APPROVAL Slw pR	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE April 19, 2016
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2015-2198, AN ORDINANCE ADOPTING THE 2016 ANNUAL BUDGETS FOR THE CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2016, TO PROVIDE APPROPRIATIONS FOR PLEASANT VIEW TRAIL	ITEM NUMBER G. 13.

Background

Pleasant View Trail was an approved 2013 project for $242,160. The project was constructed in 2013 by Western Contractors, Inc. Engineering accepted the work at that time. The contractor however, did not render their final billings. Payments on the project totaled $207,421 thru December 2013. The unused appropriation for the project is $34,739. No encumbrance for the un-used appropriation from 2013 currently exists.

Western Contractors Inc. has submitted a final invoice totaling $36,722.07, which Engineering has accepted.

Options

Accept the invoice for payment, which would require a budget amendment to provide appropriations for the expenditure.

Or

Reject the invoice. This could risk subjecting the City to litigation claims.

Or

Such other action as the Committee deems appropriate.

Fiscal Impact

No 2016 Budget appropriation exists for Pleasant View Trail. There are un-used Capital Improvement Park appropriations from the College Ave side walk project that would provide sufficient appropriations.

The Finance Committee reviewed this Amendment at the March 22, 2016 meeting and unanimously recommended its approval.

COMMON COUNCIL ACTION REQUESTED

Motion to adopt An ordinance to amend ordinance 2015-2198, an ordinance adopting the 2016 annual budgets for the capital improvement fund for the city of Franklin for fiscal year 2016, to provide appropriations for Pleasant View Trail

Fin - PAR

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2016_____

AN ORDINANCE TO AMEND ORDINANCE 2015-2198, AN ORDINANCE ADOPTING THE 2016 ANNUAL BUDGETS FOR THE CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2016, TO PROVIDE APPROPRIATIONS FOR PLEASANT VIEW TRAIL

WHEREAS, the Common Council adopted the 2016 Budget for the City of Franklin providing resources and appropriations for 2016 and

WHEREAS, the 2013 Amended Budget for the Pleasant View Trail was $242,160 with expenditures in 2013 to date of $207,421, and

WHEREAS, Western Contractors Inc. was awarded a contract to pave the Pleasant View Trail in 2013, and

WHEREAS, the work was completed satisfactorily in 2013 and accepted by the Engineering Department, and

WHEREAS, the 2016 Budget has no appropriation for Pleasant View Trail, and

WHEREAS, Western Contractors Inc. has submitted additional invoices totaling $36,722.07 for total expenditures of $244,143 on the project which are accepted by Engineering, and

WHEREAS, other 2016 park projects have underspent appropriations by amounts greater than now needed for Pleasant View Trail.

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

Section 1 That the 2016 Budget of the Capital Improvement Fund be adjusted as follows:

Capital Improvement fund			
Parks	Approved Projects – PV Tail	Increase	37,000
	College Ave Path	Decrease	37,000

Section 2 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this ordinance.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2016.

APPROVED:

_____

Stephen R Olson, Mayor

ATTEST:

_____

Sandra L. Wesolowski, City Clerk

AYES____NOES____ABSENT____

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APPROVAL SLW PA	REQUEST FOR COUNCIL ACTION	MEETING DATE April 19, 2016
REPORTS & RECOMMENDATIONS	February, 2016 Monthly Financial Report	ITEM NUMBER G.14.

Background

The February, 2016 Financial Report is attached.

The Finance Committee has reviewed this report and recommends its acceptance. Highlights of the report are contained in the transmittal memo.

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

COUNCIL ACTION REQUESTED

Motion to Receive and place on file

City of Franklin

Date: March 16, 2016

To: Mayor Olson, Common Council and Finance Committee Members

From: Paul Rotzenberg, Director of Finance & Treasurer

Subject: February 2016 Financial Report

The February, 2016 financial reports for the General Fund, Debt Service Fund, TID3 Fund, TID 4 Fund, Solid Waste Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement Fund, Street Improvement Fund, Development Fund, Self Insurance Fund and Employee Retirement Insurance Fund are attached.

At this time of year, much attention is placed upon wrapping up the prior year, and many expenditures are rightly recorded in the prior year. February statements reflect the January & February settlements of Property Taxes and payroll related costs. Many other costs will be recorded in later months.

Revenues of $11,546,411 are $1,222,586 favorable to budget. $1,312,658 of this is faster collection of taxes, which will disappear as the year progresses.

Items of note in the General Fund February 2016 activity are:

- receipt of Property Tax and General Transportation Aids are faster than in the last five years, and
- Building Permit revenue spiked down as no large permit was pulled in January or February.
- Investment income exceeded budget on Unrealized gains on the longer term investments as interest rates shrunk compared to late 2015.
- Departmental expenditures were lower than budget with the principal expenditures being labor costs.
- The open IT Manager position caused a portion of the under spending in General Government.

Overall, General Fund expenditures of $4,095,390 are $122,826 less than budget.

A $7,451,021 surplus is $1,345,412 favorable to budget.

DEBT SERVICE – Debt payments are due March1, depending upon the remitting agency, some funds move in late February, and some on the first of March.

TID3 – Tax revenues were slightly greater than the Budget. Expenditures for the S 27th Street project account for the encumbrances, composed of the sidewalk, street lighting, streetscaping and water main elements.

TID4 – Tax receipts are $89,709 great than budget due to the overlapping taxing authorities tax levies. The TID retired the remaining portion of the Interfund Advance in February. No project costs are expected in 2016.

SOLID WASTE FUND – Revenue is comparable to budget and 2015. Tippage Fee costs and revenues on Recyclables are arriving late, and so do not reflect the February costs.

CAPITAL OUTLAY FUND – revenues are in line with budget. Public Safety purchases relate to five police squad cars, while the Public Works expenditure was the purchase of the stump grinder. The contingency purchases were fire safety equipment, mailboxes and street lights.

EQUIPMENT REPLACEMENT FUND – Revenues are in line with budget. Purchase orders are out for the Utility Tractor, Super Duty 75, Snow blower, Tandem Axel Truck, Wheel Loader and a Ford F-550.

CAPITAL IMPROVEMENT FUND – Expenditures for the Fire Station #1 roof have occurred, S North Cape Road project, Emergency Vehicle Preemption system, various park projects and Utility work on S North Cape Road. .

STREET IMPROVEMENT FUND – Revenues are in line with budget. No contracts have been sought on the 2016 Street Improvement program as yet.

DEVELOPMENT FUND –Impact fees collections are greater than last year at this time. Collections are slower than recent years would indicate. $108,698 of park impact fees have been transferred to the Capital Improvement fund to date.

SELF INSURANCE FUND –Premium revenues are approximately equal to budget. Claims costs are stronger than last year through February. The fund operated at a $74,202 deficit for the first two months of 2016. Things can change quickly in this fund.

RETIREE HEALTH FUND – Insurance results generated a $64,120 Implicit rate subsidy thru February. That reflects higher than normal claims. The Annual Required Contribution has been completely offset by the Implicit rate subsidy at this point in time. Due to an overpayment of the 2015 ARC, it is expected that the 2016 ARC will be reduced by $150,000 and the Trust will be required to fund claims in 2016.

Caution is advised when reviewing results over such a short period of time. Investment results have been unfavorable, following market performance early in 2016.. Investment results in the equity markets can be volatile, again caution is advised.

City of Franklin
2015 Financial Report
General Fund Summary
For the Two months ended February 28, 2016 and 2015

Revenue	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	Variance Favorable (Unfavorable)	2015 Amended Budget	2015 Year-to-Date Budget	2015 Year-to-Date Actual	Variance Favorable (Unfavorable)
Property Taxes	$ 16,248,800	$ 9,336,407	$ 10,649,065	$ 1,312,658	$ 16,209,000	$ 8,924,168	$ 9,976,287	$ 1,052,119
Other Taxes	1,885,000	225,953	195,082	(30,871)	1,916,700	268,558	184,348	(84,210)
Intergovernmental Revenue	2,321,200	289,335	283,035	(6,300)	2,480,500	244,285	304,346	60,061
Licenses & Permits	843,550	115,189	63,664	(51,525)	862,100	107,265	98,925	(8,340)
Law and Ordinance Violations	440,000	93,305	91,452	(1,853)	422,600	90,318	94,305	3,987
Public Charges for Services	1,544,975	214,648	174,868	(39,780)	1,524,870	209,115	205,327	(3,788)
Intergovernmental Charges	203,200	-	-	-	201,300	-	-	-
Investment Income	205,200	34,200	59,165	24,965	206,500	34,417	60,665	26,248
Miscellanous Revenue	163,900	14,788	30,080	15,292	103,500	14,261	1,395	(12,866)
Transfer from Other Funds	-	-	-	-	175,000	29,167	-	(29,167)
Total Revenue	$ 23,855,825	$ 10,323,825	$ 11,546,411	$ 1,222,586	$ 24,102,070	$ 9,921,554	$ 10,925,598	$ 1,004,044
			111.84%				110.12%	

Expenditures	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	Variance Favorable (Unfavorable)	2015 Amended Budget	2015 Year-to-Date Budget	2015 Year-to-Date Actual	Variance Favorable (Unfavorable)
General Government	$ 3,081,510	$ 691,415	$ 628,045 E	$ 63,370	$ 2,991,416 A	$ 663,033	$ 630,864 E	$ 32,169
Public Safety	16,142,306 A	2,624,104	2,601,699 E	22,405	16,295,688 A	2,989,868	2,587,211 E	402,657
Public Works	3,675,043	570,086	551,461 E	18,625	3,617,472 A	493,552	538,587 E	(45,035)
Health and Human Services	684,191	104,258	90,964	13,294	656,732	114,126	92,993 E	21,133
Other Culture and Recreation	193,911	23,552	8,038 E	15,514	188,173 A	23,498	11,406	12,092
Conservation and Development	618,273	81,789	118,034	(36,245)	670,352	83,110	54,099	29,011
Contingency and Unclassified	552,500	210,090	14	210,076	1,000,807 A	-	120,232 E	(120,232)
Anticipated underexpenditures	(470,220)	(87,078)	-	(87,078)	(360,300)	-	-	-
Transfers to Other Funds	1,224,000	-	200,000	(200,000)	749,000	-	-	-
Encumbrances	-	-	(102,865)	102,865	-	-	(128,477)	128,477
Total Expenditures	$ 25,701,514	$ 4,218,216	$ 4,095,390	$ 122,826	$ 25,809,340	$ 4,367,187	$ 3,906,915	$ 460,272
			97.09%				89.46%	
Excess of revenue over (under) expenditures	(1,845,689)	$ 6,105,609	7,451,021	$ 1,345,412	(1,707,270)	$ 5,554,367	7,018,683	$ 1,464,316
Fund balance, beginning of year	9,036,076		9,036,076		8,633,112		8,633,112	
Fund balance, end of period	$ 7,190,387		$ 16,487,097		$ 6,925,842		$ 15,651,795	

