

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 02/19/18
REPORTS & RECOMMENDATIONS	ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TEXT AT TABLE 15-3.0603 STANDARD INDUSTRIAL CLASSIFICATION TITLE NO. 8661 "RELIGIOUS ORGANIZATIONS" TO ALLOW FOR SUCH USE AS A SPECIAL USE IN THE M-1 LIMITED INDUSTRIAL DISTRICT (ROOT RIVER CHURCH INC., APPLICANT)	ITEM NUMBER <i>G.6.</i>

At their meeting on February 8, 2018, the Plan Commission recommended approval of an ordinance to amend the Unified Development Ordinance text at Table 15-3.0603 Standard Industrial Classification Title No. 8661 "Religious Organizations" to allow for such use as a special use in the M-1 Limited Industrial District (Root River Church Inc., Applicant).

City Development Staff recommends denial of the proposed Unified Development Ordinance Text Amendment to Table 15-3.0603 to allow Standard Industrial Classification Title No. 8661 Religious Organizations as a special use in the M-1 Limited Industrial District.

Please note the Plan Commission may recommend and the Common Council may impose a time limit on a Special Use Permit, in accordance with Section 15-3.0701(D) of the City of Franklin Unified Development Ordinance. Such a condition shall be expressly set forth in the ordinance granting the Special Use Permit, and the Common Council may require the unconditional consent of the applicant to such a condition.

COUNCIL ACTION

A motion to (adopt/deny) Ordinance No. 2018-_____ to amend the Unified Development Ordinance text at Table 15-3.0603 Standard Industrial Classification Title No. 8661 "Religious Organizations" to allow for such use as a special use in the M-1 Limited Industrial District (Root River Church Inc., Applicant).

Or,

Action on the above item as the Common Council deems appropriate

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Legend

OL-2	I-I	A-2	B-2	B-4	B-6	BP	C-1	FFO	I-1	M-2	P-1	R-1	R-2	R-3E	R-5	R-7	RC-1	VR
OL-1	A-1	B-1	B-3	B-5	B-7	CC	FC	FW	M-1	M-3	PDD	R-1E	R-3	R-4	R-6	R-8	VB	

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ORDINANCE NO. 2018-_____

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE TEXT AT
TABLE 15-3.0603 STANDARD INDUSTRIAL CLASSIFICATION TITLE NO. 8661
"RELIGIOUS ORGANIZATIONS" TO ALLOW FOR SUCH USE AS A SPECIAL USE IN
THE M-1 LIMITED INDUSTRIAL DISTRICT
(ROOT RIVER CHURCH INC., APPLICANT)

WHEREAS, Table 15-3.0603 of the Unified Development Ordinance sets forth the permitted and special uses in the nonresidential zoning districts; and

WHEREAS, Root River Church Inc. having applied for a text amendment to Table 15-3.0603, Standard Industrial Classification Title No. 8661 "Religious Organizations", to allow for such use as a Special Use in the M-1 Limited Industrial District; and

WHEREAS, the Plan Commission having reviewed the proposed amendment to allow for Standard Industrial Classification Title No. 8661 "Religious Organizations" as a Special Use in the M-1 Limited Industrial District, and having held a public hearing on the proposal on the 8th day of February, 2018 and thereafter having recommended approval of such amendment; and

WHEREAS, the Common Council having accepted the recommendation of the Plan Commission and having determined that the proposed amendment is consistent with the 2025 Comprehensive Master Plan of the City of Franklin, Wisconsin and will serve to further orderly growth and development and promote the health, safety and welfare of the Community.

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

SECTION 1: Table 15-3.0603 of the Unified Development Ordinance of the Municipal Code of the City of Franklin, Wisconsin, only as it pertains to: Standard Industrial Classification Title No. 8661 "Religious Organizations", is hereby amended as follows: insert "S" (Special Use) in the M-1 column.

SECTION 2: The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION 3: All ordinances and parts of ordinances in contravention to this

ORDINANCE NO. 2018-_____

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ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect and be in force from and after its passage and publication.

Introduced at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2018, by Alderman _____.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this _____ day of _____, 2018.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

**CITY OF FRANKLIN****REPORT TO THE PLAN COMMISSION**

Meeting of February 8, 2018

Unified Development Ordinance Text Amendment

RECOMMENDATION: City Development Staff recommends denial of the proposed Unified Development Ordinance Text Amendment to Table 15-3.0603 to allow Standard Industrial Classification Title No. 8661 Religious Organizations as a permitted use in the M-1 Limited Industrial District.

Project Name:	SIC Code No. 8661 to the M-1 District
Project Address:	N/A
Applicant:	Root River Church, Inc.
Owners (property):	N/A
Current Zoning:	N/A
2025 Comprehensive Master Plan:	N/A
Use of Surrounding Properties:	N/A
Applicant Action Requested:	Recommendation of approval for the proposed Unified Development Ordinance Text Amendment to add SIC Code No. 8661 as a special use in the M-1 District.

INTRODUCTION:

On January 8, 2018, Root River Church, Inc. submitted an application for a Unified Development Ordinance (UDO) Text Amendment to amend Table 15-3.0603 to allow Standard Industrial Classification Title No. 8661 Religious Organizations as a Special Use in the M-1 Limited Industrial District.

If the UDO Text Amendment is approved, the applicant Root River Church, Inc., anticipates applying for a Special Use to move into approximately 12,850 square feet of second story office space in Ener-Con's building located at 11311 West Forest Home Avenue.

PROJECT DESCRIPTION AND ANALYSIS:

Table 15-3.0603 of the Unified Development Ordinance sets forth those uses, which are permitted and special uses in all nonresidential zoning districts in the City of Franklin. Use designations are based on the Standard Industrial Classification (SIC) Manual (1987, or latest edition) published by the Executive Office of the President, Office of Management and Budget.

An excerpt from the SIC Manual describes SIC Title No. 8661 Religious Organizations as:

“Establishments of religious organizations operated for worship, religious training or study, government or administration of an organized religion, or for promotion of religious activities.”

The following specific uses are associated with SIC Title No. 8661 and included in the description:

- Churches
- Convents
- Monasteries
- Religious instruction, provided by religious organizations
- Religious organizations
- Shrines, religious
- Temples

Review of the City's Unified Development Ordinance indicates that SIC Code 8661 Religious Organizations is allowed (as a permitted use, see attached Table 15-3.0603) within five existing zoning districts:

- the I-1 Institutional District (which is specifically intended for public and quasi-public uses including religious organizations);
- the CC Civic Center District (which is specifically intended to promote mixed uses including institutional uses); and
- those zoning districts which are intended primarily for office/mixed uses (B-6 Professional Office District, B-7 South 27th Street Mixed Use Office District, and the OL-1 Office Overlay District).

