

**City of Franklin
2025 Personnel Requests**

Department		Anticipated	Projected	Projected	Projected	
Position	Status	Hire Date	2025 Wages	2025 Benefits	2025 Total	Notes
Police						
Records Clerk	FT	1/1/2025	52,000	29,524	81,524	\$25/hr rate suggested by PD - family health shared with FD & Health
Social Worker 33%	FT	3/1/2025	20,949	9,031	29,980	
PD Total			72,949	38,555	111,504	
Fire						
Promote 3 LT's to Captain	FT	1/1/2025	18,895	5,954	24,649	assume starting rate - 1 family health, 1 single health shared with PD & Health
Community Paramedic	FT	1/1/2025	103,900	56,201	160,101	
2 Paramedics	FT	3/1/2025	136,340	70,389	206,729	
Social Worker (33%)	FT	3/1/2025	20,949	9,031	29,980	
Fire Inspector	PT (50 FTE)	1/1/2025	31,876	3,353	35,229	
FD Total			311,760	144,928	456,688	
Highway						
1 HEO	FT	1/1/2025	66,525	33,290	99,815	same wage as current HEO - family health
1 LEO	FT	1/1/2025	61,905	32,455	94,360	same wage as most recent LEO hire - family health
Highway Total			128,430	65,745	194,175	
Health						
Social Worker (34%)	FT	3/1/2025	21,583	9,305	30,888	midpoint of pay grade 7 - family health coverage shared with PD & FD
Parks						
Park Attendant	PT (35 FTE)	5/1/2025	13,104	2,161	15,265	\$18/hr rate suggested by DPW
Grand Total			547,826	260,694	808,520	

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
		<u>906.07</u>	<u>1,639.63</u>	<u>602.00</u>	<u>82.80</u>	<u>26,632.94</u>	<u>29,863.44</u>
Averages	Local	36.63	78.56	48.25	2.78	1,656.55	1,822.76
	Governor	148.50	214.00	109.50	8.30	4,489.70	4,970.00
	President	231.29	448.69	95.00	27.55	5,513.68	6,316.21



MEMORANDUM:

FROM: FIRE DEPARTMENT

DATE: Wednesday, July 24, 2024

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Fire Chief James Mayer

SUBJECT: Fire Department
Personnel Request – FY 2025 Budget

Danielle, Mayor Nelson, and Kelly, -

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 services 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 5,100 calls per year.

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 ALS transport units and a command vehicle. FFD Station 2, located in a rapidly growing part of our response area, has a minimum staffing of two personnel. Two civilian personnel, our Administrative Assistant and Community Fire Prevention Specialist, round out the fulltime staff of the FFD.

A substantial challenge being faced is the increase in multiple concurrent calls for service. On a daily basis, there are periods of time when all three FFD stations are committed in 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 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 realize 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 a five-story hospital, county correctional institution, 625 acre industrial/business park, a hotel, and several elderly assisted living facilities.

PERSONNEL REQUEST

The Fire Department is requesting to add two (2.0) Additional Firefighter / Paramedic FTE positions for 2025. These new positions would be utilized to increase minimum daily staffing from 11 to 12 personnel. This would bring us one step closer to the department's short-term goal of achieving daily minimum staffing of 13 personnel, which would consistently provide 4 personnel at Fire Station 2.

It should be noted that the Common Council approved the Fire Department to proceed with an application for a FEMA – Staffing for Adequate Fire and Emergency Response (SAFER) grant in April 2024. If funded, this grant would fund the hiring of six (6.0) Firefighter / Paramedic FTE positions for the fiscal years of 2025, 2026 and 2027. We expect notification on the funding decision of this grant sometime in August 2024.

This request for two additional Firefighter / Paramedics in 2025 would permit a planned, stepped approach to realizing the goal of adding six Firefighter / Paramedics by fiscal year 2027, whether the SAFER grant is funded or not.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

Paramedic/Firefighter – 2.0 FTE
Proposed Start Date: Q1 2025

PROPOSED COST

Pay rate per CBA

ADDITIONAL REQUEST

Creation of Captain Position (Promotion of three current Lieutenants)

Approximate 6% increase in base wage to \$36.729 from top-step Lieutenant (\$34.65/hr.) = \$18,162 for 2025.

During negotiations on the current collective bargaining agreement with Firefighters Local 2760, a letter of understanding was drafted indicating that the City of Franklin and Local 2760 were jointly interested in



establishing a Captain's position within the ranks of the department. This initiative would promote three (3) current Lieutenants to the rank of Captain.

