

**CITY OF FRANKLIN
AUTHORIZED POSITIONS - FULL TIME EQUIVALENTS**

DEPARTMENT	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
MUNICIPAL COURT	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
CLERK	4.12	4.12	4.12	4.50	4.50	4.50	4.50	5.00	5.00	5.00
INFORMATION TECHNOLOGY*	1.00	1.00	1.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
ADMINISTRATION and HUMAN RESOURCES	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FINANCE and AUDIT	6.60	6.60	6.73	6.73	7.23	6.73	6.73	6.30	6.30	6.56
CITY ASSESSOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MUNICIPAL BUILDINGS	4.05	4.05	4.05	4.05	4.05	4.05	4.05	3.20	3.20	3.70
TOTAL GENERAL GOVERNMENT	21.27	21.27	21.40	23.78	24.28	23.78	23.78	23.00	23.00	23.76
POLICE **	61.75	61.75	61.75	62.75	62.75	62.75	63.15	63.15	63.15	65.13
DISPATCH	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
FIRE ***	46.00	46.00	46.50	47.50	47.50	49.50	50.50	51.00	51.00	52.00
INSPECTION SERVICES	8.30	8.30	9.15	9.00	9.00	9.00	9.00	9.00	9.00	9.00
TOTAL PUBLIC SAFETY	131.05	131.05	132.40	134.25	134.25	136.25	137.65	138.15	138.15	141.13
ENGINEERING	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	4.25
HIGHWAY	22.00	22.00	22.00	22.00	21.75	22.00	22.00	21.00	21.00	21.00
PARKS	2.00	2.00	1.80	1.75	2.00	1.35	1.35	3.80	3.80	3.00
TOTAL PUBLIC WORKS	32.25	32.25	32.05	32.00	32.00	31.60	31.60	33.05	33.05	28.25
HEALTH	6.75	6.95	6.95	7.05	7.05	7.15	7.15	7.45	7.45	7.45
PLANNING	4.00	4.00	4.00	4.00	4.17	4.17	4.80	6.10	6.10	6.10
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL GENERAL FUND	196.32	196.52	197.80	202.08	202.75	203.95	205.98	208.75	208.75	207.69
HEALTH - GRANT	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LIBRARY	16.68	15.38	14.88	15.15	15.15	14.65	14.65	15.30	15.30	15.32
TOURISM *****				0.50	0.50	0.50	0.00	0.00	0.00	0.00
SANITARY SEWER & WATER	10.80	10.80	11.80	11.80	12.80	12.80	12.80	12.50	12.50	12.50
TOTAL	224.55	223.70	225.48	230.53	232.20	232.90	234.43	237.55	237.55	236.51

Notes:

ELECTION WORKER HOURS

Year		City Clerk		DPW		Poll Workers	GRAND TOTAL
		Regular	OT	Regular	OT		
2016	President	292.07	359.73	95.00	12.40	5,722.58	6,481.78
2017	Local	33.75	42.00	34.00	2.60	1,892.57	2,004.92
2018	Governor	193.75	176.00	87.00	3.50	5,000.80	5,461.05
2019	Local	32.00	41.50	32.00	0.50	1,257.75	1,363.75
2020	President	170.50	537.65	95.00	42.70	5,304.78	6,150.63
2021	Local	26.00	75.00	52.00	4.60	1,447.18	1,604.78
2022	Governor	103.25	252.00	132.00	13.10	3,978.60	4,478.95
2023	Local	54.75	155.75	75.00	3.40	2,028.68	2,317.58
2024	President	350.75	434.50	222.00	23.50	5,214.25	6,245.00
2025	Local	0.00	164.50	101.00	5.70	1,964.75	2,235.95
		1,256.82	2,238.63	925.00	112.00	33,811.94	38,344.39
Averages	Local	29.30	95.75	58.80	3.36	1,718.19	1,905.40
	Governor	148.50	214.00	109.50	8.30	4,489.70	4,970.00
	President	271.11	443.96	137.33	26.20	5,413.87	6,292.47



MEMORANDUM:

FROM DPW **DEPARTMENT**

DATE: Sunday, September 14, 2025

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Kevin Schlueter, DPW Superintendent

