

CITY OF FRANKLIN
AUTHORIZED POSITIONS - FULL TIME EQUIVALENTS

DEPARTMENT	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
MUNICIPAL COURT	2.50	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	5.00
SECURITY and INFORMATION TECHNOLOGY MNMT	1.00	1.00	1.00	3.00	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	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	6.56
CITY ASSESSOR	0.00	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	3.30
LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
<i>TOTAL GENERAL GOVERNMENT</i>	21.27	21.27	21.40	23.78	24.28	23.78	23.78	23.00	23.00	23.76	24.36
POLICE	61.75	61.75	61.75	62.75	62.75	62.75	63.15	63.15	63.15	65.13	64.00
DISPATCH	15.00	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	50.50
INSPECTION SERVICES	8.30	8.30	9.15	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
<i>TOTAL PUBLIC SAFETY</i>	131.05	131.05	132.40	134.25	134.25	136.25	137.65	138.15	138.15	141.13	138.50
ENGINEERING	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	4.25	1.00
HIGHWAY	22.00	22.00	22.00	22.00	21.75	22.00	22.00	21.00	21.00	21.00	23.00
PARKS	2.00	2.00	1.80	1.75	2.00	1.35	1.35	3.80	3.80	3.00	0.35
<i>TOTAL PUBLIC WORKS</i>	32.25	32.25	32.05	32.00	32.00	31.60	31.60	33.05	33.05	28.25	24.35
HEALTH	6.75	6.95	6.95	7.05	7.05	7.15	7.15	7.45	7.45	7.45	6.05
PLANNING	4.00	4.00	4.00	4.00	4.17	4.17	4.80	6.10	6.10	6.10	4.50
ECONOMIC DEVELOPMENT	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<i>TOTAL GENERAL FUND</i>	196.32	196.52	197.80	202.08	202.75	203.95	205.98	208.75	208.75	207.69	198.76
HEALTH - GRANT	0.75	1.00	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	14.65
TOURISM				0.50	0.50	0.50	0.00	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	12.00
TOTAL	224.55	223.70	225.48	230.53	232.20	232.90	234.43	237.55	237.55	236.51	226.41

Election Hours

Year		City Clerk		DPW		Poll Workers	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
2026 **	Governor	0.00	142.75	94.00	3.40	2,629.00	2,869.15
		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	99.00	190.25	104.33	6.67	3,869.47	4,269.72
	President	271.11	443.96	137.33	26.20	5,413.87	6,292.47

** Hours shown are actual through payroll dated 9/4/2026. **Does not include** actual, or estimate, for November 2026 general election.

MEMORANDUM:

FROM: FIRE DEPARTMENT

DATE: Wednesday, July 22, 2026

TO: Mayor John Nelson
Director of Administration Kelly Hersh
Director of Finance Danielle Brown, MBA

FROM: Fire Chief James Mayer

SUBJECT: Fire Department
Personnel Request – FY 2027 Budget

Mayor Nelson, Kelly, and Danielle:

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

CURRENT STATUS

The Fire Department is continually seeking ways to provide and maintain the highest quality of service to the residents and businesses of the City of Franklin. The City of Franklin Fire Department is facing significant challenges due to rapid development, much of it in previously undeveloped areas, and a steady increase in call volume. Over the past two decades, call volume has increased by over 143% to more than 5,200 calls per year. **In 2025, fire department calls for service increased by 3.2% and have shown an overall increase of 17% since 2021.** As Franklin continues to develop and grow, this trend is expected to continue.

The Franklin Fire Department (FFD) is made up of 48 career members, who provide fire suppression and paramedic-level Emergency Medical Services (EMS) to our growing community. Three rotating shifts of 15 members each, with a minimum of 11 on duty per day, staff three fire apparatus, three Advanced Life Support (ALS) transport units and a command vehicle. FFD Station 2, located in the rapidly growing southern part of our response area, has a minimum daily staffing of two personnel. Two civilian personnel, our Administrative Assistant and Community Fire Prevention Specialist, round out the full-time staff of the FFD.

