

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL, HEARING ROOM  
9229 W. Loomis Road, Franklin, WI 53132  
Monday, May 20<sup>th</sup>, 2024 – 6:00 p.m.**

**AGENDA**

- I. Call to Order, Roll Call, and Pledge of Allegiance
- II. Citizen Comment Period
- III. Approval of the Minutes from 2/19/2024
- IV. Approval of Staffing Changes in the Department of Public Works
- V. Approval of a City Attorney Staff Position and a City Attorney Job Description
- VI. Nepotism Policy
- VII. Director of Administration Updates
- VIII. Staffing Report
- IX. Future Agenda Items
  - Compensation Study
  - Employee Survey
- X. Next Scheduled Meeting Date – June 17<sup>th</sup>, 2024
- XI. Adjournment

\*Notice is given that a majority of members of the Common Council of the municipality are expected to 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 *States ex re Badke v Greendale Village Bd* even though the Common Council will not take formal action at this meeting.

111

**CITY OF FRANKLIN  
PERSONNEL COMMITTEE MEETING  
FRANKLIN CITY HALL INSPECTION CONFERENCE ROOM  
9229 W. Loomis Rd., Franklin, Wisconsin  
6:00 p.m., February 19<sup>th</sup>, 2024**

**MINUTES**

- I. The February 19<sup>th</sup>, 2024 Personnel Committee Meeting was called to order at 6:03 p.m. by Vice-Chair Barber in the Inspection Conference Room at City Hall. Members present were Alderman Barber, Alderman Holpfer, Alderman Hasan, Traynor, Budny, and Prusko. Chair Wikel and member Emmons was excused. Also in attendance were Director of Administration Hersh, Human Resources Manager Zahn, Mayor Nelson, and Director of Finance & Treasurer Brown.
  
- II Citizen comment period  
  
Mayor Nelson asked if citizens would be allowed to speak during each agenda item instead of having to do so during Citizen Comments. Motion by Member Traynor and seconded by Alderman Holpfer to allow citizens to speak during agenda items. Motion Carried: Ayes – All.
  
- III. Approval of the Minutes from 12/18/2023  
  
Motion by Member Prusko and seconded by Alderman Hasan to approve the minutes from 12/18/23 as written. Motion Carried: Ayes- All.
  
- IV. Application Process – Request from the Library Board to Discuss  
  
Long discussion, but no action needed.
  
- V. Employee Compensation Study Discussion  
  
No Action Taken. It was asked to have this topic brought back to the next meeting after Department Head meeting are held.
  
- VI. Personnel Committee Membership  
  
Discussion was held but no motion was made. It was asked to bring this forward next month.
  
- VII Nepotism Policy  
  
No Action Taken. The Committee suggested having the policy reviewed by an Attorney and to get policies from comparable communities.
  
- VIII Director of Administration Updates  
  
Director Hersh informed the group that the handbook is being reviewed by an insurance attorney and she'll bring back any recommendations for changes.
  
- IX Staffing Report  
  
Info provided. No action needed.

- X Future Agenda Items
- Compensation Study
  - Employee Survey

XI Next Meeting Date

The next regularly scheduled meeting is planned for March 19<sup>th</sup>, 2024.

XII. Adjournment

Motion by Alderman Holpfer and seconded by Member Traynor to adjourn the Personnel Committee meeting at 7:50 p.m. Motion carried: Ayes-All.

---

## MEMORANDUM FROM DEPARTMENT OF PUBLIC WORKS

DATE: May 16<sup>th</sup>, 2024  
TO: Personnel Committee  
FROM: Kevin Schlueter, Superintendent  
SUBJECT: Authorization to Restructure DPW Staff Positions

The Department of Public Works is looking for authorization to implement the retitling of three positions within the organization which will be filled by three current employees whom will vacate their existing positions, as part of an internal re-structuring process.

This change will allow our department to better address the needs of the City, the community, and the department, and will allow us to better align these positions with their existing job duties.

We are looking to convert the following positions, which will be filled once approved:

1. One (1) Heavy Equipment Operator to a Foreman/HEO position.
2. One (1) Light Equipment Operator to an Arborist/LEO position.
3. One (1) Light Equipment Operator to an Assistant Mechanic/LEO position.

The current positions are funded under account #01-0331-5111. The new positions will be funded under this existing account, as well.

Under the rare circumstance that one of these positions goes unfilled from within current staffing, we will then fill this position through a current vacancy (Heavy Equipment Operator position).

<b>APPROVAL</b>	<b>REQUEST FOR COUNCIL ACTION</b>	<b>MEETING DATE</b>  5/21/2024
<b>REPORTS &amp; RECOMMENDATIONS</b>	<b>STAFF CITY ATTORNEY JOB DESCRIPTION DISCUSSION AND APPROVAL</b>	<b>ITEM NUMBER</b>

**BACKGROUND**

Mayor Nelson proposes transitioning from a contracted attorney to employing a staff city attorney within the municipality. This strategic shift aligns with long-term objectives and promises substantial fiscal benefits.

**FISCAL NOTE**

The transition is expected to result in significant cost savings, with projected budgets indicating potential significant reductions in legal expenditures. The estimated budget for the staff attorney position in 2024 is \$182,895.

**RECOMMENDATION**

Mayor Nelson recommends transitioning from a contracted attorney to a staff attorney model, citing potential cost savings, improved operational efficiency, and enhanced legal support tailored to the City’s needs.

**COUNCIL ACTION REQUESTED**

Discussion and approval of the Staff City Attorney Job Description.

Or as the Council deems appropriate.

---

**MEMORANDUM**

DATE: May 17, 2024

TO: Common Council Members

FROM: John R. Nelson, Mayor

SUBJECT: Transition from Contracted Attorney to Staff Attorney: Fiscal Impact Analysis and Recommendation

Dear Council Members:

I recommend a strategic shift from utilizing a contracted city attorney to employing a staff city attorney within our municipality. This transition promises substantial fiscal benefits and aligns seamlessly with our long-term strategic objectives.

For many years, we have depended on the legal services provided by Wesolowski, Reidenbach & Sajdak, S.C. While this partnership has been valuable, the potential advantages of having an in-house staff attorney are undeniable, particularly regarding fiscal prudence, operational efficiency, and tailored legal services to meet our unique needs.

**Fiscal Impact Analysis:**

**1. Cost Comparison:**

- Our analysis of legal expenditures from 2021 to 2024 underscores the significant portion of our budget allocated to legal fees, with Wesolowski, Reidenbach & Sajdak, S.C. accounting for a substantial share. Please refer to the attached document, "Legal Fees 2021-2024," for a detailed breakdown.
- By transitioning to a staff attorney, we anticipate considerable savings in external legal costs. Comparing the rates and budgets of city attorneys across similar municipalities offers invaluable insights into industry standards and cost structures. This comparison informs our decision-making process and highlights the potential for enhanced fiscal responsibility.
- To conduct the financial analysis between the contracted legal expenditures and the projected budget for an in-house staff attorney, we compared the total expenditures over a similar timeframe with the projected budgets.
  - **Contracted Legal Expenditures (2021- Mid-April 2024):**  
Total Expenditures: \$1,211,712.87
  - **Projected Budget for Staff Attorney (2024):**  
Total Budget: \$182,895

- **Projected Budget for Staff Attorney (2024-Mid-April 2027):**  
Total Estimated Budget: \$632,246.47 (based on a 3% annual increase)
- Considering the projected budget for the staff attorney from 2024 to mid-April 2027, accounting for a 3% annual increase, the estimated budget is \$632,246.47. While this represents an increase compared to the 2024 budget, it still demonstrates potential cost savings compared to the incurred contracted legal expenditures since 2021.
- Overall, transitioning to an in-house staff attorney model can yield substantial cost savings over the long term.

## **2. Operational Efficiency:**

- Implementing a staff attorney model offers immediate accessibility and dedicated support to our departments, streamlining our response to legal matters and providing continuity. This proactive approach can mitigate litigation expenses and associated costs, enhancing operational efficiency.
- Here are some specific examples or scenarios illustrating how a staff attorney's immediate accessibility and dedicated support would streamline legal matters and enhance operational efficiency:

### ***Real-Time Legal Advice***

- Imagine a situation where a department head needs urgent legal advice regarding a contract negotiation with a vendor. With a staff attorney, the department head can immediately consult the attorney, receive guidance, and make informed decisions without waiting for external legal counsel's availability. This real-time support speeds up decision-making processes and ensures legal compliance.

### ***Review and Approval Process***

- Consider a scenario where various city departments draft ordinances or policies requiring legal review and approval. With a staff attorney readily accessible, departmental staff can collaborate with the attorney throughout the drafting process. This close collaboration facilitates timely legal assessments, revisions, and approvals, eliminating delays associated with outsourcing legal reviews to external firms.

### ***Contract Management***

- When the city manages multiple contracts simultaneously, having a staff attorney allows for efficient contract management. The attorney can oversee contract negotiations, review contract terms, and ensure legal compliance without relying on external legal counsel for each contract. This streamlined process reduces bottlenecks and expedites the execution of contracts.

### ***Litigation Support***

- If the city becomes involved in legal disputes or litigation, having an in-house staff attorney provides immediate support. The attorney can work closely with external litigation counsel, gather necessary documentation, conduct legal research, and provide strategic guidance to city officials. This collaborative approach enhances the city's ability to manage legal proceedings and minimize potential risks effectively.

### ***Training and Education***

- Another scenario involves the need for ongoing training and education on legal matters for city employees. A staff attorney can develop training programs, conduct workshops, and regularly provide legal updates to departmental staff. By enhancing employees' legal knowledge and awareness, the city can proactively address legal issues and prevent potential compliance issues.