This position would provide additional authority and oversight on each of the three operational shifts in support of the Battalion Chief, directly supervise the operations and upkeep of each fire station, as well as ancillary management responsibilities based on department needs and the professional talents of each Captain. A primary goal of establishing this new rank is to provide a pathway of professional development from company officer to Battalion Chief. It is expected that the Captain will perform the role of Acting Battalion Chief when necessary in the absence of normally assigned Battalion Chief.

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 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 assure 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 fulltime 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, it provides annual funding in the range of \$248,862 (2024). Allowing the Fire Department to fill this part-time position would assure our ability to complete the state required inspections in the required timeframe each year.

Community Paramedic (Additional Grant- Funded position)

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

The Community Paramedic is a proposed new position within the Franklin Fire Department. Implementation of this position will be largely dependent on long-term grant funding received from the Milwaukee County Office of Emergency Management (OEM). In collaboration with the City of Franklin Health Department, Milwaukee County OEM, Oak Creek Fire Department and the South Milwaukee Fire Department, this initiative would place Community Paramedics in the field with each fire department. In collaboration with Social Workers / Case Managers from the Health Department, the Community Paramedic's mission is to expand the care provided to several "At risk" populations including:

- High utilizers of the 911 system
- Elderly citizens with chronic medical issues and frequent falls



- Citizens experiencing mental health issues
- Overdose and addiction patients

After receiving specialized training in Mobile Integrated Health (MIH), the Community Paramedic will have the ability to assist 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. It has been shown in other jurisdictions, that 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 investing in the Community Paramedic program.

Memorandum:



To: Director Danielle Brown, Director of Finance

CC: Mayor John Nelson; Kelly Hersh, Director of Administration

From: James Mayer, Fire Chief, Lauren Gottlieb, Director of Health and Human Services, Craig Liermann, Police Chief

RE: Franklin Fire Department, Health Department, Police Department 2025 Personnel Request; Public Safety Social Worker (1)

Pay Rate: Per CBA

Start Date: First Quarter 2025

The Franklin Fire, Health, and Police Departments are requesting authorization to increase FTE positions by .33 for a shared 1.0 FTE Public Safety Social Worker in 2024.

The City of Franklin recognizes the critical need for a Public Safety Social Worker position shared between the Fire, Police, and Public Health Departments. Currently, our dedicated staff members work tirelessly to address the needs of our community members, including mental health, frailties of aging, food insecurity, housing challenges, transportation access, and substance abuse issues. Despite our best efforts, the demand is becoming increasingly more substantial with increased need, individuals aging in place, and city growth and development.

We have coordinated referrals and communication among Franklin Fire, Health, and Police Departments to provide robust support to our residents. However, the COVID-19 pandemic and our aging population have intensified the challenges faced by our community members, resulting in a significant increase in calls for service. Our dedicated staff members are frequently in contact with individuals struggling with these complex issues, often needing assistance multiple times per week.

By creating a Public Safety Social Worker position, we can offer residents the specialized support they need on a short-term basis. Additionally, licensed social workers have the ability to access additional resources given their licensure. This individual will be instrumental in connecting individuals and families with vital resources and services, addressing their challenges more comprehensively. We anticipate that this targeted support will result in a decrease in frequent calls for service to City Departments, allowing our staff to focus on other important programs, services, and community needs.

Moreover, a joint position among the Fire, Police, and Public Health Departments will harness our collaborative nature, relationships, and resource sharing, which are strengths within our City Departments. Referrals flow from various sources, and a shared social worker will ensure effective coordination and utilization of available resources. Additionally, other City Departments, including the library, can benefit from this position, making it a valuable asset to the entire community.

The Public Safety Social Worker will be housed in the Health Department and will accept referrals from all City Departments. They will work closely with staff members from various departments to identify and address the unique needs of our residents. From homes and apartment complexes to community-

based residential facilities, and other settings, the social worker will be readily available to provide assistance where it is needed most.

This position will be funded with the City of Franklin tax levy, however there is currently a strong possibility of receiving long-term, multi-year grant funding for a large portion of this position through opioid settlement funding received by the Milwaukee County Office of Emergency Management (OEM) EMS Section. This investment is crucial to ensure the well-being and support of our community members in their time of need. Without this Public Safety Social Worker position, City departments will continue to do their best with the current limited capacity. However, the overwhelming demand for assistance necessitates the creation of this role to provide the high level of support that our residents deserve.

