

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

DEPARTMENT	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
MUNICIPAL COURT	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
CLERK	4.14	4.14	4.12	4.12	4.12	4.12	4.12	4.12	4.50	4.50
INFORMATION SERVICES	0.00	0.00	0.00	0.75	0.75	1.00	1.00	1.00	1.00	1.00
ADMINISTRATION & HUMAN RESOURCES	3.00	3.00	4.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00
FINANCE	7.10	7.10	6.60	6.60	6.60	6.60	6.60	6.79	6.79	7.95
ASSESSOR	1.00	1.00	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00
MUNICIPAL BUILDINGS	3.74	3.74	2.78	4.03	4.03	4.03	4.03	4.05	4.05	4.05
<b>TOTAL GENERAL GOVERNMENT</b>	<b>21.48</b>	<b>21.48</b>	<b>21.00</b>	<b>22.00</b>	<b>22.00</b>	<b>21.25</b>	<b>21.25</b>	<b>21.46</b>	<b>22.84</b>	<b>24.00</b>
POLICE	60.75	60.75	60.75	61.75	61.75	61.75	61.75	61.75	62.75	62.75
DISPATCH	16.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
FIRE	46.45	46.50	46.50	46.50	46.50	46.00	46.00	46.50	47.50	47.50
BUILDING INSPECTION	7.00	7.00	7.00	8.00	8.00	8.30	8.30	9.60	9.00	9.00
<b>TOTAL PUBLIC SAFETY</b>	<b>130.20</b>	<b>129.25</b>	<b>129.25</b>	<b>131.25</b>	<b>131.25</b>	<b>131.05</b>	<b>131.05</b>	<b>132.85</b>	<b>134.25</b>	<b>134.25</b>
ENGINEERING (a)	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25
HIGHWAY (b)	22.00	22.00	22.00	22.00	23.00	22.00	22.00	22.00	23.00	23.00
PARKS	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.80	1.75	2.37
<b>TOTAL PUBLIC WORKS</b>	<b>32.25</b>	<b>32.25</b>	<b>32.25</b>	<b>32.25</b>	<b>33.25</b>	<b>32.25</b>	<b>32.25</b>	<b>32.05</b>	<b>33.00</b>	<b>33.62</b>
PUBLIC HEALTH	6.15	6.15	6.75	6.75	6.75	6.75	6.95	6.95	7.05	7.05
PLANNING	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.17
ECONOMIC DEVELOPMENT	0.00	0.00	0.58	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL GENERAL FUND</b>	<b>194.08</b>	<b>193.13</b>	<b>193.83</b>	<b>197.25</b>	<b>198.25</b>	<b>196.30</b>	<b>196.50</b>	<b>198.31</b>	<b>202.14</b>	<b>204.09</b>
PUBLIC HEALTH - GRANT	0.00	0.00	0.00	0.00	0.00	0.75	1.00	1.00	1.00	1.00
LIBRARY	16.82	17.70	17.02	16.94	16.94	16.68	15.57	15.47	15.47	15.47
Tourism									0.50	0.50
SEWER & WATER	11.55	11.55	11.55	11.55	10.80	10.80	10.80	11.80	11.80	11.80
<b>TOTAL</b>	<b>222.45</b>	<b>222.38</b>	<b>222.40</b>	<b>225.74</b>	<b>225.99</b>	<b>224.53</b>	<b>223.87</b>	<b>226.58</b>	<b>230.91</b>	<b>232.86</b>

Notes.

- Corrections made from prior years

- Information Services - A change from external support to internal staffing was authorized in mid-2020, however has been re-evaluated and is requested to remain as contracted services

**City of Franklin**  
**Authorized Unfunded Positions for 2021**

Dept	FTE	Position Title	Comment
Administration	1.00	HR Analyst	New authorized position in 2020 / unfunded in 2021
Finance	1 00	Accountant	Being held open in 2021 due to transition plan for Finance Director / Expected to be filled in 2022
Parks	1 00	Light Equipment Operator	Created a number of years ago, but not funded
Health	0 20	Clinic Nurse	3 positions with .05, .05 & .10 FTE's
	<u>3.20</u>		

