



CITY OF SHEBOYGAN

2024 ANNUAL BUDGET



CITY CLERK

Fund 101 - General Fund

General Government

Org Code 101142



ELECTIONS

Fund 101 - General Fund

General Government

Org Code 101143



COMMON COUNCIL

Fund 101 - General Fund

General Government

Org Code 101110



CITY CLERK'S OFFICE CURRENT & UPCOMING CHALLENGES

- Migrating off of the AS400 and implementing a new licensing software. The Clerk's office issues 1000+ permits/licenses each year (liquor, alarm, taxi, mobile food, etc.).
- Sherrill (Election Specialist) is retiring in the beginning of 2024.
- Conducting elections and navigating the multitude of changes with decreased guidance has been very challenging.



CITY CLERK

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------------------|----------------|----------------|-----------------|---------------------------------------|
| 560255 | Tools & Small Equipment | \$1,500 | \$6,000 | \$4,500 | Equipment replacement per IT schedule |
| TOTAL | | | | \$4,500 | |



ELECTIONS

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------------------------|-------------|-------------|------------------|---|
| 510130 | Temporary Salaries – Regular | \$40,000 | \$115,000 | \$75,000 | Extra help for upcoming election year (4) including Presidential. |
| 510111 | Full Time Salaries – Overtime | \$5,000 | \$10,000 | \$5,000 | Extra help for upcoming election year (4) |
| 540100 | Office Supplies | \$25,000 | \$75,000 | \$50,000 | Postage absentees, replacement of booths, and election supplies |
| 510140 | Interdepartmental Labor - Reg | \$0 | \$4,000 | \$4,000 | DPW election set-up and take-down |
| 550110 | Building Maint & Repair | \$2,600 | \$4,400 | \$1,800 | Increased polling location payments |
| TOTAL | | | | \$135,800 | |

**Interdepartmental Labor was \$0 in 2023 budget due to the wrong line being code, 2024 shows a reallocation



COMMON COUNCIL

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------------------|-------------|-------------|----------------|---|
| 560255 | Tools & Small Equipment | \$400 | \$3,000 | \$2,600 | Chromebook replacements |
| 536125 | Employee Development | \$10,470 | \$11,237 | \$767 | League of WI Municipalities dues increase |
| TOTAL | | | | \$3,367 | |



CITY CLERK'S OFFICE **ADDITIONAL REQUESTS**

The City Clerk's Office has one additional request to be added to the City Clerk 2024 annual budget.

1. Adding 0.25 FTE to Elections Specialist position (change from .75 to 1.0 FTE). The increase in staffing levels is being requested to address an increased number of changes and requirements surrounding elections.

Total: \$14,871.00

Please Note: Future funding requirements for this request are on-going as this is related to additional staffing levels.



ELECTIONS **ADDITIONAL REQUESTS**

The Elections Department does not have any additional requests to be added to their 2024 annual budget.



COMMON COUNCIL **ADDITIONAL REQUESTS**

Common Council does not have any additional requests to be added to their 2024 annual budget.



HUMAN RESOURCES

Fund 101 - General Fund

General Government

Org Code 101144



HUMAN RESOURCES

CURRENT & UPCOMING CHALLENGES

- The biggest challenge facing the HR Department currently is ensuring employees feel valued and recognized for their contributions to the organization. (Pay, benefits, recognition)
- Retention and Recruitment will continue to be a challenge in the current labor market, so the City needs to do everything possible to ensure we are making the City a place people want to stay.
- With the change in HR Director, ensuring that the new director has the support and “buy-in” from the Council to continue to make employee-focused changes.



HUMAN RESOURCES

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------------------|----------------|----------------|-----------------|--|
| 531200 | Legal Services | \$8,000 | \$38,000 | \$30,000 | Handling personnel matters prior to litigation |
| 531400 | Advertising & Marketing | \$2,000 | \$5,000 | \$3,000 | Job postings on Gov Jobs increase |
| 531100 | Contracted Services | \$16,985 | \$25,050 | \$8,065 | Flores Leave Management and other misc. |
| TOTAL | | | | \$41,065 | |



HUMAN RESOURCES

ADDITIONAL REQUESTS

The Human Resources Department has one additional request to be added to their 2024 annual budget.