### ***Policy Development and Review***

- In the scenario where the city council proposes new ordinances or policies necessitating legal review and analysis, the presence of a staff attorney proves invaluable. The staff attorney collaborates closely with the city council and pertinent stakeholders to draft and review proposed ordinances. Through this collaboration, the attorney meticulously evaluates legal implications, compliance considerations, and potential impacts, thereby enabling informed decision-making by the council. This close partnership streamlines the process, ensuring that ordinances are legally sound, align with the city's objectives, and are robust enough to withstand potential legal challenges.

### ***Emergency Response***

- A readily available staff attorney is invaluable in emergencies or unforeseen legal issues, such as environmental incidents or public safety concerns. The attorney can provide immediate legal guidance, liaise with relevant authorities, and coordinate legal responses to mitigate risks and protect the city's interests.

In each of these scenarios, the staff attorney's immediate accessibility and dedicated support enable faster decision-making, proactive risk management, and enhanced legal compliance, ultimately contributing to improved operational efficiency within the municipality.

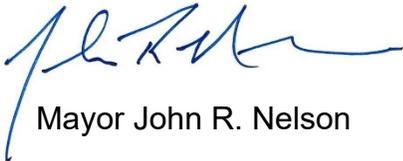
### **3. Comparable Municipality Analysis:**

- The "Comparable Staff Attorney Salaries" document provides informative data on neighboring municipalities that have successfully adopted a staff attorney model. Benchmarking against these communities reaffirms the cost-effectiveness and operational advantages of such a transition.

In conclusion, transitioning from a contracted attorney to a staff attorney represents a strategic and fiscally responsible decision for Franklin. The evidence presented underscores the potential for significant cost savings, improved operational efficiency, and enhanced legal support tailored to our unique requirements. Therefore, I strongly recommend proceeding with this transition.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John R. Nelson', is positioned above the printed name.

Mayor John R. Nelson

Attachments:

1. Legal Fees 2021-2024
  2. Comparable Staff Attorney Salaries
  3. Potential Budget Projection for Staff Attorney
  4. City Attorney Job Description
-

## Description of Attachments

### **Legal Fees 2021-2024**

The attached document, "Legal Fees 2021-2024," is a vital resource for our budget planning and resource allocation. It offers a comprehensive overview of the legal fees incurred by the City of Franklin over a three-and-one-half-year period from 2021 to mid-April 2024. This document breaks down these fees by vendor, account number, and fund number, providing critical insights into how we allocate legal expenditures across different categories and funds within the municipality. Furthermore, it highlights the total expenditures for each year and fund, enabling a detailed analysis of our legal expenditures and spending patterns over the specified timeframe.

### **Comparable Staff Attorney Salaries**

The attached document, "Comparable Staff Attorney Salaries," comprehensively compares staff attorney salaries across several municipalities, including Sun Prairie, Wauwatosa, Muskego, Oak Creek, Mount Pleasant, and Fitchburg. It lists the minimum, maximum, and current salary ranges for city attorneys in each municipality, offering valuable insights into the compensation structures prevalent in comparable communities. Additionally, the document presents the average salary for city attorneys based on 2023 data, along with a projected 3% increase for 2024. This information serves as a crucial benchmark for assessing the competitiveness of staff attorney salaries in the City of Franklin and informs decision-making regarding compensation adjustments.

\*Examples of adopted 2024 staff attorney budgets for Muskego, Oak Creek, New Berlin, and West Allis have been included.

### **Potential Budget Projection for Staff Attorney**

The attached document, "Potential Budget Projection for Staff Attorney," is a significant financial estimate. It outlines the anticipated budget projection for the staff attorney position in the City of Franklin. This document includes various expense categories related to attorney wages and benefits, such as salaries, FICA (Federal Insurance Contributions Act), retirement contributions, retiree health benefits, group health and dental insurance, life insurance, and workers' compensation. The total projected budget for the staff attorney position amounts to \$182,895, with benefits calculated based on actual rates for the year 2024. This document is a crucial tool to assist in our budget planning and resource allocation for hiring a staff attorney within the municipality.

### **City Attorney Job Description**

The attached document, "City Attorney Job Description," is a job description for the position of Staff City Attorney within the City of Franklin. It outlines the responsibilities, qualifications, and requirements for the role. Key points covered include essential duties and responsibilities, qualifications in terms of education, training, and experience, as well as required knowledge, skills, and abilities. Additionally, it provides information on physical demands, the work environment, and miscellaneous details related to the position. The document serves as a comprehensive guide for understanding the expectations and qualifications associated with the Staff City Attorney role within the municipality, ensuring stakeholders are well-informed and prepared.

Vendor	2021	2022	2023	2024	Totals
WESOLOWSKI, REIDENBACH & SAJDAK, SC	326,021.18	340,678.68	303,685.25	66,445.61	1,036,830.72
VON BRIESEN & ROPER SC	6,830.46	16,534.76	62,781.23	414.00	86,560.45
CRIVELLO CARLSON S.C.	577.50				577.50
QUARLES & BRADY LLP	22,127.05	7,877.50	4,308.00		34,312.55
CONCURRENCE ADR LLC		3,997.25	4,793.75		8,791.00
BUELOW VETTER			2,145.00		2,145.00
LINDNER & MARSACK			10,312.50	4,650.00	14,962.50
ATTOLLES LAW, S.C.			5,413.15		5,413.15
CADE LAW GROUP LLC			18,450.00		18,450.00
THE ROSE GROUP				3,670.00	3,670.00
	<b>355,556.19</b>	<b>369,088.19</b>	<b>411,888.88</b>	<b>75,179.61</b>	<b>174,882.15</b>

Account Number	Account	2021	2022	2023	2024	Totals
01-0147-5252	Labor Attorney	7,407.96	16,219.76	75,238.73	5,064.00	103,930.45
01-0161-5212	Legal Services	180,620.76	178,046.76	183,014.76	39,917.19	581,599.47
01-0161-5213	Legal Services-Court	55,404.46	53,100.96	51,698.46	12,221.24	172,425.12
01-0161-5214	Board&Commssn Support-Paralg	59,873.46	58,797.96	39,884.03	3,183.18	161,738.63
01-0161-5251	Special Attorney Service		3,997.25	10,206.90	3,670.00	17,874.15
01-0161-5253	Attorney fees - Additional Services	5,584.00	7,137.00	4,374.00		17,095.00
01-0621-5212	Legal Services			18,450.00		18,450.00
17-0651-5212	Legal Services	19,552.55		3,948.00		23,500.55
40-0161-5212	Legal Services	5,994.00	2,232.00	5,544.00	751.50	14,521.50
43-0161-5212	Legal Services	2,233.50	1,710.00	14,359.50	8,847.00	27,150.00
44-0161-5212	Legal Services	17,586.00	39,510.00	4,846.50	1,480.50	63,423.00
45-0161-5212	Legal Services	1,110.50	8,336.50	324.00	45.00	9,816.00
48-0161-5212	Legal Services	189.00				189.00
		<b>355,556.19</b>	<b>369,088.19</b>	<b>411,888.88</b>	<b>75,179.61</b>	<b>1,211,712.87</b>

Fund Number	Fund	2021	2022	2023	2024	Totals
01	General	308,890.64	317,299.69	382,866.88	64,055.61	1,073,112.82
17	Tourism	19,552.55		3,948.00		23,500.55
40	TID 8	5,994.00	2,232.00	5,544.00	751.50	14,521.50
43	TID 5	2,233.50	1,710.00	14,359.50	8,847.00	27,150.00
44	TID 6	17,586.00	39,510.00	4,846.50	1,480.50	63,423.00
45	TID 7	1,110.50	8,336.50	324.00	45.00	9,816.00
48	TID 3	189.00				189.00
		<b>355,556.19</b>	<b>369,088.19</b>	<b>411,888.88</b>	<b>75,179.61</b>	<b>1,211,712.87</b>

Comps information provided by Dana - 2023 rates
--

	Minimum	Maximum	Current
Sun Prairie City Attorney	117,682	158,870	141,568
Wauwatosa City Attorney	106,330	145,787	145,787
Muskego City Attorney	116,200	151,011	125,438
Oak Creek City Attorney	94,338	n/a	119,634
Mount Pleasant City Attorney	138,728	180,346	159,537 *
Fitchburg City Attorney	117,187	167,419	136,614
City Attorney - Average (2023)			138,096
3% increase for 2024			4,143
			<u>142,239</u>

\* Averaged the minimum and maximum since current salary information is unavailable.

