

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/16/16
Reports & Recommendations	SUBJECT: A resolution authorizing certain officials to execute a Subdivision Development Agreement with the developer of Villas of Franklin (Franklin Oaks Subdivision) Phase III Condominiums located west of S. 27 th Street and south of W. Drexel Avenue.	ITEM NO. <i>G.8.</i>

BACKGROUND

Pursuant to the approval of Villas of Franklin (Franklin Oaks Subdivision) Phase III, it is necessary to enter into a subdivision development agreement at an estimated cost of \$137,826.

Most of the infrastructure; sanitary sewer, water main, storm sewer, curb and gutter and street was previously installed as part of the previous development phases of the Villas of Franklin.

ANALYSIS

This development agreement has become necessary due to the termination of a previous development agreement. The infrastructure and services required are those to complete development.

The final plat for Villas of Franklin (Franklin Oaks Subdivision) Phase III has been approved. Approval of this subdivision development agreement meets said conditions.

OPTIONS

It is recommended that the Common Council approve the enclosed standard form of the subdivision development agreement with specific items contained in Exhibit "E" attached.

FISCAL NOTE

Municipal services and contingencies are accepted with percentages and are included in letter of credit. All significant design elements have previously been completed and approved.

RECOMMENDATION

Motion to adopt Resolution No. 2016- _____ a resolution authorizing the Mayor and the City Clerk to sign the subdivision development agreement upon review and acceptance by City Attorney.

Department of Engineering RJR/db

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2016- _____

A RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE A
SUBDIVISION DEVELOPMENT AGREEMENT WITH THE DEVELOPER OF
VILLAS OF FRANKLIN (FRANKLIN OAKS SUBDIVISION) PHASE III CONDOMINIUMS
LOCATED WEST OF S. 27TH STREET AND SOUTH OF W. DREXEL AVENUE

WHEREAS, the Common Council at its regular meeting on May 17, 2005 recommended approval of the subdivision subject to the execution of a Subdivision Development Agreement, and

WHEREAS, the development of Franklin Oaks Phase III terminated, and

WHEREAS, it is in the best interest of the City of Franklin to provide an orderly planned completion of the development of Franklin Oaks (Phase III) Condominiums, and

WHEREAS, the developer of the subdivision is willing to proceed with the installation of the final improvements provided for in the development agreement.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that the Mayor and City Clerk are hereby authorized and directed to execute the Subdivision Development Agreement on behalf of the City with the developer of the subdivision.

BE IT FURTHER RESOLVED that the City Clerk is directed to record the Subdivision Development Agreement with the Register of Deeds for Milwaukee County.

Introduced at a regular meeting of the Common Council on the _____ day of _____, 2016 by Alderman _____.

Passed and adopted by the Common Council on the _____ day of _____, 2016.

APPROVED:

Stephen R, Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

RJR/db

APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 2/16/2016
Reports & Recommendations	SUBJECT: A resolution granting a request for Right of Use of W. Pine Lane right-of-way west of S. 111 th Street and connection to municipal sewer and water	ITEM NO. <i>G.9.</i>

BACKGROUND

The Board of Public Works at their February 9, 2016 meeting considered a request from Mr. Bradley Schmidt, a property owner of a parcel of land abutting W. Pine Lane west of S. 111th Street (find site map).

W. Pine Lane right-of-way west of S. 111th Street is vacant, without utility or pavement. A drainage swale, which collects a significant portion of North Cape Estates Subdivision, does however, flow along the south portion of the right-of-way.

Given the existing commercial development to the west and the presence of wetland, further extension of sewer, water or road is not likely.

Consideration was given to the value of retaining of this right-of-way for drainage outfall, potential utility extension and access to this parcel and a potential parcel to the west.

The owner's parcel was originally considered for division and development. Given the presence of the wetland, only one single family dwelling can be sited on the parcel.

ANALYSIS

To enable Mr. Schmidt to build upon the parcel, the parcel must have 60 feet of frontage on public (street) right-of-way. This presently exists from W. Pine Lane.

The proposed connection to sanitary sewer and water main on W. Pine Lane at S. 111th Street will not require assessment from North Cape Estates Subdivision or developer reimbursement from Whitnall Grove Condominiums. Documents were reviewed and terms and conditions did not reveal the need for reimbursement from this parcel.

A memorandum has been developed to describe terms and conditions of the issuing of this right to use and connect to utilities. This memorandum will be recorded and assigned to this parcel.

The Board of Public Works was in agreement with allowing for this access and utility connections and securing terms and conditions with a recorded memorandum of understanding.

OPTIONS

Approve of this request for right to access and connect to sanitary sewer and water.

or

Request additional information.

or

Deny request.

FISCAL NOTE

Developer is to pay for connection to water, \$2,172 and connection to the sewer at \$600.

RECOMMENDATION

Motion to adopt Resolution No. 2016- _____, a resolution granting a request for Right of Use of W. Pine Lane right-of-way west of S. 111th Street and connection to municipal sewer and water.

Encl.

Department of Engineering RJR/db

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2016- _____

A RESOLUTION GRANTING A REQUEST FOR RIGHT OF USE
OF W. PINE LANE RIGHT-OF-WAY WEST OF S. 111TH STREET
AND CONNECTION TO MUNICIPAL SEWER AND WATER

WHEREAS, the property owner of Parcel 1 of CSM 4319 also known as TKN 748-9997-001 abutting W. Pine Lane right-of-way which lies west of S. 111th Street intends to develop this parcel as a single family dwelling, and

WHEREAS, to allow for this development, access from W. Pine Lane is necessary, and

WHEREAS, to allow for this development municipal sewer and water laterals will be extended in the W. Pine Lane right-of-way, and

WHEREAS, records for development of North Cape Estates Subdivision and Whitnall Grove Condominiums were reviewed, and did not reveal need for reimbursement from this parcel.

WHEREAS, connection to water main will have an impact fee of \$2,172 and sanitary sewer will have a connection fee of \$600.

WHEREAS, a memorandum of understanding has been developed by the City Engineer, and

WHEREAS, the owner having reviewed this memorandum agrees to all the terms and conditions.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Franklin, that the Mayor and City Clerk will receive this executed memorandum of understanding.

BE IT FURTHER RESOLVED that this executed memorandum of understanding will be recorded in the Office of the Register of Deeds for Milwaukee County by the City Clerk.

Introduced at a regular meeting of the Common Council of the City of Franklin on the _____ day of _____, 2016 by Alderman _____.

PASSED AND ADOPTED by the Common Council of the City of Franklin on the _____ day of _____, 2016.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____



Memorandum of Understanding

FROM: Glen Morrow, P.E., City Engineer/Director of Public Works
TO: Bradley Schmidt
RE: RIGHT OF USE OF W. PINE LANE RIGHT-OF-WAY
AND CONNECTION TO MUNICIPAL SEWER AND WATER

As owner of property (Parcel 1 CSM 4319), also known as TKN 748-9997-001, abutting W. Pine Lane right-of-way which lies west of S. 111th Street, the City of Franklin will grant you and your successors the right to extend a driveway and sanitary service and municipal water laterals to serve a single family residential property conditioned on the following:

1. Any cost associated with the installation and maintenance of the drive, sanitary sewer and water laterals will be the property owner's responsibility.
2. A design layout of the drive, sanitary sewer and water laterals shall be submitted to the City Engineering Department for approval.
3. The property owner shall not impede or restrict the flow of water in the storm water ditch which runs westerly through the south half of W. Pine Lane right-of-way. The City of Franklin retains access to maintain the storm water ditch which runs westerly through the south half of W. Pine Lane right-of-way.
4. The City of Franklin must install the anticipated two culverts required for the drive. The cost of the culvert installation to be paid to the City by the property owner.
5. Should in the future the City require the installation of sanitary sewer and/or water main or extend the road on W. Pine Lane, the property owner shall pay the City a special assessment, the appropriate cost without appeal at hearing.

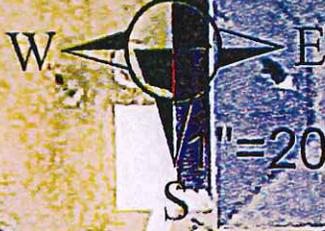
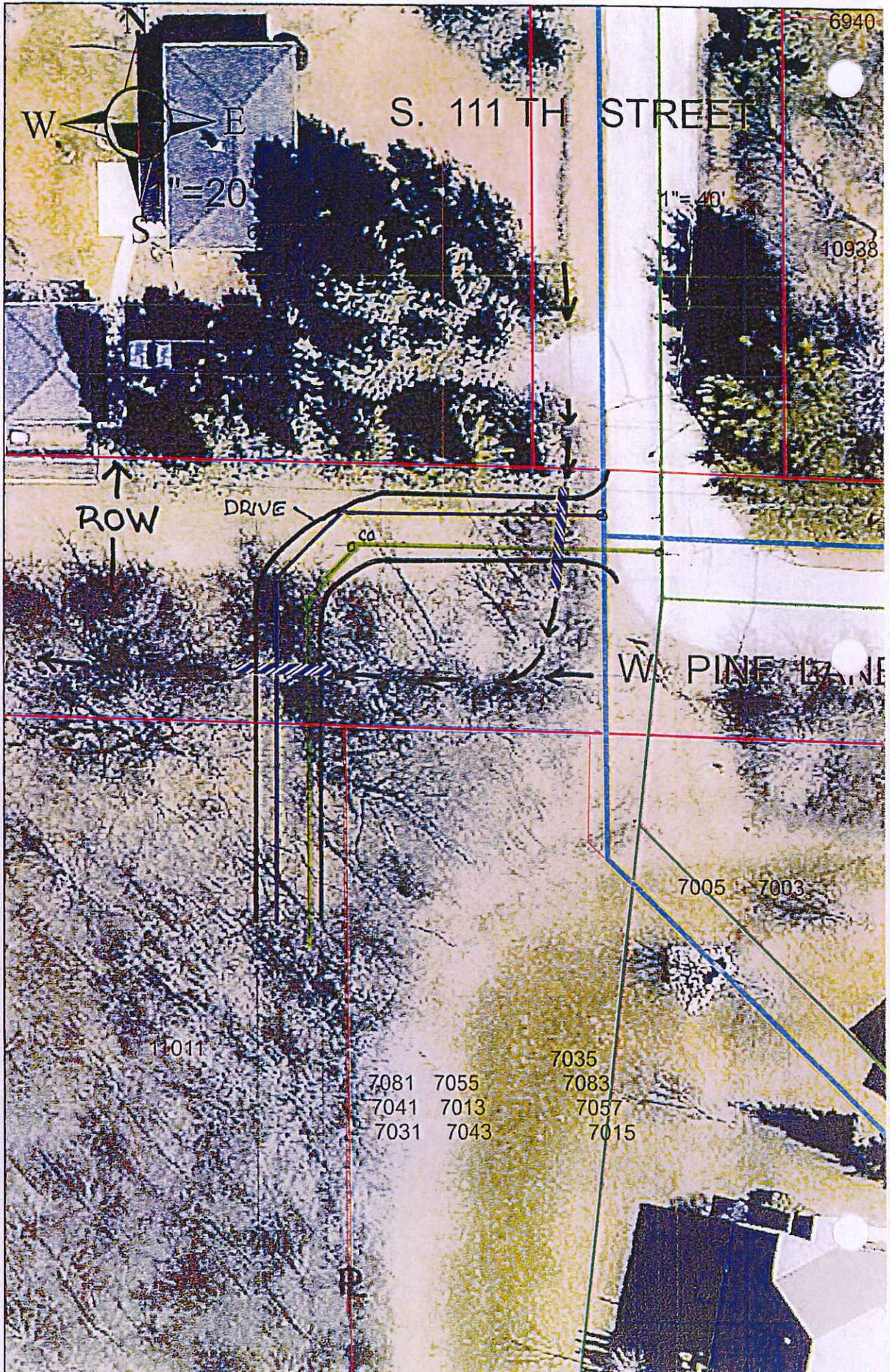
Having read and understood the above conditions I am in agreement to the conditions of this right of use and will support a resolution for Common Council to adopt these conditions.

