

**CITY OF MIDDLETON  
WISCONSIN**



**2024 REQUESTED BUDGET  
OPERATING BRIEFING BOOK**

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**FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024**



**OPERATING BRIEFING BOOK**

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## 2024 City of Middleton Budget

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**CITY OF MIDDLETON  
2024 REQUESTED BUDGET  
BUDGET INITIATIVE SUMMARY**

**GENERAL FUND BUDGET INITIATIVES BY DEPARTMENT**

Strategic Plan Goal / Project / Funding Source	Initiative #	Priority	Strategic Goal	FTE	Revenue	Expenditure	Net Cost
<b>REVENUES</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Property Taxes	RV-24-01	1	Other	-	171,063	-	(171,063)
Hotel Room Tax (General Fund)	RV-24-02	2	Other	-	11,000	-	(11,000)
State Shared Revenue	RV-24-03	3	Other	-	541,948	-	(541,948)
Expenditure Restraint Program	RV-24-04	4	Other	-	(75,737)	-	75,737
State Aids - Roads	RV-24-05	5	Other	-	22,771	-	(22,771)
Cable TV/Franchise Revenue	RV-24-06	6	Other	-	4,299	-	(4,299)
Administration - Water & Sewer Utilities	RV-24-07	7	Other	-	11,000	-	(11,000)
Administration - TIF Districts	RV-24-08	8	Other	-	(125,000)	-	125,000
Transfer In - Golf Course	RV-24-09	9	Other	-	16,695	-	(16,695)
Transfer In - Storm Water Utility	RV-24-10	10	Other	-	50,000	-	(50,000)
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>628,039</b>	<b>-</b>	<b>(628,039)</b>
<b>ADMINISTRATION</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
MuniCode Ordinance Hosting	AD-24-01	1	City Organization	-	-	10,000	10,000
Communications Mgr. Prof. Development	AD-24-02	2	City Organization	-	-	1,880	1,880
Hootsuite Social Media Mgmt. & Adobe	AD-24-03	3	City Organization	-	-	1,859	1,859
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>13,739</b>	<b>13,739</b>
<b>ADMINISTRATIVE SERVICES</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Operating Line Item Adjustments	AS-24-01	1	Other	-	-	5,300	5,300
Human Resources Generalist	AS-24-02	2	City Organization	1.00	-	88,783	88,783
Human Resources Recruitment Funds	AS-24-03	3	Other	-	-	1,200	1,200
<b>TOTAL INITIATIVES</b>				<b>1.00</b>	<b>-</b>	<b>95,283</b>	<b>95,283</b>
<b>BUILDING &amp; FACILITIES</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Training and Development	BG-24-01	1	Other	-	-	1,500	1,500
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
<b>BUILDING INSPECTION &amp; COMMUNITY SERVICES</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Communications	BI-24-01	1	Other	-	-	600	600
Outside Services - Electrical	BI-24-02	2	Other	-	-	1,852	1,852
Outside Services - Plumbing	BI-24-03	3	Other	-	-	9,425	9,425
Outside Services - Building	BI-24-04	4	Other	-	-	10,765	10,765
Motor Fuel and Lube	BI-24-05	5	Other	-	-	1,000	1,000
Code Enforcement Training	BI-24-06	6	Other	-	-	800	800
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>24,442</b>	<b>24,442</b>
<b>COUNCIL</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Additional Council Training	CC-24-01	1	City Organization	-	-	500	500
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>ELECTIONS</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Presidential Election Year	EL-24-01	1	Other	-	-	116,500	116,500
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>116,500</b>	<b>116,500</b>
<b>EMS</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Maintain Delivery of Essential Services	EM-24-01	1	Public Safety & Er	-	30,692	27,990	(2,702)
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>30,692</b>	<b>27,990</b>	<b>(2,702)</b>

Strategic Plan Goal / Project / Funding Source	Initiative #	Priority	Strategic Goal	FTE	Revenue	Expenditure	Net Cost
<b>FIRE DISTRICT</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Fire District Operating Contribution	FI-24-01	1	Other	-	17,500	42,978	25,478
Fire District Capital Reserve	FI-24-02	2	Other	-	-	6,003	6,003
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>17,500</b>	<b>48,981</b>	<b>31,481</b>
<b>INFORMATION TECHNOLOGY</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Vendor Software Expenses Increase	IT-24-01	1	Other	-	-	6,003	6,003
MPSIS Expnses Increase	IT-24-02	2	Other	-	-	11,057	11,057
Outside Services Budget Increase	IT-24-03	3	Other	-	-	13,667	13,667
Internet/Communications Services	IT-24-04	4	Other	-	-	850	850
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>31,577</b>	<b>31,577</b>
<b>PLANNING</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Planning Revenues	PL-24-01	1	Other	-	5,400	-	(5,400)
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>5,400</b>	<b>-</b>	<b>(5,400)</b>
<b>POLICE</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Annual Fee DaneCom Maintenance	PD-24-01	1	Public Safety & Er	-	-	9,542	9,542
School Resource Officer Reimbursement	PD-24-02	2	Public Safety & Er	-	2,867	-	(2,867)
Two Full-Time Police Officers	PD-24-03	3	Public Safety & Er	2.00	-	201,954	201,954
Full-Time Dispatcher	PD-24-04	4	Public Safety & Er	1.00	-	75,115	75,115
Increase Shift Differential - Dispatch	PD-24-05	5	Public Safety & Er	-	-	2,291	2,291
Two Part-Time Community Service Officers	PD-24-06	6	Public Safety & Er	1.00	-	55,194	55,194
Overtime	PD-24-07	7	Public Safety & Er	-	-	34,146	34,146
<b>TOTAL INITIATIVES</b>				<b>4.00</b>	<b>2,867</b>	<b>378,242</b>	<b>375,375</b>
<b>PARKS, RECREATION, FORESTRY &amp; CONSERVANCY LANDS</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Oakhill Corrections Increase	PR-24-01	1	Recreation & Wel	-	-	19,110	19,110
Parks & Recreation Seasonal	PR-24-02	2	Recreation & Wel	-	-	10,130	10,130
Forestry Increase	PR-24-04	4	Other	-	-	53,575	53,575
Parks Increase	PR-24-05	5	Recreation & Wel	-	-	21,095	21,095
Recreation-Aquatics	PR-24-06	6	Recreation & Wel	-	37,000	53,145	16,145
Recreation-Rec	PR-24-07	7	Recreation & Wel	-	36,500	27,146	(9,354)
Conservancy Increase	PR-24-08	8	Recreation & Wel	-	-	5,559	5,559
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>73,500</b>	<b>189,760</b>	<b>116,260</b>
<b>PUBLIC WORKS &amp; WATER RESOURCES</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Revenue Changes	PW-24-01	1	Transportation, Ir	-	41,000	-	(41,000)
Mandatory Adtl. Expenses	PW-24-02	2	Other	-	-	6,950	6,950
Maintain Service Levels - I	PW-24-03	3	Other	-	-	28,600	28,600
Maintain Service Levels - II	PW-24-04	4	Other	-	-	18,700	18,700
Water Resources Budget	PW-24-05	5	Other	-	-	(15,284)	(15,284)
Mechanic Technician	PW-24-06	6	Other	1.00	-	84,584	84,584
Staff Engineer	PW-24-07	7	Transportation, Ir	1.00	-	102,279	102,279
Learning/Training Opportunities	PW-24-08	8	Transportation, Ir	-	-	10,750	10,750
New Service	PW-24-09	9	City Organization	-	-	25,000	25,000
<b>TOTAL INITIATIVES</b>				<b>2.00</b>	<b>41,000</b>	<b>261,579</b>	<b>220,579</b>
<b>REFUSE &amp; RECYCLING</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
MRD Contribution	RE-24-01	1	Other	-	-	30	30
Pellitteri Service	RE-24-02	2	Other	-	-	(20,000)	(20,000)
Recycling Center: Adtl. Hours	RE-24-03	3	Other	0.25	-	9,954	9,954
<b>TOTAL INITIATIVES</b>				<b>0.25</b>	<b>-</b>	<b>(10,016)</b>	<b>(10,016)</b>

Strategic Plan Goal / Project / Funding Source	Initiative #	Priority	Strategic Goal	FTE	Revenue	Expenditure	Net Cost
<b>SENIOR CENTER</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Utility Increase	SC-24-01	1	Other	-	-	2,000	2,000
Postage Increase	SC-24-02	2	Other	-	-	1,768	1,768
SR Center Classes	SC-24-03	3	Other	-	34,000	10,000	(24,000)
Volunteer Expenses	SC-24-04	4	Other	-	-	500	500
Trips	SC-24-05	5	Other	-	14,000	14,000	-
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>48,000</b>	<b>28,268</b>	<b>(19,732)</b>
<b>TRANSIT</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Transit Contract & State Funding	TR-24-01	1	Transportation, Ir	-	(820,264)	(604,110)	216,154
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>(820,264)</b>	<b>(604,110)</b>	<b>216,154</b>
<b>GENERAL FUND OTHER BUDGETS</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Weights & Measures Inspections	OT-24-01	1	Other	-	5,250	850	(4,400)
Chamber of Commerce Dues	OT-24-02	2	Other	-	-	1,300	1,300
City Attorney Costs	OT-24-03	3	Other	-	-	7,210	7,210
Risk Management Fund Allocation	OT-24-04	4	Other	-	-	50,000	50,000
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>5,250</b>	<b>59,360</b>	<b>54,110</b>
<b>TRANSFERS FROM GENERAL FUND</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Transfer to Library	TX-24-01	1	Other	-	-	206,182	206,182
Transfer to Youth Center	TX-24-02	2	Other	-	-	18,855	18,855
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>225,037</b>	<b>225,037</b>
<b>GENERAL FUND CONTINGENCY</b>				<b>FTE</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net Cost</b>
Personnel Contingency	CO-24-01	1	Other	-	-	16,500	16,500
General Contingency	CO-24-02	2	Other	-	-	27,892	27,892
<b>TOTAL INITIATIVES</b>				<b>-</b>	<b>-</b>	<b>44,392</b>	<b>44,392</b>
<b>TOTAL ALL DEPARTMENTS</b>				<b>7.25</b>	<b>\$ 31,984</b>	<b>\$ 933,024</b>	<b>\$ 901,040</b>



## 2024 City of Middleton Budget

### General Fund Revenue Summary

	2023			2024		
	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	BUDGET INITIATIVES	REQUESTED BUDGET
<b>TAXES</b>						
GENERAL PROPERTY TAX	\$ 15,076,229	\$ 10,493,807	\$ 15,076,229	\$ 15,076,229	\$ 171,063	\$ 15,247,292
OMITTED PROPERTY	10,835	10,588	8,237	-	-	-
FEES IN LIEU OF TAXES	59,100	44,100	44,100	59,100	-	59,100
AG CONVERSION CHARGES	-	10,780	-	-	-	-
ROOM TAX	600,000	270,967	600,000	600,000	11,000	611,000
MUNICIPALLY OWNED UTILITY	515,000	-	495,000	465,000	-	465,000
INTEREST ON DELINQUENT TAXES	2,000	3,401	2,000	2,000	-	2,000
<b>TOTAL TAXES</b>	<b>\$ 16,263,164</b>	<b>\$ 10,833,643</b>	<b>\$ 16,225,566</b>	<b>\$ 16,202,329</b>	<b>\$ 182,063</b>	<b>\$ 16,384,392</b>
<b>SPECIAL ASSESSMENTS</b>						
SA - STREET IMPROVEMENTS	7,000	250	14,000	7,000	43,000	50,000
SA - SIDEWALK & CURB	50,000	-	84,000	50,000	-	50,000
SA - INTEREST	-	2,653	2,653	-	-	-
<b>TOTAL SPECIAL ASSESSMENT</b>	<b>\$ 57,000</b>	<b>\$ 2,903</b>	<b>\$ 100,653</b>	<b>\$ 57,000</b>	<b>\$ 43,000</b>	<b>\$ 100,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>						
STATE AIDS-SHARED TAXES	297,350	44,602	311,376	297,350	541,948	839,298
EXPENDITURE RESTRAINT PROGRAM	109,516	109,516	125,414	109,516	(75,737)	33,779
STATE & FEDERAL AID - FIRE	165,000	174,988	136,829	165,000	17,500	182,500
MCP SCHOOL DISTRICT - POLICE	87,062	86,022	86,022	87,062	2,867	89,929
STATE AID - COMPUTER PMT	261,905	261,905	261,905	261,905	-	261,905
STATE AID - PERSONAL PROPERTY	119,689	119,689	137,272	119,689	-	119,689
STATE AID - LAW ENFORCEMENT	-	21,769	10,000	-	-	-
STATE AIDS-ROADS	1,138,573	854,185	1,284,272	1,138,573	22,771	1,161,344
STATE AID - TRANSIT	820,264	205,064	820,264	820,264	(820,264)	-
STATE & FEDERAL AID - RECYCLIN	55,138	55,336	55,336	55,138	-	55,138
PAYMENT MUNICIPAL SERVICES	7,899	8,620	7,900	7,899	-	7,899
STATE AIDS - FRANCHISE FEES	52,821	52,821	52,821	52,821	-	52,821
CARES/ROUTE TO RECOVERY	-	1,500	-	-	-	-
COUNTY AID - SIGNALS	6,000	(18,603)	18,600	6,000	-	6,000
COUNTY AID - SENIOR CITIZENS	94,351	69,979	101,627	101,627	-	101,627
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 3,215,568</b>	<b>\$ 2,047,394</b>	<b>\$ 3,409,638</b>	<b>\$ 3,222,844</b>	<b>\$ (310,915)</b>	<b>\$ 2,911,929</b>
<b>LICENSES AND PERMITS</b>						
LICENSES - LIQUOR	45,000	53,397	50,000	45,000	-	45,000
LICENSES - OPERATOR	20,000	9,277	15,000	20,000	-	20,000
LICENSES - CIGARETTES	2,100	1,600	2,100	2,100	-	2,100
LICENSES - ALARMS	13,000	13,341	13,000	13,000	-	13,000
LICENSES - DOGS	5,000	15,825	5,000	5,000	-	5,000
PERMITS - SPECIAL EVENTS	2,000	2,962	500	2,000	-	2,000
PERMIT - SIDEWALK & SOLICITORS	5,000	3,935	2,500	5,000	-	5,000
AMPLIFIED SOUND PERMITS	2,000	1,900	1,500	2,000	-	2,000
PERMITS - BUILDING AND HVAC	240,000	190,556	180,000	240,000	-	240,000
PERMITS - ELECTRICAL	46,000	38,134	32,000	46,000	-	46,000
PERMITS - PLUMBING	46,000	44,458	43,000	46,000	-	46,000
PERMITS - FIRE	20,000	13,262	5,500	20,000	-	20,000
EROSION CONTROL PERMIT	8,000	6,500	13,000	8,000	-	8,000
LICENSE - SECOND HAND DEALER	350	100	250	350	-	350
ZONING BOARD OF APPEALS	2,000	2,000	3,500	2,000	-	2,000
PLAN REVIEW - BUILDING	48,000	30,825	35,000	48,000	-	48,000
PLAN REVIEW - HVAC	16,000	14,375	16,000	16,000	-	16,000
PLAN REVIEW - PLUMBING	16,000	8,497	13,000	16,000	-	16,000
PLAN REVIEW - FIRE SUPPRESSION	24,000	19,503	23,000	24,000	-	24,000
COURT AND FIELD RESERVATIONS	17,000	8,810	17,000	17,000	-	17,000
PARK SHELTER RESERVATIONS	38,000	31,614	38,000	38,000	-	38,000
CABLE TV/FRANCHISE PHONE REV	215,701	70,088	215,701	215,701	4,299	220,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 831,151</b>	<b>\$ 580,959</b>	<b>\$ 724,551</b>	<b>\$ 831,151</b>	<b>\$ 4,299</b>	<b>\$ 835,450</b>



