

APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE May 5, 2020
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2019-2398, AN ORDINANCE ADOPTING THE 2020 ANNUAL BUDGETS FOR THE GENERAL FUND, CAPITAL OUTLAY FUND, EQUIPMENT REPLACEMENT FUND, STREET IMPROVEMENT FUND, CAPITAL IMPROVEMENT FUND AND DEVELOPMENT FUND TO REFLECT A LANDFILL SITING REVENUE SHORTFALL OF \$1,085,000 AND A \$943,000 MMSD GRANT RESOURCE TO THE CAPITAL IMPROVEMENT FUND	ITEM NUMBER <i>6,16.</i>

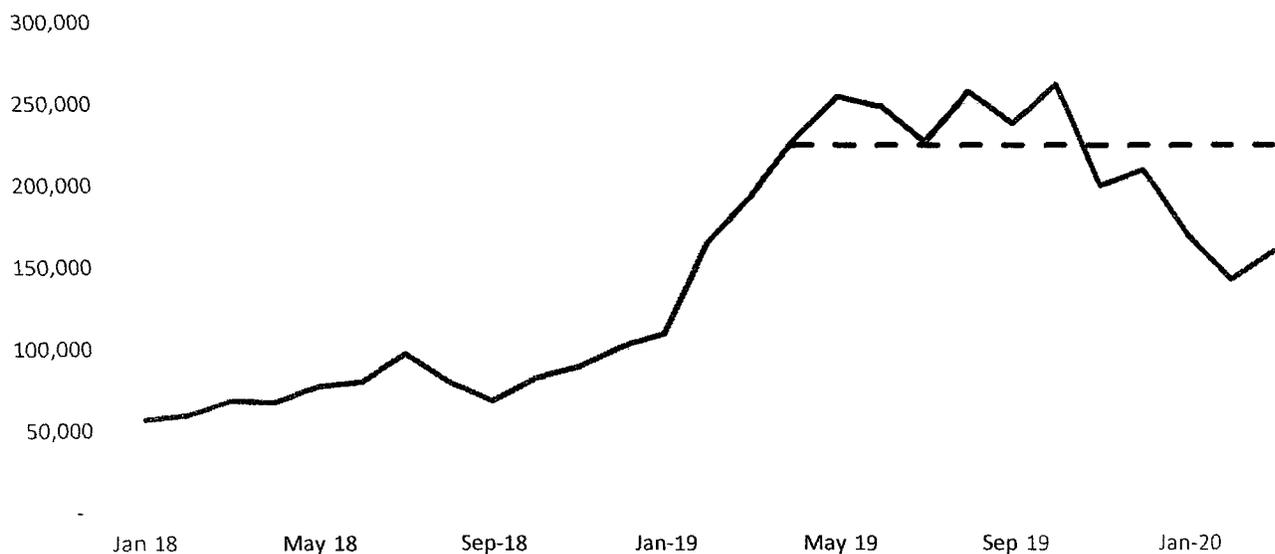
Background

On April 21, 2020 the Common Council requested the Finance Committee to review an expected 2020 \$1 million landfill siting revenue shortfall and the impact on the funds that receive a portion of that revenue.

The 2020 Capital Fund Budgets included \$2,252,000 of Landfill siting revenues with an additional \$458,000 of Landfill Siting revenues in other funds for total expected Landfill Siting revenues of \$2,710,000.

The 2020 Budgeted revenues were projected after the increase in revenues experienced when the operator received the expansion license. Rates per ton increased 25% and volumes also increased significantly with that expansion. Operator management noted that new operating levels had been obtained, and the City received \$225,000 in average monthly revenues. See below. The dash line indicates the 2020 budget amounts. Since November, 2019, revenues have steadily declined.

Monthly Landfill Siting Revenue



It now appears that Landfill Siting revenues will be \$1 million less for the year. Recent discussions with the Operator indicate that the reduced level noted above, which began BEFORE the Health Emergency, will continue, as volumes are again being directed to their Menomonee Falls location. That location had improvements underway during 2019, that reduced its capacity to take material. Those improvements have been completed, allowing the Menomonee Falls location to again handle normal volumes.

The Operator also noted that with the Health Emergency, they are seeing further reduced volumes and would not estimate future volumes.

The 2020 Capital Budget Resources are:

	Capital Outlay	Equipment Replacement	Capital Improve	Street Improve	Total Capital
Taxes	295,700	-			295,700
Landfill Siting	483,900	677,600	722,000	368,500	2,252,000
Intergovernmental				845,000	845,000
Other	38,800	93,900	3,366,500	4,800	3,504,000
					-
Total Revenues	818,400	771,500	4,088,500	1,218,300	6,896,700

Total 2020 Budgeted Landfill Siting Resources are:

	Total Capital	General	Library	Total
Taxes	295,700		1,340,500	1,636,200
Landfill Siting	2,252,000	438,000	20,000	2,710,000
Intergovernmental	845,000			845,000
Other	3,504,000		55,000	3,559,000
Total Revenues	6,896,700	438,000	1,415,500	8,750,200

Landfill siting represents 33% of Capital Fund resources. A significant reduction in that resource puts the 2020 Capital Expenditure programs in jeopardy without some modification.

Analysis

Staff recommends that 2020 Capital Budgets be re-evaluated anticipating a \$1 million landfill siting resource shortfall. This will need to be monitored and re-evaluated later this year.

Recommendation

Staff is recommended the following allocation of Landfill Siting revenues by fund for the following reasons.

- 1) Leave the Library allocation un-changed. While the **Library Fund** has a healthy surplus, tax levy growth over the years has been less than personnel cost increases coming from Common Council actions. That has placed increased pressure on their operations. The Library Fund surplus sits at 42% of 2019 expenditures. The \$20,000 represents 1.5% of expenditures.
- 2) **General Fund** – reduce the resource to \$200,000 – down \$238,000 – this will place pressure on operations for 2020, however the General Fund has other variable resources and fund balance that could be called upon.
- 3) **Capital Outlay** – reduce the resource by \$8,900 to \$475,000. The fund has a revised \$237,000 projected 2020 fund balance, thus the Capital Outlay Fund would not need to reduce 2020 programs unless the resource be further significantly reduced. As noted above, 59% of the Funds resource is to come from Landfill siting revenues.
- 4) **Equipment Replacement** – reduce the resource by \$277,600 to \$400,000. This fund has a projected 2020 fund balance of \$2,242,000. While the fund has been operating with a structural deficit for a number of years and has significant near-term demands, the 2020 reduction would push the funding problem further down the road. The 2020 projects can be supported by available resources and fund balance.
- 5) **Street Improvement** – reduce the resource by \$18,500 to \$350,000. This fund has a projected 2020 \$236,000 fund balance. With such a small fund balance, the 2020 program (already let by contract) could remain in place. The Highway Dept is having its own issues getting some streets prepared for the contractor, so some cost may be delayed to 2021 for other reasons.
- 6) **Capital Improvement Fund** - reduce landfill siting resources by \$542,000 to \$180,000. The 2020 budget should be further amended to recognize a \$943,000 Milwaukee Metropolitan Sewerage District grant that was delayed from 2019 as a new resource. In addition, the Pleasant View Park 2019 encumbrances will provide an additional \$71,400 Park Impact Fee resource. There was an understatement of approximately \$100,000 of round-about encumbrances from 2019 that should also be amended. With these changes, no further modifications of 2020 project appropriations are needed.

The Finance Committee reviewed the above, and recommended adoption of a budget amended at their April 28, 2020 meeting reflecting items 1-6 above.

COUNCIL ACTION REQUESTED

Motion adopting an ordinance to amend Ordinance 2019-2398, an Ordinance adopting the 2020 annual budgets for the General Fund, Capital Outlay fund, Equipment Replacement Fund, Street Improvement Fund, Capital Improvement Fund and Development Fund to reflect a landfill siting revenue shortfall of \$1,085,000 and a \$943,000 MMSD grant resource to the Capital Improvement Fund

Roll Call Vote Required

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2020 _____

AN ORDINANCE TO AMEND ORDINANCE 2019-2398, AN ORDINANCE ADOPTING THE 2020 ANNUAL BUDGETS FOR THE GENERAL FUND, CAPITAL OUTLAY FUND, EQUIPMENT REPLACEMENT FUND, STREET IMPROVEMENT FUND, CAPITAL IMPROVEMENT FUND AND DEVELOPMENT FUND TO REFLECT A LANDFILL SITING REVENUE SHORTFALL OF \$1,085,000 AND A \$943,000 MMSD GRANT RESOURCE TO THE CAPITAL IMPROVEMENT FUND

WHEREAS, the Common Council of the City of Franklin adopted the 2020 Annual Budgets for the City of Franklin on November 19, 2019; and

WHEREAS, landfill siting resources are split between operating and capital funds; and

WHEREAS, it now appears that 2020 landfill siting revenues will be \$1,085,000 less than what was planned in the 2020 budgets; and

WHEREAS, reducing the expected resources in the operating and capital funds will more accurately reflect the planned 2020 activity; and

WHEREAS, the 2019 park project encumbrances into 2020 qualify for park impact fee resources not reflected in the 2020 Capital Improvement Fund resources; and

WHEREAS, a \$943,000 Milwaukee Metropolitan Sewerage District grant is expected in 2020 such that the Capital Improvement Fund resources should reflect that item.

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

- | | | | |
|-----------|--|----------|-----------|
| Section 1 | That the 2020 Budget for the General Fund be amended as follows: | | |
| | Landfill Siting revenue | Decrease | \$238,000 |
| Section 2 | That the 2020 Budget for the Capital Outlay Fund be amended as follows: | | |
| | Landfill Siting revenue | Decrease | \$8,900 |
| Section 3 | That the 2020 Budget for the Equipment Replacement Fund be amended as follows: | | |
| | Landfill Siting revenue | Decrease | \$277,600 |
| Section 4 | That the 2020 Budget for the Street Improvement Fund be amended as follows: | | |
| | Landfill Siting revenues | Decrease | \$18,500 |
| Section 5 | That the 2020 Budget for the Development Fund be amended as follows: | | |
| | Transfers out to Fund 46 | Increase | \$71,400 |

Section 6 That the 2020 Budget for the Capital Improvement Fund be amended as follows:

Landfill Siting revenue	Decrease	\$542,000
Grants revenue	Increase	943,000
Transfer In from Park Impact fees	Increase	71,400
51 st Roundabout project costs	Increase	100,900

Section 7 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 _____, 2020.

APPROVED:

 Stephen R Olson, Mayor

ATTEST:

 Sandra L. Wesolowski, City Clerk

AYES ___ NOES ___ ABSENT ___

**City of Franklin
Capital Improvement Fund
Balance Sheet**

	2020 Amended Budget	Adjustments	Revised Total	
Revenue:				
Block Grants	\$ -	943,000	943,000	2
Other Grants	500,000		500,000	
Landfill Siting	722,000	(542,000)	180,000	3
Transfers from Other Funds	600,000		600,000	
Transfers from General Funds	500,000		500,000	
Transfers from Impact Fees	621,500	71,400	692,900	1
Transfers from Connection Fees	1,120,000		1,120,000	
Investment Income	25,000		25,000	
Total revenue	4,088,500	472,400	4,560,900	
Expenditures:				
General Government	511,505		511,505	
Public Safety	1,506,601		1,506,601	
Public Works	1,137,910	100,900	1,238,810	4
Health and Human Services			-	
Culture and Recreation	1,467,704		1,467,704	
Conservation and Development			-	
Sewer & Water	1,570,000		1,570,000	
Culture and Recreation			-	
Contingency	175,170		175,170	
Bond/Note Issuance Cost	-		-	
Total expenditures	6,368,890	100,900	6,469,790	
Revenue over (under) expenditures	(2,280,390)	371,500	(1,908,890)	
Fund balance, beginning of year	2,012,476	-	2,012,476	
Fund balance, end of period	\$ (267,914)	\$ 371,500	\$ 103,586	

1. Additional Park Impact fees on Pleasant View park Encumbrances
2. MMSD Grant for Rawson Homes
3. Reduced Landfill Siting Resources
4. Mistake in Budget on Roundabout

<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;">05/5/2020</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Authorization for Purchase of BS&A's Community Development & Complaints Software including execution of the Software Licenses and Services Agreement</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G, 17.</i></p>

(This item was tabled to the May 5, 2020 Common Council Meeting from the April 21, 2020 Common Council Meeting.)

Project Notes: *The BS&A contract for the second phase of the Govern replacement project is nearly identical to the BS&A Water Utility contract signed on March 13, 2020. Only the project schedules and exhibits are different.*

Executive Summary: In 2002 the City of Franklin standardized all departmental land management and inspections systems under a suite of modules contained within Harris Govern. Although Harris has done a commendable job customizing an ERP system to the exact workflow and departmental requirements of Franklin, the v10.8 product lacks any ability to interface directly with the financial and accounting software. In addition to this core need, the Visual Basic 6 software does not have any ability to allow Internet based transactions to be performed, where constituents are unable to view a variety of bills and records online. Due to the history of the product being organically grown and supported within the Inspection Services department, the retirement of Fred Baumgart has required support and maintenance of the system to be performed by IT. This has brought to light many reporting and configuration issues within the systems that are extremely hard to correct, due to the longevity of the product and having one set of changes indirectly impact associated modules. Changing something as simple as a new fee or GL account is a process that can take several days and requires a significant amount of testing, due to the nature to fees being chained to one another during the calculations. In many cases, parameter data needs to be significantly simplified. Due to the aged VB6 architecture, one that does not natively support ODBC, SQL.DB, ADO, or .NET, integrating the product to other applications or enabling it for web services is extremely difficult. This requires very expensive customized code to be written for an application that has been slated for end of life by the software manufacturer.

This project focuses on replacing the entirety of Govern to a new ERP solution, one that is in alignment with planned changes being made to Water Utility Billing, while further enabling e-commerce. This is absolutely necessary to remain competitive with other municipalities for economic development investments, but also to improve constituent service and grow governmental transparency.

Explanation: Govern was initially installed and implemented by Harris Systems and a third-party consulting company based out of Chicago. Govern was selected as the Community Development ERP platform due to both the reputation and size of Harris Systems, but also because the vendor allowed for free license conversions to other Harris governmental products (in the event that the City was not satisfied with the current application). A major concern at the time was migrating city-wide core operational data to a new software package, only to have the company abandon the product or be acquired by another software company. The longevity and reputation of Harris Systems lowered the risk of product abandonment.

Over the course of nearly 20 years, Govern has been ported from a Visual Basic 6 program over to the Microsoft .NET programming language. The original .NET product was called Govern 5.0 (renamed Govern Open Forms 5.0) and was their premier .NET product. The software had major issues and many initial customers were dissatisfied with both the interface and usability. Integration with the new web portal was often determined to be very kludgy with a wide variety of issues.

The problems with Govern Open Forms 5.0 was so significant that Harris decided to stop development and completely rewrite the entire product, using some of the new built in tile technology that became available with Windows 8/10. The product was completely rewritten from the ground up, continuing to use the .NET platform, and contained dramatically improved interfaces and a brand-new ecommerce portal. Today Govern Open Form 6.1.x is the current product development line, which for years was the planned migration path.

Although Harris Systems is a large organization that makes a sizable number of governmental software products, at its core there have been several key problems that have never fully been corrected:

- Extremely Long and Unpredictable Software Development Lifecycles – Govern Open Forms 6.1 has been available since 2015, but in the course of four years Harris has not completed all modules within the suite. A key module to the software suite was the Water Utility Billing, which to date still has not been completed. Conversations with the SVP of Product Development, Benoit Lauzon, this product was to be finalized Q2 of 2019. The product has once again been delayed and of Q2 of 2020 still has yet to be coded and released.
- New Customers Halting the Development Process – A new customer (municipality) that is of large or complex scope will require product developers be temporarily transferred from writing module code to working on custom code or integration modules for the new customer. Developers are only reassigned back to product development once the new customer has been fully onboarded.
- Harris Temporary Transferring Developers to Other Business Lines – Harris has seen rapid growth in their health care services line of products and has moved developers between business units to help finalize product code for other high revenue initiatives.
- CAMA – Govern significantly altered their original product release scheduled by the introduction of both CAMA (computer assisted mass appraisal) and PACS (property appraisal and GIS services) as new modules. These were in high demand for the Canadian provinces and became a core focus of new development.
- Integration with other GL & Accounting Packages – Govern had very limited support for other accounting packages (supporting only the largest of accounting suites), with a very strong push to guiding customers to purchase GL/accounting packages produced by Harris Systems. For municipalities that already had their own financial accounting packages and already absorbed migration costs, the cost of creating customized AR/GL integration modules was extremely expensive. Securing Govern development time to creating integration modules for BS&A is also another major obstacle. Building upon a BS&A platform eliminates all integration problems between the financial systems and finally fully integrates it within the ERP.

In addition to issues within the Govern product development and support, the City of Franklin implemented several customized integrations that made moving off the older Visual Basic 10.8 version of Govern difficult:

- EditApp – Because Govern (being written in a programming language from the late 1990's) did not have a built-in workflow system, EditApp was written as a piece of middleware that would provide some level of automation within land management functions. EditApp allows land management records entered in Govern to be exported and directly inserted into the GIS database. The software also created a CSV file of all newly entered/modified land management records and allowed it to be easily imported into the Assessment Department's Universe database. EditApp, being middleware, is tightly coupled to the database schema of GIS and Govern, to a point that database schema changes cannot be made in GIS or Govern without first fully testing the compatibility of EditApp.
 - Because of the tight application coupling the usage of EditApp for automation mandates that the version of ESRI's ArcGIS be of a specific level. EditApp is actively being retired, due to ERSI no longer supporting the current version of ArcGIS and requiring an upgrade. Master data is currently being fully synchronized between GIS and Govern.
- Crystal Reports – All reports and governmental records (permits, licenses, invoices, receipts) are products in Crystal Reports. Over 340 reports already exist and migrating to a different application or Govern version will require that each and every Crystal Report template be rewritten. There currently are no Crystal Reports experts on staff within the City of Franklin to assist with rewriting the templates. Crystal Reports has been bought and sold several times to a variety of companies (3 times since 2002), with the product now being owned by SAP. Migrating a report template to a different version of Crystal Reports may break the reporting functions or introduce output errors.

Phase 1 Project: For the 2019 Capital Outlay Budget the Water Utility Department has approved funding to migrate from Govern 10.8 over to BS&A Water Utility module. A critical success factor with this project is to allow online bill payment of all Water Utility bills, and allow customers to view all utility bills completely online. In order to accomplish the eCommerce goals of the project, Water Utility Billing has to be integrated and fully automated with the BS&A AR & GL. Because Water Utility Billing and financial accounting functions are performed within the same product suite, integration between the two modules and databases is very easy to accomplish.

Phase 2 - Project Deliverables: At the successful completion of the project the following deliverables will be achieved:

- Phase 1 – Water Utility Billing Project is fully complete and all issues are resolved. The final data exact is expected to be performed on 9/24/2020, with a go live date of 10/1/2020.
- Create a Project Plan containing a task decomposition and project timeline.
- Create business process maps of existing workflows along with associated use cases.
- Install BS&A Community Development & Citizen Call to Action modules on a dedicated application server and install module level databases on a centralized SQL server. Modules installed will be BS&A Community Development suite (building department, field inspection, business licenses, and citizen call to action.)
- BS&A Online, which has already been provisioned for utility billing, will be extended to include the new modules and features.
- Create dedicated Active Directory application security groups and assign security permissions to the group based on user role assignments

- Assign database security permissions based upon Active Directory security groups. All application authentication will be performed using current Active Directory user accounts and passwords.
- Configure parameterized data in BS&A to match current application configuration parameters within the Govern Land Management, Inspections, Licensing, and Complaints modules.
- Convert and migrate current Govern records over to BS&A. This will be a phased approach of land management master data records being ported first, with associated inspections, licenses, permits, and complaint records be ported in successive phases.
- Integrate existing Govern AR accounts within BS&A Financials and interface them within BS&A ERP for automated data entry and workflows.
- Configure BS&A Online for public search for parcel, permit, inspection, license, and complaint records.
- Review system generated reports and permits, ensuring the current Govern generated documents align with those created in BS&A report building.
- Audit inspections, permits, and licenses 30-60 days after conversion to ensure the accuracy and formatting of all governmental records and invoices.

Project Milestones: It is anticipated that the project will proceed using the following major milestones:

- Project Planning & Scope Determination
- Analysis – Land Management Records & Forms
- Analysis – Permit Records & Forms
- Analysis – Inspection Records & Forms
- Analysis – Licensing Records & Forms
- Analysis – Zoning Records & Forms
- Analysis – Complaints Records & Forms
- Analysis - Business Process & Workflows & GIS Integration
- Analysis – BS&A Financial Configuration
- Implementation - Build Migration Scripts
- Implementation – Build & Configure Test System (optional)
- Implementation – Build & Configure Production System
- Implementation - Database Creation & Security Group Definitions
- Implementation – Build & Configure BS&A Online Portal
- Migration – Load Test System Data (iterative for each module)
- Migration – Load Production System Data
- Migration – Running Billing Test Cases
- Training – User & IT Support Training
- Cutover – Implement BS&A Applications on Desktops & Terminal Servers
- Cutover – Activate Online Portal & Bill Payment
- Testing – Run Test Cases
- Testing – Verify records and invoices

Project Costs:

Applications	\$73,285
Data Conversions	\$30,650
Customization	\$ 1,500
Project Management & Planning	\$16,500
Implementation & Training	\$39,600
Travel Expenses	<u>\$19,605</u>
Total Expenses	\$181,140

The vendor requested \$19,605 for travel expenses, but it is believed that some costs may be deferred by allowing remote VPN access during the course of the project. Due to mandatory changes in training programs due to COVID-19, video conferencing may be used instead of direct onsite instruction. Funding has been established as \$225,00 in order to provide for contingencies and cost overages, due to the complex nature of the project and iterative data conversions. Also, please note that the IT Director may require some modifications and clarification on the Scope of Work documentation prior to final execution.

COUNCIL ACTION REQUESTED

Motion to authorize Purchase of BS&A's Community Development and Citizen Call to Action Software including execution of the Software Licenses and Services Agreement and to authorize the Director of IT to execute the necessary documents.

SOFTWARE LICENSE AND SERVICES AGREEMENT

This Software License and Services Agreement that includes attached Exhibits ("Agreement") is between Bellefeuil, Szur & Associates, Inc. ("BSA"), a Michigan corporation and the City of Franklin, Milwaukee County WI ("Customer"), effective the date of the signature of the last Party to sign the Agreement ("Effective Date") Each party to the Agreement is referred to as a "Party" and the parties, collectively, are referred to as "Parties "

This Agreement sets the terms and conditions under which BSA will furnish certain licensed software and certain services described herein to Customer

SECTION A – SOFTWARE LICENSE

1. License Grant.

1.1. Upon the Effective Date, subject to the terms of this Agreement and Customer's ongoing compliance therewith, BSA hereby grants to Customer a perpetual, non-exclusive, non-transferable, and non-assignable license to install and use the BSA Software Products for Customer's internal business purposes only (and not, for example, as a data center, reseller, or service bureau for third parties), only on servers owned by Customer and located at Customer's facilities, and otherwise in accordance with this Agreement. "BSA Software Product(s)" means, the (i) BSA software products set forth in **Schedule 1 to Exhibit A**, (ii) related interfaces and customizations, (iii) BSA manuals, BSA official specifications, and BSA user guides provided in or with BSA software products set forth in **Schedule 1 to Exhibit A** ("Documentation"), and (iv) all modifications to the BSA software products set forth in **Schedule 1 to Exhibit A**, including, but not limited to, fixes, new versions, new releases, updates, upgrades, corrections, patches, work-arounds (collectively, "Modifications") For the avoidance of doubt, Documentation does not include advertising, other general statements about products, or statements by sales or other staff members Customer may make and keep (securely) one archival copy of each BSA Software Product solely for use as backup The source code for the purchased applications will be added to the existing Source Code Escrow Agreement between IT Right and the Customer, dated June 20th, 2013

1.2. Customer will not sublicense, modify, adapt, translate, or otherwise transfer, reverse compile, disassemble or otherwise reverse engineer BSA Software Products or any portion thereof without prior written consent of the BSA. Without limiting the foregoing, the BSA Software Products may not be modified by anyone other than BSA. If Customer modifies the BSA Software Products without BSA's prior written consent, any BSA obligation to provide support services on, and the warranty for, the BSA Software Products will be void All rights not expressly granted are reserved

2. License Fees. Customer agrees to pay BSA, and BSA agrees to accept from Customer as payment in full for the license granted herein, the software fees set forth in **Schedule 1 to Exhibit A**.