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

Debt Service Funds
Balance Sheet
February 29, 2016 and February 28, 2015

	2016 Special Assessment	2016 Debt Service	2016 Total	2015 Special Assessment	2015 Debt Service	2015 Total
sh and investments	$ 508,719	$ 1,378,814	$ 1,887,533	$ 548,442	$ (120,043)	$ 428,399
xes receivable	-	-	-	-	-	-
ecial assessment receivable	111,456	-	111,456	136,509	-	136,509
Total Assets	$ 620,175	$ 1,378,814	$ 1,998,989	$ 684,951	$ (120,043)	$ 564,908
ies and Fund Balance						
arned & unavailable revenue	$ 111,456	$ -	$ 111,456	$ 136,509	$ -	$ 136,509
ue to other funds	-	-	-	-	-	-
nassigned fund balance	508,719	1,378,814	1,887,533	548,442	(120,043)	428,399
Total Liabilities and Fund Balance	$ 620,175	$ 1,378,814	$ 1,998,989	$ 684,951	$ (120,043)	$ 564,908

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Special Assessment	2016 Debt Service	2016 Year-to-Date Actual	2016 Annual Budget	Variance Favorable (Unfavorable)	2015 Special Assessment	2015 Debt Service	2015 Year-to-Date Actual	2015 Annual Budget	Variance Favorable (Unfavorable)
nue	$ -	$ 1,500,000	$ 1,500,000	$ 1,500,000	$ -	$ -	$ 1,600,000	$ 1,600,000	$ 1,600,000	$ -
operty Taxes	-	-	-	-	-	874	-	874	-	874
pecial Assessments	2,693	301	2,994	-	2,994	1,330	29	1,359	-	1,359
vestment Income	2,693	1,500,301	1,502,994	1,500,000	2,994	2,204	1,600,029	1,602,233	1,600,000	2,233
l Revenue										
enditures:						-	595,000	595,000	520,000	(75,000)
t Service:	-	100,000	100,000	580,000	480,000	-	154,113	154,113	418,365	264,252
Principal	-	22,744	22,744	38,591	15,847	-	-	-	3,561	3,561
nterest	-	-	-	-	-	-	749,113	749,113	941,926	192,813
nterfund Interest Expense	-	122,744	122,744	618,591	495,847				416,926	(416,926)
al expenditures	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
ansfers in	-	-	-	-	-	2,204	850,916	853,120	1,075,000	(221,880)
ansfers out	2,693	1,377,557	1,380,250	881,409	498,841					
et change in fund balances						546,238	(970,959)	(424,721)	(424,721)	
und balance, beginning of year	506,026	1,257	507,283	507,283		$ 548,442	$ (120,043)	$ 428,399	$ 650,279	
und balance, end of period	$ 508,719	$ 1,378,814	$ 1,887,533	$ 1,388,692						

City of Franklin
Tax Increment Financing District #3
Balance Sheet
February 28, 2016 and 2015

	2016	2015
Assets		
Cash and investments	$ 3,730,404	$ 2,852,477
Accounts & Interest receivable	-	17,866
Total Assets	$ 3,730,404	$ 2,870,343
Liabilities and Fund Balance		
Accounts payable	$ -	$ 36,262
Line of Credit Advance from Development Fund	1,700,000	1,700,000
Total Liabilities	1,700,000	1,736,262
Unassigned fund balance	2,030,404	1,134,081
Total Fund Balance	2,030,404	1,134,081
Total Liabilities and Fund Balance	$ 3,730,404	$ 2,870,343

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 28, 2016 and 2015

	2016 Annual Budget	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue					
General property tax levy	$ 1,708,000	$ 1,708,000	$ 1,708,000	$ 1,730,642	$ 1,681,577
State exempt computer aid	420,000	420,000		-	-
Investment income	3,000	3,000	592	2,761	95,652
Total revenue	2,131,000	2,131,000	1,708,592	1,733,403	1,777,229
Expenditures					
Debt service principal	650,000	650,000	650,000	650,000	20,000
Debt service interest & fees	86,300	86,300	25,071	46,619	18,999
Administrative expenses	24,804	24,804	75	2,840	2,476
Interfund interest	11,334	11,334		-	-
Capital outlays	1,205,000	3,525,289	4,431	2,320,289	949,651
Encumbrances	-	-		(2,320,289)	-
Total expenditures	1,977,438	4,297,727	679,577	699,459	991,126
	153,562	(2,166,727)	$ 1,029,015	1,033,944	786,103
Fund balance, beginning of year		166,080		996,460	347,978
Fund balance, end of period	$ 153,562	$ (2,000,647)		$ 2,030,404	$ 1,134,081

City of Franklin
Tax Increment Financing District #4
Balance Sheet
February 28, 2016 and 2015

	2016	2015
Assets		
Cash and investments	$ 1,194,533	$ 77,898
Total Assets	$ 1,194,533	$ 77,898
Liabilities and Fund Balance		
Accounts payable	$ -	$ 3,490
Interfund Advance from Development Fund	-	238,000
Total Liabilities	-	241,490
Unassigned Fund Balance	1,194,533	(163,592)
Total Liabilities and Fund Balance	$ 1,194,533	$ 77,898

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 28, 2016 and 2015

	2016 Annual Budget	2015 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue					
General property tax levy	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,289,709	$ 1,009,060
State exempt computer aid	19,000	19,000	-	-	-
Payment in Lieu of Taxes	92,000	92,000	$ 61,333	45,603	46,010
Investment income	-	-	-	437	240
Total revenue	1,311,000	1,311,000	1,261,333	1,335,749	1,055,310
Expenditures					
Debt service/interfund interest	5,415	5,415	$ -	-	-
Administrative expenses	40,855	52,955	6,809	3,000	1,540
Capital outlays	-	-		-	20,790
Encumbrances	-	-		-	(17,300)
Total expenditures	46,270	58,370	6,809	3,000	5,030
Revenue over (under) expenditures	1,264,730	1,252,630	1,254,524	1,332,749	1,050,280
Fund balance, beginning of year	(138,216)	(138,216)		(138,216)	(1,213,872)
Fund balance, end of period	$ 1,126,514	$ 1,114,414		$ 1,194,533	$ (163,592)

City of Franklin
Solid Waste Collection Fund
Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 1,399,794	$ 1,324,469
Total Assets	$ 1,399,794	$ 1,324,469
Liabilities and Fund Balance		
Accounts payable	$ 120,239	$ 114,945
Accrued salaries & wages	292	544
Restricted fund balance	1,279,263	1,208,980
Total Liabilities and Fund Balance	$ 1,399,794	$ 1,324,469

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Adopted Budget	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue			
Grants	$ 69,200	$ -	$ -
User Fees	1,179,915	1,198,161	1,172,069
Landfill Operations-tippage	335,000	26,569	55,408
Investment Income	2,000	1,666	304
Sale of Recyclables	5,050	814	-
Total Revenue	1,591,165	1,227,210	1,227,781
Expenditures:			
Personal Services	23,669	2,971	2,740
Refuse Collection	667,931	109,812	109,491
Recycling Collection	357,306	60,721	60,549
Leaf & Brush Pickups	54,345	-	-
Tippage Fees	425,000	34,661	29,043
Miscellaneous	3,500	726	363
Printing	1,800	-	-
Total expenditures	1,533,551	208,891	202,186
Revenue over (under) expenditures	57,614	1,018,319	1,025,595
Fund balance, beginning of year	260,944	260,944	216,385
Fund balance, end of period	$ 318,558	$ 1,279,263	$ 1,241,980

City of Franklin
Capital Outlay Fund
Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 997,592	$ 641,055
Total Assets	$ 997,592	$ 641,055
Liabilities and Fund Balance		
Accounts payable	$ 33,869	$ 54,031
Miscellaneous claims payable	6,422	12,508
Encumbrance	199,309	128,769
Assigned fund balance	757,992	445,747
Total Liabilities and Fund Balance	$ 997,592	$ 641,055

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual *	2015 Year-to-Date Actual
Revenue				
Property Taxes	$ 433,200	$ 437,100	$ 437,100	$ 433,200
Landfill Siting	67,000	19,905	9,000	8,600
Investment Income	4,500	750	4,228	2,269
Miscellanous Revenue	25,000	42	1,200	-
Total Revenue	529,700	457,797	451,528	444,069
Expenditures:				
General Government	105,800	21,072	3,291	21,331
Public Safety	620,868	142,935	287,365	172,024
Public Works	86,850	14,392	48,038	106,900
Health and Human Services	3,500	583	-	-
Culture and Recreation	29,000	167	2,404	-
Conservation and Development	4,250	708	-	1,415
Contingency	50,000	8,333	15,390	-
Total expenditures	900,268	188,190	356,488	301,670
Revenue over (under) expenditures	(370,568)	269,607	95,040	142,399
Fund balance, beginning of year	662,952		662,952	303,348
Fund balance, end of period	$ 292,384		$ 757,992	$ 445,747

* Amount shown is actual expenditures plus encumbrance

City of Franklin
Equipment Replacement Fund
Comparative Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 2,697,392	$ 2,551,133
Total Assets	$ 2,697,392	$ 2,551,133
Liabilities and Fund Balance		
Accounts payable	$ -	$ 15,535
Encumbrance	267,558	-
Assigned fund balance	2,429,834	2,535,598
Total Liabilities and Fund Balance	$ 2,697,392	$ 2,551,133

Comparative Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual *	2015 Year-to-Date Actual
Revenue:				
Property Taxes	$ 342,600	$342,600	$ 342,600	$ 339,500
Landfill	200,000	59,012	24,900	12,400
Investment Income	20,000	3,333	10,295	9,903
Transfers from Other Funds	-	-	-	-
Property Sales	15,000	2,500	14,954	-
Total revenue	577,600	407,445	392,749	361,803
Expenditures:				
Public Safety	-	-	-	15,878
Public Works	655,000	16,835	267,558	-
Total expenditures	655,000	16,835	267,558	15,878
Revenue over (under) expenditures	(77,400)	390,610	125,191	345,925
Fund balance, beginning of year	2,304,643		2,304,643	2,189,673
Fund balance, end of period	$ 2,227,243		$ 2,429,834	$ 2,535,598