## 2024 City of Middleton Budget

### General Fund Revenue Summary

	2023			2024		
	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	BUDGET INITIATIVES	REQUESTED BUDGET
<b>FINES &amp; FOREFEITURES</b>						
FINES & FOREFEITURES	150,000	67,302	120,000	150,000	-	150,000
COURT COSTS	70,000	33,222	60,000	70,000	-	70,000
PARKING FINES	35,000	38,738	37,000	35,000	-	35,000
<b>TOTAL FINES &amp; FOREFEITURES</b>	<b>\$ 255,000</b>	<b>\$ 139,262</b>	<b>\$ 217,000</b>	<b>\$ 255,000</b>	<b>\$ -</b>	<b>\$ 255,000</b>
<b>PUBLIC CHARGES FOR SERVICES</b>						
CLERK-TREASURER FEE	17,000	9,514	17,000	17,000	-	17,000
VEHICLE REGISTRATION FEES	500	657	500	500	-	500
POLICE SPECIAL SERVICES	-	39	39	-	-	-
POLICE DEPARTMENT FEES	9,000	1,316	2,000	4,000	-	4,000
AMBULANCE BILLING REVENUE	1,436,095	622,480	1,337,916	1,436,095	6,444	1,442,539
SENIOR CITIZEN PROGRAM REVENUE	4,000	162	1,200	4,000	-	4,000
SR CENTER TRIP REVENUE	7,000	23,838	22,000	7,000	14,000	21,000
SR. CENTER CLASSES REVENUE	10,700	32,618	34,000	10,700	34,000	44,700
SENIOR CENTER MISC REVENUE	4,000	2,451	4,000	4,000	-	4,000
PUBLIC LAND CHARGES	-	-	-	-	-	-
AQUATIC PROGRAM REVENUE	82,000	55,288	75,000	82,000	(2,000)	80,000
SWIMPOOL	-	-	-	-	-	-
DAILY AQUATIC ADMISSIONS	93,000	89,705	93,000	93,000	2,000	95,000
AQUATIC CONCESSION REVENUE	30,000	30,645	33,000	30,000	5,000	35,000
POOL RESERVATIONS	-	14,795	(14,795)	-	17,000	17,000
AQUATIC MEMBERSHIPS	25,000	37,909	36,633	25,000	15,000	40,000
RECREATION PROGRAM REVENUE	130,015	124,919	175,000	180,015	35,000	215,015
SPONSORSHIP & FUNDRAISERS	1,200	-	1,200	1,200	-	1,200
EVENT/TRIP REVENUE	-	-	(1,000)	-	1,500	1,500
HUBBARD ART CENTER PROGRAM REV	50,000	39,047	50,000	-	-	-
ADMINISTRATIVE REVIEW FEE	-	-	1,750	-	-	-
ENGINEERING REVIEW FEE	-	-	9,000	-	-	-
PLAN COMMISSION CHARGES	15,000	29,955	35,000	15,000	5,000	20,000
PUBLIC WORKS CHARGES	3,000	3,070	3,070	3,000	-	3,000
INTERLOCKING IGNITION DEVICE	-	-	1,000	-	-	-
RECYCLING CENTER REVENUE	14,000	9,684	12,500	14,000	(2,000)	12,000
<b>TOTAL PUBLIC CHARGES</b>	<b>\$ 1,931,510</b>	<b>\$ 1,128,092</b>	<b>\$ 1,929,013</b>	<b>\$ 1,926,510</b>	<b>\$ 130,944</b>	<b>\$ 2,057,454</b>
<b>SPECIAL FUND ACTIVITY</b>						
ADMINISTRATION-LANDFILL	5,000	5,000	5,000	5,000	-	5,000
SERVICE CONTRACT COST SHARING	239,232	-	239,232	239,232	24,248	263,480
ADMINISTRATION-UTILITIES	192,000	192,000	192,000	192,000	11,000	203,000
ADMINISTRATION - TIF DISTRICTS	625,000	625,000	625,000	625,000	(125,000)	500,000
TRANSFER IN PLEASANT VIEW GOLF COURSE	96,367	96,367	96,367	96,367	16,695	113,062
TRANSFER IN STORM WATER UTILITY	50,000	50,000	50,000	50,000	50,000	100,000
ADMINISTRATON-FIRE DISTRICT	2,600	2,600	2,600	2,600	-	2,600
TRANSFER IN	14,262	-	-	-	-	-
<b>TOTAL SPECIAL ACTIVITY</b>	<b>\$ 1,224,461</b>	<b>\$ 970,967</b>	<b>\$ 1,210,199</b>	<b>\$ 1,210,199</b>	<b>\$ (23,057)</b>	<b>\$ 1,187,142</b>



**General Fund Revenue Summary**

	2023			2024		
	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	BUDGET INITIATIVES	REQUESTED BUDGET
<b>MISCELLANEOUS REVENUES</b>						
INTEREST ON INVESTMENTS	500,000	2,174,725	500,000	500,000	-	500,000
INTEREST DELIQUENT SPEC ASSMTS	500	-	500	500	-	500
INTEREST ON COURT COLLECTIONS	300	140	500	300	-	300
CREDIT CARD REBATE PROGRAM	50,000	56,894	50,000	50,000	-	50,000
RENT OF CITY PROPERTY	-	20,425	-	-	-	-
EROSION CONTR. & SW REIMBURS	10,000	17,424	16,000	10,000	-	10,000
SALE OF CITY PROPERTY	-	35	-	-	-	-
PW MATERIAL SALES	100	-	-	100	-	100
MISC REVENUE	8,000	297,037	28,303	8,000	-	8,000
ANNUAL ENVIRONMENTL IMPACT FEE	23,661	23,661	23,661	23,661	-	23,661
ZONING PERMIT FEES	18,000	14,443	18,000	18,000	-	18,000
ZONING LETTER	600	720	1,000	600	400	1,000
SALES TAX REMIT DISCOUNT	-	38	50	-	-	-
OTHER MISC REVENUE	-	-	-	-	5,250	5,250
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 611,161</b>	<b>\$ 2,605,542</b>	<b>\$ 638,014</b>	<b>\$ 611,161</b>	<b>\$ 5,650</b>	<b>\$ 616,811</b>
<b>OTHER FINANCING SOURCES</b>						
PRIOR YEARS SURPLUS APPLIED	-	-	-	-	-	-
FUND BALANCE APPLIED	750,000	-	-	750,000	-	750,000
<b>TOTAL OTHER SOURCES</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>
<b>GENERAL FUND REVENUE TOTAL</b>	<b><u>\$ 25,139,015</u></b>	<b><u>\$ 18,308,761</u></b>	<b><u>\$ 24,454,634</u></b>	<b><u>\$ 25,066,194</u></b>	<b><u>\$ 31,984</u></b>	<b><u>\$ 25,098,178</u></b>



**General Fund Expenditure Summary**

	2023			2024		
	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	BUDGET INITIATIVES	REQUESTED BUDGET
<b>GENERAL GOVERNMENT</b>						
Common Council	\$ 68,643	\$ 44,643	\$ 68,643	\$ 68,701	\$ 500	69,201
Commissions & Committees	20,350	16,125	20,350	20,350	-	20,350
Municipal Court	102,910	61,478	102,910	107,484	-	107,484
City Administrator	285,205	140,789	276,094	313,304	3,739	317,043
Legal Counsel	250,320	156,731	250,320	250,320	7,210	257,530
Administrative Services	941,168	586,917	904,532	966,671	95,283	1,061,954
Elections	41,200	27,454	41,981	41,200	116,500	157,700
Information Technology	832,010	602,501	815,107	846,852	31,577	878,429
Building & Grounds	61,300	39,318	61,300	61,300	1,500	62,800
Video Production	9,000	5,600	9,000	9,000	-	9,000
Risk Management & Insurance	350,000	350,000	350,000	350,000	50,000	400,000
General Personnel Benefits	25,000	14,515	25,000	25,000	-	25,000
Non-Departmental	65,580	39,130	65,580	65,580	11,300	76,880
Compensated Absences	250,000	-	250,000	250,000	-	250,000
Miscellaneous	15,861	4,653	15,861	15,861	850	16,711
<b>Total General Government</b>	<b>\$ 3,318,547</b>	<b>\$ 2,089,853</b>	<b>\$ 3,256,678</b>	<b>\$ 3,391,623</b>	<b>\$ 318,459</b>	<b>\$ 3,710,082</b>
<b>PUBLIC SAFETY</b>						
Police Administration	883,556	499,022	883,048	895,565	55,194	950,759
Police Field Services	5,088,906	3,043,967	4,935,247	5,347,603	236,100	5,583,703
Communications Center	641,960	355,867	591,945	613,684	77,406	691,090
Emergency Preparedness	74,500	67,842	74,500	74,500	9,542	84,042
School Crossing Guards	15,500	14,315	15,500	15,500	-	15,500
Emergency Medical Service	2,319,174	1,415,902	2,338,321	2,530,694	27,990	2,558,684
Building Inspection	442,886	267,162	437,111	458,160	22,642	480,802
Community Services	125,173	43,855	68,584	150,873	1,800	152,673
Fire District Contribution	1,087,746	1,087,746	1,087,746	1,087,746	42,978	1,130,724
Public Fire Projection Charge	-	-	-	-	-	-
<b>Total Public Safety</b>	<b>\$ 10,679,401</b>	<b>\$ 6,795,677</b>	<b>\$ 10,432,002</b>	<b>\$ 11,174,325</b>	<b>\$ 473,652</b>	<b>\$ 11,647,977</b>
<b>PUBLIC WORKS</b>						
Engineering & Administration	991,156	573,226	992,748	1,012,005	105,179	1,117,184
Street Dept Labor & Supplies	897,473	515,179	874,687	936,155	13,200	949,355
Street Cleaning	14,300	15,338	23,100	14,300	9,000	23,300
Fleet Maintenance/Machinery	402,940	278,217	382,724	409,682	99,584	509,266
City Garage	89,400	70,154	95,000	89,400	6,700	96,100
Snow & Ice Removal	85,200	75,172	77,023	85,200	29,000	114,200
Traffic Signals, Signs, & Markings	75,300	44,737	71,500	75,300	7,200	82,500
Street Lighting	142,500	117,355	170,000	142,500	30,000	172,500
Tree & Brush Removal	4,500	118	1,000	4,500	-	4,500
Sidewalk Maintenance	130,000	480	132,000	130,000	-	130,000
Storm Sewers	89,500	38,910	43,500	89,500	(23,000)	66,500
Water Resources	30,080	30,138	31,080	30,080	(15,284)	14,796
Landfill	90,230	89,950	89,950	90,230	30	90,260
Refuse Collection	585,000	330,643	566,000	585,000	(15,000)	570,000
Recycling	344,098	197,892	332,896	344,400	4,954	349,354
Transit	1,239,666	357,982	1,239,666	1,139,666	(1,133,205)	6,461
<b>Total Public Works</b>	<b>\$ 5,211,343</b>	<b>\$ 2,735,491</b>	<b>\$ 5,122,874</b>	<b>\$ 5,177,918</b>	<b>\$ (881,642)</b>	<b>\$ 4,296,276</b>
<b>HEALTH AND HUMAN SERVICES</b>						
Senior Center	568,714	350,850	604,086	577,147	28,268	605,415
<b>Total Health and Human Services</b>	<b>\$ 568,714</b>	<b>\$ 350,850</b>	<b>\$ 604,086</b>	<b>\$ 577,147</b>	<b>\$ 28,268</b>	<b>\$ 605,415</b>



**General Fund Expenditure Summary**

	2023			2024		
	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	BUDGET INITIATIVES	REQUESTED BUDGET
<b>LEISURE ACTIVITIES</b>						
Recreation Administration	314,732	184,303	319,437	334,272	42,883	377,155
Recreation Programming	106,590	131,006	137,000	153,679	21,941	175,620
Fall-Winter-Spring Recreation	-	372	-	-	-	-
Hubbard Activity Center	47,089	17,514	-	-	-	-
Aquatic Center	339,608	256,044	325,482	334,523	53,144	387,667
Parks	1,039,305	601,165	1,047,910	1,072,816	(6,452)	1,066,364
<b>Total Leisusre Activities</b>	<b>\$ 1,847,324</b>	<b>\$ 1,190,404</b>	<b>\$ 1,829,829</b>	<b>\$ 1,895,290</b>	<b>\$ 111,516</b>	<b>\$ 2,006,805</b>
<b>CONSERVATION &amp; DEVELOPMENT</b>						
Planning Department	482,602	288,028	471,552	513,112	-	513,112
Land Conservancy	264,833	145,760	265,089	271,896	24,669	296,565
Forestry	292,689	135,110	292,689	297,176	53,575	350,751
<b>Total Conservation &amp; Development</b>	<b>\$ 1,040,124</b>	<b>\$ 568,899</b>	<b>\$ 1,029,330</b>	<b>\$ 1,082,184</b>	<b>\$ 78,244</b>	<b>\$ 1,160,428</b>
<b>TRANSFERS</b>						
To Library Fund 212	1,409,912	1,490,912	1,409,912	1,409,912	206,182	1,616,094
To Youth Center Fund 214	110,933	110,933	110,933	110,933	18,855	129,788
To Other Funds	-	-	-	-	529,095	529,095
<b>Total Transfers</b>	<b>\$ 1,520,845</b>	<b>\$ 1,601,845</b>	<b>\$ 1,520,845</b>	<b>\$ 1,520,845</b>	<b>\$ 754,132</b>	<b>\$ 2,274,977</b>
<b>CONTINGENCY</b>						
Public Safety Equipment Reserve	200,109	-	200,109	200,109	6,003	206,112
Personnel Contingency	65,000	-	-	-	16,500	16,500
Savings From Vacancies	(65,000)	-	-	-	-	-
Emergency Contingency	500,000	-	-	500,000	-	500,000
General Contingency	135,349	-	67,888	138,775	27,892	166,667
<b>Total Contingency</b>	<b>\$ 835,458</b>	<b>\$ -</b>	<b>\$ 267,997</b>	<b>\$ 838,884</b>	<b>\$ 50,395</b>	<b>\$ 889,279</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,021,756</b>	<b>\$ 15,333,020</b>	<b>\$ 24,063,641</b>	<b>\$ 25,658,216</b>	<b>\$ 933,024</b>	<b>\$ 26,591,239</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
COUNCIL  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Additional Council Training	500	-	500	-
TOTAL		500	-	500	-



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
COUNCIL**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Additional Council Training</b>
Department Priority Number:	1
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5111-440	Training & Development		500		500
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>500</b>
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**DESCRIPTION**

Requesting an additional \$500.00 increase to Council training line-item to allow for additional Councilmember trainings through League of Wisconsin Municipalities or other related entities, as necessary.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Allows the Council to remain informed and up to date on latest best management practices in city governance.