A substantial challenge being faced is the increase in multiple concurrent calls for service. Daily, there are periods of time when all three FFD stations are committed to responding to emergency calls. Although FFD participates in a robust, countywide automatic mutual aid system known locally as the “Milwaukee County Shared Services” group, the geographic location of our response area is in the far Southwest reaches of the county. During times when all FFD stations are unavailable, the closest staffed automatic aid fire stations are often 5-8 miles of travel distance away. The long travel distances, in conjunction with

our very lean minimum staffing levels, post a significant threat to our citizens and firefighters and make compliance with the National Fire Protection Association (NFPA) 1710 standard nearly impossible, even with automatic mutual aid.

FFD Station 2, our southernmost fire station, is located the farthest distance away from staffed automatic mutual aid resources who respond with our department for structure fires in order to establish an NFPA compliant effective response force. **With only two personnel routinely assigned to this station, the ability to mount a safe and effective fire attack or rescue operation is very limited and extremely dangerous to both the public and our firefighters.** The first-due area of Station 2 includes some of the most high-value occupancies in the city including a five-story hospital, county correctional institution, 625 acre industrial/business park, a hotel, and several elderly assisted living facilities. Not to mention the several new single-family subdivisions being built in the Southwest corner of the City.

PERSONNEL REQUEST

The Fire Department is requesting to add one (1.0) additional Firefighter/Paramedic FTE position for 2027 and each year moving forward for the next five years. This new position would be utilized to increase staffing on our three rotating duty shifts. Collectively, these positions will help to achieve the department's short-term goal of adding six additional on-shift personnel, which would always provide the industry standard of 4 personnel on duty at Fire Station 2.

It is the department's request that the Common Council commit to utilize funding from net-new growth and State of Wisconsin shared revenue to fund one additional Firefighter/Paramedic Full-time Employee (FTE) in each of the next six budget years of 2027-2032.

It should be noted that the Fire Department did not apply for a Federal Emergency Management Agency (FEMA) – Staffing for Adequate Fire and Emergency Response (SAFER) grant during the most recent application period. This was due to concern over the city's ability to contribute the newly required matching funds obligation. To be considered for a SAFER grant, the city would need to commit to hiring a minimum of six (6) new Firefighter/Paramedics, in order to bring our staffing model into compliance with NFPA standards. If awarded, grant recipients are required to contribute 25% of the actual costs incurred in both the first and second years and 65% of the actual costs incurred in the third year of the grant. If the city would like to pursue funding through a SAFER grant, a plan to provide the match funding would need to be implemented.

Adding one additional Firefighter/Paramedic in 2027-2032 would permit a planned, stepped approach to realizing the goal of adding six Firefighter/Paramedics and staffing Fire Station 2 with the NFPA standard of 4 personnel on a daily basis.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

Paramedic/Firefighter – 1.0 FTE
Proposed Start Date: Q1 2027

PROPOSED INVESTMENT

The current collective bargaining agreement (CBA) expires at the end of 2026. Current base salary and benefits \$150,226 (assuming lateral transfer, less if entry level).

ADDITIONAL REQUESTS

Fully Fund the Franklin Fire Department 2027 Overtime Operating Budget Request

Providing the highest quality, fastest response to medical and fire emergencies to a nearly 36 square mile response area requires trained personnel to continuously be present at each of the City's three fire stations 24 hours per day every day of the year. During much of 2026, the department operated with four vacant positions on our 24-hour rotating shifts. This placed a strain on overtime funding, which was reduced by \$50,000 during the 2026 budget process.

