

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE March 6, 2018
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2016-2240, AN ORDINANCE ADOPTING THE 2017 ANNUAL BUDGETS FOR GENERAL, SOLID WASTE, DONATIONS, CIVIC CELEBRATIONS, POLICE GRANTS, TID3, TID4, AND TID5 FUNDS FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2017 TO PROVIDE APPROPRIATIONS FOR ACTUAL PERFORMANCE TO AMENDED BUDGET FOR CALENDAR 2017	ITEM NUMBER <i>6.13.</i>

### Background

As 2017 is wrapping up, several Funds/Departments have exceeded their budget authority. A discussion of issues follows:

**Info Services** – personnel costs are \$72 over spent. The year-end accrued wages were not considered in the budget process.

**Independent Audit** – over plan by \$1,455. 2017's audit had preliminary field work in Dec, 2017 which was billed in Dec, but budgeted in 2018. 2018's budget will be underspent by the \$4,250 billed in 2017.

**Police Personnel Costs** – \$44,619 over spent. Total regular, overtime, vacation and holiday costs was overspent by \$68,994. Overtime is \$146,849 overspent, which is what is causing the issue. The Police Non-Personnel Costs were underspent by \$83,175.

**Fire personnel costs** - \$42,161 over spent – Total regular, overtime, vacation and holiday pay compared to amended budget was over spent by \$79,615; with \$155,022 of that in overtime. Personnel issues caused the overtime spend. Fire Non-Personnel costs were underspent by \$68,547.

**Park's Labor** – overspent by \$17,852. Highway personnel also staff the Parks Dept. The budget anticipates one full time equivalent for Parks purposes. With the increase in Park's acreage and hiking trails, the personnel requirement has grown. The Highway Department personnel budget was \$137,432 underspent. A transfer of \$20,000 from Highway would leave both departments within budget appropriations.

**Solid Waste fund** – operating costs overspent by \$10,179 (0.65%). The CPI increase and number of participating households was greater in 2017 than expected. Revenues also exceeded budget by \$12,105, funding the over spend.

**Donations Fund** – \$2,104 of expenditures for new cabling at Kayla's playground were expended from prior year donations. Those expenditures were not planned.

**Civic Celebrations** – overspent by \$27,016. A longer celebration in 2017 resulted in more revenues and expenditures. The fund operated with a surplus for the year.

**Grant Funds** – Public Safety operating costs over spent by \$5,000. The expected grants were received, and were budgeted as capital, but were spent on training in 2017. A transfer from capital to operating expenditures would be appropriate.

**TID3** – Legal costs associated with a new Developer's Agreement resulting in a \$25 million new project were not anticipated. TID3 has resources to fund this project .

**TID4** – The City engaged a financial consultant to examine opportunities for new development in the District. The costs were not originally planned. TID4 has resources to fund this project.

**TID5** – Development costs related to evaluation of a Development proposal in the new TID were not anticipated. A Developer's Agreement was completed in the first quarter of 2018. The Developer's Agreement provides the City with a TID lifetime administrative fee which should adequately fund this cost.

Staff is recommending the following 2017 Budget Amendments

**General Fund:**

Info Services – personnel -	Increase	500
Independent Audit	Increase	2,000
Police Personnel	Increase	50,000
Fire personnel	Increase	50,000
Highway – personnel	Decrease	20,000
Parks – personnel	Increase	20,000
Contingency	Decrease	102,500

**Solid Waste Fund**

Revenue - Public charges	Increase	12,000
Public Works – non-personnel	Increase	12,000

**Donation Fund**

Recreation – parks – non pers	Increase	2,000
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**Civic Celebrations Fund**

Revenue – public charges	Increase	20,000
Civic Celebrations – non pers	Increase	20,000

**Police Grants**

Police – non-personnel	Increase	5,000
Police – capital	Decrease	5,000

**TID 3 –**

Legal Costs	Increase	5000
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**TID 4**

Revenues – taxes	Increase	17,000
Finance – non-pers	Increase	17,000

**TID 5**

Economic Dev – non pers	Increase	30,000
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### **Recommendation**

The Finance Committee considered this amendment at its February 27, 2018 meeting and recommends its approval.

### **COUNCIL ACTION REQUESTED**

Motion adopting an Ordinance to amend Ordinance 2016-2240, an ordinance adopting the 2017 annual budgets for General, Solid Waste Donations, Civic Celebrations, Police Grants, TID3, TID4, and TID5 Funds for the City of Franklin for fiscal year 2017 to provide appropriations for actual performance to amended budget for calendar 2017

Roll call vote required

Finance Dept - Paul

STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY

ORDINANCE NO. 2017\_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2016-2240, ADOPTING THE 2017 ANNUAL BUDGETS FOR GENERAL, SOLID WASTE, DONATIONS, CIVIC CELEBRATIONS, POLICE GRANTS, TID3, TID 4, AND TID 5 FUNDS FOR THE CITY OF FRANKLIN TO PROVIDE APPROPRIATIONS FOR ACTUAL PERFORMANCE TO AMENDED BUDGET FOR CALENDAR 2017

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

WHEREAS, Information Services personnel costs exceeded budget by \$72; and

WHEREAS, preliminary work on the 2017 audit in December 2017 resulted in charges in 2017 that were anticipated in 2018; and

WHEREAS, Police personnel changes resulted in overtime costs to provide appropriate protection during the year which are offset by underspending in the Police Non-Personnel appropriations; and

WHEREAS, the overtime in the Fire Department has been required to properly staff positions to protect the public which are offset by underspending in the Fire Non-Personnel appropriations; and

WHEREAS, Highway staff split their time between Highway and Parks, Parks incurring more costs than anticipated but Highway Department having less cost; and

WHEREAS, additional households using the Solid Waste service resulting in added revenue and a similar level of cost; and

WHEREAS, additional cabling costs at the Kayla's Playground required unexpected resources from Citizen Donations; and

WHEREAS, a longer Civic Celebration event generated more revenues that supported additional events; and

WHEREAS, the Police used Grant funds for training costs rather than the expected capital expenditures; and

WHEREAS, TID3 legal costs to support a new Developer's Agreement resulted in additional development in the District; and

WHEREAS, a financial consultant was engaged to assess opportunities for new development in TID4 resulting in unexpected fees; and

WHEREAS, negotiating costs for the Developer's Agreement in the Ballpark Commons Development in TID5 exceeded initial estimates; and

WHEREAS, the Common Council of the City of Franklin believes these expenditures provide for the well being of the Community.

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

Section 1 That the 2017 Budget of the General Fund be adjusted as follows:

Info Services	Personnel Serv	Increase	500
Independent Audit – Non Pers Serv		Increase	2,000
Police	Personnel Serv	Increase	50,000
Fire	Personnel Services	Increase	50,000
Highway	Personnel Serv	Decrease	20,000
Parks	Personnel Serv	Increase	20,000
Contingency	Restricted	Decrease	102,500

Section 2 That the 2017 Solid Waste Fund Budget be adjusted as follows:

Revenue	Public Charges	Increase	12,000
Personnel Services		Increased	12,000

Section 3 That the 2017 Donations Fund Budget be adjusted as follows:

Parks	Non-personnel	Increased	2,000
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Section 4 That the 2017 Civic Celebrations Budget be adjusted as follows:

Revenue	Public Charges	Increase	20,000
Civic Cel	Non-Pers	Increased	20,000

Section 5 That the 2017 Police Grants Budget be adjusted as follows:

Police	Non-Personnel	Increased	5,000
Police	Capital	Decreased	5,000

Section 6 That the 2017 TID3 Budget be adjusted as follows:

Legal Costs		Increased	5,000
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Section 7 That the 2017 TID4 Budget be adjusted as follows:

Revenues	Taxes	Increased	17,000
Finance -	Non-personnel	Increased	17,000

Section 8 That the 2017 TID5 Budget be adjusted as follows:

Econ Dev	Non-Pers	Increased	30,000
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Section 9 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this ordinance.

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

APPROVED:

\_\_\_\_\_  
Stephen R Olson, Mayor

ATTEST:

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_

<b>APPROVAL</b> <i>Slw</i> <i>pa</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>March 6, 2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE CAPITAL OUTLAY AND CAPITAL IMPROVEMENT FUNDS FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO CARRYOVER INCOMPLETE 2017 PROJECTS AS AN AMENDMENT TO THE 2018 BUDGET</b>	<b>ITEM NUMBER</b> <i>G.14.</i>

### **Background**

On Sept 19, 2017, the Common Council authorized the "Pre-emption Equipment" project for two traffic signals along S 27<sup>th</sup> Street. The project has a cost of \$15,000. No purchase order was issued for this project, so the funds were not formally encumbered. The project is incomplete on Dec 31, 2017. The projected Dec 31, 2017 Capital Improvement Fund balance included this project. The project should be carried over to 2018 with a Budget Amendment so not to impact other 2018 budget appropriations.

The Police Chief is requesting that the balance of the 2017 project be carried over to 2018 as well amounting to \$87,000.

On November 21, 2017, the Common Council adopted Resolution 2017-7334. This resolution directed the repurposing of \$126,000 of a Police Capital Improvement project appropriations to the Capital Outlay Fund and establishing a new \$25,000 Police project in the Capital Improvement Fund for a Drug Vault Ventilation System. The recommended budget changes would transfer \$101,000 from the Capital Improvement Fund to the Capital Outlay Fund and establish \$46,000 for a Police Vehicle and \$55,000 for City Hall Equipment (City Hall Telephone and Voice Mail System).