Staff can also note that vacant land and/or vacant tenant spaces often and currently exist within some of the lands zoned I-1, CC, B-6, B-7 and OL-1.

In addition, staff finds the proposed use is incompatible with the intent of the M-1 Limited Industrial District (below) and the allowable uses within the M-1 District. In the City of Franklin the M-1 District is not a "catch all" district where all uses deemed to be less intense than industrial uses are also allowed.

SECTION 15-3.0309

M-1 LIMITED INDUSTRIAL DISTRICT

A. **District Intent.** The M-1 Limited Industrial District is intended to:

1. Provide for manufacturing, industrial, warehousing, and uses of a limited nature and size in locations where the relative proximity to other uses requires more restrictive regulation.
2. Accommodate existing scattered uses of an industrial nature so as not to make them nonconforming uses.

Staff is concerned with the potential citywide impact of the proposed text amendment, which would allow religious organizations as a special use on all M-1 zoned properties (see the attached map of M-1 properties in Franklin), not solely on Ener-Con's property within the

building bearing the address 11311 West Forest Home Avenue. Generally speaking, the M-1 District can be found along the east side of W. Forest Home Avenue north of W. Rawson Avenue, the southwest corner of the City south of W. Oakwood Road and west of S. 112th Street and areas south of W. Ryan Road from approximately W. St. Martins Road to east of S. 58th Street. The underlying zoning of the OL-2 District located north of W. Rawson Avenue between approximately S. 51st Street and S. 60th Street is the M-1 District. Industrial lands only encompass 3.86 % of the total land area in Franklin (according to Table 5.1: Land Use in Franklin in 2005 of the Comprehensive Master Plan.

COMPREHENSIVE MASTER PLAN CONSISTENCY:

- *Consistent with, as defined by Wisconsin State Statute, means “furthers or does not contradict the objectives, goals, and policies contained in the comprehensive plan.”*

Wisconsin State Statute 66.1001 also requires that “...if a local governmental unit enacts or amends any of the following ordinances, the ordinance shall be consistent with that local governmental unit’s comprehensive plan:...City of village zoning ordinances enacted or amended under s. 62.23(7)...”

From a land use, planning, and zoning perspective, many religious organizations: would not complement existing industrial uses; nor help attract additional industrial business uses; would occupy tenant space or land primarily intended for more compatible industrial uses; and may be tax exempt.

Therefore, the addition of religious organizations to the M-1 Limited Industrial District would be inconsistent with certain elements of the City’s Comprehensive Master Plan including but not limited to:

- The following Economic Development Principles:
 - Create jobs for a growing population.
 - Stabilize and expand a diverse tax base.
- The following Economic Development goals, objectives and policies:
 - 70/30 Goal “that it remains the goal of the Common Council to obtain the 70/30 ratio of residential to commercial assessed valuation.”
 - Expand and stabilize the current economic base.
 - Create jobs
- The following Land Use Principle:
 - Enhance the quality of life for present and future generations by providing economic growth through the highest quality of residential, recreational, and business development in Southeastern Wisconsin.

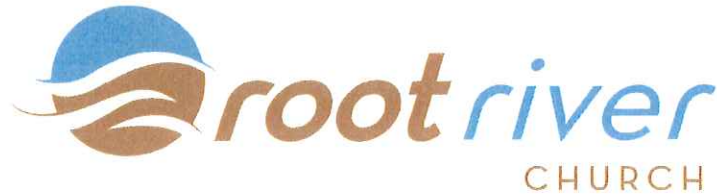
STAFF RECOMMENDATION:

Department of City Development staff recommends denial of the proposed Unified Development Ordinance Text Amendment to Table 15-3.0603 to allow Standard Industrial Classification Title No. 8661 Religious Organizations as a special use in the M-1 Limited Industrial District.

SIC	NO	STANDARD INDUSTRIAL CLASSIFICATION TITLE	B-1	B-2	B-3	B-4	B-5	B-6	B-7	CC	VB	I-1	P-1	M-1	M-2	BP	OL-1	OL-2	A-1	A-2	M-3	L-1
	806	Hospitals																				
	8062	General medical & surgical hospitals							S			P				P	S					
	8063	Psychiatric hospitals							P			P				P	S					
	8069	Specialty hospitals except psychiatric							P			P				P	S					
	807	Medical and Dental Laboratories																				
	8071	Medical laboratories		P	P				P	S				P	P	P	P	S				
	8072	Dental laboratories		P					P		S			P	P	P	P	S				
	808	Home Health Care Services																				
	8082	Home health care services		P	P	P	P		P	S							P	S				
	809	Health and Allied Services, not elsewhere classified																				
	8092	Kidney dialysis centers		S				P	P	S		P				P	P	S				
	8093	Specialty outpatient clinics, not elsewhere classified		S				P	P	S		P				P	P	S				
	8099	Health and allied services, not elsewhere classified		S		S		P	P	S		P				P	P	S				
	81	LEGAL SERVICES																				
	811	Legal Services																				
	8111	Legal Services	P	P	P	P		P	P	P	P					P	P	P				
	82	EDUCATIONAL SERVICES																				
	821	Elementary and Secondary Schools																				
	8211	Elementary and secondary schools											P									
	822	Colleges and Universities																				
	8221	Colleges and universities											P									
	8222	Junior colleges										P										
	823	Libraries																				
	8231	Libraries										P										
	824	Vocational Schools										P										
	8243	Data processing schools		P		P			S/A							P	A	P				
	8244	Business and secretarial schools		P		P			S/A			P		S		S	A	P				
	8249	Vocational schools, not elsewhere classified		P		P			S/A			P		S	S		A	P				
	829	Schools & Educational Services, not elsewhere classified																				
	8299	Schools & educational services, not elsewhere classified				P			S			S		S	S							
	83	SOCIAL SERVICES																				
	832	Individual and Family Services																				
	8322	Individual and family services		P	P			S		P				P		S		P				
	833	Job Training and Related Services																				
	8331	Job training and related services		P		P		P	S/A	P				P	P		A	P				

City of Franklin Unified Development Ordinance

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January 29, 2018

Franklin
JAN 29 2018
City Development

Greetings from Root River Church,

This letter accompanies our application for Unified Development Ordinance Text Amendment to outline our desire to rent space on the second floor at the Forest Home Corporate Center at approximately 11311 W. Forest Home Avenue.