Fully funding our overtime operating budget is critically needed to achieve the following objectives:

- Allow our newly hired Firefighter/EMT's time to attend required training, while on duty, to obtain their paramedic certification (a condition of employment) and the Joint Fire Training Academy (JFTA). (This is like newly hired police officers attending their initial academy at a state technical college). Because the newly hired personnel are not yet "Full Practice" paramedics, overtime will be needed at times for several months to assure minimum staffing levels are maintained.
- Adjust minimum staffing levels from 11 to 12 per shift. When the department added three Firefighter/Paramedic positions in 2020-2021, each of our three shift rosters expanded to 15 personnel. This expansion provided enough staff to increase daily minimum staffing to 12, while meeting contractual obligations that allow bargaining unit personnel to utilize vacation or holiday time. With the continually increasing demand for emergency services, this adjustment in minimum staffing will allow Fire Station 2 to be operated with three personnel daily. It will require slightly more reliance on overtime to fill unscheduled leaves (injury, sick, Family and Medical Leave Act (FMLA), etc.) however, absent of an increase in Firefighter/Paramedic positions as requested above, this increase in minimum staffing provides the best return on investment obtainable that will enhance service to the citizens utilizing currently available personnel.

To maintain the continuous operation of all fire stations, paramedic units, and to deliver required Paramedic training to newly hired Firefighters it is imperative that the normally allotted overtime budget be maintained for 2027.

Fund existing Assistant Fire Inspector (Part-Time, non-benefitted position)

Salary Range 5 (20 hours per-week / \$28,516 - \$34,080 per-year)

The City of Franklin is experiencing extremely rapid development in both residential and commercial properties. The Franklin Fire Department's Community Risk Reduction (CRR) Bureau is responsible for performing fire prevention inspections of every public building, place of employment and multi-family apartment buildings two times per year. Additionally, Fire Department staff are also actively involved in the planning and oversight of new construction projects to ensure current fire and safety codes are being met. Our department actively participates in the plan review process and interacts with the Building Inspection Department, contractors and business owners during the construction process. Currently, the only full-time employee dedicated to this area is our Community Fire Prevention Specialist. An allocated part-time Fire Inspector position has not been funded since 2022.

Completion of State of Wisconsin fire prevention inspections is not only statutorily required, but it also provides annual state funding in the range of \$297,677.36 (2026). Allowing the Fire Department to fill this part-time position would ensure our ability to complete the state required inspections in the required timeframe each year.

Community Paramedic (Grant- Funded position through FY 2027)

Fulltime Firefighter/Paramedic paid at "Administrative Lieutenant" or "Administrative Captain" wage similar to current Lieutenant of Equipment).

The Community Paramedic is a new position within the Franklin Fire Department and has already made a noteworthy impact on the community. The new program has logged over 100 home visits since its inception only 6 months ago. These visits provided assistance, guidance and resources to:

- High utilizers of the 911 system
- Citizens with chronic medical issues and frequent falls
- Citizens experiencing mental health conditions and/or substance abuse disorder (SUD)
- Citizens with hospital discharge follow-up concerns

The Community Paramedic assists patients with correcting unsafe living conditions, long-term recovery from surgeries and medical issues, support for substance abuse and addiction, and connecting citizens with other resources and care that support their overall well-being.

The time and care spent by the Community Paramedic will drastically reduce the demand placed on local 911, EMS and Law Enforcement staff and most importantly enhance the overall health and welfare of the community. The emergence of Community Paramedic programs throughout the country is causing communities to "Re-imagine" how EMS, Health, and Law Enforcement is delivered. Many regional healthcare/hospital systems endorse these programs, and these programs have the potential to expand

greatly in the coming years. The City of Franklin has the potential to benefit in MANY ways, by continuing its investment in the Community Paramedic program.

This position is currently funded by grant funding received from the Milwaukee County Office of Emergency Management (OEM) however funding is only guaranteed through 2027. The Franklin Fire Department is currently working to establish contracts with local hospitals and other healthcare providers to receive funding reimbursement for the Mobile Integrated Health (MIH) services provided by our Community Paramedic. These funds will help offset the cost of providing this valuable service, however, **funding to retain this position after 2027 should be a high priority in future operating budgets.**



MEMORANDUM: FROM POLICE DEPARTMENT

DATE: Monday, September 14, 2026

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Craig Liermann
Chief of Police

SUBJECT: Police Department
Personnel Request – FY 27 Budget

Danielle, Mayor Nelson, and Kelly,

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

CURRENT STATUS

The Franklin Police Department is requesting funding for one full-time Accreditation Assistant / Open Records Clerk position. This position will manage the department's accreditation program while also providing administrative support for the department's public records function. Responsibilities include accreditation file management, compliance tracking, assessment preparation, policy documentation, records retrieval, records review, redaction coordination, and processing public records requests.