1. Additional recognition for employees including two city-wide events and monetary performance awards for exemplary performance.

Total: \$5,000 Ongoing

2. Provide full cost of the first unit of Wisconsin Employee Trust Fund life insurance to full-time employees

Total: \$24,209 Ongoing

3. Additional Step for employees who have 15 years of service or more in current position

Appx. Total: \$26,500 Ongoing



UPTOWN SOCIAL

Fund 101 - General Fund

Culture & Recreation

Org Code 101530



UPTOWN SOCIAL

CURRENT & UPCOMING CHALLENGES

- 2023: Uptown Social membership and attendance have quite nearly doubled from pre-pandemic levels, despite staffing levels remaining the same with 3 FTEs. Utility costs in the new building are higher than at a previous building.
- 2024: With an additional 5,000 square feet (33%) of public, finished space coming in 2024, we anticipate additional participants/members joining Uptown Social to utilize the space along with increased program management needs on staff.
- 2025+: We've seen a large increase in attendance recently due to opening the new building, but the number of retirees in Sheboygan will continue to grow over the next two decades. Participation is not expected to decline anytime soon, but will more likely continue to grow in the future.



UPTOWN SOCIAL

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------------------|-------------|-------------|-----------------|---|
| 555100 | Utilities | \$21,800 | \$65,000 | \$43,200 | Additional 15,000 square footage of building |
| 531100 | Contracted Services | \$5,700 | \$13,400 | \$7,700 | Janitorial, HVAC, fire, and security services |
| 550110 | Building Maint & Repair | \$4,256 | \$10,000 | \$5,744 | Increased cost of good for repairs |
| 564130 | Janitorial Services | \$1,600 | \$10,000 | \$8,400 | Increased cost of supplies and attendance |
| 540100 | Office Supplies | \$1,000 | \$1,500 | \$500 | Increased cost of supplies and attendance |
| TOTAL | | | | \$65,544 | |



UPTOWN SOCIAL ADDITIONAL REQUESTS

Uptown Social has two additional requests to be added to their 2024 annual budget listed in priority of the department.

1. Addition of 1.0 FTE (Administrative Assistant Senior Services) to manage front desk, assist with bookkeeping and operations, provide administrative support, and serve as an additional staff member during community events.

Total: \$67,709.60 Ongoing

2. Addition of a part-time Intern – Senior Services to support student goals and organizational needs. Tasks would include group fitness instructor, marketing, communications, accounting, etc.

Total: \$5,000.00 Ongoing



SHORELINE METRO

Fund 651 – Transit System Fund

Public Works

Org Code 651352



SHORELINE METRO CURRENT & UPCOMING CHALLENGES

- State & Federal Mass Transit Aids
 - State – Funding moved to General Fund
 - Federal – Declining funding
- Bus Drivers
 - Hiring Bus Drivers is challenging
 - Increased CDL requirements (Feb 2022)
 - Industry-wide issue
- Increasing Demand
 - Difficult to sustain operations
 - City and County demand increasing



SHORELINE METRO **KNOWN INCREASES AND ADDITIONAL REQUESTS**

The Transit Department does not have any known increases that have not been offset by another expense adjustment in their 2024 annual budget.

The Transit Department does not have any additional requests to be added to their 2024 annual budget.



PARKING UTILITY

Fund 650 – Parking Utility Fund

Public Works

Org Codes 650345, 6503451-6503456



PARKING UTILITY

CURRENT & UPCOMING CHALLENGES

- Condition of Assets
 - Parking lots are aging / require investment
 - Riverfront - \$500,000+
- Cash Payments
 - Coin going “extinct”
 - Mobile Payments are here (to help)
- Parking Availability
 - Parking Structure (perception)
 - Using current resources more effectively



PARKING UTILITY **ADDITIONAL REQUESTS**

The Parking Utility Department does not have any additional requests to be added to their 2024 annual budget.



