
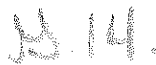


APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/2017
REPORTS & RECOMMENDATIONS	City of Franklin's Community Development Block Grant Program Projects for 2018	ITEM NUMBER 
<p>At a recent ICC Meeting, the Milwaukee County Housing Division informed Milwaukee County municipalities that Community Development Block Grant (CDBG) applications for the 2018 year will be available and due sometime in August of this year. No other information was provided except that training sessions would also be again scheduled in July for the 2018 application process.</p> <p>Since the 2018 CDBG applications will probably not be available until August and then also required to be due in August, the Common Council will need to provide direction by the July 18 or August 1, 2017 Council Meeting on what projects the City will submit applications for and/or letters of support as to meet the August application deadline.</p> <p>2017 CDBG PROJECT ALLOCATIONS</p> <p>For its 2017 CDBG allocations, the City of Franklin issued a letter of support in the amount of \$5,000 to Southwest Interfaith for its Neighborhood Outreach/Home Support Program; a letter of support in the amount of \$3,000 to Oak Creek Salvation Army for its Homelessness Program; applied and received notice of award in the amount of \$5,000 for the Senior Community Health Educational Program; and applied but was not selected to receive funding for the 2017 Franklin Home Repair Grant Program.</p> <p>2018 CDBG APPLICATION IDEAS</p> <p>As a refresher, 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 (per federal law, the focus of the CDBG program is for construction related projects). Note that the County considers those projects that receive a letter of support as using a portion of our allocation.</p> <p>For 2018, the Director of Administration recommends continuing to fund the current Public Service Projects: 1) The Senior Health-Related Educational Programming by the Franklin Health Department, 2) letter of support for the Oak Creek Salvation Army – Homelessness Program, and 3) letter of support for the Southwest Interfaith Elderly Home Support Services. If the Common Council agrees, the City will forward a letter of support to SW Interfaith and the Salvation Army, and those agencies will then proceed to prepare and submit the necessary 2018 application to Milwaukee County. City staff will directly participate in the application process for these projects only if it becomes required for whatever reason. Also note that it is possible that the County could reduce the total of available funds for Franklin Public Service projects to around \$8,000-\$9,000, which is 15% of a typical allocation between \$50,000-\$60,000.</p>		

Also for 2018, absent any other ideas, the Director of Administration suggests that the City once again apply for funding towards a "Franklin Home Repair Grant Program". As mentioned earlier, the City applied for funding towards a "Franklin Home Repair Grant Program" for 2017 but was not selected to receive funding for 2017. However, the Director of Administration has been successful in having the 3-year Cooperation Agreement with the County modified to protect against such an inequity in the future. As mentioned in the earlier Council agenda item pertaining to the Cooperation Agreement with Milwaukee County for 2018-2020 for the CDBG and HUD Home Programs, new language was incorporated into this agreement that now allows a community to submit proposed projects for funding "and/or have all or some of its allotment for that year applied to the Home Repair Program". The Milwaukee County Home Repair Program is administered directly through Milwaukee County and provides grants to low-income owner-occupants of single-family homes to make necessary repairs to their homes. Typical repairs include making accessibility accommodations, repairing electrical systems, water/sewer service, and/or porches; replacing roofs, siding, trim, and/or windows. The 2015 Franklin Home Repair Grant Program monies helped four Franklin single-family homes with repairs.

Other than the above, the Director of Administration is looking for other suggested projects for 2018. Absent any other suggested projects, the Director of Administration recommends completing and submitting final 2018 Milwaukee County CDBG applications for the following City of Franklin projects and amounts:

2018 Recommended Franklin CDBG Applications:	Amount:
Senior Health-Related Educational Programming (Health Department)	\$5,000
Southwest Interfaith Elderly Home Support Services (Letter of Support-\$5,000)	5,000
Oak Creek Salvation Army—Homelessness (Franklin portion, Letter of Support-\$3,000)	3,000
Franklin Home Repair Grant Program (Remaining amount)	<u>37,000-47,000</u>
Total 2018 Franklin Application Submittal	\$50,000-\$60,000



NOTE: A public hearing by the City of Franklin is not required as the Milwaukee County Board schedules/holds a public hearing on all project recommendations usually in September.

COUNCIL ACTION REQUESTED

Motion to table this item until the meeting of July 18, 2017 in order to allow individuals the opportunity to propose projects.

-OR-

Motion to authorize the Director of Administration to submit Letters of Support for the Southwest Interfaith Elderly Home Support Services Program for \$5,000 and Oak Creek Salvation Army—Homelessness Program for \$3,000; to submit a project application for Senior Health-Related Educational Programming for \$5,000; and to submit a project application for a Franklin Home Repair Grant Program, that would be administered directly through Milwaukee County, for the remaining portion of the City's annual allocation.

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/2017
REPORTS & RECOMMENDATIONS	Update on City Hall Remodeling Project	ITEM NUMBER 

Background: The 2017 budget includes an appropriation in the Capital Improvement Fund of \$1.8 million for a "City Hall improvement project including HVAC, roof replacement, and façade improvements." The description provided in the budget development documentation anticipated approximately \$475,000 for replacement of two City Hall roof sections and upper fascia replacement. (The fascia is the brown boards that circle the building extending downward from the roof line approximately 4 or 5 feet.) Additionally, replacing the HVAC units for the central and southern ends of the building was estimated at \$500,000. The remaining portion included funding to be used for remodeling the entrances to City Hall which was then expanded to include "some potential internal realignment of locations for efficiency", which might include a facility needs assessment.

At the Committee of the Whole meeting on December 5, 2016, the Common Council reconsidered the scope of the project. Although no formal action was taken, guidance was provided that larger internal remodeling and rearrangement of departments was not part of the intended scope. Smaller project components, such as security key/card systems, security cameras, wall covering, or landscaping could be considered to the extent they fell within the budget.

That Council Action Sheet also indicated the following:

"Although the roof and HVAC are the priorities due to their age, current operating condition, and repair demands, those aspects of the project likely need to follow any consideration of a redesign of the entrances. This is because a redesign will very likely alter the roof line and fascia and could create interior space, such as a vestibule, that would impact the HVAC system and ductwork.

These major project components could have a large variation in pricing. In other words, depending upon the full scope of the final designs, the approved funding could be more than adequate or could be moderately short. They could be significantly short if the HVAC system design is on the high-end of estimates and the entrance remodeling is more than modest."

The next step was then implemented in January, 2017, when the Common Council approved engaging in a preliminary professional engineering assessment of the HVAC system to provide a baseline strategy and alternatives, with preliminary cost estimates. It noted that "This step is necessary before a potential scope can be established for Architects, which then impacts the roofing project."

Preliminary HVAC Study: Attached is the result of the previously authorized HVAC evaluation. The results were very promising. As was noted in December, the potential for HVAC overruns could have absorbed much of the funding for the exterior façade remodeling. The estimate, however, comes in at

\$580,000 to \$640,000. The strategy uses a "Variable Refrigerant Flow (VRF)" system, which is a technology commonly available since 2002 and provides easier retrofitting to our limited ceiling spacing. It also provides more individualized control of heating and cooling and is a very efficient technology providing for heat recovery. Such a new system would reduce annual energy costs approximately \$8,000 per year. Final design could also provide for smaller HVAC units placed on the ground instead of on roof pads, which could significantly reduce roof penetrations and make the roofing project slightly cheaper in the short-run and reduce potential maintenance problems in the long-run.

Next Steps: As was discussed in conjunction with the previous December and January action items on this project, selection and work with an architect was held off to ensure sufficient project funds would remain after the preliminary HVAC assessment. Absent any further direction from the Common Council, an architect will be proposed to provide design alternatives for the remodeling of the City Hall façade and entrance. The Common Council had previously provided guidance that they did not wish to participate directly in the selection of the architect, but the method of selection, pricing, and contract will be brought back to the Common Council following development of staff's recommendation. Staff, to some degree with the architect, will also further consider certain aspects of the minor projects, such as replacement of wall coverings, which could eliminate some significant existing aesthetic problems. One moderate project (very roughly \$50,000) that will likely be evaluated will be replacement of the old pneumatic HVAC control system for the north end of City Hall. Although the boiler (2006) and air handler and air conditioner (2015) are in good condition, the control system is 37 years old and an outdated technology for which it is becoming hard to find parts. There may be an economy of scale in proactively moving to a current electronic control system that can link to the system to be installed in the central and southern portions of City Hall.

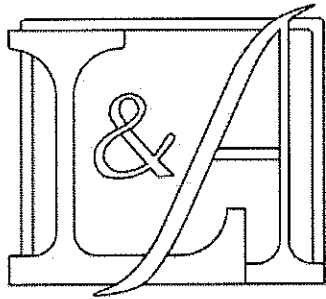
The HVAC system engineering and design cannot be fully completed until the architect's work is done, but it may be possible to overlap some of those project aspects once the architect is known. Similarly the roof project cannot be completed at least until the Architect's final design is selected.

Summary and Conclusion: The results of the preliminary HVAC Study have very recently been received. That study indicates an HVAC component between \$580,000 and \$640,000. Anticipating the roof replacement at less than \$500,000 means there will be sufficient funding for a modest exterior/façade remodeling. As such, staff will move forward with selection of an architect to recommend to the Common Council, while the roof project will remain on hold, poised to move forward pending completion of the exterior façade design. After an architect is selected, a contract for final HVAC design will be brought to the Council so that there can be as much overlap (and time savings) as possible between those two steps.

Requested Action: To the extent the project description and strategy discussed above remains in line with the intent of the Common Council, all that is needed is a motion to receive and file. If the Common Council desires a change in the project plan or strategy, such direction should be given.

COUNCIL ACTION REQUESTED

Motion to receive and file.