Bradley Schmidt
Current Owner

Dated: _____

RJR/GEM/db

Ron\memorandum of understanding for use of Pine Street right of way and connection to municipal sewer and water 2016



S. 111 TH STREET

1" = 40'

↑
ROW

DRIVE

Ca

W. PINE BLVD.

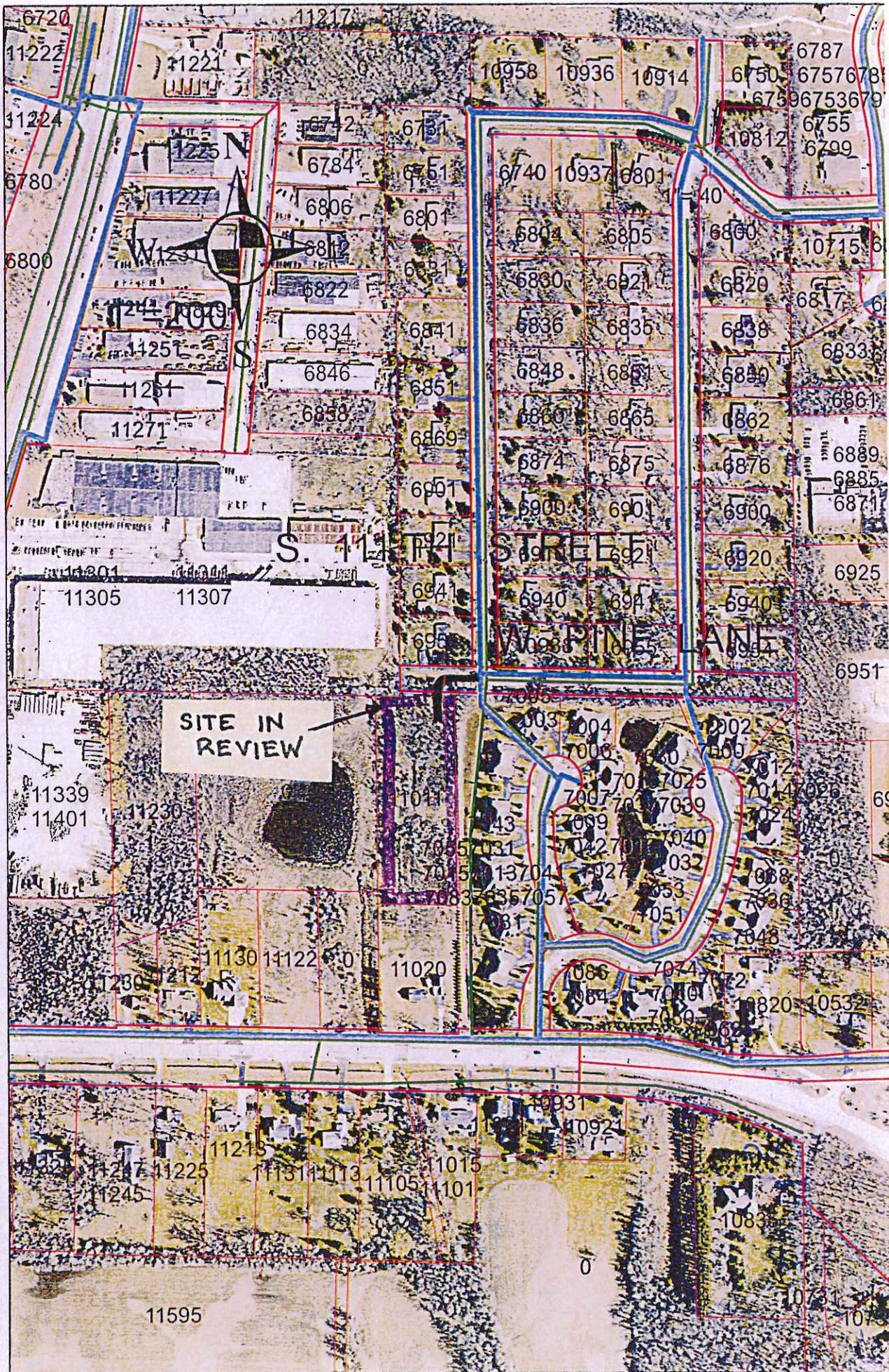
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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/16/16
REPORTS & RECOMMENDATIONS	RESOLUTION AUTHORIZING CERTAIN OFFICIALS TO EXECUTE AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE VILLAGE OF HALES CORNERS FOR THE IMPROVEMENT OF A PORTION OF W. COLLEGE AVENUE	ITEM NUMBER <i>G.10.</i>

BACKGROUND

The 2016 Local Street Improvement Program includes W. College Avenue from the Nature Center Road to Hales Corners corporate limits approximately 1,075 feet west. This section of W. College Avenue, borders both Hales Corners and Franklin along the centerline and was previously paved as an overlay a number of years ago. The condition has deteriorated significantly and now is proposed to be reconstructed with pulverizing gravel soft spots and repaving with a binder and surface course. An intergovernmental agreement has been developed.

ANALYSIS

The City of Franklin Engineering is proposing to take the lead on this project. As part of the agreement is a cost estimate of contract and project costs. In addition, grading modifications and landscaping will be coordinated with our Public Works Department. The cost of associated materials is to be borne by Hales Corners, with supervision of labor and equipment by Franklin.

The agreement states that Hales Corners will reimburse Franklin for 50% of the road improvement costs (contractor's work) plus 100% of restoration materials (DPW's work). Franklin will provide the other 50% of the road improvement costs (contractor's work) plus personnel and equipment to install restoration materials at approximately \$28,000.

The Board of Public Works has previously approved this agreement on February 9, 2016.

The communities improved the easterly phase of W. College Avenue a few years ago within budget in a timely matter.

Hales Corners signed their resolution on October 12, 2015.

OPTION

Accept
or
Defer action

FISCAL NOTES

The Franklin portion of costs were included as part of the 2016 Local Street Improvement Program.

RECOMMENDATION

Motion to adopt Resolution No. 2016 - _____, a resolution authorizing certain officials to execute an Intergovernmental Cooperation Agreement with the Village of Hales Corners for the improvement of a portion of W. College Avenue.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2016- _____

RESOLUTION AUTHORIZING CERTAIN OFFICIALS
TO EXECUTE AN INTERGOVERNMENTAL COOPERATION AGREEMENT
WITH THE VILLAGE OF HALES CORNERS
FOR THE IMPROVEMENT OF A PORTION OF W. COLLEGE AVENUE

WHEREAS, it has been determined through comparative analysis that a portion of W. College Avenue from Nature Center Road to a point approximately 1,075 feet west is in need of improvement; and

WHEREAS, this improvement has been cost estimated and included in the City of Franklin 2016 Street Improvement Program; and

WHEREAS, this improvement of W. College Avenue lines equally within the Village of Hales Corners and City of Franklin; and

WHEREAS, an Intergovernmental Cooperation Agreement has been developed to establish terms and an equitable means to split the project cost.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council of the City of Franklin, that the Mayor and City Clerk are authorized to execute an Intergovernmental Cooperation Agreement establishing the terms of the improvement of W. College Avenue.

BE IT FURTHER RESOLVED that the City Clerk is directed to send the signed agreement to the Village Manager of the Village of Hales Corners.

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

PASSED AND ADOPTED by the Common Council of the City of Franklin on the _____ day of _____, 2016.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____
NOES _____
ABSENT _____

STATE OF WISCONSIN VILLAGE OF HALES CORNERS MILWAUKEE COUNTY

RESOLUTION NO. 15 - 56

A RESOLUTION APPROVING AN INTERGOVERNMENTAL COOPERATION AGREEMENT WITH THE CITY OF FRANKLIN FOR THE IMPROVEMENT OF WEST COLLEGE AVENUE BETWEEN SOUTH 108TH STREET (USH45\WI-100) AND SOUTH 92ND STREET

WHEREAS, West College Avenue is located within both the Village of Hales Corners and the City of Franklin and is in need of roadway and related drainage improvements between South 108th Street (USH45\WI-100) and South 92nd Street to protect the public health, safety and welfare; and

WHEREAS, the Village and Franklin have agreed to cooperate in the necessary work of public improvement to repair and improve the aforesaid street with the costs to be shared based upon the area of the improvements within each respective Village and City, with Franklin being the lead agency and the Village of Hales Corners being allocated a 50% share of the funding responsibilities, such Village share estimated not to exceed the current estimated amount of \$30,000; and

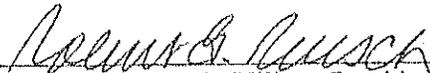
WHEREAS, the Village Board having determined that the Agreement and its performance will serve the best interests of the health, safety and welfare of the Village.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Hales Corners, Wisconsin, that the attached Intergovernmental Cooperation Agreement between the Village of Hales Corners and the City of Franklin, for the roadway improvement of West College Avenue and related drainage improvements, be and the same is hereby approved.

BE IT FURTHER RESOLVED, that the Village President and Village Administrator/Clerk, be and the same are hereby authorized to execute and deliver such Agreement.

PASSED AND ADOPTED this 12th day of October, 2015.




Robert G. Ruesch, Village President


Michael F. Weber, Village Administrator/Clerk

INTERGOVERNMENTAL COOPERATION AGREEMENT (rev. 10.07.15)

This AGREEMENT made and entered into this _____ day _____ of 2015 < by and between the CITY OF FRANKLIN, 9229 West Loomis Road, Franklin, WI 53132 (COF) and the VILLAGE OF HALES CORNERS, 5635 South New Berlin Road, Hales Corners, WI 53130 (VOHC), municipal corporations organized and existing under and by virtue of the laws of the constitution and laws of the State of Wisconsin (collectively, the "PARTIES");

WITNESSETH:

WHEREAS, portions of West College Avenue between South 108th Street (USH45\WI-100) and South 92nd Street are within both the COF and VOHC; and,

WHEREAS, the PARTIES desire to make certain public improvements in this roadway (the "PROJECT"); and

WHEREAS, the purpose of this AGREEMENT is to set forth the understanding of the PARTIES with respect to the PROJECT.

NOW, THEREFORE, it is agreed by and between the PARTIES as follows:

1. The PROJECT improvements to be constructed in West College Avenue from Nature Center Road to a point approximately 1,075 feet west at the cost and expense of the PARTIES are as follows:
 - A. Drainage improvements.
 - B. New asphalt pavement and rehabilitation of the aggregate base.
 - C. All other items of work necessary to construct the PROJECT per plans and specifications (collectively, the "IMPROVEMENTS").
2. Subject to the terms and conditions of this AGREEMENT, the COF will be the lead municipal agency for the design and construction of the IMPROVEMENTS. The COF shall prepare plans and specifications for the IMPROVEMENTS in a manner approved by the Common Council of the COF; thereafter, and except as otherwise provided herein, the COF shall submit these plans and specifications for advertising, taking of bids, award and construction improvements in accordance with standard engineering and public works practices, and the applicable statutes of the State of Wisconsin. In addition, the COF shall supply all labor and equipment necessary for roadside drainage improvements and roadside restoration.
3. The VOHC shall pay to the COF, the VOHC's share of the actual design and construction costs of the IMPROVEMENTS estimated at 50% of all road improvements costs and 100% of necessary restoration materials. The schedule of

the estimated project costs of the IMPROVEMENTS and the VOHC's payment obligation with respect thereto is set forth on Exhibit 'A', which is attached hereto and incorporated herein by reference. Actual design and construction costs shall be calculated by the COF.

