Total Assets	<u>\$ 1,387,033</u>	<u>\$ 1,341,988</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 126,118	\$ 124,693
Accrued salaries & wages	458	430
Restricted fund balance	1,260,457	1,216,865
Total Liabilities and Fund Balance	<u>\$ 1,387,033</u>	<u>\$ 1,341,988</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

<u>Revenue</u>	2019 Adopted Budget	2019 YTD Budget	2019 Year-to-Date Actual	2018 Year-to-Date Actual
Grants	\$ 69,000	-	\$ -	\$ -
User Fees	1,220,400	1,218,921	1,214,373	1,208,508
Landfill Operations-tippage	361,800	78,552	79,689	81,321
Investment Income	9,500	3,954	11,661	1,934
Sale of Recyclables	-	-	-	228
Total Revenue	<u>1,660,700</u>	<u>1,301,427</u>	<u>1,305,723</u>	<u>1,291,991</u>
Expenditures:				
Personal Services	16,931	5,285	4,301	4,746
Refuse Collection	713,750	237,298	236,976	231,090
Recycling Collection	380,720	126,670	131,358	127,553
Leaf & Brush Pickups	63,800	21,267	-	-
Tippage Fees	469,000	156,333	102,818	104,834
Miscellaneous	3,500	1,167	560	580
Printing	1,800	600	-	-
Total expenditures	<u>1,649,501</u>	<u>548,620</u>	<u>476,013</u>	<u>468,803</u>
 Revenue over (under) expenditures	 11,199	 <u>752,807</u>	 829,710	 823,188
 Fund balance, beginning of year	 <u>430,747</u>		 <u>430,747</u>	 <u>393,677</u>
 Fund balance, end of period	 <u>\$ 441,946</u>		 <u>\$ 1,260,457</u>	 <u>\$ 1,216,865</u>

**City of Franklin
Capital Outlay Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 681,522	\$ 576,456
Accrued Receivables	1,800	-
Total Assets	<u>\$ 683,322</u>	<u>\$ 576,456</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 7,530	\$ 46,969
Assigned fund balance	675,792	529,487
Total Liabilities and Fund Balance	<u>\$ 683,322</u>	<u>\$ 576,456</u>

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

<u>Revenue</u>	<u>2019 Original Budget</u>	<u>2019 Amended Budget</u>	<u>2019 Year-to-Date Budget</u>	<u>2019 Year-to-Date Actual</u>	<u>2018 Year-to-Date Actual</u>
Property Taxes	\$ 452,800	\$ 452,800	\$ 452,800	\$ 452,800	\$ 450,500
Grants	5,000	5,000	1,667	1,606	-
Landfill Siting	317,000	317,000	118,128	99,930	42,600
Investment Income	6,000	6,000	2,000	6,518	781
Miscellaneous Revenue	25,000	25,000	5,718	2,715	323
Transfers from Other Funds	250,000	250,000	125,000	-	-
Total Revenue	<u>1,055,800</u>	<u>1,055,800</u>	<u>705,313</u>	<u>563,569</u>	<u>494,204</u>
Expenditures:					
General Government	158,610	234,648	46,258	1,760	72,013
Public Safety	473,795	576,235	218,656	321,019	355,440
Public Works	34,020	42,020	11,858	27,117	16,478
Health and Human Services	1,020	1,020	340	-	-
Culture and Recreation	9,000	11,866	3,000	2,866	-
Conservation and Development	1,500	2,010	500	-	-
Contingency	50,000	34,190	44,730	-	16,028
Contingency - Pending Additional Consideration	100,000	100,000	-	-	-
Contingency - Restricted	250,000	250,000	-	-	-
Encumbrances	-	-	-	(39,942)	(142,202)
Transfers to Other Funds	-	-	-	-	-
Total expenditures	<u>1,077,945</u>	<u>1,251,989</u>	<u>325,342</u>	<u>312,820</u>	<u>317,757</u>
Revenue over (under) expenditures	(22,145)	(196,189)	<u>379,971</u>	250,749	176,447
Fund balance, beginning of year	<u>425,043</u>	<u>425,043</u>		<u>425,043</u>	<u>353,040</u>
Fund balance, end of period	<u>\$ 402,898</u>	<u>\$ 228,854</u>		<u>\$ 675,792</u>	<u>\$ 529,487</u>

A Portion of Municipal Building, Police, Highway & Parks appropriations are contingent upon Landfill Siting revenue growth