* Amount shown is actual expenditures plus emcumbrance

City of Franklin
Capital Improvement Fund
Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 1,628,413	$ 2,112,330
Accrued receivables	110,297	847
Total Assets	$ 1,738,710	$ 2,113,177
Liabilities and Fund Balance		
Accounts payable	$ 28,613	$ 952
Contracts Payable	38,097	123,161
Accrued payables	-	7,457
Encumbrance	255,381	-
Assigned fund balance	1,416,619	1,981,607
Total Liabilities and Fund Balance	$ 1,738,710	$ 2,113,177

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Original Budget	2016 Amended Budget	2016 Year-to-Date Totals	2015 Year-to-Date Totals
Revenue:				
Block Grants	$ 65,193	$ 65,193	$ -	$ -
Landfill Siting	498,000	498,000	16,162	12,558
Transfers from General Funds	1,200,000	1,200,000	200,000	-
Transfers from Impact Fees	420,953	420,953	108,698	-
Transfers from Connection Fees	500,000	500,000	-	-
Bond Proceeds	1,000,000	1,000,000	-	-
Refunds & Reimbursements	-	-	-	150
Investment Income	5,000	5,000	1,576	382
Total revenue	3,689,146	3,689,146	326,436	13,090
Expenditures:				
General Government	495,000	475,000	-	-
Public Safety	548,800	548,800	92,564	-
Public Works	921,000	921,000	77,018	-
Culture and Recreation	1,242,209	1,262,209	275,727	6,931
Sewer & Water	500,000	500,000	113,500	153
Contingency	68,350	68,350	-	-
Bond/Note Issuance Cost	50,000	50,000	-	-
Total expenditures	3,825,359	3,825,359	558,809	7,084
Revenue over (under) expenditures	(136,213)	(136,213)	(232,373)	6,006
Fund balance, beginning of year	1,648,992	1,648,992	1,648,992	1,975,601
Fund balance, end of period	$ 1,512,779	$ 1,512,779	$ 1,416,619	$ 1,981,607

City of Franklin
Street Improvement Fund
Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 957,501	$ 868,920
Accrued receivables	-	67,272
Total Assets	$ 957,501	$ 936,192
Liabilities and Fund Balance		
Accounts payable	$ -	$ 1,480
Encumbrances	-	-
Assigned fund balance	957,501	934,712
Total Liabilities and Fund Balance	$ 957,501	$ 936,192

Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Amended Budget	2016 Year-to-Date Totals	2015 Year-to-Date Totals
Revenue:			
Property Taxes	$ 693,500	$ 693,500	$ 687,300
Landfill Siting	133,000	16,400	16,500
Investment Income	5,500	1,646	1,556
Local Road Improvement Aids	70,000	-	-
Total revenue	902,000	711,546	705,356
Expenditures:			
Street Reconstruction Program - Current Year	940,000	-	80
Street Reconstruction Program - Prior Year(s)	-	-	1,400
Total expenditures	940,000	-	1,480
Revenue over (under) expenditures	(38,000)	711,546	703,876
Fund balance, beginning of year	245,955	245,955	230,836
Fund balance, end of period	$ 207,955	$ 957,501	$ 934,712

City of Franklin
Development Fund
Comparative Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 2,948,451	$ 3,349,607
Due From Debt Service Fund	-	-
Due From TID 3	850,000	850,000
Total Assets	$ 3,798,451	$ 4,199,607
Liabilities and Fund Balance		
Accounts payable	$ -	$ -
Non-Spendable Fund Balance - Advances	850,000	850,000
Encumberance	3,320	-
Assigned fund balance	2,945,131	3,349,607
Total Fund Balance	3,795,131	4,199,607
Total Liabilities and Fund Balance	$ 3,798,451	$ 4,199,607

Comparative Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Amended Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue:				
Impact Fee: Parks	$ 175,000	$ 27,821	$ 12,002	$ 8,730
Impact Fee: Administration	5,000	644	220	220
Impact Fee: Water	200,000	24,752	16,187	8,078
Impact Fee: Transportation	37,000	1,231	332	652
Impact Fee: Fire Protection	40,000	4,442	1,700	1,408
Impact Fee: Law Enforcement	73,000	8,158	3,159	2,612
Impact Fee: Library	55,000	8,732	3,474	2,471
Total Impact Fees	585,000	75,780	37,074	24,171
Investment Income	25,000	4,166	18,422	5,097
Interfund Interest Income	11,334	1,889	-	-
Total revenue	621,334	81,835	55,496	29,268
Expenditures:				
Other Professional Services	15,000	2,500	3,320	-
Transfer to Debt Service:				
Law Enforcement	205,006	-	-	-
Fire	42,958	-	-	-
Transportation	73,613	-	-	-
Library	134,040	-	-	-
Total Transfers to Debt Service	455,617	-	-	-
Transfer to Capital Improvement Fund:				
Park	420,953	-	108,698	-
Total Transfers to Capital Improveme	420,953	-	108,698	-
Transfer to Water Utility	500,000	83,333	-	-
Total expenditures	1,391,570	85,833	112,018	-
Revenue over (under) expenditures	(770,236)	(3,998)	(56,522)	29,268
Fund balance, beginning of year	3,851,653		3,851,653	4,170,339
Fund balance, end of period	$ 3,081,417		$ 3,795,131	$ 4,199,607

City of Franklin
Self Insurance Fund - Actives
Balance Sheet
February 29, 2016 and February 28, 2015

	2016	2015
Assets		
Cash and investments	$ 2,785,510	$ 2,735,193
Accounts receivable	576	12,081
Interfund advance receivable	850,000	1,088,000
Prepaid expenses	57,500	57,500
Total Assets	$ 3,693,586	$ 3,892,774
Liabilities and Net Assets		
Accounts payable	$ 35,406	$ 1,789
Claims payable	270,500	370,500
Unrestricted net assets	3,387,680	3,520,485
Total Liabilities and Fund Balance	$ 3,693,586	$ 3,892,774

City of Franklin Self Insurance Fund - Actives
Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 28, 2015

	2016 Budget	2016 Year-to-Date Budget	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue				
Medical Premiums-City	$ 2,419,184	$ 403,197	$ 413,687	$ 434,060
Medical Premiums-Employee	384,955	64,159	68,764	69,823
Other - Investment Income, etc.	56,004	9,334	15,452	3,932
Medical Revenue	2,860,143	476,691	497,903	507,815
Dental Premiums-City	112,600	18,767	17,790	17,574
Dental Premiums-Retirees	55,150	9,192	864	864
Dental Premiums-Employee	5,750	958	9,066	9,210
Dental Revenue	173,500	28,917	27,720	27,648
Total Revenue	3,033,643	505,607	525,623	535,463
Expenditures:				
Active Employees-Medical				
Medical claims - Current Year	2,875,000	479,167	169,553	123,327
Medical claims - Prior Year	-	-	179,578	141,680
Prescription drug claims	-	-	42,525	34,330
Refunds-Stop Loss Coverage	-	-	2,180	(11,697)
Total Claims-Actives	2,875,000	479,167	393,836	287,640
Medical Claim Fees	215,000	35,833	33,903	34,466
Memberships	-	-	3,120	3,180
Miscellaneous Wellness	18,876	3,146	4,154	2,420
Section 125 administration Fee	6,200	1,033	774	801
Stop Loss Premiums	675,000	112,500	107,686	97,252
ACA Fees	70,000	-	24,762	-
Total Medical Costs-Actives	3,860,076	631,679	568,235	425,759
Active Employees-Dental				
Dental claims - Current Year	150,000	25,000	18,849	17,924
Dental claims - Prior Year	2,000	333	10,081	9,410
Dental Claim Fees	12,000	2,000	2,042	1,838
Total Dental Costs-Actives	164,000	27,333	30,972	29,172
Retirees-Dental				
Dental claims - Current Year	5,200	867	-	190
Dental claims - Prior Year	900	150	587	-
Dental Claim Fees	200	33	31	28
Total Dental Costs-Retirees	6,300	1,050	618	218
Total Dental Costs	170,300	28,383	31,590	29,390
Total Expenditures	4,030,376	660,063	599,825	455,149
Revenue over (under) expenditures	(996,733)	$ (154,456)	(74,202)	80,314
Net assets, beginning of year	3,460,882		3,460,882	3,440,171
	$ 2,464,149		$ 3,386,680	$ 3,520,485

City of Franklin
City of Franklin Post Employment Benefits Trust
Balance Sheet
February 29, 2016 and February 29, 2015

	2016	2015
Assets		
Cash and investments	$ -	$ -
Investments held in trust - Fixed Inc	1,244,311	1,178,018
Investments held in trust - Equities	3,289,490	3,533,838
Accounts receivable	1,991	7,548
Due from Water Utility	-	1,028
Total Assets	$ 4,535,792	$ 4,720,432
Liabilities and Net Assets		
Accounts payable	$ 4,601	$ -
Claims payable	45,000	57,482
Due to City	150,758	54,455
Net assets held in trust for post emp	4,335,433	4,608,495
Total Liabilities and Fund Balance	$ 4,535,792	$ 4,720,432

City of Franklin Post Employment Benefits Trust
Statement of Revenue, Expenses and Fund Balance
For the Two months ended February 29, 2016 and February 29, 2015

	2016 Year-to-Date Actual	2015 Year-to-Date Actual
Revenue		
ARC Medical Charges - City	$ -	$ -
Medical Charges - Retirees	21,092	19,497
Implicit Rate Subsidy	64,120	45,735
Interest Income	-	-
Medical Revenue	85,212	65,232
Expenditures:		
Retirees-Medical		
Medical claims - Current Year	20,528	23,986
Medical claims - Prior Year	31,461	23,050
Prescription drug claims	16,483	10,423
Refunds-Stop Loss Coverage	(602)	(2,305)
Total Claims-Retirees	67,870	55,154
Medical Claim Fees	2,586	1,599
Stop Loss Premiums	12,487	8,254
Miscellaneous Expense	255	225
ACA Fees	2,014	-
Total Medical Costs-Retirees	85,212	65,232
Revenue over (under) expenditures	-	-
Annual Required Contribution-Net	(7,465)	49,355
Other - Investment Income, etc.	(175,087)	140,901
Total Revenues	(182,552)	190,256
Net Revenues (Expenditures)	(182,552)	190,256
Net assets, beginning of year	4,517,985	4,418,239
Net assets, end of period	$ 4,335,433	$ 4,608,495

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE
Slw		4/19/2016
REPORTS & RECOMMENDATIONS	Approval of the Vacation/Compensatory Time Donation Policy as a Modification of the Vacation Donation Policy	ITEM NUMBER G.15.