The Police Department is actively pursuing accreditation through the Wisconsin Law Enforcement Accreditation Group (WILEAG). Accreditation requires ongoing management of policies, compliance documentation, statistical reporting, and assessment preparation. These responsibilities are currently assigned to a grant-funded Accreditation Coordinator and command staff. The grant-funded position is scheduled to expire on October 1, 2027.

The department anticipates receiving its initial WILEAG accreditation in 2027. Accreditation is not a one-time achievement; accredited agencies must continuously demonstrate compliance with applicable standards and complete a reaccreditation assessment every three years. As a result, accreditation management remains an ongoing administrative responsibility requiring regular documentation, file maintenance, compliance tracking, and assessment preparation.

Once grant funding ends, accreditation responsibilities will need to be reassigned to existing personnel as collateral duties. This would place additional administrative demands on command staff and other employees whose primary responsibilities are focused on department operations.

The department also lacks dedicated employees assigned to manage public records requests. Currently, public records requests are processed by the Communications Supervisor, Administrative Sergeant, and two limited-duty officers. This approach relies on personnel with other primary responsibilities and is not a long-term solution.

From January through May 2026, the department received 380 requests for documents and 85 requests for video recordings. These figures represent requests rather than individual records. A single request may involve multiple reports, photographs, audio recordings, body-worn camera recordings, squad camera videos, interview recordings, CAD records, and other related materials.

Processing times vary significantly depending on the records requested. While a simple document request may require only a short review, requests involving video evidence require extensive review and redaction. Many requests involve multiple records and video files, resulting in processing times that can extend from five to six weeks.

PERSONNEL REQUEST

The Police Department is requesting authorization and funding for one full-time Accreditation Assistant / Open Records Clerk position beginning October 1, 2027, when the current grant-funded Accreditation Coordinator position expires. As a result, only three months of salary and benefit funding would be required during FY 2027. Beginning in FY 2028 and continuing thereafter, full-year funding will be required to maintain the position and ensure continued support for the department's accreditation and records management functions.

The primary responsibility of this position would be the administration and management of the department's accreditation program. The Accreditation Assistant / Open Records Clerk would be responsible for maintaining compliance with Wisconsin Law Enforcement Accreditation Group (WILEAG) standards by managing accreditation files, maintaining proofs of compliance, tracking accreditation requirements, coordinating assessment activities, preparing required reports, and serving as a liaison between department personnel and accreditation assessors. The position would also represent the department within the Wisconsin Police Accreditation Coalition as an assessor and assist with future reaccreditation assessments, which occur every three years.

In addition to accreditation responsibilities, the position would provide clerical support for the department's public records function. Responsibilities would include receiving and processing public records requests from citizens, attorneys, insurance companies, media organizations, and other stakeholders; retrieving responsive records and digital evidence; reviewing records for release; coordinating required redactions; and preparing responses in accordance with Wisconsin Public Records Law and applicable confidentiality requirements.

This position would provide the department with a dedicated administrative resource to maintain accreditation compliance while improving the efficiency and consistency of public records processing, reducing the administrative burden currently placed on supervisory personnel and limited-duty officers.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

The Police Department is requesting one full-time Accreditation Assistant/Open Records Clerk position. Based on a review of comparable positions within neighboring law enforcement agencies, the anticipated market rate for a position with these responsibilities is approximately \$25.00 to \$27.00 per hour. This wage range would place the position within the City of Franklin Salary Range Category 3.

The department anticipates filling the position effective October 1, 2027, upon expiration of the current grant-funded Accreditation Coordinator position. Accordingly, funding is requested beginning in the fourth quarter of FY 2027, with full-year funding required in subsequent years.

