

# CITY OF PORT WASHINGTON

## 2025 BUDGET



## 2025 Budget

### City Officials and Department Heads

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## CITY OF PORT WASHINGTON, WISCONSIN

### MAYOR THEODORE NEITZKE IV

#### COMMON COUNCIL

DISTRICT 1	DEBORAH POSTL	DISTRICTS 4 & 8	DAN BENNING	DISTRICT 7	JOHN SIGWART
DISTRICT 2	PAUL NEUMYER	DISTRICT 5	JONATHAN PLEITNER		
DISTRICT 3	MICHAEL GASPER	DISTRICT 6	PATRICK TEARNEY		

#### CITY STAFF

MELISSA PINGEL, CITY ADMINISTRATOR	DAN FISHER, WATER SUPERINTENDENT
EMILY BLAKESLEE, ASSISTANT CITY ADMINISTRATOR/HR DIRECTOR	DAN BUEHLER, WASTWATER SUPERINTENDENT
SUSAN WESTERBEKE, CITY CLERK	KEVIN HINGISS, POLICE CHIEF
MARK EMANUELSON, FINANCE DIRECTOR/CITY TREASURER	MARK MITCHELL, FIRE CHIEF
ROBERT HARRIS, DIRECTOR OF PLANNING & DEVELOPMENT	TOM CARSON, LIBRARY DIRECTOR
GARY PETERSON, INSPECTIONS & ZONING MANAGER	DIANE CHILINSKI, SENIOR CENTER PROGRAM DIRECTOR
DENNIS CHERNY, HARBORMASTER	JON CRAIN, PARKS & RECREATION, FORESTRY SUPERINTENDENT
ROB VANDEN NOVEN, DIRECTOR OF PUBLIC WORKS	J.D. HOILE, STREETS SUPERINTENDENT
ROGER STROHM, CITY ENGINEER	

# 2025 Budget

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## 2025 Budget

### Budget Process

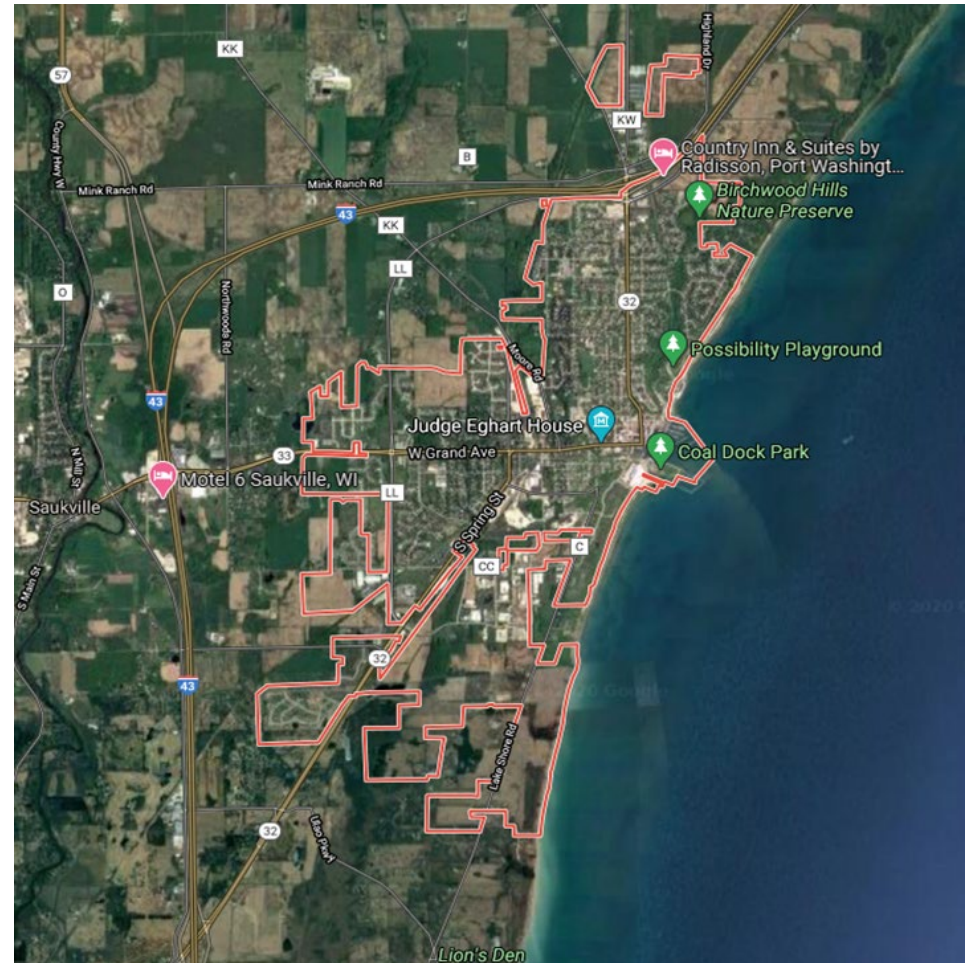
## COMMUNITY PROFILE

### GOVERNMENT

The Common Council is the duly elected legislative and policy-making body of the City of Port Washington. The fundamental job of the Common Council is to make policy decisions for the City based on relevant and accurate information received from the full-time City Administrator and his staff. Three standing committees of the Common Council render recommendations to the full body regarding municipal projects, facilities, services, finance, and personnel as well as issues of health, safety, and welfare of the community at large. The Council solicits and receives the support of many volunteer citizen committees to ensure a democratic, citizen-centered process.

### LOCATION

The city is in Ozaukee County, approximately 30 miles north of Milwaukee and 90 miles south of Green Bay. The city rests on the Lake Michigan shores in southeastern Wisconsin. The city encompasses 7.0 square miles. The city is mostly urban with some rural areas. Port Washington shares a common boundary with the Town of Port Washington, Town of Grafton, and Village of Saukville. The City of Port Washington is the county seat of Ozaukee County.





## 2025 Budget

### Budget Process

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#### HISTORY

The City of Port Washington was first founded in 1835 as part of an expansion of American interests into lands controlled by the British to the United States. The area was largely settled by members of the Potawatomi tribe prior to 1835. There was a large village approximately three miles inland on the Milwaukee River, near present day Saukville; testimony from French and American traders documented satellite fishing camps and agricultural fields on the lakeshore throughout that occupation.

The Indian Removal Act of 1830 authorized representatives of the federal government to negotiate the removal of American Indian tribes to lands west of the Mississippi River. The Potawatomi sided with the U.S. government during the Black Hawk War and supported U.S. military actions against the Black Hawk coalition in an effort to resist removal, but this was largely ineffective. In 1833, the Potawatomi signed the Treaty of Chicago, ceding their remaining lands. Many members of the Potawatomi were removed from their Wisconsin lands between 1835 and 1850, including those residing at Port Washington and Saukville.

In 1831, a military road was cut through the woods from the old village of Dekorra, WI to Port Washington. This road followed an old Native trail that intersected with the road from Chicago to Green Bay surveyed in 1831-1832. Port Washington became an important intersection between the two roads. Traders, businesspeople, land speculators, and merchants soon became interested in developing the area.

One of these traders was Wooster Harrison, who was familiar with the area, having driven a large herd of cattle up the established trail a few years previously on the advice of the Potawatomi. Harrison, along with investor James Doty, registered seventy-five acres with the Green Bay Land Office at the first land sale on September 7, 1835. Harrison built a home and called the site “Wisconsin City” and “Sauk Washington,” among a couple of iterations for the City of Port Washington. The name later changed to Washington, and then subsequently Port Washington when the first pier was built, and the city established as a landing point.

About sixteen acres were initially cleared to accommodate a tavern, two stores, and about a dozen houses. A flurry of land speculation between 1835 and 1837 drove land prices up. Port Washington was temporarily abandoned in 1837 after the land market crash. In the fall of 1837 Andrew Vieau Sr., the son of noted Métis trader Jacques Vieau and brother-in-law of Solomon Juneau, established a small trading post to trade with the Potawatomi village until their removal.

## 2025 Budget

### Budget Process

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In 1843 Harrison returned with an organized settlement party that included Orman Coe, Ira Loomis, Solon Johnson, Orlando A. Watrous, and Colonel Teall. Harrison and Johnson built the first pier, which consisted of a simple crib and fill structure with wooden planks. Barnum Blake arrived in 1848 and built a second pier of similar construction. He also proceeded to build a shop, sawmill, and multiple commercial buildings, including several cream city brick buildings still standing in downtown Port Washington. Lion Silverman built a pier just south of the mouth of Sauk Creek. The piers were not part of any natural harbor or inlet and did little to shelter passenger steamers, schooners, and cargo vessels during violent weather. Several devastating shipwrecks in 1856, including the wrecks of the Toledo and Bohemian, prompted concerned officials to petition the federal government with assistance in dredging and creating an artificial harbor. The harbor was completed in 1871, though various improvements were made in subsequent years. The creation of the harbor allowed large quantities of raw materials to be shipped into the city and encouraged the development of an industrial section along the harbor.

A lighthouse built on the North Bluff of the city in 1849 served as a navigational aid to the increasingly vigorous shipping industry. The lighthouse was rebuilt in 1860 as part of the U.S. Lighthouse Board's restructuring efforts.

Port Washington was originally incorporated as a village in 1848; in 1882 it was officially incorporated under a city charter with a mayoral-aldermanic form of government. The first mayor was James W. Vail. Previously, the county seat of Washington County, it became the county seat of Ozaukee County in 1853 when the lakeshore communities split from Washington County.

The Lake Shore Railroad, constructed in 1870, further encouraged the development of foundries, manufacturing, the Wisconsin Chair Factory, and a power plant. Port Washington became an industrial community with an economy that included commercial fishing, shipping, and manufacturing. The Wisconsin Chair Factory employed thirty percent of the county's workforce. The population of Port Washington expanded from 1,659 in 1890 to over 3,000 in 1900 due to this company's success. It expanded into making gramophone records through its subsidiary, Paramount Records, in 1917. The Wisconsin Chair Factory closed in 1954. From the 1970s-1990s, other Port Washington Companies, including Simplicity Manufacturing, Bolens Corporation, Koering Co., and Trak International, were absorbed into larger corporations based elsewhere. Port Washington's commercial harbor operated until 2004, when the WE Energies power plant switched from coal to natural gas. Port Washington retains a small industrial base but is rapidly becoming a residential and tourist community. In 2022, the US Census Bureau estimated that Port Washington's population was 12,753.

Source: City of Port Washington, Encyclopedia of Milwaukee

## 2025 Budget

### Budget Process

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#### DEMOGRAPHIC INFORMATION

<b>Population</b>	<b>Census 2010</b>	<b>Census 2020</b>	<b>2023</b>
City of Port Washington	11,250	12,353	12,763
Ozaukee County	86,395	91,503	93,460
State of Wisconsin	5,686,986	5,893,718	5,910,955

	<b>Median Age (2018-2022)</b>	<b>Median Home Value (2018-2022)</b>	<b>Median Household (2018-2022)</b>
City of Port Washington	39.6 years	\$254,800	\$76,609
Ozaukee County	43.8 years	\$344,900	\$92,258
State of Wisconsin	39.9 years	\$231,400	\$72,458

Source: U.S. Census Bureau, 2018-2022 American Community Survey, 5 Year Estimates

<b>Per Return Adjusted Gross Income</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
City of Port Washington	\$66,279	\$66,279	\$64,974	\$72,817	\$74,572
Ozaukee County	\$107,155	\$111,890	\$108,658	\$119,305	\$119,549
State of Wisconsin	\$59,423	\$61,003	\$61,518	\$66,369	\$70,548

Source: Wisconsin Department of Revenue



## 2025 Budget

### Budget Process

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#### BUDGET PROCESS OVERVIEW

The budget process begins each year with the City Administrator submitting a budget development calendar to elected officials and department heads detailing the annual process, deadlines, and meeting dates.

Staff begins the annual budget process by reviewing the city's anticipated 10-year capital needs. This information, along with other financial data is used to prepare a 10-year fiscal outlook for presentation to the Common Council. This process is designed to assist the Council by providing a context for understanding and evaluating the longer term overall financial picture for the City.

In July, departments are provided a capital improvement plan (CIP) memorandum discussing instructions and procedures for preparing the annual capital item/project requests. Then, in early August, CIP requests are to be submitted for inclusion in the budget.

The Administrator provides general guidelines to departments to serve as a guide for compiling their operating budget requests. In early August, staff distributes a memo and a budget worksheet to department directors to be used for budget requests. The prior two years actuals, current year budget, current year to date and current year projected information is contained in the budget worksheet.

To review the budget requests, meetings are set up in late August and early September for departments to review the requests with the Finance Director and City Administrator during Executive Review. From there, the Executive Budget is completed.

Then, the General Government & Finance Committee reviews the Executive Budget. The Finance Committee prepares the proposed budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means to finance them.

In October, the Proposed Budget Summary Notice is published in the Ozaukee Press.

In early November, the Common Council holds a public hearing held to obtain taxpayers comments, reviews the proposed budget, including authorized additions and deletions, and is legally approved by Common Council action.

## 2025 Budget

### Budget Process

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#### BUDGET CALENDAR

##### **Tuesday, June 4<sup>th</sup> – Budget Schedule Distributed to Common Council and Leadership Team**

- City Administrator distributes 2025 Budget Calendar

##### **Tuesday, June 4<sup>th</sup> - Budget Schedule Review for Leadership Team**

- Budgeting Basics, Operating and Personnel Budget, 10-year Capital Improvement Plan (CIP) and annual Capital Budget presentation and training for Leadership Team.

##### **Friday, June 28<sup>th</sup> – Any 2025 proposed staffing change requests due to Human Resources**

- Human Resources and Finance Director to review any staffing changes requests.
- City administrator to make final decisions prior to budget development.

##### **Week of June 24<sup>th</sup> – Executive review of 10-year Capital Improvement Plan (CIP)**

- Review of project list, new requests, priorities, and available funding

##### **Tuesday, August 6<sup>th</sup> – 10-year Fiscal Outlook presentation to Common Council**

- Finance Director to present 10-Year Financial Management Plan to City Council

##### **Wednesday, August 7<sup>th</sup> – 2025 Annual Capital Budget Requests Due**

- Items for 2025 from the 10-year CIP will be incorporated into the annual capital budget.

##### **Wednesday, August 7<sup>th</sup> – Operating & Personnel Budget Memorandum Distributed to Leadership Team**

- Memorandum and budget documents distributed to Leadership Teams to complete departmental budget requests.
  - Communicate key priorities and overall budget outlook.
  - Discuss instructions and procedures for preparing departmental budgets.

## **2025 Budget**

### **Budget Process**

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#### **Week of August 26th – Executive Review of 2025 Budgets**

- Departments will meet with the City Administrator to review/revise departmental budget requests.
- Prepare recommend Executive Budget to Finance Committee

#### **Week of September 23rd – General Government & Finance Committee Budget Review**

- General Government and Finance Committee reviews Executive Budget
  - The City Administrator will present recommended overall compensation for employees, WRS rates and health insurance rates for 2025.
  - Departments will meet with the Finance Committee to review/revise departmental budget requests, including capital items/projects.
- Recommend 2025 Proposed Budget to City Council

#### **Tuesday, October 15th – City Common Council Meeting**

- City Council reviews 2025 Proposed Budget; comprehensive presentation on proposed budget by City Administrator
- City Council considers resolution establishing an amended fees and license schedule and special charge rates for 2025.

#### **Thursday, October 24th – Budget Notice**

- 2025 Proposed Budget Summary Notice published in Ozaukee Press

#### **Wednesday, November 19th – City Common Council Meeting**

- Public Hearing for 2025 Proposed Budget
- City Council considers resolution adopting the 2025 Fiscal Year Budget



## **2025 Budget**

### **Budget Process**

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#### NOTICE OF PUBLIC HEARING

TBD

## 2025 Budget

### Budget Transmittal

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Dear Mayor, Common Council and City of Port Washington Community:

I am pleased to introduce the City of Port Washington's 2025 budget. This document builds on our past accomplishments and strengths, while continuously striving to improve and meet the current and future needs of the City of Port Washington residents. This budget not only fulfills legal requirements but also aims to provide transparency, facilitate decision-making for the Common Council, and upholds our commitment to responsible financial management and exceptional service delivery to our citizens. Port Washington remains financially robust, and this budget strengthens that position. The 2025 fiscal year budget furthers the agreed-upon strategic directions and adheres to the Common Council's Budget Philosophy, which is integrated throughout the spending plan.

Though it is the City Administrator's responsibility to present the Annual Budget, it would not be possible without the dedication and hard work of our Finance Director, Mark Emanuelson, the Department Directors, our staff, and our City Council. Additionally, this budget reflects the diligent efforts of City Staff to identify the necessary resources needed to sustain services, all while being mindful of fiscal constraints. It is worth noting that the City operates within a municipal funding framework that imposes the strictest property tax limits in the Country. On an average year, this revenue stream (30% of overall annual revenue) only increases 1% to 2%. Additionally, approximately 40% of the City's revenues come from intergovernmental sources, which we have no control over and see only minimal increases each year.

We are managing an environment with significant inflationary pressures on items like health insurance, property insurance, and liability insurance, as well as significant lead times for equipment and vehicles, and the cost and reliance on technology. All of which are far outpacing the financial resources available. Despite these challenges, City Staff continuously rises to the occasion by developing a balanced budget that meets citizens' expectations for service delivery, while striving for excellence in their respective fields. We must continue to seek efficiencies within, and we will need to continue to work towards further collaboration with our local partners (i.e., School District, County, and neighboring municipalities) to continue the current level of service to our community.

## 2025 Budget

### Budget Transmittal

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I am committed to continuing the efforts I have made to improve customer service and to provide a more centralized service hub at City Hall. My goal is to strengthen our team and create an environment that is conducive to cross-training. I also am committed to future maintenance of City facilities and will be working through the Facility Condition Assessment that will be completed by the end of 2024. This will support a preventative maintenance plan for the coming years. I have been working on meeting with our local partners and working on ways we can support each other and provide the best possible service to the citizens and visitors of Port Washington. We will also continue to refine our communication internally and externally to the community.

Finally, I want to thank the City Council & Mayor for their part in my success as the City Administrator. I feel privileged to work with leaders that have the best interests of the city in mind with each decision they make. I also feel tremendous support from the Department Directors, City Staff and the Port Washington Community.

Please feel free to reach out to me with any questions about the 2025 budget.

Respectfully Submitted,



Melissa Pingel  
City Administrator



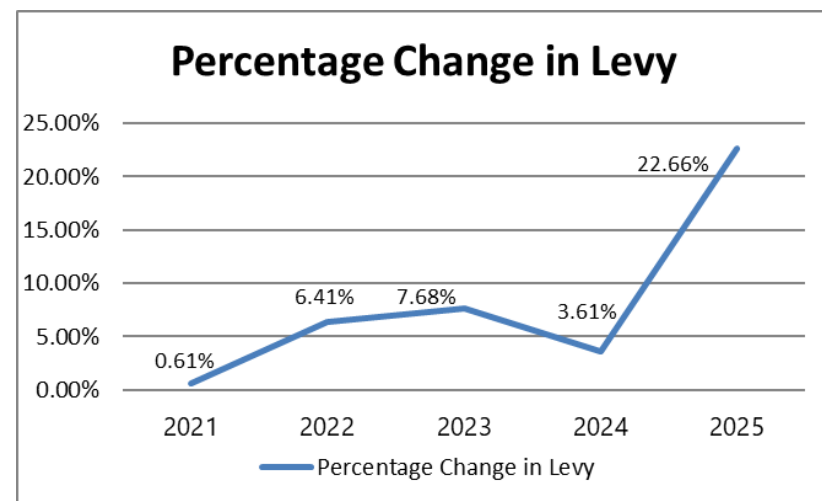
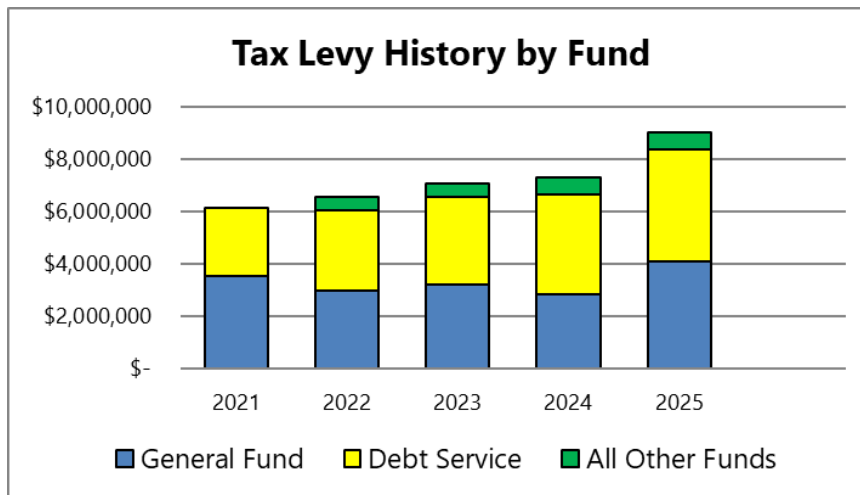
## 2025 Budget

### Budget Metrics - Tax Levy Overview

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#### TAX LEVY TRENDS

The proposed 2025 budget contains an overall tax levy increase of 22.66% or \$1,658,190 over the prior year tax levy. Of this amount approximately \$1.2 million relates to the referendum for Fire & EMS services and \$465,000 relates to increased debt service. Overall, there was a nominal tax levy impact for all other expenditures net of other revenues.



#### Levy Limits

State Statutes place a tax levy limit on local municipalities. The levy limit law provides that municipalities cannot increase their annual tax levy for qualified operating costs, except for an amount equal to their growth in new construction.

This budget is in compliance with the State Levy Limit requirements.

## 2025 Budget

### Budget Metrics - Tax Levy Overview

#### TAX HISTORY BY FUND

The table below shows the City's tax levy history for the past 5 years:

Tax Levy	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Proposed Budget	% Chg 24 to 25
General Fund	3,525,490	3,009,236	3,204,889	2,841,505	\$4,057,205	42.78%
Debt Service Fund	2,637,976	3,041,218	3,346,492	3,811,600	4,277,955	12.24%
Gen. Capital Projects	-	-	-	99,500	50,000	-49.75%
Library Fund	-	508,293	511,276	565,010	590,645	4.54%
Total Tax Levy	<u>\$ 6,165,466</u>	<u>\$ 6,558,747</u>	<u>\$ 7,062,657</u>	<u>\$ 7,317,615</u>	<u>\$8,975,805</u>	<u>22.66%</u>
Net Assessed Value *						
(in \$1,000's)	\$ 917,695	\$ 1,251,488	\$ 1,267,687	\$ 1,289,380	\$ 1,291,267	0.15%
City Only Tax Levy Rate per \$1,000	6.718426	5.240759	5.571294	5.675297	6.951161	<b>22.48%</b>
City portion of tax bill for a \$300,000 home				\$ 1,703	\$ 2,085	<b>\$ 383</b>
* Net Assessed Value does not include TID improvements.						

In 2024, voters approved a \$1,175,000 tax levy increase for Fire & EMS services.

The increase in the Debt Service fund is due to the new debt issued to pay for approximately \$4 million in road improvements in 2023 and 2024 as well as about \$1.5 million in other 2023 and 2024 capital costs.

\* In 2022 the library tax levy was separated from the General Fund tax levy.

## 2025 Budget

### Budget Metrics - Tax Levy Overview

#### HOUSEHOLD IMPACT

This budget would result in an estimated property tax increase of approximately \$383 per year for a \$300,000 home based upon the estimated 2025 city tax rate.

#### Impact of Tax Levy on a \$300,000 Home

Notes	Percentage Increase	Total Tax Levy	Tax Levy Increase in Dollars \$\$	Net Assessed Value	City Mill Rate	Home Assessed Value	City Portion of Tax Bill	Tax Bill Change
2024 Actual >>	0.00%	\$ 7,317,615	\$ -	1,289,380,000	5.67530	300,000	1,703	\$ -
	20.00%	8,781,138	1,463,523	1,291,267,000	6.80040	300,000	2,040	\$ 337
	20.50%	8,817,726	1,500,111	1,291,267,000	6.82874	300,000	2,049	\$ 346
	21.00%	8,854,314	1,536,699	1,291,267,000	6.85707	300,000	2,057	\$ 354
	21.50%	8,890,902	1,573,287	1,291,267,000	6.88541	300,000	2,066	\$ 363
	22.00%	8,927,490	1,609,875	1,291,267,000	6.91374	300,000	2,074	\$ 371
<b>2025 Proposed</b>	<b>22.48%</b>	<b>8,975,805</b>	<b>1,658,190</b>	<b>1,291,267,000</b>	<b>6.95116</b>	<b>300,000</b>	<b>2,085</b>	<b>\$ 383</b>
	23.00%	9,000,666	1,683,051	1,291,267,000	6.97041	300,000	2,091	\$ 388
	23.50%	9,037,255	1,719,640	1,291,267,000	6.99875	300,001	2,100	\$ 397
	24.00%	9,073,843	1,756,223	1,291,267,000	7.02709	300,000	2,108	\$ 405
	24.50%	9,110,431	1,792,816	1,291,267,000	7.05542	300,000	2,117	\$ 414
	25.00%	9,147,019	1,829,404	1,291,267,000	7.08375	300,000	2,125	\$ 422

(When the percentage change in net assessed value from the previous year is greater than the percentage change in tax levy, tax rates will actually decrease.)

\* A \$5,000 tax levy increase equates to approximately \$1.15 of property taxes on a \$300,000 home.



## 2025 Budget

### Budget Metrics - General Fund Summary

The following table summarizes the City's trends by major revenue and expenditure category. More detailed information by revenue category is provided on the next several pages.

			PROJECTED	BUDGET	PROPOSED	Budget %
REVENUES	12/31/22	12/31/23	2024	12/31/24	BUDGET 2025	Change 2024-2025
PROPERTY TAXES	(3,009,236)	(3,204,889)	(2,841,504)	(2,841,505)	(4,057,205)	142.8%
PILOT REVENUES	(417,088)	(396,473)	(450,000)	(450,000)	(500,000)	111.1%
WEPCO	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	100.0%
STATE AIDS	(3,531,620)	(3,614,177)	(4,322,397)	(4,317,075)	(4,329,730)	100.3%
LICENSES AND PERMIT	(389,184)	(370,938)	(364,033)	(396,900)	(396,600)	99.9%
FINES	(85,392)	(70,847)	(80,500)	(97,000)	(87,000)	89.7%
CHARGES FOR SERVICES	(925,100)	(1,012,167)	(1,003,274)	(1,001,500)	(1,153,000)	115.1%
OTHER REVENUES	(1,447,816)	(1,121,276)	(1,078,831)	(846,475)	(1,294,215)	152.9%
<b>TOTAL REVENUES</b>	<b>(10,305,435)</b>	<b>(10,290,767)</b>	<b>(10,640,539)</b>	<b>(10,450,455)</b>	<b>(12,317,750)</b>	<b>117.9%</b>
EXPENDITURES						
GENERAL GOVERNMENT	1,820,736	1,886,056	2,080,067	2,092,800	2,394,470	114.4%
PUBLIC SAFETY	4,561,834	4,567,151	4,456,320	4,351,660	5,811,710	133.6%
PUBLIC WORKS	3,028,871	3,054,950	3,230,591	3,074,280	3,224,125	104.9%
CULTURE & RECREATION *	822,230	850,026	922,100	919,715	887,445	96.5%
<b>TOTAL EXPENDITURES</b>	<b>10,233,670</b>	<b>10,358,183</b>	<b>10,689,078</b>	<b>10,438,455</b>	<b>12,317,750</b>	<b>118.0%</b>

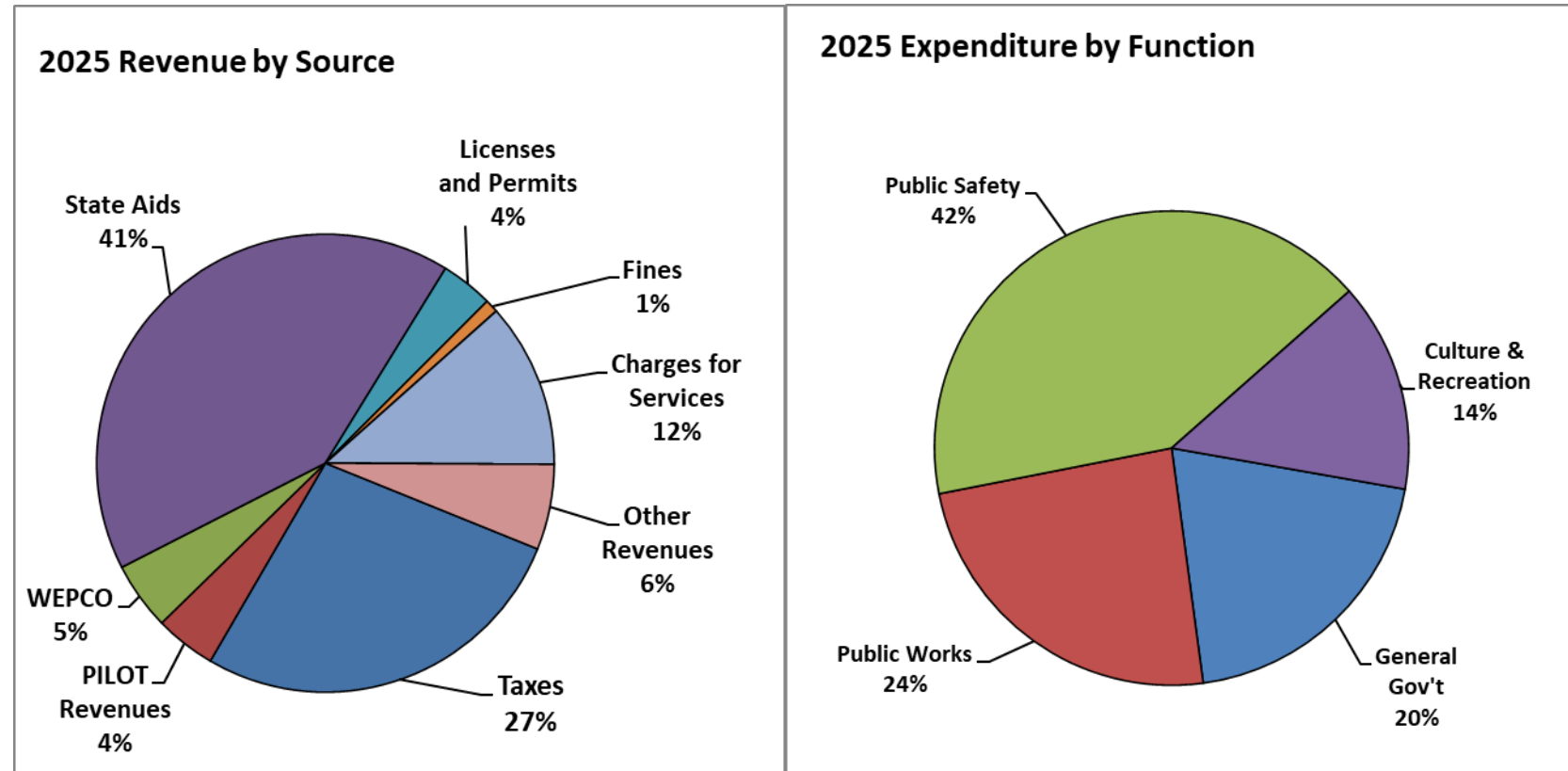
\*.The Culture & Recreation category includes the city's Senior Center and Recreation department activities.

## 2025 Budget

### Budget Metrics - General Fund Summary

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#### General Fund Revenue and Expenditure Composition



## 2025 Budget

### Budget Metrics – General Fund Revenues

General Fund Revenues by Source					PROPOSED	Budget %
			PROJECTED	BUDGET	BUDGET	Change
REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
PROPERTY TAXES	(3,009,236)	(3,204,889)	(2,841,504)	(2,841,505)	(4,057,205)	142.8%
PILOT REVENUES	(417,088)	(396,473)	(450,000)	(450,000)	(500,000)	111.1%
WEPCO	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	100.0%
STATE AIDS	(3,531,620)	(3,614,177)	(4,322,397)	(4,317,075)	(4,329,730)	100.3%
LICENSES AND PERMIT	(389,184)	(370,938)	(364,033)	(396,900)	(396,600)	99.9%
FINES	(85,392)	(70,847)	(80,500)	(97,000)	(87,000)	89.7%
CHARGES FOR SERVICES	(925,100)	(1,012,167)	(1,003,274)	(1,001,500)	(1,153,000)	115.1%
OTHER REVENUES	(1,447,816)	(1,121,276)	(1,078,831)	(846,475)	(1,294,215)	152.9%
TOTAL REVENUES	(10,305,435)	(10,290,767)	(10,640,539)	(10,450,455)	(12,317,750)	117.9%

- Property Taxes: Voters approved a \$1.175 million tax levy increase for Fire & EMS services. The remaining increases supports other increased general fund costs net of all other revenues.
- PILOT revenues: These "Payment In Lieu Of Taxes" revenues from the city's water utility are projected to increase by about \$50,000 due to higher tax rates and an increase in the water utility's asset values.
- Intergovernmental: The category includes the State of Wisconsin shared revenues, exempt personal property, exempt computers, and highway aids. Staff is expecting a slight increase in these aids for 2025.
- Licenses and Permits: The category encompasses the City's building inspection permits, business licenses, and cable TV licenses. While Building permit fees are expected to increase slightly in 2025, the television franchise fees are expected to continue to decline.
- Fines: Court Fine revenues are projected to continue to decline by about \$10,000 in 2025 due in part to increasing Mid-Moraine court costs.
- Charges for services: Staff is anticipating a \$100,000 increase in EMS revenues due to the increased staffing and number of calls that will be taken in 2025. The Recreation Department is also projecting a \$50,000 increase in revenues due to additional programming.
- Other Revenues: The increase in other revenues can be attributed to a \$240,000 increase in recognized Public Accommodation taxes (room taxes) as a result of a change in accounting practices. This is actually budget neutral as a similar increase in costs will also be recognized. Staff is also projecting a \$155,000 increase in interest on investment revenues as interest rates continue to remain stable.

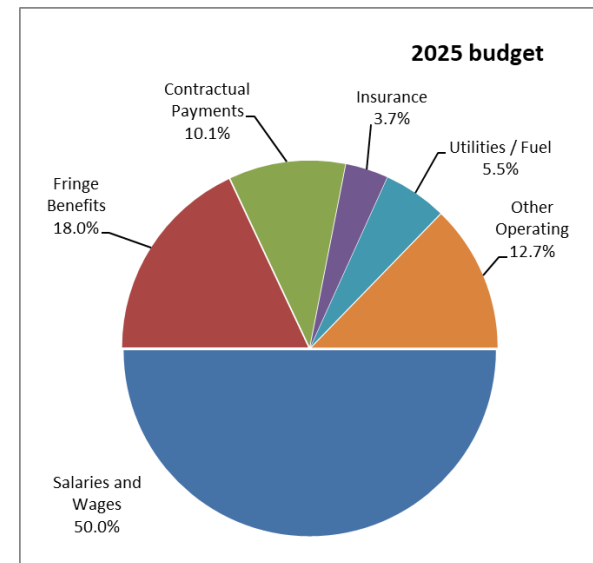
## 2025 Budget

### Budget Metrics – General Fund expenditures

#### General Fund Expenditure by Category Summary

The General Fund budgeted expenditures have been summarized into the six major categories listed below. The information presented show the comparative amounts budgeted for 2024 and 2025, the dollar amount and percentage change from the previous year, and each categories percentage of the total General Fund expenditures.

<u>Category</u>	<u>2024 budget</u>	<u>2025 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total Expenditures</u>
<b>Salaries and Wages</b>	5,076,485	6,188,210	1,111,725	21.9%	<b>50.0%</b>
<b>Fringe Benefits</b>	1,873,540	2,228,925	355,385	19.0%	<b>18.0%</b>
<b>Contractual Payments</b>	952,500	1,247,900	295,400	31.0%	<b>10.1%</b>
<b>Insurance</b>	365,000	456,075	91,075	25.0%	<b>3.7%</b>
<b>Utilities / Fuel</b>	639,470	679,600	40,130	6.3%	<b>5.5%</b>
<b>Other Operating</b>	<u>1,510,425</u>	<u>1,577,040</u>	<u>66,615</u>	4.4%	<b><u>12.7%</u></b>
<b>Total Expenditures</b>	10,417,420	12,377,750	1,960,330	18.8%	<b>100.0%</b>



The proposed budget has been compiled to maintained existing service levels, programs, and projects that are currently in place or have been otherwise approved. There were however a number of factors that have impacted expenditures in the preparation of the current budget.

*The following pages will provide more detailed information on the composition of each category, and the major factors that have changed from the prior year.*

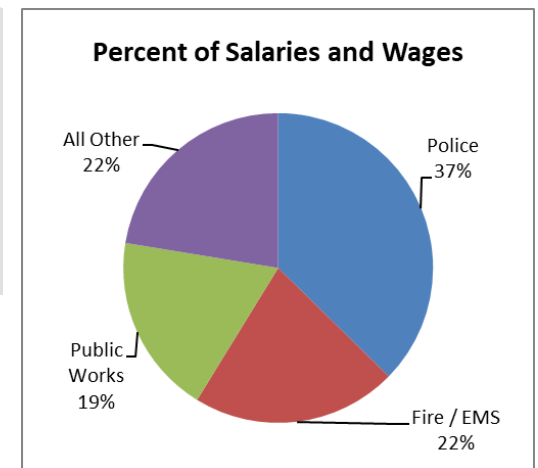
## 2025 Budget

### Budget Metrics – General Fund expenditures

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#### Salary and Wages

<u>Category</u>	<u>2024 budget</u>	<u>2025 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Police	2,205,760	2,310,700	104,940	4.8%	18.7%
Fire / EMS	489,745	1,326,490	836,745	170.9%	10.7%
Public Works	1,117,990	1,164,105	46,115	4.1%	9.4%
All Other	<u>1,262,990</u>	<u>1,386,915</u>	<u>123,925</u>	9.8%	<u>11.2%</u>
<b>Salaries and Wages</b>	<b>5,076,485</b>	<b>6,188,210</b>	<b>1,111,725</b>	<b>21.9%</b>	<b>50.0%</b>



Salary and wages make up 50% of the General Fund budget. These wages can be summarized into 4 large blocks as illustrated above. This budget includes a base COLA increase of 3.0% for most full-time staff. The current allowable CPI index adjustment for the 2025 Expenditure Restraint Program is 3.18%.