**CITY OF MUSKEGO  
OPERATING EXPENSES  
ADOPTED 2024 BUDGET**

October 25,2022

ACCOUNT NUMBER	ACCOUNT TITLE	2022 PRIOR YEAR ACTUAL	2023 ADOPTED BUDGET	2023 AMENDED BUDGET	8/31/2023 YTD ACTUAL	2023 ANNUAL PROJECTION	2024 ADOPTED BUDGET
<b><u>GENERAL GOVERNMENT - MAYOR:</u></b>							
100.01.01.00.5101	SALARIES AND WAGES	\$0	\$45,760	\$45,760	\$29,984	\$39,037	\$48,273
100.01.01.00.5105	SALARIES AND WAGES-ELECTED	\$126,099	\$63,035	\$63,035	\$33,869	\$57,629	\$64,408
100.01.01.00.5150	AUTO ALLOWANCE	\$3,500	\$3,500	\$3,500	\$2,289	\$3,559	\$3,500
100.01.01.00.5152	EXPENSE ALLOWANCE	\$11,206	\$8,800	\$8,800	\$7,323	\$11,390	\$11,200
100.01.01.00.5201	FICA	\$10,166	\$9,264	\$9,264	\$5,416	\$8,209	\$9,818
100.01.01.00.5202	PENSION	\$4,720	\$5,560	\$5,560	\$3,060	\$4,633	\$7,775
100.01.01.00.5203	HEALTH INSURANCE	\$31,743	\$22,760	\$22,760	\$15,403	\$22,064	\$21,404
100.01.01.00.5204	LIFE INSURANCE	\$236	\$152	\$152	\$112	\$159	\$252
100.01.01.01.5206	EMPLOYEE HEALTH SCREENINGS	\$0	\$0	\$0	\$0	\$0	\$8,500
100.01.01.01.5207	BENEFIT CONSULTANT	\$0	\$0	\$0	\$0	\$0	\$25,750
100.01.01.00.5229	HEALTH INS. ALLOWANCE	\$0	\$0	\$0	\$400	\$0	\$960
100.01.01.01.5301	TRAINING/HR	\$0	\$0	\$0	\$150	\$0	\$9,000
100.01.01.01.5302	MILEAGE/HR	\$0	\$0	\$0	\$0	\$0	\$100
100.01.01.00.5303	CONFERENCES AND SPECIAL EVEN	\$215	\$750	\$750	\$739	\$500	\$2,000
100.01.01.01.5303	CONFERENCES/HR	\$0	\$0	\$0	\$0	\$0	\$1,100
100.01.01.00.5305	DUES AND MEMBERSHIPS	\$9,365	\$8,950	\$8,950	\$11,038	\$11,038	\$11,500
100.01.01.01.5305	DUES AND MEMBERSHIPS/HR	\$0	\$0	\$0	\$0	\$0	\$2,704
100.01.01.01.5506	SOFTWARE CHARGES/HR	\$0	\$0	\$0	\$5,530	\$0	\$6,635
100.01.01.00.5601	TELEPHONE/CITY HALL	\$480	\$480	\$480	\$478	\$480	\$480
100.01.01.01.5601	TELEPHONE/HR	\$0	\$0	\$0	\$0	\$0	\$480
100.01.01.00.5701	OFFICE SUPPLIES AND EXPENSES	\$594	\$300	\$300	\$186	\$300	\$300
100.01.01.01.5701	OFFICE SUPPLIES & EXPENSES/HR	\$0	\$0	\$0	\$0	\$0	\$1,000
100.01.01.01.5805	LABOR ATTORNEY	\$0	\$0	\$0	\$0	\$0	\$5,000
100.01.01.00.5820	CONTRACTED SERVICES	\$49,566	\$0	\$0	\$21,480	\$21,480	\$0
100.01.01.01.6015	EMPLOYEE ASSISTANCE PROGRAM	\$0	\$0	\$0	\$0	\$0	\$5,000
<b>MAYOR Total</b>		<b>\$247,891</b>	<b>\$169,310</b>	<b>\$169,310</b>	<b>\$137,455</b>	<b>\$180,478</b>	<b>\$247,139</b>
<b><u>GENERAL GOVERNMENT - FINANCE &amp; ADMINISTRATION:</u></b>							
100.01.03.00.5101	SALARIES AND WAGES	\$275,823	\$309,698	\$309,698	\$199,013	\$307,750	\$321,396
100.01.03.00.5102	OVERTIME	\$7,509	\$2,500	\$2,500	\$1,938	\$3,369	\$7,980
100.01.03.00.5105	WAGES - POLL WORKERS	\$42,677	\$20,643	\$20,643	\$19,534	\$20,643	\$53,046
100.01.03.00.5201	FICA	\$21,987	\$24,397	\$24,397	\$15,075	\$23,337	\$25,472
100.01.03.00.5202	PENSION	\$18,346	\$21,229	\$21,229	\$13,665	\$21,156	\$22,727
100.01.03.00.5203	HEALTH INSURANCE	\$79,427	\$49,444	\$49,444	\$58,376	\$89,977	\$72,879
100.01.03.00.5204	LIFE INSURANCE	\$1,087	\$1,108	\$1,108	\$770	\$1,156	\$1,340
100.01.03.00.5229	HEALTH INS. ALLOWANCE	\$4,881	\$6,711	\$6,711	\$1,328	\$2,059	\$3,594
100.01.03.00.5301	TRAINING	\$1,003	\$1,000	\$1,000	\$40	\$0	\$500
100.01.03.01.5301	TRAINING/CLERK	\$0	\$0	\$0	\$0	\$0	\$500
100.01.03.00.5302	MILEAGE & EXP REIMB	\$2,141	\$1,000	\$1,000	\$341	\$500	\$500
100.01.03.01.5302	MILEAGE & EXP REIMB/CLERK	\$0	\$0	\$0	\$0	\$0	\$600
100.01.03.00.5303	CONFERENCES & SPECIAL EVENTS	\$3,894	\$4,000	\$4,000	\$630	\$4,000	\$2,000
100.01.03.01.5303	CONF & SPECIAL EVENTS/CLERK	\$0	\$0	\$0	\$0	\$0	\$5,000
100.01.03.00.5305	DUES AND SUBSCRIPTIONS	\$1,511	\$2,000	\$2,000	\$480	\$500	\$750
100.01.03.01.5305	DUES AND SUBSCRIPTIONS/CLERK	\$0	\$0	\$0	\$0	\$0	\$500
100.01.03.00.5401	COPIER MAINTENANCE	\$498	\$0	\$0	\$0	\$0	\$0
100.01.03.00.5410	EQUIP MAINT/PURCHASE/RENTAL	\$4,105	\$3,750	\$3,750	\$2,009	\$3,750	\$4,000
100.01.03.00.5502	COMPUTER CHARGES	\$494	\$800	\$800	\$703	\$840	\$850
100.01.03.00.5506	FINANCIAL SOFTWARE CHARGES	\$9,570	\$15,000	\$15,000	\$7,946	\$12,000	\$12,500
100.01.03.01.5506	CLERK SOFTWARE CHARGES	\$0	\$0	\$0	\$0	\$0	\$1,000
100.01.03.00.5601	TELEPHONE/CITY HALL	\$900	\$864	\$864	\$850	\$864	\$864
100.01.03.00.5701	OFFICE SUPPLIES	\$1,256	\$3,000	\$3,000	\$1,916	\$2,500	\$1,500
100.01.03.00.5704	OTHER SUPPLIES & EXPENSES	\$14,953	\$7,000	\$7,000	\$6,927	\$7,000	\$2,000
100.01.03.01.5704	OTHER SUPPLIES & EXP/CLERK	\$0	\$0	\$0	\$0	\$0	\$45,000
100.01.03.00.5713		\$0	\$600	\$600	\$0	\$0	\$0
100.01.03.01.5713	PRINT MATERIALS	\$0	\$0	\$0	\$37	\$0	\$500
100.01.03.00.5801	TAX BILL DIST FEES	\$24,677	\$25,000	\$25,000	\$18,617	\$25,000	\$25,000
<b>FINANCE &amp; ADMIN Total</b>		<b>\$516,740</b>	<b>\$499,745</b>	<b>\$499,745</b>	<b>\$350,194</b>	<b>\$526,400</b>	<b>\$611,998</b>