In 2016, Root River Church began the process of seeking a location to plant our new fellowship and felt compelled to establish a place of Christian worship in Franklin. We spent quite some time studying the demographics of Franklin and surrounding municipalities, and believed the ideal location for our fellowship to be in a vacant parcel of the Orchard Hills Shopping Center. We requested permission for a special use permit since that area is zoned for retail, but learned that the location was not an ideal fit for the City of Franklin. That prompted us to begin holding our weekly services on Sunday mornings at Forest Park Middle School in September of 2016. Since that time, we have been blessed to participate with our community in Franklin events such as the Fourth of July Parade, the Franklin Civic Celebration, and St. Martin's Fair. We have also had the opportunity to serve the Franklin Police Department and the residents of Brenwood Park on several occasions. Because our church body has realized an annualized growth of 48%, we expect an even greater level of involvement in the years to come.

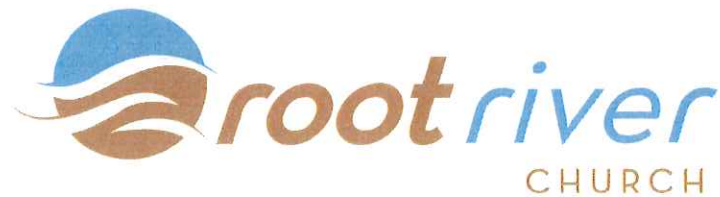
While the School District has been very accommodating and the Forest Park Middle School location has been suitable for our gatherings, we are unable to continue meeting there beyond March 2018 due to the construction of the new middle school facility. Unfortunately, due to staffing issues, the school district is unwilling to rent space in the new middle school, high school, or Franklin's elementary schools on Sunday mornings. We have found that other venues in Franklin such as the Polish Cultural Center and Root River Center are unable to rent space to us on a consistent weekly basis as they already have weekend events scheduled throughout the year. Because we are not prepared to purchase property or build at this time, we have been unable to find suitable options in the I1 zoning.

We are excited to say that we have reached an agreement with the property owner of the Forest Home Corporate Center at 11311 W. Forest Home Ave for the 12,000 square feet of office space on the second floor of that building. This space has been vacant for approximately 10 years and would work quite well for our weekly gatherings. Because the available square footage is all second-floor office space, it is unlikely that it would be an attractive option for most types of manufacturing and industrial use. We understand that this property is zoned for light industrial use and that, as a church group, ours would not be a permitted use for that space. It is worth noting that the Stephanie Marie Dance Company, which currently occupies the first-floor space in this same building, also falls outside the accepted uses for M1 zoning. In April of 2017, a Special Use was granted to that business to allow occupancy. The same is true of Glencastle Irish Dancers, Inc at 11217 W. Forest Home Ave. We are asking for similar Special Use to allow Root River Church to meet at this location.

P.O. Box 321113
Franklin, WI 53132

Scott Harms, Lead Pastor
414.940.2917

scott@rootriverchurch.com
www.rootriverchurch.com



IMPACT

The positive impacts churches have on any given community are well documented.

- According to Ram Cnaan, Professor of Social Policy at Penn State, an average sized church congregation can bring between \$5,00-\$10,000 per adherent per year of additional business into a city. Root River Church currently has an average weekly attendance of approximately 95 people. By the end of 2018, we expect that number to be 160-175. When adding up the revenues generated by the attendance of our adherents to several church sponsored weekly events to revenue generated by weddings, funerals, conferences, and other events the impact will be quite significant. Root River Church participates in summer and winter leagues at the Root River Center. Multiple times each month our adherents also meet at local Franklin restaurants following our Sunday service.
- The average small church invests significant amounts of money each year into its community providing services such as elderly care, addiction recovery programs, after school mentoring and many other programs. In addition, most churches give at least 10% of their budgets back to missions and outreach efforts within their own community (Boddie, et al. 2001).
- Churches are statistically proven to decrease crime rates, particularly decreasing levels of assault, burglary, larceny (Bainbridge 1989), and drug use (Fagan 2006).

Consistency with Comprehensive Master Plan

On page 1-6 of the introduction of the City of Franklin's Comprehensive Master Plan, it is wisely noted that "It is necessary to look beyond only the physical attributes of growth in order to obtain the successful implementation of the Comprehensive Master Plan. Healthy communities grow in all three areas [social, economic, and physical], and a balance should be achieved to provide a quality environment for residents." Unfortunately, in the more than 400 pages that comprise the City's Master Plan, the only references to churches are purely historical. Churches are a perfect fit for the fulfillment of the social aspect of the Master Plan. This is especially true of Root River Church. We are committed to serving the City of Franklin not only by providing spiritual instruction and growth, but practically through providing services to all age groups and by community involvement. In fact, Root River Church regularly attends meetings of the Civic Celebration Planning Commission and regularly volunteers throughout the event. We plan to further develop our teen program which is run by a group of leaders with great experience and leadership qualities. We have partnered with trained and qualified counselors, available by appointment, to offer counselling free of charge to those who are in need. Clearly, there is a significant social value of keeping churches in the City of Franklin.



INTENT

Root River Church would like to conduct weekly services at the Forest Home Corporate Center on Sundays commencing April 1, 2018 at 10:00 am. Currently, average attendance is approximately 95 people. At our current rate of 48% annualized growth, we may expect an average of 140 people by the end of 2018. Typically, when startup churches move from a portable model to a permanent location, growth occurs at a much higher rate. For this reason, we expect average attendance to be 160-175 people by year end.

Based on the information outlined in this project narrative and to the benefit of the City of Franklin, it is the intent of Root River Church through this Application for Text Amendment to the Unified Development Ordinance to respectfully ask that Standard Industrial Classification No. 8661: Religious Organizations be allowed as a Special Use in the M1 zoning that we may begin meeting at the Forest Home Corporate Center beginning April 1, 2018.

We are grateful for the opportunity to serve the wonderful people of Franklin. We would love to continue to be able to serve here and we ask your kind consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Scott Harms".

Pastor Scott Harms

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/2018
REPORTS AND RECOMMENDATIONS	UPDATE FOR DESIGN OF THE EXTENSION OF WEST MARQUETTE AVENUE FROM APPROXIMATELY SOUTH 49TH STREET WESTERLY TO SOUTH 51ST STREET	ITEM NUMBER G.7.

BACKGROUND

Per the direction of Common Council on February 6, 2018, Staff has met with the two developers and Alderwoman Wilhelm regarding the design of West Marquette Avenue from approximately South 49th Street westerly to South 51st Street. Also in attendance was Lakeside Engineers who had previously submitted a proposal for the design on behalf of the City. Staff was asked to provide an update to Common Council on the meeting.