On December 19, 2017, the Common Council directed the Director of Finance & Treasurer to prepare an amendment to the 2018 Capital Outlay Budget to carryover two projects, \$15,300 in Information Services (\$4,300 SQL Server License Upgrade & \$11,000 remove office infrastructure firewall project) and \$35,000 in Muni Buildings for Common Council Chambers Sound System.

On October 17, 2017, the Common Council authorized additional funds for the Salt Dome Highway project. \$10,000 of that authorization is needed in 2018, although, no purchase order was issued for the expected electrical work on the project. A \$10,000 addition to the Salt Dome project in the Capital Improvement Fund would be appropriate.

### **Fiscal Impact**

The projects have no 2018 budget appropriation. The attached Budget Amendment will establish a 2018 appropriations. The ending 2017 Capital Outlay and Capital Improvement Fund balances included resources for these projects.

### **Recommendation**

The Finance Committee reviewed this Ordinance at the February 27, 2018 meeting and unanimously recommends adoption.

**COUNCIL ACTION REQUESTED**

Motion adopting Ordinance 2018-\_\_\_\_\_ amending Ordinance 2017-2301, an Ordinance adopting the 2018 annual budgets for the Capital Outlay and Capital Improvement Funds for the City of Franklin for fiscal year 2018 to carryover incomplete 2017 projects as an amendment to the 2018 Budget

Roll call vote needed

Finance Dept - Paul



STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2018\_\_\_\_\_

AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING  
THE 2018 ANNUAL BUDGETS FOR THE CAPITAL OUTLAY AND CAPITAL  
IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO  
CARRYOVER INCOMPLETE 2017 PROJECTS AS AN AMENDMENT TO THE 2018  
BUDGET

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WHEREAS, the Common Council of the City of Franklin adopted the 2017 Annual Budgets for the Capital Improvement; and

WHEREAS, the Common Council approved the ‘Pre-emption Equipment’ project on September 19, 2017 which remains incomplete as of December 31, 2017; and

WHEREAS, the on November 21, 2017 the Common Council approved the repurposing of excess appropriations in the Capital Improvement Fund for a Police Communications System to a Police Drug Vault Ventilation (\$25,000), a City Hall Voice Mail Upgrade system (\$55,000) and a Police Vehicle (\$46,000); and

WHEREAS, on December 19, 2017, the Common Council approved continued efforts for an Information System SQL Server License Upgrade (\$4,300), a Remote Office Infrastructure Project (\$11,000) and Common Council Chambers Sound System (\$35,000); and

WHEREAS; on October 17, 2017 the Common Council authorized the Highway department to expend up to \$30,000 on the Salt Dome project for completion tasks some of which were not encumbered or completed by December 31, 2017; and

WHEREAS, these amounts will be expended in 2018, and as a result, the related appropriations should be made available and appropriated in the 2018 budget; and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such carryover in the 2018 Capital Outlay and Capital Improvement budgets; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below.

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

Section 1 That certain encumbered funds of the 2017 budgeted amounts be transferred forward to the 2018 Annual Budget for the respective funds of the City of Franklin to pay for 2017 encumbrances as follows:

Capital Outlay Fund

Transfers In		Increase	101,000
Info Serv	Equipment	Increase	15,300
Muni Bldg	Equipment	Increase	35,000

Muni Bldg	Equipment	Increase	55,000
Police	Vehicles	Increase	46,000

Capital Improvement Fund			
Transfers Out		Increase	101,000
Police	Building Equipment	Increase	25,000
Highway	Building Improve	Increase	10,000
Highway	Equipment	Increase	102,800

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

Introduced at a regular meeting of the Common Council of the City of Franklin this \_\_\_\_ day of \_\_\_\_\_, 2018.

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Stephen R Olson, Mayor

\_\_\_\_\_  
Sandra L. Wesolowski, City Clerk

AYES \_\_\_\_ NOES \_\_\_\_ ABSENT \_\_\_\_

## Paul Rotzenberg

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**From:** Eric Schroeder  
**Sent:** Monday, February 19, 2018 1:43 PM  
**To:** Paul Rotzenberg  
**Cc:** Maureen Schick; Rick Oliva; Eric Schroeder  
**Subject:** RE: Resolutions 2017-7300 & 2017-7303

Hi Paul,

- 2017 City Improvement Fund had \$102,000 designated for EVP.
- These two intersections approved in 2017 will be installed shortly at a cost not to exceed \$15,000 total.
- Therefore I would request the difference, \$87,000 be encumbered into 2018 to address the final stages of completion of the citywide EVP program, I will be bringing these final stages of completion to the Council in the near future for approval.

Thank you,

Inspector *Eric Schroeder*, UW-CPM

Franklin Police Department  
9455 West Loomis Road  
Franklin, WI 53132  
414.425.2522 (PD)  
414.858.2615 (Office)  
414.313.1990 (Cell)  
414.858.2677 (Fax)  
[eschroeder@franklinwi.gov](mailto:eschroeder@franklinwi.gov)

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**From:** Paul Rotzenberg  
**Sent:** Friday, February 16, 2018 2:00 PM  
**To:** Eric Schroeder  
**Cc:** Maureen Schick  
**Subject:** RE: Resolutions 2017-7300 & 2017-7303

Eric

Finance folks speak in terms of dollars. By my reading of the attached, there is a \$15,000 commitment on the two intersections in 2017. I will create a budget amendment to bring this forward. Since it involves traffic signals, it will be a Highway project not a Police one.

If I don't have the amount and components correct, please let me know, and I can adjust accordingly.

**Paul Rotzenberg, CPA**  
Dir of Finance & Treasurer  
414 427-7514



City of Franklin

A STATE OF WISCONSIN: CITY OF FRANKLIN: MILWAUKEE COUNTY:

RESOLUTION NO. 2017-7334

A RESOLUTION TO AUTHORIZE DESIGNATING 2017 CAPITAL IMPROVEMENT FUND APPROPRIATIONS FOR REPLACEMENT OF A CITY HALL TELEPHONE AND VOICE MAIL SYSTEM UPGRADE, A POLICE DEPARTMENT SQUAD CAR AND ASSOCIATED RADIO, AND A DRUG VAULT VENTILATION SYSTEM WITH APPROPRIATIONS TO COME FROM SAVINGS FROM THE POLICE COMMUNICATIONS CENTER PROJECT

WHEREAS, the amended 2017 budget contains appropriations for a Police Communications Center project in the Capital Improvement Fund, which project is expected to be completed under budget with appropriations of at least \$126,000 remaining available, and

WHEREAS, the 2018 Budget process, recently completed, identified the following three projects as having sufficient importance and priority such that it is in the best interest of the City and in the public interest that the projects be advanced into 2017: City Hall Telephone and Voice Mail System Upgrade, \$55,000, a Police Department Squad Car and associated radio, \$46,000, and a Drug Vault Ventilation System, \$25,000, and

WHEREAS, the 2017 Budget Ordinance, Ordinance 2016-2240, provides that re-designation of Capital Improvement Fund appropriations to different projects shall be in the form of a budget modification that does not require publication, which intent is accomplished by this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Franklin that unused appropriations designated for a Police Communications Center shall be re-designated for the following projects:

- a City Hall Telephone and Voice Mail System Upgrade, \$55,000,
- a Police Department Squad Car and associated radio, \$46,000,
- and a Drug Vault Ventilation System, \$25,000.

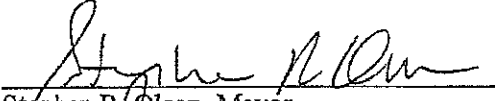
BE IT FURTHER RESOLVED that these projects shall be listed as "Approved" projects for administrative and budgetary purposes.

BE IT FURTHER RESOLVED that should contracts or purchase orders for these projects not be executed prior to the end of 2017, the Director of Finance and Treasurer is directed to bring forward, at a time as he so shall determine, a budget modification to amend the 2018 Budget as necessary.

Introduced at a regular meeting of the Common Council of the City of Franklin this 21st day of November, 2017, by Alderwoman Wilhelm.

Passed and adopted by the Common Council of the City of Franklin this 21st day of November, 2017.

APPROVED:

  
Stephen R. Olson, Mayor

ATTEST:

  
Sandra L. Wesolowski, Director of Clerk Services

AYES 5 NOES 0 ABSENT 1 (Ald. Taylor)

the Edit App Retirement Plan Primary Steps document.  
Seconded by Alderman Barber. All voted Aye; motion carried.

ORD. 2017-2307  
AMEND ORD. 2016-2240 TO  
TRANSFER BUDGET  
APPROPRIATIONS FOR  
LONG-TERM DATA  
STORAGE PROJECT

- G.16. Alderman Taylor moved to adopt Ordinance 2017-2307, AN ORDINANCE TO AMEND ORDINANCE 2016-2240, -AN ORDINANCE ADOPTING THE 2017 ANNUAL BUDGES FOR THE GENERAL FUND AND CAPITAL OUTLAY FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2017 TO TRANSFER BUDGET APPROPRIATIONS FROM INFORMATION SERVICES CAPITAL OUTLAY COMPUTER EQUIPMENT TO POLICE DEPARTMENT CAPITAL OUTLAY COMPUTER EQUIPMENT FOR THE LONG-TERM DATA STORAGE PROJECT. Seconded by Alderman Barber. All voted Aye; motion carried.

2017 INFORMATION  
SERVICES PROJECTS &  
SOUND SYSTEM UPDATE  
OF COMMON COUNCIL  
CHAMBERS

- G.17. Alderman Taylor moved to recommend staff to proceed with development of and proposals for the SQL Server License Upgrade Project and Remote Office Infrastructure Project, including taking such project proposals to the Technology Commission for consideration, and with the Common Council Chamber Sound System Project and to direct the Director of Finance and Treasurer to incorporate the current remaining 2017 appropriations, for a total amount of \$15,300 in Information Services and \$35,000 in Municipal Buildings, into a budget modification for re-appropriation, or carryover, into the 2018 budget. Seconded by Alderman Dandrea. All voted Aye; motion carried.

