



COMMITTEE OF THE WHOLE MEETING AGENDA

September 05, 2023 at 6:10 PM

**City Hall, 3rd Floor - Council Chambers, 828 Center Avenue,
Sheboygan, WI**

**This meeting may be viewed LIVE on Charter Spectrum Channel 990, AT&T U-Verse Channel 99 and:
<https://www.wscssheboygan.com/vod>.**

Notice of the Committee Of The Whole Meeting at 6:10 p.m. or immediately following the Common Council Meeting, TUESDAY, September 5, 2023 in City Hall, 3rd Floor - Council Chambers, 828 Center Avenue, Sheboygan, WI. Persons with disabilities who need accommodations to attend the meeting should contact Meredith DeBruin at the City Clerk's Office, 828 Center Avenue, (920) 459-3361.

Members of the public who wish to participate in public forum remotely shall provide notice to the City Clerk at (920) 459-3361 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call
2. Pledge of Allegiance
3. Public Forum

PRESENTATION AND DISCUSSION ON 2024 BUDGETS

- [4.](#) Budget Overview by Finance Director Kaitlyn Krueger
5. Finance and Municipal Court by Finance Director Kaitlyn Krueger
6. Mayor and Administration by Mayor Ryan Sorenson
7. Planning and Building Inspection by Director of Planning and Development Diane McGinnis-Casey
8. City Attorney's Office by City Attorney Charles Adams
9. IT and Cable TV by Director of Information Technology Eric Bushman
10. Public Works by Director of Public Works David Biebel

NEXT MEETING

11. Next scheduled meeting date: September 11, 2023

ADJOURN

12. Motion to Adjourn

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*



CITY OF SHEBOYGAN

COMMITTEE OF THE WHOLE WORKSHOP
2024 ANNUAL BUDGET

CITY OF SHEBOYGAN

2024 Annual Budget

Budget Overview



ITEMS OF NOTE

- Budget is still in a fluid state
- Current budget projections were put together based on guidance from Council leadership
- Administrator Bradley will be involved in preparing the proposed budget
- **September 11th**: Second Committee of the Whole Budget Workshop
- **October 2nd**: Common Council refers proposed budget resolution to Committee of the Whole
- **October 23rd**: Committee of the Whole final review and referral back to Common Council
- **November 6th**: Common Council adopts 2024 budget

GOALS FOR COMMITTEE OF THE WHOLE WORKSHOPS

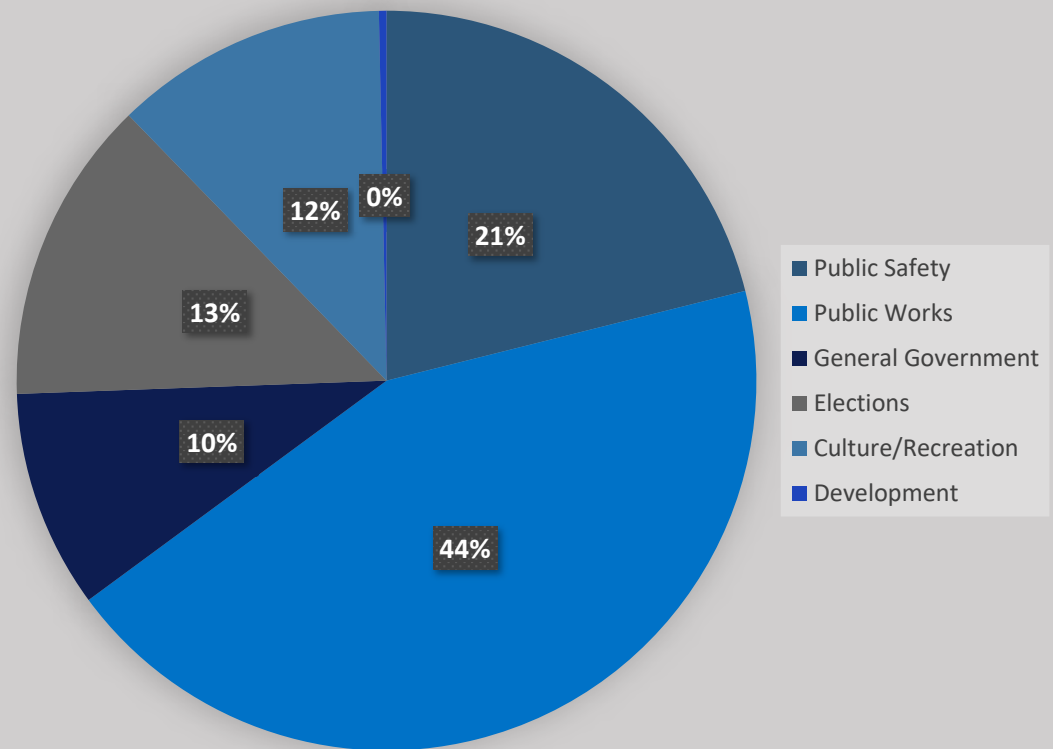
- Hear from Department Heads regarding current and upcoming challenges the City is facing
- Gain an understanding of departmental requests
- Committee provide additional direction as they see fit for the remainder of the budget process

BUDGET PROCESS TO DATE

- Three sections for budget requests:
 - Known Increases
 - Additional Needs Listing
 - 2024-2028 Capital Improvements Program
- Department Head Workshop held on August 22nd
- IT Service Fund Charges have been reallocated with new formula
- Preliminary Salary and Benefit projections have been calculated

2024 BUDGET “KNOWN INCREASE” REQUESTS BY FUNCTION

The total “Known Increase” requests for departments supported by tax levy equaled \$1,020,498



BUDGET “KNOWN INCREASES” BY DEPARTMENT (AS OF 9-5-23)

DEPARTMENT	INCREASE REQUESTS	DEPARTMENT	INCREASE REQUESTS
Council	\$3,367	Building Inspections	\$6,817
Municipal Court	\$2,779	Fire	\$139,423
City Attorney	\$25,770	Police	\$69,100
Mayor	\$936	Library	\$55,405
City Clerk	\$4,500	Public Works Admin	\$52,226
Elections	\$135,800	Streets & Sanitation	\$207,585
Finance	\$9,053	Facilities & Traffic	\$77,138
Assessing	\$9,750	Parks & Forestry	\$99,706
Human Resources	\$41,065	Cemetery	\$10,300
Uptown Social	\$65,544	Development	\$3,336
Cable TV	\$898	Transit	\$0

*Only includes departments where tax levy supports the budget

2024 SALARY & BENEFIT PROJECTION

- Projection currently includes:
 - Inflationary factor adjustment and step for non-represented employees
 - Percentage increase for anticipated union contract increases
 - No change to health or dental insurance rates
 - Increase in required WRS contribution rates
 - No adjustment for seniority or years of service (will be added to additional needs listing for consideration by Council)