PROPOSED COST

The Police Department is requesting authorization and funding for one full-time Accreditation Assistant / Open Records Clerk position beginning October 1, 2027, upon expiration of the current grant-funded Accreditation Coordinator position. As the grant will fund the position through September 30, 2027, only three months of salary and benefits funding would be required during FY 2027.

Based on a projected hourly wage of \$25.00 to \$27.00, the estimated cost of the position for FY 2027 is approximately \$18,200 to \$19,656, including salary and standard employee benefits.

Beginning in FY 2028, the position would require full-year funding. The estimated annual cost, including salary and standard employee benefits, is approximately \$72,800 to \$78,625. Funding this position will ensure continued support for the department's accreditation program and provide dedicated clerical assistance for public records administration.

RATIONALE

The department anticipates receiving initial WILEAG accreditation in 2027. Accreditation requires ongoing compliance monitoring, documentation management, annual reporting, and periodic assessments. Accredited agencies must complete a reaccreditation assessment every three years to maintain accredited status. The department's current Accreditation Coordinator position is funded through a grant that expires on October 1, 2027. Without a permanent position, accreditation responsibilities would need to be reassigned to command staff and other personnel as collateral duties.

The position would also address the department's growing public records workload. From January through May 2026, the department received 465 records requests, including requests for documents and video evidence. The volume and complexity of public records requests will continue to increase as the department generates and maintains more digital evidence through body-worn cameras, squad cameras, interview recording systems, and other technology platforms. While transparency remains an important public expectation, the review and redaction requirements associated with these records have created a significant administrative workload.

The number of public records requests received by the department does not accurately reflect the amount of work required to fulfill those requests. A single request may encompass numerous police reports, photographs, body-worn camera recordings, squad camera videos, audio recordings, CAD records, and other related documents. Each record must be individually located, reviewed, and evaluated for releasability. Many records require extensive redaction of personally identifiable information, juvenile information, medical information, victim information, and other protected data before release. Requests involving video evidence are particularly time-intensive, often requiring staff to review entire recordings and redact protected information prior to release.

Currently, public records requests are processed by the Communications Supervisor, Administrative Sergeant, and limited-duty officers. This process relies on personnel with competing responsibilities and is not sustainable as operational demands increase. Establishing a dedicated position will provide continuity for accreditation efforts, improve records processing efficiency, reduce response times, and allow supervisory and sworn personnel to focus on their primary duties.

Combining accreditation and records management responsibilities is an efficient use of resources because both functions involve regulatory compliance, document management, record retention, file organization, and detailed administrative review. Once accreditation is achieved, the ongoing workload can be effectively managed alongside records-related responsibilities within a single position.

A dedicated Accreditation Assistant / Open Records Clerk position will improve operational efficiency, strengthen compliance, enhance accountability, and ensure that sworn personnel remain focused on the department's primary mission of providing public safety services to the community.



MEMORANDUM:

FROM POLICE DEPARTMENT

DATE: Monday, September 14, 2026

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Craig Liermann
Chief of Police

SUBJECT: Police Department
Personnel Request – FY 27 Budget

Danielle, Mayor Nelson, and Kelly,

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

CURRENT STATUS

The Police Department currently does not have a dedicated employee available to consistently manage open records requests. The department has continually evaluated and implemented various staffing models to address the growing workload associated with records management and public records requests.

In 2020, a dispatcher position was converted into a Primary Records Clerk/Emergency Services Dispatcher position to provide dedicated records support. As operational needs and staffing shortages within the dispatch center increased, that position was required to assume full-time dispatch responsibilities, eliminating its availability for records-related functions. Currently, public records requests are processed by a combination of the Communications Supervisor, Administrative Sergeant, and two limited-duty officers. This current process relies heavily on personnel who have competing responsibilities or are temporarily assigned to limited duty. As employees return to full-duty assignments and operational demands continue to increase, the department lacks a sustainable, dedicated resource to manage its growing open records workload.

