

To: Leadership Team, Watertown Court Clerk, Airport Manager  
From: Mark Stevens  
Date: August 6, 2024  
RE: 2025 Budget Kickoff

The Expenditure Restraint Incentive Program (ERIP) provides unrestricted aid to qualifying municipalities that limit growth in spending. Watertown received a distribution of \$439,322 for our 2023 limited increase. The key qualifier is that the budget for the year before the payment has not increased over the prior year's budget by more than an inflation factor plus a valuation factor. Using the latest released inflation rate and valuation estimates, I estimate a maximum increase for the 2025 budget to be 4.23%, approximately \$697,000.

Updates on a few global compensation inputs (66% of our General Fund expenditures):

- Wage increase- Work has begun to assemble calculations for increases in wages. An increase of each 1% in wages for all City employees equates to an investment of approximately \$167,000.
- Personnel changes- There are requests for personnel additions along with a few modifications of existing personnel that are with the HR consulting firm for review and grade evaluation so that compensation costs (wages & benefits) can be determined as budget requests.
- Health insurance- The State health plan has released the 2025 rates, a 16% increase, approximately \$390,000 for the General Fund. Pursuit of alternatives is underway.

**Build your 2025 budget proposal with no more than 0% increase for non-compensation accounts** (34% of our General Fund expenditures). Provide an explanation in your budget highlight memo if this cannot be accomplished.

#### Budget Tools:

- **BUDGET TIMELINE** – outlines budgeting process and deadlines. Please note dates in bold print; other dates are informational.
- **2025 MISSION AND OPERATIONAL GOALS** – incorporate budget requests that align with these goals
- **WATERTOWN ACCOUNTING FUNDS** – explains the purpose of the segregations in our accounting system
- **2025 BUDGET 240731** (spreadsheet) – initial draft that includes prior and current year data to enter on your 2025 budget Request Form
- **CAPITAL IMPROVEMENTS 2025-2029 REV 230731** – the latest version of the Fund 5 capital projects list

#### Upcoming Dates:

- **Mid-August:** meeting to review projected changes and highlights with the mayor and finance director
- **September 3:** budget proposals due to finance director electronically via SharePoint

4% AMSCO INCREASE?

Net New  
Construction }  
8/15

CPI- 5 → 5.5%  
+

## Directions:

- Complete a **2025 BUDGET REQUEST FORM** (electronic spreadsheet) for all accounts (both revenue and expense) in your department where you include the past year's results, current year's projection, and the next year's request.

Submit a separate file for each subcategory (Example: Police, Police Crossing Guards, Police Dispatch).

Include all **revenue** and **expense** accounts. Add more rows if needed.

Copy contents from **2025 Budget 240731** spreadsheet:

- ✓ 2023 Actual
- ✓ 2024 Budget
- ✓ 2024 YTD Actl thru June 30 (6 months)

Complete these additional columns:

- ✓ **2024 Estimate:** Give a realistic estimate of each account's total at year-end. In many cases, this will be the original 2024 budgeted amount. In some cases, events unknown during last year's budget preparation may lead to anticipated overspending or savings in certain areas.
- ✓ **2025 Request:** amount of request for new budget
- ✓ **Comments:** explanation for what is included in account; include any changes from prior years

Follow naming instructions listed on top of spreadsheet.

- Compile a **DEPT BUDGET HIGHLIGHTS MEMO** (electronic Word document) to provide information on requested additions, significant modifications, or notable deletions. Modifications to staff levels should be included. This document will be available to the Mayor and Finance Committee.

File naming: Use your department name and subcategory if you're presenting multiple documents (Example: Police, Police Dispatch).

- Complete a **2025 CAPITAL REQUEST FORM** (electronic spreadsheet) for each item requested in the 2025 column of the Capital Improvements Projects (CIP) spreadsheet.

Water, Wastewater, Solid Waste and Storm Water – please complete for all major capital items included in the Capital Outlay line of the appropriate fund.

File naming: Begin file name with the 4-digit number found in column B of the CIP file and follow with item name (Example: 54-31 Loader).