FUNDS NEEDED FOR CURRENT EMPLOYEE SALARY ADJUSTMENTS

	2023 Budget	2024 Projection	Variance
Salaries	\$30,654,688	\$31,837,652	\$1,182,964
FICA Taxes	\$1,894,275	\$1,960,186	\$65,911
WRS	\$3,198,062	\$3,441,742	\$243,680
Health Insurance	\$6,041,886	\$5,625,757	(\$416,129)
Dental Insurance	\$362,365	\$347,061	(\$15,304)
Life Insurance	\$35,011	\$36,134	\$1,123
Totals	\$42,186,287	\$43,248,532	\$1,062,245

*General and Library Fund Employees: \$986,412

2024 “ADDITIONAL NEEDS” REQUESTS

- Requests total \$2,145,019
- Majority of requests were related to additional staffing
 - Equal to 24 Full-Time Equivalent positions



PROJECTED REVENUES FOR 2024

- State Shared-Revenue Increase: \$1,973,676
- Tax Levy Adjustment Estimate: \$780,000
- Still unknown with potentially large impact:
 - DOT Road & Highway Aid
 - Manufacturing Assessed Value
 - Alliant Energy Plant (Utility Aid) - in future years

FINANCIAL IMPACT

- Projected Revenue Increase: \$2,753,676
- Known Adjustments: (\$1,020,498)
- Current Salary Increases: (\$986,412)
- Additional Funding Requests: (\$2,145,019)
- Total Available to Spend/Overspent: (\$1,398,253)

- Estimated Amount Available to Spend Above the Known Adjustments and Salary Increases: \$746,766

2024 CAPITAL PROJECTS

- CY 2023 Total Approved Requests: \$17,225,450
 - Included in the 2023-2027 CIP
 - Not all general government requests
- CY 2024 Total Requests in Previous Plan: \$23,449,000
 - Included in the 2023-2027 CIP
- Revised CY 2024 Requests: \$34,694,927
 - Submitted by Departments in 2024-2028 CIP
 - Street Lighting and Buildings are not included in total

FINANCE

Fund 101 - General Fund

General Government

Org Code 101150



FINANCE

CURRENT & UPCOMING CHALLENGES

- Almost a full turnover of Finance Department staff over the past two years
- Working through audit findings
- Significant amount of clean up and process improvement work to still be completed



FINANCE

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$118,522	\$127,575	\$9,053	Increases in Purchasing Agent contract with Sheboygan County (\$3,528) and audit contract with Baker Tilly (\$5,525)
TOTAL				\$9,053	



FINANCE **ADDITIONAL REQUESTS**

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



MUNICIPAL COURT

Fund 101 - General Fund

General Government

Org Code 101120



MUNICIPAL COURT

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
533106	Software Maint & Subscriptions	\$9,139	\$9,413	\$274	3% increase to TiPSS software
531100	Contracted Services	\$1,975	\$3,260	\$1,285	New copier lease payment increase
560255	Tools & Small Equipment	\$1,500	\$2,720	\$1,220	Replace (2) laptops per IT schedule
TOTAL				\$2,779	



MUNICIPAL COURT **ADDITIONAL REQUESTS**

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



MAYOR

Fund 101 - General Fund

General Government

Org Code 101140



OFFICE OF THE MAYOR **CURRENT & UPCOMING CHALLENGES**

- Continued project management and initiative support to staff, committees, community partners
- Current costs increasing, mailings, office supplies, and membership related costs, etc.



MAYOR

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
536125	Employee Development	\$11,787	\$12,123	\$336	Increase in annual membership dues
540100	Office Supplies	\$500	\$800	\$300	Current CPI trends
540202	Community Relations	\$1,200	\$1,500	\$300	Increased focus on community relations
TOTAL				\$936	



MAYOR **ADDITIONAL REQUESTS**

The Mayor's Office does not have any additional requests to be added to their 2024 annual budget.



CITY ADMINISTRATOR

Fund 101 - General Fund

General Government

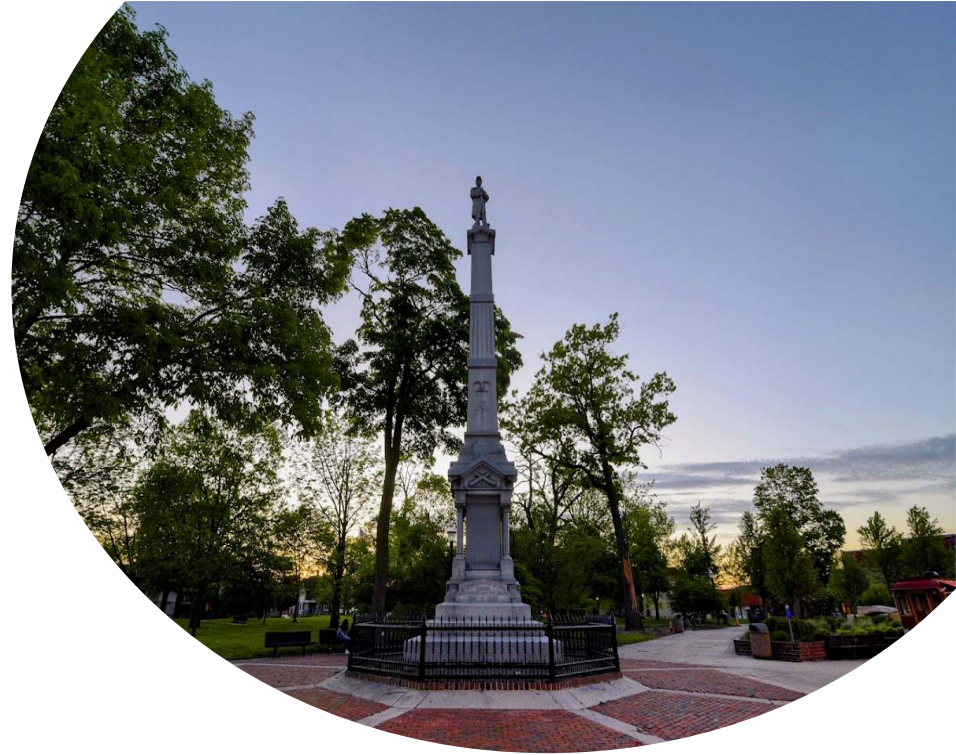
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CITY ADMIN

CURRENT & UPCOMING CHALLENGES

- New Administrator starting
- Some projects include strategic plan, budget finalization and hiring
- Supporting staff and leading projects moving forward
- Increased costs of doing business across the board



CITY ADMINISTRATOR **KNOWN INCREASES & ADDITIONAL REQUESTS**

The City Administrator's Department does not have any known increases to be added to the 2024 annual budget at this time.

The City Administrator's Department does not have any additional requests to be added to their 2024 annual budget at this time.