ANALYSIS

The direction from Common Council was discussed with the development teams. Both parties acknowledged that having an independent consultant perform the design is advantageous. It is anticipated that the extension of the road will occur in two stages.

Stage 1 Design: Furthermore, both parties verbally agreed that they would split the costs of design to fully reimburse the City for Lakeside's design costs. Lakeside Engineers was given direction to increase scope to include a transition to the east in front of the school.

Stage 2 Construction: If the road is constructed, it is anticipated that Staff will prepare an engineering study to fairly allocate assessment to benefited properties which may/may not be the same as the cost allocation for the Stage 1 Design costs.

FISCAL NOTE

The current contingency fund could finance the engineering work that would be fully reimbursed by developers. The Director of Finance and Treasurer has submitted a separate Request for Council Action in relation to this item which follows hereafter.

COUNCIL ACTION REQUESTED

Direct Staff to draft a joint agreement with the developers for the design of the extension of West Marquette Avenue from approximately South 49th Street Westerly to South 51st Street and associated professional engineering services contract for the design;

or

A motion to authorize the execution of an agreement with Lakeside Engineers, LLC to provide for the design of West Marquette Avenue from South 51st Street to the east at approximately South 49th Street so as to connect to the existing developed West Marquette Avenue at that point for appropriate connectivity transition to Pleasant View Elementary School, such design to include appropriate sidewalk improvement and to recognize the public sewer and water improvements components of the ultimate street improvement construction project, subject to the execution by the participating developer/owner(s) of the abutting property to the northwest of the planned street and the participating developer/owner(s) of the abutting property to the south of the planned street of an agreement to share in proportion to the ratio calculation of their respective percentage of their combined total abutting frontage and pay in full the cost of the design services agreement upon completion thereof, in form and content as approved by the City Attorney.

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APPROVAL <i>slw</i> <i>pd</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE Feb 19, 2018
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO PROVIDE APPROPRIATIONS FOR ENGINEERING FOR A WEST MARQUETTE AVE EXTENSION	ITEM NUMBER 6.8.

Background

The City has included construction of a West Marquette Avenue extension from S 49th Street to S 51st Street for a number of years, but has not completed the project. The project was not included in the 2018 Capital Improvement Plan.

Two different developers working on subdivisions in the area are needing the street design to complete planning for the subdivisions, one working North of W Marquette Ave and one working South of W Marquette Ave.

The Developers are willing to share the cost of engineering the street construction so that both have the information they need to continuing planning their projects. As such, an agreement is pending that will commit the developers to each provide half the cost of the engineering of the street extension design.

Fiscal Impact

The attached amendment establishes the necessary resources and appropriations to complete the design portion of the project.

COUNCIL ACTION REQUESTED

Motion adopting an Ordinance to amend Ordinance 2018-____, an ordinance adopting the 2018 annual budgets for the Capital Improvement Fund for the City of Franklin for fiscal year 2018 to provide appropriations for engineering for a West Marquette Ave Extension

Roll call vote required

Finance Dept - Paul

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2018_____

AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018, TO PROVIDE APPROPRIATIONS FOR ENGINEERING FOR A WEST MARQUETTE AVENUE EXTENSION

WHEREAS, the Common Council adopted the 2018 Budget for the City of Franklin providing resources and appropriations in the Capital Improvement Fund for 2018; and

WHEREAS, the Common Council desires to have an extension of W Marquette Avenue from S 49th Street to S 51st Street designed to support development North and South of Marquette Avenue with the costs to be funded by the developers planning the project; and

WHEREAS, the Common Council of the City of Franklin believes this expenditure provides for the well-being of the Community.

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

Section 1 That the 2018 Budget of the Capital Improvement Fund be adjusted as follows:

Revenues	Donations	Increase	\$40,000
High Way	Professional Services	Increase	\$40,000

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

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2018.

APPROVED:

Stephen R Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES____NOES____ABSENT____

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 02/19/2018
REPORTS AND RECOMMENDATIONS	PURCHASE A 2018 FORD F-550 SUPER DUTY 4WD DRW XLT REGULAR CAB FROM EWALD AUTOMOTIVE GROUP, LLC FOR \$45,968.00 AND PURCHASE DUMP BODY AND PLOW ACCESSORIES FROM BRAKE AND EQUIPMENT FOR \$20,314.00	ITEM NUMBER <i>6.9.</i>

BACKGROUND

Within the 2018 approved Sanitary Sewer budget within the Capital Vehicle fund are funds to replace one (1) dump truck unit with snow plow attachments. Price quotes have been requested and accepted by the Sewer Utility, reviewed and approved by the Board of Public Works.

ANALYSIS

The 2018 Budget anticipated a one (1) ton 4x4 dump with plow accessories to replace unit 789. Unit 789 is an 18-year-old vehicle with 144,000 miles logged on it. It has been determined after careful review from staff mechanic that unit 789 should be replaced. Amount approved in the 2018 sewer budget was \$35,000.00. As with all items used for water and sewer utilities, this equipment purchase will be funded 50/50 by both utilities.

For the truck portion of the bid, the specifications were written in January 2018 and a quote was requested from the Ewald Automotive Group, LLC that provides equipment under the State of Wisconsin Municipal "Discount" bid contract. A 2018 Ford F-550 Super Duty 4WD DRW XLT Regular Cab was selected. The amount of the truck is \$45,968.00 of which \$22,984.00 will be spent by the Sewer Utility.

For the dump body and plow accessories, the specifications were written in January 2018. Quotes were requested from Brake and Equipment and Casper's Truck Equipment both based out of Butler WI. The quotes were received for the dump body and plow accessories as follows:

Brake & Equipment: \$ 20,314.00

Casper's Truck Equipment: \$ 21,322.00

After reviewing the quotes, Staff recommends selection of Brake & Equipment for \$20,314.00.

Purchasing the truck from Ewald (\$45,968.00) and the accessories from Brake and Equipment (\$20,314.00), the total (\$66,282.00) will be split evenly between the two utilities for \$33,141.00 each.

The City of Franklin reserves the right to accept or to reject any or all bid quotations, to wave any technicality in any bid quotation or to award the bid quotation or portions of the bid quotation which, in their opinion, are most advantageous to the City.

On February 13, 2018, the Board of Public Works reviewed the quotes and recommended to Common Council approval of the equipment purchases. On February 20, 2018, the Board of Water Commissioners will consider the purchase using water utility funds.

FISCAL NOTE


The Sewer and Water Utilities have sufficient funds to cover the purchases.

COUNCIL ACTION REQUESTED

Pending similar authorization from the Board of Water Commissioners, authorize Staff to purchase a 2018 Ford F-550 Super Duty 4WD DRW XLT Regular Cab from Ewald Automotive Group, LLC for \$45,968.00 and purchase dump body and plow accessories from Brake and Equipment for \$20,314.00.