PARKING UTILITY

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|-------------|----------------|----------------|-----------------|---------------|
| | None | \$0 | \$0 | \$0 | N/A |
| TOTAL | | | | \$0 | |



LIBRARY

Fund 255 – MPL Fund

Culture & Recreation

Org Code 255511



LIBRARY

CURRENT & UPCOMING CHALLENGES

1. Library Funding Has Not Kept Pace with Service Demands

- Demand for library materials is growing, along with visits, as is the range of services we provide to meet the changing needs of our community.
- Mead's municipal budget hasn't kept pace with demand and has been reduced by one third since 1996 when adjusted for inflation.
- This council has taken the first step in reversing this trend recently by investing in the library, but there's more to be done.



LIBRARY

CURRENT & UPCOMING CHALLENGES

2. Facility Funding

- The library building is nearly 50 years old and its maintenance costs are mounting, yet there's no consensus on who should make these investments.
- Continued changes in city leadership combined with vague state statutes regarding library funding have created more questions than answers.
- Members of the Common Council and Library board have voiced an interest in crafting a Memorandum of Understanding to clear up this annual funding debate.



LIBRARY

CURRENT & UPCOMING CHALLENGES

3. Social Services

- We welcome and serve everyone, including the growing number of community members we encounter who are experiencing homelessness, mental illness and addiction.
- With adequate staffing and resources we can meet this need without asking more of the police or compromising the level of traditional library services provided to the community as a whole.
- Without additional resources, we're facing staff burnout and safety concerns for staff and the public



LIBRARY

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|----------------------------|----------------|----------------|-----------------|---|
| 548002 | Materials – All Categories | \$380,200 | \$410,200 | \$30,000 | Increase cost of books, DVD, magazines, etc. |
| 531100 | Contracted Services | \$123,600 | \$128,600 | \$5,000 | Monarch Library System annual service charge |
| 531110 | Financial Services Fees | \$6,300 | \$6,825 | \$525 | Increase of annual audit fees with Baker Tilly |
| 540100 | Office Supplies | \$10,500 | \$13,700 | \$3,200 | Increases on card stock, cash register paper rolls, CD disk-cleaning solution, etc. |
| 540222 | Janitorial Supplies | \$8,500 | \$10,200 | \$1,700 | Increase in supplier costs and facility traffic |
| 537100 | Vehicle & Parking Expenses | \$17,500 | \$19,440 | \$1,940 | Parking stall rental increase for 54 staff |
| 555100 | Utilities | \$128,667 | \$135,167 | \$6,500 | 5% increase per budget instructions |
| TOTAL | | | | \$48,865 | |

LIBRARY

ADDITIONAL REQUESTS

The Mead Public Library has four additional requests to be added to their 2024 annual budget listed in order of priority by the department.

1. Addition of two part-time Security Monitors to address safety issues, primarily on evenings and weekends. Also, a slight wage increase for the Security Specialist for new supervision duties.

Total: \$47,197 Ongoing

2. Addition of one full-time Librarian to address staffing shortages in the Teen Center which provides latchkey kids with a safe, structured environment after school.

Total: \$89,561 Ongoing



LIBRARY

ADDITIONAL REQUESTS (CONT.)

3. Additional funds are requested primarily for expansion of the library's e-book and audio collections. Additional purchases would include children's all-in-one print-audio (called VOX) books, expansion of museum passes, STEM kits and other Experience Collection items. This request is for

Total: \$70,000 Ongoing



POLICE DEPARTMENT

Fund 101 - General Fund

Public Safety

Org Code 101210



POLICE DEPARTMENT **CURRENT & UPCOMING CHALLENGES AND OPPORTUNITIES.**

- Succession planning and number of inexperienced staff.
- Keeping up with policy changes, training and audit/review processes to ensure compliance.
- Meet the resource capacity to conduct proper background investigations to successfully hire the best candidates.
- Employee wellness – providing the proper resources to ensure employees stay healthy.
- Personnel resources – as the city continues to grow and expand resources are significantly stretched and challenged.