SUBJECT: DPW Department
Personnel Request – FY 2026 Budget

Danielle, Mayor Nelson, and Kelly,

I would like to make a request for personnel as follows:

CURRENT STATUS

Park Attendant (Part-Time) – 0.35
Laborer – 1
Light Equipment Operator – 6
Heavy Equipment Operator – 6
Foreman – 2
Arborist – 1
Forester – 1
Mechanic – 1
Asst Mechanic – 2
Deputy Clerk – 1
Asst Superintendent – 1
Superintendent – 1

PERSONNEL REQUEST

We would like to request the following additional personnel in the 2026 budget:

Heavy Equipment Operator – 1



POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

Heavy Equipment Operator – Preferred Start Date: January 1st, 2025

PROPOSED COST

The proposed cost for this position is as follows:

(Tom Bakalarski will be inserting the figure for the Heavy Equipment Operator Position)

ADDITIONAL REQUEST

None at this time.

RATIONALE

Due to the enormous work load being placed on the Public Works Department, we are requesting the HEO position to: keep up with the addition of new streets, sidewalks, and paths; new streets & subdivisions being created; the creation of new parks (including Water Tower Park) along with the extraordinary use of our current park system; the increasing age of our City's infrastructure & storm sewer system; the addition of festivals & events within the City, as well as the rising request by other departments for the use of DPW personnel.

With the large increase in streets, sidewalks, and paths it is imperative that we add a minimum of two new plow routes in order to keep the streets operational during the Winter months.

With the large increase in park usage, park pavilion rentals, facility rentals (baseball fields, pickleball courts), as well as the addition of new parks, the work load is becoming more than what our part-time park person can handle in a timely manner. DPW staff assists when possible, however issues of higher priority and being short staffed as a department has limited our ability.

Without additional personnel, our staff will have to continue making cuts to services such as snow plowing, salting, street maintenance, street sweeping, lawn mowing (roadside, parks, & grass/weed complaints), & streetlight maintenance.



MEMORANDUM:

FROM MUNICIPAL COURT

DATE: Sunday, September 14, 2025

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Georgia Konstantakis, Municipal Judge

SUBJECT: Municipal Court Department
Personnel Request – FY 2026 Budget

Danielle, Mayor Nelson, and Kelly,

I would like to make a request for personnel as follows:

CURRENT STATUS

The police department provides 1 police officer to act as the municipal court bailiff during municipal court sessions.

PERSONNEL REQUEST

The municipal court is seeking to add 1 additional municipal court bailiff position during municipal court sessions. This position would be posted as an overtime assignment for Franklin police officers and would be assigned the duties of operating the metal detector and hand wand of municipal court attendees and enforcing courtroom rules, safety and security measures.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

Position Title: Municipal Court Bailiff, Start Date: 01/01/25, Job Grade: Franklin Police Officer

PROPOSED COST

The municipal court holds approximately 45 court sessions per year, which is an estimated 90 hours (minimum) - 180 hours of court time (maximum). Calculated at the current time and one-half overtime rate for a top step officer (\$95.00/hour) = **\$8,550 - \$17,100/year**.

**There is a tentative agreement on a new contract which, if ratified by the union and approved by the City, will increase the above rate.*



ADDITIONAL REQUEST

This personnel request is in conjunction with our 2026 Capital Request for the purchase of a metal detector and hand wand.

RATIONALE

Courtroom security and safety is a priority. In effort to keep citizens (including children/toddlers/infants), defendants and court staff safe during municipal court sessions, the municipal court is working in tandem with the Franklin Police Department to employ additional courtroom security and safety procedures. The municipal court will be requesting the purchase of a metal detector and hand wand in the 2026 budget process. An additional municipal court bailiff position will be necessary to operate the metal detector and hand wand during municipal court sessions.