Engineering Department

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/2018
REPORTS & RECOMMENDATIONS	Authorization for a \$400 monthly vehicle allowance for Assistant Fire Chief Patrick Hays in lieu of regular use of a take-home vehicle	ITEM NUMBER G.10.

The Common Council previously authorized that the Fire Chief receive a monthly vehicle allowance in lieu of regular use of a take home vehicle. That has been in place since 2014. As part of the 2018 budget, appropriations were established to make the same provision for the Assistant Fire Chief. The purpose of this Council Action Sheet is to get the necessary policy approval to implement a monthly vehicle allowance for the Assistant Fire Chief.


The Fire Chief has recommended this action for operational purposes. As such, it is being advanced as an operation issue more so than as an employee benefits issue. His justification remains consistent with what was previously considered by the Common Council. As such, a copy of the original 2014 Council Action sheet and 2014 letter from the Fire Chief are attached. Additionally, a copy of the "Acknowledgement of Terms for a Monthly Vehicle Allowance", as previously executed by the Fire Chief, is attached. If approved, the document would be altered to address the Assistant Chief, but otherwise the terms would remain the same.

It is worth noting that there may be other departments that make a similar request in the future; nonetheless, this is being moved forward as an operational issue for the Fire Department. As such, the operational issues can be taken up and considered on a case-by-case basis because the impacts and justifications likely vary for each department or circumstance.

This item is also scheduled for consideration at the Personnel Committee, and their recommendation will be forwarded to the Aldermen at the Common Council meeting.

COUNCIL ACTION REQUESTED

Motion to authorize a \$400 monthly vehicle allowance for Assistant Fire Chief Patrick Hays in lieu of regular use of a take-home vehicle effective for the first pay period of February 2018 and subject to execution by Assistant Chief Hayes of a vehicle allowance acknowledgement as to be prepared by the Director of Administration.

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 3/18/14
REPORTS & RECOMMENDATIONS	Authorization for a \$400 monthly vehicle allowance for Fire Chief Remington in lieu of regular use of a take-home vehicle	ITEM NUMBER

The attached request from the Fire Chief is consistent with general discussions that were held with the Chief at the time he was offered the position by the Police and Fire Commission. At the time, however, no comparables were available and no budget was established that anticipated the cost. There was also a desire to move the appointment forward promptly, so the issue of a vehicle allowance was set aside.

For the reasons the Chief stated, he has determined it is in the department's best interest that he be provided a vehicle allowance. The reasons are sound and vehicle allowances are not uncommon for Chiefs.

For example, Wauwatosa provides a \$300-per-month vehicle allowance, but that number is understated because they also provide a city fuel card and allow the participants to refuel at the city-owned fuel pumps. New Berlin provides a \$500-per-month vehicle allowance. I have not done a broader survey, but, based upon my experience, I believe these two numbers are very representative of the range that would result from a more detailed survey. The primary other strategies used by departments are take-home vehicles, which Chief Remington discusses, and mileage reimbursement, which can be administratively burdensome. It is worth noting that at 56 cents per mile, which is the IRS mileage reimbursement rate, a \$400 allowance provides about 715 miles per month. Although that might seem like a fair bit for simply local commuting, a vehicle allowance will also cover the majority of in-state and regional trips for training and meetings. Additionally, given the level of cooperation and coordination between departments and the amount of county-wide issues routinely being addressed, round trips to nearby places like Oak Creek (18 miles) or Wauwatosa (26 miles), for example, will eat into the mileage. One additional benefit of a vehicle allowance is it eliminates potential confusion over what constitutes "personal use" with regard to a take-home vehicle.

A more exhaustive evaluation of municipal strategies and vehicle allowance amounts could be performed, but it is likely that the marginal savings, if any at all, would not justify the added research and investigation. This is particularly true because, as Chief Remington notes, a vehicle allowance will provide intangible benefits with regard to response time. The Assistant City Attorney for Wauwatosa, for example, noted to me that the response time benefits were not quantifiable but were a distinct factor in her recommendation of a vehicle allowance policy.

The 2014 budget did anticipate this potential, and sufficient appropriations were incorporated to cover these costs if so approved. The equipment issues are largely resolved as the Chief has indicated that safety light requirements will be his responsibility so, in that respect, we won't have city-owned equipment in the car. He anticipates continuing with a portable radio, which is sufficient to cover Milwaukee County. In the future if installation of a fixed radio proves to be

needed, I would suggest that it be considered an administrative issue, and I would address insurance issues at that time. Note that, if approved, inherent in the approval is the requirement that the Chief would sign a letter indicating that he is responsible for his own insurance and any damage if responding in his own car and that he maintain appropriate safety lights to continue to receive the monthly allowance. Naturally, income and income tax implications will all be addressed in accordance with IRS requirements.

COUNCIL ACTION REQUESTED

Motion to authorize a \$400 monthly vehicle allowance for Fire Chief Adam Remington in lieu of regular use of a take-home vehicle, effective beginning March 2014 and subject to execution by Chief Remington of a letter addressing administrative concerns and requirements, as to be prepared by the Director of Administration.

City of Franklin, Department of Administration

Attn: Mark Lubberda, Director of Administration

Mark,

As per our initial discussion of wages and benefits when I was offered and accepted the position of Fire Chief for the City of Franklin, **I am requesting a monthly vehicle allowance in lieu of use of a City-owned vehicle and fuel.**

As Fire Chief and Emergency Management Director, it is critical that I am available and able to respond to any incident in a timely manner. This includes emergent (lights and sirens) response for incidents such as structure fires, technical rescues, or significant motor-vehicle accidents. While use of a city-owned vehicle is practical for travelling to and from work, it is often not conducive to an immediate response for a significant event occurring outside the "normal" work day. During the course of day-to-day activities, I have had to respond back to my residence to pick up a "Department" vehicle prior to responding to an emergency. This has resulted in unnecessary delay in response. At other times (quite often, in fact), I have cut personal/family activities short in order to return to my residence in order to be in a better position to respond to an incident in a timely fashion in a "Department" vehicle (as I monitor not only Franklin Fire Department radio traffic, but also activity throughout the County - since Chief Officer response is part of nearly every mutual aid fire response agreement).

I am also trying to reduce the Department's inventory of older, high-mileage vehicles that - while inexpensive to acquire (usually police vehicles that have reached the end of their useful service to the PD) - are costly to maintain, operate, and insure.