APPOINTMENT OF INTERIM  
BUILDING INSPECTOR &  
ESTABLISHMENT OF  
INTERIM ASSIGNMENT PAY


- G.18. Alderman Taylor moved to confirm the appointment of John Skuhra as Interim Building Inspector subject to a term not-to-exceed 6 months and effective upon the retirement of the current Building Inspector and to establish an Interim Assignment Pay for Mr. Skuhra of \$82,729.50. Seconded by Alderwoman Wilhelm. On roll call, all voted Aye. Motion carried.

PART-TIME OR  
TEMPORARY ASSISTANT  
BUILDING INSPECTOR  
STAFFING

- G.19. Alderman Taylor moved to authorize the available 2018 Building Inspection Personnel Services appropriations to be used for additional part-time and temporary Assistant Building Inspector staff services, not to exceed the budgeted appropriations. Seconded by Alderman Barber. All voted Aye; motion carried.

CLOSED SESSION  
EMPLOYEE'S PROMOTION  
TO PUBLIC WORKS  
SUPERINTENDENT

- G.20. Alderman Dandrea moved to enter closed session at 7:05 p.m. pursuant to Wis. Stats. § 19.85(1)(c), to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the Common Council has

APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 12/19/2017
REPORTS & RECOMMENDATIONS	Information Services 2017 Capital Outlay Projects & Common Council Chambers Sound System Update & Support for Continuation of Remaining Projects	ITEM NUMBER <u>G.17</u>

Information Services: 2017 was another very successful year in advancing the technological backbone of the City. The first two years since hiring an experienced IT professional to run the day-to-day operations and to establish appropriate network and infrastructure standards have seen significant enhancements.

- The department completed the \$22,000 Long-term Data Storage Project which focused on the hardware supporting our back-up system.
- The approximately \$62,000 Perimeter Security/Firewall Upgrade and Replacement Project was approved by the Common Council 8/15/2017 and has been completed. It came in about \$2,200 under budget. This project significantly increased the network security employing, in part, web-based filtering as recommended by the Technology Commission.
- The Wireless Access Points Project was only recently approved by the Common Council (11/7/2017) and will be completed before the end of the year. The project should be completed under the \$20,300 budget.

All of this was completed this year in addition to maintaining all aspects of the network serving all of the departments, implementing all of their new computer equipment, and troubleshooting problems that arise (and problems arise no matter what improvements are built into the infrastructure).

The Email Upgrade Project funded for this year (\$20,901) was moved to 2018 as part of the 2018 budget process. The VPN and Internet Backup project (\$5,460) is being restructured and will likely come back for consideration in 2018 as part of an operating budget demand (it is appropriately more of a DSL service contract than a capital project).

Two projects, however, have not yet been completed, and staff recommends that the funding remain available so that the projects may be completed in 2018.

- The department has \$4,300 budgeted for a SQL Server License Upgrade. It has been determined that such an upgrade would best occur after completion of one of the budgeted 2018 projects; as such the project was not pursued and the funding remains available.
- Similarly, the Remote Office Infrastructure Project, budgeted at \$11,000, needed to be completed after the Firewall project, which was only recently completed. This project is now recommended for completion in 2018.

The result is that these two projects, with \$15,300 in remaining appropriations, can expect to be completed in the first part of 2018. The funds, however, will not yet be encumbered (contracts executed) prior to the end of 2017. As such, the necessary budget modification would be required during 2018. Staff requests a motion that supports its continued efforts to complete these 2017-approved projects in 2018. With an expectation that they will be permitted to proceed, staff will finalize the recommendations and pricing and take the projects to the Technology Commission for a recommendation. The items would then be brought back to the Common Council for approval, along with the necessary budget modification to re-appropriate the funding that will drop to the fund balance at the end of this year.

Staff strongly recommends that these two projects be allowed to proceed after completion of the remaining 2017 projects.

Common Council Chambers Sound System: Although technology related, this project is in the Municipal Buildings budget. Work on the project has attempted to move it forward, but it is not yet ready for Common Council action. When it was initially budgeted, it was assumed that a vendor could be selected and simply brought in to install a system. Unfortunately, it has been determined that the nature of the project makes it subject to the public construction and public bidding aspects of State statutes. As such, added steps and technical effort is required, particularly because the project exceeds \$25,000 in total. For example, to more closely control the quality of the system installed a detailed set of specifications and plans would need to be developed and included in the bid packet.

Developing such specifications is a technical skill requiring work of an audio professional. The first consultant seemed to provide specifications and plans that were insufficient with our need, which could result in an inferior product installation. A second audio design consultant recently submitted a design proposal. That proposal was \$7,000 just for design services, which is 20 percent of the \$35,000 budget. The Director of Administration does not recommend pursuing this and is working with the vendor to revise the scoping of the design work they proposed, targeting a more reasonable percentage of the project. If the result still seems too high, the Director of Administration may alternatively pursue bolstering the initial proposal to be more complete. Bolstering the initial proposal and leaving a little more open-ended specifications adds some element of risk that the final bid proposals would be found unacceptable. The bottom line is that it is expected that the final design and specification strategy will lie somewhere in between the current proposals. Hopefully, that will be resolved in January, and a contract for design services, which was not even initially anticipated within the project scope, can be advanced.

Given the above explanation and the work that has already gone into the project, this project should also be carried forward to 2018 so that it can be completed.

## **COUNCIL ACTION REQUESTED**

**Recommended:** Motion to recommend staff to proceed with development of and proposals for the SQL Server License Upgrade Project and the Remote Office Infrastructure Project, including taking such project proposals to the Technology Commission for consideration, and with the Common Council Chamber Sound System Project and to direct the Director of Finance and Treasurer to incorporate the current remaining 2017 appropriations, for a total amount of \$15,300 in Information Services and \$35,000 in Municipal Buildings, into a budget modification for re-appropriation, or carryover, into the 2018 budget.

DOA - MWL

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE
<i>slw</i>		10/17/2017
Reports & Recommendations	A RESOLUTION FOR A CHANGE ORDER 01 TO DOME CORPORATION FOR \$9,200 FOR CONSTRUCTION OF SALT STORAGE BARN	ITEM NO. <i>G.15.</i>

#### **BACKGROUND**

The 2018 budget includes \$400,000 for a new salt barn at the DPW yard. Previously, a contract was awarded to Dome Corporation of North American (Saginaw, MI) for \$271,160. Staff had planned to find other vendors for a steel roll-up door but has decided that a wood barn style door is preferable. Dome can supply a barn style door and also install an exhaust fan. An exhaust fan is not required but highly desirable for safety reasons if a loader were working inside for an extended period of time and any pedestrians were observing.

#### **ANALYSIS**

The Enclosed change order with Dome includes \$3,500 for an exhaust fan and hood as well as \$5,700 for barn-style doors. The total change order is \$9,200.

Staff also anticipates spending other funds related to the project including a 100'x100' asphalt pad and some electrical work. These other expenses are expected to be approximately \$30,000. Therefore, the total project costs are expected to be approximately \$310,360. This is well under the \$400,000 initial budget.

#### **OPTIONS**

Approve the Change Order 1, or Deny

#### **FISCAL NOTE**

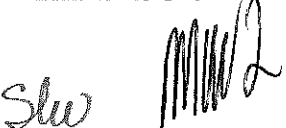
There are adequate funds that need to be appropriated from the capital improvement fund. This will take the 2018 CIP fund balance down to about \$20,000. When the contract was approved at the bid price, the balance of the appropriation was moved to fund other projects and rolled into the 2018 budget.

#### **RECOMMENDATION**

A resolution for a Change Order 01 to Dome Corporation in the amount of \$9,200 for construction of salt storage barn and authorize staff to use up to \$30,000 for other miscellaneous expenditures related to the project.

Engineering Department: GEM



<b>APPROVAL</b> 	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>3/6/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize the Director of Administration to use Heartland Business Systems for sound system design and product specification services in relation to replacing the Common Council Chamber sound system with such costs to be applied against the approved Capital Outlay Fund project.</b>	<b>ITEM NUMBER</b>  <b>G.15.</b>

At the 12/19/17 meeting, the Common Council was provided an update on the Common Council Chambers Sound System. In summary, the updated noted that state purchasing requirements demand that the project be bid out as a public construction project with complete plans, sealed bids, etc. and that a proposal received to prepare the plans was for \$7,000 or 20% of the entire budget.

The Council Action Sheet also indicated the following relative to a strategy moving forward:


“The Director of Administration does not recommend pursuing this and is working with the vendor to revise the scoping of the design work they proposed, targeting a more reasonable percentage of the project. If the result still seems too high, the Director of Administration may alternatively pursue bolstering the initial proposal to be more complete. Bolstering the initial proposal and leaving a little more open-ended specifications adds some element of risk that the final bid proposals would be found unacceptable. The bottom line is that it is expected that the final design and specification strategy will lie somewhere in between the current proposals.”

The reworked proposal was still over \$6,500. As such, the Director of Administration is pursuing the second strategy set forth in December. The City’s current information technology services company, Heartland Business Systems (HBS), has an AV (audio visual) division that can provide sufficient support, including layout design and product specifications. City staff can then prepare and issue the bid packets. The work can be done under the auspices of our existing contract with an anticipated rate of \$125 per hour. The Director of Administration expects under 20 hours of support would be used resulting in a cost of about one-third of the prior proposal. Although the work would be performed under the current IT services contract, a scope-of-work document would be executed so that the costs could be isolated and charged against this Capital Outlay Fund Project. Note that their support in the development of the design would not preclude them from also bidding on the project with a sealed bid because 1) they will not perform any part in the evaluation of bids and 2) the final bids will be generic enough with specifications such that their role in identifying product specifications will not provide them any advantage.