4. Unless otherwise mutually agreed to by COF and the VOHC, the total PROJECT costs to the COF are estimated to not exceed \$55,235; total PROJECT costs to the VOHC are estimated to not exceed \$30,000 and shall be based upon the actual costs of the IMPROVEMENTS and necessary restoration materials.
5. The term "actual costs" as used in this AGREEMENT, includes, without limitation because of enumeration, all contract payments, labor, material and equipment costs, design, engineering, inspection, administration, legal services and any other item of direct or indirect costs which may reasonably be attributed to the IMPROVEMENTS, and the costs of any auxiliary work which may, in the judgment of the COF, prove to be necessary in connection therewith.
6. No contract shall be awarded or any construction begun for any IMPROVEMENT until this AGREEMENT is executed by the PARTIES. Acceptance of bids for the IMPROVEMENT(s) shall be determined by the COF; provided, however, that the VOHC shall have the right to review and approve the plans and specifications for the IMPROVEMENT(s) prior to bidding and the bids therefore prior to acceptance and award by the COF.

The VOHC shall be billed for all construction costs at the time that said portion of the construction costs are due under the construction contract based on contract unit prices, with a final accounting being done at the end of the PROJECT.

7. If the VOHC's progress payments as to estimated costs is not sufficient to cover its share of the actual costs of the IMPROVEMENT(s), the COF shall bill the VOHC the amount of the insufficiency, and VOHC shall pay the same within thirty (30) days of receipt of the bill. If the said payments exceed the VOHC's share of the actual costs of the IMPROVEMENT(s), the COF shall refund the amount of the excess to the VOHC within thirty (30) days of acceptance of the IMPROVEMENT(s) by the COF.
8. The IMPROVEMENT(s) are to be constructed in calendar year 2016. However, no liability whatsoever shall accrue to the COF for delay in the awarding or completion of contracts for the IMPROVEMENT(s).
9. Ownership and maintenance. All IMPROVEMENT(s) shall be the property and maintenance responsibility of the municipality in which they are installed.
10. Payments. All payments due under this AGREEMENT shall be paid within thirty (30) days after receipt of invoice of same.
11. The COF shall request layouts of the VOHC's underground structures and facilities (if any exist) before performing work of such a nature that existing underground

facilities must be avoided. The COF shall be required to take precautionary measures to avoid damage to such underground facilities. The VOHC shall supply the COF with available records of the existing underground material structure along the project route and any changes or revisions thereto as may take place in the future.

This contract shall continue and be in force indefinitely unless terminated on a six (6) month written notice by either of the PARTIES to the other.

12. This document may be signed in counterparts all of which, when taken together, shall constitute one AGREEMENT

13. This AGREEMENT shall be effective only upon approval of the respective governing bodies of the VOHC and COF.

IN WITNESS WHEREOF, the PARTIES have executed and delivered this AGREEMENT under corporate seal as of the date and year first above written.

CITY OF FRANKLIN

VILLAGE OF HALES CORNERS

By: _____
Steve Olson, Mayor

By: _____
Robert G. Ruesch, Village President

By: _____
Sandra Wesolowski, City Clerk

By: _____
Michael F. Weber, Village Clerk

Approved as to form: _____
Jesse Wesolowski
City of Franklin Attorney
Village of Hales Corners Attorney

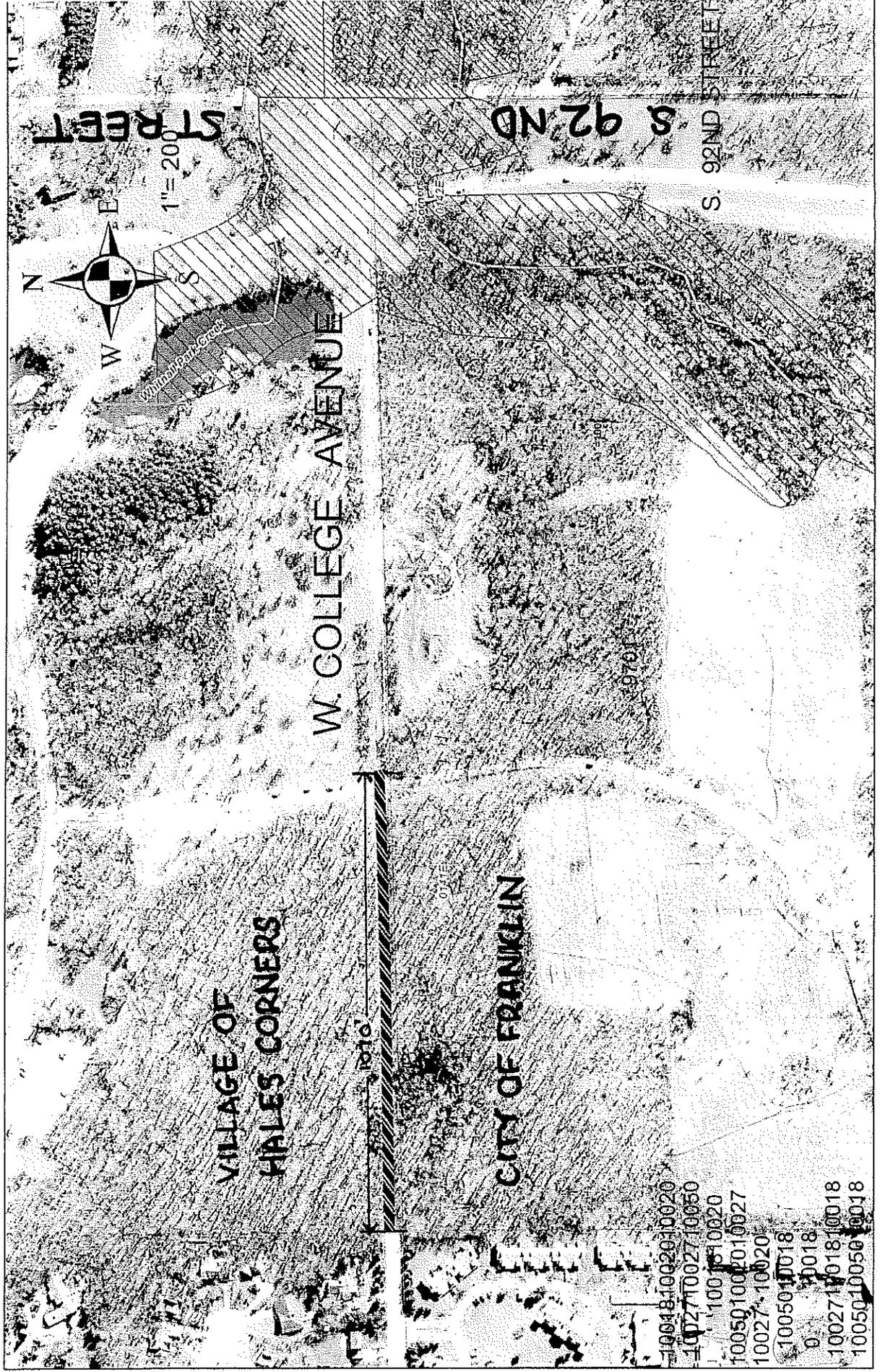
EXHIBIT A

PRELIMINARY COST ESTIMATE
W. COLLEGE AVENUE RECONSTRUCTION

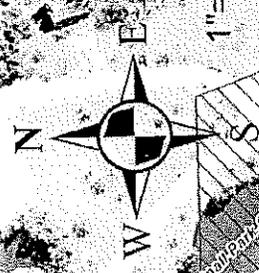
FRANKLIN/HALES CORNERS

2016 LOCAL STREET IMPROVEMENT PROGRAM

<u>Pulverize Pavement</u>		
2620 SY @ \$2.00/SY		\$ 5,240
<u>Undercut/Limestone Backfill</u>		
100 Tons @ \$30/Ton		3,000
<u>Binder</u>		
(2620) (115#/SY/Inch) (2.25")		
2000		
340 Tons @ \$55/Ton		18,700
<u>Surface</u>		
(2620) (110#/SY/Inch) (1.5")		
2000		
220 Tons @ \$62/Ton		13,640
<u>Curb and Gutter</u>		
400 LF @ \$30/LF)		12,000
<u>Tack Coat</u>		
2620 SY @ 0.10 Gal/SY @ \$2.50/Gal		<u>655</u>
CONTRACT TOTAL		\$53,235
CONTRACT TOTAL		\$26,615
(Hales Corners Portion)		
Materials to Restore		<u>2,000</u>
ESTIMATED PROJECT COST		\$28,615
(Hales Corners Portion)		
PROJECT FACTOR (5%)		<u>1,385</u>
(Adm/Legal/Contingencies)		
TOTAL PROJECT COST		<u>\$30,000</u>
(Hales Corners Portion)		



S. 92ND STREET



W. COLLEGE AVENUE

S. 92ND

S. 92ND STREET

VILLAGE OF
HALES CORNERS

CITY OF FRANKLIN

2016'

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- 1002710020
- 1005010018
- 010018
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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/16/2016
REPORTS & RECOMMENDATIONS	A RESOLUTION TO SIGN CHANGE ORDER 4 FOR CONSTRUCTION OF FRANKLIN WATER AND WASTEWATER OPERATIONS AND MAINTENANCE FACILITY (5550 WEST AIRWAYS AVENUE)	ITEM NUMBER <i>G.11.</i>

BACKGROUND

The Franklin Water and Wastewater Operations and Maintenance Facility (5550 W. Airways Avenue) has been completed. Change Order No. 4 is made up of a number relatively minor modifications.

ANALYSIS

The summary of modifications is included herewith.

- The Engineer/Architect has recommended approval.
- Board of Water Commissioner is expected to discuss this matter prior to the Common Council meeting (2/15/16).

OPTIONS

Approve or Deny (will need specific justification if denied).

FISCAL NOTES

\$2,746,620.00	Original Contract Price
\$ 101,792.15	Adjustment to Contract from previous change Orders (1-3)
\$ <u>33,105.59</u>	Net increase of this Change Order 4
\$2,881,517.74	Contract Price after this Change Order

The Water and Sewer Utilities are each dedicating \$1.6 million for this project. Therefore, without any additional commitments, the project has a total budget of \$3.2 million.

We anticipate a Change Order No. 5 forthcoming as a final.

REMMENDATIONS

Authorize City to sign Change Order No. 4 for the construction of the Franklin Water and Wastewater Operations and Maintenance Facility in the increase amount of \$31,105.59

Department of Engineering GEM

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

RESOLUTION NO. 2016 - _____

A RESOLUTION AUTHORIZING STAFF TO EXECUTE CHANGE ORDER NO. 4
TO MIRON CONSTRUCTION CO., INC. IN THE AMOUNT OF \$33,105.59

WHEREAS, the City of Franklin is constructing a Sewer and Water Operations Center at
5550 West Airways Avenue; and

WHEREAS, Miron Construction Co., Inc. is the contractor performing the work; and

WHEREAS Staff has authorized Miron Construction Co., Inc to proceed with a number of
minor changes needed for the successful completion of the project; and

WHEREAS, the City's architect, GRAEF, has reviewed and certified prices for such work;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of
the City of Franklin, that Staff is authorized to execute a change order to increase the contract
amount by \$33,105.59 for a total project cost of \$2,881,517.74

Introduced at a regular meeting of the Common Council of the City of Franklin this
_____ day of _____, 2016 by Alderman _____.

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 _____

CHANGE ORDER

No. 4

DATE OF ISSUANCE January 8, 2016

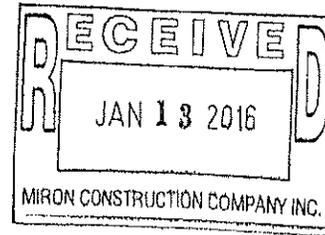
EFFECTIVE DATE January 8, 2016

OWNER City of Franklin
 CONTRACTOR Miron Construction Co., Inc.
 Contract: Franklin Water & Wastewater Operations and Maintenance Facility
 Project: Franklin Water & Wastewater Operations and Maintenance Facility
 OWNER's Contract No. 2014-4 ENGINEER's Contract No. 2013-0168.04
 ENGINEER GRAEF- USA Inc.