Police: The Police Union contract is currently budgeted for a 3.0% contract increase in 2025. In 2024 there was \$80,000 of ARPA funding applied to the police wages budget which will not be included in 2025. As a result, the overall wages budgeted for 2025 are slightly more than the budgeted 3.0% contract increase due to the removal of ARPA reserves in 2025.

Fire / EMS: These increase costs are directly related to the increase full-time staffing supported by the levy limit referendum approved by voter in 2024.

Public Works: The overall staffing levels for public works is relatively unchanged. However, there were some modest adjustments to wage chargebacks in 2025 compared to the 2024 budget which is the reason that these costs have increased slightly more than the budgeted 3.0% COLA adjustment.

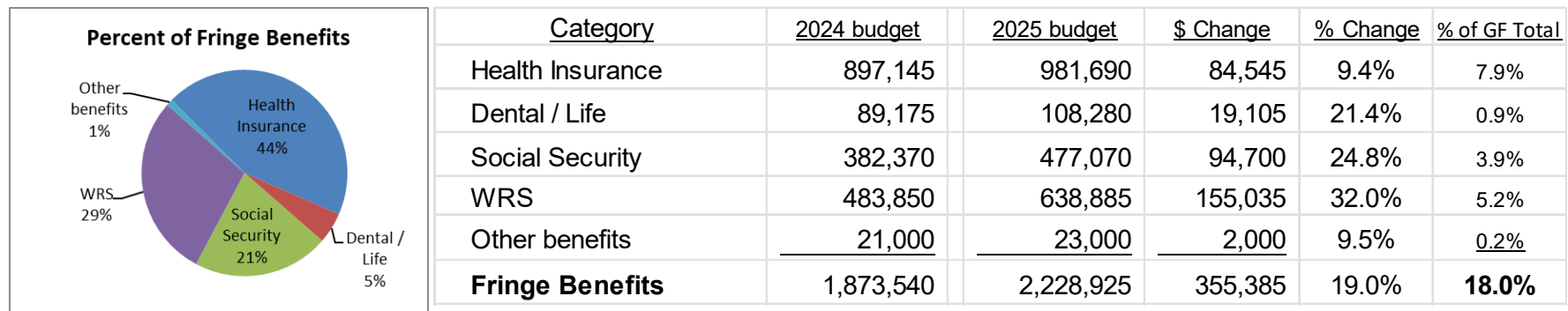
The “All Other” salary category in includes all staff not included in the other categories. The 2025 budget includes a portion of an additional support position that was budgeted for in Public Works in 2024, an increase in hours for a part-time position in the Recreation department to full-time hours, and a number of other approved salary changes. As a result, this category increase by more than the general 3.0% budgeted COLA amount in 2025.



## 2025 Budget

### Budget Metrics – General Fund expenditures

#### Fringe Benefits



Fringe Benefits make up another 18.0% of the total General Fund budget. They can be summarized into 5 categories as illustrated above.

There is a 10% increase in health insurance premiums in 2025 budget. However, changes in employee enrollment and HRA spending assumptions have actually resulted in a significantly lower increase in projected health insurance costs considering the anticipated addition of 6 new full-time staff in the Fire department.

Dental & Life insurance costs are also impacted by changes in employee enrollment and the addition of the 6 new full-time fire department staff.

With overall wages increasing by 21.9%, the costs for social security can be expected to have a similar increase. In this case they are slightly higher due to how the ARPA funding was budgeted against EMS benefits in 2024.

WRS rates increased by about 4.9% in 2025 for protected class employees. These costs are also impacted by the anticipated addition of 6 new full-time staff in the Fire department. Costs will also increase slightly due to fluctuations that would normally be associated with any changes in total wages.

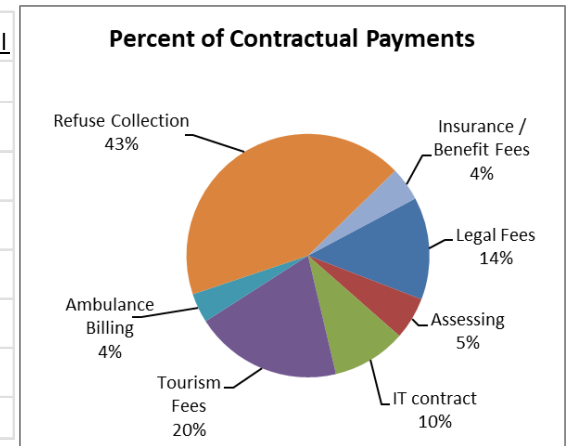
Other benefits relate to special Police and Fire department line items.

## 2025 Budget

### Budget Metrics – General Fund expenditures

#### Contractual Payments

<u>Category</u>	<u>2024 budget</u>	<u>2025 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Legal Fees	165,000	170,000	5,000	3.0%	1.4%
Assessing	67,000	70,000	3,000	4.5%	0.6%
IT contract	100,000	122,900	22,900	22.9%	1.0%
Tourism Fees	-	245,000	245,000	100.0%	2.0%
Ambulance Billing	50,000	49,000	(1,000)	-2.0%	0.4%
Refuse Collection	510,000	535,000	25,000	4.9%	4.3%
Insurance / Benefit Fees	<u>60,500</u>	<u>56,000</u>	<u>(4,500)</u>	<u>-7.4%</u>	<u>0.5%</u>
<b>Contractual Payments</b>	<b>952,500</b>	<b>1,247,900</b>	<b>295,400</b>	<b>31.0%</b>	<b>10.1%</b>



Contractual Payments make up about 10.1% of the total General Fund budget. They can be summarized into 7 categories as illustrated above.

Legal fees are predominantly the retainer of the City Attorney. Assessing services are also under contract with fees to increase slightly in 2025.

The City's IT services contract with Digicorp will increase significantly due to the addition of \$30,000 in fees for cloud based network back-up services.

The addition of Tourism payment fees to the general fund is an accounting change for 2025. This will be budget neutral as an offsetting amount has also been added to the city's revenues.

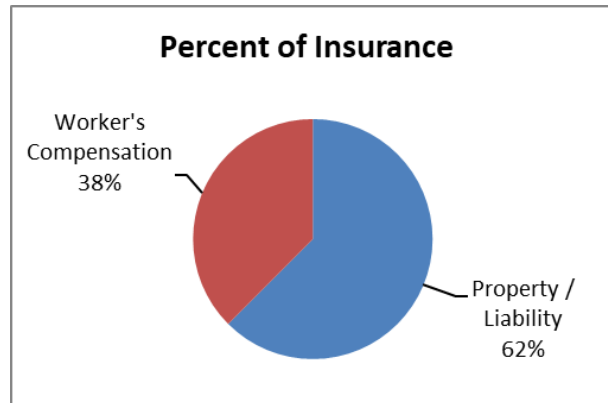
Ambulance billing fees will go down slightly due to a process change in the Fire department even though collections are anticipated to increase.

Refuse collect costs are anticipated to increase by 4.0% under the terms of the city's contract plus an additional amount due to the increase number of customers being served.

## 2025 Budget

### Budget Metrics – General Fund expenditures

#### Insurance



Category	2024 budget	2025 budget	\$ Change	% Change	% of GF Total
Property / Liability	275,000	285,000	10,000	3.6%	2.3%
Worker's Comp.	90,000	171,075	81,075	90.1%	1.4%
<b>Insurance</b>	<b>365,000</b>	<b>456,075</b>	<b>91,075</b>	<b>25.0%</b>	<b>3.7%</b>

Insurance costs make up about 3.7% of the total General Fund budget.

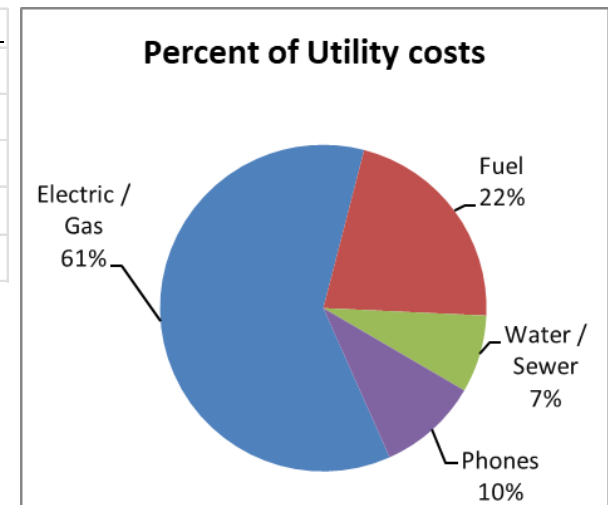
The city's workers' compensation experience modifier rate increased in 2024 by 20.0%. This, plus the addition of the additional Fire Department staff were the primary drivers of this increase.

#### Utility / Fuel costs

Category	2024 budget	2025 budget	\$ Change	% Change	% of GF Total
Electric / Gas	386,500	412,500	26,000	6.7%	3.3%
Fuel	133,920	147,500	13,580	10.1%	1.2%
Water / Sewer	51,050	52,100	1,050	2.1%	0.4%
Phones	68,000	67,500	(500)	-0.7%	0.5%
<b>Utilities / Fuel</b>	<b>639,470</b>	<b>679,600</b>	<b>40,130</b>	<b>6.3%</b>	<b>5.5%</b>

Utility and fuel costs make up 5.5% of the total General Fund budget. They can be summarized into the 4 categories as illustrated above.

The city budgeted \$250,000 in 2025, a \$30,000 increase, for street lighting electricity. This is about 60% of the city's total costs for gas and electric services.



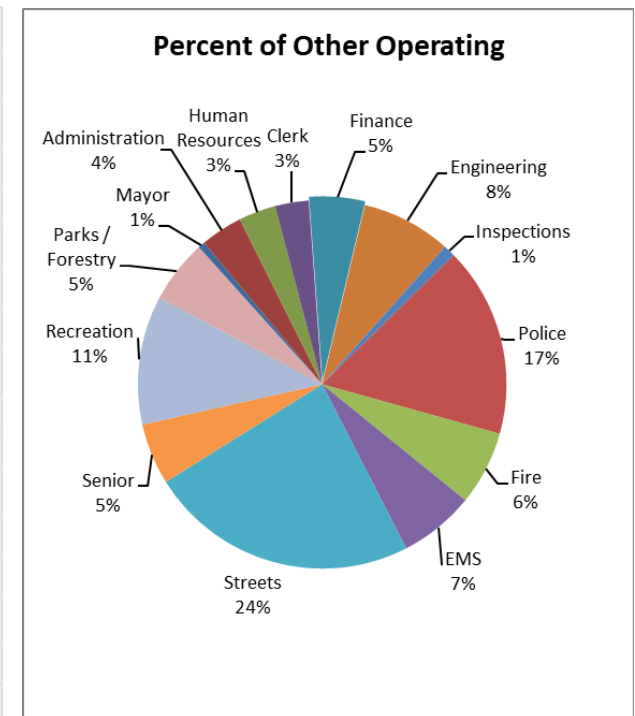
## 2025 Budget

### Budget Metrics – General Fund expenditures

The remaining 12.7% of the General Fund costs are the other general operating costs within the city's departments. While some of these costs are significant, they do not readily fall into the categories previously described.

#### Other operating costs

<u>Category</u>	<u>2024 budget</u>	<u>2025 budget</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% of GF Total</u>
Mayor	7,100	9,500	2,400	33.8%	0.1%
Administration	93,500	58,000	(35,500)	-38.0%	0.5%
Human Resources	88,250	51,250	(37,000)	-41.9%	0.4%
Clerk	42,700	46,375	3,675	8.6%	0.4%
Finance	54,100	77,030	22,930	42.4%	0.6%
Engineering	89,900	123,700	33,800	37.6%	1.0%
Inspections	6,850	16,450	9,600	140.1%	0.1%
Police	277,950	262,305	(15,645)	-5.6%	2.1%
Fire	90,350	102,250	11,900	13.2%	0.8%
EMS	78,700	104,225	25,525	32.4%	0.8%
Streets	356,060	371,855	15,795	4.4%	3.0%
Senior	88,000	84,500	(3,500)	-4.0%	0.7%
Recreation	155,100	177,800	22,700	14.6%	1.4%
Parks / Forestry	84,600	87,100	2,500	3.0%	0.7%
Planning	4,800	4,700	(100)	-2.1%	0.0%
<b>Other Operating</b>	<b>1,517,960</b>	<b>1,577,040</b>	<b>59,080</b>		<b>12.7%</b>



## 2025 Budget

### General Fund Overview

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#### GENERAL FUND

This fund reports the government's primary operating activities. Used to account for day-to-day operations of the City, including Common Council, Administrative and Financial Services, Human Resources, Community Development, Economic Development, Public Works, Engineering, Police, Fire, and other non-departmental services unaccounted for in other funds.

This section of the budget is organized as follows:

##### Summary information

- Summary of Revenues and Expenditures by Category
- Revenues by Source chart, Expenditures by Function chart
- Summary of Expenditures by Object
- Summary of Revenues and Expenditures by Department
- Summary of Budgeted Employees by Department
- General Revenues Detail (not associated with an operating department)
- General Expenditures Detail (not associated with an operating department)

##### Individual department information and budget details

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### GENERAL FUND - SUMMARY OF REVENUES AND EXPENDITURES BY DEPARTMENT

			PROJECTED	BUDGET	PROPOSED	Budget %
			2024	12/31/24	BUDGET	Change
REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
GENERAL REVENUE DETAIL	(8,687,045)	(8,616,820)	(9,064,032)	(8,823,880)	(10,565,535)	119.7%
INSPECTIONS	(220,687)	(210,571)	(206,000)	(227,000)	(235,000)	103.5%
POLICE DEPARTMENT	(205,461)	(174,930)	(171,635)	(182,275)	(161,575)	88.6%
FIRE DEPARTMENT	(193,330)	(202,944)	(189,639)	(205,000)	(251,640)	122.8%
AMBULANCE - EMS	(608,964)	(706,338)	(645,959)	(610,800)	(711,000)	116.4%
RECREATION	(301,146)	(296,806)	(304,423)	(313,500)	(368,500)	117.5%
SENIOR CENTER	(88,803)	(97,346)	(73,851)	(88,000)	(84,500)	100.0%
<b>TOTAL REVENUES</b>	<b>(10,305,435)</b>	<b>(10,305,755)</b>	<b>(10,655,539)</b>	<b>(10,450,455)</b>	<b>(12,377,750)</b>	<b>118.4%</b>
EXPENDITURES						
MAYOR & COUNCIL	48,630	39,950	41,685	45,835	45,905	100.2%
CITY ADMINISTRATOR	582,130	490,313	356,070	388,935	351,785	90.4%
HUMAN RESOURCES	341,176	576,656	699,961	689,780	615,685	89.3%
CLERK / ELECTIONS	351,013	263,452	451,104	456,945	593,605	129.9%
FINANCE / TREASURER	172,048	241,331	241,300	217,015	519,935	239.6%
ENGINEERING	331,108	318,200	365,850	323,625	352,405	108.9%
INSPECTIONS	181,958	145,370	150,360	156,295	184,085	117.8%
PLANNING	143,780	128,985	139,587	137,995	143,470	104.0%
POLICE DEPARTMENT	3,662,105	3,586,533	3,480,148	3,495,335	3,636,110	104.0%
FIRE DEPARTMENT	430,525	444,604	471,752	457,900	925,260	202.1%
AMBULANCE - EMS	469,203	536,014	504,420	398,425	1,250,340	313.8%
STREETS DEPARTMENT	2,253,300	2,214,475	2,278,421	2,188,835	2,274,910	103.9%
PARKS & FORESTRY	444,463	522,274	586,320	561,820	596,810	106.2%
RECREATION	600,824	613,283	688,050	697,530	654,180	93.8%
SENIOR CENTER	221,406	236,744	234,050	222,185	233,265	105.0%
<b>TOTAL EXPENDITURES</b>	<b>10,233,670</b>	<b>10,358,183</b>	<b>10,689,078</b>	<b>10,438,455</b>	<b>12,377,750</b>	<b>118.6%</b>
<b>Net Change in Fund Balance</b>	<b>71,765</b>	<b>(52,428)</b>	<b>(33,539)</b>		<b>(0)</b>	

## 2025 Budget

### Summary of Employees by Department

#### FULL TIME EQUIVALENT (FTE) STAFF SUMMARY

This table shows the budgeted staff positions for each department. Some staff are allocated across multiple departments for budget purposes.

Department	2021 *	2022 *	2023	2024	2025
Administration	1.70	1.70	1.70	0.75	0.75
Human Resources	-	-	2.00	1.85	1.75
Clerk / Elections	2.00	2.00	2.00	2.00	3.00
Treasurer	1.20	1.20	1.20	1.30	1.60
Engineering	1.70	2.20	2.20	2.20	1.40
Inspections	1.60	1.60	1.60	1.60	1.60
Planning	1.00	1.00	1.00	1.00	1.00
Police	25.50	25.50	25.50	25.50	25.50
Fire / EMS**	1.60	2.60	2.60	5.60	11.60
Streets	8.45	7.95	7.95	8.10	9.15
Parks / Forestry	3.35	3.35	3.35	3.85	4.35
Recreation	2.90	2.90	2.90	2.90	2.30
Senior	2.70	2.70	1.90	1.85	2.00
Library	7.80	7.80	7.80	8.25	8.25
Marina	3.45	3.45	3.45	3.45	3.45
Wastewater	7.00	7.00	7.20	7.20	7.25
Water	12.00	12.00	12.00	11.45	12.90
Total Full Time Equivalents	83.95	84.95	86.35	88.85	97.85
Change from previous year	n/a	1.00	2.40	3.90	9.00

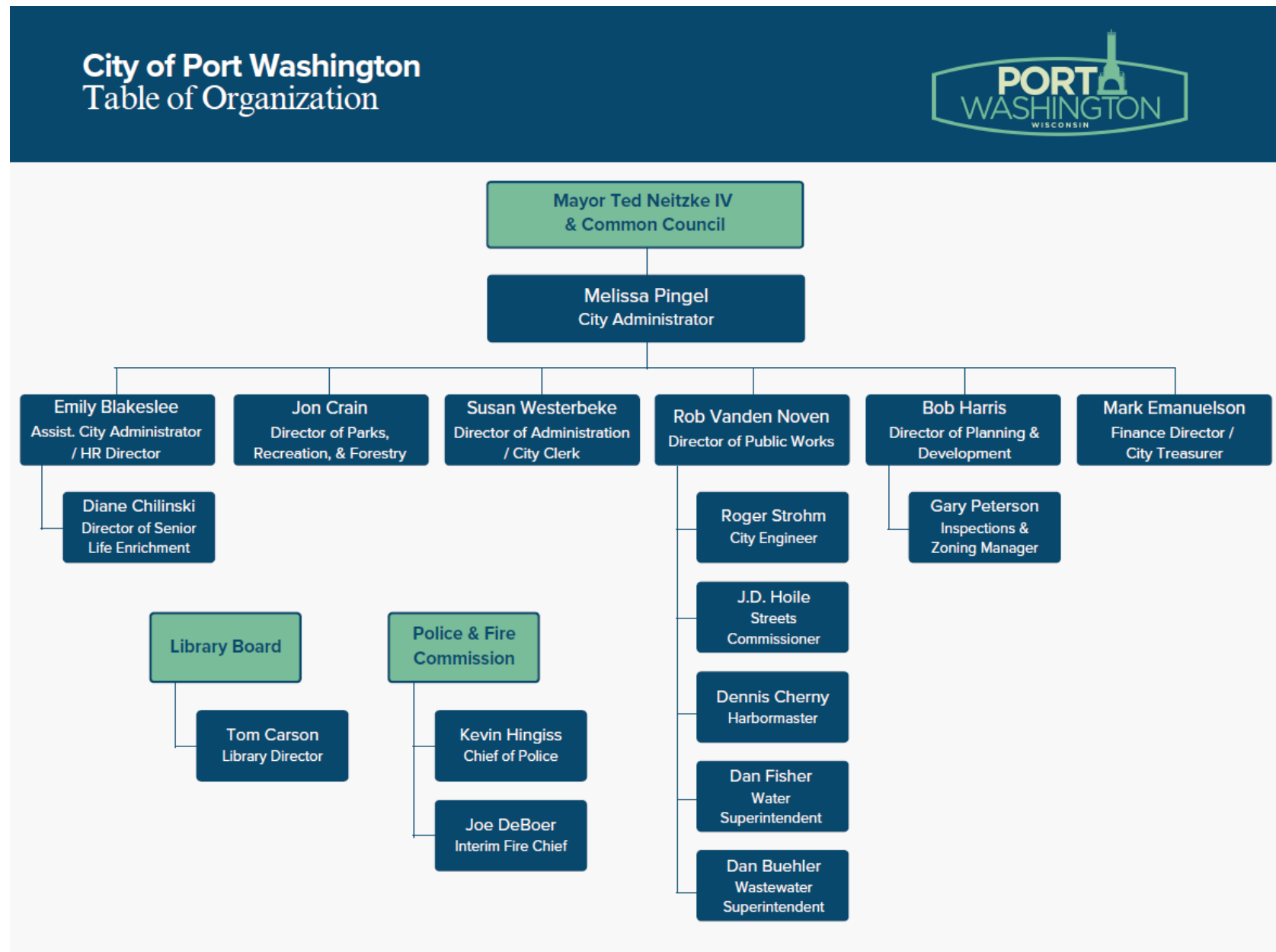
\* 2021 and 2022 staff counts are estimates based on previous reporting data.

\*\* Excludes seasonal and on-call staff



## 2025 Budget

### Organization Chart



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### GENERAL REVENUE DETAIL

	REVENUES	TYPE	12/31/22	12/31/23	PROJECTED	BUDGET	PROPOSED	Budget %
					2024	12/31/24	2025	Change 2024-2025
01-30-41110-000	GENERAL PROPERTY TAXES	TAXES	(3,009,236)	(3,204,889)	(2,841,504)	(2,841,505)	(4,117,205)	144.9%
01-30-41210-000	PUBLIC ACCOMMODATION TAXES	OTHER	(113,812)	(101,079)	(120,000)	(110,000)	(350,000)	318.2%
01-30-41310-000	IN LIEU OF TAXES-WATER	PILOT	(417,088)	(396,473)	(450,000)	(450,000)	(500,000)	111.1%
01-30-42210-000	STATE SHARED REVENUE	STATE AIDS	(2,704,665)	(2,694,485)	(3,347,195)	(3,347,195)	(3,342,850)	99.9%
01-30-42310-000	STATE AID - EXEMPT PP	STATE AIDS	(14,881)	(14,881)	(14,881)	(14,880)	(14,880)	100.0%
01-30-42630-000	STATE GRANT-EXEMPT COMPUTERS	STATE AIDS	(12,595)	(11,395)	(11,395)	(15,000)	(12,000)	80.0%
01-30-42650-000	STATE AID-HIGHWAY	STATE AIDS	(799,479)	(893,416)	(948,926)	(940,000)	(960,000)	102.1%
01-30-43110-000	LIQUOR AND MALT BEVERAGE	LICENSES	(17,061)	(20,493)	(20,040)	(20,000)	(20,000)	100.0%
01-30-43120-000	OPERATORS LICENSES	LICENSES	(7,410)	(8,075)	(7,875)	(7,000)	(8,000)	114.3%
01-30-43160-000	CIGARETTE LICENSES	LICENSES	(1,200)	(800)	(1,100)	(1,200)	(1,100)	91.7%
01-30-43210-000	TELEVISION FRANCHISE	LICENSES	(105,049)	(91,299)	(85,000)	(100,000)	(88,000)	88.0%
01-30-43210-001	VIDEO FRANCHISE	LICENSES	(35,903)	(9,947)	(14,000)	(40,000)	(14,000)	35.0%
01-30-43220-000	STATE AID-VIDEO	LICENSES	-	(28,472)	(28,472)	-	(28,500)	100.0%
01-30-43320-000	DOG LICENSES	LICENSES	(1,647)	(1,053)	(1,200)	(1,500)	(2,000)	133.3%
01-30-43321-000	CAT LICENSES	LICENSES	(227)	(227)	(346)	(200)	-	100.0%
01-30-44110-000	CLERK FEES	OTHER	(11,031)	(7,877)	(7,000)	-	(7,000)	100.0%
01-30-44410-000	STREETS AND RELATED FACILITIES	OTHER	(38,817)	(216)	(5,000)	-	(5,000)	100.0%
01-30-44411-000	ENGINEERING FEES / CHARGEBACKS	OTHER	(600)	(5,662)	(35,688)	-	(10,000)	100.0%
01-30-44412-000	PLANNING & DEVELOPMENT FEES	OTHER	(11,725)	(4,450)	(4,260)	-	(5,000)	100.0%
01-30-47000-000	MISCELLANEOUS REVENUE	OTHER	(67,933)	(48,199)	(50,000)	(25,000)	(35,000)	140.0%
01-30-47930-000	INSURANCE DIVIDEND PAYMENT	OTHER	(23,469)	(23,226)	(20,150)	(25,000)	(20,000)	80.0%
01-30-48110-000	INTEREST ON INVESTMENTS	OTHER	(156,119)	(358,318)	(400,000)	(220,000)	(375,000)	170.5%
01-30-48210-000	RENT/LEASE REVENUES	OTHER	(88,094)	(93,166)	(100,000)	(115,400)	(100,000)	86.7%
01-30-48410-001	COMPENSATION-WEPCO	WEPCO	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)	100.0%
01-30-48660-001	SALE OF LAND	OTHER	(499,003)	(33,733)	-	-	-	100.0%
01-30-49400-000	IN LIEU OF TAXES-MARINA	OTHER	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	100.0%
	<b>TOTAL GENERAL REVENUES</b>		<b>(8,687,045)</b>	<b>(8,616,820)</b>	<b>(9,064,032)</b>	<b>(8,823,880)</b>	<b>(10,565,535)</b>	<b>119.7%</b>

## 2025 Budget

### Mayor & Common Council

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#### DEPARTMENT/DIVISION DESCRIPTION

The Common Council is the elected governmental body, made up of the mayor and seven Alderpersons. Each member of the Council is elected to a two-year term. Elections occur as follows during the Spring Election; the odd-numbered districts are elected in odd-numbered years, while the even numbered districts are elected in the even-numbered years. The Common Council is responsible to the residents of Port Washington and the provision of City services provided for them. The Council carries out the power by license, regulation, suppression, borrowing money, tax levy, appropriation, fine, imprisonment, confiscation, and other necessary or convenient means. The Council is responsible for appointing the City Administrator, who serves as the chief administrative officer of the city and oversees the day-to-day operations of the city.

#### PROGRAMS & SERVICE LINES

- Adopt the annual budget, levy taxes, and appropriate monies for the operation of the city.
- Adopt policies and strategic planning documents for City operations.
- Adopt ordinances and resolutions.
- Adopt City goals and objectives.
- Appoint and evaluate the performance of the City Administrator.
- Approve contracts for City services and products.
- Appoint board, commission and committee members and statutory employees.
- Chair and serve on various intergovernmental, standing and volunteer committees.
- Represent the residents and businesses of the City of Port Washington as public officials.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### MAYOR & COUNCIL

							Budget %
		PROJECTED			BUDGET	PROPOSED	Change
EXPENDITURES		12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
	SUBTOTAL WAGES	33,750	33,750	33,750	33,750	33,750	100.0%
	SUBTOTAL BENEFITS	4,615	3,992	2,635	4,985	2,655	53.3%
01-48-51110-390	MAYOR&COUNCIL - MISC	130	1,089	-	600	3,000	500.0%
01-48-51110-430	MAYOR&COUNCIL - CONF/TRAVEL	53	-	-	1,000	1,000	100.0%
01-48-51110-440	MAYOR&COUNCIL - DUES & FEES	10,082	1,119	5,300	5,500	5,500	100.0%
	SUBTOTAL OTHER	10,265	2,208	5,300	7,100	9,500	133.8%
	TOTAL EXPENDITURES	48,630	39,950	41,685	45,835	45,905	100.2%

## 2025 Budget

### City Administrator

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#### DEPARTMENT/DIVISION DESCRIPTION

The City of Port Washington operates within a mayor-council form of government, which means that the City Administrator is the chief operating officer of the City and is responsible for the overall administration of all City activities and services, primarily day-to-day supervision, coordination, and administration of city departmental operations. The City Administrator is responsible for the formulation, presentation, and administration of the budget; development of program and policy alternatives and recommendations for consideration by the Mayor and Common Council; preparation of staff reports; and keeping the Mayor and Common Council informed as to operational and administrative needs and activities. The City Administrators works closely with the Mayor and City Council, who are responsible for setting the policy direction of the City.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
City Administrator	0.75	0.75	1.00
<b>Total</b>	0.75	0.75	1.00

#### PROGRAMS & SERVICE LINES

- Council business
- Budget Preparation and Management
- Personnel Management
- Development/Planning
- Organizational Management, Analysis and Strategic Planning
- Human Resources
- Community Outreach and Partnership Building

## 2025 Budget

### City Administrator

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#### 2024 ACHIEVEMENTS

- Further Enhanced Communication: In 2023, Staff completed a communications audit in partnership with Mueller Communications. The findings covered several areas including communications planning, visual branding, adopting a multi-channel approach, refining messaging, enhancing internal communications, and providing employee training. We continue to evaluate internal collaboration in order to enhance our communication methods and refine our online strategies to reach our community.
- Training: In 2024, Administration brought in our Partner at UW to do a training on Public Meetings and Open Meetings laws for Leadership, support staff, and Council.
- Relationship Building with Community Partners
  - We have begun building stronger relationships with Ozaukee County, Port Washington School District and Ozaukee County Municipal Administrators.
  - Efforts to enhance needed public safety service provisions explored and development underway.
  - *Fire/EMS Staffing* – Administration and the Fire Department worked together collaboratively to recommend an emergency medical service (EMS) staffing approach for the city. A referendum was passed in 2024 to enhance staffing starting in 2025.
  - *Joint Public Safety Facility* – In 2023, collaborating with elected and appointed officials, the Police and Fire Chief, and other staff, the necessity for a joint facility for the police and fire departments was identified. This is part of an effort to continuously deliver efficient and effective services now and into the future. The initial step in achieving this objective involved each department visiting facilities of other departments. This allowed for the creation of a needs list based on these visits and the current facilities. Subsequently, Bray Architects was engaged through a request for qualifications process to complete Phase 1, which encompasses conceptual design. More specifically, it includes a facilities assessment report, space programming/needs analysis, site assessment, solution exploration, site analysis, and budgeting services. The completion of Phase 1 was completed in mid-2024. Options continue to be explored on the costs and parameters of the project.
  - *Facility Condition Assessment: It became clear that a robust capital improvement plan was not in place to handle preventative maintenance on the City facilities. Administration brought this to the attention of Council, Council approved funds to do a facility condition assessment on most of the City facilities in order to put together a 10 year plan to forecast future expenditures to keep facilities in good condition, in order to avoid having facilities get to a full-replacement status.*
- Leadership Team: Successfully onboarded leadership positions to support the city's needs. – This year, the city welcomed a new City Administrator, a Senior Center Coordinator and a Park & Recreation Director. These individuals were fortunately recruited from well-

## 2025 Budget

### City Administrator

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respected municipalities and bring with them several years of relevant experience. Their contributions have been substantial, as they have already identified opportunities to explore and, in other cases, already put in place. Also, they have forged meaningful relationships with community stakeholders and have seamlessly integrated into the organizational culture.

- Reorganized the Table of Organization with a focus on Customer Service: The organizational structure is currently being reviewed and revised to best serve our internal and external customers. At present, the entire Leadership Team is on board, placing the city in an even stronger position due to the current composition of the team.
- Customer service changes: The City has removed the phone tree for customer calls. Administration believes that when the customer calls, someone should answer the call. This required a bit of restructuring and training, but overall, the feedback has been positive.
- Facilitating conditions for continued economic development for the city's future growth.
  - *Schanen Farm – City Administration has been working alongside Public Works, City Attorney, and the Director of Planning on a Developer's Agreement to build out this site in the very near future.*
- A parking study related to the downtown area was conducted and presented for consideration.

### 2025 GOALS

- Outreach and collaborate with Community Partners to work together for the benefit of the City of Port Washington citizens and visitors.
- Enhance customer service through process and visibility through signage and social media; expedite the permitting process through providing more information and having an online process; and streamline the event planning process through communication and updating the Events Guide.
- Implement a formal Staff Training Program: Implement and assess Communication Audit that was done in 2023-2024. One of the overarching suggestions was to establish a robust foundation by putting in place precise communication policies, procedures, and protocols, with an emphasis on employee training. This involves the creation of a content calendar and a social media strategy. The goal is to accomplish most of the foundational work by the end of the year and develop a strategy to meet the ongoing internal and external support needs of the city. (Human Resources)
- Work on creation and/or building out our Standard Operating Procedures (SOP's) for Administration, Clerk, Finance and Human Resources.



## 2025 Budget

### City Administrator

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- City Parking – Regroup with stakeholders, early in 20225, to see if a pilot parking program for summer months in the downtown area is necessary and discuss options for parking downtown.
- Work on hiring EMS /Fire Department staff according to the levels passed by the citizens in the recent referendum.
- Continue ongoing municipal code review with the Council, Departments and the City Attorney.

### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- The City Administrator and Finance Director worked together to reduce the number of accounts within each Departmental budget.
- Implement software that the city has committed to for Financials, Payroll, and Permitting.

### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Administration will provide a long-range plan integrating the strategic plan, studies and audits the city has completed in the past 5 years. This long-range plan will be presented with staff recommendations to Common Council with alternatives. The goal will be to have discussions about priorities and future needs and projects for the City of Port Washington.

**How it is being measured:** The City Administrator will hold a long-term planning session(s) with Departments and with Common Council before the 2026 budget cycle is underway.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### CITY ADMINISTRATOR

		PROJECTED			BUDGET	PROPOSED	Budget %
		12/31/22	12/31/23	2024	12/31/24	2025	Change
EXPENDITURES							2024-2025
	SUBTOTAL WAGES	241,591	151,711	75,000	96,750	108,700	112.4%
	SUBTOTAL BENEFITS	90,518	93,319	27,800	38,685	24,855	64.2%
01-50-51320-350	ADMIN - CITY ATTORNEY	178,862	179,873	180,000	160,000	160,000	100.0%
01-50-51320-360	COMMUNICATIONS CONSULTING	-	-	22,270	45,000	-	100.0%
01-50-51320-370	ADMIN OFFICE - SUPPLIES	20,363	17,995	15,000	20,000	20,000	100.0%
01-50-51320-390	ADMIN OFFICE - MISCELLANEOUS	43,403	35,283	20,000	10,000	10,000	100.0%
01-50-51320-410	ADMIN OFFICE - TRAINING/CONF	4,910	3,240	2,000	5,500	5,000	90.9%
01-50-51320-440	ADMIN OFFICE - DUES & FEES	1,638	1,230	2,000	2,000	2,000	100.0%
01-50-51320-560	ADMIN OFFICE - MAINT CONTRACTS	845	7,662	7,000	6,000	6,000	100.0%
01-50-51320-610	ADMIN- CITY HALL FURN/EQUIP	-	-	5,000	5,000	15,000	100.0%
01-50-51320-780	ADMIN OFFICE - W/C INSURANCE	-	-	-	-	230	100.0%
	SUBTOTAL OTHER	250,022	245,283	253,270	253,500	218,230	86.1%
	<b>TOTAL EXPENDITURES</b>	<b>582,130</b>	<b>490,313</b>	<b>356,070</b>	<b>388,935</b>	<b>351,785</b>	<b>90.4%</b>

## 2025 Budget

### Human Resources

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#### DEPARTMENT/DIVISION DESCRIPTION

The Human Resources (HR) division provides strategic leadership in developing and maintaining an employee oriented, high-performance culture that emphasizes empowerment, continuous improvement, goal attainment, and organizational growth. HR administers a robust and comprehensive program to include benefits, compensation and total rewards, talent acquisition and recruiting, HR systems management, learning and development, employee and labor relations, safety, wellness, compliance, and risk management.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
ACA/HR Director	0.85	0.75	1.00
Executive Assistant	1.00	1.00	1.00
<b>Total</b>	1.85	1.75	2.00

#### PROGRAMS & SERVICE LINES

- Administer all employee benefit programs to include health, dental, vision, life, disability, and retirement.
- Direct the recruitment and selection process for all open roles.
- Oversee labor and employee relations programs to include contract negotiations, administering union contracts, responding to grievances, advising on employee performance and discipline matters.
- Manage City's property and liability insurance policies including worker's compensation, safety, and compliance programs.
- Oversee and manage City's compensation program.
- Develop and implement personnel policies and procedures and ensure compliance with federal, state, and local employment law.
- Create and administer employee training and development programs.
- Serve as City's Diversity Officer and ensure policies and actions taken by the City are done so in a fair, unbiased, and inclusive manner.