### **COUNCIL ACTION REQUESTED**

Motion to authorize the Director of Administration to use Heartland Business Systems for sound system design and product specification services in relation to replacing the Common Council Chamber sound system with such costs to be applied against the approved Capital Outlay Fund project.

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<b>APPROVAL</b> 	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>3/6/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorization to purchase and proceed with the City Hall Telephone and Voice Mail System Upgrade Project through SKC Communications</b>	<b>ITEM NUMBER</b>  <b>G.16.</b>

At the meeting of November 21, 2017, the Common Council authorized \$55,000 for a City Hall telephone and voice mail system upgrade and further directed that the funding be moved forward to 2018 if the work was not completed prior to the end of 2017. The system also currently serves the Library and Fire Station 1.

Staff has finished its review of the options and looks to move forward with the project. The project involves a complete upgrade of the core Avaya system from CM (Communications Manager) version 2 to CM Release 7, bringing the City up to 2018 standards. Additionally, the project incorporates the following:

- The entire CM R7 system will run on one virtualized server from Avaya.
- Replacement of older existing CM cabinets with G650 Gateways.
- Migrate voice mail from Intuity messaging to CM Messaging. (Instead of a separate voice mail system, the software was incorporated years ago into the core system.)
- Establish EC500 functionality for any City staff personnel that work outside of City Hall. (This, for example, enhances the ability to transfer calls to cell phones automatically, but keeping any voice mail message back within the phone system and not with the cellular provider.)
- Install new GUI-based admin tool, which provides for easier, more intuitive administration of phone lines (such as resetting passwords, moving numbers between ports, programming phones, etc.).
- Admin system training
- Add dual power supplies to avoid the problem recently experienced when part of the phone system went down due to a power supply failure.

The enhancements would be technologically advanced enough to enable City Hall to deploy all 2018 technologies - VoIP, SIP phones, SIP trunks, Social Media integration, Instant Messaging, smartphone integration, etc. Before a full VoIP (Voice over IP) system could be implemented, our IT backbone would need to be enhanced and new handsets would be required but the ability to provide that service is part of the features. In fact, in conjunction with the project, the intent is to purchase approximately 5 VoIP handsets for deployment and testing at remote offices (Fire #2, Fire #3, DPW, and Water). [Those will be purchased separately from the IT Department's Capital Outlay Fund emergency hardware appropriation, if sufficient resources are not available in this Capital Improvement Fund project.] The goal would be to bring these remote separate systems into our main system to extend the features and to enable some improved service options (such as having DPW phones ring to City Hall if needed). Additionally, the strategy would add improved smartphone integration, improved automatic number identification for incoming calls, and the ability to phase in VoIP phones as needed. The intent is to also incorporate the TN-2501 Voice Announcement Card to add enhanced, customizable on-hold and call attendant messaging capabilities, based upon the final licensing costs.

The vendor is SKC Communications, but more importantly the service agent is Tim Olson. Mr. Olson was the successful bidder the last time the City did upgrades to the system around 2008. Since then, Tim has been a constant source of help and assistance and has provided training and network analysis. He and a technician have spent countless hours over the last 2-3 years in helping us plan for this upgrade. A significant portion of the cost is actually effectively passed through to Avaya since vendors who would do this project are buying the items from Avaya based on their NPL, national price list.

As part of the project start-up and installation, an audit will be performed on the final number of needed licenses. The Core, Extension-to-Cellular, and CM voice mail licenses are all bundled as a single license cost. Back when our package was initially purchased, licenses were sold in large groupings; hence the City's 300 licenses. Now they can be purchased individually, so the hope is to slightly reduce the number needed to cover the cost of the Voice Announcement card while staying within budget.

As the system is implemented, staff will then be able to work to reduce the need for paying for Centrex lines in order to save money in the operating budget. This is done in a Phase II to fully integrate the remote sites. A software functionality can be incorporated to ensure the VoIP calls remain 911 identifiable. The costs for maintenance and/or replacement of the remote site, stand-alone phone systems can then be eliminated. This also pushes all of the enhanced system features to the remote locations, as opposed to the significantly limited options provided by small, stand-alone phone systems.

Importantly, this project positions the City for savings in 2019 when the PD system needs a similar upgrade. \$8,000 to \$10,000 would be saved by using the same server as being acquired for City Hall. Voice mail would be extended off the main City Hall system, while the PD would be converted to a survivable remote site off City Hall (essentially providing some duplication or redundancy). Attached are some graphics that show the structure of the phone system currently and following Phase I. Graphics of the potential future phases are also provided.

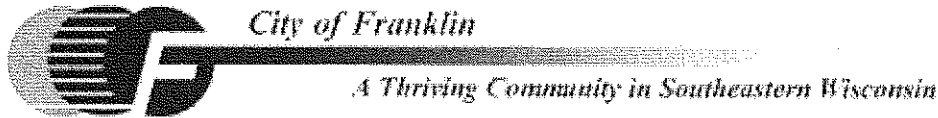
It should be noted that the plan does anticipate reusing nearly all of the "cards" that are slotted into the cabinets. These are then covered by the system's maintenance agreement, so that shouldn't be a problem. There is a limited risk that some of the cards could be too old and outdated to be transferred to the new gateways. That is not expected, and staff will come back to the Common Council if that occurs, but there is a limited risk. Nonetheless, if that were to occur it really wouldn't change the overall need to pursue the upgrade at this time. Two cards that support our T-1 lines (main traffic lines) are being replaced with refurbished cards because the current T-1 cards won't work in the new system). The dual power supplies and IPSI board (allows communication between the software on the server and the phone cards in the Gateway) are also being acquired as refurbished items to help stay within budget.

The budget previously approved by the Common Council for the project is \$55,000 from the Capital Improvement Fund. As noted above, some additional small purchases, such as VoIP handsets, may occur from the IT budget through the Capital Outlay Fund if necessary, but further authorization isn't required for that. The attached document shows the basis for the pricing, although the final document will depend, in part, upon the audit of licenses needed.

## **COUNCIL ACTION REQUESTED**

Motion to authorize the Director of Administration to execute the necessary purchase order(s) with SKC Communications to upgrade the City Hall telephone and voice mail system for an amount not-to-exceed \$55,000 from the Capital Improvement Fund.

Revised February 14, 2018



## AVAYA COMMUNICATION MANAGER R7, SIP, VOICE-OVER-IP (VoIP), & VOICE MAIL UPGRADE

<u>QTY</u>	<u>COMPONENTS</u>
1	Avaya CM Upgrade R7 --(1) R630 Avaya Media Server --(300) Core CM Licenses --(300) Extension-to-Cellular/EC500 Licenses
2	G650 Gateways --Re-use All Existing Cards (except for T-1 Cards)
2	TN-464 T-1 PRI Cards (Refurbished)
1	IPSI Board (Refurbished)
1	VM Migration to New Communication Manager Messaging System --To run on above R630 Avaya Media Server --(300) Licenses
5	9611G IP Speakerphone/Display Sets --Additional VoIP Phones can be Added in the Future as the City's LAN/WAN Environment is Upgraded
4	Complete CCC Planning, OT Installation, & Project Management Hours of On-Site System Admin Training On-Site First Day of Business Support

### FINANCIALS

**NET INVESTMENT**

**\$56,300.00**



City of Franklin

A Thriving Community in Southeastern Wisconsin

Revised February 14, 2018

## OPTIONAL ITEMS

### CUSTOMIZED ON-HOLD MESSAGING

<u>QTY</u>	<u>COMPONENTS</u>
1	TN-2501 Voice-Announcement-over-LAN "VAL" Card (Refurbished) --Provides Customized On-hold Messaging for City info (property tax, city festivals, etc.) that the City can change & update regularly SKC Programming Work to Program VAL & Tenant Partitioning

**NET INVESTMENT** **\$2,200.00**

### DUAL POWER SUPPLIES

<u>QTY</u>	<u>COMPONENTS</u>
1	Dual Power Supply on R630 Media Server
2	Dual Power Supplies for G650 Media Gateways SKC Installation

**NET INVESTMENT** **\$5,776.00**

### E-911 NOTIFICATION SYSTEM

<u>QTY</u>	<u>COMPONENTS</u>
1	RedSky "E911 Anywhere" Notification System SKC & RedSky Joint Implementation to CM System One Year RedSky Support Coverage

**NET INVESTMENT** **TBD**  
**Annual RedSky Support Coverage (starting in month #13)** **\$1,645.00**



City of Franklin

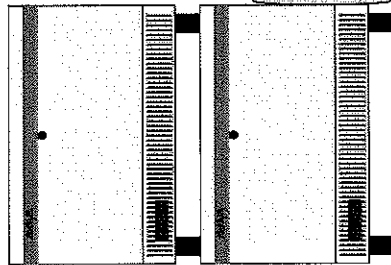
A Thriving Community in Southeastern Wisconsin



## Current City of Franklin Telephone Communications Systems

- Three different manufacturers of equipment at different release levels
- Isolated and dissimilar management interfaces
- Interferes with the ability of Information Services to manage systems
- Does not allow for a single point of management
- No unified dialing between sites. Inter-departmental calls must use public phone network
- End of manufacturer support on many components, some of them dating back to 2000
- No unified customer experience when calling city departments
- No common voice mail which prohibits users from forwarding voice mail to other users
- No ability to easily cover missed calls in one department with another resource
- No ability for customized hold messages or additional instruction to the caller
- No ability to take advantage of present and emerging cost saving technologies
- Systems are not currently equipped to take advantage of Voice over IP (VoIP)
- Systems are not currently equipped to take advantage of Session Initiated Protocol (SIP)
- Limited or no caller ID (ANI)
- Does not allow for the use of the City's Wide Area Network (WAN) in place of the Public System