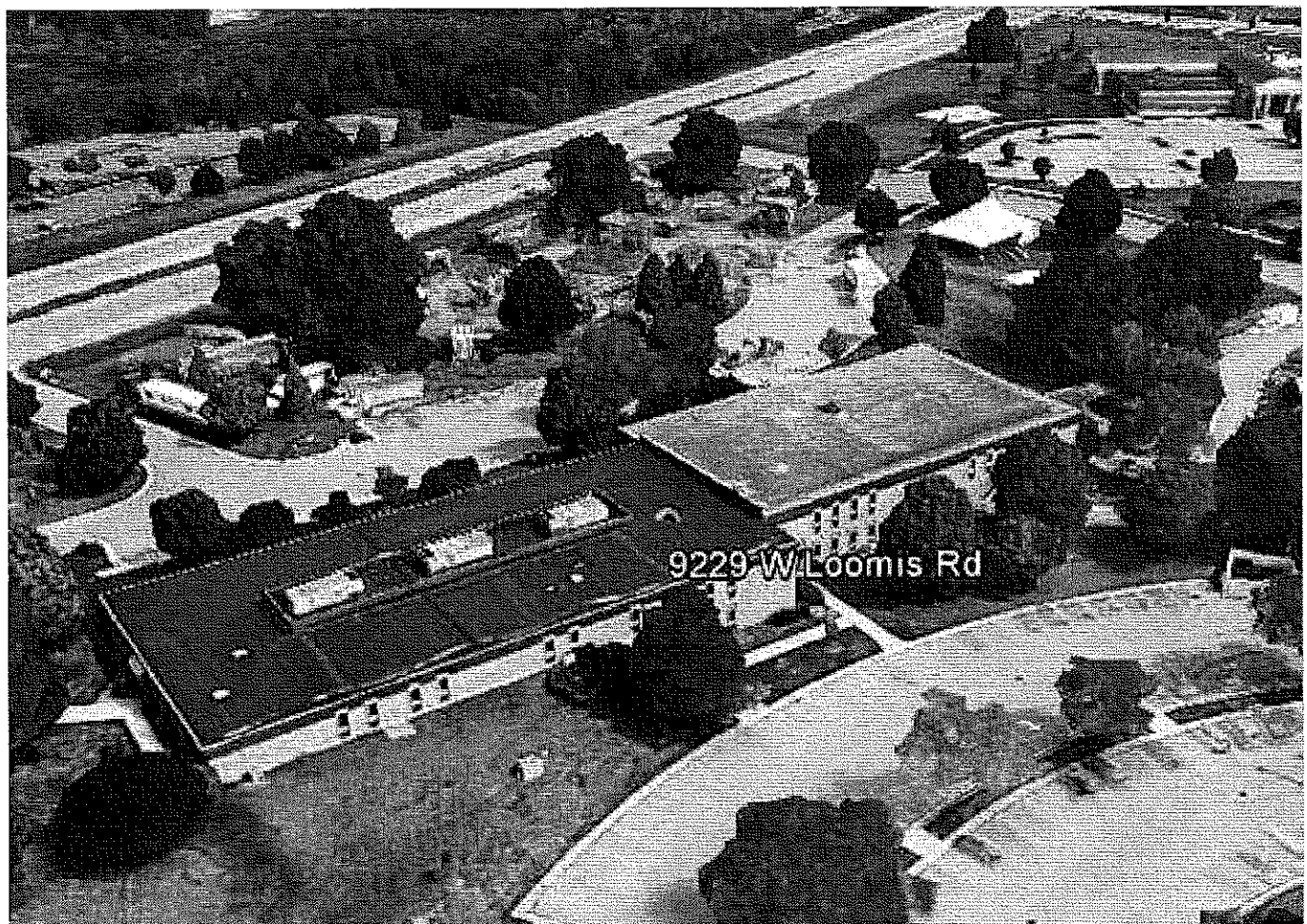


LIECHTY & ASSOCIATES INC. CONSULTING ENGINEERS

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HVAC ASSESSMENT AND EQUIPMENT REPLACEMENT REPORT

CITY HALL - FRANKLIN, WISCONSIN



WEST OFFICES & COUNCIL CHAMBERS
MAY 31, 2017

GENERAL INFORMATION AND CONDITION

The HVAC (Heating Ventilation and Air Conditioning) systems serving the west First Floor and Lower Level areas of City Hall consist of (3) multi-zone heating and cooling manufactured in 1992 and installed in 1993. Each of these units provide between 9 and 11 zones of heating and cooling control. The typical useful service life of rooftop HVAC equipment is estimated at 18-20 years. The existing units have been serving this facility for 24 years. Replacement parts are expensive, and may no longer be available. Energy Codes and changes in control technology have rendered multi-zone control out -of -date and obsolete.

Multi-zone control is simple, yet inherently inefficient to operate. The general concept behind multi-zone control is based upon the idea of providing conditioned air with zoning control to multiple areas with a single rooftop unit.

To accomplish multi-zone control, a heating coil temperature is maintained to provide adequate heat to satisfy the zone with greatest need for heat. Likewise, a cooling coil temperature, or an outside air damper setting is maintained to provide adequate cooling to satisfy the zone with greatest need for cooling. The zones served by the rooftop unit which are not at either extreme use a mixture of air that is too hot and air that is too cool to maintain temperature control in the zone served.

The current zoning is not favorable to the use and layout of present workspaces due to interior modifications and changes in use. The existing glass fiber air distribution ductwork is in poor condition. I am recommending removal and replacement of the glass fiber distribution ductwork to eliminate leaks both present and future. The taped joints over time dry out and fail.

Control and monitoring of the HVAC systems and interior building conditions is not possible with the existing controls serving this area.

DISCUSSION

There are several options to consider when contemplating an Office Building HVAC retrofit or replacement. Technology continues to evolve and efficiency improvements create opportunities to reduce costs to operate.

Reuse of existing equipment that is in working order, serviceable and efficiently operating is a primary consideration.

Disruption to existing occupancy and building operations is also a major consideration. Typically a phased approach is put in place when construction takes place in order to accommodate ongoing business procedures.

OPTIONS

Single zone rooftop units and furnaces are rarely used where office space exceeds 2000 SF, unless an open concept is appropriate or individualized tenant billing is desired.

Variable air volume (VAV) systems were introduced in the mid to late 1970's, and are common today in many office buildings, providing good efficiency by reducing fan energy, and offering flexibility for changes in building use over time. Controls for these systems have evolved, and have become standardized to communicate information from each component in order to optimize efficiency and alert the building engineer to malfunctions or failures. Some reheating of air conditioned cool air is still required to prevent sub-cooling of spaces with low occupancy.

Variable refrigerant flow (VRF) systems began to be applied in the early 2000's, and are a frequently used HVAC option for building retrofits as well as for new building construction. A VRF system distributes heating and cooling with refrigerant. Refrigerant piping to each terminal unit is small and well suited for applications where mechanical space above the ceiling is limited, or where limitations are imposed by existing plumbing and electrical utilities in remodeled spaces. Distribution ductwork to occupied spaces is smaller when it is supplying only ventilation air. Some supplemental heat is usually required in our climate when outdoor temperatures drop to single digits and below.

RECOMMENDATION

Following an analysis of the existing building layout and use, I am recommending an HVAC replacement which will incorporate a conversion to a VRF (Variable Refrigerant Flow) heat pump system while taking advantage of existing hot water boiler capacity to provide greater zone control. This will also incorporate a dedicated outdoor air (DOA) ventilation unit to maximize efficiency and minimize the size of replacement air distribution ductwork and equipment.

The existing rooftop units represent a centralized approach to conditioning the interior environment. All the air is heated or cooled at the rooftop unit and is then mixed and distributed to the spaces or zones served. A majority of the air is then brought back to be filtered, heated or cooled, mixed and redistributed.

The spaces conditioned in this portion of the building can be characterized as having a diverse load profile. Public spaces can be filled to capacity at times, and virtually empty at other times. While load diversity can be problematic for some HVAC systems, diversity is actually a benefit to VRF. Terminal units with refrigerant coils can function as either evaporator coils (for cooling) or condensing coils (for heating). Utilizing both sides of the compressor cycle allows waste heat to be recovered instead of rejecting the heat to outside. New refrigerant gases have increased heat pump efficiency and lowered the economic balance point where air source heat pumps can operate in a winter climate.

Hot water heat from the existing boiler system (currently serving the multi-zone rooftop units) will be routed to perimeter spaces allowing supplemental heat to be introduced during extreme weather. Existing piping above the ceiling would be extended to new perimeter heat.

A dedicated outside air (DOA) system will be utilized to introduce preconditioned ventilation air to the entire area served, and will incorporate energy recovery from spaces mechanically exhausted.

With the proposed system, the replacement ductwork will be approximately 1/10 the size of the existing system ductwork, which will occupy less ceiling space and reduce fan energy.

Projected useful life for this system is in the range of 20-25 years. Modular terminal units and refrigerant manifolds offer flexibility for future changes to interior space planning and change of use.

Reduced fan motor horsepower and energy recovery through a dedicated outside air system will result in reductions to current operating costs, assuming comparable operating schedules and building use. Although engineering is preliminary at this point and final equipment selections have not been made, it is estimated that a VRF system replacement would result in annual operating cost savings of approximately \$8000/ yr. at current energy costs.

PRELIMINARY BUDGETING

Existing Gas and Electric Utility Services to the building are adequate to support the proposed system replacement.

Estimated HVAC Replacement Cost: \$580,000-\$640,000

APPENDIX

Utility Energy Use Summary - 2016 - WE Energies

Existing building Heat Loss/ Gain calculations - Summary

WE Energies Electric -Summary

Calendar 2016					Percent	Electric
MONTH	Elec ON PK	Elec OFF PK	KWH Charges	Demand Charges	Demand	TOTAL \$
JANUARY	\$ 0.07842	\$0.05622	\$ 2,437.82	\$1,529.36	38.6	\$ 3,967.18
FEBRUARY	\$ 0.07842	\$0.05622	\$ 2,390.29	\$1,661.88	41.0	\$ 4,052.17
MARCH	\$ 0.07842	\$0.05622	\$ 2,372.46	\$1,492.28	38.6	\$ 3,864.74
APRIL	\$ 0.07842	\$0.05622	\$ 2,320.00	\$1,893.72	44.9	\$ 4,213.72
MAY	\$ 0.07842	\$0.05622	\$ 3,241.46	\$2,258.04	41.1	\$ 5,499.50
JUNE	\$ 0.07842	\$0.05622	\$ 3,777.12	\$2,478.96	39.6	\$ 6,256.08
JULY	\$ 0.07842	\$0.05622	\$ 4,311.93	\$2,554.08	37.2	\$ 6,866.01
AUGUST	\$ 0.07842	\$0.05622	\$ 3,831.08	\$2,355.36	38.1	\$ 6,186.44
SEPTEMBER	\$ 0.07842	\$0.05622	\$ 2,665.34	\$1,924.80	41.9	\$ 4,590.14
OCTOBER	\$ 0.07842	\$0.05622	\$ 2,501.05	\$1,991.68	44.3	\$ 4,492.73
NOVEMBER	\$ 0.07842	\$0.05622	\$ 2,622.95	\$1,759.20	40.1	\$ 4,382.15
DECEMBER	\$ 0.07842	\$0.05622	\$ 2,437.69	\$1,560.48	39.0	\$ 3,998.17
Total			\$ 34,909.19	\$23,459.84	40.2	\$ 58,369.03

			Nat. Gas
Gas Use	Therms	\$/Therm	TOTAL \$
JANUARY	3241	\$ 0.574	\$ 1,860.92
FEBRUARY	3050	\$ 0.532	\$ 1,621.11
MARCH	2548	\$ 0.528	\$ 1,345.65
APRIL	1310	\$ 0.477	\$ 624.50
MAY	297	\$ 0.494	\$ 146.59
JUNE	0	0	\$ 24.65
JULY	0	0	\$ 24.65
AUGUST	0	0	\$ 25.50
SEPTEMBER	92	\$ 0.703	\$ 64.66
OCTOBER	1053	\$ 0.480	\$ 505.13
NOVEMBER	2446	\$ 0.587	\$ 1,435.94
DECEMBER	3375	\$ 0.595	\$ 2,007.58
Total	17,412	\$ 0.556	\$ 9,686.88

*Franklin City Hall RTU Replacement
HVAC Load Analysis*

for

City Of Franklin
9229 W. Loomis
Franklin, WI



CHVAC COMMERCIAL
HVAC LOADS

Prepared By:

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Liechty & Associates Inc.
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Wednesday, May 31, 2017



Building Envelope Report

Envelope Report Using Summer U-Factors

Material Types		Gross Area	Glass Area	Net Area	-U-Factor	Area x U-Factor	Average U-Factor
Roof	1	13,900.5	0.0	13,900.5	0.094	1,306.647	0.094
Tot. Roof		13,900.5	0.0	13,900.5	N/A	1,306.647	0.094
Wall	1	5,742.0	525.0	5,217.0	0.130	678.210	0.130
Tot. Wall		5,742.0	525.0	5,217.0	N/A	678.210	0.130
Glass	1	315.0	N/A	315.0	0.300	94.500	0.300
Glass	2	168.0	N/A	168.0	0.790	132.720	0.790
Glass	3	42.0	N/A	42.0	0.360	15.120	0.360
Tot. Glass		525.0	N/A	525.0	N/A	242.340	0.462
Totals				19,642.5		2,227.197	0.113

Wall Direction	Wall Area	Glass Area	Wall Net Area	Wall Avg U-Factor	Glass Avg U-Factor	Glass Avg Shd. Coef
N	0.0	0.0	0.0	0.000	0.000	0.000
NE	2,618.0	239.5	2,378.5	0.130	0.384	0.334
E	0.0	0.0	0.0	0.000	0.000	0.000
SE	891.0	66.5	824.5	0.130	0.654	0.313
S	0.0	0.0	0.0	0.000	0.000	0.000
SW	1,875.5	219.0	1,656.5	0.130	0.488	0.325
W	0.0	0.0	0.0	0.000	0.000	0.000
NW	357.5	0.0	357.5	0.130	0.000	0.000
Totals	5,742.0	525.0	5,217.0	0.130	0.462	0.327



Building Summary Loads

Building peaks in August at 3pm.