## 2025 Budget

### Human Resources

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#### 2024 ACHIEVEMENTS

- Upgraded City's HR webpage to house all necessary information for benefits, recruiting, and total rewards for both employees and prospective employees.
- Filled and onboarding the following open positions: Accounting Assistant, City Administrator (with PAA), Water Utility Field Operator, Water Utility Treatment Plant Operator, Street Maintenance, Administration Specialist Communications, Director of Senior Life Enrichment & Outreach, Director of Parks, Recreation, & Forestry, Head of Youth Services, Library Assistant, Administration Specialist Parks & Recreation.
- Audited and organized all terminated employee files and purged old documents per the HR retention policy.
- Conducted a comprehensive Form I-9 audit.
- Overhauled the City's Social Media presence, ensuring accurate, timely information is shared with the community across multiple platforms.
- Completed succession planning inventory and mapped anticipated openings over the next five years.
- HR Director: Obtained necessary annual recertification credits for SPHR, IPMA-SCP, and SHRM-SCP certifications.
- HR Director: Appointed to Wisconsin SHRM board and reappointed to Metro Milwaukee SHRM board.
- HR Director: Named as a finalist for NPELRA Pacesetter Award.

#### 2025 GOALS

- Create and administer training programs for management team and overall City staff.
- Identify high potential employees and develop individualized development plans in order to prepare for anticipated openings due to retirements.
- Conduct annual Engagement Survey with score equal to or above industry benchmark.
- Create holistic employee wellness program.
- HR Director: Obtain necessary annual recertification credits for SPHR, IPMA-SCP, and SHRM-SCP certifications.

## 2025 Budget

### Human Resources

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#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- The HR division budget will absorb the management of the former general expenditure lines for property and liability insurance and insurance broker fees.
- The budget includes modest increases as listed below:
  - Increased HR legal fees in anticipation of the renegotiation of the police union contract (\$5,000).
  - Increased HR Supply budget in anticipation of the purchase of a new desk and white board (\$2,000).
- The budget includes significant decreases as listed below:
  - Decreased Paylocity funding in anticipation of payroll integration with new accounting software BS&A (-\$45,000).
  - Decreased Training budget in anticipation of higher usage of internal skillsets to create and administer training programs (-\$8,500).
  - Decreased Benefit Fee budget in recognition of more accurate cost estimates from previous year (-\$4,500).

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Employee Engagement

**How it is being measured:** Annual engagement survey with score equal or above the industry benchmark.

**Goals Description:** Employee Turnover Rate

**How it is being measured:** Turnover rate below the industry benchmark.

**Goals Description:** 90-Day Voluntary Turnover Rate

**How it is being measured:** Voluntary turnover rate within the first 90-days of employment below the industry benchmark.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### HUMAN RESOURCES

		PROJECTED			BUDGET	PROPOSED	Budget Change
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
	SUBTOTAL WAGES	-	120,436	146,185	146,485	160,745	109.7%
	SUBTOTAL BENEFITS	-	19,004	23,940	24,545	52,380	213.4%
01-50-51330-370	HUMAN RESOURCES- SUPPLIES	416	365	500	500	2,500	500.0%
01-50-51330-375	HUMAN RESOURCES - LEGAL	-	-	1,500	5,000	10,000	200.0%
01-50-51330-380	HUMAN RESOURCES - BEN FEES	12,717	22,731	35,000	40,500	36,000	88.9%
01-50-51330-385	HUMAN RESOURCES - PAYROLL FEES	-	41,768	45,000	45,000	5,000	11.1%
01-50-51330-390	HUMAN RESOURCES - MISC	34	9,975	10,000	10,000	11,500	115.0%
01-50-51330-410	HUMAN RESOURCES - TRAINING	-	8,138	12,000	20,500	12,000	58.5%
01-50-51330-440	HUMAN RESOURCES - DUES & FEES	460	1,974	2,166	2,100	1,750	83.3%
01-50-51330-510	HUMAN RESOURCES - SUBSCRIPTION	384	120	120	150	6,750	4500.0%
01-50-51330-750	HUMAN RESOURCES - CONFERENCES	419	3,913	3,500	4,500	4,250	94.4%
01-50-51330-780	HUMAN RESOURCE - W/C INSURANCE	-	-	-	-	310	100.0%
01-50-51330-800	HUMAN RESOURCES - RECRUITMENT	20,567	9,749	17,000	5,500	7,500	136.4%
01-50-51330-910	PROPERTY & LIABILITY INSURANCE	203,598	259,257	278,550	275,000	225,000	81.8%
01-50-51330-930	WORKERS COMPENSATION - OLD	102,581	79,227	103,500	90,000	-	100.0%
01-50-51330-950	INSURANCE BROKER FEES	-	-	21,000	20,000	20,000	100.0%
	SUBTOTAL OTHER	341,176	437,217	529,836	518,750	342,560	66.0%
	<b>TOTAL EXPENDITURES</b>	<b>341,176</b>	<b>576,656</b>	<b>699,961</b>	<b>689,780</b>	<b>555,685</b>	<b>80.6%</b>

## 2025 Budget

### Clerk / Elections

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#### DEPARTMENT/DIVISION DESCRIPTION

The City Clerk serves as the liaison between the City and the State of Wisconsin, accurately maintaining the legal record of action of the Common Council and serves as the legal custodian of the city's official records. The Clerk's office is responsible for providing general timely and accurate information to the public regarding various issues and performs duties as required for Board of Review. The City Clerk manages and administers all elections required to be held by State Statute and City Ordinance in coordination with Ozaukee County.

The Director of Administration fulfills the role of the City's Information Technology (IT) Administrator, manages internal and external communication platforms, building security and supervises employees and teams in daily operations and customer support functions.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Administration / City Clerk	1.00	1.00	1.00
Deputy Clerk	1.00	1.00	1.00
Administrative Specialist	0.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

#### PROGRAMS & SERVICE LINES

- Communicates official plans, policies, and procedures to staff and public; prepares and files various reports annually for federal and state agencies including the U.S. Census and redistricting.
- Official custodian of City records, public documents, legal documents, records including ordinances, resolutions, contracts, agreements, leases, codification of municipal code, borrowings, annexations, background record checks.
- Maintains record of past and present meetings, agendas, minutes, and supporting documentation.
- Manages the directory of boards, commissions, committees, and council. Works with the City Assessor's office and facilitates Board of Review, training, resident education, processes property objections and schedules hearings.



## 2025 Budget

### Clerk / Elections

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- Serves as Election Administrator, which includes certification of nomination papers, petitions, voter registration, election equipment, polling locations, poll worker training, payroll, staffing and schedules for election preparation and election day at three polling locations, election canvass and post-election reconciliation in WisVote.
- Administration of applications for permits and licenses including annual Alcohol, Tobacco, Operator, Cabaret, and Amusement licensing and manages all city event coordination and permitting with outside organizations.
- Serves as network administrator and daily contact and triage for department tech services for hardware, software, and network.
- Manages the city internal and external communications including website and social media content and distribution.
- Works with the City Administrator in day-to-day operations of the city, Mayor, Common Council, and provides department and staff support.
- Determines work procedures, prepares schedules and expedites workflow, developing and implementing procedures to improve departmental efficiency and effectiveness.

### 2024 ACHIEVEMENTS

- Developed internal and external communications to better serve the public and city staff, including city newsletters, public notifications, and timely website updates.
- Continued researching city meeting management programs for implementation at a future date, which would provide greater staff efficiencies and transparency for the public.
- Digitizing of archived records in city departments, continuing the process of securing records in an updated and searchable format while retaining original documentation.
- Staff training and development of operating procedures for election management.

## 2025 Budget

### Clerk / Elections

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#### 2025 GOALS

- Implementation of internal processes for consistent administrative staff training and develop cross-training opportunities.
- Research city meeting management programs for potential implementation in 2026, which would provide greater staff efficiencies and transparency for the public.
- Develop a user-friendly online licensing application process for the public to utilize.
- Implementation of electronic poll books (Badger Books) including staff training and development of operating procedures for elections.

#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- An additional administrative support staff has been added to this budget in 2025 which will impact the wage and benefit costs.
- The costs for computer services (Digicorp) will increase significantly due to the addition of \$30,000 for cloud network back-up fees

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** The Elections budget is to support and conduct legal and timely elections as required by law, assuring that each eligible resident is afforded the opportunity to vote. This includes providing sufficient funds to implement the required absentee voting program, absentee voting in care facilities, in-person early absentee voting, voter registration and execution of a successful election day by proving sufficient staff levels at each polling location.

**How It Is Being Measured:** Support and successfully complete all elections in 2025, and in addition realizing a cost savings with reduction in staff time due to the implementation of electronic poll books (Badger Books).

**Goals Description:** The coordination and conversion of the existing agenda, minutes, and meeting document distribution process for all Boards, Committees and Commissions, including Common Council by utilizing an agenda and document management software program.

**How It Is Being Measured:** The conversion process would take between one to two years to fully implement and would include training for all department directors and their executive staff.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### CLERK / ELECTIONS

		PROJECTED			BUDGET	PROPOSED	Budget %
		12/31/22	12/31/23	2024	12/31/24	2025	Change
EXPENDITURES							2024-2025
	SUBTOTAL WAGES	85,262	76,666	210,000	200,040	278,140	139.0%
	SUBTOTAL BENEFITS	20,135	27,767	46,500	47,205	75,720	160.4%
01-52-51412-310	CLERK - ASSESSOR SERVICES	41,832	40,824	68,300	67,000	70,000	104.5%
01-52-51412-320	CLERK - COMPUTER SERVICES	109,713	85,380	95,088	100,000	122,900	122.9%
01-52-51412-360	CLERK - REPAIRS & MAINT	2,685	2,675	3,316	3,400	2,750	80.9%
01-52-51412-370	CLERK/ELECTIONS - SUPPLIES	7,413	5,084	9,000	13,500	16,000	118.5%
01-52-51412-380	CLERK- WEB/GENERAL CODE	68,979	8,975		5,000	10,000	200.0%
01-52-51412-410	CLERK/ELECTION TRAINING	-	-	500	1,000	1,000	100.0%
01-52-51412-440	CLERK/ELECTIONS-DUES AND FEES	-	-	-	-	325	100.0%
01-52-51412-510	CLERK - PUBLICATIONS/NOTICES	11,711	14,244	12,000	12,800	12,000	93.8%
01-52-51412-540	ELECTIONS - POSTAGE	3,284	1,837	6,400	7,000	4,300	61.4%
01-52-51412-780	CLERK/ELECTION - W/C INSURANCE	-	-	-	-	470	100.0%
	SUBTOTAL OTHER	245,616	159,019	194,604	209,700	239,745	114.3%
	<b>TOTAL EXPENDITURES</b>	<b>351,013</b>	<b>263,452</b>	<b>451,104</b>	<b>456,945</b>	<b>593,605</b>	<b>129.9%</b>

## 2025 Budget

### Finance / Treasurer

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#### DEPARTMENT/DIVISION DESCRIPTION

The Treasurer's Office is responsible for the day-to-day financial functions of the City. The Treasurer is the financial steward of the City and implements and oversees yearly tax collection. Major activities include, property tax collections, utility billing and collections, budgeting, accounts payable and accounts receivable, financial reporting, ongoing and year-end accounting entries in accordance with Generally Accepted Accounting Practices (GAAP), and the City's annual external auditing review.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Finance Director / City Treasurer	0.80	0.80	1.00
Staff Accountant	0.50	0.40	1.00
Accounting Assistant	0.00	0.40	1.00
<b>Total</b>	<b>1.30</b>	<b>1.60</b>	<b>3.00</b>

#### PROGRAMS & SERVICE LINES

- The department provides general financial oversight of city activities and financial processing.
- The department prepares the annual city budget in coordination with department heads and the City Administrator.
- The department oversees the City's accounts payable, accounts receivable, utility billing, and tax collection activities.
- The department oversees the City's banking, investments, and cash safekeeping activities.
- The department prepares various financial reports for department heads and presentation to the General Government and Finance Committee and the City Common Council.

## 2025 Budget

### Finance / Treasurer

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#### 2024 ACHIEVEMENTS

- Staff is continuing to review the City's core financial and accounting practices.
- Staff completed the City's annual audit in a timely manner with significantly reduced audit entries compared to the prior year.
- Staff took over the preparation and filing the City's annual Municipal Financial Report C with the Department of Revenue.
- Staff took over the preparation and filing of the Water Utility's Annual Financial Report with the Public Service Commission.
- Staff filed the annual Coronavirus State and Local Fiscal Recovery Funds (ARPA) report with the Department of Treasury.
- Staff issued an RFP and selected a new vendor (BS&A) for the City's financial software systems.
- Staff worked on numerous planning and conversion issues to complete the financial software implementation.
- Staff is maintaining a city-wide vehicle and equipment inventory list and replacement schedule to aid in future fiscal planning.
- Staff prepared a 10-year fiscal outlook planning document to assist elected officials in evaluating the key issues of:
  - Debt service trends
  - Debt capacity under State Statutes
  - Levy Limit constraints
  - Operational projections
  - TID performance

#### 2025 GOALS

- The primary goal of the department is our ongoing work to review the financial transactions of the City and to apply them in a manner that is consistent with the Generally Accepted Accounting Practices (GAAP) applicable for governmental activities.
- Continue to improve processes related to capital project funding and administration.
- A major initiative for 2025 will be leveraging the implementation of a new accounting ERP system to provide process improvements.
- The Finance team will be taking over the city's payroll processing in 2025 with the implementation of the new accounting system.

## 2025 Budget

### Finance / Treasurer

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#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

Software fees for the BS&A financial software system will now be reported in the Finance / Treasurer's budget. Previously, these fees were intermixed with the Digicorp network licenses and professional service fees in the Clerk's budget. Overall, these fees will increase by approximately \$8,000 per year with the new system.

In 2025, all non-elections general fund postage will be reported in the Finance department budget. This includes postage for property tax bills, the mailing of A/P checks, and other miscellaneous postage. Overall postage costs are anticipated to increase by approximately \$1,000 in 2025.

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** A 75 percent reduction in the number of year-end accounting entries that the city has deferred to the auditors.

**How it is being measured:** Using the 2022 audit as a benchmark with 57 auditor entries, reduce this amount to under 15 in 2025.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### FINANCE / TREASURER

		PROJECTED			BUDGET	PROPOSED	Budget %
		12/31/22	12/31/23	2024	12/31/24	2025	Change
EXPENDITURES							2024-2025
	SUBTOTAL WAGES	68,979	115,897	138,000	115,500	146,500	126.8%
	SUBTOTAL BENEFITS	10,865	31,676	47,550	47,415	51,405	108.4%
01-54-51540-700	FINANCE - AUDIT SERVICES	48,900	40,207	37,500	36,500	37,500	102.7%
01-54-51540-710	FINANCE - TOURISM PAYMENTS	-	-	-	-	245,000	100.0%
01-54-51540-720	FINANCE - SOFTWARE FEES	-	-	-	-	20,000	100.0%
01-54-51540-350	FINANCE - DEV/PRARIES EDGE	26,427	30,000	-	-	-	100.0%
01-54-51540-370	FINANCE - SUPPLIES	416	3,013	2,000	2,000	2,000	100.0%
01-54-51540-410	FINANCE - TRAINING/CONF	-	1,090	2,000	3,000	2,000	66.7%
01-54-51540-440	FINANCE - DUES AND FEES	4,374	3,015	3,250	2,000	3,250	162.5%
01-54-51540-540	FINANCE - POSTAGE	12,087	16,433	11,000	10,600	12,000	113.2%
01-54-51540-780	FINANCE - W/C INSURANCE	-	-	-	-	280	100.0%
	SUBTOTAL OTHER	92,204	93,758	55,750	54,100	322,030	595.2%
	<b>TOTAL EXPENDITURES</b>	<b>172,048</b>	<b>241,331</b>	<b>241,300</b>	<b>217,015</b>	<b>519,935</b>	<b>239.6%</b>

## 2025 Budget

### Engineering

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#### DIVISION DESCRIPTION

The Engineering Division is responsible for the design and construction of public improvement projects including: street reconstruction and resurfacing, watermain replacement, sanitary sewer replacement and rehabilitation, stormwater system improvements, flood control, pollution prevention, green infrastructure, lighting improvements, parking lot improvements, maintenance of the City's breakwater and lighthouse, park construction, harbor walk construction, marina improvements, and sidewalk and bike path improvements. This Division maintains and develops city infrastructure records through its Geographic Information System (GIS), seeks funding through grant writing, supports other department needs; guides, oversees, and inspects all new development.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Public Works	0.40	0.40	1.00
City Engineer	0.50	0.50	1.00
Engineer Technician	0.50	0.50	1.00
Administrative Assistant	0.80	0.00	0.00
<b>Total</b>	<b>2.20</b>	<b>1.40</b>	<b>3.00</b>

#### PROGRAMS & SERVICE LINES

- Provide ongoing inspection, maintenance, and development of all city infrastructure. All specific areas are included in the listing below:
  - Streets and Highways
  - Sidewalks and Trails
  - Water Main
  - Sanitary Sewer
  - Storm Water Management, and Municipal Separate Stormwater (MS4) Permit Compliance
  - Street Lighting
  - Marina
  - Breakwater
  - Bluff, Shorelines, and Waterways
  - Park Amenity and Development
  - Municipal Building Improvements (e.g., City Hall, Fire Station, Library, Municipal Garage, Police Station)
- Lead city initiatives to enhance the existing infrastructure.
- Guide and advise on sustainable development initiatives.



## 2025 Budget

### Engineering

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#### 2024 ACHIEVEMENTS

- Completed the 2024 road improvement project which included road reconstruction, water main relay and new water services to the curb stop, and spot sidewalk replacement. In 2024, 1.01 miles of road improvements occurred in the locations listed below:
  - Approximately 0.23 miles on E. Antoine Drive,
  - Approximately 0.23 miles on E James Drive,
  - Approximately 0.06 miles on Husting Street,
  - Approximately 0.16 miles on N. Lakeview Avenue between E. Norport Drive and E. James Drive,
  - Approximately 0.26 miles on Scott Road
  - Approximately 0.06 miles on Norview Circle.
- Completed the installation of approximately 2 miles of sanitary sewer lining in the locations listed below:
  - All of the 2024 road project street
  - E. Monroe Drive from Wisconsin St. to Kaiser Drive
  - Kaiser Drive
  - E. Pierron Street
  - Easement along Wisconsin Street
  - Alley behind Bell Orthodontics
- Successfully applied for the following grants:

Grant Name/Agency	Project	Amount
Local Road Improvement Program/DOT	E. Monroe and E. Pierron Streets	\$53,500
Local Road Improvement Program - Discretionary/DOT	N. Holden Street	\$400,000
DNR	Recycling	
National Federation of Wildlife Foundation	Valley Creek	\$915,000
NOAA	Valley Creek	\$500,000
Transportation Alternatives Program/DOT	Light Station on breakwater	\$2,200,000
Clean Marina Program	Marina Parking Lot	\$35,000
Coastal Management Program	Bluff Stabilization	\$40,000

## 2025 Budget

### Engineering

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- Completed the \$100,000 sidewalk replacement project for the northeast part of the city. This work consisted of the replacement of approximately 400 sidewalk slabs.
- Completed the reconstruction of 3 alleys approximately 0.25 miles.
- Submitted the city's annual stormwater report per the city's MS4 permit to the DNR.
- Construction inspection of two subdivisions (Highland Pointe and Hidden Hills).
- Achieved ongoing compliance with the Milwaukee River Total Maximum Daily Loads (TMDL) and prepared for future northeast lakeshore TMDL compliance.
- Manage the water (\$18.5 million) and wastewater (\$12 million) construction upgrades.
- Prepared the annual road mileage certification which requires adding new roads and reporting road maintenance work. This submittal is critical to obtaining state and local road aids.
- Design and construction rehabilitation of the pedestrian bridge from Moore Road to the H.S. football field.
- Design of the improvements to Pierre Lane Bridge
- Completion of the final design of the bluff stabilization in Upper Lake Park.
- Completion of the wastewater collection system capacity plan.
- Continued work on Valley Creek planning initiatives with Stantec Engineering and the Lakeshore Natural Resources partnership.
- Design Power Street Sanitary sewer

### 2025 GOALS

- Installation of upgrades to Spring Street Sewer Interceptor. This project is necessary to increase the size of the sewer because of surcharging which has caused sewage to backup into basements.
- Plan and design the 2025 Street Improvement project. All anticipated areas are included in the listing below:
  - North Lakeview Drive, between East James Drive and Douglass Street,
  - E. Monroe Street between Wisconsin Street and Kaiser Street,
  - Kaiser Street,
  - Pierron Street,
  - Douglass Street,
  - Whitefish Road between Wisconsin Street and Hales Trail
- Plan and organize the 2025 sidewalk improvements

## 2025 Budget

### Engineering

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- Design the 2026 alley program
- Bid and construct the Power Street sanitary sewer.
- Design, bid and construct sanitary sewer crossings on Mineral Springs Creek which are exposed
- Oversee construction at the Wastewater Treatment Plant (WWTP) (\$12 million) and Water Filtration Plant (\$18.5 million) projects. This will involve meetings and site visits to help ensure work is being completed in accordance with the contract documents, and problems and concerns are solved in a timely manner. Assist the superintendents with the logistics of keeping their plants operating, witness equipment startup, and review operating manuals.
- Continued compliance with MS4 permit and the TMDL requirements.
- Identify private stormwater best management practices and work with BMP owners to provide necessary maintenance.
- Work with design engineer for the Schanen Farm to identify and design the appropriate infrastructure. Work with the WisDOT regarding road intersections and gather and prepare the necessary data to support WisDOT, DNR, and other state agencies requirements of our design. Ensure that the project stays on schedule.
- Continue working on Valley Creek planning initiatives.
- Work with the WisDOT on State Highway 33 (STH 33) mill and resurface planning and design.
- Complete updates to the City Bike/Pedestrian Trail Plan.
- Work with Bray Architects on design of a new public safety building.
- Ongoing work on inflow and infiltration reduction and development of a comprehensive plan
- Ongoing work to develop standard specifications for infrastructure development

### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- \$20,000 per year has been added to the operating budget to pay for ongoing consulting fees related to the City's MS4 Stormwater permit.
- The Engineering department continues to incur costs for a variety of engineering or consulting fees that have not been budgeted for in other areas. In many cases, these costs are related to work done to support private development projects. The \$10,000 budget for miscellaneous engineering services is a placeholder amount for those costs which will then be offset by revenues for engineering fees / chargebacks as the cost of these items are billed to those developers.

## 2025 Budget

### Engineering

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#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Improve one mile of road including sidewalk, sanitary sewer, storm sewer and water main.

**How is it being measured:** This goal will be measured by the total length of roadway that is reconstructed or repaved.

**Goals Description:** Line two miles of sanitary sewer.

**How is it being measured:** This goal will be measured by the total length of sewer lined.

**Goal Description:** Televis eight miles of sanitary sewer main.

**How is it being measured:** This goal will be measured by the total length of sanitary sewer main televised.

**Goal Description:** Create standard specifications for construction.

**How is it being measured:** This goal will be measured by completion of a set of standard specifications for public works construction such as road, sidewalk, water main, sanitary sewer, storm sewer, street trees and street signs.

**Goal Description:** Develop an Infiltration/Inflow program in coordination with the WWTP superintendent.

**How is it being measured:** This goal will be measured by completion of a plan to identify areas of high I/I. Future goals will be to further pinpoint the sources and develop solutions.

**Goal Description:** Complete capital projects on time and under budget.

**How is it being measured:** This goal will be measured by the final cost of the project compared to the budgeted amount of the project. Also, this goal will be measured by comparing the substantial completion date to the contracted completion date.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### ENGINEERING

				PROJECTED	BUDGET	PROPOSED	Budget % Change
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
	SUBTOTAL WAGES	147,733	134,904	104,000	134,200	141,675	105.6%
	SUBTOTAL BENEFITS	51,691	65,838	55,300	66,025	52,155	79.0%
01-57-51710-310	MUNICIPAL BUILDING-ELECTRICITY	13,036	13,515	14,200	14,000	14,500	103.6%
01-57-51710-320	MUNICIPAL BUILDING - GAS HEAT	7,226	5,007	5,300	7,000	7,000	100.0%
01-57-51710-330	MUNICIPAL BUILDING-WATER	1,695	2,481	2,400	3,000	2,500	83.3%
01-57-51710-340	MUNICIPAL BUILDING-TELEPHONE	8,368	8,526	7,800	9,000	8,500	94.4%
01-57-54210-340	ENGINEERING-TELEPHONE	505	487	1,400	500	500	100.0%
	SUBTOTAL UTILITIES	30,830	30,015	31,100	33,500	33,000	98.5%
01-57-51710-360	MUNICIPAL BUILDING-REPAIRS/SUP	19,015	5,160	5,000	6,400	7,000	109.4%
01-57-51710-380	MUNICIPAL BUILDING-CONTRACTUAL	67,378	47,157	52,000	52,000	52,000	100.0%
01-57-51710-560	MUNICIPAL BUILDING-CLEANING	1,260	12,701	16,000	16,000	16,000	100.0%
	SUBTOTAL MAINTENANCE	87,653	65,019	73,000	74,400	75,000	100.8%
01-57-54210-350	ENGINEERING-GAS FOR VEHICLES	1,021	897	700	700	700	100.0%
01-57-54210-360	ENGINEERING-REPAIRS & MAINT	308	320	300	600	600	100.0%
01-57-54210-370	ENGINEERING-SUPPLIES	8,186	7,035	15,000	8,500	10,000	117.6%
01-57-54210-380	ENGINEERING-STORMWATER	-	-	-	-	20,000	100.0%
01-57-54210-390	ENGINEERING-MISC ENG SERVICES	2,390	9,071	80,000	2,500	10,000	400.0%
01-57-54210-410	ENGINEERING-TRAINING/CONF	867	3,590	1,550	1,500	4,000	266.7%
01-57-54210-440	ENGINEERING-DUES & FEES	246	600	2,400	700	2,400	342.9%
01-57-54210-510	ENGINEERING-PUBLICATIONS	182	911	2,500	1,000	1,000	100.0%
01-57-54210-780	ENGINEERING - W/C INSURANCE	-	-	-	-	1,875	100.0%
	SUBTOTAL OTHER	13,200	22,424	102,450	15,500	50,575	326.3%
	<b>TOTAL EXPENDITURES</b>	<b>331,108</b>	<b>318,200</b>	<b>365,850</b>	<b>323,625</b>	<b>352,405</b>	<b>108.9%</b>

## 2025 Budget

### Building Inspection

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#### DEPARTMENT/DIVISION DESCRIPTION

The Division of Permits and Inspections issues all permits for and inspects all work required, under the provisions of the electrical, plumbing and building codes of the City. This division is supervised by the Director of Inspection and Zoning Code Enforcement Officer who shall supervise the electrical, plumbing and building inspectors, under the direction of the City Administrator.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Inspection & Zoning Manager	1.00	1.00	1.00
Administrative Assistant	0.60	0.60	1.00
<b>Total</b>	<b>1.60</b>	<b>1.60</b>	<b>2.00</b>

#### PROGRAMS & SERVICE LINES

- Reviews plans and issues all construction-related permits.
- Manages the collection of permits fees and impact fees.
- Inspects and enforces local, state, and national construction codes throughout the city.
- Inspects and enforces local property maintenance codes throughout the city.
- Investigates and responds to resident's complaints as they arise.
- Schedules and conducts annual liquor license inspections throughout the city.
- Provides information to residents, contractors, and designers as needed.

#### 2024 ACHIEVEMENTS

- January through July 2024, Building Inspection issued 587 permits and collected fees of \$150,547.
- January through July 2024, Building Inspection issued permits for the construction of 18 new residential living units (1 & 2 family, multifamily) and 3 new commercial units.
- Researched new permit software that would be used to issue and track permits online.

## 2025 Budget

### Building Inspection

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#### 2025 GOALS

- To oversee and assist in the installation of new permitting and inspection software.
- To provide the ability for contractors and citizens to obtain certain permits online.
- To begin replacing “paper” permits with “digital” permits.

#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

The 2025 initiative for a new permitting and Inspections software system will add \$9,800 per year to the Inspections budget. This includes the enhanced online capabilities for online permit application, payments, and electronic permit review and issuance.

#### DEPARTMENT PERFORMANCE GOALS

**Goal Description:** Continue to provide strong service by performing building inspections within 24 hours of receipt of a request.

**How It Is Being Measured:** The Building Inspector's schedule will track the timing of responses.

**Goal Description:** Respond to 90 percent of complaints within four business days.

**How It Is Being Measured:** A Building Inspection Excel spreadsheet document along with the Building Inspector's schedule will track the timing of responses.

**Goal Description:** Update and add information on the city website to improve external communication related to basic permit information and frequently asked questions (FAQ's) and reduce the number of incoming phone calls.

**How It Is Being Measured:** The Building Inspection Office will monitor the number of incoming phone calls and people who mention information contained on the city website.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### INSPECTIONS

				PROJECTED	BUDGET	PROPOSED	Budget % Change
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
01-57-43510-000	BUILDING PERMITS	(117,731)	(131,091)	(132,000)	(135,000)	(150,000)	111.1%
01-57-43520-000	ELECTRICAL PERMITS	(32,522)	(24,056)	(22,000)	(32,000)	(25,000)	78.1%
01-57-43530-000	PLUMBING PERMITS	(26,485)	(26,224)	(22,000)	(30,000)	(25,000)	83.3%
01-57-43540-000	STREET OPENING PERMITS	(19,500)	(28,800)	(30,000)	(30,000)	(35,000)	116.7%
01-57-47000-001	INSPECTION-MISC REVENUE	(324)	(401)	-	-	-	100.0%
01-57-47000-002	SALE OF EQUIPMENT	(24,126)	-	-	-	-	100.0%
	<b>TOTAL INSPECTION REVENUES</b>	<b>(220,687)</b>	<b>(210,571)</b>	<b>(206,000)</b>	<b>(227,000)</b>	<b>(235,000)</b>	<b>103.5%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	130,445	112,223	111,160	114,950	127,875	111.2%
	SUBTOTAL BENEFITS	49,022	30,874	33,950	34,495	36,910	107.0%
01-57-52410-370	INSPECTIONS-SUPPLIES	2,490	2,272	3,600	3,600	3,600	100.0%
01-57-52410-380	INSPECTIONS-OUTSIDE SERV	-	-	-	-	-	100.0%
01-57-52410-390	INSPECTIONS-MISC	-	-	1,050	1,050	1,050	100.0%
01-57-52410-410	INSPECTIONS-TRAINING/MILEAGE	-	-	600	2,200	2,000	90.9%
01-57-52410-720	INSPECTIONS-SOFTWARE	-	-		-	9,800	100.0%
01-57-52410-780	INSPECTIONS - W/C INSURANCE	-	-		-	2,850	100.0%
	<b>SUBTOTAL OTHER</b>	<b>2,490</b>	<b>2,272</b>	<b>5,250</b>	<b>6,850</b>	<b>19,300</b>	<b>281.8%</b>
	<b>TOTAL EXPENDITURES</b>	<b>181,958</b>	<b>145,370</b>	<b>150,360</b>	<b>156,295</b>	<b>184,085</b>	<b>117.8%</b>



## 2025 Budget

### Police

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#### DEPARTMENT/DIVISION DESCRIPTION

The Police Department serves to enhance the quality of life in our city by working in partnership with the community, to protect and serve the community's quest for a peaceful and safe existence, with democratic values applied equally to all citizens.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Police Chief	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00
Police Officer	14.00	14.00	14.00
Executive Assistant	1.00	1.00	1.00
Record Clerk Manager	1.00	1.00	1.00
Record Clerk	3.00	3.00	3.00
Maintenance Technician	0.50	0.50	1.00
<b>Total</b>	<b>25.50</b>	<b>25.50</b>	<b>26.00</b>

#### PROGRAMS & SERVICE LINES

The Police Department provides high-quality law enforcement services:

- Responding to requests from the community.
- Informing and educating the community of crime prevention strategies.
- Promoting safe vehicular and pedestrian travel.
- Cooperating with other public service agencies to enhance the effectiveness of service delivery.
- Prioritizing resource allocations to accomplish our mission based on the needs of the city.

## 2025 Budget

### Police

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#### 2024 ACHIEVEMENTS

- Implemented a new Citizens' Police Academy. We had 6 citizens participating, ranging in age from 17 – 59. The post survey provided very positive feedback.
- Revamped our hiring process for police officer, specifically to hire current certified officers. Recruited and hired an officer with years of experience, bringing our officer up to our authorized strength.
- Lieutenant Jerry Nye completed the six-week course with the Wisconsin Command College, becoming a certified Public Manager.
- Implemented our drone program by purchasing a DJI Mavic 3 Thermal Drone, as well as completed officer training.
- Completed part of our reorganization of staff by transferring a lieutenant from patrol supervision to Detective Lieutenant. Additional training he will be receiving in 2024 include Death Investigation School, Basic Crime Scene Technician, and International Crimes Against Children (ICAC).
- Replaced and outfitted two (2) squads ordered back in 2022. Taking delivery on two (2) more squads ordered for 2024.
- Participated in many community events including our Bike Rodeo, National Night Out and our Open House.

## 2025 Budget

### Police

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#### 2025 GOALS

- Replace two (2) of our aging police bicycles with Recon Police Power Bikes (e-Bikes).  
Benefits include:
  - Patrol a larger area
  - Maneuver through tight areas/crowds
  - Faster response time
  - Officers less fatigued when arriving on scene
- Promote officer to lieutenant position to supervise our third shift
- Receive re-accreditation of our agency through Wisconsin Law Enforcement Accreditation Group (WILEAG)
- Host 2025 Ozaukee County National Night Out in Downtown Port Washington

#### 2024 BUDGET INITIATIVES, ISSUES & IMPACTS

- The police department budget will now separate the cleaning services contract from the repairs & maintenance budget line item. This is only a reporting change and does not have a fiscal impact.
- Police maintenance contract cost will increase due to the addition of a new ongoing service contract with Axon for the departments body camera and Taser equipment. This should reduce costs for maintenance and equipment replacement and should be relatively budget neutral overall.
- Workers compensation insurance costs are now reported by department in 2025. Overall, costs are currently projected to increase by about 40% city wide due to increased rates.

## 2025 Budget

### Police

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#### DEPARTMENT PERFORMANCE GOALS

**Goal Description:** Receive Accreditation through Wisconsin Law Enforcement Accreditation Group (WILEAG)

**How it is being measured:**

- WILEAG Board grants reaccreditation for 3 years
- Positive comments from the WILEAG assessors regarding Port Washington Police Department policies and preparedness

**Goal Description:** Host 2025 National Night Out

**How is it being measured:**

- Attendance
- Positive comments from other agencies attending as well as citizens

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### POLICE DEPARTMENT

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
01-60-42540-100	STATE GRANT- DOJ TRAINING	(2,720)	(2,720)	-	-	-	100.0%
01-60-42590-000	SCHOOL DISTRICT-RESOURCE OFFIC	(68,228)	(68,228)	(70,275)	(70,275)	(60,575)	86.2%
01-60-43610-000	REV-MUNICIPAL COURT FINES/PEN	(56,533)	(37,619)	(45,000)	(60,000)	(50,000)	83.3%
01-60-43610-001	REV-MUNI CT FINES/PEN-SDC COLL	(2,630)	(4,360)	(3,500)	(5,000)	(5,000)	100.0%
01-60-43620-000	PARKING VIOLATIONS	(26,230)	(28,868)	(32,000)	(32,000)	(32,000)	100.0%
01-60-43630-000	SHERIFF PROPANE SALES	(7,859)	(8,149)	(8,360)	(10,000)	(10,000)	100.0%
01-60-44210-000	POLICE DEPT FEES	(4,961)	(4,664)	(3,000)	(3,000)	(3,000)	100.0%
01-60-44210-001	POLICE DEPT - LICENSE RENEWAL	(1,762)	(3,298)	-	(1,500)	0	0.0%
01-60-44210-200	POLICE DEPT-MISCELLANEOUS	(30,963)	(12,729)	(2,000)	(500)	(1,000)	200.0%
01-60-44220-200	POLICE DEPT-DONATIONS	(3,577)	(4,296)	(7,500)	-	-	100.0%
	<b>TOTAL POLICE REVENUES</b>	<b>(205,461)</b>	<b>(174,930)</b>	<b>(171,635)</b>	<b>(182,275)</b>	<b>(161,575)</b>	<b>60.7%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	2,396,025	2,295,355	2,228,600	2,205,760	2,310,700	104.8%
	SUBTOTAL BENEFITS	925,763	946,928	900,050	904,625	897,855	99.3%
01-60-52100-310	POLICE - ELECTRICITY	26,199	24,325	25,000	26,000	26,000	100.0%
01-60-52100-320	POLICE - GAS HEATING	10,278	7,582	9,000	10,000	9,000	90.0%
01-60-52100-330	POLICE - WATER	2,836	3,784	3,600	5,000	4,000	80.0%
01-60-52100-340	POLICE - TELEPHONE	35,436	30,873	31,500	33,000	33,000	100.0%
	SUBTOTAL UTILITIES	74,749	66,564	69,100	74,000	72,000	97.3%
01-60-52100-350	POLICE - GASOLINE	15,079	11,988	11,500	12,000	12,000	100.0%
01-60-52100-355	POLICE - PROPANE	28,708	24,746	25,000	21,000	25,000	119.0%
	SUBTOTAL FUEL	43,787	36,734	36,500	33,000	37,000	112.1%

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### POLICE DEPARTMENT

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
01-60-52100-360	POLICE - REPAIRS & MAINTENANCE	27,677	49,899	24,000	25,000	13,000	52.0%
01-60-52100-380	POLICE - CLEANING CONTRACTORS	1,689	1,970	1,700	2,000	15,000	750.0%
01-60-52100-550	POLICE - VEHICLE MAINTENANCE	18,771	31,106	34,000	20,000	20,000	100.0%
01-60-52100-560	POLICE - MAINTENANCE CONTRACTS	6,769	10,130	40,000	50,000	58,500	117.0%
01-60-52100-570	POLICE - COMMUNICATION EQ.REP.	6,496	728	6,000	15,300	3,000	19.6%
	SUBTOTAL MAINTENANCE	61,402	93,832	105,700	112,300	109,500	97.5%
01-60-51121-440	POLICE & FIRE COMM - FEES	5,425	4,560	2,000	4,000	2,000	50.0%
01-60-52100-370	POLICE - SUPPLIES	29,107	26,030	18,000	20,200	17,000	84.2%
01-60-52100-390	POLICE - MISCELLANEOUS	4,408	1,314	2,500	5,000	5,000	100.0%
01-60-52100-400	POLICE - INVESTIGATION	926	927	1,150	1,000	1,000	100.0%
01-60-52100-410	POLICE - TRAINING / TRAVEL	23,497	14,725	16,000	17,000	17,000	100.0%
01-60-52100-420	POLICE - CLOTHING	22,678	39,318	16,000	25,000	25,000	100.0%
01-60-52100-440	POLICE - MEMBERSHIP DUES	11,975	7,962	6,500	5,000	2,000	40.0%
01-60-52100-510	POLICE - PUBLICATIONS/SUBSCR	621	1,620	750	800	800	100.0%
01-60-52100-580	POLICE - OFFICER EQUIPMENT	1,875	7,855	15,048	15,000	15,000	100.0%
01-60-52100-700	POLICE - COMPUTER EXPENSES	17,736	9,643	18,500	18,000	16,000	88.9%
01-60-52100-750	POLICE - ANIMAL CONTROL	5,985	3,683	5,000	7,000	5,000	71.4%
01-60-52100-780	POLICE - W/C INSURANCE	-	-	-	-	56,250	100.0%
	SUBTOTAL OTHER	124,231	117,635	101,448	118,000	162,050	137.3%
	SUBTOTAL CROSSING GUARDS	36,148	29,485	38,750	47,650	47,005	98.6%
	TOTAL EXPENDITURES	3,662,105	3,586,533	3,480,148	3,495,335	3,636,110	104.0%

## 2025 Budget

### Fire / EMS

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#### DEPARTMENT/DIVISION DESCRIPTION

The Port Washington Fire Department is committed to protecting the lives and property of our citizens and visitors from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions. The Port Washington Fire Department strives to be a department where genuine commitment to quality is clearly shown in our product, our work environment, and our customers. Since 1852, our values of honesty, integrity, and trust have been the cornerstone of our department that we extend to our community, our visitors, and our personnel.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Fire Chief	1.00	1.00	1.00
Deputy Chief/EMS Service Director	1.00	1.00	1.00
Firefighter/Paramedic	3.00	9.00	9.00
Administrative Assistant	0.60	0.60	1.00
<b>Total</b>	<b>5.60</b>	<b>11.60</b>	<b>12.00</b>

#### PROGRAMS & SERVICE LINES

##### FIRE SERVICES

- Response to and mitigation of the dangers of fire and hazardous materials in the City and Town of Port Washington.
- Response to many types of rescues, including both surface and sub-surface water/ice, bluff, uneven ground or low angle, high angle, confined space, and trench.
- Fire prevention, inspection, and investigation.
- Public Fire Education.
- Provide mutual aid to neighboring departments per Mutual Aid Box Alarm System (MABAS) Wisconsin Policies.