### City Hall & Library



Definity R12 w/Intuity

PRI ISDN T-1's

CO Centrex Lines

Public Service Telephone Network

CO Centrex Lines

CO Centrex Lines

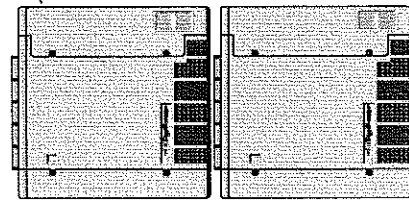
CO Centrex Lines

CO Centrex Lines

CO Centrex Lines

CO Centrex Lines

### Police Dept.



Definity R9 w/Audix

PRI ISDN T-1's

DPW

CO Centrex Lines

CO Centrex Lines

CO Centrex Lines

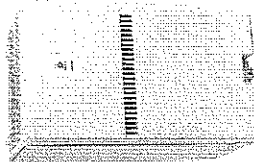
CO Centrex Lines

CO Centrex Lines

CO Centrex Lines

CO Centrex Lines

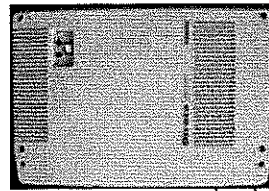
### Water Dept



SKC scope of work and implementation contracts take precedence over this graphical representation. SKC makes no guaranty on the accuracy of systems already in place.

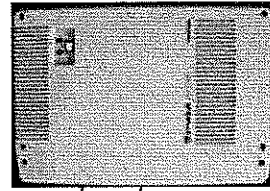
Lucent Partner

### Fire Dept. #2



Toshiba Strata

### Fire Dept. #3

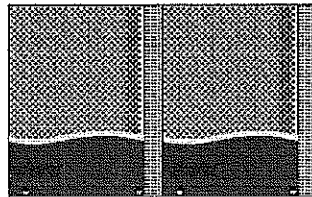


Toshiba Strata

## Phase I Upgrade, Foundation Required for Future Phases

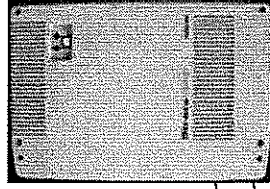
- Upgrade City Hall system to Avaya Aura Communication Manager release 7.x
  - Avaya Aura applications installed on Avaya provided hardware
  - Applications are virtualized on one server
  - SI cabinets will be replaced with supported G650's
  - Ability to test and possibly deploy IP telephones
- Intuity voice mail will be replaced with Communication Manager Messaging
  - New installation of the voicemail system
  - Admin training on the new voicemail system
- Implement Extension to Cellular feature for key personnel
  - Allows for an extension to be answered on a remote number and if not answered cover to city voice mail
- Install updated Avaya Site Administration Tool on up to two city PC's
  - Admin training on new Communication Manager features
  - Admin training on using Site Administration

### City Hall & Library



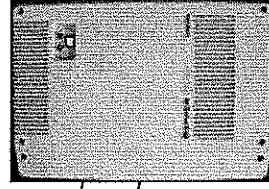
Avaya Aura G650 and virtualized Server

### Fire Dept. #2

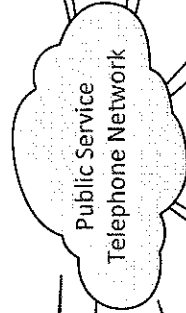


Toshiba Strata

### Fire Dept. #3



Toshiba Strata



PRI ISDN T-1's

CO Centrex Lines

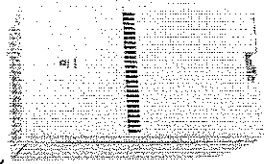
PRI ISDN T-1's

DPW

CO Centrex Lines

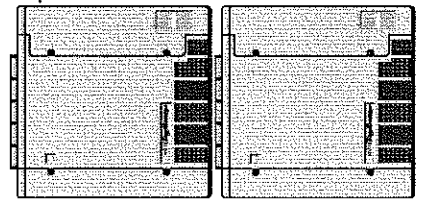
CO Centrex Lines

Water Dept



Lucent Partner

### Police Dept.



Definity R9 w/Audix

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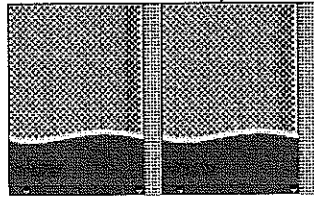
Lucent Partner



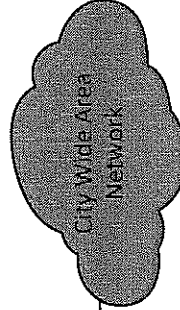
## Phase II Upgrade, Small Remote Sites

- Replace remote sites telephone systems with IP telephones connected to city hall
- Brings remote sites under the same voice system and voice mail as city hall
- Fax and alarm lines at remote sites to remain
- Same dial plan as city hall
- Port (move) current remote site telephone numbers to city hall
- Design will use the city's Wide Area Network and Local Area Network to carry calls
- Implement RedSky 911 services to send correct address for remote sites on emergency calls

### City Hall & Library

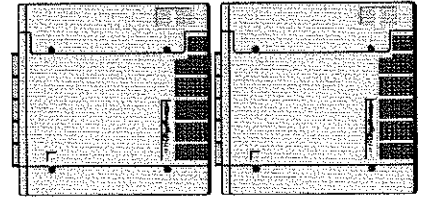


Avaya Aura G650 and  
virtualized Server



City Wide Area  
Network

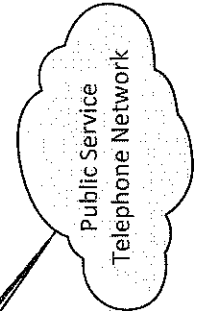
### Police Dept.



Definity R9 w/Audix

PRI ISDN T-1's

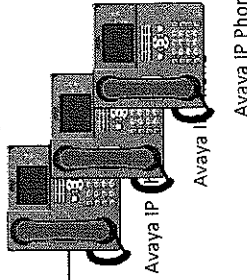
CO Centrex Lines



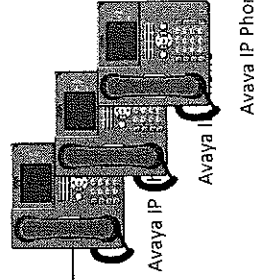
PRI ISDN T-1's

Public Service  
Telephone Network

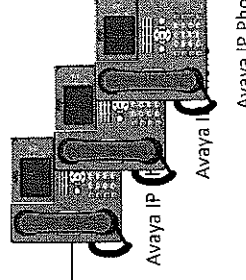
### Fire Dept. #2



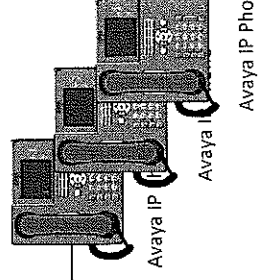
### Fire Dept. #3



### Water Dept



### DPW

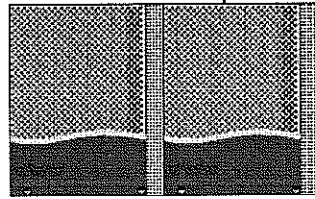


SKC scope of work and implementation contracts take precedence over this graphical representation. SKC makes no guaranty on the accuracy of systems already in place.

## Phase III Upgrade, Police Dept. and a Unified Telephone System

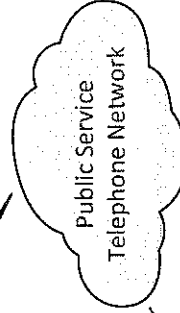
- Merge Police Department voice system with city hall
- Brings police station under the same voice system and voice mail as city hall
- Fax and alarm lines at police station to remain
- Police station ISDN PRI to remain
- Same dial plan as city hall
- Survivable Communication Manager server as a back up
- Update of current CNC system to G650 gateway
- Design will use the city's Wide Area Network and Local Area Network to carry calls
- Add police department to RedSky 911 services to send correct address

### City Hall & Library



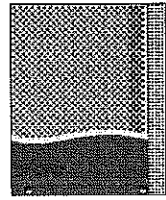
Avaya Aura G650 and  
virtualized Server

CO Centrex Lines  
PRI ISDN T-1's



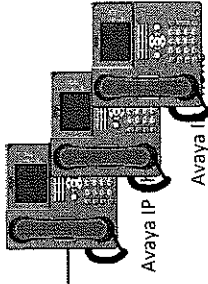
Public Service  
Telephone Network

PRI ISDN T-1's



Avaya Aura G650 and  
virtualized Survivable  
Server

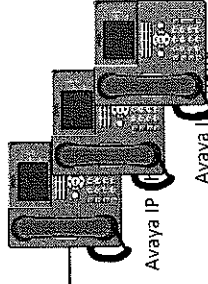
### Fire Dept. #2



Avaya IP

Avaya IP Phone

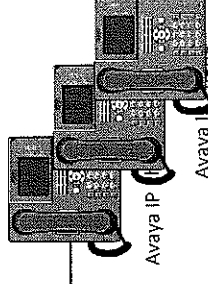
### Fire Dept. #3



Avaya IP

Avaya IP Phone

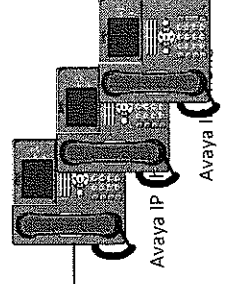
### Water Dept



Avaya IP

Avaya IP Phone

### DPW



Avaya IP

Avaya IP Phone

SKC scope of work and implementation contracts take precedence over this graphical representation. SKC makes no guaranty on the accuracy of systems already in place.