Bldg Load Descriptions	Area Quan	Sen Loss	%Tot Loss	Lat Gain	Sen Gain	Net Gain	%Net Gain
Roof	13,901	104,532	24.05	0	43,368	43,368	10.26
Wall	5,217	54,257	12.48	0	10,925	10,925	2.58
Glass	525	23,369	5.38	0	9,420	9,420	2.23
Floor Slab	0	0	0.00	0	0	0	0.00
Skin Loads		182,157	41.91	0	63,713	63,713	15.07
Lighting	18,201	0	0.00	0	58,187	58,187	13.76
Equipment	10,451	0	0.00	0	33,702	33,702	7.97
Pool Latent	0	0	0.00	0	0	0	0.00
People	279	0	0.00	51,455	62,288	113,743	26.90
Partition	1,865	6,981	1.61	0	0	0	0.00
Cool. Pret.	0	0	0.00	0	0	0	0.00
Heat. Pret.	0	0	0.00	0	0	0	0.00
Cool. Vent.	2,031	0	0.00	87,241	36,817	124,058	29.34
Heat. Vent.	2,931	245,479	56.48	0	0	0	0.00
Cool. Infil.	0	0	0.00	0	0	0	0.00
Heat. Infil.	0	0	0.00	0	0	0	0.00
Draw-Thru Fan	0	0	0.00	0	9,122	9,122	2.16
Blow-Thru Fan	0	0	0.00	0	0	0	0.00
Reserve Cap.	0	0	0.00	0	1,836	1,836	0.43
Reheat Cap.	0	0	0.00	0	0	0	0.00
Supply Duct	0	0	0.00	0	15,256	15,256	3.61
Return Duct	0	0	0.00	0	3,273	3,273	0.77
Misc. Supply	0	0	0.00	0	0	0	0.00
Misc. Return	0	0	0.00	0	0	0	0.00
Building Totals		434,617	100.00	138,697	284,193	422,890	100.00

Building Summary	Sen Loss	%Tot Loss	Lat Gain	Sen Gain	Net Gain	%Net Gain
Ventilation	245,479	56.48	87,241	36,817	124,058	29.34
Infiltration	0	0.00	0	0	0	0.00
Pretreated Air	0	0.00	0	0	0	0.00
Room Loads	189,138	43.52	51,455	219,726	271,181	64.13
Plenum Loads	0	0.00	0	0	0	0.00
Fan/Duct/Misc Loads	0	0.00	0	27,651	27,651	6.54
Building Totals	434,617	100.00	138,697	284,193	422,890	100.00

Check Figures

Total Building Supply Air (based on a 16° TD):	14,309 CFM
Total Building Vent. Air (14.20% of Supply):	2,031 CFM
Total Conditioned Air Space:	18,201 Sq.ft
Supply Air Per Unit Area:	0.7861 CFM/Sq.ft
Area Per Cooling Capacity:	516.5 Sq.ft/Ton
Cooling Capacity Per Area:	0.0019 Tons/Sq.ft
Heating Capacity Per Area:	23.88 Btuh/Sq.ft
Total Heating Required With Outside Air:	434,617 Btuh
Total Cooling Required With Outside Air:	35.24 Tons



Air Handler #1 - Offices - Summary Loads

Rm No	Description Room Peak Time	Area People Volume	Htg.Loss Htg.CFM CFM/Sqft	Sen.Gain Clg.CFM CFM/Sqft	Lat.Gain S.Exh W.Exh	Htg.O.A. Req.CFM Act.CFM	Clg.O.A. Req.CFM Act.CFM
2	Stairway 2pm August	261 0 2,868	3,104 99 0.38	2,459 160 0.61	0 0 0	7.5/P 0 38	7.5/P 0 23
3	Priv. Off. 2pm August	115 1 1,262	1,380 44 0.38	1,271 83 0.72	218 0 0	7.5/P 9 17	7.5/P 9 12
4	Priv. Off. 4pm August	162 2 1,782	1,781 57 0.35	1,704 111 0.68	308 0 0	7.5/P 12 22	7.5/P 12 16
5	File Storage 9pm August	182 0 2,005	3,089 98 0.54	1,770 115 0.63	0 0 0	7.5/P 0 38	7.5/P 0 16
6	2 Person Off. 9pm August	126 1 1,386	229 7 0.06	1,004 65 0.52	239 0 0	7.5/P 9 3	7.5/P 9 9
7	LL. Open Off. 9pm August	938 5 10,322	1,400 45 0.05	5,953 388 0.41	950 0 0	7.5/P 38 17	7.5/P 38 55
8	Eng. Recept. 9pm August	272 2 2,992	0 0 0.00	1,852 121 0.44	380 0 0	7.5/P 15 0	7.5/P 15 17
9	Eng. Conf. 9pm August	166 2 1,829	721 23 0.14	1,233 80 0.48	316 0 0	7.5/P 12 9	7.5/P 12 11
10	Large Eng. Conf. 9pm August	263 10 2,888	0 0 0.00	3,644 237 0.90	1,900 0 0	7.5/P 75 0	7.5/P 75 34
11	Comm Equip. 9pm August	44 0 481	721 23 0.52	1,274 83 1.90	83 0 0	7.5/P 3 9	7.5/P 3 12
12	Lobby/Waiting 9pm August	215 4 2,360	0 0 0.00	2,018 131 0.61	760 0 0	7.5/P 30 0	7.5/P 30 19
13	Phone / Elec./Comp. 9pm August	255 0 2,805	1,945 62 0.24	5,430 354 1.39	0 0 0	7.5/P 0 24	7.5/P 0 50
15	Open Off. 9pm August	300 2 3,300	0 0 0.00	1,995 130 0.43	380 0 0	7.5/P 15 0	7.5/P 15 18
16	Priv. Office 9pm August	140 1 1,540	577 18 0.13	1,039 68 0.48	266 0 0	7.5/P 11 7	7.5/P 11 10



Air Handler #1 - Offices - Summary Loads (cont'd)

Rm No	Description Room Peak Time	Area People Volume	Htg.Loss Htg.CFM CFM/Sqft	Sen.Gain Clg.CFM CFM/Sqft	Lat.Gain S.Exh W.Exh	Htg.O.A. Req.CFM Act.CFM	Clg.O.A. Req.CFM Act.CFM
17	Open Office 9pm August	680 5 7,480	2,265 72 0.11	4,630 302 0.44	950 0 0	7.5/P 38 28	7.5/P 38 43
18	Priv. Off/Work Rm. 9pm August	245 2 2,695	1,297 41 0.17	1,817 118 0.48	466 0 0	7.5/P 18 16	7.5/P 18 17
19	Main Lobby 2pm August	1,178 50 12,958	10,525 335 0.28	22,061 1,437 1.22	9,500 0 0	7.5/P 375 129	7.5/P 375 204
20	Priv. Off. 2pm August	154 2 1,694	2,824 90 0.58	2,149 140 0.91	293 0 0	7.5/P 12 35	7.5/P 12 20
21	Hearing Room 2pm August	816 8 8,976	12,787 407 0.50	10,277 669 0.82	1,550 0 0	7.5/P 61 157	7.5/P 61 95
22	Admin. Conf./Meeting 2pm August	195 6 2,145	1,466 47 0.24	3,049 199 1.02	1,140 0 0	7.5/P 45 18	7.5/P 45 28
23	Admin. Assist. 2pm August	98 1 1,073	733 23 0.24	1,059 69 0.71	185 0 0	7.5/P 7 9	7.5/P 7 10
24	Admin. Office 2pm August	143 1 1,573	1,075 34 0.24	1,553 101 0.71	272 0 0	7.5/P 11 13	7.5/P 11 14
25	Admin. Corr. 2pm August	442 4 4,862	3,324 106 0.24	4,801 313 0.71	840 0 0	7.5/P 33 41	7.5/P 33 44
26	Council Chambers 2pm August	1,530 100 16,830	16,539 527 0.34	37,046 2,412 1.58	19,000 0 0	7.5/P 750 203	7.5/P 750 342
28	Priv. Office 4pm August	210 2 2,310	3,703 118 0.56	3,303 215 1.02	399 0 0	7.5/P 16 46	7.5/P 16 31
29	Inform./Open Off. 2pm August	1,055 8 11,602	7,931 253 0.24	10,869 708 0.67	1,520 0 0	7.5/P 60 98	7.5/P 60 100
30	Priv. Off. 4pm August	130 1 1,430	3,281 104 0.80	3,092 201 1.55	247 0 0	7.5/P 10 40	7.5/P 10 29



Air Handler #1 - Offices - Summary Loads (cont'd)

Rm No	Description Room Peak Time	Area People Volume	Htg.Loss Htg.CFM CFM/Sqft	Sen.Gain Clg.CFM CFM/Sqft	Lat.Gain S.Exh W.Exh	Htg.O.A. Req.CFM Act.CFM	Clg.O.A. Req.CFM Act.CFM
31	Priv. Off. 4pm August	130 1 1,430	2,873 91 0.70	2,411 157 1.21	247 0 0	7.5/P 10 35	7.5/P 10 22
32	Priv. Off. 4pm August	100 1 1,100	2,647 84 0.84	2,098 137 1.37	190 0 0	7.5/P 8 33	7.5/P 8 19
33	Priv. Off. 4pm August	100 1 1,100	2,647 84 0.84	2,098 137 1.37	190 0 0	7.5/P 8 33	7.5/P 8 19
35	Supply/Work/Copy 2pm August	360 4 3,960	2,707 86 0.24	3,910 255 0.71	684 100 100	7.5/P 27 33	7.5/P 27 36
36	Main Corridor 2pm August	855 0 9,405	6,430 205 0.24	7,320 477 0.56	0 0 0	7.5/P 0 79	7.5/P 0 68
40	Accessor Open Off. 2pm August	775 8 8,525	5,828 186 0.24	8,417 548 0.71	1,473 0 0	7.5/P 58 72	7.5/P 58 78
41	Priv. Off. 2pm August	99 1 1,089	2,182 69 0.70	1,506 98 0.99	188 0 0	7.5/P 7 27	7.5/P 7 14
42	Priv. Off. 2pm August	99 1 1,089	2,182 69 0.70	1,506 98 0.99	188 0 0	7.5/P 7 27	7.5/P 7 14
45	Priv. Off. 2pm August	138 1 1,513	2,872 91 0.67	2,004 130 0.95	261 0 0	7.5/P 10 35	7.5/P 10 19
46	Open Treasurer 2pm August	456 2 5,016	3,429 109 0.24	4,364 284 0.62	380 0 0	7.5/P 15 42	7.5/P 15 40
47	Open Office 2pm August	585 6 6,435	4,399 140 0.24	6,354 414 0.71	1,112 0 0	7.5/P 44 54	7.5/P 44 59
48	Priv. Off. 2pm August	99 1 1,089	2,182 69 0.70	1,506 98 0.99	188 0 0	7.5/P 7 27	7.5/P 7 14
49	Priv. Off. 2pm August	143 1 1,573	2,513 80 0.56	1,984 129 0.90	272 0 0	7.5/P 11 31	7.5/P 11 18
50	Clinic Priv. Off. 2pm August	121 1 1,331	2,348 75 0.62	1,745 114 0.94	230 0 0	7.5/P 9 29	7.5/P 9 16



Air Handler #1 - Offices - Summary Loads (cont'd)