## 2025 Budget

### Fire / EMS

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#### EMS SERVICES

- Emergency medical responses in the City and Town of Port Washington and a portion of the Town of Belgium.
- Paramedic intercepts with any Emergency Medical Services (EMS) agency that requests a paramedic.
- Provide mutual aid to neighboring departments per MABAS Wisconsin Policies.
- Provide personnel trained as a Rescue Task Force to assist police agencies during an active shooter event.
- Stop the Bleed and Hands-Only Cardiopulmonary Resuscitation (CPR) classes for the public.

#### 2024 ACHIEVEMENTS

- Staffing has unquestionably been the department's most significant challenge in recent years. Rising call volumes, decreasing volunteerism, and the rigorous demands of fire and EMS education have made it increasingly difficult to recruit and retain qualified personnel. Faced with this critical shortage, the department urgently needed additional full-time staff to support its dedicated part-time team. In April, the community voted in favor of a referendum to fund six new full-time fire/EMS positions and retain the three full-time staff members supported by American Rescue Plan Act (ARPA) grants.
- Responding to calls on Lake Michigan has presented the department with a unique set of challenges. Although the department had a well-equipped dive team, rescue divers were not typically trained for surface rescues in hazardous surf conditions. With the introduction of a surface water rescue team, the department has significantly enhanced its capabilities. This specialized team is trained to handle a range of situations, including rescuing victims pulled into open water by strong currents, searching for individuals who have fallen from the break wall, and rescuing those trapped in swift water or flood conditions. The addition of this team has greatly increased the safety of visitors to the Port Washington lakeshore, providing a critical boost to the department's overall water rescue operations. This program was implemented through secondary funding sources and community donations.
- Drones have become a pivotal tool for first responders, significantly enhancing situational awareness at emergency scenes. These advanced systems have demonstrated exceptional effectiveness in search and rescue operations, enabling the rapid and efficient surveying of extensive areas with minimal personnel. By leveraging thermal imaging technology, drones can detect heat signatures from hundreds of feet above,



## 2025 Budget

### Fire / EMS

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providing critical information that might otherwise be missed. In 2024, the department successfully implemented its drone response team, marking a major advancement in emergency response capabilities. The team's swift deployment and precise data collection have proven invaluable, transforming their role into an essential component of the response strategy and greatly improving outcomes in high-stakes situations. This program was implemented through secondary funding sources and community donations.

- The department underwent a thorough reorganization of its command structure to improve efficiency and ensure more effective delegation of responsibilities. This reorganization clarified leadership roles and responsibilities at every level, aligning task assignments with best practices for span of control. Now, each department function or specialized team has a designated officer responsible for coordinating training, orientation, and equipment needs/repairs. By refining the command structure, our goal was to establish a more streamlined and responsive chain of command, enhancing oversight, accountability, and coordination across all units within the department.
- In 2024, the department conducted fire inspections on all 627 inspectable properties, far eclipsing the typical “substantial compliance” standard of 75%. These inspections are a critical element of the community’s fire prevention strategy, ensuring that fire detection systems are functioning correctly and that buildings adhere to state fire codes. This thorough implementation highlights the critical role of these inspections in preventing fires and ensuring community safety.

### 2025 GOALS

- Successfully hire and retain the six full-time Firefighter/Paramedic positions funded by the 2024 staffing referendum.
- Revise the department’s Standard Operating Guidelines to more effectively address the operational and administrative needs of a combination (full- and part-time) department.
- Increase full- and part-time member participation in special operation teams, including surface water rescue, active shooter response, bluff/technical rescue, and drone response.
- Introduce a unified software platform for fire and patient care reporting, fire inspections, scheduling, and personnel management to enhance overall efficiency.
- Create a comprehensive department-wide orientation program that effectively integrates training for fire, EMS, driver/operator roles, dive/rescue, and special operations.

## 2025 Budget

### Fire / EMS

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#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

In 2024, with the approval of the levy limit referendum, funding for the department was approved to increase by \$1,175,000. The vast majority of these costs will impact the departments wage and benefit line items within each division. However, there are also additional costs for training, supplies, clothing and other items as well. In addition, the city will fund up to \$50,000 for fire turn-out gear for the influx of new employees out of the capital budget. Workers compensation costs are now also reported at the department level in 2025. For the fire department, this represents over a 500% increase in those costs.

#### DEPARTMENT PERFORMANCE GOALS

**Successfully hire and retain the six full-time Firefighter/Paramedic positions funded by the 2024 staffing referendum.**

Description: In order to provide the expected service to the community, the department must successfully hire and retain the six full-time Firefighter/Paramedic positions funded by the 2024 staffing referendum. This effort involves not only recruiting qualified internal and external candidates with the necessary skills and certifications for both Firefighter/Paramedic and officer roles, but also ensuring a comprehensive onboarding process that integrates these new hires seamlessly into the department.

How It's Measured: For the department to be truly successful, it must not only hire additional staff but also effectively retain both new and existing Firefighter/Paramedics in a competitive hiring environment, especially in light of the success of recent staffing referendums in the area. To retain newly hired Firefighter/Paramedics in a combination fire department, the department must create a cohesive and supportive environment that integrates full-time and paid-on-call fire staff. This involves fostering strong teamwork and communication through joint training, regular meetings, and collaborative emergency responses. Additionally, the department will establish clear pathways for career advancement and professional development for both full- and part-time staff to sustain motivation, uphold its culture, and enhance engagement.

## 2025 Budget

### Fire / EMS

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**Revise the department's Standard Operating Guidelines to more effectively address the operational and administrative needs of a combination (full- and part-time) department.**

Description: To better address the operational and administrative needs of a combination (full-time and part-time) department, the department will revise its Standard Operating Guidelines (SOGs). This process will involve close collaboration with Human Resources to align with municipal policies. It will also include working closely with other local departments to enhance collaboration and streamline operations on emergency scenes. The department will ensure compliance with NFPA standards to maintain safety and effectiveness. By sharing best practices and insights, the department aims to improve coordination and efficiency, ensuring that both full-time and part-time staff operate seamlessly together during critical situations.

How It's Measured: Completing this project will be a significant undertaking due to the scope and complexity of the document, with the last major update having occurred in 2016. The department will begin by updating the administrative sections to ensure that work rules and managerial policy for both full-time and part-time staff meet the expectations of Human Resources and the Police and Fire Commission. Department officers, with support from command staff, will draft guidelines in their areas of expertise. The revised document will then be reviewed by department personnel and the Police and Fire Commission before receiving final approval and adoption.

**Increase full- and part-time member participation in special operation teams, including surface water rescue, active shooter response, bluff/technical rescue, and drone response.**

Description: Special operation teams are a vital part of an "all-hazards" fire department. The department currently offers specialized programs in surface water rescue, active shooter response, bluff/technical rescue, and drone response. These teams play a critical role in managing a variety of unconventional emergencies, both within the city and in collaboration with mutual aid partners. However, they require additional training beyond regular firefighting education, which can occasionally make it challenging to find participants. To ensure these teams are available and effective when needed, it is essential to have a sufficient number of well-trained personnel, incorporating both full-time and part-time staff.

How It's Measured: Given the extensive training required for each program, the department will aim to add at least 3-5 fully trained members per discipline. This will involve conducting additional courses for water rescue and active shooter response, increasing in-house training for bluff/technical rescue, and ensuring members complete their FAA remote pilot licensure for drone response. Additionally, we will implement ongoing continuing education to keep already trained personnel current with best practices. This strategy is intended to guarantee that there are always sufficient responders and resources available when needed.

## 2025 Budget

### Fire / EMS

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**Introduce a unified software platform for fire and patient care reporting, fire inspections, scheduling, and personnel management to enhance overall efficiency.**

Description: To enhance overall efficiency, the department will implement the ImageTrend software platform, which provides a unified solution for fire and patient care reporting, fire inspections, scheduling, and personnel management. Currently, these tasks are handled by four separate software programs. Although the department is already familiar with ImageTrend for patient care reporting, the full suite of ImageTrend products will consolidate all these functions into a single system. This integration will reduce redundant tasks and significantly improve operational effectiveness across the department.

How It's Measured: The aim is to have patient care records and fire reports fully transitioned and operational by the end of the first quarter of 2025. The ambitious timeline will necessitate back-end development work within the department, but it is achievable due to the personnel's familiarity with the current program. This will be followed by the adoption of new scheduling software designed to meet the needs of a combination fire department. The mobile inspection software will be integrated in the second quarter, just in time for the spring fire inspection season.

**Create a comprehensive department-wide orientation program that effectively integrates training for fire, EMS, driver/operator roles, dive/rescue, and special operations.**

Description: It is essential to develop a comprehensive, department-wide orientation process that integrates training for fire, EMS, driver/operator roles, dive/rescue, and special operations. This program will provide a consistent administrative orientation to review department and human resource requirements, followed by task-specific components tailored to each specialty. This approach will ensure thorough and consistent training across the department, providing new members with a clear understanding of requirements and expectations from the start and equipping them with the tools they need to succeed.

How It's Measured: Using the current fire and EMS orientation programs as a foundation, the department will consolidate these separate processes into a single, unified program. To measure its success, the department will monitor improvements in retention rates and collect feedback from both full-time and part-time staff.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### FIRE DEPARTMENT

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
01-70-42230-000	FIRE INSURANCE TAX FROM STATE	(55,778)	(64,715)	(72,639)	(65,000)	(75,000)	115.4%
01-70-44220-000	FIRE DEPT-TOWN FEES	(127,863)	(138,229)	(117,000)	(140,000)	(176,640)	126.2%
01-70-44220-100	FIRE DEPT-MISC REVENUE	(9,689)	-	-	-	-	100.0%
	<b>TOTAL FIRE REVENUES</b>	<b>(193,330)</b>	<b>(202,944)</b>	<b>(189,639)</b>	<b>(205,000)</b>	<b>(251,640)</b>	<b>122.8%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	276,227	252,419	291,000	277,885	574,740	206.8%
	SUBTOTAL BENEFITS	60,476	78,523	64,500	65,665	193,090	294.1%
	SUBTOTAL UTILITIES	12,656	15,922	15,790	14,000	16,300	116.4%
01-70-52300-350	FIRE DEPT-GASOLINE	2,950	3,481	4,500	3,500	5,000	142.9%
01-70-52300-690	FIRE DEPT-DIESEL FUEL	5,429	4,702	4,000	6,500	6,500	100.0%
	<b>SUBTOTAL FUEL</b>	<b>8,380</b>	<b>8,183</b>	<b>8,500</b>	<b>10,000</b>	<b>11,500</b>	<b>115.0%</b>
01-70-52300-360	FIRE DEPT-EQUIP.MAINTENANCE	14,427	14,456	15,500	15,500	16,500	106.5%
01-70-52300-370	FIRE DEPT-SUPPLIES	998	2,329	2,612	2,000	2,500	125.0%
01-70-52300-390	FIRE DEPT-MISC OPERATING EXP	6,693	6,560	6,000	6,000	6,250	104.2%
01-70-52300-410	FIRE DEPT-TRAINING/SCHOOL	2,065	1,974	2,000	2,000	4,000	200.0%
01-70-52300-420	FIRE DEPT-CLOTHING	6,141	7,869	5,500	5,500	8,000	145.5%
01-70-52300-430	FIRE DEPT-TRAVEL EXPENSE	710	1,699	2,500	2,000	3,000	150.0%
01-70-52300-440	FIRE DEPT-DUES & FEES	826	793	1,350	1,350	1,500	111.1%
01-70-52300-550	FIRE DEPT-TRUCK MAINTENANCE	20,685	27,858	20,000	20,000	20,000	100.0%
01-70-52300-580	FIRE DEPT-OPS EQUIPMENT	8,118	8,699	20,000	20,000	20,000	100.0%
01-70-52300-620	FIRE DEPT-BUILDING MAINTENANCE	6,138	9,004	10,500	10,000	12,500	125.0%
01-70-52300-700	FIRE DEPT-COMPUTER SERVICE	3,808	5,729	4,000	4,000	4,000	100.0%
01-70-52300-720	FIRE DEPT-SOFTWARE FEES	-	-		-	2,000	100.0%
01-70-52300-730	FIRE DEPT-FIRE PREVENTION	2,179	2,587	2,000	2,000	2,000	100.0%
01-70-52300-780	FIRE DEPT - W/C INSURANCE	-	-	-	-	27,380	100.0%
	<b>SUBTOTAL OTHER</b>	<b>72,786</b>	<b>89,557</b>	<b>91,962</b>	<b>90,350</b>	<b>129,630</b>	<b>143.5%</b>
	<b>TOTAL EXPENDITURES</b>	<b>430,525</b>	<b>444,604</b>	<b>471,752</b>	<b>457,900</b>	<b>925,260</b>	<b>202.1%</b>

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### AMBULANCE - EMS

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
01-75-42330-000	AMBULANCE GRANT - OTHER	(50,509)	(23,169)	(9,709)	-	-	100.0%
01-75-42340-000	GRANT-ARPA	(12,195)	(3,791)	-	-	-	100.0%
01-75-43529-000	AMBULANCE - STATE GRANTS	-	(50,863)	-	-	-	100.0%
01-75-44230-110	REVENUE-ANDRES/EMS COLLECTIONS	(535,151)	(618,015)	(625,000)	(600,000)	(700,000)	116.7%
01-75-44230-130	AMB TRANSPORT FEES-TOWN PW	(6,600)	(5,700)	(7,000)	(5,000)	(10,000)	200.0%
01-75-44230-140	AMB TRANSPORT FEES-TOWN BELG	(3,150)	(4,350)	(3,000)	(3,000)		100.0%
01-75-44230-150	AMB TRANSPORT FEES-VILL BELG	-	(450)	(750)	(300)		100.0%
01-75-44230-200	AMBULANCE-MISC REVENUE	(1,359)	-	(500)	(2,500)	(1,000)	40.0%
	<b>TOTAL EMS REVENUES</b>	<b>(608,964)</b>	<b>(706,338)</b>	<b>(645,959)</b>	<b>(610,800)</b>	<b>(711,000)</b>	<b>116.4%</b>

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### AMBULANCE - EMS

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	305,787	273,605	290,000	211,860	751,750	354.8%
	SUBTOTAL BENEFITS	41,610	49,672	71,520	50,065	296,845	592.9%
01-75-52550-310	AMBULANCE-ELECTRICTY	2,950	3,553	3,600	3,000	4,000	133.3%
01-75-52550-320	AMBULANCE-GAS/HEAT	1,448	1,659	1,800	2,000	2,000	100.0%
01-75-52550-330	AMBULANCE-WATER & SEWER	410	668	750	800	1,000	125.0%
01-75-52550-340	AMBULANCE-TELEPHONE	2,103	1,777	1,400	2,000	2,000	100.0%
	SUBTOTAL UTILITIES	6,911	7,658	7,550	7,800	9,000	115.4%
01-75-52550-350	AMBULANCE-GASOLINE	8,866	9,788	8,900	8,500	10,000	117.6%
01-75-52550-370	AMBULANCE-SUPPLIES	41,215	39,656	36,000	36,000	45,000	125.0%
01-75-52550-380	AMBULANCE-BILLING FEES	43,748	49,991	50,000	50,000	49,000	98.0%
01-75-52550-360	AMBULANCE-REPAIRS & MAINT	8,179	3,746	7,500	7,500	8,000	106.7%
01-75-52550-390	AMBULANCE-MISCELLANEOUS	3,859	6,415	5,000	5,000	5,500	110.0%
01-75-52550-410	AMBULANCE-TRAINING	953	1,822	2,500	3,500	6,000	171.4%
01-75-52550-420	AMBULANCE-CLOTHING	1,393	4,841	3,500	3,500	8,000	228.6%
01-75-52550-440	AMBULANCE-DUES & FEES	895	726	1,750	1,000	2,000	200.0%
01-75-52550-540	AMBULANCE-POSTAGE	71	181	200	200	225	112.5%
01-75-52550-550	AMBULANCE-VEHICLE MAINT	5,231	6,607	7,500	7,500	8,500	113.3%
01-75-52550-570	AMBULANCE-COMM EQUIP MAINT	103	-	1,000	1,000	2,000	200.0%
01-75-52550-580	AMBULANCE-OPS EQUIPMENT	384	-	4,500	5,000	-	100.0%
01-75-52550-590	AMBULANCE-GRANT EXPENSES	-	81,306	7,000	-	-	100.0%
01-75-52550-720	AMBULANCE-SOFTWARE FEES	-	-	-	-	9,000	100.0%
01-75-52550-780	AMBULANCE - W/C INSURANCE	-	-	-	-	39,520	100.0%
	SUBTOTAL OTHER	114,896	205,080	135,350	128,700	192,745	149.8%
	<b>TOTAL EXPENDITURES</b>	<b>469,203</b>	<b>536,014</b>	<b>504,420</b>	<b>398,425</b>	<b>1,250,340</b>	<b>313.8%</b>

## 2025 Budget

### Streets

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#### DEPARTMENT/DIVISION DESCRIPTION

The Division of Streets directs the repair and maintenance of streets, sidewalks, sanitary and storm sewers, street lighting and traffic signals, and public places. It is also responsible for the clearing of snow, the collection of leaves and brush, and the collection of solid waste and recycling by the city's contracted hauler. The division is supervised by the Street Commissioner, who also serves as the City Weed Commissioner, under the Director of Public Works.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Streets Commissioner	0.80	0.80	1.00
Street Mechanic	0.95	1.00	1.00
Street Maintenance	6.35	7.35	10.00
<b>Total</b>	<b>8.10</b>	<b>9.15</b>	<b>12.00</b>

#### PROGRAMS & SERVICE LINES

- The Streets Division is responsible for the maintenance of road and sidewalk pavement.
- Facilitates maintenance and inspection of the City's storm sewer system and sanitary sewer collection system.
- Manages the maintenance of city-owned streetlights and traffic signals.
- The Streets Division is responsible for maintenance of signs and pavement markings.
- Plans and executes annual fall leaf pickup.
- Manages and executes the curbside brush collection program and monitors the Street Yard Collection site.
- Plans and executes snow and ice removal.
- The Streets Division assists in city festival setup and cleanup.
- Assists with maintenance at city facilities as needed.



## 2025 Budget

### Streets

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#### 2024 ACHIEVEMENTS

- The division completed cleaning one-third of the sanitary sewer mains, meeting the sewer utility's goal listed in the approved Compliance Maintenance Annual Report (CMAR).
- The division assisted with the 2024 road project by completing inspections of the storm and sanitary structures, building a new garbage coral at the end of James Drive, and replacing all the street signage on the project.
- The division assisted with this year's Paint on Port project by prepping the retaining wall on W. Jackson Street and prepping the lift station by New Port Shores. The crew also assisted with installing the mosaic pieces on the W. Jackson Street wall.
- The division milled deteriorating street segments, placing approximately 500 tons of asphalt on city streets. Combined with the crack filling, these asphalt repairs will extend the life of the roads by preventing water from penetrating the surface.
- The division crack filled 6 miles of city streets.
- The division cleaned 231 catch basins, removing 36 tons of debris. The initiative maintains compliance with the city's Municipal Separate Stormwater Permit (MS4).
- Seven of the Streets Division employees completed the Winter Maintenance Operators Program through APWA in August of 2024.
- The division repainted all parking stalls, stencils, crosswalks, center lines, fog lines, and stop bars on the arterial and collector streets, and repainted crosswalks on 50 percent of the side streets. All fog lines and center lines were contracted to the Ozaukee County Highway Department, which has the equipment to perform the job in a safer, and more efficient manner.
- The division constructed a new volleyball court in Upper Lake Park.
- At Kobach Park the streets division installed a new french drain and constructed a new asphalt path from Jefferson Street to the existing shelter. They also assisted the Parks and Forestry division with pouring a concrete extension to the patio shelter and installing a drain on the north side of the shelter.
- The division added a new asphalt path at the TJ baseball field
- The division added a new path at Bley Park from Bley Parkway to the Shelter in the park.
- The division constructed a new basketball court at Windrush Park in the Misty Ridge Subdivision.
- The division removed 185 tons of street sweepings from city streets. This initiative maintains compliance with the city's MS4 stormwater permit.

## 2025 Budget

### Streets

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#### 2025 GOALS

- The Streets Division will crack fill five miles of streets. – Crack filling is the most vital and cost-effective way to help preserve our roads and increase their life expectancy. Filling cracks in pavement helps seal the road, not allowing water into the subbase or allowing water to freeze and thaw in the cracks, causing the pavement to deteriorate.
- The Streets Division will grind and asphalt 500 tons of asphalt on city streets. – Grinding and asphaltting is part of the division's road maintenance program. The division focuses on roads that are on the second cycle of crack filling and have areas with needs beyond crack filling. This, combined with crack filling, essentially reseals the entire road. The division then focuses on areas that are potholed or are falling apart to try to improve the quality of the road until it is reconstructed.
- The Streets Division will clean one-third of the city's sanitary sewers. – This process is required by the DNR and tracked through our Geographic Information System (GIS). This process helps prevent sewer backups and maintain CMAR compliance for the Wastewater Treatment Plant.

#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- Street Lighting/Signal Electricity has been trending over the 2024 budget and the 2025 budget will reflect those trends.
- The contract with Harter's for Garbage and Recycling will experience a four percent increase in 2025.
- A separate line item for curbside recycling fees have now been added to the streets department budget. These costs were previously tracked in a separate "recycling fund". The associated revenues from the recycling special assessments will also now be reported in the general fund and will have a neutral budgetary impact.
- A budget amount of \$6,000 for Miscellaneous expenses/improvements has been added to support planting and seasonal decorations along Franklin Street.
- Workers compensation insurance costs are now reported by department in 2025. Overall, costs are currently projected to increase by about 40% city wide due to increased rates

## 2025 Budget

### Streets

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#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Crack fill five miles of city streets.

**How it is being measured:** Tracking of progress will occur within the GIS system.

**Goals Description:** Clean 50 percent of the cities catch basins.

**How it is being measured:** Tracking of progress will occur within the GIS system.

**Goals Description:** Continue to reduce salt usage by using more liquids, continuing to train employees on proper salt application, and use of the new RWIS technology.

**How it is being measured:** Tracking of progress will occur by completing snow reports that track salt and liquid usage for each storm and comparing it to previous storm events.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### STREETS DEPARTMENT

				PROJECTED	BUDGET	PROPOSED	Budget %
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
	SUBTOTAL WAGES	760,498	677,128	700,000	664,570	693,080	104.3%
	SUBTOTAL BENEFITS	332,844	285,329	325,000	310,430	273,070	88.0%
01-79-54350-370	SNOW & ICE-SUPPLIES	53,353	57,542	59,200	59,200	61,000	103.0%
01-79-54410-370	SIGNS & MARKING-SUPPLIES	26,394	24,699	30,000	30,000	30,600	102.0%
01-79-54110-370	MACHINERY & TRUCKS-SUPPLIES	84,543	103,436	88,230	88,230	90,000	102.0%
01-79-54310-370	STREET REPAIRS-SUPPLIES	65,567	68,472	67,625	67,625	75,000	110.9%
01-79-54420-310	ST LIGHTING/SIGNALS-ELECTRICTY	215,357	232,735	250,000	220,000	250,000	113.6%
01-79-54710-380	GARBAGE COLLECTIONS CONTRACT	478,312	504,660	515,000	510,000	535,000	104.9%
	SUBTOTAL MAJOR OPS	923,527	991,545	1,010,055	975,055	1,041,600	106.8%
01-79-54112-350	GAS & OIL-GASOLINE	11,407	14,794	13,500	13,500	15,000	111.1%
01-79-54112-390	GAS & OIL-MISCELLANEOUS	1,239	1,495	1,470	1,470	1,500	102.0%
01-79-54112-650	GAS & OIL-OIL	5,200	7,334	6,450	6,450	6,500	100.8%
01-79-54112-690	GAS & OIL-DIESEL	53,591	48,566	49,000	49,000	51,000	104.1%
	SUBTOTAL FUEL	71,437	72,189	70,420	70,420	74,000	105.1%
01-79-54120-310	GARAGE-ELECTRICITY	13,769	24,422	25,000	25,000	25,000	100.0%
01-79-54120-320	GARAGE-HEATING,GAS, & OIL	14,805	21,081	20,000	20,000	20,000	100.0%
01-79-54120-330	GARAGE-WATER & SEWER	3,682	4,170	4,600	6,000	5,000	83.3%
01-79-54120-340	GARAGE-TELEPHONE	9,395	8,112	7,800	10,000	8,000	80.0%
	SUBTOTAL UTILITIES	41,651	57,785	57,400	61,000	58,000	95.1%

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### STREETS DEPARTMENT

				PROJECTED	BUDGET	PROPOSED	Budget %
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	Change
01-79-54120-360	GARAGE-REPAIRS & MAINTENANCE	7,892	10,785	12,500	7,275	9,000	123.7%
01-79-54120-370	GARAGE-SUPPLIES	4,496	6,677	6,000	5,500	6,500	118.2%
01-79-54220-750	STREET COMMISSIONER-CONFERENCE	-	500	500	500	1,000	200.0%
01-79-54420-360	ST LIGHTING/SIGNALS-REPAIRS	10,636	7,275	6,525	6,525	6,525	100.0%
01-79-54420-370	ST LIGHTING/SIGNALS-SUPPLIES	(1,070)	2,186	2,080	2,080	2,080	100.0%
01-79-54430-370	TREE & BRUSH-SUPPLIES	5,619	5,882	5,300	5,300	5,500	103.8%
01-79-54430-630	TREE & BRUSH-TREES	10,209	10,150	10,150	10,150	10,150	100.0%
01-79-54450-370	STORM SEWERS-SUPPLIES	19,682	15,596	20,400	20,400	20,800	102.0%
01-79-54450-380	STORM SEWERS-CONTRACTUAL	-	1,460	4,000	4,000	-	100.0%
01-79-54711-380	YARD-BRUSH	6,500	1,500	3,000	7,000	5,000	100.0%
01-79-55340-370	CELEBRATIONS-SUPPLIES	4,330	3,279	3,611	3,430	3,500	102.0%
01-79-55340-390	CELEBRATIONS-MISCELLANEOUS	18,500	18,129	18,000	18,500	20,000	108.1%
01-79-55340-490	CELEBRATIONS-CITY BAND	5,400	6,000	6,080	5,500	6,080	110.5%
01-79-56130-370	WEED CUTTING-SUPPLIES	5,152	4,762	6,200	6,200	6,400	103.2%
01-79-56135-000	MISC EXPENSES/IMPROVEMENTS	25,999	36,317	6,200	-	6,000	100.0%
01-79-56135-610	STREETS-MISC TOOLS/EQUIP	-	-	5,000	5,000	5,000	100.0%
01-79-56135-780	STREETS - W/C INSURANCE	-	-	-	-	21,625	100.0%
	SUBTOTAL OTHER	123,344	130,500	115,546	107,360	135,160	125.9%
	TOTAL EXPENDITURES	2,253,300	2,214,475	2,278,421	2,188,835	2,274,910	103.9%

## 2025 Budget

### Senior Center

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#### DEPARTMENT/DIVISION DESCRIPTION

The Department of Senior Citizens Services is governed and supervised by the Commission on Aging. This commission shall investigate the needs of all programs for senior citizens, coordinate programs of special concern to them and prepare an annual report to the Common Council each year with statistics on the center's usage and programs and, as needed, recommendations for action to improve the quality of life for senior citizens.

The mission for the Commission on Aging: We will serve Port Washington's Seniors by leading, supporting, and providing oversight for our community. The following is the mission adopted by the Senior Center Board of Directors: To provide cost-effective programs, classes, and services to adults 55 and better. The Senior Center has been the Community Focal Point for information related to aging since 1972.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Senior Services	1.00	1.00	1.00
Administrative Assistant	0.35	0.50	1.00
Senior Center Assistant	0.15	0.15	2.00
Maintenance Technician	0.35	0.35	1.00
<b>Total</b>	1.85	2.00	5.00

#### PROGRAMS & SERVICE LINES

- Facilitating vital social connections through regular activities including cards, table games, leagues, creative arts, and special social events. Providing connections for our participants to the local and greater community with trips, tours, services, and cooperative programs.
- Providing a sense of place to maintain and improve physical and emotional wellbeing.
- Utilizing volunteers for leadership of leagues, regular activities, and support for secretarial office tasks.

## 2025 Budget

### Senior Center

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- Provide an opportunity for the stakeholder-led Board of Directors to communicate with the membership regarding City goals and directions. Maintain framework of support and communication to other local governments to facilitate participation in the Port Washington Center by their stakeholder adults 55 and better.
- Serves as the community focal point for adults 55 and better.

### 2024 ACHIEVEMENTS

- Won award for “Concert in the Park Event” at WASC.
- Entered all existing members into RecDesk Database.
- Held retirement luncheon for longtime program manager, Catherine Kiener.
- Record setting sales at Port’s Artisan Market.
- Successfully transitioned Commission on Aging to City Hall for Live Stream meetings.

### 2025 GOALS

- Recruit, Hire, and Train new Senior Center Program Manager
- Evaluate the operations and programming of the senior center to develop standard operating procedures.
- Complete process of online registration for members in partnership with the Recreation Center.
- Organize facility to improve space and improve welcoming environment for members and visitors alike.

### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

The 2025 budget for wages will increase by 20% based on current staffing projections.

## 2025 Budget

### Senior Center

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#### DEPARTMENT PERFORMANCE GOALS

**Goal Description:** Recruit, hire, and train a new senior program manager.

**How it is being Measured:** The hiring and training of a qualified individual will bring an increase level of communication and reflect in the growth of programming and membership.

**Goal Description:** Evaluating the operations and programming.

**How it is being Measured:** Evaluation will result in changes which should lead to higher program numbers and improved program sustainability which should ultimately result in new and increase revenue for the department.

**Goal Description:** Provide online registration.

**How it is being Measured:** Online registration will increase the ability to communicate program and service offerings resulting in increased participation within the community.

**Goal Description:** Organization of the senior center

**How it is being Measured:** Increased efficiency by freeing up staff time to perform tasks allowing them to focus on programming and service opportunities. Ultimately this should result in increased membership and program participation.



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### SENIOR CENTER

		PROJECTED			BUDGET	PROPOSED	Budget %
		12/31/22	12/31/23	2024	12/31/24	2025	Change
REVENUES							2024-2025
01-90-44619-000	SENIOR CITIZENS-LOCAL MEMBER	(9,309)	(11,154)	(7,465)	(11,000)	(8,000)	72.7%
01-90-44619-100	SENIOR CITIZENS-OTHER MEMBER	-	(500)	(4,999)	(500)	(4,000)	800.0%
01-90-44620-000	SENIOR CENTER-CLASS REVENUE	(11,786)	(8,391)	(8,000)	(8,000)	(8,000)	100.0%
01-90-44621-000	SENIOR CENTER-TRIP REVENUE	(37,973)	(43,737)	(31,322)	(40,000)	(36,000)	90.0%
01-90-44622-000	SENIOR CENTER-EVENT REVENUE	(6,931)	(11,735)	(9,420)	(9,000)	(5,000)	55.6%
01-90-44623-000	SENIOR CENTER-SPONSOR REVENUE	(1,925)	(3,035)	(2,115)	(3,000)	(2,000)	66.7%
01-90-44624-000	SENIOR CENTER-DONATIONS	(1,165)	(2,204)	(500)	(500)	(500)	100.0%
01-90-44625-000	SENIOR CENTER-ADMIN & OPERATIO	(3,539)	(3,459)	(700)	(3,000)	(1,000)	33.3%
01-90-47000-000	SENIOR CENTER-MISC. REVENUE	(16,176)	(13,130)	(9,330)	(13,000)	(20,000)	153.8%
	<b>TOTAL REVENUES</b>	<b>(88,803)</b>	<b>(97,346)</b>	<b>(73,851)</b>	<b>(88,000)</b>	<b>(84,500)</b>	<b>96.0%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	83,828	87,983	110,000	90,250	103,450	114.6%
	SUBTOTAL BENEFITS	35,511	34,710	29,350	30,685	31,015	101.1%
01-90-55130-310	SENIOR CITIZENS-ELECTRICITY	4,938	5,036	5,200	5,000	5,500	100.0%
01-90-55130-320	SENIOR CITIZENS-GAS HEATING	4,562	4,076	4,000	4,000	4,500	100.0%
01-90-55130-330	SENIOR CITIZENS-WATER	540	826	800	750	800	106.7%
01-90-55130-340	SENIOR CITIZENS-TELEPHONE	4,183	4,774	3,500	3,500	3,500	100.0%
	<b>SUBTOTAL UTILITIES</b>	<b>14,223</b>	<b>14,713</b>	<b>13,500</b>	<b>13,250</b>	<b>14,300</b>	<b>107.9%</b>
01-90-55130-800	SENIOR CITIZENS-CLASSES	8,395	8,539	7,800	6,000	8,000	133.3%
01-90-55130-850	SENIOR CITIZENS-TRIPS	40,825	42,778	30,000	38,000	36,000	94.7%
01-90-55130-855	SENIOR CITIZENS-EVENTS	11,282	19,680	17,000	16,000	15,000	93.8%
	<b>SUBTOTAL ACTIVITIES</b>	<b>60,503</b>	<b>70,998</b>	<b>54,800</b>	<b>60,000</b>	<b>59,000</b>	<b>98.3%</b>
01-90-55130-370	SENIOR CITIZENS-SUPPLIES	8,385	8,961	7,500	10,000	8,000	80.0%
01-90-55130-380	SENIOR CITIZENS-COPIER	3,966	3,196	6,000	4,000	5,000	125.0%
01-90-55130-390	SENIOR CITIZENS-MISCELLANEOUS	4,031	3,367	3,000	3,000	3,000	100.0%
01-90-55130-540	SENIOR CITIZENS-POSTAGE	3,507	3,881	2,400	3,000	3,000	100.0%
01-90-55130-620	SENIOR CITIZENS-BLDG MAINT	7,010	7,389	6,000	6,500	5,000	76.9%
01-90-55130-750	SENIOR CITIZENS-CONFERENCES	442	1,545	1,500	1,500	1,500	100.0%
	<b>SUBTOTAL OTHER</b>	<b>27,341</b>	<b>28,339</b>	<b>26,400</b>	<b>28,000</b>	<b>25,500</b>	<b>91.1%</b>
	<b>TOTAL EXPENDITURES</b>	<b>221,406</b>	<b>236,744</b>	<b>234,050</b>	<b>222,185</b>	<b>233,265</b>	<b>105.0%</b>

## 2025 Budget

### Recreation

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#### DEPARTMENT/DIVISION DESCRIPTION

The Recreation Department consists of the Recreation Director, Program Manager, Administrative Assistant and a variety of part-time and seasonal employees. The Recreation Department shall perform all duties related to recreational programming. Programming run by the Recreation Department takes place within the Recreation Center, Pirate's Hollow Water Park, and various city park locations.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Parks, Recreation, & Forestry	1.00	0.30	1.00
Recreation Program Manager	1.00	1.00	1.00
Administrative Assistant	0.90	1.00	1.00
<b>Total</b>	<b>2.90</b>	<b>2.30</b>	<b>3.00</b>

#### PROGRAMS & SERVICE LINES

- The Recreation Director's programs and service lines include the following items which are listed below.
  - Parks and Recreation Commission Board business.
  - Expansion and growth of partnerships with community groups and businesses.
  - Collaborate with Parks and Forestry Superintendent for planning and development of parks.
  - Strategic Planning.
  - Management of Pirate's Hollow Waterpark.
- The Program Manager's programs and service lines include the following items which are listed below.
  - Development and implementation of youth programming and special events.
  - Marketing and Social Media management.
  - Special Events planning and management.