## 2024 City of Middleton Budget

### COMMON COUNCIL

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5111-110	SALARIES	60,480	61,008	60,480	39,760	60,480	60,480	-	60,480
100-5111-115	ELECTED OFFICIALS WAGES	-	-	-	-	-	-	-	-
100-5111-180	COMMON COUNCIL	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>60,480</b>	<b>61,008</b>	<b>60,480</b>	<b>39,760</b>	<b>60,480</b>	<b>60,480</b>	<b>-</b>	<b>60,480</b>
<b>PERSONNEL BENEFITS</b>									
100-5111-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5111-192	RETIREMENT	936	936	936	666	936	994	-	994
100-5111-193	FICA	4,627	4,667	4,627	3,042	4,627	4,627	-	4,627
	<b>TOTAL</b>	<b>5,563</b>	<b>5,603</b>	<b>5,563</b>	<b>3,707</b>	<b>5,563</b>	<b>5,621</b>	<b>-</b>	<b>5,621</b>
<b>OPERATING EXPENSES</b>									
100-5111-210	OFFICE SUPPLIES	100	94	100	35	100	100	-	100
100-5111-440	TRAINING & DEVELOPMENT	500	350	500	230	500	500	500	1,000
100-5111-490	OTHER OPERATING EXPENSES	2,000	1,742	2,000	911	2,000	2,000	-	2,000
	<b>TOTAL</b>	<b>2,600</b>	<b>2,186</b>	<b>2,600</b>	<b>1,176</b>	<b>2,600</b>	<b>2,600</b>	<b>500</b>	<b>3,100</b>
<b>TOTAL COMMON COUNCIL</b>		<b>68,643</b>	<b>68,797</b>	<b>68,643</b>	<b>44,643</b>	<b>68,643</b>	<b>68,701</b>	<b>500</b>	<b>69,201</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Police Commission**

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**DEPARTMENT: Police Commission**

**City Staff: Police Chief Troy Hellenbrand**

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**MISSION:**

Police Commission is responsible for hiring, promotions, and disciplinary matters within the Middleton Police Department.

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**MAJOR RESPONSIBILITIES:**

1. Approve recruitment hiring process and appointments.
2. Approve promotions.
3. Appointment of Chief of Police.
4. The Commission is responsible for hearing disciplinary matters that come before the Commission.

**2024 GOALS:**

1. Provide League of Municipalities training information to all members of the Police Commission. This training provides details on the role and responsibilities of Police and Fire Commissions in the State of Wisconsin.
2. Review bylaws of the Police Commission, which were adopted in 2023, and make changes where needed.
3. Discuss future recruiting strategies to attract candidates to the Police Department as the number of applicants for a police officer position has significantly decreased in the last three years.



## 2024 City of Middleton Budget

### COMMISSIONS/COMMITTEES

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>OPERATING EXPENSES</b>							
100-5112-990 POLICE COMMISSION	5,000	4,088	5,000	5,649	5,650	5,000	-	5,000
100-5113-990 LANDMARKS COMMISSION	350	-	350	-	-	350	-	350
100-5113-991 RECOGNITION EVENT	-	-	-	-	-	-	-	-
100-5113-992 ART COMMITTEE EXPENSES	5,000	4,987	5,000	6,392	6,400	5,000	-	5,000
100-5115-990 BOARD OF REVIEW	-	-	-	-	-	-	-	-
100-5116-990 SUSTAINABILITY COMMITTEE	10,000	9,469	10,000	4,084	10,000	10,000	-	10,000
TOTAL	20,350	18,543	20,350	16,125	22,050	20,350	-	20,350
<b>TOTAL COMMISSIONS/COMMITTEES</b>	<b>20,350</b>	<b>18,543</b>	<b>20,350</b>	<b>16,125</b>	<b>22,050</b>	<b>20,350</b>	<b>-</b>	<b>20,350</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Middleton Municipal Court**

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**DEPARTMENT: Municipal Court**

**JUDGE: Ben J. Schulenburg**

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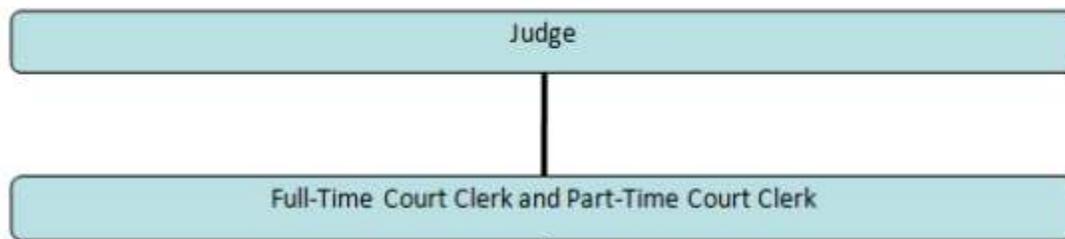
**MISSION:**

*The mission of the Middleton Municipal Court is to provide fair and impartial adjudication of ordinance and traffic violation cases, while safeguarding defendant's rights and protecting the public.*

In order to achieve this mission, the Municipal Court has set forth a number of objectives.

- **Expeditious, fair, and reliable adjudication of cases. The Municipal Court will strive to:**
    - Process cases according to announced time standards and comply with schedules.
    - Pay individual attention to each case.
    - Make clear, understandable decisions.
    - Maintain institutional integrity.
  
  - **Court accessibility to the public. The court will be accessible to the public in terms of:**
    - Location, hours, and physical setup.
    - Openness, predictability, and clarity of court proceedings and procedures.
    - Respect accorded to individuals.
  
  - **Effective enforcement of court judgments. The court will take responsibility for the enforcement of its own judgments.**
  
  - **Enhanced public safety. To accomplish this objective, the court will use its sentencing powers to create conditions that will make defendants less likely to become repeat offenders.**
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### Department Organizational Chart



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#### **MAJOR RESPONSIBILITIES:**

- Assists the public with inquiries regarding court procedures while NOT providing legal advice.
- Obtains and processes citations.
- Prepares the court docket.
- Organizes and attends court sessions which includes supervising sign-ins, distributing appropriate paperwork and record keeping of pleas and disposition information.
- Processes not guilty pleas, requests for adjournments, jury demands, requests for substitution of judge and appeals.
- Schedules Good Cause/Indigency Hearings, Pretrial Conferences, Motion Hearings, Refusal Hearings, Restitution Hearings, Trials, and other proceedings as directed by the Municipal Judge.
- Records trials and pertinent motion hearings and preserves these recordings per statutory requirements.
- Reports the dispositions of traffic cases, underage alcohol, ID violations, habitual truancy, and juvenile drug paraphernalia to the Department of Transportation within five working days.
- Issues summons or capiases as directed by the Municipal Judge.
- Sends notices to defendants regarding appearances and outstanding forfeitures.
- Manages the collection and distribution of forfeitures, court costs, surcharges, fees, and restitution.
- Implements collection action for unpaid forfeitures by suspending the defendant's driving privilege, imprisoning the defendant, assigning the defendant's income to the municipal court, requiring community service, withholding city licenses or permits, suspending hunting/fishing licenses of juveniles, use of collection companies, Tax Refund Intercept or State Debt Collection as directed by the Municipal Judge.
- Compiles and distributes monthly reports required by the Municipality, County and State of Wisconsin.
- Maintains forms utilized by the court to ensure the most up to date information is being provided to the public.
- Responds to open records requests.
- Acts as court liaison to the Municipal Prosecuting Attorney, Police Department and Schools.
- Manages confidential records in regards to juveniles.
- Maintains court software and office equipment.
- Assists the Municipal Judge with administrative matters as requested.
- Attends the annual municipal court clerk's training seminar, developed by the judicial education office, at least once every 2 years.
- Perform such other duties specified by the Municipal Court Judge and in the Wisconsin Statutes.

## **2024 GOALS**

- Work with schools, families, and community service groups to ensure the Court provides a supportive role for juveniles who are at risk of becoming repeat offenders.
- Work with other jurisdictions to identify successful methods of managing truancy.
- Improve collection methods, including scheduling additional court time for payment hearings and continuing coordination with the Department of Revenue - State Debt Collection (SDC) , Department of revenue – Tax Refund Intercept Program (TRIP) and Stark Collection Agency.
- Review 3<sup>rd</sup> party payment options as we have had several issues with credit card payments made to other departments and have sent defendants to collections because we were not notified of payment in a timely manner.
- Continue to scan case file documents and attach them to specific cases in our records management system, continuing towards a paperless system.

## **SIGNIFICANT ISSUES IN 2023**

- The writing of fewer tickets and associated drop in ticket processing and revenues.
- Credit card payment issues with 3<sup>rd</sup> party vender. We've had several issues with credit card payments made to other departments and have sent defendant to collections because we were not notified of payment in a timely manner.
- Review court security, considering significant issues with courts in Wisconsin and the security of the judge and court employees.
- Started paperless system by having all police reports for court cases scanned to a folder on the network, so that the Judge can open case file on laptop in court .
- Changed office hours for the municipal court, so the public may have more access to the Municipal Court.



## 2024 City of Middleton Budget

### MUNICIPAL COURT REVENUE

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>FINES &amp; FOREFEITURES</b>							
100-4511-00 FINES & FORFEITURES	150,000	122,548	150,000	67,302	120,000	150,000	-	150,000
100-4512-00 COURT COSTS	70,000	56,292	70,000	33,222	60,000	70,000	-	70,000
TOTAL	220,000	178,840	220,000	100,524	180,000	220,000	-	220,000
<b>TOTAL MUNICIPAL COURT REVENUE</b>	<b>220,000</b>	<b>178,840</b>	<b>220,000</b>	<b>100,524</b>	<b>180,000</b>	<b>220,000</b>	<b>-</b>	<b>220,000</b>



## 2024 City of Middleton Budget

### MUNICIPAL COURT

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5121-110	SALARIES-FULL-TIME	49,951	47,879	52,698	31,473	52,698	55,201	-	55,201
100-5121-111	PART-TIME PERM.	8,700	4,998	9,222	3,232	9,222	9,729	-	9,729
100-5121-115	ELECTED OFFICIALS WAGES	14,400	14,400	14,400	9,600	14,400	14,400	-	14,400
100-5121-117	OVERTIME	-	592	-	855	-	-	-	-
100-5121-122	SHIFT DIFFERENTIAL WAGES	-	-	-	-	-	-	-	-
100-5121-128	FLSA WAGES	-	-	-	-	-	-	-	-
100-5121-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>73,051</b>	<b>67,869</b>	<b>76,320</b>	<b>45,161</b>	<b>76,320</b>	<b>79,330</b>	<b>-</b>	<b>79,330</b>
<b>PERSONNEL BENEFITS</b>									
100-5121-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5121-192	RETIREMENT	3,247	3,922	3,583	3,127	3,583	3,809	-	3,809
100-5121-193	FICA	4,487	5,116	5,177	3,406	5,177	6,113	-	6,113
100-5121-194	HEALTH INSURANCE	6,575	6,555	6,888	4,229	6,888	7,290	-	7,290
100-5121-195	DENTAL INSURANCE	554	554	554	370	554	554	-	554
100-5121-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>14,863</b>	<b>16,147</b>	<b>16,202</b>	<b>11,132</b>	<b>16,202</b>	<b>17,766</b>	<b>-</b>	<b>17,766</b>
<b>OPERATING EXPENSES</b>									
100-5121-200	WITNESS FEES & INTERPRETOR FEE	500	598	500	97	500	500	-	500
100-5121-250	POSTAGE	3,000	1,420	3,000	1,739	3,000	3,000	-	3,000
100-5121-317	COURTROOM SECURITY PAYMT	1,000	-	1,000	-	1,000	1,000	-	1,000
100-5121-440	TRAINING & DEVELOPMENT	2,500	1,693	2,500	885	2,500	2,500	-	2,500
100-5121-460	IID CHARGE REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5121-490	OTHER OPERATING EXPENSES	3,388	4,618	3,388	2,464	3,388	3,388	-	3,388
100-5121-495	RETURN OF DEPOSITS	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>10,388</b>	<b>8,330</b>	<b>10,388</b>	<b>5,185</b>	<b>10,388</b>	<b>10,388</b>	<b>-</b>	<b>10,388</b>
<b>TOTAL MUNICIPAL COURT</b>		<b>98,302</b>	<b>92,346</b>	<b>102,910</b>	<b>61,478</b>	<b>102,910</b>	<b>107,484</b>	<b>-</b>	<b>107,484</b>

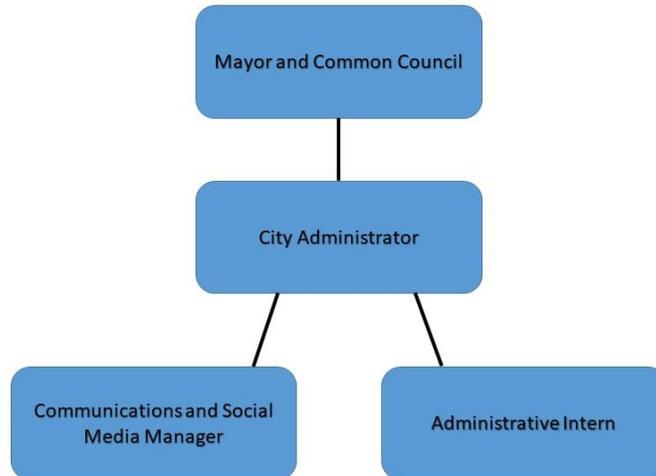


**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Administration**

**MISSION:**

Provide the residents of Middleton with the most responsive, transparent, effective, and efficient city government possible using the resources available.



<b>Authorized Position List</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
City Administrator	1	1	1	1	1	1
Administrative Intern	0.5	0.5	0.5	0.5	0.5	0.5
Communications and Social Media Manager	-	-	-	-	-	1
<b>Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>2.5</b>

**MAJOR RESPONSIBILITIES:**

1. Provide staff support for the Mayor and Council while serving as the liaison with the City’s departments.
2. Supervise/Manage/Coordinate 11 Department Heads.
3. Oversee the Human Resources Manager generally in providing direction for personnel management.
4. Act as Public Information Officer for the City, and/or work in concert with Communications and Social Media Manager to provide that service.
5. In concert with the Human Resources Manager, generally direct and oversee the City’s Annual Performance Reviews, the Personnel Classification Plan and Recommendations for Market & Merit Pay Adjustments.

6. Maintain a strong support role and assistance to the Director of Planning and Community Development for economic/community development initiatives, including staffing for the Community Development Authority and Workforce Housing Committees.
7. Coordinate and prioritize use of City Attorney's office for legal services.
8. Manage work of the City's online video program for Council and Plan Commission meetings as well as Zoom use for other committees.
9. Provide direction and support to the Human Resources Manager for employee training programs.
10. Bargain collectively as the primary negotiator with the City's two bargaining units (Police & EMS).
11. Assist the Mayor with the State of the City Address.
12. Conduct annual update on ethics, open meetings and public records to elected officials, city staff and volunteer committee members.
13. Provide guidance to city staff liaisons on managing advisory committees to the Common Council.
14. Work with the City Clerk/HR Assistant on scheduling bi-annual employee recognition event.

**2024 GOALS:**

1. Implement the Strategic Plan for the City, including use of available funding resources, to broaden equity initiatives, improve infrastructure and develop road map of major city strategies for the next 10 years.
2. Seek long-term funding of projects for flood mitigation to help alleviate the prospect of future flooding.
3. Assist the PLRF Director in the development of the Erdman Park Cross-Country Ski project.
4. In support of the Finance Director, maintain a long-term financial strategy in order to ensure fiscal health.
5. Spur more major economic development projects to fruition within TIDs #3 and #5.
6. Integrate the Sustainability program further into administrative processes.
7. Improve the development review/coordination process through bi-weekly staff coordination meetings.
8. Broaden customer relations and supervisory leadership training for employees.
9. Expand solar and renewable energy use in city operations.
10. Increase reach of Workforce Housing strategy and initiatives.
11. Help to facilitate the Community Campus planning process.
12. Provide timely and informative public information.