Rm No	Description Room Peak Time	Area People Volume	Htg.Loss Htg.CFM CFM/Sqft	Sen.Gain Clg.CFM CFM/Sqft	Lat.Gain S.Exh W.Exh	Htg.O.A. Req.CFM Act.CFM	Clg.O.A. Req.CFM Act.CFM
51	Clinic Lobby 2pm August	450 5 4,950	3,384 108 0.24	4,887 318 0.71	855 0 0	7.5/P 34 42	7.5/P 34 45
52	Clinic Restroom 2pm August	66 1 726	496 16 0.24	717 47 0.71	125 80 80	7.5/P 5 6	7.5/P 5 7
53	Clinic Deck Stor. 3pm August	252 0 2,772	6,013 191 0.76	3,218 210 0.83	0 0 0	7.5/P 0 74	7.5/P 0 30
54	Clinic Recv'g/Stor. 11am August	225 0 2,475	3,912 125 0.55	3,074 200 0.89	0 0 0	7.5/P 0 48	7.5/P 0 28
55	Clinic Exam 2 2pm August	59 2 644	440 14 0.24	961 63 1.07	380 0 0	7.5/P 15 5	7.5/P 15 9
56	Clinic Exam 1 2pm August	59 2 644	440 14 0.24	961 63 1.07	380 0 0	7.5/P 15 5	7.5/P 15 9
57	Clinic Conf. 2pm August	135 4 1,485	1,015 32 0.24	2,076 135 1.00	760 0 0	7.5/P 30 12	7.5/P 30 19
58	Clinic Conf. Stor. 4pm August	84 1 924	2,004 64 0.76	1,383 90 1.07	160 0 0	7.5/P 6 25	7.5/P 6 13
59	Clinic Corr. 2pm August	96 0 1,056	722 23 0.24	822 54 0.56	0 0 0	7.5/P 0 9	7.5/P 0 8
61	Health Dept Open Office 3pm August	1,112 4 12,233	15,757 502 0.45	13,514 880 0.79	760 0 0	7.5/P 30 194	7.5/P 30 125
62	Health Priv. Off. 4pm August	143 1 1,573	2,971 95 0.66	2,547 166 1.16	272 0 0	7.5/P 11 37	7.5/P 11 24
Room Peak Totals:		17,053	165,092	219,731	51,455		
Total Rooms: 52		271	5,257	14,309	180	2,031	2,031
Unique Rooms: 52		187,582	0.31	0.84	180	2,031	2,031



Air Handler #1 - Offices - Total Load Summary

Air Handler Description: Offices Constant Volume - Sum of Peaks
Supply Air Fan: Draw-Thru with program estimated horsepower of 3.71 HP
Fan Input: 85% motor and fan efficiency with 1.4 in. water across the fan
Sensible Heat Ratio: 0.83 --- This system occurs 1 time(s) in the building. ---

Air System Peak Time: 3pm in August.
Outdoor Conditions: Clg: 89° DB, 77° WB, 125.39 grains, Htg: -10° DB
Indoor Conditions: Clg: 72° DB, 50% RH, Htg: 70° DB

Summer: Ventilation controls outside air, ---- Winter: Ventilation controls outside air.

Room Space sensible loss:	165,092 Btuh	
Infiltration sensible loss:	0 Btuh	0 CFM
Outside Air sensible loss:	170,105 Btuh	2,031 CFM
Supply Duct sensible loss:	0 Btuh	
Return Duct sensible loss:	0 Btuh	
Return Plenum sensible loss:	0 Btuh	
Total System sensible loss:		335,197 Btuh

Heating Supply Air: $165,092 / (.969 \times 1.08 \times 30) =$	5,257 CFM
Winter Vent Outside Air (38.6% of supply) =	2,031 CFM

Room space sensible gain:	217,890 Btuh	
Infiltration sensible gain:	0 Btuh	
Draw-thru fan sensible gain:	9,122 Btuh	
Supply duct sensible gain:	15,256 Btuh	
Reserve sensible gain:	1,836 Btuh	
Total sensible gain on supply side of coil:		244,104 Btuh

Cooling Supply Air: $244,104 / (.969 \times 1.1 \times 16) =$	14,309 CFM
Summer Vent Outside Air (14.2% of supply) =	2,031 CFM

Return duct sensible gain:	3,273 Btuh	
Return plenum sensible gain:	0 Btuh	
Outside air sensible gain:	36,817 Btuh	2,031 CFM
Blow-thru fan sensible gain:	0 Btuh	
Total sensible gain on return side of coil:		40,089 Btuh
Total sensible gain on air handling system:		284,193 Btuh

Room space latent gain:	51,455 Btuh	
Infiltration latent gain:	0 Btuh	
Outside air latent gain:	87,241 Btuh	
Total latent gain on air handling system:		138,697 Btuh
Total system sensible and latent gain:		422,890 Btuh

Check Figures

Total Air Handler Supply Air (based on a 16° TD):	14,309 CFM
Total Air Handler Vent. Air (14.20% of Supply):	2,031 CFM
Total Conditioned Air Space:	17,053 Sq.ft
Supply Air Per Unit Area:	0.8391 CFM/Sq.ft
Area Per Cooling Capacity:	483.9 Sq.ft/Ton
Cooling Capacity Per Area:	0.0021 Tons/Sq.ft
Heating Capacity Per Area:	19.66 Btuh/Sq.ft
Total Heating Required With Outside Air:	335,197 Btuh
Total Cooling Required With Outside Air:	35.24 Tons



Air Handler #2 - Heating Only - Summary Loads

Rm No	Description Room Peak Time	Area People Volume	Htg.Loss Htg.CFM CFM/Sqft	Sen.Gain Clg.CFM CFM/Sqft	Lat.Gain S.Exh W.Exh	Htg.O.A. Req.CFM Act.CFM	Clg.O.A. Req.CFM Act.CFM
1	Lower Vestibule	33	2,596	0	0	0.1AC/Hr	None
	-	0	108	0	0	1	0
		363	3.27	0.00	0	97	0
14	L.L. Toilets/J.Clos.	165	1,934	0	0	0.1AC/Hr	None
	-	2	80	0	300	3	0
		1,815	0.49	0.00	300	72	0
27	Main Vestibule	77	6,004	0	0	0.1AC/Hr	None
	-	0	250	0	0	1	0
		847	3.24	0.00	0	225	0
34	Safe/ Stor.	187	2,665	0	0	0.1AC/Hr	None
	-	0	111	0	0	3	0
		2,057	0.59	0.00	0	100	0
37	Men	195	1,466	0	0	0.1AC/Hr	None
	-	2	61	0	300	4	0
		2,145	0.31	0.00	300	55	0
38	Custodial	156	1,173	0	0	0.1AC/Hr	None
	-	2	49	0	0	3	0
		1,716	0.31	0.00	0	44	0
39	Women	169	2,758	0	0	0.1AC/Hr	None
	-	2	115	0	300	3	0
		1,859	0.68	0.00	300	103	0
43	Off. Storage	55	986	0	0	0.1AC/Hr	None
	-	1	41	0	0	1	0
		605	0.75	0.00	0	37	0
44	Treasurer Vault	55	986	0	0	0.1AC/Hr	None
	-	1	41	0	0	1	0
		605	0.75	0.00	0	37	0
60	Clinic Vest.	56	3,479	0	0	0.1AC/Hr	None
	-	0	145	0	0	1	0
		616	2.58	0.00	0	130	0
	Room Peak Totals:	1,148	24,046	0	0		
	Total Rooms: 10	8	1,000	0	900	21	0
	Unique Rooms: 10	12,628	0.87	0.00	900	900	0



Air Handler #2 - Heating Only - Total Load Summary

Air Handler Description: Heating Only Constant Volume - Proportion
Supply Air Fan: Draw-Thru with program estimated horsepower of 0.00 HP
Fan Input: 0% motor and fan efficiency with 0 in. water across the fan
Outdoor Conditions: -10° DB (System is Heating Only)
Indoor Conditions: 70° DB

Winter: Exhaust controls outside air.

Room Space sensible loss:	24,046 Btuh	
Infiltration sensible loss:	0 Btuh	0 CFM
Outside Air sensible loss:	75,374 Btuh	900 CFM
Supply Duct sensible loss:	0 Btuh	
Return Duct sensible loss:	0 Btuh	
Return Plenum sensible loss:	0 Btuh	
Total System sensible loss:		99,420 Btuh

Heating Supply Air: $24,046 / (.969 \times 1.08 \times 23) =$	1,000 CFM
Winter Vent Outside Air (90.0% of supply) =	900 CFM

Room space sensible gain:	0 Btuh	
Infiltration sensible gain:	0 Btuh	
Draw-thru fan sensible gain:	0 Btuh	
Supply duct sensible gain:	0 Btuh	
Reserve sensible gain:	0 Btuh	
Total sensible gain on supply side of coil:		0 Btuh

Cooling Supply Air: $0 / (.969 \times 1.1 \times 0) =$	0 CFM
Summer Vent Outside Air (0.0% of supply) =	0 CFM

Return duct sensible gain:	0 Btuh	
Return plenum sensible gain:	0 Btuh	
Outside air sensible gain:	0 Btuh	0 CFM
Blow-thru fan sensible gain:	0 Btuh	
Total sensible gain on return side of coil:		0 Btuh
Total sensible gain on air handling system:		0 Btuh

Room space latent gain:	0 Btuh	
Infiltration latent gain:	0 Btuh	
Outside air latent gain:	0 Btuh	
Total latent gain on air handling system:		0 Btuh
Total system sensible and latent gain:		0 Btuh

Check Figures

Total Air Handler Supply Air (based on a 23° TD):	1,000 CFM
Total Air Handler Vent. Air (90.00% of Supply):	900 CFM
Total Conditioned Air Space:	1,148 Sq.ft
Supply Air Per Unit Area:	0.8711 CFM/Sq.ft
Area Per Cooling Capacity:	0.0 Sq.ft/Ton
Cooling Capacity Per Area:	0.0000 Tons/Sq.ft
Heating Capacity Per Area:	86.60 Btuh/Sq.ft
Total Heating Required With Outside Air:	99,420 Btuh
Total Cooling Required With Outside Air:	0.00 Tons

APPROVAL	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE June 20, 2017
REPORTS & RECOMMENDATIONS	<p>ORDINANCES TO AMEND ORDINANCE 2016-2240, AN ORDINANCE ADOPTING THE 2017 ANNUAL BUDGET FOR THE GENERAL FUND, ST MARTINS FAIR, CAPITAL OUTLAY, CAPITAL IMPROVEMENT AND GRANT FUNDS FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2017:</p> <p>(A) TO PROVIDE APPROPRIATIONS FOR PRELIMINARY ENGINEERING OF THE RECONSTRUCTION OF WEST OAKWOOD ROAD;</p> <p>(B) AND CARRYFORWARD 2016 APPROPRIATIONS FOR THE SENIOR TRAVEL PROGRAM AND FRANKLIN SENIORS TO 2017 ST MARTINS FAIR SUMMER MONDAYS PROMOTION;</p> <p>(C) AND CARRYFORWARD 2016 APPROPRIATIONS FOR CARPETING, TO PROVIDE APPROPRIATIONS FOR EMERGENCY REPLACEMENT OF POLICE HVAC EQUIPMENT AND THE PURCHASE OF FINANCIAL SOFTWARE AND STREETLIGHTS ON SOUTH 76TH STREET</p>	ITEM NUMBER 15.16.

Three separate 2017 budget amendments are attached to provide appropriations for various programs of an operating and capital nature. The amendments are split along the lines of General Fund operations, Grant and Recreational activities and Capital programs.

Background

The Common Council authorized the use of General Fund contingency appropriations on January 17, 2017 (G13 – copy of the Council Action attached) to approve preliminary engineering for the reconstruction of a portion of West Oakwood Road. That expenditure would be more appropriately classified as professional services in the Engineering Activity rather than contingency expenditures. The proposed budget amendment would reclassify the appropriation to non-personnel services in the Engineering department.

The Senior Travel program returned \$2,565 of unused 2016 appropriations of which \$1,400 had been anticipated and budgeted in 2017. The Common Council directed the Dir of Finance to bring a budget amendment forward to carryforward the remaining \$1,165 unused 2016 appropriation. That direction was provided on Feb 21, 2017 with Council Action G5.

During the Council discussion of Senior Travel Program expenditures, it was noted that the Franklin Seniors, Inc., who run other programs for seniors also underspent the 2016 appropriation. The attached budget amendment carries forward the unused \$1,121 of the 2016 Franklin Seniors appropriation. A motion to remove that carryforward would be needed should the Council so desire.

Upon recommendation of the Committee of the Whole, the Common Council directed that a budget amendment be brought forward to provide promotion and advertising appropriations in the St Martin's Fair Fund. The additional promotion would communicate the expansion of the summer Monday fair dates.

The Director of Finance recommends that \$2,500 be appropriated, recognizing that the Council authorized \$500 for such appropriation. The additional \$2,000 authorization would be made available only after the Fair Commission returned a plan for the additional expenditures or for example, provided revenues or donations to support the added appropriation. This action simply helps avoid a future small budget modification.