## 2025 Budget

### Recreation

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- The Administrative Assistant 's programs and service lines include the following items which are listed below.
  - Recreation Department software management for programs and facilities.
  - Managing program registrations.
  - Providing for customer service needs to the participants and partners.
  - Managing facility reservations.

### 2024 ACHIEVEMENTS

- Executed our first season of Recreational Baseball with 4 levels baseball from ages 3 years old – 10 years old. Saw an increase in numbers from previous seasons with PWYBS.
- Worked with staff to expand our theater program for the third consecutive year by adding a teen theatre production scheduled to take place in November. This will complement our growing theater program which includes Rising Stars, Youth Theatre, Summer Theatre Camp, Summer Theatre, and now Teen Theatre.
- Continued to build relationships with outside organizations. In 2024 we initiated conversations with Port Buccaneers about how to build our relationship for better collaboration and build success in a mutually beneficial way. We increased communication with the School District to modernize existing agreements and develop a better understanding of how we can work together and use one another as resources for the community. An example of this is our summer theatre camp partnership with summer school in 2024.
- Pirates Hollow Community Water Park repairs were completed, and operation ran with no signs of leaking. This allows us to operate with lower operational expenses such as utilities and chemical usage.

### 2025 GOALS

- Continued review of Department Policies and Procedures. – Review all policies and procedures effecting public users of recreation department facilities and programs.
- Establish a relationship with Port Soccer Club. Review and update school district agreements in a way that is mutually beneficial and ultimately benefits the community. Continue to build and grow relationships with other existing groups and organizations within the community.

## 2025 Budget

### Recreation

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#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- The city supports recreation programming at a net operational cost of approximately \$300,000 per year. Approximately \$200,000 of that support is in administrative staff costs.

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Complete the addition of an online registration process.

**How it is being measured:** Completion of the project which will in turn create more opportunity for better communication and opportunities for community members to learn and register for programming. An additional measure would include overall growth of programming as registration becomes more versatile to individual needs.

**Goals Description:** Review of policy and procedures

**How it is being measured:** Complete the Standard operating procedures manual for all programs and department in general.

**Goals Description:** Building Community relationships

**How it is being measured:** Work with Port Soccer Club and the School District to open lines of communications and update agreements in place.

**Goals Description:** Recruitment, Hiring and Training of new Administrative Assistant

**How it is being measured:** Filling this position will help to rebalance workload and provide improved service to the community from the department.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### RECREATION

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
01-93-44620-000	PARK & REC-GENERAL SALES TAX	6,664	16,699	15,000	15,000	-	100.0%
01-93-44620-210	PARK & REC-REV-ADS	(1,800)	(2,700)	(2,500)	(3,500)	(3,500)	100.0%
01-93-44620-350	PARK & REC-REV-MISCELLANEOUS	(7,576)	(5,737)	(200)	(5,500)	(5,000)	90.9%
01-93-44620-400	PARK & REC-REV-SWIMMING POOL	(90,033)	(90,203)	(94,513)	(97,500)	(100,000)	102.6%
01-93-44620-450	PARK&REC-REV-CONCESSIONS	(27,263)	(20,817)	(18,375)	(27,000)	(25,000)	92.6%
01-93-44620-500	PARK & REC-REV-PLAYGROUND	(25,839)	(14,200)	(17,000)	(20,000)	(20,000)	100.0%
01-93-44620-510	PARK & REC-REV-SPORTS ACTIVITY	(5,911)	(4,800)	-	(10,000)	(15,000)	150.0%
01-93-44620-515	PARK&REC-REV-SUMMER THEATER	(28,957)	(53,089)	(59,835)	(30,000)	(60,000)	200.0%
01-93-44620-560	PARK & REC-REV-GYM/FITNESS	(87,390)	(91,280)	(95,000)	(100,000)	(100,000)	100.0%
01-93-44620-610	PARK & REC-REV-PARK RENTAL	(33,040)	(30,680)	(32,000)	(35,000)	(40,000)	114.3%
	<b>TOTAL RECREATION REVENUES</b>	<b>(301,146)</b>	<b>(296,806)</b>	<b>(304,423)</b>	<b>(313,500)</b>	<b>(368,500)</b>	<b>117.5%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	275,236	309,680	380,000	389,520	332,215	85.3%
	SUBTOTAL BENEFITS	71,807	81,352	90,000	90,410	79,580	88.0%
01-93-55230-310	SWIMMING POOL-ELECTRICITY	563	15,678	8,000	10,000	10,000	100.0%
01-93-55230-320	SWIMMING POOL-NATURAL GAS	1,333	3,593	5,000	5,000	5,000	100.0%
01-93-55230-330	SWIMMING POOL-WATER	4,617	7,979	4,000	11,000	5,000	45.5%
01-93-55230-360	SWIMMING POOL-EQUIPMENT REPAIR	14,162	8,418	12,000	13,000	13,000	100.0%
01-93-55230-370	SWIMMING POOL-SUPPLIES	9,638	6,263	7,000	7,000	7,000	100.0%
01-93-55230-380	SWIMMING POOL-CONTRACTUAL	23,309	33,414	25,000	23,000	25,000	108.7%
01-93-55230-410	SWIMMING POOL-TRAINING	1,991	1,726	2,500	3,000	4,000	133.3%
01-93-55230-580	SWIMMING POOL-EQUIPMENT	1,536	1,137	3,000	3,000	3,000	100.0%
01-93-55256-370	CONCESSIONS-SUPPLIES	19,455	13,740	15,000	17,500	15,000	85.7%
	<b>SUBTOTAL POOL</b>	<b>76,603</b>	<b>91,948</b>	<b>81,500</b>	<b>92,500</b>	<b>87,000</b>	<b>94.1%</b>

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### RECREATION

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
01-93-55310-310	REC MAINT-ELECTRICITY	23,259	7,261	2,000	13,000	2,000	15.4%
01-93-55310-320	REC MAINT-GAS FOR HEATING	19,690	3,980	3,000	4,000	4,000	100.0%
01-93-55310-330	REC MAINT-WATER	35,021	24,336	18,000	12,000	20,000	166.7%
01-93-55210-340	REC ADMIN-TELEPHONE	9,534	9,844	8,500	7,500	8,500	113.3%
	<b>SUBTOTAL UTILITIES</b>	<b>87,505</b>	<b>45,421</b>	<b>31,500</b>	<b>36,500</b>	<b>34,500</b>	<b>94.5%</b>
01-93-55210-370	REC ADMIN-SUPPLIES	1,698	536	1,400	2,000	2,000	100.0%
01-93-55210-380	REC ADMIN-CONTRACTUAL	755	3,552	2,000	1,300	1,500	115.4%
01-93-55210-390	REC ADMIN-MISCELLANEOUS OPER	9,171	7,942	7,000	7,500	7,500	100.0%
01-93-55210-410	REC ADMIN-TRAINING	3,632	3,803	3,500	4,000	4,500	112.5%
01-93-55210-510	REC ADMIN-PRINTING	4,873	6,416	6,000	6,000	6,000	100.0%
01-93-55210-540	REC ADMIN-POSTAGE	71	16	150	300	300	100.0%
01-93-55210-560	REC ADMIN-MAINT CONTRACT	9,497	4,982	4,500	5,000	5,000	100.0%
01-93-55210-580	REC ADMIN-EQUIPMENT	1,191	147	2,000	2,500	2,000	80.0%
01-93-55210-780	REC ADMIN - W/C INSURANCE	-	-	-	-	10,085	100.0%
01-93-55250-370	PLAYGROUND-SUPPLIES	6,031	2,322	1,500	3,500	3,000	85.7%
01-93-55253-370	SPORTS ACTIVITIES-SUPPLIES	4,551	3,147	500	8,000	7,500	93.8%
01-93-55255-370	SUMMER THEATER-SUPPLIES	11,931	23,357	24,000	11,000	24,000	218.2%
01-93-55255-440	SUMMER THEATER-FEES	5,833	2,170	6,000	10,000	15,000	150.0%
01-93-55260-370	GYM/FITNESS-SUPPLIES	7,850	8,068	8,000	6,000	8,500	141.7%
01-93-55260-560	GYM/FITNESS-CONTRACTS	12,225	10,798	12,000	12,000	12,000	100.0%
01-93-55280-370	SPECIAL EVENTS-SUPPLIES	5,908	2,878	3,500	4,000	3,000	75.0%
01-93-55310-360	REC MAINT-REPAIRS	1,732	918	1,000	2,000	2,000	100.0%
01-93-55310-370	REC MAINT-SUPPLIES	2,125	3,366	2,000	500	2,000	400.0%
01-93-55310-630	REC MAINT-GROUNDS MAINTENANCE	599	464	20,000	3,000	5,000	166.7%
	<b>SUBTOTAL OTHER</b>	<b>89,674</b>	<b>84,882</b>	<b>105,050</b>	<b>88,600</b>	<b>120,885</b>	<b>136.4%</b>
	<b>TOTAL EXPENDITURES</b>	<b>600,824</b>	<b>613,283</b>	<b>688,050</b>	<b>697,530</b>	<b>654,180</b>	<b>93.8%</b>

## 2025 Budget

### Parks and Forestry

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#### DEPARTMENT/DIVISION DESCRIPTION

The Parks and Forestry Division is responsible for all maintenance within the 31 city parks, two baseball fields, and two nature preserves. Parks and Forestry is also responsible for the startup and shutdown of the community waterpark. The division is responsible for lawn mowing within the parks and plant bed maintenance throughout the city. The division handles the installation of new playground equipment, installation, and maintenance of basketball courts, and maintaining existing parks equipment, bathrooms, and pavilions.

The Parks and Forestry Division is responsible for all the street and park trees. This includes clearance and structural pruning of existing trees within the parks and parkways along the streets. The division maintains the health of trees by treating for insect and diseases like Emerald Ash Borer. This also includes the removals of dead and declining trees along with the planting of replacements and new trees in new developments. The division also maintains a nursery to supplement annual tree planting.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Parks, Recreation, & Forestry	0.50	0.35	1.00
Parks & Forestry Maintenance	3.35	4.00	6.00
<b>Total</b>	3.85	4.35	7.00

#### PROGRAMS & SERVICE LINES

- The proper mowing and maintaining of all turf areas within the park system.
- Maintaining all of the 100 plus bed areas including flower planters and hanging baskets.
- Daily maintenance of the bathrooms, trash removal, pavilion upkeep, and preparation for park rentals through the summer season.
- New installation of playground equipment along with the repair and maintenance of existing equipment.
- The maintenance of all park and street trees including pruning, removals, and planting of new trees.

## 2025 Budget

### Parks and Forestry

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#### 2024 ACHIEVEMENTS

- Planted over 300 trees throughout the city within the parks and parkway areas and removed over 200 dead and dying trees.
- Clearance pruned 50 percent of the street trees overhanging the sidewalk and roadway.
- Structural pruned 15 percent of the street trees throughout the city. This is done mainly on our younger trees to develop strong central leaders and prevent major limb loss during storms.
- Restored and painted approximately 75 picnic tables, by scraping, sanding, and replacing boards as needed.
- Continued to establish a nature preserve at Birchwood Hills.
- Installed new concrete, asphalt paths and renovated the concession stand at the municipal ball field. This work was mainly done in house saving on contractor expenses.
- Completed new paths, lighting and pickleball courts at Kolbach Park. The majority of this work was done in house saving thousands of dollars in contractor expenses.
- Replaced a section of stairs on the bluff leading to North beach. This is part of an annual project replacing sections that are rotting down to the stringers. This work is all being done in house.
- Install new playground system at Whitefish Park. This will be done in house by division staff.
- Install new basketball court at Windrush Park in collaboration with the street department.

#### 2025 GOALS

- Install new natural playground system at Upper Lake Park. This will be done in house utilizing trees cut down in our city.
- Remove the downed trees and dead Ash trees in Gatzke woods along with declining Silver Maples in City Park.
- Clear the invasive species and trees on Whitefish Park hill to prepare and plant native species.
- Restore the entryway to the pool entrance.
- Plant 350 trees in parks and parkways.
- Clearance prune all trees as needed within the parkways.
- Remove 200 dead and declining trees.
- Renovate the South Wisconsin fish cleaning station and bathroom building.
- Continue building trail system at Birchwood Hills Nature Preserve.



## 2025 Budget

### Parks and Forestry

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#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

The Parks & Forestry budget will be realigned in 2025 with the “Parks” portion now to be combined with Recreation. The Forestry division will remain to be presented separately. There will be no significant net budgetary impacts.

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Clean and sanitize all park restrooms daily (seasonal operation).

**How it is being measured:** Employees will complete detailed log sheets to confirm daily inspection and maintenance of facilities which are then submitted to the supervisor on a daily basis.

**Goals Description:** Inspect all playground equipment in accordance with National Park and Recreation standards.

**How it is being measured:** Record all inspection dates and personnel used.

**Goals Description:** Structurally prune all mature trees every seven years.

**How it is being measured:** Record progress in the Geographic Information System (GIS).

**Goals Description:** Plant a minimum of 300 trees per year, with one fifth of the trees coming from the City nursery.

**How it is being measured:** Record progress in the Geographic Information System (GIS).

**Goals Description:** Treat all Ash trees every three years.

**How it is being measured:** Record progress in the Geographic Information System (GIS).

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### PARKS & FORESTRY

				PROJECTED	BUDGET	PROPOSED	Budget %
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	Change
	SUBTOTAL WAGES	241,625	264,752	318,820	319,220	329,350	103.2%
	SUBTOTAL BENEFITS	89,530	116,374	130,800	116,500	118,365	101.6%
01-93-55410-310	PARK MAINT-ELECTRICITY	5,499	6,246	13,000	5,000	10,000	200.0%
01-93-55410-320	PARK MAINT-GAS FOR HEATING	4,772	2,628	1,000	3,500	3,000	85.7%
01-93-55410-330	PARK MAINT-WATER	253	2,248	2,000	1,000	2,000	200.0%
01-93-55412-310	PUBLIC RESTROOMS-ELECTRICITY	9,765	10,194	12,000	10,000	12,000	120.0%
01-93-55412-330	PUBLIC RESTROOMS-WATER	7,930	9,331	8,000	10,000	10,000	100.0%
	SUBTOTAL UTILITIES	28,219	30,648	36,000	29,500	37,000	125.4%
01-93-55410-350	PARK MAINT-GASOLINE	13,689	13,689	12,000	12,000	15,000	125.0%
	SUBTOTAL FUEL	13,689	13,689	12,000	12,000	15,000	125.0%
01-93-55410-360	PARK MAINT-REPAIRS	5,344	6,646	6,000	6,700	6,500	97.0%
01-93-55410-370	PARK MAINT-SUPPLIES	14,790	21,185	20,000	16,500	16,500	100.0%
01-93-55410-390	PARK MAINT-OUTSIDE SERVICES	6,742	6,267	6,500	6,700	6,700	100.0%
01-93-55410-410	PARK MAINT-TRAINING	-	275	3,000	1,000	3,500	350.0%
01-93-55410-550	PARK MAINT-VEHICLE MAINT	6,061	3,301	6,000	5,000	5,000	100.0%
01-93-55410-570	PARK MAINT-TREES	8,446	5,348	5,000	5,200	5,000	96.2%
01-93-55410-580	PARK MAINT-PICNIC TABLES	-	2,550	2,500	2,600	3,000	115.4%
01-93-55410-610	PARK MAINT-EQUIPMENT	5,466	28,728	15,000	15,000	15,000	100.0%
01-93-55410-630	PARK MAINT-GROUNDS MAINTENANCE	15,139	12,255	15,000	16,000	16,000	100.0%
01-93-55410-780	PARK MAINT - W/C INSURANCE	-	-	-	-	9,995	100.0%
01-93-55412-370	PUBLIC RESTROOMS-SUPPLIES	6,116	7,162	6,500	6,700	6,700	100.0%
01-93-55412-380	PUBLIC RESTROOMS-CONTRACTUAL	3,295	3,094	3,200	3,200	3,200	100.0%
	SUBTOTAL OTHER	71,399	96,812	88,700	84,600	97,095	114.8%
	<b>TOTAL EXPENDITURES</b>	<b>444,463</b>	<b>522,274</b>	<b>586,320</b>	<b>561,820</b>	<b>596,810</b>	<b>106.2%</b>

## 2025 Budget

### Planning & Development

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#### DEPARTMENT/DIVISION DESCRIPTION

The Department of Planning and Development assists the Mayor and Common Council in the development and implementation of public policy relative to the future growth and redevelopment of the City. Staff provides support to the Plan Commission and makes recommendations on proposed plans and projects. The Department also conducts studies and prepares reports on topics related to the economic, social, and physical development of the city.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Director of Planning & Development	1.00	1.00	1.00
<b>Total</b>	1.00	1.00	1.00

#### PROGRAMS & SERVICE LINES

- Administer and review development proposals from residents and developers.
- Administer zoning code related to Plan Commission and Council required developments.
- Schedule, prepare, staff, and advise the Plan Commission.
- Schedule, prepare, staff, and advise the Design Review Board.
- Schedule, prepare, staff, and advise the Zoning Board of Review.
- Schedule, prepare, staff, and advise the Community Development Authority.
- Schedule, prepare, staff, and advise the Joint Review Board.
- Partially prepare and staff Common Council meetings as needed.
- Serve as the City liaison to Main Street Design Committee.
- City liaison to Port Washington Tourism Council
- Amend existing or create new zoning ordinances as needed.
- Review and approve sign permit applications.

## 2025 Budget

### Planning & Development

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- Grant writing as needed.
- Administer, guide, manage, and write comprehensive plans, neighborhood plans, other plans as needed.
- Assign addresses to all new developments, subdivision properties, and address changes.

#### 2024 ACHIEVEMENTS

- Kicked-off the zoning code re-write project with the hiring of the zoning consulting team and completion of Phase 1 (initiation and data gathering) and the majority of Phase 2 (data review and public engagement) and with the project on schedule for a summer 2025 completion
- Completed the process of updating the official zoning map and the zoning layer on the city's Geographic Information System (GIS)
- Approved conceptual development of the City-owned Schanen Farm land
- Drafted 2024 Plan Commission Charter with key performance indicators
- Drafted a Request for Proposal for redevelopment of the downtown police and fire departments block
- Amended the City zoning code to regulate downtown building heights
- Amended the City zoning code to allow accessory dwelling units

#### 2025 GOALS

- Completion of a new zoning code for the City of Port Washington
- Completion of an updated Official Map for the City of Port Washington
- Completion of 2024 Plan Commission Charter goals
- Establish a cross-department downtown plan implementation strategy

#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

No budgetary issues or impacts are anticipated in 2025.

## 2025 Budget

### Planning & Development

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#### DEPARTMENT PERFORMANCE

**Goal Description:** Completion of a new zoning code for the City of Port Washington

**How Is It Being Measured:** Adoption and implementation of the new zoning code in 2025

**Goal Description:** Complete and adopt the update to the official map of the City of Port Washington.

**How Is It Being Measured:** An Official Map document is updated in both hard and digital format.

**Goal Description:** Implement the City Plan Commission's Charter for 2024.

**How Is It Being Measured:** Number of charter objectives completed or underway.

**Goal Description:** Establish a cross-department downtown plan implementation strategy

**How Is It Being Measured:** Downtown implementation projects are accurately reflected in Planning and DPW capital and strategic planning

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### PLANNING

				PROJECTED	BUDGET	PROPOSED	Budget % Change
	EXPENDITURES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
	SUBTOTAL WAGES	91,792	82,237	92,995	89,245	95,540	107.1%
	SUBTOTAL BENEFITS	47,664	44,516	43,870	43,950	43,025	97.9%
01-96-56700-370	PLANNING & DEVEL-SUPPLIES	2,166	1,009	1,000	2,000	1,000	50.0%
01-96-56700-390	PLANNING & DEVEL-MISCELLANEOUS	14	800		400	1,500	375.0%
01-96-56700-410	PLANNING & DEVEL-PROF DEVELOP	924	-	1,057	1,700	1,500	88.2%
01-96-56700-440	PLANNING & DEVEL-DUES & FEES	265	372	495	500	500	100.0%
01-96-56700-510	PLANNING & DEVEL-SUBSC/ADVERTI	955	50	170	200	200	100.0%
01-96-56700-780	PLANNING & DEV - W/C INSURANCE	-	-	-	-	205	100.0%
	SUBTOTAL OTHER	4,324	2,231	2,722	4,800	4,905	102.2%
	<b>TOTAL EXPENDITURES</b>	<b>143,780</b>	<b>128,985</b>	<b>139,587</b>	<b>137,995</b>	<b>143,470</b>	<b>104.0%</b>

## 2025 Budget

### W. J. Niederkorn Library

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#### DEPARTMENT/DIVISION DESCRIPTION

The W.J. Niederkorn Library Mission Statement confirms the library supports access to information and materials, inspires lifelong learning, and provides a welcoming environment for all.

The library's Strategic Directive indicates that people across the Port Washington community and beyond can see the value of the library in their lives. The library will enact this through a deliberate, cyclical effort to: build awareness of library services and resources among community members, drive growth in library usage, and expand the library's engaged stakeholder and advocacy base. The library is dedicated to continuous evolution to ensure that its services and resources align with and reflect the needs of our community.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Library Director	1.00	1.00	1.00
Associate Library Director	1.00	1.00	1.00
Head of Adult Services Librarian	1.00	1.00	1.00
Head of Youth Services Librarian	1.00	1.00	1.00
Head of Circulation Services	0.75	0.75	1.00
Library Assistant	3.00	3.00	8.00
Maintenance Technician	0.50	0.50	1.00
<b>Total</b>	<b>8.25</b>	<b>8.25</b>	<b>14.00</b>

#### PROGRAMS & SERVICE LINES

- The library's total service population is 17,000 which includes the Town of Port Washington, Village of Fredonia, and Village of Belgium.

## 2025 Budget

### W. J. Niederkorn Library

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- As a member of the Monarch Library System, the W.J. Niederkorn Library has access to over three million items.
- In a typical year, the library hosts 6,000 participants for children and adult programs.
- The W.J. Niederkorn Library participates in the Wisconsin Public Library Consortium to provide digital content, including eBooks, to patrons.
- The W.J. Niederkorn Library Youth Services Department runs a robust schedule of well-attended programs for children of all ages, from babies to teens.
  - Story times, craft activities, open houses, book-themed events, parties, and clubs are several examples of popular offerings.
- Adult Services provides a variety of resources, book clubs, speakers, and presenters on a wide range of topics.

## 2024 ACHIEVEMENTS

### Adult Services

- The adult fiction collection was optimized through a thorough review of materials with the use of multiple reports including items that have gone uncirculated for more than 5 years, titles that have duplicate copies that are no longer needed, and an overall quality check for damaged materials.
- The library's outreach presence has expanded and grown over the last year. We have continued our partnership with the Port Adult Community Senior Center, to offer a rotation of materials and technology classes. We have evolved our visit to Harbor Campus to offer personal deliveries, tech help, a rotation of audiovisual materials, and a monthly short story discussion (started in March). We have added a location at Lincoln Village for the same services (started in August), as well as being involved in the community at Fish Day, the YMCA, and Inventor's Brewpub. Sentence here about children's outreach?
- The W.J. Niederkorn Library was awarded the East Asia in Wisconsin Library Program Grant of the amount of \$1,000.00 to enrich our collection with new titles and support some programming that will deepen our patrons' understanding of East Asia. Part of the programming included highlighting the Wherever There's a Fight exhibit on loan from Exhibit



## 2025 Budget

### W. J. Niederkorn Library

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Envoy, and the book discussion of Indelible City and the documentary showing of Ascension. The grant also provided funding for a book kit and an expanded collection of fiction which are available for checkout.

- This year, we had several successful adult programs due to great partnerships with organizations in the community. We held a Yoga series with the YMCA to aid in their displacement from their building due to construction. We hosted an ExpressScape Workshop and Native Tree Giveaway with the Lake Michigan Bird Observatory. The FBI held an Active Shooter Training with presence from the city police and fire. We continued our partnership with the ADRC to offer Memory Cafés and Medicare programs. And we hosted a number of local author talks.
- We have been getting our materials from Baker & Taylor pre-processed for about one year. The pre-processing helps save staff time so that we can get new materials into circulation faster. Currently, all books come preprocessed with dust covers, barcodes, and identifier labels. AD Fiction and YA Fiction books come with call number labels. This helps us save us the cost of these processing materials. A Mini library at the Harbor Campus Assisted Living Facility, including tech services and classes,
- Delivery to the Port Washington Adult Community Senior Center, including tech services and classes.

#### 2025 GOALS

- Due to OPAC changes by the Monarch System throughout 2024, we were unable to make the switch from Polaris to Leap. By the end of 2025, our goal is to make the switch to the web-based Leap system for all typical circulation duties. This will improve efficiency and provide better support to community outreach efforts.
- Create a new Summer Reading Challenge method as we may not be continuing with Beanstack. Either by finding a comparable and affordable online system to manage future Summer Reading Challenges or create a new system from scratch, for both the public use and staff management.
- In 2025, we hope to explore future grant opportunities for adult services related to diversity and inclusion, digital literacy, and additional services and resources that will benefit our community. We also aim to engage with organizations in the community to create positive relationships and partnerships with the library.

## 2025 Budget

### W. J. Niederkorn Library

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- Continue to collaborate and work with the PWSSD to allow access and increase access for students to physical materials by continuing our work with Opt-In Student Cards for middle school and high school students.
- Continue Youth Department Outreach initiatives including outreach to Tiny Sprouts Childcare Center, working with the Parks and Recreation Department at their special events to provide storywalks & activities, continue to participate in PWSSD high interest days, as well as summer reading school visits.
- Continue to participate in ALA, ALSC, and YALSA initiatives/programs in the library such as a Library Card Sign Up Month promotion (with focus on new opt-in student cards), celebrate TeenTober with DEA Exhibit, continue to collaborate and build upon our El día de los niños/El día de los libros with the PWSSD and community partners like Tellos, promote WEMTA's Battle of the Books program, continue to utilize ALSC's Autism Ready Libraries toolkit and expand programming for children and teens on the autism spectrum or that have sensory processing disorders. Likewise continue to utilize resources such as Teaching Books, WLA's Intellectual Freedom Toolkit, ALSC's Early Childhood Trauma Toolkit and WLA's YSS CCBC Choices for Collection as professional guides of best practice.
- Increase use of e-blasts to communicate with stakeholders as well as improved use of and visibility of youth related content on library social media/marketing channels.

### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

- The anticipated County reimbursement for 2025 will increase by about \$15,000.

### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Increase Children's Summer Reading Program participation by two percent over 2023 registration numbers. This may be accomplished by visits to local schools to promote the program, increased marketing through digital and print media, and continued use of the Beanstalk Tracker App for registration and logging reading minutes.

**How it is being measured:** Head of Children's Services will monitor the registration numbers.

## 2025 Budget

### W. J. Niederkorn Library

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**Goals Description:** Increase pre-processed library materials from three percent to 50 percent. Utilize pre-processing services from the materials vendors to reallocate staff time to public service desks, rather than processing materials. Initial targeted areas are Adult Fiction and DVD materials.

**How it is being measured:** Assistant Library Director will manage utilization of pre-processed offerings through vendors.

**Goals Description:** By the end of 2024, migrate 50 percent of the Library's Polaris System, the current in-house, Integrated Library System software, to Leap, the new web-based version of the former Polaris system. This transition will improve efficiency and provide better support to the current community outreach efforts.

**How it is being measured:** Head of Circulation Services will map out the transition and training processes. The first 25 percent of the migration is anticipated to occur during the first half of 2024, with the second 25 percent transitioning during the second half of the year.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### LIBRARY

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
23-23-41110-000	PROPERTY TAX LEVY	(508,293)	(511,276)	(565,010)	(565,010)	(590,645)	104.5%
23-23-42920-000	COUNTY REIMBURSEMENT	(114,616)	(129,116)	(112,042)	(110,325)	(125,750)	114.0%
23-23-42920-200	DONATIONS	(35,847)	(21,561)	(20,000)	-		100.0%
23-23-44611-000	LIBRARY MISC REVENUES	(20,131)	(18,992)	(15,000)	(16,000)	(15,000)	93.8%
	<b>TOTAL REVENUES</b>	<b>(709,831)</b>	<b>(690,945)</b>	<b>(712,052)</b>	<b>(691,335)</b>	<b>(731,395)</b>	<b>105.8%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	353,544	376,931	398,000	398,450	416,430	104.5%
	SUBTOTAL BENEFITS	130,399	113,255	130,200	131,685	150,465	114.3%
23-23-55110-310	LIBRARY-ELECTRICITY	23,578	23,294	21,000	20,000	23,000	115.0%
23-23-55110-320	LIBRARY-GAS HEATING	17,794	9,639	10,000	18,000	14,000	77.8%
23-23-55110-330	LIBRARY-WATER	1,641	2,022	2,500	3,000	3,000	100.0%
23-23-55110-340	LIBRARY-TELEPHONE	7,402	6,758	6,800	7,200	7,000	97.2%
	SUBTOTAL UTILITIES	50,414	41,712	40,300	48,200	47,000	97.5%
23-23-55110-360	LIBRARY-REPAIRS & MAINTENANCE	8,242	7,314	4,800	5,000	5,000	100.0%
	SUBTOTAL MAINTENANCE	8,242	7,314	4,800	5,000	5,000	100.0%
23-23-55110-510	LIBRARY-BOOKS/SUBSCRIPTIONS	46,945	54,369	65,000	65,000	65,000	100.0%
	SUBTOTAL BOOKS	46,945	54,369	65,000	65,000	65,000	100.0%
23-23-55110-370	LIBRARY-SUPPLIES	6,132	5,563	5,000	5,000	5,000	100.0%
23-23-55110-390	LIBRARY-MISC OPERATING	17,180	4,565	5,000	2,000	2,000	100.0%
23-23-55110-430	LIBRARY-TRAVEL/MILEAGE	1,313	2,484	2,000	2,000	2,400	120.0%
23-23-55110-560	LIBRARY-MAINT CONTRACT	32,479	30,785	30,000	30,000	33,000	110.0%
23-23-55110-620	LIBRARY-BUILDING MAINT	4,902	2,469	2,000	2,000	2,000	100.0%
23-23-55110-730	LIBRARY-SUMMER READING PROGRAM	1,000	1,962	2,000	2,000	2,300	115.0%
23-23-55110-780	LIBRARY - W/C INSURANCE	-	-	-	-	800	100.0%
23-23-55110-800	LIBRARY- DONATIONS RELATED	-	17,173	15,000	-		100.0%
	SUBTOTAL OTHER	63,006	65,000	61,000	43,000	47,500	110.5%
	<b>TOTAL EXPENDITURES</b>	<b>686,627</b>	<b>658,581</b>	<b>699,300</b>	<b>691,335</b>	<b>731,395</b>	<b>105.8%</b>

## 2025 Budget

### Recycling

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#### RECYCLING

The City uses a special revenue fund to track curbside recycling costs. The City contracts with Harter's to pick-up and process the recycling containers every other week at all single family and duplex properties.

The cost for these services are recovered as an annual special charge which is placed directly on the property tax bills for payment.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### RECYCLING

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
03-03-42580-000	STATE AID-RECYCLING GRANT	(19,223)	(19,232)	(19,261)	(20,000)	(20,000)	100.0%
03-03-44530-000	REV-RESIDENTIAL RECYCLING	(203,288)	(213,363)	(219,136)	(225,000)	(227,000)	100.9%
03-03-44531-000	REV-CONDO RECYCLING	-	-		-		100.0%
03-03-44532-000	REV-CONDO GARBAGE	(21,534)	(22,381)	(22,381)	(25,000)	(23,000)	92.0%
03-03-47910-000	REFUND OF PRIOR YR EXPENSE	-	-		-		100.0%
	<b>TOTAL REVENUES</b>	<b>(244,045)</b>	<b>(254,976)</b>	<b>(260,778)</b>	<b>(270,000)</b>	<b>(270,000)</b>	<b>100.0%</b>
	<b>EXPENDITURES</b>						
03-03-54711-380	RECYCLING-PMT TO CONTRACTOR	251,313	243,551	250,000	260,000	260,000	100.0%
03-03-54711-381	GARBAGE-PMT TO CONTRACTOR	-	-	-	-		100.0%
03-03-51320-760	RECYCLE ADMIN EXPENSE	9,950	6,443	8,000	10,000	10,000	100.0%
	<b>TOTAL EXPENDITURES</b>	<b>261,263</b>	<b>249,994</b>	<b>258,000</b>	<b>270,000</b>	<b>270,000</b>	<b>100.0%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>(17,218)</b>	<b>4,982</b>	<b>2,778</b>	<b>-</b>	<b>-</b>	

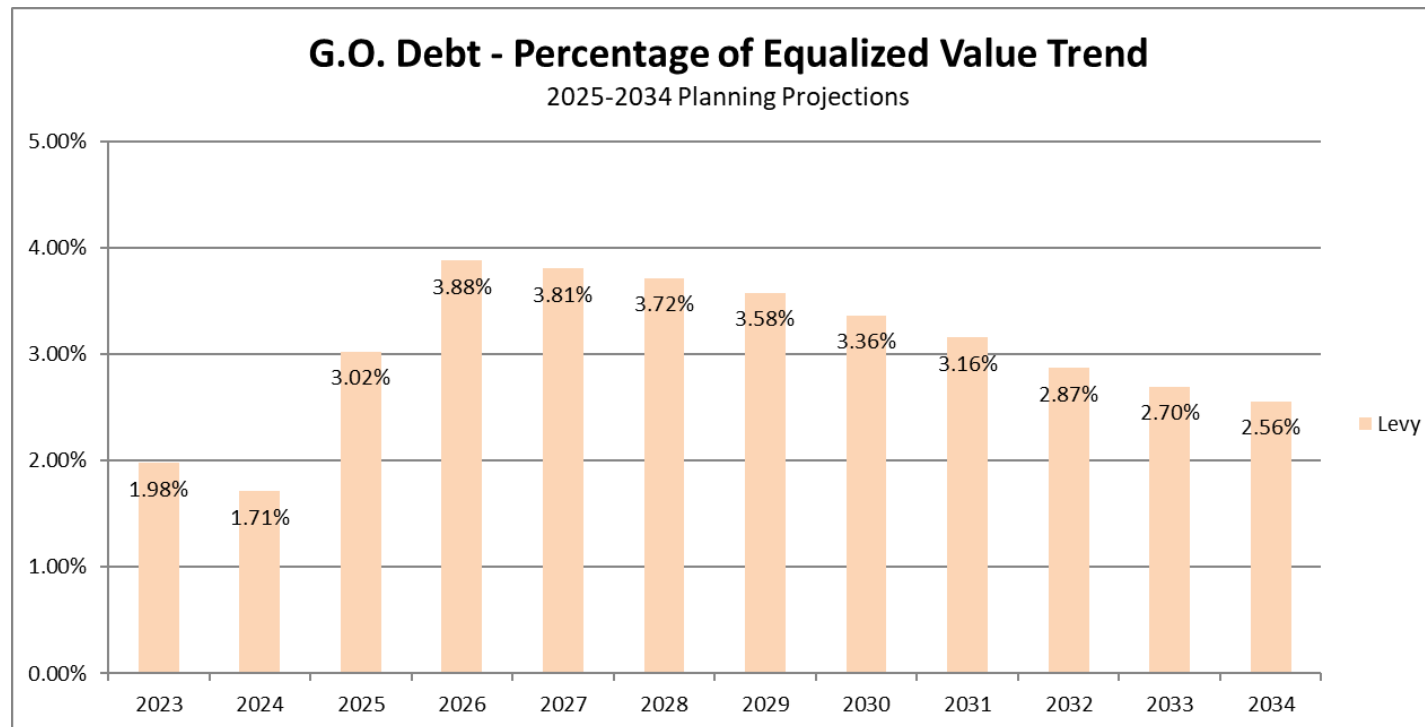
## 2025 Budget

### Debt Service Fund

#### DEBT SERVICE FUND

This fund is used to account for the accumulation of resources that are restricted, committed or assigned for the payment of general long-term debt principal and interest, not including utility debt.

The city is limited under State Statute to having a maximum of 5.0% of equalized value in outstanding debt. The chart below illustrates the current debt outlook based on the city's most recent 10-year Financial Outlook.