**July 2020 Salary Ranges (2% ATB Increase + Progress to Market, if applicable)**

Position Title	Grade	JFA Total	Minimum Pay	Market Rate	Maximum Pay
<b>Executive and Management</b>					
Director of Administration	14	810	\$97,837	\$120,094	\$132,079
Fire Chief	(790 pts and above)	795	\$47.04	\$57.74	\$63.50
Police Chief		795			
Assistant Fire Chief	13	770	\$91,012	\$111,718	\$122,867
City Engineer/DPW Director	(750 to 785 pts)	755	\$43.76	\$53.71	\$59.07
Assistant Police Chief		755			
Battalion Chief	12	730	\$84,662	\$103,923	\$114,294
Captain of Police	(710 to 745 pts)	730	\$40.70	\$49.96	\$54.95
Director of Finance and Treasurer		725			
Director of Clerk Services	11	705	\$78,756	\$96,672	\$106,320
Director of Health and Human Services	(670 to 705 pts)	680	\$37.86	\$46.48	\$51.12
Library Director		680			
Information Services Director		680			
Economic Development Director		670			
<b>Supervisory and Advanced Technical</b>					
Building Inspector	10	665	\$73,378	\$88,879	\$97,225
Sewer & Water Superintendent	(615 to 665 pts)	665	\$35.28	\$42.73	\$46.74
Assistant City Engineer		635			
Planning Manager		630			
Department of Public Works Superintendent		615			
Emergency Services Communication Supervisor	9	585	\$68,258	\$82,678	\$90,442
Principal Planner	(560 to 610 pts)	570	\$32.82	\$39.75	\$43.48
Public Health Nurse Supervisor		565			
Project Engineer		560			
Electrical Inspector	8	550	\$63,496	\$76,910	\$84,133
Plumbing Inspector	(505 to 555 pts)	550	\$30.53	\$36.98	\$40.45
First Assistant Building Inspector		545			
Adult Services Librarian/Assistant Director		540			
Human Resources Coordinator		520			
Assistant Superintendent of Public Works		510			
Accounting Supervisor		505			
Engineering Tech IV		505			
Deputy Treasurer	7	485	\$59,066	\$71,544	\$78,264
City Forester		475	\$28.40	\$34.40	\$37.63
Assistant 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			

**July 2020 Salary Ranges (2% ATB Increase + Progress to Market, if applicable)**

<b>Administrative and Technical</b>					
Residential Building Inspector	6	445	\$53,721	\$64,197	\$69,838
Permit Technician			\$25.83	\$30.86	\$33.58
Sewer & Water Operator II	(415 to 445 pts)	440			
Arborist		440			
Lead Dispatcher		435			
Court Administrative Assistant		435			
Deputy City Clerk		420			
Reference Librarian		420			
Youth Reference/Young Adult Librarian		420			
Community Drug Free Coalition Coordinator		420			
Engineering Tech II		415			
Public Health Specialist					
Foreman					
Dispatcher	5	410	\$49,975	\$59,720	\$64,967
Heavy Equipment Operator	(380 to 410 pts)	410	\$24.03	\$28.71	\$31.23
Community Fire Prevention Specialist		400			
Sewer & Water Operator I		395			
Inspection Permit Clerk		395			
Assistant Mechanic		390			
Accountant		385			
Light Equipment Operator	4	375	\$46,488	\$55,552	\$60,433
Confidential Police Administrative Assistant	(345 to 375 pts)	370	\$22.35	\$26.71	\$29.05
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			
<b>Clerical and Support Staff</b>					
Administrative Assistant (DPW)	3	335	\$41,083	\$49,093	\$53,406
Administrative Assistant (Engineering)	(310 to 340 pts)	335	\$19.75	\$23.60	\$25.68
Administrative Clerk (Clerks)		335			
Municipal Court Clerk		325			
Assessor Clerk		325			
Account Clerk		315			
Administrative Clerk (Health)		315			
Maintenance Custodian		315			
Secretary (Building)	2	305	\$38,216	\$45,667	\$49,679
Library Assistant	(275 to 305 pts)	300	\$18.37	\$21.96	\$23.88
Secretary (Planning)		300			
Finance Clerk		290			
Secretary (Clerk)		290			
Lead Cashier		285			
Clerk Typist		275			
Cashier/Clerk	1	270	\$35,549	\$42,481	\$46,214
Library Administrative Aide	(240 to 270 pts)	270	\$17.09	\$20.42	\$22.22
Custodian		235			
Police Utility Clerk		235			