**SIGNIFICANT ISSUES IN 2024:**

1. Implementation of the Strategic Plan and integration with the Annual Budget process.
2. Long-term financial strategy to ensure fiscal health – capital, operating, and TIF.
3. Flood Prevention Initiatives.
4. Development of the Erdman Park Cross Country Ski Project.
5. Economic incentives for appropriate development and jobs in TIDs #3 and #5.
6. Sustainability front and center in all City processes.
7. Comprehensive Plan Implementation and Zoning Ordinance revisions accordingly.
8. Community Campus planning process.
9. Focus on renewable energy goals for City facilities.
10. Management of the Municipal Airport and support of transition to Unleaded Fuels as the market allows.
11. Continued succession planning for future of City Administration and departments.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
ADMINISTRATION  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Implementation of MuniCode Ordinance Hosting	10,000	-	10,000	-
2	Communications Manager Professional Development	1,880	-	1,880	-
3	Hootsuite Social Media Management Platform and Adobe Full Suite	1,859	-	1,859	-
<b>TOTAL</b>		<b>13,739</b>	<b>-</b>	<b>13,739</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Implementation of MuniCode Ordinance Hosting
Department Priority Number:	1
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	New Technology
Full-Time Equivalent Staff Change:	-

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5810-999	Non-Departmental - MuniCode		10,000		10,000
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
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**DESCRIPTION**

Implement MuniCode Digital Codification and annual hosting subscription service to convert City's current static PDF format of City Ordinances to searchable, digital format. MuniCode service is offered by CivicPlus, which is the City's current website host.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The use of digital technology to convert the City's Ordinances to a searchable, online platform, will allow greater ease and efficiency for residents and staff to utilize the City's Ordinances. Alines with Strategic Plan Priority TR-6A "Implement New Technology" with the goals of increasing resident access to information and efficiency for staff.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Communications and Social Media Manager Professional Development</b>
Department Priority Number:	2
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	Communications Position
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5120-440	Training and Development		1,880		1,880
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>1,880</b>	<b>-</b>	<b>1,880</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>1,880</b>	<b>-</b>	<b>1,880</b>
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**DESCRIPTION**

With the creation of a new Communications and Social Media Manager position, looking to provide professional development opportunities, including membership in the National Public Information Officers association (\$80.00) and participation in the National Public Information Officers conference (\$1800.00)

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Provide for professional development opportunities for newly created Communications and Social Media position to remain up to date on current best management practices. Aligns with Common Council identified priority CO-1A, "Create communications position".



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Hootsuite Social Media Management Platform and Adobe Full Suite</b>
Department Priority Number:	3
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	New Technology
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5120-280	Communications		1,859		1,859
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>1,859</b>	<b>-</b>	<b>1,859</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>1,859</b>	<b>-</b>	<b>1,859</b>
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**DESCRIPTION**

Purchase and implementation of Hootsuite Media Management platform and Adobe Full Suite (both are annual subscription based). The Hootsuite platform would allow streamlining of social media postings across various social media platforms (e.g., Facebook, X (formerly Twitter), etc). Would provide an archiving solution for social media records retention. The Adobe Full Suite would be utilized for advanced in-house communications document creation and editing, for items like the newsletter, Senior Center guide, and Parks and Recreation guides. Can also be utilized for video editing.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Aligns with Common Council Strategic Plan priority TR-6A "Implementation of New Technology", by allowing the streamlining and more efficient social media posting and in-house communications material production.



## 2024 City of Middleton Budget

### CITY ADMINISTRATOR

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5120-110	SALARIES-FULL-TIME	143,586	152,573	196,025	107,133	196,025	237,659	-	237,659
100-5120-111	INTERN	10,500	3,474	10,500	28	-	10,500	-	10,500
100-5120-118	WAGE REIMBURSEMENTS	-	-	-	-	-	-	-	-
100-5120-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>154,086</b>	<b>156,047</b>	<b>206,525</b>	<b>107,161</b>	<b>196,025</b>	<b>248,159</b>	<b>-</b>	<b>248,159</b>
<b>PERSONNEL BENEFITS</b>									
100-5120-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5120-192	RETIREMENT	9,333	9,462	13,169	7,991	13,169	16,398	-	16,398
100-5120-193	FICA	11,788	11,224	14,996	7,679	14,996	18,984	-	18,984
100-5120-194	HEALTH INSURANCE	16,068	17,355	33,732	10,539	33,732	19,868	-	19,868
100-5120-195	DENTAL INSURANCE	2,185	1,918	9,073	1,826	9,073	2,185	-	2,185
100-5120-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>39,374</b>	<b>39,959</b>	<b>70,970</b>	<b>28,035</b>	<b>70,970</b>	<b>57,435</b>	<b>-</b>	<b>57,435</b>
<b>OPERATING EXPENSES</b>									
100-5120-280	COMMUNICATION	1,050	165	1,050	175	1,050	1,050	1,859	2,909
100-5120-440	TRAINING & DEVELOPMENT	3,000	3,772	3,000	4,389	4,389	3,000	1,880	4,880
100-5120-450	EMPLOYEE PROGRAMS	1,000	138	1,000	-	1,000	1,000	-	1,000
100-5120-490	OTHER OPERATING EXPENSES	2,660	903	2,660	1,029	2,660	2,660	-	2,660
	<b>TOTAL</b>	<b>7,710</b>	<b>4,977</b>	<b>7,710</b>	<b>5,593</b>	<b>9,099</b>	<b>7,710</b>	<b>3,739</b>	<b>11,449</b>
<b>TOTAL CITY ADMINISTRATOR</b>		<b>201,170</b>	<b>200,983</b>	<b>285,205</b>	<b>140,789</b>	<b>276,094</b>	<b>313,304</b>	<b>3,739</b>	<b>317,043</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL YEAR 2024**

**ADMINISTRATIVE SERVICES DEPARTMENT**

**DEPARTMENT: Administrative Services**

**DIRECTOR: Bill Burns, CPFO**

The Administrative Services Department includes several support services functions for the City of Middleton including Finance, City Clerk and Elections, Assessing, Human Resources, and Information Technology. There is a separate budget narrative for the Information Technology division.

**MISSION (FINANCE & CITY CLERK FUNCTIONS):**

To be accountable to the citizens of the City of Middleton and others for the proper accounting of their tax and other remittances to the City government and through the Common Council to assist in maximizing the value and impact of each expenditure dollar entrusted to the City government. To provide responsive financial management support services to the Common Council, the City Administrator, and all City departments and related organizations. These services include generating special financial reports, processing accounts payable and receivable transactions, payroll processing, official governmental record keeping, and election administration and processing. In addition, providing property valuations for tax assessment purposes.

**MISSION (HUMAN RESOURCES):**

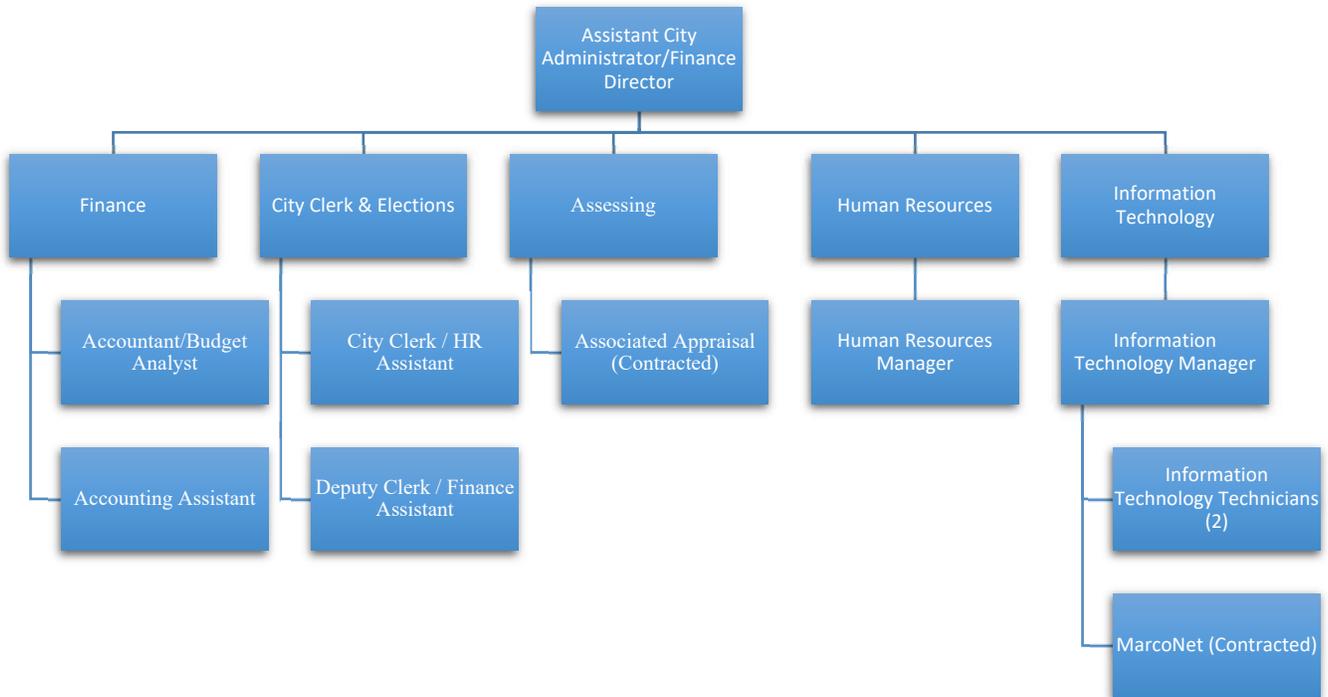
Human Resources provides comprehensive human capital management service to the City of Middleton and all City Staff members in the areas of staffing, personnel management, payroll and benefits programs, compliance, professional growth, labor relations, and organizational development throughout the employment life cycle and the municipal enterprise to ensure the City and Staff can best and effectively support the citizens of Middleton.

**AUTHORIZED POSITIONS:**

<b>AUTHORIZED POSITION LIST</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Assistant City Administrator/Finance Director	1	1	1	1	1
Assistant Finance Director/HR Manager	1	0	0	0	0
Accountant/Budget Analyst	0	1	1	1	1
Accounting Assistant	0.6	0.6	0.6	0.6	0.6
City Clerk/Human Resources Assistant	1	1	1	1	1
Deputy City Clerk/Finance Assistant	1	1	1	1	1
Human Resources Manager	0	1	1	1	1
Information Technology Director	1	*	*	*	*
Information Technology Manager	0	1	1	1	1
Assistant IT Director	1	0	0	0	0
IT Technician	1.5	1.5	1.5	1.5	1.5
<b>TOTAL FULL-TIME EQUIVALENT (FTE)</b>	<b>8.1</b>	<b>8.1</b>	<b>8.1</b>	<b>8.1</b>	<b>8.1</b>

\* In 2020 the City created the position of Information Technology Manager and began contracting with MarcoNet to provide network management and Information Technology support services.

## ORGANIZATIONAL CHART



### MAJOR RESPONSIBILITIES:

#### **Finance**

- General Accounting, Financial Processing, and Auditing
- Budget Preparation and Management
- Cash Management and Investments
- Debt Issuance and Management
- Tax Increment Financing
- Property Tax Collection
- Risk Management

#### **City Clerk & Election Functions**

- Official records management and official recorder of Common Council meetings
- Manage and administer City election processes
- Perform all required filing requirements with Federal, State, and local agencies
- Perform licensing and permitting functions including for alcohol beverages and dog licenses
- Manage and staff the Board of Review processes

#### **Human Resources**

- Recruitment and Selection
- Retention
- Professional Development
- Personnel Management
- Compliance
- Organizational Development
- Benefits Administration and Development
- Compensation Management
- Labor and Employee Relations

## **Property Assessment**

- Annually value all locally assessable real and personal property within the City. Perform statutory assessment functions and prepare required reports. Conduct the open book and Board of Review processes.

## **2024 GOALS AND SIGNIFICANT ISSUES:**

### **Finance**

1. **BUDGET:** Incorporate strategic planning goals and objectives. Assist the development of a proposed executive budget. Revise the budget document with the goal of submitting for a Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. Update multi-year budget planning and forecasting for future capital, borrowing, equipment replacement funds, and staffing into long-term budget projections.
2. **ACCOUNTING/AUDIT:** Implement GASB Standard 96 regarding Software Based Information Technology Arrangements (SBITA) with the 2023 financial statements. Prepare an Annual Comprehensive Financial Report (ACFR) that continues to meet the requirements for the GFOA Certificate of Achievement for Excellence in Financial Reporting program.
3. **GRANTS:** Continue to coordinate the FEMA review and closeout process for the projects following the 2018 flooding. Submit Requests for Reimbursement and Project Close-out to Wisconsin Emergency Management as work is completed.
4. **OPERATIONS:** Evaluate options for a potential Enterprise Resource Planning (ERP) software solution that would integrate financial, payroll, and human resources management information. Implement the City's new electronic payment solution for tax collection. Evaluate options to increase the utilization of ACH and other electronic payments.
5. **TAX INCREMENT FINANCING:** Assist in the implementation of Tax Increment Financing (TIF) project plans: maintain TID #3 and #5 financial models, evaluate requests for TIF funding, and complete annual TIF reporting. Continue planning for the future closure of TID 3 and provide recommendations on the timing and use of additional levy limit capacity and remaining funds.
6. **INVESTMENTS:** Update the City's cash flow projects based on the approved budget, five-year Capital Improvement Plan, and TID financial models. Review the City's investment policy and make recommendations on investment strategy to maintain safety and stability in the City's investments and interest income.

### **City Clerk & Elections**

1. Select and utilize a new polling place locations for beginning in 2024 as an alternative to the Lakeview Shelter location.
2. Implementation of training improvements for election officials for election officials.
3. Successfully administer the 2024 elections including a presidential election with anticipated high turnout.

## Human Resources

### Operational Summary and Statement of Needs:

Human Resources continued to operate at an extremely high operations tempo from the final quarter of 2022 through this third quarter of 2023. An extremely high level of demand to provide comprehensive, quality human capital management services across the full spectrum of people operations to all of the City's Departments and staff continues unabated. The level of these demands consistently exceeds the capacity available under our current Human Resources structure and staffing level.

City of Middleton Human Resources is not staffed to meet the demands articulated in the previous section. At this time fully 70% of the HR Managers time is devoted to simple passive recruiting (sufficient bandwidth for active recruiting does not exist currently). and the remaining 30% of available time is split across all the remaining HR functional areas.

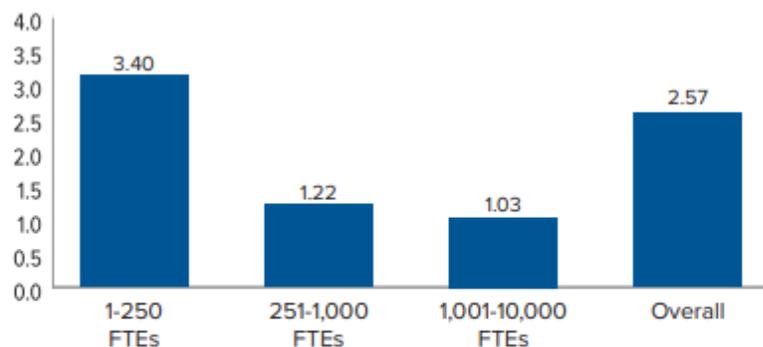
Current HR Staffing consist of:

- Human Resources Manager – 1 FTE:
- City Clerk/HR Assistant - .25 FTE responsible for Benefits enrollment and administration. (Also performs payroll – payroll is a finance function, not an HR function so those hours are excluded)

HR Staffing Best Practices and Benchmarks:

Generally accepted best practice ratios/levels of HR staffing for an organization with the size and complexity of the City of Middleton are considerably higher than current levels per data provided by the Society for Human Resource Management (SHRM) and other agencies.<sup>1</sup> The fundamental need to meet all of the function areas listed above and the time to do so does not decrease with smaller organizations; they stay relatively static. This means that a smaller organization will have a higher number of HR employees per 100 employees than a larger one (inverse relationship). The City of Middleton is in the 1-250 FTE range below.