You are directed to make the following changes in the Contract Documents:

Description:
 See attached

Reason for Change Order:
 See attached.



Attachments: (List documents supporting change)
 Summary of quantities and unit prices

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>2,746,620.00</u>
Net Increase from previous Change Orders No. <u>1</u> to <u>3</u> : \$ <u>101,792.15</u>
Contract Price prior to this Change Order: \$ <u>2,848,412.15</u>
Net increase of this Change Order: \$ <u>33,105.59</u>
Contract Price with all approved Change Orders: \$ <u>2,881,517.74</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>August 28, 2015</u> Ready for final payment: <u>September 18, 2015</u> (days or dates)
Net change from previous Change Orders No. <u>0</u> to No. <u>1</u> : Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>August 28, 2015</u> Ready for final payment: <u>September 18, 2015</u> (days or dates)
Net increase this Change Order: Substantial Completion: <u>0</u> Ready for final payment: <u>0</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>August 28, 2015</u> Ready for final payment: <u>September 18, 2015</u> (days or dates)

RECOMMENDED:

By: [Signature]
 ENGINEER (Authorized Signature)

Date: 1/8/16

APPROVED:

By: _____
 OWNER (Authorized Signature)

Date: _____

ACCEPTED:

By: [Signature]
 CONTRACTOR (Authorized Signature)

David G. Voss Jr., President
 Date: 1-13-16

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

City of Franklin
 Water and Wastewater Operations and Maintenance Facility
 Change Order No. 4 Summary
 January 8, 2016

<u>GRAEF</u> <u>CO Number</u>	<u>Miron</u> <u>PCI#</u>	<u>Description</u>	<u>Cost</u>
4	10005	Reroute Test Basin 3" Line to New Storm	\$ 392.39
4	10006	Remove Outlet and Wiring from behind Lockers	\$ 69.64
4	10011	Changes to Shower Stalls	\$ -
4	10013	Furnish and Install Steel Angles on Beams to Level out Deck	\$ 1,022.12
4	10014	Demo existing floor in room 117 and repour to match existing ff elevation	\$ 1,572.58
4	10015	Furnish and Install Lintel above Doorway Opening in Corridor 111	\$ 758.46
4	10019	Concrete Approaches in Front of OH Doors vs Aphalt	\$ 8,229.82
4	10021	Remove and Reinstall X-Bracing for Duct Installation	\$ 773.19
4	10022	Remove Concrete/Misc. Obstructions from Parking Lot	\$ 2,470.09
4	10025	Remove buried concrete drive from new storm water retention area	\$ 2,253.45
4	10028	Cap water line in grass area per RFI 33	\$ -
4	10029	Relocate starter to the upper mezzanine	\$ 3,914.43
4	10031	Relocate gas meter	\$ 1,798.61
4	10032	Credit for City providing locksmith and furnish key cores for doors	\$ (192.00)
4	10034	Credit for eliminating the electrical at the doors beside door 105	\$ (125.00)
4	10038	Credit for not furnishing BFP at the water main	\$ (1,909.00)
4	10039	Additional Piping for Meter Testing Set up	\$ 1,650.14
4	10040	Remove Obstructions from Parking Lot	\$ 1,678.37
4	10045	Additional EM Illumination as requested by Electrical Insp	\$ 1,837.72
4	10046	Install Condensate Drain Piping	\$ 3,587.37
4	10047	4'-2 Lamp Wrap Around Fixtures in Rooms 114 &115	\$ 1,208.97
4	10048	Credit for 60 feet of curb and gutter	\$ (840.00)
4	10053	Temperature Sensor for Circulating Pump for Water Heater	\$ 361.63
4	10054	Add Fire Alarm Pull Stations and Signal Devices	\$ 3,605.70
4	10056	Credit for Elimination of Signage	\$ (1,281.40)
4	10058	Furnish and Install Non-ASME Expansion Tank	\$ 268.31
Total Change Order No. 4			\$ 33,105.59

<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">February 16, 2016</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">A RESOLUTION TO TEMPORARILY DESIGNATE W. CHURCH STREET AS TWO- WAY TRAFFIC AND NO-PARKING FROM S. 116TH STEET TO W. ST MARTINS ROAD</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>6.12.</i></p>

BACKGROUND

In 2016 Milwaukee County is planning to reconstruct W. St. Martins Road from S. Lovers Lane, through the St. Martins Village Area, past W. Forest Home Avenue, and almost to S. North Cape Road. The City has not seen a detailed project schedule, but this construction is expected to start in the spring of 2016 and be substantially complete by the 2016 Labor Day Fair and final completion sometime thereafter.

W. Church Street is a one-way street southwest of W. St. Martins Road. Citizens have requested that this section of W. St. Martins Road be designated as two-way traffic during construction. Depending on construction activity, it may be difficult to access Swiss Street and thus an area along S. 116th Street would be difficult to access- most notably St. Martin of Tours Parish School.

Existing City Code 245-4 lists One-Way direction for W. Church Street from S. 116th Street to St. Martins Road. W. Church Street is the only street in the City designated as one-way.

Existing City Code 245-5 D. lists No Parking for W. Church Street as follows:

- North side between 116th Street and W. St Martins Road
- South Side from 116th Street to a point 400 feet east.

ANALYSIS

All other streets in the area are two-way traffic. This section of W. Church Street is not as wide as the other streets which justify the one-way designation and limitation on street parking.

If two-way traffic were allowed on this section of W. Church Street, it is recommended that more of this section of street be designated as no-parking. Approximately the eastern most towards W. St Martins Road (140-feet) is wide enough to accommodate parking and is often utilized for local businesses.

Attached is an exhibit of the existing and proposed signs.

- A “Stop” sign should be added for west bound traffic at the intersection of W. Church Street and S. 116th Street.
- “No Parking” signs should be added for the southern side of W. Church Street up to 140-feet of W. St. Martins Road.
- All “One Way” signs should be bagged or temporarily removed.
- All “Do Not Enter” signs should be bagged or temporarily removed.

The change in signs should coincide with the commencement of construction activity by the Milwaukee County contractor and should be returned to existing travel routes and patterns when the contractor is substantially complete. To allow the flexibility of the contractor’s schedule, the exact timing of the sign changes should be as designated by the City Engineer. The City Engineer will make contact with Essential Services when the signs are altered.

To further employ the two-way traffic designation, staff is prepared to:

- temporarily stripe a yellow center line
- place some flexible posts along the center line
- add a speed limit sign (25 mph) for the west bound traffic
- notify the two churches regarding this resolution

Chief Oliva with the Franklin Police Department has reviewed the proposal and has no concerns.

OPTIONS

Approve or Table

FISCAL NOTES

DPW can make the signage modifications within the current operating budget.

REMMENDATIONS

Motion to sign Resolution to temporarily designate two-way travel for W. Church Street from S. 116th Street to St. Martins Road and further temporarily designate no-parking for the south side from 116th Street easterly up to 140-feet from W. St Martins Road. The dates of the temporarily designation shall coincide with the 2016 reconstruction of W. St. Martins Road as determined by the City Engineer and enforceable when posted by DPW.

The Board of Public Works considered this issue on February 9, 2016 and made a positive recommendation to the Common Council to pass the attached resolution.

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY
RESOLUTION NO. 2016 - _____

A RESOLUTION TO TEMPORARILY DESIGNATE W. CHURCH STREET AS TWO-WAY
TRAFFIC AND NO-PARKING FROM S. 116TH STREET TO W. ST MARTINS ROAD

WHEREAS, in 2016 Milwaukee County is planning to reconstruct W. St. Martins Road from S. Lovers Lane to S. North Cape Road; and

WHEREAS, W. St. Martins Road will be a construction zone and often closed to through traffic during 2016; and

WHEREAS, access and navigation to/from locations in the western part of the St. Martins Village Area will be difficult during the County's reconstruction project; and

WHEREAS, W. Church Street from S. 116th Street to W. St. Martins Road is currently designated as one-way per City Code 245-4; and

WHEREAS, the south side of W. Church Street from 116th Street to a point 400 feet east is currently designated as no parking per City Code 245-5; and

WHEREAS, W. Church Street approximately 140-feet west of W. St. Martins Road is suitable for two-way traffic plus parking on one side only; and

WHEREAS, W. Church Street west of a point 140-feet west of W. St. Martins Road is not suitable for two-way traffic plus parking; and

WHEREAS, The City Engineer/Director of Public Works will be in close coordination with Milwaukee County and familiar with construction schedules;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin, that upon coordination with the Milwaukee County DOT-Transportation Services, the City Engineer will direct the Department of Public Works to temporarily post W. Church Street from S. 116th Street to W. St. Martins Road as two-way traffic and restrict on-street parking for all of this section with the exception of the eastern-most 140-feet on the south side. Signs reflecting this resolution will be posted after essential services have been notified; and

BE IT FURTHER RESOLVED that upon further coordination with the Milwaukee County DOT-Transportation Services, the City Engineer will direct the Department of Public Works re-install signage on W. Church Street from S. 116th Street to W. St. Martins Road to pre-construction conditions and City Codes 245-4 and 245-5 will be back in effect as written.

Introduced at a regular meeting of the Common Council of the City of Franklin this
_____ day of _____, 2016 by Alderman _____.

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

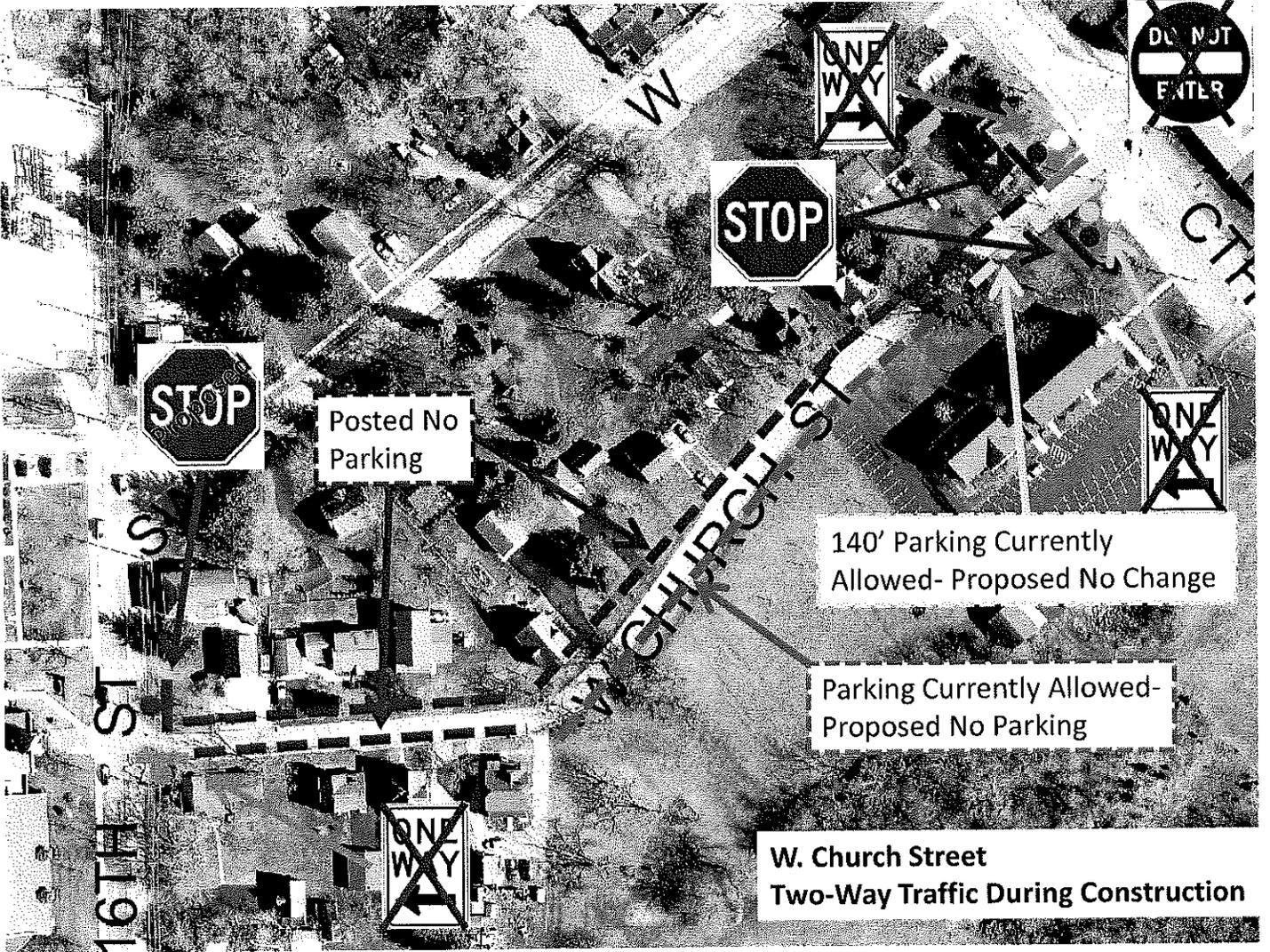
APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____



