

APPROVAL <i>Slw</i> <i>pl</i>	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE June 5, 2018
REPORTS & RECOMMENDATIONS	Moody's Rating of City Debt – Methods to improve the City's Rating	ITEM NUMBER <i>G.15.</i>

Background

When the City sells debt, it engages Moody's Investor's Services to 'rate' the issue. A favorable Moody's rating frequently has an impact of the cost of the debt, as investors require lower interest rates for perceived stronger issuers.

The City's debt had been rated Aa1 until December 2017, when Moody's downgraded the rating to Aa2.

Analysis

Moody's uses a scorecard to arrive at a base rating for any issue. That scorecard has four main categories, Economy/Tax Base (30%); Finances (30%); Management (20%); and Debt/Pensions (20%). The combination of the categories results in a raw score than often times is adjusted by one notch due to soft factors.

A review of the City's rating from the April 2018 Note Anticipation Notes is reflected below. A copy of the Moody's scorecard is attached.

Economy/Tax base Group (measure of the City's ability to raise resources/revenues -30% of total) has three sub-categories, each worth 10%. The Aa rating range

- Tax base - \$1.4 billion to \$12 billion in value –
 - the City has \$3.9 billion in value – bottom quarter of the Aa range
- Full Value per Capita ranges from \$65,000 to \$150,000 –
 - the city has a \$108,500 value – middle of the Aa range
- The Median Family Income has a range from 90% - 150% of US median income,
 - the City scores 140.4% - top quarter of Aa range

In the short run there is not much that can be done to influence these metrics. Recent new developments such as Ballpark Commons will aid in the tax base and the Full Value per Capita. Also note that Commercial developments add to the base, but not the population, further increasing the value per capita.

Finance area (ability of the City to service its obligations) also has a 30% weight- the Aa range runs from:

- Fund Balance as a Pct of Revenues [10% weight] with a range of 15.0% - 30.0% -
 - City score 30.96%- above the Aa range and into the Aaa category –Recent activities to reduce the General Fund balance will negatively impact this measure
- 5 Yr Dollar Change in Fund Balance as Pct of Revenues [5% weight] with a range of 10.0 – 25.0% -
 - City score 19.01% - upper half of the Aa range. The recent 2016 & 2017 efforts to reduce Fund Balance will negatively impact this area as well as the levy freeze which depresses General Fund revenues.
- Cash Balances as Pct of Revenues [10% weight] has a range of 10.0 – 25.0% -
 - City score 35.08 – above the Aa range and into the Aaa category.

- 5 Yr dollar change in Cash Balance as Pct of Revenues [5% weight] has a range of 10.0 – 25.0% -
 - the city scores 9.15% - below the Aa range as General Fund cash balances were falling over the years ended December 2016 and the declining General Fund and Tax Levy also depressed this category.

The Management area (Moody's assessment of the effect of the legal and operating environment on the City's ability to match resources with obligations) has a 20% weight with two elements, each having a 10% weighting - the Aa range runs from:

- Institutional Framework – Moodys scores Wisconsin Communities as A – below the Aa range
- Operating History – 5 yr Average of Operating Revenues/Operating Expenditures – actual history, not budget – range of 1.02 – 1.05 –
 - the City scores 0.99x – below the Aa range [see below discussion of one time adjustments]

Debt/Pensions area has a 20% overall weighting, each category having 5% - the Aa range runs from

- Net Direct Debt/Full Value – 1.75 – 0.75 –
 - the City scores 1.25 – directly in the middle of the Aa range
- Net Direct Debt / Operating Revenues – 0.67 - 0.33% -
 - City score 1.8 – below the range – bottom half of the Single A range – The City has more debt than debt service levy (as the Debt is supported by revenues outside the Funds that Moody's considers – in April 2018, Moody's began to include TID tax levy which will aid this measure, however the Clean Water Fund Loan will be a drag until it is retired).
- 3 Yr average of Moody's Adjusted Net Pension Liability / Full Value – 2.10 – 0.90% -
 - the city scores 0.74% - above the Aa category – well into the Aaa range
- 3 Yr average of Moody's Adjusted Net Pension Liability / Operating Revenues – range 0.80 – 0.40% -
 - the city scores 1.0x – below the Aa category. Upper end of the A rate range.

While the City has a couple of categories in the Aaa range, the city also has several categories in the Single A range. The Aa range running from 1.50 – 2.49 – the city score of 2.12 is middle of the third quartile of the Aa category.

During the last rating Moody's was advised of several one- time costs that should be considered for exclusion from the historical statements. The following adjustments would have improved the second criteria in the Management area. Those adjustments were:

- in 2015 - \$550,000 transfer out of the General Fund to Capital Outlay fund,
- in 2016 - \$1.2 million transfer out of the General Fund to Capital Improvement Fund & a \$390,000 payment to return landfill siting revenues; and
- In 2017 – a \$605,000 extraordinary pension contribution from the General Fund.

We also noted that the \$1.07 million GO 2014B note is fully supported by the Water Utility. A case was made to that the \$21 Million Clean Water Fund GO Bond was supported by an intergovernmental agreement and not tax levy supported. In Moody's eyes, it is still a City Obligation.

The removal of the above adjustments should have improved the City scores.

WI communities are generally well rated by Moody's. Going from poorest to strongest ratings, only 12 WI cities rate below A1. 37 cities rate A1, 37 Aa3, 48 Aa2, and 8 Aa1 (which is where Franklin rated at the time this survey was done). Only 4 WI Cities rate AAA (the strongest). Many smaller communities do not pay for a rating and incur higher debt costs. WI Communities carry investment grade ratings and earn lower costs to borrowing. Greg Johnson, Senior Municipal Advisor with Ehlers wrote an article in the July 2017 Municipality magazine (copy attached). He noted that the additional interest cost on a \$ 2 million GO Bond with a level 20 year payment term, would cost \$26,002 more with a Aa2 rating over a Aa1 rating or 4% more. With a rating of Aa3, that cost jumps another \$37,302 or 10% more than a Aa1 rating.

Many of the rating items cannot be impacted much in the short term. Moody's only includes the Major funds [General Fund, Debt Service Fund and TID's – excluding the Special Revenue, Capital Funds and Business-type Funds] in the Financial measures. The City could boost year end cash balances by not settling inter-fund transaction activity and transferring cash balances from other funds to the General Fund, and then repaying those balances early in the following year. For example, the December health premiums & OPEB contributions could be delayed to January. In addition, cash balances from Capital Funds, could be temporarily advanced to the General Fund at year end.

Since some of the tax levy is allocated to Capital Funds, the relatively stable General Fund and Debt Service levy has stabilized resources. Combined with reductions in other General Fund resources, the Operating Revenues that Moody's examines have declined in the five years ended Dec 2016 7.1%. This is a significant reason some of the Financial criteria do not perform well.

Another concern is the recent deficit General Fund results the last several years. Those deficits pull down the Operating History measure in the Management criteria. The adjustments noted above should alleviate some of the deficit, however, actual deficit results are not helpful to future Moody's ratings.

The use of Inter-fund Advances to provide resources to TID's generates deficit fund balances. Moody's has begun to include TID values in Franklin's scores. That practice is a doubled edged sword, transferring borrowing costs between funds on the one hand and depressing Bond ratings potentially raising future borrowing costs on the other hand. It is unclear how Moody's would factor that practice into their scoring process.

The City's Aa1 rating was thought to be solid. Now that Moody's is more transparent with their scoring, the most recent scorecard has the City in the bottom third of the Aa2 category. Our risk is a further downgrade rather than rising back into the Aa1 rating. This is something to keep in mind with t near term budget and other planned borrowing.

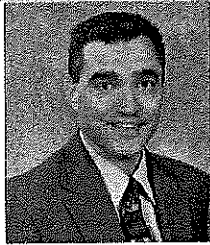
RECOMMENDATION

The finance committee examined this issue at its May 22, 2018 meeting and recommended that the subject be reviewed with the Common Council for future debt and financial planning. .

The Director of Finance & Treasurer will be on hand to discuss this topic with the Common Council.

COMMON COUNCIL ACTION REQUESTED

Such Action as the Council deems appropriate.



The Basics of Bond Ratings

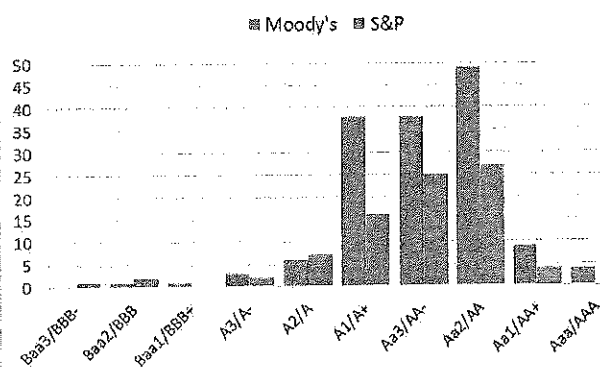
Greg Johnson, Senior Municipal Advisor, Ehlers

Most municipalities that sell debt in the public markets obtain a rating on that debt from one of the major national rating services: Moody's Investors Service (Moody's), Standard & Poor's (S&P), or Fitch Ratings. The ratings assigned by these services reflect their opinion of the debt issuer's financial strength and ability to fully repay debt service in a timely manner. Strength of rating is one factor that determines the interest rate that a borrower will pay when issuing debt. Understanding how ratings are determined and what a municipality can do to best posture itself for a successful rating outcome are important financial planning activities.

Understanding Ratings

Both Moody's and S&P assign letter designations reflecting their assessment of a municipal bond's credit quality. Moody's investment grade ratings range from Aaa (best rating) to Baa3 (worst rating). S&P uses a similar system with ratings ranging from AAA to BBB-.

Distribution of Municipal Bond Credit Ratings in Wisconsin



Source: Moody's Investors Service and Standard & Poor's

The inset graph reflects the number of Moody's and S&P ratings issued to Wisconsin cities and villages in each investment grade category as of April 2017. Ratings are used by prospective purchasers as part of their credit evaluation process and will impact the interest cost that the municipality will pay: the higher the rating, the lower the interest cost.

Assuming a \$2 million General Obligation bond with level payments over a 20-year term, the following is the estimated interest cost differential at various rating levels under current market conditions:

	Aaa/AAA	Aa1/AA+	Aa2/AA	Aa3/AA-	A1/A+	Not Rated
Estimated Interest Cost	\$624,863	\$636,115	\$650,865	\$662,165	\$686,978	\$743,263
Additional Interest Cost		+\$11,252	+\$26,002	+\$37,302	+\$62,115	+\$118,400

Are Ratings Required?

While a rating may make a debt issue more attractive to the market, obtaining a rating is not required. Whether to obtain a rating should be a cost-benefit proposition: it should be considered if the expected rating outcome would result in interest cost savings that would exceed the cost of obtaining the rating. For example, using the same estimated interest costs from the prior table for the \$2 million general obligation bond, a rating of A1 (Moody's) or A+ (S&P) would be expected to save a municipality approximately \$56,285 in interest cost as compared to issuing the debt without a rating. The associated rating cost would be in the range of \$8,000 - \$11,500, therefore obtaining the rating would be expected to generate a net benefit of \$44,785 - \$48,285. Other factors to consider in a decision to pursue a rating are the frequency with which a municipality issues public market debt and the typical size of the capital requirement. Municipalities that borrow infrequently or in smaller amounts may be less inclined to pursue a rating. Ratings assigned to certain utility revenue bonds also carry annual fees that should factor into the decision to obtain a rating.

What Can My Municipality Do to Influence Our Rating?

Each rating service publishes their methodology defining the factors that are considered in assigning a rating and their relative weighting. Certain factors, such as tax base size, valuation per capita, community wealth levels, and state imposed levy limits are largely outside of a municipality's control. Other factors, however, can be influenced:

- Monitoring fund and cash balances to ensure adequate operating reserves and liquidity.
- Managing debt burden.
- Developing and maintaining strong financial management practices such as multi-year forecasting and capital improvement planning.
- Adoption of and adherence to key financial policies addressing debt management, reserves and liquidity, and investment management.

The public finance professionals that assist your municipality with debt issuance and financial planning can help you to assess whether obtaining a rating will be beneficial for a particular transaction, and with development of strategies to preserve and potentially work toward improvement of assigned ratings.

This year's League Annual Conference will include workshops and presentations on public/private funding collaborations,

levy limits and expenditure restraint, tax incremental financing, and outcome-based budgeting.

Register online at lwm-info.org, or use the registration form on page 27. An Early Bird Discount is available through September 8.

About the author:

Greg has been a Municipal Advisor in the Ehlers' Wisconsin office since 2005. Prior to joining Ehlers, he had seven years of municipal government experience working as the Administrator for communities in Wisconsin and Kansas, and as an Assistant Administrator in Illinois. One of Greg's greatest contributions to Ehlers and our clients is his ability to comprehensively evaluate a client's financial situation and develop financial solutions that are integrated with the client's long-term goals and objectives. Contact Greg at: gjohnson@ehlers-inc.com

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U.S. Local Government General Obligation Scorecard

Preliminary

Sector: City
State: Wisconsin
Obligor: Franklin (City of) WI
Moody's Num: 600026758
Date of Financials: Dec 2016

Scorecard version as of: Dec2016.0001

Note:

Manual Input

*All the other cells are READ-ONLY and/or Not Applicable

	UNADJUSTED
Economy / Tax Base (30%)	0.59
- Tax Base Size (full value)	\$3,888,926
- Full Value Per Capita	\$108,553
- Socioeconomic Indices: MFI	140.41%
Finances (30%)	0.45
- Fund Balance as % of Revenues	30.96%
- 5-Year Dollar Change in Fund Balance as % of Revenues	19.01%
- Cash Balance as % of Revenues	35.08%
- 5-Year Dollar Change in Cash Balance as % of Revenues	9.15%
Management (20%)	0.63
- Institutional Framework	A
- Operating History: 5-Year Average of Operating Revenues / Operating Expenditures	0.99x
Debt / Pensions (20%)	0.44
- Net Direct Debt / Full Value	1.25%
- Net Direct Debt / Operating Revenues	1.8x
- 3-Year Average of Moody's Adjusted Net Pension Liability / Full Value	0.74%
- 3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues	1.0x
Total Score	2.12
Unadjusted Outcome	Aa2

APPROVAL <i>Slw</i> <i>for</i>	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE June 5, 2018
REPORTS & RECOMMENDATIONS	Recommendation from Finance Committee to commission an update of all Impact Fees Study	ITEM NUMBER <i>G.16.</i>

Background

The City collects Impact fees on new development to defray the cost of new infrastructure for Parks, Water, Police, Fire, Transportation, Library and Sanitary Sewer Service.

The Sanitary Sewer fee created in 2013, has generated \$34,078 in collections since, and will likely begin to be utilized as new development is percolating in the District.

Four other fees, Transportation, Fire, Law Enforcement and Library support projects completed years ago, but continue to generate insufficient resources to meet current debt service requirements on the financing of those projects. Collectively, nearly \$4.1 million of debt service has been transferred to existing property owners via Debt Service Levy, as the resources generated by these fees have not met debt service requirements. One reason is likely the reduced development the last few years, but another maybe in the size of the fee. It is possible that development assumptions in the 2002 study are no longer appropriate, and if re-examined, these fees maybe adjusted to better meet current debt service requirements. The last time this was examined was in 2002.

In 2017, Debt Service for completed projects required \$454,450 of support, but associated impact fees only provided \$113,997, requiring \$340,453 of additional tax levy support. 2018 is on pace to have similar results.

The Water Impact fee has generated the resources needed to support projects as they have come along. The question is will current new development activity generate sufficient resources to keep pace with water infrastructure needs. Only time will answer that question. For the last decade, the resource generation has kept pace with new infrastructure demands.

Lastly, there is the Parks Impact fee. Currently, there are \$3.4 million in Park Impact fees collected, since September 2006, that have not been invested in new facilities. There is a ten year maximum holding period for those fees, after which time, the fee must be returned to the then current property owner with interest. The Common Council declared an emergency in 2016 and adopted Resolution 2016-7177 extending the holding period for Parks Impact fees by three years ending on December 31, 2022.

The Finance Committee examined the Impact Fee situation at the May 22, 2018 meeting, and expressed concern that the Impact Fee Study should be updated. On a 6-0 vote, the Committee recommends to Common Council to direct staff to update all the Impact Fee studies and to provide a Request for Quote and assign staff to complete the information needed as inputs to the study, commissioning it by September 1, 2018 and report returned within nine months.

The Finance Committee discussed the relationship between collecting Park Impact fees without sufficient commitment on the Common Council's part to commit the required tax supported resources to utilize the park Impact fee resource to complete the adopted Comprehensive Outdoor Recreation Plan. A motion recommending Common Council immediately reduce the Park Impact Fee by 25% until such time as a new Park Impact fee study can be completed and acted upon by the Common Council failed on a 3-3 vote.