From: Steve Olson <[steve-olson@wi-rr.com](mailto:steve-olson@wi-rr.com)>  
 Sent: Wednesday, August 5, 2020 7:30 PM  
 To: Paul Rotzenberg <[PRotzenberg@franklinwi.gov](mailto:PRotzenberg@franklinwi.gov)>; Steve Olson <[Solson@franklinwi.gov](mailto:Solson@franklinwi.gov)>  
 Cc: Peggy Steeno <[PSteen@franklinwi.gov](mailto:PSteen@franklinwi.gov)>  
 Subject: RE: 2021 Dept Personnel Requests

From: Paul Rotzenberg [<mailto:PRotzenberg@franklinwi.gov>]  
 Sent: Friday, July 31, 2020 4:59 PM  
 To: Steve Olson  
 Cc: Peggy Steeno  
 Subject: 2021 Dept Personnel Requests

Mayor

Below are the 2021 Personnel Requests. Last year you prioritized the list for inclusion in the Mayor's Recommended budget. This really aided the development of the Mayor's Recommended budget.

Your decisions by Aug 7 will greatly aid the budget development

Description	Fund	Dept	When	Wages	Benefits	Total	Priority
Heavy Equipment Operator	Gen Fund	Highway	1/1/2021	58,404	30,013	88,417	0
Heavy Equipment Operator	Gen Fund	Highway	4/1/2021	44,037	22,507	66,544	3 Would prefer additional pay for existing
Light Equipment Operator	Gen Fund	Highway	4/1/2021	40,961	21,897	62,858	0
Planner - Full time	Gen Fund	Planning	3/1/2021	67,416	25,448	92,864	See intern
Planner - intern - half time	Gen Fund	Planning	9/2021	19,067	1,493	20,560	2 (potential transition to FT in 2022)
Firefighter/Paramedic	Gen Fund	Fire	1/1/2021	60,756	31,936	92,692	0
Firefighter/Paramedic	Gen Fund	Fire	1/1/2021	60,756	31,936	92,692	0
Firefighter/Paramedic	Gen Fund	Fire	1/1/2021	60,756	31,936	92,692	0
Communications Director	Gen Fund	Admin	7/1/2021	27,383	13,777	41,160	0
Assist Finance Director	Gen Fund	Finance	6/1/2021	47,559	16,841	64,400	1 Subject to sharing w treasurers office
<b>Total</b>				<b>487,095</b>	<b>227,784</b>	<b>714,879</b>	
Sewer/Water Technician	Sewer/Water	Sewer/Water	1/1/2021	54,325	29,167	83,492	

I will then alert Dept Heads to your priority so they can factor that into their operating 2021 Dept Requests

**Paul Rotzenberg, CPA**  
 Dir of Finance & Treasurer

DATE: July 24, 2020- Draft

TO: Paul Rotzenberg, CPA, Dir of Finance & Treasurer

COPY: Stephen R. Olson, Mayor  
 Peggy Steeno, Director of Administration

FROM: Glen E. Morrow, PE- City Engineer, Director of Public Works, & Utility Manager

SUBJECT: 2021 new positions for DPW

For the Department of Public Works, I want to be the first to commend the efforts of the entire department. Many, including myself, have asked the department to do too much with the available manpower and equipment that are available. In addition to the requests from the public and other departments, it is all too common for an elected official to inquire why something isn't being completed and in the next breath ask for more special projects to be done.

The attached spreadsheet summary shows the average hours needed for each category in 2017, 2018, and 2019. Historically, the spreadsheet documents approximately 23 full time equivalent (FTE) staffing. DPW first priority is the safety of the traveling public. All other tasks that DPW is asked to do is prioritized and Staff has taken a critical self-assessment on what percentage of each category is being adequately performed. The ideal hours needed annually computes to needing approximately 43 FTEs.