<b>APPROVAL</b> <i>Slw</i> <i>MW</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>3/6/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize the Director of Administration to execute a professional services agreement with L&amp;M Inspections, LLC, for the services of Lee Greivell as a fill-in Assistant Building Inspector</b>	<b>ITEM NUMBER</b>  <i>G.17,</i>

The City of Franklin Building Inspection has historically and routinely used support from independent or retired inspectors to fill-in in the case of short and long-term absences or vacancies. This has been more predominantly the case for plumbing and electrical inspections since the City only has one inspector in each of those operational areas. In the case of construction inspectors, such support has more typically been used during position or long-term medical vacancies. The use has always been budgeted, but contracting was informal. Payments varied based upon the individual and was either per-hour or per-inspection based.

As the Department transitions to a new department head, it also must be prepared to address significant peak demands that will be caused by the multiple, large developments that are about begin submitting permits. The intent of the Director of Administration is that after the new Building Inspector is hired the department will begin to transition each of the individual's that have provided these fill-in services to a more structured role with a pre-approved agreement.

Toward that end, the Director of Administration requests authority to enter into a services agreement with L&M Inspections, LLC. That is the company under which Lee Greivell provides inspection services for the Town of Raymond, Village of Rochester, and Town of Waterford. He carries multiple designations and certifications which could be beneficial to the City. The services contract will be based upon the boiler plate provided by the City Attorney. Hourly rates will be \$85-\$80 per hour. This is slightly more than we have paid for independent inspections, but his company will be providing a certificate of insurance. The others have essentially operated under our insurances and scope of business services. Despite covering three communities, Mr. Greivell believes he would be able to provide hours of service in the afternoons. The exact extent of use will be based upon our demand, his availability, and his performance.


Given the potential for 8 or 9 large multi-family apartments, a baseball stadium, and multiple commercial buildings pursuing permits all at once, the City needs to be prepared to respond to meet peak demands. This contract is one of the steps in that process. The Director of Administration has also been actively pursuing a contract with SAFEbuilt, the largest independent inspection company in the area serving many communities. Again, the goal would be to have access to their services if peak calls for inspection requires added support. They are still determining their pricing proposal, so their contract consideration would be at a subsequent meeting.

It is important to note that although the Building Inspection budget has some, limited funds for fill in support, it may be necessary to seek a budget modification in the future to add resources if the peak demand for services simply cannot be effectively met by existing staff. This circumstance may be exacerbated by current and pending vacancies. The Director of Administration will continue to monitor the issue, and promptly notify the Common Council if added support is needed to ensure, prompt delivery of inspection services during this period of expected high development.

### **COUNCIL ACTION REQUESTED**

Motion to authorize the Director of Administration to execute a professional services agreement with L&M Inspection, LLC, for the services of Lee Greivell as a fill-in Assistant Building Inspector.

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<b>APPROVAL</b>  <i>Slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>3/6/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authorize the Mayor or Director of Administration to execute a Participating Agreement through the National Association of State Procurement Officers' ValuePoint Cooperative Purchasing Organization for copiers, printers, and related devices, as approved by the Wisconsin Director of the State's Bureau of Procurement; and to authorize Department Heads to acquire budgeted, replacement copiers, printers, and related devices under the terms of the Participating Agreement</b>	<b>ITEM NUMBER</b>  <i>G.18.</i>

Chapter 10-15 of the Municipal Code pertains to the Technology Commission. 10-15(E)(3) addresses that copiers are under the purview of the Technology Commission and the IT Department, as it reports to the Director of Administration. 10-15(E)(1) includes all network devices under this same umbrella. Historically, copiers were stand-alone devices and the City did not centrally coordinate copier acquisition. Administration still helped, upon request, but often copiers were negotiated and acquired at the departmental level.

Copier technology has changed significantly in recent years and nearly every copier is also a network device serving both as a network printer and as a direct link to the network file system for scanned documents. Therefore, there is a need for system-wide and network considerations to play a larger role in decisions related to copiers. As such, in accordance with the adopted ordinance, the IT Director has been undertaking an initiative to streamline copier and printing support, all the while aligning photocopying costs and terms to those stipulated within standardized NASPO contracts. As part of refocusing copying and enterprise scanning requirements, the Director of IT recommends migrating all copying needs towards a Toshiba platform, instead of utilizing different copying vendors on a per department basis.

Toshiba offers several significant competitive advantages. First, the Toshiba product line allows for better integration within a Microsoft Windows 2016 networking environment. Current Sharp copiers have difficulties integrating with Windows 2016 DNS servers, requiring static IP addressing to be used throughout copier configuration and user drive mappings. Usage of static IP mappings is a non-scalable solution that is strongly discouraged within IT business practices. Toshiba copiers are less complex to administer and maintain, and they have a more streamlined administrative interface. This allows copier updates to be performed in less time and without error.

More importantly, Toshiba copiers have the ability to use hardware based OCR scanning that is integrated into the system, an option that is not available on Sharp or other copiers. Toshiba copiers also allow for software based OCR servers, either as part of a dedicated Toshiba or third party scanning solution or integrated into a larger Document Management System. The copier quickly becomes a scanning entry point into a larger workflow system, where all documents can be quickly indexed and searched within a digest of text. Built-in OCR also allows for scanning of documents for the creation of editable electronic forms. As documents become work-flow based, highly dependable OCR is an essential technology to the City.

The Director of IT also recognizes James Imaging System as an industry market leader, and is a highly respectable document management vendor within Wisconsin. Unlike other vendors that only specialize in providing only photocopying solutions, James Imaging offers services in copying, managed print services, printer repairs, wide format plotting and scanning, and integrated software solutions - such as enterprise document management and electronic forms processing. As IT services moves from an on-premise towards a managed IT service, James Imaging has the technical capacity to fulfill multiple roles within the outsourcing model. James Imaging has the ability to become a strategic business partner that can fulfill multiple IT capabilities. (Note: At their February 28, 2018 meeting, the Technology Commission approved a motion recommending that the City of Franklin be allowed to standardize copiers within all facilities based upon a Toshiba platform with James Imaging as the provider of the copiers and support and with pricing and terms as directed under the NASPO Participating Agreement.)

The Director of Administration historically recommends purchasing copiers off the State of Wisconsin bid. First, it ensures a very competitive price because the State's bid process generally involves too many devices for vendors not to provide their absolute best price. A second, very important reason is the State uses this leverage to add stricter standards and favorable contract terms that an individual simply doesn't get. Frankly, copier salesmen will tell you they will meet the price (if that is the case they should have participated more aggressively in the state bid) and the terms (the current contract has over 200 pages of supporting documents, so separate vendors simply don't match it), but the City's position is enhanced by being part of a larger purchase group. Purchase is easier because there is no negotiation; one simply picks off the prices and products in the contract. If there are problems, the full pressure of the State can be brought down on the vendor because the vendor does not want to risk their ability to participate in future state bids.

One thing has changed since we last purchased on the State's bid. The State of Wisconsin has followed the same strategy the City is looking to follow. The State participated through the National Association of State Procurement Officers' ValuePoint Cooperative Purchasing Organization. In this instance, the State of Nevada was the lead state and issued the bid document and process. 14 States participated in and use the results from that process. Wisconsin was one of them. Each state then approves specific manufacturers and, then, vendors under the contract. The contract includes new copiers acquired through the end of 2019. Unfortunately, the State of Wisconsin did not select Toshiba. The State indicates that they simply didn't have a need themselves to include Toshiba, but that the City could participate directly in the contract and incorporate the terms bid by Toshiba. The NASPO contract specifically allows for such a provision with the approval of the Director of the State's Bureau of Procurement. The Wisconsin DOA's Director, Rick Hughes, provided the approval, which is attached, and supports our independent pursuit of participating directly.

It is worth noting that even within the NASPO documents, the Toshiba pricing also compares favorably with the other authorized vendors. When comparing the Toshiba product to the Sharp product being sought by the Fire Department, the Sharp product had a cheaper flat monthly cost but a higher per copy charge that caused it to be more expensive overall given the estimated number of copies. This may not be the case in every instance. On a copier-by-copier basis and depending upon use volume, some Toshiba products may end up being slightly more expensive than another brand's copier; nonetheless, for the technical and functional reasons provided above, the Director of Information Technology recommends consolidating behind the Toshiba products.

The Director of Administration, Director of IT, and Technology Commission recommends that the Mayor or Director of Administration be authorized to execute a Participating Agreement (PA) with NASPO for the purpose of establishing a mechanism and pricing for the acquisition of Toshiba copiers through the multi-state competitive bid. Executing the PA allows the City to participate fully and directly with the 14 states in the terms of the contract and ensures the City has the muscle of NASPO behind enforcement of the contract. Entering into the PA does not lock the City into only leasing or buying these copiers, it simply fixes the prices and the terms if the City elects to pursue a Toshiba device. The pricing schedules provide for direct purchase or a variety of lease terms. A variety of levels of machines and features or add-ons are also covered.

Departments will still be able to drive the selection of the features they need. Departments will still be required to ensure their budgets are sufficient to cover the costs and will need to determine whether to purchase or lease (and for what term). Departments will not have to negotiate purchase terms and will have the IT Department to aid them in using the NASPO contract tables to select their speed, size, and features, etc. In short, other than pursuing a general consolidation around the Toshiba product and Toshiba interface, the IT Department will simply serve to help ensure the operating departments get the copier products they need.