POLICE DEPARTMENT

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|--------------------------------|----------------|----------------|-----------------|--|
| 510111 | Full Time Salaries – Overtime | \$436,000 | \$458,000 | \$22,000 | To cover community initiatives |
| 531564 | Laboratory Fees | \$3,000 | \$5,000 | \$2,000 | Adjust to reflect actual usage in recent years |
| 531730 | Investigative Services | \$1,500 | \$5,500 | \$4,000 | Law enforcement ordered tows |
| 533106 | Software Maint & Subscriptions | \$224,090 | \$236,020 | \$11,930 | Chorus and Axiom for evidence collection |
| 537100 | Vehicle & Parking Expenses | \$2,500 | \$3,500 | \$1,000 | Increased mileage reimbursement rate |
| 550110 | Building Maint & Repair | \$27,000 | \$29,250 | \$2,250 | Fire Extinguisher and Suppression System |
| 555100 | Utilities | \$81,725 | \$95,580 | \$13,855 | 5% increase per budget instructions |
| 563110 | Office Equipment Maintenance | \$12,000 | \$13,400 | \$1,400 | Copies |
| 564130 | Janitorial Services | \$66,412 | \$67,560 | \$1,148 | Increased cost of supplies |
| 555120 | Phones | \$38,508 | \$48,025 | \$9,517 | Change in services provider for cell phones |
| TOTAL | | | | \$69,100 | |

**There are no known increases or additional requests for the MEG Unit

POLICE DEPARTMENT **ADDITIONAL REQUESTS**

The Police Department has four additional requests to be added to their 2024 annual budget listed in order of priority of the department.

1. Addition of 1.0 FTE position (Lieutenant of Administration). The department needs additional resources to review and maintain policies, and manage daily training bulletins to ensure staff understand current policies. Additional staff is needed to develop and deliver training on new legislation and unfunded mandates. This position would also be responsible for handling major internal investigations and accreditation duties. This position was identified in the recent reorganization and would report to the Assistant Chief in the Administrative Division.

Total: \$152,938 Ongoing

2. Addition of one (1) part-time Background Investigator. Conducting timely and thorough background investigations is important in today's environment to ensure the City selects the best candidates for hire. This position would also assist with complicated fraud and computer-crime investigations.

Total: \$38,754 Ongoing



POLICE DEPARTMENT

ADDITIONAL REQUESTS (CONT.)

3. Law Enforcement personnel are frequently exposed to traumatic incidents and vicarious trauma. These incidents increase potential professional and personal struggles for officers. Addressing the daily trauma requires access and connection to a mental health professional that understands Police culture in order to provide a sense of understanding and safety. These funds would be used to provide annual wellness checks to all department personnel.

Total: \$23,000 Ongoing

4. Addition of 2.0 FTE position (Patrol Officers). The department continues to struggle with meeting City demands for traffic enforcement and complaints of neighborhood disorder. The department is significantly behind staffing levels of comparable cities. Additionally, the City continues to grow to the South and finding resources to cover these calls are becoming a struggle.

Total: \$177,885 Ongoing



FIRE & EMS

Fund 101 - General Fund

Public Safety

Org Code 101220



FIRE DEPARTMENT

CURRENT & UPCOMING CHALLENGES

- Aging buildings require higher cost to maintain, are not ADA compliant or gender neutral. Frequent need for plumbing repairs.
- Vehicle replacement is an ongoing issue due to delays in production (3-4 years) and purchasing. Frequent vehicle breakdowns of aging fleet has led to increased maintenance costs.
- The continued City development and aging population has significantly impacted emergency medical services. Ambulances are often on multiple calls resulting in longer response times and delays in transports creating the need to staff a fourth full-time ambulance.
- Increased work load such as higher call volume, all hazards response capabilities, training mandates, fire inspections and community risk reduction has created the need for a full-time inspector, as well as a training officer.