**City of Franklin
Equipment Replacement Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 2,945,034	\$ 2,715,639
Total Assets	<u>\$ 2,945,034</u>	<u>\$ 2,715,639</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ 39,417
Assigned fund balance	2,945,034	2,676,222
Total Liabilities and Fund Balance	<u>\$ 2,945,034</u>	<u>\$ 2,715,639</u>

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	<u>2019 Original Budget</u>	<u>2019 Amended Budget</u>	<u>2019 Year-to-Date Budget</u>	<u>2019 Year-to-Date Actual</u>	<u>2018 Year-to-Date Actual</u>
Revenue:					
Property Taxes	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 350,000
Landfill	376,700	376,700	135,126	112,150	57,900
Investment Income	29,000	29,000	9,667	31,893	(11,814)
Transfers from Other Funds	-	-	-	-	-
Property Sales	30,000	30,000	5,973	727	7,738
Total revenue	<u>610,700</u>	<u>610,700</u>	<u>325,766</u>	<u>319,770</u>	<u>403,824</u>
Expenditures:					
Public Safety	1,006,670	1,006,670	647,206	633,395	43,417
Public Works	190,000	210,431	6,309	20,431	249,610
Encumbrances	-	-	-	(633,395)	(253,610)
Total expenditures	<u>1,196,670</u>	<u>1,217,101</u>	<u>653,515</u>	<u>20,431</u>	<u>39,417</u>
Revenue over (under) expenditures	(585,970)	(606,401)	<u>(327,749)</u>	299,339	364,407
Fund balance, beginning of year	<u>2,645,695</u>	<u>2,645,695</u>		<u>2,645,695</u>	<u>2,311,815</u>
Fund balance, end of period	<u>\$ 2,059,725</u>	<u>\$ 2,039,294</u>		<u>\$ 2,945,034</u>	<u>\$ 2,676,222</u>

**City of Franklin
Street Improvement Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 758,730	\$ 1,040,497
Total Assets	\$ 758,730	\$ 1,040,497

<u>Liabilities and Fund Balance</u>	<u>2019</u>	<u>2018</u>
Accounts payable	\$ 11,887	\$ 276
Assigned fund balance	746,843	1,040,221
Total Liabilities and Fund Balance	\$ 758,730	\$ 1,040,497

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	<u>2019 Original Budget</u>	<u>2019 Year-to-Date Totals</u>	<u>2018 Year-to-Date Totals</u>
Revenue:			
Property Taxes	\$ 18,200	\$ 18,200	\$ 714,700
Landfill Siting	133,000	42,060	38,400
Investment Income	4,000	4,190	1,264
Local Road Improvement Aids	700,000	300,000	-
Refunds and Reimbursements	-	-	-
Total revenue	855,200	364,450	754,364
Expenditures:			
Street Reconstruction Program - Current Year	975,000	921,125	841,709
Encumbrances	-	(904,130)	(841,300)
Total expenditures	975,000	16,995	409
Revenue over (under) expenditures	(119,800)	347,455	753,955
Fund balance, beginning of year	399,388	399,388	286,266
Fund balance, end of period	\$ 279,588	\$ 746,843	\$ 1,040,221

City of Franklin
Capital Improvement Fund
Balance Sheet
April 30, 2019 and 2018

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 3,510,996	\$ 3,526,290
Accrued receivables	8,949	847
Total Assets	<u>\$ 3,519,945</u>	<u>\$ 3,527,137</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 51,407	\$ 62,805
Escrow Balances Due	78,915	78,915
Assigned fund balance	3,389,623	3,385,417
Total Liabilities and Fund Balance	<u>\$ 3,519,945</u>	<u>\$ 3,527,137</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