The Finance Committee recommended that the Common Council examine the Impact Fee issue as outlined above.

The 2015 Park Impact Fee Study adopted by the Common Council estimated \$29.3 million in future Park facilities costs, with \$16.3 million related to deficiencies in existing facilities and \$13 million in Growth facilities. That Impact fee study contributes to the current Impact Fee schedule.

The current Impact fee schedule as of January 1, 2018 for a single family home requires an \$8,291 fee outside the Southwest Sanitary Sewer zone and \$11,417 Impact fee in the Southwest Sanitary Sewer zone. This fee is regardless of the home's size. A duplex structure would be double these amounts. Each unit in a multi-family Dwelling unit requires a \$6,455 fee outside the Southwest Sanitary Sewer zone and \$9,581 plus \$1,563 per additional unit over one inside the Southwest Sanitary Sewer zone.

A copy of the first quarter 2018 Impact fee collection status is attached, as well as the Monthly Park Impact fees collected schedule.

Impact Fees charged by neighboring Milwaukee area communities are:

Impact Fee	Brkfield	Menom Falls	Mequon	New Berlin	Oak Creek	Franklin	Avg
Parks	1043	2334	900		2105	3423	1961
Police					798	882	840
Fire		1690			338	475	834
Library					705	969	837
Water		2957				2395	2676
Sewer		2754				3126	2940
Other				470		92	281
Admin						55	55
Total	1043	9735	900	470	3946	11417	10424

COMMON COUNCIL ACTION REQUESTED

Motion directing staff to commission an updated Impact Fee study by September 1, 2018 to be completed within nine months and directing staff to provide the necessary inputs for the Study's completion.

Or such other action as the Common Council deems appropriate.

APPROVAL <i>Slw</i> <i>AK</i>	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE June 5, 2018
REPORTS & RECOMMENDATIONS	An Ordinance to Amend Section § 207-10 C (2) of the Franklin Municipal Code related to the Water Utility cash account	ITEM NUMBER <i>G.17.</i>

Background

§207-10 C (2) of the Franklin Municipal Code states:

(2) All bills shall be paid to the City Treasurer, and such collections shall be deposited into a special account entitled "Water Utility Account." The provision of a status report with regard to municipal water, sewer and public fire protection charges against a property shall be accompanied by a fee payment of \$5 for the provision of each such report per property billing to defray the municipal costs of providing same.

As such the Water Utility has its own bank account. The Water Utility and Sewer Utility share a workforce, have common management from the Engineering Department, share many expenses and collects the Sewer Funds quarterly billings. These transactions necessitate many cash transfers from/to the Water Utility bank account for settlement.

The separate bank account also then requires separate bank reconciliations, which in the early months of the year often do not get completed until three-four months after the fact.

No provision was located in State Statutes which would require a separate bank account. After polling several other City Finance Directors, no one else has identified any State requirement.

The maintenance of a separate Water Utility bank account creates inefficiencies in the Finance Department.

Analysis

The Treasury Departmentt processes are complicated by separating collections between three different bank accounts – City, Water & Real Estate Tax. That has been problematic over time.

In addition, the financial software permits a simplified bank reconciliation process, if cash receipts are grouped into the bank deposit that resulted from the cash receipts transactions. That also becomes more complex with the three bank accounts.

The Board of Water Commissioners reviewed this recommendation and endorsed the change.

RECOMMENDATION

The amendment would strike the provision which requires the separate bank account.

(2) All bills shall be paid to the City Treasurer, and such collections shall be deposited into a special City account entitled "~~Water Utility Account.~~" **and credited to a Water Utility cash account.** The provision of a status report with regard to municipal water, sewer and public fire protection charges against a property shall be accompanied by a fee payment of \$5 for the provision of each such report per property billing to defray the municipal costs of providing same.

Staff recommends the pooling of cash to include the Water Utility and closure of the Water Utility bank account.

The Finance Committee reviewed this item and unanimously recommends its adoption.

COMMON COUNCIL ACTION REQUESTED

Motion adopting an Ordinance to Amend Section § 207-10 C (2) of the Franklin Municipal Code related to the Water Utility cash account

STATE OF WISCONSIN

CITY OF FRANKLIN

MILWAUKEE COUNTY

ORDINANCE NO. 2018-____

AN ORDINANCE TO AMEND §207-10.C.(2) OF THE MUNICIPAL CODE
REGARDING A WATER UTILITY ACCOUNT

WHEREAS, §207-10.C.(2) of the Municipal Code provides regulations prescribing the method of managing of Water Utility cash (funds) with regard to Water Utility water service billing and collection; and

WHEREAS, §207-10.C.(2) of the Municipal Code requires that water billing collections shall be deposited into a special account entitled "Water Utility Account"; the Finance Department having considered such provision and upon management experience having determined that the existence of a separate Water Utility bank account creates inefficiencies in the record keeping of Water Utility cash (funds) collections; and

WHEREAS, the subject matter of the Water Utility Account and potential Municipal Code amendment having been before the Finance Committee at its meeting on May 22, 2018 and the Finance Committee having recommended such amendment to delete the separate Water Utility Account requirement, and the Finance Department noting that it is in the City's best interest to reduce such inefficiencies and reduce costs in the Treasury and Finance Departments.

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

SECTION 1: §207-10.C.(2) of the Municipal Code of the City of Franklin, Wisconsin, is hereby amended to read as follows *[note: strike-through text is deleted; double-underlined text is added; unchanged text is not highlighted]*:

All bills shall be paid to the City Treasurer, and such collections shall be deposited into a specialCity account ~~entitled "Water Utility Account."~~and credited to a Water Utility cash account. The provision of a status report with regard to municipal water, sewer and public fire protection charges against a property shall be accompanied by a fee payment of \$5 for the provision of each such report per property billing to defray the municipal costs of providing same.

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

ORDINANCE NO. 2018-_____

Page 2

SECTION 3: All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

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

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

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

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

APPROVAL <i>Slw</i> <i>PM</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE June 5, 2018
REPORTS & RECOMMENDATIONS	April, 2018 Monthly Financial Report	ITEM NUMBER <i>G.18.</i>

Background

The April, 2018 Financial Report is attached.

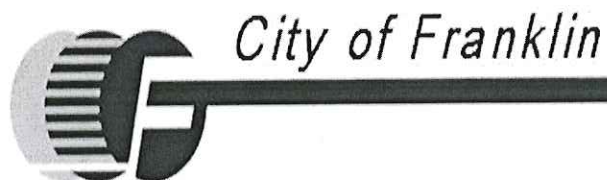
The Finance Committee reviewed this report and recommends acceptance.

Highlights of the report are contained in the transmittal memo.

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

COUNCIL ACTION REQUESTED

Motion to Receive and place on file



Date: May 17, 2018
To: Mayor Olson, Common Council and Finance Committee Members
From: Paul Rotzenberg, Director of Finance & Treasurer *PR*
Subject: April 2018 Financial Report

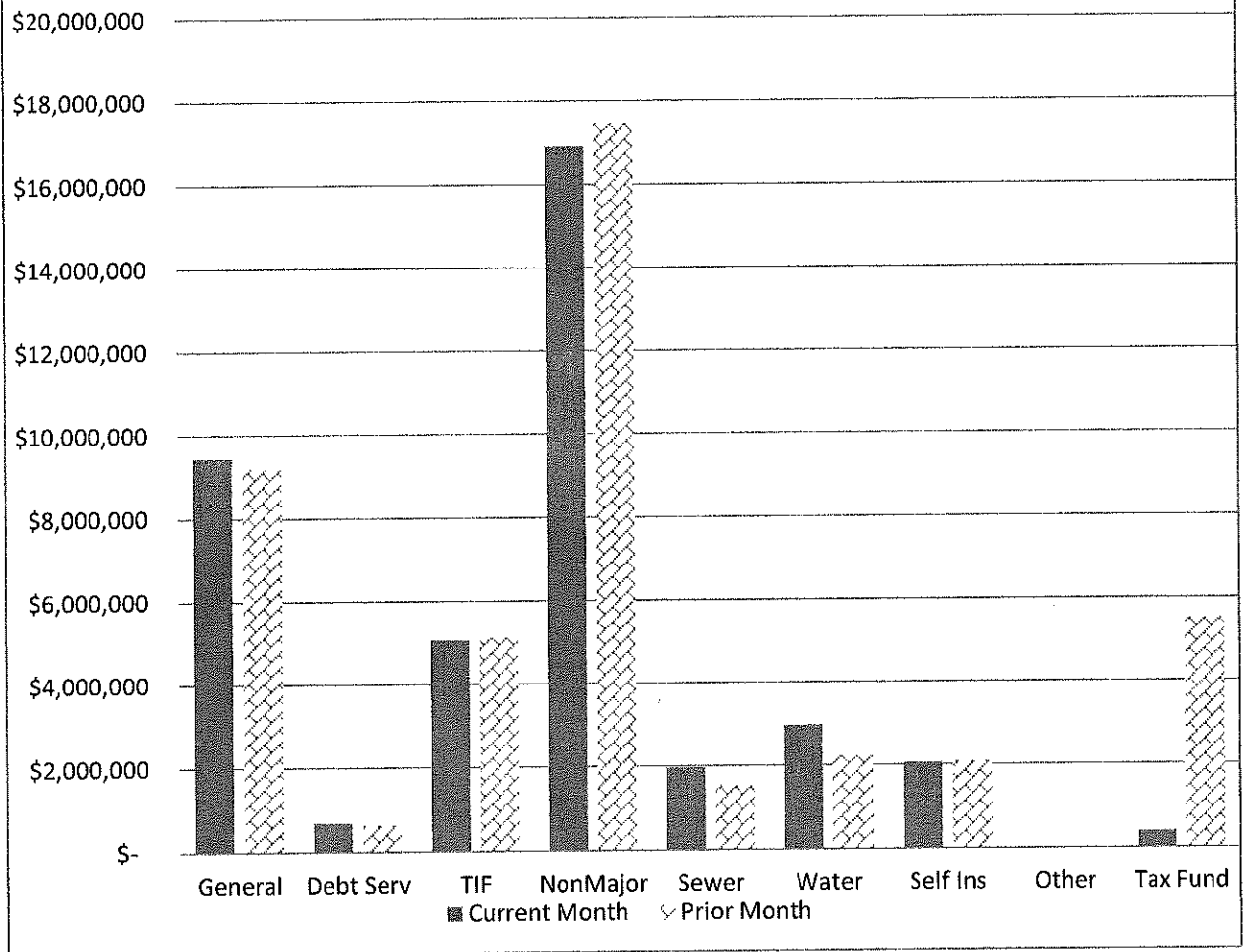
The April, 2018 financial reports for the General Fund, Debt Service Fund, TID Summary and TID Funds, Solid Waste Fund, Capital Outlay Fund, Equipment Replacement Fund, Street Improvement Fund, Capital Improvement Fund, Development Fund, Utility Development, Self Insurance Fund, and Employee Retirement Insurance Fund are attached.

The budget allocation is completed using an average of the last five years actual spending against the Original Budget, amendments to the 2018 budget are excluded from the Year To Date budget allocation. Caution is advised in that spending patterns may have changed. Comments on specific and trending results are provided below to aid the reader in understanding or explaining current year financial results.

Cash & Investments Summary – is provided to aid in understanding the resources available to meet current activities. Cash & investments are positions with safety and liquidity as primary objectives as stated in the City's Investment policy. Investment returns are secondary in the investment decisions, while return potential is not ignored. The overdraft in the Retiree Health Fund relates to funds advanced by the General Fund to the Trust in excess of the Annually Required Contributions.

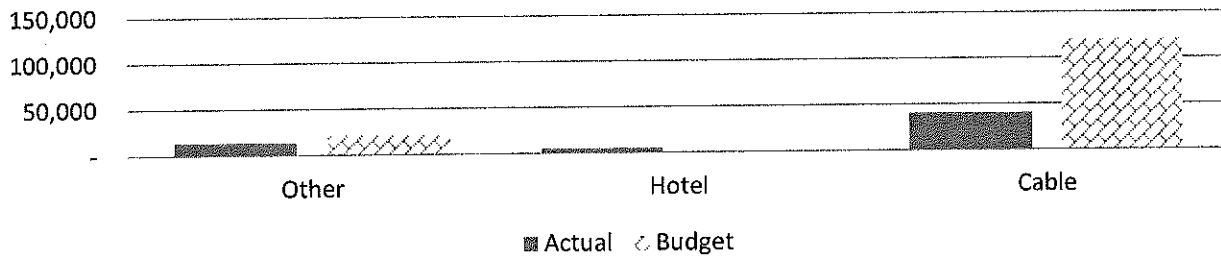
Cash & Investments in the General Governmental Funds decreased \$264,574 since last month. Tax settlements in April provided most of the increases. Capital expenditures accounted for much of the decrease. The Tax Fund distributed the March collections in April.

Cash Balances - Current & Prior Month

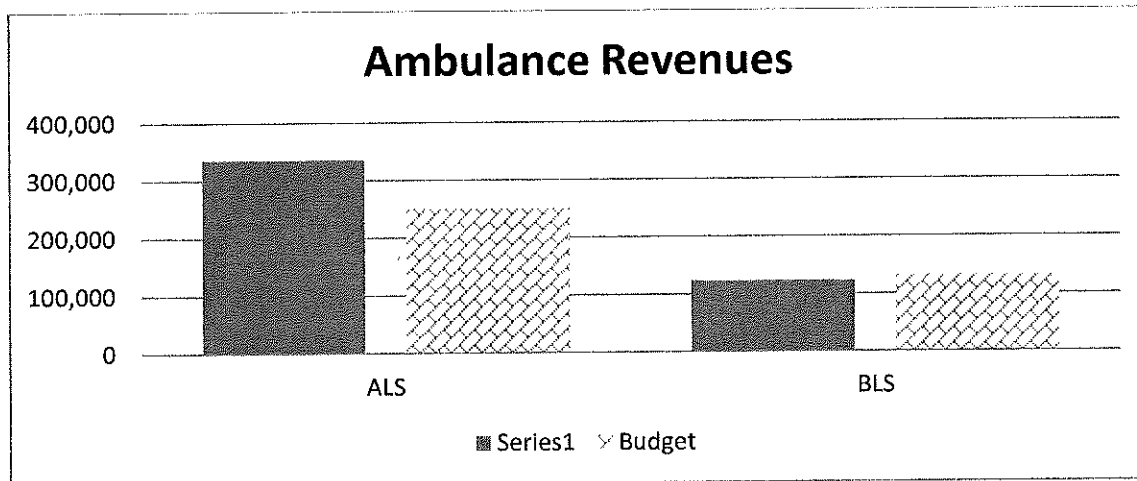


GENERAL FUND revenues of \$15,621,352 are \$642,182 less than budget. Tax collections are slightly slower than prior years. Cable TV franchise fees first quarter payments got delayed to May.

Other Taxes



Ambulance fees are rather strong to historical patterns.



Rising interest rates has depressed the market value of 3-5 year investments.

April's expenditures of \$8,446,280 are \$356,822 greater than budget. Three pay dates in March is the principal reason. Expenditure items of note are:

- General Government expenditures of \$1,128,932 are \$33,557 under spent.
- Public Safety costs are \$5,930,818, \$273,584 (4.8%) greater than budget. Police Overtime is a major cause. 3-4 officers have been on field training since January and overtime is needed to fill the vacant patrol position. About half of the budget overage has been funded by planned Police grants. Also note that the requested Police overtime budget was \$230,000 for the year, while the adopted budget was only \$190,000.
- Public Works expenditures of \$987,533 are \$97,400 underspent.
- Culture and Recreation is overspent related to efforts in the parks.
- Conservation & Development is over spent \$45,490 related to recruitment costs for the Economic Development Director and professional fees related to Area G analysis.

A \$7,175,075 surplus is \$999,004 less than budget. This is caused by slower tax collections and the Public Safety excess expenditures. This surplus will disappear as revenue collections slow, but personnel costs continue.

DEBT SERVICE – Debt payments were made March 1 as required.

TIF Districts – there is a summary schedule of all TID activity.

TID 3 – the remaining 2014 debt balance was retired March 1. The Dept of Transportation has not yet billed the S 27th Street project costs, approximating \$1.3 million.

TID4 – The 2018 increment was collected. No project costs have been incurred.

TID5 – The Developer's Agreement was signed in late February 2018. \$4.6 million was placed on deposit with the Title Company, pending project cost submissions by the Developer. A \$23.4 million debt offering was sold April 17th, and settled in May, 2018.

SOLID WASTE FUND – Activity is occurring as budgeted. The CPI index for 2017 was larger than budgeted which raised the contracted haulers fees more than expected. It is possible that a budget amendment maybe needed by year's end.