3. Limited Software Warranty.

3.1. BSA warrants and represents for a period of one (1) year from the installation of BSA Software Product that: (i) such BSA Software Product will perform substantially in the same manner as official demonstration versions and in accordance with BSA's authorized online tutorials and videos that may have been made available as part of the sales and negotiation process leading up to this Agreement, and (ii) the BSA Software Product shall conform to the Documentation and be free of material defects in workmanship and materials Any claim under this Limited Software Warranty must be made within one (1) year from the installation of the applicable BSA Software Product Customer's exclusive remedy in the event of a breach of this warranty shall be to have BSA use reasonable efforts to repair or replace the non-conforming BSA Software Product so as to render it conforming to the warranty, or in the event that is not possible to render it conforming with reasonable efforts, to receive a refund of the amount paid for the BSA Software Product.

3.2. THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING IN ANY WAY TO THE BSA SOFTWARE PRODUCTS, INCLUDING, *BUT NOT LIMITED TO*, THEIR FEATURES, ATTRIBUTES, FUNCTIONALITY, AND PERFORMANCE THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL SUCH REPRESENTATIONS OR WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF

DEALING OR USAGE OF TRADE BSA DOES NOT REPRESENT OR WARRANT THAT THE BSA SOFTWARE PRODUCTS WILL MEET ANY OR ALL OF CUSTOMER'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE BSA SOFTWARE PRODUCTS WILL OPERATE ERROR-FREE OR UNINTERRUPTED, OR THAT ALL PROGRAMMING ERRORS IN THE BSA SOFTWARE PRODUCT(S) CAN BE FOUND IN ORDER TO BE CORRECTED

4. Ownership of BSA Software Products/Proprietary Information.

- 4.1. BSA shall retain ownership of, including all intellectual property rights in and to, the BSA Software Products Customer agrees not to challenge such rights and hereby assigns any and all copyrights and other intellectual property rights in and to the BSA Software Products to BSA and agrees to execute any and all documents necessary to effect the purposes of this paragraph "Intellectual property rights" means all trademarks, copyrights, patents, trade secrets, moral rights, know-how, and all other proprietary rights

SECTION B – PROFESSIONAL SERVICES

5. **Professional Services.** BSA shall provide the services ("Professional Services") set forth in **Schedule 2 to Exhibit A, and Exhibit D (Statement of Work)** for the prices indicated, provided Customer fulfills its obligations set forth in this Agreement. The Parties may enter into future Statements of Work, which shall become part of this Agreement.
6. **Change Orders.** If Customer requires the performance of professional services not covered by the existing Agreement, or requires a change to the existing Professional Services, Customer shall deliver to BSA's Project Manager a written change order and specify in such change order the proposed work with sufficient detail to enable BSA to evaluate it ("Change Order") BSA may, at its discretion, prescribe the format of the Change Order BSA shall provide the Customer with an evaluation of the Change Order, which may include a written proposal containing the following (i) implementation plans, (ii) the timeframe for performance, and (iii) the estimated price for such performance Upon execution, all Change Orders shall be governed by the terms and conditions of this Agreement, unless mutually agreed upon otherwise in writing Customer acknowledges that such Change Orders may affect the implementation schedule and Go-Live Dates
7. **License and Ownership.**
- 7.1. All rights, including all intellectual property rights, in and to work product delivered as a result of Professional Services under this Agreement shall be owned by BSA For the avoidance of doubt, work product that constitutes a BSA Software Product or portion thereof shall be governed by Section A including Section 1.1 thereof
- 7.2. Subject to Section 7.1 and Customer's compliance with this Agreement (including payment in full), BSA grants to Customer a perpetual, non-exclusive, non-transferable, and non-assignable license to use the work product and the intellectual property rights therein for Customer's internal business purposes only
8. **Cancellation.** In the event Customer cancels or reschedules Professional Services, and without prejudice to BSA's other rights and remedies, Customer is liable to BSA for (i) all expenses incurred by BSA on Customer's behalf; and (ii) daily fees associated with the canceled Professional Services (in accordance with the daily fee rate), if less than thirty (30) days advance notice is given regarding the need to cancel or reschedule and BSA cannot reasonably reassign its affected human resources to other projects where comparable skills are required
9. **Limited Professional Services Warranty.**
- 9.1. BSA warrants that its Professional Services will be performed in a professional and workmanlike manner In the event of a breach of the foregoing warranty and a claim in accordance with the next sentence, BSA's sole obligation and Customer's exclusive remedy with respect to such claim will be to have BSA re-perform the portion of the Professional Services with respect to which the warranty has been breached, to bring it into compliance with such warranty Any claim for breach of the foregoing warranty must be made by notice to BSA within thirty (30) days of performance of the portion of the Professional Services with respect to which the claim is made, or said claim shall be deemed waived
- 9.2. THE FOREGOING LIMITED PROFESSIONAL SERVICES WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING TO THE PROFESSIONAL SERVICES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW, OR FROM THE COURSE OF DEALING OR USAGE OF TRADE

SECTION C – MAINTENANCE AND SUPPORT

10. Maintenance and Support Generally.

- 10.1.** For a one-year period, commencing on the installation of the BSA Software Products, and subject to Customer's compliance with the Agreement, BSA will provide, at no charge to Customer, "Maintenance and Support," meaning the following (i) Modifications (such as patches, corrections, and updates) as are generally provided at no additional charge (beyond the cost of annual Maintenance and Support) by BSA to BSA customers, and (ii) technical support, as further described in Section 11, during BSA's normal business hours
- 10.2.** Commencing one (1) year from the installation of the BSA Software Products, Maintenance and Support will be provided on an annual basis, subject to compliance with the terms of the Agreement and payment of the annual Maintenance and Support fees outlined in **Exhibit B**. Maintenance and Support will be renewed annually unless either Party notifies the other at least sixty (60) days prior to the anniversary of installation of its intent to terminate
- 10.3.** BSA guarantees that the Maintenance and Support annual fee set forth in **Exhibit B** will not change for two (2) years from the date of the installation of the BSA Software Products. After that date, BSA reserves the right each year to increase the fee over the previous year by no more than an amount that is proportionate to the increase (measured from the beginning of such previous year) in the Consumer Price Index as set forth by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers – U.S. City Average (the "Annual Renewal Fee")

11. Support.

- 11.1.** With respect to Errors following expiration of the Limited Software Warranty, BSA's sole obligation and Customer's sole remedy are set forth in this section 11. Subject to Customer's compliance with the terms of the Agreement and purchase of Maintenance and Support, BSA shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to Errors as set forth in **Exhibit C**. An "Error" means a verifiable and reproducible failure of a BSA Software Product to operate in accordance with the Documentation) under conditions of normal use and where the Error is directly attributable to the BSA Software Product as updated with current Modifications. If the customer modifies the BSA Software Products without BSA's written consent, BSA's obligation to provide support services on the BSA Software Products will be void
- 11.2.** Support does not include the following (i) installation or implementation of the BSA Software Products, (ii) onsite training/support, remote training, application design, and other consulting services, (iii) support of an operating system, hardware, or support outside of BSA's normal business hours, (iv) support or support time due to a cause external to the BSA Software Products adversely affecting their operability or serviceability, which shall include but not be limited to water, fire, wind, lightning, other natural calamities, transportation, misuse, abuse, or neglect; (v) repair of the BSA Software Products modified in any way other than modifications made by BSA or its agents, (vi) support of any other third-party vendors' software, such as operating system software, network software, database managers, word processors, etc., and (vii) support of the BSA Software Products that have not incorporated current Modifications. All such excluded Maintenance and Support Services performed by BSA at Customer's request shall be invoiced to Customer on a time and materials basis, plus reasonable expenses associated therewith
- 11.3.** Notwithstanding anything to the contrary, in order to maintain the integrity and proper operation of the Software, Customer agrees to use commercially reasonable efforts to implement, in the manner instructed by BSA, all Modifications in a timely manner. Customer's failure to implement any Modifications may limit or restrict the ability of Customer to implement future Modifications. Customer shall provide prompt notice of any Errors discovered by Customer, or otherwise brought to the attention of Customer. Proper notice may include, without limitation, prompt telephonic and written (either via e-mail or postal mail) notice to BSA of any purported Error. If requested by BSA, Customer agrees to provide written documentation of Errors to substantiate those Errors and to otherwise assist BSA in the detection and correction of said Errors. BSA will use its commercial reasonable judgment to determine if an Error exists
- 11.4.** Customer acknowledges and agrees that BSA and product vendors may require online access to the BSA's system in order for BSA to provide Maintenance and Support Services hereunder. Accordingly, Customer shall provide a connection to the Internet to facilitate BSA's remote access to BSA's system. BSA shall provide remote connection

software, which may require installation of a software component on a workstation or server computer. All remote access sessions are dynamic and shall be fully monitored by a City of Franklin employee (escorted session), and will be terminated after successful completion of all troubleshooting tasks.

SECTION D – GENERAL TERMS AND CONDITIONS

- 12. Customer Assistance.** Customer acknowledges that the implementation of the BSA Software Products is a cooperative process requiring time and resources of Customer personnel. Customer shall, and shall cause Customer personnel to, use all reasonable efforts to cooperate with and assist BSA as may be reasonably required to meet the project deadlines and other milestones agreed to by the Parties for implementation. BSA shall not be liable for failure to meet such deadlines and milestones when such failure is due to force majeure (as defined in Paragraph 26 below) or to the failure by Customer personnel to provide such cooperation and assistance (either through action or omission).
- 13. BSA Proprietary Information.**
- 13.1.** Customer acknowledges that the information associated with or contained in the BSA Software Products and information used in the performance of Professional Services include trade secrets and other confidential and proprietary information of BSA (the "Proprietary Information").
- 13.2.** The Customer shall maintain in confidence and not disclose Proprietary Information, directly or indirectly, to any third party without BSA's prior written consent. Customer shall safeguard the Proprietary Information to the same extent that it safeguards its own most confidential materials or data, but in no event shall the standard implemented be less than industry standard. Proprietary Information shall be used by Customer solely to fulfill its obligations under this Agreement. Customer shall limit its dissemination of such Proprietary Information to employees within the Customer's business organization who are directly involved with the performance of this Agreement and have a need to use such Proprietary Information. Customer shall be responsible for all disclosures by any person receiving Proprietary Information, by or through it, as if Customer itself disseminated such information.
- 13.3.** Proprietary Information shall not include any information that: (a) is or becomes publicly known through no wrongful act or breach of any obligation of confidentiality by Customer; (b) was lawfully known to Customer prior to the time it was disclosed to or learned by Customer in connection with this Agreement, provided that such information is not known to Customer solely because of its prior business relationship with BSA, (c) was received by Customer from a third party that is not under an obligation of confidentiality to BSA, or (d) is independently developed by Customer for a party other than BSA without the use of any Proprietary Information. The following circumstances shall not cause Proprietary Information to fall within any of exceptions (a) through (d) above: (i) a portion of such Proprietary Information is embraced by more general information said to be in the public domain or previously known to, or subsequently disclosed to, the Customer; or (ii) it is a combination derivable from separate sources of public information, none of which discloses the combination itself.
- 13.4.** If Customer is required, or anticipates that it will be required, to disclose any Confidential Information pursuant to a court order or to a government authority, Customer shall, at its earliest opportunity, provide written notice to BSA so as to give BSA a reasonable opportunity to secure a protective order or take other actions as appropriate. Customer shall at all times, cooperate with BSA so as to minimize any disclosure to the extent allowed by applicable law.
- 14. Limitation on Liability and Damages.** BSA'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES, OR LOSSES ARISING FROM THE BSA SOFTWARE PRODUCTS (INCLUDING BUT NOT LIMITED TO THEIR USE, OPERATION, AND/OR FAILURE TO OPERATE), PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT, ANY THIRD-PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT, SHALL BE ABSOLUTELY LIMITED TO DIRECT DAMAGES NOT IN EXCESS OF THE PURCHASE PRICE OF BSA SOFTWARE PRODUCTS PLUS, TO THE EXTENT APPLICABLE, THE PURCHASE PRICE OF ANY PROFESSIONAL SERVICE SET FORTH IN THIS AGREEMENT THAT GIVES RISE TO THE CLAIM. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, BSA SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, BSA SOFTWARE PRODUCTS, ANY THIRD-PARTY PERFORMANCE, OR LACK THEREOF, OR BSA'S PERFORMANCE, OR LACK THEREOF, UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT, OR

USE TO THE EXTENT THAT APPLICABLE LAW DOES NOT PERMIT THE LIMITATIONS SET FORTH HEREIN, THE LIABILITY AND DAMAGES SHALL BE LIMITED AND RESTRICTED TO THE EXTENT PERMITTED BY LAW

15. Customer is solely responsible for its data, its database, and for maintaining suitable back-ups of the data and database to prevent data loss in the event of any hardware or software malfunction. Customer covenants and agrees to undertake all necessary measures to protect and secure its data, including implementation of technical, administrative and physical protections. BSA SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR DATA LOSS REGARDLESS OF THE REASONS FOR SAID LOSS. To the maximum extent authorized by law, Customer agrees to defend, indemnify and hold BSA harmless for any claim by any person or entity arising out of any loss or compromise of data or data security or arising out of Customer's breach of this Agreement.
16. **Additional Disclaimer.** SUPPLIER PROVIDES NO WARRANTY FOR ANY THIRD-PARTY SOFTWARE AND/OR HARDWARE. EXCEPT AS SET FORTH IN THIS AGREEMENT, SUPPLIER WILL NOT BE RESPONSIBLE FOR ANY THIRD-PARTY SOFTWARE, THIRD-PARTY SERVICES AND/OR HARDWARE.
17. **Indemnification for Intellectual Property Infringement.** If a claim is made or an action is brought alleging that a BSA Software Product infringes on a U.S. patent, or any copyright, trademark, trade secret or other proprietary right, BSA will defend Customer against such claim and will pay resulting costs and damages finally awarded, provided that (a) Customer promptly notifies BSA in writing of the claim, (b) BSA has sole control of the defense and all related settlement negotiations, (c) Customer reasonably cooperates in such defense at no expense to BSA, and (d) Customer remains in compliance with the Agreement and has continued to purchase Maintenance and Support Services. The obligations of BSA under this Section are conditioned on Customer's agreement that if the applicable BSA Software Product, in whole or in part, or the use or operation thereof, becomes, or in the opinion of BSA is likely to become, the subject of such a claim, BSA may at its expense either procure the right for Customer to continue using the BSA Software Product or, at the option of BSA, replace or modify the same so that it becomes non-infringing (provided such replacement or modification maintains the same material functionality and does not adversely affect Customer's use of the Update as contemplated hereunder).
18. **No Intended Third-Party Beneficiaries.** This Agreement is entered into solely for the benefit of BSA and Customer. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.
19. **Termination.** Without prejudice to other rights and remedies, and except as otherwise provided in this Agreement, either Party may terminate this Agreement for the other Party's material breach upon failure to cure such breach after thirty (30) days' written notice identifying with specificity the nature of the breach. Upon termination of this Agreement: (a) Customer shall promptly pay all amounts payable to BSA for Services rendered up to the date of termination, and (b) Customer shall return or destroy, at the direction of the BSA, BSA's Proprietary Information in its possession. The termination of this Agreement will not discharge or otherwise affect any pre-termination obligations of either Party existing under this Agreement at the time of termination. Sections 1, 2, 4, 1, 7, 1, 13 through 16, 18, 20 through 29, and the provisions of this Agreement, which by their nature extend beyond the termination of this Agreement, will survive termination of the Agreement. No action arising out of this Agreement, regardless of the form of action, may be brought by Customer more than one (1) year after the date the action occurred.
20. **Payment Terms.** Customer shall pay BSA for all amounts in accordance with this Agreement and **Exhibit A**.
21. **Governing Law and Venue.** This Agreement shall be governed by, and construed in accordance with, the laws of the state of Michigan, without regard to its choice of law rules. BSA and the Customer agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Milwaukee, State of Wisconsin, or in any court of the United States of America lying in the Eastern District of Wisconsin.
22. **Entire Agreement.** This Agreement represents the entire agreement of Customer and BSA with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Customer hereby acknowledges that in entering into this Agreement, it did not rely on any information not explicitly set forth in this Agreement.
23. **Export.** Customer will comply with all applicable laws, including applicable export control laws that prohibit export or diversion of certain products and technology to certain countries or individuals, including foreign nationals in the United States. Customer undertakes to determine any export licensing requirements and to comply with such obligations. The BSA Software Products are deemed to be commercial computer software as defined in FAR 12.212 and subject to restricted rights as defined in FAR Section 52.227-19 "Commercial Computer Software-Restricted Rights" and DFARS 227.7202, "Rights in Commercial Computer Software or Commercial Computer Software Documentation", as applicable, and any successor

regulations Any use, modification, reproduction release, performance, display, or disclosure of BSA's Software Products by the U S Government shall be solely in accordance with the terms of this Agreement.

- 24. **Severability.** If any term or provision of this Agreement, or the application thereof, to any extent, is held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances, other than those as to which it is held invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law
- 25. **Successors and Assigns.** This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the Parties hereto For avoidance of doubt, any expanded use by Customer of the Program, for example, in the event of annexation or desired shared services, shall require the consent of BSA.
- 26. **Force Majeure.** "Force Majeure" is defined as an event beyond the reasonable control of a Party, including governmental action, war, riot or civil commotion, fire, natural disaster, problematic weather, lack of availability of Customer provided technology, labor disputes, restraints affecting shipping or credit, delay of carriers or any other cause that could not, with reasonable diligence, be foreseen, controlled or prevented by the Party Neither Party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure
- 27. **Notice.** All notices, requests, demands, and determinations under the Agreement (other than routine operational communications), shall be in writing and shall be deemed duly given (i) when delivered by hand, (ii) one (1) business day after being given to a nationally recognized overnight delivery service for next-business-day delivery, all fees prepaid, (iii) when sent by confirmed facsimile with a copy sent by another means specified in this provision, or (iv) six (6) calendar days after the day of mailing, when mailed by United States mail, via registered or certified mail, return receipt requested, postage prepaid, and in each case addressed as shall be set forth below A Party may from time-to-time change its address or designee for notification purposes by giving the other prior written notice of the new address or designee and the date upon which it will become effective

If to BSA.

BSA Software
14965 Abbey Lane
Bath, MI 48808
Attn Contracts Manager
Telephone 517-641-8900

If to Customer

City of Franklin
9229 W Loomis Road
Franklin, WI 53132
Telephone 414-425-7500

- 28. **Independent Contractor.** This is not an agreement of partnership or employment of BSA or any of BSA's employees by Customer BSA is an independent contractor for all purposes under this Agreement.
- 29. **Contract Documents and Order of Precedence.** The text of the Agreement without any Exhibits and Schedules shall control over any inconsistent text in any of the Exhibits or Schedules This Agreement includes the following Exhibits and Schedules
 - Exhibit A – Payment Terms Generally
 - Schedule 1 to Exhibit A - License/Interface/Customization Fees
 - Schedule 2 to Exhibit A – Professional Services Fees
 - Exhibit B – Maintenance and Support Fees
 - Exhibit C – Support Call Process
 - Exhibit D – Statement of Work

IN WITNESS THEREOF, the Parties hereto have executed this Agreement as of the dates set forth below

BSA SOFTWARE, INC.

By _____

Name _____

Title _____

Date _____

CUSTOMER

By _____

Name _____

Title _____

Date _____

CUSTOMER

By _____

Name _____

Title _____

Date _____

CUSTOMER

By _____

Name _____

Title _____

Date _____

EXHIBIT A

Payment Terms

- 1 Customer shall pay BSA within thirty (30) days of invoice. Payments not received within fifteen (15) days of the due date shall be subject to a one and one-half percent (1.5%) per month interest charge (or, if lower, the highest amount chargeable at law) assessed against the unpaid balance from the date due until the date payment is received.
- 2 Any amount not subject to good faith dispute and not paid within fifteen (15) days of the due date of each invoice shall, without prejudice to other rights and remedies, be subject to an interest charge equal to the lesser of 1.5% monthly or the maximum interest charge permissible under applicable law, payable on demand. Any charges not disputed by Customer in good faith will be deemed approved and accepted by Customer. For purposes of this Agreement, a good faith dispute regarding amounts owed exists only if Customer provides in writing at least ten (10) days prior to due date of payment on the invoice, notification of such dispute, the specific portion of the invoice in dispute, and the specific grounds of the dispute (which must be asserted in good faith), and Customer pays in timely fashion such portions that are not subject to such dispute.
- 3 BSA shall invoice Customer \$47,150 upon Effective Date for BSA's Project Management/Implementation Planning Fees and Data Conversion fees as set forth in Schedule 2.
- 4 BSA shall invoice Customer \$73,285 at start of On-Site Implementation and Training. Such amount equals BSA's software license fees as set forth in Schedule 1.
- 5 BSA shall invoice Customer \$60,705 at completion of On-Site Implementation and Training. Such amount equals On-Site Implementation and Training costs, Customization and Interface costs, and travel expenses, as set forth in Schedule 2.
- 6 Customer shall be responsible for all taxes (including sales taxes) imposed as a result of any transaction associated with this Agreement, exclusive of taxes on BSA's net income.

Schedule 1 to Exhibit A

License Fees

Applications

Community Development

Building Department .NET	\$23,120
Field Inspection .NET	\$9,710
Business License .NET	\$12,945
Citizen Request for Action .NET	\$12,945

BS&A Online

Community Development	\$14,565
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Subtotal **\$73,285**

Schedule 2 to Exhibit A
Professional Services Fees

Data Conversions/Database Setup

Convert existing Harris Govern data to BS&A format:

Building Department (Per database)	\$19,650
Business Licensing (Per database)	\$11,000

Subtotal **\$30,650**

No conversion or database setup to be performed for

- Field Inspection
- Citizen Request for Action

Custom Import

Import from ESRI ArcGIS to Building Department NET	\$1,500
--	----------------

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

\$16,500

Implementation and Training

- \$1,100/day
- Days quoted are estimates, you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	1		\$1,100
Community Development Applications	Days:	35		\$38,500
	Total	36	Subtotal	\$39,600

Travel Expenses \$19,605

EXHIBIT B

Maintenance and Support Fees

Community Development	
Building Department .NET	\$4,625
Field Inspection .NET	\$1,940
Business License .NET	\$2,590
Citizen Request for Action .NET	\$2,590
<hr/>	
BS&A Online	
Community Development	\$2,915
<hr/>	
Total Annual Service Fees	\$14,660

EXHIBIT C

Support Call Process

BSA's standard hours for telephone support are from 8:30 a.m. to 6:00 p.m. (EST), Monday through Thursday, and 8:30 a.m. to 5:00 p.m. (EST) on Friday, excluding holidays.

You can lodge a support request in three ways: (i) **Contact Customer Support** option located within the Help menu of all of our applications; (ii) our toll-free support line (1-855-BSA-SOFT) or via email.

BSA targets less than thirty (30) minutes for initial response ("Initial Response Target").

Customer service requests fall into four main categories:

- A. Technical.** Questions or usage issues relating to IT functionality, future hardware purchases, and configuration. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- B. Questions/Support.** General questions regarding functionality, use, and set-up of the applications. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- C. Requests.** Customer requests for future enhancements to the applications. Key product management personnel meet with development staff on a regular basis to discuss the desirability and priority of such requests. BSA tries to resolve these issues within BSA's Initial Response Target or as soon thereafter as reasonably possible.
- D. Issues/Bugs.** Errors fall into three (3) subcategories:
 - i. Critical.** Cases where an Error has rendered the application or a material component unusable or not usable without substantial inconvenience causing material and detrimental consequences to business -- with no viable Customer workaround or alternative. The targeted resolution time for critical issues is less than one (1) day.
 - ii. Moderate.** Cases where an Error causes inconvenience and added burden, but the application is still usable by Customer. The targeted resolution time for all moderate issues is within two (2) weeks, which is within our standard update cycle.
 - iii. Minimal.** Cases that are mostly cosmetic in nature, and do not impede functionality in any significant way. These issues are assigned a priority level at our regular meetings, and resolution times are based on the specified priority.

Remote Support Process

Some support calls may require further analysis of Customer's database or set-up to diagnose a problem or to assist Customer with a question. BSA's remote support tools share Customer's desktop via the Internet to provide Customer with virtual on-site support. BSA's support team is able to quickly connect remotely to Customer's desktop and view its setup, diagnose problems, or assist Customer with screen navigation.