CITY DEVELOPMENT

Fund 101 - General Fund
Conservation & Development
Org Code 101690



PLANNING & BUILDING INSPECTIONS

CURRENT & UPCOMING CHALLENGES

Current Challenges

1. Website
2. Staffing

Future Challenges

1. Updating Building Permit Application
2. Accepting Online Payments
3. Capacity/Maximizing Grant Opportunities

Other Hurdles

1. Cross Training and Succession Planning
2. Policies, Procedures and Plans



CITY DEVELOPMENT

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
536125	Employee Development	\$2,800	\$4,000	\$1,200	Increased membership fees and conferences
537100	Vehicle & Parking Expenses	\$1,649	\$1,800	\$151	Increase in parking stall rental fees
560255	Tools & Small Equipment	\$675	\$2,660	\$1,985	Replace equipment per IT schedule
TOTAL				\$3,336	



CITY DEVELOPMENT **ADDITIONAL REQUESTS**

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



BUILDING INSPECTIONS

Fund 101 - General Fund

Public Safety

Org Code 101240



BUILDING INSPECTIONS

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
537100	Vehicle & Parking Expenses	\$2,730	\$9,240	\$6,510	Fuel increase
538150	Motor Vehicle Service Fund Chg	\$12,270	\$12,577	\$307	2.5% increase per budget instructions
TOTAL				\$6,817	



BUILDING INSPECTIONS **ADDITIONAL REQUESTS**

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



CITY ATTORNEY

Fund 101 - General Fund

General Government

Org Code 101130



CITY ATTORNEY

CURRENT & UPCOMING CHALLENGES

- Workload has increased tremendously over the years, and the rate of increase is also increasing. Software helps, but doesn't solve the problem.
- This has led to concerns of burnout among my staff. I have concerns that continuing at this level will cause staff to look elsewhere.
- Legislative changes mean that many of the systems and processes in place have had to change, and our office is on the frontline of assisting departments with those changes.
- The heavy workload has often meant that two important aspects of our work are not occurring in the way they should: longer-term strategic planning, and public outreach.



CITY ATTORNEY

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$15,312	\$39,705	\$24,393	LawVu software renewal cost is \$24,225 more than the old City Law software
531205	Witness Fees	\$200	\$350	\$150	Budget adjusted based on 2023 projections
536125	Employee Development	\$8,150	\$9,017	\$867	IMLA membership fees, County & State Bar dues, and conferences have all increased
537100	Vehicle & Parking Expenses	\$1,540	\$1,900	\$360	Increase in parking stall rental fees
TOTAL				\$25,770	



CITY ATTORNEY

ADDITIONAL REQUESTS

1. Change the Assistant City Attorney position from part-time to full-time beginning in 2024. Cost includes salary/benefits, employee development, and annual County/State Bar dues.

TOTAL COST: \$82,727

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



INFORMATION TECHNOLOGY

Fund 713 – IT Fund
General Government
Org Code 713170



INFORMATION TECHNOLOGY

CURRENT & UPCOMING CHALLENGES

- Continued Investigation and Implementation of Cyber Security Solutions.
- Over the next 2 to 5 years the City will need to switch from on-premise solutions to cloud based solutions, such as Microsoft 365, which will increase our operational expenses.
- Succession Planning – Over the next 1 to 7 years 3 of the 5 IT staff may retire.



INFORMATION TECHNOLOGY LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$135,925	\$136,005	\$80	Contract increase
536125	Employee Development	\$18,160	\$18,850	\$690	Increased costs for training and memberships
555120	Phones	\$40,520	\$42,340	\$1,820	Match budget to actual contract cost
560255	Tools & Small Equipment	\$9,500	\$10,500	\$1,000	Additional cabling supplies required
563120	Computer Maintenance	\$68,100	\$77,700	\$9,600	Maintenance cost increase
563122	Software Maintenance	\$205,954	\$226,184	\$20,230	New applications
TOTAL				\$33,420	



INFORMATION TECHNOLOGY **ADDITIONAL REQUESTS**

The Information Technology's Department does not have any additional requests to be added to their 2024 annual budget.



CABLE TV

Current Fund: 211 – Cable TV Fund

Culture & Recreation

Current Org Code: 211519



CABLE TV

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
537100	Vehicle & Parking Expenses	\$1,500	\$1,700	\$200	Increased mileage reimbursement rate
555120	Phones	\$502	\$1,200	\$698	Budget adjusted based on 2023 projections
TOTAL				\$898	



CABLE TV

ADDITIONAL REQUESTS

1. Increase the Temporary Salaries budget to bring back the local sport broadcasting to the cable tv channel

TOTAL COST: \$6,920



PUBLIC WORKS

Fund 101 - General Fund

Public Works

Org Codes 101310, 101331, 101342, 101344, 101362



PUBLIC WORKS – ADMINISTRATION & ENGINEERING

CURRENT & UPCOMING CHALLENGES

- Both the Director and City Engineer are nearing retirement and it is imperative that a succession plan be in place to provide a smooth transition of leadership
- This past year, the Administration and Engineering Division has a void due to a retirement of an employee with 50 years experience serving the City
- In addition, the Director and City Engineer have a combined 66+ years of knowledge
- This internal knowledge is **vital** to understanding infrastructure development history and background for decision making



PUBLIC WORKS - PUBLIC WORKS ADMIN

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$0	\$15,000	\$15,000	Overtime for administrative staff (including engineering)
520490	Clothing Allowance	\$900	\$1,000	\$100	Per employee to match current Table of Org
531100	Contracted Services	\$40,000	\$70,000	\$30,000	Consultant and other contracted services
533105	IT Service Fund	\$105,004	\$175,775	\$70,771	IT service fund per budget instructions, consolidation of 101 accounts
536125	Employee Development	\$20,860	\$25,000	\$4,140	Tuition reimbursement for books & conference
538150	Motor Vehicle Service Fund Chg	\$19,434	\$19,920	\$486	2.5% increase per budget instructions
560255	Tools & Small Equipment	\$17,500	\$20,000	\$2,500	Replace equipment per IT schedule
TOTAL				\$122,997	