DPW Category	Average Annual Hours	
	2017-2019	Ideal Hours Needed Annually
Snow & Ice Control	3,729	5,088
Road Maintenance	4,362	10,565
Culverts, Ditches, & Sidewalks	4,559	12,289
Trees & Vegetation	4,067	11,446
Signs & Damage Maintenance	1,154	1,875
Building & Yard Maintenance	2,344	5,149
Street Lights & Hotline Locates	1,276	1,621
Other	1,506	2,351
Assistance to Other Departments	2,337	3,045
Administrative & Special Projects	1,388	1,896
Park Hours	6,191	10,408
Vehicle & Equipment Maintenance	4,205	5,466
Supervision	3,630	3,630
<b>Total Annual Hours</b>	<b>40,748</b>	<b>74,829</b>
FTE needed	23	43

To make these two numbers match, there are four strategies that Common Council can consider:

1. Reduce the services. Some examples include:
  - a. Mowing parks on an every-other-week schedule instead of every week.
  - b. Require new homeowners to hire contractors to install culverts.
  - c. Slow down the rate of planting trees.
  - d. Require City Hall and other departments to not use DPW staff.
  - e. Refuse to take on special projects (Rawson Homes, 116<sup>th</sup> Street drainage, major parks projects construction, etc.)
2. Contract out for services. Some options include:
  - a. Hiring private contractors to prep the roads for the annual road program.
  - b. Contract Mowing in the parks and city buildings.
  - c. Contract cleaning services for DPW and Parks facilities.
3. Increase Staffing. Granted not a realistic expectation, but the attached spreadsheet can justify almost doubling the department from 23 FTEs to 43 FTEs.
4. Referendum. Although rarely used, there are public works departments throughout the country that have been successful in passing referendums for public works staffing and projects.

It is my belief that all four items should be considered. For immediate conversation, three heavy/light equipment operators should be considered in the 2021 budget as the other strategies are addressed.

It should be noted that COVID19 has had a significant impact on the DPW staffing. Although many job sectors in today's climate are stagnant or laying off workers, job openings for DPW-skilled persons is booming. There have been multiple new hires who quickly moved on to other opportunities where less physical labor is needed for much higher wages. In addition, the applicant pool has been such that some were hired and had to be terminated before the probationary period was up because they lacked an adequate skill set. As such, Staff is requesting that these new positions be flexible as a heavy or light equipment operator- depending on applicants.



**MEMORANDUM:**

**FROM PLANNING DEPARTMENT**

DATE: July 27, 2020

TO: Paul Rotzenberg, CPA

FROM: Heath Eddy, AICP

CC: Mayor Steve Olson  
Peggy Steeno

SUBJECT: Personnel Requests – FY 2021 Budget

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Paul,

I recognize that the City is under difficult financial constraints as a result of the COVID-19 pandemic. However, based on my assessment of staffing to workload, I believe the Planning Department needs additional staff.

**Current Status.** As of today, there is an unencumbered balance of \$1,735.25 in the “Other Professional Services” budget line item (01-0621-5219). The approved 2020 budget was \$43,998.81, and we’ve encumbered \$4,860 to Wrayburn and retained \$3,782.31 with Vandewalle, meaning we have already spent \$33,621.25 (or over 76 percent) for planning assistance with five months left. Due to budget constraints, I have instructed staff that we will need to be prudent about how we distribute workload, and we have reduced third-party review help to time-limited priority items (primarily Certified Survey Map and Zoning Compliance Permit reviews). I believe we will have enough financial space left over in this line item to manage the workload for these limited projects.

This reduction in assistance means that the department will be challenged to provide effective and timely customer service. Aiding the general public takes time; reviewing project applications takes time; coordination with applicants and preparing public hearings information and coordination of development reviews takes time. This doesn’t even include working on amendments to the UDO, Parks Commission and Quarry Monitoring Committee staffing support, or any efforts toward zoning enforcement. A limit on staff (which has been maintained throughout the last decade, even as Franklin has continued to grow) means that something has to give.

**Personnel Request.** To address these challenges, I am requesting an additional **full-time Assistant Planner**. However, I recognize that adding someone else at the level of the Assistant Planner may not be feasible given current financial constraints. In the alternative, the department would be aided with a **half-time intern** position, which can be filled with a graduate student from the University of Wisconsin-



Milwaukee. The position would have to be priced at a level that the potential intern can afford the commute or to be able to stick around during the summer months when class is not in session.