Statement of Work

City of Franklin, Milwaukee County WI

Prepared for	City of Franklin, Milwaukee County WI
Prepared by	Dan J Burns, CPA BS&A Software
Date	March 25, 2020
Version	1
Revision	
Status	Draft

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1. Contact List

This section provides the list of key contacts for both BS&A Software and City of Franklin, Milwaukee County WI

BS&A Contacts

<i>Name</i>	<i>Email</i>	<i>Cell</i>
Dan J Burns, CPA	dburns@bsasoftware.com	248-345-8026
Jason Hafner	jhafner@bsasoftware.com	

City of Franklin, Milwaukee County WI Contacts

<i>Name</i>	<i>Email</i>	<i>Cell</i>
Name	Email	Cell
Name	Email	Cell
Name	Email	Cell

2. Activities and Deliverables

This section describes specific activities and deliverables that will be provided by BS&A Software to fulfill the obligations set out in the proposal. Each subsection includes the detailed requirements for Data Conversion, Process Definition, and Cutover.

2.1 Building Department

Establish BS&A Databases

- 1 Extract preliminary data with corroborating reports
- 2 Preliminary conversion development
- 3 Preliminary conversion QC and documentation
- 4 Preliminary conversion data review
- 5 Extract final data with corroborating reports
- 6 Convert final data
- 7 QC final BS&A database and documentation
- 8 Verify final BS&A database at cutover

Establish BS&A Process

- 1 Review current BD process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Document BS&A process
- 5 Verify final BS&A process at cutover

2.2 Business Licensing

Establish BS&A Databases

- 1 Extract preliminary data with corroborating reports
- 2 Preliminary conversion development
- 3 Preliminary conversion QC and documentation
- 4 Preliminary conversion data review
- 5 Extract final data with corroborating reports
- 6 Convert final data
- 7 QC final BS&A database and documentation
- 8 Verify final BS&A database at cutover

Establish BS&A Process

- 1 Review current BL process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Document BS&A process
- 5 Verify final BS&A process at cutover

2.3 Field Inspection

Establish BS&A Process

- 1 Review current process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Document BS&A process
- 5 Verify final BS&A process at cutover

2.4 Citizen Request for Action

Establish BS&A Process

- 1 Review current process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Document BS&A process
- 5 Verify final BS&A process at cutover

2.5 BS&A Online – Community Development

Establish BS&A Process

- 1 Review current process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Document BS&A process
- 5 Verify final BS&A process at cutover

3. Delivery Method

This section describes the method that BS&A Software will use to deliver this project to Iron County This method is described in terms of the generalized approach and as a detailed schedule

3.1 Generalized Approach

BS&A Software will use the following four-phase approach to fulfill the needs of City of Franklin, Milwaukee County WI

Phase 1 – Initiate

This phase encompasses the work necessary to achieve a signed proposal (This phase is usually completed with the signed proposal)

Phase 2 – Plan

This phase follows the signed proposal and produces the detailed description for the work to be undertaken and the schedule for the work, and is presented in the Statement of Work (this document)

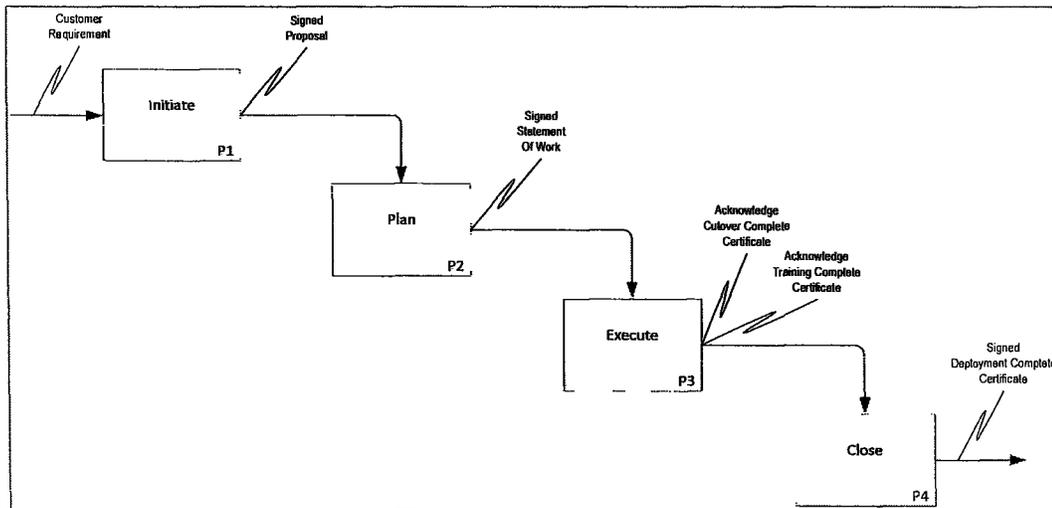
Phase 3 – Execute

This phase encompasses all of the activity necessary to bring into operation the applications provided by BS&A Software and the associated training

Phase 4 – Close

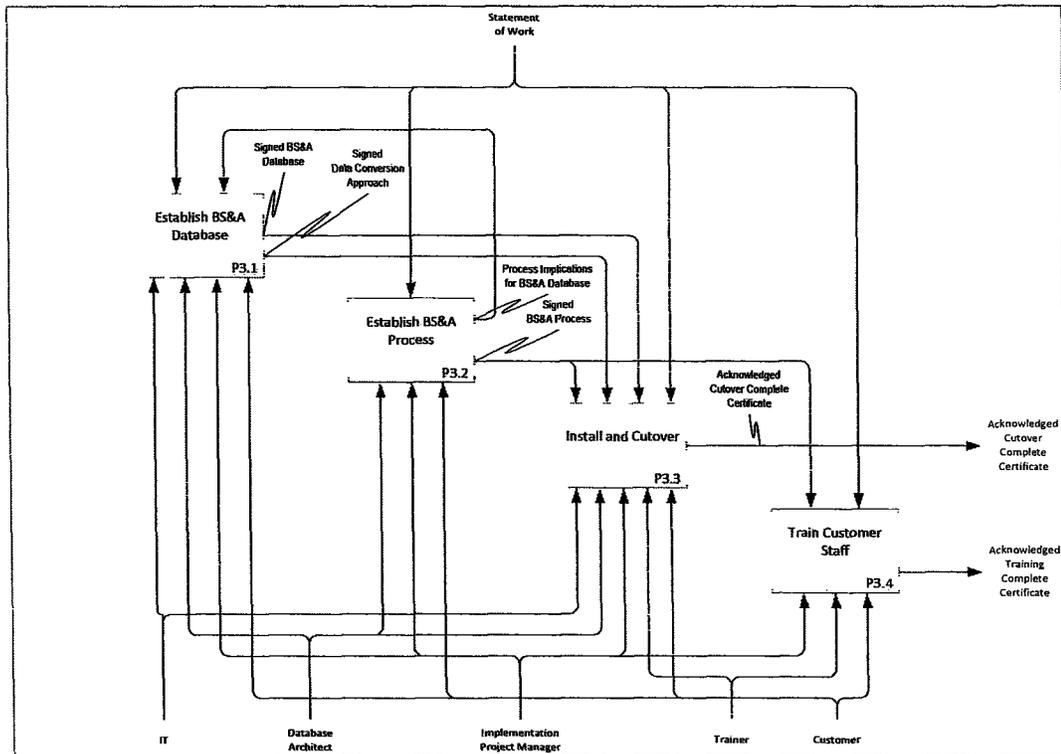
This phase provides a formal conclusion of the project and the handover to BS&A's support team

Figure 1. Delivery Process Overview



This diagram shows the general approach that BS&A Software will follow to deliver this project.

Figure 2 Delivery Process - Execute Phase



This diagram shows the activities within the Execute phase of the project, which are

- ~ Establish BS&A database(s)
- ~ Establish BS&A process(s)
- ~ Install and cutover
- ~ Train customer staff

The details for each activity can be provided if required

3.2 Detailed Schedule

Note, approximate schedule included for example purposes only. Actual schedule will be determined in collaboration between BS&A Project Manager, and Customer, following contract execution.

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Conduct Kick-off Meeting	BS&A and City	1 month post signing	1 day
Review Project Scope and Project Management Process	BS&A	1 month post signing	1 day
Establish Project Meeting Schedule	BS&A and City	1 month post signing	1 day
Assemble BS&A Project Team	BS&A	1 5 months post signing	1 day
Assemble City Project Team	City	1 5 months post signing	1 day
Create Initial Project Timeline	BS&A & City	1 5 months post signing	1 day
UAT and Data Conversion Activities			
Meet with City IT Staff to review Hardware Configurations	BS&A and City	5 months pre go-live	1 day
Extract Preliminary Data from current System	BS&A and City	5 months pre go-live	1 week
Conduct Data Mapping and Develop Data Conversion Routines	BS&A	5 months pre go-live	1 month
Conduct Review of Converted Data with City	BS&A and City	4 months pre go-live	Approx 1 day
Install Programs	BS&A	4 months pre go-live	1 day
Knowledge Transfer			
Conduct On-site Process Review Meeting	BS&A and City	3 months pre go-live	2 days
Conduct Analysis of Current Forms	BS&A and City	3 months pre go-live	1 day
Conduct Review of Required Reports	BS&A and City	3 months pre go-live	1 day
Conduct Analysis of System Interface Requirements	BS&A and City	3 months pre go-live	1 day
Develop Best Practices Recommendation	BS&A	3 months pre go-live	1 day
Approve Recommendations	City	3 months pre go-live	1 day
Provide Consulting and Assistance with Chart of Account Redesign	BS&A	3 months pre go-live	1 day
Create System Specification Document	BS&A	3 months pre go-live	3 days
Implementation			
Create Forms	BS&A	0-2 months pre go-live	2 days
Create Reports	BS&A	0-2 months pre go-live	2 days
Conduct Acceptance Testing	City	0-2 months pre go-live	2 days
Conduct Final Data Extraction	City	1 week pre go-live	2 days
Convert Final Data	BS&A	1 week pre go-live	2 days
On-site Set-up for Users and Configuration Items	BS&A	0-1 month pre go-live	4 days
Training			
On-site Training	BS&A and City	0-2 months pre go-live	Varies
Post-Project Activities			
Conduct Post Project Review & Assessment	BS&A and City	1 month post go-live	Varies
Conduct Post Implementation Follow Up Training	BS&A and City	TBD	TBD

3.3 Gantt Chart

The following is an example timeline for your project. Dates and duration of tasks will be determined during the project kick-off meeting

Task Mode	Task Name	Duration	Responsible Parties	October Middle	December Beginning	January End	March Middle	May Beginning	June End
1	Initiation Activities	6 days							
2	Conduct Kick-off Meeting	1 day	BS&A and Municipality						
3	Review Project Scope and Project Management Process	1 day	BS&A						
4	Establish Project Meeting Schedule	1 day	BS&A and Municipality						
5	Assemble BS&A Project Team	1 day	BS&A						
6	Assemble Municipality Project Team	1 day	Municipality						
7	Create Initial Project Timeline	1 day	BS&A and Municipality						
8	IT and Data Conversion Activities	40 days							
9	Meet with Municipality IT Staff to review Hardware Configurations	1 day	BS&A and Municipality						
10	Extract Preliminary Data from current System	7 days	BS&A and Municipality						
11	Conduct Data Mapping and Develop Data Conversion Routines	30 days	BS&A						
12	Conduct Review of Converted Data with Municipality	1 day	BS&A and Municipality						
13	Install Programs	1 day	BS&A						
14	Knowledge Transfer	11 days							
15	Conduct On-site Process Review Meeting	2 days	BS&A and Municipality						
16	Conduct Analysis of Current Forms	1 day	BS&A and Municipality						
17	Conduct Review of Required Reports	1 day	BS&A and Municipality						
18	Conduct Analysis of System Interface Requirements	1 day							
19	Develop Best Practices Recommendation	1 day	BS&A						
20	Approve Recommendations	1 day	Municipality						
21	Provide Consulting and Assistance with Chart of Account Redesign	1 day	BS&A						
22	Create System Specification Document	3 days	BS&A						
23	Implementation	14 days							
24	Create Forms	2 days	BS&A						
25	Create Reports	2 days	BS&A						
26	Conduct Acceptance Testing	2 days	Municipality						
27	Conduct Final Data Extraction	2 days	Municipality						
28	Convert Final Data	2 days	BS&A						
29	On-site Set-up for users and configuration items	4 days	BS&A						
30	Training	30 days							
31	On-site Training	30 days	BS&A and Municipality						
32	Post-Project Activities	5 days							
33	Conduct Post Project Review & Assessment	2 days	BS&A and Municipality						
34	Conduct Post Implementation Follow Up Training	3 days	BS&A and Municipality						

4. Project Management Process

This section describes the following project management procedures that will be used to support the delivery of this project:

- ~ Organization
- ~ Change Control
- ~ RAID Management (Risk, Action, Issue, Decision)

4.1 Organization – Roles and Responsibilities

This subsection describes the organization that BS&A Software will use to support the delivery of this project.

Project Specific Roles

BS&A Software will use the following roles during the project:

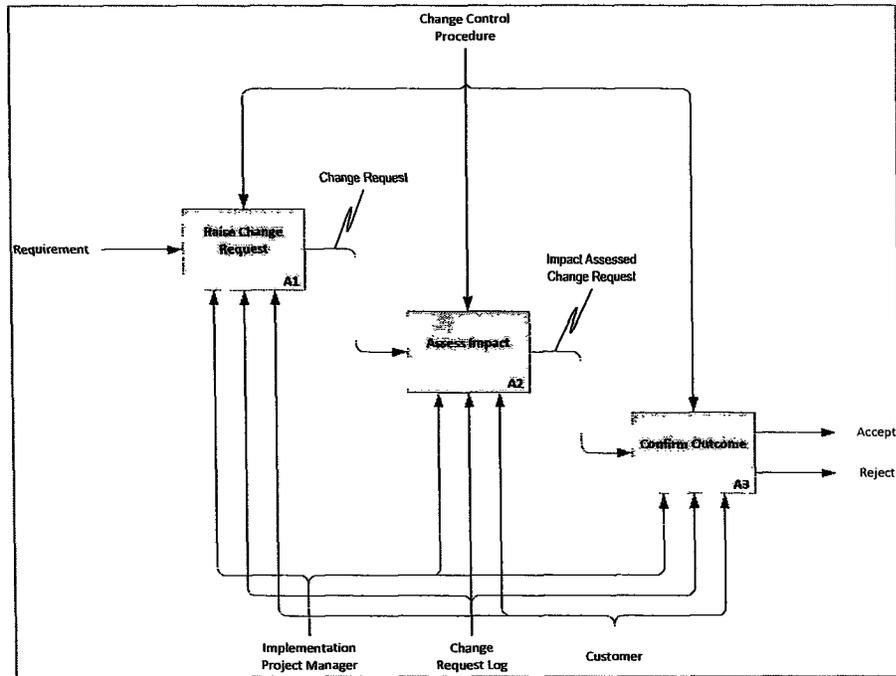
- ~ **Implementation Director**
Has overall accountability for the project and provides a point of escalation for the customer
- ~ **Implementation Project Manager**
Has day-to-day accountability for the project
Manages and coordinates all activities and resources associated with the project
Produces and maintains the Project Plan
Responsible for and leads the work associated with the development of the customer's new processes
- ~ **Database Architect**
Responsible for and leads the work associated with the development of the customer's new databases
- ~ **Trainer**
Responsible for and leads the cutover and delivery of the training
- ~ **IT**
Assists with the extraction of test and production data from the customer's existing applications
Responsible for the installation of the BS&A applications on the customer's production environment.
- ~ **Subject Matter Experts**
May assist as required

Note there may be a number of people fulfilling each role, i.e., trainers may only train on specific applications

4.2 Change Control

This subsection describes the Change Control procedure that BS&A Software will use to support the delivery of projects

Figure 3: Change Control Procedure



This diagram shows the Change Control Procedure and activities as follows.

- ~ Raise change request
- ~ Assess impact
- ~ Confirm outcome

The details of these activities are available in the Project Management Procedures document.

4.3 RAID Management

This subsection provides an overview of the RAID Management (Risk, Action, Issue, and Decision) procedures that will be used to support the delivery of this project.

ITEM	DEFINITION	ATTRIBUTES
Risk	Used to describe events that may occur and the impact on the project if they occur	<p><i>Creation</i> – can be raised at any point during the life of the project</p> <p><i>Review</i> – risks will be reviewed at specific times during the project</p> <p><i>Lifespan</i> – could remain open for the duration of the project</p>
Action	Used to describe and control the specific tasks that are raised at management meetings These tasks are outside of activities listed in the Project Plan and Statement of Work.	<p><i>Creation</i> – are raised at an appropriate management meeting, and can be raised at any point during the life of the project</p> <p><i>Review</i> – progress towards closure will be reviewed at each subsequent instance of the management meeting at which the action was raised</p> <p><i>Lifespan</i> – the expectation is that an action will be closed within two iterations of the management meeting at which they were raised</p>
Issue	Used to describe and bring focus to a situation where a task on the project plan has not been, or cannot be, delivered according to schedule, specification, or budget.	<p><i>Creation</i> – can be raised at any point during the life of the project</p> <p><i>Review</i> – progress towards closure will be reviewed at the management meeting</p> <p><i>Lifespan</i> – an issue will remain open until it has been resolved to the satisfaction of all concerned</p>
Decision	Used to describe and record a decision made by the project, i.e., the outcome of a change request, or the approval of a milestone	<p><i>Creation</i> – can be raised at any point during the life of the project</p> <p><i>Review</i> – decisions are presented to a management meeting that has the authority to make those decisions.</p> <p><i>Lifespan</i> – a decision will be open up to the point that when it is presented to the meeting, it will be either accepted or rejected (a “no-decision” is equal to a rejection)</p>

The details of the RAID Management procedure are available in the Project Management Procedures document

5. Review and Approval

There will be various review points during the project (see Project Schedule Dates) when a formal review of progress will be marked by the confirmation of, and agreement to, specific deliverables.

You will receive a confirmation email at the completion of each of the following milestones in the implementation process. A return email will serve as your approval.

- ~ **Statement of Work.** At this point, we will ask you to acknowledge that you have received the Statement of Work and that it represents the agreed-upon scope of the project.
- ~ **BS&A Database and Conversion Approach.** At this point, we will ask you to acknowledge that you have received the BS&A Database and Conversion Approach, and that it represents an acceptable conversion plan for Cutover.
- ~ **Cutover Complete.** At this point, we will ask you to acknowledge that the Implementation Team has provided an agreed-upon BS&A Database and Conversion Approach.
- ~ **Training Complete.** At this point, we will ask you to acknowledge that the Training Team has delivered training consistent with the Statement of Work, or that some days were left unused and should not be billed.
- ~ **Deployment Complete.** At this point, we will ask you to acknowledge that BS&A has provided deliverables consistent with the Statement of Work, and that any outstanding issues from the Implementation and Training processes have been addressed or transferred to the Support Team.

5.1 Change Request Form

TITLE	
Owner Provide the name of the person who would like this Change Request to go forward for consideration	
Date Raised Provide the date that this Change Request was raised	
Rationale <i>[tick most appropriate]</i> What is the primary reason for raising this Change Request?	<input type="radio"/> Unknown <input type="radio"/> Resolve an issue <input type="radio"/> Terminate or treat a risk <input type="radio"/> Reduce project cost <input type="radio"/> Improve the business case <input type="radio"/> Increase capability <input type="radio"/> Align with external environment <input type="radio"/> Comply with legal or regulatory requirements
Description <i>[tick all appropriate]</i> What needs to change?	<input type="checkbox"/> Change scope <input type="checkbox"/> Change specification <input type="checkbox"/> Change design <input type="checkbox"/> Change strategy or approach <input type="checkbox"/> Change schedule
Description notes Provide a brief description of what needs to change, and include reference to the specific milestones that will be affected	
Benefit <i>[tick most appropriate]</i> What is the expected scale of the benefit associated with this Change Request?	<input type="radio"/> Unknown <input type="radio"/> Less than \$1,000 <input type="radio"/> Between \$1,000 and \$5,000 <input type="radio"/> Between \$5,000 and \$10,000 <input type="radio"/> More than \$10,000
Impact on schedule <i>[tick most appropriate]</i> What is the estimated impact on the schedule of this Change Request?	<input type="radio"/> Unknown <input type="radio"/> No impact <input type="radio"/> One month <input type="radio"/> Between one month and three months <input type="radio"/> More than three months
Impact on cost <i>[tick most appropriate]</i> What is the estimated direct cost of implementing this Change Request?	<input type="radio"/> Unknown <input type="radio"/> Less than \$1,000 <input type="radio"/> Between \$1,000 and \$5,000 <input type="radio"/> Between \$5,000 and \$10,000 <input type="radio"/> More than \$10,000

<p>APPROVAL <i>slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE May 5, 2020</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>AN ORDINANCE TO AMEND ORDINANCE 2019-2398, AN ORDINANCE ADOPTING THE 2020 ANNUAL BUDGETS FOR THE GENERAL FUND TO CARRYFORWARD \$78,300 OF UNUSED 2019 PERSONNEL APPROPRIATIONS IN THE INSPECTION SERVICES DEPARTMENT</p>	<p>ITEM NUMBER <i>6.18,</i></p>

Background

On December 17, 2019, the Common Council directed the Director of Finance & Treasurer to prepare a 2020 Budget amendment to carry forward unused 2019 personnel appropriations for the Inspection Services Department. "The City of Franklin is experiencing a surge in development activity which is not expected to lighten up in the near term ... At the same time, Inspection Services is feeling the same pressure which will continue for many months beyond each project approval, given the length of the building construction process." Which was noted in the Dec 17, 2019 action sheet.

Current commercial projects include 265 apartments at Velo Village, the medical office building at Ballpark Commons, and numerous residential projects, to name a few.

This carryover appropriation dates back to 2018, when \$104,000 of professional service appropriations was brought forward from 2018 into 2019 (also related the significant increase in development activity in the City). It should be noted that 2018 building permit resources exceeded budget by \$78,300, and that 2019 Building permit resources exceeded budget by \$241,000. At the same time, Inspection services did not use \$137,000 of the 2019 expenditure appropriations. These added resources and unused appropriations became part of the 2019 surplus and ending fund balance.

Recommendation

The Director of Finance & Treasurer recommends adoption of the proposed budget amendment which brings forward \$78,300 of unused 2019 Inspection Services unused appropriations to make them available for part time, temporary City employee personnel expenditures. The below, taken from the April 1, 2019 action sheet, will remain in place as council direction, absent any revised direction regarding this appropriation.

Please note that the April 1, 2019 Council authorization provided that the Mayor and Director of Administration to approve hourly rates that exceed the market rate (meaning within the top 35% of the approved pay range) for these individuals, where appropriate. Additionally, if approved as presented the Common Council should anticipate that the Director of Inspection Services, subject to oversight by the Director of Administration, may approve certain travel time, such as reporting to work or a work site, as hours of service. This is commonly expected for such short-term services, and will be considered on a case-by-case basis by the Director of Inspection Services.

COUNCIL ACTION REQUESTED

Motion approving an ordinance to amend Ordinance 2019-2398, an Ordinance adopting the 2020 annual budgets for the General Fund to carryforward \$78,300 of unused 2019 personnel appropriations in the inspection services department.

Roll Call Vote Required

<p>APPROVAL</p> 	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE 12/17/2019</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Request to Carry Forward 2019 Appropriations in the Inspection Services Department, Reflecting Unused Special Appropriations Previously Authorized for Supplemental Services</p>	<p>ITEM NUMBER G.15.</p>

At the meeting of April 1, 2019, the Common Council approved a budget modification appropriating 2018 net revenues of \$78,362 into the Personnel Services Appropriation Unit of Inspection Services. The intent, as approved, was described, in part, as follows:

“Building Inspection: Building Inspection would hire limited-term temporary employees for the Director of Inspection Services to use and assign as needed. Essentially this means that the City would bring on to the payroll various, appropriately-licensed, commonly-retired individuals to supplement our response. The Director has access to individuals willing to do the work on such a part-time, on-call basis. This will give great flexibility to address peak demands and short-term absences (vacations and training). The City has historically used (and is currently using) such individuals on a very limited, informal contract basis, but it will be better to bring them on as employees. As employees, any workers compensation and liability issues are more clearly addressed. Since these individuals will typically be highly experienced individuals who may expect to be paid at or near the top of the range for such on call services, included in this recommended plan is the Common Council’s authorization for the Mayor and Director of Administration to approve hourly rates that exceed the market rate (meaning within the top 35% of the approved pay range) for these individuals, where appropriate. Additionally, if approved as presented the Common Council should anticipate that the Director of Inspection Services, subject to oversight by the Director of Administration, may approve certain travel time, such as reporting to work or a work site, as hours of service. This is commonly expected for such short-term services, and will be considered on a case-by-case basis by the Director of Inspection Services.”