By approving the creation of this Public Safety Social Worker position, the City of Franklin demonstrates its commitment to addressing the increasing needs of our community and supporting the well-being and quality of life of our residents. It is our responsibility to provide the necessary resources and assistance to ensure a thriving and resilient city.



MEMORANDUM: FROM DPW DEPARTMENT

DATE: Tuesday, September 17, 2024
TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh
FROM: Kevin Schlueter, DPW Superintendent
SUBJECT: DPW Department
Personnel Request – FY 2025 Budget

Danielle, Mayor Nelson, and Kelly,

I want to request 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 (1 position is vacant/in the process of being filled)
- Deputy Clerk – 1
- Asst Superintendent – 1
- Superintendent – 1

PERSONNEL REQUEST

We would like to request the following three additional personnel in the 2025 budget:

- Park Attendant (Part-Time) – 0.35
- Light Equipment Operator – 1
- Heavy Equipment Operator – 1

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

- Park Attendant – Preferred Start Date: May 1st, 2025
- Light Equipment Operator – Preferred Start Date: January 1st, 2025
- Heavy Equipment Operator – Preferred Start Date: January 1st, 2025

PROPOSED COST

The proposed cost for each position is as follows:



Park Attendant (Part-Time):

\$18.00/hour x 600 hours/year = \$10,800.00

+ mileage (approx. 2500 miles/year x \$0.67/mile (2024 IRS rate) = \$1675.00

Total Approximate Cost = \$12,475.00

***We would like to budget \$15,000.00 for the Park Attendant position to incorporate any salary increases, raises/pay adjustments, and an increase to the mileage reimbursement totaled by the IRS annually.**

(Tom Bakalarski will be inserting the figures for the Light & Heavy Equipment Operator Positions)

ADDITIONAL REQUEST

None at this time.

RATIONALE

Due to the enormous workload being placed on the Public Works Department, we are requesting the LEO/HEO positions 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 at least two new plow routes to keep the streets operational during the Winter months.

With the large increase in park usage, park pavilion rentals, and facility rentals (baseball fields, pickleball courts), as well as the addition of new parks, the workload 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 have limited our ability. We will require another part-time park person to assist.

Without additional personnel, our staff will have to continue cutting services such as snow plowing, salting, street maintenance, street sweeping, lawn mowing (both roadside and parks), and streetlight maintenance.



MEMORANDUM:

FROM POLICE DEPARTMENT

DATE: Tuesday, September 17, 2024

TO: Danielle Brown, MBA
Mayor John Nelson
Kelly Hersh

FROM: Craig Liermann
Chief of Police

SUBJECT: Police Department
Personnel Request – FY 25 Budget

Danielle, Mayor Nelson, and Kelly,

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

CURRENT STATUS

Throughout the years, the number of open records requests to the police department have significantly increased. The Police Department historically has not had dedicated personnel to complete these requests. In 2020, to help with this issue, the department saw the need to convert a full time Emergency Dispatcher position into a Primary Records Clerk/Emergency Services Dispatcher. By implementing this change, the role of that specific dispatcher was reversed; primarily clerk duties with dispatch duties as needed. This Primary Records Clerk was assigned to complete open records requests.

Unfortunately, due to staffing issues in the dispatch center, the need to have this Primary Records Clerk/Emergency Services Dispatcher in the dispatch center, completing dispatching duties has increased. This has significantly reduced this dispatcher's available time to complete open records requests.

Because of the Primary Records Clerk/Emergency Services Dispatcher other obligations, there still is nobody dedicated to completing records tasks/open records requests. Comparable departments of our size have several dedicated clerks.

PERSONNEL REQUEST

The police department is requesting to hire a dedicated Records Clerk. This position would be responsible for:

- Coordinating the day-to-day activities of the Police Department's open records requests, which includes; retrieval, protection, retention, and the destruction of all police records