**FIGURE 1.**  
AVERAGE EMPLOYEE-  
TO-HR RATIO, BY  
STAFF SIZE



Source: Workforce Analytics: A Critical Evaluation: How Organizational Staff Size Influences HR Metrics (SHRM, 2015)

Ratio Calculations for the City of Middleton:

$$1.25 \text{ HR Employees} / 162.5 \text{ FTE} * 100 = 0.77 \text{ HR to 100 FTE actual ratio.}$$

This insufficient level of staffing puts the City at risk for material failure with regard to regulatory compliance, organizational stability, and process and people maturity in many areas including safety, employment law, leave management, and others. Of note, several of the functions HR is responsible ARE NOT covered by our Employment Liability Practices insurance through CVMIC. Accepting risk in these areas represents both reputational and financial danger for the City. Critical functions and activities that contribute to the consistency and quality of staff that are beyond the current capacity of HR to serve include:

- Development and implementation of Organizational Performance Management approaches and mindsets that will advance the whole organization
- Leader Development at the Department Head to first level leader
- Active Recruiting to improve the city's applicant pools and hiring results
- Deliberate pursuit of DEI initiatives
- Ongoing and periodic Employee training and development opportunities to enhance basic knowledge and performance beyond simple job skill training
- Basic collection, recording and management of the organization's safety program

Staffing Recommendation for HR for 2024 and beyond:

Recommend the addition of 1 FTE HR Generalist at Salary Grade 6 (grade median is at market midpoint for his role). This Generalist will assume: Recruiting, Retention, Leave Management, Workers Comp, new employee setup, and benefit enrollment tasks; this leaves the City Clerk with only payroll functions and no HR functions. This generalist will also assist the City Administrator with limited clerical task as available (OnBase for meetings, etc.)

Alternate Recommendation, as an interim step, is a 0.5 FTE HR Generalist at the same point as above. Position would assume recruiting, employee setup, and benefits administration; this leaves the City Clerk with only payroll functions and no HR functions.

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<sup>i</sup> <https://www.shrm.org/resourcesandtools/business-solutions/documents/organizational%20staff%20size.pdf>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
ADMINISTRATIVE SERVICES  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Operating Line Item Adjustments	5,300	-	5,300	-
2	Human Resources Generalist	88,783	-	88,783	1.00
3	Human Resources Recruitment Funds	1,200	-	1,200	-
<b>TOTAL</b>		<b>95,283</b>	<b>-</b>	<b>95,283</b>	<b>1.00</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATIVE SERVICES**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

Operating Line Item Adjustments	
1	
	Other
	N/A
-	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-280	Communications			(3,600)	(3,600)
100-5141-480	Data Processing			3,600	3,600
100-5157-990	Audit	5,300			5,300
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>5,300</b>	<b>-</b>	<b>-</b>	<b>5,300</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>5,300</b>	<b>-</b>	<b>-</b>	<b>5,300</b>
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**DESCRIPTION**

Communications expenditures are down due to the conversion to a VOIP phone system from TDS. Data Processing expenditures are up to to increased costs for the City's payroll and human resources platform, iSolved. Audit services costs are projected to increase by 3.5% in 2024 based on the City's agreement with Baker Tilly.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

An annual financial audit is required by City ordinances and is necessary for obtaining a rating on the City's debt issues. The City's auditors assist with the preparation of the annual reports required by the Wisconsin Department of Revenue and the Public Service Commission. It is anticipated that a federal single audit will need to be conducted during the 2024 audit of the City's 2023 financial statements as requirement of receiving federal funds. The preparation of complete and accurate financial statements and other financial data help to support City goals and objectives including the priorities identified in the comprehensive and strategic plans.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATIVE SERVICES**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Human Resources Generalist</b>
Department Priority Number:	2
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	1.00

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-110	Salaries-Full Time		60,000		60,000
100-5141-192	Retirement		4,140		4,140
100-5141-193	FICA		4,590		4,590
100-5141-194	Health Insurance		17,868		17,868
100-5141-195	Dental Insurance		2,185		2,185
					0
					0
					0
<b>Total Expenditures</b>		<b>-</b>	<b>88,783</b>	<b>-</b>	<b>88,783</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>88,783</b>	<b>-</b>	<b>88,783</b>
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**DESCRIPTION**

Recommend the addition of 1 FTE HR Generalist at Salary Grade 6 (grade median is at market midpoint for his role). This Generalist will assume: Recruiting, Retention, Leave Management, Workers Comp, new employee setup, and benefit enrollment tasks; this leaves the City Clerk with only payroll functions and no HR functions. This generalist will also assist the City Administrator with limited clerical task as available.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The City of Middleton Human Resources function is not staffed to meet the demands of an organization of this size. At this time fully 70% of the HR Manger's time is devoted to simple passive recruiting (sufficient bandwidth for active recruiting does not exist currently) and the remaining 30% of available time is split across all the remaining HR functional areas. This insufficient level of staffing puts the City at risk for material failure with regard to regulatory compliance, organizational stability, and process and people maturity in many areas including safety, employment law, leave management, and others.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ADMINISTRATIVE SERVICES**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Human Resources Recruitment Funds
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-490	Other Operating Expenses		1,200		1,200
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>1,200</b>	<b>-</b>	<b>1,200</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>1,200</b>	<b>-</b>	<b>1,200</b>
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**DESCRIPTION**

Human Resources is requesting \$1,200 to join with Mission Wisconsin to do targeted veteran hiring access. The City has already received one Police Officer candidate from this source. These funds would allow for City membership through October 2025 at which time the effectiveness of the program could be re-evaluated.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Recruiting and hiring good candidates is essential to City programs and goals. Police Officer recruitment is especially challenging in the current environment. Additional funding for recruitment and candidate access services may be helpful in obtaining additional quality candidates.



## 2024 City of Middleton Budget

### ADMINISTRATIVE SERVICES DEPARTMENT (FINANCE, CITY CLERK, ASSESSING & HR FUNCTIONS)

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5141-110	SALARIES-FULL-TIME	427,783	415,250	447,767	277,290	447,767	469,672	60,000	529,672
100-5141-112	PART-TIME-NON-PERM.	33,279	31,975	35,152	20,791	35,152	36,974	-	36,974
100-5141-120	WAGES	-	-	-	-	-	-	-	-
100-5141-135	LONGEVITY	-	-	-	-	-	-	-	-
100-5141-145	UNEMPLOYMENT PAYMENT	-	-	-	-	-	-	-	-
100-5141-198	VACANT POSITION(S)	-	-	-	-	-	-	-	-
100-5141-197	FURLOUGH	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>461,062</b>	<b>447,225</b>	<b>482,919</b>	<b>298,081</b>	<b>482,919</b>	<b>506,646</b>	<b>60,000</b>	<b>566,646</b>
<b>PERSONNEL BENEFITS</b>									
100-5141-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5141-192	RETIREMENT	29,839	28,353	32,702	22,908	32,702	32,545	4,140	36,685
100-5141-193	FICA	35,271	33,646	36,943	22,179	36,943	38,758	4,590	43,348
100-5141-194	HEALTH INSURANCE	48,204	48,454	57,486	31,616	48,000	57,604	17,868	75,472
100-5141-195	DENTAL INSURANCE	7,664	7,940	8,218	5,478	8,218	8,218	2,185	10,403
100-5141-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>120,978</b>	<b>118,392</b>	<b>135,349</b>	<b>82,181</b>	<b>125,863</b>	<b>137,125</b>	<b>28,783</b>	<b>165,908</b>
<b>OPERATING EXPENSES</b>									
100-5141-210	OFFICE SUPPLIES	2,300	4,632	3,000	1,252	3,000	3,000	-	3,000
100-5141-250	POSTAGE	6,000	2,606	6,000	-	6,000	6,000	-	6,000
100-5141-260	ADVERTISING & PRINTING	4,000	1,684	4,000	1,663	4,000	4,000	-	4,000
100-5141-280	COMMUNICATIONS	11,100	9,406	11,100	4,626	7,000	11,100	(3,600)	7,500
100-5141-310	OUTSIDE SERVICES	228,600	226,600	153,600	83,733	128,600	153,600	-	153,600
100-5141-410	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-
100-5141-440	TRAINING & DEVELOPMENT	9,700	8,818	9,700	6,878	9,500	9,700	-	9,700
100-5141-480	DATA PROCESSING	62,800	64,095	62,800	46,307	65,000	62,800	3,600	66,400
100-5141-490	OTHER OPERATING EXPENSES	6,000	9,790	7,500	5,420	7,500	7,500	1,200	8,700
100-5141-704	SALES TAX - PD.	-	-	-	-	-	-	-	-
100-5141-800	OFFICE EQUIPMENT	-	-	1,500	1,450	1,450	1,500	-	1,500
100-5141-810	OTHER EQUIPMENT	-	-	-	-	-	-	-	-
100-5157-990	AUDIT	59,300	61,067	63,700	55,325	63,700	63,700	5,300	69,000
	<b>TOTAL</b>	<b>389,800</b>	<b>388,698</b>	<b>322,900</b>	<b>206,655</b>	<b>295,750</b>	<b>322,900</b>	<b>6,500</b>	<b>329,400</b>
<b>TOTAL ADMINISTRATIVE SERVICES DEPARTMENT</b>		<b>971,840</b>	<b>954,315</b>	<b>941,168</b>	<b>586,917</b>	<b>904,532</b>	<b>966,671</b>	<b>95,283</b>	<b>1,061,954</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
ELECTIONS  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Presidential Election Year	116,500	-	116,500	-
TOTAL		116,500	-	116,500	-



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
ELECTIONS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Presidential Election Year</b>
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5143-116	Election Workers		72,000		72,000
100-5143-220	Supplies & Materials		(2,700)		(2,700)
100-5143-250	Postage		29,500		29,500
100-5143-260	Advertising & Printing		16,000		16,000
100-5143-440	Training & Development		200		200
100-5143-490	Other Operating Expenses		1,500		1,500
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>116,500</b>	<b>-</b>	<b>116,500</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>116,500</b>	<b>-</b>	<b>116,500</b>
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**DESCRIPTION**

Four elections are anticipated in 2024 which is a presidential election year. High turnout is expected. Additional expenditures for poll workers staffing, mailing of ballots, and elections supplies.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Administration of accurate and efficient elections is a core function of the City. Additional poll worker staffing will help to provide a good experience for voters during a busy election cycle.



## 2024 City of Middleton Budget

ELECTIONS		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
		<b>WAGES</b>							
100-5143-116	ELECTION WORKERS	45,000	31,360	18,000	15,782	18,000	18,000	72,000	90,000
	TOTAL	45,000	31,360	18,000	15,782	18,000	18,000	72,000	90,000
<b>OPERATING EXPENSES</b>									
100-5143-220	SUPPLIES & MATERIALS	12,000	373	5,700	5,592	5,700	5,700	(2,700)	3,000
100-5143-250	POSTAGE	28,000	14,274	7,000	(776)	7,000	7,000	29,500	36,500
100-5143-260	ADVERTISING & PRINTING	4,200	12,190	2,500	2,209	3,281	2,500	16,000	18,500
100-5143-440	TRAINING & DEVELOPMENT	4,000	65	1,000	65	1,000	1,000	200	1,200
100-5143-490	OTHER OPERATING EXPENSES	11,000	10,714	7,000	4,581	7,000	7,000	1,500	8,500
	TOTAL	59,200	37,617	23,200	11,671	23,981	23,200	44,500	67,700
<b>TOTAL ELECTIONS</b>		<b>104,200</b>	<b>68,977</b>	<b>41,200</b>	<b>27,454</b>	<b>41,981</b>	<b>41,200</b>	<b>116,500</b>	<b>157,700</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Information Technology**

**DEPARTMENT: Information Technology**  
**DIVISION: Administrative Services**

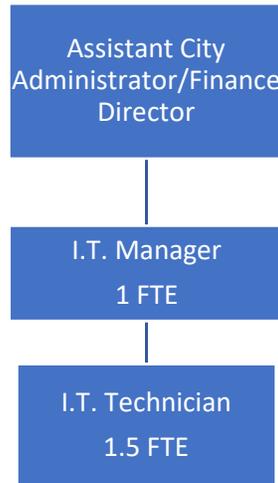
**Manager: Drew Montour**  
**DIVISION MANAGER: Bill Burns**

**MISSIONS:**

DEPARTMENT: Provide network connectivity, functionality, and security for both public and staff purposes.  
 DIVISION: To fund the needs of the Information Technology Department and provide policy direction.

**Information Technology Department**

08/2024



<b>AUTHORIZED POSITION LIST *</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
I.T. Manager	1	1	1	1
I.T. Technician	1.5	1.5	1.5	1.5

**MAJOR RESPONSIBILITIES:**

- LAN, WAN, and Wireless Network administration (Cisco)
- Desktop and help desk administration
- Install and maintain hardware and software (Servers, Workstations, Network Equipment, Copiers, Phones, Cell Phones, Security systems)
- Web services, M365, Email, and GIS administration
- Research, coordinate purchasing, and budgeting
- Conduct administrative and project management duties
- Configure and deploy department specific applications

**2024 GOALS:**

- Upgrade/replace City Hall network cabling and switch locations
- Replace Police Department Fleet’s In-Squad Video System
- Assist Middleton Library with I.T. assessment and potential future merger with City I.T.
- Upgrade Security at Municipal Operations Center (Phase II – Video Security Cameras)
- Continue to work with Marco Technologies to follow recommendations and best practices

**SIGNIFICANT ISSUES IN 2024:**

- The IT department has identified that the network cabling requires replacement and switch relocation within the City Hall building to secure locations.