CAPITAL OUTLAY FUND – revenues are in line with budget. The Police have ordered three Ford Explorers, one Tauras, one F-150 and a Chevy Tahoe and nine squad tablets. The City Hall phone system replacement (\$55,000) was ordered in late April.

EQUIPMENT REPLACEMENT FUND – Revenues are in line with budget.

Both of the Highway replacement vehicles (Tandem axle dump truck and flat-bed truck) have been ordered.

STREET IMPROVEMENT FUND – Revenues are in line with budget. A contract was issued in April initiating the 2018 prgram.

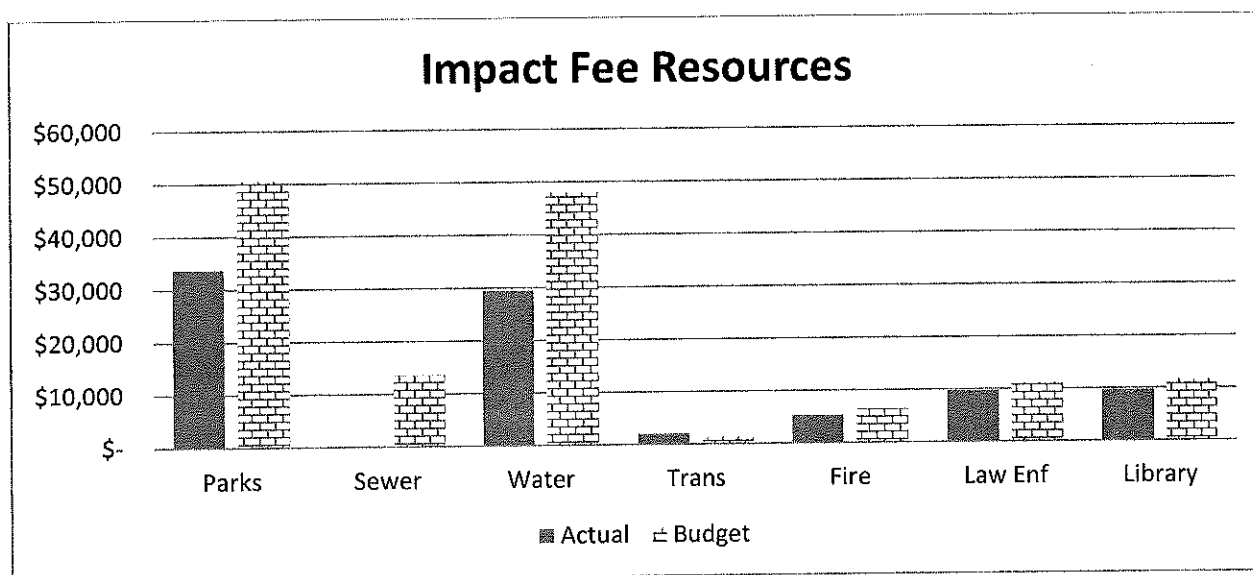
CAPITAL IMPROVEMENT FUND – Most of the 2018 resources were received in the prior year with the December 2017 Debt sale. A 2016 \$1.2 million transfer from the General Fund provided the resources for the much of the City Hall roof and Heating, Ventilating and Air Conditioning project.

Three Public Safety projects are in process, the Squad Car, radio system dispatch console and Drug Vault ventilation system.

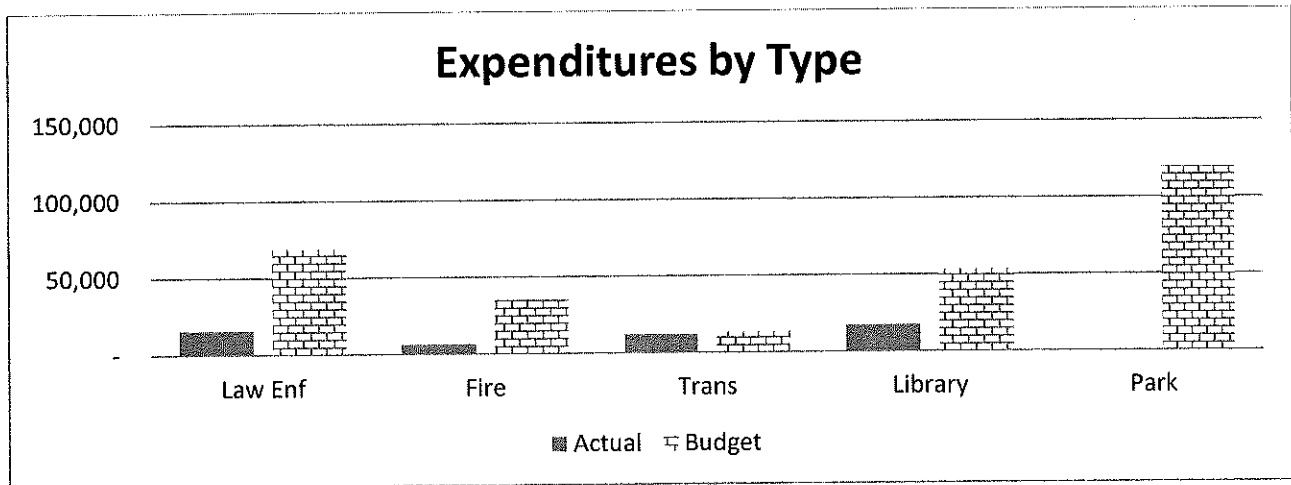
The Highway Salt storage barn is nearly complete, and several other projects are in various state of progress.

Within Culture, a contract has been let for the River Park trail/bridge.

DEVELOPMENT FUND – Impact fee collections are stronger than 2017, however still slower than budget.



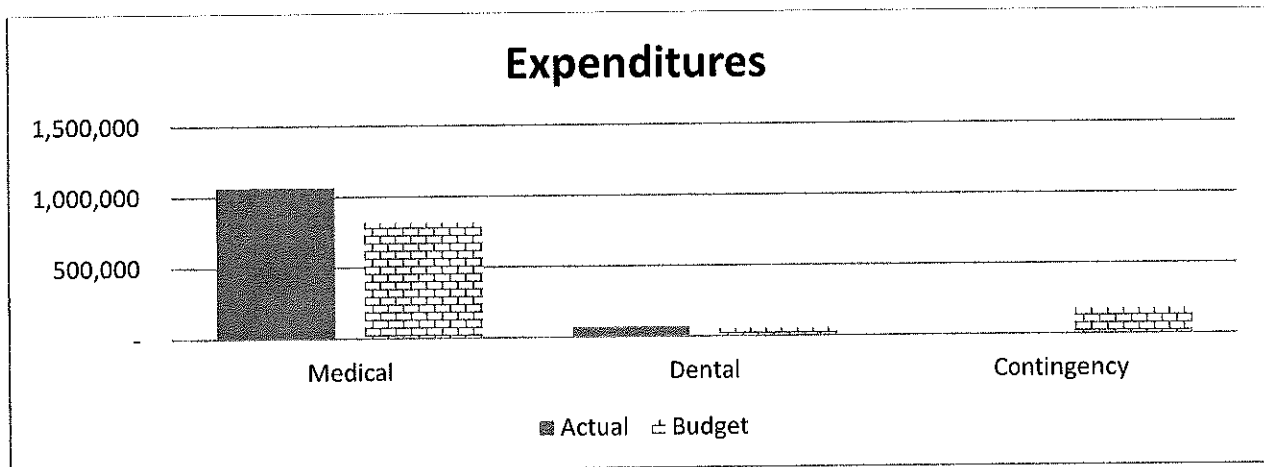
Transfers to the Debt Service Fund have been minimal as receipts are not sufficient to pay the 2018 debt service for these programs.



UTILITY DEVELOPMENT FUND – Activity is infrequent in this fund.

SELF INSURANCE FUND – Revenues are very close to budget.

Both medical and dental claims costs are rather strong so far in 2018, at \$1,137,356. This is comparable to 2017, but 152% of budget. The \$53,000 January Stop Loss premium was charged to December 2017 by mistake, which would have further increased 2018 costs.



Results thru April are a \$74,430 deficit, worse than expected considering the contingency.

RETIREE HEALTH FUND – Insurance results are much worse than 2017, with claim costs 205% of the prior year.

Investment results are reflecting a loss of \$71,699. The fund is invested in passive index investments and is mirroring a blended equity/fixed income market. Equities are generally flat for four months, while rising interest rates have depressed fixed income investments.

Caution is advised, as equity market returns can be volatile.

City of Franklin
Cash & Investments Summary
April 30, 2018

	Cash	American Deposit Management	Institutional Capital Management	Local Government Invest Pool	Fidelity Investments	Total	Prior Month Total
General Fund	\$ (84,401)	\$ 3,591,979	\$ 5,795,342	\$ 146,599	\$ -	\$ 9,449,519	\$ 9,186,013
Debt Service Funds	29,583	146,206	511,507	-	-	687,296	631,867
TIF Districts	11,920	3,842,189	1,219,848	-	-	5,073,957	5,109,401
Nonmajor Governmental Funds	660,836	7,613,694	8,652,043	-	-	16,926,573	17,474,639
Total Governmental Funds	617,938	15,194,068	16,178,740	146,599	-	32,137,345	32,401,920
Sewer Fund	201,650	1,035,767	725,932	-	-	1,963,349	1,522,090
Water Utility	1,166,732	1,809,735	-	-	-	2,976,466	2,214,168
Self Insurance Fund	19,253	201,713	1,837,279	-	-	2,058,245	2,089,910
Other Designated Funds	13,453	-	-	-	-	13,453	11,839
Total Other Funds	1,401,088	3,047,215	2,563,211	-	-	7,011,514	5,838,007
Total Pooled Cash & Investments	2,019,026	18,241,283	18,741,951	146,599	-	39,148,859	38,239,926
Retiree Health Fund	(19,627)	-	-	-	5,608,282	5,588,655	5,519,736
Property Tax Fund	59,033	329,434	-	-	-	388,467	5,510,979
Total Trust Funds	39,406	329,434	-	-	5,608,282	5,977,121	11,030,715
Grand Total Cash & Investments	2,058,432	18,570,717	18,741,951	146,599	5,608,282	45,125,980	49,270,641
Average Rate of Return		1.48%	1.37%	1.73%			
Maturities:							
Demand	2,058,432	17,570,717	25,885	146,599	38,234	19,839,866	23,904,451
Fixed Income & Equities	-	-	-	-	4,152,181	4,152,181	4,148,563
2018 - Q2	-	-	-	-	-	-	-
2018 - Q3	-	1,000,000	1,001,190	-	-	2,001,190	2,001,196
2018 - Q4	-	-	2,012,553	-	-	2,012,553	2,012,943
2019 - Q1	-	-	994,836	-	-	994,836	994,657
2019 - Q2	-	-	-	-	-	-	-
2019	-	-	2,940,280	-	150,165	3,090,445	3,094,937
2020	-	-	5,400,539	-	172,305	5,572,844	5,596,184
2021	-	-	3,894,811	-	173,475	4,068,286	4,094,995
2022	-	-	2,471,857	-	168,075	2,639,932	2,661,142
2023	-	-	-	-	170,380	170,380	171,574
2024	-	-	-	-	195,776	195,776	197,064
2025	-	-	-	-	195,933	195,933	198,291
2026	-	-	-	-	191,758	191,758	194,645
	2,058,432	18,570,717	18,741,951	146,599	5,608,282	45,125,980	49,270,641

City of Franklin
2018 Financial Report
General Fund Summary
For the Four months ended April 30, 2018

Revenue	2018 Original Budget	2018 Amended Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
Property Taxes	\$ 16,909,449	\$ 16,909,449	\$ 14,000,000	\$ 13,389,333	\$ (610,667)
Other Taxes	733,700	733,700	141,500	60,101	(81,399)
Intergovernmental Revenue	2,432,926	2,432,926	667,899	624,136	(43,763)
Licenses & Permits	1,043,490	1,043,490	321,075	283,186	(37,889)
Law and Ordinance Violations	500,000	500,000	188,000	207,627	19,627
Public Charges for Services	1,805,350	1,805,350	478,260	596,821	118,561
Intergovernmental Charges	196,500	196,500	-	-	-
Investment Income	205,000	205,000	91,000	41,703	(49,297)
Miscellaneous Revenue	117,850	117,850	25,800	68,445	42,645
Transfer from Other Funds	1,050,000	1,050,000	350,000	350,000	-
Total Revenue	\$ 24,994,265	\$ 24,994,265	\$ 16,263,534	\$ 15,621,352 96.05%	\$ (642,182)
Expenditures	2018 Original Budget	2018 Amended Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	Var to Budget Surplus (Deficiency)
General Government	\$ 3,083,447	\$ 3,144,300	A \$ 1,162,489	\$ 1,128,932	E \$ 33,557
Public Safety	17,296,241	17,348,342	A 5,657,234	5,930,818	E (273,584)
Public Works	3,437,593	3,456,493	A 1,084,933	987,533	97,400
Health and Human Services	710,345	710,345	216,110	211,370	4,740
Other Culture and Recreation	197,914	201,874	A 36,783	52,701	E (15,918)
Conservation and Development	595,345	610,045	A 171,719	191,474	E (19,755)
Contingency and Unclassified	1,487,500	1,487,500	A 29,774	75,264	(45,490)
Anticipated underexpenditures	(413,320)	(413,320)	(137,772)	-	(137,772)
Transfers to Other Funds	24,000	24,000	-	-	-
Encumbrances	-	-	-	(131,812)	-
Total Expenditures	\$ 26,419,065	\$ 26,569,579	\$ 8,221,270	\$ 8,446,280 102.74%	\$ (356,822)
Excess of revenue over (under) expenditures	(1,424,800)	(1,575,314)	<u>\$ 8,042,264</u>	7,175,072	<u>\$ (999,004)</u>
Fund balance, beginning of year	6,587,511	6,587,511		6,587,511	
Fund balance, end of period	<u>\$ 5,162,711</u>	<u>\$ 5,012,197</u>		<u>\$ 13,762,583</u>	

A Represents an amendment to Adopted Budget

E Represents an encumbrance for current year from prior year

City of Franklin
Debt Service Funds
Balance Sheet
April 30, 2018 and 2017

	2018 Special Assessment	2018 Debt Service	2018 Total	2017 Special Assessment	2017 Debt Service	2017 Total
Assets						
Cash and investments	\$ 626,126	\$ 60,762	\$ 686,888	\$ 570,064	\$ (197)	\$ 569,867
Special assessment receivable	89,463	-	89,463	86,356	-	86,356
Total Assets	<u>\$ 715,589</u>	<u>\$ 60,762</u>	<u>\$ 776,351</u>	<u>\$ 656,420</u>	<u>\$ (197)</u>	<u>\$ 656,223</u>
Liabilities and Fund Balance						
Unearned & unavailable revenue	\$ 89,463	\$ -	\$ 89,463	\$ 86,356	\$ -	\$ 86,356
Unassigned fund balance	626,126	60,762	686,888	570,064	(197)	569,867
Total Liabilities and Fund Balance	<u>\$ 715,589</u>	<u>\$ 60,762</u>	<u>\$ 776,351</u>	<u>\$ 656,420</u>	<u>\$ (197)</u>	<u>\$ 656,223</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

	2018 Special Assessment	2018 Debt Service	2018 Year-to-Date Actual	2018 Amended Budget	2017 Special Assessment	2017 Debt Service	2017 Year-to-Date Actual
Revenue							
Property Taxes	\$ -	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ -	\$ 1,300,000	\$ 1,300,000
Special Assessments	4,437	-	4,437	-	-	-	-
Investment Income	(2,262)	2,334	72		3,274	735	4,009
Total Revenue	<u>2,175</u>	<u>1,302,334</u>	<u>1,304,509</u>	<u>1,300,000</u>	<u>3,274</u>	<u>1,300,735</u>	<u>1,304,009</u>
Expenditures:							
Debt Service:							
Principal	-	1,339,008	1,339,008	1,355,000	-	1,355,000	1,355,000
Interest	-	65,634	65,634	272,463	-	79,444	79,444
Total expenditures	<u>-</u>	<u>1,404,642</u>	<u>1,404,642</u>	<u>1,627,463</u>	<u>-</u>	<u>1,434,444</u>	<u>1,434,444</u>
Transfers in	-	111,999	111,999	327,113	-	49,004	49,004
Transfers out	(60,000)	-	(60,000)	-	-	-	-
Net change in fund balances	<u>(57,825)</u>	<u>9,691</u>	<u>(48,134)</u>	<u>(350)</u>	<u>3,274</u>	<u>(84,705)</u>	<u>(81,431)</u>
Fund balance, beginning of year	<u>683,951</u>	<u>51,071</u>	<u>735,022</u>	<u>735,022</u>	<u>566,790</u>	<u>84,508</u>	<u>651,298</u>
Fund balance, end of period	<u>\$ 626,126</u>	<u>\$ 60,762</u>	<u>\$ 686,888</u>	<u>\$ 734,672</u>	<u>\$ 570,064</u>	<u>\$ (197)</u>	<u>\$ 569,867</u>

