



CITY OF SHEBOYGAN

COMMITTEE OF THE WHOLE

2025 ANNUAL BUDGET

PRESENTED BY: ADMINISTRATOR CASEY BRADLEY

Budget Process to Date

Department Heads received parameters from City Administrator:

- Enter known contract/price increases
- Increase IT Fund Service Charges (2%)
- Increase Motor Vehicle Fund Service Charges (2.5%)
- No new positions
- Requests for new purchases or contracts listed on separate spreadsheet
- Analyze fees/revenues
- Capital Asset listing review/compilation for future budgeting update

Preliminary budget requests submitted by August 14th

Meetings between Department Heads and Budget Team to review

Budget Team made updates to balance the draft budget

Discussion over changes at Management Team meeting

Budget Status

Draft General Fund budget currently balanced based on known figures

Outstanding Items:

- WI Dept of Transportation Aid
- State Shared Revenue Estimates (Includes Utility Aid, Expenditure Restraint, etc.)
- Manufacturing Values from Department of Revenue
- Final Assessed Values – Board of Review 9/11/24 and 10/1/24

Additional review and updates will occur until all figures are received

Notable Changes from 2024 Budget:

- Combination of Marina & Boat Funds
- Movement of Sanitation expenses to Recycling Fund - renamed "Refuse Fund"
- Separation of Facilities & Grounds out of Department of Public Works
- Removal of Forestry expenses from the Parks budget – remains in General Fund
- Transfer of Stormwater Fund expenses to General Fund

Refuse Fund (Recycling & Sanitation)

No significant adjustments to fees in the past 10 years

Proposal:

- Move sanitation expenses out of General Fund to Refuse Fund
- Adjust fees to cover the expenses of garbage/recycling collection

Increase fee \$12 annually for the next 5 years

Goal: Fees cover the cost to provide services

	2023 Actual	2024 Budget	2025 Draft
Fees Collected	1,971,515	1,973,056	2,198,820
DNR Recycling Grant/Misc Revenues	217,871	276,278	197,271
Operating Expenses	(2,826,618)	(2,969,043)	(2,774,516)
Depreciation/Equipment Replacement	(177,885)	(0)	(400,449)
Tax Levy Support	815,117	719,709	778,874

Facilities & Grounds Department

- Current Structure:
 - Facilities Superintendent reports to Public Works Director
 - Various Department Heads oversee maintenance and repairs of buildings
 - Buildings Budget includes City Hall & MSB building
 - Superintendent also oversees street lighting, traffic control, sign shop and 8th St Bridge
- Proposed Structure:
 - Promotion of Superintendent to Department Head
 - Move oversight of maintenance and repairs for City buildings (excl. Wastwater & Parks)
 - Buildings budget includes City Hall, MSB, Fire, Police, Uptown & Library buildings
 - Transit expenses will remain in Transit Fund due to Federal funding
 - Street lighting, traffic control and sign shop will be overseen by Streets Superintendent
- Goals:
 - Consistent review, maintenance and upkeep of facilities
 - Allows various departments to focus on their specialties

2025 Salary and Benefit Costs

- Draft budget includes the following salary changes:
 - Non-Represented: Step and Cost of Living Adjustment of 2.6%
 - Police: 3.5%
 - Transit: 3.0%
 - Fire: Placeholder (In Mediation)
- Wisconsin Retirement System Pension increases per State requirements
- Health Insurance Premium: 6% increase
- Dental Insurance Premium: 5.73% increase

	2024 Original Budget	2025 Draft	Increase/Decrease
Salaries	32,355,061	33,533,394	1,178,333
FICA Taxes	1,987,669	2,047,086	59,417
WRS	3,539,712	3,719,659	179,947
Health Insurance	5,700,060	6,055,000	354,940
Dental Insurance	350,749	350,644	(105)
Life Insurance	65,267	55,178	(10,089)
Totals	43,998,518	45,760,961	1,762,443

Non-Represented Salary Benchmark

Proposed Policy Change: Non-represented salary increases are based on Social Security

Goals: Consistent increases based on inflation to remain a competitive employer in the market

Approximate budget impact is calculated here:

Year	% Increase	SS % Increase	Base Salary Cost	SS Increased Cost	Variance
2020	2.0	1.6	12,630,629	12,581,097	49,532
2021	2.0	1.3	12,883,242	12,744,651	138,591
2022	2.0	5.9	13,140,907	13,496,586	(355,679)
2023	2.0	8.7	13,403,725	14,670,789	(1,267,064)
2024	2.5	3.2	13,738,818	15,140,254	(1,401,436)
Total	10.5	20.7			

**In 2022, the compensation plan updated salaries to match market based on position responsibilities and qualifications

Time & Attendance Project

- Consolidation of three software products down to two
- All employees other than firefighters will be moved to Tyler Time & Attendance
- Directly links to the payroll system within Tyler Munis
- Goals:
 - Increased compliance
 - Consistency amongst departments
 - Reduction of staff time spent on corrections and review
- Payroll Coordinator and Finance Director leading project with assistance from IT, HR and Supervisors
- Kick-off meeting has occurred and workshops with Tyler staff start this week
- Intended go-live date for timekeeping of 1/6/25