I am requesting \$400 per month to cover Department and City-related operating expenses. **Funding for this allowance has been requested and approved in the Department's 2014 operating budget.** I would personally cover the cost of installation of emergency lighting. I would, however, likely have an 800 MHz mobile radio removed from one of the vehicles that the Department will be disposing of and installed in my vehicle. The mobile offers extended range and better reception than the portable radio that I keep on at all times.

Please contact me if you have further questions.

Sincerely,

Adam Remington

Fire Chief/Emergency Management Director



Acknowledgement of Terms for a Monthly Vehicle Allowance

In consideration of receipt of a \$400 monthly vehicle allowance retroactive to March 2014 and by executing this document below, I acknowledge and agree to the following conditions related to receipt, and continued receipt, of the vehicle allowance as described herein.

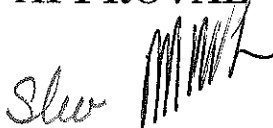
1. The City will pay me, Adam Remington, through regular payroll processing, commencing retroactive to March 1, 2014, \$400 per month in lieu of regular use of a take-home vehicle. Limited, occasional use of a take-home vehicle is permitted in special circumstances.
2. Payment shall generally be made as \$200 per paycheck, excluding months with a third pay period, and are subject to any deductions or tax implications as required by law.
3. I understand and agree that I must maintain appropriate safety lights to continue to receive the monthly allowance and that I must adhere to departmental policies and appropriate safety protocol relative to operating and parking the vehicle for emergency response purposes, whether with or without lights. I agree to be responsible for the purchase, installation, and maintenance for such safety lights as are installed on my personal vehicle. Installation will occur prior to July 1, 2014.
4. I understand and agree that I am subject to discipline for use of the safety lights in an inappropriate manner or at an inappropriate time. I understand that family members may be subject to tickets, fines, or criminal prosecution for illegal use of the safety lights.
5. A fixed radio shall not be installed in the vehicle without further agreement from the City so that property and insurance issues can be addressed.
6. I understand and agree that I am personally and fully responsible for property and liability coverage related to my personal vehicle even when using it to respond to an event or in relation to a trip for business purposes. I understand and agree that I am required, at my cost, to maintain property and liability insurance on the vehicle that at least meets minimum state requirements. I further understand and acknowledge that the City will not provide property or liability coverage for my private vehicle even when being used to perform the duties of the Fire Chief.
7. I understand and agree that continued receipt of the vehicle allowance is subject to the unilateral authority of the Common Council to discontinue or modify the vehicle allowance amount or terms of approval, including but not limited to those in this acknowledgement, at its sole discretion.
8. This acknowledgement does not constitute an Employment Agreement.

Executed and witnessed the third day of June, 2014.

Adam Remington

Witness

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/2018
REPORTS & RECOMMENDATIONS	Authorize staff to proceed with a project for a Public Safety Services review, including an Options Assessment and Citizen Survey, relative to Fire Department services and some Police services for an amount not-to-exceed \$42,000, including but not limited to a contract with Mueller Communications	ITEM NUMBER <i>G.11.</i>

At the last Committee of the Whole meeting, the Fire Chief gave a presentation relating to current and future Fire Department staffing considerations. The Common Council subsequently referred the issue to the Fire Chief and Director of Administration for consideration of a contract to be brought to the 2/19/2018 Common Council meeting.

Attached is the proposal from Mueller Communications for a contract for consulting services related to further evaluation of the issue and related options (Phase I) and development and execution of a community survey that would garner public input on those options (Phase II). Mueller Communications performed well in execution of a similar project for the City of South Milwaukee, and that direct experience is a primary driver in considering them for a similar role in Franklin.

Mueller's direct costs, per the proposal, are hourly but are estimated to be between \$12,000 and \$14,000, with an additional 5 percent service and technology fee (\$600 to \$700). (The final document will be made "not to exceed without authorization".) A third party vendor, Community Perceptions, with whom Mueller has worked on similar projects would also be engaged that has particular expertise in development and analysis of survey documents. That cost is estimated to be between \$10,000 and \$15,000. By ultimately contracting with them directly, the City would save the 17.65 percent mark-up for charges that pass through Mueller. Additionally, Phase II would require printing and postage for the survey with an estimated cost of \$8,500. It is important to note that the Committee of the Whole also discussed some more limited considerations of additional Police Department staffing considerations, which is understood to be part of the referenced proposal and survey work. Based on the above estimates, Phase I and Phase II would have total estimated costs of between \$31,100 and \$38,200. To help ensure the steps can move forward in a timely manner, authorization for a 10 percent contingency is recommended. Therefore, if the Common Council determines to move forward with this project authorization for up to \$42,000, which is available in General Fund Contingency Appropriations, should be considered.

It is important to note that these initial steps do not presume a particular conclusion either as to the result of the Options Assessment or to the results of the Community Survey. That is important because any further actions or phases, if any, would require an additional contract and contract cost based on the outcomes of the first two phases. If Franklin's results and determinations are similar to South Milwaukee's, where a public education effort and referendum occurred, the City should expect to have additional potential costs of a similar order as the first two phases, meaning an additional \$40,000 to \$50,000. All of that, however, would be discussed after completion of the first two phases.

If the Common Council wishes to pursue Phase I and Phase II as set forth in the Mueller Communications proposal, the easiest solution is to authorize staff to proceed with the project as conceptualized in the proposal. The Director of Administration would be the primary point of contact for contracts and general administration of the project, and the Fire Chief would be the primary point of contact for technical, operational, and options development. If authorized in this manner, the attached proposal document, with some technical clarifications as determined, would become an attachment to a more general or standard form professional services agreement primarily covering the boiler plate issues. A subsequent service agreement with the survey vendor and printer would be similarly administratively executed, as would the anticipated postage charge. The survey document would be approved by the Common Council prior to implementation. The authority would be capped at the \$42,000 which includes authority for the limited contingency need.

COUNCIL ACTION REQUESTED

Motion to authorize staff to proceed with a project for a Public Safety Services review, including an Options Assessment and Citizen Survey, relative to Fire Department services and some Police services for an amount not-to-exceed \$42,000 and to authorize the Director of Administration to prepare and execute services contracts as contemplated for the project, including but not limited to a contract with Mueller Communications, subject to input from the City Attorney as needed.



COMMUNICATIONS/PUBLIC RELATIONS RECOMMENDATIONS FOR:

THE CITY OF FRANKLIN — PUBLIC SAFETY SERVICES

SITUATION ANALYSIS:

Like many municipalities, the City of Franklin (Franklin) faces budget challenges and city officials have made difficult decisions to ensure a continuation of quality city services for many years. Franklin's population has grown 20% since 2001 and the City is continuing to attract more residents. During this same time period, fire and police staffing and funding levels have stayed relatively stagnant despite an increasing need for public safety services.