The 2016 Planning Department carpet replacement project was delayed due to technical issues. The 2016 \$18,000 appropriation then fell to Capital Outlay fund balance at the close of 2016. The Planning Department carpeting program was initiated earlier in 2017 after those technical issues were resolved. 2017 Appropriations for the Clerk's Department were then used to fund the Planning Department project. The Director of Administration noted in the Council Action item that the unused 2016 Planning Department appropriation would be brought forward as a carryforward item so as to make the initial 2017 appropriation available for its intended purpose.

In mid-May, 2017 the Police building central HVAC system was struck by lightning. The Common Council authorized the use of Capital Improvement Fund Contingency appropriations to engage a contract to replace the equipment. The Director of Finance is recommending the attached budget amendment to provide the insurance proceeds as a new resource into the Capital Improvement fund and only the Deductible as a use of the Contingency appropriation.

On June 12, 2017 the Common Council authorized the appropriation from Contingency in the Capital Improvement Fund of \$31,000 for streetlights on South 76th Street and West Rawson Avenue in connection with the reconstruction of the intersection by Milwaukee County. Staff recommends the classification of the appropriation from Contingency to the Highway Department.

Earlier in this meeting, consideration was given to financial software to control Special Assessment. The Capital Funds Budget amendment includes appropriations for that purchase if the Council so desires. A motion to remove the appropriation would be needed if the Council does not desire to proceed.

Fiscal Impact

The first Budget amendment related to professional engineering fees only re-allocates appropriations, it does not change the total expenditures in the General Fund.

The Budget amendment related to the Recreation budgets carries forward a total of \$2,286 of General Fund fund balance and increases the 2017 General Fund expenditures.

The promotion appropriations in the St Martin's Fair fund would increase the size of the St Martin's Fair fund deficit. This transfer issue included in the motion will be addressed at a future date by staff.

The Capital Outlay amendment will utilize \$40,000 of the beginning fund balance which was increased in 2015 via a transfer in from the General Fund.

The Capital Improvement Fund amendment provides resources by way of insurance proceeds on the replacement of the Police HVAC equipment and the use of only \$7,500 of Capital Improvement Fund contingency, rather than the \$125,000 use of Contingency the Common Council approved earlier.

COMMON COUNCIL ACTION REQUESTED

Three motions are recommended for the attached three budget amendments.

Motion to adopt An ordinance to amend ordinance 2016-2240, an ordinance adopting the 2017 annual budget for the General Fund for the City of Franklin for Fiscal year 2017 to provide appropriations for preliminary engineering of the reconstruction of West Oakwood Road

Motion to adopt An ordinance to amend ordinance 2016-2240, an ordinance adopting the 2017 annual budget for the General and St Martin's Fair Funds for the City of Franklin for Fiscal year 2017 to carryforward 2016 appropriations for Senior Travel and Franklin Seniors and St Martin's Fair summer Mondays promotion.

Motion to adopt An ordinance to amend ordinance 2016-2240, an ordinance adopting the 2017 annual budget for the Capital Outlay and Capital Improvement Funds for the City of Franklin for Fiscal year 2017 to carryforward 2016 appropriations for carpeting, to provide appropriations for emergency replacement of Police HVAC equipment, the purchase of Financial software and streetlights on South 76th and West Rawson Avenue

Roll Call votes required

Fin - PAR

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2017 _____

AN ORDINANCE TO AMEND ORDINANCE 2016-2240, AN ORDINANCE ADOPTING
THE 2017 ANNUAL BUDGETS FOR THE GENERAL FUND FOR THE CITY OF
FRANKLIN FOR FISCAL YEAR 2017, TO PROVIDE APPROPRIATIONS FOR
PRELIMINARY ENGINEERING OF THE RECONSTRUCTION OF WEST OAKWOOD
ROAD

WHEREAS, the Common Council adopted the 2017 Budget for the City of Franklin providing resources and appropriations for 2017; and

WHEREAS, the Common Council authorized the use of contingency appropriations for preliminary engineering services examining possible corrections to flooding of West Oakwood Road; and

WHEREAS, those expenditures are more properly classified as Professional Services in the Engineering department rather than contingency expenditures; and

WHEREAS, the Common Council of the City of Franklin believes these expenditures provide 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 2017 Budget of the General Fund be adjusted as follows:

Engineering	Non-Personnel	Increase	7,400
Contingency		Decrease	7,400

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 _____, 2017.

APPROVED:

Stephen R Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ___ NOES ___ ABSENT ___

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 01/17/2017
Reports & Recommendations	PROFESSIONAL SERVICES AGREEMENT WITH RA SMITH NATIONAL FOR \$7,400 TO DEVELOP OPINION OF PROBABLE PROJECT COSTS FOR OAKWOOD ROAD BETWEEN S. 76 TH STREET AND S. 60 TH STREET	ITEM NO. <i>G, 13.</i>

BACKGROUND

On December 20, 2016, staff presented a RA Smith National report regarding improvements to W. Oakwood Road to minimize or eliminate inundation by the 100-year storm events. The road is inundated by over 4-feet of water during the 100-year storm event.

Alderman Barber moved to authorize Engineering staff, with the understanding to include the Southeastern Wisconsin Regional Planning Commission, to continue the investigation that the reconstruction of W. Oakwood Road at Root River could remove it from the floodplain. Seconded by Alderwoman S. Mayer.

ANALYSIS

Staff contacted Ms. Laura Kletti Herrick, P.E., CFM, Chief Environmental Engineer with Southeastern Wisconsin Regional Planning Commission (SEWRPC). Ms. Herrick verified that SEWRPC would work with the City's consultant on alternative design review but does not have the available staff time needed to develop preliminary construction estimates.

The attached RA Smith National proposal for \$7,400 includes work to develop an opinion of probable costs for construction, design, and permitting costs. These costs potentially could be allocated between the City of Franklin Costs and a potential Waukesha Water Diversion Costs.

OPTIONS:

Execute the enclosed RA Smith National contract for \$7,400; or

Table.

FISCAL NOTE

There are funds available in the General Fund Contingencies that could be used for this purpose.

RECOMMENDATION

Authorize Staff to execute professional services agreement with RA Smith National for \$7,400 to develop Opinion of Probable Project Costs for Oakwood Road, pending review by City Attorney.

Engineering: GEM

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2017_____

AN ORDINANCE TO AMEND ORDINANCE 2016-2240, AN ORDINANCE ADOPTING THE 2017 ANNUAL BUDGETS FOR THE GENERAL AND ST MARTIN FAIR FUNDS FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2017, TO CARRYFORWARD 2016 APPROPRIATIONS FOR SENIOR TRAVEL AND FRANKLIN SENIORS AND ST MARTINS FAIR SUMMER MONDAYS PROMOTION

WHEREAS, the Common Council adopted the 2017 Budget for the City of Franklin providing resources and appropriations for 2017; and

WHEREAS, the 2016 senior travel program did not use \$1,165 of the appropriation which then became part of General Fund balance; and

WHEREAS, the senior travel program provides recreation opportunities for the senior citizens of the community; and

WHEREAS, the Common Council desires to make the unused 2016 Senior Travel Program appropriations available for 2017 expenditures; and

WHEREAS, the Franklin Seniors, Inc. who run other senior programs underspend the 2016 appropriation by \$1,121 which provides senior Franklin residents with nutritious meals; and

WHEREAS, carrying forward to 2017 the unused Franklin Seniors meal program to 2016 would enhance the 2017 program; and

WHEREAS, the Common Council expanded the St Martin's Fair activities to all summer Mondays for which promotion appropriations are needed; and

WHEREAS, the Common Council of the City of Franklin believes these expenditures provide 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 2017 Budget of the General Fund be adjusted as follows:

Recreation	Non-Personnel	Increase	1,165
Recreation	Non-Personnel	Increase	1,121

Section 2 That the 2017 Budget of the St Martin's Fair Fund be adjusted as follows:

Non-Personnel Advertising	Increase	2,500
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Section 3 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 _____, 2017.


APPROVED:

Stephen R Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES ____ NOES ____ ABSENT ____

APPROVAL <i>Slw</i> 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/21/2017
REPORTS & RECOMMENDATIONS	Franklin Senior Citizens Travel Program Update for 2016 Year End	ITEM NUMBER G. 5.

To fulfill the June 19, 2007 directive of the Common Council requesting that an update of the Franklin Seniors Travel Program be prepared semi-annual, reporting in January and July of each year, attached is correspondence from Mr. Basil Ryan on July through December 2016 trip statistics and activities.

The 2016 budget for the Senior Travel Program was \$12,000; \$10,000 as adopted and an additional \$2,000 approved by the Common Council on 2/16/2016.

For the period January 1, 2016 through December 31, 2016, a total of ten (10) trips were taken; 2 where the event host paid for the bus transportation and 8 that were paid by the City, expending \$9,435 against the \$12,000 Senior Travel Program Budget for 2016, leaving a \$2,565 unspent balance for 2016.

The 2017 budget for the Senior Travel Program was established at \$11,400—\$10,000 plus \$1,400 carryover of anticipated unspent 2016 funds. As the actual amount unspent for 2016 was \$2,565, staff recommends that the Common Council direct staff to effectuate the carryover of the total unspent 2016 funds of \$2,565 to 2017 by bringing forth a budget modification for **an additional \$1,165** (\$2,565-\$1,400) to a future Council meeting.

*Discussion on
including Men
Program As
well - Not in Motion*

COUNCIL ACTION REQUESTED

Motion to accept and file the Senior Travel Program 2016 year-end report and to further direct staff to effectuate the carryover of unspent 2016 Senior Travel Program funds in the amount of \$2,565 to the 2017 Senior Travel Program budget by bringing forth a **budget modification** to a future Council meeting.


BUDGET AS AMENDMENTS TO THE 2017 BUDGET.
Seconded by Alderman D. Mayer. On roll call, all voted
Aye. Motion carried.

ORD. 2017-2261
AMEND ORD. 2015-2198 TO
PROVIDE ADDITIONAL
APPROPRIATIONS

G.9.

Alderman D. Mayer moved to adopt Ordinance No. 2017-2261, AN ORDINANCE TO AMEND ORDINANCE 2015-2198, AN ORDINANCE ADOPTING THE 2016 ANNUAL BUDGETS FOR THE GENERAL FUND, SOLID WASTE FUND AND THE STREET IMPROVEMENT FUND FOR THE CITY OF FRANKLIN TO PROVIDE ADDITIONAL ASSESSOR AND MUNICIPAL BUILDING APPROPRIATIONS, TO ALLOCATE UNDER EXPENDITURE APPROPRIATIONS AND PROVIDE ADDITIONAL APPROPRIATIONS FOR THE SOLID WASTE AND STREET IMPROVEMENT FUNDS. Seconded by Alderman Dandrea. On roll call, all voted Aye. Motion carried.