The appropriation was also able to be used for increased overtime demand for current full-time employees.

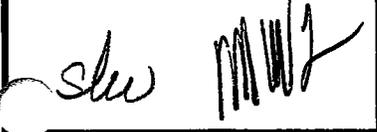
It was approved because of the following:

“The City of Franklin is experiencing a surge in development activity which is not expected to lighten up in the near term...At the same time, Inspection Services is feeling the same pressure which will continue for many months beyond each project approval, given the length of the Building construction process.”

Many of these projects are still underway or still pending approval, while the City is actively pursuing multiple substantial developments across the City. Since much of the work remains, Staff recommends carrying forward any unused portion of the previously approved amount to the 2020 budget so that it can be used during 2020 for the same purpose and same manner as previously approved.

COUNCIL ACTION REQUESTED

Motion to recommend carrying forward the available Personnel Services appropriations within the Inspection Services Department, not to exceed \$78,362, and directing the Director of Finance and Treasurer to prepare a 2020 Budget modification for consideration.

<p>APPROVAL</p> 	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE 12/17/2019</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Request to Carry Forward 2019 Appropriations in the Inspection Services Department, Reflecting Unused Special Appropriations Previously Authorized for Supplemental Services</p>	<p>ITEM NUMBER G.15.</p>

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The appropriation was also able to be used for increased overtime demand for current full-time employees.

It was approved because of the following:

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Many of these projects are still underway or still pending approval, while the City is actively pursuing multiple substantial developments across the City. Since much of the work remains, Staff recommends carrying forward any unused portion of the previously approved amount to the 2020 budget so that it can be used during 2020 for the same purpose and same manner as previously approved.

COUNCIL ACTION REQUESTED

AK

Motion to recommend carrying forward the available Personnel Services appropriations within the Inspection Services Department, not to exceed \$78,362, and directing the Director of Finance and Treasurer to prepare a 2020 Budget modification for consideration.

DOA-MWL

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 4/1/2019
REPORTS & RECOMMENDATIONS	Authorize a plan for supplemental services for the Planning and Inspection Services Departments using their 2018 revenues in excess of budgeted revenues	ITEM NUMBER 6.6.

The City of Franklin is experiencing a surge in development activity which is not expected to lighten up in the near term. The proposals being considered by the Planning Department and trying to be accommodated by considerations within various TIDs are applying significant workloads within Planning. At the same time, Inspection Services is feeling the same pressure which will continue for many months beyond each project approval, given the length of the Building construction process. Both departments are under significant pressure to turn around reviews and inspections quickly to support our business environment. At the same time staffing levels remain limited, while newer staff continue on their learning curve which naturally limits efficiency and productivity in the shorter term.

These departments, however, generated significantly extra revenue in 2018 than budgeted. Neither department exceeded their expenditure appropriations for 2018, but the draft Annual Financial Report indicates the following pertaining to revenue.

Department	Budgeted Revenue	Actual Revenue	Net Revenue
Planning	\$53,500	\$101,964	\$48,464
Inspection Services	\$830,000	\$908,362	\$78,362

Additionally, it is important to recognize that the draft Annual Financial Report indicates a surplus in the General Fund for 2018 that exceeds \$700,000. Mayor and Staff, therefore, recommend that these net revenues from the departments for 2018 be reprogrammed and appropriated from the General Fund fund balance to ensure additional support services for the Departments. 2018 will still result in added General Fund surplus of over \$600,000.

Building Inspection: Building Inspection would hire limited-term temporary employees for the Director of Inspection Services to use and assign as needed. Essentially this means that the City would bring on to the payroll various, appropriately-licensed, commonly-retired individuals to supplement our response. The Director has access to individuals willing to do the work on such a part-time, on-call basis. This will give great flexibility to address peak demands and short-term absences (vacations and training). The City has historically used (and is currently using) such individuals on a very limited, informal contract basis, but it will be better to bring them on as employees. As employees, any workers compensation and liability issues are more clearly addressed. ~~Since these individuals will typically be highly experienced individuals who may expect to be paid at or near the top of the range for such on call services, included in this recommended plan is the Common Council's authorization for the Mayor and Director of Administration to approve hourly rates that exceed the market rate (meaning within the top 35% of the approved pay range) for these individuals, where appropriate.~~ Additionally, if approved as presented the Common Council should anticipate that the Director of Inspection Services, subject to oversight by the Director of Administration, may approve certain travel time, such as reporting to work or a work site, as hours of service. This is commonly expected for such short-term services, and will be considered on a case-by-case basis by the Director of Inspection Services.

Planning Department: The Planning Department strategy has two approaches. The first is contracted services. As was done in 2018, firms or individuals could be contracted with to address specific projects or tasks. The bulk of the additional appropriations, \$32,000, would go to this purpose. For speed and flexibility, it is recommended that the Mayor be authorized as a component of this plan to approve such contracts not to exceed \$10,000 individually and not to exceed the approved modified budget of the department. The expectation is that such authorization would not prohibit a single firm or individual from receiving multiple approvals during the course of the remainder of this year if their workload and performance warranted continued allocations of work.

The second approach is use of employees. Two employee strategies are addressed. First, the City previously used a college student as an intern. A graduate student, preferably, can provide a higher level of service while developing skills they can use later. They can provide assistance by addressing smaller tasks and entry-level analysis and counter/phone intake that helps free-up Planners time to remain focused on larger tasks. Graduate interns can also be relied upon for a two-year cycle where they are able to develop an increasing level of effectiveness. It is hopeful that the interns could work nearly full-time during the summer and around 10 hours per week during the school year, which would result in around 600 hours yet this year. At the going graduate-intern rate of \$16.00 per hour, approximately \$11,464, would needed for the remainder of the year. If a graduate student is not available, a strong undergraduate candidate would be considered.

Additionally, an appropriation authority of \$5,000 would be put into the Personnel Services that would establish an initial appropriation that could be used if it turns out the City gets an opportunity to hire somebody as a limited-term employee instead of through a contracted service. This appropriation would be sufficient for the Mayor to hire the individual as an Emergency Employee (a classification per our handbook) for a few weeks while seeking Common Council authorization for anything longer term (at which point some of the funding from the contracted services could be moved to cover these personnel services). This strategy would allow us to react quickly to an opportunity while also having an appropriate way to hire an individual who may not have an LLC or be associated with a company, which is needed for liability reasons. As with the building inspectors discussed above, included in this recommended plan is the Common Council's authorization for the Mayor and Director of Administration to approve hourly rates that exceed the market rate (meaning within the top 35% of the approved pay range) for these individuals and to consider travel time as time worked, both where appropriate.

In the case of both departments, it is worth noting that appropriations for personnel services can also be used to support increased overtime costs for existing staff.

Approval of this supplemental services plan requires and is subject to approval of a budget modification that appropriates the 2018 revenues in excess of budgeted revenues for these two operational areas. The bottom line is that both departments are very busy. Every approval that results from the workflow coming out of the Planning Department will result in months of plan reviews and inspections by the Inspection Services Departments. These developers will expect us to provide timely services. The supplemental services plan set forth above is expected to help make that happen without drawing on any additional property tax dollars in 2019.

COUNCIL ACTION REQUESTED

Motion to authorize a plan for supplemental services for the Planning and Inspection Services Departments, as set forth above within this Council Action Sheet subject to and contingent upon separate adoption by the Common Council of a Resolution modifying the 2019 budget to appropriate an amount equal to the Department's 2018 revenues in excess of budgeted revenues.

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APPROVAL <i>slw</i> 	REQUEST FOR COUNCIL ACTION	MEETING DATE May 5, 2020
REPORTS & RECOMMENDATIONS	Report on Expenditures related to the COVID-19 Public Health Emergency thru Apr 29, 2020	ITEM NUMBER <i>G.19.</i>

Background

On March 17, 2020 the Common Council authorized spending up to \$250,000 in response to the COVID-19 Public Health Emergency.

Thru April 29, 2020, the City has spent \$98,099 of Labor funds, \$36,981 in operating costs (principally \$20,000 in extra postage for absentee ballots), and \$11,587 on equipment (with an additional \$5,596 on order). Details of the expenditures are:

Elections	23,606
Info Systems	451
Finance	55
Muni Buildings	424
Police	2334
Fire	2314
Highway	5546
Parks	2251
Total	36,981

Total expenditures and encumbrances are \$152,263.

The FEMA grant will potentially cover overtime costs, which total \$51,691 currently. Very little else of these funds are recoverable under the COVID-10 FEMA grant, as they don't meet the requirements of the grant.

In addition, it appears that certain city resources are going to be negatively impacted, specifically, ambulance revenues are down \$67,000 from a year ago at this time, hotel tax receipts will be down significantly, as the major hotels have been effectively shut down, investment income on reduced interest rates (estimated to reduce annual revenues by \$80,000), the school liaison officer – approximately \$22,000 (with the school closed – the officer was not needed), and landfill siting revenues – described under a different agenda item. It is too early to understand the total revenue shortfalls, but clearly there will be some sizable amounts.

COUNCIL ACTION REQUESTED

Information Only – no action requested.

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE May 5, 2020
REPORTS & RECOMMENDATIONS	List of Donations for March & April, 2020 to Police, and Fire	ITEM NUMBER <i>6,20.</i>

Background

Various residents and businesses contribute to City activities to assist the Police, and Fire. Following is a list of donors who contributed during March and April, 2020.

Fund 28 DONATIONS FUND

28-0000-4741 DONATIONS - OTHER POLICE-7040/1041			
03/05/2020	MILLER, JEDD	153278	5.00
04/08/2020	SWINER, LORRAINE	154129	500.00
	Total		505.00
28-0000-4745 DONATIONS-FIRE PREVENTION-7080/1045			
04/06/2020	Various Donors	154069	995.00
04/14/2020	HEALY, ROBERT	154302	125.00
	Total		1,120.00
28-0000-4746 DONATN-FireSafetySchools-7087/1066			
03/05/2020	ASCENSION	153298	400.00
03/10/2020	DASH MEDICAL GLOVES, INC.	153432	250.00
	Total		650.00
	Total		2,275.00

COUNCIL ACTION REQUESTED

Motion to acknowledge and accept donations received during March and April, 2020 to the Police, and Fire.

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<p>APPROVAL</p> <p><i>slw</i> <i>AK</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>May 5, 2020</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>March, 2020 Monthly Financial Report</p>	<p>ITEM NUMBER</p> <p><i>G.21.</i></p>

Background

The March, 2020 Financial Report is attached.

The Finance Committee reviewed this report at its April 28, 2020 meeting and recommends its acceptance.

The Director of Finance & Treasurer will be available to answer any questions.

COUNCIL ACTION REQUESTED

Receive and place on file.

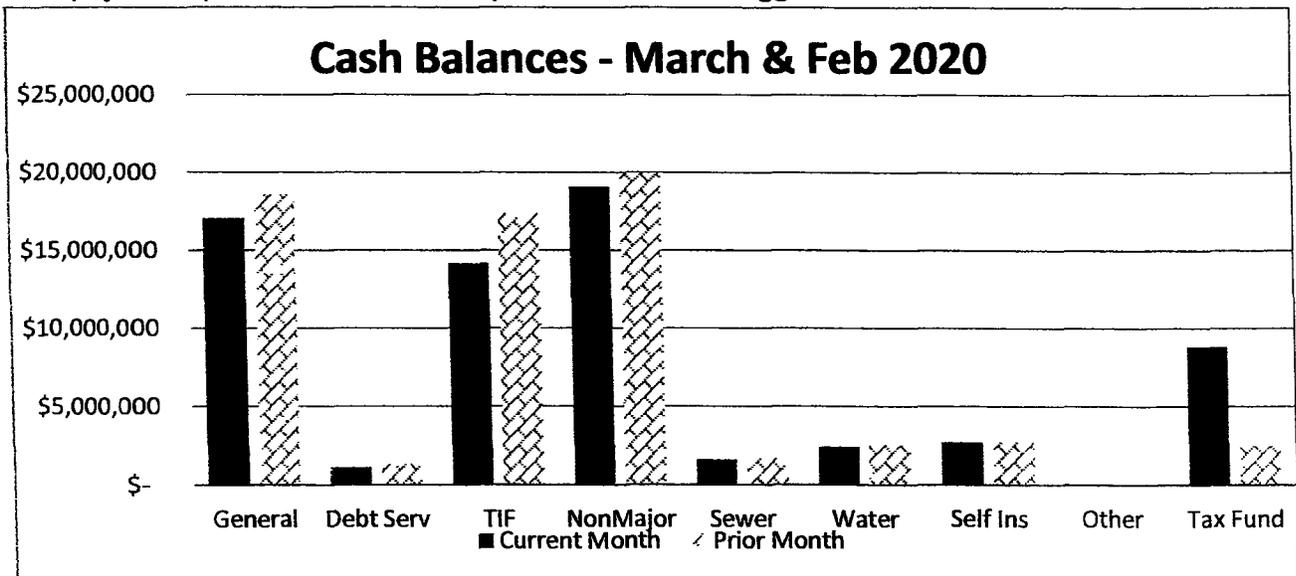


Date: April 17, 2020
 To: Mayor Olson, Common Council and Finance Committee Members
 From: Paul Rotzenberg, Director of Finance & Treasurer
 Subject: Mar 2020 Financial Report

The March, 2020 financial reports for the General Fund, Debt Service Fund, TID Funds, Library Fund, Tourism Fund, Solid Waste Fund, Capital Outlay Fund, Equipment Replacement Fund, Street Improvement Fund, Capital Improvement Fund, Development Fund, Utility Development, Sanitary Sewer Fund, Water Utility Fund, 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. 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. Cash & Investments in the Governmental Funds totaling \$51.4 million decreased \$5.8 million since last month. General fund payroll requirements and TID Expenditures are the biggest reason for the reduction.



GENERAL FUND revenues of \$14.8 million are \$0.7 million greater than budget. Tax collections were a little faster this year than prior years, and investment interest is stronger than expected in Q1.

Year to Date expenditures of \$6.9 million are \$585,300 less than budget.

A \$7.9 million surplus is \$1.3 million greater than budget. That surplus is partially related to additional revenues and partially to underspending. It is unlikely that results in Dec will reflect a surplus of this size.

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 2020 increment was collected and the TID retired \$650,000 of debt along with a \$760,000 Municipal Revenue Obligation payment. The TID will move to a surplus in mid summer when state shared revenues are received.

TID 4 – The 2020 increment was collected. Contracts were completed related to the business park infrastructure work.

TID 5 – The 2020 Increment was collected. The \$4 million called NAN was retired.

TID 6 – The Developer is slowly advancing infrastructure work for the new Industrial park.

TID 7 – Mortgage advances totaling \$2.4 million have been made. No new project costs are expected for quite some time.

LIBRARY FUND – all things are tracking as expected.

TOURISM COMMISSION – Staff is expecting hotel tax receipts to fall significantly, which will cause the Commission to re-evaluate 2020 appropriations.

SOLID WASTE FUND – Activity is occurring as budgeted.

CAPITAL OUTLAY FUND – This fund is much more dependent upon landfill siting revenues in 2020. Those resources arrive ratably over the year as opposed to in Q1 for tax levy resources. The police have ordered the three squads authorized for 2020.

EQUIPMENT REPLACEMENT FUND – Landfill siting is the primary resource here. The fund has significant fund balance to call upon in the short term for the 2020 program.

STREET IMPROVEMENT FUND – The Q2 & Q3 General Transportation Aids will fund the 2020 program and match up to cashflow needs rather well. The 2020 program has been let.

CAPITAL IMPROVEMENT FUND – A \$943,000 deferred inflow from MMSD will aid 2020 resources. Landfill siting resources are likely to fall significantly short, and the options are to either delay appropriated projects or plan for new debt resources. The Council will consider this in late April.

The Police Shooting range project was completed, however bills are still coming in. The S 68th Street hill mitigation project has been let and likely will start soon. The Pleasant View Park Pavilion project is wrapping up.

DEVELOPMENT FUND – new housing starts in Aspen Woods are driving this resource.

The March 1 debt payments were fully funded in 2020 for the first time in several years, and those transfers out to the Debt Service fund were made. As the park projects are getting completed, park impact fees are moving out. However, without progress on more park projects, park impact fees are likely to be rebated later in 2020.

There are now \$5.1 million of park impact fees on hand and \$2.6 million water impact fees. The acceptance of the Loomis Road water main accounts for the \$213,000 of water impact fee usage.

UTILITY DEVELOPMENT FUND – Activity in this fund centers on balances rolling to the tax roll in December each year.

SANITARY SEWER FUND – revenues were higher than expected as two large users spiked their water consumption. That usage then drove up the MMSD processing charges.

WATER UTILITY – two large users spiked their usage in the first quarter, driving revenues higher than expected. The Utility purchased a portion of the planned replacement meters early in the year.

SELF INSURANCE FUND – Revenues are approximately on plan, as participation has remained steady. Benefit payments are slightly higher than last year, but nicely below expected levels. The Public Health Emergency may have delayed some elective procedures, delaying some costs for a few months. The plan has a healthy \$2.6 million fund balance.

RETIREE HEALTH FUND – Insurance results are on par with the prior year. The near 40% decline in the equity markets hit the plan assets, but the fixed income position shielded the portfolio some. Still equity losses were significant.

City of Franklin
Cash & Investments Summary
March 31, 2020

	Cash	American Deposit Management	Institutional Capital Management	Local Government Invest Pool	Total	Prior Month Total
General Fund	\$ (391,879)	\$ 7,171,279	\$ 7,099,359	\$ 3,173,553	\$ 17,052,312	\$ 18,586,657
Debt Service Funds	117,762	468,614	550,213	-	1,136,589	1,320,510
TIF Districts	70,042	11,222,421	2,764,574	100,214	14,157,251	17,373,463
Nonmajor Governmental Funds	665,813	10,633,231	7,779,643	-	19,078,686	19,947,359
Total Governmental Funds	461,738	29,495,545	18,193,789	3,273,767	51,424,839	57,227,990
Sewer Fund	488,142	1,126,077	-	-	1,614,219	1,697,797
Water Utility	8,313	2,006,140	428,439	-	2,442,893	2,564,849
Self Insurance Fund	21,130	832,989	1,871,084	-	2,725,203	2,748,958
Other Designated Funds	17,803	-	-	-	17,803	18,187
Total Other Funds	535,388	3,965,206	2,299,523	-	6,800,118	7,029,791
Total Pooled Cash & Investments	997,126	33,460,752	20,493,312	3,273,767	58,224,956	64,257,780
Property Tax Fund	6,842,635	1,988,348	-	-	8,830,982	2,469,132
Total Trust Funds	6,842,635	1,988,348	-	-	8,830,982	2,469,132
Grand Total Cash & Investments	7,839,761	35,449,099	20,493,312	3,273,767	67,055,939	66,726,912
Average Rate of Return		1.45%	1.90%	1.14%		
Maturities:						
Demand	7,839,761	35,449,099	25,505	3,273,767	46,588,132	46,462,041
Fixed Income & Equities	-	-	-	-	-	-
2020 - Q1	-	-	-	-	-	-
2020 - Q2	-	-	1,002,331	-	1,002,331	999,854
2020 - Q3	-	-	-	-	-	-
2020 - Q4	-	-	4,551,242	-	4,551,242	4,530,740
2021 - Q1	-	-	2,034,219	-	2,034,219	2,020,469
2021	-	-	7,672,321	-	7,672,321	7,612,092
2022	-	-	4,689,807	-	4,689,807	4,645,676
2023	-	-	517,887	-	517,887	510,491
	7,839,761	35,449,099	20,493,312	3,273,767	67,055,939	66,781,363

City of Franklin
General Fund
Comparative Statement of Revenue, Expenses and Fund Balance
For the 3 months ended March 31, 2020

Revenue	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Property Taxes	\$ 19,015,200	\$ 19,015,200	\$ 12,646,959	\$ 13,063,666	\$ 416,707
Other Taxes	676,400	676,400	19,546	10,480	(9,066)
Intergovernmental Revenue	1,746,400	1,746,400	199,809	355,612	155,803
Licenses & Permits	903,200	903,200	155,185	234,175	78,990
Law and Ordinance Violations	546,000	546,000	159,846	144,850	(14,996)
Public Charges for Services	2,527,300	2,577,300 A	508,978	435,338	(73,640)
Intergovernmental Charges	182,000	182,000	4,527	30,173	25,646
Investment Income	343,580	343,580	87,405	216,379	128,974
Sale of Capital Assets	10,750	10,750	986	1,250	264
Miscellaneous Revenue	128,500	128,500	22,553	28,575	6,022
Transfers from Other Funds	1,050,000	1,050,000	275,109	268,800	(6,309)
Total Revenue	\$ 27,129,330	\$ 27,179,330	\$ 14,080,903	\$ 14,789,298 105.03%	\$ 708,395
Expenditures	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
General Government	\$ 3,365,482	\$ 3,391,643 A	\$ 1,013,322	\$ 932,655	\$ (80,667)
Public Safety	18,446,978	18,589,138	4,991,332	4,700,603	(290,729)
Public Works	4,151,677	4,276,734	1,013,374	950,571	(62,803)
Health & Human Services	737,635	737,635	183,962	155,488	(28,474)
Culture & Recreation	210,448	210,448	50,317	51,361	1,044
Conservation and Development	619,400	693,294	149,164	223,979	74,815
Contingency & Unclassified	1,487,500	1,315,870 A	14,857	37,775	22,918
Anticipated Underexpenditures	(315,000)	(315,000)	(78,750)	-	78,750
Transfers to Other Funds	524,000	524,000	125,000	-	(125,000)
Encumbrances	-	-	-	(175,183)	(175,183)
Total Expenditures	\$ 29,228,120	\$ 29,423,762	\$ 7,462,578	\$ 6,877,249 92.16%	\$ (585,329)
Excess of revenue over (under) expenditures	(2,098,790)	(2,244,432)	<u>6,618,325</u>	7,912,049	<u>\$ 1,293,724</u>
Fund Balance, beginning of year	<u>8,633,754</u>	<u>8,633,754</u>		<u>8,633,754</u>	
Fund Balance, end of period	<u>\$ 6,534,964</u>	<u>\$ 6,389,322</u>		<u>\$ 16,545,803</u>	

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

**City of Franklin
General Fund
Comparative Statement of Revenue
For the 3 months ended March 31, 2020**

Revenue	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Property Taxes	\$ 19,015,200	\$ 19,015,200	\$ 12,646,959	\$ 13,063,666	\$ 416,707
Other Taxes:					
Cable television franchise fees	480,000	480,000	13,167	2,746	(10,421)
Mobile Home	21,000	21,000	5,250	7,734	2,484
Room tax	175,400	175,400	1,129	-	(1,129)
Total Other taxes	676,400	676,400	19,546	10,480	(9,066)
Intergovernmental Revenue:					
State shared revenue-per capita	405,000	405,000	-	-	-
Expenditure restraint revenue	150,000	150,000	-	-	-
State computer aid	228,000	228,000	-	-	-
State transportation aids	535,000	535,000	169,701	350,994	181,293
Fire insurance dues	165,000	165,000	-	-	-
Other grants & aid	263,400	263,400	30,108	4,618	(25,490)
Total Intergovernmental Revenue	1,746,400	1,746,400	199,809	355,612	155,803
Licenses & Permits:					
Licenses	162,000	162,000	20,278	18,220	(2,058)
Permits	741,200	741,200	134,907	215,955	81,048
	903,200	903,200	155,185	234,175	78,990
Law & Ordinance Violations:					
Fines, Forfeitures & Penalties	546,000	546,000	159,846	144,850	(401,150)
Public Charges for Services:					
Planning Related Fees	72,800	72,800	18,237	19,530	1,293
General Government	8,700	8,700	1,655	3,375	1,720
Architectural Board Review	4,500	4,500	1,006	1,320	314
Police & Related	6,800	56,800 ^A	2,022	578	(1,444)
Ambulance Services - ALS	1,350,000	1,350,000	325,571	175,584	(149,987)
Ambulance Services - BLS	-	-	-	94,240	94,240
Fire Safety Training	1,500	1,500	297	1,143	846
Fire Sprinkler Plan Review	40,000	40,000	10,649	(7,550)	(18,199)
Fire Inspections	19,500	19,500	4,020	2,342	(1,678)
Quarry Reimbursement	43,000	43,000	-	4,745	4,745
Weed Cutting	7,000	7,000	-	(321)	(321)
Engineering Fees	330,000	330,000	14,033	69,490	55,457
Public Works Fees	3,500	3,500	329	8,318	7,989
Weights & Measures	7,600	7,600	33	-	(33)
Landfill Operations - Siting	438,000	438,000	109,500	50,624	(58,876)
Landfill Operations - Emerald Park	80,000	80,000	8,184	10,631	2,447
Health Department	114,400	114,400	13,442	1,289	(12,153)
Total Public Charges for Services	\$ 2,527,300	\$ 2,577,300	\$ 508,978	\$ 435,338	\$ (73,640)