MEMORANDUM:

FROM POLICE DEPARTMENT

DATE: Sunday, September 14, 2025

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Craig Liermann
Chief of Police

SUBJECT: Police Department
Personnel Request – FY 26 Budget

Danielle, Mayor Nelson, and Kelly,

I would like to make a request for personnel as follows:

CURRENT STATUS

Over the years, the number of open records requests received by the police department has increased significantly. The Police Department will be implementing a Body-Worn Camera (BWC) program soon. The introduction of BWCs will generate a substantial amount of audio and video footage, all of which is considered public record. As with any public records, BWC footage must be reviewed and redacted before it can be released. Personally Identifiable Information (PII), such as date of birth, social security numbers, credit card numbers, and medical records, must be redacted from both audio and video footage to protect individuals' privacy and prevent any potential invasion of privacy. Redacting BWC footage to ensure compliance is a more labor-intensive task than redacting paper documents, and it presents a significant challenge for law enforcement agencies.

In 2020, the Police Department converted a full-time Emergency Dispatcher position into a Primary Records Clerk/Emergency Services Dispatcher. This change shifted the responsibilities of that dispatcher to focus primarily on clerical duties, with dispatch duties assigned as needed. The Primary Records Clerk was tasked with fulfilling open records requests.

Due to ongoing staffing issues in the dispatch center, the need for the Primary Records Clerk/Emergency Services Dispatcher to perform dispatch duties has increased. As a result, the available time for this dispatcher to process open records requests has significantly decreased. Consequently, there is no dedicated personnel available to handle records tasks and open records requests. When this occurs, these responsibilities have been assigned to the Communications Supervisor and the Administrative Sergeant, who already have numerous other duties to manage. In comparison, similar-sized departments typically employ several dedicated clerks for this purpose.



PERSONNEL REQUEST

The Police Department is seeking to hire a full-time dedicated Records Clerk to assist the Primary Records Clerk/Emergency Services Dispatcher. Key functions of the Records Clerk role include:

- Receiving and tracking open records requests from the public, media, attorneys, and other entities.
- Reviewing and redacting sensitive or confidential information (e.g., juvenile records, personal identifiers, active investigations) in accordance with legal standards.
- Coordinating with records staff, officers, and legal advisors to gather accurate documentation.
- Ensuring timely responses to requests to avoid legal liability and maintain public trust.
- Maintaining detailed logs and reports for internal tracking and external audits.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

The Records Clerk position would be a full-time position. After checking with area police departments, the market rate for a clerk with these duties is \$25.00 - \$27.00/ hour, which would place the position in the City of Franklin Salary Range category 3. If approved, the Police Department would anticipate hiring this clerk sometime in early 2026.

PROPOSED COST

A records clerk with the base pay of \$25.00 - \$27.00/hour would cost the city approximately \$72,800 - \$78,625 per year, factoring in base pay and standard benefits.

RATIONALE

The Open Records Clerk plays a critical role in ensuring compliance with public transparency laws, including the Freedom of Information Act (FOIA) and applicable state open records laws. This position is essential for managing, processing, and responding to public records requests accurately, lawfully, and on time.

As public interest and legal scrutiny increase, the demand for accurate, prompt, and legally compliant records handling continues to grow. This position alleviates the administrative burden on sworn officers and supervisors, reduces legal risk, and enhances the department's transparency and accountability.

Hiring or maintaining a dedicated Open Records Clerk ensures the police department remains compliant with all statutory deadlines, minimizes the potential for legal challenges, and upholds the department's commitment to public service.

January 2026 Salary Ranges
(2% effective on 1/2026 payroll + progress to market if applicable)