Posted No Parking

140' Parking Currently Allowed- Proposed No Change

Parking Currently Allowed- Proposed No Parking

W. Church Street
Two-Way Traffic During Construction

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 02/16/2016
REPORTS & RECOMMENDATIONS	RESOLUTION TO PROVIDE NEW RESIDENTIAL MAILBOXES FOR 10010-11839 W ST MARTINS ROAD	ITEM NUMBER <i>G.13.</i>

BACKGROUND

In 2016 Milwaukee County is planning to reconstruct W. St. Martins Road from S. Lovers Lane, through the St. Martins Village Area, past W. Forest Home Avenue, and almost to S. North Cape Road. This construction includes a six foot wide concrete path along the north (east) side of the road and much of the path has been designed to be immediately behind a concrete curb and gutter section.

The County's current plan is to have their contractor relocate the mailboxes with posts in cluster locations during construction for continuous mail delivery. After the road reconstruction is complete, the contractor would then relocate the existing mailboxes and posts to existing locations.

There are approximately 73 mailboxes affected by this project. The existing mailboxes and posts are in various styles and states of repair and condition.

ANALYSIS

There is a concern for the planned relocation. Several reasons why the County's proposed method of keeping existing mailboxes is not advantageous to the project:

- Because the most of the project would have mailboxes in the concrete path, it is advantageous to minimize the penetrations in the concrete. It is also advantageous to minimize the number of locations where the walkway is not a full six feet in width.
- The existing posts are in a variety of configurations- including behind the mailbox. It is advantageous to replace with posts that will not extend further into the path.
- Because the road is being totally reconstructed, it would not be aesthetically pleasing to have all new construction adorned with a multitude of mailboxes and posts in various states of repair and condition.

Staff can provide new mailboxes and posts. For uniformity, the City can offer to provide a new black metal mailbox (see attached) with 2" address letters. The design with treated lumber posts and shelves will accommodate newspaper boxes.

Staff would like to consolidate mailboxes and minimize the penetrations into the sidewalk. The attached draft questionnaire is provided for input from Common Council. If no mailboxes are consolidated, the quantity and approximate costs of replacing existing quantity and locations are as follows:

\$ 754.00	(26) single post with single mailbox @ \$29/ea
\$ 318.00	(6) single post with double mailboxes @ \$53/ea
\$ 510.00	(6) double post with three mailboxes @ \$85/ea
\$ 118.00	(3) double post with four mailboxes @ \$118/ea
\$ 140.00	(1) double post with five mailboxes @ \$140/ea
<u>\$2,076.00</u>	Total Estimate

OPTIONS

Authorize staff to solicit homeowners for optional replacement of mailboxes and posts provided by City; or

Take no action which would by default have County continue with existing plan of reinstalling existing mailboxes and posts.

FISCAL NOTES

We are still working out estimates for water and sewer utility impacts that we will need to reimburse the County for this project.

Total budget for the approximately 73 mailboxes would be approximately \$2,100 and can utilize the Capital Outlay Contingency Fund.

RECOMMENDATIONS

Authorize staff to solicit homeowners for optional replacement of mailboxes and posts provided by City.

**Questionnaire for Property Owners
Along West St. Martins Road**

Dear Property Owner,

As you are aware, the County is planning to reconstruct St. Martins Road during 2016.

We understand that their contractor will relocate your mailbox during construction to some common out-of-the-way locations so that mail delivery may continue during the project. You will be notified of the details as they are worked out.

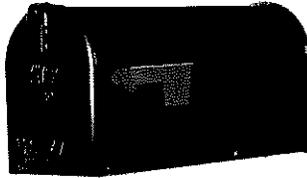
We were unable to convince the Post Office that the mailboxes should be relocated to the south (west) side of the road so the mailboxes will be placed along the edge of the new path. For a variety of reasons, the Franklin Common Council has decided to offer new mailboxes to the affected 73 residents.

This offer for a free mailbox is optional. If you would like to have a new mailbox, you do not need to do anything. We will make plans to provide one. You will take ownership of the new mailbox upon installation.

If you do NOT want a new mailbox provided by the City, you must call City Engineering at (414) 425-7510 and give your name and contact information to the administrative assistant for a follow up conversation.

Likewise, the City would like to relocate some of the mailboxes. When grouped, it is desirable to place the mailboxes at or near property lines. Unless we contact you, we will not place any mailbox further than 100-feet from your property line. If you have a concern about the final location of your mailbox, please contact the City Engineering Administrative Assistant as outlined above for a follow up conversation.

Thanks for your attention,
Sincerely,
Glen E. Morrow, PE
City Engineer / Director of Public Works

MENARDS®*Dedicated to Service & Quality™*

Gibraltar Industries® Elite Standard Size Galvanized Steel Rural Mailbox

Product Specifications:
Variation: Black

Dimensions: 8.766"H x 6.833"W x 20.125"D

Model Number: E1100B00

Menard SKU: 2156925

Shipping Dimensions: 20.5 x 9.0 x 7.25

Shipping Weight: 5.5 lbs

Material: Steel

Online Price
\$16.99
Online Availability
Ship to Home

Available for immediate shipment .

Ship to Store - Free!
Store Availability

Product Description

This heavy-duty mailbox comes fully assembled with a steel latch and aluminum flag. It has a smooth black rust-resistant finish and is U.S. Postmaster General approved.

- Standard-sized design with a 20 in. approximate depth provides plenty of room for letters, magazines and other mail
- 30% heavier than standard gauge mailboxes
- Heavy-duty steel latch and aluminum flag
- Fully assembled - ready to install
- Rust-resistant smooth finish
- Made in the USA

Brand Name: Gibraltar Industries

Please Note: Prices, promotions, styles and availability may vary by store and online. While we do our best to provide accurate item availability information, we cannot guarantee in-stock status and availability as inventory is sold and received continuously throughout the day. Inventory last updated 2/10/2016 at 5:00am EST. Online orders and products purchased in-store qualify for rebate redemption. Rebates are provided in the form of a merchandise credit check which can only be used in a Menards® store.

Menards®
 5106 Menard Drive
 Eau Claire, WI, 54703, USA
 customerservice@menardsoc.com

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
Reports & Recommendations	SUBJECT: Approval of revised rates of service for street and utility construction inspection for the years 2016 and 2017	2/16/16 ITEM NO. G.14.

BACKGROUND

Please be advised that pursuant to Common Council policy, to supplement the City Engineering Department, consultant engineering firms are employed to inspect the installation of public utilities and construction of roadways in public right-of-ways and easements. This inspection is most commonly used for private development. The developers pay for this inspection from their letter of credit.

ANALYSIS

1. The present need for inspection of public facilities (sewers, water and roads) continues to be down. Three firms are providing outstanding service and are used in an ongoing rotation. Those firms are:

R.A. Smith National
Ruekert and Mielke
Graef

2. The term of consultant employment is typically for two years. The existing rates have not been increased since 2012.
3. The consultants were asked to independently submit their proposed rates to the City. Upon receiving the three sets of rates, Engineering staff established a reasonable, blended set of rates. All three firms have confirmed that the blended rates are acceptable.

The rate increase over a three year span ranges from 2.5% to 3.5% annually.

4. Each firm's staff have proved to adequately perform and are again seeking assurance of inspection work to maintain staffing levels. Given these firms have enough qualified personnel including much needed supervision for coordination; it is the recommendation of staff to increase rates for 2016 and 2017 to the proposed rates.

OPTIONS

Extend agreements with rates for 2016 and 2017

FISCAL NOTE

Rates of compensation for inspection services will be common for all firms and as charged to developers.

RECOMMENDATION

Motion for approval of revised rates of service for street and utility construction inspection for years 2016 and 2017.

Encl.

PROPOSED INSPECTION CHARGE OUT RATES FOR 2016 AND 2017
AND COMMON TERMS OF AGREEMENT
CITY OF FRANKLIN
FEBRUARY 8, 2016

Three firms (R.A. Smith, Graef, and Ruckert and Mielke) have submitted charge out rates for 2016 and 2017. The rates have been blended to establish one set of rates for each firm.

	Present 2013 – 2014 Rates	Proposed 2016 – 2017 Rate
Construction Supervisor	\$116/hr.	\$128/hr
Tech III	\$ 83/hr.	\$92/hr
Tech II	\$ 74/hr.	\$82/hr
Tech I	\$ 58/hr.	\$64/hr
Survey Crew (two-person)	\$164/hr.	\$180/hr
Survey Crew (one person)	\$120/hr	\$130/hr
Cadd Tech IV	\$ 90/hr	\$98/hr

- Mileage will be based on City rate.
- Tech III's are the senior and most experienced techs, with more than ten (10) years progressive experience. Tech II's are experienced with more than five (5) years progressive experience. Tech I's should be committed full time employees gaining experience.
- Subdivision development must be inspected primarily by either a Tech III, or Tech II. Tech I can be used only as a "second" or associate on site with a Tech III present.
- As-built, punch list crew members will be billed out as individual involved i.e., one Tech III, one Tech I, etc.
- All Techs may have to attend a City seminar or watch the entire seminar tape and take the Inspection Competency Test and pass it at least every other year as it is offered.
- Each firm to provide a certificate of insurance.
- Each firm to provide necessary document for acceptance by City attorney.

<p style="text-align: center;">APPROVAL</p> <p style="text-align: center;"><i>Slw</i></p>	<p style="text-align: center;">REQUEST FOR COUNCIL AACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">2/16/16</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">RESOLUTION TO AMEND ARTICLES III AND V OF THE ADMINISTRATIVE RULES AND PROCEDURES FOR THE BOARD OF PUBLIC WORKS COMMISSION, OFFICERS AND QUORUM</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.15.</i></p>

BACKGROUND

The Board of Public Works at their January 12, 2016 meeting reviewed Administrative Rules and Procedures for the Commission.

ANALYSIS

As a result of their review there were two items that appeared to need updating:

- The first item being under Article III Membership, Section 5. As found quorum required five (5) members. The commission has existed with six (6) citizens at large and an Alderman who votes, thus totaling seven (7). A majority should be changed to four (4) members for quorum. If the number of Commissioners would increase the section allows for a majority to prevail.
- The second item being under Article V, Officers in Section 5 and Section 6 where a vice chair is indicated to be part of the Commission. The listing of vice chair is contrary to Section 1 of this article which indicates the only officers shall be a chair and recorder. This being consistent with long standing practices of the Commission.

OPTION

Modify the Administrative Rules and Procedures
Table or deny.