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

**City of Franklin
General Fund
Comparative Statement of Revenue
For the 3 months ended March 31, 2020**

Revenue	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Intergovernmental Charges:					
Milwaukee County - Paramedics	\$ 100,000	\$ 100,000	\$ 4,527	\$ 30,173	\$ 25,646
School Liaison Officer	82,000	82,000	-	-	-
Total Intergovernmental Charges	182,000	182,000	4,527	30,173	25,646
Investment Income:					
Interest on Investments	240,500	240,500	61,635	58,688	(2,947)
Market Value Change on Investments	-	-	-	98,602	98,602
Interest - Tax Roll	100,000	100,000	25,000	57,169	32,169
Other Interest	3,080	3,080	770	1,920	1,150
Total Investment Income	343,580	343,580	87,405	216,379	128,974
Sale of Capital Assets	10,750	10,750	986	1,250	(9,500)
Miscellaneous Revenue:					
Rental of Property	50,000	50,000	16,095	18,554	2,459
Refunds/Reimbursements	35,000	35,000	5,478	7,855	2,377
Insurance Dividend	40,000	40,000	-	-	-
Other Revenue	3,500	3,500	980	2,166	1,186
Total Miscellaneous Revenue	128,500	128,500	22,553	28,575	6,022
Transfer from Other Funds:					
Water Utility-Tax Equivalent	1,050,000	1,050,000	275,109	268,800	(6,309)
Total Transfers from Other Funds	1,050,000	1,050,000	275,109	268,800	(6,309)
Total Revenue	\$ 27,129,330	\$ 27,179,330	\$ 14,080,903	\$ 14,789,298	\$ 312,477
				105.03%	

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

City of Franklin
General Fund
Comparative Statement of Expenditures
For the 3 months ended March 31, 2020

Expenditures	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
General Government:					
Mayor & Aldermen - Labor	\$ 65,891	\$ 65,891	\$ 17,740	\$ 16,473	\$ 1,267
Mayor & Aldermen - Non-Personnel	33,501	34,345 A	18,445	6,967 E	11,478
Municipal Court - Labor	193,490	193,490	52,094	51,210	884
Municipal Court - Non-Personnel	19,625	19,625	13,738	12,185	1,553
City Clerk Labor	353,001	353,001	95,229	85,301	9,928
City Clerk - Non-Personnel	27,200	27,200	4,114	6,537	(2,423)
Elections - Labor	70,404	70,404	18,957	11,515	7,442
Elections - Non-Personnel	16,500	16,500	2,710	1,770	940
Information Services - Labor	131,451	236,451 A	35,391	34,346	1,045
Information Services - Non-Personnel	429,878	346,271	118,717	122,355 E	(3,638)
Administration - Labor	411,533	411,533	111,213	82,337 E	28,876
Administration - Non-Personnel	129,655	129,655	27,828	37,762	(9,934)
Finance - Labor	419,877	419,877	114,753	117,467	(2,714)
Finance - Non-Personnel	115,710	115,710	43,714	35,142	8,572
Independent Audit	30,050	30,050	3,318	3,200	118
Assessor - Non-Personnel	233,350	233,350	58,300	30,692	27,608
Legal Services	357,000	357,000	93,418	70,931	22,487
Municipal Buildings - Labor	114,001	114,001	34,270	37,639	(3,369)
Municipal Buildings - Non-Personnel	117,515	121,439 A	22,031	26,117 E	(4,086)
Property/liability insurance	95,850	95,850	127,342	142,709	(15,367)
Total General Government	3,365,482	3,391,643	1,013,322	932,655	80,667
Public Safety:					
Police Department - Labor	9,167,605	9,217,605 A	2,468,202	2,380,945	87,257
Police Department - Non-Personnel	1,226,530	1,240,059 A	372,072	336,071 E	36,001
Fire Department - Labor	6,286,453	6,286,453	1,691,816	1,568,866	122,950
Fire Department - Non-Personnel	566,500	566,831 A	147,530	115,884	31,646
Public Fire Protection	283,300	283,300	71,706	70,013	1,693
Building Inspection - Labor	768,655	846,955	204,647	193,683	10,964
Building Inspection - Non-Personnel	140,335	140,335	35,359	35,141	218
Weights and Measures	7,600	7,600	-	-	-
Total Public Safety	18,446,978	18,589,138	4,991,332	4,700,603	290,729
Public Works:					
Engineering - Labor	590,261	590,261	152,967	124,474	28,493
Engineering - Non-Personnel	342,820	342,820	85,143	73,680	11,463
Highway - Labor	1,974,746	1,974,746	532,013	487,514	44,499
Highway - Non-Personnel	890,800	975,737 A	185,761	168,192 E	17,569
Street Lighting	346,000	386,120 A	57,490	96,711 E	(39,221)
Weed Control	7,050	7,050	-	-	-
Total Public Works	\$ 4,151,677	\$ 4,276,734	\$ 1,013,374	\$ 950,571	\$ 62,803

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

City of Franklin
General Fund
Comparative Statement of Revenue, Expenses and Fund Balance
For the 3 months ended March 31, 2020

Expenditures	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Health & Human Services:					
Public Health - Labor	\$ 628,585	\$ 628,585	\$ 165,871	\$ 142,864	\$ 23,007
Public Health - Non-Personnel	65,250	65,250	5,731	4,916	815
Animal Control	43,800	43,800	12,360	7,708	4,652
Total Health & Human Services	737,635	737,635	183,962	155,488	28,474
Culture & Recreation:					
Senior Travel & Activities	24,000	24,000	4,699	1,180	3,519
Parks - Labor	119,998	119,998	32,307	33,300	(993)
Parks - Non-Personnel	66,450	66,450	13,311	16,881 E	(3,570)
Total Culture & Recreation	210,448	210,448	50,317	51,361	(1,044)
Conservation & Development:					
Planning - Labor	358,680	358,680	96,568	110,211 E	(13,643)
Planning - Non-Personnel	74,950	133,844 A	8,558	47,845 E	(39,287)
Economic Dev - Labor	126,770	126,770	34,198	32,634	1,564
Economic Dev - Non-Personnel	59,000	74,000 A	9,840	33,289 E	(23,449)
Total Conservation & Development	619,400	693,294	149,164	223,979	(74,815)
Contingency & Unclassified:					
Restricted - other	1,335,000	1,035,000 A	-	-	-
Unrestricted	125,000	253,370 A	14,150	37,775 E	(23,625)
Unclassified	27,500	27,500	707	-	707
Total Contingency & Unclassified	1,487,500	1,315,870	14,857	37,775	(22,918)
Anticipated Underexpenditures	(315,000)	(315,000)	(78,750)	-	(315,000)
Transfers to Other Funds:					
Capital Improvement Fund	500,000	500,000	125,000	-	125,000
Other Funds	24,000	24,000	-	-	-
Total Transfers to Other Funds	524,000	524,000	125,000	-	125,000
Total Expenditures	\$ 29,228,120	\$ 29,423,762	\$ 7,462,578	\$ 7,052,432	\$ 173,896
Less Encumbrances				(175,183)	
Net Expenditures				\$ 6,877,249	
% of YTD Budget				92.16%	

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

**City of Franklin
General Fund
Balance Sheet**

	3/31/2020
ASSETS	
Cash & Investments	\$ 17,051,435
Accounts & Taxes & Interest Receivable	6,731,534
Due from Other Funds & Advances	123,200
Due from Other Governments	2,658
Prepaid Expenditures & Inventories	26,661
Total Assets	<u>\$ 23,935,488</u>
LIABILITIES	
Accounts Payable	\$ 300,594
Accrued Liabilities	915,936
Due to Other Funds & Governments	137,523
Special Deposits	80,134
Unearned Revenue	5,955,498
Total Liabilities	<u>7,389,685</u>
FUND BALANCES	
Nonspendable - Inventories, Prepaids, Advances, Assigned	149,861
Unassigned	16,395,942
Total Fund Balances	<u>16,545,803</u>
Total Liabilities & Fund Balances	<u>\$ 23,935,488</u>

**City of Franklin
Debt Service Funds
Balance Sheet
March 31, 2020 and 2019**

	2020 Special Assessment	2020 Debt Service	2020 Total	2019 Special Assessment	2019 Debt Service	2019 Total
Assets						
Cash and investments	\$ 785,831	\$ 350,758	\$ 1,136,589	\$ 726,280	\$ 417,798	\$ 1,144,078
Special assessment receivable	30,255	-	30,255	58,474	-	58,474
Total Assets	\$ 816,086	\$ 350,758	\$ 1,166,844	\$ 784,754	\$ 417,798	\$ 1,202,552
Liabilities and Fund Balance						
Unearned & unavailable revenue	\$ 30,255	\$ -	\$ 30,255	\$ 58,474	\$ -	\$ 58,474
Unassigned fund balance	785,831	350,758	1,136,589	726,280	417,798	1,144,078
Total Liabilities and Fund Balance	\$ 816,086	\$ 350,758	\$ 1,166,844	\$ 784,754	\$ 417,798	\$ 1,202,552

**Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	2020 Special Assessment	2020 Debt Service	2020 Year-to-Date Actual	2020 Original Budget	2019 Special Assessment	2019 Debt Service	2019 Year-to-Date Actual
Revenue							
Property Taxes	\$ -	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000	\$ -	\$ 1,300,000	\$ 1,300,000
Special Assessments	6,221	-	6,221	-	5,729	-	5,729
Investment Income	11,980	3,038	15,018	-	6,217	6,050	12,267
GO Debt Issuance	-	-	-	-	-	-	-
Total Revenue	18,201	1,103,038	1,121,239	1,100,000	11,946	1,306,050	1,317,996
Expenditures:							
Debt Service.							
Principal	-	1,425,000	1,425,000	1,387,500	-	1,405,000	1,405,000
Interest	-	74,961	74,961	199,132	-	74,256	74,256
Bank Fees	-	1,200	1,200	1,140	-	800	800
Total expenditures	-	1,501,161	1,501,161	1,587,772	-	1,480,056	1,480,056
Transfers in	-	397,950	397,950	487,772	-	323,419	323,419
Transfers out	-	-	-	-	-	-	-
Net change in fund balances	18,201	(173)	18,028	-	11,946	149,413	161,359
Fund balance, beginning of year	767,630	350,931	1,118,561	1,118,561	714,334	268,385	982,719
Fund balance, end of period	\$ 785,831	\$ 350,758	\$ 1,136,589	\$ 1,118,561	\$ 726,280	\$ 417,798	\$ 1,144,078

City of Franklin
Consolidating TID Funds
Balance Sheet
March 31, 2020

	Northwestern Mutual TID 3	Ascension Hospital TID 4	Ballpark Commons TID 5	Loomis & Ryan TID 6	Velo Village TID 7	Total
Cash & investments	\$ 693,911	\$ 4,706,246	\$ 815,573	\$ 5,343,366	\$ 2,598,158	\$ 14,157,254
Accounts & mortgage receivable	-	-	45,780	-	2,463,236	2,509,016
Total Assets	\$ 693,911	\$ 4,706,246	\$ 861,353	\$ 5,343,366	\$ 5,061,394	\$ 16,666,270

Liabilities and Fund Balance

Accounts payable	\$ -	\$ 116,591	\$ 2,639	\$ 495	\$ -	\$ 119,725
Accrued liabilities	865,136	-	-	-	-	865,136
Advances from other funds	-	-	-	-	1,910,000	1,910,000
Total Liabilities	865,136	116,591	2,639	495	1,910,000	2,894,861
Assigned fund balance	(171,225)	4,589,655	858,714	5,342,871	3,151,394	13,771,409
Total Liabilities and Fund Balance	\$ 693,911	\$ 4,706,246	\$ 861,353	\$ 5,343,366	\$ 5,061,394	\$ 16,666,270

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020

	Northwestern Mutual TID 3	Ascension Hospital TID 4	Ballpark Commons TID 5	Loomis & Ryan TID 6	Velo Village TID 7	Total
Revenue						
General property tax levy	\$ 1,401,748	\$ 1,138,802	\$ 721,361	\$ -	\$ -	\$ 3,261,911
Payment in lieu of taxes	-	73,889	91,560	-	-	165,449
Investment & misc income	6,966	62,232	26,358	22,499	12,063	130,118
Total revenue	1,408,714	1,274,923	839,279	22,499	12,063	3,557,478
Expenditures						
Debt service principal, interest & fees	\$ 710,075	\$ -	\$ 4,427,844	\$ 109,850	\$ 32,415	\$ 5,280,184
Administrative expenses	1,770	10,892	1,770	7,530	1,770	23,732
Professional services	-	716,945	33,542	20,255	8,729	779,471
Capital outlays	-	6,606,868	-	-	166,663	6,773,531
Development incentive & obligation payments	760,005	-	-	-	-	760,005
Encumbrances	-	(6,581,497)	(27,879)	(16,156)	(5,900)	(6,631,432)
Total expenditures	1,471,850	753,208	4,435,277	121,479	203,677	6,985,491
Revenue over (under) expenditures	(63,136)	521,715	(3,595,998)	(98,980)	(191,614)	(3,428,013)
Fund balance, beginning of year	(108,089)	4,067,940	4,454,712	5,441,851	3,343,008	17,199,422
Fund balance, end of period	\$ (171,225)	\$ 4,589,655	\$ 858,714	\$ 5,342,871	\$ 3,151,394	\$ 13,771,409

City of Franklin
Tax Increment Financing District #3
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash & investments	\$ 693,911	\$ 5,349,268
Taxes receivable	-	-
Total Assets	<u>\$ 693,911</u>	<u>\$ 5,349,268</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ 150
Accrued liabilities	865,136	969,377
Unearned revenue	-	-
Total Liabilities	<u>865,136</u>	<u>969,527</u>
Assigned fund balance	(171,225)	4,379,741
Total Liabilities and Fund Balance	<u>\$ 693,911</u>	<u>\$ 5,349,268</u>

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

	2020	2020	2020	2020	2019
	Annual	Amended	Year-to-Date	Year-to-Date	Year-to-Date
	Budget	Budget	Budget	Actual	Actual
Revenue					
General property tax levy	\$ 1,409,000	\$ 1,409,000	\$ 1,409,000	\$ 1,401,748	\$ 1,114,683
State exempt aid	507,500	507,500	6,875	-	-
Investment income	25,000	25,000	7,136	6,966	25,094
Bond proceeds	-	-	-	-	3,001,886
Total revenue	<u>1,941,500</u>	<u>1,941,500</u>	<u>1,423,011</u>	<u>1,408,714</u>	<u>4,141,663</u>
Expenditures					
Debt service principal	665,000	665,000	166,250	665,000	-
Debt service interest & fees	80,265	80,265	-	45,075	16,201
Administrative expenses	7,250	7,250	1,813	1,770	3,012
Professional services	6,000	6,000	1,500	-	-
Capital outlays	-	-	-	-	984,323
Development incentive & obligation payments	711,005	711,005	711,005	760,005	291,991
Total expenditures	<u>1,469,520</u>	<u>1,469,520</u>	<u>880,568</u>	<u>1,471,850</u>	<u>415,445</u>
Revenue over (under) expenditures	471,980	471,980	<u>\$ 542,443</u>	(63,136)	3,726,218
Fund balance, beginning of year	(108,089)	(108,089)		(108,089)	653,523
Fund balance, end of period	<u>\$ 363,891</u>	<u>\$ 363,891</u>		<u>\$ (171,225)</u>	<u>\$ 4,379,741</u>

City of Franklin
Tax Increment Financing District #4
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash & investments	\$ 4,706,246	\$ 4,240,584
Total Assets	<u>\$ 4,706,246</u>	<u>\$ 4,240,584</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 116,591	\$ 824
Total Liabilities	116,591	824
Assigned fund balance	4,589,655	4,239,760
Total Liabilities and Fund Balance	<u>\$ 4,706,246</u>	<u>\$ 4,240,584</u>

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

	2020	2020	2020	2020	2019
	Annual	Amended	Year-to-Date	Year-to-Date	Year-to-Date
	Budget	Budget	Budget	Actual	Actual
Revenue					
General property tax levy	\$ 1,144,700	\$ 1,144,700	\$ 1,144,700	\$ 1,138,802	\$ 1,011,224
Payment in Lieu of Taxes	120,000	120,000	102,000	73,889	121,759
State exempt aid	48,900	48,900	8,075	-	-
Investment income	74,000	74,000	18,500	62,232	33,460
Bond proceeds	6,200,000	6,200,000	1,550,000	-	-
Total revenue	<u>7,587,600</u>	<u>7,587,600</u>	<u>2,823,275</u>	<u>1,274,923</u>	<u>1,166,443</u>
Expenditures					
Debt service interest & fees	75,000	75,000	18,750	-	-
Administrative expenses	30,290	30,290	7,573	10,892	11,118
Professional services	1,000	127,675	250	716,945	132,399
Capital outlay	11,000,000	11,656,606	2,750,000	6,606,868	714,802
Encumbrances	-	-	-	(6,581,497)	(840,177)
Total expenditures	<u>11,106,290</u>	<u>11,889,571</u>	<u>2,776,573</u>	<u>753,208</u>	<u>18,142</u>
Revenue over (under) expenditures	(3,518,690)	(4,301,971)	46,702	521,715	1,148,301
Fund balance, beginning of year	4,067,940	4,067,940		4,067,940	3,091,459
Fund balance, end of period	<u>\$ 549,250</u>	<u>\$ (234,031)</u>		<u>\$ 4,589,655</u>	<u>\$ 4,239,760</u>

City of Franklin
Tax Increment Financing District #5
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash & investments	\$ 815,573	\$ 6,043,395
Accounts receivable	45,780	-
Total Assets	<u>\$ 861,353</u>	<u>\$ 6,043,395</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 2,639	\$ 365,476
Due to other funds	-	29,695
Interfund advance from Development Fund	-	75,000
Total Liabilities	<u>2,639</u>	<u>470,171</u>
Assigned fund balance	858,714	5,573,224
Total Liabilities and Fund Balance	<u>\$ 861,353</u>	<u>\$ 6,043,395</u>

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

	2020 Annual Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	2019 Year-to-Date Actual
Revenue					
General property tax levy	\$ 756,000	\$ 756,000	\$ 189,000	\$ 721,361	\$ 30,951
Payment in lieu of taxes	-	-	-	91,560	-
State exempt aid	12,900	12,900	3,225	-	-
Investment income	1,000	1,000	250	26,358	50,041
Bond proceeds	-	-	-	-	10,600,102
Total revenue	<u>769,900</u>	<u>769,900</u>	<u>192,475</u>	<u>839,279</u>	<u>10,681,094</u>
Expenditures					
Debt service interest & fees	890,763	890,763	192,007	4,427,844	10,427,243
Administrative expenses	12,250	12,250	3,134	1,770	11,891
Professional services	16,050	48,188	6,809	33,542	53,320
Capital outlay	-	-	-	-	3,339,310
Development incentive & obligation payments	-	-	-	-	-
Encumbrances	-	-	-	(27,879)	(38,379)
Total expenditures	<u>919,063</u>	<u>951,201</u>	<u>201,950</u>	<u>4,435,277</u>	<u>13,793,385</u>
Revenue over (under) expenditures	(149,163)	(181,301)	<u>\$ (9,475)</u>	(3,595,998)	(3,112,291)
Fund balance, beginning of year	<u>4,454,712</u>	<u>4,454,712</u>		<u>4,454,712</u>	<u>8,685,515</u>
Fund balance, end of period	<u>\$ 4,305,549</u>	<u>\$ 4,273,411</u>		<u>\$ 858,714</u>	<u>\$ 5,573,224</u>

City of Franklin
 Bailpark Commons
 Thru Dec 31, 2019

	Streets	Storm Sewer	Parking Lot	County Methane	MMSD Main Movement	Topsoil Replacement	Berms	Water	Sanitary Sewer	Trail	Sound & Light	Contingency	Total
Dev Agreement 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	22,481,484
Revised Budget	3,634,962	5,480,870	1,393,587	3,887,300	458,000	2,989,828	920,000	2,075,473	1,373,100	145,000	100,000	33,363	22,481,484
Dev Agree Amend Total	3,634,962	5,480,870	1,393,587	3,887,300	458,000	2,989,828	920,000	2,075,473	1,373,100	145,000	100,000	3,200,000	3,200,000
Draw's 2018 Total	1,617,607	4,201,794	608,567	2,645,529	164,865	2,586,201	247,441	1,397,720	876,912	31,610	49,238	3,285	14,410,769
2019 Total	2,504,989	1,680,071	1,829,244	369,603	46,214	1,436,361	97,894	1,122,460	1,180,537	45,224	110,181	-	10,452,778
Draw # 23 1/17/2020	(1,973)	55,536	39,422	54,193	4,020	55,827	(245,147)	32,289	56,656				50,823
'21 adj recorded by BPC	108,000					245,960							353,960
Draw # 24 1/17/2020	157,595	1,315	(68,574)	47,190		112,784		1,315	51,821	27,895			331,323
Total	4,386,218	5,938,717	2,408,659	3,136,515	215,099	4,171,152	346,147	2,553,784	2,175,926	104,729	159,419	3,285	25,599,653
Remaining Budget	(751,266)	(457,847)	(1,015,072)	750,765	242,901	(1,181,324)	573,853	(478,311)	(802,825)	40,271	(69,419)	3,230,078	91,832

City of Franklin
Tax Increment Financing District #6
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash & investments	\$ 5,343,366	\$ 6,529,479
Total Assets	<u>\$ 5,343,366</u>	<u>\$ 6,529,479</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 495	\$ -
Advances from other funds	-	13,000
Total Liabilities	<u>495</u>	<u>13,000</u>
Assigned fund balance	5,342,871	6,516,479
Total Liabilities and Fund Balance	<u>\$ 5,343,366</u>	<u>\$ 6,529,479</u>

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

	2020	2020	2020	2020	2019
	Annual	Amended	Year-to-Date	Year-to-Date	Year-to-Date
	Budget	Budget	Budget	Actual	Actual
Revenue					
Investment income	\$ 32,500	\$ 32,500	\$ 1,875	\$ 22,499	\$ 3,587
Bond proceeds	3,250,000	3,250,000	-	-	6,638,320
Total revenue	<u>3,282,500</u>	<u>3,282,500</u>	<u>1,875</u>	<u>22,499</u>	<u>6,641,907</u>
Expenditures					
Debt service interest & fees	\$ 326,940	\$ 326,940	\$ 100	\$ 109,850	\$ 109,101
Administrative expenses	30,290	30,290	-	7,530	2,983
Professional services	8,750	9,906	-	20,255	1,156
Capital outlay	3,000,000	3,000,000	-	-	-
Encumbrances	-	-	-	(16,156)	(1,156)
Total expenditures	<u>3,365,980</u>	<u>3,367,136</u>	<u>100</u>	<u>121,479</u>	<u>112,084</u>
Revenue over (under) expenditures	(83,480)	(84,636)	<u>\$ 1,775</u>	(98,980)	6,529,823
Fund balance, beginning of year	<u>5,441,851</u>	<u>5,441,851</u>		<u>5,441,851</u>	<u>(13,344)</u>
Fund balance, end of period	<u>\$ 5,358,371</u>	<u>\$ 5,357,215</u>		<u>\$ 5,342,871</u>	<u>\$ 6,516,479</u>

City of Franklin
Tax Increment Financing District #7
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash & investments	\$ 2,598,158	\$ -
Mortgage receivable	2,463,236	-
Total Assets	<u>\$ 5,061,394</u>	<u>\$ -</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Advances from other funds	1,910,000	-
Total Liabilities	<u>1,910,000</u>	<u>-</u>
Assigned fund balance	3,151,394	-
Total Liabilities and Fund Balance	<u>\$ 5,061,394</u>	<u>\$ -</u>

Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

	2020 Annual Budget	2020 Amended Budget	2020 Year-to-Date Actual	2019 Year-to-Date Actual
Revenue				
Investment & misc income	\$ 270,000	\$ 270,000	\$ 12,063	\$ -
Bond proceeds	-	-	-	-
Total revenue	<u>270,000</u>	<u>270,000</u>	<u>12,063</u>	<u>-</u>
Expenditures				
Debt service interest, fees, bond issuance	\$ 268,549	\$ 268,549	\$ 32,415	\$ -
Administrative expenses	7,250	7,250	1,770	-
Professional services	6,750	30,850	8,729	-
Capital outlay	-	-	166,663	-
Encumbrances	-	-	(5,900)	-
Total expenditures	<u>282,549</u>	<u>306,649</u>	<u>203,677</u>	<u>-</u>
Revenue over (under) expenditures	(12,549)	(36,649)	(191,614)	-
Fund balance, beginning of year	<u>3,343,008</u>	<u>3,343,008</u>	<u>3,343,008</u>	<u>-</u>
Fund balance, end of period	<u>\$ 3,330,459</u>	<u>\$ 3,306,359</u>	<u>\$ 3,151,394</u>	<u>\$ -</u>

City of Franklin, WI
 TID 7 Draw Summary
 Thru March 30, 2020

Date	Draw #	Date Funded	Sanitary Sewer	Storm Sewer	Water	Streets	Excavate Unsuitable Soils	Oak Leaf Trail	Privacy Berms	Other	Total
9/23/2019	1	12/30/2019	20,000	37,685	134,066	1,352,579	26,044	59,626	273,288	96,712	2,000,000
9/23/2019	2	12/30/2019		12,685.00	57,142.71	255,962.99		29,626.00			355,416.70
11/18/2019	3	12/30/2019	20,000.00	25,000.00	26,842.06	98,802.42	12,709.80			49,754.58	125,644.48
11/18/2019	4	12/30/2019			37,304.17	81,656.10					226,424.65
						164,869.29					164,869.29
Total 2019			20,000.00	37,685.00	121,288.94	601,290.80	12,709.80	29,626.00	-	49,754.58	872,355.12
1/17/2020	5										-
1/24/2020	6					248,476.00			245,959.57		494,435.57
1/24/2020	7					290,759.97		20,703.96			311,463.93
3/19/2020	8					55,317.84					55,317.84
3/19/2020	9				58,024.78	25,991.28			27,328.84		111,344.90
Total			20,000.00	37,685.00	179,313.72	1,221,835.89	12,709.80	50,329.96	273,288.41	49,754.58	1,844,917.36
Remaining			-	-	(45,247.72)	130,743.11	13,334.20	9,296.04	(0.41)	46,957.42	155,082.64

**City of Franklin
Library Fund
Balance Sheet
March 31, 2020 and 2019**

Assets	Operating		Restricted	
	2020	2019	2020	2019
Cash and investments	\$ 1,582,696	\$ 1,480,814	\$ 139,727	\$ 147,338
Total Assets	\$ 1,582,696	\$ 1,480,814	\$ 139,727	\$ 147,338
Liabilities and Fund Balance				
Accounts payable	\$ 15,536	\$ 21,913	\$ 2,983	\$ 2,322
Accrued salaries & wages	29,330	26,067	-	-
Assigned fund balance	1,537,830	1,432,934	136,744	145,016
Total Liabilities and Fund Balance	\$ 1,582,696	\$ 1,480,914	\$ 139,727	\$ 147,338

**Statement of Revenue, Expenses and Fund Balance - Operating Fund
For the Three months ended March 31, 2020 and 2019**

	2020 Annual Budget	2020 Amended Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	2019 Year-to-Date Actual
Revenue					
Property taxes	\$ 1,340,500	\$ 1,340,500	\$ 1,340,500	\$ 1,340,500	\$ 1,312,700
Reciprocal borrowing (restricted)	40,000	40,000	163	-	671
Landfill Siting	20,000	20,000	5,000	2,312	-
Investment income	15,000	15,000	3,750	10,472	8,242
Transfers in	-	-	-	-	2,250
Total Revenue	1,415,500	1,415,500	1,349,413	1,353,284	1,323,863
Expenditures:					
Salaries and benefits	998,134	998,134	268,728	252,910	243,987
Contractual services	10,250	10,250	7,568	7,037	9,593
Supplies	23,100	23,100	4,539	4,941	14,603
Services and charges	85,717	85,717	34,052	53,625	45,616
Contingency	-	-	-	-	6,240
Facility charges	195,418	195,418	39,696	38,884	46,302
Capital outlay	154,000	154,000	23,392	21,484	20,497
Encumbrances	-	-	-	-	(6,240)
Total Library Costs	1,466,619	1,466,619	377,975	378,881	380,598
Total expenditures	1,466,619	1,466,619	377,975	378,881	380,598
Revenue over (under) expenditures	(51,119)	(51,119)	971,438	974,403	943,265
Fund balance, beginning of year	452,085	563,427		563,427	489,669
Fund balance, end of period	\$ 400,966	\$ 512,308		\$ 1,537,830	\$ 1,432,934

**City of Franklin
Tourism Commission
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 469,121	\$ 369,419
Total Assets	<u>\$ 469,121</u>	<u>\$ 369,419</u>
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Assigned fund balance	469,121	369,419
Total Liabilities and Fund Balance	<u>\$ 469,121</u>	<u>\$ 369,419</u>

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	<u>2020 Original Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Year-to-Date Budget</u>	<u>2020 Year-to-Date Actual</u>	<u>2019 Year-to-Date Actual</u>
Revenue:					
Room Taxes	\$ 210,179	\$ 210,179	\$ 25,378	\$ (2,061)	\$ 437
Investment Income	-	-	-	1,731	1,868
Total revenue	<u>210,179</u>	<u>210,179</u>	<u>25,378</u>	<u>(330)</u>	<u>2,305</u>
Expenditures:					
Personal Services	35,000	35,000	9,423	-	-
Sundry Contractors	-	-	-	-	-
Supplies & Printing	15,000	15,000	2,500	-	-
Training & Memberships	10,000	10,000	5,079	-	300
Tourism Events	10,000	10,000	-	-	-
Marketing	60,000	61,371	3,695	1,871	36,937
Advertising	309,000	309,000	77,250	-	-
Encumbrances	-	-	-	(1,371)	(28,282)
Total expenditures	<u>439,000</u>	<u>440,371</u>	<u>97,947</u>	<u>500</u>	<u>8,955</u>
Revenue over (under) expenditures	(228,821)	(230,192)	<u>(72,569)</u>	(830)	(6,650)
Fund balance, beginning of year	<u>234,658</u>	<u>469,951</u>		<u>469,951</u>	<u>376,069</u>
Fund balance, end of period	<u>\$ 5,837</u>	<u>\$ 239,759</u>		<u>\$ 469,121</u>	<u>\$ 369,419</u>

**City of Franklin
Solid Waste Collection Fund
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 1,775,415	\$ 1,483,597
Accrued Receivables	1,043	197
Total Assets	<u>\$ 1,776,458</u>	<u>\$ 1,483,794</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 149,083	\$ 125,657
Accrued salaries & wages	460	458
Restricted fund balance	1,626,915	1,357,679
Total Liabilities and Fund Balance	<u>\$ 1,776,458</u>	<u>\$ 1,483,794</u>

**Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

<u>Revenue</u>	<u>2020 Original Budget</u>	<u>2020 YTD Budget</u>	<u>2020 Year-to-Date Actual</u>	<u>2019 Year-to-Date Actual</u>
Grants	\$ 69,000	-	\$ -	\$ -
User Fees	1,534,349	1,531,942	1,533,834	1,214,212
Landfill Operations-tippage	365,000	52,074	53,943	52,558
Investment Income	20,000	4,975	12,888	8,960
Sale of Recyclables	1,500	375	-	-
Total Revenue	<u>1,989,849</u>	<u>1,589,366</u>	<u>1,600,665</u>	<u>1,275,730</u>
Expenditures:				
Personal Services	17,638	4,749	2,873	3,329
Refuse Collection	722,300	179,902	178,554	177,704
Recycling Collection	697,149	173,780	177,950	98,506
Leaf & Brush Pickups	60,000	-	-	-
Tippage Fees	469,200	67,118	69,188	60,824
Miscellaneous	5,000	1,223	310	435
Total expenditures	<u>1,971,287</u>	<u>426,772</u>	<u>428,875</u>	<u>340,798</u>
Revenue over (under) expenditures	18,562	<u>1,162,594</u>	1,171,790	934,932
Fund balance, beginning of year	<u>505,329</u>		<u>455,125</u>	<u>430,747</u>
Fund balance, end of period	<u>\$ 523,891</u>		<u>\$ 1,626,915</u>	<u>\$ 1,365,679</u>

**City of Franklin
Capital Outlay Fund
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 758,273	\$ 647,240
Total Assets	<u>\$ 758,273</u>	<u>\$ 647,240</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 88,905	\$ 4,718
Assigned fund balance	669,368	642,522
Total Liabilities and Fund Balance	<u>\$ 758,273</u>	<u>\$ 647,240</u>

**Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

<u>Revenue</u>	<u>2020 Original Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Year-to-Date Budget</u>	<u>2020 Year-to-Date Actual</u>	<u>2019 Year-to-Date Actual</u>
Property Taxes	\$ 295,700	\$ 295,700	\$ 295,700	\$ 295,700	\$ 452,800
Grants	6,000	6,000	1,500	-	1,606
Landfill Siting	483,900	483,900	92,408	55,929	22,970
Investment Income	7,800	7,800	1,950	8,492	5,270
Miscellaneous Revenue	25,000	25,000	1,983	6,002	2,715
Total Revenue	<u>818,400</u>	<u>818,400</u>	<u>393,541</u>	<u>366,123</u>	<u>485,361</u>
Expenditures:					
General Government	232,050	232,050	24,682	32,029	-
Public Safety	447,600	530,766	163,276	332,344	318,932
Public Works	162,800	163,257	29,930	31,199	25,027
Health and Human Services	900	900	-	900	-
Culture and Recreation	76,000	76,000	17,520	-	2,866
Conservation and Development	10,000	10,000	2,458	-	-
Contingency	60,000	60,000	1,931	-	-
Encumbrances	-	-	-	(208,006)	(78,943)
Total expenditures	<u>989,350</u>	<u>1,072,973</u>	<u>239,797</u>	<u>188,466</u>	<u>267,882</u>
Revenue over (under) expenditures	(170,950)	(254,573)	<u>153,744</u>	177,657	217,479
Fund balance, beginning of year	<u>239,473</u>	<u>491,711</u>		<u>491,711</u>	<u>425,043</u>
Fund balance, end of period	<u>\$ 68,523</u>	<u>\$ 237,138</u>		<u>\$ 669,368</u>	<u>\$ 642,522</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
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 2,649,340	\$ 2,873,525
Total Assets	\$ 2,649,340	\$ 2,873,525
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 189,374	\$ -
Assigned fund balance	2,459,966	2,873,525
Total Liabilities and Fund Balance	\$ 2,649,340	\$ 2,873,525

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	<u>2020 Original Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Year-to-Date Budget</u>	<u>2020 Year-to-Date Actual</u>	<u>2019 Year-to-Date Actual</u>
Revenue:					
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Landfill	677,600	677,600	122,252	78,317	26,260
Investment Income	37,400	37,400	9,350	50,410	25,843
Transfers from Other Funds	-	-	-	-	-
Property Sales	56,500	56,500	11,250	-	727
Total revenue	<u>771,500</u>	<u>771,500</u>	<u>142,852</u>	<u>128,727</u>	<u>227,830</u>
Expenditures:					
Public Safety	241,000	257,974	14,520	243,605	633,395
Public Works	609,000	799,000	11,962	683,034	20,431
Encumbrances	-	-	-	(729,816)	(653,826)
Total expenditures	<u>850,000</u>	<u>1,056,974</u>	<u>26,482</u>	<u>196,823</u>	<u>-</u>
Revenue over (under) expenditures	(78,500)	(285,474)	<u>116,370</u>	(68,096)	227,830
Fund balance, beginning of year	<u>2,266,695</u>	<u>2,528,062</u>		<u>2,528,062</u>	<u>2,645,695</u>
Fund balance, end of period	<u>\$ 2,188,195</u>	<u>\$ 2,242,588</u>		<u>\$ 2,459,966</u>	<u>\$ 2,873,525</u>

**City of Franklin
Street Improvement Fund
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 553,689	\$ 430,818
Total Assets	\$ 553,689	\$ 430,818
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Assigned fund balance	553,689	430,818
Total Liabilities and Fund Balance	\$ 553,689	\$ 430,818

**Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	<u>2020 Original Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Year-to-Date Totals</u>	<u>2019 Year-to-Date Totals</u>
Revenue:				
Property Taxes	\$ -	\$ -	\$ -	\$ 18,200
Landfill Siting	368,500	368,500	42,591	9,850
Investment Income	4,800	4,800	5,942	3,380
Local Road Improvement Aids	845,000	845,000	-	-
Total revenue	1,218,300	1,218,300	48,533	31,430
Expenditures:				
Street Reconstruction Program - Current Year	1,300,000	1,487,936	975,940	-
Encumbrances	-	-	(974,889)	-
Total expenditures	1,300,000	1,487,936	1,051	-
Revenue over (under) expenditures	(81,700)	(269,636)	47,482	31,430
Fund balance, beginning of year	350,588	506,207	506,207	399,388
Fund balance, end of period	\$ 268,888	\$ 236,571	\$ 553,689	\$ 430,818

**City of Franklin
Capital Improvement Fund
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 1,613,681	\$ 3,410,220
Accrued receivables	951,949	8,949
Total Assets	<u>\$ 2,565,630</u>	<u>\$ 3,419,169</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 11,154	\$ 141
Contracts Payable	356,670	-
Escrow Balances Due	-	78,915
Deferred Inflow	943,000	-
Assigned fund balance	1,254,806	3,340,113
Total Liabilities and Fund Balance	<u>\$ 2,565,630</u>	<u>\$ 3,419,169</u>

**Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	<u>2020 Original Budget</u>	<u>2020 Amended Budget</u>	<u>2020 Year-to-Date Totals</u>	<u>2019 Year-to-Date Totals</u>
Revenue:				
Other Grants	\$ 500,000	\$ 500,000	\$ -	\$ -
Landfill Siting	722,000	722,000	83,449	47,482
Transfers from Other Funds	600,000	600,000	-	-
Transfers from General Funds	500,000	500,000	-	-
Transfers from Impact Fees	621,500	621,500	23,484	-
Transfers from Connection Fees	1,120,000	1,120,000	-	-
Investment Income	25,000	25,000	12,731	26,978
Total revenue	<u>4,088,500</u>	<u>4,088,500</u>	<u>119,664</u>	<u>74,460</u>
Expenditures:				
General Government	500,000	511,505	98,858	186,360
Public Safety	225,000	1,506,601	1,021,256	45,937
Public Works	1,150,000	1,137,910	589,039	1,007,611
Culture and Recreation	1,300,000	1,467,704	190,333	3,325
Sewer & Water	1,570,000	1,570,000	199,000	-
Contingency	175,000	175,170	20,170	48,871
Encumbrances	-	-	(1,241,322)	(1,234,385)
Total expenditures	<u>4,920,000</u>	<u>6,368,890</u>	<u>877,334</u>	<u>57,719</u>
Revenue over (under) expenditures	(831,500)	(2,280,390)	(757,670)	16,741
Fund balance, beginning of year	1,012,833	2,012,476	2,012,476	3,323,372
Fund balance, end of period	<u>\$ 181,333</u>	<u>\$ (267,914)</u>	<u>\$ 1,254,806</u>	<u>\$ 3,340,113</u>

**City of Franklin
Development Fund
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 6,888,993	\$ 6,247,477
Impact fees receivable	232,640	-
Due From TID 7	1,910,000	-
Total Assets	\$ 9,031,633	\$ 6,247,477
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 1,397	\$ 5,001
Payable to Developers- Oversizing	221,759	103,934
Unearned Revenue - Other	232,640	-
Non-Spendable Fund Balance - Advances	-	25,000
Assigned fund balance	8,575,837	6,138,542
Total Fund Balance	9,031,633	6,272,477
Total Liabilities and Fund Balance	\$ 9,254,789	\$ 6,381,412

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	2020 Original Budget	2020 Amended Budget	2020 Year-to-Date Actual	2019 Year-to-Date Actual
Revenue:				
Impact Fee: Parks	\$ 804,000	\$ 804,000	\$ 92,339	\$ 56,316
Southwest Sewer Service Area	48,000	48,000	39,135	8,415
Administration	15,000	15,000	1,430	990
Water	679,000	679,000	87,690	155,958
Transportation	22,000	22,000	3,335	5,721
Fire Protection	133,500	133,500	13,212	9,831
Law Enforcement	207,700	207,700	24,556	18,182
Library	224,000	224,000	26,131	15,945
Total Impact Fees	2,133,200	2,133,200	287,828	271,358
Investment Income	120,000	120,000	93,253	53,153
Interfund Interest Income	-	-	1,594	-
Total revenue	2,253,200	2,253,200	382,675	324,511
Expenditures:				
Other Professional Services	25,000	33,552	8,603	15,253
Transfer to Debt Service:				
Law Enforcement	205,082	205,082	199,856	133,800
Fire	42,937	42,937	39,863	39,333
Transportation	71,923	71,923	64,249	18,000
Library	134,000	134,000	93,982	132,286
Total Transfers to Debt Service	453,942	453,942	397,950	323,419
Transfer to Capital Improvement Fund				
Park	621,500	646,785	48,769	-
Total Transfers to Capital Improve	621,500	646,785	48,769	-
Sewer Fees	250,000	250,000	-	-
Water Fees	1,025,000	1,368,130	554,759	-
Encumbrances	-	-	(369,784)	(12,507)
Total expenditures	2,375,442	2,752,409	640,297	326,165
Revenue over (under) expenditures	(122,242)	(499,209)	(257,622)	(1,654)
Fund balance, beginning of year	6,112,952	8,833,459	8,833,459	6,140,196
Fund balance, end of period	\$ 5,990,710	\$ 8,334,250	\$ 8,575,837	\$ 6,138,542

City of Franklin

Development Fund

Summary of Impact Fee Activity For the three months ended March 31, 2020

	4292	4293	4294	4295	4296	4297	4299	27 1100 1111 -27 2000 2117	
Cash Acct Revenue Acct Expenditure Acct			Preliminary				Net		
	Parks Recreation	SW Sewer	Admin Fee	Water	Transportation	Fire Protection	Law Enforcement	Library	Cash Balance
Beginning Bal, 01/01/20	4,955,794.67	89,358.23	108,103.32	2,733,341.10	119,988.90	232,306.86	320,898.03	273,668.29	8,833,459.40
1st Quarter									
Impact Fees	92,339.00	39,135.00	1,430.00	87,690.00	3,335.00	13,212.00	24,556.00	26,131.00	287,828.00
Expenditures	(5,153.18)	(128,493.23)	(5,153.18)	(213,710.18) ^z	(64,248.93) ¹	(39,882.75)	(199,855.90)	(93,982.09) ¹	(640,297.03)
subtotal	<u>5,048,133.67</u>	<u>128,493.23</u>	<u>104,380.14</u>	<u>2,607,320.92</u>	<u>59,074.97</u>	<u>205,656.11</u>	<u>145,598.13</u>	<u>205,817.20</u>	<u>8,480,990.37</u>
Transfers									
Investment Income	54,672.09	1,193.37	1,163.96	29,255.73	980.90	2,399.13	2,555.43	2,626.58	94,847.19
Ending balance 3/31/2020	<u>5,102,805.76</u>	<u>129,686.60</u>	<u>105,544.10</u>	<u>2,636,576.65</u>	<u>60,055.87</u>	<u>208,055.24</u>	<u>148,153.56</u>	<u>208,443.78</u>	<u>8,575,837.56</u>
Number of Months	331.72	88.58	217.24	134.40	14.01	51.87	20.10	48.27	
2020 Impact Fees	92,339.00	39,135.00	1,430.00	87,690.00	3,335.00	13,212.00	24,556.00	26,131.00	287,828.00
2019 Impact Fees	948,902.00	48,440.00	21,684.00	1,158,186.00	113,102.00	174,135.00	322,218.00	262,058.00	3,048,725.00
2018 Impact Fees	869,037.00	4,689.00	20,625.00	938,441.00	56,533.10	136,409.82	250,076.12	243,988.00	2,518,799.04
2017 Impact Fees	66,591.00	0.00	2,695.00	122,539.00	19,218.00	17,970.00	33,017.00	19,383.00	281,413.00
2016 Impact Fees	209,983.00	0.00	4,950.00	210,581.00	8,570.00	30,198.00	56,096.00	57,725.00	578,103.00
2015 Impact Fees	137,670.00	2,928.00	3,630.00	133,352.00	20,533.00	27,116.00	50,222.00	38,526.00	413,977.00
2014 Impact Fees	184,592.00	17,568.00	5,830.00	235,415.00	51,436.00	48,134.00	88,431.00	51,821.00	683,227.00
2013 Impact Fees	317,206.00	11,712.00	6,160.00	427,429.00	31,828.00	45,110.00	82,280.00	66,179.00	987,905.00
* Funded by an Administrative Fee not an impact fee									
Scheduled									
				73,499	42,996	205,004	134,039	455,538	
Unpaid Balance @ 12/31/2019				<u>624,550</u>	<u>225,400</u>	<u>466,100</u>	<u>92,230</u>	<u>1,408,280</u>	
Deferred principal & interest				<u>270,444</u>	<u>0</u>	<u>1,449,632</u>	<u>896,953</u>	<u>2,617,029</u>	
				Oversizing payments due in future periods					

* Funded by an Administrative Fee not an impact fee

¹ Debt service payments

² Oversizing payments made

**City of Franklin
Utility Development Fund
Balance Sheet
March 31, 2020 and 2019**

Assets	2020	2019
Cash and investments - Water	\$ 977,732	\$ 763,018
Cash and investments - Sewer	1,265,686	1,101,854
Special Assessment - Water Current	74,826	101,293
Special Assessment - Water Deferred	153,513	251,036
Special Assessment - Sewer Current	153,411	191,587
Reserve for Uncollectible	(16,776)	(16,776)
Total Assets	\$ 2,608,392	\$ 2,392,012
Liabilities and Fund Balance		
Accounts payable	\$ -	\$ -
Unearned Revenue	364,974	527,140
Total Fund Balance	2,243,418	1,864,872
Total Liabilities and Fund Balance	\$ 2,608,392	\$ 2,392,012

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

	2020 Original Budget	2020 Year-to-Date Budget	2020 Year-to-Date Actual	2019 Year-to-Date Actual
Revenue:				
Special Assessments				
Water	\$ 50,000	\$ 6,846	\$ 17,148	\$ 63,551
Sewer	25,000	3,874	9,503	70,898
Connection Fees				
Water	-	-	-	-
Sewer	-	-	12,803	6,600
Total Assessments & Connection Fees	75,000	10,720	39,454	141,049
Special Assessment Interest	-	-	142	-
Investment Income	18,000	4,500	9,025	11,285
Total revenue	93,000	15,220	48,621	152,334
Transfer to Capital Improvement Fund:				
Water	620,000	155,000	-	-
Sewer	500,000	125,000	-	-
Total Transfers to Capital Improven	1,120,000	280,000	-	-
Revenue over (under) expenditures	(1,027,000)	(264,780)	48,621	152,334
Fund balance, beginning of year	1,003,840	2,194,797	2,194,797	1,712,538
Fund balance, end of period	\$ (23,160)	\$ 1,930,017	\$ 2,243,418	\$ 1,864,872

City of Franklin
Sanitary Sewer Fund
Statement of Revenue, Expenditures,
and Changes in Net Assets
For the Three months ended March 31, 2020 and 2019