(This item was tabled to the 4/19/2016 Council Meeting from the 4/4/2016 Council Meeting.)

In 2001, the City adopted a policy which allows fellow employees to donate vacation time to another employee who has run out of all paid time off and is off work due to sickness or injury. Attached is an updated version of the policy. The Personnel Committee and Director of Administration recommend approval.

Such a policy is not uncommon, although not necessarily pervasive. The presumption of such a policy is twofold. First, loss of an earned leave hour or day that will eventually be paid out is still just one hour or day of lost productivity no matter who uses the hour of leave. Second, that those donating leave time that make more than the receiving employee and those donating leave time that make less than the receiving employee will roughly equal each other over time such that the policy is fiscally neutral. Alternatively, the second point can simply be that any potential fiscal cost from disparity in wage rates between the donators and the receiver is an acceptable result from a human resources policy perspective and from a goodwill perspective.

This policy has only been used a handful of times (about 4 times in the past 10 years) but was just recently used in March. An employee, who is out for cancer treatments and approved his medical circumstances being shared with fellow employees, requested consideration under the policy. Following information being distributed, his fellow employees generously donated vacation time up to the total, combined maximum allowed amount of 25 days. Actually, more than 25 days were offered, but only 25 were transferred in accordance with the policy.

The process, however, revealed a couple aspects of the policy that warranted consideration for change. First, some large departments (for example Police and Fire) post vacation hours prior to the start of the year, and thus they do not have a bank of vacation hours to consider for donation. These departments do have compensatory time and several employees offered to transfer these hours. Compensatory time, however, is not included in the policy, so the requests were not honored. Both vacation hours and compensatory hours are guaranteed paid time off. If an employee were to leave employment, both balances would be paid out on the employee's final paycheck. As such, there is no effective reason not to allow the donation of compensatory time off as an alternative option. The Personnel Committee took up this question and concurred with staff that such an option was reasonable.

The next most significant policy change is eliminating the expectation that the policy be annually reviewed. In the post Act 10 environment, there is little reason to require annual consideration as the Common Council would clearly retain the right to amend or eliminate the

policy at any time with or without cause. Additionally, clarification and emphasis was added that the employee's consent is needed to disclose any medical information as part of the request for donation of leave balance. As presented, donation of vacation hours by an individual remains limited to 25% of their accumulated balance, whereas compensatory time is not limited except by the overall limit that an individual may only receive up to 25 days over a two-year period.

Although approval is recommended at this time, please note that the Personnel Committee requested staff to further investigate the appropriateness of the overall cap of 25 days over a two-year period and to bring it back to a future meeting in conjunction with other benefit issues that are under review. As such, the issue could return in the near future.

The Director of Administration recommends incorporating this policy into the Employee Handbook and Civil Service System Personnel Administration Program, because such free-standing policies do not get the necessary distribution and can be misplaced or forgotten over time. These two manuals are the intended mechanisms for recording and distributing such human resources policies.

[Note: The marked-up version is attached for convenience, but approval would be of the final, non marked-up version.]

COUNCIL ACTION REQUESTED

Motion to approve the Vacation/Compensatory Time Donation Policy as a modification of the Vacation Donation Policy and authorize the Director of Administration to incorporate it into the Employee Handbook and Civil Service System Personnel Administration Program in a manner and format as he shall determine is appropriate, which incorporation shall then replace and supersede this separate policy.

DOA-MWL

City of Franklin
Vacation/Compensatory Time Donation Policy

I. PURPOSE

The purpose of this policy is to establish procedures for an employee to receive donated vacation time and/or compensatory time from fellow City employees when the individual has an insufficient amount of accumulated sick days, vacation days, compensatory time, or other leave to provide for continued salary during the extended illness or other medical condition.

II. POLICY

It is the policy of the City of Franklin (Resolution No. 2001-5191) to allow non-represented employees to donate vacation/compensatory time to another employee in the event of illness or injury if the ill or injured does not have sick or vacation time left in his/her account. An employee may donate a maximum of 25% of such donor employee's current accumulated vacation time during the subsequent two (2) year period. An employee may donate any amount from their compensatory time balance. There shall be an aggregate limit to such transfer of vacation/compensatory time by all other employees to any one employee of twenty-five (25) days in a two (2) year period. ~~This policy requires approval of the Common Council prior to December 31st of each year for continuation.~~

III. ELIGIBILITY

A. All non-represented employees who have worked for the City of Franklin for a minimum of 6 months, and who ~~by resolution~~, qualify for sick and vacation time benefits, shall be eligible to request a donation of vacation/compensatory time from other City employees when the employee has an insufficient amount of accumulated sick days, or other leave to provide for continued salary during an illness or other medical condition of the employee.

B. Employees who are not provided sick or vacation time benefits, by resolution, shall be ineligible to receive donated vacation time from fellow City employees.

IV. LIMITATIONS

A. No city employee shall be permitted to use donated leave time until the Employee has exhausted his/her entire sick leave, vacation time, compensatory time, personal days, and holiday time.

B. Employees will be permitted to request donation of vacation/compensatory time only one time during any 2-year period.

C. The maximum amount of vacation time any one employee will be permitted to donate to another employee is 25% of their current accumulated vacation time during any two (2) year period. An employee may donate any amount from their accrued compensatory time account.

D. The maximum amount of leave any one employee may receive through donations of vacation/compensatory time from other employees is 25 days in a two (2) year period.

E. This donation of vacation/compensatory time is subject to the discretion of the employee's Department Head and based on workload and staffing of the Department.

V. PROCEDURES

A. The Human Resources Coordinator shall provide Leave Donation Request forms for eligible employee's use. An employee will be required to have a physician certify that the employee has a serious heath condition, which prevents the employee from working. The forms shall not require an employee to disclose any information about the nature of the illness or medical condition. All such medical information shall be treated as confidential and shall not be disclosed to unauthorized persons without the employee's consent.

B. Any eligible City employee, who wishes to solicit donations of vacation/compensatory time in accordance with this policy, shall submit a completed Leave Donation Request form to the employee's Department Head.

C. Department Heads that receive a completed Leave Donation Request form shall verify that the requesting employee is eligible to receive donated leave, then forward the Leave Donation Request form to the Director of Administration.

D. The Human Resources Coordinator will verify the requesting employee is eligible to receive donated vacation/compensatory time from fellow employees and, upon such verification, will notify all employees and include a Leave Donation form in the memo or email. The Leave Donation form will notify all City employees of only the name of the employee requesting donated leave and in what Department the said employee works. No information regarding the illness or medical condition may be divulged without the employee's consent.

E. Leave Donation forms must be completed and returned to the Human Resources Coordinator within 15 working days of distribution or they will not be accepted.

F. The Human Resources Coordinator, upon receipt of a Leave Donation form, shall have the Payroll/Accounting Clerk transfer the donated leave from the donating employee's vacation/compensatory time account to the requesting employee's sick leave account.

G. The Human Resources Coordinator shall notify the Department Head and the recipient employee of the number of hours credited to the employee's sick leave account.

H. If the recipient employee returns to regular duty prior to exhausting the donated leave, the employee shall be allowed to retain up to 8 hours of the donated leave. Any balance of sick leave exceeding 8 hours shall be returned to the employee who donated the leave on a prorated basis.

I. Employees who have received donated leave time from other employees, shall not be entitled to any payout for any unused donated leave upon termination from City employment. Such unused leave shall be returned to the employees who donated the leave on a prorated basis.

~~I.~~J. In the event that employees donate more than the maximum allowable number of days, Human Resources shall have the authority to reallocate days/hours back to employees in a manner as they see fit.

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This policy is not intended to replace any provision of the Family Medical Leave Law.

LEAVE DONATION REQUEST FORM

Employee Name: _____ Date: _____

I would like to request the following time off as Donated Time, I will provide the necessary medical certification:

Date From	Date To	Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employee Signature: _____ Date: _____

Approved: _____ Date: _____
(Department Head)

_____ Date: _____
(Director of Administration)

LEAVE DONATION FORM

Please transfer _____ hours of my accumulated vacation time to the sick time account of _____.

Please transfer _____ hours of my accumulated compensatory time to the sick time account of _____.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____

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Approval: _____ Date: _____

Entered into Payroll System on _____.

Cc: Department Head
Recipient Employee
Donating Employee
Human Resources ~~Manager~~ Coordinator (original)
Payroll Clerk

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE
SLW MWL		04/19/2016
REPORTS & RECOMMENDATIONS	**Preliminary Report on Retaining Part-Time Building Inspector**	ITEM NUMBER G.16.

At their December 15, 2015 Common Council Meeting, the Council moved "to authorize Building Inspection to retain the additional part-time building inspector during 2016 subject to no need for use of additional fund balance as per the recommendation and subject to the Director of Administration providing a report and update at the April 19, 2016 Council Meeting". The Council Action Sheet that led to that approval is attached for your information.

Following is a very high-level, preliminary summary of departmental activities so far this year. Since the initial December approval, the clerical vacancy has been filled but training is still underway for the newest inspector. Additionally, one inspector is still in the process of obtaining the necessary Commercial Building Inspector Certification. At the same time, the Department has been meeting with Planning and the Fire Department to revise the process for reporting and tracking certain business compliance procedures, which will enable the monthly complaint tracking report to be cleaned up after some computer programming is completed. The Department has also created, during the first quarter of this year, a shared database that allows for better monitoring and oversight of outstanding permit applications and plan review performance. The Director of Administration's goal is to back fill the report with 2015 data for a better overall performance evaluation. Lastly, during the first part of this year, retaining the part-time inspector has helped make it possible for the Building Inspector to work with the City Attorney's Office to complete issuing a raze or repair and raze order on two properties (7853 Ridgewood and the buildings on the Mahr estate, respectively).

As noted, this is a very high-level, preliminary summary of departmental activities so far this year. The Director of Administration wants to complete an analysis of actual permit issuance results and develop a recommended strategy for what the City should do in the event our newer inspector fails to obtain the necessary commercial certification. **The Director of Administration respectfully requests an extension to the reporting deadline as initially set.**

In doing so, the Director of Administration continues his commitment stated in the prior Council Action Sheet, as already incorporated into the previous approval, which was as follows: "the Director of Administration commits to finding sufficient savings or reductions from within the operating budgets he oversees to cover those [costs] such that the use of fund balance is not required." Given the status and priority of labor negotiations and given there will be no drain on fund balance, the Director of Administration respectfully requests an extension of the reporting timeline to the first meeting in June (which may include the Committee of the Whole meeting).