FIRE & EMS

LIST OF KNOWN INCREASES

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|--------------------------------|----------------|----------------|-----------------|--|
| 510111 | Full Time Salaries – Overtime | \$80,000 | \$160,000 | \$80,000 | Projected overtime increase |
| 520490 | Clothing Allowance | \$30,100 | \$32,325 | \$2,225 | Badges, uniforms for Non-rep employees |
| 550110 | Building Maint & Repair | \$25,315 | \$31,942 | \$6,627 | 7% increase for variety of services |
| 540245 | Oils & Lubricants | \$400 | \$560 | \$160 | Shop towel service increase |
| 555120 | Phones | \$15,786 | \$16,128 | \$342 | Router and phone line for ambulances |
| 533106 | Software Maint & Subscriptions | \$29,467 | \$50,649 | \$21,182 | Increase in subscriptions and new RMS |
| 563110 | Office Equipment Maintenance | \$2,400 | \$3,400 | \$1,000 | Service & support increase per James Imaging |
| 560255 | Tools & Small Equipment | \$9,725 | \$11,225 | \$1,500 | Hoist testing – Outlying stations |
| 580210 | Insurance Deductible & Claims | \$630 | \$2,500 | \$1,870 | Increase insurance deductible per Bernie |
| 555100 | Utilities | \$61,869 | \$63,769 | \$1,900 | 5% increase per budget instructions |
| 563310 | Communication Equip Maint | \$12,290 | \$14,700 | \$2,410 | APX Dual band increase |
| TOTAL | | | | (cont.) | |

FIRE & EMS

LIST OF KNOWN INCREASES (CONT.)

| ACCOUNT | DESCRIPTION | 2023 BUDGET | 2024 BUDGET | NET INCREASE | JUSTIFICATION |
|--------------|------------------------|----------------|----------------|------------------|--|
| 560256 | Safety Equipment | \$7,717 | \$9,012 | \$1,295 | SCBA bench testing (every 2-years) |
| 564130 | Janitorial Services | \$8,138 | \$11,400 | \$3,262 | Supplies cost increase by 40% |
| 560259 | IT Small Equipment | \$6,000 | \$10,500 | \$4,500 | Equipment replacements per IT schedule |
| 540230 | Gasoline | \$80,000 | \$85,000 | \$5,000 | Estimated increase in gasoline |
| 562110 | Vehicle Maint & Repair | \$52,000 | \$58,150 | \$6,150 | Vehicle maintenance increase |
| TOTAL | | | | \$139,423 | |



FIRE & EMS

ADDITIONAL REQUESTS

The Fire & Emergency Medical Services Department has eight additional requests to be added to their 2024 annual budget listed in order of priority.

1. Promotion of 3 Lieutenant positions to Captain ranking

Total: \$24,352 Ongoing

2. Addition of six (6) full-time Firefighter Medics. This would allow for Med 4 to be fully in service (two employees per shift).

Total: \$545,427 Ongoing

3. Addition of one (1) full-time Inspector. Increasing call volume and occupancies is making it difficult for duty crews to perform inspections. This position would conduct all inspections and free up duty crews for other calls.

Total: \$89,511 Ongoing

4. Addition of one (1) full-time Division Chief – Training Grade 19

Total: \$149,925 Ongoing

5. Purchase to replace portable radio batteries.

Total: \$800 One-Time



FIRE & EMS

ADDITIONAL REQUESTS (CONT.)

6. Provide new incident command training via the Calm the Chaos program.

Total: \$3,375 Ongoing

7. Provide new Electric Vehicle training for Fire & EMS staff.

Total: \$5,500 Ongoing

8. Purchase new services for oven duct cleaning. These services have not been conducted previously.

Total: \$5,000 Ongoing

9. Provide training opportunities for the potentially newly created Administrative Chief position (WSFCEA Conference).

Total: \$2,270 Ongoing