**CITY OF MUSKEGO  
OPERATING EXPENSES  
ADOPTED 2024 BUDGET**

October 25,2022

ACCOUNT NUMBER	ACCOUNT TITLE	2022 PRIOR YEAR ACTUAL	2023 ADOPTED BUDGET	2023 AMENDED BUDGET	8/31/2023 YTD ACTUAL	2023 ANNUAL PROJECTION	2024 ADOPTED BUDGET
<b>GENERAL GOVERNMENT - ASSESSOR:</b>							
100.01.04.00.5503	COMPUTER CHARGES/ASSESSOR	\$22,165	\$30,000	\$30,000	\$310	\$25,000	\$25,000
100.01.04.00.5801	PROFESSIONAL SERVICES	\$84,037	\$83,800	\$83,800	\$73,203	\$83,800	\$85,400
100.01.04.00.5802	BOARD OF REVIEW & NOTICES	\$800	\$1,200	\$1,200	\$557	\$850	\$1,000
100.01.04.00.5830	REVALUATION EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0
<b>ASSESSOR Total</b>		<b>\$107,002</b>	<b>\$115,000</b>	<b>\$115,000</b>	<b>\$74,071</b>	<b>\$109,650</b>	<b>\$111,400</b>
<b>GENERAL GOVERNMENT - LAW:</b>							
100.01.05.00.5101	SALARIES & WAGES	\$96,963	\$142,577	\$142,577	\$95,745	\$151,698	\$147,614
100.01.05.00.5201	FICA	\$7,676	\$11,274	\$11,274	\$7,496	\$11,869	\$11,660
100.01.05.00.5202	PENSION	\$5,609	\$8,530	\$8,530	\$5,582	\$8,857	\$10,185
100.01.05.00.5204	LIFE INSURANCE	\$472	\$674	\$674	\$769	\$1,284	\$691
100.01.05.00.5229	HEALTH INSURANCE ALLOWANCE	\$3,400	\$4,800	\$4,800	\$3,080	\$4,936	\$4,800
100.01.05.00.5303	CONFERENCES & TRAINING	\$196	\$1,000	\$1,000	\$0	\$500	\$1,000
100.01.05.00.5305	DUES AND MEMBERSHIP	\$1,511	\$1,000	\$1,000	\$573	\$750	\$1,000
100.01.05.00.5506	COMPUTER CHARGES	\$5,737	\$5,400	\$5,400	\$3,217	\$5,400	\$5,750
100.01.05.00.5601	TELEPHONE/CITY HALL	\$480	\$480	\$480	\$320	\$480	\$480
100.01.05.00.5701	OFFICE SUPPLIES AND EXPENSES	\$595	\$1,000	\$1,000	\$911	\$1,000	\$1,000
100.01.05.00.5805	ATTORNEY	\$11,394	\$10,000	\$10,000	\$19,856	\$20,000	\$10,000
<b>LAW Total</b>		<b>\$134,032</b>	<b>\$186,735</b>	<b>\$186,735</b>	<b>\$137,547</b>	<b>\$206,773</b>	<b>\$194,180</b>
<b>GENERAL GOVERNMENT - NON-DEPARTMENTAL:</b>							
100.01.06.00.5203	HRA/FSA PLANS - DIVERSIFIED	\$5,241	\$5,000	\$5,000	\$3,705	\$5,000	\$5,000
100.01.06.00.5205	PCOR FEES	\$234	\$250	\$250	\$258	\$258	\$250
100.01.06.00.5206	BENEFIT CONSULTANT FEES	\$8,025	\$8,025	\$8,025	\$14,583	\$25,000	\$0
100.01.06.00.5410	MAINT & RENTAL OF EQ/VEHICLES	\$687	\$2,500	\$2,500	\$0	\$500	\$2,500
100.01.06.00.5506	SOFTWARE MAINTENANCE	\$25,595	\$30,000	\$30,000	\$29,968	\$30,000	\$30,000
100.01.06.00.5601	LAND LINE LONG DISTANCE	\$22,249	\$20,000	\$20,000	\$13,793	\$20,000	\$20,000
100.01.06.00.5701	OFFICE SUPPLIES AND EXPENSES	\$4,395	\$8,000	\$8,000	\$6,712	\$6,500	\$8,000
100.01.06.00.5702	VENDING MACHINES	\$257	\$300	\$300	\$260	\$250	\$300
100.01.06.00.5704	MISC SUPPLIES AND EXPENSES	\$4,688	\$6,000	\$6,000	\$3,702	\$5,000	\$6,000
100.01.06.00.5710	POSTAGE	\$27,327	\$25,000	\$25,000	\$16,715	\$25,000	\$30,000
100.01.06.00.5810	AUDIT & SPECIAL ACCOUNTING S	\$12,000	\$15,000	\$15,000	\$22,455	\$15,000	\$15,000
100.01.06.00.5820	CITY ROAD-LANDSCAPE/MAINT	\$59,872	\$65,000	\$65,000	\$62,465	\$65,000	\$65,000
100.01.06.00.6001	NOTICES AND PUBLICATIONS	\$2,816	\$10,000	\$10,000	\$2,232	\$5,000	\$10,000
100.01.06.00.6002	CRIMINAL HISTORY CHECKS	\$2,471	\$2,500	\$2,500	\$2,401	\$2,500	\$2,500
100.01.06.00.6014	ELECTRONIC PAYMENT FEES	\$0	\$3,000	\$3,000	\$23,829	\$3,000	\$3,000
100.01.06.00.6020	UNEMPLOYMENT COMPENSATION	\$0	\$5,000	\$5,000	\$2,220	\$3,000	\$5,000
100.01.06.00.6021	EMPLOYEE SAFETY	\$2,177	\$2,000	\$2,000	\$294	\$2,000	\$2,500
100.01.06.00.6045	PERSONAL/REAL PROP TAX - W/O	\$105	\$1,000	\$1,000	\$5,464	\$4,500	\$1,000
100.01.06.00.6055	SENIOR TAXI	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$10,000
100.01.06.00.6101	WORKERS COMPENSATION	\$223,397	\$246,000	\$246,000	\$161,331	\$220,000	\$200,000
100.01.06.00.6102	LIABILITY INSURANCE - GEN & PD	\$36,338	\$38,000	\$38,000	\$29,627	\$39,500	\$40,750
100.01.06.00.6103	PROPERTY INSURANCE	\$70,853	\$78,000	\$78,000	\$75,177	\$75,177	\$82,000
100.01.06.00.6104	AUTO PHYSICAL DAMAGE INSURANCE	\$18,902	\$20,000	\$20,000	\$14,432	\$19,500	\$20,000
100.01.06.00.6105	PUBLIC OFFICIALS LIABILITY INS	\$23,333	\$23,800	\$23,800	\$18,726	\$25,000	\$25,750
100.01.06.00.6106	CYBER ERM	\$0	\$0	\$0	\$0	\$0	\$0
100.01.06.00.6107	CRIME INSURANCE	\$2,415	\$2,500	\$2,500	\$2,415	\$2,415	\$2,500
100.01.06.00.6108	INS. DEDUCTIBLES/REIMBRSMNT	\$17,678	\$25,000	\$25,000	\$16,142	\$25,000	\$25,000
100.01.06.00.6109	AUTO LIABILITY INSURANCE	\$9,443	\$13,500	\$13,500	\$7,766	\$10,500	\$11,000
100.01.06.00.6110	CYBER	\$9,833	\$10,000	\$10,000	\$4,642	\$7,500	\$10,000
<b>NON-DEPARTMENTAL Total</b>		<b>\$605,331</b>	<b>\$680,375</b>	<b>\$680,375</b>	<b>\$556,311</b>	<b>\$657,100</b>	<b>\$633,050</b>

**DEPARTMENT: CITY ATTORNEY'S OFFICE**


---

**DEPARTMENTAL DETAIL INFORMATION**

200 TRAVEL/TRAINING Miscellaneous training classes	<i>\$1,500</i>
400 OFFICE SUPPLIES Miscellaneous office supplies needed for two employees	<i>\$150</i>
415 POSTAGE Postage costs for various administrative items	<i>\$150</i>
420 DUES & PUBLICATIONS Miscellaneous for the City Attorney and Assistant City Attorney	<i>\$6,000</i>
525 LEGAL SERVICES Contracted legal services	<i>\$84,000</i>
<b>TOTAL</b>	<b><i>\$91,800</i></b>

**CITY OF OAK CREEK  
2024 ADOPTED BUDGET**

GL NUMBER	DESCRIPTION	2021	2022	2023	2023	2024	ORIGINAL AMT CHANGE	ORIGINAL % CHANGE
		ACTIVITY	ACTIVITY	ORIGINAL BUDGET	PROJECTED ACTIVITY	ORIGINAL BUDGET		
<b>APPROPRIATIONS</b>								
Dept 50 - CITY ATTORNEY'S OFFICE								
<b>DIRECT EMPLOYEE COSTS</b>								
10-50-41-10000	SALARIES - FULL TIME	110,137	115,303	<b>117,878</b>	119,644	<b>131,840</b>	13,962	11.8
10-50-41-10500	SALARIES - PART TIME	17,834	18,249	<b>22,335</b>	22,335	<b>23,005</b>	670	3.0
10-50-41-12500	CAR ALLOWANCE	1,800	1,800	<b>1,800</b>	1,800	<b>1,800</b>	-	-
10-50-41-13000	RETIREMENT	7,676	7,502	<b>8,016</b>	8,136	<b>9,097</b>	1,081	13.5
10-50-41-13500	SOCIAL SECURITY	10,503	10,630	<b>10,726</b>	10,999	<b>11,846</b>	1,120	10.4
10-50-41-15000	INSURANCE - ACTIVE HEALTH	16,812	16,812	<b>16,812</b>	16,812	<b>16,812</b>	-	-
10-50-41-16000	INSURANCE - WORKMANS COMP	272	243	<b>290</b>	290	<b>319</b>	29	10.0
10-50-41-16500	INSURANCE - DISABILITY	265	265	<b>275</b>	275	<b>275</b>	-	-
10-50-41-17000	INSURANCE - DENTAL	1,650	1,650	<b>1,650</b>	1,650	<b>1,650</b>	-	-
10-50-41-17500	INSURANCE - GROUP LIFE	183	192	<b>200</b>	200	<b>200</b>	-	-
<b>DIRECT EMPLOYEE COSTS</b>		<b>167,132</b>	<b>172,646</b>	<b>179,982</b>	<b>182,141</b>	<b>196,844</b>	<b>16,862</b>	<b>9.4</b>
<b>INDIRECT EMPLOYEE COSTS</b>								
10-50-42-20000	TRAVEL/TRAINING	295	-	<b>1,500</b>	500	<b>1,500</b>	-	-
<b>INDIRECT EMPLOYEE COSTS</b>		<b>295</b>	<b>-</b>	<b>1,500</b>	<b>500</b>	<b>1,500</b>	<b>-</b>	<b>-</b>
<b>SUPPLIES</b>								
10-50-44-40000	OFFICE SUPPLIES	-	-	<b>150</b>	150	<b>150</b>	-	-
10-50-44-41500	POSTAGE	247	66	<b>150</b>	150	<b>150</b>	-	-
10-50-44-42000	DUES AND PUBLICATIONS	2,042	5,253	<b>6,000</b>	6,000	<b>6,000</b>	-	-
<b>SUPPLIES</b>		<b>2,289</b>	<b>5,319</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>-</b>	<b>-</b>
<b>OTHER SERVICES</b>								
10-50-45-52500	ATTORNEY/LEGAL OUTSIDE SERVICE	12,525	14,325	<b>84,000</b>	20,000	<b>84,000</b>	-	-
<b>OTHER SERVICES</b>		<b>12,525</b>	<b>14,325</b>	<b>84,000</b>	<b>20,000</b>	<b>84,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL APPROPRIATIONS</b>		<b>182,241</b>	<b>192,290</b>	<b>271,782</b>	<b>208,941</b>	<b>288,644</b>	<b>16,862</b>	<b>6.2</b>