COUNCIL ACTION REQUESTED

Motion to grant an extension for the Director of Administration to provide a report and update on retainage of the additional part-time building inspector to the Common Council on or before their first meeting in June (June 7, 2016).

DOA-MWL

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/15/2015
REPORTS & RECOMMENDATIONS	**Authorization to Retain a Part-Time Building Inspector**	ITEM NUMBER G.13.

In April of 2015, the Common Council authorized the continued use of a part-time Building Inspector, who was a retired, former employee, to support existing operations funded within current appropriations. Shortly thereafter a recently hired Assistant Building Inspector resigned. Although that departing staff member needed additional training for effective construction inspection, he had lots of enforcement inspection and was helping move complaints along, until his resignation. The department has been operating short-handed since that time. As such, the part-time building inspector has remained active in his limited, 12-hour per week role per the initial authorization.

As of December 14th, however, the Department will technically be up to full staffing. The hiring process was slightly delayed pending waiting for the preliminary results of the Classification and Compensation Study. The challenges of the two prior hiring efforts in the immediately prior year suggested the City might benefit from using the new results. After that, finding an appropriate candidate through the process simply took some time. Unfortunately, the Department will only be up to full staff for about 3 weeks, because the Secretary has submitted her resignation. Losing a person knowledgeable in office practices and in the permitting and scheduling software will have a negative impact on inspections, as remaining staff have to fill in this role until it is filled and the person is trained.

Additionally, being up to full staff does not mean up to full speed. One staff member, as recently reported to and discussed with the Personnel Committee, who was hired lacking the commercial inspection certification, has completed the class work and is taking the test for certification. After that he will need in-field training before he can effectively perform commercial inspections solo. (It should be noted that he is doing well with residential inspections). The new employee starting next week comes to the City with his commercial certification as a result of having an architect's license, but he is lacking specific and direct building inspection experience. His education and work experience make him very trainable for the position, but field training will be necessary. The remaining UDC inspectors are the supervisory staff who have put in a significant amount of overtime in the last year and a half.

I recommend continuing to retain the current part-time building inspector pending further action by the Common Council with the Director of Administration to return with a report at the second meeting in April. [That gets through the first quarter of inspections and past the first meeting following the election.]

Continuing the part-time services would be very valuable in trying to meet service demands while the new employees go through a transition, learning curve, and field training. Again, significant in-the-field training will need to occur to ensure the consistency that is important in Building

Inspection. The hiring and experience scenario is not uncommon in Building Inspection, so a transition period until full functionality is expected. As such, having access to a part-time inspector who can help maintain service and performance levels during a transitional period is very valuable. Depending upon new permit activity, the goal would of course be to assist in re-engaging with complaint enforcement as was occurring prior to the last resignation. Note, however, that permit issuance and construction inspections remain the priority.

I believe this will be essential in helping the department to continue to address a back-log. For example, only six weeks or so ago commercial permits were within the maximum-targeted, two-week waiting period. That has again blossomed in recent weeks. And, each permit issued is only a fraction of the work load, as each involves multiple inspections and the associated record keeping. I also believe it is important to ensure more stable inspection services to assist the Director of Economic Development in trying to promote Franklin's development potential.

The part-time position does not receive health or pension benefits, so the cost per month is only approximately $1,700. It is possible that depending upon how the secretary vacancy is filled, sufficient appropriations could be available within the department. If it is filled as a result of the internal posting, then sufficient savings will not likely accrue to cover the $1,700 per month. In that event, the Director of Administration commits to finding sufficient savings or reductions from within the operating budgets he oversees to cover those first four months such that the use of fund balance is not required.

Given no need for use of additional fund balance, the availability of an experienced part-time inspector, the need for significant training of new employees, and the need to address backlogs, it is strongly recommended that the Building Inspection Department be permitted to retain a part-time building inspector during 2016 as discussed above.

COUNCIL ACTION REQUESTED

Motion to authorize Building Inspection to retain the additional part-time building inspector during 2016 subject to no need for use of additional fund balance as per the recommendation and subject to the Director of Administration providing a report and update at the second regular meeting of April 2016.

DOA-MWL

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE
Slw		4/19/2016
REPORTS & RECOMMENDATIONS	Revised Job Description and Promotional Status for the Position of Confidential Fire Administrative Assistant	ITEM NUMBER G.17.

(This item was tabled to the 4/19/2016 Council Meeting from the 4/4/2016 Council Meeting.)

A job description for the position of Confidential Fire Administrative Assistant is recommended for approval as a result of the review performed during the Classification and Compensation study. This job description is effectively a reclassification of the Secretary – Fire position. Although a number of positions will have subtle changes to their job description proposed – such as a revision to the years of experience – this position was evaluated to reflect a significant change in the components of the job. The need for the position to reflect a higher level of duties has been proposed by the Fire Department for a number of years, but consideration was held off pending consideration within the Classification and Compensation study.

The duties in the job description as proposed reflect the current level of the duties for the position. It is this level of duties that was evaluated in the Class and Compensation study. As such, the revised job description does not require an adjustment to the position scoring or to its placement within the classification plan. The attached, proposed position description incorporates a couple of adjustments as recommended by the Personnel Committee. The Personnel Committee's motion related to the revised job description is as follows. The Director of Administration and Fire Chief also recommend adoption.

> "Motion by Member Barber and seconded by Member Traynor to recommend to Common Council to accept the job description with changes made (fix the typo in "the", add an "s" on "maintain", change "make sure" to "ensure", change "owner of property" to "property ownership", add an "s" to "Assist", and add "Proven" before "Ability to handle"). Motion Carried: Ayes – All."

As noted above, the job description reflects a significant change in duties from the current job description that applies to the individual currently in the position. In fact, from all of the positions evaluated in the Classification and Compensation study, this is the one position that had the most significant changes, by far. That being the case, upon the recommendation of the Director of Administration, the Personnel Committee considered whether the reclassification should be considered a promotion. The Director of Administration reported to the Personnel Committee that the nature of the changes to the job description are significant enough to constitute a different job or a new position, but it is being addressed as a reclassification of an existing job that retains the incumbent. In conclusion, the Director of Administration recommended that awarding the position as a promotion was an appropriate conclusion. He further noted, however, that the initial placement of the position in the new pay plan in accordance with the implementation instructions resulted in an additional 2% increase than had this position been redrafted in advance of the Classification study.

In other words, in determining the increase to be provided along with the promotion, if so authorized, it will be calculated as if 2% had already been awarded. Per the adopted policy, the amount of a promotional increase is between 5% and 7.5%, as determined by the Mayor giving consideration to performance, etc. The Personnel Committee, Director of Administration, and Fire Chief recommend the reclassification of the position of Secretary – Fire to Confidential Fire Administrative Assistant be treated as a promotion for the incumbent, with the restriction as previously noted. Following is the motion as adopted by the Personnel Committee:

> "Motion by Member Barber and seconded by Alderman Mayer to recommend to Common Council that it is reasonable to consider the level of adjustment in the job description as a promotion. Motion Carried: Ayes – All."

[Note: The marked-up version is attached for convenience, but approval would be of the final, non marked-up version.]

COUNCIL ACTION REQUESTED

Motion to adopt the revised job description for the position of Confidential Fire Administrative Assistant with changes made as recommended by the Personnel Committee.

AND

Motion to approve the reclassification of the position of Secretary-Fire to Confidential Fire Administrative Assistant position be treated as a promotion for the incumbent with the restriction of the increase in wage be calculated as if 2% had already been awarded and effective retroactive consistent with the implementation of the Classification and Compensation Plan.

DOA-MWL

CITY OF FRANKLIN
Job Description

Job Title: ~~Secretary~~ Confidential Fire Administrative Assistant

Department: Fire

Appointing Authority: Fire Chief

Reports To: Fire Chief

Salary Level: ~~Teamsters Union Contract~~Salary Range 4

FLSA Status: ~~Union~~ Non-Exempt

Prepared By: ~~James Martins, Fire Chief~~Dana Zahn, Human Resources Coordinator

Prepared Date: ~~July 11, 2008~~March 2016

Approved By: ~~Resolution 2008-6469~~Common Council

Approved Date: ~~August 5, 2008~~

Summary:
Performs a variety of confidential, complex and routine clerical, secretarial and administrative work in the keeping of Fire related documents, reports and records. ~~answering telephones, receiving the public, providing customer assistance, data processing, and record keeping.~~ Assist in administration of the operating policies and procedures of the department.

Essential Duties and Responsibilities:
Coordinates the office operations of the department, including but not limited to serving as cashier for various payments, ~~and~~ ordering/purchasing office/miscellaneous supplies~~.~~, duplicating and distributing materials, and maintaining office files.

Develops and maintains office forms and procedures, and assist with administrative tasks involving personnel, budgeting, and facilities.

Answers central telephone system and maintains radio communications. This could include taking emergency calls for assistance, taking necessary information, and contacting dispatch to "tone it out" for response.

Monitors EMS website to ~~see~~ keep informed as to what hospitals are temporarily closed. Relays information regarding closed sites to ambulances as needed.

Remains current on HIPAA law and acts as an advisor to the HIPAA Officer. Handles department open records requests.

Receives the public and answers questions; responds to inquiries from employees, citizens, and others, and refers, when necessary, to appropriate persons.

~~Duplicates and distributes material.~~

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness, including related to confidential matters.

Reviews, ~~and~~ coordinates, and processes EMS billing to ~~make sure~~ensure bills are correctly coded as ALS or BLS and paperwork is completed properly. ~~Sends to the correct entity for billing.~~

Coordinates inspection billing by investigating ~~owner of a property~~property ownership, calculating amount due ~~by tax #~~, entering information into computer systems, ~~and sending to accounting for billing.~~creating an invoice, and following up on past due invoices.

Reviews, coordinates and processes invoices and purchase orders relative to the Finance software.

Enters occupancy and testing related data into computer system for construction projects.

Processes fire alarm and sprinkler plans for new and remodeled buildings, including invoicing plan review fees, receiving payments, and managing storage of data, records and plans.

Schedule appointments for Fire Inspection Bureau with contractors and business owners.

Signs for and takes responsibility for controlled medical drugs in the absence of a paramedic or officer.

Tracks repetitive callers and makes referrals to the Health Department as needed.