	<u>2019</u> <u>Original</u> <u>Budget</u>	<u>2019</u> <u>Amended</u> <u>Budget</u>	<u>2019</u> <u>Year-to-Date</u> <u>Totals</u>	<u>2018</u> <u>Year-to-Date</u> <u>Totals</u>
Revenue:				
Block Grants	\$ -	\$ -	\$ -	\$ -
Other Grants	1,150,000	1,150,000	-	-
Landfill Siting	560,000	560,000	176,322	28,205
Transfers from Other Funds	-	-	-	-
Transfers from Impact Fees	384,511	384,511	-	-
Transfers from Connection Fees	1,000,000	1,000,000	-	-
Bond Proceeds	2,100,000	2,100,000	-	-
Donations	-	-	-	11,085
Refunds & Reimbursements	-	-	-	-
Investment Income	20,000	20,000	33,931	(3,371)
Total revenue	<u>5,214,511</u>	<u>5,214,511</u>	<u>210,253</u>	<u>35,919</u>
Expenditures:				
General Government	1,815,000	1,822,940	172,588	-
Public Safety	1,665,000	1,707,696	50,508	112,545
Public Works	2,550,000	2,642,465	1,012,030	577,754
Culture and Recreation	843,109	846,434	3,325	344,387
Sewer & Water	1,000,000	1,000,000	-	-
Contingency	100,000	148,084	48,871	17,249
Bond/Note Issuance Cost	75,000	75,000	-	-
Transfers to Other Funds	-	-	-	-
Encumbrances	-	-	(1,143,320)	(605,940)
Total expenditures	<u>8,048,109</u>	<u>8,242,619</u>	<u>144,002</u>	<u>445,995</u>
Revenue over (under) expenditures	(2,833,598)	(3,028,108)	66,251	(410,076)
Fund balance, beginning of year	3,323,372	3,323,372	3,323,372	3,795,493
Fund balance, end of period	<u>\$ 489,774</u>	<u>\$ 295,264</u>	<u>\$ 3,389,623</u>	<u>\$ 3,385,417</u>

**City of Franklin
Development Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 6,463,091	\$ 4,248,879
Total Assets	\$ 6,463,091	\$ 4,248,879
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Payable to Developers- Oversizing	103,934	59,799
Non-Spendable Fund Balance - Advances	-	-
Assigned fund balance	6,359,157	4,189,080
Total Fund Balance	6,359,157	4,189,080
Total Liabilities and Fund Balance	\$ 6,463,091	\$ 4,248,879

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	<u>2019</u>	<u>2019</u>	<u>2019</u>	<u>2018</u>
	<u>Amended</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>	<u>Year-to-Date</u>
	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue:				
Impact Fee: Parks	\$ 400,000	\$ 75,786	\$ 133,787	\$ 33,726
Southwest Sewer Service Area	35,000	3,889	13,104	-
Administration	7,500	1,154	2,585	660
Water	425,000	90,733	226,378	29,481
Transportation	25,000	3,731	7,838	2,021
Fire Protection	50,000	8,211	20,625	5,258
Law Enforcement	75,000	12,357	38,268	9,727
Library	75,000	14,295	37,331	9,598
Total Impact Fees	1,092,500	210,156	479,916	90,471
Investment Income	60,000	20,000	66,120	(15,965)
Interfund Interest Income	-	-	-	74
Total revenue	<u>1,152,500</u>	<u>230,156</u>	<u>546,036</u>	<u>74,580</u>
Expenditures:				
Other Professional Services	35,253	6,667	15,253	3,321
Transfer to Debt Service:				
Law Enforcement	205,000	48,634	133,800	15,972
Fire	43,100	29,234	39,333	6,440
Transportation	73,250	8,979	18,000	12,216
Library	133,100	39,863	132,286	17,371
Total Transfers to Debt Service	<u>454,450</u>	<u>126,710</u>	<u>323,419</u>	<u>51,999</u>
Transfer to Capital Improvement Fund:				
Park	384,511	23,348	25,285	-
Total Transfers to Capital Improvement	<u>384,511</u>	<u>23,348</u>	<u>25,285</u>	<u>-</u>
Sewer Fees	500,000	-	-	-
Water Fees	<u>500,000</u>	<u>166,667</u>	<u>226,590</u>	<u>-</u>
Encumbrances		-	(263,472)	(3,321)
Total expenditures	<u>1,874,214</u>	<u>323,392</u>	<u>327,075</u>	<u>51,999</u>
Revenue over (under) expenditures	(721,714)	<u>(93,236)</u>	218,961	22,581
Fund balance, beginning of year	<u>4,058,562</u>		<u>6,140,196</u>	<u>4,166,499</u>
Fund balance, end of period	<u>\$ 3,336,848</u>		<u>\$ 6,359,157</u>	<u>\$ 4,189,080</u>