CITY OF NEW BERLIN  
ADOPTED 2024 BUDGET

5/13/2024

EXPENDITURES	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
GENERAL GOVERNMENT	5,705,784	6,424,631	6,860,437	3,419,472	6,697,884	7,718,508	40,198	7,758,706
PUBLIC SAFETY	17,400,724	17,878,116	19,080,527	8,909,487	18,558,635	20,184,307	695,396	20,879,703
PUBLIC WORKS	3,922,144	4,063,939	4,384,393	2,214,614	4,378,640	4,491,625	(33,554)	4,458,071
COMMUNITY DEVELOPMENT	686,080	721,629	783,880	355,205	729,514	760,531	(3,321)	757,210
LIBRARY	1,510,725	1,543,056	1,694,415	771,593	1,694,415	1,757,614	28	1,757,642
PARK AND RECREATION	1,339,367	1,637,082	1,715,107	764,295	1,751,614	2,078,129	(14,607)	2,063,522
EQUIPMENT REPLACEMENT	175,000	341,414	265,000	265,000	265,000	150,000	90,000	240,000
UNCLASSIFIED	3,406	-	300,000	-	-	300,000	-	300,000
DEBT SERVICE	8,440,549	9,022,425	10,084,647	9,086,085	10,084,647	12,336,068	-	12,336,068
<b>TOTAL EXPENDITURES</b>	<b>39,183,779</b>	<b>41,632,292</b>	<b>45,168,406</b>	<b>25,785,751</b>	<b>44,160,349</b>	<b>49,776,782</b>	<b>774,140</b>	<b>50,550,922</b>

REVENUES

TAXES:	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
GENERAL PROPERTY TAX	27,813,189	29,748,131	32,440,834	27,048,976	32,440,834	34,304,020	(216,789)	34,087,231
OTHER TAXES	842,170	772,560	836,400	430,196	818,240	832,500	-	832,500
INTERGOVERNMENTAL	3,955,367	5,294,641	5,249,437	1,577,000	5,315,336	5,533,926	990,929	6,524,855
LICENSES AND PERMITS	1,276,179	1,449,436	1,197,280	476,246	1,258,282	1,343,250	-	1,343,250
FINES & FORFEITURES	326,547	304,270	315,000	163,327	320,000	330,000	-	330,000
PUBLIC CHARGES FOR SERVICES	2,243,851	2,018,568	2,239,508	1,305,477	2,330,188	2,665,198	-	2,665,198
INTERDEPARTMENTAL	572,509	559,821	585,599	69,684	585,599	640,099	-	640,099
COMMERCIAL	465,487	544,659	527,433	1,105,788	1,308,433	1,322,279	-	1,322,279
APPROPRIATION FROM SURPLUS	1,000,000	1,000,000	1,000,000	-	1,000,000	1,000,000	-	1,000,000
TRANSFERS:								
GOLF COURSE RESERVE FUND	634,325	235,828	236,500	-	236,500	232,000	-	232,000
SCHOOL LEASE PAYMENT	78,110	78,110	-	-	-	-	-	-
DEBT SERVICE FUND	495,198	308,529	256,732	-	256,732	621,192	-	621,192
IMPACT FEE FUND	55,000	20,000	10,000	-	10,000	10,000	-	10,000
TAX INCREMENT DISTRICT	90,263	248,528	273,683	-	273,683	942,319	-	942,319
<b>TOTAL REVENUES</b>	<b>39,848,195</b>	<b>42,583,081</b>	<b>45,168,406</b>	<b>32,176,695</b>	<b>46,153,827</b>	<b>49,776,782</b>	<b>774,140</b>	<b>50,550,922</b>

CITY OF NEW BERLIN  
ADOPTED BUDGET OF EXPENDITURES FOR 2024  
COMPARED WITH ACTUAL EXPENDITURES FOR 2021, 2022 AND BUDGETED FOR 2023

GENERAL GOVERNMENT	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
501 MAYOR	250,502	266,684	239,956	115,170	240,569	253,297	(3,568)	249,729
502 COUNCIL	87,969	88,536	88,536	51,668	89,618	90,299	-	90,299
503 CUSTOMER SERVICE COMM'	550	520	1,500	-	1,500	1,500	-	1,500
504 HUMAN RESOURCES	580,854	655,274	706,108	383,869	675,124	717,516	(875)	716,641
505 FINANCE	519,837	512,361	557,392	282,402	544,955	597,334	(3,297)	594,037
506 ASSESSOR	442,897	463,772	491,694	226,640	491,694	531,880	(2,885)	528,995
508 CITY ATTORNEY	248,661	312,048	303,300	152,010	303,300	303,300	-	303,300
509 MUNICIPAL COURT	170,046	175,703	185,847	101,492	207,211	218,110	(1,520)	216,590
510 SAFETY SATURDAY	2,481	6,997	7,000	7,000	9,386	9,386	-	9,386
513 BUILDINGS & GROUNDS	1,173,919	1,349,611	1,448,269	582,276	1,325,235	1,869,690	18,365	1,888,055
514 INSURANCE	699,907	793,468	698,799	429,835	698,799	698,799	-	698,799
515 INFORMATION TECHNOLOGY	1,015,472	1,159,033	1,521,050	759,658	1,498,745	1,692,181	27,191	1,719,372
516 CITY CLERK/COMMUNITY REI	511,677	639,349	608,986	327,410	609,748	733,216	6,787	740,003
528 LANDMARK COMMISSION	1,012	1,275	2,000	40	2,000	2,000	-	2,000
<b>TOTAL</b>	<b>5,705,784</b>	<b>6,424,631</b>	<b>6,860,437</b>	<b>3,419,472</b>	<b>6,697,884</b>	<b>7,718,508</b>	<b>40,198</b>	<b>7,758,706</b>

CITY OF NEW BERLIN  
ADOPTED BUDGET OF EXPENDITURES FOR 2024  
COMPARED WITH ACTUAL EXPENDITURES FOR 2021, 2022 AND BUDGETED FOR 2023

PUBLIC SAFETY	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
517 FIRE/POLICE COMMISSION	12,326	33,397	22,000	8,380	22,105	12,000	-	12,000
521 POLICE DEPARTMENT	10,356,577	10,440,607	11,316,503	5,130,824	11,191,670	11,914,800	(52,554)	11,862,246
523 FIRE DEPARTMENT	5,689,808	6,001,760	6,276,841	3,054,479	5,906,685	6,791,323	750,933	7,542,256
524 EMERGENCY MANAGEMENT	63,938	83,296	106,587	55,010	102,013	107,598	479	108,077
525 PUBLIC FIRE PROTECTION	705,893	705,893	705,893	352,947	705,893	705,893	-	705,893
526 INSPECTION DIVISION	564,982	605,963	645,503	303,447	623,069	645,493	(3,462)	642,031
527 SEALER OF WEIGHTS & MEAS	7,200	7,200	7,200	4,400	7,200	7,200	-	7,200
<b>TOTAL</b>	<b>17,400,724</b>	<b>17,878,116</b>	<b>19,080,527</b>	<b>8,909,487</b>	<b>18,558,635</b>	<b>20,184,307</b>	<b>695,396</b>	<b>20,879,703</b>

COMMUNITY DEVELOPMENT

529 DCD ADMINISTRATION	366,266	377,396	406,222	190,448	393,100	408,264	(1,396)	406,868
530 PLANNING SERVICES DIVISIC	319,814	344,233	377,658	164,758	336,414	352,267	(1,925)	350,342
<b>TOTAL</b>	<b>686,080</b>	<b>721,629</b>	<b>783,880</b>	<b>355,205</b>	<b>729,514</b>	<b>760,531</b>	<b>(3,321)</b>	<b>757,210</b>