~~Maintains department files.~~

Attends meetings and compiles minutes as needed.

Schedules CPR classes for the public.

Reviews and submits department timesheets for processing. ~~Ensures overtime is paid in accordance with FLSA requirements.~~

Assists in coordinating Information Services' maintenance of departmental computer systems, which may include executing routine actions.

Assists the public with the use of department facilities.

Runs departmental errands as needed.

Other duties as assigned by the supervisor.

Minimum Qualifications:
Education and Experience:
Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and ~~two (2)~~four (4) to six (6) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:
Working knowledge of computers and electronic data processing.

Ability to type 45 words per minute.

Ability to protect confidentiality and right to privacy of all customers.

Working knowledge of modern office practices and procedures.

Some knowledge of accounting principles and practices.

Skill in operation of listed tools and equipment.

Ability to effectively meet and deal with the public.

Ability to effectively communicate in writing and verbally.

Proven a~~A~~bility to handle stressful situations.

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

Supervision Received:
Works under the close supervision of the Fire Chief, according to an established work routine.

Supervision Exercised:
None.

Licensing and Certification:
~~None.~~Valid WI driver's license required.

Tools and Equipment Used:
Telephone; personal computer, including word processing and spreadsheet software; copy machine; fax machine; two-way radio; calculator and typewriter.

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

While performing the duties of this job, the employee is frequently required to sit, talk and listen. The employee is occasionally required to walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

Inside controlled workplace environment. The noise level in the work environment is moderate. Possible exposure to blood-borne pathogens in body fluid.

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.

Job Responsibilities Related to Patient Privacy:
The Employee shall protect the privacy of all patient information in accordance with the City of Franklin Fire Department's privacy policies, procedures, and practices, as required by federal (and state) law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with The City of Franklin Fire Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The Employee may access protected health information and other patient information only to the extent that is necessary to complete their job duties. The Employee may only share such information with those who have need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other Fire department operations.

The Employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding The City of Franklin Fire Department's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer or the Director of Administration.

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE
Slw MWL		4/19/2016
REPORTS & RECOMMENDATIONS	Avaya Two-Year Extension of Telephone & Voicemail Maintenance Services for the City of Franklin	ITEM NUMBER G.18.

(This item was tabled to the 4/19/2016 Council Meeting from the 4/4/2016 Council Meeting.)

The City has a current Service Agreement with Avaya for maintenance of the Definity phone system (now called "Communication Manager" by Avaya), which includes cabinets, circuit controls, and hardware and software for the entire phone and voicemail systems. The current monthly cost of the service is $952 or $11,424 annually. This price has been in place since 2012, but that contract is expiring May 26, 2016. The price is increasing to $12,005 per year, which is about $1,000 per month and amounts to a 5% increase since the 2012 contract.

The Centrex and ISDN services are currently contracted with AT&T through August 2019. As such, a three-year extension of the phone and voicemail systems would be appropriate. Unfortunately, the voicemail system is reaching the end of support date beginning in 2018. As such, a two-year extension of the current maintenance agreement is more appropriate. This would position City Hall to be able to examine newer systems, including consideration of IP technology, as we approach the end of the contracts. At that time, the City would undertake a more expansive review of phones, phones systems, and voicemail services to determine the best options moving forward. The continued extension at this time also continues to take advantage of effective savings through extending the years of service on the initial investment.

The catch is that Avaya only includes items on a maintenance contract in whole-year units. Therefore, the Intuity voicemail system maintenance ($2,400) is removed from the second year of the contract. After the expiration of the one-year term, the City would be able to continue on a month-to-month basis through the remainder of 2017 and month-to-month with "best effort" service through the completion of the full two years. Historically, AT&T and Avaya have provided month-to-month service without quickly increasing rates, so the proposed approach is not unreasonable based on past experience.

Avaya has continued to provide good service and response in maintenance of their system and retaining them through the useful life of the voicemail system is recommended.

COUNCIL ACTION REQUESTED

Authorize the Director of Administration to execute a "Channel Service Agreement Order Form" with Avaya for a two-year extension of telephone and voicemail maintenance services in accordance with the Service Agreement Detail Document, including continuing a month-to-month service arrangement for the voicemail system during year two.

DOA-MWL

AVA-020-ELECTRONIC
June-13

AVAYA

Channel Service Agreement Order Form

US Only

Customer Name:	CITY OF FRANKLIN	Contract #: 640271	Installation Date: ☐ Actual ☐ Estimate
Sold-To number:	3030683	Customer Contact:	**EXISTING EQUIPMENT**
Equipment Location Address: 9229 W Loomis Rd		Customer Contact Telephone Number:	For new maintenance services orders, Avaya will determine the services start date upon Avaya's acceptance of the order. For support services renewal or recast orders, the start date will be the first billing cycle date following Avaya's acceptance of the order. The support services ordered hereunder and the associated billing may commence, in some cases, during the Avaya Product warranty period. If this order is for replacement services or changed services for a Product currently covered by another Avaya support service, Customer hereby agrees to terminate the replaced service effective the date of implementation of the replacement service. Customer acknowledges that termination charges may apply in accordance with Avaya's termination policy and Customer's commercial agreement.
City: Franklin, WI 53132	State:	Zip:	

NOTICE: THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS OF AVAYA'S MASTER MAINTENANCE AND MANAGED SERVICES TERMS FOUND AT https://downloads.avaya.com/css/P8/documents/100172253 IN EFFECT AS OF THE DATE OF THIS ORDER, AND SUCH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER BY REFERENCE. ANY TERMS AND CONDITIONS ON CUSTOMER'S PURCHASE ORDER OR OTHER SUBMITTED DOCUMENTATION OR WEBSITES SHALL HAVE NO FORCE AND EFFECT. However, if Avaya and Customer have executed a master or frame agreement that includes maintenance and managed services terms and conditions that is currently in effect between the parties, this Order Form shall be subject to the terms and conditions of such agreement. The support services ordered hereunder are described and subject to the terms of the support service description (e.g., Service Agreement Supplement, statement of work, service description)(the "SAS") in effect as of the date of the Order, which SAS is incorporated by reference into this Order.

Customer authorizes Avaya to release information related to inventory and billing for this customer location to the authorized Avaya BusinessPartner/Distributor. This information will enable the Avaya BusinessPartner/Distributor to accurately quote to Customer future Avaya products and services. Unless otherwise specified, this authorization shall remain in effect until the earlier of written notification by the Customer or the termination/expiration of maintenance by the original BusinessPartner whose name appears on this Order Form.

The Maintenance service unit price associated with CMS Administered Agents and Administered Voice Mail Boxes will remain fixed based on the number of units located at the site at commencement of Maintenance services for that site. Such per unit charge will remain unchanged for the contracted term of maintenance support, independent of quantity changes recorded during true-ups.

Avaya will, at its discretion, perform a true up on no more than a quarterly basis to reconcile future billing on any items which have been added (activated) or removed (deactivated) during the previous period. No credits or cash payments will be issued against previously paid amounts.

Service charges for IP ports and certain Communication Manager applications (including but not limited to Wan Spare Processor, Local Spare Processor, Survivable Remote Processor & IP Agents) located at remote customer sites that are priced under the utility pricing methodology will be invoiced at customer's main/media server location. These service charges will be invoiced based on the coverage option and pricing reflected at the main site or location.

Under Support Advantage Essential or Preferred Support, voice terminals are entitled to remote support. In order for voice terminals to qualify for parts replacement, Support Advantage Parts or Onsite Support with Terminal Replacement coverage is required.

Material Codes	Qty	Description	Term in months		Coverage	Monthly or Prepaid	Unit Price	Total Price
3030683		9229 W Loomis Rd, Franklin, WI 53132	24	81	Full Coverage 8x5	Annual	$12,004.92	$ 21,609.84
						ANNUAL		$ 12,004.92
					Total			$ 21,609.84

CUSTOMER'S SIGNATURE BELOW INDICATES CUSTOMER HAS READ AND AGREES TO THE TERMS AND CONDITIONS OF THE APPLICABLE AGREEMENT

Customer: CITY OF FRANKLIN	Avaya Inc.
By: (Authorized Signature)	Accepted By:
Typed Name / On: (Date)	Typed Name / On: (Date)
Address: 9229 W Loomis Rd	Address
City / State / Zip: Franklin, WI 53132	City / State / Zip

Business Partner Co. Name: TELETECH TECHNOLOGY / TSG	Business Partner Sales Associate (Preparer): Tim Olson
Business Partner HQ Address: 333 E Butterfield Rd - Ste 550, Lombard, IL 60148	Phone Number: 262-786-4919
Main Telephone #: 630-929-7600	email: tolson@4tsg.com
Avaya Siebel Parent ID: 893	Please e-mail electronic copy of this CSA Order form to threestarmtc@avaya.com with format of subject line : BP Name/Customer Name/Sold to

Distribute to: Original (BPCC) Copy 2 (Customer) Copy 3 (Avaya Authorized BusinessPartner)

Service Agreement Detail Document
CITY OF FRANKLIN 2016 RENEWAL 3
For
City of Franklin
Quote Reference Number: 540271
Quote Produced on Mar 24, 2016
Quote Expires on Jul 22, 2016
Estimated Service Agreement Start Date: Mar 24, 2016

Hardware Maintenance Payment Frequency: Annual Prepaid
Hardware Maintenance Quote Term in Months: 24
Port Pricing Type: Switch Only
Region: United States
Currency: USD

* Estimated Subsequent Invoice Amount is for informational purposes only & does not reflect 1) changes associated with utility measurements gathered at true-up, 2) subsequent component additions to already covered product categories or 3) invoice amounts for items eligible for coverage in yearly increments. Estimated subsequent invoice amounts are calculated assuming that coverage is still available in subsequent years.
* The quoted items included in this report must be covered by a current, unexpired contract to generate a complete quote detail.
# Coverage for this MPC/Material has lapsed beyond the grace period, therefore, charges apply and are included in the Re-initiation fee.

The Maintenance Services being ordered on this Order Form and the associated billing may commence, in some cases, during the Avaya Product warranty period.

Avaya will, at its discretion, perform a true up on no more than a quarterly basis to reconcile future billing on some items which have been added (activated) or removed (deactivated) during the previous period. No credits or cash payments will be issued against previously paid amounts.

Maintenance service unit price associated with CMS Administered Agents and Administered Voice Mail Boxes will remain fixed based on the number of units located at the site at time of the maintenance contract start date. This per unit charge will remain unchanged for the contracted term of maintenance support, independent of quantity changes recorded during true-ups.