RECOMMENDATIONS FROM
THE COMMITTEE OF THE
WHOLE

- 
- (a) No action was taken on the Status Report presented at the 3/06/2017 Committee of the Whole meeting from the Ballpark Commons Development Team regarding the Project proposed at and near The Rock Sports Complex, 7900 W. Crystal Ridge Road.
 - (b) No action was taken on a presentation by Ruekert & Mielke, Inc., from the 3/06/2017 Committee of the Whole meeting regarding potential sewer and water extension in Area D, an area approximately between W. Oakwood and W. South County Line Roads and S. 27th and 42nd Streets.
 - (c) Upon recommendation of the Fair Commission, Alderman D. Mayer moved to direct staff to prepare an ordinance amending the Municipal Code to reflect changes to the monthly St. Martins Fairs as recommended by the Fair Commission and further authorize the transfer of \$500 from the Contingency Account for promotion/advertising of the Fair, with direction that the Finance Office include the transfer in a future budget modification. Seconded by Alderwoman S. Mayer. All voted Aye; motion carried.
 - (d) Alderman D. Mayer moved to refer to Police Department with no time schedule, a request for

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2017 _____

AN ORDINANCE TO AMEND ORDINANCE 2016-2240, AN ORDINANCE ADOPTING THE 2017 ANNUAL BUDGETS FOR THE CAPITAL OUTLAY AND CAPITAL IMPROVEMENT FUNDS FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2017, TO CARRYFORWARD 2016 APPROPRIATIONS FOR CARPETING, TO PROVIDE APPROPRIATIONS FOR EMERGENCY REPLACEMENT OF POLICE HVAC EQUIPMENT, THE PURCHASE OF FINANCIAL SOFTWARE AND STREETLIGHTS ON SOUTH 76TH STREET AND WEST RAWSON AVENUE

WHEREAS, the Common Council adopted the 2017 Budget for the City of Franklin providing resources and appropriations for 2017; and

WHEREAS, the 2016 Capital Outlay Municipal Building \$18,000 building improvement appropriations for carpeting was not used however the project is still needed; and

WHEREAS, the 2017 Capital Outlay Municipal Building \$18,000 building improvement appropriation completed the 2016 project but is still needed for the Clerk's office in 2017; and

WHEREAS, a lightning strike at the Police building destroyed the HVAC system which requires replacement with insurance proceeds minus a deductible; and

WHEREAS, the initial authorization for expenditures for the Police HVAC equipment came from contingency appropriations but more appropriately should be classified as Police expenditures; and

WHEREAS, the replacement of Special Assessment software in the Finance Department will enhance the tracking of existing and future Special Assessments; and

WHEREAS, the County is reconstructing the intersection of South 76th Street and West Rawson Avenue with upgraded streetlights at City expense; and

WHEREAS, the Common Council of the City of Franklin believes these expenditures provide 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 2017 Budget of the Capital Outlay Fund be adjusted as follows:

Municipal Buildings	Building Improvement	Increase	18,000
Finance	Software	Increase	22,000

Section 2 That the 2017 Budget of the Capital Improvement Fund be adjusted as follows:

Revenue	Property Sale	Increase	97,480
Police	Building Equipment – HVAC	Increase	105,000

Highway Streetlights
Contingency

Increase 31,000
Decrease 38,520

Section 3 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 _____, 2017.


APPROVED:

Stephen R Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/20/2016
REPORTS & RECOMMENDATIONS	Carpet Replacement for Planning and Development Offices and Conference Room and the Department of Administration Office	ITEM NUMBER G.6.

The 2016 Facilities budget included a Capital Outlay Fund appropriation of \$18,000 for carpet replacement. The area of the Planning Department and conference room is the highest priority due to the significant amount of separation between the current carpet and the floor. The Facilities Manager has obtained three price quotes. The quotes from Bartz's Floor Coverings (\$16,893.50) and Stu's Flooring Ltd. (\$13,855) do not include moving the workstations and file cabinets. As such, each of those quotes would require the use of the services and equipment of a furniture moving company. C. Coakley Relocation Systems provided an estimate of \$4,410. When added to the carpeting quotes, both exceed the quote obtained from Building Service Incorporated (BSI) for \$16,052. BSI has its own furniture moving staff and included that service in their price quote.

The project is being planned using carpet tiles with the "Tactile System". This is the same system that has worked well in the Library. It basically attaches the carpet squares securely at the corners and enables the carpet to sort of float on the flooring. This has worked well in the Library despite the amount of furniture moved, etc. This strategy is being used because the subfloor has historically resisted good adhesion with standard carpet glues. Nonetheless, the floor is being prepared with a primer/sealer that also acts as a leveler, over the entire existing substrate. That will help ensure moisture doesn't become an issue and that the new carpet squares have the best surface on which to lay. The product has a 15-year warranty. The installation process, with moving furniture, will likely take about 3 days during which time employees will be temporarily relocated. Note that there is expected to be some staff involvement in the furniture move as it may be necessary to partially unload some of the larger lateral files so that they don't get damaged during the move. (Top heavy weights can create a torque that can damage drawer roller tracks.)

The quote is sufficiently under budget such that it is anticipated that the area for the Department of Administration carpet can be replaced and still be within the budget. That carpet is very worn and is torn in places. That final number will be provided at the meeting. The cost of the project does require that the City publish a single, first-class notice identifying its intent to award the contract to BSI.

If the project is authorized by the Common Council, the timing of the publication of the first-class notice may prohibit the execution of the purchase order prior to the end of the year. In that instance, the project would move forward using the separate carpeting appropriation in the 2017 budget, and the 2017 planned carpet replacement (the City Clerk's Office) would be held off until a budget modification moved forward the current 2016 appropriation (thereby freeing up the approved 2017 appropriation).

Staff recommends approval.

COUNCIL ACTION REQUESTED

Motion to authorize publication of a first-class notice of an intent to award a contract for new carpeting to Building Service Incorporated (BSI) for an amount not to exceed \$18,000 and to authorize the Director of Administration to execute a purchase order for such services following publication of the notice.

RESOLUTION NO. 2017-7275

A RESOLUTION TO AUTHORIZE THE REPAIR OF THE HVAC SYSTEM OF
THE POLICE DEPARTMENT BY J & H HEATING, INCORPORATED, FOR AN
AMOUNT NOT TO EXCEED \$125,000 AS REQUIRED DUE TO DAMAGE
FROM A LIGHTNING STRIKE AND IN ACCORDANCE WITH A
DECLARATION OF PUBLIC EMERGENCY BY THE BOARD OF PUBLIC
WORKS

WHEREAS, a lightning strike on or about May 17, 2017, severely damaged the air-cooled chiller unit of the Police Department's HVAC system thereby rendering the air conditioning nonfunctional, with replacement of the unit through normal bidding procedures taking 14 weeks or more, and, irrespective of a final determination as to insurance coverage, repair or replacement is necessary;

WHEREAS, the Board of Public Works has declared a public emergency exists that threatens the public health or welfare such that an exception from public construction bidding and notice requirement is warranted because 1) the Police Department cannot function effectively or efficiently without air conditioning in the facility and equipment and technology would become substantially at risk of damage or failure without maintaining adequate cooling, and 2) the Police Department of the City of Franklin provides essential public services that protect and provide for the public health and welfare of the City and in order to provide such services and protection the department must be able to operate effectively and efficiently;

WHEREAS, Wisconsin Statute § 62.15, "Public Works," provides, in subsection (1b), that an exception to how contracts are let for public construction projects "for the repair and reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by resolution of the board of public works," and given such a resolution, the Common Council has the authority under the Statutes, per the qualifying exception, to immediately and promptly pursue and contract for the repair of the HVAC system at the Police Department; and

WHEREAS, contingency appropriations are available with the Capital Improvement Fund sufficient to cover the repairs and whereas J & H Heating, Incorporated, is a valued HVAC contractor for the City that has regularly performed well on the City's behalf and has been the low bidder on other, recent HVAC projects for the City.

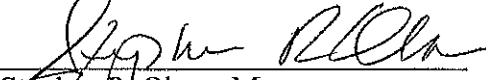
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that the Mayor and City Clerk are authorized to execute a contract with J & H Heating, Incorporated, for the repair and reconstruction of the HVAC system of the Police Department as it relates to the damage sustained from a lightning strike impacting the air-cooled chiller, in a form as

acceptable to the City Attorney and for an amount not to exceed \$125,000, with said expenditure coming from the contingency appropriations of the Capital Improvement Fund.

Introduced at a special meeting of the Common Council of the City of Franklin this 22nd day of May, 2017, by Alderman Taylor.

Passed and adopted by the Common Council of the City of Franklin this 22nd day of May, 2017.

APPROVED:


Stephen R. Olson, Mayor

ATTEST:


Sandra L. Wesolowski, Director of Clerk Services

AYES 6 NOES 0 ABSENT 0

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/12/2017
Reports & Recommendations	A RESOLUTION AUTHORIZING LOCAL / COUNTY AGREEMENT WITH MILWAUKEE COUNTY FOR ADDITION OF LIGHTS TO THE INTERSECTION OF CTH U (S. 76TH STREET) AND CTH BB (W. RAWSON AVENUE)	ITEM NO. <i>C.</i>

BACKGROUND

Milwaukee County is making improvements to the intersection of CTH U (S. 76th Street) and CTH BB (W. Rawson Avenue) through a Federal Highway Safety Improvement Program (HSIP). HSIP funds highway safety projects at sites that have experienced a high crash history.

The City of Franklin currently owns and maintains the street lighting system for both of the affected roads. There are four lights that need to be moved to accommodate the new median configurations. As with other recent projects, the City inquired if the lighting could be incorporated into the construction of the county facilities. The contractor proposed a change order and the county would like to have an answer from the city as soon as possible.

As proposed, the contractor will substitute the four traffic signal poles with poles that can accommodate lights. In addition, the electricity to the lights will be fed with the electricity to the signals, which are a County expense.

ANALYSIS

Staff has estimated that using in-house resources, it would cost the city about \$20,000 to relocate lights to accommodate the County's work. To have the County replace the signal poles and accommodate lights, the proposed change order is \$26,814.00. The county always adds 15% Engineering and Contingency change to the City resulting in an estimated \$30,861.10. Note that the estimate is a unit price project.

As a HSIP project, the local agency (Milwaukee County) only pays 10% of the project. Therefore, the estimated cost to the City would be $\$26,814.00 \times 10\% + 15\% = \$3,083.61$.

If the project exceeds the estimate cost, the HSIP funds would be tapped out and the additional funding would be 100% local. The county is requiring that the HSIP funding be first allocated to their costs and the City would be required to fund the light change order at 100% - or any portion thereof. For example, if something like contaminated soils were encountered, and the project costs exceeds the HSIP total by \$10,000, the City would pay

$$[(100\% \times \$10,000) + (10\% \times \$26,814 - \$10,000)] + 15\% = \$13,433.61$$

To summarize, it is anticipated that the City cost would be \$3,083.10 but could cost \$30,861 if the project encounters any significant change orders.

OPTIONS:

Approve the Local/County Agreement with Milwaukee County for addition of lights to the intersection of CTH U (S 76th Street) and CTH BB (W. Rawson Avenue); or
Table



FISCAL NOTE

\$31,000 is available, if needed, from the Capital Improvement Fund Contingency. This will need Common Council authorization.

RECOMMENDATION

Motion to adopt a Resolution authorizing Local / County Agreement with Milwaukee County for addition of lights to the intersection of CTH U (S. 76th Street) and CTH BB (W. Rawson Avenue), subject to technical review and correction by City Attorney, and authorizing funding to come from contingency appropriation in the Capital Improvement Fund.

Department of Engineering GEM

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/2017
REPORTS & RECOMMENDATIONS	Request to Purchase an Enterprise License Subscription for "The Business Journals" (Ald. Wilhelm)	ITEM NUMBER 

Alderwoman Wilhelm is requesting purchase of an Enterprise License subscription for "The Business Journals". This is a custom digital subscription for multiple users that provides immediate and simultaneous access to important breaking business news and subscriber-only content. It gives you access to up to 43 business journal subscriptions (see below list). This is an online-only subscription. The enterprise license subscription starts at 10 users for \$850 per year. This means that all employees could have access to "The Business Journals" online subscription but only 10 can be on at the same time. Access would be given either via a username/password setup or IP addresses.



The 2017 Aldermen's operating budget does not have appropriations established for "Subscriptions" and, therefore, if approved, this Enterprise License subscription would need to be funded from the Contingency Fund. For 2018 and beyond, appropriations could be re-established in the Aldermen's "Subscriptions" general operating budget for this purpose.

National	Cincinnati	Louisville	Portland
Albany	Columbus	Memphis	Raleigh/Durham
Albuquerque	Dallas	Miami/Fort Lauderdale	Sacramento
Atlanta	Dayton	Milwaukee	San Antonio
Austin	Denver	Minneapolis/St. Paul	San Francisco
Baltimore	Greensboro/Winston-Salem	Nashville	Seattle
Birmingham	Honolulu	New York	Silicon Valley
Boston	Houston	Orlando	St. Louis
Buffalo	Jacksonville	Philadelphia	Tampa Bay
Charlotte	Kansas City	Phoenix	Washington D.C.
Chicago	Los Angeles	Pittsburgh	Wichita

COUNCIL ACTION REQUESTED

Motion to direct staff to establish an Enterprise License subscription through "The Business Journals" for 10 users for \$850 for 1 year to be paid from the General Fund Contingency appropriation.

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/2017
REPORTS & RECOMMENDATIONS	Annual Market Adjustment and Market Adjustment to Wage & Salary Rates for Non-Represented Employees	ITEM NUMBER 

Please see the attached memo from the Director of Administration relative to information and a recommendation related to a proposed Annual Market Adjustment and Market Adjustment to Wage and Salary Rates for non-represented employees, as is reviewed each year at this time.