From January through May 2026, the department received 380 requests for documents and an additional 85 requests for video recordings (Squad camera, Body-worn Camera, surveillance, etc.). These figures represent requests rather than individual records. A single request may involve multiple police reports, photographs, audio recordings, body-worn camera recordings, squad camera videos, interview recordings, CAD records, and other related documents or digital evidence. As a result, the actual volume of records requiring retrieval, review, redaction, and release is substantially greater than the number of requests received.

The time required to process each record request varies considerably based on the volume and type of records requested. A straightforward request for a single document may take approximately 15 minutes to locate, review, and redact. However, requests involving video evidence require significantly more staff time, as each recording must be reviewed in its entirety and redacted as necessary. On average, reviewing and redacting 15 minutes of video footage requires approximately one hour of staff time. Because many requests involve multiple documents and video recordings, processing times can extend to five to six weeks before a request is completed.

PERSONNEL REQUEST

The Police Department is requesting authorization and funding for one full-time Records Clerk position.

The Records Clerk would be responsible for the processing of records requests from citizens, attorneys, insurance companies, media organizations, and other stakeholders while ensuring compliance with Wisconsin Public Records Law and applicable confidentiality requirements.

Primary responsibilities would include receiving and reviewing requests for records, determining what information may be released, retrieving written reports and digital evidence, and redacting documents, photographs, audio recordings, and video evidence to ensure confidential and personally identifiable information is protected. The position would also provide written responses when records cannot be released or when statutory exemptions apply.

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 City of Franklin Salary Range category 3. If approved, the Police Department would anticipate hiring this clerk sometime in early 2027.

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 volume and complexity of public records requests continue to increase as the department generates and maintains more digital evidence through body-worn cameras, squad cameras, interview recording systems, and other technology platforms. While transparency remains an important public expectation, the review and redaction requirements associated with these records have created a significant administrative workload.

The number of public records requests received by the department does not accurately reflect the amount of work required to fulfill those requests. A single request may encompass numerous police reports, photographs, body-worn camera recordings, squad camera videos, audio recordings, CAD records, and other related documents. Each record must be individually located, reviewed, and evaluated for releasability. Many records require extensive redaction of personally identifiable information, juvenile information, medical information, victim information, and other protected data before release. Requests involving video evidence are particularly time-intensive, often requiring staff to review entire recordings and redact protected information prior to release.

The department has consistently sought alternative methods to manage public records requests without adding personnel. These efforts have included restructuring existing positions and reassigning records responsibilities among various employees based on operational needs. While these approaches have provided temporary solutions, they have not established a dedicated and sustainable records function. The continued need to shift record responsibilities among dispatch personnel, supervisors, and limited-duty officers demonstrates that the workload has grown beyond what can reasonably be absorbed within existing staffing levels.

The department currently relies on personnel whose primary responsibilities include emergency communications, supervision, administration, patrol operations, and injury-related transitional assignments. As staffing levels fluctuate and limited-duty personnel return to full-duty assignments, the department's ability to process records requests efficiently becomes increasingly challenging. Without dedicated staffing, record responsibilities will continue to compete with critical operational functions.

Creating a full-time Open Records Clerk position will:

- Ensure timely compliance with Wisconsin Public Records Law and applicable response requirements.
- Improve consistency, accuracy, and quality in records review and redaction.
- Reduce the workload placed on sworn personnel, supervisors, and communications staff.
- Allow officers, investigators, and supervisors to focus on their primary public safety responsibilities.
- Improve customer service to citizens, attorneys, insurance companies, media organizations, and other stakeholders.
- Enhance records retention, records management, and records security practices.
- Reduce the risk of delayed responses, improper disclosures, and compliance-related liability.
- Provide a sustainable long-term solution for the department's growing records management and public records workload.

A dedicated Records Clerk position will improve operational efficiency, strengthen compliance with public records requirements, enhance accountability, and ensure that sworn personnel remain focused on the department's primary mission of providing public safety services to the community.