Service charges for IP ports and certain Communication Manager applications (including but not limited to Wan Spare Processor, Local Spare Processor, Survivable Remote Processor & IP Agents) located at remote customer sites that are priced under the utility pricing methodology will be invoiced at customer's main/media server location. These service charges will be invoiced based on the coverage option and pricing reflected at the main site or location.

The Re-Initiation Fee Policy can be found at: **Partner Portal > Business Tools, Policies & Processes > Policy information > Support Services Policies**

ALERT NOTIFICATION FOR QUOTES WITH SS and SSU COVERAGE:

SS Coverage is only billed as FULLY PREPAID. If your SSU annual billed quote has SS items on it, the SS items will be co-terminated with the SSU coverage but will bill as a one-time full prepayment regardless of the billing option selected when creating the quote. Please adjust your purchase order/contract accordingly.

AVAYA

SAP Sold to: 0003030683
FL: 0003030683
Organization Code: B001
Distribution Channel: 01
Payer Ref Number: 0000000000
FL Address:
CITY OF FRANKLIN
9229 W LOOMIS RD
FRANKLIN , WI 53132-9630

MPC/Material Code	Description	*Qty	Delayed Billing Date	Months	Monthly Unit Price	Initial Invoice Amount	*Estimated Subsequent Invoice Amount	*Estimated Total Price
Custom Solutions	**24-Month Term**	**Full Coverage 8x5**						
000000000407662618	CUST SOL RCDR INTF MOD M8000 - 8000 LE M8000 FOR 8000 SERIES SETS	4		24	$1.72	$82.56	$82.56	$165.12
	MPC Totals :					**$82.56**	**$82.56**	**$165.12**
DEFINITY Call Center	**24-Month Term**	**Full Coverage 8x5**						
000000000000114720	DEFINITY CALL CENTER R8 UPGRADE BASIC &	1		24	$9.31	$111.72	$111.72	$223.44
	MPC Totals :					**$111.72**	**$111.72**	**$223.44**
DEFINITY Software	**24-Month Term**	**Full Coverage 8x5**						
000000000000108373	SSP UPGRADE SOFTWARE LICENSE 100 PORTS L	3			$0.00	$0.00	$0.00	$0.00
000000000000118051	DEFINITY RELEASE 8 LICENSED COPY DEFINIT	1			$0.00	$0.00	$0.00	$0.00
000000000000180476	R9&PRIOR UPG CM2SI LIC:DS;10IPTRK 5EC500 5IPSFT-NU; 5IPSTA 5200AGT-CU	1			$0.00	$0.00	$0.00	$0.00
000000000000182007	CM2 SOFTWARE PACKAGE TRACKING LIC:DS; 8000 IP TRK-NU	48			$0.00	$0.00	$0.00	$0.00
000000000000182012	CM2 TRUNK PORT SOFTWARE LIC:DS;1TDM TRK-NU	1			$0.00	$0.00	$0.00	$0.00
000000000107648107	PROGRAM SIZE SENSITIVE 301 TO 400 PORTS	1			$0.00	$0.00	$0.00	$0.00
000000000108304650	DEFINITY UNIFORM DIAL 100 PORTS < 500 PORTS	3			$0.00	$0.00	$0.00	$0.00
000000000108304676	DEFINITY UNIFORM DIAL RIGHT TO USE 100 PORTS > 501 PORTS	1			$0.00	$0.00	$0.00	$0.00
000000000108304726	DEFINITY ISDN RIGHT TO USE PRIMARY RATE 100 TO 500 PORTS	3			$0.00	$0.00	$0.00	$0.00
000000000108304759	DEFINITY ISDN PRI 100 PORTS - 501 PORTS	1			$0.00	$0.00	$0.00	$0.00
000000000108549254	DEFINITY UPGRADE SOFTWARE R8SI RTU							
	MPC Totals :					**$0.00**	**$0.00**	**$0.00**
Enterprise Voice Systems	**24-Month Term**	**Full Coverage 8x5**						
000000000000102919	CIRCUIT PACK ANALOG LINE 16 PORT TN746B	3			$0.00	$0.00	$0.00	$0.00
000000000000102924	UNIVERSAL COUPLER	2			$0.00	$0.00	$0.00	$0.00
000000000000102930	CIRCUIT PACK DS1/DMI TRUNK UPG TN767E SX	1			$0.00	$0.00	$0.00	$0.00
000000000000102939	SWITCHROOM SNEAK FUSE	1			$0.00	$0.00	$0.00	$0.00

MPC/Material Code	Description	*Qty	Delayed Billing Date	Months	Monthly Unit Price	Initial Invoice Amount	*Estimated Subsequent Invoice Amount	*Estimated Total Price
					$0.00	$0.00	$0.00	$0.00
000000000000107981	DEFINITY CABINET UPGRADE G3S/G3IV1-V4 TO RISC G3SI R6	1			$0.00	$0.00	$0.00	$0.00
000000000000160108	144STA BDL W/VCE ML	1			$0.00	$0.00	$0.00	$0.00
000000000103556973	CP-TN744 CLASSIFIER SYST*	1			$0.00	$0.00	$0.00	$0.00
000000000103557435	CIRCUIT PACK TN790 PROCESSOR	1			$0.00	$0.00	$0.00	$0.00
000000000103557476	CP NTWK CNTL TN794	6			$0.00	$0.00	$0.00	$0.00
000000000105167266	CIRCUIT PACK TN747B CENTRAL OFFICE TRUNK INTERFACE	1			$0.00	$0.00	$0.00	$0.00
000000000105592075	CP-TN771B 1.00 EA	1			$0.00	$0.00	$0.00	$0.00
000000000106405616	CIRCUIT PACK TN763D AUX TRUNK INTERFACE	7			$0.00	$0.00	$0.00	$0.00
000000000106706948	CIRCUIT PACK TN2181 DIGITAL LINE 16 PORT	1			$0.00	$0.00	$0.00	$0.00
000000000106706955	MULTIPOINT CONFERENCING SYSTEM MCU TONE CLOCK CP-TN2182	1			$0.00	$0.00	$0.00	$0.00
000000000107214710	CP DS1/DMI TRNK UPG TN767E E					$0.00	$0.00	$0.00
	MPC Totals -							
Intuity AUDIX HW Platform	24-Month Term	Full Coverage 8x5						
000000000700402787	AM MONITOR FLAT PANEL US WITH POWER CORD RHS	1			$0.00	$0.00	$0.00	$0.00
000000000700403496	AM 4 PORT ANALOG CARD TYPE A US KIT RHS	2			$0.00	$0.00	$0.00	$0.00
000000000700403520	AM KEYBOARD US TYPE WITH MOUSE RHS	1			$0.00	$0.00	$0.00	$0.00
000000000700427529	AM S3210R SERVER	1			$0.00	$0.00	$0.00	$0.00
000000000700427537	AM MODEM SERIAL MULTITECH	1			$0.00	$0.00	$0.00	$0.00
	MPC Totals -					$0.00	$0.00	$0.00
Intuity Application Software	24-Month Term	Full Coverage 8x5						
000000000000202460	IALX R2 APPLICATION LICENSE LIC:DS,SR	1			$0.00	$0.00	$0.00	$0.00
000000000000202468	IALX R2 LICENSE 1 SEAT VOICE MBX NEW 251-500 LIC:NU	251			$0.00	$0.00	$0.00	$0.00
000000000700427560	IALX APPLICATION MEDIA R2.0	1			$0.00	$0.00	$0.00	$0.00
	MPC Totals -					$0.00	$0.00	$0.00
Paradyne Products	24-Month Term	Full Coverage 8x5						
000000000000101108	PARADYNE CSU PACKAGE WITH TRANSFORMER /	1		24	$20.38	$244.56	$244.56	$489.12
	MPC Totals -					$244.56	$244.56	$489.12
Utility Communication Manager	24-Month Term	Full Coverage 8x5						
000000000000179235	TDM ports (switch only coverage)	306		24	$2.48	$9,166.08	$9,166.08	$18,332.16
000000000000179449	Survivable Remote Processor (SRP)	0		24	$90.00	$0.00	$0.00	$0.00
000000000000179450	Local Survivable Processor (LSP)	0		24	$25.00	$0.00	$0.00	$0.00
000000000000179451	WAN Spare Processor (WSP)	0		24	$275.00	$0.00	$0.00	$0.00
000000000000184748	Administered IP ports - Basic Support	0		24	$3.10	$0.00	$0.00	$0.00
000000000000189960	DEF SVR SI V2	1		24	$0.00	$0.00	$0.00	$0.00
	MPC Totals -					$9,166.08	$9,166.08	$18,332.16
Utility Messaging	24-Month Term	Full Coverage 8x5						
000000000000182378	INTUITY LX	1		12	$200.00	$2,400.00	$0.00	$2,400.00
000000000000190054	INTUITY LX V2	1		12	$0.00	$0.00	$0.00	$0.00

MPC/Material Code	Description	*Qty	Delayed Billing Date	Months	Monthly Unit Price	Initial Invoice Amount	*Estimated Subsequent Invoice Amount	*Estimated Total Price
	MPC Totals :					$2,400.00	$0.00	$2,400.00
	Sold To Totals :					$12,004.92	$9,604.92	$21,609.84
SQRN: 100041								
	Grand Totals :					$12,004.92	$9,604.92	$21,609.84

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE
Slw		04/19/2016
REPORTS & RECOMMENDATIONS	**Notice of Claim from Owen Buske for Injuries and Damage Allegedly Sustained as a Result of Contaminated Water Being Supplied to Residence Located at 9250 S. 46th Street, Franklin**	ITEM NUMBER G. 19.

Notice of claim received February 8, 2016 from Mr. Owen Buske for injuries and damage allegedly sustained as a result of contaminated water being supplied to his residence located at 9250 S. 46th Street in Franklin. The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a notice of claim from Mr. Owen Buske for injuries and damage allegedly sustained as a result of contaminated water being supplied to his residence located at 9250 S. 46th Street, Franklin, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Staff recommends denial of the claim pursuant to Wisconsin Statute 893.80(1g) for disallowance of the claim, based upon and in concurrence with the insurance adjuster that the investigation revealed that the City of Franklin was not negligent or liable for this matter. This was a "shared" private well in which there was a private agreement between the property owners to which the City was not a party. The City has no role or responsibility in the maintenance of the well, nor does the City have any authority over or control of the ground water. The City did nothing to cause the contamination and, when the City became aware of the contamination through a series of events, the City took appropriate action to ensure that each residence, if they remained inhabited, had a potable water supply.