**Rationale.**

1. Currently the department spends \$90 to \$129 per hour for planning review assistance by third-party consultants. If the line item budget identified above were devoted to the lower cost consulting fee, that translates into approximately 488 hours of staff time. This represents 0.235 FTE, or roughly one-quarter of a total budget position (salary only). Staff believes the cost of the per-hour rate would be more efficiently spent on an internal position.
2. A full-time planner, or even a half-time intern, when appropriately trained (which shouldn't take that much time) would enable the department to utilize a new staff member for up to 1,040 hours at approximately \$15-\$20 per hour, which translates into less than half the budgeted amount for consulting assistance.
3. The act of engaging a consultant for any project requires staff time both prior to sending the item to a consultant as well as follow-up after the consultant completes the project. This work includes preparing a memo requesting assistance (which defines the work item, parameters, hours of work anticipated), which the consultant then confirms, and then submits a completed assignment to staff along with an invoice for services/hours expensed; staff is left to coordinate with the applicant on follow-up including public meeting or hearing issues. Additional staff would reduce staff time managing consultant work, thus improving department efficiency.

**Conclusion.** Therefore, in sum, I am requesting acceptance of one the following:

1. One additional full-time Assistant Planner, or
2. One new half-time Planning Intern.

This is in addition to the retention of my current staff.

## **Franklin Fire Department: 2021 Personnel Request**

### **Firefighter/Paramedics (3)**

**The Franklin Fire Department is requesting authorization to increase FTE positions by three (3) firefighter/paramedics in 2021.**

The Franklin Fire Department is currently staffed with a minimum of 11 personnel on duty per day. This level of staffing has not substantially changed since Station #2 was constructed over 15 years ago. During that same period of time, total call-for-service (CFS) volume has increased from 2,635 to a projected 4,233 at the end of 2019. This is a 65% increase.

A significant portion of the increase in EMS call volume can be attributed to continued development of senior housing, and increased service use within multi-family housing developments. As these types of developments continue to be built, and as the population already in them continues to age, this trend will continue. Calls for service (CFSs) in single family housing have also increased substantially, a large percentage of which can be attributed to repeat and frequent users of EMS services. Often these are elderly and/or infirm individuals who are living at home, but who lack the faculties or assistance needed to do so safely.

Each EMS call where a patient is transported represents a 60-90 minute period where the first-due unit is not available to take a subsequent call (fire or EMS), and even calls to “help-up” an elderly fall victim can tie up one or more units for an extended period of time. This means that units from other stations need to respond outside of their primary service area.

EMS call volume aside, modern fire service practices are predicated on the response of a 4-person company consisting of a company officer, a driver/operator, and two firefighters; and all mutual-aid fire agreements mandate a four-person response. National Standards for fire-department staffing and deployment (NFPA 1710; *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*) call for four-person fire companies situated and located so as to be able to respond within four minutes of travel time. Furthermore, state law requires that a total of five personnel be on scene before an interior fire attack is initiated.

Currently, Stations #1 and #3 are cross-staffed with four personnel who provide both fire and EMS response, depending on the CFS received. Station #2 is staffed with only two personnel. Station #2 is not capable of initiating an interior fire attack until secondary companies arrive on scene, and an additional support unit must respond from Stations #1 or #3 for all advanced level (paramedic) EMS calls – depleting the response readiness and capability of those stations. is in a location that is poorly served by the other fire stations. Increasing on-shift staffing by one person per shift without allowing changes to

the maximum number of personnel that can be off due to contractual vacation, holiday, and personal time off would substantially reduce overtime expenditures, and would mean that Station #2 is staffed with a third person approximately 50% of the year. This would allow Station #2 to handle most medical calls (ALS as well as BLS) without depleting resources or response readiness of the other stations.

Greenfield, Oak Creek, and South Shore fire departments are most comparable in the area in terms of call volume, population, and geographical response area covered, and their total firefighting FTEs are 52, 52, and 59 respectively. The Department is currently participating in a Wisconsin Policy Forum study regarding shared and cooperative services. Initial assessment is that Franklin is understaffed relative to other departments in the region, and that other municipalities would be unlikely to support any significant degree of cooperative staffing (i.e., operational consolidation) as their personnel would be redeployed to subsidize staffing coverage in Franklin.

DATE: August 3, 2020

TO: Steve Olson, Mayor; Peggy Steeno – Dir of Administration

FROM: Paul Rotzenberg, Dir of Finance & Treasurer

SUBJECT: 2021 Personnel Request – Assistant Finance Director

The Director of Finance & Treasurer plans to retire upon the acceptance of the 2021 Comprehensive Annual Finance Report in May 2022 after a ten year stint.