City of Franklin
Monthly Park Impact Fees Collected
27.0000.4291

Month	Collected Year & Month													
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Jan	99,863	25,497	34,866	6,250	-	-	20,842	7,598	5,632	2,816	-	-	9,765	31,667
Feb	71,079	8,499	14,880	11,465	3,281	83,871	10,851	3,799	5,632	5,914	12,002	6,342	3,423	13,864
Mar	45,883	22,664	8,928	3,125	3,281	10,335	14,468	18,995	8,448	3,098	9,045	6,342	17,115	10,785
Apr	68,384	14,165	5,952	3,125	76,578	10,335	10,851	83,610	43,696	8,871	6,030	6,342	3,423	77,471
May	57,584	11,332	11,904	6,250	3,281	-	7,234	18,995	5,632	54,874	119,591	9,513	77,676	
Jun	63,879	45,328	2,976	6,250	16,405	10,335	36,170	22,794	21,168	14,785	9,045	3,171	87,945	
Jul	44,986	22,396	20,832	15,625	13,124	13,780	94,259	26,593	16,896	2,957	6,030	9,513	145,083	
Aug	37,786	14,165	8,928	12,500	9,843	6,890	21,702	43,066	14,080	11,828	9,045	6,342	81,099	
Sep	29,689	16,998	5,952	3,125	9,843	-	3,617	30,400	19,712	11,828	18,090	9,513	77,676	
Oct	32,388	22,664	11,904	9,375	-	3,445	18,085	40,528	26,800	14,785	3,015	-	13,692	
Nov	35,992	11,332	2,976	-	3,281	17,225	21,702	15,196	8,448	5,914	12,060	-	13,692	
Dec	59,394	5,666	2,976	3,125	6,562	6,890	3,617	5,632	8,448	-	6,030	9,513	338,448	
Total	646,907	220,706	133,074	80,215	145,479	163,106	263,398	317,206	184,592	137,670	209,983	66,591	869,037	133,787

Regular Holding Period is 10 years from date collected.

2019 Budget - Projects

Project	Cost	Impact Fees
Pleasant View Pavilion	500,000	235,000
Pleasant View Park Dev	20,000	9,400
Neighborhood Park Land Acq	298,109	140,111
Total	818,109	384,511

Per Resolution 2016-7177 - Holding period extended to 13 years for fees collected after April 10, 2006. this extended holding period ends Dec 31, 2022.

**City of Franklin
Utility Development Fund
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments - Water	\$ 764,293	\$ 629,072
Cash and investments - Sewer	1,117,208	795,912
Special Assessment - Water Current	101,293	146,187
Special Assessment - Water Deferred	251,036	332,962
Special Assessment - Sewer Current	191,587	241,026
Special Assessment - Sewer Deferred	-	76,728
Reserve for Uncollectible	(16,776)	(40,982)
Total Assets	<u>\$ 2,408,641</u>	<u>\$ 2,180,905</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Unearned Revenue	527,140	755,921
Total Fund Balance	<u>1,881,501</u>	<u>1,424,984</u>
Total Liabilities and Fund Balance	<u>\$ 2,408,641</u>	<u>\$ 2,180,905</u>

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	<u>2019 Original Budget</u>	<u>2019 Year-to-Date Budget</u>	<u>2019 Year-to-Date Actual</u>	<u>2018 Year-to-Date Actual</u>
Revenue:				
Special Assessments				
Water	\$ 28,400	\$ 2,894	\$ 63,551	\$ -
Sewer	29,200	2,014	70,898	-
Connection Fees				
Water	2,000	1,333	-	-
Sewer	35,000	7,438	20,100	5,400
Total Assessments & Connection Fees	<u>94,600</u>	<u>13,679</u>	<u>154,549</u>	<u>5,400</u>
Special Assessment Interest	17,900	51	-	-
Investment Income	<u>10,000</u>	<u>3,334</u>	<u>14,414</u>	<u>6,206</u>
Total revenue	<u>122,500</u>	<u>17,064</u>	<u>168,963</u>	<u>11,606</u>
 Transfer to Capital Improvement Fund:				
Water	500,000	-	-	-
Sewer	500,000	-	-	-
Total Transfers to Capital Improven	<u>1,000,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Revenue over (under) expenditures	(877,500)	17,064	168,963	11,606
Fund balance, beginning of year			<u>1,712,538</u>	<u>1,413,378</u>
Fund balance, end of period			<u>\$ 1,881,501</u>	<u>\$ 1,424,984</u>

**City of Franklin
Self Insurance Fund - Actives
Balance Sheet
April 30, 2019 and 2018**

<u>Assets</u>	2019	2018
Cash and investments	\$ 2,059,484	\$ 2,146,045
Accounts receivable	309	900
Prepaid expenses	-	1,500
Total Assets	\$ 2,059,793	\$ 2,148,445
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ 11,391	\$ 45,979
Claims payable	290,700	290,700
Unrestricted net assets	1,757,702	1,811,766
Total Liabilities and Fund Balance	\$ 2,059,793	\$ 2,148,445