PUBLIC WORKS ADMINISTRATION

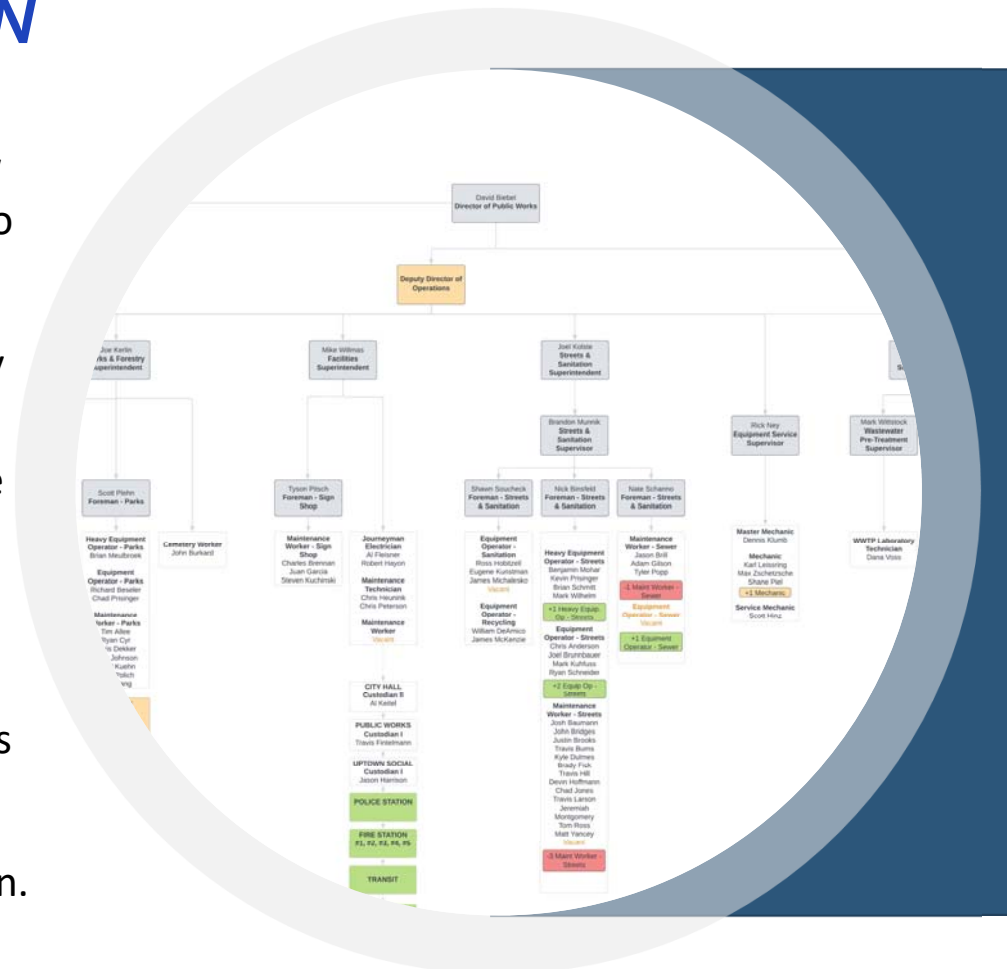
ADDITIONAL REQUESTS

Deputy Director DPW – PRIORITY HIGH: The top two DPW leadership positions: Director and City Engineer, are able to retire at any time and have a combined 66 years of service and knowledge working for the City of Sheboygan. It is critical that the DPW organization has the proper hierarchy to develop the next set of leaders for the City.

Developing internal staff is the best alternative to continue the long-range planning, engineering and infrastructure projects and programs that have a positive and lasting impact on the quality of life of the City residents.

By developing internal staff the DPW preparing highly skilled, knowledgeable individuals and addressing concerns regarding demographic changes and talent scarcity, identifying skill gaps and training needs, retaining institutional knowledge, and boosting morale and retention.

Total: \$100,000 Ongoing



PUBLIC WORKS ADMINISTRATION ADDITIONAL REQUESTS – CONT.

Assistant City Engineer - Priority HIGH: The top two DPW leadership positions: Director and City Engineer, are able to retire at any time and have a combined 66 years of service and knowledge working for the City of Sheboygan. It is critical that the DPW organization has the proper hierarchy to develop the next set of leaders for the City.

This request has been changed to reflect this as an **upgrade or internal promotion of existing staff** – *no addition to the Table of Organization.*

By developing and supporting internal staff the DPW preparing highly skilled, knowledgeable individuals and addressing concerns regarding demographic changes and talent scarcity, identifying skill gaps and training needs, retaining institutional knowledge, and boosting morale and retention.

Total: \$25,000 Ongoing

City Engineer

Assistant City Engineer

Civil Engineer /
Project Manager
Kevin Jump
Tim Moyer

Surveyor/Project
Manager
Mike Born

GIS Project
Specialist
Emma Jones

Engineering
Technician
Tyler Hill
Jordan Sucha
Ryan Biebel

Surveyor/Asst.
City Engineer
Mike Born



**150 Years of
Dedicated Service**

PUBLIC WORKS ADMINISTRATION **ADDITIONAL REQUESTS – CONT.**

New Plotter - Priority HIGH: Old plotter no longer able to be serviced and updated pricing from vendor is now available.

Total: \$10,000 One-Time



PUBLIC WORKS – STREETS & SANITATION

CURRENT & UPCOMING CHALLENGES

- Division is challenged by current resources
- Amount of work is flat or decreasing due to
 - Increased cost of materials
 - Increased cost of supplies
 - Increased cost of equipment
- Ageing infrastructure is increasing demands on staff and funding
- External requests for services outside of the core mission (events, voting, parklets)
- Internal requests from other Departments



PUBLIC WORKS – STREETS & SANITATION MAINTENANCE

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$170,000	\$190,000	\$20,000	Current workforce trends and CPI increase
520490	Clothing Allowance	\$2,100	\$2,800	\$700	Per employee to match current Table of Org
531100	Contracted Services	\$201,626	\$251,000	\$49,374	Increased milling costs for street repairs
531101	Contracted Services – Traffic	\$58,000	\$60,000	\$2,000	Shared services with County Highway Dept
533110	Street Sweeping Disposal	\$51,101	\$53,657	\$2,556	5% increase per GFL service agreement
538150	Motor Vehicle Service Fund Chg	\$761,305	\$780,338	\$19,033	2.5% increase per budget instructions
540270	Traffic Control Supplies	\$55,000	\$60,000	\$5,000	Increased costs for vinyl and sign blanks
540290	Construction Materials	\$397,500	\$450,000	\$52,500	Significant increase in costs for asphalt
540291	Construction Materials – Traffic	\$2,500	\$3,000	\$500	Increased cost of supplies
555100	Utilities	\$50,925	\$51,800	\$875	5% increase per budget instructions
560255	Tools & Small Equipment	\$9,000	\$10,000	\$1,000	Increased cost of goods per CPI trend
TOTAL				\$153,538	

PUBLIC WORKS – STORMWATER SEWER

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$75,000	\$90,000	\$15,000	Consulting fees and DNR required testing
538150	Motor Vehicle Service Fund Chg	\$106,093	\$108,745	\$2,652	2.5% increase per budget instructions
540290	Construction Materials	\$160,000	\$170,000	\$10,000	Significant increase in concrete costs
555100	Utilities	\$4,811	\$5,034	\$223	5% increase per budget instructions
TOTAL				\$27,875	



PUBLIC WORKS – SANITATION

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
533125	Transfer Station Tipping	\$735,000	\$750,000	\$15,000	Contractual increase with GFL (5%)
538150	Motor Vehicle Service Fund Chg	\$446,875	\$458,047	\$11,172	2.5% increase per budget instructions
TOTAL				\$26,172	



PUBLIC WORKS RECYCLING – ENTERPRISE FUND

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$0	\$20,000	\$20,000	Reflects current trends and CPI increase
533125	Transfer Station Tipping	\$392,437	\$400,000	\$7,563	5% increase per budget instructions
538130	Equipment Rental	\$71,655	\$77,000	\$5,345	Lease payment for collection carts
538150	Motor Vehicle Service Fund Chg	\$215,378	\$220,762	\$5,384	2.5% increase per budget instructions
TOTAL				\$38,292	



PUBLIC WORKS STREETS & SANITATION

ADDITIONAL REQUESTS –OUTLAY (ONE TIME REQUEST)

The Public Works Department has ten additional requests to be added to their 2024 annual budget. These requests are prioritized on a High, Medium, and Low basis.