RECOMMENDATIONS

Motion to adopt Resolution No. 2016 - _____, a resolution to amend the Administrative Rules and Procedures for the Board of Public Works commission, officers and quorum.

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2016 - _____

A RESOLUTION TO AMEND ARTICLE III AND V
OF THE ADMINISTRATIVE RULES AND PROCEDURES
FOR THE BOARD OF PUBLIC WORKS
COMMISSION, OFFICERS AND QUORUM

WHEREAS, the Board of Public Works having reviewed the Administrative Rules and Procedures for the Board of Public Works Commission at their meeting of January 12, 2016 and recommended to Common Council at their February 9, 2016 meeting amendments be made.

NOW, THEREFORE, the Common Council of the City of Franklin do hereby ordain as the following amendments under the Board of Public Works Commission:

Article III. Membership Section 5

Quorum to be changed from five(5) to four (4) members.

Article V. Officers Section 5 and Section 6

Eliminate Section 5

Change Section 6 to be 5 and read "When the Chair is unable to preside"

Introduced at a regular meeting of the Common Council of the City of Franklin on the _____ day of _____, 2016, by Alderman _____.

Passed and adopted by the Common Council on the _____ day of _____, 2016.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

RJR/db

Res/Amend Administrative Rules and Procedures for the BPW 2016

<p style="text-align: center;">APPROVAL</p> <p><i>Slw</i> </p>	<p style="text-align: center;">REQUEST FOR COUNCIL ACTION</p>	<p style="text-align: center;">MEETING DATE</p> <p style="text-align: center;">02/16/2016</p>
<p style="text-align: center;">REPORTS & RECOMMENDATIONS</p>	<p style="text-align: center;">Consideration of Additional Appropriations for the Senior Travel Program via an Ordinance to Amend Ordinance 2015-2198, An Ordinance Adopting the 2016 Annual Budgets for the General Fund for the City of Franklin for Fiscal Year 2016, or by Other Budgetary Means</p>	<p style="text-align: center;">ITEM NUMBER</p> <p style="text-align: center;"><i>G.16.</i></p>

(This item was tabled from the 2/2/2016 Council Meeting to the 2/16/2016 Council Meeting.)

The current tour provider of the Senior Travel Program, Mr. Basil Ryan, has requested that the City provide an additional \$4,000 in property tax levy, or from any other general fund revenue source, to increase the amount of trips and/or the average cost for trips attended by participants in the Senior Travel Program. He has noted at various meetings since the consideration of the 2016 budget that he cannot fund 12 trips within the \$10,000 budget and that he would like to be able to make more trips that have a higher cost due to a greater distance travelled and, correspondingly, a longer bus rental time. Following is a brief, simple analysis of trip cost.

Senior Travel Program Bus Costs					
	2014			2015	
	Cost per Trip	Number of Trips		Cost per Trip	Number of Trips
	\$650	1		\$750	1
	\$725	2		\$800	6
	\$750	1		\$845	1
	\$800	4		\$950	2
	\$900	2		\$1,250	1
	\$925	1			
	\$1,025	1			
Total	\$9,800	12		\$9,545	11
Average Cost		\$816.67			\$867.73
Two-Year Average			\$841.09		

The request brings up three general issues. First, the current tour provider (Mr. Ryan) and the previous tour provider (Shirley Bird) have commonly indicated that the budget for a year is usually needed early in the year because the trips need to be scheduled almost a year in advance. If that is the case, then it is possible that the issue is really a 2017 budget issue. The City is only aware of Mr. Ryan's planned trips through June of this year. It is probably fair to assume additional trips can still be scheduled for the second half of the year, but it is a point that could be clarified.

The second issue is determining the amount of additional funding (appropriations), if any, that the City wants to designate for this purpose. The request is for \$4,000 and there was discussion during budget deliberations of \$5,000. The City, however, may want to consider what its expectations are for trips prior to determining an amount. For example, if the City wants to continue to fund a monthly trip, for 12 per year, then a full \$4,000 is probably more than necessary. If the City wants to expand the program and increase the number of trips as requested, then establishing a random increase as requested is an option. Following are some funding demand scenarios.

Potential Funding Demand for 12 Senior Travel Program Bus Trips								
	Example 1		Example 2		Example 3		Example 3	
	Cost per Trip	Number of Trips						
	\$825	6	\$825	2	\$825	0	\$825	8
	\$950	4	\$950	4	\$950	3	\$950	4
	\$1,200	2	\$1,200	6	\$1,200	7	\$1,200	3
					\$1,375	2	\$1,375	0
Total	\$11,150	12	\$12,650	12	\$14,000	12	\$14,000	15
Average Cost		\$929.17		\$1,054.17		\$1,166.67		\$933.33

Example one continues an expectation of just 1 trip per month, but assumes half the trips expand to the more modest distance/time (as two-thirds of them were over the last 2 years) but assumes higher average costs for the remaining half of the trips. This scenario only needs an additional \$1,150.

Example two also continues an expectation of just 1 trip per month, but assumes half the trips have the more significant distance/time with few modest trips. The average trip cost in this scenario is more than 25% higher than the average cost over the last two years. Even with that increase, this scenario only needs an additional \$2,650.

Examples three and four lay out two scenarios where the additional \$4,000 would be used. Example three keeps the trip count to 12 and uses all higher cost trips, which have an average cost per trip almost 40 percent greater than the average cost over the last two years. Example four increases the trip count by 25% to 15 and increases the cost per trip by 11% over the average cost per trip from the last two years. As such, if the full \$4,000 is applied by the Common Council, one can get a better understanding of the magnitude of the program expansion that would be allowed.

When considering the potential amount of additional funding, the Common Council might wish to be reminded that during 2015 action was taken to not require the Senior Travel Program to comply with CDBG requirements for any of its trips. This action was carried forward and approved within the adopted 2016 budget, including discontinuing applying the CDBG resources. As such, the 2016 budget already incorporates an additional \$5,000 of General Fund resources -- a one-third increase -- for the Recreation budget.

The third issue is the funding. Naturally, the contingency budget is available to fund an increase if one is so desired by the Common Council. I understand, however, that the tour operator wants any budget increase to continue going forward beyond 2016. As such, use of contingency would simply create a form of structural deficit that would need to be resolved in the future budget process. Therefore, if the intent of the Council is to anticipate that any increase provided would create a new baseline for the Senior Travel Program, then it would be appropriate to identify an offsetting expenditure for reduction.

To that end and as Council members are aware, the final 2016 budget did not reflect programmatic increases across most departments. Most areas of the budget remained at a programmatic status quo level and numerous cuts were made to the budget as presented. In fact, the Police Department, Administration, Fire Department, Municipal Court, Building Inspection, Aldermen, and Mayor budgets already reflect cuts from 2015 in the total non-personnel services line items. The Common

Council was, in fact, cutting budgets, not enhancing them; so it is appropriate to consider any potential enhancement in that context. Although we are already aware of areas where we expect expenditure increases for 2017 (so caution in further cuts in 2016 is warranted), it is known that available appropriations to cover up to the full \$4,000 is available in the Assessors Budget given the revaluation contract authorized by the Common Council in November.

It is worth noting that there was considerable discussion pertaining to the history of the Senior Travel Program funding and the related concern, raised by the tour provider, as to how CDBG funding became a part of the program. Since that concern may impact the Council's consideration of this item and since I had a request for additional information on that topic, I have included a historical summary that addresses the documented and substantial history that linked this program to CDBG funding in the past. A memo on that is attached and available for those interested in the facts related to that issue.

Possible Actions:

If the Common Council wants the tour operator to work within a status quo budget, a motion to receive and file is appropriate. If the Common Council wants to provide added appropriations for 2016 only, a motion authorizing use of contingency funds is appropriate. If the Common Council wishes to increase appropriations with the intent that it become a new base-line budget for the activity, the attached budget modification ordinance is prepared. The budget modification ordinance has the amount left blank, so any motion to approve the ordinance must include identifying the amount of the modification.

COUNCIL ACTION REQUESTED

Motion to Receive and File.

OR

Motion to authorize use of contingency appropriations of \$_____, to allow for additional trips for the Senior Travel Program in 2016.

OR

Motion to Adopt Ordinance No. 2016-____, an Ordinance to Amend Ordinance 2015-2198, An Ordinance Adopting the 2016 Annual Budgets for the General Fund for the City of Franklin for Fiscal Year 2016 to Appropriate Additional Funds for the Senior Travel Program as presented and including the amount of \$_____.

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 GENERAL FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2016 TO APPROPRIATE ADDITIONAL FUNDS FOR THE SENIOR TRAVEL PROGRAM

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

WHEREAS, the Common Council has considered a request to expand the Senior Travel Program from the currently authorized level, and

WHEREAS, the Common Council has determined it is in the public interest to provide the Senior Travel Program with additional appropriations, funded by property tax dollars, for the purpose of expanding the Senior Travel Program from the currently authorized level, and

WHEREAS, appropriations are available in the Assessors Department budget based upon authorization of a contract for services at an amount less than anticipated in the budget, and

WHEREAS, changes in appropriations will be allocated to line items for accounting purposes as determined by the Director of Finance and Treasurer, and

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

Section 1 That the 2016 Budgets be adjusted as follows:

Assessor's Department	Non-Personnel Services	Decrease	\$ _____
Recreation	Recreation (Senior Citizen Travel)	Increase	\$ _____

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.

Introduced at a regular meeting of the Common Council of the City of Franklin this 2nd day of February, 2016.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 2nd day of February, 2016.

APPROVED:

ATTEST:

Stephen R. Olson, Mayor

Sandra L. Wesolowski, City Clerk
AYES ___ NOES ___ ABSENT ___



MEMORANDUM

Date: January 28, 2016
To: Mayor and Aldermen
From: Mark W. Luberda
Director of Administration
RE: Funding Sources for the Senior Travel Program

There was discussion within the 2016 budget process and subsequent to that relative to providing additional funding for the Senior Travel Program. Citizen comments pertaining to that discussion suggested that the Common Council had never authorized requiring the Senior Travel Program to use Community Development Block Grant (CDBG) dollars and to be restricted by CDBG program requirements as administered by Milwaukee County and the U.S. Department of Housing and Urban Development (HUD). The allegations were firm enough that an Alderman requested documentation on action taken by the Council to take CDBG funds planned for use by the Franklin Senior Citizens, Inc. and give it to the Senior Travel Program.

Given that the potential consideration of additional funding was linked to the loss of and/or restrictions of CDBG program dollars and given that an understanding of the facts related to the funding sources might influence consideration of the additional funding, I have concluded that it is most appropriate to provide everyone with documentation on the funding and funding sources of the Senior Travel Program.

In short, the following information shows that the City has historically applied as much of the Senior Travel Program as possible to CDBG funds, which makes sense -- why spend General Fund tax dollars if we don't have to. Any action on funding sources was always approved by the Common Council, generally multiple times. For example, the Common Council would hold a public hearing on what CDBG applications to submit and then pass motions directing what programs, including the Senior Travel Program, to include in CDBG funding requests. The Council Action sheets were generally very detailed in setting out project costs and funding sources and regularly reported the recommended funding for the coming year as well as updating any program changes that occurred during the prior year. Later in the year and depending upon how consistently the CDBG award matched the City's CDBG request, the CDBG contract awards with the County would come back to the Common Council for approval to execute as modified. Additionally, the Common Council would get a Mayor's Proposed Budget each year that included explanations of the funding allocations. These documents also regularly reported the planned funding for the coming year as well as updating any program changes that occurred during the prior year.

The attached pages provide a year-by-year summary of activity and actions. It also commonly addresses activity for the program run by the Franklin Senior Citizens, Inc. because the two projects and funding were closely-related, main components of the City's Recreation Budget, both were eventually covered by or within one CDBG contract (not separate contracts), and both, ultimately, were covered by the same budgetary appropriation unit.