**City of Franklin Self Insurance Fund - Actives
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018**

	2019 Budget	2019 Year-to-Date Budget	2019 Year-to-Date Actual	2018 Year-to-Date Actual
Revenue				
Medical Premiums-City	\$ 2,837,218	\$ 951,229	\$ 814,501	\$ 830,560
Medical Premiums-Employee	642,507	213,836	174,946	153,633
Other - Invest Income, Rebates	30,000	10,000	48,718	22,342
Medical Revenue	3,509,725	1,175,065	1,038,165	1,006,535
Dental Premiums-City	112,550	31,745	37,481	36,178
Dental Premiums-Retirees	3,675	1,907	1,236	1,800
Dental Premiums-Employee	56,450	18,745	19,121	18,413
Dental Revenue	172,675	52,397	57,838	56,391
Total Revenue	3,682,400	1,227,462	1,096,003	1,062,926
Expenditures:				
Medical				
Medical claims	2,833,650	684,580	637,259	748,237
Prescription drug claims	-	-	73,099	114,837
Refunds-Stop Loss Coverage	-	-	22	(18,130)
Total Claims	2,833,650	684,580	710,380	844,944
Medical Claim Fees	145,850	56,031	51,103	53,051
Stop Loss Premiums	667,300	226,858	184,385	157,239
Other - Miscellaneous	118,250	13,182	218	10,795
Transfer to Other Funds	59,250	19,750	98,125	-
Total Medical Costs	3,824,300	1,000,401	1,044,211	1,066,029
Dental				
Active Employees & COBRA	189,000	57,821	52,684	68,924
Retiree	3,675	1,255	1,574	2,403
Total Dental Costs	192,675	59,076	54,258	71,327
Claims contingency	-	-	-	-
Total Expenditures	4,016,975	1,059,477	1,098,469	1,137,356
Revenue over (under) expenditures	(334,575)	<u>\$ 167,985</u>	(2,466)	(74,430)
Net assets, beginning of year	1,760,168		1,760,168	1,886,196
Net assets, end of period	\$ 1,425,593		\$ 1,757,702	\$ 1,811,766

City of Franklin
City of Franklin Post Employment Benefits Trust
Balance Sheet
April 30, 2019 and 2018

<u>Assets</u>	<u>2019</u>	<u>2018</u>
Cash and investments	\$ 108,018	\$ -
Investments held in trust - Fixed Inc	2,109,197	1,941,416
Investments held in trust - Equities	3,900,476	3,666,866
Accounts receivable	15,777	15,332
Total Assets	<u>\$ 6,133,468</u>	<u>\$ 5,623,614</u>
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ 19,341	\$ 6,721
Claims payable	131,100	131,100
Due to City	-	19,627
Net assets held in trust for post emp	5,983,027	5,466,166
Total Liabilities and Fund Balance	<u>\$ 6,133,468</u>	<u>\$ 5,623,614</u>

City of Franklin Post Employment Benefits Trust
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2019 and 2018

<u>Revenue</u>	<u>2019</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2018</u> <u>Year-to-Date</u> <u>Actual</u>
ARC Medical Charges - City	\$ 67,874	\$ 74,103
Medical Charges - Retirees	76,218	61,864
Implicit Rate Subsidy	-	145,720
Medical Revenue	<u>144,092</u>	<u>281,687</u>
Expenditures:		
Retirees-Medical		
Medical claims	45,858	211,756
Prescription drug claims	41,035	40,173
Refunds-Stop Loss Coverage	(1,393)	(642)
Total Claims-Retirees	<u>85,500</u>	<u>251,287</u>
Medical Claim Fees	27,338	6,444
Stop Loss Premiums	26,497	23,626
Miscellaneous Expense	345	330
ACA Fees	-	-
Total Medical Costs-Retirees	<u>139,680</u>	<u>281,687</u>
Revenue over (under) expenditures	4,412	-
Annual Required Contribution-Net	78,866	(71,699)
Other - Investment Income, etc.	670,345	(35,898)
Total Revenues	<u>749,211</u>	<u>(107,597)</u>
Net Revenues (Expenditures)	753,623	(107,597)
Net assets, beginning of year	<u>5,229,404</u>	<u>5,573,763</u>
Net assets, end of period	<u>\$ 5,983,027</u>	<u>\$ 5,466,166</u>