**MAJOR WORKLOAD STATISTICS:**

<b>WORKLOAD ACTIVITIES</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>August 2021</b>	<b>2024 Projected</b>
Number of Personnel	3.5	3.5	2.5	2.5
Workstations/Notebooks	200	200	220	220
Users	160	160	160	160
Buildings	7	7	7	7
VOIP/Cell Phones	160	160	170	170
Tablets	20	20	20	25



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
INFORMATION TECHNOLOGY  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Vendor Software Expenses Increase	6,003	-	6,003	-
2	MPSIS Expense Increase	11,057	-	11,057	-
3	Outside Services Budget Increase	13,667	-	13,667	-
4	Internet/Communications Services	850	-	850	-
5		0	-	-	-
6		0	-	-	-
7		0	-	-	-
8		0	-	-	-
9		0	-	-	-
10		0	-	-	-
<b>TOTAL</b>		<b>31,577</b>	<b>-</b>	<b>31,577</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
INFORMATION TECHNOLOGY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Vendor Software Expenses Increase</b>
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5151-240	Software/Licensing		6,003	4,372	10,375
100-5151-117	Overtime			(1,872)	(1,872)
100-5151-220	Equipment			(2,500)	(2,500)
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>6,003</b>	-	<b>6,003</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>6,003</b>	-	<b>6,003</b>
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**DESCRIPTION**

Increase in 240 account reflects increased software and licensing fees from various vendors. This also reflects a request by administrative staff to implement an electronic signature system for the city with an estimated cost of \$2,500 annually.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Software and licensing costs have increased across all of our major software platforms



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
INFORMATION TECHNOLOGY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	MPSIS Expense Increase
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5151-270	MPSI Expenditures		11,057		11,057
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>11,057</b>	<b>-</b>	<b>11,057</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>11,057</b>	<b>-</b>	<b>11,057</b>
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**DESCRIPTION**

MPSIS (Multi Jurisdictional Public Safety Information System) has submitted our portion of the mandatory MPSIS budget. It reflects an increase of 6.7% of our portion of their operating budget.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Mandatory contribution to the MPSIS budget.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
INFORMATION TECHNOLOGY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Outside Services Budget Increase</b>
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5151-320	Outside Services		7,367		7,367
100-5151-320	Outside Services (iWorq)		6,300		6,300
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>13,667</b>	<b>-</b>	<b>13,667</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>13,667</b>	<b>-</b>	<b>13,667</b>
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**DESCRIPTION**

This increase reflects vendor fee increases of our service contracts with various Information Technology vendors throughout the city. Includes Marco Technologies (I.T. Support), CivicPlus (website), Iworqs (Building Inspection) and IBS (Security Systems). Included is a \$6,300 increase for iWorqs to implement a Facilities Management portal for tracking all Facility Assests (HVAC, plumbing, electrical, elevators, etc) as well as ticket tracking for maintenance requests and maintenance schedules, work order scheduling and inspections of city buildings requested by the Building Inspection Department.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Mandatory increases in service contracts.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
INFORMATION TECHNOLOGY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Internet/Communications Services
Department Priority Number:	4
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5151-260	Internet/Communication Services		850		850
					0
					0
					0
					0
					0
					0
<b>Total Expenditures</b>		<b>0</b>	<b>850</b>	<b>0</b>	<b>850</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>850</b>	<b>0</b>	<b>850</b>
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**DESCRIPTION**

Increase to Internet/Communication services including VOIP services and Cell phone costs.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Mandatory increase to fees for VOIP and Cell



## 2024 City of Middleton Budget

### INFORMATION TECHNOLOGY

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5151-110	SALARIES-FULL-TIME	152,932	175,479	160,578	114,060	160,578	167,847	-	167,847
100-5151-111	SALARIES-PART-TIME	29,290	30,278	31,048	11,215	22,165	31,517	-	31,517
100-5151-112	INTERN	-	-	-	-	-	-	-	-
100-5151-117	OVERTIME	2,872	95	2,872	288	400	2,872	(1,872)	1,000
100-5151-130	ON CALL PAY	23,751	-	23,751	-	23,751	23,751	-	23,751
100-5151-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>208,845</b>	<b>205,852</b>	<b>218,249</b>	<b>125,563</b>	<b>206,894</b>	<b>225,987</b>	<b>(1,872)</b>	<b>224,115</b>
<b>PERSONNEL BENEFITS</b>									
100-5151-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5151-192	RETIREMENT	11,671	10,920	10,919	8,637	11,710	13,394	-	13,394
100-5151-193	FICA	15,977	15,447	14,659	9,390	15,341	17,284	-	17,284
100-5151-194	HEALTH INSURANCE	32,136	32,088	33,732	21,077	34,430	35,736	-	35,736
100-5151-195	DENTAL INSURANCE	3,294	3,293	3,294	2,196	3,500	3,294	-	3,294
100-5151-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>63,078</b>	<b>61,748</b>	<b>62,604</b>	<b>41,299</b>	<b>64,981</b>	<b>69,708</b>	<b>-</b>	<b>69,708</b>
<b>OPERATING EXPENSES</b>									
100-5151-210	OFFICE SUPPLIES	-	-	-	-	-	-	-	-
100-5151-220	EQUIPMENT	35,000	27,701	32,500	8,704	20,000	32,500	(2,500)	30,000
100-5151-240	SOFTWARE/LICENSING	137,150	120,704	152,650	102,462	157,650	152,650	10,375	163,025
100-5151-260	INTERNET	35,000	15,969	20,000	12,566	20,000	20,000	850	20,850
100-5151-270	MPSI EXPENDITURES	161,481	152,454	163,892	157,191	163,892	163,892	11,057	174,949
100-5151-280	COMMUNICATION	-	-	-	-	-	-	-	-
100-5151-320	OUTSIDE SERVICES	178,615	189,603	181,115	154,530	181,115	181,115	13,667	194,782
100-5151-420	FUEL	-	79	-	86	75	-	-	-
100-5151-440	TRAINING	1,000	688	1,000	98	500	1,000	-	1,000
	<b>TOTAL</b>	<b>548,246</b>	<b>507,198</b>	<b>551,157</b>	<b>435,639</b>	<b>543,232</b>	<b>551,157</b>	<b>33,449</b>	<b>584,606</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>820,169</b>	<b>774,798</b>	<b>832,010</b>	<b>602,501</b>	<b>815,107</b>	<b>846,852</b>	<b>31,577</b>	<b>878,429</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
BUILDINGS AND GROUNDS  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Training and Development	1,500	-	1,500	-
2	0	-	-	-	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		<b>1,500</b>	<b>-</b>	<b>1,500</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDINGS AND GROUNDS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Training and Development
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5310-440	Training and Development		1,500		1,500
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
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**DESCRIPTION**

training and professional development for the Facilities manager

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

With the advent of new building technologies and systems having a training budget will allow for some education on the new systems that are being implemented in our facilities. With the gained knowledge it will help in troubleshooting and the routine maintenance of the systems to save in the overall maintenance costs of these systems.



## 2024 City of Middleton Budget

### BUILDING & GROUNDS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>OPERATING EXPENSES</b>								
100-5160-310	OUTSIDE SERVICES	-	-	-	-	-	-	-
100-5160-440	TRAINING & DEVELOPMENT	-	-	-	-	-	-	-
100-5160-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-
100-5310-220	SUPPLIES & MATERIALS	3,100	2,941	3,100	2,290	3,100	-	3,100
100-5310-310	OUTSIDE SERVICES	18,000	12,777	15,700	8,515	15,700	-	15,700
100-5310-410	EQUIPMENT MAINTENANCE	7,000	15,427	7,000	4,926	7,000	-	7,000
100-5310-440	TRAINING & DEVELOPMENT	-	-	-	-	-	1,500	1,500
100-5310-470	UTILITIES	32,500	33,922	35,500	23,587	35,500	-	35,500
100-5310-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>60,600</b>	<b>65,067</b>	<b>61,300</b>	<b>39,318</b>	<b>61,300</b>	<b>1,500</b>	<b>62,800</b>
<b>TOTAL BUILDING &amp; GROUNDS</b>		<b>60,600</b>	<b>65,067</b>	<b>61,300</b>	<b>39,318</b>	<b>61,300</b>	<b>1,500</b>	<b>62,800</b>



## 2024 City of Middleton Budget

### VIDEO PRODUCTION

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>OPERATING EXPENSES</b>								
100-5537-220 SUPPLIES & MATERIALS	-	-	-	-	-	-	-	-
100-5537-310 OUTSIDE SERVICES	5,500	7,600	9,000	5,600	9,000	9,000	-	9,000
100-5537-990 CATV EQUIPMENT	1,000	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>6,500</b>	<b>7,600</b>	<b>9,000</b>	<b>5,600</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	<b>9,000</b>
<b>TOTAL VIDEO PRODUCTION</b>	<b>6,500</b>	<b>7,600</b>	<b>9,000</b>	<b>5,600</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	<b>9,000</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Police Department**

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**MISSION:**

The mission of the Middleton Police Department is to “*make a positive difference in the quality of life in our community.*”

To make a positive difference in the quality of life in our community by partnering to identify and solve problems, protect rights, maintain order, develop community partnerships, facilitate the safe movement of persons and vehicles, resolve conflicts, aid those in need, promote a sense of security, enforce laws, investigate crimes, apprehend and assist in the prosecution of offenders, reduce victimization and opportunities for crime, provide emergency services, and evaluate effectiveness.

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**DEPARTMENT:** Police  
**DIVISION:** Administration

**DIRECTOR:** Chief Troy Hellenbrand  
**DIVISION MANAGER:** Captain Travis Kakuske

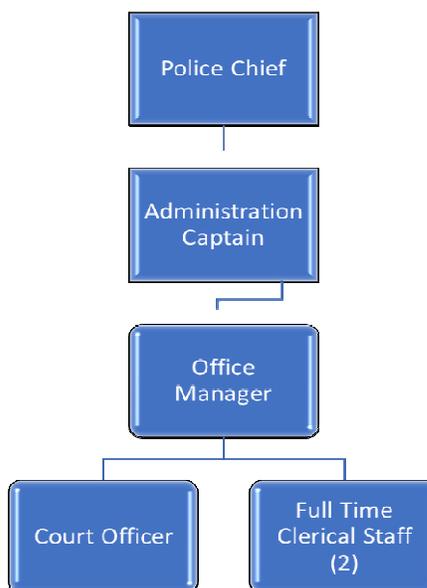
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**ADMINISTRATION DIVISION MISSION:**

To provide quality support services, enable the Field Service Units and other entities to focus on the Department’s core missions.

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**Police Administration Organizational Chart**



Authorized Position List	2020	2021	2022	2023	2024
Police Chief	1	1	1	1	1
Captain	1	1	1	1	1
Office Manager	1	1	1	1	1
Court Officer	1	1	1	1	1
Full Time Clerical	2	2	2	2	2
Part Time Clerical	2	2	0	0	0
<b>Total</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>

**MAJOR RESPONSIBILITIES:**

1. Process and properly disseminate call, incident, accident, arrest, citations, and parking documents.
2. Review, prepare, intake and manage criminal cases with the Dane County District Attorney’s Office.
3. Manage evidence, property, digital media collected by sworn personnel and systems, and billing and administration of the alarm licensing program.
4. Complete public records requests, payroll, procurement, invoicing, payment of bills, attending committee meetings, personnel liaison, research, planning, licensing, accreditation, maintaining department training records, and Use of Force review.
5. Process Department of Motor Vehicle transactions as part of our agreement with the Department of Transportation.

**2024 GOALS:**

1. Manage the large amount of digital media evidence which continues to increase yearly.
2. Complete annual inventory/audit of all evidence items in our evidence system as required by WILEAG Accreditation Standards.
3. Submit accurate monthly NIBRS/WIBRS reports.
4. Examine other parking programs to see if there is current technology to make this process more efficient. This was noted as a deficiency during our 2023 accreditation onsite as our current process is outdated.
5. Continue to work on WILEAG Accreditation to prepare for our next onsite review in 2026.
6. Continue to provide support for our staff, through EAP and wellness checks, to help them navigate the challenges associated with the law enforcement profession.
7. Continue to train all civilian staff on the job duties of others to assist in times of unexpected long-term vacancies.
8. Researching and purging old administrative records as allowed by state law and local ordinance.
9. Hire and train new Records Clerk.

**SIGNIFICANT ISSUES IN 2024:**

Based on the retirement of our Office Manager in 2023, there has been some shuffling of our civilian staff based on our former Court Officer being named our Office Manager and one of our Records Clerks applying for and being selected as our new Court Officer. The department currently has a vacancy in our Records Department that needs to be filled in late 2023 or early 2024. This new Records Clerk will need training in all of the different duties assigned to this position in the department. Additionally, our other Records Clerk has indicated they are contemplating retirement in the next several years so the department will need to prepare for two new employees overseeing our Records Department and the large number of administrative duties which are assigned to this work unit. One of the goals of the department over the past several years has been to provide cross-training to all civilian staff to assist in times when the department experiences a long-term vacancy in one of our civilian positions. This will once again be a top priority in 2024 with the recent reshuffling of our civilian staff.

<b>WORKLOAD ACTIVITIES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 as of 6/30/23</b>	<b>2023 Projected</b>
Calls for Service	15,865	18,098	18,507	9,573	20,000
Evidence Intake	1,976	1,503	1,563	754	1,508
Criminal Arrests	382	410	643	243	486
Citations Processed	1,475	2,124	1,297	619	1,238
Warning Processed	1,617	2,982	3,231	1,362	2,724
Citizen Complaint Investigations	22	29	13	8	16
Open Records Request	667	504	582	405	810
Vehicle Registration/Titles Processed	926	375	76	24	48

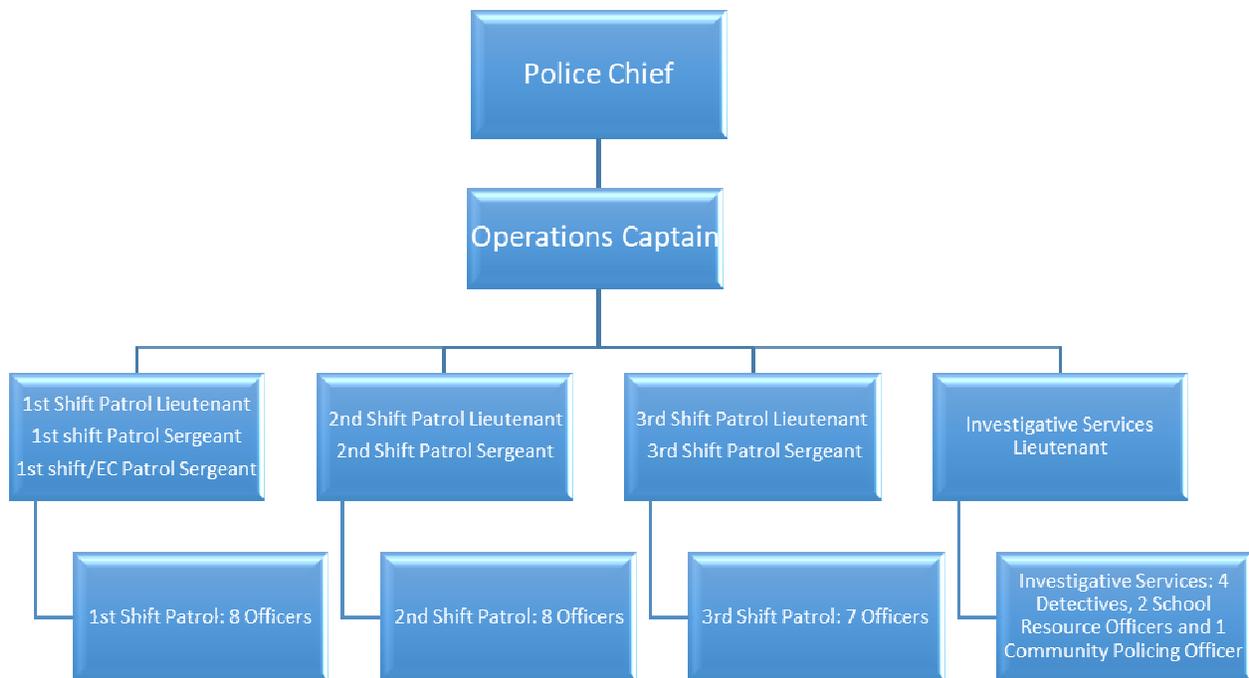
DEPARTMENT: Police  
 DIVISION: Field Services

DIRECTOR: Chief Troy Hellenbrand  
 DIVISION MANAGER: Captain Jeremy Geiszler

**FIELD SERVICES DIVISION MISSION:**

Partner proactively with those living and working in our community, identify and solve problems, protect Constitutional Rights and personal freedoms of all citizens, maintain order, facilitate the safe movement of persons and vehicles, mediate and resolve conflicts, aid those in need, promote a sense of security, enforce laws and ordinances, investigate crimes, apprehend and assist in the prosecution of offenders, reduce victimization and opportunities for crime, provide emergency services and constantly evaluate our effectiveness in carrying out the mission of the Middleton Police Department.

**Police Field Services Organizational Chart**



AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
Captain	1	1	1	1	1
Patrol Lieutenants	0	3	3	3	3
Patrol Sergeant	7	4	4	4	4
Patrol Officer	21	21	21	21	23
Investigative Services Lieutenant	0	1	1	1	1
Investigative Services Sergeant	1	0	0	0	0
Investigators	4	4	4	4	4
School Resource Officers	2	2	2	2	2
Community Policing Officer	1	1	1	1	1
<b>Total</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>39</b>

## **MAJOR RESPONSIBILITIES:**

1. Enforce the law.
2. Protect property.
3. Reduce civil disorder.
4. Work proactively with the community to prevent crime and improve the quality of life.
5. Build strong relationships with all community members through our various community-policing initiatives.
6. Provide in-service and specialized training to keep officers and supervisors up to date on the latest police and management trends.