	2020 Amended Budget	2020 Year-to-Date Budget	Current Year-to-Date Totals	Prior Year-to-Date Totals
Operating Revenue				
Residential	\$ 2,099,400	\$ 524,138	\$ 538,880	\$ 515,534
Commercial	588,000	135,112	144,885	135,747
Industrial	429,000	108,095	236,915	108,385
Public Authority	172,000	41,364	88,845	41,337
Penalties/Other	37,000	5,191	5,751	4,824
Multi Family	511,200	127,800	129,330	125,814
Miscellaneous Revenue	-	-	-	-
Total Operating Revenue	<u>3,836,600</u>	<u>941,700</u>	<u>1,144,606</u>	<u>931,641</u>
Operating Expenditures				
Salaries and benefits	\$ 538,362	\$ 144,944	\$ 156,274	\$ 141,604
Contractual services	148,175	69,402	94,583	76,817
Supplies	84,150	21,037	10,879	13,120
Facility charges	63,100	16,420	13,352	10,989
Shared meter costs	7,000	1,750	-	-
Sewer service - MMSD	2,497,000	624,250	741,650	597,195
Other operating costs	27,500	7,023	5,281	4,643
Allocated expenses	126,050	31,512	33,465	32,214
Sewer improvements	195,367	45,000	15,367	10,637
Depreciation	151,600	37,900	37,800	45,000
Encumbrances	-	-	(11,302)	(27,064)
Total operating expenditures	<u>3,838,304</u>	<u>999,238</u>	<u>1,097,349</u>	<u>905,155</u>
Operating Income (Loss)	(1,704)	(57,538)	47,257	26,486
Non-Operating Revenue (Expenditures)				
Miscellaneous income	(3,500)	(875)	470	5,805
Property sale	2,500	-	-	-
Investment income	425,800	106,450	7,100	12,907
Interest expense	(400,800)	(100,200)	-	-
Capital expenditures	(87,424)	(5,262)	(49,237)	(48,582)
Encumbrances	-	-	49,237	48,582
Total non-operating revenue (expenditures)	<u>(63,424)</u>	<u>113</u>	<u>7,570</u>	<u>18,712</u>
Income (Loss) before Capital Contributions	<u>(65,128)</u>	<u>(57,425)</u>	<u>54,827</u>	<u>45,198</u>
Retained Earnings- Beginning	1,725,771	1,725,771	1,725,771	1,578,345
Transfer (to) from Invested in Capital Assets	116,900	29,225	23,162	(32,038)
Retained Earnings- Ending	<u>1,777,543</u>	<u>1,697,571</u>	<u>1,803,760</u>	<u>1,591,505</u>
Capital Contributions	1,000,000	250,000	-	-
Depreciation - CIAC	(2,039,000)	(509,750)	(509,760)	(504,525)
Transfer (to) from Retained Earnings	(116,900)	(29,225)	(23,162)	32,038
Change in Net Investment in Capital Assets	(1,155,900)	(288,975)	(532,922)	(472,487)
Net Investment in Capital Assets-Beginning	<u>62,463,346</u>	<u>62,463,346</u>	<u>62,463,346</u>	<u>61,590,890</u>
Net Investment in Capital Assets-Ending	<u>61,307,446</u>	<u>62,174,371</u>	<u>61,930,424</u>	<u>61,118,403</u>
Total net assets	<u>\$ 63,084,989</u>	<u>\$ 63,871,942</u>	<u>\$ 63,734,184</u>	<u>\$ 62,709,908</u>

**City of Franklin
Sanitary Sewer Fund
Statement of Cash Flows
For the Three months ended March 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
Cash Flows from Operating Activities		
Operating income (loss)	\$ 47,257	\$ 26,486
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation	37,800	45,000
allocated from water utility	-	-
(Increase) decrease in assets:		
Accounts receivable	(247,576)	(59,547)
Taxes receivable	118,953	108,886
Prepaid expenses	-	2,291
Increase (decrease) in liabilities:		
Accounts payable	134,972	8,202
Total Adjustments	<u>44,149</u>	<u>104,832</u>
Net Cash Provided by Operating Activities	<u>\$ 91,406</u>	<u>\$ 131,318</u>
Cash Flows From Capital & Related Financing Activities		
Due from MMSD & Other Governments	-	-
Due to general fund	-	-
Notes payable	-	-
Acquisition of capital assets	(14,638)	(77,038)
Investment in deferred assets/liabilities	-	-
Net Cash Provided (Used) in Capital and Financing Activities	<u>(14,638)</u>	<u>(77,038)</u>
Cash Flows from Investing Activities		
Interest and other income	7,570	18,712
Interest expense	-	-
Net Change in Cash and Cash Equivalents	84,338	72,992
Cash and Cash Equivalents, beginning of period	1,529,881	1,383,225
Cash and Cash Equivalents, end of period	<u>\$ 1,614,219</u>	<u>\$ 1,456,217</u>

**City of Franklin
Sanitary Sewer Fund
Comparative Balance Sheet
March 31, 2020 and 2019**

	<u>2020</u>	<u>2019</u>
<u>Assets</u>		
Current assets		
Cash and investments	\$ 1,614,219	\$ 1,456,217
Accounts receivable	1,226,956	1,009,326
Miscellaneous receivable	12,139	6,980
Total current assets	<u>2,853,314</u>	<u>2,472,523</u>
Non current assets:		
Due from MMSD	17,555,340	18,799,969
Sanitary Sewer plant in service:		
Land	725,594	725,594
Buildings and improvements	3,308,050	3,308,050
Improvements other than buildings	81,653,509	78,754,451
Machinery and equipment	1,223,803	1,189,209
Construction in progress	95,510	72,753
	<u>87,006,466</u>	<u>84,050,057</u>
Less accumulated depreciation	<u>(25,076,042)</u>	<u>(22,931,654)</u>
Net sanitary sewer plant in service	<u>61,930,424</u>	<u>61,118,403</u>
Deferred assets.		
Pension assets	<u>373,360</u>	<u>89,558</u>
Total Assets	<u>\$ 82,712,438</u>	<u>\$ 82,480,453</u>
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	\$ 797,037	\$ 628,778
Accrued liabilities	37,255	29,109
Due to General Fund - non-interest bearing	72,035	77,143
Total current liabilities	<u>906,327</u>	<u>735,030</u>
Non current liabilities.		
Accrued compensated absences	75,900	75,360
Pension liability (GASB 68)	328,016	57,415
General Obligation Notes payable - CWF	<u>17,555,341</u>	<u>18,799,970</u>
Total liabilities	<u>18,865,584</u>	<u>19,667,775</u>
Deferred inflows:		
Pension liabilities	112,670	102,770
Net Assets:		
Invested in capital assets, net of related debt	44,375,084	42,318,434
Restricted balances - LT receivable	17,555,340	18,799,969
Retained earnings	<u>1,803,760</u>	<u>1,591,505</u>
Total net assets	<u>63,734,184</u>	<u>62,709,908</u>
Total Liabilities and Net Assets	<u>\$ 82,712,438</u>	<u>\$ 82,480,453</u>

Franklin Municipal Water Utility
Notes to the Financial Statements
For the period ended March 31, 2020 and 2019

¹ Operating revenues are exceeded the budget by \$173,090 for the first quarter. Actual billing amounts were used for the statements.

² Operating expenditures are less than budget by \$15,400 for the quarter. Wholesale water purchased from Oak Creek was estimated for the statements based on the consumption billed to Franklin residents.

Water Connection Fee

Prior to May 31, 2002, the City collected a water connection fee on new construction and connections to existing properties, to be used to fund water main construction projects. The water connection fees on hand on March 31, 2020 total \$977,731.

Water Impact Fee

Since May 31, 2002 a water impact fee on residential and commercial construction replaced the water connection fee. Water Impact Fees collected in 2020 total \$87,690. Water Impact fees on hand at March 31, 2020 are \$.2,636,577

Franklin Municipal Water Utility
Statement of Revenue, Expenditures
and Changes in Net Assets
For the period ended March 31, 2020 and 2019

Account Description	Annual Budget	Year to Date Budget	Current Year to Date	Prior Year to Date
Operating Revenue				
Metered Sales-Residential	\$ 3,064,300	661,145	\$ 670,887	\$ 657,006
Metered Sales-Commercial	704,900	149,540	154,066	147,720
Metered Sales-Industrial	491,900	117,824	254,479	112,794
Other Sales to Public Authority	263,600	63,127	128,455	64,928
Metered Sales-Multifamily	766,700	191,675	181,065	184,324
Metered Sales-Irrigation	150,500	37,625	7,714	7,589
Total Metered Sales	5,441,900	1,220,936	1,396,666	1,174,361
Unmetered Sales	7,500	652	707	2,731
Private Fire Protection	125,000	31,124	31,731	31,178
Public Fire Protection	541,000	140,790	136,858	135,841
Forfeited Discount	54,000	7,586	8,216	7,235
Total Operating Revenue ¹	\$ 6,169,400	\$ 1,401,088	\$ 1,574,178	\$ 1,351,346
Operating Expenditures				
Operation and maintenance expense				
Source of Supply	3,044,120	757,343	813,727	642,626
Pumping	156,250	38,413	33,420	44,285
Water Treatment	18,300	3,757	2,250	2,104
Transmission & Distribution	443,200	84,396	66,907	56,543
Customer Accounts	52,400	13,007	15,249	12,454
Administrative and general	572,273	134,736	97,354	85,184
Total Operation and Maintenance Expenditures	4,286,543	1,031,652	1,028,907	843,196
Depreciation	421,900	98,944	105,450	132,300
Taxes-Property Tax Equivalent	1,075,000	282,565	268,800	262,500
Amortization	-	-	-	10,515
GASB Employee Benefit Costs	15,000	4,038	-	-
Loss on Abandoned Property	100,000	-	-	-
Taxes-FICA	29,082	7,830	6,472	5,396
Total Operating Expenditures ²	5,927,525	1,425,029	1,409,629	1,253,907
Operating Income	\$ 241,875	\$ (23,941)	\$ 164,549	\$ 97,439
Non-Operating Revenue (Expenditures)				
Total non-operating revenue	59,832	19,209	24,210	28,305
Income before capital contributions	\$ 301,707	\$ (4,732)	\$ 188,759	\$ 125,744
Retained earnings - beginning	2,805,630	2,805,630	2,805,630	3,294,662
Transfer (to) from invested in capital assets	278,100	69,525	30,933	115,015
Retained earnings - ending	\$ 3,385,437	\$ 2,870,423	\$ 3,025,322	\$ 3,535,421
Capital contributions	1,600,000	-	-	-
Depreciation - CIAC	(849,000)	(212,250)	(212,250)	(210,375)
Transfer (to) from retained earnings	(278,100)	(69,525)	(30,933)	(115,015)
Change in net investment	7,243,773	5,528,596	(243,183)	(325,390)
Net investment in capital assets - beginning	47,409,195	47,409,195	47,409,195	42,367,393
Net investment in capital assets - ending	\$ 54,652,968	\$ 52,937,791	\$ 47,166,012	\$ 42,042,003
Total net assets	\$ 58,038,405	\$ 55,808,214	\$ 50,191,334	\$ 45,577,424

Franklin Municipal Water Utility
Comparative Statement of Cash Flows
For the period ended March 31, 2020 and 2019

	2020	2019
Cash Flows from Operating Activities		
Operating income (loss)	\$ 164,549	\$ 97,439
Adjustments to reconcile operating income to net cash provided by operating activities:		
Depreciation & Amortization	105,450	142,815
(Increase) decrease in assets:		
Accounts receivable	(261,436)	(26,107)
Taxes receivable	161,985	173,499
Prepaid expenses	-	2,291
Increase (decrease) in liabilities:		
Accounts payable	(860,232)	(730,797)
Accrued expenses	812,000	641,439
 Total Adjustments	(42,233)	203,140
Net Cash Provided (Used) by Operating Activities	122,316	300,579
 Cash Flows From Capital & Related Financing Activities		
Acquisition of capital assets	(76,057)	(27,800)
Interest paid on long term debt	(15,544)	(16,094)
Principal on long term debt	(55,000)	(55,000)
Net Cash Provided (Used) in Capital and Financing Activities	(146,601)	(98,894)
 Cash Flows from Investing Activities		
Interest, property rental & other income	41,294	44,399
 Net Change in Cash and Cash Equivalents	17,009	246,084
Cash and Cash Equivalents, beginning of period	2,425,883	2,731,422
Cash and Cash Equivalents, end of period	\$ 2,442,892	\$ 2,977,506

**Franklin Municipal Water Utility
Comparative Balance Sheet
March 31, 2020 & 2019**

Assets	2020	2019
Current Assets:		
Cash and investments	\$ 2,442,892	\$ 2,977,506
Accounts receivable	1,656,897	1,425,959
Total current assets	4,099,789	4,403,465
Utility plant in service:		
Land	162,885	162,885
Buildings and improvements	3,394,166	3,394,166
Construction in Progress	1,065,176	60,447
Improvements other than buildings	60,725,142	55,613,608
Machinery and equipment	4,620,616	4,475,575
	69,967,985	63,706,681
Less accumulated depreciation	21,741,326	20,581,647
Net utility plant in service	48,226,659	43,125,034
Deferred Assets:		
Pension Assets	430,264	102,915
Deferred Costs	-	31,544
Total deferred assets	430,264	134,459
Total Assets	\$ 52,756,712	\$ 47,662,958
Liabilities and Net Assets		
Liabilities:		
Accounts payable	\$ 83,146	\$ 29,862
Accrued liabilities	824,252	653,324
Advance from municipality	123,200	139,700
Pension liability	385,222	66,480
Compensated absences reserve	75,900	75,360
Bond Payable	951,682	1,005,647
	2,443,402	1,970,373
Deferred Liabilities:		
Pension & OPEB Liabilities	121,976	115,161
Total liabilities	2,565,378	2,085,534
Net Assets		
Invested in capital assets, net of related debt	47,166,012	42,042,003
Retained earnings	3,025,322	3,535,421
Total net assets	50,191,334	45,577,424
Total Liabilities and Net Assets	\$ 52,756,712	\$ 47,662,958

**City of Franklin
Self Insurance Fund - Actives
Balance Sheet
March 31, 2020 and 2019**

<u>Assets</u>	<u>2020</u>	<u>2019</u>
Cash and investments	\$ 2,825,077	\$ 2,056,176
Accounts receivable	324	309
Total Assets	<u>\$ 2,825,401</u>	<u>\$ 2,056,485</u>
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ 683	\$ 4,201
Claims payable	175,000	290,700
Unrestricted net assets	2,649,718	1,761,584
Total Liabilities and Fund Balance	<u>\$ 2,825,401</u>	<u>\$ 2,056,485</u>

**City of Franklin Self Insurance Fund - Actives
Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019**

<u>Revenue</u>	<u>2020 Original Budget</u>	<u>2020 Year-to-Date Budget</u>	<u>2020 Year-to-Date Actual</u>	<u>2019 Year-to-Date Actual</u>
Medical Premiums-City	\$ 2,648,046	\$ 676,916	\$ 615,790	\$ 612,568
Medical Premiums-Employee	538,440	137,845	126,364	132,072
Other - Invest Income, Rebates	165,000	41,250	56,164	30,219
Medical Revenue	<u>3,351,486</u>	<u>856,011</u>	<u>798,318</u>	<u>774,859</u>
Dental Premiums-City	112,000	29,190	29,924	28,173
Dental Premiums-Retirees	-	-	1,296	1,236
Dental Premiums-Employee	60,000	15,604	14,721	14,402
Dental Revenue	<u>172,000</u>	<u>44,794</u>	<u>45,941</u>	<u>43,811</u>
Total Revenue	<u>3,523,486</u>	<u>900,805</u>	<u>844,259</u>	<u>818,670</u>
Expenditures:				
Medical				
Medical claims	2,414,478	519,100	301,324	444,440
Prescription drug claims	-	-	46,005	56,797
Refunds-Stop Loss Coverage	-	-	-	22
Total Claims	<u>2,414,478</u>	<u>519,100</u>	<u>347,329</u>	<u>501,259</u>
Medical Claim Fees	105,677	29,905	25,013	41,123
Stop Loss Premiums	666,331	167,580	130,595	138,880
Other - Miscellaneous	112,477	17,883	7,412	9,082
HSA Contributions	237,000	63,808	119,250	-
Vitality Rewards	500,000	125,000	-	-
Transfer to Other Funds	-	-	-	90,625
Total Medical Costs	<u>4,035,963</u>	<u>923,276</u>	<u>629,599</u>	<u>780,969</u>
Dental				
Active Employees & COBRA	193,000	41,230	51,532	34,832
Retiree	4,900	1,239	1,931	1,453
Total Dental Costs	<u>197,900</u>	<u>42,469</u>	<u>53,463</u>	<u>36,285</u>
Claims contingency			-	-
Total Expenditures	<u>4,233,863</u>	<u>965,745</u>	<u>683,062</u>	<u>817,254</u>
Revenue over (under) expenditures	(710,377)	<u>\$ (64,940)</u>	161,197	1,416
Net assets, beginning of year	<u>1,614,689</u>		<u>2,488,521</u>	<u>1,760,168</u>
Net assets, end of period	<u>\$ 904,312</u>		<u>\$ 2,649,718</u>	<u>\$ 1,761,584</u>

City of Franklin
City of Franklin Post Employment Benefits Trust
Balance Sheet
March 31, 2020 and 2019

<u>Assets</u>	2020	2019
Cash and investments	\$ 76,297	\$ 70,446
Investments held in trust - Fixed Inc	2,224,682	2,104,554
Investments held in trust - Equities	3,294,104	3,758,260
Accounts receivable	24,303	32,915
Total Assets	\$ 5,619,386	\$ 5,966,175
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ -	\$ 863
Claims payable	10,000	131,100
Net assets held in trust for post emp	5,609,386	5,834,212
Total Liabilities and Fund Balance	\$ 5,619,386	\$ 5,966,175

City of Franklin Post Employment Benefits Trust
Statement of Revenue, Expenses and Fund Balance
For the Three months ended March 31, 2020 and 2019

<u>Revenue</u>	2020 Year-to-Date Actual	2019 Year-to-Date Actual
ARC Medical Charges - City	\$ 63,977	\$ 67,874
Medical Charges - Retirees	68,526	76,335
Implicit Rate Subsidy	-	-
Medical Revenue	132,503	144,209
Expenditures:		
Retirees-Medical		
Medical claims	30,979	42,770
Prescription drug claims	28,606	30,607
Refunds-Stop Loss Coverage	-	(1,393)
Total Claims-Retirees	59,585	71,984
Medical Claim Fees	3,885	7,998
Stop Loss Premiums	17,056	19,650
Miscellaneous Expense	-	345
ACA Fees	-	-
Total Medical Costs-Retirees	80,526	99,977
 Revenue over (under) expenditures	 51,977	 44,232
 Annual Required Contribution-Net	 34,717	 42,181
Other - Investment Income, etc.	(1,016,068)	518,395
Total Revenues	(981,351)	560,576
 Net Revenues (Expenditures)	 (929,374)	 604,808
 Net assets, beginning of year	 6,538,760	 5,229,404
 Net assets, end of period	 \$ 5,609,386	 \$ 5,834,212

**City of Franklin
Park Commission
Statement of Revenue and Expenses
For the Three months ended March 31, 2020 & 2019**

	2020 Amended Budget	2020 Year-to-Date Budget	Current Year-to-Date Totals	2019 Year-to-Date Totals
General Fund Operating Revenue:				
Park & Field Reservation	\$ 18,000	\$ 6,640	\$ 7,525	\$ 7,156
General Fund Operating Expenses:				
Personal Services	\$ 119,998	\$ 32,307	\$ 33,300	\$ 17,900
Park Maintenance	50,000	9,886	14,733	2,880
Uniforms	350	-	-	-
Allocated insurance	-	-	-	1,225
Mileage	1,500	20	74	63
Utilities	14,600	3,404	2,074	2,080
Building maintenance	-	-	-	-
Total Operating Fund Expenses	\$ 186,448	\$ 45,617	\$ 50,181	\$ 24,148
Capital Outlay Fund Expenses:				
Landscaping-Park/Tree Maint	\$ -	\$ -	\$ -	\$ 2,866
Building Improvements	65,000	16,250	-	-
Park Equipment & Supplies	11,000	1,270	-	-
Total Capital Outlay Expenditures	\$ 76,000	\$ 17,520	\$ -	\$ 2,866
Development Fund Revenue:				
Impact Fee-Parks & Recreation	\$ 804,000	\$ 75,711	\$ 92,339	\$ 56,316
Development Fund Expenses:				
Reimb to Developers & Others	\$ 25,285	\$ -	\$ 25,285	\$ -
Transfer to Capital Improvement Fund	621,500	36,527	23,484	-
Total Capital Improvement Expenditures	646,785	36,527	48,769	-
Capital Improvement Fund Expenses:				
General Park Development	\$ 850,618	\$ 246,250	\$ 22,618	\$ -
Kayla's Playground - Franklin Woods	250,000	62,500	-	-
Pleasant View Park - Pavilion	132,097	-	127,826	3,325
Pleasant View Park - Park Equipment	19,989	-	19,989	-
Pleasant View Park - Master Plan Update	150,000	-	19,900	-
Cascade Park Trail Extension	65,000	16,250	-	-
Total Capital Improvement Expenditures	1,467,704	325,000	190,333	3,325
Less Impact Fees Transfer	621,500	36,527	23,484	-
Net Expenditures (after Impact Fee contribution)	\$ 846,204	\$ 288,473	\$ 166,849	\$ 3,325

**COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS FOR CITY OF FRANKLIN
Period Ending 03/31/2020**

GL Number	LIBRARY RESTRICTED FUND	TOURISM COMMISSION FUND	FIRE DEPT GRANT FUND	ST MARTINS FAIR FUND	HEALTH DEPT GRANT FUND	OTHER GRANTS	DONATIONS FUND	CIVIC CELEBRATIONS FUND	TOTAL
REVENUES									
REAL ESTATE TAXES	-	-	-	-	-	-	-	-	-
TAXES	-	(2,061)	-	-	-	-	-	-	(2,061)
SPECIAL ASSESSMENTS	-	-	-	-	-	-	-	-	-
CHARGES FOR SERVICES	2,335	-	-	-	-	-	-	-	2,335
MISCELLANEOUS REVENUE	10,128	-	-	-	540	-	2,700	-	13,368
INVESTMENT EARNINGS	420	1,731	-	-	-	-	-	-	2,151
Total Revenues	12,883	(330)	-	-	540	-	2,700	-	15,793
EXPENDITURES									
PERSONAL SERVICES	-	-	-	-	14,180	-	-	-	14,180
EMPLOYEE BENEFITS	-	-	-	-	2,335	-	-	-	2,335
CONTRACTUAL SERVICES	2,430	-	-	-	9,489	-	-	-	11,919
SUPPLIES	11,342	-	-	-	7,271	-	3,375	-	21,987
SERVICES & CHARGES	1,602	500	-	-	11,599	-	-	2,640	16,341
FACILITY CHARGES	11	-	-	-	-	-	-	-	11
CLAIMS, CONTRIB AND AWARDS	361	-	-	-	-	-	-	-	361
DEBT SERVICE	-	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-	-
CONTINGENCY	-	-	-	-	-	-	-	-	-
Total Expenditures	15,746	500	-	-	44,874	-	3,375	2,640	67,135
Excess (deficiency) of Revenues vs. Expenditures	(2,863)	(830)	-	-	(44,334)	-	(675)	(2,640)	(51,342)
OTHER FINANCING SOURCES									
FUND TRANSFERS	-	-	-	-	-	-	-	-	-
OTHER FINANCING USES									
CAPITAL OUTLAY	7,838	-	-	-	-	-	149	-	7,987
Net Change in Fund Balance	(10,701)	(830)	-	-	(44,334)	-	(824)	(2,640)	(59,329)
Fund Balance - Beginning:	147,445	469,951	21,621	3,636	171,625	5,315	161,342	77,316	1,058,251
Fund Balance - Ending	136,744	469,121	21,621	3,636	127,291	5,315	160,518	74,676	998,922

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 5-5-20
Reports and Recommendations	Designation of Official Newspaper	ITEM NUMBER <i>6.22.</i>

Each year the Council must designate the official newspaper for the City of Franklin in which the City publishes its official notices. Pursuant to Chapter 61, Franklin Municipal Code and Wis. Stat § 985.03, bids were solicited and the one bid received was opened April 16, 2020.

Attached for your review is the bid received, which is from NOW Media Group (South Now).

COUNCIL ACTION REQUESTED

Motion adopting Resolution No. 2020-_____ resolution designating an official newspaper.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2020 _____

A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER

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

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

NOW, THEREFORE, BE IT RESOLVED that NOW Media Group (South NOW) is hereby designated as the official newspaper of the City of Franklin for one (1) year commencing May 1, 2020 and ending April 30, 2021.

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

Introduced at a regular meeting of the Common Council of the City of Franklin on this 5th day of May, 2019 by Alderman _____.

Passed and adopted by the Common Council on the 5th day of May, 2020.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____



Invitation for Bid – 2020

April 2, 2020

City of Franklin
City Clerk- Sandra Wesolowski
9229 W Loomis Rd
Franklin, WI, 53132

The below information is the state certified information for the NOW Newspapers South NOW newspaper for legal advertising.

Please note that the font size for the NOW publication has been adjusted to 6 pt vs 8 pt. which was certified by the state. The decrease in font size increases the amount of copy that can be placed on each line- which is the reason for the change in rate noted below. Additionally, the column widths were increase to 9.17 picas wide.

Name of Type: Arial Classified

Type size: 6

Indicate Line Rates:	1 st Insertion	Subsequent Insertion	Column Width (pica)
1 column	\$.8299	\$.6556	9.17

Display Rates, per column inch:

1st Insertion: \$9.95

Subsequent Insertion: \$7.86

Paid Newspaper Subscriptions to be circulated in this geographic area: 10,789

Affidavit Cost: \$1.00

Affidavits shall be mailed within 10 days of publication.