The Participating Agreement and leasing document will be converted from a "State" document to a "City of Franklin" document with the same terms as provided for through the State of Nevada's NASPO bid. The process will list James Imaging Company as the vendor underneath our PA. James Imaging currently has the copiers in the Police Department and Health Department and has performed well. The other primary vendor serving the City Hall and Fire Department has also performed well, but does not provide Toshiba and, as such, would be phased out as leases expire.

With this level of documentation in place, replacement and acquisition of copiers should be a simple process and money should be saved due to the competitive bidding. Initial indications are that the Police Department will ultimately see savings as their current copiers are replaced. Therefore, it is probably not necessary that each copier acquisition require separate approval if it has been budgeted and is acquired through this competitive process. The recommended motion for approval therefore addresses both the authority to enter into the PA and the administrative authority to purchase through the PA.

### **COUNCIL ACTION REQUESTED**

Motion to authorize the Mayor or Director of Administration to execute a Participating Agreement through the National Association of State Procurement Officers' ValuePoint Cooperative Purchasing Organization for copiers, printers, and related devices, as approved by the Wisconsin Director of the State's Bureau of Procurement; and to authorize Department Heads to acquire budgeted, replacement copiers, printers, and related devices under the terms of the Participating Agreement.

## Lisa Huening

---

**From:** Mark Luberd  
**Sent:** Wednesday, February 28, 2018 2:03 PM  
**To:** Lisa Huening  
**Subject:** FW: Toshiba

**From:** Hughes, Rick S - DOA [<mailto:Rick.Hughes@wisconsin.gov>]  
**Sent:** Sunday, February 18, 2018 9:54 PM  
**To:** Mark Luberd  
**Cc:** Jeff Holden; Witecha, James C - DOA  
**Subject:** RE: Toshiba

Hello Mark,

I am sending you this note to thank you for your inquiry and to say that we have no immediate plans to enter into a Participating Addendum (PA) under the NASPO ValuePoint contract that you referenced here. However, I want you to know that we support your independent pursuit of such a PA and have copied Jeff Holden here, who is the Midwest representative for the purchasing cooperative NASPO ValuePoint. Please let us know if we can help you in the future with anything. You may visit our VendorNet site here <https://vendornet.wi.gov/Contracts.aspx> for other contracts that may be of interest to you. If you need any help, please contact us

at: Email: [DOAWISPro@wisconsin.gov](mailto:DOAWISPro@wisconsin.gov)

Phone: 1-800-482-7813 (U.S. only) or 608-264-7897

Thank you,  
Rick

Rick S. Hughes, CPA, JD, CPPO,  
Director- State Bureau of Procurement  
Wisconsin Department of Administration  
101 East Wilson Street, 6<sup>th</sup> Floor  
Madison, WI 53707-7867

Email: [rick.hughes@wisconsin.gov](mailto:rick.hughes@wisconsin.gov)  
Phone: 608-266-1558

**From:** Witecha, James C - DOA  
**Sent:** Tuesday, February 13, 2018 11:22 AM  
**To:** Hughes, Rick S - DOA <[Rick.Hughes@wisconsin.gov](mailto:Rick.Hughes@wisconsin.gov)>  
**Subject:** FW: Toshiba

Rick,

I received a call from the City of Franklin today regarding their desire for a Toshiba PA on our NASPO copier contract. In speaking with Brenda, it seems there has been very little historical spend with Toshiba across the state. We have had PAs with four other vendors for almost three years now, and there has essentially been no demand expressed to add Toshiba during that time. Franklin may want to proceed with its own PA.



Thank you,

**From:** Mark Lubberda [<mailto:MLubberda@franklinwi.gov>]  
**Sent:** Tuesday, February 13, 2018 10:00 AM  
**To:** Witecha, James C - DOA <[James.Witecha@wisconsin.gov](mailto:James.Witecha@wisconsin.gov)>  
**Subject:** Toshiba

Jim,

Thanks for taking my call and offering to follow up on the potential for Toshiba to be part of the copier contract, directly or through a PA with NASPO. My office number is 414-858-1100 and my cell number is 414-659-3087.

The Toshiba software has worked better with our network, which has allowed them to function better as a network device and saved time for IT in set up. Products like Sharp are much more labor intensive for set-up as a network device. That is one of the reasons we were hoping to continue an arrangement we have had with Toshiba. On the other hand, I do like to be able to take part of all the added protections that come from the state contracts, so I'm concerned about continuing with Toshiba absent the state protections. I presume the same added level of protections are incorporated in the contracts now that it is done through an AP with NASPO; I haven't dug through all of the contract terms myself recently to determine if they have changed much from when the State did the bidding directly.

Look forward to hearing from you.

**Mark Lubberda**  
Director of Administration  
[mlubberda@franklinwi.gov](mailto:mlubberda@franklinwi.gov)  
414-858-1100



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<b>APPROVAL</b>  <i>Slw mwf/</i> <i>th</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  <b>3/6/2018</b>
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>Authority to Execute Continued ArcGIS Software Maintenance Renewals as Provided thru ESRI, Inc.</b>	<b>ITEM NUMBER</b>  <b>G.19,</b>

Attached is the annual quotation from ESRI, Inc. for the City of Franklin's ArcGIS license/software maintenance renewal. This is an annual budgeted item in the Information Services Software Maintenance Account (01.0144.5257). The City has contracted with ESRI, Inc. for its GIS software maintenance/licenses for 17 plus years.

As this is a fairly large expenditure, the Director of Administration is bringing this forth more for informational purposes and requests the Council's authorization for him to execute this and ongoing annual quotations with ESRI, Inc. for the ArcGIS software maintenance renewal as long as ESRI, Inc. remains as the City's ArcGIS software maintenance provider and the Common Council establishes appropriations during the annual budget process.

### **COUNCIL ACTION REQUESTED**

Motion to authorize the Director of Administration to execute ESRI, Inc.'s Quotation #25828711, dated 1/19/2018, for the City of Franklin's annual ArcGIS software maintenance renewal and further authorize the Director of Administration to execute ongoing future annual ArcGIS software maintenance renewals as long as ESRI, Inc. remains the provider and the Common Council establishes appropriations during the annual budget process.



Esri Inc  
380 New York Street  
Redlands CA 92373

## **Subject: Renewal Quotation**

**Date:** 01/19/2018  
**To:** Todd Niedermeyer  
**Organization:** City of Franklin  
Administration Dept  
**Fax #:** 414-427-7627 **Phone #:** 414-427-7616  
  
**From:** Melissa Mulcahy  
**Fax #:** **Phone #:** 888-377-4575 Ext. 7972  
**Email:** MMulcahy@esri.com

Number of pages transmitted  
(including this cover sheet): 4

Quotation #25828711  
Document Date: 01/19/2018

Please find the attached quotation for your forthcoming term. Keeping your term current may entitle you to exclusive benefits, and if you choose to discontinue your coverage, you will become ineligible for these valuable benefits and services.

If your quote is regarding software maintenance renewal, visit the following website for details regarding the maintenance program benefits at your licensing level  
<http://www.esri.com/apps/products/maintenance/qualifying.cfm>

All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your coverage at a later date.

Please note: Certain programs and license types may have varying benefits. Complimentary User Conference registrations, software support, and software and data updates are not included in all programs.

Customers who have multiple copies of certain Esri licenses may have the option of supporting some of their licenses with secondary maintenance.

For information about the terms of use for Esri products as well as purchase order terms and conditions, please visit  
<http://www.esri.com/legal/licensing/software-license.html>

If you have any questions or need additional information, please contact Customer Service at 888-377-4575 option 5.

**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45757972

## Quotation

**Date:** 01/19/2018**Quotation Number:** 25828711**Contract Number:** 2008MPA2644**Send Purchase Orders To:**

Environmental Systems Research Institute, Inc.  
380 New York Street  
Redlands, CA 92373-8100  
Attn: Melissa Mulcahy

**Please include the following remittance address on your Purchase Order:**

Environmental Systems Research Institute, Inc.  
P.O. Box 741076  
Los Angeles, CA 90074-1076

City of Franklin  
Administration Dept  
9229 W Loomis Rd  
Franklin WI 53132  
**Attn:** Todd Niedermeyer

**Customer Number:** 201371

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	52384 ArcGIS Desktop Advanced Concurrent Use Primary Maintenance Start Date: 04/20/2018 End Date: 04/19/2019	3,000.00	3,000.00
1010	2	52385 ArcGIS Desktop Advanced Concurrent Use Secondary Maintenance Start Date: 04/20/2018 End Date: 04/19/2019	1,200.00	2,400.00
2010	1	87194 ArcGIS Desktop Basic Concurrent Use Primary Maintenance Start Date: 04/20/2018 End Date: 04/19/2019	700.00	700.00
3010	8	87195 ArcGIS Desktop Basic Concurrent Use Secondary Maintenance Start Date: 04/20/2018 End Date: 04/19/2019	500.00	4,000.00
4010	1	98696	500.00	500.00

**Quotation is valid for 90 days from document date.**

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

**Issued By:** Melissa Mulcahy**Ext:** 7972

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.