## **2024 GOALS:**

1. Identify policing strategies to effectively deal with school safety, drugs, alcohol, people in mental illness crisis, gang-related issues and the crimes associated with those concerns.
2. Maintain a high level of effectiveness as the community becomes more diverse across ethnicity, race, age and/or socio-economic status.
3. Develop strategies to lessen the impact of policing on people of poverty and the working poor.
4. Develop strategies and training to address racial disparities.
5. Ensure the safe movement of traffic within and throughout the community.
6. Identify strategies to address the continued plague of domestic abuse in our community.
7. Maintain the level of quality service to our customers in the form of emergency response and proactive work that is equitable, consistent, and dependable in all parts of the city, and at all times of the day.
8. Deployment of personnel resources to both match the workload and to enhance the officers' sense of ownership over the geographic areas that they serve and the services that they provide.
9. Provide opportunities for proactive work while officers are not responding to calls for service that are targeted, measured, and enhances the Department's ability to achieve its mission and accomplish specific public safety outcomes.
10. Improve the analysis of data, using automated methods, when possible, aimed at anticipating or rapidly identifying trends, patterns, sequences, and relationships.
11. Engage in proactive information-based directed patrol by using intelligence-based strategies to preempt dangerous people, alcohol and drug use, criminogenic situations, and frustrating relationships that precipitate calls to the police.
12. Continue to build strong and meaningful relationships with all members of our community throughout our various community policing initiatives.
13. Continue to educate the City Council and citizens of Middleton of the need for additional Police Officers as the city grows and calls for police service continue to increase.
14. Continue exploring a partnership or hiring of a Social Worker to work with the Police Department to address issues of mental health, drug/alcohol addiction, and homelessness.
15. Continue to provide support for our staff, through EAP and wellness checks, to help them navigate the challenges associated with the law enforcement profession.
16. Continue working collaboratively with the Middleton-Cross Plains Area School District to identify best practices with the School Resource Officer (SRO) program.
17. Continue to work with the Middleton-Cross Plains Area School District on planning for a full-scale training exercise.
18. Implement part-time Community Services Officer (CSO) positions to assist patrol officers with lower priority calls for service to reduce their workload and allow more proactive activities.
19. If the Police Department is unable to add additional staff through the regular budget process, eliminate certain calls for service to reduce the workload of field services staff.
20. Complete another staffing study to determine the anticipated Police Department needs of our growing city over the next five years.

**SIGNIFICANT ISSUES IN 2024:**

1. Maintain Police Department Accreditation status and continue following suggested best practices for the law enforcement profession.
2. Continue to work with Miramont Behavioral Health to address ongoing issues with calls for service at their facility. This will be imperative as they continue to expand their services and look to open to full capacity.
3. Addressing the increase of calls for service for the Police Department as the city expands; however, staffing levels at the Police Department have not kept pace with this growth. The 2018 5-year Staffing Study recommended having 27 authorized patrol officers by the end of the 2023 fiscal year – four above our current authorized staffing. This will increase self-initiated time to the national best practices level of 33% of each shift from the current 25% (15 minutes to 20 minutes per shift). This additional self-initiated time would allow officers to be more effective problem solvers and meet the needs of the community. This will mitigate the need for additional overtime costs and meets national best practices level for response on Priority I, II, and III calls.
4. Deal with persistent crime and societal issues which include drug abuse, alcohol offenses, mental illness, motor vehicle thefts and domestic violence.
5. Continue providing specialized training to officers on important topics such as dealing with mental health related calls for service, equity, and racial disparity issues.
6. Identify community crimes, traffic concerns, areas of disorder and use methods to address those issues.
7. Continue community outreach efforts and look to expand department programs.
8. Continue to work with the MCPASD to address school safety within our local schools, maintain and support our School Resource Officer program, and look to build stronger relationships with the students and staff in each of our local school buildings.
9. Succession planning and training.
10. Recruitment and retention of Police Department employees.

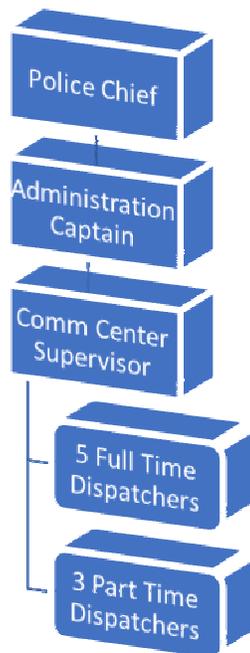
<b>WORKLOAD ACTIVITIES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 as of 6/30/202</b>	<b>2023 Projected</b>
Homicide	0	1*	0	1	1
Robbery	2	2*	1	1	5
Assaults	55	74*	73	44	90
Burglary	26	34*	13	8	20
Larceny	199	198*	210	97	200
Domestic Incidents	180	189	191	106	225
Calls for Service	15,865	18,098	18,507	9,573	20,000
Mental Health Calls	236	400	499	230	500
Weapon Violations	30	12*	7	2	10
Accidents	596	389	476	240	500
Citations (Traffic and Ordinance)	1,701	2,316	2357	1,113	2,400

**\*Transition to the new FBI reporting system (NIBRS). NIBRS captures more data compared to the previous UCR Crime Stats resulting in higher crime numbers for every city using this new reporting system.**

**COMMUNICATIONS CENTER DIVISION MISSION:**

The Communications Center is the first of our first responders. Members of our Communication Center contribute to the safety and quality of life in our community by linking the citizens of our community, our neighboring communities and our officers and associated public safety agencies with efficient, reliable, responsive, and professional public safety communications services.

**Police Communications Center Organizational Chart**



AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
Captain	1	1	1	1	1
Dispatch Supervisor	1	1	1	1	1
Full Time Communicators	5	5	5	5	5
Part Time Communicators	2	2	3	3	3
<b>Total</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>

**MAJOR RESPONSIBILITIES:**

1. Receive and process requests for emergency and non-emergency public safety services and coordinate the appropriate response.
2. Harmonize, monitor, support, and document officer activity in the field and at the station.
3. Act in response to requests for service and information from citizens, officers, and others.
4. Enter, access, and properly disseminate information from multiple confidential criminal justice databases.

**2024 GOALS:**

1. Replace the UPS unit which is the main backup to the Communication Center. The current UPS unit is original to the building and needs an upgrade according to the company that services this unit. The replacement of the UPS is a significant project that will take coordination with several companies and our local IT Department to limit the disruption to Police Department operations.
2. Continue to evaluate and look at different ways to improve our service to the community which includes developing a quality performance evaluation system.
3. Continue to provide specialized training to all members of the Communication Center to prepare them for the different types of call that they experience while call taking. This includes continuing to host nationally recognized dispatcher training at the Police Department for our local dispatchers to attend.
4. As the city continues to grow, look to adding an additional dispatcher for times of high call volume. Based on the 2018 staffing study, the department should have two additional dispatchers above current staffing levels by the end of 2023.

**SIGNIFICANT ISSUES IN 2024:**

Continue to research and develop a Continuity Of Operations Plan (COOP) to collaborate and coordinate between communication centers using Central Square CAD, 9-1-1 phone transfers, non-emergency phone transfers and messaging.

Develop a plan for the replacement of the UPS unit to minimize disruption to Police Department operations.

<b>WORKLOAD ACTIVITIES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 as of 6/30/22</b>	<b>2023 Projected</b>
Telephone Calls	28,844	21,162	23,850	10,489	22,000
911 Calls	2,200	2,414	2,214	1,396	2,800
Citizen Service Requests	11,002	11,309	7,197	6,038	13,000
Officer Service Requests	4,863	6,789	7,023	3,333	7,000
Total Service Calls	15,865	18,098	18,507	10,767	20,000
Crime Notices Sent	61	31	13	19	40
Traffic Alerts Sent	69	2	15	16	30
Website Hits	23,912	21,662	22,039	12,365	24,000
Facebook Followers	8,002	9,027	10,092	10,427	11,000
Twitter Messages Sent	4,227	4,323	4,351	4,360	4,500
Vacation Notices	55	67	81	34	75
Traffic Complaints submitted online	18	20	23	12	25

**EMERGENCY PREPAREDNESS DIVISION MISSION:**

Coordinate City-Wide Emergency Preparedness Efforts

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**Emergency Preparedness Organizational Chart**



**MAJOR RESPONSIBILITIES:**

1. Maintain and update Emergency Preparedness Plan.
2. Maintain Emergency Operations Center.
3. Coordinate Emergency Operations efforts with various County, State and Federal Agencies.
4. Assist City Departments with Emergency Preparedness efforts.
5. Coordinate the upkeep and maintenance of the Emergency Warning System with Dane County Emergency Management.

**2024 GOALS:**

1. Continue to secure Operating funds for the DaneCom Annual Maintenance Fees.
2. Continue to upgrade PD radio network, Emergency Operations Center, and replace outdated equipment as needed. Specifically update radio equipment to improve radio transmissions for fire and EMS personnel when the EOC is activated for a citywide emergency.
3. Continue to work with the Middleton-Cross Plains Area School District and other local Public Safety organizations to plan for and coordinate a full-scale training exercise. In 2024, prepare for a functional exercise to build upon the tabletop exercise which was completed in 2023.
4. Coordinate a local training event with other city first responders and city officials, testing the city's Emergency Preparedness Plan.
5. Have updated City Emergency Preparedness Plan, which was revised and updated in 2023, reviewed and adopted by the Middleton City Council.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
POLICE DEPARTMENT  
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Annual Fee DaneCom Maint	9,542	-	9,542	-
2	Increase Reimbursement for School Resource Officers	-	2,867	(2,867)	-
3	Two Full-Time Police Officers	201,954	-	201,954	2.00
4	Full-Time Dispatcher	75,115	-	75,115	1.00
5	Increase Shift Differential - Dispatch	2,291	-	2,291	-
6	Two Part-Time Community Service Officers	55,194	-	55,194	1.00
7	Overtime	34,146	-	34,146	-
8		0	-	-	-
9		0	-	-	-
10		0	-	-	-
<b>TOTAL</b>		<b>378,242</b>	<b>2,867</b>	<b>375,375</b>	<b>4.00</b>



CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Annual Fee DaneCom Maint
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5250-850	Emerg. Prep Dane Commun Fee	9,542			9,542
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>9,542</b>	<b>-</b>	<b>-</b>	<b>9,542</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>9542</b>	<b>0</b>	<b>0</b>	<b>9,542</b>
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**DESCRIPTION**

Increase in annual fee for DaneCom maintenance.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Each municipality in Dane County is assessed an annual fee for upgrades and maintenance regarding the DaneCom radio system. When this radio system was being planned, the City of Fitchburg requested and agreed to fund two radio towers in their city as part of this countywide project for better radio coverage in their city. In 2023, the City of Fitchburg requested the DaneCom Board take over the ownership and maintenance of the two towers located in Fitchburg because of rising cost and issues in acquiring equipment. The DaneCom Board agreed to take over the ownership of these two towers which increased DaneCom cost for every municipality in Dane County. The City of Middleton's DaneCom assessed



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Increase Reimbursement for School Resource Officers
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4343-00	MCP School District - Police	2,867			2,867
					-
					-
					-
<b>Total Revenues</b>		<b>2,867</b>	-	-	<b>2,867</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	-	-	-

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>(2,867)</b>	-	-	<b>(2,867)</b>
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**DESCRIPTION**

Increase of reimbursement from the Middleton-Cross Plains Area School District for School Resource Officers.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Based on wage increases and other associated cost, there is an increase of cost to the Middleton-Cross Plains Area School District for the two Middleton Police Officers assigned to our local schools as part of School Resource Officers program.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Two Full-Time Police Officers
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	2

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5212-110	Salaries - Full Time		132,718		132,718
100-5212-135	Longevity		-		-
100-5212-192	Retirement		18,978		18,978
100-5212-193	FICA		10,152		10,152
100-5212-194	Health Insurance		35,736		35,736
100-5212-195	Dental Insurance		4,370		4,370
					-
					-
<b>Total Expenditures</b>		-	<b>201,954</b>	-	<b>201,954</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>201,954</b>	-	<b>201,954</b>
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**DESCRIPTION**

Two full-time police officers.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

A Police Department had a staffing study completed in 2018. This staffing study, which was for five years, indicated by the end of 2023 the Police Department should add 6 patrol officers above 2018 levels to maintain a level of service which the community has come to expect. Since 2018, the Police Department has added only 3 additional officers instead of the 6 as recommended by this staffing study. Additionally, the city has seen significant growth and planned future growth since the staffing study was completed in 2018. Police Department staffing needs to continue to increase to keep up with the demands of a growing Middleton community.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Full-Time Dispatcher
Department Priority Number:	4
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	1.00

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5256-110	Salaries - Full-Time		48,068		48,068
100-5256-192	Retirement		3,317		3,317
100-5256-193	FICA		3,677		3,677
100-5256-194	Health Insurance		17,868		17,868
100-5256-195	Dental Insurance		2,185		2,185
					-
					-
					-
<b>Total Expenditures</b>		-	<b>75,115</b>	-	<b>75,115</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>75,115</b>	-	<b>75,115</b>
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**DESCRIPTION**

One full-time dispatcher.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The Police Department had a staffing study completed in 2018. This staffing study, which was for five-years, identified positions which should be added to adequately address a growing community and to provide a level of service which constituents of our community have come to expect. The staffing study recommended the addition of two full-time dispatchers during this five year period to have adequate staffing levels during high call volume time periods. Since 2018 and the completion of this staffing study, no new dispatch positions have been added to the Police Department's Communication Center.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Increase Shift Differential - Dispatch</b>
Department Priority Number:	5
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5256-122	Shift Differential Wages		2,000		2,000
100-5256-192	Retirement		138		138
100-5256-193	FICA		153		153
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>2,291</b>	-	<b>2,291</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>2,291</b>	-	<b>2,291</b>
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**DESCRIPTION**

Increase shift differential wages for dispatchers who work from 6pm to 7am.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Currently Police Department employees who work less desirable shifts all receive shift differential pay. The hours of work to be eligible for shift differential pay is between 6pm and 7am each day. Currently police officers make an additional \$1.25 per hour for shift differential pay while our dispatchers only make an additional \$0.75 per hour. I would like to increase the shift differential pay for dispatchers to \$1.25 to match that of other employees in the Police Department who work less desirable shifts. This increase is to help stay competitive in a job market that is seeing declining interest in jobs in the law enforcement profession.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Two Part-Time Community Service Officers
Department Priority Number:	6
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	1.00

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5211-112	Part-Time-Non-Perm Wages		51,272		51,272
100-5211-193	FICA		3,922		3,922
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	55,194	-	55,194

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	55,194	-	55,194
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**DESCRIPTION**

Adding two part-time community service officers.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Since the early 2000's the Police Department has shared a position with Building Inspection. 20 hours dedicated to the Police Department and 20 hours dedicated to Building Inspection. The Police Department would like to go in a different direction and explore the addition of two part-time community service officers. These positions would be responsible for enforcing parking regulations throughout the city, handling animal complaints, abandoned vehicle complaints, fingerprinting services, and other miscellaneous police department duties which do not need the expertise of a sworn police officer. Fitchburg, Sun Prairie, and Shorewood Hills have all used community service officers, with success, to address non-urgent matters. These departments have also used their community service officer positions as a recruiting tool for future officer positions.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
POLICE DEPARTMENT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Overtime
Department Priority Number:	7
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5212-117	Overtime		28,000		28,000
100-5212-192	Retirement		4,004		4,004
100-5212-193	FICA		2,142		2,142
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>34,146</b>	<b>-</b>	<b>34,146</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>34,146</b>	<b>-</b>	<b>34,146</b>
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**DESCRIPTION**

Line item shift of 28,000 from Part-Time-Non-Perm account to patrol field services overtime account.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