City of Franklin
Consolidating TID Funds
Balance Sheet
April 30, 2018

<u>Assets</u>	<u>TID 3</u>	<u>TID 4</u>	<u>TID 5</u>	<u>Total</u>
Cash & investments	\$ 1,490,560	\$ 3,592,179	\$ (8,783)	\$ 5,073,956
Taxes receivable	-	-	-	-
Total Assets	<u>\$ 1,490,560</u>	<u>\$ 3,592,179</u>	<u>\$ (8,783)</u>	<u>\$ 5,073,956</u>

Liabilities and Fund Balance

Accounts payable	\$ 9	\$ 117	\$ 1,912	\$ 2,038
Accrued liabilities	1,323,600	-	-	1,323,600
Due to Other Funds	-	-	4,649,695	4,649,695
Interfund advance from Development Fund	-	-	75,000	75,000
Total Liabilities	<u>1,323,609</u>	<u>117</u>	<u>4,726,607</u>	<u>6,050,333</u>
Assigned fund balance	166,951	3,592,062	(4,735,390)	(976,377)
Total Liabilities and Fund Balance	<u>\$ 1,490,560</u>	<u>\$ 3,592,179</u>	<u>\$ (8,783)</u>	<u>\$ 5,073,956</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018

<u>Revenue</u>	<u>TID 3</u>	<u>TID 4</u>	<u>TID 5</u>	<u>Total</u>
General property tax levy	\$ 1,381,191	\$ 1,059,413	\$ 30,500	\$ 2,471,104
Payment in Lieu of Taxes	-	132,872	-	132,872
Investment income	8,655	2,138	24	10,817
Transfer from other funds	-	-	-	-
Total revenue	<u>1,389,846</u>	<u>1,194,423</u>	<u>30,524</u>	<u>2,614,793</u>
<u>Expenditures</u>				
Transfer to other funds	-	-	-	-
Debt service principal	985,000	-	-	985,000
Debt service interest & fees	15,010	-	-	15,010
Administrative expenses	28,614	2,374	15,450	46,438
Professional Services	-	66,460	58,868	125,328
Interfund interest	148	-	-	148
Capital outlays	1,353,313	-	-	1,353,313
Development incentive & obligation payer	109,000	-	4,620,000	4,729,000
Encumbrances	(1,353,313)	(60,474)	(27,279)	(1,441,066)
Total expenditures	<u>1,137,772</u>	<u>8,360</u>	<u>4,667,039</u>	<u>5,813,171</u>
Revenue over (under) expenditures	252,074	1,186,063	(4,636,515)	(3,198,378)
Fund balance, beginning of year	<u>(85,123)</u>	<u>2,405,999</u>	<u>(98,875)</u>	<u>2,222,001</u>
Fund balance, end of period	<u>\$ 166,951</u>	<u>\$ 3,592,062</u>	<u>\$ (4,735,390)</u>	<u>\$ (976,377)</u>

City of Franklin
Tax Increment Financing District #3
Balance Sheet
April 30, 2018 and 2017

<u>Assets</u>	2018	2017
Cash & investments	\$ 1,490,560	\$ 1,430,043
Total Assets	<u>\$ 1,490,560</u>	<u>\$ 1,430,043</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 9	\$ 540
Accrued liabilities	1,323,600	-
Interfund advance from Development Fund	-	550,000
Total Liabilities	<u>1,323,609</u>	<u>550,540</u>
Assigned fund balance	166,951	879,503
Total Liabilities and Fund Balance	<u>\$ 1,490,560</u>	<u>\$ 1,430,043</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

	2018 Annual Budget	2018 Amended Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Revenue					
General property tax levy	\$ 1,384,100	\$ 1,384,100	\$ 1,384,100	\$ 1,381,191	\$ 1,253,575
State exempt computer aid	584,400	584,400	-	-	-
Investment income	5,000	5,000	2,648	8,655	11,442
Bond proceeds	5,100,000	5,100,000	1,700,000	-	-
Transfer from other funds	-	-	-	-	-
Total revenue	<u>7,073,500</u>	<u>7,073,500</u>	<u>3,086,748</u>	<u>1,389,846</u>	<u>1,265,017</u>
Expenditures					
Transfer to other funds	-	-	-	-	-
Debt service principal	985,000	985,000	985,000	985,000	1,675,000
Debt service interest & fees	182,575	182,575	101,894	15,010	40,127
Administrative expenses	12,870	38,370	3,128	28,614	4,356
Interfund interest	1,634	1,634	451	148	4,746
Capital outlays	-	1,353,313	-	1,353,313	1,382,960
Development incentive & obligation payments	5,000,000	5,000,000	1,666,667	109,000	-
Encumbrances	-	-	-	(1,353,313)	(1,380,270)
Total expenditures	<u>6,182,079</u>	<u>7,560,892</u>	<u>2,757,140</u>	<u>1,137,772</u>	<u>1,726,919</u>
Revenue over (under) expenditures	891,421	(487,392)	<u>\$ 329,608</u>	252,074	(461,902)
Fund balance, beginning of year	<u>(85,123)</u>	<u>(85,123)</u>		<u>(85,123)</u>	<u>1,341,405</u>
Fund balance, end of period	<u>\$ 806,298</u>	<u>\$ (572,515)</u>		<u>\$ 166,951</u>	<u>\$ 879,503</u>

City of Franklin
Tax Increment Financing District #4
Balance Sheet
April 30, 2018 and 2017

<u>Assets</u>	2018	2017
Cash & investments	\$ 3,592,179	\$ 2,373,220
Taxes receivable	-	-
Total Assets	\$ 3,592,179	\$ 2,373,220
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 117	\$ 103
Unearned revenue	-	-
Total Liabilities	117	103
Assigned fund balance	3,592,062	2,373,117
Total Liabilities and Fund Balance	\$ 3,592,179	\$ 2,373,220

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

	2018 Annual Budget	2018 Amended Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Revenue					
General property tax levy	\$ 1,061,600	\$ 1,061,600	\$ 1,061,600	\$ 1,059,413	\$ 1,013,892
Payment in Lieu of Taxes	90,000	90,000	72,000	132,872	111,130
State exempt computer aid	14,700	14,700	-	-	-
Investment income	15,000	15,000	5,000	2,138	8,849
Bond proceeds	10,000,000	10,000,000	3,333,333	-	-
Total revenue	11,181,300	11,181,300	4,471,933	1,194,423	1,133,871
Expenditures					
Debt service interest & fees	125,350	125,350	41,783	-	-
Administrative expenses	10,650	10,650	3,550	2,374	18,036
Professional services	104,500	155,693	34,833	66,460	58,500
Capital outlay	12,000,000	12,000,000	4,000,000	-	-
Development incentive/grant	980,000	980,000	326,667	-	-
Encumbrances	-	-	-	(60,474)	(73,500)
Total expenditures	13,220,500	13,271,693	4,406,833	8,360	3,036
Revenue over (under) expenditures	(2,039,200)	(2,090,393)	<u>\$ 65,100</u>	1,186,063	1,130,835
Fund balance, beginning of year	2,405,999	2,405,999		2,405,999	1,242,282
Fund balance, end of period	<u>\$ 366,799</u>	<u>\$ 315,606</u>		<u>\$ 3,592,062</u>	<u>\$ 2,373,117</u>

City of Franklin
Tax Increment Financing District #5
Balance Sheet
April 30, 2018 and 2017

<u>Assets</u>	2018	2017
Cash & investments	\$ (8,783)	\$ 22,849
Taxes receivable	-	-
Total Assets	<u>\$ (8,783)</u>	<u>\$ 22,849</u>
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 1,912	\$ -
Due to other funds	4,649,695	74,695
Advances from other funds	75,000	-
Unearned revenue	-	-
Total Liabilities	<u>4,726,607</u>	<u>74,695</u>
Fund balance	(4,735,390)	(51,846)
Total Liabilities and Fund Balance	<u>\$ (8,783)</u>	<u>\$ 22,849</u>

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

	2018 Annual Budget	2018 Amended Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Revenue					
General property tax levy	\$ 30,100	\$ 30,100	\$ 10,033	\$ 30,500	\$ -
State exempt computer aid	300	300	100	-	-
Investment income	-	-	-	24	-
Bond proceeds	18,600,000	18,600,000	6,200,000	-	-
Transfer from other funds	-	-	-	-	-
Total revenue	<u>18,630,400</u>	<u>18,630,400</u>	<u>6,210,133</u>	<u>30,524</u>	<u>-</u>
Expenditures					
Transfer to other funds	-	-	-	-	-
Debt service interest & fees	534,163	534,163	93,117	-	-
Administrative expenses	22,050	22,050	7,350	15,450	-
Professional services	50,000	78,741	16,666	58,868	10,148
Capital outlay	9,342,875	9,342,875	3,114,292	4,620,000	-
Land improvements	3,010,000	3,010,000	1,003,333	-	-
Contingency	5,160,507	5,160,507	1,720,169	-	-
Encumbrances	-	-	-	(27,279)	(10,148)
Total expenditures	<u>18,119,595</u>	<u>18,148,336</u>	<u>5,954,927</u>	<u>4,667,039</u>	<u>-</u>
Revenue over (under) expenditures	510,805	482,064	<u>\$ 255,206</u>	(4,636,515)	-
Fund balance, beginning of year	(98,875)	(98,875)		(98,875)	(51,846)
Fund balance, end of period	<u>\$ 411,930</u>	<u>\$ 383,189</u>		<u>\$ (4,735,390)</u>	<u>\$ (51,846)</u>

City of Franklin
Solid Waste Collection Fund
Balance Sheet
April 30, 2018 and 2017

<u>Assets</u>	2018	2017
Cash and investments	\$ 1,341,470	\$ 1,291,121
Accrued Receivables	518	80
Total Assets	\$ 1,341,988	\$ 1,291,201
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 124,693	\$ 121,795
Accrued salaries & wages	430	-
Restricted fund balance	1,216,865	1,169,406
Total Liabilities and Fund Balance	\$ 1,341,988	\$ 1,291,201

Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

Revenue	2018 Adopted Budget	2018 YTD Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Grants	\$ 68,800	-	\$ -	\$ -
User Fees	1,211,000	1,210,116	1,208,508	1,208,954
Landfill Operations-tippage	350,000	78,913	81,321	77,771
Investment Income	7,500	3,178	1,934	3,551
Sale of Recyclables	-	-	228	-
Total Revenue	1,637,300	1,292,207	1,291,991	1,290,276
Expenditures:				
Personal Services	14,783	4,687	4,746	3,742
Refuse Collection	679,500	218,466	231,090	223,026
Recycling Collection	362,800	116,906	127,553	122,743
Leaf & Brush Pickups	60,000	20,000	-	-
Tippage Fees	455,300	151,767	104,834	101,138
Miscellaneous	3,500	1,167	580	1,104
Printing	1,800	600	-	-
Total expenditures	1,577,683	513,593	468,803	451,753
 Revenue over (under) expenditures	 59,617	 <u>778,614</u>	 823,188	 838,523
 Fund balance, beginning of year	 <u>395,677</u>		 <u>395,677</u>	 <u>330,883</u>
 Fund balance, end of period	 <u>\$ 455,294</u>		 <u>\$ 1,218,865</u>	 <u>\$ 1,169,406</u>

**City of Franklin
Capital Outlay Fund
Balance Sheet
April 30, 2018 and 2017**

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Cash and investments	\$ 576,456	\$ 579,238
Total Assets	\$ 576,456	\$ 579,238
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 46,969	\$ 38,600
Encumbrance	142,202	144,553
Assigned fund balance	387,285	396,085
Total Liabilities and Fund Balance	\$ 576,456	\$ 579,238

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

<u>Revenue</u>	<u>2018 Original Budget</u>	<u>2018 Amended Budget</u>	<u>2018 Year-to-Date Budget</u>	<u>2018 Year-to-Date Actual *</u>	<u>2017 Year-to-Date Actual</u>
Property Taxes	\$ 450,500	\$ 450,500	\$ 450,500	\$ 450,500	\$ 444,300
Grants	-	-	-	-	2,865
Landfill Siting	147,000	147,000	55,465	42,600	39,900
Investment Income	6,000	6,000	200	781	2,679
Miscellaneous Revenue	39,000	39,000	9,571	323	39,353
Transfers from Other Funds	-	134,138	-	-	-
Total Revenue	642,500	776,638	515,736	494,204	529,097
 Expenditures:					
General Government	132,762	241,247	32,219	72,013	3,339
Public Safety	431,508	582,841	193,103	355,440	407,280
Public Works	55,062	68,752	17,773	16,478	21,147
Health and Human Services	6,582	6,582	2,194	-	-
Culture and Recreation	4,000	4,000	1,333	-	12,199
Conservation and Development	1,682	1,682	561	-	1,019
Contingency	50,000	50,000	16,667	16,028	-
Transfers to Other Funds	-	-	-	-	26,950
Total expenditures	681,596	955,104	263,850	459,959	471,934
Revenue over (under) expenditures	(39,096)	(178,466)	251,886	34,245	57,163
 Fund balance, beginning of year	353,040	353,040		353,040	338,922
Fund balance, end of period	\$ 313,944	\$ 174,574		\$ 387,285	\$ 396,085

* Amount shown is actual expenditures plus encumbrance

**City of Franklin
Equipment Replacement Fund
Comparative Balance Sheet
April 30, 2018 and 2017**

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Cash and investments	\$ 2,715,639	\$ 2,765,502
Total Assets	\$ 2,715,639	\$ 2,765,502
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 39,417	\$ 235,867
Encumbrance	253,610	389,219
Assigned fund balance	2,422,612	2,140,416
Total Liabilities and Fund Balance	\$ 2,715,639	\$ 2,765,502

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

	<u>2018 Original Budget</u>	<u>2018 Amended Budget</u>	<u>2018 Year-to-Date Budget</u>	<u>2018 Year-to-Date Actual *</u>	<u>2017 Year-to-Date Actual</u>
Revenue:					
Property Taxes	\$ 350,000	\$ 350,000	\$350,000	\$ 350,000	\$ 348,300
Landfill	200,000	200,000	72,814	57,900	54,200
Investment Income	29,000	29,000	9,667	(11,814)	15,304
Property Sales	7,500	7,500	1,297	7,738	-
Total revenue	586,500	586,500	433,778	403,824	417,804
Expenditures:					
Public Safety	44,754	48,754	14,918	43,417	230,830
Public Works	251,000	251,000	8,350	249,610	417,561
Total expenditures	295,754	299,754	23,268	293,027	648,391
Revenue over (under) expenditures	290,746	286,746	410,510	110,797	(230,587)
Fund balance, beginning of year	2,311,815	2,311,815		2,311,815	2,371,003
Fund balance, end of period	<u>\$ 2,602,561</u>	<u>\$ 2,598,561</u>		<u>\$ 2,422,612</u>	<u>\$ 2,140,416</u>

* Amount shown is actual expenditures plus encumbrance

**City of Franklin
Street Improvement Fund
Balance Sheet
April 30, 2018 and 2017**

<u>Assets</u>	2018	2017
Cash and investments	\$ 1,040,497	\$ 1,000,214
Total Assets	\$ 1,040,497	\$ 1,000,214
 <u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 276	\$ 1,490
Encumbrances	841,300	837,433
Assigned fund balance	198,921	161,291
Total Liabilities and Fund Balance	\$ 1,040,497	\$ 1,000,214

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

	2018 Original Budget	2018 Year-to-Date Totals	2017 Year-to-Date Totals
Revenue:			
Property Taxes	\$ 714,700	\$ 714,700	\$ 704,900
Landfill Siting	133,000	38,400	36,100
Investment Income	2,500	1,264	2,137
Local Road Improvement Aids	75,000	-	-
Refunds and Reimbursements	-	-	-
Total revenue	925,200	754,364	743,137
 Expenditures:			
Street Reconstruction Program - Current Year	920,000	841,709	839,174
Revenue over (under) expenditures	5,200	(87,345)	(96,037)
Fund balance, beginning of year	286,266	286,266	257,328
Fund balance, end of period	\$ 291,466	\$ 198,921	\$ 161,291

**City of Franklin
Capital Improvement Fund
Balance Sheet
April 30, 2018 and 2017**

<u>Assets</u>	2018	2017
Cash and investments	\$ 3,526,290	\$ 2,734,406
Accrued receivables	847	847
Total Assets	\$ 3,527,137	\$ 2,735,253
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ 62,805	\$ 23,592
Contracts Payable	-	6,531
Accrued payables	78,915	52,000
Fund Balance - Encumbrance	605,940	1,046,319
Assigned fund balance	2,779,477	1,609,811
Total Liabilities and Fund Balance	\$ 3,527,137	\$ 2,738,253

**Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

	2018 Original Budget	2018 Amended Budget	2018 Year-to-Date Totals	2017 Year-to-Date Totals
Revenue:				
Block Grants	\$ -	\$ -	\$ -	\$ -
Landfill Siting	276,000	276,000	28,205	39,141
Transfers from Other Funds	15,529,251	15,529,251	-	-
Transfers from Impact Fees	1,552,928	1,552,928	-	-
Transfers from Connection Fees	1,000,000	1,000,000	-	-
Bond Proceeds	5,600,000	5,600,000	-	-
Donations	150,000	150,000	11,085	-
Investment Income	5,000	5,000	(3,371)	16,891
Total revenue	24,113,179	24,113,179	35,919	56,032
Expenditures:				
General Government	1,925,000	1,925,000	-	35,137
Public Safety	291,250	429,946	112,545	172,387
Public Works	14,928,746	15,524,695	577,754	931,494
Culture and Recreation	1,443,445	1,443,445	344,387	24,475
Sewer & Water	4,869,500	4,869,500	-	-
Contingency	2,296,376	2,296,376	17,249	-
Bond/Note Issuance Cost	98,000	98,000	-	-
Transfers to Other Funds		101,000	-	-
Total expenditures	25,852,317	26,687,962	1,051,935	1,163,493
Revenue over (under) expenditures	(1,739,138)	(2,574,783)	(1,016,016)	(1,107,461)
Fund balance, beginning of year	3,795,493	3,795,493	3,795,493	2,717,272
Fund balance, end of period	\$ 2,056,355	\$ 1,220,710	\$ 2,779,477	\$ 1,609,811

**City of Franklin
Development Fund
Comparative Balance Sheet
April 30, 2018 and 2017**

<u>Assets</u>	2018	2017
Cash and investments	\$ 4,248,879	\$ 3,856,133
Due From TID 3	-	275,000
Total Assets	\$ 4,248,879	\$ 4,131,133
<u>Liabilities and Fund Balance</u>		
Accounts payable	\$ -	\$ -
Payable to Developers- Oversizing	59,799	115,192
Non-Spendable Fund Balance - Advances	-	275,000
Encumbrance	3,321	3,321
Assigned fund balance	4,185,759	3,737,620
Total Fund Balance	4,185,759	4,012,620
Total Liabilities and Fund Balance	\$ 4,248,879	\$ 4,131,133

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

	2018 Original Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Revenue:				
Impact Fee: Parks	\$ 192,000	\$ 50,516	\$ 33,726	\$ 19,026
Southwest Sewer Service Area	122,440	13,604	-	-
Administration	4,125	875	660	495
Water	185,000	48,078	29,481	42,685
Transportation	8,400	1,295	2,021	2,203
Fire Protection	32,250	6,400	5,258	3,522
Law Enforcement	55,930	11,167	9,727	6,548
Library	43,950	11,628	9,598	5,538
Total Impact Fees	644,095	143,563	90,471	80,017
Investment Income	43,750	14,583	(15,965)	23,659
Interfund Interest Income	817	272	74	2,373
Total revenue	688,662	158,418	74,580	106,049
Expenditures:				
Other Professional Services	10,000	-	3,321	3,321
Transfer to Debt Service:				
Law Enforcement	205,000	69,052	15,972	12,000
Fire	43,100	35,259	6,440	28,220
Transportation	73,250	13,455	12,216	-
Library	133,100	53,424	17,371	8,785
Total Transfers to Debt Service	454,450	171,190	51,999	49,005
Transfer to Capital Improvement Fund:				
Park	1,572,350	119,343	-	-
Total Transfers to Capital Improve	1,572,350	119,343	-	-
Sewer Fees	500,000	166,667	-	-
Water Fees	500,000	166,667	-	99,665
Total expenditures	3,036,800	623,867	55,320	151,991
Revenue over (under) expenditures	(2,348,138)	(465,449)	19,260	(45,942)
Fund balance, beginning of year	4,166,499		4,166,499	4,058,562
Fund balance, end of period	\$ 1,818,361		\$ 4,185,759	\$ 4,012,620

**City of Franklin
Utility Development Fund
Comparative Balance Sheet
April 30, 2018 and 2017**

Assets	2018	2017
Cash and investments - Water	\$ 629,072	\$ 527,264
Cash and investments - Sewer	795,912	708,695
Special Assessment - Water Current	146,187	212,883
Special Assessment - Water Deferred	332,962	332,962
Special Assessment - Sewer Current	241,026	297,705
Special Assessment - Sewer Deferred	76,728	76,728
Reserve for Uncollectible	(40,982)	(40,982)
Total Assets	\$ 2,180,905	\$ 2,115,255
Liabilities and Fund Balance		
Accounts payable	\$ -	\$ -
Unearned Revenue	755,921	879,297
Total Fund Balance	1,424,984	1,235,958
Total Liabilities and Fund Balance	\$ 2,180,905	\$ 2,115,255

**Comparative Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017**

	2018 Original Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Revenue:				
Special Assessments				
Water	\$ 81,600	\$ 8,316	\$ -	\$ -
Sewer	82,000	5,656	-	-
Connection Fees				
Water	-	-	-	2,281
Sewer	18,000	4,663	5,400	3,000
Total Impact Fees	181,600	18,635	5,400	5,281
Special Assessment Interest	34,000	88	-	-
Investment Income	-	-	6,206	6,487
Total revenue	215,600	18,723	11,606	11,768
 Transfer to Capital Improvement Fund:				
Water	500,000	-	-	-
Sewer	500,000	-	-	-
Total Transfers to Capital Improven	1,000,000	-	-	-
Revenue over (under) expenditures	(784,400)	18,723	11,606	11,768
Fund balance, beginning of year			1,413,378	1,224,190
Fund balance, end of period			\$ 1,424,984	\$ 1,235,958

City of Franklin
Self Insurance Fund - Actives
Balance Sheet
April 30, 2018 and 2017

Assets	2018	2017
Cash and investments	\$ 2,146,045	\$ 2,604,434
Accounts receivable	900	576
Interfund advance receivable	-	275,000
Prepaid expenses	1,500	23,500
Total Assets	\$ 2,148,445	\$ 2,903,510
Liabilities and Net Assets		
Accounts payable	\$ 45,979	\$ 4,055
Claims payable	290,700	270,500
Unrestricted net assets	1,811,766	2,628,955
Total Liabilities and Fund Balance	\$ 2,148,445	\$ 2,903,510

City of Franklin Self Insurance Fund - Actives
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017


Revenue	2018 Budget	2018 Year-to-Date Budget	2018 Year-to-Date Actual	2017 Year-to-Date Actual
Medical Premiums-City	\$ 2,585,500	868,089	\$ 830,560	\$ 823,146
Medical Premiums-Employee	428,900	142,075	153,633	143,935
Other - Invest Income, Rx Rebates	18,300	6,100	22,342	17,753
Medical Revenue	3,032,700	1,016,264	1,006,535	984,834
Dental Premiums-City	118,300	33,388	36,178	36,527
Dental Premiums-Retirees	6,000	3,114	1,800	1,728
Dental Premiums-Employee	57,000	18,979	18,413	18,582
Dental Revenue	181,300	55,481	56,391	56,837
Total Revenue	3,214,000	1,071,745	1,062,926	1,041,671
Expenditures:				
Active Employees-Medical				
Medical claims - Current Year	2,376,800	507,475	523,358	466,200
Medical claims - Prior Year	-	-	224,879	249,156
Prescription drug claims	-	-	114,837	76,085
Refunds-Stop Loss Coverage	-	-	(18,130)	(13,989)
Total Claims-Actives	2,376,800	507,475	844,944	777,452
Medical Claim Fees	145,000	58,334	53,051	90,348
Memberships	-	-	3,075	3,180
Miscellaneous Wellness	77,000	7,757	6,393	11,295
Section 125 administration Fee	4,500	1,426	1,327	261
Stop Loss Premiums	664,000	238,838	157,239	212,447
ACA Fees	25,000	4,760	-	-
Total Medical Costs-Actives	3,292,300	818,590	1,066,029	1,094,983
Active Employees-Dental				
Dental Claims	165,300	49,068	64,235	50,719
Dental Claim Fees	12,000	4,473	4,689	9,272
Total Dental Costs-Actives	177,300	53,541	68,924	59,991
Retirees-Dental				
Dental Claims	6,000	1,928	2,329	3,675
Dental Claim Fees	200	81	74	142
Total Dental Costs-Retirees	6,200	2,009	2,403	3,817
Total Dental Costs	183,500	55,550	71,327	63,808
Claims contingency	528,000	176,000	-	-
Total Expenditures	4,003,800	1,050,140	1,137,356	1,158,791
Revenue over (under) expenditures	(789,800)	\$ 21,605	(74,430)	(117,120)
Net assets, beginning of year	1,886,196		1,886,196	2,746,075
Net assets, end of period	\$ 1,096,396		\$ 1,811,766	\$ 2,628,955

City of Franklin
City of Franklin Post Employment Benefits Trust
Balance Sheet
April 30, 2018 and 2017

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Cash and investments	\$ -	\$ -
Investments held in trust - Fixed Inc	1,941,416	1,721,343
Investments held in trust - Equities	3,666,866	3,468,769
Accounts receivable	15,332	9,692
Due from Water Utility	-	811
Total Assets	\$ 5,623,614	\$ 5,200,615
<u>Liabilities and Net Assets</u>		
Accounts payable	\$ 6,721	\$ 353
Claims payable	131,100	45,000
Due to City	19,627	26,200
Net assets held in trust for post emp	5,466,166	5,129,062
Total Liabilities and Fund Balance	\$ 5,623,614	\$ 5,200,615

City of Franklin Post Employment Benefits Trust
Statement of Revenue, Expenses and Fund Balance
For the Four months ended April 30, 2018 and 2017

<u>Revenue</u>	<u>2018</u> <u>Year-to-Date</u> <u>Actual</u>	<u>2017</u> <u>Year-to-Date</u> <u>Actual</u>
ARC Medical Charges - City	\$ 74,103	\$ 61,221
Medical Charges - Retirees	61,864	44,032
Implicit Rate Subsidy	145,720	31,952
Medical Revenue	<u>281,687</u>	<u>137,205</u>
Expenditures:		
Retirees-Medical		
Medical claims - Current Year	100,987	60,872
Medical claims - Prior Year	110,769	19,214
Prescription drug claims	40,173	22,845
Refunds-Stop Loss Coverage	(642)	-
Total Claims-Retirees	<u>251,287</u>	<u>102,931</u>
Medical Claim Fees	6,444	9,185
Stop Loss Premiums	23,626	24,789
Miscellaneous Expense	330	300
ACA Fees	-	-
Total Medical Costs-Retirees	<u>281,687</u>	<u>137,205</u>
Revenue over (under) expenditures	-	-
Annual Required Contribution-Net	(71,699)	23,671
Other - Investment Income, etc.	(35,898)	219,555
Total Revenues	<u>(107,597)</u>	<u>243,226</u>
Net Revenues (Expenditures)	(107,597)	243,226
Net assets, beginning of year	<u>5,573,763</u>	<u>4,885,836</u>
Net assets, end of period	<u>\$ 5,466,166</u>	<u>\$ 5,129,062</u>

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/2018
REPORTS & RECOMMENDATIONS	Approval of a Revised Anti-Harassment Policy and Related Applications within the Employee Handbook	ITEM NUMBER 6.19.

The recommended Anti-Harassment Policy was laid over from the prior meeting. There seemed to be a concern that the policy may inadvertently impose a constraint on an Alderperson being able to criticize staff's work or performance. **The policy as written does not impose any greater standard upon Alderpersons than already exists under state and federal law.** Importantly, it is not possible for the City to write a policy that lowers the protections already provided by state and federal law. As such, one need not be concerned that the anti-harassment policy could be used to stifle the opinions or general statements of an Alderperson relative to staff performance. Two primary reasons support this conclusion.

Firstly, the policy is limited to illegal harassment and sexual harassment. Illegal harassment is that which is protected by state and federal law. This is a matter of definition in the policy and is primarily set forth in the first sentence of the fourth paragraph:

"Harassment consists of unwelcomed conduct, whether verbal, physical, or visual, that is **based on a person's protected status**, such as sex, color, race ancestry, religion, national origin, age, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, marital status, veteran status, **or on the basis of any other status or characteristic prohibited by state, federal or local law.**" [Emphasis added]


Limiting the policy to actions "based on a person's protected status" effectively limits its application to those actions that would constitute an illegal act. This conclusion is confirmed by Attorney Claire Hartley of Buelow Vetter who advised on the policy language.

Secondly, the current policy already excludes "the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance." Attorney Hartley initially wanted to remove this sentence; whereas, the Director of Administration wanted it to remain. Ultimately, this section was redrafted, working with Attorney Hartley, to make it clear that the exclusion does not attempt to exclude illegal acts. An Alderperson, for example, could say "Staff Member X needs to write more clearly and do a better job," but could not say "These old guys, like Staff Member X, need to write more clearly and do a better job." The one-word difference arguably attacks the person's age, a "protected status" characteristic, and could then be evidence of illegal harassment.

In conclusion, as noted above, **the policy as written does not impose any greater standard upon an Alderperson than already exists under state and federal law.**"

COUNCIL ACTION REQUESTED

Motion to approve the revised Anti-Harassment Policy and related applications within the Employee Handbook.

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 5/15/2018
REPORTS & RECOMMENDATIONS	Approval of a Revised Anti-Harassment Policy and Related Applications within the Employee Handbook	ITEM NUMBER 610,

The Employee Handbook has an Anti-Harassment Policy included. Although it has always been important, today's social culture has highlighted and emphasized anti-harassment expectations. As such, it is the intent of the Director of Administration to provide training to employees on the topic. The expectation is that outside legal counsel will be used to provide the training as is currently funded within the Administration budget.

Prior to beginning such training, it was worth having the policy reviewed by independent counsel to ensure that it is most up-to-date with recent laws and case law, etc. Attorney Claire Hartley of Buelow Vetter Buikema Olson & Vliet, LLC was chosen based upon how well she provided a seminar on the topic. Although she was given the opportunity to "start from scratch," she concluded that our policy was very well done and only proposed a few changes, which were then addressed with Human Resources staff.

Attached is a red-lined copy of the proposed policy. If approved the final version will, of course, accept all of the proposed changes.

The primary changes address the following:

1. Clarifying that although imposing disciplinary actions is not harassment, it can be if applied in a discriminatory manner.
2. Clarifying that although elected officials are not "employees" of the City under the applicable state and federal laws, they still cannot engage in harassing or discriminatory activities toward employees.
3. Clarifying that the policy is intended to protect not only employees but, also, vendors or customers that engage with City employees and officials.
4. Clarify that the City may take both disciplinary or remedial actions to address violations. (A remedial action is any remedy or solution which may not be disciplinary in nature but that helps address the issue, such as changing a person's shift.)
5. Added a few additional specific examples of actions that would be a violation.
6. The reporting procedure was adjusted to further encourage reporting and clarify the ability to maintain confidentiality.

Because of those changes, two minor changes were also made to the Orientation Program and Acceptable Use of the Internet and E-Mail sections to enhance some of the same anti-harassment concepts. (Note: this technology policy will, itself, be revised in greater detail in the coming months to update it for technology-related updates; nonetheless, these harassment-related corrections are being made at this time.)

The Personnel Committee, Director of Administration, and the Human Resources Coordinator recommend approval.

COUNCIL ACTION REQUESTED

Motion to approve the revised Anti-Harassment Policy and related applications within the Employee Handbook.

Anti-Harassment Policy

The City of Franklin is committed to maintaining a work environment that is free from discrimination. In keeping with this commitment, the City will not tolerate harassment of City employees by anyone, including any supervisor, co-worker, elected or appointed official, vendor, citizen, or customer of the City.

~~Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands, or other supervisory actions intended to promote positive performance.~~

~~Conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands, or other supervisory actions intended to promote positive performance, do not, on their own, constitute harassment. It is, however, important to note that if such disciplinary actions are based on gender or other protected characteristics, such disciplinary actions could be evidence of harassment.~~

Comment [1]: Removed because if the actions are based on gender or other protected characteristic, such actions could be harassment

Comment [ML2]: Rework the paragraph above to keep the idea that valid disciplinary action is not harassment, but add the clarification from "Comment 1" above

Because it is the City of Franklin's policy to foster an environment of respect for the dignity and worth of all its employees, and because incidents of harassment are demeaning to all persons involved and impair the ability of the City to function properly, harassment of any nature will not be tolerated. All employees, (including as well as elected and appointed officials,) are prohibited from engaging in the harassment of any employee, vendor, or customerperson in the course of or in connection with City employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

Comment [ML3]: Helps to clarify elected official employment status relative to applicability of related laws.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, marital status, or veterans status or on the basis of any other status or characteristic prohibited by state, federal or local law. The City will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The City has developed the following guidelines prohibiting harassment for the benefit of all of its employees. It is essential that all employees, elected officials, and appointed officials be aware of and comply with these guidelines. The City strongly disapproves of sexual or other forms of harassment of employees, and will take appropriate disciplinary remedial and/or disciplinary action against any employee who violates this Policy.