The Franklin Fire Department (FFD) provides fire suppression and basic and advanced life support emergency medical services (EMS) for residents in Franklin. FFD has the second largest service area in Milwaukee County, covering 34.5 square miles. New residential developments, especially senior living facilities, have created additional demand for service. As a result FFD is struggling to fulfill day-to-day preventative responsibilities, while responding to service calls effectively. FFD does not currently have enough firefighters to staff the City's three fire stations in accordance with federal standards. Adding nine firefighters would enable FFD to serve the community at the necessary level.

In addition, violent crime is growing in suburban areas and Franklin is no exception. Every year, the Franklin Police Department (FPD) has experienced increased demands on officer time. FPD has identified the need for an additional detective position to investigate violent crimes as well as computer-related and fraud crimes. Two additional street officers would also help FPD protect and assist residents more effectively.

City officials have engaged Mueller Communications (Mueller) to assist with evaluating the solutions to address the public safety staffing challenges and developing a process for gathering community input.

OBJECTIVES:

- Identify and evaluate all options to ensure the fire and police departments are staffed at the necessary levels to ensure quality fire, EMS and police services;
- Solicit community input on possible solutions; and
- Educate the community about the services provided by the fire and police departments, and the need for additional funding.

AUDIENCES:

- Franklin residents;
- Elected and community leaders in Franklin; and
- Local media outlets.

TIMELINE:

Mueller will conduct its work in the following phases, and develop a detailed timeline that highlights key activities for each phase:

- Phase I: Develop Options Assessment (February – March 2018)
- Phase II: Facilitate Community Survey (April – June 2018)

PHASE I STRATEGIES & TACTICS:

Phase I will involve research to ensure that city officials have complete information in order to evaluate and present a comprehensive set of solutions to key audiences. With the City's assistance, Mueller would compile information on the following options:

- Maintaining the status quo;
- Additional budget cuts or service reductions;
- Revenue enhancers; and
- Consolidation with other nearby communities.

Deliverable: Mueller would draft a comprehensive Options Assessment that can be posted on the City's website and used to educate residents about the public safety challenges facing Franklin. The Options Assessment would also serve as the basis for the survey in Phase II.

PHASE II STRATEGIES & TACTICS:

Phase II would present various solutions to the community and seek input through a community survey. Mueller would partner with a third-party vendor to complete the following tasks:

- Develop a survey that allows the City to solicit preferences and feedback from the community;
- Facilitate mailing the survey to all residents of Franklin, as well as a process for collecting responses;
- Promote the survey and encourage residents to respond; and
- Summarize survey responses with a comprehensive analysis to help the City make a decision on which option(s) to pursue.

Deliverables: Mueller would work in partnership with the survey vendor to draft the survey and develop an analysis of the survey results to present at a Common Council meeting at the end of Phase II.

BUDGET:

For the work outlined in Phase I and Phase II, we estimate a total budget between \$12,000 - \$14,000. You will be billed monthly as the outlined tasks are executed. We will not exceed this project budget without prior approval. If the Council decides to move forward with a referendum, we would develop a additional phase(s) of work with separate budget(s).

Additionally, we estimate the vendor services for Phase II to be between \$10,000 - \$15,000 depending on the scope of work. Survey printing and mailing would be an additional cost.

For your reference, we are including our rate schedule and standard expense reimbursement policy. In addition to professional fees, Mueller Communications charges a service & technology fee of five percent (5%) of the monthly professional fees to cover internal expenses incurred on client's behalf.

Please know we will work with you to refine this plan as necessary in order to develop an approach that meets your needs, as well as budget.

We will follow up with you to discuss this proposal and talk about the budget in more detail. In the meantime, if you have any questions, or concerns, please do not hesitate to contact us at (414) 390-5500. Thank you.



Mueller Communications

PUBLIC AFFAIRS • PUBLIC RELATIONS • CORPORATE & CRISIS COMMUNICATIONS

RATE SCHEDULE FOR MUELLER COMMUNICATIONS LLC

Fees for Mueller Communications LLC (Mueller Communications) services are normally billed on a monthly basis. Crisis rates are charged when we are engaged to go to work immediately to address a crisis situation that requires us to take extraordinary measures.

Our hourly rates at Mueller Communications are as follows:

<u>Title</u>	<u>Standard Rate</u>	<u>Crisis Rate</u>
<i>Chairman & CEO</i>	\$325	\$488
<i>Partner</i>	\$225	\$338
<i>Director</i>	\$185	\$278
<i>Senior Account Executive</i>	\$170	\$255
<i>Account Executive</i>	\$145	\$218
<i>Associate (Level 4)</i>	\$125	\$188
<i>Associate (Level 3)</i>	\$105	\$158
<i>Associate (Level 2)</i>	\$85	\$128
<i>Associate (Level 1)</i>	\$65	\$98
<i>Administrative</i>	\$40	\$60

Mueller Communications periodically adjusts its rate schedule, generally in January of each year.



1749 N. PROSPECT AVENUE
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500
FAX 414.390.5515



Mueller Communications

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STANDARD EXPENSE REIMBURSEMENT POLICY

In order to provide the high quality services our clients have come to expect, Mueller Communications LLC (Mueller Communications) incurs reimbursable expenses on behalf of its clients. We have prepared this policy statement to ensure a full understanding of how these charges are handled and to provide clients with more information on our policy. Our main objective is to develop a relationship with clients based on mutual trust. To further that goal, Mueller Communications expends funds on a client's behalf with exactly the same care and concern we have for personal monies.

Mueller Communications charges an administrative service & technology fee of five percent (5%) of the monthly professional fees to cover internal expenses incurred on client's behalf. Included in this fee is access to our full suite of media database and monitoring services, basic administrative support, in-county travel, routine printing, telecom and technology services.

Any extraordinary expenses will be billed separately. All third-party vendors used are reputable and continually monitored for quality and competitiveness. All charges paid by Mueller Communications on behalf of the client will have 17.65 percent added to cover the cost of the oversight and administration. Typical services provided by third-party vendors include, but are not limited to, costs for design, ad buys, or direct mail / email services, as well as working meals and out-of-county travel.

We encourage clients to discuss any questions or comments they may have concerning this policy with us at any time.