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a notice of claim from Mr. Owen Buske for injuries and damage allegedly sustained as a result of contaminated water being supplied to his residence located at 9250 S. 46th Street in Franklin, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Motion to deny the claim of Mr. Owen Buske pursuant to Wisconsin Statute 893.80(1g), based upon and in concurrence with the insurance adjuster that the investigation revealed that the City of Franklin was not negligent or liable for this matter as discussed in the Council Action Sheet.

OR

Motion to layover and refer to staff for additional information.

DOA-MWL

Statewide Services, Inc.
Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

March 30, 2016

via email

CITY OF FRANKLIN
9229 W. LOOMIS ROAD
FRANKLIN, WI 53132

RE: Our Claim #: WM000402260188
Claimant: Owen Buske, 9250 S. 46th Street
Franklin, WI 53132

Dear Ms. Huening:

We are in receipt of the "Claim" documentation submitted by Mr. Buske in which he is asserting a claim for injuries and damages sustained as a result of contaminated water that was being supplied to his residence located at 9250 S. 4th Street.

Our investigation has revealed that the City of Franklin was not negligent or liable for this matter as this was a "shared" private well in which there was a private agreement between the property owners that the City was not a party to. The City has no role or responsibility in the maintenance of the well, nor does the City have any authority over or control of the ground water. Based on our investigation, the City did nothing to cause the contamination, but rather became aware of the contamination through the series of events and took appropriate action to ensure that each residence, if they remained inhabited, had a potable water supply. According to our discussion with City officials, the City of Franklin does not get involved in the private property or contractual disputes between multiple property owners of shared private wells. Therefore, in the absence of negligence and absence of liability on the part of the City, we recommend that the City of Franklin disallow this claim pursuant to the Wisconsin Statute for disallowance of claim 893.80(1g). The disallowance of the claim in this manner will allow us to shorten the statute of limitations period to six months.

Please send the disallowance, on your letterhead, directly to the claimant at the above listed address. This should be sent certified or registered (restricted) mail and must be received by the claimant within 120 days after you received the claim. Please send me a copy of the Notice of Disallowance for our file.

Thank you.

Sincerely,

Ginger Kimpton, AIC
Senior Casualty Claims Adjuster
855-828-5515 / 866-828-6613 fax
gkimpton@statewidesvcs.com

Statewide Services, Inc.
Claim Division

1241 John Q. Hammons Dr.
P.O. Box 5555
Madison, WI 53705-0555
877-204-9712

March 30, 2016

OWEN BUSKE
9250 S 46TH STREET
FRANKLIN, WI 53132

Regarding: Our Insured: City of Franklin
Claim No: WM000402260188

Dear Mr. Buske:

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which provides the insurance coverage for the City of Franklin. We are in receipt of your "Notice of Claim" documentation for the above referenced incident in which you are asserting a claim for injuries and damages allegedly sustained as a result of contaminated water that was being supplied to your residence located at 9250 S. 46th Street.

We have performed an investigation and determined that there is no negligence on the part of the City of Franklin. According to our investigation, this is a "shared" private well in which there was a private agreement between the property owners, and the City was not a party to that agreement. The City has no role or responsibility in the maintenance of the well. Additionally, the City of Franklin has no authority over or control of the ground water. The City did nothing to cause the contamination, but rather became aware of the contamination through the series of events and took appropriate action to ensure that each residence, if they remained inhabited, had a potable water supply. The City of Franklin does not get involved in the private property or contractual disputes between multiple property owners of shared private wells. Therefore, in the absence of negligence and the absence of liability on the part of the City of Franklin, Statewide Services Inc. is advising the City to disallow your claim.

Sincerely,

Ginger Kimpton, AIC
Senior Casualty Claims Adjuster
855-828-5515 office
866-828-6613 fax
gkimpton@statewidesvcs.com

CC: City of Franklin

NOTICE OF CLAIM AGAINST THE CITY OF FRANKLIN 9229 w. Loomis Rd. Franklin Wi. 53132

Claimant OWEN C BUSKE 9250 S 46TH ST, Franklin Wisconsin 53132 414-421-6746
obuske@wi.rr.com

Nature of claim

Contaminated water the City of Franklin Failed to correct is the basis of the claim.

Owen Buske informed The city of Franklins Health Department September 4th 2015 the pit of a water well providing water to 9250 s 46th street was flooding, and the flooding pit is contaminating our water, and can contaminate nearby wells. The city of Franklin's Health, Building inspection, Engineering Departments were all informed By Owen Buske the well pit located at 9261 s 46th that supplies water to 9250 s 46th was not only flooding it is not to Code. The City of Franklin would not correct the code violation resulting in contaminated water to my home causing, possible physical injuries, mental suffering, reasonable and necessary expenses have been incurred.

City of Franklin personal linked to the claim.

William M. Wucherer, RN/Health Officer 9229 w. Loomis Rd. Franklin Wi 53132

Director of Health & Human Services

Mark Luberda, Director of Administration 9229 w. Loomis Rd. Franklin Wi 53132

The amount of monetary damages requested is $8,000.00 Eight thousand Dollars

2/1/2016

Owen C Buske

Owen Buske

9250 s 46 th st Franklin Wi.53132

RECEIVED
CITY OF FRANKLIN
2016 FEB -8 AM 10: 31

APPROVAL Slw	REQUEST FOR COUNCIL ACTION	MEETING DATE 4/19/16
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.

See attached list from meeting of April 19, 2016.

COUNCIL ACTION REQUESTED

City of Franklin
9229 W. Loomis Road
Franklin, WI 53132-9728
414-425-7500

License Committee
Agenda*
Aldermen's Room
April 19th, 2016 – 5:40 pm

1.	**Call to Order & Roll Call**	**Time:**
2.	**Applicant Interviews & Decisions**	

License Applications Reviewed		**Recommendations**		
Type/ Time	**Applicant Information**	**Approve**	**Hold**	**Deny**
Operator – New 2015-16 5: 45 pm	**Kelsey E Lonergan** 7456 Brunn Dr Franklin, WI 53132 Rock Sports Complex			
Operator – New 2015-16	**Amanda L Aimers** 10568 W Cortez Cir, Apt. 35 Franklin, WI 53132 Root River Center			
Operator – New 2015-16	**Emily A Borkowski** 904 Prairie View Dr Burlington, WI 53105 Target Store T-2388			
Operator – Renewal 2016-17	**Emily A Borkowski** 904 Prairie View Dr Burlington, WI 53105 Target Store T-2388			
Operator – New 2015-16	**David F Goehring** 8017 S 57th St Franklin, WI 53132 St Martin of Tours Church			
Operator – New 2015-16	**Michael T Hughes** 3333 S Clement Ave, #5 Milwaukee, WI 53207 Walgreen #05884			
Operator – New 2015-16	**Jennifer L Justen** W624 Douglass Ave Burlington, WI 53105 Chili's Bar & Grill			
Operator – New 2015-16	**Emily M Kleist** W1985S10993 Racine Ave Muskego, WI 53150 Walgreen #05884			
Operator – New 2015-16	**Isaac K Krikorian** 2502A, S Wentworth Ave Milwaukee, WI 53207 On The Border			
Operator – New 2015-16	**Marissa K Nelson** 6005 S. Summerwinds Ct Cudahy, WI 5311 Rock Sports Complex			
Operator – New 2015-16	**Natalie M Schlachter** 8155 S Lakeview Dr Franklin, WI 53132 Target Store T-2388			
Operator – Renewal 2016-17	**Natalie M Schlachter** 8155 S Lakeview Dr Franklin, WI 53132 Target Store T-2388			

Operator – New 2015-16	**Elyzabeth D Smith** 5389 Orchard Lane Greendale, WI 53129 Rawson Pub			
Temporary Class B Beer and Wine	**St Martin of Tours Church** Person in Charge: Jeanne Johnson Event: Grand March Event Date: 04/30/2016			
Temporary Entertainment & Amusement	**St Martin of Tours Church – Grand March** Person in Charge: Jeanne Johnson Location: 7963 S. 116th St Date of Event: 04/30/2016			
Daycare 2016-17	**Mrs. Rikki's Structured Daycare** 11224 W Forest Home Ave Franklin, WI 53132 Rochelle Boyce, Agent			
Extraordinary Entertainment & Amusement	**MACC Fund Car Show – Hiller Ford** 6455 S 108th St Franklin, WI 53132 Jim Patterson, Applicant			
3.	**Adjournment**			
		Time		

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

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APPROVAL Slw for	REQUEST FOR COUNCIL ACTION	MEETING DATE 4/19/16
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated April 2, 2016 through April 14, 2016 Nos. 160321 through Nos. 160473 in the amount of $ 771,633.27. Included in this listing are EFT's Nos. 3131 through Nos. 3138 and Library vouchers totaling $ 8,668.65.

Early release disbursements under Resolution 2013-6920 in the amount of $ 366,163.48 are provided on a separate listing and are also included on the complete disbursement listing.

The net payroll dated April 15, 2016 is $ 381,357.20 previously estimated at $ 360,000.00. Payroll deductions for April 15, 2016 are $ 225,008.69 previously estimated at $ 228,000.00. The increase relates to poll workers and a DPW retirement.

The estimated payroll for April 29, 2016 is $ 392,000.00 with estimated deductions of $ 427,000.00.

Attached is a list of property tax refunds and settlements Nos. 16383 through 16385 and EFT Nos. 93 through Nos. 99 dated April 2, 2016 through April 14, 2016 in the amount of $ 8,317,609.05 Voided checks in the amount of $ (18.52) are separately listed. These refunds have been released as authorized under Resolution 2013-6920.

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COUNCIL ACTION REQUESTED

Motion approving net general checking account City vouchers in the range of Nos. 160321 through Nos. 160473 in the amount of $ 771,633.27 dated April 2, 2016 through April 14, 2016.

Motion approving the net payroll dated April 15, 2016 in the amount of $ 381,357.20 and payments of the various payroll deductions in the amount of $ 225,008.69 plus any City matching payments, where required.

Motion approving the net payroll dated April 29, 2016 estimated at $ 392,000.00 and payments of the various payroll deductions estimated at $ 427,000.00, plus any City matching payments, where required.

Motion approving property tax refunds and settlements Nos. 16383 through Nos. 16385 and EFT Nos. 93 through Nos. 99 in amount of $ 8,317,609.05 dated April 2, 2016 through April 14, 2016.

Finance Dept – KM