1. **Concrete Pavement Saw - Priority HIGH:** Current equipment is over 15 years old.

Total: \$45,000 One-Time

2. **ASV Skid Steer Trailer - Priority HIGH:** This request will significantly increase efficiency.

Total: \$20,000 One-Time

3. **Excavator Ditching Bucket - Priority LOW:** This request will provide increased abilities for the existing piece of equipment.

Total: \$20,000 One-Time

4. **Excavator Frost Tooth Bucket – Priority LOW:** This request will allow for emergency repairs during winter months.

Total: \$18,000 One-Time



PUBLIC WORKS STREETS & SANITATION ADDITIONAL REQUESTS (CONT.)

5. **Proposed reclassification of existing positions within the TO from three (3) 'Maintenance Worker – Streets' to two (2) 'Equipment Operator – Streets' and one (1) 'Heavy Equipment Operator – Streets' - Priority HIGH:** This request is to promote two existing employees to provide additional crew leadership, coverage for vacations, and additional crews in the field

Total: \$15,000 Ongoing



PUBLIC WORKS STREETS & SANITATION **ADDITIONAL REQUESTS (CONT.)**

6. **Provide large-item disposal addressing a community need created by the implementation of the cart system -**
Priority HIGH: Residents are required to utilized provide vendors. Includes the additional tipping services and overtime required for staffing

Total: \$12,000 Ongoing



PUBLIC WORKS STREETS & SANITATION

ADDITIONAL REQUESTS (CONT.)

(ONE TIME REQUEST)

7. **Portable Electronic Message Board - Priority HIGH:** To be utilized on construction projects, special events, and weather-related emergencies.

Total: \$25,000

8. **Sewer Fund – Reclassification of existing position within the TO from one (1) ‘Maintenance Worker – Sewer’ to one (1) ‘Equipment Operator – Sewer’ - Priority HIGH:** This request is to promote one existing employee to provide one equipment operator per each sewer truck.

Total: \$5,000 Ongoing

9. **Sewer Fund - One (1) Additional ‘Equipment Operator – Sewer’ – Priority HIGH:** This request will provide an additional worker to operate each sewer truck and related to request #9 (above).

Total: \$100,000 Ongoing



PUBLIC WORKS – TRAFFIC **CURRENT & UPCOMING CHALLENGES**

- New rules on sign and traffic painting reflectivity have resulted in a more rapid replacement schedule
- Traffic signal and street lighting infrastructure upgrades are continuing and are in need of frequent repair due to accidents
- Over 60% increase in the cost of vinyl and sign blanks since 2020



PUBLIC WORKS – TRAFFIC STREET LIGHTING

LIST OF KNOWN INCREASES



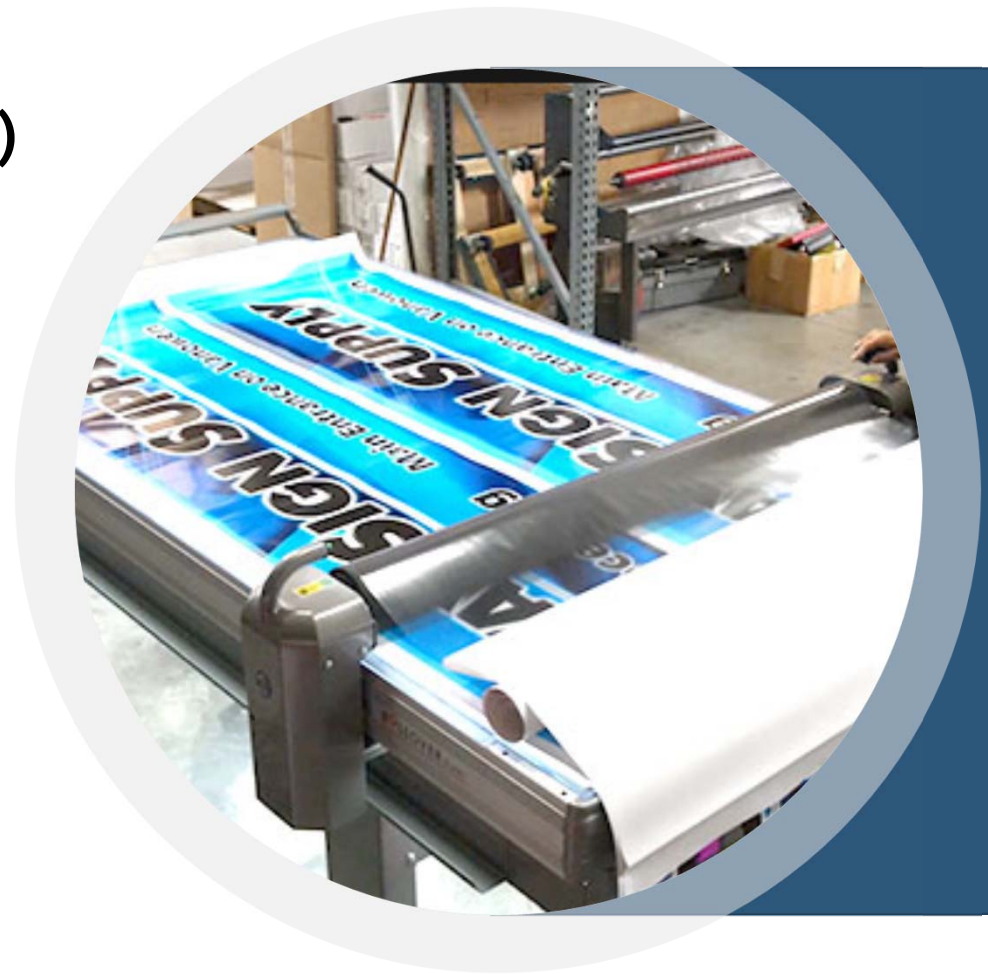
ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$6,000	\$8,000	\$2,000	Current workforce trends
538150	Motor Vehicle Service Fund Chg	\$14,356	\$14,715	\$359	2.5% increase per budget instructions
555100	Utilities	\$309,000	\$324,450	\$15,450	5% increase per budget instructions
TOTAL				\$17,809	



PUBLIC WORKS – TRAFFIC SIGNS **ADDITIONAL REQUESTS (CONT.)**

- 1. Rollover Flexi Flatbed Applicator -**
Priority HIGH: Current equipment is over 30 years old, unreliable, out of date. Equipment is used for applying vinyl to sign blanks, plastic board, plywood, and other flat surfaces. Benefits - reduced production times, user friendly, multi-functional ergonomically designed table.