Comment [ML4]: Throughout the policy it was clarified that disciplinary AND/OR remedial actions can be taken. A remedial action, for example, may be having somebody switch shifts or take a class. Those actions aren't disciplinary, but still help address a needed solution.

Harassing conduct includes, but is not limited to: slurs or negative stereotyping; bullying, threatening, intimidating or hostile acts; degrading jokes and display or circulation in the workplace of written or graphic material that degrades or shows hostility or aversion toward an individual or group (including through e-mail); or physical touching.

Sexual harassment deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in situations where:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature. ~~Sex~~Gender-based harassment— that is, harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males, referring to employees as "honey," "sweetie," other pet names, etc.) may also constitute discrimination if it is severe or pervasive and directed at employees because of their sex.

Comment [5]: Such pet names tend to give the impression that a person is not taken as seriously, not given proper respect and not an equal because of their gender. We are seeing complaints more and more based on this type of conduct.

The City prohibits its employees from any actions or words which can be construed as harassment or harassing conduct. Violations of this Policy will not be tolerated by the City and may result in discipline up to and including immediate termination and/or removal from office and/or other remedial action as appropriate.

Reporting Procedure

The City of Franklin strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the City's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Manager of Human Resources Coordinator, the Director of Administration, or any Department Head ~~before the conduct becomes severe or pervasive.~~ Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other City of Franklin designated representatives identified above. The City encourages

Comment [6]: Any incidents should be reported to help lessen liability. You do not want employees making the determination about when it is time to report.

reporting incidents of discrimination, harassment, retaliation, or other policy violations.

~~Employees who register complaints or make reports of harassment may request that their complaints or reports be made in confidence, and such requests will be honored to the extent possible. The City will maintain confidentiality of any complaint or investigation to the extent reasonably possible.~~ No information regarding the initial report or the investigation will be released by the City unless required by law or if necessary for the purpose of taking disciplinary or remedial action.

Comment [7]: All should be kept confidential even if an employee does not request it because of privacy concerns for the accused, as well. However, you cannot promise a person that reports complete confidentiality.

Supervisors are required to report harassment cases to their Department Head, who, in turn, is required to report the matter to the Director of Administration. Reports to superiors and the Director of Administration are to be made no matter how the knowledge of the case was acquired.

All employees, including as well as elected or appointed officials, are required to cooperate with the investigation of sexual and other harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation, could subject an employee to discipline, up to and including termination and/or removal from office.

No employee will be subject to discipline, harassment, intimidation, or coercion for filing a charge or complaint alleging unlawful harassment; for assisting or participating in the investigation, hearing or review by a court or government agency; or for being opposed to unlawful harassment.

Responsive Action

Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and appropriately. Responsive action may include, but is not limited to, training, referral to counseling, monitoring of the offender, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination, as the City of Franklin believes appropriate under the circumstances.

Orientation Program

During the employees first few days of employment, they will participate in an orientation program conducted by the Human Resource department and, potentially, various members of their department, including their supervisor. During this program, they will receive important information regarding the performance requirements of their position, basic City of Franklin policies, their compensation, and benefit programs, plus other information necessary to acquaint them with their job and the City of Franklin. They will be asked to complete all necessary paperwork at this time, such as medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state and local tax forms. At this time, they will be required to

Prohibited Acts

Employees using the City of Franklin's Internet and E-mail accounts are acting as representatives of the City of Franklin. As such, employees should act accordingly so as not to damage the reputation of the City.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-City business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the City network or the networks of other users. It must not interfere with your productivity.

E-mail authors should recognize that as a form of "instantaneous" written communication, E-mail messages have a tendency to invite "chat," as such E-mail communications should be treated as are telephone calls, being potentially subject to the Wisconsin Open Meetings Law. Likewise, a series of E-mail messages, with tacit or explicit intent to reach sufficient number of members of a committee or group (walking quorum) is prohibited (to-wit: 3 members of the Common Council; 2 members of a 3-person committee; etc.)

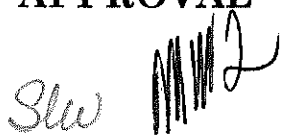
The following actions involving E-Mail and/or the Internet may be grounds for disciplinary action, up to and including termination:

- ◆ The introduction of viruses, or malicious tampering with any computer system.
- ◆ Sending messages of a threatening, bullying, harassing, obscene or profane nature, or that would reasonably be considered offensive and disruptive or to infringe on the personal privacy of others.
- ◆ Sending comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, ~~or~~ disability, gender, or other protected class.
- ◆ Sending any comment, which in any way defames, slanders or libels another person.
- ◆ Gambling or engaging in any other activity in violation of local state or federal law or use for any other purpose which is illegal.
- ◆ Sending unsolicited "junk mail," "for profit" messages, or chain letters.
- ◆ The use of the "All Employees" E-mail group is to be used by Department Heads only.
- ◆ Viewing of offensive, disruptive, or harmful data is prohibited. This includes, but is not limited to, the following:
 - pornographic or erotic images.

- comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, disability or other protected class.
- sexual implications, racial slurs, or derogatory gender-specific comments.
- ◆ Unauthorized access to another's information, materials, E-mail, systems or equipment is prohibited.
- ◆ Excessive use of internet or E-mail for personal use.
- ◆ These systems should not be used for personal on-line stock tracking and/or trading.

If an employee finds that he/she is connected to a site that contains any of the above material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the Director of Administration of the incident. Similarly, an employee must inform the Director of Administration and/or his or her supervisor, as appropriate, if he or she becomes aware that a fellow employee is accessing or has accessed material prohibited above. The City's goal in creating the above standards and reporting requirement is not to create an environment of fear and apprehensiveness for users accessing the Internet and internal networks, but to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/2018
REPORTS & RECOMMENDATIONS	Agreement with the City of Greenfield to Serve as Interim Health Officer for the City of Franklin	ITEM NUMBER <i>G. 20.</i>

Effective June 1, 2018, Bill Wucherer has retired as the City of Franklin's Health Officer. The City currently maintains a Level II Health Department under the prescriptions of the State of Wisconsin. In order to maintain such status during the interim period while the City retains a new individual to serve as Health Officer, it is necessary that the City identify a qualified individual to meet the statutory requirements.

Based upon the recommendation of Bill Wucherer, it is recommended that the City lean upon the Health Department of the City of Greenfield to assist during this period. Mr. Darren Rausch is the Health Officer for the City of Greenfield, and he is qualified and capable of assisting the City during this transitional period. It is worth noting that Mr. Rausch served in a similar role for the City of Cudahy recently. Additionally, the Director of Administration has discussed the matter with representatives of the State Department of Health Services who confirms such a strategy is allowable.

Authorizing such an agreement allows the City of Franklin to meet the requirements necessary to maintain its Level II status and allows Mr. Rausch to lean upon the expertise and experience of existing City staff to ensure smooth, ongoing operations. Importantly, it also provides sufficient time to prepare and implement a hiring strategy that both leverages the greatest potential from possible internal candidates and seeks to draw in the best possible external candidates. The Director of Administration and Human Resources Coordinator will work with the Board of Health and the Mayor to seek out the best qualified individual for a full-time replacement. Ultimately, the appointment of the individual to fill the position will require confirmation by the Common Council. It is estimated that, barring a variety of possible public health crises, it is anticipated that Mr. Rausch would regularly work between 5 and 10 hours per week on average.

It is important to adopt and effectuate an agreement as soon as practicable to retain the Level II status (certain grants require maintaining that designation). Nonetheless, the City of Franklin's approval will precede that of the City of Greenfield (Greenfield next meets around June 17th). Therefore, to try to avoid an August approval and temporary loss of Level II status, the motion provides the authority for the Mayor, relying upon the recommendations of the Director of Administration and/or City Attorney, to evaluate any deviations from the agreement attached hereto as may subsequently be authorized by the City of Greenfield, and to authorize said agreement provided he determines that it does not substantively affect un-insured liabilities or deviate substantially from the draft document as presented.

The Director of Administration recommends approval.

COUNCIL ACTION REQUESTED

Motion to authorize the Mayor, relying upon the recommendations of the Director of Administration and/or City Attorney, to execute a Memorandum of Understanding with the City of Greenfield and or its Health Department for its Director to serve as the City of Franklin's interim Health Officer and to evaluate any deviations from the agreement attached hereto as may subsequently be authorized by the City of Greenfield, and to authorize said agreement provided he determines that it does not substantively affect un-insured liabilities or deviate substantially from the draft document as presented.

Memorandum of Understanding
Between
CITY OF GREENFIELD HEALTH DEPARTMENT
&
CITY OF FRANKLIN HEALTH DEPARTMENT
June 1, 2018

Purpose of Agreement:

To provide temporary services of an individual qualified to act as an Interim Health Officer for the City of Franklin Health Department until such time that the City of Franklin appoints a new Health Officer.

Duration of Agreement:

This agreement is in effect upon signature of both parties and for a period not to exceed December 31, 2018 unless mutually agreed upon in writing by both parties. However, this agreement shall end immediately at such time that the City of Franklin appoints a new Health Officer. Additionally, either party may terminate this agreement at any time given 24 hours written notice to the other party. Any indemnification granted to the City of Greenfield Health Department and the City of Franklin Health Department under this MOU and the provisions of paragraph two of the following "Services Provided" section shall survive the term of this MOU.

Services Provided:

Services of the Interim Health Officer provided by the City of Greenfield Health Department will be limited to the minimum required services specified by applicable federal, state, and/or local regulations, general professional guidance necessary to allow City of Franklin Health Department employees to carry out the duties required of a Level II Health Department, as well as any mutually agreed upon services requested by the City of Franklin for the time period this MOU is in effect. Actual services provided by the Interim Health Officer will be consistent with current regulations as well as professionally accepted practices.

The City of Greenfield and its employees do not assume any other legal responsibilities nor does the City of Greenfield and its employees assume or imply responsibility for any financial obligations, responsibilities or liabilities related to the City of Franklin or any agreements or relationships the City of Franklin has or will enter into prior to, during, or after this MOU ends. Further, the City of Franklin maintains and assumes responsibility for all legal and financial obligations and consequences for any and all incidents related to any of the responsibilities and duties of the City of Franklin Health Department including but not limited to grants, contracts, agreements, other MOUs, day to day operations, and/or emergency responses prior to, during, or after this MOU ends.

Employee Status:

The Interim Health Officer provided under this agreement shall be an employee of the City of Greenfield and not an employee of the City of Franklin. The City of Greenfield shall be responsible for payment of all compensation, taxes, worker compensation insurance, and any

other benefits available to the acting Interim Health Officer as an employee of the City of Greenfield Health Department. The City of Franklin shall keep in full force and effect its liability insurance policies which shall provide coverage for the actions of its employees and the actions of the Interim Health officer provided by the City of Greenfield Health Department.

Reimbursement of Costs:

In consideration for services specified and provided under this MOU, the City of Franklin agrees to pay the City of Greenfield Health Department a sum of \$63.61 per hour and \$0.545 per mile traveled as a direct result of the provision of said services. The City of Greenfield Health Department will generate an invoice specifying the amount of hours of service provided and miles traveled related to the provision of service under this MOU on a monthly basis. The City of Franklin shall pay said invoice in full within 60 days of its receipt. The City of Greenfield shall notify the City of Franklin if the cost of the services provided by the Interim Health Officer is anticipated to exceed \$500.00 in any given month.

Indemnification

Each party shall indemnify and hold harmless the other, their officers, directors, affiliated organizations, employees and agents, and the other members, from any and all liability, obligation, damage, loss, cost, claim or demand whatsoever of any kind or nature, including reasonable attorney's fees, and costs arising directly or indirectly from action taken, direction given, or omissions made by the other party under this MOU.

Sovereign Immunity:

Noting in this MOU constitutes a waiver of either City's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin Statutes or any other protections afforded either City by law.


City of Greenfield Authorized Individual

City of Franklin Authorized Individual

Date

Date

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/2018
REPORTS & RECOMMENDATIONS	Authorize Fred Baumgart to Serve as a Limited-Term, Part-Time Employee in Accordance with the Employee Handbook in Providing Govern Technical Support to the IT Director	ITEM NUMBER G. 21.

MS-Govern is the primary land management, permit, licensing, complaint tracking, and water utility billing system for the City of Franklin. Originally installed in 2003, the application has been entirely supported by the Building Inspection Department with Fred Baumgart as the primary application developer and administrator. Over the course of 15 years, the Information Technology (IT) Department has had limited direct experience supporting and maintaining the application or defining the cross-departmental business processes. Because of the required business knowledge concerning the inspections and land management processes, the support model remained within Building Inspection as the primary knowledge hub on how the Govern system was configured and operated. IT had very limited working knowledge of the product, and the department simply created new user IDs and installed the desktop software onto new computers. For 15 years Fred Baumgart has performed the role as Govern system administrator, and assisted with the troubleshooting of all application and user reported problems.

The Govern system is considered a classic, legacy, Enterprise Resource Planning (ERP) system. Harris Systems coded all application modules in Visual Basic 6, a programming language that was popular in the late 1990's and was a precursor to the Microsoft .NET programming languages. Because of the age of the programming language, the application uses Microsoft Access databases to perform open database connectivity (ODBC) calls to the backend SQL database, as the programming language does not have the ability to directly communicate to the database by itself. Govern uses Crystal Reports as the main report generation tool. The company that owns and develops Crystal Reports has changed ownership 5 times since 2000. The software is currently owned and supported by SAP. Crystal Reports' report development is now considered a legacy skill, as most ERP products incorporate their own reporting writing and data analysis tools. Govern is not Microsoft Active Directory aware; hence all security administration cannot be performed using directory enabled groups. Security is applied within the application at the user level, and new users must be statically configured within Govern form fields and Crystal Reports.

With the retirement of Fred Baumgart and multiple personnel changes within the Building Inspection Department, the old application support model is no longer functional. The IT Department has been tasked with assuming the role of supporting the application and creating a vision on how to either replace or upgrade the product to a newer version. Application integration with other enterprise software, such as the BS&A general ledger system, will be a primary focus with any application upgrade. IT will be required to not only fully understand the underlying business processes surrounding the ERP system, but will need to understand how the existing Govern system parameters are currently defined in order to carry forward the customizations to newer systems.

Govern has developed an update to the Inspection's portion of the software, but migration to that version cannot occur until Govern has also upgraded the Utility Billing portion of their software, which is another module the City uses. In conjunction with that update, the City will be able to migrate away from the old EditAp uniquely-developed software to a newer version of ESRI (mapping) which will allow for elimination of EditAp and incorporation of out-of-the box functionality. That is more consistent with the recommendations of the Technology

Commission. In order to get to that point, however, the City needs to maintain the current Govern version until the migration can occur after the Utility Billing module is completed, hopefully later this year.

IT has a three-pronged approach to maintaining the current version. First, the IT Director is addressing certain items directly using Govern help tools and online manuals. Second, the IT Director uses Govern staff for support. That works well for certain issues within the support agreement, but other issues, for example those dealing with City of Franklin customization, have a cost component from Govern of \$160 per hour. Issues such as deletion/restore of records, modifying data entry forms, creating/updating data entry forms, creating or modifying Crystal Reports, or updating fee tables would be considered billable services at the \$160 per hour rate.

The third prong would require Common Council authority and is the focus of this Council Action Sheet. Where appropriate, based on the specific nature of the issue, the IT Director would like access to the Govern system administrator knowledge and skills that Fred Baumgart has. This would only be used during the period up until the Govern system is upgraded because the new system has a different basis and structure. Mr. Baumgart has offered to provide these services on a limited basis for \$80 per hour, provided the use is structured as a limited, part-time employee. This strategy could very much be in the City's best interest by providing direct, hands-on experience at a price substantially less than Govern directly and by allowing more time for the IT Director to focus on broader network and system issues. The IT Director intends to carefully monitor the use and success of this strategy to ensure it consistently remains in the City's best interest. The bottom line is if the results and benefits are not there, the IT Director would discontinue the use of the services. Should this happen, moving to a silver or gold Govern support tier would be a "Plan B" option where training would also be invoked within the support plan's additional hours.

These hours would be tracked separately from hours during which Mr. Baumgart is providing Building Inspection services. That role, Building Inspection, is tapering off and is currently being managed by the new Building Inspector, Scott Satula, to ensure it is being used more on an on-call basis (as a specific commercial permit comes in and demands attention beyond that available from full-time staff) until Mr. Satula begins working full time in mid-July.