2025 Draft Expense Budgets by Fund

Department	2023 Actual	2024 Original Budget	2025 Draft	% Change
General	\$44,436,634	\$46,073,880	\$46,116,205	0.092%
Federal Grant	\$4,443,570	\$192,402	\$202,452	4.96%
MEG	\$59,834	\$56,717	\$53,504	(6.01%)
Tourism	\$2,340,830	\$1,751,172	\$2,219,550	21.10%
Uptown Social	\$0	\$0	\$488,616	100.00%
Mead Library	\$4,097,248	\$4,249,214	\$4,374,285	2.86%
Affordable Housing	\$5,074,104	\$821,097	\$742,027	(10.66%)
Redevelopment Authority	\$148,051	\$55,276	\$84,039	34.23%
Debt	\$4,645,846	\$4,933,830	\$5,500,161	10.29%
Capital	\$7,255,951	\$19,729,480	\$23,692,870	16.73%
Tax Increment Districts	\$4,535,800	\$12,446,816	\$38,044,143	67.28%
Wastewater	\$8,057,982	\$24,403,841	\$57,070,912	57.24%

2025 Draft Expense Budgets by Fund

Department	2023 Actual	2024 Original Budget	2025 Draft	% Change
Refuse	\$1,100,854	\$1,071,591	\$3,174,965	255.23%
Marina/Boat	\$1,384,877	\$1,307,722	\$822,634	(37.09%)
Parking	\$543,275	\$612,531	\$565,532	7.67%
Transit	\$5,343,759	\$4,204,298	\$4,331,755	2.94%
Health	\$7,648,548	\$6,830,411	\$7,181,614	4.89%
Liability	\$415,503	\$445,684	\$443,860	(.41%)
Work Comp	\$421,662	\$626,650	\$549,371	(14.07%)
Information Technology	\$1,175,037	\$1,234,660	\$1,604,103	23.03%
Motor Vehicle	\$3,154,543	\$4,569,427	\$4,282,756	(6.69%)
Cemetery	\$15,360	\$30,500	\$30,500	0.00%

General Fund Notes

- Election costs budgeted to decrease in 2025 – addition of voting equipment replacement costs
- Permit fee increase to reflect anticipated projects
- Removal of Sanitation expenses – moved to Refuse Fund

Expense Category	2023 Actual	2024 Original	2025 Draft	% Change
Salaries	22,257,685	24,062,149	24,276,926	0.89%
Fringe Benefits	8,930,833	9,518,105	9,811,081	3.08%
Purchased Services	6,447,382	6,611,862	5,334,866	(19.31%)
Materials & Supplies	1,466,529	1,667,496	1,131,787	(32.13%)
Facility & Maintenance	1,299,475	1,439,573	2,318,471	61.05%
Equip & Maintenance	696,256	781,360	537,391	31.22%
Miscellaneous	505,726	1,993,335	752,879	(62.23%)
Total (Excl. Transfers)	41,603,886	44,895,274	44,163,401	(1.63%)

2025 Draft General Fund Expense Budgets by Dept

Department	2023 Actual	2024 Budget	2025 Draft	% Change
Council	119,206	127,595	129,162	1.23%
Municipal Court	225,127	271,190	249,171	(8.12%)
City Attorney	564,807	698,209	706,666	1.21%
Mayor	178,325	195,542	214,987	9.94%
Administration	375,974	847,784	867,932	2.38%
City Clerk	383,383	453,032	479,102	5.75%
Elections	81,246	222,017	222,017	(0.00%)
Finance	1,334,548	1,144,862	1,087,461	(5.01%)
Liability Insurance	276,783	297,276	302,418	1.73%
Assessing	540,680	542,770	556,025	2.44%
Human Resources	352,298	328,439	386,136	17.57%
Cable TV	244,754	236,250	238,973	1.15%
Building Inspections	716,028	821,675	885,275	7.74%
Development	457,439	429,188	450,457	4.96%

2025 Draft General Fund Expense Budgets by Dept

Department	2023 Actual	2024 Budget	2025 Draft	% Change
Police	13,128,461	14,260,615	14,595,167	2.35%
Fire	9,752,269	10,161,097	10,623,388	4.55%
Public Works Admin	1,548,643	1,052,530	1,096,418	4.17%
Streets	4,219,040	5,429,999	5,340,603	(1.65%)
Sanitation	1,861,194	1,847,806	0	(100%)
Storm Sewer	591,174	509,938	486,167	(4.66%)
Street Lighting	574,395	589,176	510,535	(13.35%)
City Buildings	889,694	1,025,894	1,497,408	45.96%
Civil Defense	5,731	7,677	7,685	0.10%
Parks	2,601,704	2,770,683	2,192,529	(20.87%)
Cemetery	237,303	243,834	254,850	4.52%
Forestry	0	0	848,298	100.0%
Uptown Social	343,679	380,196	0	(100.0%)
Total (Excl. Transfers)	41,603,886	44,895,274	44,163,401	(1.63%)