This item is being considered by the Personnel Committee at their June 19, 2017 meeting. The Director of Administration will apprise the Council at their meeting of June 20th on the action taken by the Personnel Committee on this item.

COUNCIL ACTION REQUESTED


Motion to approve 1) an Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates for non-represented employees of 1.5% effective with the start of the pay period with a pay date of June 9, 2017, except for Police and Fire Command staff which shall receive a net 2% adjustment at that time, with the differential .5% wage adjustment being incorporated as a Market Rate Special Circumstance, 2) implementation of the Progress-to-Market Rate Adjustments effective with the start of the pay period with a pay date of July 21, 2017, and 3) directing the Director of Administration to update the Market Rate Special Circumstances policy language in a form as he shall determine is appropriate and consistent with this action.



MEMORANDUM

Date: June 16, 2017

To: Personnel Committee

From: Mark W. Lubberda 
Director of Administration

RE: Annual Market Adjustment and Market Adjustment to Wage and Salary Rates for Non-Represented Employees

The purpose of this memo is to provide information relative to and a recommendation related to a proposed Annual Market Adjustment and Market Adjustment to Wage and Salary Rates for non-represented employees.

As a refresher course, Franklin's new Classification and Compensation Plan identified the following three potential annual adjustments to employee wage rates:

1. Market Adjustment to Wage and Salary Rates: Individual wage rates need to be adjusted at a rate equal to the Annual Market Adjustment in order to allow each employee to maintain their position in the market.

[Note: Adjusting wages equivalent to the Annual market Adjustment applied to wage ranges simply enables an individual to retain their relative position within their range of the pay plan; it does not advance them within their range.]

2. Progress-to-Market-Rate Adjustments: Identifies the portion of a merit increase that an employee is eligible for annually, unless otherwise directed by the Common Council, based upon where they are in overall Salary Range.

[Note: This is conceptually similar to a step increase in some plans. Franklin's are graduated, as follows, depending upon where you are in the range:

30% or lower through the range = 2.25%,

Below the Midpoint of the range but greater than 30% = 1.5%, and

Below the Market Rate (65% through the range) but greater than the midpoint - .75%]

3. Merit Performance Increases: Prior to implementation of an improved performance evaluation system, the remaining pool of funding for wage adjustments would be allocated on an across-the-board basis to all employees who receive a "Satisfactory" in the current system. After implementation of an improved performance evaluation system, the remaining pool of funding would be allocated based upon the performance evaluation results, with those individuals performing better receiving larger increases.

Following is some information relative to 2016 and 2017 non-represented wage increases for the comparable communities in the Classification and Compensation study.

Comparable Community Wage Adjustments

Municipality	2016 % lift	2017 % lift	combined	Comment
Fond du Lac	3	2	5.06	Police and Fire getting more.
Brookfield	1.25	1.25	2.52	Correction to 2016 data where step increase was included.
North Shore Fire	2.25	2.01	4.56	
Greenfield	2	2	4.04	
Menomonee Falls	2	2	4.04	
Mt. Pleasant	2	2	4.04	Police and Fire Command staff will follow union which will get an extra mid-year 1.5%.
Mequon	1.75	1.5	3.28	
Sun Prairie	1.5	1.5	3.02	
Oak Creek	1.25	.7	1.96	
West Bend	1	2	3.02	Across the board, but ranges have not changed.
Wauwatosa	1	1	2.01	
New Berlin	1	1.5	2.52	
Muskego	0	1%	1.00	Additional merit increases up to 1.5%, even if at top of pay scale.
Fitchburg	0	0	0	Reported no increase in ranges, but upon further discussion the HR Manager indicates that the merit increase for everybody who is not failing has been 2% each of the last two years.
	2	2	4.04	
Caledonia	NA			2016 new pay plan. 2017 data not available.

Sorted in order, the increases for 2017 reflect the distribution pattern in the table to the right (when considering the effective across-the-board merit application in Fitchburg). The data set has a median value of 1.6, a mode value of 2, and a midpoint value of 1.75 (midway between 2 and 1.5). [The median drops to 1.46 if Fitchburg is treated as a zero.]

Sorted in order, the total lift over the 2016 and 2017 is shown in the distribution table to the right (when considering the effective across-the-board merit application in Fitchburg). The data set has a median value of 3.22, a mode value of 4.04, and a midpoint value of 3.15. [The median drops to 2.93 if Fitchburg is treated as a zero.] This results in the top six communities seeming to create a distinct tier above the bottom 8 communities.

The Classification and Compensation Study adoption recommended establishing a Market Rate at the 65th percentile, or 65 percent through the range. The initial pay ranges were all established on this basis. Although tracking the median increase should theoretically generally maintain that position, it could also cause a drift downward away from the 65th percentile by trending toward average. Therefore, it is not unreasonable to consider applying or evaluating the same 65th percentile against these data sets to more obviously maintain the “slightly

2017	2016/17
2.01	5.06
2.0	4.56
2.0	4.04
2.0	4.04
2.0	4.04
2.0	4.04
2.0	3.28
1.5	3.02
1.5	3.02
1.5	2.52
1.25	2.52
1.0	2.01
1.0	1.96
0.7	1.00

better than average" position against comparable communities. The 65th percentile of the numbers in the 2017 percent lift column is 2.0 and for the 2016/17 combined period it is 4.04. When considering the 2% lift for 2016 for Franklin non-represented employees, the following 2017 adjustments result in the listed total net lift: 1.25% = 3.275%, 1.3 = 3.326%, 1.5% = 3.53%, 1.75% = 3.78%, and 2% = 4.04%.

It is important to note that the resolution adopting the current pay plan stipulates that "If the Director of Administration determines wage compression exists between any supervisory and subordinate positions as a result of differences between the change overtime in non-represented and represented (union) wage increases, the Director shall bring such issue to the Personnel Committee for review and consideration". Therefore, it is worth noting that both the Fire and Police labor contracts provided a 2% increase effective 1/1/2017. The plan also provides for a Market Rate Special Circumstance which adjusts the Market Rate for Sergeants to ensure a 7.5% increase above the current top Patrol Officer annual wage is maintained.

RECOMMENDATION: The budget provides sufficient appropriations for up to a 2% increase effective approximately at the start of July for non-represented employees. The market place, as represented by the comparable communities' adjustments, could warrant an adjustment in the range between 1.25% and 2%. A 1.25% 2017 increase yields a net increase of 3.275%, just above the 3.22% median. A 2% 2017 increase yields a net increase of 4.04%, which equals the communities tied at third through sixth place in the rankings. Setting it at less than 2% effective in July would result in some residual funding available for the merit component of the plan; although, the new merit system is not yet in place. During this interim period the pay plan policy calls for merit increases to be awarded on an across-the-board basis for all non-represented employees achieving a performance review of at least satisfactory.

I recommend targeting a position between the tiers of the top 6 communities and the bottom 8 communities. A 2017 market adjustment to the pay ranges of the compensation plan with the matching market adjustment to the wage and salary rates (lift) of 1.5% results in a net total lift over 2016 and 2017 of 3.53% which lands between the two tiers and very closely equals the average of the 6 communities in the middle of the pack straddling the break in the tiers. (In other words, it is roughly equal to the average of the 3 communities above it and the 3 communities below it.) (This also serves to neutralize the effect of standard deviations upon the average.) The City can then continue to adhere to the 2017 budget plan while also meeting the new pay plan's intent by having some funding for a merit pool. The merit pool component – the funds that would have comprised the value of the additional .5% over the second half of the year – can then be awarded or applied by advancing the implementation date of the 1.5% lift making it retroactive to three pay periods earlier.

Overall this strategy has multiple benefits. It complies with the 2017 budget intent while appropriately tracking the comparables as a total group. It begins to employ a merit component, but it does so while remaining sensitive to longer-term budget pressures, since the base wages rolling into the 2018 budget will reflect the 1.5% lift instead of a potential 2% lift.

One item is left to be addressed: the issue of compression. Although the half percent difference in of itself would not cause a significant compression issue, it is too early in the existence of the new pay plan to begin the backward slide into a state of compression within the Police and Fire Departments. It is unfair to other non-represented employees for Police and Fire Command staff to receive a higher percentage wage increase. At the same time, it is arguably unfair for Police and Fire Command staff to receive a lower percentage wage increase than those they supervise. Unfortunately, like it or not, the State created different tiers of employees when Police and Fire were excluded from the full impacts of Act 10. Historically, the linkage between external comparables in Police and Fire employees has been

found to be more significant than the linkage between other internal comparables and their Police and Fire employees. In the end, it is not unreasonable to argue that the intent of the new compensation plan was to track and pace external comparable communities. Reflecting the dichotomy between Police and Fire external comparables and other non-represented employee external comparables is, therefore, not fully inconsistent with the intent of the plan. To achieve this intent without creating separate pay plans, the Police and Fire Department Command staff would receive a 2% increase consistent with their subordinate represented personnel. There is sufficient funding available within the adopted budget to initiate the 2% adjustment for Police and Fire Department Command staff effective at the same pay period reference above. However, there is not sufficient funding to start it at the beginning of the year as occurred with the Police and Fire represented personnel. Since the market adjustment to the pay ranges of the compensation plan would all be adjusted 1.5%, the .5% difference would be set up by expanding the scope of the Market Rate Special Circumstances as is currently being used to address compression, in a manner as determined and calculated by the Director of Administration.

Additionally, as set forth within the adopted policy for the pay plan, all wage increases are subject to the employee receiving a performance review grade of at least "Standard" or better and individual Progress-to-Market-Rate Adjustments will be applied, as anticipated by the budget, for those individuals qualifying based upon being below the market rate for their respective positions. Progress-to-Market-Rate Adjustments would be effective with the start of the pay period with a pay date of July 21, 2017, the first payroll occurring entirely on or after July 1st. The Market Adjustment to Wage and Salary Rates would then be effective retroactive to the start of the pay period with a pay date of June 9, 2017, which includes some days worked as early as May 22nd. As set forth herein, affected employees would then see implementation, including the retroactive component, on the check paid out July 21, 2017.

PROPOSED MOTION: Move to recommend 1) an Annual Market Adjustment to the Pay Ranges of the Compensation Plan and a Market Adjustment to Wage and Salary Rates for non-represented employees of 1.5% effective with the start of the pay period with a pay date of June 9, 2017, except for Police and Fire Command staff which shall receive a net 2% adjustment at that time, with the differential .5% wage adjustment being incorporated as a Market Rate Special Circumstance, 2) implementation of the Progress-to-Market Rate Adjustments effective with the start of the pay period with a pay date of July 21, 2017, and 3) directing the Director of Administration to update to the Market Rate Special Circumstances policy language in a form as he shall determine is appropriate and consistent with this action.

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APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/20/2017
Reports & Recommendations	MOWING OF CEMETERY AND GROUNDS OF THE PAINESVILLE MEETING HALL (2740 W. RYAN ROAD)	ITEM NO. B.19.

BACKGROUND

The Painesville Meeting Hall located on the northwest corner of S. 27th Street and W. Ryan Road (2740 W. Ryan Road) has approached the Franklin Historical Society to incorporate the facility into the Historical Society holdings. The Historical Society declined the offer.

Apparently, the primary motive for transitioning the facility involved the mowing and maintenance of the cemetery in the yard to the north and west of the building. Staff has visited the site with representatives of the Painesville Memorial Association.

ANALYSIS

Per State Statute 157.115. *Abandonment of cemeteries and cemetery lots.*

(1) (b)1. When a cemetery authority fails to care for the cemetery for a period of one or more years, the municipality in which the cemetery is located may take control of the cemetery, manage and care for the cemetery and collect and manage all trust funds connected with the cemetery other than trust funds received by a will.

2. When a cemetery authority abandons or fails to manage or care for the cemetery for a period of 5 or more years, the municipality in which the cemetery is located shall take control of the cemetery, manage and care for the cemetery and collect and manage all trust funds connected with the cemetery other than trust funds received by a will.

Therefore, if the cemetery were to be abandoned or neglected for a period of time, the City would be required to take the maintenance.