1749 N. PROSPECT AVENUE
MILWAUKEE, WI 53202-1931



MUELLERCOMMUNICATIONS.COM



414.390.5500
FAX 414.390.5515

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/2018
REPORTS & RECOMMENDATIONS	Budget Preparation Timetable for the 2019 Budget	ITEM NUMBER G. 12.
<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."</p> <p>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 2019 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.</p> <p>This year's proposed schedule generally reflects the schedule used in recent years with the regular Common Council meeting for Tuesday, September 18, 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 EXCEPT that the public hearing on the budget and adoption of the budget is proposed for a <u>SPECIAL Common Council meeting on November 13th</u>. This Special Common Council Meeting is proposed in order to allow sufficient time needed to prepare and distribute property tax bills and to avoid scheduling a budget hearing during the week of Thanksgiving. [Note that if, in the future, the Common Council alters its regular summer meeting schedule or alters the October/November meeting schedule, the budget calendar dates would be adjusted accordingly.]</p> <p>As noted in prior years, the November 13th public 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 13th, 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.</p> <p>(NEW) Additionally, the 2018 budget process included some additional meetings that began in June to help address a potential shortfall. During the 2018 budget deliberations, a request was made by Alderman Mayer that the City start even earlier in 2018 in preparation for the 2019 budget. This has not been incorporated as part of the attached calendar as necessary by the ordinance. It is proposed, however, that the Director of Administration and Director of Finance prepare a high-level estimate of the 2019 budget position and preliminary assumptions and a high-level reconciliation as to how the 2018 budget was ultimately completed in relation to the</p>		

preliminary estimate. This would be reviewed by the Common Council in April, 2018. Based on that meeting, a schedule of future topics and issues would be established so that the City would once again be in a position to address the 2019 budget within the timeframes of the attached calendar. [Note, there is potential that workload in the Finance Department related to the Audit and if another TID moves forward, for example, could cause a delay until May. In such an instance, staff will provide that notice in accordance with the recommended April time frame.]

Two actions are requested.

COUNCIL ACTION REQUESTED

ACTION 1: Motion to adopt the 2019 Annual Budget - Budget Preparation Timetable, dated February 19, 2018, as presented AND, subject to any future meeting schedule changes, to schedule a Special Common Council Meeting for November 13, 2018, for the public hearing and adoption of the 2019 budget.

ACTION 2: Motion to direct the Director of Administration and Director of Finance to prepare or provide a status report on an initial, high-level 2019 budget estimate and a high-level reconciliation of the preliminary 2018 budget estimate with the final adopted 2018 budget for Common Council review.

City of Franklin
2019 Annual Budget
BUDGET PREPARATION TIMETABLE
February 19, 2018

Schedule

Tuesday, September 18	Common Council Meeting Agenda Item: Presentation on overview of budget and major budget initiatives. Aldermen determine or identify additional materials or information needed for 10/1 budget discussions.
Wednesday September 19 To Monday, October 1	Aldermen may contact department heads with budget questions.
Monday, October 1	Committee of the Whole Agenda Item: Review of Mayor's Recommended Budget.
Tuesday, October 2	Alternate day for additional Committee of the Whole meeting and budget discussion in conjunction with regular Common Council meeting.
Friday, October 12	Last regular work day for budget changes to be included in the Public Hearing notice.
Monday, October 15 To Wednesday, October 17	Preparation and Submission of Public Hearing Notice.
Tuesday, October 16	Regular Common Council Meeting, available for discussion of any budget topic as may be needed.
Wednesday, October 24	Publication of Preliminary Budget and Hearing Notice.
Monday, November 5 & Tuesday, November 6	Regular Committee of the Whole & Common Council meetings available for discussion of any budget topics as may be needed.
Tuesday, November 13	<u>Special Common Council Meeting:</u> 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.

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/18
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
<p>See attached list from meeting of February 19, 2018.</p> <p>COUNCIL ACTION REQUESTED</p>		



**License Committee
Agenda*
Aldermen's Room
February 19, 2018 – 6:00 pm**

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-18 6: 05 pm	Deanna E Umaske 1721 Edgewood Ave South Milwaukee, WI 53172 Mulligan's Irish Pub & Grill			
Operator 2017-18	Troy A Petroske N4586 Hickory Road Hustisford, WI 53034 Swiss Street Pub & Grill			
Operator 2017-18	Alicia S Prindle 8741 S. Country Dr., #203 Oak Creek, WI 53154 Walgreen #05459			
Operator 2017-18	Kendall A Wolfram S72W17140 Briargate Ln Muskego, WI 53150 Landmark			
Change of Agent 2017-18	Jessica A Marin 3147 S Austin St Milwaukee, WI 53207 Walgreen #05459			
3.	Adjournment			
		Time		

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

APPROVAL <i>slw pd</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/18
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated February 2, 2018 through February 15, 2018 Nos. 167838 through Nos. 168014 in the amount of \$ 2,140,671.37. Included in this listing are EFT's Nos. 3693 through Nos. 3699 and Library vouchers totaling \$ 7,752.78. Voided checks in the amount of (\$ 4,248.71) are separately listed. Debt Service payments total \$1,183,816.39 (\$184,041.39 in the City's Debt Service Fund and \$999,775.00 in TID 3 Debt Service Fund).

Early release disbursements dated February 2, 2018 through February 14, 2018 in the amount of \$ 455,868.76 are provided on a separate listing and are also included in the complete disbursement listing. These payments have been released as authorized under Resolution 2013-6920.

The net payroll dated February 16, 2018 is \$ 382,775.58 previously estimated at \$ 379,000.00. Payroll deductions dated February 16, 2018 are \$ 395,946.00 previously estimated at \$ 381,000.00.

The estimated payroll for March 2, 2018 is \$ 374,000.00 with estimated deductions and matching payments of \$ 211,000.00.

Attached is a list of property tax refunds and payments Nos. 17811 through Nos. 17845 and EFT Nos. 199 dated February 2, 2018 through February 15, 2018 in the amount of \$ 6,273,383.16. \$ 6,200,000 of this represents the transfer of collections to investment accounts and \$ 73,383.16 are refunds. These payments have been released as authorized under Resolution 2013-6920. Voided checks in the amount of (\$ 253,931.26) are separately listed.

COUNCIL ACTION REQUESTED

Motion approving the following:

- City vouchers with an ending date of February 15, 2018 in the amount of \$ 2,140,671.37 and
- Payroll dated February 16, 2018 in the amount of \$ 382,775.58 and payments of the various payroll deductions in the amount of \$ 395,946.00 plus City matching payments and
- Estimated payroll dated March 2, 2018 in the amount of \$ 374,000.00 and payments of the various payroll deductions in the amount of \$ 211,000.00, plus City matching payments and
- Property Tax refunds and payments with an ending date of February 15, 2018 in the amount of \$ 6,273,383.16

ROLL CALL VOTE NEEDED