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### DEBT SERVICE

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change 2023-2024
02-02-41110-000	LOCAL LEVY	(3,041,218)	(3,346,492)	(3,811,600)	(3,811,600)	(4,277,955)	112.2%
02-02-44450-000	TRANSFER FROM MARINA	(204,800)	-		(245,300)	-	100.0%
02-02-44452-000	TRANSFERS FROM TIF2	-	-	(384,920)	(384,920)	(378,790)	100.0%
02-02-44453-000	TRANSFERS FROM TIF3	-	-	(56,125)	(56,125)	(55,000)	100.0%
02-02-47991-000	SPECIAL ASSESSMENTS-SIDEWALK	(1,691)	(2,536)	-	-		100.0%
02-02-49999-923	SURPLUS APPLIED - 2023 BOND PREMIUM	-	-	(142,835)	-		100.0%
02-02-49999-999	SURPLUS APPLIED - DEBT SERVICE RESERVES	-	-	-	-	(85,000)	100.0%
	<b>TOTAL REVENUES</b>	<b>(3,247,709)</b>	<b>(3,349,028)</b>	<b>(4,395,480)</b>	<b>(4,497,945)</b>	<b>(4,796,745)</b>	<b>106.6%</b>
	<b>EXPENDITURES</b>						
02-02-58100-600	DEBT SERVICE PRINCIPAL	2,665,000	2,690,000	3,388,991	3,618,990	3,994,355	110.4%
02-02-58200-780	DEBT SERVICE INTEREST	581,018	656,491	837,415	878,955	802,390	91.3%
02-02-58300-793	D/S ISSUANCE EXPENSES	475	950	950	-		100.0%
	<b>TOTAL EXPENDITURES</b>	<b>3,246,493</b>	<b>3,347,441</b>	<b>4,227,356</b>	<b>4,497,945</b>	<b>4,796,745</b>	<b>106.6%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>1,216</b>	<b>1,586</b>	<b>168,124</b>	<b>-</b>	<b>-</b>	



## 2025 Budget

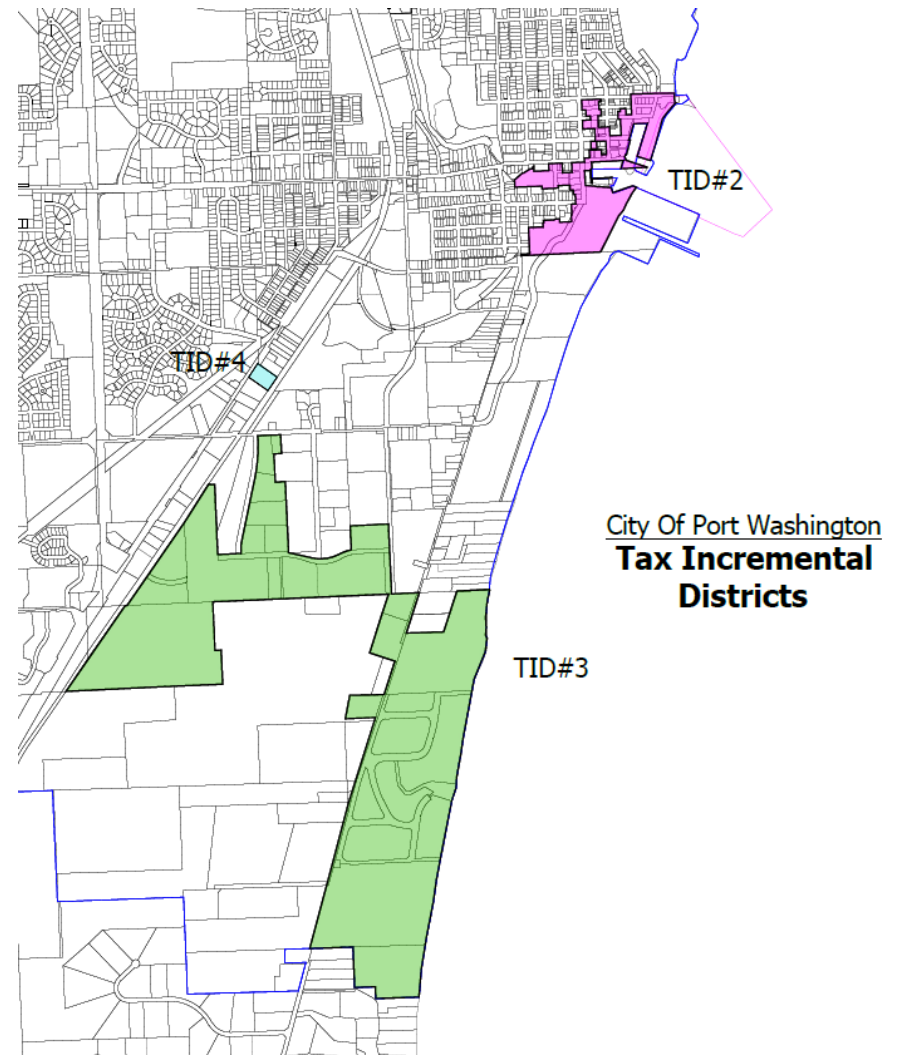
### TID Funds

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#### TAX INCREMENTAL DISTRICT FUNDS

These funds are used to account for the accumulation of resources that are restricted for TID purposes.

The city has 3 active TID funds as illustrated in the map.



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### TAX INCREMENTAL DISTRICT 2

				PROJECTED	BUDGET	PROPOSED	Budget Change
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	2024-2025
15-15-41120-000	TAX INCREMENT	(384,130)	(648,931)	(748,416)	(825,000)	(825,000)	100.0%
15-15-42310-000	STATE AID-EXEMPT PP	-	(1,394)	(1,394)	-	(1,500)	100.0%
15-15-42630-000	STATE AID-EXEMPT COMPUTER	(15,263)	(13,869)	(13,869)	(13,865)	(14,000)	100.0%
15-15-47000-000	MISCELLANEOUS REVENUE	-	(81,012)	(326,730)	-	-	100.0%
15-15-49200-000	BOND PROCEEDS	(922,960)	-		-	-	100.0%
	<b>TOTAL REVENUES</b>	<b>(1,322,352)</b>	<b>(745,205)</b>	<b>(1,090,409)</b>	<b>(838,865)</b>	<b>(840,500)</b>	<b>100.2%</b>
	<b>EXPENDITURES</b>						
15-15-51320-380	TIF II ADMIN-CONTRACTUAL	192,028	33,248	10,000	10,000	5,000	100.0%
15-15-51320-760	TIF II ADMIN-AUDIT EXP	29,790	21,875	25,000	30,000	25,000	100.0%
15-15-56700-380	LOAN FINANCIAL ASSISTANCE	87,960	-	-	-	-	100.0%
15-15-56700-500	DEVELOPER GRANTS	-	1,282,014	606,310	300,000	375,000	100.0%
15-15-58200-780	DEBT SERVICE INTEREST	32,457	82,728	-	65,930	-	100.0%
15-15-58300-790	DEBT SERVICE PRINCIPAL	259,784	305,273	-	319,000	-	100.0%
15-15-58300-793	DEBT ISSUANCE EXPENSE	(38,460)	-	-	-	-	100.0%
15-15-59200-000	DEBT SERVICE TRANSFERS	-	-	384,920	-	378,790	100.0%
	<b>TOTAL EXPENDITURES</b>	<b>563,559</b>	<b>1,725,138</b>	<b>1,026,230</b>	<b>724,930</b>	<b>783,790</b>	<b>108.1%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>758,793</b>	<b>(979,932)</b>	<b>64,179</b>	<b>113,935</b>	<b>56,710</b>	

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### TAX INCREMENTAL DISTRICT 3

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
09-09-41120-000	TAX INCREMENT	(42,536)	(52,286)	(71,866)	(80,000)	(80,000)	100.0%
09-09-41110-100	STATE AID-EXEMPT COMPUTER	(4,861)	(4,861)	(4,861)	(4,860)	(5,000)	100.0%
09-09-47000-000	MISCELLANEOUS REVENUE	-	-		-	-	100.0%
09-09-49200-000	LOAN PROCEEDS	-	-		-	-	100.0%
	<b>TOTAL REVENUES</b>	<b>(47,397)</b>	<b>(57,147)</b>	<b>(76,727)</b>	<b>(84,860)</b>	<b>(85,000)</b>	<b>100.2%</b>
	<b>EXPENDITURES</b>						
09-09-91320-380	TIF ADMINISTRATION-CONTRACTUAL	1,223	150	150	150	150	100.0%
09-09-91320-760	TIF ADMINISTRATION-AUDIT EXP	29,790	8,750	10,000	30,000	10,000	100.0%
09-09-98300-770	PRINCIPAL ON TIF NOTE	50,000	50,000	-	50,000	-	100.0%
09-09-98300-780	INTEREST ON TIF NOTE	8,375	7,250	-	6,125	-	100.0%
09-09-98300-795	DISCOUNT-BOND ISSUE	-	-	-	-	-	100.0%
09-09-59200-000	DEBT SERVICE TRANSFERS	-	-	56,125	-	55,000	100.0%
	<b>TOTAL EXPENDITURES</b>	<b>89,388</b>	<b>66,150</b>	<b>66,275</b>	<b>86,275</b>	<b>65,150</b>	<b>75.5%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>(41,990)</b>	<b>(9,003)</b>	<b>10,452</b>	<b>(1,415)</b>	<b>19,850</b>	

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### TAX INCREMENTAL DISTRICT 4

				PROJECTED	BUDGET	PROPOSED	Budget %
	REVENUES	12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
26-26-41120-000	TAX INCREMENT	(45,005)	(41,851)	(48,990)	(50,000)	(52,000)	104.0%
26-26-42630-000	STATE AID-EXEMPT COMPUTER	-	-	-	-	-	100.0%
26-26-47000-000	MISCELLANEOUS REVENUE	-	-	-	-	-	100.0%
	<b>TOTAL REVENUES</b>	<b>(45,005)</b>	<b>(41,851)</b>	<b>(48,990)</b>	<b>(50,000)</b>	<b>(52,000)</b>	<b>104.0%</b>
	<b>EXPENDITURES</b>						
26-26-51320-380	TIF IIII ADMIN-CONTRACTUAL	150	150	150	150	150	100.0%
26-26-51320-760	TIF IIII ADMIN-AUDIT EXP	-	-	-	-	-	100.0%
26-26-56700-380	LOAN FINANCIAL ASSISTANCE	42,754	39,758	46,541	47,500	49,400	100.0%
	<b>TOTAL EXPENDITURES</b>	<b>42,904</b>	<b>39,908</b>	<b>46,691</b>	<b>47,650</b>	<b>49,550</b>	<b>100.0%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>2,100</b>	<b>1,943</b>	<b>2,299</b>	<b>2,350</b>	<b>2,450</b>	

## 2025 Budget

### Enterprise Funds

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#### ENTERPRISE FUNDS

The city has 3 enterprise funds to account for Wastewater, Marina, and Water operations.

These types of funds are used to account for operations that are financed and operated in a manner like private business enterprises where the intent of the governing body is that the costs of providing goods or services to the public on a continuing basis be financed or recovered primarily through user charges and is self-supporting in nature.

As these funds are separate from general government activities, they will each also have their own capital budgets. Individual account numbers are assigned to each project to enhance project tracking and budgetary compliance. Recording project activity to individual expense accounts will allow for a more transparent review of recent activity as data for the current year will also flow to historical references in future budgeting documents.

When these projects are then capitalized and transferred to the balance sheet, the use of the “capitalized expenditures” line item will offset these costs so that the operational budget is accurately reflected, but still preserve a historical record of the project activity.

The accounting for these types of funds uses the full accrual method, which is slightly different than the modified accrual basis used for the other general government funds. All of the other accounting regulations and principals remain applicable.

These sections of the budget are organized as follows:

- Individual department narratives
- Operating budget details
- Capital project descriptions

## 2025 Budget

### Wastewater Utility

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#### DEPARTMENT/DIVISION DESCRIPTION

The Wastewater Utility's primary objectives are to protect public safety and health, the environment, and public waterways, by providing professional, timely, and efficient treatment at the plant and in the collection system.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Wastewater Superintendent	1.00	1.00	1.00
Wastewater Operator	3.00	3.00	3.00
Seasonal Wastewater Operator	0.25	0.25	1.00
City Administrator	0.10	0.10	1.00
ACA/HR Director	0.05	0.05	1.00
Finance Director / City Treasurer	0.10	0.10	1.00
Director of Public Works	0.25	0.25	1.00
City Engineer	0.25	0.25	1.00
Staff Accountant	0.25	0.20	1.00
Accounting Assistant	0.00	0.20	1.00
Administrative Assistant	0.10	0.00	0.00
Engineer Technician	0.25	0.25	1.00
Streets Superintendent	0.10	0.10	1.00
Street Maintenance	1.50	1.50	3.00
<b>Total</b>	<b>7.20</b>	<b>7.25</b>	<b>17.00</b>

#### PROGRAMS & SERVICE LINES

- Oversee operation and maintenance of city's lift stations.
- Cleaning, inspection, maintenance of city's sewers.
- Operation and maintenance of the city's Wastewater Treatment Plant (WWTP).

## 2025 Budget

### Wastewater Utility

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#### 2024 ACHIEVEMENTS

- As of 8-28-2024, the WWTP has had no lost time work accidents.
- The WWTP received all A-level ratings in the 2023 Compliance Maintenance Annual Report.
- Plant staff collaboratively assisted Strand Engineering and August Winter & Sons (primary contractor) with ongoing upgrades. This included taking processes offline, making recommendations on timing of startups, implementing process adjustments, attending meetings, and ordering equipment and supplies as necessary.
- Staff replaced the polymer make down unit for Anaerobic Sludge Thickening.
- Completed two additional plant and lift station Standard Operating Procedures (SOP's).
- Completed two valve replacement projects at Lift Stations 6 and Lift Station 3. Both projects required Lift Station Bypassing.
- Our newest Operator, Tom Lloyd became a certified plant operator.
- Replaced Grinder at Lift Station 3.
- Lined one additional mile of Sanitary Sewer versus previous years.
- Replaced ATT phone lines at WWTP – (Wastewater treatment plant) and at the remote site, saving several thousand dollars per year.
- Staff rebuilt cleaning canisters of UV system- algae had damaged most of the seals on this system – we replaced over 100 seals.
- A WWTP employee (Dan Buehler) achieved Southeast District Operator of the Year late in 2023.
- We rebuilt our Water Reuse pumps at the WWTP.
- All long-term certified operators at the plant renewed their certifications through 2027 with additional classwork and training.
- Street Staff discovered additional areas in the sewer system for inflow and infiltration reduction.
- Completed Variable Frequency Drive replacement for a large 100 HP pump at Lift Station 2.
- Upgraded plant touch screens and SCADA computers. Upgraded plant reporting software for monthly Discharge Monitoring Reports.
- Upgraded plant alarm dialing system.

## 2025 Budget

### Wastewater Utility

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#### 2025 GOALS

- Maintain a safe working environment, striving for no lost time work accidents.
- Provide support to the engineering firm and primary contractor during the completion of the plant upgrades projects.
- Complete South Spring Street to South Park Street sewer replacement design.
- Continue additional safety and professional wastewater training.
- Continue to log information from Smart Cover and move one of these covers to Division Street from Lift Station 1.
- Complete an additional 10 departmental SOP's.
- Complete painting of sludge tanks. We are waiting for plant upgrades to be completed.
- Uncover more opportunities for inflow and integration reduction.
- Maintain all A-level ratings in the Compliance Maintenance Annual Report.
- Help keep WWTP project upgrades on track and moving forward from an operations perspective.
- Update our CMOM written program.
- Complete Lift Station 3 generator replacement/ electrical improvements project.
- Update Department Work Order System, incorporating new equipment.

#### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

There will be a 4% increase in wastewater user fees in 2025 with a projected fiscal impact of about \$100,000 in increased revenues to help offset increased operating costs. Operating costs are expected to increase by about \$100,000 in 2025, and approximately \$240,000 from 2023 to 2025.

#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Reduce Total Nitrogen in Final Discharge to less than 15 mg/l. – Background information: The DNR has indicated that Total Nitrogen Limits most likely will be included in future permits. We have seen Total Nitrogen discharges to the lake in the 20 to 40 mg/l range and these levels most likely will be too high.

**How it is being measured:** Analyze quarterly or more frequently (monthly or bi-weekly) if necessary.



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WASTEWATER

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
04-04-44510-000	REVENUES-SEWER BASE	(2,342,798)	(2,065,731)	(1,275,000)	(1,275,000)	(1,306,875)	102.5%
04-04-44510-100	REVENUES-SEWER VOLUME	-	(391,151)	(1,250,000)	(1,250,000)	(1,325,000)	106.0%
04-04-44510-300	SEWER CONNECTION FEES	(28,184)	(41,219)	(50,000)	(35,000)	(35,000)	100.0%
04-04-44511-000	REVENUE-DISPOSAL SERVICES	(342,571)	(434,441)	(330,000)	(330,000)	(350,000)	106.1%
04-04-44512-000	REVENUE-SEWER SURCHARGE	(26,056)	(34,338)	(80,000)	(31,000)	(80,000)	258.1%
04-04-44513-000	REVENUE-PENALTIES	(11,138)	(12,394)	(15,000)	(11,000)	(11,000)	100.0%
04-04-44515-000	INTEREST AND DIVIDEND INCOME	(62,347)	(199,952)	(250,000)	(150,000)	(150,000)	100.0%
04-04-44516-000	MISCELLANEOUS NONOPERATING INC	(84,022)	(3,783)	(5,000)	(8,000)	(8,000)	100.0%
04-04-47100-001	COURT ORDERED RESTITUTION	(195,664)	(58,283)	-	-	-	100.0%
	<b>TOTAL REVENUES</b>	<b>(3,092,778)</b>	<b>(3,241,292)</b>	<b>(3,255,000)</b>	<b>(3,090,000)</b>	<b>(3,265,875)</b>	<b>105.7%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	462,758	500,152	569,000	569,115	590,000	103.7%
	SUBTOTAL BENEFITS	105,221	150,436	221,000	221,200	226,155	102.2%
04-04-54620-360	WWTP-REPAIRS AND MAINTENANCE	71,552	112,308	110,000	90,000	100,000	111.1%
04-04-54620-380	WWTP-SLUDGE DISPOSAL	44,769	82,803	75,000	75,000	75,000	100.0%
04-04-54620-400	WWTP-GRIT DISPOSAL	7,429	-	0	8,500	6,000	70.6%
04-04-54620-660	WWTP-FERROUS CHLORIDE	74,846	62,231	80,000	80,000	82,000	102.5%
04-04-54620-710	WWTP-LAB	39,481	32,636	38,000	38,000	45,000	118.4%
	<b>SUBTOTAL WWTP OPS</b>	<b>238,077</b>	<b>289,977</b>	<b>303,000</b>	<b>291,500</b>	<b>308,000</b>	<b>105.7%</b>

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WASTEWATER

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
04-04-54610-310	SANITARY SEWERS-ELECTRIC	23,296	26,287	30,000	42,000	30,000	71.4%
04-04-54610-320	SANITARY SEWERS-NATURAL GAS	1,536	2,009	4,000	4,000	4,000	100.0%
04-04-54610-330	SANITARY SEWERS-WATER	2,589	4,145	4,000	4,000	4,000	100.0%
04-04-54620-310	WWTP-ELECTRIC	76,015	131,323	140,000	130,000	140,000	107.7%
04-04-54620-320	WWTP-GAS HEATING	74,619	20,643	25,000	25,000	25,000	100.0%
04-04-54620-330	WWTP-WATER	7,837	7,642	8,000	12,000	10,000	83.3%
04-04-54610-340	SANITARY SEWERS-TELEPHONE	1,059	332	3,000	3,000	3,000	100.0%
04-04-54620-340	WWTP-TELEPHONE	10,131	7,758	10,000	10,000	10,000	100.0%
	<b>SUBTOTAL UTILITIES</b>	<b>197,083</b>	<b>200,140</b>	<b>224,000</b>	<b>230,000</b>	<b>226,000</b>	<b>98.3%</b>
04-04-54610-370	SANITARY SEWERS-SUPPLIES	38,437	64,392	52,000	60,000	60,000	100.0%
04-04-54610-380	SANITARY SEWERS-CONTRACTUAL	61,377	48,056	25,000	25,000	25,000	100.0%
04-04-54610-420	SANITARY SEWERS-CLOTHING	731	255	700	1,000	1,000	100.0%
04-04-54620-350	WWTP-GASOLINE	1,605	1,451	2,000	2,250	2,250	100.0%
04-04-54620-370	WWTP-SUPPLIES	2,309	5,149	3,000	4,200	4,200	100.0%
04-04-54620-410	WWTP-TRAINING	170	1,794	2,500	3,500	3,500	100.0%
04-04-54620-440	WWTP-DUES AND FEES	11,850	12,410	13,500	14,500	13,500	93.1%
04-04-54620-700	WWTP-COMPUTER SOFTWARE	-	375	400	500	500	100.0%
04-04-54620-780	WWTP - W/C INSURANCE	-	-	-	-	14,615	100.0%
04-04-54620-910	WWTP-PROPERTY INSURANCE	43,322	38,220	47,500	40,000	30,000	75.0%
04-04-54630-370	BILLING & COLL-SUPPLIES	5,519	9,453	11,000	9,500	11,000	115.8%
04-04-54630-390	JOINT BILLING EXPENSE	-	72,641	80,000	60,000	80,000	133.3%
04-04-54856-408	WWTP TAXES	11,140	8,243	15,000	15,000	20,000	100.0%
04-04-57340-370	MISCELLANEOUS GENERAL EXPENSE	30,591	110,158	15,000	3,000	10,000	333.3%
04-04-57340-560	OUTSIDE SERVICES	-	4,993	5,000	5,000	5,000	100.0%
04-04-57340-580	INVESTMENT MANAGEMENT FEES	4,340	5,394	5,000	6,000	6,000	100.0%
04-04-64620-370	GIS-SUPPLIES	2,028	3,226	0	500	500	100.0%
04-04-64620-380	GIS-CONTRACTUAL	-	-	0	8,000	10,000	125.0%
	<b>SUBTOTAL OTHER</b>	<b>204,374</b>	<b>386,211</b>	<b>277,600</b>	<b>249,950</b>	<b>297,065</b>	<b>118.8%</b>

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WASTEWATER

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
04-04-64700-390	NON-STREET SEWER LINING	-	-	250,000	250,000	425,000	100.0%
04-04-64700-392	SANITARY SEWER TELEVISIONING	-	-	-	-	75,000	100.0%
04-04-64700-395	STREET PROJECT ACTIVITY	-	-	325,000	370,000	50,000	100.0%
04-04-64700-400	2024-2025 CWF PLANT PROJECT	-	-	6,000,000	12,000,000	6,000,000	100.0%
04-04-64700-401	LIFT STATION 1	-	-	0	-		100.0%
04-04-64700-402	LIFT STATION 2	-	-	13,000	13,000	47,000	100.0%
04-04-64700-403	LIFT STATION 3	-	-	11,000	50,000	100,000	100.0%
04-04-64700-404	LIFT STATION 4	-	-	0	-		100.0%
04-04-64700-405	LIFT STATION 5	-	-	0	-		100.0%
04-04-64700-406	LIFT STATION 6	-	-	15,000	-		100.0%
04-04-64700-410	CREEK CROSSINGS	-	-	-	100,000	170,000	100.0%
04-04-64700-411	SPRING STREET INTERCEPTOR	-	-	90,000	1,000,000	1,100,000	100.0%
04-04-64700-412	SOUTH SIDE MAIN DESIGN	-	-	0	1,000,000		100.0%
04-04-64700-413	OTHER PLANT PROJECTS	-	-	123,000	-	100,000	100.0%
04-04-64700-999	CAPITALIZED EXPENDITURES	-	-	(6,827,000)	(14,770,000)	(7,895,000)	100.0%
	SUBTOTAL CAPITAL	-	-	0	13,000	172,000	100.0%
04-04-57390-600	DEPRECIATION	792,625	787,474	900,000	900,000	950,000	105.6%
	SUBTOTAL DEPRECIATION	792,625	787,474	900,000	900,000	950,000	105.6%
04-04-57340-570	GAIN/LOSS ON INVESTMENTS	105,384	(45,065)	0	-	0	#DIV/0!
	SUBTOTAL OTHER	105,384	(45,065)	0	-	0	#DIV/0!
04-04-58200-700	INTEREST ON LONG TERM DEBT	47,594	23,540	35,700	35,700	32,700	91.6%
	SUBTOTAL INTEREST	47,594	23,540	35,700	35,700	32,700	91.6%
	TOTAL EXPENDITURES	2,153,117	2,292,865	2,530,300	2,510,465	2,801,920	111.6%
	SURPLUS (DEFICIT)	939,661	948,427	724,700	579,535	463,955	

## 2025 Budget

### Wastewater Utility – Capital projects

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#### Sanitary Sewer Lining

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**Item 4-2, project years: ongoing, estimated costs: \$425,000 per year**

These project costs will be funded through Utility reserves.

The City has a policy of lining sewer mains that are located on the yearly street reconstruction projects. Because the City has a significant inflow and infiltration (I/I) problem, the city will start lining an additional mile of sewer main annually. Per the 2021 Compliance Maintenance Annual Report (CMAR), the Wastewater Plant's hourly peaking factor is 6.4. This is the ratio between the highest hourly flow rate divided by the average daily flow rate. It is typical to have at least one day during the year where peak flows exceed 15 MGD versus the average daily flow of 1.1 MGD.

The city has been televising the sewer mains prior to road projects to determine if repairs are needed prior to lining. The sewer utility is planning to increase that to 8 miles per year. This is approximately 15% of the sewer utility. This will help identify sewer problems and potential blocked lines prior to the line becoming fully blocked or a sewer main structurally failing. Because the sewer will need to be cleaned prior to televising, this also helps the utility meet its goal of jetting 25% of the sewer lines every year.



## 2025 Budget

### Wastewater Utility – Capital projects

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#### Sewer Televising and Spot Repair

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**Item 4-1, project years: ongoing, estimated costs: \$75,000 per year**

This project will be funded through utility reserves

The city has been televising the sewer mains prior to road projects to determine if repairs are needed prior to lining. The sewer utility is planning to increase that to 8 miles per year. This is approximately 15% of the sewer utility. This will help identify sewer problems and potential blocked lines prior to the line becoming fully blocked or a sewer main structurally failing. Because the sewer will need to be cleaned prior to televising, this also helps the utility meet its goal of jetting 25% of the sewer lines every year.

#### Streets Project Related Mains

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**Item 4-3, project years: ongoing, estimated costs: \$50,000 per year**

These project costs will be funded through Utility reserves.

These costs are for repairs to the system encountered during street construction projects

## 2025 Budget

### Wastewater Utility – Capital projects

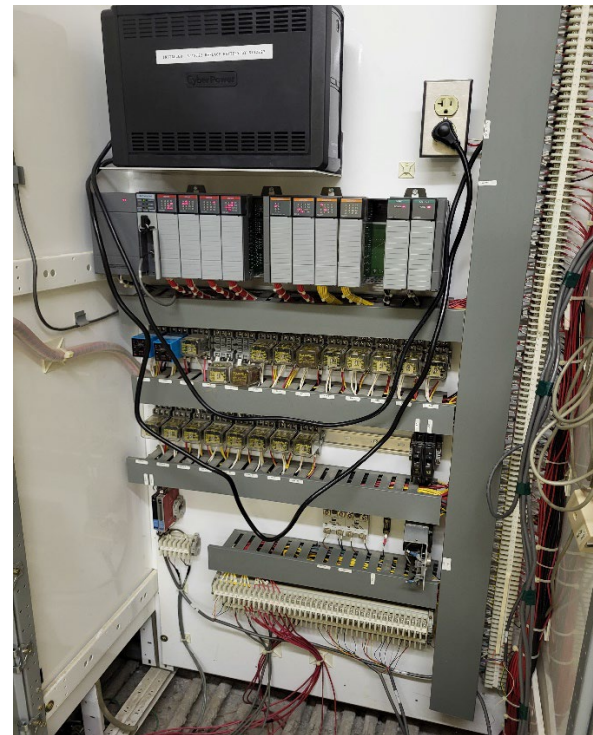
#### Lift Station 2 Programmable Logic Controller (PLC) Upgrade

**Item: new, project year: 2025, estimated costs: \$47,000**

Lift Station 2 went on-line in 2001. We currently have the original systems controls in place – given that the age of the PLC panel is over 20 years old, it is recommended all panel components be replaced. This involves replacing Power supply, circuit breakers, relays, control relays, timers, etc. Lift station 2 is our largest in the city and handles most of the wastewater that comes to the Wastewater Treatment Plant. It is a critically important infrastructure.



*Figure 2- Touchscreen to be replaced*



*Figure 3-Systems controls to be replaced.*

## 2025 Budget

### Wastewater Utility – Capital projects

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#### Lift Station 3

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**Item 4-16, project year(s): 2025, estimated costs: \$100,000**

This project will be funded through utility reserves

Lift Station 3 – Recommended improvements include:

- New generator (2025)
- Electrical and Controls upgrades (2025)

#### Creek Crossing Protection – Valley Creek

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**Item 4-6 , project year: 2025, estimated costs: \$170,000**

This project will be funded through utility reserves

There are three sewer crossings of City creeks (one in Valley Creek and two in Mineral Springs Creek) that have been exposed due to undercutting of the creek beds. These sewers need to be protected and secured before failure occurs. This project is intended to be designed and permitted in 2024 with 2025 construction.



## 2025 Budget

### Wastewater Utility – Capital projects

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#### Special Main Projects – Spring Street

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##### **Item 4-5, project year: 2025, estimated costs: \$1,100,000**

This project will be funded through Utility reserves.

This sewer interceptor has been identified as being undersized and causing basement backups in the area of First Avenue. It also runs below an industrial building. The new sewer interceptor will help eliminate the sewer backups and move it from below the building.

#### Aerobic Sludge Thickener Refurbishment

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##### **Item 4-12, project year: 2025, estimated costs: \$100,000**

This project will be funded through utility reserves

This project addresses refurbishing (replacing failing parts) an item that runs every day during the week for 2 to 4 hours each day. The last time this piece of equipment was rebuilt was in 2006. It is a critical piece of equipment for processing our sludge before it is sent to the digester. The rubber on the steel rolls has started to delaminate. The goal will be to replace or refurbish the critical components to achieve an excellent condition rating for the entire machine.

This piece of equipment was operating fine when the upgrade project was put together and is not included in that project.





## 2025 Budget

### Marina

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#### DEPARTMENT/DIVISION DESCRIPTION

The Department of Marina/Harbor Facilities shall be governed and supervised by the Harbor Commission. The Harbormaster shall be appointed, upon recommendation of the City Administrator, by the Common Council by an affirmative vote by most of the members of the entire Common Council. The term and compensation of such Harbormaster shall be determined by the Council. The Harbormaster shall recommend to the Harbor Commission for employment those employees for whom the Harbormaster shall be responsible. The employees to be employed, their term and compensation shall be subject to Council determination and approval, except that employment of seasonal employees shall not be subject to Council determination and approval.

The mission of the Port Washington Marina is to provide professional and personal management and maintain a safe and clean boating environment for all boaters who use the marina. The marina staff will be courteous and seek the most enjoyable boating experience for all marina customers.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Harbormaster	1.00	1.00	1.00
Assistant Harbormaster	1.00	1.00	1.00
Marina Support Staff	1.25	1.25	3.00
City Administrator	0.05	0.05	1.00
ACA/HR Director	0.05	0.05	1.00
Director of Public Works	0.10	0.10	1.00
<b>Total</b>	<b>3.45</b>	<b>3.45</b>	<b>8.00</b>

## 2025 Budget

### Marina

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#### PROGRAMS & SERVICE LINES

- To provide safe docking for Marina tenants and guests throughout the course of their stay.
- To provide for purchase clean, Valvtect Marine Grade gasoline and diesel fuel.
- To provide and assist with water, electricity, and pump-out facilities for tenants and guests.
- To provide a safe launching facility for all watercrafts.
- To provide transient availability for guests.
- To provide clean restroom and shower facilities for tenants and guests.
- To provide adequate parking for tenants and guests.
- To participate and assist in festivals and the Marina Open House event.
- To provide garbage and recycling pickup to tenants and guests.
- To present a clean, attractive Marina with well-maintained landscaping.
- To provide a Fish Cleaning Station.
- To provide picnic areas with gas and charcoal grills and a fire pit.
- To provide lifesaving equipment.
- To provide Wi-Fi access to tenants and guests.
- Provide superior customer service to tenants and guests.

## 2025 Budget

### Marina

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#### 2024 ACHIEVEMENTS

- Installed a new 3hp Peristaltic Pump for our dockside pump out system replacing the existing pump providing customers with superior dockside pump out services. The Marina applied for and received a grant through the DNR and the Clean Vessel Act that will pay for up to 75% of the project costs.
- Installed (4) additional cameras increasing security measures along the Northeast side of Main Marina including Pier 5 and portions of the Break Wall, the East Wall and North Wall of the North Slip, and West side of the North Building overlooking the parking lot.
- Potholes were repaired in the M-5 and M-6 parking lots.
- Resealed and striped the vehicle with trailer lot (M-4) and the tenant and metered parking lots (M-5 and M-6), providing clear parking guidelines and an improved parking experience.
- Upgraded Wi-Fi for the Charter Boats and Transient customers along the area of the North Slip providing a better experience for our North Slip customers.
- The City/Marina has received a \$35,000 grant offer (with no local match required) from the University of Wisconsin as part of their Wisconsin Clean Marina program to study the Marina parking lots and stormwater best management practices, evaluate improvements and produce concept plans for those improvements. Edgewater Resources was selected by the City/Marina to provide these services.
- Continue to upgrade the Marina software based on the latest technology.
- Continue to operate as a *Certified Clean Marina* following the best practices set forth by the Wisconsin Clean Marina Program.
- Proudly achieved the "Elite Boater's Choice" award from Marinas.com based on customer reviews of our facilities and overall, Marina operation and performance. The "Elite Fleet" is the highest award given by Marinas.com. Thanks to the Marina's reputation as one of the best Marinas on the western shores of Lake Michigan, the Marina is once again filled to over 100% capacity boasting a healthy waiting list of boaters wanting to call Port Washington Marina home. This accolade and the waiting list are proof that Port Washington continues to be a highly sought after Destination Marina. The Marina continues to be booked with transient guests practically every weekend throughout the summer months. The Marina has become the "Must Stop" location for Loopers (doing the Great Loop), which keeps the Marina busy well into the fall season.
- Rented 100 percent of the tenant slips, aiding in a profitable season for the Marina.
- Transient traffic continues to be on an increasing trend with many guests staying for several days, weeks, and even months.
- Worked with Tourism and The Edelweiss to bring in the "Harbor Lady" to do Historical Tours twice a day for (1) week.

## 2025 Budget

### Marina

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#### 2025 GOALS

- Upgrade Wi-Fi radios in Main Marina utilizing the newest technology.
- Explore installing permeable pavers by the fish cleaning station to reduce standing water following *Wisconsin Clean Marina* best practices for storm water management and green infrastructure. Apply for related grants to complete this project.
- Replace retaining wall north of the North Building.
- Replace fuel lines running out to the end of the fuel dock and the gasoline and diesel dispensers.
- Continue to operate as a Certified *Wisconsin Clean Marina* providing clean and safe waterways for our tenants and guests.
- Continue to upgrade Marina software based on the latest technology.
- Strive to offer the best customer service experience for all Marina tenants and guests.
- Continue to promote the Port Washington Marina as a “*Destination Marina*” via Dockwa and America’s Great Loop, social media as well as other avenues, capitalizing on the Marina’s proximity to the downtown area and all it has to offer (i.e., restaurants, bars, shops, parks, beaches, and the Interurban Trail to name a few).
- Continue to work with Tourism and The Edelweiss to bring in cruise ships to run tours out of the Marina, not only to maintain or Wisconsin Commercial Ports status, but bring additional tourism to the city utilizing local restaurants and shops while they are in town.

#### 2024 BUDGET INITIATIVES, ISSUES & IMPACTS

- Tenant fees will increase by three percent to offset increase in expenditures for 2025.
- A \$75,000 grant is anticipated (other Marina Revenue) in 2025 to offset the costs of improvements at the Marina fish cleaning station.
- The Marina now also recognizes an estimated \$40,000 of interest income earned on their reserve balances.
- Marina improvement projects for 2025 include \$24,000 for repairs to a walkway retaining wall, \$150,000 to replace the Marina fuel lines, and \$75,000 for improvements to the Marina fish cleaning station.

## 2025 Budget

### Marina

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#### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Fill the Marina to 100 percent Capacity.

**How it is being measured:** Renting all slips to permanent tenants for the season while maintaining a healthy waiting list of prospective customers.

**Goals Description:** Expand employee training and universal staff performance standards to increase customer satisfaction and maintain *Elite Status* through Marinas.com.

**How it is being measured:** Document all employee training and institute refresher trainings throughout the summer to address any issues or concerns that dock attendants or supervisors may have experienced. This process will serve to elevate the overall customer satisfaction to achieve a minimum of 95 percent of total reviews to be rated at the five-star level through the Marinas.com polling.

**Goals Description:** Re-Certify as a Wisconsin Clean Marina

**How it is being measured:** Go through the re-certification process in 2025, passing the certification process, having the certification approved by the Wisconsin Clean Marina board, maintain our Clean Marina status for another 5-years.