There currently are no personnel on staff who are qualified to perform those duties (except the Director of Administration).

It would be in the City's best interest to hire a replacement for the Dir of Finance & Treasurer to experience both the budget creation and CAFR preparation cycles. To that end, staff recommends the hiring of a replacement Dir of Finance & Treasurer in June 2021.

The current staff could then provide instruction on the financial software tools for reporting, tax billing/collection and supporting systems. In addition, there are numerous processes and schedules that are used in the preparation of both the annual City budget and annual financial report that experiencing a creation cycle would greatly aid the replacing individual.

Lastly, this process would aid an evaluation process for this individual.

DATE: July 28, 2020

TO: Paul Rotzenberg, CPA, Dir of Finance & Treasurer

COPY: Stephen R. Olson, Mayor  
Peggy Steeno, Director of Administration

FROM: Glen E. Morrow, PE- City Engineer, Director of Public Works, & Utility Manager *Glen Morrow*

SUBJECT: 2021 new positions for Utilities

WDNR has noted on multiple Sanitary Survey Inspection Reports (inspections for the Water Utility only, not to be confused with the Sanitary Sewer Utility) that the Franklin Water Utility *"does not have adequate manpower to provide safe drinking water to consumers."* The front page of the 2017 report is attached and the full copy of the report is available for review.

In 2010, the Utility Department had an Operator that retired and the position was never replaced. In previous years, the Utility Staff has pretty much kept up with required tasks so the City has maintained staffing levels. In 2019, some critical activities started to fall significantly behind schedule and staffing in 2020 is not allowing these critical activities to be caught up. The Utilities (water and sewer) are requesting the addition of one more technician to rectify the following issues.

- Catch up on water valve maintenance Every valve should be visited every other year and exercised. This activity is more on a once per five years rotation.
- There are approximately 2700 fire hydrants in the system and each hydrant should be flushed every year. 2020 is expected to finish approximately 20% behind schedule.
- Leak Detection. About four years ago, Staff started a leak detection for the entire system and several leaks were found saving the utility the cost of the lost water. Recommendations are to revisit the system every three years. We are on pace for at least a 5-year rotation.
- Water meter changeout and testing. These meters must be replaced every 20 years. COVID19 has presented problems in 2020 and we may/may not be caught up by the end the year. Regardless, the Utility customers are growing such that we need assistance and backup for this critical operation.
- WDNR requires the sanitary sewer to be televised once every five years. Currently, we respond to complaints and are about 50% behind schedule.

Note that this position would be half paid for from the water utility and half from the sanitary sewer utility.

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
141 NW Barstow St. Room 180  
Waukesha, WI 53188

Scott Walker, Governor  
Daniel L. Meyer, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



September 22, 2017

City of Franklin  
Sandra L. Wesolowski – City Clerk  
9229 W. Loomis Rd.  
Franklin, WI 53132

PWSID#: 24105331  
Region: Southeast Region  
County: Milwaukee  
File Code. 3300

Subject: 2017 WI-DNR Sanitary Survey Inspection Report

Dear Sandra Wesolowski:

The purpose of a Sanitary Survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely impact drinking water quality. To meet federal requirements, the Department completes sanitary surveys for community water systems on a 3-year schedule. The last survey for the Franklin Water Utility (Utility) was completed September 3, 2015.

On August 23, 2017, I conducted a sanitary survey of your water system. During the sanitary survey, Michael Roberts was present. At the completion of the survey, they were briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

#### Required Action

There are no required actions for this sanitary survey. Recommendations are noted in the recommendations section of this report.

#### Significant Deficiencies/Deficiencies from Previous Sanitary Survey

The following items are requirements from the previous sanitary survey and their current status.

Deficiency	Due Date	Code Citation
The flushing schedule is not adequate for dead-ends	12/31/2014	NR 81013(2)
The valve exercise/replacement program is not adequate	12/31/2014	NR 81013(2)
The system does not have adequate manpower to provide safe drinking water to consumers.	04/30/2015	NR 810.03

#### Discussion and Schedule for Correction of Deficiencies

- Adequate schedule is established for flushing dead-ends
- Adequate valve exercising schedule established.
- Utility appears to have enough manpower to provide safe drinking water.