MEMORANDUM:**FROM DPW DEPARTMENT**

DATE: Monday, September 14, 2026

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Kevin Schlueter, DPW Superintendent

SUBJECT: DPW Department
Personnel Request – FY 2027 Budget

Danielle, Mayor Nelson, and Kelly,

As Superintendent of the Public Works Department, I would like to make the following personnel request for the Public Works Department's 2027 Annual Budget:

CURRENT STATUS

Park Attendant (Part-Time) – 0.35

Laborer – 1

Light Equipment Operator – 5 (approved for 6)

Heavy Equipment Operator – 6

Foreman – 1 (approved for 2)

Arborist – 1

Forester – 1

Mechanic – 1

Asst Mechanic – 2

Deputy Clerk – 1

Asst Superintendent – 0 (approved for 1)

Superintendent – 1

PERSONNEL REQUEST

We would like to request the following open & approved positions be filled:

1 – Heavy Equipment Operator (in place of Light Equipment Operator)

1 – Foreman

1 – Foreman (in place of Asst Superintendent)

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWNJanuary 1st, 2027: Heavy Equipment Operator and two Foreman

PROPOSED COST

The proposed cost for filling the vacant positions is as follows (based on information provided by Tom B. in the Finance Dept):

Heavy Equipment Operator (fill vacancy of Light Equipment Operator):

This position is currently included in the 2027 budget staffing report as a Light Equipment Operator at a cost of \$99,213. We are requesting to fill this vacancy with a Heavy Equipment Operator for an estimated cost of \$104,174 (mid-point for pay range & family health insurance).

This would result in a budget increase of \$4,961.

Foreman (fill vacancy):

This position is currently included in the 2027 budget staffing report. We are requesting to fill this vacancy. Total cost \$116,126.

Foreman (fill vacancy of Assistant Superintendent position):

This position is currently included in the 2027 budget staffing report as an Assistant Superintendent vacancy at a cost of \$129,007. We are requesting to fill this vacancy with a Foreman position at a cost of \$116,126. **This will result in a budget reduction of \$12,881.**

ADDITIONAL REQUEST

None at this time.

RATIONALE

Due to the enormous work load being placed on the Public Works Department, we are requesting the filling of three open positions.

September 14, 2026

Dear City of Franklin Electeds,

We are writing to express our strong support for the City of Franklin Public Health Department and, specifically, the important roles of its Director and Public Health Strategist.

Through the Franklin Health Collaborative, these leaders have created an invaluable forum that brings community partners together quarterly to discuss and address issues that affect us as business owners, public servants, and community residents. Their ability to convene people and organizations across sectors has strengthened communication, collaboration, and our collective ability to respond to community needs.

We understand there is consideration of eliminating a position within the Public Health Department. We respectfully ask that the City reconsider this possibility and recognize the significant value these positions bring to our community.

The Public Health Department has led the fulfillment of **hundreds of state-mandated public health requirements on an annual basis**, while also investing in proactive community and youth focused health initiatives such as **Volition Franklin**. Equally important, the department has built and sustained partnerships among **dozens of organizations spanning faith communities, education, recreation, environmental organizations, healthcare, and private businesses**.

Much of this work happens behind the scenes, but its impact is broad. The department serves as a connector, convener, and catalyst—bringing people together who may not otherwise have opportunities to collaborate around issues that directly affect the health and well-being of Franklin.

We encourage City leadership to consider the long-term value of these relationships and the capacity they provide our community before reducing staffing within the department. **Investing in public health is an investment in a stronger, more connected, and more resilient Franklin.**

Thank you for your consideration and for your continued commitment to the health and well-being of our community.