The IT Director provides the following additional discussion to support providing access to Mr. Baumgart for MS-Govern support on a limited basis. As the original application developer, Fred Baumgart was the primary source of knowledge on how MS-Govern was configured and maintained throughout the 15-year lifecycle. In order to support the existing system and move the product over to a new platform, specific knowledge transfers have to be performed. As part of the knowledge transfer over to IT, the following competencies need to be address:

- User tables that have been created to store custom organization data have to be identified along with the table's candidate keys. The use case for each custom table needs to be carefully documented, along with the associated business process.
- System parameters that are used to configure the application rules must be identified. System parameters that are used to populate form fields or functions should be fully documented.
- Govern data entry forms that have been customized for unique controls need to be identified. The values for the controls may either be statically defined, or have values obtained from a specific system parameter.
- An updated schedule of fees needs to be composed, outlining both the fee code and use case surrounding the fee. Any historical change in the fee code should be carefully noted.
- Composite fees (a.k.a. grouped or aggregate fees) should be clearly defined, along with the associated formula on how the final/total fee is calculated.

- An inventory of all Crystal Reports will be performed, identify all reports that are active and which ones are archived older versions. It is estimated that there are currently 350 active Crystal Reports defined within Govern.
- All active Crystal Reports will indicate the use case surrounding the report, if it was generated from a Govern template report, and any customized data or parameter queries contained within. Several reports are parent reports that contain multiple sub reports. Where necessary, the report hierarchy will be identified and documented.
- Commonly encountered administrative "exception handling" will identify how to correct special transactions. This includes identifying outstanding fee credits that have been introduced through errant fee computations or data entry errors. The process of zeroing out the credit balance and reapplying the correct fees should be documented.
- Land management exception handling should be documented, indicating administrative action that must be performed with parcel edits attributed to parcel splits or mergers.
- User administration tasks must be clearly defined, indicating fields and reports that must be changed as part of an employee on boarding or termination. Procedures used to hide archived data that should not be displayed should be clearly defined.

In order to move Govern forward and towards either a new version or alternate system, it is extremely important that each competency be clearly addressed and assigned to multiple administrative personnel. This internalized knowledge will be critical for successfully implementing the configuration of any new system, along with reducing the number of existing configuration parameters to only what is absolutely essential for core functionality. This will allow external application vendors to more easily support our environment. The eventual support model will become less reliant on internal employee knowledge, with external vendors becoming the primary point of contact for exceptions and problem handling. Before a replacement system can be actualized, existing internal system and application knowledge must be fully turned over to a new set of Govern administrators.

The Director of Administration supports the IT Director's recommendation and recommends approval.

COUNCIL ACTION REQUESTED

Motion to authorize Mr. Fred Baumgart to serve as a limited-term, part-time employee, in accordance with the Employee Handbook, providing Govern technical support to the IT Director, as managed by the IT Director within the scope and extent of the adopted IT Department Budget appropriations.

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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/05/2018
REPORTS & RECOMMENDATIONS	A Resolution Setting Forth the Date and Form of a Question for An Advisory Referendum Ballot Regarding the State Enactment of Legislation Protecting Location Businesses, Apartment Owners and Homeowners from Tax Shifts (Mayor Olson)	ITEM NUMBER <i>G.22.</i>

At its meeting of February 18, 2018, the Common Council adopted Resolution No. 2018-7348, a resolution urging the State of Wisconsin to enact legislation protecting location businesses, apartment owners and homeowners from tax shifts. If the Common Council wishes to place an advisory referendum question on ballot for the Partisan Primary Election to be held on August 14, 2018, the 70-day prior to the election deadline is June 5, 2018, pursuant to §8.37, Wis. Stats. (August 28, 2018 is the deadline for establishing a referendum question for the General Election to be held on November 6, 2018.) The following question is the model suggested by the League of Wisconsin Municipalities:

Should the state legislature protect residential property taxpayers by preventing commercial and manufacturing property owners from using tax loopholes that shift an ever-increasing tax burden to homeowners who already pay 68% of the statewide property tax levy by enacting legislation that: 1) prohibits using closed, vacant (dark) properties as comparable properties for determining the assessed value of open, occupied, and fully operational properties; and 2) overturns the 2008 Wisconsin Supreme Court decision in *Walgreens v. City of Madison*, which is being interpreted by the courts as requiring municipalities to assess many leased commercial properties at a substantial discount, often 50% below the actual sale prices of such properties?

Following approval to proceed with placement of the referendum question on the ballot, a Notice of Referendum (Type C Notice) will be prepared which will include the question, and explanatory statement and effect of vote. Costs associated with a referendum question added to the ballot at an election where no other municipal offices are included are estimated to be \$2,000. This estimate includes publication of required notices and the prorated portion of ballot printing, ballot scoring for absentee ballots, and voting system programming.

COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2018-____, a Resolution Setting Forth the Date and Form of a Question for An Advisory Referendum Ballot Regarding the State Enactment of Legislation Protecting Location Businesses, Apartment Owners and Homeowners from Tax Shifts.

or

As directed.

RESOLUTION NO. 2018-_____

A RESOLUTION SETTING FORTH THE DATE AND FORM OF A QUESTION FOR AN
ADVISORY REFERENDUM BALLOT REGARDING THE STATE ENACTMENT OF
LEGISLATION PROTECTING LOCATION BUSINESSES, APARTMENT OWNERS AND
HOMEOWNERS FROM TAX SHIFTS

WHEREAS, the Common Council of the City of Franklin adopted Resolution No. 2018-7348 on February 19, 2018 urging the State of Wisconsin to enact legislation protecting location businesses, apartment owners and homeowners from tax shifts; and

WHEREAS, the Common Council has determined an advisory referendum will give voters the opportunity to ask their state legislators to protect homeowners and small businesses from the shift in property taxes that occurs when multinational big box stores and other retailers use the loopholes to avoid paying their fair share.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Franklin that the following advisory referendum ballot question be submitted to the electorate at the August 14, 2018 election as follows:

“Should the state legislature protect residential property taxpayers by preventing commercial and manufacturing property owners from using tax loopholes that shift an ever-increasing tax burden to homeowners who already pay 68% of the statewide property tax levy by enacting legislation that: 1) prohibits using closed, vacant (dark) properties as comparable properties for determining the assessed value of open, occupied, and fully operational properties; and 2) overturns the 2008 Wisconsin Supreme Court decision in *Walgreens v. City of Madison*, which is being interpreted by the courts as requiring municipalities to assess many leased commercial properties at a substantial discount, often 50% below the actual sale prices of such properties?”

Introduced at a regular meeting of the Common Council of the City of Franklin on the 5th day of June, 2018 by Alderman _____.

Passed and adopted by the Common Council on the _____ day of _____, 2018.

APPROVED:

ATTEST:

Stephen R. Olson, Mayor

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

RESOLUTION NO. 2018-7348

A RESOLUTION URGING THE STATE OF WISCONSIN
TO ENACT LEGISLATION PROTECTING LOCATION BUSINESSES,
APARTMENT OWNERS AND HOMEOWNERS FROM TAX SHIFTS

WHEREAS, homeowners in Wisconsin pay nearly 70% of the total statewide property tax levy; and

WHEREAS, the disproportionate burden of property taxes on homeowners will worsen unless legislators take action to close loopholes in property tax law that some national chain stores use to gain substantial reductions in property taxes; and

WHEREAS, lawsuits in Wisconsin are forcing local governments to lower the market value of thriving national chain stores, shifting the tax burden to local businesses, apartment owners and homeowners; and

WHEREAS, some national chain stores in Wisconsin have argued in communities across the state that the assessed value of their property for property tax purposes should be only half of its actual value on the open market; and

WHEREAS, some national chain stores are using what is known as a "Dark Store" strategy to argue that the assessed value of a new, thriving store should be based on comparing their buildings to vacant or abandoned stores from a different market segment; and

WHEREAS, legislation to close these tax loopholes has been drafted, introduced and subject to public hearings by the Wisconsin legislature; and

WHEREAS, this legislation has sufficient bipartisan support in both houses of the Wisconsin Legislature to pass with wide margins; and


WHEREAS, there is only one more legislative session day remaining in the current legislative calendar.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Franklin does hereby urge the Governor and the Legislature to protect local businesses, apartment owners and homeowners from tax shifts by passing legislation to close the Dark Store and Walgreens property tax loopholes.

BE IT FURTHER RESOLVED that the Common Council directs the City Clerk to immediately send a copy of this Resolution to Governor Scott Walker and the City of Franklin's legislative delegation.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 19th day of February, 2018.

APPROVED:




Stephen R. Olson, Mayor

ATTEST:



Sandra L. Wesolowski, City Clerk

AYES 6 NOES 0 ABSENT 0

<p>APPROVAL</p> <p><i>Slw</i> </p>	<p>REQUEST FOR COUNCIL ACTION</p>	<p>MEETING DATE</p> <p>6/5/2018</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>Notice of Claim and Notice of Injury from Christopher J. Stawski of McGranaghan & Stawski, Ltd, Attorney on Behalf of Enrique Ferreira, Teresa Ferreira and Gerardo Ferreira, Alleging Physical and Psychological Injuries Sustained when a Number of Agents and Employees of the City of Franklin and/or the Franklin Public School District Failed to Follow the Ministerial Duties Imposed Upon Them by the Policies and Procedures of the City of Franklin and/or the Franklin Public School District</p>	<p>ITEM NUMBER</p> <p><i>G. 23.</i></p>
<p>Notice of Claim and Notice of Injury received February 9, 2018 from Christopher J. Stawski of McGranaghan & Stawski, Ltd., Attorney on behalf of Enrique Ferreira and his parents Teresa Ferreira and Gerardo Ferreira, alleging physical and psychological injuries sustained by Enrique Ferreira when a number of agents and employees of the City of Franklin and/or the Franklin Public School District failed to follow the ministerial duties imposed upon them by the policies and procedures of the City of Franklin and/or the Franklin Public School District starting on October 13, 2017 and continuing thereafter until at least the end of the Fall 2017 semester.</p> <p>The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a Notice of Claim and Notice of Injury received February 9, 2018 from Christopher J. Stawski of McGranaghan & Stawski, Ltd., Attorney on behalf of Enrique Ferreira and his parents Teresa Ferreira and Gerardo Ferreira, alleging physical and psychological injuries sustained by Enrique Ferreira when a number of agents and employees of the City of Franklin and/or the Franklin Public School District failed to follow the ministerial duties imposed upon them by the policies and procedures of the City of Franklin and/or the Franklin Public School District starting on October 13, 2017 and continuing thereafter until at least the end of the Fall 2017 semester, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.</p> <p>Staff recommends denial of the claim pursuant to Wisconsin Statute 893.80(1g) for disallowance of the claim, based upon and in concurrence with the attorney representing the City through the municipal insurance provider, who has identified that there are too many questions and issues making acceptance of the claim or settlement considerations premature. Therefore, disallowance of the claim is recommended to adhere to statutory timelines. Based upon the information currently available to the attorney, disallowance of the claim is recommended, more specifically, for the following reasons: the damages appear to be unsubstantiated; the claim presents negligence claims, which are anticipated by and protected by discretionary immunity per Wis. Stat. §893.80; and that the ministerial and known danger exceptions to immunity may not apply based on the information known at this time.</p>		

COUNCIL ACTION REQUESTED

The Common Council may enter closed session pursuant to §19.85(1)(e) and (g), Stats., to consider a Notice of Claim and Notice of Injury received February 9, 2018 from Christopher J. Stawski of McGranaghan & Stawski, Ltd., Attorney on behalf of Enrique Ferreira and his parents Teresa Ferreira and Gerardo Ferreira, alleging physical and psychological injuries sustained by Enrique Ferreira when a number of agents and employees of the City of Franklin and/or the Franklin Public School District failed to follow the ministerial duties imposed upon them by the policies and procedures of the City of Franklin and/or the Franklin Public School District starting on October 13, 2017 and continuing thereafter until at least the end of the Fall 2017 semester, and may reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Motion to deny the Notice of Claim and Notice of Injury on behalf of Enrique Ferreira, Teresa Ferreira, and Gerardo Ferreira pursuant to Wisconsin Statute 893.80(1g), based upon and in concurrence with the attorney representing the City that the investigation revealed that there are too many questions and issues, including but not limited to unsubstantiated damages and application of discretionary immunity per Wis. Stat. §893.80, making acceptance of the claim or settlement considerations premature as discussed in the Council Action Sheet.

OR

Motion to layover and refer to staff for additional information.

NOTICE OF CLAIM
and
NOTICE OF INJURY

RECEIVED
CITY OF FRANKLIN
2018 FEB -9 PM 2:57

*mailed to
Statewide Jersey
R42 on Jane*
2/14/18
2/9/18
1008
PS

TO: Sandra L. Wesolowski or her designee
City Clerk - City of Franklin
9229 W. Loomis Road
Franklin, WI 53132

Janet Evans,
School Board President - Franklin Public School District
4415 W. Hilltop Lane
Franklin, WI 53132

Alan Aleksandrowicz
School Board Clerk - Franklin Public School District
3927 Glenwood Drive
Franklin, WI 53132

NOTICE OF CLAIM

PLEASE TAKE NOTICE that this Notice of Claim against the City of Franklin and/or the Franklin Public School District is hereby presented on behalf of Enrique Ferreira (hereinafter "Ferreira"), date of birth: 11/10/01 and his parents Teresa Ferreira and Gerardo Ferreira due to the events described herein. Starting on October 13, 2017 and continuing thereafter until at least the end of the Fall 2017 semester, Ferreira sustained both physical and psychological injuries when Michael Vuolo, Scott Paprocki and a number of other agents and employees of the City of Franklin and/or the Franklin Public School District failed to follow the ministerial duties imposed upon them by the policies and procedures of the City of Franklin and/or the Franklin Public School District. The Franklin High School Handbook for the 2017-2018 school year prevented students from engaging in behaviors which included, but were not limited to, the following behaviors:

1. Battery/fighting or similar behavior;
2. Verbal abuse;
3. Harassment;
4. Possessing weapons; and
5. Threatening to injure others.

Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District were aware that Ferreira was being subjected to the above behaviors and

other bullying-type behaviors by other students of Franklin High School during the time period referenced above. Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District were also aware that Ferreira was threatened with a gun. Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District breached their ministerial duties to Ferreira by failing to take appropriate action to stop other students from engaging in these behaviors toward Ferreira, failing to impose appropriate disciplinary action against the students engaging in these behaviors and in other ways that are yet to be determined.

Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District knew, or should have known, that other students were engaging in prohibited behaviors toward Ferreira and subjecting him to bullying at all times relevant hereto. Their failure to take appropriate action to stop these prohibited behaviors culminated in an attack that took place on December 21, 2017 during which Ferreira was jumped and beaten by three other students. As a result of this beating, Ferreira sustained a concussion which would have been prevented if Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District had complied with their ministerial duties by imposing the mandated discipline upon the students and others who were engaging in conduct prohibited by the Franklin High School handbook for the 2017–2018 school year and taking other actions that they were mandated to take under the circumstances..

Ferreira resides with his parents Teresa Ferreira and Gerardo Ferreira at 7823 S. 66th Street in Franklin, Wisconsin. As a direct and proximate result of the breaches of the ministerial duties described herein and other ministerial duties that may be currently unknown, Ferreira sustained various injuries. Because Teresa Ferreira and Gerardo Ferreira are responsible for the medical bills incurred by their son, Ferreira, this Notice of Claim and Notice of Injury is asserted on behalf of Ferreira, Teresa Ferreira and Gerardo Ferreira. The undersigned is the attorney for

Ferreira, Teresa Ferreira and Gerardo Ferreira and, as such, is authorized to present and sign this Notice of Claim and Notice of Injury on their behalf.

Dated at Milwaukee, Wisconsin, this 8th day of February 2018.

McGRANAGHAN & STAWSKI LTD.

By:



Christopher J. Stawski,
Attorney for Claimants
State Bar No. 1016435

P.O. Address:

McGranaghan & Stawski Ltd.
735 North Water Street
Suite 1222
Milwaukee, WI 53202
(414) 276-8202

NOTICE OF INJURY

PLEASE TAKE NOTICE that on October 13, 2017 and continuing thereafter, Ferreira, date of birth: 11/10/01, sustained physical and emotional injuries as well as other damages, as did his parents, Teresa Ferreira and Gerardo Ferreira. when Vuolo, Paprocki and other agents and employees of the City of Franklin and/or the Franklin Public School District violated the ministerial duties imposed upon them by the applicable policies and procedures of the Franklin Public School District and/or the City of Franklin and/or Wisconsin Statutes. Per Sec. 893.80, Wis. Stats. notice for said injuries is hereby presented on behalf of Ferreira, Teresa Ferreira and Gerardo Ferreira.