Total: \$25,000 One-Time



PUBLIC WORKS CITY FACILITIES

Fund 101 - General Fund

General Government

Org Code 101160



PUBLIC WORKS – FACILITIES (CITY HALL & MSB – OTHERS)

CURRENT & UPCOMING CHALLENGES

- Many of the City's buildings are over 50 years old and are in need of constant repair and maintenance
- The cost to operate and maintain the facilities continues to rise and deferred maintenance projects are piling up.
- The cost of materials and supplies are increasing faster than the budgeted amounts
- Additional requests from other City Departments (Fire, Police, Library, Transit...



PUBLIC WORKS CITY FACILITIES (CITY HALL & MSB)

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$19,000	\$25,000	\$6,000	Based on actual departmental needs and usage increase is required to meet demands
531100	Contracted Services	\$35,510	\$50,000	\$14,490	Increased service contract amounts and additional needs due to aging buildings
538150	Motor Vehicle Service Fund Chg	\$23,154	\$23,733	\$579	2.5% increase per budget instructions
550110	Building Maint & Repair	\$84,500	\$114,500	\$30,000	Cost of goods for repairs and maintenance
555100	Utilities	\$165,998	\$171,222	\$5,224	5% increase per budget instructions
564130	Janitorial Services	\$22,000	\$25,000	\$3,000	Increased cost of supplies
TOTAL				\$59,293	

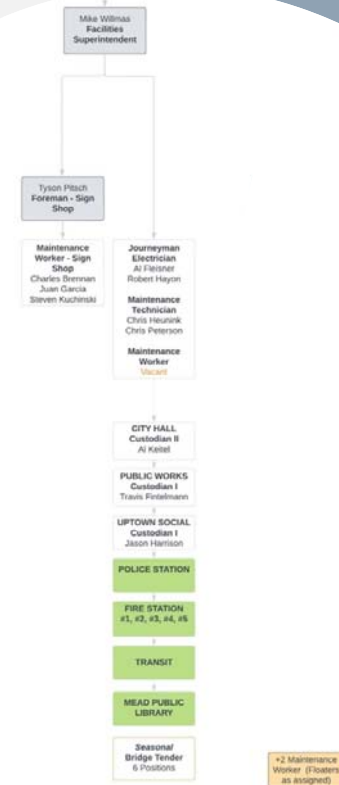


PUBLIC WORKS CITY FACILITIES (CITY HALL & MSB) ADDITIONAL REQUESTS

The City Building's Department has three additional requests to be added to their 2024 annual budget.

- 1. New position (Floater) - Priority HIGH:** DPW labor pool is understaffed and in need of additional resources. This position would be used as needed throughout daily operations. City Buildings have seen an increase in DPW labor requests.

Total: \$60,000 Ongoing



PUBLIC WORKS CITY FACILITIES (CITY HALL & MSB – MARINA & BOAT DOCKS)

ADDITIONAL REQUESTS

The City Building's Department has three additional requests to be added to their 2024 annual budget. These requests are prioritized 1 – 3 (1 = Most Important).

- 1. Work Boat (Boat Facility)**- Dock repair, electrical repair, water line repair, infrastructure inspection, semi annual buoy placement and bridge repair. Current vessel is old, unsafe and unreliable and is no longer designed for the repairs needed.
Total: \$55,000 One-Time
- 2. Cable and Pipe Locator** - current equipment is over 15 years old and becoming unreliable, used for locating all underground electrical utilities. (street lighting, traffic signals, facility and other)
Total: \$11,300 One-Time
- 3. Drain Snake Camera -Priority LOW:** Assists when searching for problems and issues in drain lines. This tool will help save time and money.

Total: \$15,000 One-Time



PUBLIC WORKS CITY FACILITIES

Fund 633 – Boat Facilities Fund

General Government

Org Code 633540



PUBLIC WORKS CITY FACILITIES (BOAT FACILITIES)

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
538150	MVD Service Fund	\$900	\$923	\$23	2.5% increase per budget instructions
544250	Lots & Ramps Maintenance	\$2,000	\$3,000	\$1,000	Increase due to cost of goods and repairs
555100	Utilities	\$22,921	\$23,782	\$861	5% increase per budget instructions
TOTAL				\$1,884	



PUBLIC WORKS CITY FACILITIES

Fund 231 – Harbor Centre Marina Fund

General Government

Org Code 231354



PUBLIC WORKS CITY FACILITIES (BOAT FACILITIES)

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$97,241	\$102,103	\$4,862	5% increase per budget instructions
531206	Insurance Premiums	\$3,000	\$4,000	\$1,000	Increase to reflect expenses
533354	Marina Operations	\$944,356	\$1,100,000	\$155,644	Increased in contracted services
TOTAL				\$161,506	



PUBLIC WORKS - WASTEWATER

Fund 630 – Wastewater System Fund

Public Works

Org Codes 630240, 630310, 630361



PUBLIC WORKS – WASTEWATER TREATMENT PLANT

CURRENT & UPCOMING CHALLENGES

- Increasing chemical costs
- Poor grit & rag removal (and its effect on aeration basins, sludge storage silos, digesters, and pumps)
- Catching up on efforts delayed by Process Systems Integrator vacancy
- Improving aeration blower capacity & functionality
- Old digester area reuse plan
- Succession planning
- Outlying community agreements/relationships
- 2050 Sheboygan Urbanized Area Sewer Service Plan Update



WASTEWATER

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
520490	Clothing Allowance	\$1,200	\$1,300	\$100	Per employee to match current Table of Org
531110	Financial Services Fees	\$7,000	\$7,650	\$650	Audit fee allocation
531150	Consulting Services	\$27,250	\$67,250	\$40,000	Increased consulting services
533105	IT Service Fund Chrg	\$0	\$32,810	\$32,810	Per budget instructions
540410	Wastewater Chemicals	\$490,200	\$730,200	\$240,000	Increased chemicals cost
555100	Utilities	\$686,385	\$716,385	\$30,000	5% increase per budget instructions
555101	Electric	\$70,000	\$96,430	\$26,430	5% increase per budget instructions
563110	Office Equipment Maintenance	\$3,000	\$5,700	\$2,700	James Leasing and Wells Fargo copy fees
631200	Building Improvements	\$125,000	\$725,000	\$600,000	Admin building HVAC & Indiana Ave lift station
651700	Other Operating Equipment	\$175,000	\$190,000	\$15,000	Equipment replacements as needed
641100	Improvements Other Than Buildings	\$1,200,000	\$1,250,000	\$50,000	Upgrades to Grit System, Bleach/Bisulfite Building/North Ave Generator, Aeration Basin
651100	Vehicles	\$0	\$50,000	\$50,000	New Pickup Truck
TOTAL				\$372,690	

Yellow Items are Capital Outlay (one-time requests) = \$715,000 to be discussed with CIP

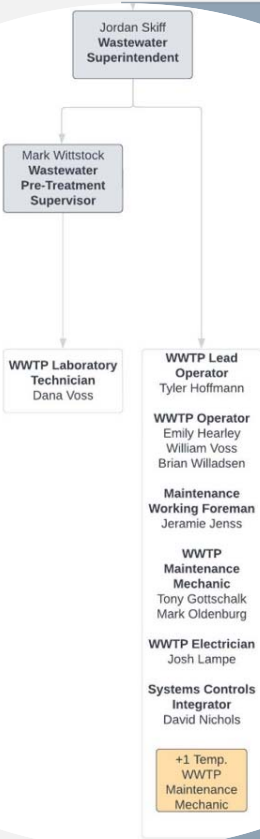
WASTEWATER

ADDITIONAL REQUESTS

The Wastewater Division has four additional requests to be added to their 2024 annual budget. These requests are prioritized on a High, Medium, and Low basis.