Sincerely,

Members of the Franklin Health Collaborative

Shannon Anthoine, Franklin resident
Carrie Berg, Franklin resident
Angela Bier, MD, Franklin resident
Vicky Cordani, Franklin resident
Sheila Gansemer, Franklin resident
Patricia Golden, DO, MBA, CPE, FAAFP, Franklin resident
Carly Hintz, Franklin resident

Amber Miller, Franklin resident
James Piontek, Franklin resident
Kim Zimmanck, Franklin resident
Sophia Detweiler
Amy Marzofka
Hanna Misiak
Trevor Poppe
Susan Rabe

2027 Salary Ranges

Position Title	Grade	JFA Total	Minimum Pay	Market Rate	Maximum Pay
Executive and Management					
Director of Administration	14	810	\$114,042	\$139,986	\$153,957
Police Chief	(790 pts and above)	795	\$54.83	\$67.30	\$72.57
Fire Chief		795			
Assistant Police Chief	13	770	\$106,086	\$130,221	\$143,218
Assistant Fire Chief	(750 to 785 pts)	755	\$51.00	\$62.61	\$67.50
City Attorney		755			
City Engineer		755			
Director of Finance and Treasurer		755			
Director of Security & Information Technology Mgmt.		755			
Battalion Chief (2912 hrs/yr)	12	730	\$98,685	\$121,136	\$133,225
Director of Health and Human Services	(710 to 745 pts)	715	\$47.44	\$58.24	\$62.79
Director of Clerk Services	11	705	\$91,802	\$112,685	\$123,929
Library Director	(670 to 705 pts)	680	\$44.14	\$54.18	\$58.41
Director of Information Technology		680			
Director of Economic Development		680			
Supervisory and Advanced Technical					
Director of Inspection Services	10	665	\$85,531	\$103,599	\$113,329
Sewer & Water Superintendent	(615 to 665 pts)	665	\$41.12	\$49.81	\$53.42
Assistant City Engineer		635			
Planning Manager		630			
Department of Public Works Superintendent		615			
Emergency Services Communication Supervisor	9	585	\$79,565	\$96,373	\$105,423
Principal Planner	(560 to 610 pts)	570	\$38.25	\$46.33	\$49.69
Public Health Nurse Supervisor		565			
Project Engineer		560			
Human Resources Administrator		555			
Chief Electrical Inspector	8	550	\$74,013	\$89,649	\$98,068
Chief Plumbing Inspector	(505 to 555 pts)	550	\$35.58	\$43.10	\$46.22
Building Maintenance Superintendent		550			
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	\$68,851	\$83,395	\$91,228
City Forester		475	\$33.10	\$40.09	\$43.86
Building Inspector	(450 to 500 pts)	470			
Sanitarian		460			
Engineering Tech III		455			
Library Circulation Supervisor		455			
Mechanic I		455			
Associate Planner		455			
Public Health Nurse		455			

2027 Salary Ranges

Position Title	Grade	JFA Total	Minimum Pay	Market Rate	Maximum Pay
Administrative and Technical					
Residential Bulding Inspector	6	445	\$62,620	\$74,829	\$81,405
Sewer & Water Operator II	(415 to 445 pts)	440	\$30.11	\$35.98	\$39.14
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			
Dispatcher (2002 hrs/yr)	5	410	\$58,253	\$69,612	\$75,727
Heavy Equipment Operator	(380 to 410 pts)	410	\$28.01	\$33.47	\$35.69
Community Fire Prevention Specialist		400	\$29.10	\$34.77	\$37.08
Sewer & Water Operator I		395			
Inspection Permit Clerk		395			
Assistant Mechanic		390			
Permit Coordinator		385			
Accountant		385			
Light Equipment Operator	4	375	\$54,188	\$64,754	\$70,443
Confidential Police Administrative Assistant	(345 to 375 pts)	370	\$26.05	\$31.13	\$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	\$47,888	\$57,226	\$62,253
Administrative Assistant (Engineering)	(310 to 340 pts)	335	\$23.02	\$27.51	\$29.34
Administrative Assistant (Clerks)		335			
Administrative Assistant (Inspection Services)		335			
Administrative Assistant (Planning)		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			
Library Assistant	2	305	\$44,546	\$53,231	\$57,906
Finance Clerk	(275 to 305 pts)	290	\$21.42	\$25.59	\$27.29
Secretary (Clerk)		290			
Lead Cashier		290			
Clerk Typist		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			