STATEMENT OF CLAIM OF FERREIRA, TERESA FERREIRA AND GERARDO FERREIRA

Past Medical Expenses (Approximate)	\$5,0000.00
Past pain, suffering and emotional distress.	\$50,000.00
Future Medical Expenses (Approximate)	\$2,500.00
Future pain, suffering and emotional distress.. . . .	<u>\$50,000.00</u>
TOTAL	\$107,250.00

WHEREFORE, Ferreira, Teresa Ferreira and Gerardo Ferreira demand satisfaction in the amount indicated above against the City of Franklin and/or the Franklin Public School District because of the above-described injuries sustained by Ferreira as a result of the matters referenced herein.

The undersigned is the attorney for Ferreira, Teresa Ferreira and Gerardo Ferreira and, as such, is authorized to present and sign this Notice of Claim and Notice of Injury on their behalf.

Dated at Milwaukee, Wisconsin, this 8th day of February 2018.

McGRANAGHAN & STAWSKI LTD.

By:



Christopher J. Stawski,
Attorney for Claimants
State Bar No. 1016435

P.O. Address:

McGranaghan & Stawski Ltd.
735 North Water Street
Suite 1222
Milwaukee, WI 53202
(414) 276-8202

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/18
LICENSES AND PERMITS	MISCELLANEOUS LICENSES	ITEM NUMBER H.1.
<p>See attached listing from meeting of June 5, 2018.</p> <p>COUNCIL ACTION REQUESTED</p>		



9229 W. Loomis Road
Franklin, WI 53132-9728

414-425-7500

**License Committee
Agenda*
Aldermen's Room
June 5, 2018 – 3:45 pm**

1.	Call to Order & Roll Call	Time:		
2.	Applicant Interviews & Decisions			
License Applications Reviewed		Recommendations		
Type/ Time	Applicant Information	Approve	Hold	Deny
Class A Combination 2018-19 4:00 p.m.	Mega Marts, LLC Dba Pick N Save #6431 7780 S Lovers Lane Rd Haley Dixon, Agent			
Extraordinary Entertainment & Special Event 4:05 p.m.	Country Lanes Bowling Alley-Car Show Person in Charge-Robert Sczerzen Location-11231 W Forest Home Ave Date/Time of Event: Saturday, 06/09/18 9am-6pm			
Extraordinary Entertainment & Special Event 4:10 p.m.	Main Talent Entertainment –The Midwest Original Music Festival (M.O.M. Fest) Person in Charge: Brian Krasowski Location: Croatian Park, 9100 S. 76 th St Date/Time of Event: Friday 8/24 & Saturday 8/25 - 11 am to 11 pm; Sunday 8/26 – 11 am to 10 pm			
Operator 2017-2018 New 4:15 p.m.	Angela M Damask 3260 S 7 th St Milwaukee, WI 53215 Mulligan's Irish Pub & Grill			
Operator 2018-2019 Renewal	Angela M Damask 3260 S 7 th St Milwaukee, WI 53215 Mulligan's Irish Pub & Grill			
Operator 2017-2018 New 4:20 p.m.	Shawn M Hinkel 2023 S 96 th St West Allis, WI 53227 Walgreen #05459			
Operator 2018-2019 Renewal	Shawn M Hinkel 2023 S 96 th St West Allis, WI 53227 Walgreen #05459			
Operator 2017-2018 New 4:25 p.m.	Oscar A Sastre Colon 3221 S 36 th St Milwaukee, WI 53215 Walgreen #05459			
Operator 2018-2019 Renewal	Oscar A Sastre Colon 3221 S 36 th St Milwaukee, WI 53215 Walgreen #05459			
Operator 2018-2019 New 4:30 p.m.	Stacie L Trippler 5331 N 37 th St Milwaukee, WI 53209 On the Border			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-2018 New 5:00 p.m.	Nicole M Zignego W304N2358 N Westwind Dr., #5A Pewaukee, WI 53072 Rock Snow Park			
Operator 2018-2019 Renewal	Nicole M Zignego W304N2358 N Westwind Dr., #5A Pewaukee, WI 53072 Rock Snow Park			
Class B Combination, Entertainment & Amusement 2018-19	Iron Mike's Bar LLC Dba Iron Mike's 6357 S 27 th St Mike Pues, Agent			
Class B Combination, Entertainment & Amusement, Bowling 2018-19	Root Group LLC Dba Root River Center 7220 W Rawson Ave David Church, Agent			
Class B 2018-19	QT Pizza LLC Rounding Third Pizzeria 7119 S 76 th St Susan Toetz, Agent			
Class B Beer Class C Wine 2018-19	Jiang Saya Enterprises, Inc DBA Oyagi Asian Bistro 6509B S 27 th Street Viengsavanh Sayavongsa, Agent			
Amusement Device Operator 2018-19	Games R Us Inc W144 S6315 College Ct Muskego, WI 53150 Steven Murphy, Owner			
Auto Salvage 2018-19	Al's Auto Salvage 10942 S 124 th St Albert Schill, Owner			
Day Care 2018-19	Academy of Integrity 3900 W Ryan Rd LaQueesha Blockton, Manager			
Operator 2017-2018 New	Kirsten D Auger 2652 s Moorland Rd New Berlin, WI 53151 Sam's Club #8167			
Operator 2018-2019 Renewal	Kirsten D Auger 2652 s Moorland Rd New Berlin, WI 53151 Sam's Club #8167			
Operator 2017-2018 New	Evan R Bautch 7318 S 69 th St Franklin, WI 53132 7-Eleven			
Operator 2018-2019 Renewal	Evan R Bautch 7318 S 69 th St Franklin, WI 53132 7-Eleven			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-2018 New	Colton B Borreson 1381 W Birdsong Dr, Apt A01 Oak Creek, WI 53154 Sam's Club #8167			
Operator 2018-2019 Renewal	Colton B Borreson 1381 W Birdsong Dr, Apt A01 Oak Creek, WI 53154 Sam's Club #8167			
Operator 2017-2018 New	Patricia A Dickerson 711 W Vliet St., #314 Milwaukee, WI 53205 7-Eleven			
Operator 2018-2019 Renewal	Patricia A Dickerson 711 W Vliet St., #314 Milwaukee, WI 53205 7-Eleven			
Operator 2017-2018 New	Michael J Haubrich 2660 11 th Pl, #405 Kenosha, WI 53140 Sam's Club #8167			
Operator 2018-2019 Renewal	Michael J Haubrich 2660 11 th Pl, #405 Kenosha, WI 53140 Sam's Club #8167			
Operator 2017-2018 New	Rita A Heishman 8217 S Four Oaks Dr Franklin, WI 53132 7-Eleven			
Operator 2018-2019 Renewal	Rita A Heishman 8217 S Four Oaks Dr Franklin, WI 53132 7-Eleven			
Operator 2017-2018 New	Stephanie L Hoover 10701 W Grange Ave, #26 Hales Corners, WI 53130 Sendik's Food Market			
Operator 2018-2019 Renewal	Stephanie L Hoover 10701 W Grange Ave, #26 Hales Corners, WI 53130 Sendik's Food Market			
Operator 2017-2018 New	Christopher J Kempken 2933 W Drexel Ave., #507 Franklin, WI 53132 Rock Sports Complex			
Operator 2018-2019 Renewal	Christopher J Kempken 2933 W Drexel Ave., #507 Franklin, WI 53132 Rock Sports Complex			
Operator 2017-2018 New	Evan D Modglin S96W13105 Linksway Ct Muskego, WI 53150 Walgreen #05459			
Operator 2018-2019 Renewal	Evan D Modglin S96W13105 Linksway Ct Muskego, WI 53150 Walgreen #05459			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2017-2018 New	Jacob W Nordstrum 5207 W Donges Ln Brown Deer, WI 53223 Target Store T-2388			
Operator 2018-2019 Renewal	Jacob W Nordstrum 5207 W Donges Ln Brown Deer, WI 53223 Target Store T-2388			
Operator 2017-2018 New	Mary M Olszewski 11355 W Rawson Ave Franklin, WI 53132 The Landmark			
Operator 2018-2019 Renewal	Mary M Olszewski 11355 W Rawson Ave Franklin, WI 53132 The Landmark			
Operator 2017-2018 New	Joseph M Schauer 8520 W Euclid Ave Milwaukee, WI 53227 Croatian Park			
Operator 2018-2019 Renewal	Joseph M Schauer 8520 W Euclid Ave Milwaukee, WI 53227 Croatian Park			
Operator 2017-2018 New	Wendy M Swenarski 6370 Scenic Dr East West Bend, WI 53095 Top Prize Dog			
Operator 2018-2019 Renewal	Wendy M Swenarski 6370 Scenic Dr East West Bend, WI 53095 Top Prize Dog			
Operator 2018-2019 New	Jefferson M Calimlim 632 W Mitchell St., #5 Milwaukee, WI 53204 Hampton Inn & Suites			
Operator 2018-2019 New	Monica S Chance 2436 S 61 st St West Allis, WI 53219 CVS Pharmacy #5390			
Operator 2018-2019 New	Berenice Pachecho Rodriguez 2827 W Parnell Ave, #209 Milwaukee, WI 53221 Kwik Trip #857			
Operator 2018-2019 New	Sherry L Standley 2200 W Kilbourn Ave, #420 Milwaukee, WI 53233 Walmart #1551			
Operator 2018-2019 Renewal	Qyinn M Applin 4521 W Ramsey Ave., #65 Greendale, WI 53129 Country Lanes			
Operator 2018-2019 Renewal	Leesa R Bearder 9644 S 31 st St Franklin, WI 53132 Hampton Inn & Suites			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2018-2019 Renewal	Larry E Behrendt 6631 S 51 st St Franklin, WI 53132 Walgreen #15020			
Operator 2018-2019 Renewal	Joseph A Cauley 1813 S 70 th St West Allis, WI 53214 Rawson Pub			
Operator 2018-2019 Renewal	Carolyn M Christensen 3800 Spruce St Racine, WI 53403 Target Store T-2388			
Operator 2018-2019 Renewal	Shane R Clapsaddle 234 N Broadway, #608 Milwaukee, WI 53202 Target Store T-2388			
Operator 2018-2019 Renewal	Arturo R Contreras 805 S 94 th St West Allis, WI 53214 Hideaway Pub & Eatery			
Operator 2018-2019 Renewal	Kristin A Dombrowski 5440 S Tuckaway Ct, #6 Greenfield, WI 53221 Rock Sports Complex			
Operator 2018-2019 Renewal	Cali G Dunn 2208 S 93 rd St., #4 West Allis, WI 53227 Kwik Trip #857			
Operator 2018-2019 Renewal	Matthew M Fannin S79W18997 Janesville Rd Muskego, WI 53150 Target Store T-2388			
Operator 2018-2019 Renewal	Amanda J Fellows 5411 Nicholson Rd Franksville, WI 53126 Walmart #1551			
Operator 2018-2019 Renewal	Jennacy A Frey 3440 Britton Ridge Union Grove, WI 53182 Target Store T-2388			
Operator 2018-2019 Renewal	Stephen M Gostomski 2064 S 87 th St West Allis, WI 53227 Country Lanes			
Operator 2018-2019 Renewal	Patricia A Greer 1702 E Eden Pl St Francis, WI 53235 CVS Pharmacy			
Operator 2018-2019 Renewal	Jody L Haase 2431 W Carroll Ave Oak Creek, WI 53154 7-Eleven			
Operator 2018-2019 Renewal	Andrew R Hushek 5315 W Arizona St Milwaukee, WI 53219 HC-Franklin VFW Post 10394			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2018-2019 Renewal	Yuzeng Jiang 1325 Sunnyridge Rd., Apt #2 Pewaukee, WI 53072 Oyagi Asian Bistro			
Operator 2018-2019 Renewal	Traci A Krueger 5836 S 37 th Ct Milwaukee, WI 53221 Sendik's Food Market			
Operator 2018-2019 Renewal	Aaron J Lambert 5037 Sycamore St Greendale, WI 53129 Hideaway Pub & Eatery			
Operator 2018-2019 Renewal	Dawn R Luce 2840 21 st St, #28 Kenosha, WI 53140 Walmart #1551			
Operator 2018-2019 Renewal	Lauren B Nerby 3203 W Minnesota Ave Franklin, WI 53132 Kwik Trip #857			
Operator 2018-2019 Renewal	Christine M Ogorzelec 23627 82 nd St Salem, WI 53168 7-Eleven			
Operator 2018-2019 Renewal	Eugenia F Parks-Conway 2151 S 24 th St Milwaukee, WI 53215 Walmart #1551			
Operator 2018-2019 Renewal	Sue E Reynolds 5443 Mulberry Dr Greendale, WI 53129 Sam's Club			
Operator 2018-2019 Renewal	Syed F Rizvi 7164 S Madison Ct Franklin, WI 53132 Andy's on Ryan Rd			
Operator 2018-2019 Renewal	Haley A Rosploch 9213 S 8 th Ave Oak Creek, WI 53154 Hampton Inn & Suites			
Operator 2018-2019 Renewal	Christine A Rozewicz 8123 S Legend Dr., Unit A Franklin, WI 53132 Rawson Pub			
Operator 2018-2019 Renewal	Scott A Schilling 3521 S Chase Ave Milwaukee, WI 53207 7-Eleven			
Operator 2018-2019 Renewal	Jennifer I Schrank 8029 W Euclid Ave Milwaukee, WI 53219 7-Eleven			
Operator 2018-2019 Renewal	James A Seehausen 1220 Michigan Ave South Milwaukee, WI 53172 Kwik Trip #857			

Type/ Time	Applicant Information	Approve	Hold	Deny
Operator 2018-2019 Renewal	Sarah J Walkington 2231 N Himount Blvd Milwaukee, WI 53208 Target Store T-2388			
Operator 2018-2019 Renewal	Veronica Wright 10255 W Plum Tree Cir, #106 Hales Corners, WI 53130 Walmart #1551			
Operator 2018-2019 Renewal	Kenneth J Young 11401 W Swiss St Franklin, WI 53132 Landmark, The			
Operator 2018-2019 Renewal	Alyssa G Zacher 595 E Shepard Hills Dr Oak Creek, WI 53154 Bowery Bar & Grill			
Extraordinary Entertainment & Special Event	American Diabetes Assoc – Tour De Cure Person in charge: American Diabetes Assoc (Heidi Dietrich) Location: Bike ride through Franklin (Oak Leaf Trail, Oakwood Rd) Dates of Event: July 13, 2018, 7:30 am – 3 pm			
People Uniting for the Betterment of Life and Investment in the Community (PUBLIC) Grant	Forest Park Middle School – Park Permit Fee Waivers: Park Permit Date of the Event(s): June 7, 2018 Location: Vernon Barg Pavilion			
3.	Adjournment			
		Time		

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

APPROVAL <i>Slw</i> <i>RA</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/18
Bills	Vouchers and Payroll Approval	ITEM NUMBER I. 1

Attached are vouchers dated May 11, 2018 through June 1, 2018 Nos. 168893 through Nos. 169102 in the amount of \$ 1,203,346.96. Included in this listing are EFT's Nos. 3772 through Nos. 3788 and Library vouchers totaling \$ 8,078.47. Voided checks in the amount of (\$ 150.00) are separately listed.

Early release disbursements dated May 11, 2018 through May 31, 2018 in the amount of \$ 781,951.42 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 May 25, 2018 is \$ 380,611.12 previously estimated at \$ 380,000.00. Payroll deductions dated May 25, 2018 are \$ 389,522.19 previously estimated at \$ 402,000.00.

The estimated payroll for June 8, 2018 is \$ 399,000.00 with estimated deductions and matching payments of \$ 210,000.00.

Attached is a list of property tax refunds and investments Nos. 17866 through Nos. 17871 and EFT Nos. 211 dated May 11, 2018 through May 31, 2018 in the amount of \$ 3,003,225.01. \$3,000,000 of this represents the transfer of collections to investment accounts and \$ 3,225.01 are refunds. These payments have been released as authorized under Resolution 2013-6920. Voided checks in the amount of \$ (2,811.48) are separately listed.

COUNCIL ACTION REQUESTED

Motion approving the following:

- City vouchers with an ending date of June 1, 2018 in the amount of \$ 1,203,346.96 and
- Payroll dated May 25, 2018 in the amount of \$ 380,611.12 and payments of the various payroll deductions in the amount of \$ 389,522.19 plus City matching payments and
- Estimated payroll dated June 8, 2018 in the amount of \$ 399,000.00 and payments of the various payroll deductions in the amount of \$ 210,000.00, plus City matching payments and
- Property Tax refunds with an ending date of May 31, 2018 in the amount of \$ 3,003,225.01.

ROLL CALL VOTE NEEDED