- Determining if open record requests can be released. Records that cannot be released would include, but not limited to open investigations; cases now part of discovery (charged and open in CCAP); records involving juveniles where redaction of all juvenile information would compromise the integrity of the report or violate the confidentiality of the juvenile; balancing act such as autopsy photos or gruesome photos; medical/mental health cases.
- Retrieve written records as needed for open records requests.
- Making sure the request is fulfilled in its entirety as requested or providing statutory reasons for why it cannot.
- Redacting all personal identifying information in every document of the case file.
- Viewing all requested video to make sure there is no personal identifying information; redacting if there is.
- If requested, copying audio for phone and radio transmissions and redacting any personal identifying information.
- Fulfilling requests within 10-days of receipt of request or notifying requestor of the delay (response should be provided in writing).
- Correspond in person, in writing, or by phone when a request for records is received; responds to subpoenas for department records;
- Monitor officers cataloging of video, audio and written reports for the purposes of open records; contacts officers as needed when incorrect information is used when filing records; Retrieves video and audio recordings related to interviews, and that would be needed for evidence, court cases, open records requests;
- Assist in the maintenance, retrieval, protection, retention, and destruction of all police records; maintains record security and protection according to mandated requirements and department policy.

POSITION TITLE/EXPECTED START DATE/JOB GRADE IF KNOWN

The Records Clerk position would be a full-time position. After checking with area police department's, 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 2025.

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

This Primary Records Clerk/Emergency Services Dispatcher's hourly rate is currently \$32.95/hour. By implementing a Records Clerk position, all of the open records could be completed by a clerk whose



base rate is significantly lower than that of a Emergency Services Dispatcher. While not completely taking the task of open records away from the Primary Record's Clerk/Emergency Services Dispatcher, we can utilize her more in the dispatch center, which will help alleviate constant staffing issues, and reduce the amount of overtime needed to give the citizens of Franklin the best high-quality service that is expected.

The Police Department is currently exploring a Body Worn Camera (BWC) program, and are looking to implement this program in the near future. The introduction of BWC's will create an immense amount of audio and video footage, all of which is public record. As with any public records, BWC footage must be reviewed and redacted prior to release. Personal Identifiable Information (PII), (e.g. date of birth, social security numbers, credit card numbers, medical records etc.) must be redacted from both audio and video footage to safeguard the public and prevent an invasion of privacy. Redacting BWC footage so that it is compliant is a more laborious task than redacting paper documents and represents a challenge for law enforcement agencies. The need for more records clerks will be imminent.

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

DEPARTMENT	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
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	4.12	4.50	4.50	4.50	4.50	5.00	5.00
INFORMATION SERVICES *	0.75	1.00	1.00	1.00	3.00	3.00	3.00	3.00	3.00	3.00
ADMINISTRATION/HUMAN RESOURCES	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FINANCE	6.60	6.60	6.60	6.73	6.73	7.23	6.73	6.73	6.30	6.30
ASSESSOR	1.00	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	4.05	3.20	3.20
TOTAL GENERAL GOVERNMENT	22.02	21.27	21.27	21.40	23.78	24.28	23.78	23.78	23.00	23.00
POLICE **	61.75	61.75	61.75	61.75	62.75	62.75	62.75	63.15	63.15	63.15
DISPATCH	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
FIRE ***	46.50	46.00	46.00	46.50	47.50	47.50	49.50	50.50	51.00	51.00
BUILDING INSPECTION	8.00	8.30	8.30	9.15	9.00	9.00	9.00	9.00	9.00	9.00
TOTAL PUBLIC SAFETY	131.25	131.05	131.05	132.40	134.25	134.25	136.25	137.65	138.15	138.15
ENGINEERING	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25
HIGHWAY	22.00	22.00	22.00	22.00	22.00	21.75	22.00	22.00	21.00	21.00
PARKS	2.00	2.00	2.00	1.80	1.75	2.00	1.35	1.35	3.80	3.80
TOTAL PUBLIC WORKS	32.25	32.25	32.25	32.05	32.00	32.00	31.60	31.60	33.05	33.05
PUBLIC HEALTH	6.75	6.75	6.95	6.95	7.05	7.05	7.15	7.15	7.45	7.45
PLANNING	4.00	4.00	4.00	4.00	4.00	4.17	4.17	4.80	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	197.27	196.32	196.52	197.80	202.08	202.75	203.95	205.98	208.75	208.75
PUBLIC HEALTH - GRANT	0.00	0.75	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LIBRARY	16.94	16.68	15.38	14.88	15.15	15.15	14.65	14.65	15.30	15.30
TOURISM *****					0.50	0.50	0.50	0.00	0.00	0.00
SEWER & WATER	10.80	10.80	10.80	11.80	11.80	12.80	12.80	12.80	12.50	12.50
TOTAL	225.01	224.55	223.70	225.48	230.53	232.20	232.90	234.43	237.55	237.55

Notes