Position Title	Grade	JFA Total	Minimum Pay	Market Rate	Maximum Pay
Executive and Management					
Director of Administration	14	810	\$111,806	\$137,241	\$150,938
Fire Chief	(790 pts and above)	795	\$53.75	\$65.98	\$72.57
Police Chief		795			
Assistant Fire Chief	13	770	\$104,006	\$127,668	\$140,410
City Engineer	(750 to 785 pts)	755	\$50.00	\$61.38	\$67.50
Assistant Police Chief		755			
Battalion Chief (2912 hrs/yr)	12	730	\$96,750	\$118,761	\$130,613
Director of Finance and Treasurer	(710 to 745 pts)	725	\$46.51	\$57.10	\$62.79
Director of Clerk Services	11	705	\$90,002	\$110,475	\$121,499
Director of Health and Human Services	(670 to 705 pts)	680	\$43.27	\$53.11	\$58.41
Library Director		680			
Director of Information Technology		680			
Director of Economic Development		670			
Supervisory and Advanced Technical					
Director of Inspection Services	10	665	\$83,854	\$101,568	\$111,107
Sewer & Water Superintendent	(615 to 665 pts)	665	\$40.31	\$48.83	\$53.42
Assistant City Engineer		635			
Planning Manager		630			
Department of Public Works Superintendent		615			
Emergency Services Communication Supervisor	9	585	\$78,005	\$94,483	\$103,356
Principal Planner	(560 to 610 pts)	570	\$37.50	\$45.42	\$49.69
Public Health Nurse Supervisor		565			
Project Engineer		560			
Human Resources Manager					
Chief Electrical Inspector	8	550	\$72,562	\$87,891	\$96,145
Chief Plumbing Inspector	(505 to 555 pts)	550	\$34.89	\$42.26	\$46.22
Chief Building Inspector		545			
Adult Services Librarian/Assistant Director		540			
Human Resources Coordinator		520			
Public Health Program Manager		515			
Assistant Superintendent of Public Works		510			
Accounting Supervisor		505			
Server and Infrastructure Engineer		505			
Engineering Tech IV		505			
Deputy Treasurer	7	485	\$67,501	\$81,760	\$89,439
City Forester		475	\$32.45	\$39.31	\$43.00
Building Inspector	(450 to 500 pts)	470			
Building Maintenance Superintendent		460			
Sanitarian		460			
Engineering Tech III		455			
Library Circulation Supervisor		455			
Mechanic I		455			
Associate Planner		455			
Public Health Nurse		455			
Administrative and Technical					
Residential Building Inspector	6	445	\$61,392	\$73,362	\$79,809
Sewer & Water Operator II	(415 to 445 pts)	440	\$29.52	\$35.27	\$38.37
Arborist		440			
Lead Dispatcher		435			
Court Administrative Assistant		435			
Foreman		435			
Public Health Specialist		425			
Deputy City Clerk		420			
Reference Librarian		420			
Youth Reference/Young Adult Librarian		420			
Community Drug Free Coalition Coordinator		420			
Engineering Tech II		415			
Permit Technician		415			

January 2026 Salary Ranges
(2% effective on 1/2026 payroll + progress to market if applicable)

Position Title	Grade	JFA Total	Minimum Pay	Market Rate	Maximum Pay
Dispatcher (2002 hrs/yr)	5	410	\$57,111	\$68,247	\$74,242
Heavy Equipment Operator	(380 to 410 pts)	410	\$27.46	\$32.81	\$35.69
Community Fire Prevention Specialist		400	\$28.53	\$34.09	\$37.08
Sewer & Water Operator I		395			
Inspection Permit Clerk		395			
Assistant Mechanic		390			
Permit Coordinator		385			
Accountant		385			
Light Equipment Operator	4	375	\$53,125	\$63,484	\$69,062
Confidential Police Administrative Assistant	(345 to 375 pts)	370	\$25.54	\$30.52	\$33.20
Confidential Fire Administrative Assistant		370			
Deputy Court Administrative Assistant		370			
Sewer & Water Technician		370			
Administrative/Project Assistant		365			
Program and Outreach Coordinator		365			
Assistant Planner		355			
Clerical and Support Staff					
Administrative Assistant (DPW)	3	335	\$46,949	\$56,104	\$61,032
Administrative Assistant (Engineering)	(310 to 340 pts)	335	\$22.57	\$26.97	\$29.34
Administrative Assistant (Clerks)		335			
Desktop & User Support Administrator		335			
Municipal Court Clerk		325			
Assessor Clerk		325			
Account Clerk		315			
Administrative Assistant (Health)		315			
Laborer		315			
Maintenance Custodian		315			
Administrative Assistant (Inspection Services)	2	305	\$43,673	\$52,187	\$56,771
Library Assistant	(275 to 305 pts)	300	\$21.00	\$25.09	\$27.29
Administrative Assistant (Planning)		300			
Finance Clerk		290			
Secretary (Clerk)		290			
Lead Cashier		285			
Clerk Typist		275			
Cashier/Clerk	1	270	\$40,625	\$48,546	\$52,812
Library Administrative Aide	(240 to 270 pts)	270	\$19.53	\$23.34	\$25.39
Custodian		235			
Police Utility Clerk		235			