- 1. **Hire temporary 4th mechanic - Priority HIGH:** Future funding is not required as this “extra” position would be eliminated upon the next retirement

Total: \$28,652 One-Time



WASTEWATER – PUBLIC WORKS ADMIN

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
520490	Clothing Allowance	\$600	\$700	\$100	Per employee to match current Table of Org
531100	Contracted Services	\$410,240	\$460,240	\$50,000	Increased cost of contracted services
531317	Locate Services	\$120,000	\$140,000	\$20,000	Increased locating costs
533105	IT Service Fund Charge	\$30	\$20,100	\$20,070	Increase per budget instructions
538150	Motor Vehicle Service Fund Chg	\$242,839	\$248,910	\$6,071	2.5% increase per budget instructions
540290	Construction Materials	\$180,000	\$200,000	\$20,000	Increased asphalt costs
TOTAL				\$116,141	



PUBLIC WORKS - STORMWATER

Fund 631 – Stormwater Utility Fund

Public Works

Org Code 631344



STORMWATER

CURRENT & UPCOMING CHALLENGES

- This fund was established after the 1998 Flood and created a Stormwater Utility the charged single family residences \$3/month for Storm Sewer Operations and Maintenance as well as Capital Improvements.
- The Utility was suspended around 2005, and no longer generates income.
- This fund does have some small funding mainly to cover emergency contracted services.
- It also provides for accounting capital improvement projects on stormwater infrastructure.



STORMWATER **ADDITIONAL REQUESTS**

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



PUBLIC WORKS - CEMETERY

Fund 101 - General Fund

Health & Human Services

Org Code 101491



PUBLIC WORKS – CEMETERY

CURRENT & UPCOMING CHALLENGES

- Increasing costs of contracted services and supplies/materials
- Recruiting quality and skilled seasonal labor
- Future planning needs for new plots and cremation spaces



CEMETERY

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
510111	Full Time Salaries – Overtime	\$5,000	\$7,000	\$2,000	Based on actual division needs and usage
531100	Contracted Services	\$0	\$5,000	\$5,000	Difference between contracted services and pass-through account
538150	Motor Vehicle Service Fund Chg	\$48,000	\$49,200	\$1,200	2.5% increase per budget instructions
540210	Operating Supplies	\$4,000	\$6,000	\$2,000	Increased costs for portables, Scattering Garden plaques, and water line repairs.
555140	Gas – Utility	\$700	\$800	\$100	Increased costs to reflect actual usage
TOTAL				\$10,300	



CEMETERY **ADDITIONAL REQUESTS**

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



PUBLIC WORKS - PARKS

Fund 101 - General Fund

Culture & Recreation

Org Code 101520



PUBLIC WORKS PARKS & FORESTRY

CURRENT & UPCOMING CHALLENGES

PARKS

- The Park Division continues to be challenged with staffing shortfalls. Since 2010, the Division has not been able to backfill necessary fulltime staff due to past budget constraints
- More recently, challenges with recruiting seasonal personnel have further added to the backlog of parks maintenance and repair
 - For example, three fulltime staff needed just for park garbage collection (≈200 tons/year or 400,000 lbs./year)
 - 17 Rentable facilities, 24 Playgrounds, 36 Parks, 2 Miles of Public Beaches to maintain
 - Snow removal of 26.2 miles of sidewalks and trails
- Maintained by 10 fulltime staff