- Upload all files into SharePoint > Budget Development > Documents > 2025 > [A\) Department Submissions](#)

Full text of link:

<https://watertownwigov.sharepoint.com/:f/s/BudgetDevelopment/EsdNPIV70w9NjXQTQODdTlgBldNDBoARMGHm5E7wewkGSw?e=QsgXGg>

### General Fund Budget History

Year	Budget	Increase from Prior Year	
2024	20,403,934	1,046,685	5.4%
2023	19,357,249	985,932	5.4%
2022	18,371,317	582,500	3.3%
2021	17,788,817	329,615	1.9%
2020	17,459,202	437,402	2.6%

2025 City of Watertown Budget Request

Department  
SubHeading

Directions: Alter contents that are in red font.

Name file: 01 XX YY Dept SubHeading

Example: 01 54 24 Street Traffic Control

Col F-H: Copy from 2025 Budget 230731 spreadsheet

Col I-J: Complete with your estimates/requests

Account	Account Name	2023 Actual	2024 Budget	2024 YTD Actl 063024	2024 Estimate	2025 Request
xx xx xx 10					0	0
Comments:						
xx xx xx 10					0	0
Comments:						
xx xx xx 10					0	0
Comments:						
xx xx xx 10					0	0
Comments:						
xx xx xx 10					0	0
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Comments:						
xx xx xx 10					0	0
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Comments:						
xx xx xx 10					0	0
Comments:						
Department Total:		-	-	-	-	-



THE CITY OF  
**WATERTOWN**

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**To:** Finance Committee

**From:**

**Date:**

**RE:** 2025 Budget Request for \_\_\_\_ Dept

**Background of Department (IE: number of staff, fleet of vehicles/equipment with years, quantities of parks/road miles/water supply etc.)**

**The proposed increase for non-compensation accounts is \_\_\_\_%.**

If your proposal of these accounts exceeds the "not to exceed 0%" directive, provide a list of explanation for this (include impacted account names/numbers and citation of reason).

**Account Name:**

**Account Number:**

(Explain notable changes here.)

**Account Name:**

**Account Number:**

(Explain notable changes here.)

**Account Name:**

**Account Number:**

(Explain notable changes here.)

**Account Name:**

**Account Number:**

(Explain notable changes here.)



## 2025 CAPITAL FUNDING REQUEST

Filename: Save As- begin file name with number in CIP column B followed by item name (e.g. 54-31 Loader)

Department Name: \_\_\_\_\_ Department Head: \_\_\_\_\_

Capital Project/Purchase: \_\_\_\_\_

Cost Estimate: \$ \_\_\_\_\_ Estimated Useful Life: \_\_\_\_\_

## PROJECT/PURCHASE INFORMATION

Define the need for this capital project/purchase:

Explain the future maintenance/operational costs of this project/purchase (if any):

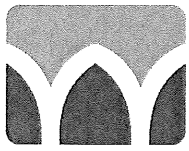
How does this project/purchase benefit the citizens of Watertown?

How does this project/purchase meet the 2025 mission and operational goals?