2025 Capital Projects

FY 2024 Total Approved Requests: \$43,164,065

- Included in the 2024-2028 CIP
- Not all general government requests

FY 2025 Total Requests in Previous Plan: \$33,962,398

- Included in the 2024-2028 CIP

Revised FY 2025 Requests: \$81,805,904

- Submitted by Departments in 2025-2029 CIP

2025 Capital Projects

City Buildings:

- ADA Infrastructure Improvements (\$250,000)
- Municipal Service Building Improvements (\$2,500,000)
- Police Department Building Improvements (\$220,000)
- Public Safety Campus Construction (\$12,800,000)
- Fire Station 2 Remodel Engineering (\$400,000)

Police Department:

- Unmarked Vehicles (\$148,000)
- Marked Vehicles (\$65,000)
- Portable Radios (\$55,000)

Fire Department:

- Ambulance (\$443,549)
- Turnout Gear, Fitness and Dive Equipment (\$84,321)

2025 Capital Projects

Parks & Forestry:

- Dog Fencing (\$35,000)
- Evergreen Park Bike Trails (\$50,000)

Street Lighting, Traffic Control & Bridges:

- Washington Avenue & South Business Traffic Signals (\$572,000)
- Bridge Maintenance (\$350,000)
- LED Street Lighting Upgrades - Citywide (\$400,000)

Cable TV:

- TriCaster Replacement – Council Chamber (\$30,000)

Information Technology:

- Data Center Refresh (\$50,000)

2025 Capital Projects

Motor Vehicle:

- Vehicle Replacement - 2025 Replacement Schedule:
 - Tri-Axle Dump w/ Salter (2007) \$300,000
 - Tri-Axle Dump w/ Salter (2007) \$300,000
 - Bucket Truck Electrical Dept. (2010) \$375,000
 - Tool Cat (2006) \$70,000
 - Tool Cat (2011) \$70,000
 - Semi Tractor (2001) \$200,000
 - Backhoe Loader (2004) \$145,000
 - Mule Utility Vehicle (2005) \$30,000
 - SmithCo Groomer (2008) \$23,000
- 4-Person Side-by-Side Utility Vehicle (\$25,000)

Transit:

- Paratransit Buses (\$290,000)

2025 TID Capital Projects

TID 18:

- Land Acquisition (\$4,500,000)
- Business Park Pond (\$1,700,000)

TID 21:

- Pedestrian Bridge (\$3,500,000)
- Property Purchases (\$5,000,000)
- Commerce Street/Riverwalk Construction (\$6,500,000)
- Marina Design (\$500,000)

TID 22:

- Taylor & Wilgus Avenue Upgrades (\$1,400,000)

TID 23:

- Gartman Farm Public Infrastructure (\$8,000,000)
- South Taylor Drive (\$4,000,000)

2025 Contracted Street Capital Projects

- Street Improvements (\$4,500,000)

Tentative Project List:

- North 25th Street (Kohler Memorial Drive to North Avenue)
- South 18th Street (Mead Avenue to Washington Avenue)
- Washington Avenue Repairs (South Taylor Drive to South Business Drive)
- North Avenue Intersection design
- Pavement and Storm Sewer Infrastructure Repairs

- Sidewalk Replacement (\$200,000)

*Street Improvement projects include an estimated \$290,000 of sidewalk work

- Storm Water Management Plan (\$250,000)

2025 Tentative In-House Street Projects

- South 20th Street (Georgia Avenue to Indiana Avenue)
- Dillingham Avenue (South 8th Street to South 12th Street)
- South 7th Street (Mead Avenue to Union Avenue)
- North 16th Street (Saemann Avenue to Superior Avenue)
- Ontario Avenue (North 10th Street to North 12th Street)
- North 11th Street (Ontario Avenue to Erie Avenue)
- North 12th Street (Ontario Avenue to Erie Avenue)
- Division Avenue (North 15th Street to North 17th Street)

2025 Wastewater Capital Projects

- Aeration Blower Number Four (\$375,000)
- Old Digester Area Revitalization Plan (\$50,000)
- Ferric Chloride Tank Replacement (\$150,000)
- Laboratory Upgrade (\$500,000)
- North Avenue Pump Station Upgrade (\$150,000)
- Plant Expansion Study (\$50,000)
- Shoreline Interceptor (\$12,000,034)
- Kentucky Avenue Lift Station Upgrades (\$200,000)
- Southside Interceptor (\$6,620,000)
- UV Disinfection (\$30,000)
- Fine Screen System – Wet Well (\$50,000)
- Mini Storm Sewer Program (\$50,000)
- Sewer Line Reconstruction / Relining Program (\$1,000,000)
- Sewer Televising and Manhole Inspection (\$250,000)

Budget Next Steps

September 10th: Draft budget documents posted on the City's website

October 2nd: Updated proposed budget documents posted on City's website matching budget resolution

October 7th: City Administrator submits budget resolution & Council refers to Committee of the Whole

October 15th: City Plan Commission reviews and adopts 2025-2029 Capital Plan

October 21st: COW final review of budget and Capital Plan and referral back to Council

November 4th: Council adopts 2025 budget resolution and 2025-2029 Capital Plan