PUBLIC WORKS

TOTALS		39,848,195	42,583,081	45,168,406	32,176,695	46,153,827	49,776,782	774,140	50,550,922	
CITY OF NEW BERLIN 2024 ADOPTED BUDGET										
Org	Object	501 - MAYOR	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
15010000	50010	SALARY-FULL TIME	163,109	175,911	151,177	74,740	151,323	151,323		151,323
		SALARY-ADJUSTMENT			-			1,411	474	1,885
15010000	51010	RETIREMENT	11,402	11,147	10,280	5,372	10,744	10,290		10,290
15010000	51020	FICA	12,261	13,490	11,565	5,816	11,632	11,576		11,576
15010000	51030	HEALTH INSURANCE	41,317	45,474	43,599	22,156	44,312	55,072	(4,111)	50,961
15010000	51060	LONG-TERM DISABILITY	85	100	85	38	76	85		85
		BENEFIT ADJUSTMENT			-			205	69	274
15010000	51065	VISION/DENTAL INSURANCE	774	838	774	387	774	774		774
15010000	51070	LIFE INSURANCE	288	298	266	95	342	270		270
15010000	53040	TELEPHONE/CELL PHONE	629	705	560	227	566	566		566
15010000	54120	OFFICE SUPPLIES	458	294	500	171	500	500		500
15010000	54240	SUBSCRIPTIONS	255	186	275	190	275	275		275
15010000	54270	MEMBERSHIP DUES	163	163	175	163	175	175		175
15010000	54280	BUSINESS EXPENSES	1,200	1,200	1,200	600	1,200	1,200		1,200
15010000	54300	CONFERENCE/SEMINAR/MEETING	133	275	1,000	200	500	1,000		1,000
15010000	54350	PROMOTION/RELATIONS	15,417	13,603	15,000	2,015	15,000	15,000		15,000
15010000	54390	SPECIAL PROJECTS	3,000	3,000	3,000	3,000	3,000	3,000		3,000
15010000	54521	TECHNOLOGY/SOFTWARE						75		75
15010000	59010	EQUIPMENT	11	-	500	-	150	500		500
		TOTAL	250,502	266,684	239,956	115,170	240,569	253,297	(3,568)	249,729
502 - COMMON COUNCIL										
15020000	50020	SALARY-PART TIME	49,600	49,600	49,600	25,283	49,600	49,600		49,600
15020000	51020	FICA	5,296	5,296	5,296	2,647	5,296	5,296		5,296
15020000	54270	MEMBERSHIP DUES	12,073	12,640	12,640	13,722	13,722	14,403		14,403
15020000	54280	BUSINESS EXPENSES	21,000	21,000	21,000	10,017	21,000	21,000		21,000
		TOTAL	87,969	88,536	88,536	51,668	89,618	90,299	-	90,299
503 - CUSTOMER SERVICE COMMITTEE										
15030000	54060	PRINTING/ADVERTISING	-	-	300	-	300	300		300
15030000	54350	PROMOTION/RELATIONS	550	520	1,200	-	1,200	1,200		1,200
		TOTAL	550	520	1,500	-	1,500	1,500	-	1,500
Org	Object	504 - HUMAN RESOURCES	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
15040000	50010	SALARY-FULL TIME	190,633	206,330	246,046	90,602	197,547	211,229		211,229
		SALARY-ADJUSTMENT			-			4,715	1,585	6,300
15040000	51010	RETIREMENT	12,738	12,889	16,711	6,144	13,416	14,363		14,363
15040000	51020	FICA	14,076	15,263	17,406	6,519	14,700	16,159		16,159
15040000	51030	HEALTH INSURANCE	29,492	28,585	31,536	13,065	30,192	33,792	(2,691)	31,101
15040000	51040	RETIREE HEALTH INS	196,442	191,918	215,250	111,490	205,000	240,538		240,538
15040000	51050	POLICE RETIREE HEALTH TRUST	83,693	84,993	89,313	89,313	89,313	90,653		90,653
15040000	51060	LONG TERM DISABILITY	109	83	107	36	157	241		241
		BENEFIT ADJUSTMENT			-			686	231	917
15040000	51065	VISION/DENTAL INSURANCE	853	739	1,216	303	851	1,092		1,092
15040000	51070	LIFE INSURANCE	324	332	428	162	353	377		377
15040000	51080	UNEMPLOYMENT COMP.	4,568	(7,042)	15,000	4,359	15,000	14,000		14,000
15040000	51090	FLEXIBLE BENEFITS	13,890	14,051	13,500	13,595	14,000	14,500		14,500
15040000	52010	PROFESSIONAL SERVICES	8,175	8,159	12,500	9,145	12,500	12,500		12,500
15040000	52060	LABOR ATTORNEY	9,000	81,638	15,000	32,662	50,000	30,000		30,000
15040000	52070	EMPLOYMENT TESTING	4,860	6,188	8,235	2,530	8,235	8,235		8,235
15040000	53040	TELEPHONE/CELL PHONE	894	1,522	1,080	569	1,080	1,656		1,656
15040000	54060	PRINTING/RECRUITING	2,242	2,255	5,280	1,324	5,280	5,280		5,280
15040000	54120	OFFICE SUPPLIES	40	664	1,000	449	1,000	1,000		1,000
15040000	54220	BOOKS & PAMPHLETS	135					-		-
15040000	54270	MEMBERSHIP DUES	438	717	1,500	0	1,500	1,500		1,500
15040000	54300	CONFERENCE/SEMINAR/MEETING	671	966	2,000	374	2,000	2,000		2,000
15040000	54330	SAFETY & WELLNESS	5,083	1,532	8,500	500	8,500	8,500		8,500
15040000	54350	EMPLOYEE SERVICE AWARDS	2,498	3,492	4,500	727	4,500	4,500		4,500
		TOTAL	580,854	655,274	706,108	383,869	675,124	717,516	(875)	716,641
Org	Object	505 - FINANCE	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 6 MOS.	2023 ESTIMATED TOTAL	2024 MAYOR PROPOSED	Council Adjustments	2024 ADOPTED BUDGET
15050005	50010	SALARY-FULL TIME	267,917	264,729	313,952	142,541	297,115	313,151		313,151
15050005	50020	SALARY-PART TIME	61,220	61,529	66,000	38,219	69,500	71,600		71,600
15050005	50070	SALARY-OVERTIME	7,323	10,670	2,500	1,254	2,600	2,500		2,500
		SALARY-ADJUSTMENT			-			7,953	2,674	10,627
15050005	51010	RETIREMENT	20,591	20,306	24,828	11,095	22,808	24,381		24,381
15050005	51020	FICA	24,026	24,962	21,531	13,309	26,958	29,625		29,625
15050005	51030	HEALTH INSURANCE	78,549	55,684	66,258	30,408	63,380	77,334	(6,360)	70,974
15050005	51060	LONG TERM DIS	236	213	160	87	164	245		245
		BENEFIT ADJUSTMENT			-			1,157	389	1,546
15050005	51065	VISION/DENTAL INSURANCE	1,094	702	856	277	502	1,242		1,242
15050005	51070	LIFE INSURANCE	481	874	547	261	542	561		561
15050005	52010	PROFESSIONAL FEES	7,057	6,622	7,300		7,300	7,500		7,500
15050005	52080	AUDIT FEES	44,751	51,037	45,475	40,427	46,000	51,500		51,500
15050005	54120	OFFICE SUPPLIES	253	1,701	1,000	875	1,000	1,200		1,200
15050005	54140	DATA PROC SUPPLIES	1,634	4,501	1,200		1,200	1,500		1,500
15050005	54270	MEMBERSHIP DUES	129	85	85	85	85	85		85
15050005	54300	CONFERENCE/SEMINAR/MEETING	344	784	2,000		500	2,000		2,000
15050005	54521	TECHNOLOGY/SOFTWARE	921	3,300	-	1,501	1,501	-		-



**CITY OF WEST ALLIS  
SUMMARY OF POSITIONS  
2024**

**BENEFITTED POSITIONS**

Department or Division	2023	2023		2023		2024				2024	
	Benefit Auth. (FTE)	Misc PT Non-Benefit Pos	Dept Total	General Fund	Other Funding Sources	Adj	Position Change	Auth. Pos	General Fund Pos	Other Funding Pos	Misc PT Non-Benefit Pos
Alderspersons	10.00		10.00	10.00				10.00	10.00		
Mayor	1.00		1.00	1.00				1.00	1.00		
City Attorney	6.00	1.00	7.00	6.00				6.00	6.00		1.00
Municipal Court	2.90	0.50	3.40	2.90				2.90	2.90		0.50
City Assessor	3.00		3.00	3.00				3.00	3.00		3.00
City Administrator & Gen Govt	0.75		0.75	0.75				0.75	0.75		
Information Technology	9.00		9.00	9.00				9.00	9.00		0.10
Finance	7.75		7.75	7.00	0.75			7.75	7.00	0.75	
Treasurer	7.00		7.00	6.25	0.75			7.00	6.25	0.75	0.00
Human Resources	5.00		5.00	5.00				5.00	5.00		
Clerk	2.25	50.00	52.25	2.25				2.25	2.25		50.00
Police Department	160.15	22.00	182.15	160.15			(0.60)	159.55	159.55		22.00
Fire Department *	102.00	0.10	102.10	102.00	0.10			102.10	101.10	1.00	0.10
Economic Development	3.75	0.00	3.75	1.75	2.00			3.75	1.75	2.00	
Planning & Zoning (incl Housing)	8.75		8.75	3.85	4.90			8.75	3.85	4.90	
Code Enforcement **	12.00	2.00	14.00	10.00	2.00			12.00	9.95	2.05	2.00
Health Department (incl Sr Ctr)	36.28		36.28	22.50	13.78	(0.48)		35.80	21.50	14.30	1.48
Public Library	16.50	7.78	24.28	16.50				16.50	16.50		7.80
Public Works											
Administration	4.00		4.00	4.00				4.00	4.00		
Building, Electrical & Inventory	23.00	3.00	26.00	23.00				23.00	23.00		4.00
Street & Sanitation	49.00	7.00	56.00	49.00				49.00	49.00		5.00
Forestry	12.00	10.00	22.00	12.00				12.00	12.00		16.00
Fleet Services	9.00		9.00	9.00				9.00	9.00		
Engineering	18.00	2.00	20.00	18.00		(1.00)		17.00	17.00		1.00
Water Utility *	18.00		18.00		18.00			18.00		18.00	
Marketing & Events	6.45	4.00	10.45		6.45			6.45		6.45	4.00
<b>TOTALS</b>	<b>533.53</b>	<b>109.38</b>	<b>642.91</b>	<b>484.90</b>	<b>48.73</b>	<b>(0.48)</b>	<b>(1.60)</b>	<b>531.55</b>	<b>481.35</b>	<b>50.20</b>	<b>117.98</b>
				<b>Total 2023 Benefit Positions</b>	<b>533.63</b>		<b>Total Changes</b>		<b>Total 2024 Benefit Positions</b>	<b>531.55</b>	
							<b>(2.08)</b>				

\* Beginning 2023 figure adjusted to correct error

\*\*\* Misc PT Non-Benefitted Positions may be shown by FTE or by number of employees in positions