## Watertown 2025 Budget and Tax Calculation Timeline - rev 5/1/24

Date	Participants	Activity
May 7 (LT mtg)	Leadership Team	Update Capital Improvements Projects (CIP) 5-Year Requests List
May 20	Leadership Team	CIP due to Finance Director
<b>May 23</b>	<b>Leadership Team</b>	<b>Review CIP requests</b>
<b>May 31</b>	<b>Leadership Team</b>	<b>Submit requests for position additions and any dept reorganization to Mayor</b>
June 26 (2nd FinCom mtg)	Finance Com	Initial CIP 5-Year Requests List presented
June 26 (2nd FinCom mtg)	Finance Com	Dept heads submit requests for position additions and any dept reorganization approved by Mayor to Finance Committee. (Approved changes will be sent to Carlson Dettmen for grade rating for inclusion in payroll estimates.)
June Weeks 3-4	Mayor, Finance Dir	Review & modify annual goals
July 2 (LT mtg)	Leadership Team	Review & modify annual goals
<b>Aug 6 (LT mtg)</b>	<b>Leadership Team</b>	<b>Finance Director distributes budget submission forms with direction for creation expectations</b>
<b>Aug 12 (1st FinCom mtg)</b>	<b>Finance Com</b>	<b>Review annual goals, initial compensation estimates, guidance on COLA/pay table changes</b>
Aug Weeks 2-3	Dept Head, Mayor, Finance Director	Department discussion: highlights, new initiatives, changes in process, capital outlay requests
Aug 15	WI DOR	Final equalized values, TID values, net new construction, personal property aid estimates released
Aug 26	Finance Department	Issue payroll estimates (incorporating personnel additions, pay table & COLA, known benefits changes)
* <b>Sept 3</b>	<b>Leadership Team</b>	<b>Budget submissions due to Finance Director</b>
Sept 5	WI DOR	Levy limit worksheet is posted
Sept 13	Finance Director	Initial budget provided to Mayor
Sept 13	WI DOR	Shared Revenue estimate is posted
Sept 20	WI DOR	State certifies CPI percent change for calculation of Expenditure Restraint
Sept Week 3-4	WI ETF	Health insurance premium rates released
Sept 16-23	Mayor	Reviews and modifies budget
<b>Sept 25</b>	<b>Finance Director</b>	<b>Initial budget distributed to Finance Com and Common Council</b>
Oct 1	WI DOR	Expenditure restraint budget limit notice, Computer Aid, and Video Service Provider Aid released
<b>Oct 1 (before Council mtg)</b>	<b>Finance Com</b>	<b>Mayor presents budget proposal</b>
Oct 2-4	Finance Com	Submit questions to Dept Heads (cc Finance Director) for information to be presented in dept presentation
Oct Week 2	WI DOR	Transportation Aid estimate issued
<b>Oct 7, 9, 10</b>	<b>Dept Head, FinCom</b>	<b>Department presentations to Finance Committee</b>
<b>Oct 14</b>	<b>FinCom</b>	<b>Department follow-up; finalize decisions</b>
Oct 15	City Clerk	Published budget sent to WDT for 10/18 publication (15 days before public hearing)
Oct Week 4	Finance Director	Proposed city portion of tax rate calculated
Oct 31	Madison College	MATC certifies its levy
Nov 1	WI DOR	ERP budget limit notice issued
<b>Nov 4 (1st Council mtg)</b>	<b>Common Council</b>	<b>Budget Public Hearing &amp; Common Council Discussion</b>
Nov 12	WUSD, Counties	Taxing entities provide levies
Nov 20	WI DOR	School levy tax credit, lottery credit, and first dollar credit information released
<b>Nov 19 (2nd Council mtg)</b>	<b>Common Council</b>	<b>Final budget is adopted</b>
Dec no later than 12/13	Finance Department	Tax rates including all taxing entities and credits are calculated; bills are created and mailed



# CITY OF WATERTOWN BUDGET 2025

## MISSION

To provide for, protect, and serve the citizens and businesses of Watertown in an efficient, strategic and measured manner, while creating a community culture where close knit connections are key, that is rich in small town values balanced with modern conveniences, that is poised for development, and is an idyllic community that leverages location and outdoor opportunity.

## 2025 OPERATIONAL GOALS

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

*Present a budget that (in no particular order):*

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

## KEY TIMELINE DATES

August 6	Review budget approach with LT; deliver budget sheets to department heads
August 26	Provide compensation estimates
September 3	Budget requests are due to Finance Director
September 25	FY25 budget distributed to Finance Committee and Common Council
October 1	Initial FY25 budget presentation to Finance Committee
Oct 2-4	Finance Committee submits questions to Dept Heads
Oct 7, 9, 10, 14	Finance Committee considers budget
October 18	Budget is published in newspaper
November 4	Budget public hearing and Common Council budget discussion
November 19	Common Council adopts final budget