Reviewing the following "Historical Summary," it would be impossible to conclude that the Senior Travel Program was intended only to be run only with City dollars and that it was unintentionally or covertly moved to CDBG funding. It is clear, that the City specifically intended to use CDBG funding to the greatest extent possible to fund the activities of the Recreation Budget. It is also clear that for many years the City also provided duplicate funding from City resources to ensure the Travel Program could continue unimpeded. Eventually, the economic crisis forced the City to eliminate duplicate funding and to cap property tax levy for the Recreation Program that covered the two senior activities at \$15,000. The City remained steadfast in its total funding, but overtime CDBG program requirements and implementation of program requirements became more burdensome,

which is what caused concerns relative to constraints on the Senior Travel Program. Ultimately, in 2015, the Common Council removed the CDBG requirements associated with the Recreation Budget by adding \$5,000 in general fund resources, increasing the property tax commitment by 33% from \$15,000 to \$20,000. That increase was carried forward and approved in the 2016 budget.

HISTORICAL SUMMARY

2004

Documentation related to the 2005 Budget indicates the following about 2004: "The 2004 Adopted Budget included \$10,000 for the Senior Travel Program of which \$6,600 was appropriated as part of the City's Recreation Budget, and the remaining \$3,400 was funded through the Milwaukee County Community Development Block Grant (CDBG) Program." Of the \$6,600, records indicate \$3,798 was actually spent in City money with \$5,411.84 spent from the CDBG program. Shirley Bird was provided a year-end close out memo by Gary Petre that indicated the allocation of funding used.

2005

The 2005 Budget documentation indicates the following: "The 2004 Adopted Budget included \$10,000 for the Senior Travel Program of which \$6,600 was appropriated as part of the City's Recreation Budget, and the remaining \$3,400 was funded through the Milwaukee County Community Development Block Grant (CDBG) Program. The 2005 Budget continues the \$10,000 Program at City cost, pending Milwaukee County determination of available CDBG Program funding." Of the \$10,000 of City funding, \$7,770 was actually used. \$1,710 of CDBG money was spent on the program. Shirley Bird was provided a letter by Lisa Huening indicating the allocation of funding used.

2006

The 2006 Requested Budget documentation indicates the following:

"The 2005 Adopted Budget included \$10,000 for the Senior Travel Program. Although the City requested 100% funding of this Program through the Milwaukee County Community Development Block Grant (CDBG) Program, only \$1,710 was approved for reimbursement. The remaining \$8,290 is being funded with City property tax levy. The 2006 Budget continues the \$10,000 Program at full City cost, pending Milwaukee County determination of available 2006 CDBG Program funding."

Shirley Bird was provided a letter by Cal Patterson that stated the following:

"Although the City usually requests 100% funding of this Program through the Milwaukee County Community Development Block Grant Program (CDBG), it remains undetermined at this time what amount, if any, will be available through the Milwaukee County 2006 CDBG Program."

The 2007 Budget notes further clarified as follows: "The 2006 Budget provided a \$10,000 appropriation to support the Senior Travel Program although CDBG funding became available for this program. The 2007 Budget continues this appropriation in case CDBG funding is no longer available." As such, the 2006 estimated City funds in the 2007 budget records is listed as \$0. Nonetheless, in the end, \$9,510 was spent from the appropriated City funds.

2007

The 2007 Requested Budget indicates that \$10,000 of City money was again appropriated for the Senior Travel Program "in case CDBG funding is no longer available." The 7/22/08 Council Action sheet for the 2009 CDBG contracts indicates that ultimately the 2007 CDBG contracts provided \$5,000 for the Senior Citizen Travel Program, with the other \$5,000 from City funds. Ultimately \$9,540 of the appropriation was used.

2008

At the 7/17/07 Common Council meeting, the Council considered the 2008 CDBG Program proposal. That Council action sheet noted that the County was being forced by HUD to reduce its use of funding for "Public Services" to no more than 15% of their total. "Public Services" included any non-brick-and-mortar programs, such as Senior Travel, Franklin Senior Citizen's, Inc., and the Elderly Persons Home Support Services (Southwest Interfaith). The City's 2007 public services allocation was at \$26,660 and exceeded 50% of our total.

Nonetheless, the City proposed \$16,500 for Senior Citizens Activities and \$5,160 for Southwest Interfaith from CDBG. This brought our percentage down to 37.3%, although not near the \$7,700 that matched the 15%, relying on the fact that some communities wouldn't use their Public Service allocation. Per the action sheet, Senior Citizen Activities (which can include the travel program and Franklin Senior Citizens, Inc.) again requested \$16,500. It noted, however, the following:

"The **Senior Travel Program** project is being withdrawn from CDBG funding as funds for "Public Service" activities are limited, as discussed above. Nonetheless, the City can fully support the project with continuing the \$10,000 operating budget appropriation set forth in the City's 2007 budget on page 73. Although the Senior Travel Program has enjoyed CDBG support in recent years, general operating revenues have been budgeted each year to ensure the program's continuation even if the CDBG funding was eliminated. In fact, the program has been largely supported by general City revenues in the past and only last year secured full CDBG funding. This year the Senior Travel Program is only half funded by CDBG dollars. The above CDBG recommendation is based upon an expectation to continue the operating budget appropriation fully funding the Senior Travel Program in 2008. No increase in funding is needed, simply a continuation of the current funding level."

The 2008 budget records indicate that \$10,000 was appropriated for the Senior Travel Program and states "although CDBG funding will not be available to support the program in 2008." The 2009 Budget records then indicate that \$7,767 was actually used. Additionally \$4,442 was used for the "Senior Activities" programming. This final result occurred for a couple of reasons.

First, although the Common Council approved the recommended CDBG applications noted above, the award actually reduced the Senior Citizens Activities by \$5,000 to a total of \$11,500. At their meeting of May 6, 2008, the Common Council voted unanimously to replace the lost \$5,000 with additional City funding and "further that each project be provided a letter warning them of the potential loss in Community Development Block Grant funding for 2009." The purpose of the letter, as noted in the Council Action Sheet, was "to supply them with the greatest amount of time available to find additional funding to continue their missions." The letter to Shirley Bird indicated that "Although the Senior Travel Program is not currently being funded through CDBG funds, your program is considered as a potential CDBG project just like the other projects currently funded. The only difference is the source of the funding for the Senior Travel Program is the City general funds." These results were again reported to the Common Council at their meeting of 7/22/08 where the 2009 CDBG applications were under consideration.

Second, the change occurred based on a December 2008 meeting between the City, the County's CDBG program representative and, Patrick Fjerstad, from the US Department of Housing & Urban Development. In reviewing CDBG program expenditures, HUD recommended that the City submit invoices pertaining to the Senior Travel Bus Program in lieu of certain expenditures of the Franklin Seniors Citizens, Inc. The action was recommended to ensure compliance with CDBG guidelines. The County modified the 2008 CDBG agreement to provide for this and indicated that the 2009 agreement would have the same requirement. That is discussed further below.

2009

The 2009 budget records noted the following: "The 2009 Budget continues to provide a \$10,000 appropriation to support the Senior Travel Program as CDBG funding is no longer available to support the program." It also added the following: "For 2009, a \$5,000 appropriation has been added to support programming for seniors as provided by the Franklin Senior Citizens, Inc." This is repeated in a Council Action Sheet provided to the Common Council for their meeting of 2/17/09, where it noted the 2009 budget and CDBG applications had anticipated that the Senior Travel Program would use \$10,000 in City money, while the Franklin Senior Citizens, Inc. would use \$5,000 in City money and \$11,340 in CDBG money. The Council Action Sheet, however, goes on to say the following: "The attached contract for Franklin Senior Citizen Activities Program has been modified by the County to include the ability to charge transportation costs related to the Senior Bus Travel Trips and to restrict the ability to include costs of the monthly business meeting held at Clifford's. The County was responding to a meeting held late last year with a representative from HUD who strongly recommended a shift in funding."

In order to fund the same activities without additional funding, the Common Council unanimously authorized "appropriations within the Recreation Division Budget for the 'Senior Travel Program' and 'Senior Activities' to be used interchangeably in accordance with impact of the 2009 CDBG contracts, as set forth in the Revised Source of Funding table above." The table shifted \$4,680 of CDBG Money to the Senior Bus Travel program, with the remaining \$5,320 coming from City monies. Franklin Senior Citizens, Inc. was allocated \$9,680 in City monies with the remaining \$6,660 from CDBG sources. Actual City funds used ended up being as follows: Senior Travel Program \$2,870 and Senior Activities (Franklin Senior Citizens, Inc. \$8,440.

All of this activity is subsequently reported, again, in the 2010 budget process where the 2010 Budget records indicated the following: "The 2010 Budget continues to provide a \$15,000 appropriation to support activities for seniors, but it reflects a program modification that occurred near the end of 2009 wherein a portion of the CDBG contribution was allocated to the Senior Travel Program and a larger portion of the City contribution was allocated to senior citizen activities through Franklin Senior Citizens, Inc."

2010

For 2010 the City requested to continue to receive \$11,340 for Senior Citizen activities, with \$6,660 and \$4,680 for Franklin Senior Citizens, Inc. and the Senior Travel program, respectively. The 2010 CDBG allocation for public services, however, was again reduced for 2010, which left only \$8,700 in CDBG to support both the Senior Travel Program and the Franklin Senior Citizens, Inc.; both of which operated under one CDBG project contract titled "Franklin Senior Citizens Activities." The Common Council, acting on 9/1/09, indicated that the amount would be "allocated to Franklin Senior Citizen Activities, with the amounts to be agreed upon by the Franklin Senior Citizens, Inc. and Senior Travel program."

The resulting allocations were noticed to the programs in March of 2010 as follows:

	Franklin Senior Citizens, Inc.	Senior Travel Program	Total
City General Monies	\$9,260	\$5,740	\$15,000
CDBG	\$5,240	\$3,460	\$8,700
Total	\$14,500	\$9,200	\$23,700

The Senior Travel Program used \$4,314 of its City allocation and Franklin Senior Citizens, Inc. used \$8,339 of its City allocation.

2011

The 2011 Budget states the following:

“The 2011 Budget continues to provide a \$15,000 appropriation to support activities for seniors, and it provides the exact same allocation between the two program areas: the Senior Travel Program and Franklin Senior Citizens, Inc., including its Walking Club. These programs are also supported by CDBG dollars, which proposed funding for 2011 equals that as awarded for 2010.” (See the table above.)

Unfortunately, the CDBG program was cut by 7.6% due to reduced federal funding, and on 6/7/11 the Common Council authorized a reduction in CDBG support to the two senior programs from \$8,700 to \$8,038.

For the year, with the allocation of the \$15,000 in City funding, the distribution was anticipated to be as follows:

	Franklin Senior Citizens, Inc.	Senior Travel Program	Total
City General Monies	\$9,250	\$5,750	\$15,000
CDBG	\$4,578	\$3,460	\$8,038
Total	\$13,828	\$9,210	\$23,038

However, before closing the program year the County CDBG officer continued to press and reinterpret the applicability of expenses in accordance with HUD guidelines. The CDBG project is one project so allowable costs from either source can allocated to CDBG funding. Similarly, the understanding from prior Common Council action is that “appropriations within the Recreation Division Budget for the ‘Senior Travel Program’ and ‘Senior Activities’ [are] to be used interchangeably”. That authority parallels our current use of appropriation units in the allocation of expenses. As such, CDBG monies were spent first with allowable costs charged to the travel program, not the program run by Franklin Senior Citizens, Inc. Therefore, more Franklin Senior Citizens, Inc. charges were applied to City resources based upon discussions with the County’s CDBG office.

The net result is that the Senior Travel Program, however, is recorded as using \$612 of its City allocation and the entire \$8,038 of the CDBG allocation, whereas Franklin Senior Citizens, Inc. used \$9,889 all from the City allocation.