Dates of Publication: Every Wednesday

Vendor: South NOW

Authorized Signature: /s/ Tara Mondloch

Print Name & Title: Tara Mondloch, Director- Public Notices
tmondloch@gannett.com

Address: 333 W. State Street, Milwaukee, WI 53203

Telephone: 414-224-2121

Fax: 877-943-0443

Email: mjs-legal@gannett.com

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<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;">5/05/2020</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Discussion on Director of Administration Position Candidates</p> <p style="text-align: center;">The Common Council may enter closed session pursuant to Wis. Stats. §19.85(1)(c) and (f), to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or exercises responsibility and to consider financial, social or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and may re-enter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>C. 23.</i></p>

In order to better understand and put into context the results of the hiring process for the position of Director of Administration, the Mayor has offered to discuss with the Common Council the personal histories and background of candidates for the position, including those that were not successful.

The Common Council may enter closed session pursuant to Wis. Stats. §19.85(1)(c) and (f), to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or exercises responsibility and to consider financial, social or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and may re-enter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to Wis. Stats. §19.85(1)(c) and (f), to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has jurisdiction or exercises responsibility and to consider financial, social or personal histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories and may re-enter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

CITY OF FRANKLIN
Job Description

Job Title: Director of Administration

Department: Administration

Reports To: Mayor

Salary Level: Management/Administrative/Supervisory Level XII

FLSA Status: Exempt

Prepared By: Dana Zahn, Human Resources Coordinator

Prepared Date: January 5, 2012

Approved By: Resolution 2012-6785

Approved Date: February 7, 2012

Summary Directs and coordinates administration of City of Franklin in accordance with policies and Ordinances as determined by the Mayor and Common Council or other authorized elected officials by performing the following duties personally or through subordinate supervisors. Functions as the Human Resources Director.

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

Supervise and coordinate City staff and contracted employees in the following departments: Administration, Assessor, Municipal Buildings, Building Inspection, Finance and Information Services.

Serves under the direction of the Mayor facilitating City wide Department Head meetings and in the absence of the Mayor has the authority to resolve any urgent administrative matters and refers to Council President for policy direction.

Act as Chief Negotiator in all labor contract negotiations including handling grievances and arbitrations.

Administer the human resources policies and administrative contracts of the city.

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

Keep the Mayor and Common Council advised about developments in the City's administration, business and affairs and such matters as may be directed by the Mayor or Common Council.

Make recommendations for the improvement of the efficiency and quality of the services

performed by the City. Research and coordinate application for appropriate grants and aids in consultation with the Mayor and other department heads.

Monitor county, state and federal legislation for potential impact on the affairs of the City.

Assure that all City ordinances and resolutions are efficiently and equally administered.

Represent the City in intergovernmental and legislative functions as requested by the Mayor.

Assure that annual performance reviews are conducted per Common Council directive.

Develop and administer an Employee Appraisal and Growth program that reflects the tasks of each department and adds efficiency and employee growth to the benefit of the employee and the citizens.

Assumes lead role in the annual preparation of the Mayor's recommended budget, the compilation of the Finance Committee's recommended budget, and the Common Council's approved annual budget. Presents budget to the Finance Committee, Common Council, and the general public.

Assure that all City property and personnel are properly protected by adequate insurance coverage.

Inform the Mayor and Common Council concerning any proposed change in services rendered to City residents, taxpayers or City-located businesses.

Provide departmental staff support to the Personnel Committee, Technology Committee, Police & Fire Commission, and the Finance Committee.

Assure a uniform and effective information technology system throughout the City. This includes managing the outside contractor that provides the ongoing systems support, the geographic information system and the telephone system.

Provide overall management of the Assessor's Office through direction to the contracted assessor.

Manages special projects and provides staff support to special committees and task forces as directed by the Mayor and Common Council.

Act as Plan Administrator for the City's defined benefit and defined contribution Pension Plans and for the Employee Health and Welfare Benefit Plan.

Produce and maintain the City web site, newsletters and other communication media.

Develops City policies for approval by the Mayor and Common Council.

Act as City of Franklin Public Information Officer/Administration during City emergencies.

Oversee the issuance of requests for proposals and recommend selection of consultants for various City projects.

Function as the City's representative to the Milwaukee County Community Development Block Grant Program.

Act as City representative to the Senior Meals Program to ensure City support of the program.

Review monthly financial operating statements for assigned departmental budgets and approve City administrative costs (including office supplies, postage meter, copy machines, UPS, land and cell phones, etc.)

Supervisory Responsibilities

Manages subordinate supervisors and directly supervises non-supervisory employees in the Administration, Information Services, Municipal Buildings, Building Inspection, Finance and Assessor Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Oversees outside contractual services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

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

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university in Human Resources Management, Public Administration, Business Administration or a related field (Master's Degree is preferred); at least five years related experience and/or training; or equivalent combination of education and experience. Must have demonstrated experience as the chief negotiator in collective bargaining. Demonstrated experience with Wisconsin interest arbitration law and public sector labor negotiations preferred.

Language Skills

Ability to read, analyze, and interpret very complex documents. Ability to respond effectively to very sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Cabinet Level Officers of the City, public groups, boards and commissions and/or the Common Council.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts of accounting and budgeting 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.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet Explorer software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Valid Wisconsin 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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. 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 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.

The noise level in the work environment is usually moderate.

Other Qualifications

Within one (1) year of appointment, it is desirable to have the Director of Administration become and remain a City of Franklin resident.

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.

<p>APPROVAL</p> <p><i>slw</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>5/05/2020</p>
<p>REPORTS AND RECOMMENDATIONS</p>	<p>Confirmation of the Appointment of Margaret (Peggy) A. Steeno as Director of Administration</p>	<p>ITEM NUMBER</p> <p><i>G. 24</i></p>

The Mayor requests the Confirmation of Margaret (Peggy) A. Steeno as Director of Administration for the City of Franklin, as provided for the attached Agreement. Peggy's resume is also attached.

COUNCIL ACTION REQUESTED

Motion to confirm the appointment of Margaret (Peggy) A. Steeno as Director of Administration for the City of Franklin.

PEGGY A. STEENO, CPA, MBA

3238 S 114th Street
West Allis, WI 53227

Objective

To obtain a challenging, strategic leadership position, where I can serve my organization and contribute to its success, collaborate with other professionals, be part of a strong team, continue to develop my skills, and look forward to performance-based advancement.

Professional Development

Director of Finance/Comptroller/Treasurer

City of West Allis, West Allis, WI, January 2017 - Current

- Hire, train, develop, supervise, and discipline assigned personnel (Staff of 12)
- Manage a \$128 Million Budget, including General Fund, Enterprise Funds, Debt Service Fund, Capital Projects Funds, Special Revenue Funds, and various other funds (more than 55 City Funds)
- Initiated a process and created the City's first comprehensive Five Year Capital Improvement Program for 2018 - 2022, and lead the Capital Improvement Committee
- Responsible for all City, Utility, TIF, CDA, FIRE, and Trust cash & investments – over \$100 Million
- Manage the Treasury, General Accounting, Utility Accounting, Finance, and Purchasing Divisions
- Responsible for the City's Health Insurance Plan, and share responsibility for the City's Benefits Consultant, and overall City benefits
- Key member of the research, development, approval, and implementation team for a new, Total Benefit Package, for all non-represented employees
- Responsible for payroll and numerous benefit programs
- Coordinated the implementation of a new Classification and Compensation Program
- Coordinate and manage the City's annual budget and financial audit, as well as all financial reporting
- Responsible for issuing and monitoring all City debt offerings
- Key member of the City's Economic Development Team, Executive Leadership Team, Bargaining Teams, Employee Benefits Committee, and Strategic Planning Team
- Work closely with the Mayor, all Council Members, Boards, and Committees

Director of Administrative Services

City of Menasha, Menasha, WI, September 2013 – December 2016

- Responsible for four functional areas: Finance, Human Resources, Information Technology, and Assessment Services
- Hired, trained, developed, supervised, and disciplined assigned personnel (Staff of 6)
- Established training programs for new employees, including department head positions
- Provided oversight for numerous consulting partners
- Managed a \$35 Million Budget, including more than 40 City Funds
- Initiated a process and created the City's first comprehensive Five Year Capital Improvement Program in 2014, with continuous improvements to the process in 2015 and 2016
- Responsible for all payroll and benefit programs
- Advised departments on employee development, performance improvement plans, and separations
- Worked with all employees to resolve issues and make their work as productive as possible
- Coordinated and managed the City's annual budget and audit, as well as all financial reporting
- Responsible for issuing and monitoring all City debt offerings, saving the City over \$400,000 in refinancings over three years, and successfully worked to return the City's debt to investment grade
- Key member of the City's Management Team, Economic Development Team, and Bargaining Teams
- Worked closely with Council and numerous Boards & Commissions, as well as served as the staff lead for the Personnel Committee

Director of Finance/Treasurer

City of Oshkosh, Oshkosh, WI, April 2008 – September 2013

- Hired, trained, developed, supervised, and disciplined assigned personnel (Staff of 16+)
- Managed a \$66 Million General Fund, a \$27 Million Utility Budget, and additional budgets for various other funds (approximately 72 City Funds)
- Coordinated the financing and completed all projecting costing for the City's Five Year Capital Improvement Program – approximately \$45 Million per year
- Responsible for all City, Utility, TIF, RDA, and Trust reporting, cash, and investments – approximately \$75 Million
- Managed the Treasury, Accounting, Utility, Finance, and Parking Divisions
- Partnered with Human Resources to oversee the City's Insurance Program and Payroll
- Responsible for all financial transactions conducted by the City
- Coordinated and managed the City's annual budget and financial audit
- Responsible for issuing and monitoring all City debt offerings
- Handled all financial, regulatory, and grant reporting for the City
- Key member of the City's Leadership Team, Bargaining Teams, and Strategic Planning Process

Business/Administrative Services Manager

Waukesha Water Utility, Waukesha, WI, August 1999 – April 2008

- Hired, trained, developed, supervised, and disciplined assigned personnel (Staff of 8)
- Managed Accounting & Finance, Billing, Customer Service, Information Technology (IT), Management & Operations Support, Payroll, and Procurement & Inventory Functions
- Project Manager for the accounting, customer information/billing, and meter reading systems
- Managed all cash and investments
- Established written internal & external communications and conventions standards
- Completed and presented financial and customer service reports to the Water Utility Commission, Public Service Commission, Common Council, and various other groups
- Prepared and managed an \$8+ Million Budget, a Five Year Capital Improvement Program, and a Five Year Financial Plan
- Coordinated and was responsible for the Utility's annual audit
- Responsible for issuing and monitoring all Utility debt offerings
- Administered all sewer billing for the Department of Public Works
- Key member of the City's Leadership Team, Bargaining Team, Strategic Planning Team, and Classification and Compensation Team

Finance Supervisor, Senior Accountant, Accountant

City of West Allis, West Allis, WI, July 1995 – August 1999

- Organized and maintained the accounting systems for the Water, City Sewer, Metro Sewer, and Storm Water Programs
- Prepared and analyzed financial statements, vouchers, summaries, and project reports
- Prepared and managed all Enterprise Budgets
- Managed billing and customer service functions, and assisted with field service operations
- Initiated, developed with a consulting firm, and maintained the City's first city wide storm water management program
- Completed all year-end close outs and worked closely with the City's outside auditors
- Prepared rate cases and annual reports, as well as set and implemented all Utility rates

Agricultural Auditor 3

Wisconsin Department of Agriculture, Trade, and Consumer Protection,
Madison, WI June 1992 – July 1995

- Performed financial and operational audits of various business throughout Wisconsin
- Responded to complaints, conducted investigations, and brought individuals and businesses into compliance with Chapter 127, Wisconsin Statutes
- Reviewed financial statements prepared by CPA's, to verify accuracy and completeness
- Selected to critique audits performed by colleagues
- Worked closely with District Attorneys in prosecuting civil and criminal cases

Education

Bachelor of Arts, May 1992

University of Wisconsin-Stevens Point
Stevens Point, WI

Major: Managerial Accounting

Major: German

Masters of Business Administration (MBA), May 2006

University of Wisconsin-Whitewater
Whitewater, WI

Emphasis: Human Resources

Emphasis: Training and Technology

References

Please see separate attachment



AGREEMENT

This agreement made and entered into this day of , 2020, by and between the City of Franklin, (hereinafter "Employer"), and Margaret (Peggy) A. Steeno, Director of Administration (hereinafter "Employee").

In consideration of the mutual covenants and promises contained in this agreement, Employer and Employee agree as follows:

Section 1. DUTIES. Employer hereby agrees to employ Employee as Director of Administration to perform the duties described in the Director of Administration job description, a copy of which is attached hereto and made a part hereof by reference, and to perform such other legally permissible and proper duties and functions, consistent with the scope of the attached job description, as the Mayor shall from time to time assign.

The Employee agrees to perform at a professional level of competence the functions and duties of the position. Employee agrees to and shall be required to use her best efforts at all times to coordinate, streamline and make efficient city operations, under her scope of authority in accordance with the position description. To that end, it shall be the Employee's responsibility to take the initiative in investigating other areas where the operations may be coordinated, streamlined or made more efficient and Employee shall make recommendations in these areas. The Employee understands and agrees that an average level of performance is not acceptable under this contract and Employee must consistently exhibit above average skill, diligence and initiative in exercising the duties of her position.

Both parties acknowledge that if workloads exceed reasonable capacities, routinely and consistently exceeding 50-53 hours per week, it will be necessary for the Mayor and/or Common Council to establish written goals and objectives and/or a prioritization of tasks to assist the Employee in the allocation of time and resources.

The Employee agrees to devote the time necessary to complete the duties and responsibilities normally expected of the position during the term of this contract. Both parties acknowledge that the Employee must routinely devote time outside of normal office hours in the performance of the position's duties and that as an FLSA-exempt employee work hours remain flexible and are not fixed. As such, use of such flexible hours shall not require use of vacation or personal leave balances, provided, however, that such usage may not cover a full-day block of time without approval of the Mayor. The Mayor shall notify the Employee if it is deemed by the Employer that the Employee is not balancing said demands reasonably or to the expectations of the Associations.

During the term of this Agreement, Employee shall not engage in any other employment, occupation, or consulting that would materially conflict or interfere with the performance of Employee's duties and responsibilities without the prior written approval of the Mayor.

Section 2. TERM: The term of this contract shall commence July 5, 2020. It is expressly agreed and understood by the parties hereto that the Employee is an at-will employee of the Employer. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, subject only to Employer providing thirty (30) days written notice to Employee of the intent to terminate the services of Employee (and subject to approval by $\frac{3}{4}$ of the Common Council). It is further understood and agreed by the parties hereto that the Employee shall have no property right or vested interest in a renewal contract and no promise to renew shall be binding unless reduced to writing, approved by the Mayor and the Common Council.

Further, nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time subject only to Employee providing thirty (30) calendar days written notice of the Employee's intent to resign.

Section 3. SALARY. Employer will pay employee base annual salary of \$115,000 through 2020. In consideration for the services rendered, the Employer will pay the Employee bi-weekly in the same manner as salaries of other city employees (currently bi-weekly and direct deposited to financial institution of employee's choice). The Employee will receive pay increases as established for all non-represented employees, which typically take effect in July of each year.

In addition to Employee's salary above, Employer shall pay to Employee any temporary assignment pay over and above this Agreement for any work performed by Employee for job responsibilities not covered in the Job Description or "Duties" above and included in the job description of other employees.

Section 4. PERFORMANCE EVALUATION. The Mayor shall review and evaluate the performance of Employee during the first quarter of each calendar year. Annually the Mayor shall define such goals and performance objectives for the Employee which the Mayor determines are necessary and required and within the scope of the position description and "Duties" above. Based upon the Employee's performance, the Employee is eligible to receive merit compensation or to be considered under any merit pay program established by the City, provided, however, it is clearly understood that the Employee has no right to additional merit compensation no matter what are the results of the performance evaluation.

Section 5. BENEFITS. Employee shall be entitled to such benefits as provided and as established by the Common Council for exempt employees, with the following additions/modifications:

1. Employee will be provided with a City paid cell phone and laptop computer to be used for business purposes and de minimis personal use.
2. Employee will accrue vacation at 4.62 hours per pay period (3 weeks per year). This accrual will be increased to 6.16 hours per pay period (4 weeks per year) after 5 years of service. 40 hours of vacation may be used after 3 months of service. The remaining accrual balances can be used after 6 months service, with the Mayor's approval.
3. Employee will be reimbursed for reasonable and customary business expenses as per the employee handbook including mileage reimbursement for use of her personal vehicle for city business.

4. Professional fees to be paid by the Employer at the discretion of the Mayor (IPMA, ICMA, etc.)

Section 6. RESIDENCY. During the term of this agreement, the employee shall not be required to become a resident of the City of Franklin although residency would be preferred.

Section 7. GENERAL PROVISIONS. The text herein shall constitute the entire agreement between the parties and may be amended or modified only by further written agreement between the parties. Employment, and this agreement, are contingent upon passing the background check and a pre-employment physical including drug screen.

If any provisions or any portions of this agreement are held unconstitutional, invalid or unenforceable, the remainder of thers agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

City of Franklin

Employee

Stephen R. Olson, Mayor

Margaret A. Steeno

Date: _____

Date: _____

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 5/5/20
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.

See attached listing from meeting of May 5, 2020.

COUNCIL ACTION REQUESTED



414-425-7500

**License Committee
Agenda*
Aldermen's Room
May 5, 2020 – 4:30 p.m.**

1.	Call to Order & Roll Call	Time:
2.	Applicant Interviews & Decisions	
License Applications Reviewed		Recommendations

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2019-2020 New 4:35 p.m.	Evans, Destanie M 726 Marquette Ave #2 South Milwaukee, WI 53172 Iron Mike's			
Operator 2019-2020 New	Marte Santiago, Antonio D 200 Rainbow Ridge Dr #912 Oak Creek, WI 53154 Walgreens #05459			
Operator 2019-2020 New	Zimmer, Sandra M 2620 S 108 th St Franksville, WI 53126 Walgreens #05459			
Operator 2020-2021 Renewal	Doepke, Jayson L 2126 W Forest Home Ave Milwaukee, WI 53215 Walgreens #05459			
Operator 2020-2021 Renewal	Drewek, Marcus 2957 S 51 st St Milwaukee, WI 53219 Root River Center			
Operator 2020-2021 Renewal	Fisher, Ethan R 8221 Fairmont Lane Greendale, WI 53129 Sendik's Food Market			
Operator 2020-2021 Renewal	Grochowski, Halina 1111 W Rosewood Trl Oak Creek, WI 53154 Buckhorn Bar & Grill			
Operator 2020-2021 Renewal	Guzzo, Louis G 4 W Clarendon Dr Round Lake Beach, IL 60073 Sendik's Food Market			
Operator 2020-2021 Renewal	Hartung, Patti 664 Shirley Dr. Franksville, WI 53126 Walgreens #05459			
Operator 2020-2021 Renewal	Korth, Austin J 8481 S 5 th Ave Trlr 4B Oak Creek, WI 53154 Walgreens #05884			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2020-2021 Renewal	Laughery, Kimberlee 1333 S 115 th St West Allis, WI 53214 Sendik's Food Market			
Operator 2020-2021 Renewal	Lonzaga, Marcia 753 N 116 th St Wauwatosa, WI 53226 Walgreens #05884			
Operator 2020-2021 Renewal	Martinez, Laura A 3742 E OBrien Rd Oak Creek, WI 53154 Andy's On Ryan Rd			
Operator 2020-2021 Renewal	Michel, Jane M 3720 7mile Rd Caledonia, WI 53108 Andy's On Ryan Rd			
Operator 2020-2021 Renewal	Moehlenpah, Ann C 3573 W Hilltop Ln Franklin, WI 53132 Walgreens #05884			
Operator 2020-2021 Renewal	Rainwater, Jeanne A 7561 S 75 th St Franklin, WI 53132 Staybridge Suites			
Operator 2020-2021 Renewal	Sakiewicz, Bobette A 9205 S Orchard Park Circle #2A Oak Creek, WI 53154 Walgreens #05884			
Operator 2020-2021 Renewal	Sastre Colon, Oscar A 3221 S 36 th St Milwaukee, WI 53216 Walgreens #05459			
Operator 2020-2021 Renewal	Schneider, Judy A 8418 Tuckaway Shores Dr Franklin, WI 53132 Michaelangelo's Pizza			
Operator 2020-2021 Renewal	Steeves, Linda M 9265 S 92 nd St Franklin, WI 53132 Walgreens #05459			
Operator 2020-2021 Renewal	Zielinski, Danielle E 9880 S Glenmoor Ct Oak Creek, WI 53154 Sendik's Food Market			
Amusement Device Operator 2020-2021	American Entertainment W337 S5059 Hwy GG Dousman, WI 53118 Kenneth J Grothman, Owner			
Amusement Device Operator 2020-2021	Games R Us Inc W144 S6315 College Ct Muskego, WI 53150 Steven Murphy, Owner			

Type/ Time	Applicant Information	Approve	Hold	Deny
Amusement Device Operator 2020-2021	National Entertainment Network 325 Interlocken Pkwy B Broomfield, CO 80021 James F Sevalt, Owner			
Amusement Device Operator 2020-2021	Red's Novelty Ltd 1921 S 74 St West Allis, WI 53132 Jay Jacomet, Agent			
Day Care 2020-2021	Academy of Preschool Learning, Inc DbA Academy of Preschool Learning 9501 W Drexel Ave Nadeen Balsis, Manager			
Day Care 2020-2021	Faith Academy Child Care Development Center 7700 W Faith Dr Franklin, WI 53132 Jennifer Finch, Manager			
Day Care 2020-2021	Ingenious, Inc 7260 S 76 St Franklin, WI 53132 Banmeet K Dadwal, Manager			
Day Care 2020-2021	Jubilee Christian Day Care 6855 S 50 th St Franklin, WI 53132 Tanya L Soich			
Day Care 2020-2021	Mrs. Rikki's Structured Daycare N9027 E Miramar Dr East Troy, WI 53120 Rochelle S Boyce, Manager			
Mobile Home 2020-2021	Franklin Mobile ,LLC DBA Franklin Mobile Estates 6361 S 27 th St David Steinberger, Manager			
3.	Adjournment			
		Time		

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

APPROVAL <i>slw</i> <i>JA</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 5/05/2020
Bills	Vouchers and Payroll Approval	ITEM NUMBER <i>I.</i>

Attached are vouchers dated April 17, 2020 through May 1, 2020 Nos. 178175 through Nos 178303 in the amount of \$ 4,120,516.86. Also included in this listing are EFT's Nos. 4289 through Nos. 4299, Library vouchers totaling \$ 17,628.02, Water Utility vouchers totaling \$ 731,800.31 and Property Tax refunds totaling \$ 2,339.21. Voided checks in the amount of \$ (7,503.50) are separately listed.

Included in this voucher report is the Environmental Improvement Fund Loan totaling \$1,491,378.24. Also, the mortgage draw to Knight Barry for Velo Village in the amount of \$ 2,036,736.71 which was approved for release at the Council meeting dated April 21, 2020.

Early release disbursements dated April 17, 2020 through April 30, 2020 in the amount of \$ 2,531,636.65 are provided on a separate listing and are also included in the complete disbursement listing. These payments have been released as authorized under Resolution 2013-6920.

The net payroll dated April 24, 2020 is \$ 430,775 91 previously estimated at \$ 412,000.00. Payroll deductions dated April 24, 2020 are \$ 434,041.08 previously estimated at \$ 441,000.00.

The estimated payroll for May 8, 2020 is \$ 405,000.00 with estimated deductions and matching payments of \$ 238,000.00.

Attached is a list of property tax disbursements EFT's Nos. 320 dated April 17, 2020 through April 30, 2020 in the amount of \$1,445.17.

COUNCIL ACTION REQUESTED

Motion approving the following.

- City vouchers with an ending date of May 1, 2020 in the amount of \$ 4,120,516.86 and
- Payroll dated April 24, 2020 in the amount of \$ 430,775.91 and payments of the various payroll deductions in the amount of \$ 434,041 08 plus City matching payments and
- Estimated payroll dated May 8, 2020 in the amount of \$ 405,000.00 and payments of the various payroll deductions in the amount of \$ 238,000.00, plus City matching payments and
- Property tax disbursements with an ending date of April 30, 2020 in the amount of \$ 1,445.71.

ROLL CALL VOTE NEEDED