Staff estimates that mowing and care of the cemetery will take 2-4 hours per week during the summer.

The Board of Public Works discussed this issue and is recommending to Common Council that DPW take over maintenance of the cemetery and yard of the Painesville Meeting Hall. A concern was expressed that the city should enter into an agreement with the Painesville Memorial Association and among other issues, it should allow City to quit providing mowing and maintenance if the Painesville Memorial Association ceases to exist.

OPTIONS

Direct staff to negotiate an agreement with the Painesville Memorial Association for DPW to mow and maintain the grounds surrounding the Painesville Meeting Hall; or

Direct Staff to start mowing and maintaining the grounds surrounding the Painesville Meeting Hall without an agreement; or

Table

FISCAL NOTE

In and of itself, mowing this yard is not an undue burden to Staff' time and equipment. This may be done with existing DPW operating funds. It is however another minor item that collectively is stretching the resources of DPW staff and an additional DPW employee should be considered in future budgets.

RECOMMENDATION

Direct staff to negotiate an agreement with the Painesville Memorial Association for DPW to mow and maintain the grounds surrounding the Painesville Meeting Hall. This agreement would return to Common Council for authorization.

Department of Engineering GEM

APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/17
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
<p>See attached list from meeting of June 19, 2017.</p> <p>COUNCIL ACTION REQUESTED</p>		

414-425-7500

License Committee

Agenda*

Aldermen's Room

June 19, 2017 – 4:00 p.m.

PLEASE NOTE THAT IN THE EVENT ALL
License Applications Reviewed ITEMS LISTED BELOW
ARE NOT COMPLETED AND ACTED UPON
BY THE LICENSE COMMITTEE ON THE ABOVE DATE,
THE LICENSE COMMITTEE WILL RECESS (THE TIME OF ANY
RECESS BEING AT THE DISCRETION OF THE LICENSE COMMITTEE)
AND THEN CONTINUE THE MEETING IN THE
ALDERMEN'S ROOM
ON JUNE 20, 2017, COMMENCING AT 6:00 P.M.

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Class B Combination 2016-17 New 4:10 p.m.	Kriton & Ermira LLC DBA Toscana Restaurant 8405 S 27 th St Ermira Lazaj, Agent			
Class B Combination 2017-18	Kriton & Ermira LLC DBA Toscana Restaurant 8405 S 27 th St Ermira Lazaj, Agent			
Class B Combination, Entertainment & Amusement 2017-18 4:15 p.m.	The Landmark of Franklin LLC DBA Landmark 11401 W Swiss St Lorie Beth Knaack-Helm, Agent			
Reserve Class B Combination 2017-18 4:20 p.m.	Hudson Burger LLC DBA Milwaukee Burger Company 6421 S 27 th St Nicholas Dillon, Agent			
Class B Combination, Entertainment & Amusement 2017-18 4:25 p.m.	Rawson Pub, Inc DBA Rawson Pub 5621 W Rawson Ave Steven Schweitzer, Agent			
Class B Combination, Entertainment & Amusement 2017-18 4:30 p.m.	Alley Katz Pub & Grill LLC DBA Swiss Street Pub & Grill 11430 W Swiss St John Trudeau, Agent			
Operator 2017-18 New 4:35 p.m.	Tricia A Bernhardt 1338 Timmie Dr Racine, WI 53406 Pick n Save – Lovers Lane Rd			
Operator 2017-18 New 4:40 p.m.	Darrell J Bostwick 7308 Lakeshore Dr Racine, WI 53402 On the Border			
Operator 2017-18 New 4:45 p.m.	Carolyn M Christensen 3800 Spruce St Racine, WI 53403 Target Store T-2388			
Operator 2017-18 New 4:50 p.m.	Haley S Dixon 4175 S 58 th St Milwaukee, WI 53220 Pick n Save – Lovers Lane Rd			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-18 New 4:55 p.m.	Jerime W Hetzel 24214 Burmeister Rd Union Grove, WI 53182 Kwik Trip – Speedway Dr			
Operator 2017-18 New 5:00 p.m.	Jody B Isaacson 7815 S Scepter Dr., #25 Franklin, WI 53132 Pick n Save – S 76 th St			
Operator 2017-18 Renewal 5:05 p.m.	Amanda N Julian 2811 W Acre Ave Franklin, WI 53132 Walgreen – S 76 th St			
Operator 2017-18 Renewal 5:10 p.m.	Megan L Rongolt 3344 Marina Rd, #220 South Milwaukee, WI 53172 Walgreen – S 27 th St			
Operator 2017-18 Renewal 5:15 p.m.	Vito M Siciliano 26500 104 th St Trevor, WI 53179 On the Border			
Operator 2017-18 Renewal 5:20 p.m.	Maxwell T Van Egeren 2752 N Bartlett Ave., #4 Milwaukee, WI 53211 Milwaukee Burger Company			
Change of Agent 2016-17	Walgreen Co DBA Walgreens #05884 9527 S 27 th St Jason Marinello, Agent			
Change of Agent 2017-18	Walgreen Co DBA Walgreens #05884 9527 S 27 th St Jason Marinello, Agent			
Entertainment & Amusement 2017-18	Marcus Cinemas of Wisconsin LLC DBA Showtime Cinema 8910 S 102 nd St Mark Gramz, Agent			
Operator 2016-17 Renewal	Ermira Lazaj 8405 S 27 th St Franklin, WI 53132 La Toscana			
Operator 2016-17 New	Robert R Martinez II 7633 S Drake Ln Franklin, WI 53132 Walgreen – W Loomis Rd			
Operator 2016-17 New	Susan M DeGeorge 2456 S 88 th St West Allis, WI 53227 Point After Pub & Grill			
Operator 2017-18 Renewal	Susan M DeGeorge 2456 S 88 th St West Allis, WI 53227 Point After Pub & Grill			
Operator 2016-17 New	Nicole C Dudek 4551 S 113 th St Greenfield, WI 53228 Rock Sports Complex			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-18 Renewal	Nicole C Dudek 4551 S 113 th St Greenfield, WI 53228 Rock Sports Complex			
Operator 2017-18 Renewal	Matthew T Albrecht S103 W20703 Heather Ln Muskego, WI 53150 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Jared C Anderson 2123 W Hope Ln Oak Creek, WI 53154 Walgreen – S 27 th St			
Operator 2017-18 Renewal	Virginia M Bennett W140 S9287 Boxhorn Dr Muskego, WI 53150 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Tanya J Bielinski 10568 W. Cortez Cir Franklin, WI 53132 Swiss Street Pub & Grill			
Operator 2017-18 Renewal	Alyssa M Blackburn 10586 W Cortez Cir, #10 Franklin, WI 53132 Chili's Bar & Grill			
Operator 2017-18 Renewal	Roger C Burczyk Jr 9529 Caddy Ln Caledonia, WI 53108 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Peggy S Counter S99 W13259 Loomis Dr Muskego, WI 53150 Kwik Trip – Rawson Ave			
Operator 2017-18 New	Tina L Crowley 423 Southtowne Dr., #108 South Milwaukee, WI 53172 Chili's Bar & Grill			
Operator 2017-18 New	Ashley P Davis 1310 W Ring St Milwaukee, WI 53206 7-Eleven			
Operator 2017-18 New	John R Ebert 1137 27 th St Caledonia, WI 53108 Polish Center of Wisconsin			
Operator 2017-18 Renewal	Anthony S Galewski 1410 W Lois Ln Oak Creek, WI 53154 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Andrew R Hushek 5315 W Arizona St Milwaukee, WI 53219 VFW Post 10394 – St Martins Fair			
Operator 2017-18 Renewal	Ivan S Jakircevic 3766 N 77 th St Milwaukee, WI 53222 Croatian Park			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-18 Renewal	Stephanie A Jenson 6450 W English Meadows Dr., H206 Greenfield, WI 53220 Irish Cottage			
Operator 2017-18 Renewal	Kimberly D Leannais 6317 Riverside Rd Waterford, WI 53185 Country Lanes			
Operator 2017-18 New	Tammy L Maas 6160 Churchwood Circle Greendale, WI 53129 Point After Pub & Grill			
Operator 2017-18 Renewal	Billie N Russ S65 W13964 Janesville Rd Muskego, WI 53150 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Poonam Singh 16225 Cumberland Trail Brookfield, WI 53005 Franklin Liquor Store			
Operator 2017-18 Renewal	Terry J Tornow 713 13 th Ave Union Grove, WI 53182 Chili's Bar & Grill			
Operator 2017-18 Renewal	Vanessa A Wozney 1204 E Connie Ln Oak Creek, WI 53154 Kwik Trip – Rawson Ave			
Operator 2017-18 Renewal	Sally A Zubarik S88 W22560 Willow Ct Big Bend, WI 53103 Sendik's Food Market			
Temporary Class B Beer	H.C.- Franklin VFW Post #10394-Every Summer Monday Market Fair Person in Charge: Andrew Hushek Location: 11230 W Franklin St Date of the Event: June 26, July 3, 10, 17, 24 & 31, 2017			
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>BSA</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/20/17
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated June 2, 2017 through June 15, 2017 Nos. 165103 through Nos. 165300 in the amount of \$ 1,298,274.97. Included in this listing are EFT's Nos. 3505 through Nos. 3517 and Library vouchers totaling \$7,324.02.

Vouchers approved at the Council meeting dated June 6, 2017 that are included in this distribution.

Avaya	\$12,244.92
James Imaging Systems	\$7,224.00
Sun Life Financial	58,388.53
Victory of the Lamb Church	15,526.80
Wesolowski, Reidenbach & Sajdak, SC	630.00
World Fuel Service	16,496.70
TOTAL	\$110,510.95

Early release disbursements dated June 2, 2017 through June 14, 2017 in the amount of \$ 560,308.99 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 June 9, 2017 is \$ 363,799.50 previously estimated at \$ 365,000.00. Payroll deductions dated June 9, 2017 are \$ 209,228.24 previously estimated at \$ 212,000.00.

The estimated payroll for June 23, 2017 is \$ 377,000.00 with estimated deductions and matching payments of \$ 394,000.00.

The estimated payroll for July 7, 2017 is \$ 365,000.00 with estimated deductions and matching payments of \$ 212,000.00.

The estimated payroll for July 21, 2017 is \$ 391,000.00 with estimated deductions and matching payments of \$ 400,000.00.

Attached is a list of property tax settlements and refunds dated June 2, 2017 through June 15, 2017 Nos. 17189 through Nos. 17198 and EFT Nos. 158 through EFT Nos. 164 in the amount of \$ 4,319,300.09. These payments have been released as authorized under Resolution 2013-6920. Voided checks in the amount of \$ (1,107.23) are separately listed.

Approval to release payment for legal services to Wesolowski, Reidenbach and Sajdak not to exceed \$38,000.00 once the June 2017 invoice has been submitted.

The Library Board has not approved June vouchers for payment as of this writing. Approval of Library vouchers will be considered at the June 26, 2017 Library Board meeting. Upon their approval, request is made to authorize release of the payments, otherwise Library vendors would not be paid for nearly 60 days.

COUNCIL ACTION REQUESTED

Motion approving the following:

- City vouchers with an ending date of June 15, 2017 in the amount of \$ 1,298,274.97 and
- Payroll dated June 9, 2017 in the amount of \$ 363,799.50 and payments of the various payroll deductions in the amount of \$ 209,228.24 plus City matching payments and
- Estimated payroll dated June 23, 2017 in the amount of \$ 377,000.00 and payments of the various payroll deductions in the amount of \$ 394,000.00, plus City matching payments and
- Estimated payroll dated July 7, 2017 in the amount of \$ 365,000.00 and payments of the various payroll deductions in the amount of \$ 212,000.00, plus City matching payments and
- Estimated payroll dated July 21, 2017 in the amount of \$ 391,000.00 and payments of the various payroll deductions in the amount of \$ 400,000.00, plus City matching payments and
- Property tax settlements and refunds with an ending date of June 15, 2017 in the amount of \$ 4,319,300.09 and
- The release of payment to Wesolowski, Reindenbach and Sajdak not to exceed \$38,000.00 and
- The release of Library vouchers upon approval by the Library Board.

Finance Dept – KM