The change in the allocation of 2011 charges was reported to Shirley Bird in a letter on February 6, 2012, which stated the following:

“In discussions with Milwaukee County, and due to more stringent measures by HUD (United States Department of Housing & Urban Development), the 2011 Senior Activities CDBG total project monies of \$8,038 will be strictly used towards covering the cost of the Senior Travel Program. The leftover balance of \$612 (\$8,650 2011 total trip cost minus \$8,038 CDBG monies) will be covered out of the City’s general fund appropriations. From here on out the Senior Activities CDBG monies will be strictly used for covering the Senior Travel Program costs only.”

2012

The Council Authorized 2012 CDBG applications matching the 2011 award of \$8,038, with \$4,578 for Franklin Senior Citizens, Inc. and \$3,460 for the Travel Program. This action was taken in the middle of 2011 before the County’s interpretation that led to the reclassification of year-end charges for 2011.

The restrictions that were applied in 2011, however, were reported at the 7/10/12 Common Council meeting where the 2013 CDBG applications were under discussion. That Council action sheet noted the following:

“During the past few years, the Milwaukee County CDBG program has had increasing pressure from HUD to ensure approved projects meet the federal requirement that no more than 15% of project dollars go towards Public Service projects, social service type programs not involving construction. At the same time, the County and HUD have become much more stringent in their interpretation as to what qualifies as an allowable Public Service expenditure.... In 2011, the Senior Citizens Activities program (funding for Franklin Senior Citizens, Inc.) ultimately had to transition its funding entirely to the City portion of the funding for these activities. Again, this is a result of the interpretations as to eligible expenditures. Note that the City currently budgets \$15,000 in its Recreation budget which will enable Franklin Senior Citizens to still receive its allocation of approximately \$9,500 to \$10,000 and for the Senior Travel Program to continue with a budget of \$9,200. (Please note that these numbers do not precisely tie out to the 2012 planned amounts referenced above as some cushion was incorporated in the event the final awards ended up lower than they did.)”

In a table tracking the three year history of funding changes, the following allocation of the CDBG award for 2012 was reported at the 7/10/12 Common Council meeting.

	Franklin Senior Citizens, Inc.	Senior Travel Program	Total
City General Monies	\$9,250	\$5,750	\$15,000
CDBG	\$0	\$5,883	\$5,883
Total	\$9,250	\$11,633	\$20,883

Combined and at year end, the Recreation Budget stayed within budget spending \$12,235, with the Senior Travel Program using \$2,717 and Franklin Senior Citizens, Inc. using \$9,518 of its City allocation. The entire \$5,833 of CDBG spending was made by the Senior Travel Program. [It is worth noting, however, that in 2015 the County CDBG office reattributed some (\$2,370) of the charges initially applied to the Senior Travel Program toward health services for seniors performed by the Health Department. The City’s cost allocations for accounting purposes remained unchanged.]

2013

The updated funding allocations were again reported in the 2013 budget document, which indicates the following:

“The 2013 Budget continues to provide a \$15,000 appropriation to support activities for seniors; \$10,000 for the Franklin Senior Citizens, Inc. and \$5,000 for the Senior Travel Program. The Senior Travel Program is also supported by CDBG dollars, which proposed funding for 2013 equals that as awarded for 2012, which was \$5,883.”

It was reported to the Common Council on 6/18/13, when considering 2014 CDBG applications, that the 2013 CDBG contracts ultimately came in as planned in the budget. The following project constraint was also reported: “Also, due to more stringent HUD policies, the Franklin Travel Program costs will only be eligible if they include some type of educational aspect to the trip; otherwise they will need to be funded from the City Recreation allocated funds.” Given these added constraints, the Senior Travel program only used \$4,684 of the \$5,883 CDBG allocation. Additionally, the Senior Travel Program also used \$3,600 of the City allocation. With the Senior Activities using \$9,800 of City-funded appropriations, the Recreation section of the budget remained within budget.

2014

On 6/18/13 the Common Council authorized requesting CDBG funding for support of the Senior Travel Program of \$5,000. The hope was that half the programs would meet the educational component requirement. The 2014 Budget also provided \$5,000 for the Senior Travel Program, as well as \$10,000 for the Franklin Senior Citizens Inc., thereby maintaining the City commitment of \$15,000.

Inexplicably, the County awarded the Senior Travel Program \$8,643 for 2014. Unfortunately, the program had already scheduled their bus trips for the year. Furthermore, the program was increasingly reducing the percentage of trips that would be eligible for CDBG funding. As such, the added program award was effectively moot as it relates to the travel program. In the end, the travel program only used \$3,400 in CDBG funding; however, it spent \$6,400 on City-funded trips in 2014, using some of the appropriation that went unspent by the Franklin Senior Citizens, Inc. program, which only spent \$8,749. Combined they were 1% over the budget appropriation at \$15,149.

2015

The 2015 budget initially provided the same \$15,000 City allocation and noted, again, that “The Senior Travel Program is also supported by CDBG dollars which proposed funding for 2015 is \$5,000.” At the April 7, 2015 Common Council meeting, the Council approved a motion that eliminated the use of CDBG funds for the Franklin Senior Travel Program. The CDBG funding was redirected to other senior programming and service efforts that will be coordinated or administered through the City’s Health Department.

2016

The 2016 Budget reflected the 2015 budget modification and noted that “The 2016 Budget continues to provide a \$20,000 appropriation to support activities for seniors; \$10,000 for the Franklin Senior Citizens, Inc. and \$10,000 for the Senior Travel Program. CDBG funding is no longer considered for either program.

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<p>APPROVAL</p> <p><i>slw</i> <i>MWZ</i></p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>2/16/2016</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Budget Preparation Timetable for the 2017 Budget</p>	<p>ITEM NUMBER</p> <p><i>G. 17.</i></p>

Per Section 13-2.A. of Chapter 13, "Budget", of the Franklin Municipal Code, it states that "Each year the Mayor shall present a budget timetable to the Common Council no later than March 1, for the review and approval of the Common Council."

Consistent with the budget practice that was approved by Common Council in July of 2012, the attached budget calendar establishes the timeline for annual Aldermanic consideration of the Mayor's proposed 2017 budget. It commences with the initial distribution of the Mayor's proposed budget and concludes with the Common Council meeting for the public hearing and adoption of the annual budget. As with recent years, the calendar provides time for Aldermen to contact Department Heads directly with questions and for Aldermen to work together in Committee to review the proposed budget and/or meet with staff.

This year's proposed schedule generally reflects the schedule used in recent years with the regular Common Council meeting for Tuesday, September 20, for presentation and overview of the Mayor's recommended budget and major budget initiatives. The remainder of the budget timetable coincides with regularly scheduled Committee of the Whole and Common Council meetings and provides time for additional special meetings if determined necessary at the discretion of the Council at that time. The public hearing on the budget and adoption of the budget is proposed for the regular Common Council meeting of November 15th.

Once again, the later November hearing date does not provide an opportunity to delay adoption of the budget to a future regular Common Council meeting due to the work necessary to prepare and distribute property tax bills. As such, if not adopted on November 15th, then a Special Common Council meeting for shortly thereafter would be necessary. The expectation is that this would not be necessary as the Common Council would already have had the budget to consider for 8 weeks.

COUNCIL ACTION REQUESTED

Motion to adopt the 2017 Annual Budget - Budget Preparation Timetable dated February 16, 2016 as presented.

City of Franklin
2017 Annual Budget
BUDGET PREPARATION TIMETABLE
February 16, 2016

Schedule

Tuesday, September 20	Common Council Meeting Agenda Item: Presentation on overview of budget and major budget initiatives. Aldermen determine or identify additional materials or information needed for 10/3 budget discussions.
Wednesday September 21 To Monday, October 3	Aldermen may contact department heads with budget questions.
Monday, October 3	Committee of the Whole Agenda Item: Review of Mayor's Recommended Budget.
Tuesday, October 4	Alternate day for additional Committee of the Whole meeting and budget discussion in conjunction with regular Common Council meeting.
Friday, October 14	Last regular work day for budget changes to be included in the Public Hearing notice.
Monday, October 17 To Thursday, October 20	Preparation and Submission of Public Hearing Notice.
Tuesday, October 18	Regular Common Council Meeting, available for discussion of any budget topic as may be needed.
Thursday, October 27	Publication of Preliminary Budget and Hearing Notice.
Monday, October 31 & Tuesday, November 1	Regular Committee of the Whole & Common Council meetings available for discussion of any budget topics as may be needed.
Tuesday, November 15	Regular Common Council Meeting: Public Hearing on the Proposed Annual Budget AND Adoption of Annual Budget [Note: The late date does not provide opportunity for delay].

Note: Subsequent actions that may affect the Common Council's regular meeting schedule may impact this calendar.

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/16/16
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
<p>See attached list from meeting of February 16, 2016.</p> <p style="text-align: center;">COUNCIL ACTION REQUESTED</p>		



City of Franklin

9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

License Committee

Agenda*

Aldermen's Room

February 16, 2016 – 5:50 pm

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Change of Agent 2015-16 5: 55 p.m.	Candida N Christman 9332 S Orchard Park Cir #2A Oak Creek, WI 53154 Kwik Trip Inc. #857			
Operator – New 2015-16 6:00 p.m.	Tori L Hanson 1303 N Cass St., #207 Milwaukee, WI 53202 Hideaway Pub & Eatery			
Operator – New 2015-16	Ashley R Allen 4809 W College Ave, #106 Greendale, WI 53129 Walgreen – S. 76 th St			
Operator – New 2015-16	Ethan T Durand 608 Mohr Circle Waterford, WI 53185 7-Eleven			
Operator – New 2015-16	Alketa R Lazaj 3867 E Van Norman Ave Cudahy, WI 53110 La Toscana			
Operator – New 2015-16	Alexis M Steltz 12045 W St. Martins Rd Franklin, WI 53132 Unknown			
3.	Adjournment			
		Time		

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

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/16/16
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated February 2, 2016 through February 11, 2016 Nos. 159618 through Nos. 159778 in the amount of \$ 2,728,787.67. Included in this listing are EFT's Nos. 3080 through Nos. 3089 and Library vouchers totaling \$ 7,388.24. Voided checks in the amount of \$ (80.25) are separately listed.

Early release disbursements under Resolution 2013-6920 in the amount of \$ 428,951.60 are provided on a separate listing and are also included on the complete disbursement listing.

The net payroll dated February 5, 2016 is \$ 352,968.72 previously estimated at \$ 381,000.00. Payroll deductions for February 5, 2016 are \$ 196,897.62 previously estimated at \$ 212,000.00.

The estimated payroll for February 19, 2016 is \$ 378,000.00 with estimated deductions of \$ 382,000.00.

Attached is a list of property tax refunds Nos. 16288 through 16349 dated February 4, 2016 through February 11, 2016 in the amount of \$ 24,770.11. These refunds have been released as authorized under Resolution 2013-6920. Voided Property Tax checks in the amount of \$ (29.93) are separately listed.

Voucher for Cudahy Roofing in the amount of \$ 67,482.00 for the Fire Station #1 roof replacement.

COUNCIL ACTION REQUESTED

Motion approving net general checking account City vouchers in the range of Nos. 159618 through Nos. 159778 in the amount of \$ 2,728,787.67 dated February 2, 2016 through February 11, 2016.

Motion approving the net payroll dated February 5, 2016 in the amount of \$ 352,968.72 and payments of the various payroll deductions in the amount of \$ 196,897.62 plus any City matching payments, where required.

Motion approving the net payroll dated February 19, 2016 estimated at \$ 378,000.00 and payments of the various payroll deductions estimated at \$ 382,000.00, plus any City matching payments, where required.

Motion approving property tax refunds Nos. 16288 through Nos. 16349 in amount of \$ 24,770.11 dated February 4, 2016 through February 11, 2016.

Motion approving payment to Cudahy Roofing in the amount of \$67,482.00.