**CITY OF WEST ALLIS GENERAL FUND  
EXPENDITURES BY DEPARTMENT  
2024 BUDGET**

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Adj Budget</b>	<b>2023 Year-to-Date</b>	<b>2023 Estimate</b>	<b>2024 Budget</b>	<b>Change</b>	<b>% Change</b>
<b>GENERAL GOVERNMENT</b>									
Common Council	\$ 148,082	\$ 147,462	\$ 162,977	\$ 162,977	\$ 118,304	\$ 161,017	\$ 151,828	\$ (11,149)	(6.8%)
Mayor	112,515	120,824	123,395	123,395	90,692	123,235	127,936	4,541	3.7%
Municipal Court	340,774	340,776	335,876	335,876	257,672	340,906	347,460	11,584	3.4%
City Administration & General Government	209,838	163,852	187,012	187,012	128,483	170,860	810,339	623,327	333.3%
City Assessor	216,411	202,160	390,033	390,033	265,634	340,411	425,318	35,285	9.0%
City Attorney	1,144,833	788,292	901,672	1,151,672	867,264	1,110,633	901,038	(634)	(0.1%)
Information Technology	1,816,486	1,652,353	1,507,944	1,507,944	1,062,007	1,429,570	1,512,235	4,291	0.3%
Human Resources	623,578	609,687	655,813	655,813	488,861	649,704	749,136	93,323	14.2%
Finance	713,043	729,475	1,038,388	1,038,388	644,097	844,695	1,092,706	54,318	5.2%
City Clerk	405,897	488,852	536,135	536,135	430,930	522,553	649,657	113,522	21.2%
Treasurer	264,637	499,203	581,340	581,340	392,421	515,760	663,990	82,650	14.2%
Marketing & Events (formerly Communications)	-	-	713,824	713,824	493,127	689,609	984,531	270,707	37.9%
Promotion, Celebrations, Awards	90,514	147,396	170,766	170,766	125,444	187,525	-	(170,766)	(100.0%)
General Fringe Benefits *	1,564,368	1,379,584	1,706,860	1,706,860	722,819	1,471,860	797,105	(909,755)	(53.3%)
Other General Government	6,043,092	6,323,646	1,034,309	1,034,309	809,123	907,614	533,039	(501,270)	(48.5%)
<b>TOTAL GENERAL GOVERNMENT</b>	<b>13,694,068</b>	<b>13,593,562</b>	<b>10,046,344</b>	<b>10,296,344</b>	<b>6,896,878</b>	<b>9,465,952</b>	<b>9,746,318</b>	<b>(300,026)</b>	<b>(3.0%)</b>
<b>PUBLIC SAFETY</b>									
Police & Fire Commission	50,452	35,972	37,840	37,840	31,092	36,605	38,347	507	1.3%
Police	19,395,590	21,423,282	23,297,624	23,297,624	15,194,238	21,941,652	24,043,836	746,212	3.2%
Fire	13,428,920	15,483,573	15,320,538	15,320,538	10,850,757	15,089,707	16,050,470	729,932	4.8%
Code Enforcement	1,322,958	1,020,758	1,286,524	1,286,524	915,264	1,192,313	1,369,165	82,641	6.4%
Other Public Safety							386,550	386,550	999.0%
<b>TOTAL PUBLIC SAFETY</b>	<b>34,197,920</b>	<b>37,963,585</b>	<b>39,942,526</b>	<b>39,942,526</b>	<b>26,991,351</b>	<b>38,260,277</b>	<b>41,888,368</b>	<b>1,945,842</b>	<b>4.9%</b>
<b>PUBLIC WORKS</b>									
Public Works	9,393,337	9,335,506	11,365,088	11,115,088	7,528,645	10,220,254	11,646,181	281,093	2.5%
Engineering	1,249,421	1,046,941	1,092,315	1,092,315	703,835	930,472	1,107,882	15,567	1.4%
<b>TOTAL PUBLIC WORKS</b>	<b>10,642,758</b>	<b>10,382,447</b>	<b>12,457,403</b>	<b>12,207,403</b>	<b>8,232,480</b>	<b>11,150,726</b>	<b>12,754,063</b>	<b>296,660</b>	<b>2.4%</b>
<b>HEALTH &amp; HUMAN SERVICES</b>									
Health Department	1,777,145	1,893,135	2,192,315	2,192,315	1,514,029	2,040,057	2,226,461	34,146	1.6%
<b>TOTAL HEALTH &amp; HUMAN SERVICES</b>	<b>1,777,145</b>	<b>1,893,135</b>	<b>2,192,315</b>	<b>2,192,315</b>	<b>1,514,029</b>	<b>2,040,057</b>	<b>2,226,461</b>	<b>34,146</b>	<b>1.6%</b>
<b>CULTURE &amp; RECREATION</b>									
Senior Center	186,115	182,078	234,188	234,188	160,381	213,726	241,725	7,537	3.2%
Library	2,279,649	2,045,085	2,167,540	2,167,540	1,578,872	2,117,463	2,117,463	(50,077)	(2.3%)
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>2,465,764</b>	<b>2,227,163</b>	<b>2,401,728</b>	<b>2,401,728</b>	<b>1,739,253</b>	<b>2,331,189</b>	<b>2,359,188</b>	<b>(42,540)</b>	<b>(1.8%)</b>
<b>CONSERVATION &amp; DEVELOPMENT</b>									
Planning & Zoning	392,636	273,562	511,829	511,829	248,208	340,446	442,284	(69,545)	(13.6%)
Economic Development	177,487	126,536	133,855	133,855	146,144	139,919	151,318	17,463	13.0%
<b>TOTAL CONSERVATION &amp; DEVELOPMENT</b>	<b>570,123</b>	<b>400,098</b>	<b>645,684</b>	<b>645,684</b>	<b>394,352</b>	<b>480,365</b>	<b>593,602</b>	<b>(52,082)</b>	<b>(8.1%)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 63,347,778</b>	<b>\$ 66,459,990</b>	<b>\$ 67,686,000</b>	<b>\$ 67,686,000</b>	<b>\$ 45,768,343</b>	<b>\$ 63,728,566</b>	<b>\$ 69,568,000</b>	<b>\$ 1,882,000</b>	<b>2.8%</b>

\* City paid fringe benefit expenses for most benefits such as FICA, pension, health, dental, and life insurance are included in departmental budgets. General fringe benefits includes cost of miscellaneous benefit programs not specifically attributable to individual departments

# 2023 Accomplishments



- 
- Continued ongoing municipal code update
  - Resolved several significant litigation matters and claims
  - Expended \$0 on outside litigation counsel
  - Update policy and procedure manual

# 2024 Initiatives



- 
- Continue to utilize in-house attorneys and avoid outside counsel
  - Assist clerk's office in administering 2024 election cycle
  - Continue working to address public nuisance properties

**CITY OF WEST ALLIS  
CITY ATTORNEY  
2024 BUDGET**

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Adj Budget</b>	<b>2023 Year-to-Date</b>	<b>2023 Estimate</b>	<b>2024 Request</b>	<b>2024 Budget</b>	<b>Change</b>	<b>% Change</b>
Salaries - Full-Time	\$ 542,053	\$ 561,559	\$ 569,034	\$ 569,034	\$ 428,596	\$ 569,034	\$ 544,358	\$ 544,358	\$ (24,676)	(4.3%)
Salaries - Part-Time	16,266	14,707	20,800	20,800	15,859	16,719	20,800	20,800	-	-
Overtime	-	89	-	-	-	89	-	-	-	-
Other Pay	1,114	-	-	-	-	-	-	-	-	-
Health Insurance	79,753	90,308	91,714	91,714	70,863	91,714	93,242	93,242	1,528	1.7%
Dental Insurance	5,029	5,591	5,793	5,793	4,338	5,793	5,700	5,700	(93)	(1.6%)
Other Benefits	1,186	1,201	1,300	1,300	2,421	2,015	5,151	5,151	3,851	296.2%
Payroll Taxes	41,801	42,904	45,123	45,123	33,117	45,123	43,235	43,235	(1,888)	(4.2%)
Pension	36,569	36,529	40,108	40,108	29,132	40,108	38,996	38,996	(1,112)	(2.8%)
<b>PERSONNEL</b>	<b>723,771</b>	<b>752,888</b>	<b>773,872</b>	<b>773,872</b>	<b>584,326</b>	<b>770,595</b>	<b>751,482</b>	<b>751,482</b>	<b>(22,390)</b>	<b>(2.9%)</b>
Other Professional Services	12,809	11,130	24,500	24,500	13,254	9,000	69,576	69,576	45,076	184.0%
Maintenance Contracts	2,384	2,384	2,600	2,600	2,503	2,503	2,630	2,630	30	1.2%
<b>PROFESSIONAL SERVICES</b>	<b>15,193</b>	<b>13,514</b>	<b>27,100</b>	<b>27,100</b>	<b>15,757</b>	<b>11,503</b>	<b>72,206</b>	<b>72,206</b>	<b>45,106</b>	<b>166.4%</b>
Utilities	-	-	-	-	-	-	-	-	-	-
Rentals	-	-	-	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-	-	-	-
Supplies	680	1,075	1,600	1,600	676	900	1,500	1,500	(100)	(6.3%)
Books & Subscriptions	6,339	6,348	7,000	7,000	4,850	6,411	4,500	4,500	(2,500)	(35.7%)
Other Maint & Supplies	-	-	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-	-	-
Printing	-	-	-	-	-	-	-	-	-	-
<b>MAINTENANCE &amp; SUPPLIES</b>	<b>7,019</b>	<b>7,423</b>	<b>8,600</b>	<b>8,600</b>	<b>5,526</b>	<b>7,311</b>	<b>6,000</b>	<b>6,000</b>	<b>(2,600)</b>	<b>(30.2%)</b>
Training & Travel	4,610	4,403	6,600	6,600	5,349	6,224	5,850	5,850	(750)	(11.4%)
Regulatory & Safety	-	-	-	-	-	-	-	-	-	-
Insurance & Claims	393,985	10,064	85,000	335,000	256,306	315,000	65,000	65,000	(20,000)	(23.5%)
Retiree Benefits	-	-	-	-	-	-	-	-	-	-
Other Miscellaneous	-	-	-	-	-	-	-	-	-	-
<b>MISCELLANEOUS</b>	<b>398,595</b>	<b>14,467</b>	<b>91,600</b>	<b>341,600</b>	<b>261,655</b>	<b>321,224</b>	<b>70,850</b>	<b>70,850</b>	<b>(20,750)</b>	<b>(22.7%)</b>
Capital Items	255	-	500	500	-	-	500	500	-	-
Transfers-Out	-	-	-	-	-	-	-	-	-	-
<b>OTHER USES</b>	<b>255</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,144,833</b>	<b>\$ 788,292</b>	<b>\$ 901,672</b>	<b>\$ 1,151,672</b>	<b>\$ 867,264</b>	<b>\$ 1,110,633</b>	<b>\$ 901,038</b>	<b>\$ 901,038</b>	<b>\$ (634)</b>	<b>(0.1%)</b>

**2024 BUDGET NOTES:**

The Increase in Other Benefits is a reallocation of long-term disability and workers comp benefits to departments that were previously recorded as a General City expenditure.