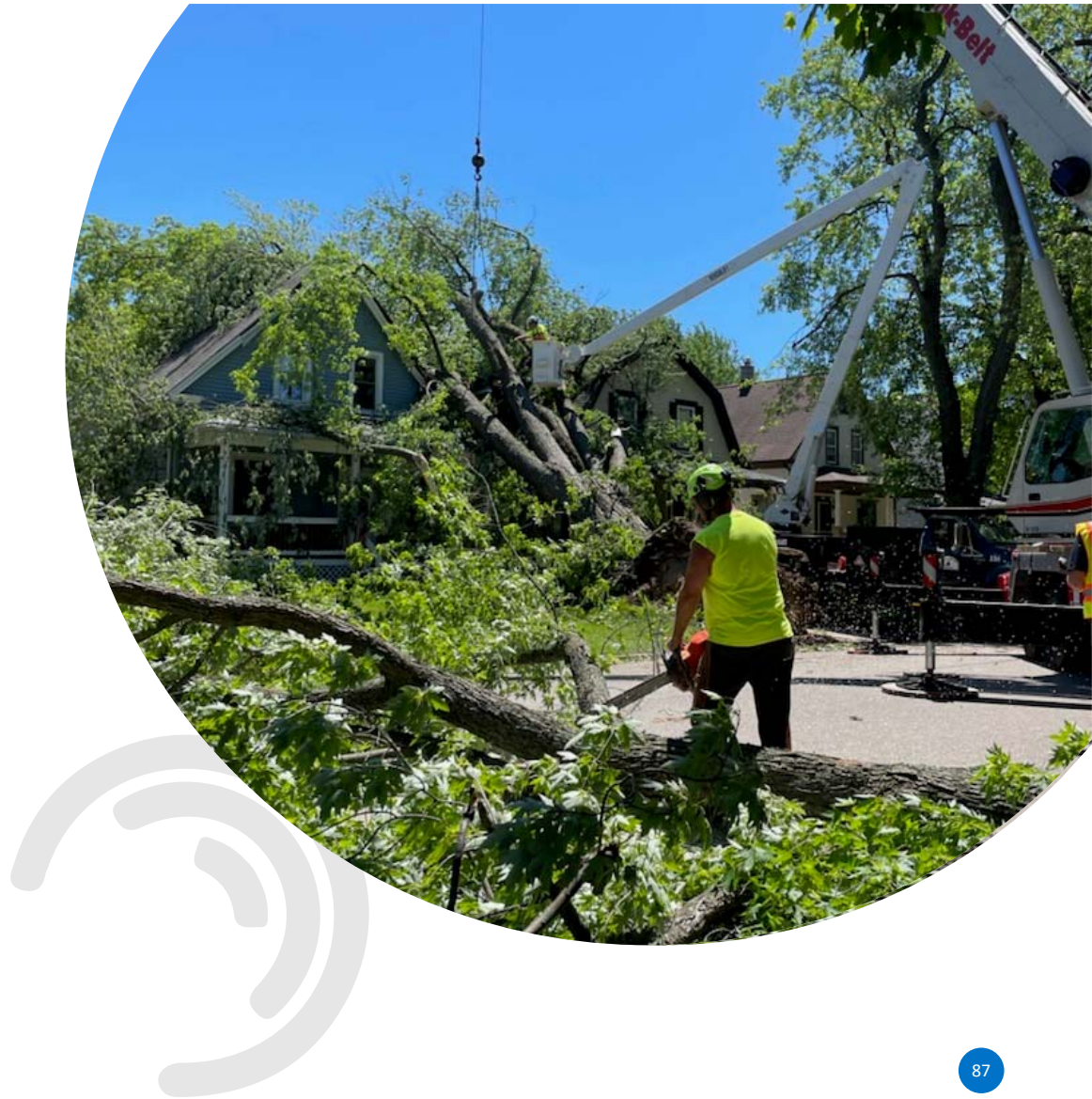


PUBLIC WORKS PARKS & FORESTRY

CURRENT & UPCOMING CHALLENGES

FORESTRY

- The Forestry Division continues to be challenged with meeting the demands caused as a result of the Emerald Ash Borer on our Urban Forest
- The Forestry Division has a substantial backlog of resident requests for tree maintenance as a result of the June 2022 wind-storm damage
- 20,000 trees in 16 Square Miles are maintained by four fulltime arborists
 - Trimming, Removal, Planting, Stump Grinding
 - Significant backlog of stumps to be ground and trees to be removed
 - Goal of trees to be trimmed once every 8 years



PUBLIC WORKS PARKS & FORESTRY

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
531100	Contracted Services	\$74,754	\$99,754	\$25,000	Current park areas are in need of complete renovations as many of the existing landscape areas have become overgrown and need new plantings
536125	Employee Development	\$2,921	\$3,521	\$600	Employee engagement and forecasted tuition reimbursement
538150	Motor Vehicle Service Fund Chg	\$414,604	\$424,970	\$10,366	2.5% increase per budget instructions
538151	Motor Vehicle Fund – Maywood	\$14,216	\$14,571	\$355	2.5% increase per budget instructions
540210	Operating Supplies	\$52,500	\$62,500	\$10,000	Increased cost and usage of topsoil due to improved stump grinding methods
550110	Building Maint & Repair	\$65,000	\$100,000	\$35,000	11 park buildings need new roofs, 9 park areas need new painting, and several other park buildings/areas need improvements including new benches, tables, retaining walls, restroom updates, boardwalk improvements, etc.
TOTAL				(cont.)	

PARKS (CONT.)

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
555100	Utilities	\$209,010	\$216,845	\$7,835	5% increase per budget instructions
555111	Utilities – Maywood	\$9,588	\$9,888	\$300	5% increase per budget instructions
563410	Recreation Equipment Maintenance	\$15,000	\$20,000	\$5,000	Increased maintenance and chemical costs
564120	Electrical Maint & Repair	\$10,000	\$15,000	\$5,000	Upgrading to energy efficient LED fixtures
564131	Janitorial Services – Maywood	\$500	\$750	\$250	Increased supply costs
TOTAL				\$99,706	



PARKS

ADDITIONAL REQUESTS

The Park's Department has four additional requests to be added to their 2024 annual budget. These requests are prioritized 1 – 4 (1 = Most Important).

1. **New position (Floater) - Priority HIGH:** DPW labor pool is understaffed and in need of additional resources. This position would be used as needed throughout daily operations. Parks and public spaces have expanded since 2010, whereas staffing levels have declined.

Total: \$60,000 Ongoing

2. **Promotion of Arborist to Forestry Foreman - Priority HIGH:** To lead and direct forestry crews in the field

Total: \$5,000 Ongoing

3. **Aerator w/seeder - Priority HIGH:** To keep open green spaces green with healthy growing turfgrasses.

Total: \$15,500 One-Time

4. **Seasonal skilled maintenance worker (Beach Cleaner Operator and Park Ranger/Ambassador) - Priority LOW:** To help maintain order within the parks by addressing homelessness issues and ensuring all park rules are being followed.

Total: \$37,500 Ongoing



PUBLIC WORKS MOTOR VEHICLE

Fund 730 – Enterprise Fund

Org Code 730399



PUBLIC WORKS – MOTOR VEHICLE

CURRENT & UPCOMING CHALLENGES

- The Department's vehicles and equipment are reaching the end of their service life and are in need of constant repair and maintenance
- The cost to operate and maintain the existing vehicles and equipment continues to rise and repairs are becoming more labor intensive and substantial
- The cost of materials and supplies are increasing faster than the budgeted amounts
- Most importantly, the Division has been operating short a fulltime certified truck mechanic for several years.



PUBLIC WORKS – MOTOR VEHICLE

LIST OF KNOWN INCREASES

ACCOUNT	DESCRIPTION	2023 BUDGET	2024 BUDGET	NET INCREASE	JUSTIFICATION
520490	Clothing Allowance	\$600	\$700	\$100	Clothing Allowance / Adjustment from 6 to 7 employees
536125	Employee Development	\$3,550	\$3,900	\$350	Employee engagement and forecasted tuition reimbursement
538150	Motor Vehicle Service Fund Chg	\$24,190	\$24,795	\$605	2.5% increase per budget instructions
540245	Oils and Lubricants	\$20,000	\$30,000	\$10,000	Oils & Lubricants / Through six months of 2023 we have used 83% of the annual budget. This shows the need for a 35% to 40% increase. Considering the rise in cost for 2023 we are anticipating another price increase for 2024.
562110	Vehicles Maint. & Repair	\$490,000	\$575,000	\$85,000	Vehicle Maintenance / Parts cost and sub contracted labor have considerably increased. Through six months of 2023 we have used 65% of the annual budget. This shows the need for a 15% to 20% increase.
533105	IT Service Fund	\$0	\$10,440	\$10,440	Per budget instructions
TOTAL				\$106,495	

PUBLIC WORKS – MOTOR VEHICLE ADDITIONAL REQUESTS

The Motor Vehicle Division of the Department of Public Works has two Additional Needs Requests:

- **Certified Truck Mechanic - Full Time Certified Mechanic - Priority HIGH:**
Since the departure of the fire department mechanic, motor vehicle was given the task of maintaining an additional 19 emergency response vehicles. Since that time it has become impossible to repair and perform preventative maintenance on all departmental vehicles in a timely manner.

Total: \$59,300 Ongoing

- **Additional tools for mechanic - Priority HIGH**

Total: \$11,000 One-Time



Rick Ney
Equipment Service
Supervisor

Master Mechanic
Dennis Klumb

Mechanic
Karl Leissring
Max Zschetzsche
Shane Piel

+1 Mechanic

Service Mechanic
Scott Hinz