**esri**<sup>®</sup>380 New York Street  
Redlands, CA 92373  
Phone: 888-377-45757972**Quotation**

Page 2

**Date:** 01/19/2018**Quotation Number:** 25828711**Contract Number:** 2008MPA2644

Item	Qty	Material#	Unit Price	Extended Price
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ArcGIS Publisher for Desktop Concurrent Use Primary Maintenance

Start Date: 04/20/2018

End Date: 04/19/2019

5010	1	87192	400.00	400.00
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ArcGIS Desktop Basic Single Use Primary Maintenance

Start Date: 04/20/2018

End Date: 04/19/2019

6010	1	98134	500.00	500.00
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ArcGIS Data Interoperability for Desktop Concurrent Use Primary Maintenance

Start Date: 04/20/2018

End Date: 04/19/2019

7010	1	157023	1,759.00	1,759.00
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ArcGIS Developer Professional Annual Subscription

Start Date: 04/20/2018

End Date: 04/19/2019

8010	1	161328	5,000.00	5,000.00
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ArcGIS Enterprise Standard Up to Four Cores Maintenance

Start Date: 04/20/2018

End Date: 04/19/2019

<b>Item Subtotal</b>	18,259.00
<b>Estimated Tax</b>	0.00
<b>Total</b>	<b>USD 18,259.00</b>

**DUNS/CEC: 06-313-4175 CAGE: 0AMS3**

[CSBATCHDOM]

**esri**<sup>®</sup>

380 New York Street  
Redlands, CA 92373  
Phone: 888-377-4575/7972

## Quotation

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<b>Date:</b> 01/19/2018	<b>Quotation No:</b> 25828711	<b>Customer No:</b> 201371	<b>Contract No:</b> 2008MPA2644
Item	Qty	Material#	Unit Price      Extended Price

If there are any changes required to your quotation please respond to this email and indicate any changes in your invoice authorization.

If you choose to discontinue your support, you will become ineligible for support benefits and services. All maintenance fees from the date of discontinuation will be due and payable if you decide to reactivate your support coverage at a later date.

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <http://www.esri.com/~ /media/Files/Pdfs/legal/pdfs/e300.pdf> and your signed agreement with Esri, if applicable. If no such agreement covers any item, then Esri's standard terms and conditions and product specific scope of use, found at <http://www.esri.com/legal/software-license> apply to your purchase of that item. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance of this quotation is limited to the terms of this Quotation. State and local government entities in California or Maryland buying under the State Contract are also subject to the terms and conditions found at <http://www.esri.com/legal/supplemental-terms-and-conditions>. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

By signing below, you are authorizing Esri to issue a software support invoice in the amount of USD \_\_\_\_\_ plus sales tax, if applicable.

Please check one of the following:

\_\_\_\_\_ I agree to pay any applicable sales tax.

\_\_\_\_\_ I am tax exempt. Please contact me if Esri does not have my current exempt information on file.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Title

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<b>APPROVAL</b> <i>slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>3/06/2018</b>
<b>REPORTS AND RECOMMENDATIONS</b>	<b>Schedule Committee of the Whole and Common Council Meetings for June through December 2018</b>	<b>ITEM NUMBER</b> <i>G. 20.</i>

The Common Council may reschedule any Committee of the Whole and/or Common Council meetings from June through December, 2018.

**June 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Independence Day	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 Primary Election	22	23	24	25
26	27	28	29	30	31	

**September 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**October 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 General Election	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Thanksgiving Day	23	24
25	26	27	28	29	30	

**December 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Christmas	26	27	28	29
30	31					

The 2019 Annual Budget Preparation Timetable was approved at the Common Council meeting of February 19, 2018 and is attached for your consideration in scheduling Committee of the Whole and Common Council meetings for June through December 2018.

### COUNCIL ACTION REQUESTED

Motion to establish 2018 meetings as follows: (dates to be determined by the Common Council)

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

**Schedule**

Tuesday, September 18	Common Council Meeting Agenda Item: Presentation on overview of budget and major budget initiatives. Aldermen determine or identify additional materials or information needed for 10/1 budget discussions.
Wednesday September 19 To Monday, October 1	Aldermen may contact department heads with budget questions.
Monday, October 1	Committee of the Whole Agenda Item: Review of Mayor's Recommended Budget.
Tuesday, October 2	Alternate day for additional Committee of the Whole meeting and budget discussion in conjunction with regular Common Council meeting.
Friday, October 12	Last regular work day for budget changes to be included in the Public Hearing notice.
Monday, October 15 To Wednesday, October 17	Preparation and Submission of Public Hearing Notice.
Tuesday, October 16	Regular Common Council Meeting, available for discussion of any budget topic as may be needed.
Wednesday, October 24	Publication of Preliminary Budget and Hearing Notice.
Monday, November 5 & Tuesday, November 6	Regular Committee of the Whole & Common Council meetings available for discussion of any budget topics as may be needed.
Tuesday, November 13	<b><u>Special Common Council Meeting:</u></b> Public Hearing on the Proposed Annual Budget AND Adoption of Annual Budget [Note: The late date does not provide opportunity for delay].

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

<b>APPROVAL</b> <i>Slw</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>3/06/18</b>
<b>LICENSES AND PERMITS</b>	<b>MISCELLANEOUS LICENSES</b>	<b>ITEM NUMBER</b> <b>H.1.</b>
<p>See attached list from meeting of March 6, 2018.</p> <p><b>COUNCIL ACTION REQUESTED</b></p>		



**License Committee  
Agenda\*  
Aldermen's Room  
March 06, 2018 – 5:45pm**

<b>1.</b>	<b>Call to Order &amp; Roll Call</b>	<b>Time:</b>		
<b>2.</b>	<b>Applicant Interviews &amp; Decisions</b>			
<b>License Applications Reviewed</b>		<b>Recommendations</b>		
<b>Type/ Time</b>	<b>Applicant Information</b>	<b>Approve</b>	<b>Hold</b>	<b>Deny</b>
<b>Class B Beer Class C Wine 2017-18 New 5:50 PM</b>	<b>Lover Lane Buffet, INC</b> DBA Lovers Lane Sushi & Seafood Buffet 6514 S Lovers Lane Rd JingDuan Jiang, Agent			
<b>Class B Beer Class C Wine 2017-18 New 5:55 PM</b>	<b>Jiang Saya Enterprises, Inc</b> DBA Oyagi Asian Bistro 6509B S 27 <sup>th</sup> Street Viengsavanh Sayavongsa, Agent			
<b>Operator 2017-18</b>	<b>Arturo R Contreras</b> 805 S 94 <sup>th</sup> St West Allis, WI 53214 Hideaway Pub & Eatery			
<b>Operator 2017-18</b>	<b>Milan Djurina</b> 2326 W Clayton Crest Ave Milwaukee, WI 53221 Croatian Park			
<b>Operator 2017-2018</b>	<b>Christina M Elliott-Pipp</b> 2100 W Pierce St, Loft 120 Milwaukee, WI 53204 Hideaway Pub & Eatery			
<b>Operator 2017-18</b>	<b>Yuzeng Jiang</b> 1325 Sunnyridge Rd, Apt #2 Pewaukee, WI 53072 Oyagi Asian Bistro			
<b>Operator 2017-18</b>	<b>Yanni Jin</b> 10375 W Plum Tree Cir, Apt #201 Hales Corners, WI 53130 Lovers Lane Sushi & Seafood Buffet			
<b>Operator 2017-18</b>	<b>Tiffany R Zebrasky</b> 230 N Milwaukee St Waterford, WI 53185 Irish Cottage			
<b>Change of Agent 2017-18</b>	<b>Ricky J Kloth</b> N9131 Eastwood Dr East Troy, WI 53120 Pick N Save #6360			
<b>3.</b>	<b>Adjournment</b>			
		<b>Time</b>		

\*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.

<b>APPROVAL</b> <i>Slw pr</i>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b> <b>3/6/18</b>
<b>Bills</b>	<b>Vouchers and Payroll Approval</b>	<b>ITEM NUMBER</b> <b>I. 1</b>

Attached are vouchers dated February 16, 2018 through March 1, 2018 Nos. 168015 through Nos. 168163 in the amount of \$ 2,121,046.83. Of this, \$1,220,600.00 represents debt service payments. Included in this listing are EFT's Nos. 3700 through Nos. 3711 and Library vouchers totaling \$ 72,959.66. Voided checks in the amount of (\$ 72.49) are separately listed.

Early release disbursements dated February 16, 2018 through February 28, 2018 in the amount of \$ 536,241.88 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 March 2 2018 is \$ 374,588.82 previously estimated at \$ 374,000.00. Payroll deductions dated March 2, 2018 are \$ 198,591.54 previously estimated at \$ 211,000.00.

The estimated payroll for March 16, 2018 is \$ 370,000.00 with estimated deductions and matching payments of \$ 385,000.00.

Attached is a list of property tax refunds and settlements Nos. 17846 through Nos. 17847 and EFT Nos. 200 through Nos. 204 dated February 16, 2018 through March 1, 2018 in the amount of \$ 5,765,459.52. \$ 5,764,858.14 of this represents settlements and \$ 601.38 of this represents refunds. An additional \$11,960,549.97 was transferred from the Tax investment accounts directly to other taxing authorities. These payments have been released as authorized under Resolution 2013-6920. Voided checks in the amount of (\$ 2,933.70) are separately listed.

Approval to release MRO payment for hotel demo to TI Investors of Franklin Apartments, LLC in the amount of \$109,000.00.

### ***COUNCIL ACTION REQUESTED***

Motion approving the following:

- City vouchers with an ending date of March 1, 2018 in the amount of \$ 2,121,046.83 and
- Payroll dated March 2, 2018 in the amount of \$ 374,588.82 and payments of the various payroll deductions in the amount of \$ 198,591.54 plus City matching payments and
- Estimated payroll dated March 16, 2018 in the amount of \$ 370,000.00 and payments of the various payroll deductions in the amount of \$ 385,000.00, plus City matching payments and
- Property Tax refunds and payments with an ending date of March 1, 2018 in the amount of \$ 5,765,459.52 and
- The release of payment to TI Investors of Franklin Apartments, LLC in the amount of \$109,000.00.

**ROLL CALL VOTE NEEDED**