**Goals Description:** Continue to streamline the efficiency of Marina office and fuel pier operations.

**How it is being measured:** Upgrade Marina software to the newest technology and offerings, working towards eliminating the amount of paper receipts that are used in the office.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### MARINA

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
05-05-49430-000	SLIP RENTALS-MAIN MARINA	(563,015)	(611,218)	(623,000)	(606,500)	(625,000)	103.1%
05-05-49431-000	SEASONAL LAUNCH	(24,130)	(23,845)	(26,000)	(23,750)	(25,000)	105.3%
05-05-49432-000	DAILY LAUNCH	(30,590)	(34,716)	(37,000)	(24,700)	(24,700)	100.0%
05-05-49433-000	MARINA TRANSIENT FEES	(104,474)	(111,297)	(85,000)	(93,900)	(93,900)	100.0%
05-05-49434-000	NORTH SLIP RENTALS	(123,658)	(134,763)	(135,000)	(125,720)	(129,500)	103.0%
05-05-49440-000	GASOLINE AND OIL SALES	(632,886)	(445,784)	(500,000)	(457,000)	(468,530)	102.5%
05-05-49445-000	PUMP OUT FEES	(288)	(384)	(600)	(600)	(600)	100.0%
05-05-49450-000	ICE SALES	(11,476)	(14,483)	(15,500)	(13,300)	(13,300)	100.0%
05-05-49455-000	SALES-STORE SALES	(2,068)	(4,717)	(2,100)	(2,000)	(2,000)	100.0%
05-05-49460-000	REVENUE-PARKING METERS	(1,817)	(3,800)	(5,000)	(2,000)	(3,000)	150.0%
05-05-49460-500	PARKING PASSES	(4,468)	(5,322)	(5,425)	(4,500)	(5,000)	111.1%
05-05-49465-000	REVENUE-PARKING FINES	(3,060)	(3,925)	(6,850)	(3,000)	(4,000)	133.3%
05-05-49490-000	SALES-CLOTHING	(3,965)	(2,960)	(2,000)	(3,000)	(3,000)	100.0%
05-05-49495-000	OTHER MARINA REVENUE	(10,077)	(22,838)	(17,500)	(10,000)	(88,000)	880.0%
05-05-49910-000	INTEREST ON INVESTMENTS	-	(20,900)	(40,000)	-	(40,000)	100.0%
	<b>TOTAL REVENUES</b>	<b>(1,515,972)</b>	<b>(1,440,951)</b>	<b>(1,500,975)</b>	<b>(1,369,970)</b>	<b>(1,525,530)</b>	<b>111.4%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	244,640	281,485	261,575	261,575	271,775	103.9%
	SUBTOTAL BENEFITS	69,680	41,009	64,520	64,105	74,585	116.3%
	SUBTOTAL UTILITIES	69,626	72,002	65,350	68,500	69,500	101.5%
05-05-54545-350	GASOLINE	480,798	414,060	417,000	417,000	418,000	100.2%
05-05-54545-351	GASOLINE-MARINA VEHICLES	1,038	1,088	800	800	800	100.0%
05-05-54545-360	REPAIRS	32,838	21,065	20,000	20,000	20,000	100.0%
05-05-54545-370	SUPPLIES	21,180	26,539	24,030	24,030	25,000	104.0%
05-05-54545-372	BEAUTIFICATION	4,429	4,587	5,848	5,000	5,000	100.0%
05-05-54545-390	MISCELLANEOUS OPERATING EXP	36,458	28,217	28,000	20,000	25,000	125.0%
05-05-54545-400	CREDIT CARD FEES	15,513	12,022	15,000	15,000	15,000	100.0%

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### MARINA

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
05-05-54545-420	CLOTHING	2,662	2,516	2,500	2,500	2,500	100.0%
05-05-54545-430	CONFERENCE / TRAVEL EXPENSES	412	119	300	300	300	100.0%
05-05-54545-470	ICE	9,334	12,715	12,000	12,000	12,000	100.0%
05-05-54545-490	STORE-PURCHASED FOR SALE	624	1,890	2,000	2,000	2,000	100.0%
05-05-54545-780	W/C INSURANCE	-	-	-	-	12,730	100.0%
05-05-54545-910	LIABILITY INSURANCE	42,558	37,777	40,000	40,000	38,600	96.5%
05-05-54545-800	CONTRIBUTION TO GENERAL FUND	50,000	50,000	50,000	50,000	50,000	100.0%
05-05-55300-400	GASB PENSION EXPENSE	-	2,444	-	-	-	100.0%
05-05-57390-600	DEPRECIATION EXPENSE	-	108,327	100,000	-	100,000	100.0%
	<b>SUBTOTAL OTHER</b>	<b>776,471</b>	<b>723,367</b>	<b>717,478</b>	<b>608,630</b>	<b>726,930</b>	<b>119.4%</b>
05-05-54545-790	DEBT SERVICE TRANSFER	204,800	-		245,300	0	0.0%
05-05-58200-700	INTEREST ON LT DEBT	-	17,795	41,040	-	41,275	100.0%
05-05-58200-720	AMORT OF DEBT PREMIUMS	-	-		-	0	100.0%
05-05-58300-800	DEBT ISSUE EXPENSE	-	10,534		-	0	100.0%
	<b>SUBTOTAL DEBT</b>	<b>204,800</b>	<b>28,329</b>	<b>41,040</b>	<b>245,300</b>	<b>41,275</b>	<b>16.8%</b>
05-05-74545-390	EQUIPMENT PURCHASE / REPAIR	-	20,629	10,000	10,000		100.0%
05-05-74545-395	PARKING LOT-REPAIR/MAINT	-	-	21,400	31,400	24,000	100.0%
05-05-74545-400	2022-PIER PROJECT	179,713	47,380		-		100.0%
05-05-74545-401	2023-GOLF CARTS	-	32,520		-		100.0%
05-05-74545-402	2024-SECURITY CAMERAS	-	-	19,020	18,500		100.0%
05-05-74545-403	2023 FUEL TANKS	-	545,585	-	-		100.0%
05-05-74545-404	FUEL LINES REPLACEMENT	-	-	-	-	150,000	100.0%
05-05-74545-405	FISH CLEANING STATION	-	-	-	-	75,000	100.0%
05-05-74545-999	CAPITALIZED EXPENDITURES	-	-	-	-	(225,000)	100.0%
	<b>SUBTOTAL CAPITAL</b>	<b>179,713</b>	<b>646,114</b>	<b>50,420</b>	<b>59,900</b>	<b>24,000</b>	<b>40.1%</b>
	<b>TOTAL EXPENDITURES</b>	<b>1,544,929</b>	<b>1,792,306</b>	<b>1,200,383</b>	<b>1,308,010</b>	<b>1,208,065</b>	<b>92.4%</b>
	<b>SURPLUS (DEFICIT)</b>	<b>(28,958)</b>	<b>(351,355)</b>	<b>300,592</b>	<b>61,960</b>	<b>317,465</b>	

## 2025 Budget

### Marina – Capital projects

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#### Replace Marina Retaining Wall

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**Item 5-2, project year: 2025, estimated costs: \$24,000**

These project costs will be funded through Marina reserves

Replace 114 feet of the retaining wall that shows signs of wear north of the North Building to the end of the Marina property line. Work to be done by the Streets Department.





## 2025 Budget

### Marina – Capital projects

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#### REPLACE FUEL LINES AND DISPENSERS ON THE FUEL DOCK

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**Item 5-1, project year: 2025, estimated costs: \$150,000**

These project costs will be funded through Marina reserves

Marina needs to replace the fuel lines running out to the fuel dock as well as the dispensers on the fuel dock and is hoping to accomplish this in spring of 2025. These items were part of the original bid for the new Underground Storage Tanks that were installed in Spring of 2023, however, had to be removed to keep the cost down. The lines and dispensers are approaching 15 years old and should be upgraded.



## 2025 Budget

### Marina – Capital projects

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#### INSTALL PERMEABLE PAVERS BY THE FISH CLEANING STATION

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##### Item 5-3, project year: 2025, estimated costs: \$75,000

These project costs will be grant supported.

The Marina would like to install a 100 x 50-foot section of permeable pavers around the fish cleaning station in spring 2024. The water from the fish cleaning station runs and ponds in the parking lot causing a horrible odor if not rinsed away. The permeable pavers will aid in proper drainage around the fish cleaning station helping to eliminating odors from standing water, ensuring a more pleasant experience for our boaters and fishermen. Installation of permeable pavers is highly encouraged by the Wisconsin Clean Marina Program as one of their best practices for storm water management and green infrastructure. The Marina is looking into grants from the Fund for Lake Michigan as well as other avenues to fund this project through the Wisconsin Clean Marina Program.



## 2025 Budget

### Water Utility

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#### DEPARTMENT/DIVISION DESCRIPTION

The City of Port Washington Water Utility provides clean, safe water to visitors, businesses, and all residents of the City of Port Washington. The population of Port Washington is approximately 13,000, with a total land area of 5.8 square miles. To serve this customer base, the Utility manages and operates approximately 60 miles of water main and approximately 650 hydrants. The Water Utility maintains and operates a surface water treatment plant, which produces an average of 1.16 million gallons of drinking water per day (MGD), with a total capacity of 4 MGD. The Utility treats Lake Michigan water in compliance with Wisconsin Department of Natural Resources (DNR) and Environmental Protection Agency (EPA) to provide the highest quality water possible. The Utility also maintains three elevated storage tanks, two booster stations and serves approximately 5,000 residential and commercial customers.

Position Title	2024 FTE	2025 FTE	2025 Base Positions
Water Superintendent	1.00	1.00	1.00
Team Lead, Plant Operator	1.00	1.00	1.00
Team Lead, Field Operator	1.00	1.00	1.00
Plant Operator	3.00	3.00	3.00
Field Operator	4.00	4.00	4.00
Maintenance Manager	0.00	1.00	1.00
City Administrator	0.10	0.10	1.00
ACA/HR Director	0.05	0.05	1.00
Finance Director / City Treasurer	0.10	0.10	1.00
Director of Public Works	0.25	0.25	1.00
City Engineer	0.25	0.25	1.00
Staff Accountant	0.25	0.40	1.00
Accounting Assistant	0.00	0.40	1.00
Administrative Assistant	0.10	0.00	1.00
Engineer Technician	0.25	0.25	1.00
Streets Superintendent	0.10	0.10	1.00
<b>Total</b>	<b>11.45</b>	<b>12.90</b>	<b>21.00</b>

## 2025 Budget

### Water Utility

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#### PROGRAMS & SERVICE LINES

- Water treatment plant operators maintain the Water Treatment Plant across three shifts, every day of the year. The treatment plant supplies potable water to the Distribution System, which includes:
  - Three booster stations,
  - Three water towers,
  - Over 650 fire hydrants,
  - 5,000 services and water meters,
  - Approximately 60 miles of water main ranging in size from 4 inches to 16 inches.
- Operators maintain a certified laboratory that complies with Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Food Safety and Recreational Safety (WDATCP), Environmental Protection Agency (EPA), and Wisconsin Department of Natural Resources (WDNR) rules and regulations.
- Water treatment plant operators perform thousands of analyses per year of raw and tap water including Turbidity, Coliform Bacteria, E-Coli, Chlorine, Fluoride, Phosphate, pH, Hardness, Alkalinity, Total Organic Carbon & Disinfection Byproducts.
- Submittal of WDNR monthly reports that include plant usage data, pumpage totals and daily testing results including customer Coliform Bacteria sample results.
- Field operators perform hundreds of samples throughout the entire distribution system including Chlorine, Coliform Bacteria, E-Coli, Phosphate & Lead and Copper.
- Conduct safe water tests (Coliform Bacteria, E-Coli) on all new water main and customer services larger than two inches.
- Operators install new water meters in all new residential, commercial, and industrial properties.
- Test approximately 50, 1.5 inch and larger water meters to comply with WDNR standards yearly.
- Field operators manually read approximately 1,500 water meters throughout the city on a bimonthly schedule.
- Repair an average of 14 water main and public/private service breaks throughout the year.
- Repair or replace fire hydrants, main line, service line and hydrant valves on an emergency and non-emergency basis.
- Respond to all customer concerns and needs in a timely manner.

## 2025 Budget

### Water Utility

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#### 2024 ACHIEVEMENTS

- The City of Port Washington Water Utility complied with all State and Federal Drinking Water Standards including, End of Month Reporting (EMOR) and Wisconsin Pollutant Discharge Elimination System (WPDES) to the WDNR, Routine Monitoring Requirements, and retaining state laboratory certification through The Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Food Safety and Recreational Safety (WDATCP).
- Field staff maintained compliance with all WDNR and PSC requirements for Valve Exercising, Hydrant Flushing, Meter Replacement and Cross Connection Inspections. Over 500 valves were exercised throughout the year. Every fire hydrant was inspected, serviced, and flushed through the months of May and September.
- Over 700 residential meters were replaced. During the replacements, a cross connection inspection is completed. Close to 100 commercial, industrial, public authority, and multi-family cross connection inspections were completed. Staff also checked for sanitary sewer clear water compliance.
- The Utility started a five-year program in 2023 to sandblast and paint all fire hydrants in the system. 125 hydrants were successfully sandblasted and painted in September.
- The annual street improvement project included the replacement of approximately 4,100 linear feet of water main. Field staff assisted contractors during construction with flushing and sampling all new water main and hydrants.
- The Water Treatment Plant Improvements Project started the construction process in July. The new backup generator was installed. Underground utility relocations and construction of the new clear well and building are underway. Demolition and renovation has started in the existing WTP.

#### 2025 GOALS

- Continue with construction of the Water Treatment Plant Upgrade Project. Major improvements will include the moving of utilities, the construction of a new garage, pump room, ultraviolet disinfection room and clear well. The project will also include the replacement of pumps, motors, and other equipment.
- Assist the General Contractor with general and daily planning and managing the WTP Upgrade Project. Lead the transition from older policies and procedures to new updated ones as the upgrades are completed.
- Continue to maintain compliance with all State and Federal Drinking Water Standards by summiting sample results and reporting on time and accurately.
- Comply with the new 2024 EPA rules for lead and copper services which include an entire system materials inventory list.

## 2025 Budget

### Water Utility

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- Continue the meter changeout program to better transition from a walking-based meter reading system to an Advanced Meter Infrastructure (AMI) system.
- Assist the Engineering Division with the annual street/utilities reconstruction project from planning through construction.
- Maintain compliance with all WDNR and PSC requirements for Valve Exercising, Hydrant Flushing, Meter Replacement, and Cross Connection Inspections.
- Complete a system wide Master Plan to help establish a prioritized capital improvement plan over a 20-year period that will address current system deficiencies, support growth, and optimize system performance. The plan will utilize a distribution system hydraulic model and facility and pipeline condition assessments to develop a comprehensive system plan.

### 2025 BUDGET INITIATIVES, ISSUES & IMPACTS

The utility anticipates spending \$120,000 to update the utility's master plan. These costs are reported under the account for outside services employed. In addition, they are expecting to complete more than \$1 million dollars in self-funded water distribution system improvements.

### DEPARTMENT PERFORMANCE GOALS

**Goals Description:** Develop and implement a Lead Service Line Replacement (LSLR) plan for the city.

**How it is being measured:** Staff will work within the Environmental Protection Agency (EPA) and Wisconsin Department of Natural Resources (WDNR) guidelines to gather the information needed to adopt a LSLR plan that is best for the Cities customers.

**Goals Description:** Complete all additions to the Water Utility webpage including a Lead Service Line Story Map.

**How it is being measured:** Continue to work with GIS specialists on creating a new LSL map showing public water laterals and providing information to customers about the Cities Lead Service Line Replacement plan.

**Goals Description:** Successfully operate the Water Treatment Plant and Distribution System during the entirety of the Water Treatment Plant (WTP) Upgrade Project.

**How it is being measured:** Continue to meet all WDNR, Environment Protection Agency (EPA), and Public Service Commission (PSC) requirements during construction and beyond.

## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WATER UTILITY

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
	<b>REVENUES</b>						
06-06-46100-100	REVENUE-RESIDENTIAL	(1,294,941)	(1,432,586)	(1,820,000)	(1,820,000)	(1,820,000)	100.0%
06-06-46100-200	COMMERCIAL	(267,179)	(256,255)	(320,000)	(350,000)	(320,000)	91.4%
06-06-46100-300	INDUSTRIAL	(360,465)	(494,433)	(600,000)	(560,000)	(600,000)	107.1%
06-06-46100-500	MULTI-FAMILY	(108,144)	(124,017)	(160,000)	(147,000)	(160,000)	108.8%
06-06-46400-000	PUBLIC AUTHORITY	(108,104)	(118,384)	(140,000)	(154,000)	(140,000)	90.9%
06-06-46200-000	PRIVATE FIRE PROTECTION	(118,770)	(122,188)	(130,000)	(175,000)	(130,000)	74.3%
06-06-46300-000	PUBLIC FIRE PROTECTION (HYD)	(761,935)	(820,211)	(936,000)	(936,000)	(936,000)	100.0%
06-06-47000-000	REVENUE-PENALTIES	(24,047)	(32,799)	(25,000)	(20,000)	(25,000)	125.0%
06-06-47100-000	MISC SERVICE REVENUES	(34,495)	(23,474)	(20,000)	(25,000)	(20,000)	80.0%
06-06-47400-000	OTHER WATER REVENUES	(16,765)	(35,267)	(40,000)	(15,000)	(40,000)	266.7%
06-06-47200-000	RENTS FROM WATER PROPERTY	(112,128)	(110,628)	(115,000)	(120,000)	(120,000)	100.0%
06-06-41900-000	INTEREST AND DIVIDEND INCOME	(39,386)	(251,211)	(200,000)	(100,000)	(150,000)	150.0%
	<b>TOTAL REVENUES</b>	<b>(3,246,358)</b>	<b>(3,821,454)</b>	<b>(4,506,000)</b>	<b>(4,422,000)</b>	<b>(4,461,000)</b>	<b>100.9%</b>
	<b>EXPENDITURES</b>						
	SUBTOTAL WAGES	700,103	881,876	900,000	896,880	1,007,500	112.3%
	SUBTOTAL BENEFITS	318,382	269,748	350,000	346,640	358,485	103.4%
06-06-61300-000	MAINT OF LAKE,RIVER,INTAKES	38,220	15,661	44,350	15,000	18,000	120.0%
06-06-62300-000	POWER PURCHASED FOR PUMPING	123,731	147,168	160,000	140,000	166,000	118.6%
06-06-62400-000	PUMPING LABOR & EXPENSES	23,355	638	1,854	-	2,000	100.0%
06-06-63000-000	MAINT SUPER & ENGINEERING	120	-		-		100.0%
06-06-63100-000	MAINT OF STRUCTURES & IMPROVEM	352	2,898	8,500	10,000	5,000	50.0%
06-06-63300-000	MAINTENANCE OF PUMPING EQUIP	14,906	16,524	15,000	15,000	30,000	200.0%
06-06-64100-000	CHEMICALS	44,890	75,294	68,000	73,000	75,500	103.4%
06-06-64200-000	OPERATION TESTING & LAB	62,546	55,797	55,000	65,000	50,000	76.9%
06-06-64200-500	OPER EXP-FUEL FOR HTG	27,723	14,903	18,000	25,000	20,000	80.0%
06-06-64300-000	MISCELLANEOUS WATER TREATMENT	11,629	7,299	11,500	12,000	12,000	100.0%
06-06-65100-000	MAINT OF STRUCTURES & IMPRMVMT	5,329	6,512	8,000	8,000	16,000	200.0%



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WATER UTILITY

		12/31/22	12/31/23	PROJECTED 2024	BUDGET 12/31/24	PROPOSED 2025	Budget % Change 2024-2025
06-06-65200-000	MAINTENANCE OF WATER TRTMT EQP	22,380	17,543	27,500	25,000	25,000	100.0%
06-06-66200-000	T & D LINES EXPENSE	14,942	25,479	25,000	25,000	25,000	100.0%
06-06-66300-000	METER EXPENSES	3,080	5,539	20,000	7,000	9,000	128.6%
06-06-66400-000	CUSTOMER INSTALLATIONS EXPENSE	13,470	14,280	17,136	20,000	18,000	90.0%
06-06-66500-000	MISC T & D	1,049	4,585	4,000	4,000	5,400	135.0%
06-06-67200-000	MAINT OF DIST RESERVOIRS & STA	108,134	93,599	100,000	96,000	107,000	111.5%
06-06-67300-000	MAINT OF T & D MAINS	30,313	42,061	55,000	40,000	40,000	100.0%
06-06-67500-000	MAINTENANCE OF SERVICES	6,419	7,397	3,500	6,000	5,000	83.3%
06-06-67600-000	MAINTENANCE OF METERS	1,318	5,289	2,500	3,000	6,000	200.0%
06-06-67700-000	MAINTENANCE OF HYDRANTS	-	23,529	20,000	20,000	5,000	25.0%
06-06-67800-000	MAINT OF MISC PLANT	-	-	-	500	-	100.0%
	<b>SUBTOTAL OPERATIONS</b>	<b>553,905</b>	<b>581,995</b>	<b>664,840</b>	<b>609,500</b>	<b>639,900</b>	<b>105.0%</b>
06-06-90200-000	METER READING	318	-		500	500	100.0%
06-06-90300-000	CUST RECORD & COLL-OTHER	10,810	14,890	34,000	34,000	30,000	88.2%
06-06-92100-000	OFFICE SUPPLIES AND EXPENSES	23,738	23,847	30,000	33,000	33,000	100.0%
06-06-92300-000	OUTSIDE SERVICES EMPLOYED	79,509	41,338	45,000	60,000	195,000	325.0%
06-06-92300-370	GIS-SUPPLIES	2,028	4,642	3,200	4,000	3,500	87.5%
06-06-92300-380	GIS-CONTRACTUAL	4,926	16,462	6,600	10,000	8,000	80.0%
06-06-92400-000	PROPERTY INSURANCE	51,900	42,660	52,000	50,000	30,000	60.0%
06-06-92400-780	W/C INSURANCE	-	-	-	-	30,275	100.0%
06-06-92500-000	INJURIES AND DAMAGES	-	-	0	-		100.0%
06-06-92600-500	SCHOOL EXPENSE-MISC	1,401	3,197	5,000	5,000	6,000	120.0%
06-06-92800-000	REGULATORY COMMISSION EXPENSES	5,939	21,116	3,500	7,500	6,000	80.0%
06-06-93000-000	MISCELLANEOUS GENERAL EXPENSES	6,437	5,595	17,500	6,500	18,000	276.9%
06-06-93000-105	INV. MANAGEMENT FEES	3,278	3,397	3,000	4,000	3,500	100.0%
06-06-40800-000	TAXES - PILOT	405,948	388,230	450,000	450,000	500,000	111.1%
06-06-42800-000	AMORTIZATION OF DEBT DISCOUNT	(29,064)	-	0	(30,000)	0	0.0%
06-06-42800-100	DEBT ISSUE COSTS	-	-	45,000	50,000	0	0.0%
	<b>SUBTOTAL OTHER</b>	<b>567,167</b>	<b>565,373</b>	<b>694,800</b>	<b>684,500</b>	<b>863,775</b>	<b>126.2%</b>



## 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

### WATER UTILITY

				PROJECTED	BUDGET	PROPOSED	Budget %
		12/31/22	12/31/23	2024	12/31/24	2025	Change
							2024-2025
06-06-95000-390	VEHICLE & EQUIPMENT	-	-	163,257	145,000	240,000	100.0%
06-06-95000-395	STREET RELATED PROJECT COSTS	-	-	1,000,000	1,450,000	915,000	100.0%
06-06-95000-400	SDW TREATMENT PLANT UPGRADE	-	-	3,000,000	18,345,000	15,000,000	100.0%
06-06-95000-410	PARK STREET MAIN	-	-	-	20,000	-	100.0%
06-06-95000-411	2025 WEBSTER STREET MAIN	-	-	-	-	120,000	100.0%
06-06-95000-500	OTHER PLANT UPGRADES	-	-	-	-		100.0%
06-06-95000-501	WATER TOWER MIXERS	-	-	-	-		100.0%
06-06-95000-999	CAPITALIZED EXPENDITURES	-	-	(4,163,257)	(19,960,000)	(16,275,000)	100.0%
	SUBTOTAL CAPITAL	-	-	-	-	-	100.0%
06-06-40300-000	DEPRECIATION EXPENSE	433,552	497,716	500,000	450,000	550,000	122.2%
06-06-42600-000	DEPRECIATION ON CIAC PLANT	106,122	113,591	115,000	-	120,000	100.0%
	SUBTOTAL DEPRECIATION	539,674	611,307	615,000	450,000	670,000	148.9%
06-06-40500-000	(GAIN)/LOSS ON INVESTMENTS	53,297	(26,792)	0	-	-	100.0%
	SUBTOTAL OTHER	53,297	(26,792)	0	-	-	100.0%
06-06-43100-000	OTHER INTEREST EXPENSE	210,326	177,618	189,885	189,885	171,040	90.1%
	SUBTOTAL INTEREST	210,326	177,618	189,885	189,885	171,040	90.1%
	TOTAL EXPENDITURES	2,942,853	3,061,125	3,414,525	3,177,405	3,710,700	116.8%
	SURPLUS (DEFICIT)	303,505	760,329	1,091,475	1,244,595	750,300	

## 2025 Budget

### Water Utility – Capital projects

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#### Additional Water Utility Truck

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##### Item 6-8, project year: 2025, estimated costs: \$90,000

These project costs will be funded through Utility reserves.

Operators need reliable trucks, equipped with the tools and resources to complete emergency and non-emergency jobs as efficiently as possible.

Staff are affected by not having the proper tools and equipment available to complete emergency and non-emergency jobs. A utility truck provides the ability to equip operators with all the tools needed for many specific operations. This cuts down on extra time spent loading and unloading trucks, lifting heavy equipment, and driving across town to share tools. A better equipped truck helps with the physical wear and tear of everyday operations.

The Water Utility currently has three field trucks and five field operators. A fourth utility truck would be added to the fleet. This truck would be set up with a utility body with the intention of pulling a valve maintenance trailer to be purchased in 2027. The current truck used by the Water Utility Superintendent is not able to be set up as an emergency response vehicle. It is undersized for the tools needed to respond to a water emergency. This truck will be replaced with a fleet pickup, allowing for a larger bed and tool cabinets. This truck will also be used as an option for transportation to out of town utility training and classes.



## 2025 Budget

### Water Utility – Capital projects

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#### Replace Superintendent Truck

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##### Item 6-9, project year: 2025, estimated costs: \$70,000

These project costs will be funded through Utility reserves.

Operators need reliable trucks, equipped with the tools and resources to complete emergency and non-emergency jobs as efficiently as possible.

Staff are affected by not having the proper tools and equipment available to complete emergency and non-emergency jobs. A utility truck provides the ability to equip operators with all the tools needed for many specific operations. This cuts down on extra time spent loading and unloading trucks, lifting heavy equipment, and driving across town to share tools. A better equipped truck helps with the physical wear and tear of everyday operations.

The Water Utility currently has three field trucks and five field operators. A fourth utility truck would be added to the fleet. This truck would be set up with a utility body with the intention of pulling a valve maintenance trailer to be purchased in 2027. The current truck used by the Water Utility Superintendent is not able to be set up as an emergency response vehicle. It is undersized for the tools needed to respond to a water emergency. This truck will be replaced with a fleet pickup, allowing for a larger bed and tool cabinets. This truck will also be used as an option for transportation to out of town utility training and classes.



## 2025 Budget

### Water Utility – Capital projects

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#### Additional Equipment - Skid Steer Loader

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##### Item 6-6, project year: 2025, estimated costs: \$80,000

These project costs will be funded through Utility reserves.

The Water Treatment Plant currently receives half of the chemicals used in the treatment process via 55-gallon drums. The Utility has does not have the ability to unload and safely move these drums into the plant. Field staff consistently borrow equipment from the Street Department. Shipping times and dates are challenging, so equipment is not always available when needed. This is the same process for all large shipping orders that come to the Plant. The Water and Wastewater Plants are currently plowed by the Street Department staff and equipment.

A skid loader would give the Water Utility the ability to handle all needs with shipping, snow removal and would help in the field with emergency construction services (water main breaks, service line breaks, main line valve breaks).



## 2025 Budget

### Water Utility – Capital projects

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#### Streets Project Related Mains

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##### Item 6-1, project year: ongoing, estimated costs: \$915,000 - \$1,500,000 per year

These project costs will be funded through Utility reserves.

The City intends to replace roughly one mile of roads each year. During road reconstruction, water mains that are 50+ years old and non-PVC are replaced. Most roads that are chosen to be replaced have multiple water main breaks and have cost the city large amounts of money for repair. The city is also targeting any neighborhoods that might have public and private lead service lines. Replacing water mains helps eliminate lead from our system. Replacing all service lines containing lead is at the top of the Utilities list. Replacing sections of water main each year gets us to a lead-free system.



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#### Special Main Projects – Webster spur

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##### Item 6-4, project year: 2025, estimated costs: \$120,000

These project costs will be funded through Utility reserves.

This water main project serves the City's swimming pool and recreation department facilities and the fire hydrant in that area. This main has a history a breaking and is in need of replacement.

## 2025 Budget

### Capital & Special Projects Fund

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#### CAPITAL FUND

This fund is used to account for various construction projects and equipment purchase, or certain other special project expenditures which are outside of the General Fund departments normal operational activities. These projects are financed through the issuance of debt, property taxes, grants, or other funding sources.

Each project in this budget has a specific account number to enhance project tracking and budgetary compliance. Each project also has a uniquely identified funding source based on the nature of the project and the expected availability of funds. Grants may carry forward to future years until they have been expended for their intended purpose. Bond reserves will be tracked per debt issue with any residual balances being applied to reduce future borrowing needs.

Capital reserves for future use will accumulate through the recording of revenues from the sale of surplus equipment that has been replaced, or other one-time revenues of the city which are outside of normal operational sources to this capital fund as they are received.

Items with useful lives greater than 3 years and which are above the minimum capitalization cost thresholds for the type of asset will be capitalized. The city capitalizes furniture and office equipment with a unit value over \$5,000, vehicles and operating equipment over \$10,000, and infrastructure projects over \$50,000. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized, are expensed in the year of acquisition.

**2025 BUDGET - CITY ADMINISTRATOR 9-16-24**
**CAPITAL & SPECIAL PROJECTS FUND**

				PROPOSED			Debt /	Capital		
		REVENUES	TYPE	2025	Tax Levy	Grants	Reserves	Reserves	Other	NOTES
	42-42-41110-000	PROPERTY TAXES	TAXES	(50,000)	(50,000)					
	42-42-49200-000	BOND PROCEEDS	BONDS	(22,000,000)			(22,000,000)			
	42-42-49200-100	BOND PREMIUM	BONDS	-						
	42-42-42600-100	LRIP GRANTS	GRANTS	-						
	42-42-42600-200	DNR GRANTS	GRANTS	(1,550,000)		(1,550,000)				1.5 Valley Creek, 50K storm mgmt
	42-42-42600-300	GMF GRANTS	GRANTS	-						
	42-42-42600-500	FISH & WILDLIFE GRANTS	GRANTS	-						Habitat Restoration
	42-42-42600-600	COSTAL MGMT GRANTS	GRANTS	(40,000)		(40,000)				Horizontal drains
	42-42-42600-700	CLEAN WATER GRANTS	GRANTS	-						
	42-42-42600-800	OTHER GRANTS	GRANTS	(3,323,900)		(3,323,900)				DOT Lighthouse / Library
	42-42-42700-100	POLICE GRANTS	GRANTS	-						
	42-42-42700-400	FIRE GRANTS	GRANTS	-						
	42-42-42700-500	EMS GRANTS	GRANTS	-						
	42-42-49300-100	POLICE - SALE OF EQUIPMENT	OTHER	-						
	42-42-49300-200	STREETS - SALE OF EQUIPMENT	OTHER	-						
	42-42-49300-300	PARKS - SALE OF EQUIPMENT	OTHER	-						
	42-42-49300-400	FIRE - SALE OF EQUIPMENT	OTHER	-						
	42-42-49300-500	EMS - SALE OF EQUIPMENT	OTHER	-						
	42-42-49300-800	OTHER - SALE OF EQUIPMENT	OTHER	-						
	42-42-47000-000	MISC REVENUES	OTHER	-						
	42-42-48660-001	SALE OF LAND	OTHER	-						
	42-42-48110-000	INTEREST INCOME	OTHER	-						
	42-42-49400-000	TRANSFER FROM OTHER FUNDS	OTHER	(696,940)					(696,940)	
	42-42-49500-000	SURPLUS APPLIED	OTHER	(6,267,100)			(5,868,100)	(399,000)		Reserves
		<b>TOTAL REVENUES</b>		<b>(33,927,940)</b>	<b>(50,000)</b>	<b>(4,913,900)</b>	<b>(27,868,100)</b>	<b>(399,000)</b>	<b>(696,940)</b>	



# 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

## CAPITAL & SPECIAL PROJECTS FUND

					Project Funding Sources					
		EXPENDITURES		PROPOSED			Debt /	Capital		
item			FUNDING	2025	Tax Levy	Grants	Reserves	Reserves	Other	NOTES
		<b>2025 INFRASTRUCTURE PROJECTS</b>								
1	42-42-58500-102	2025 STREETS ENGINEERING	BONDS	30,000			30,000			
2	42-42-58500-106	2025 STREETS CONSTRUCTION	BONDS	2,700,000			2,700,000			
3	42-42-58500-107	2025 SIDEWALK PROGRAM	BONDS	115,000			115,000			
4	42-42-58500-108	LIGHTHOUSE PAINTING	BONDS / GRANT	2,815,000		2,231,900	583,100			
5	42-42-58500-109	ULP HORIZONTAL DRAINS	BONDS / GRANT	100,000		40,000	60,000			
		<b>2024 BUILDINGS / PARKS PROJECTS</b>								
6	42-42-58500-303	VALLEY CREEK DESIGN	GRANTS	1,500,000		1,500,000				NFWF - \$915,000
7	42-42-58500-304	VALLEY CREEK IMPROVEMENTS	OTHER	200,000					200,000	sewer
8	42-42-58500-305	BIRCHWOOD HILLS - HABITAT	GRANTS	75,000				75,000		US Fish & Wildlife
8b	42-42-58500-306	WINDRUSH BASKETBALL COURT	OTHER	55,000					55,000	FUND 14
8c	42-42-58500-314	MUNI FIELD - OUTFIELD	OTHER	20,000					20,000	FUND 14
		<b>2025 BUILDINGS / PARKS PROJECTS</b>								
9	42-42-58500-321	HILL SCHOOL BASKETBALL COURT	OTHER	65,000					65,000	FUND 14
10	42-42-58500-322	FISH CLEANING - WISCONSIN AVE	OTHER	32,000					32,000	FUND 14
11	42-42-58500-323	PARK SECURITY CAMERAS	OTHER	35,000					35,000	FUND 14
12	42-42-58500-324	FACILITY NEEDS STUDIES	RESERVES	50,000				50,000		
13	42-42-58500-325	CITY HALL HVAC CONTROLS	RESERVES	25,000				25,000		
14	42-42-58500-326	PUBLIC SAFETY BUILDING CONSTRUCTION	BONDS	22,000,000			22,000,000			
15	42-42-58500-327	LIBRARY HVAC SYSTEM	BONDS	275,000			275,000			
16	42-42-58500-328	LIBRARY IMPROVEMENTS	GRANT	1,092,000		1,092,000				
17	42-42-58500-329	POOL ENTRANCE REPAIRS	BONDS	50,000			50,000			
		<b>2024 VEHICLES &amp; EQUIPMENT</b>								
18	42-42-58500-510	STREETS - FREIGHTLINER REPLACE	BONDS	310,000			310,000			
19	42-42-58500-513	FIRE - COMMAND VEHICLE	BONDS	65,000			65,000			
		<b>2025 VEHICLES &amp; EQUIPMENT</b>								
20	42-42-58500-518	PARKS - TORRO MOWER	RESERVES	35,000				35,000		
21	42-42-58500-519	STREETS - FORKLIFT	RESERVES	15,000				15,000		
22	42-42-58500-520	STREETS - PLOW FOR LOADER	RESERVES	25,000				25,000		
23	42-42-58500-521	STREETS - PICKUP BROOM FOR LOADER	RESERVES	12,000				12,000		



# 2025 BUDGET - CITY ADMINISTRATOR 9-16-24

## CAPITAL & SPECIAL PROJECTS FUND

					Project Funding Sources					
		EXPENDITURES		PROPOSED			Debt /	Capital		
item			FUNDING	2025	Tax Levy	Grants	Reserves	Reserves	Other	NOTES
24	42-42-58500-522	EMS - MOBILE DATA TERMINALS	OTHER	17,850					17,850	ARPA
25	42-42-58500-523	POLICE - SQUAD CARS 2025	BONDS	160,000			160,000			
26	42-42-58500-524	FIRE - BRUSH TRUCK	BONDS	175,000			175,000			
27	42-42-58500-525	STREETS - ELGIN SWEEPER	BONDS	420,000			420,000			
28	42-42-58500-526	PARKS - REPLACE 2004 TRUCK	BONDS	70,000			70,000			
29	42-42-58500-527	PARKS - REPLACE 2020 WACKER LOADER	BONDS	120,000			120,000			
30	42-42-58500-528	PARKS - LIONS PARK PLAYGROUND EQUIP	BONDS	65,000			65,000			
		<u>2025 OTHER PROJECTS</u>								
32	42-42-58500-701	ZONING CODE UPDATE	OTHER	70,000					70,000	ARPA
33	42-42-58500-707	ERP SYSTEM	OTHER	71,000					71,000	ARPA
34	42-42-58500-708	PED & BIKE PLAN	RESERVES	47,000				47,000		
35	42-42-58500-709	DOWNTOWN STREET LIGHTS - ENG DES	OTHER	30,000					30,000	TID 2 - POSSIBLE GRANT PENDING
36	42-42-58500-710	STORMWATER ORDINANCE UPDATES	RESERVES	90,000		50,000		40,000		
37	42-42-58500-711	GIS SYSTEM UPGRADES	RESERVES	25,000				25,000		
38	42-42-58500-712	CITY HALL IT PROJECTS	OTHER	60,300					60,300	ARPA
39	42-42-58500-713	FIRE DEPARTMENT TURNOUT GEAR	TAXES	50,000	50,000					
40	42-42-58500-714	PIERRE LANE BRIDGE	BONDS	140,000			140,000			
41	42-42-58500-715	STORMWATER POND IMPROVEMENTS	BONDS	90,000			90,000			
42	42-42-58500-716	TRAFFIC SAFETY IMPROVEMENTS	BONDS	110,000			110,000			
43	42-42-58500-717	TRAFFIC SIGNAL UPGRADES	BONDS	80,000			80,000			
44	42-42-58500-718	UNION CEMETARY	RESERVES	50,000				50,000		
45	42-42-58500-719	BUILDING PERMITS SOFTWARE	OTHER	40,790					40,790	ARPA
				-						
		<u>BONDING COSTS</u>								
	42-42-58300-792	BOND DISCOUNT	BONDS	-						
	42-42-58300-793	DEBT ISSUE EXPENSE	BONDS	250,000			250,000			
		<b>TOTAL EXPENDITURES</b>		<b>33,927,940</b>	<b>50,000</b>	<b>4,913,900</b>	<b>27,868,100</b>	<b>399,000</b>	<b>696,940</b>	
		<b>SURPLUS (DEFICIT)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: 2025 Streets Engineering  
Project Manager: Roger Strohm  
Estimated Cost: \$30,000 – Carry forward balance of \$140,000 approved in 2024  
Account Number: 42-42-58500-102  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

The City's 10-year street improvement plan adopted by the Board of Public Works at the July 11, 2023; meeting identifies the streets that are planned to be reconstructed/resurfaced over the next decade. The plan identifies roads to be reconstructed based on their Pavement Surface Evaluation and Rating (PASER) score.