The City's claims experience is difficult to predict and can vary significantly from year-to-year. The reduction represents an adjustment to an estimate for an average claims year.

The reduction in Books & Subscriptions was done to support Flock cameras in the Police Department.

A reorganization in the Attorney's Office reduced personnel costs while adding a commensurate increase in Other Professional Services for outside counsel.

<b>Wages &amp; Benefits</b>		Attorney	
5111 Salaries-FT	140,000		
5151 FICA	10,710		Benefits calculated
5152 Retirement	9,660		using 2024 actual
5153 Retiree Health	350		rates
5154 Group Hlth & Dental	21,537		
5155 Life Insurance	470		
5156 Workers Comp	168		
	<u>182,895</u>		
<b>Grand Total</b>	<b><u>182,895</u></b>		

CITY OF FRANKLIN  
Job Description

**Job Title:** City Attorney

**Department:** Legal Services

**Reports To:** Mayor

**Salary Level:** Grade 13

**FLSA Status:** Exempt

**Prepared By:** Kelly Hersh, Director of Administration, and Dana Zahn, Human Resources Manager

**Prepared Date:** May 2024

**Approved By:** Common Council

**Approved Date:** *TBD (May 21, 2024)*

**Summary:** The City Attorney plays a pivotal role in our city, being responsible for a diverse range of tasks and managing all legal affairs on behalf of the City. This is in strict accordance with Section 62.09(12) of the Wisconsin Statutes and Section 55-2 of the City of Franklin Municipal Code. As legal counsel, the City Attorney advises and represents all municipal officials, officers, and departments. Additionally, the City Attorney will handle prosecuting cases in Municipal Court. Essential duties include drafting and scrutinizing ordinances, resolutions, policies, procedures, and contracts to ensure strict alignment with relevant state, federal, and local regulations. The role prioritizes expertise in municipal law, civil code enforcement, quality of life concerns, land use and development, zoning regulations, labor relations, claims management, debt collection, contract examination, and legislative interpretation.

The City of Franklin is committed to equal employment opportunities and can help ensure a diverse pool of applicants feel welcome to apply.

**Essential Duties and Responsibilities**

- Provide legal counsel and written opinions to the Mayor, Common Council, Department Heads, and Committees on municipal operations, including compliance with ordinances, statutes, case law, and regulations.
- Draft legal documents, including resolutions, ordinances, contracts, and litigation materials.
- Represents the City in administrative proceedings, including prosecution and defense.
- Evaluates and negotiates third-party claims against the City.
- Administers labor and employment legal matters and enforces health and safety codes.
- Provides legal representation in mediation, arbitration, and court proceedings.
- Offers training on legislation and recommends policy changes for legal compliance.
- Coordinates risk management activities with the Director of Administration.
- Attends meetings to advise on legal implications and responds to stakeholder inquiries.
- Performs other related duties as assigned.

## Qualifications

### Education, Training, & Experience

- This position requires emotional intelligence, a strong work ethic, accountability, and initiative to perform the duties effectively.
- Doctor of Jurisprudence Degree from an accredited law school.
- An active member of the Wisconsin State Bar Association in good standing.
- At least ten years of experience providing municipal or related legal services for a City or similar government or organization; 3 to 5 years of experience developing and implementing a department budget; experience in handling public sector litigation.
- Previous experience as a City Attorney or Assistant City Attorney in Wisconsin is strongly preferred.
- Direct counsel experience with tax incremental financing and development agreement negotiating and drafting is strongly preferred.
- Strong leadership, communication, and human relations skills are required.

*The City of Franklin reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements. It may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.*

Completion of the National Incident Management System's (NIMS) ICS 100, 200, and IS 700 within six (6) months of employment.

### Knowledge, Skills & Abilities

- Extensive knowledge of federal laws, State Statutes, local ordinances, and other legal provisions relating to City Attorney functions and the City Council.
- Comprehensive knowledge of legal procedures, public records, and open meetings law.
- Ability to adapt and learn procedures/laws.
- Ability to read, interpret, explain, and make responsible, independent judgments and decisions in accordance with applicable laws, City policies, ordinances, resolutions, and procedures.
- Knowledge and ability to perform general management functions relating to planning, budgeting, and department leadership.
- Knowledge of organizational sensitivity regarding complex relationships with other City departments and external organizations.
- Ability to communicate information clearly and concisely.
- Ability to establish and maintain an effective and comprehensive records management system.
- Ability to operate equipment necessary for City Council meetings.
- Ability to train, educate, mentor, and motivate employees.
- Skill in fostering an environment where staff strives to improve and streamline current practices.
- Ability to adapt to a continually evolving environment, supporting a data-driven and deadline-oriented workplace.
- Ability to set, implement, and achieve departmental goals consistent with the City's Strategic Plan and Goals.
- Ability to work well under pressure, meet deadlines regularly, manage multiple assignments, and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.
- Skill in setting priorities and using organization and problem-solving skills, which support and enable sound decision-making.
- Commitment to ongoing professional development and continuous learning.
- High ethical standards.

- Ability to maintain the confidentiality of records.
- Ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy, including, but not limited to, supervisors, employees, and the public.
- Demonstrated ability to promote innovation, operational excellence, and continuous improvement.

### **Certificates, Licenses, Registrations**

Valid Driver's License

### **Physical Demands**

Candidates for the position of City Attorney must possess the physical capacity to perform the duties of the position including, but not limited to, frequent sitting, standing, walking; frequent pushing, pulling, lifting, carrying up to 20 lbs.; occasional lifting up to 50 lbs.; occasional entering and exiting of a personal vehicle; continuous arching of neck; ability to occasionally bend, kneel, twist, stoop, squat, reach, push, pull, climb, etc.; occasional driving in variable and unfavorable weather conditions; ability to continuously focus for long periods on projects or while working on computers.

### **Work Environment**

While performing the duties of this job, the employee is typically in an office building environment. The employee may be required to travel to any of the City of Franklin municipal buildings and is thus periodically exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **Miscellaneous**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and requirements of the job change.

## **Nepotism**

The City of Franklin permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the City, create an actual or perceived conflict of interest.

For the purpose of this policy, a 'relative' is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or 'step' relation. The City of Franklin will exercise sound judgment in the placement of related employees by the following guidelines:

Relatives are permitted to work for the City, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within a relative's "chain of command" such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. No relatives are permitted to work in the same department or any other positions in which the City believes an inherent conflict of interest may exist. Employees who marry while employed are also subject to this policy. If in the opinion of the City, a conflict or apparent conflict arises due to the marriage, one of the employees may be transferred, or their employment status may be changed to eliminate the conflict.

This policy applies to all employment categories, including extended-term, limited-term, and part-time classifications.

**The Personnel Committee, as a part of our commitment to fairness and transparency, has the authority to overrule this policy on a case-by-case basis, ensuring that all decisions are made with careful consideration of the unique circumstances involved.**

# Staffing Report

## Data as of February 15th, 2024

VIII

Open Positions					
Number of Positions	Title	Date of Vacancy	Reason for Vacancy	Employee Group	Status
3	Firefighter/Paramedic	6/19/2023, 1/5/24, and 6/7/24	1 position & 2 Retirer Fire Union & 1 Non-Rep	Non-Rep	1 EE resigned last June, the Chief retired in January, and a Firefighter/Paramedic will retire in June. The department has 3 replacements selected and they will hopefully all start on 6/10/24. We currently have 1 candidate going thru the background check and are interviewing 6 additional candidates on 5/22
2	Dispatcher	1/3/24	Retirement	Non-Rep	
1	Chief Plumbing Inspector	10/2/2023	Resignation	Non-Rep	Position is vacant due to the promotion of Justin Ligocki to Director. We have not yet been able to fill the position.
1	Administrative Asst (Clerk's)	6/7/2024	Resignation/Retirement	Non-Rep	Katy Rivedal is "retring" on 6/7. We have taken applications to fill the vacancy in the department and will interview in the next couple weeks.
1	Community Service Officer		Resignation	Non-Rep	Our CSO resigned to take a police officer position at another municipality. We are accepting applications for the position until 5/20.
1	Community Fire Prevention Specialist	5/24/2024	Resignation/Retirement	Non-Rep	Jill Glanz has elected to "retire". We have given a conditional job offer to a candidate who will hopefully start within the next 30 days.
1	Public Health Nurse	5/17/2024	Resignation	Non-Rep	Kim Buelow has submitted her resignation. We are currently accepting applications to fill the position.
1	Desktop & User Support Administrator		Resignation	Non-Rep	We had a contract IT employee that left last summer. Approval has been received to hire the person direct. Applications are currently being accepted.
1	Police Officer	2/10/2024	Resignation	Police Union	1 police officer resigned to return back to his former position in Racine.
1	Sewer & Water Tech	2/1/2024	Resignation	Non-Rep	1 employee recently left to start his own business full time. A Heavy Equipment Operator transferred to S&W. We will likely promote a light equipment operator to HEO thus hiring a LEO from the outside.