Beginning in the year prior to construction, an engineering firm is contracted to prepare the applicable design and quantities documents in preparation for the project construction bidding.

## 2025 Capital Budget

### Capital Purchase Supporting Document

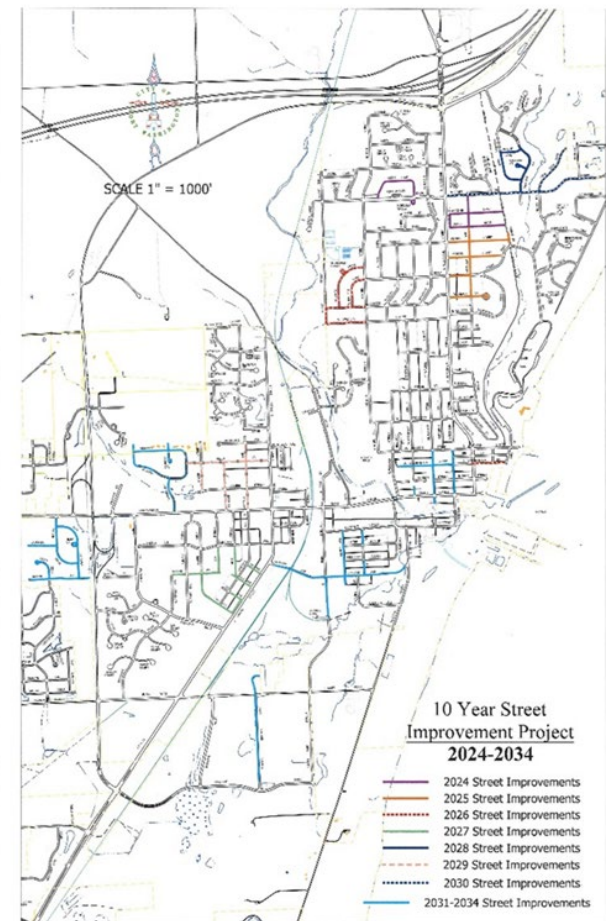
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Project Name: Local Roads Program  
Estimated Cost: \$2,700,000  
Account Number: 42-42-58500-102  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

The City's 10-year street improvement plan adopted by the Board of Public Works at the July 11, 2023 meeting identifies the streets that are planned to be reconstructed/resurfaced over the next decade. See the attached map. The plan identifies roads to be reconstructed based on their Pavement Surface Evaluation and Rating (PASER) score. Roads identified with a PASER score of 3 (approx.. 9 miles) or less are on this list. The second criteria are roads with frequent water main breaks. Other criteria include street classification (arterial, collector, local, cul de sac), drainage problems, proximity to other streets in need of repair, and other stakeholder input.

There are approximately 55 miles of roads in the City. Approximately 33% have a PASER score of 4 or less, or 18 miles. Those roads are split roughly equal between scores of 3 and 4. We are currently reconstructing about 1 mile annually. The expected life of a road is approximately 40 years. This means that we should be replacing 2-2.5% (1.1-1.4 miles per year). The price per foot (road, sidewalk, and storm sewer) of 2023 project is \$333/lf.



## 2025 Capital Budget

### Capital Purchase Supporting Document

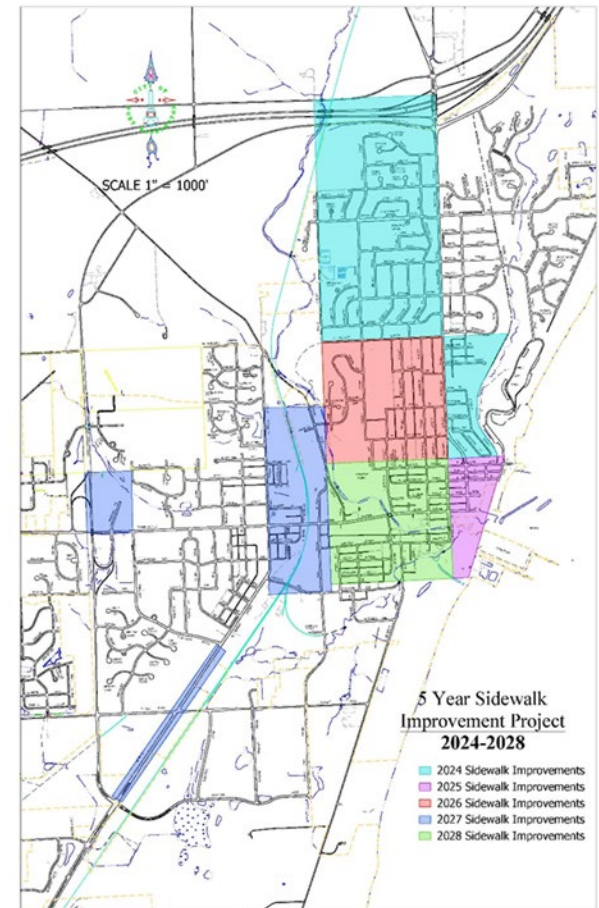
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Project Name: Sidewalk Program  
Estimated Cost: \$115,000  
Account Number: 42-42-58500-107  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

There are approximately 100 miles of public sidewalk pavement within the City of Port Washington. To ensure these walks remain in good condition, the Department of Public Works administers an annual sidewalk replacement program. Sidewalks replaced with street projects are not part of this program.

The City's program is currently a replacement only program. In future years, horizontal saw cutting and jacking maintenance methods may be included. Also included in this program is to update the City's Bike/Ped plan in 2024 utilizing a WisDOT TAP (Transportation Alternatives Program) grant (\$15,000 local share).



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Lighthouse Painting  
Estimated Cost: \$2,815,000  
Account Number: 42-42-58500-108  
Funding Source: \$2,231,900 grants, \$583,100 Borrowed proceeds

#### Detailed description and justification for purchase:

This project has been a long-term goal of the City and is important to the community. The existing paint contains lead. Therefore, the lighthouse needs to be encapsulated while removing the old paint. Specifications and drawings for the lighthouse improvements have been developed.

Timing of this project is critical for bidding and construction because of the weather. There is a limited time during the summer that weather conditions are conducive to painting the lighthouse. Only as much area of the lighthouse can have paint removed that can be painted in the same day. Otherwise, the steel will start corroding.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Upper Lake Park Horizontal Drains  
Estimated Cost: \$100,000  
Account Number: 42-42-58500-109  
Funding Source: \$40,000 grants, \$60,000 Borrowed proceeds

#### **Detailed description and justification for purchase:**

This project will be supported by 40% funding from a WCMGMT grant.

A June 2022 landslide at the approximate middle of the beach and several smaller landslides at the entrance to the beach resulted in the beach being closed during 2022. The clay bluff is exposed to two failure mechanisms: erosion at the toe and sand/silt seams moving water on the face of the bluff. Because of the landslide, Upper Lake Park Road is approximately 10' from the top edge of the bluff at its closest location.

The first phase is Installation of drain tiles and road relocation scheduled for 2025. The road relocation will be included with other improvements to Upper Lake Park. The drain tiles will intercept the silt seams in the upper portion of the park and drain that water to the toe of the bluff via directionally drilled drain lines.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Valley Creek – Design  
Estimated Cost: \$1,500,000  
Account Number: 42-42-58500-303  
Funding Source: This project will be grant funded

#### **Detailed description and justification for purchase:**

The vast majority of these project efforts will move forward in conjunction with the availability of grant funding opportunities.

While this project is largely reliant on grant funding, we are budgeting for some potential grant match during the next 5 years. A budgeted amount for local share helps considerably with obtaining grants. Having money budgeted will also provide for emergency repairs that could be required by future intense storm events

This project is being developed to reduce the bank erosion occurring along Valley Creek, protect sanitary sewers crossing and running alongside the creek, protect existing watermain from being undermined, protect the bike path from failure, reduce the potential for flooding of E. Norport Drive, Hales Trail, and N. Lake Street, and remove invasive species growing along the corridor. This project also has the potential to better connect the stream corridor to Upper Lake Park. Reconstruction of E. Norport Drive and improvements at Birchwood Hills Nature Preserve are also part of this project. This is a complicated project requiring interdisciplinary design. While it is reliant on grant funding, we are budgeting a potential grant match during the next 5 years. A budgeted amount for local share helps considerably with obtaining grants. Having money budgeted will also provide for emergency repairs that could be required by future intense storm events.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Valley Creek – Improvements  
Estimated Cost: \$200,000  
Account Number: 42-42-58500-304  
Funding Source: This project will be funded by the sewer utility or other sources

#### **Detailed description and justification for purchase:**

While this project is largely reliant on grant funding, we are budgeting for some potential grant match during the next 5 years. A budgeted amount for local share helps considerably with obtaining grants. Having money budgeted will also provide for emergency repairs that could be required by future intense storm events



## 2025 Capital Budget

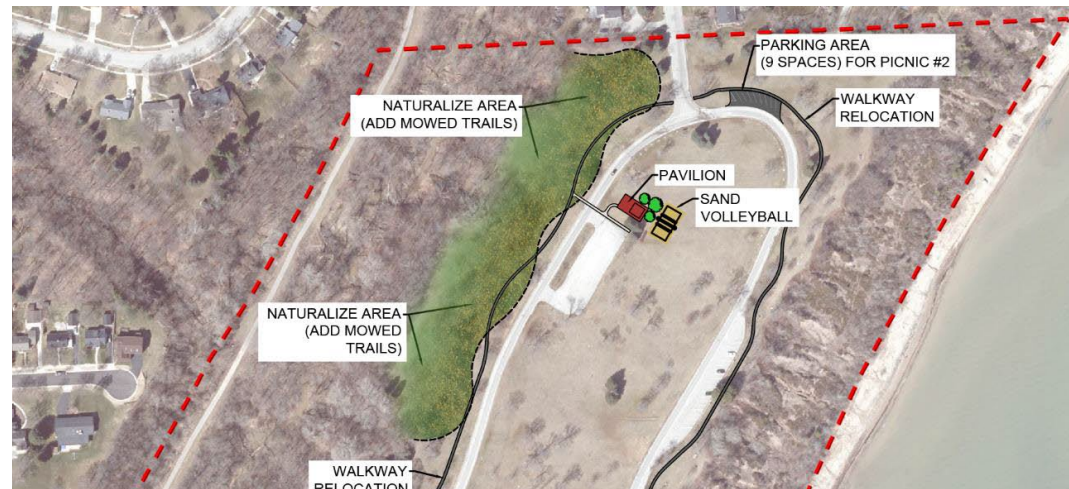
### Capital Purchase Supporting Document

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Project Name: Valley Creek Habitat Restoration  
Project Manager: Roger Strohm  
Estimated Cost: \$75,000 – Carry forward balance of 135,000 approved in 2024  
Account Number: 42-42-58500-305  
Funding Source: Grant

#### Detailed description and justification for purchase:

This \$135,000 grant from the US Fish and Wildlife Service (an agency under the US Dept of the Interior) requires no local contribution and is for enhancing the adaptability of habitats in the Valley Creek watershed to sustain migratory birds, bats, and pollinators. This work will focus on Birchwood Hills to remove invasives and plant native trees, and increase the diversity of the open meadow habitat, to provide nectar sources, nesting, and over-wintering habitat for a variety of native pollinators, grassland birds, and wildlife. Additionally, in the NW corner of Upper Lake Park, deep rooted vegetation will replace turf grass to improve pollinator habitat, decrease stormwater runoff and reduce bank erosion. This project fulfills one of the goals listed in the Comprehensive Outdoor Recreation Plan for Upper Lake Park at no cost to residents.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Parks – Windrush Basketball Court  
Project Manager: Jon Crain  
Estimated Cost: \$55,000  
Account Number: 42-42-58500-306  
Funding Source: Open Space Reserves

2024 project delayed until 2025.

#### **Detailed description and justification for purchase:**

This would be a new addition to Windrush park. Currently there is a small playground and a pavilion. This would feature would offer recreation to a much larger range of residents. This work would be performed in house similar to the court we recently completed in Columbia Park.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Parks – Municipal Field Outfield  
Project Manager: Jon Crain  
Estimated Cost: \$20,000  
Account Number: 42-42-58500-314  
Funding Source: Open Space Reserves

2024 project delayed until 2025

#### **Detailed description and justification for purchase:**

The current condition of the outfield is very poor and in need of repair. We have made attempts to roll it out, which helps but it needs to be regraded to fix the problem. We have had several complaints come in about this being a problem for the players.





## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Hill School Basketball Court Resurface  
Estimated Cost: \$65,000  
Account Number: 42-42-58500-321  
Funding Source: Parks & Open Space fund reserves

#### **Detailed description and justification for purchase:**

The project costs will be supported by funding through the parks & open spaces fund impact fees.

This is our only double court in the City and it is far past the effort of repairing. This is a project we would do in house with support from the street department.



## 2025 Capital Budget

### Capital Purchase Supporting Document

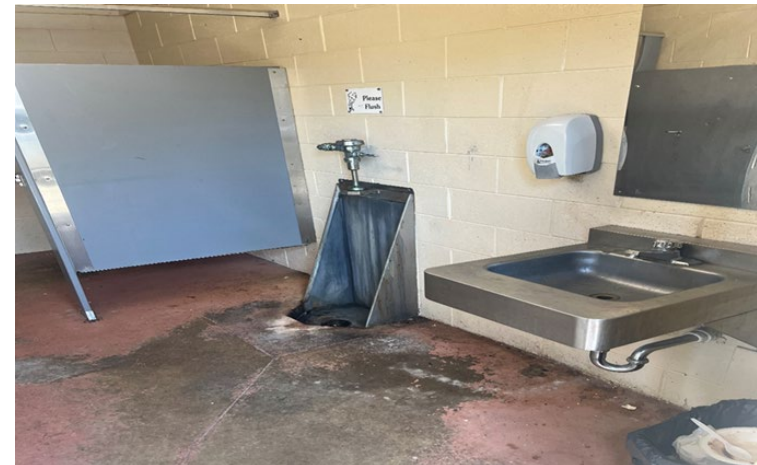
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Project Name: Fish Cleaning Station – Wisconsin Ave  
Estimated Cost: \$32,000  
Account Number: 42-42-58500-322  
Funding Source: Parks & Open Space fund reserves

#### Detailed description and justification for purchase:

The project costs will be supported by funding through the parks & open spaces fund impact fees.

The fish cleaning station has been having more frequent consistent problems due to mechanical issues. The cost to overhaul the grinder is not cost-efficient compared to the replacement cost. The bathrooms are also in need of updates and are very hard to clean for staff. This would include new bathroom fixtures, and a new epoxy floor.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Park Security Cameras  
Estimated Cost: \$35,000  
Account Number: 42-42-58500-323  
Funding Source: Parks & Open Space fund reserves

#### **Detailed description and justification for purchase:**

The project costs will be supported by funding through the parks & open spaces fund impact fees.

We are looking to add security cameras to upper lake park near the beer garden and possibility playground. We would also like to add them to Kolbach park. We have made several new updates to these parks and put a lot of money into projects. This would help deter vandalism and add security to the areas.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Facility needs studies  
Estimated Cost: \$50,000  
Account Number: 42-42-58500-324  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

With the City's current facilities aging and in need of repairs, it is time to reevaluate and to develop a number of facility assessments and programming needs studies to be able to continue to provide the desired services in the future.

Impacted areas may include the Library, Senior Center, Recreation Center, City Hall, and the city's swimming pool

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: City Hall HVAC controls  
Estimated Cost: \$25,000  
Account Number: 42-42-58500-325  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

City Hall's HVAC control system is not functioning properly and should be replaced.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Public Safety Building  
Estimated Cost: \$22,000,000 (current total project estimate 33,500,000)  
Account Number: 42-42-58500-326  
Funding Source: Borrowed proceeds

#### Detailed description and justification for purchase:

The Common Council approved hiring Bray Architects to design a public safety building to house the Fire Department, Police Department and Municipal Court. The proposed building is approximately 60,000 sf with an estimated cost of \$35,000,000. An ad hoc committee consisting of representatives from Police, Fire, Administration, Public Works, Common Council, and the Police and Fire Commission has been working with Bray since August 2023 to develop the proposed layout and design which is intended to meet the needs of the two departments for the next 50 years, based on current population projections and projected increases in calls for service.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Library HVAC replacement  
Estimated Cost: \$275,000  
Account Number: 42-42-58500-327  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

In 2022 Basset Mechanical did a major mechanical assessment of the city's facilities. They identified the HVAC system at the Library as likely to need replacement in the near future.

This project was originally scheduled for 2024 but was deferred to 2025.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Library Improvements  
Estimated Cost: \$1,092,000  
Account Number: 42-42-58500-328  
Funding Source: Grant

#### **Detailed description and justification for purchase:**

The W. J. Niederkorn Library has been awarded a Flexible Facilities Grant. The Flexible Facilities Program (FFP) is funded through the U.S. Department of Treasury's Capital Projects Fund (CPF) program, which was established through the American Rescue Plan of 2021, and aims to:

- Directly support recovery from the COVID-19 public health emergency by strengthening and improving the infrastructure necessary for participation in work, education, and health monitoring that will last beyond the pandemic; and
- Enable investments in capital assets designed to address inequities in access to critical services; and
- Provide the modern infrastructure necessary to access critical services, including a high-quality and affordable broadband internet connection.

The grant will be managed by the Wisconsin's Department of Administration. Grant money must be spent by the October 2026.

The grant will cover several building updates including new flooring, remodeling of community room and kitchen, new lighting, lower level bathrooms. Planning will take place in early 2025 and construction will be complete in 2026.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Pirate's Hollow Front Entrance Repair  
Estimated Cost: \$50,000  
Account Number: 42-42-58500-329  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

The Pirate's Hollow Bath House was built in 1998 along with the boardwalk entry way. Guests of Pirate's Hollow come down the boardwalk to the entrance of the pool. This is the only handicap accessible means of getting into the pool from the main parking lot. The Pool is in the Cities Comprehensive Outdoor plan as something that needs to be looked at and addressed to determine a long-term plan for the facility.

The boardwalk entry way provides a handicap accessible entrance to the community members as well as fitting the theme of the park. Over time the boardwalk has begun to shift and deteriorate and could soon become a safety hazard. The retaining walls used to prevent the surrounding soil from collapsing on the boardwalk are beginning to lean into the boardwalk which will eventually result in collapse. As the condition worsens the integrity and safety of the boardwalk.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Streets – Tandem Axle Dump Truck, Plows, Wedge Tank  
Project Manager: JD Hoile  
Estimated Cost: \$310,000 – 2024 project carry forward  
Account Number: 42-42-58500-510  
Funding Source: Bond Reserves

#### **Detailed description and justification for purchase:**

The Street Department is looking to replace a 2002 Freightliner FL80 Tandem Axle Dump truck. This truck currently has 68,000 miles and 6,200 hours on it. This truck is at the end of its life cycle and needs to be replaced. This truck is used for hauling asphalt, gravel, dirt, leaves etc. in the spring, summer, fall, and used for snowplowing and snow hauling in the wintertime. The current truck has no capability of salting or applying liquids as part of our plowing operations. We are looking to add a wedge tank system that would slide into the box of the truck which would allow for salt and liquid application. Increasing liquid application will not only have a positive fiscal impact but a greater environmental impact.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Fire – Command Vehicle  
Project Manager: Joe DeBoer  
Estimated Cost: \$65,000 - carry forward of amount approved in 2024  
Account Number: 42-42-58500-513  
Funding Source: Bond Reserves

#### **Detailed description and justification for purchase:**

Due to be replaced in 2023, the current CMD 456 is a 2013 Chevrolet Suburban with almost 90,000 miles. Outliving its life expectancy, it currently shows signs of its age and is in frequent need of repair. CMD 456 is assigned to the Fire Chief for day-to-day transportation to emergency calls, fire inspections, training, meetings, and other assignments. The vehicle would carry basic EMS supplies and act as a quick response vehicle if needed. The rear cargo area would be equipped with the necessary supplies to act as a command post at the scene of a major incident. This would include advanced communications equipment that provides interoperability when operating on the fireground. CMD 456 would also serve as a platform for launching an unmanned aerial system to provide search/rescue assistance or size-up of other emergency scenes.





## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Toro Gang Mower  
Estimated Cost: \$35,000  
Account Number: 42-42-58500-518  
Funding Source: Capital reserves

#### Detailed description and justification for purchase:

This is one of our most heavily used pieces of equipment. We run two large mowers together to cover mowing all the parks during the growing season. It is critical these are running consistently without breakdowns. Because of the heavy usage and high importance in our summer season we have these on a 5–6-year replacement cycle.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Streets Forklift – additional equipment (used)  
Estimated Cost: \$15,000  
Account Number: 42-42-58500-519  
Funding Source: Capital reserves

#### Detailed description and justification for purchase:

We are looking at purchasing a used forklift that would be dedicated to staying at the municipal building. We get a lot of deliveries throughout the year and move a lot of trailers, and equipment at the building and in the yard. Typically, if available we use the skid loader to Wacker wheel loader. A lot of times these are out in the field and not at the building so people have to come back to unload deliveries. Having a forklift at the building it would always be available for deliveries. This would also be very helpful for the mechanics in the shop moving equipment and materials.





## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Loader front plow  
Estimated Cost: \$25,000  
Account Number: 42-42-58500-520  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

The moldboard (cutting edge) on the front plow of our 2016 loader is severely bent causing the plow to leave a lot of snow behind after scrapping. It is beyond repair and when plowing leaves a lot of snow behind which causes higher uses of salt. We would like to purchase a new Metal Pless front plow for this loader which scrapes down to bare pavement and needs very little salting.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Pickup broom for skid loader  
Estimated Cost: \$12,000  
Account Number: 42-42-58500-521  
Funding Source: Capital reserves

#### Detailed description and justification for purchase:

This attachment would be for picking up heavy debris on construction sites. We would use it for the cold planer which leaves all the millings behind when grinding. This would make for clean and efficient pickup. It's a broom bucket combination. The broom sweeps debris directly into the bucket which can then be dumped into a truck.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Mobile Data Terminals  
Estimated Cost: \$17,850  
Account Number: 42-42-58500-522  
Funding Source: ARPA fund reserves

#### Detailed description and justification for purchase:

Similar to the computer-aided dispatch (CAD) software utilized by local law enforcement, the Ozaukee County Sheriff's Department purchased access to ProPhoenix Public Safety for all fire departments. This CAD provides real-time information to dispatchers and responders, including details about the incident, location maps, notes on hazards or special conditions, and updates on the status of responding units. Such information is invaluable for making informed decisions during calls for service. In large-scale events involving multiple agencies, CAD can help facilitate coordination and communication among different response teams. It ensures that all involved parties can access the same information and collaborate effectively.

By providing accurate location data and status updates, CAD systems enhance the safety of responders on scene. It also improves accountability by clearly recording dispatch decisions and actions taken during each incident. The introduction of new technology will help the fire department collect data on response times, incident types, resource usage, and other metrics. The department can use this data to analyze performance, identify trends, and make data-driven decisions to improve operations and resource allocation over time. To utilize the CAD platform, each fire department vehicle must be equipped with a mobile data terminal (MDT). This consists of a computer or tablet, rugged case, charging system, and vehicle mount. This will also require an ongoing commitment for cellular data on each of the MDTs.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Squad Car replacement (2025)  
Estimated Cost: \$160,000  
Account Number: 42-42-58500-523  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

The Port Washington Police Department typically replaces two (2) vehicles per year as part of the departments ongoing vehicle replacement program. In 2025, the department will be replacing Squads 2 & 12.

Squad 2 is a 2018 Chevy Traverse and is used as an unmarked patrol vehicle. Squad 12 is a 2018 Ford Explorer Interceptor and is part of the departments regular patrol vehicle fleet. The current squad 2 will then reassigned to replace squad 8, the high mileage 2017 Ford Explorer school / training vehicle.



Project Cost Estimates – These squads will be replaced with one (1) new Ford Explorer interceptor unit and one civilian variant of the Ford Explorer.

- 2024 pricing on the cars would be approximately \$45,000 each.
- 2024 pricing for upfits of two vehicles would be approximately \$17,000 per vehicle.
- The cost of propane conversion kits, extended warranties and decals would be approximately \$12,000 per vehicle.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Replace Brush Truck #457  
Estimated Cost: \$175,000  
Account Number: 42-42-58500-524  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

Purchased in 1992, Brush Truck 457 is the longest-serving vehicle in the Port Washington Fire Department fleet. This purpose-built vehicle is used to fight brush/wildland fires or combat fires in areas that are difficult to access. It is also frequently used to trailer fire department boats and the UTV. Brush trucks carry a small water tank and fewer hoses than most standard fire apparatus. NFPA 1906: Standard for Wildland Fire Apparatus requires a Type 6 apparatus to have a minimum of 150 gallons of water onboard, with the capability of pumping at least 50 gallons per minute.

The compact size of these vehicles allows them to operate in off-road conditions and rough terrain. However, given its relatively low wheelbase of BT 457, the off-road environment has taken a toll on the current vehicle's suspension. Unlike standard fire apparatus, brush fire trucks often feature "pump-and-roll" capabilities that allow them to flow water while driving. This makes it easier to cover a large fire area. Updated brush fire vehicles often feature high-pressure pump systems enabling them to extinguish more fire while using less water. These trucks also carry foam systems, backpacks, hand tools, and other specialized wildland firefighting equipment.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Replace 2021 Elgin Sweeper  
Estimated Cost: \$420,000  
Account Number: 42-42-58500-525  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

We purchased this sweeper in 2021 and it hasn't performed as desired. It really struggles in spring and summer monthly sweeping picking up any sort of stones, gravel, or small asphalt chunks.

The objective is to have clean streets but even taking multiple passes in these areas things are left behind. We also use the sweeper for picking up asphalt millings when we contract with the county to grind our roads. We use our old sweeper as this machine will not pick up the millings. It does ok with leaves if it follows directly behind the pushing crew but really struggles with larger piles. We are currently demoing two different sweepers that are pure vacuum sweepers that should be able to handle the work we demand of this machine.





## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Replace 2004 Dump Truck  
Estimated Cost: \$70,000  
Account Number: 42-42-58500-526  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

This dump truck will be 21 years old and is well past our replacement schedule. It has gone through several repairs and a new vehicle will be more reliable and allow us to use it in more situations.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Replace 2020 Wacker Loader  
Estimated Cost: \$120,000  
Account Number: 42-42-58500-527  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

We purchased this machine in 2021 and it has done the job in forestry, but it has also had mechanical and stability issues. We have had it overheated numerous times, and it can also tip easily under heavy loads. After further research with other communities, we feel the Avant loader would be a far more efficient and safer machine for our needs.





## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Replace play equipment at Lions Park  
Estimated Cost: \$65,000  
Account Number: 42-42-58500-528  
Funding Source: Borrowed proceeds / Bond Reserves

#### Detailed description and justification for purchase:

The swings and sand pit are over 20 years old and in need of replacement. We will add equipment that open to residents of a wider range in age and ability.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: New City Zoning Code  
Project Manager: Robert Harris  
Estimated Cost: \$70,000 (carry over from 2024 plus year 2 ARPA allotment)  
Account Number: 42-42-58500-701  
Funding Source: ARPA Grant reserves

#### **Detailed description and justification for purchase:**

The current Port Washington zoning code is approximately 50 years old. While sections of the code have been amended or re-written over the years the overall zoning code is considered by staff to be out of date with multiple planning and zoning best practices. A new zoning code will provide a more predictive development process that will align with the City's strategic plan, development needs and land use goals. A new zoning code will be more transparent, readable, and accessible to the development community, residents, and elected officials by way of ease of use, understanding, and on-line format. Lastly, the current zoning code provides zero design standards and direction. It is anticipated a new zoning code will have ample design standards and guidance resulting in a higher design and architectural thresholds city-wide resulting in multi-decade improvements to Port's built environment.

#### **Implementation Schedules**

Based upon a review recent, similar zoning code re-write endeavors by comparable cities in WI, it is anticipated this project will last approximately 20 months, beginning in Fall of 2023.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: ERP System implementation  
Estimated Cost: \$71,000 – year 2 of project  
Account Number: 42-42-58500-707  
Funding Source: ARPA Grant reserves

#### **Detailed description and justification for purchase:**

The City's current accounting software system was implemented in 2014. While most contemporary accounting ERP systems can accomplish most general accounting related activities, the set-up and configuration of each software platform is unique. Staff believes that since the implementation of the city's current system in 2014, many more platforms are now available, affordable, and suitable for small government applications that may offer improved functionality for the city's current needs.

This budget request is consistent with the City Council's previous action to allocate a portion of the city's 2022 ARPA grant funds to implement a new financial software system for the city. This is the second and final payment for this project.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Ped & Bike Plan  
Estimated Cost: \$47,000  
Account Number: 42-42-58500-708  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

Port Moves is an exciting effort to make using active transportation (walking, biking, and rolling) in Port Washington easier, safer, and more convenient. The City has just started work on the plan, which will include a framework of policies, programs, and infrastructure improvements to make walking, biking, and rolling more fun, safe, and convenient in Port.

Right now, we are doing citywide public engagement to better understand how Port residents currently experience the City on foot or bike, and where there are barriers or opportunities to improve walking and biking.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Downtown Street Light Improvements - engineering  
Estimated Cost: \$30,000  
Account Number: 42-42-58500-709  
Funding Source: Possible TID or Grant supported

#### Detailed description and justification for purchase:

This project will convert the approximately 30 existing street lights in the downtown area to LED bulbs, upgrade the existing metal poles which have corroded bases and upgrade the wiring to current code and standards. A carbon reduction program grant from the Wisconsin DOT is being pursued for this project.

Project construction costs estimated to be \$480,000 in 2026.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Stormwater Management (year 2)  
Estimated Cost: \$90,000  
Account Number: 42-42-58500-710  
Funding Source: \$50,000 Grant supported, \$40,000 capital reserves from prior year

#### **Detailed description and justification for purchase:**

Staff expects a reimbursement of approximately \$50,000 from grant funding based on the 2024-2025 budget of \$110,000 for this project.

The City is budgeting for the second year of a two-year consultant assistance contract for preparation of updated erosion control and storm water ordinances, updated system maps, and a storm water pollution prevention plan. This budget also includes TMDL compliance which is anticipated for the NE Lakeshore TMDL including:

- Development of a compliance plan (identify projects to meet the requirements)
- Implementation of projects
- Maintenance of storm water quality models
- Review of development projects and incorporation into our storm water models.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: GIS System upgrades  
Estimated Cost: \$25,000  
Account Number: 42-42-58500-711  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

The Department of Public Work needs to continue to invest into our GIS system to maintain institutional knowledge, assist with planning and design, record inspections and maintenance projects, and transfer information from the field to the office and between divisions.

Future GIS improvements include

- Stormwater best management practices inspections
- Catch Basin cleaning, sanitary backups, sewer cleaning, tree pruning, tree planting, and tree removal
- Allow PASER (road pavement) ratings to be entered into the GIS and transferred to WISLR (DOT database of pavement ratings).
- Illicit Discharge and detection inspections to be entered in the field and transferred to the GIS.
- Allow public interaction on road projects to include general comments of the design, request storm sewer and sanitary sewer laterals.
- Lead service line inventory with public access
- Field survey of missing assets

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: IT Projects – City Hall Servers  
Estimated Cost: \$60,300  
Account Number:  
Funding Source: ARPA fund reserves

#### **Detailed description and justification for purchase:**

The city's existing servers are near the end of their lifespan. The physical server hosts will be replaced with new server hardware and the virtual servers will be replaced with new virtual servers running the latest Operating System and software.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Fire Department Turn-out Gear  
Estimated Cost: \$50,000  
Account Number: 42-42-58500-713  
Funding Source: Tax Levy

#### **Detailed description and justification for purchase:**

Following the successful passage of the staffing referendum in 2024, the fire department plans to hire 6 additional full-time Firefighter/Paramedics in early 2025. The new staff will require uniforms and the appropriate turnout gear to respond to both fire and medical calls for service. With extended production times (usually 3-6 months) for custom turnout gear, short-term rental equipment has been included in the project budget to ensure staff is capable of providing fire protection services from the date of hire.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Pierre Lane Bridge  
Estimated Cost: \$140,000  
Account Number: 42-42-58500-714  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

The abutments of this bridge are spalling and exposing the rebar. The exposed rebar is corroded. This project is to develop specifications and perform the necessary repairs to the bridge to protect the steel reinforcement. Originally budgeted in 2024, this project was deferred to 2025 due to increased costs and funding availability



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Stormwater Pond Improvements  
Estimated Cost: \$90,000  
Account Number: 42-42-58500-715  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

The City is budgeting for the second year of a two-year consultant assistance contract (\$110,000) for preparation of updated erosion control and storm water ordinances, updated system maps, and a storm water pollution prevention plan.

Other projects and activities include:

- Misty Ridge Pond Improvements to comply with the Milwaukee River TMDL
- Parkway Court storm sewer additional length
- Park Street storm sewer outfall
- Lake Street storm sewer lining
- County Highway LL inlet and outlet improvements

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Traffic Safety Improvements  
Estimated Cost: \$110,000  
Account Number: 42-42-58500-716  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

The Traffic Safety Committee has reviewed several intersections of concern.

- Interurban Trail and CTH LL (south side)
- Interurban Trail and S. Spring Street
- N. Webster and Grand Avenue
- N. Webster and Jackson Street
- Interurban Trail and Sunset Drive
- Interurban Trail and CTH LL (north side)

Improvements being considered include better signage, pavement markings, bump outs, and rapid flashing beacons. Other options are to reduce the number of vehicle lanes, change the crossing to be perpendicular. The Bike/Ped plan consultant is expected to offer additional alternatives.

## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Traffic Signal Upgrades  
Estimated Cost: \$80,000  
Account Number: 42-42-58500-717  
Funding Source: Borrowed proceeds / Bond Reserves

#### **Detailed description and justification for purchase:**

The current traffic signal control box which was installed in 1990 at the intersection of E. Grand Ave and Wisconsin is at the end of its life cycle and needs to be replaced. This would also include the installation of cameras and abandoning the loop detector system.

The intersection of Spring and Grand would get new upright traffic signals which are in poor condition. These are steel poles that have severe rust and are at risk of failing if not replaced. There would be some minor upgrades to the control cabinet and include the installation of cameras and abandoning the loop detector system.

The intersection of N. Wisconsin and 7 hills would have some minor upgrades to the control cabinet and the installation of traffic cameras abandoning the loop detector system.

## 2025 Capital Budget

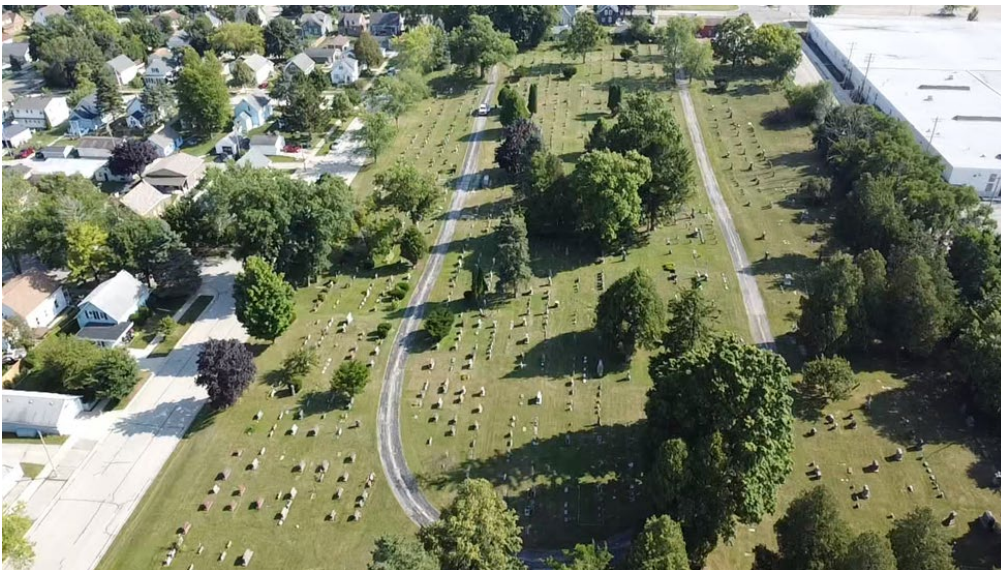
### Capital Purchase Supporting Document

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Project Name: Union Cemetery  
Estimated Cost: \$50,000  
Account Number: 42-42-58500-718  
Funding Source: Capital reserves

#### **Detailed description and justification for purchase:**

The city has been providing the maintenance services for the Union Cemetery over the past few years. The capital improvement budget includes funds for GIS mapping of the cemetery so the city may continue to support its care, maintenance and support its management.



## 2025 Capital Budget

### Capital Purchase Supporting Document

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Project Name: Building Permits Software implementation  
Estimated Cost: \$40,790  
Account Number: 42-42-58500-719  
Funding Source: ARPA Grant reserves

#### **Detailed description and justification for purchase:**

The City's current accounting software system was implemented in 2014. The building permitting module is part of that legacy system and this project include the phase 2 implementation of the city's new ERP system for building permitting with BS&A. This platform is suitable for small government applications will offer improved functionality for the city's current needs including online permitting services.

This budget request is consistent with the City Council's previous action to allocate a portion of the city's 2022 ARPA grant funds to implement this project.

## 2024 Budget

### Glossary

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#### GLOSSARY

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Budget:** A plan for allocating resources to support particular services, purposes, and functions over a specified period of time.

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets)

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.



## 2024 Budget

### Glossary

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**Debt Burden:** The amount of debt carried by an issuer expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees.

**Equalized Valuations:** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions, or limitations.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

## 2024 Budget

### Glossary

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**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in governmental operations.

**Line-Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as wages, or benefits.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Unreserved Fund Balance:** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.



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