### POLICE DEPARTMENT REVENUES

	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
<b>INTERGOVERNMENTAL REVENUE</b>									
100-4343-00	MCP SCHOOL DISTRICT - POLICE	93,257	91,593	87,062	86,022	86,022	87,062	2,867	89,929
100-4352-00	STATE AID - LAW ENFORCEMENT	-	13,502	-	21,769	10,000	-	-	-
	TOTAL	93,257	105,095	87,062	107,791	96,022	87,062	2,867	89,929
<b>FINES &amp; FOREFEITURES</b>									
100-4513-00	PARKING FINES	35,000	44,899	35,000	38,738	37,000	35,000	-	35,000
	TOTAL	35,000	44,899	35,000	38,738	37,000	35,000	-	35,000
<b>PUBLIC CHARGES FOR SERVICES</b>									
100-4620-00	VEHICLE REGISTRATION FEES	500	747	500	657	500	500	-	500
100-4621-00	POLICE SPECIAL SERVICES	-	-	-	39	39	-	-	-
100-4622-00	POLICE DEPARTMENT FEES	9,000	3,114	9,000	1,316	2,000	4,000	-	4,000
	TOTAL	9,500	3,861	9,500	2,012	2,539	4,500	-	4,500
<b>TOTAL POLICE DEPARTMENT REVENUES</b>		<b>102,757</b>	<b>108,956</b>	<b>96,562</b>	<b>109,802</b>	<b>98,561</b>	<b>91,562</b>	<b>2,867</b>	<b>94,429</b>



## 2024 City of Middleton Budget

### POLICE DEPARTMENT

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>POLICE ADMINISTRATION</b>									
<b>WAGES</b>									
100-5211-110	SALARIES-FULL-TIME	479,298	463,345	498,018	287,146	498,018	508,632	-	508,632
100-5211-112	PART-TIME-NON-PERM.	-	-	-	-	-	-	51,272	51,272
100-5211-117	OVERTIME	538	79	538	50	200	538	-	538
100-5211-120	WAGES	-	-	-	-	-	-	-	-
100-5211-122	SHIFT DIFFERENTIAL WAGES	-	-	-	-	-	-	-	-
100-5211-128	FLSA WAGES	63	-	-	-	-	-	-	-
100-5211-135	LONGEVITY	10,501	10,502	10,922	-	10,922	11,985	-	11,985
100-5211-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>490,400</b>	<b>473,927</b>	<b>509,478</b>	<b>287,196</b>	<b>509,140</b>	<b>521,155</b>	<b>51,272</b>	<b>572,427</b>
<b>PERSONNEL BENEFITS</b>									
100-5211-192	RETIREMENT	45,454	43,667	51,087	32,531	51,087	61,653	-	61,653
100-5211-193	FICA	37,511	34,621	38,975	21,368	38,975	40,306	3,922	44,228
100-5211-194	HEALTH INSURANCE	77,422	35,857	91,218	20,562	91,218	80,762	-	80,762
100-5211-195	DENTAL INSURANCE	6,587	1,709	8,218	647	8,218	7,109	-	7,109
	<b>TOTAL</b>	<b>166,974</b>	<b>115,854</b>	<b>189,498</b>	<b>75,109</b>	<b>189,498</b>	<b>189,830</b>	<b>3,922</b>	<b>193,752</b>
<b>OPERATING EXPENSES</b>									
100-5211-210	OFFICE SUPPLIES	20,000	20,892	20,000	14,447	20,000	20,000	-	20,000
100-5211-240	COMPUTER SOFTWARE & SUPPORT	-	-	-	-	-	-	-	-
100-5211-270	TELEPHONE	-	-	-	-	-	-	-	-
100-5211-290	UNIFORMS & EQUIPMENT	1,300	2,952	1,300	1,246	1,300	1,300	-	1,300
100-5211-340	BUILDINGS & GROUNDS MAINT	89,050	89,309	89,050	68,542	89,050	89,050	-	89,050
100-5211-345	SPECIAL BLDG MAINTENANCE	-	-	-	-	-	-	-	-
100-5211-470	UTILITIES	69,270	69,187	69,270	46,668	69,270	69,270	-	69,270
100-5211-480	PARKING TICKETS REDLINES	570	49	570	208	400	570	-	570
100-5211-490	OTHER OPERATING EXPENSES	4,390	7,641	4,390	5,607	4,390	4,390	-	4,390
100-5211-800	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>184,580</b>	<b>190,030</b>	<b>184,580</b>	<b>136,718</b>	<b>184,410</b>	<b>184,580</b>	<b>-</b>	<b>184,580</b>
<b>TOTAL POLICE ADMINISTRATION</b>		<b>841,954</b>	<b>779,810</b>	<b>883,556</b>	<b>499,022</b>	<b>883,048</b>	<b>895,565</b>	<b>55,194</b>	<b>950,759</b>



## 2024 City of Middleton Budget

### POLICE DEPARTMENT

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>POLICE FIELD SERVICES</b>									
<b>WAGES</b>									
100-5212-110	SALARIES-FULL-TIME	2,974,407	2,920,062	3,250,990	1,871,306	3,000,000	3,367,010	132,718	3,499,728
100-5212-117	OVERTIME	253,025	351,381	253,025	204,925	350,000	253,025	28,000	281,025
100-5212-118	WAGE REIMBURSEMENTS	(35,000)	(9,872)	-	(14,243)	(15,000)	(15,000)	-	(15,000)
100-5212-122	SHIFT DIFFERENTIAL WAGES	31,000	28,627	31,000	18,769	31,000	31,000	-	31,000
100-5212-124	ASST SHIFT COMMANDER WAGES	350	-	350	-	-	350	-	350
100-5212-126	FIELD TRAINING WAGES	350	428	350	-	-	350	-	350
100-5212-128	FLSA WAGES	350	344	350	443	355	350	-	350
100-5212-135	LONGEVITY	53,382	50,039	52,814	2,760	52,814	52,705	-	52,705
100-5212-145	UNEMPLOYMENT WAGES	-	-	-	1,741	1,741	-	-	-
	<b>TOTAL</b>	<b>3,277,864</b>	<b>3,341,009</b>	<b>3,588,879</b>	<b>2,085,702</b>	<b>3,420,910</b>	<b>3,689,790</b>	<b>160,718</b>	<b>3,850,508</b>
<b>PERSONNEL BENEFITS</b>									
100-5212-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5212-192	RETIREMENT	393,367	394,557	438,988	301,706	438,988	529,367	22,982	552,349
100-5212-193	FICA	250,771	250,453	277,582	155,943	277,582	283,194	12,294	295,488
100-5212-194	HEALTH INSURANCE	393,685	409,644	463,686	268,039	463,686	524,310	35,736	560,046
100-5212-195	DENTAL INSURANCE	45,904	56,475	60,989	37,293	60,989	62,160	4,370	66,530
100-5212-199	EMPLOYEE HEALTH CONTRIB.	-	109	-	-	-	-	-	-
	<b>TOTAL</b>	<b>1,083,727</b>	<b>1,111,238</b>	<b>1,241,245</b>	<b>762,981</b>	<b>1,241,245</b>	<b>1,399,031</b>	<b>75,382</b>	<b>1,474,413</b>
<b>OPERATING EXPENSES</b>									
100-5212-220	FIELD SUPPLIES	20,000	19,450	20,000	7,404	20,000	20,000	-	20,000
100-5212-240	COMPUTER SOFTWARE & SUPPORT	12,647	10,921	12,647	27,331	26,957	12,647	-	12,647
100-5212-290	UNIFORMS & EQUIPMENT	27,000	24,109	27,000	32,232	27,000	27,000	-	27,000
100-5212-340	BUILDINGS & GROUNDS MAINT	-	-	-	-	-	-	-	-
100-5212-410	VEHICLE OPERATION	126,687	126,948	103,187	70,426	103,187	103,187	-	103,187
100-5212-440	TUITION REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5212-450	OTHER TRAINING	57,000	46,672	57,000	36,528	57,000	57,000	-	57,000
100-5212-470	UTILITIES	-	-	-	-	-	-	-	-
100-5212-490	OTHER OPERATING EXPENSES	38,948	31,356	38,948	21,362	38,948	38,948	-	38,948
100-5212-800	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>282,282</b>	<b>259,455</b>	<b>258,782</b>	<b>195,284</b>	<b>273,092</b>	<b>258,782</b>	<b>-</b>	<b>258,782</b>
<b>TOTAL POLICE FIELD SERVICES</b>		<b>4,643,873</b>	<b>4,711,701</b>	<b>5,088,906</b>	<b>3,043,967</b>	<b>4,935,247</b>	<b>5,347,603</b>	<b>236,100</b>	<b>5,583,703</b>



## 2024 City of Middleton Budget

### POLICE DEPARTMENT

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>COMMUNICATIONS CENTER</b>									
<b>WAGES</b>									
100-5256-110	SALARIES-FULL-TIME	356,368	338,789	344,708	210,020	344,708	357,563	48,068	405,631
100-5256-112	PART-TIME-NON-PERM.	12,582	19,105	58,164	4,383	15,000	14,180	-	14,180
100-5256-117	OVERTIME	36,851	41,041	36,851	15,404	30,000	36,851	-	36,851
100-5256-118	WAGE REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5256-122	SHIFT DIFFERENTIAL WAGES	4,000	1,048	4,000	-	4,000	4,000	2,000	6,000
100-5256-128	FLSA WAGES	500	-	-	-	-	-	-	-
100-5256-135	LONGEVITY	2,011	1,916	2,663	-	2,663	2,670	-	2,670
	<b>TOTAL</b>	<b>412,312</b>	<b>401,898</b>	<b>446,386</b>	<b>229,807</b>	<b>396,371</b>	<b>415,264</b>	<b>50,068</b>	<b>465,332</b>
<b>PERSONNEL BENEFITS</b>									
100-5256-192	RETIREMENT	29,618	23,002	26,399	17,936	26,399	28,635	3,455	32,090
100-5256-193	FICA	34,858	30,069	34,149	18,208	34,149	31,747	3,830	35,577
100-5256-194	HEALTH INSURANCE	67,929	43,227	51,306	26,888	51,306	54,318	17,868	72,186
100-5256-195	DENTAL INSURANCE	8,217	4,957	4,955	3,304	4,955	4,955	2,185	7,140
100-5256-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>140,622</b>	<b>101,256</b>	<b>116,809</b>	<b>66,337</b>	<b>116,809</b>	<b>119,655</b>	<b>27,338</b>	<b>146,993</b>
<b>OPERATING EXPENSES</b>									
100-5256-270	TELEPHONE	31,000	44,487	46,000	33,453	46,000	46,000	-	46,000
100-5256-290	UNIFORMS & EQUIPMENT	1,265	866	1,265	294	1,265	1,265	-	1,265
100-5256-410	EQUIPMENT MAINTENANCE	28,000	29,406	28,000	23,002	28,000	28,000	-	28,000
100-5256-440	TRAINING & DEVELOPMENT	3,500	2,028	3,500	2,974	3,500	3,500	-	3,500
100-5256-800	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>63,765</b>	<b>76,787</b>	<b>78,765</b>	<b>59,723</b>	<b>78,765</b>	<b>78,765</b>	<b>-</b>	<b>78,765</b>
<b>TOTAL COMMUNICATIONS CENTER</b>		<b>616,699</b>	<b>579,941</b>	<b>641,960</b>	<b>355,867</b>	<b>591,945</b>	<b>613,684</b>	<b>77,406</b>	<b>691,090</b>



## 2024 City of Middleton Budget

POLICE DEPARTMENT	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>EMERGENCY PREPAREDNESS</b>							
<b>OPERATING EXPENSES</b>								
100-5250-410 EQUIPMENT MAINTENANCE	12,500	7,412	12,500	4,822	12,500	12,500	-	12,500
100-5250-850 EMERG. PREP DANE COMMUN FEE	55,000	35,321	62,000	63,020	62,000	62,000	9,542	71,542
100-5250-990 EMERGENCY PREPAREDNESS	-	-	-	-	-	-	-	-
TOTAL	67,500	42,733	74,500	67,842	74,500	74,500	9,542	84,042
<b>TOTAL EMERGENCY PREPAREDNESS</b>	<b>67,500</b>	<b>42,733</b>	<b>74,500</b>	<b>67,842</b>	<b>74,500</b>	<b>74,500</b>	<b>9,542</b>	<b>84,042</b>
<b>SCHOOL CROSSING GUARDS</b>								
<b>OPERATING EXPENSES</b>								
100-5218-220 EQUIPMENT	-	-	-	-	-	-	-	-
100-5218-475 SCHOOL PATROL REIMBURSEMNT	14,673	15,072	15,500	14,315	15,500	15,500	-	15,500
100-5218-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL	14,673	15,072	15,500	14,315	15,500	15,500	-	15,500
<b>TOTAL SCHOOL CROSSING GUARDS</b>	<b>14,673</b>	<b>15,072</b>	<b>15,500</b>	<b>14,315</b>	<b>15,500</b>	<b>15,500</b>	<b>-</b>	<b>15,500</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>6,184,699</b>	<b>6,129,258</b>	<b>6,704,422</b>	<b>3,981,012</b>	<b>6,500,240</b>	<b>6,946,852</b>	<b>378,242</b>	<b>7,325,094</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Emergency Medical Services (EMS)**

**DEPARTMENT: EMS**

**DEPARTMENT HEAD: STEVEN WUNSCH**

**DIVISION: PUBLIC SAFETY**

**DIVISION MANAGER: BRYAN GADOW**

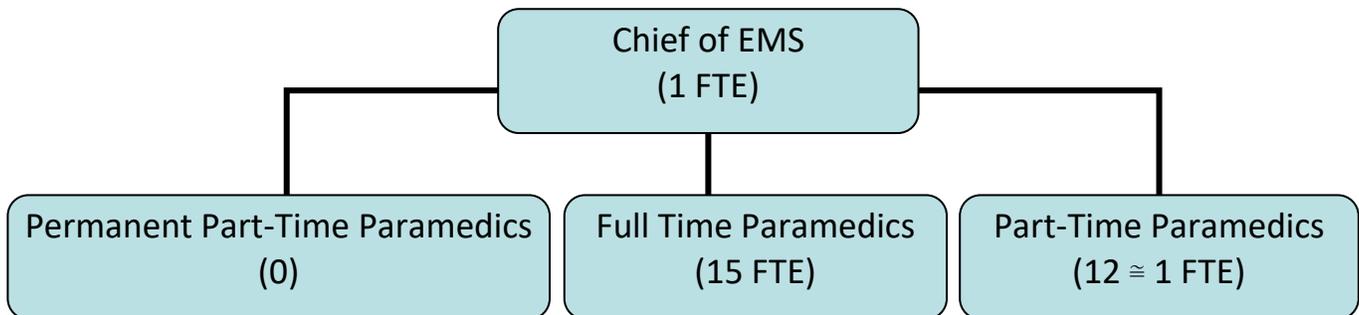
**OVERALL DEPARTMENT MISSION:**

The City of Middleton EMS will strive to enhance the quality of life in the communities it serves by providing the highest level of out-of-hospital emergency care possible, thereby reducing premature death and disability by improving the outcome of catastrophic illness and significant injury events.

As public servants, our sense of purpose will be demonstrated through our medically sound, respectful, and compassionate delivery of emergency medical services by our staff of well trained, professional, and experienced paramedics.

This mission will be accomplished by ensuring prompt, effective, and unimpeded service to all residents and visitors of the greater Middleton area through an integrated and cooperative network of Advanced Life Support providers within Dane County.

**EMS DEPARTMENT ORGANIZATIONAL CHART**



<b>AUTHORIZED POSITION LIST</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>EMS CHIEF</b>	1	1	1	1	1	1	1
<b>FULL-TIME PARAMEDICS</b>	14	14	14	14	*15	15	15
<b>PART-TIME PARAMEDICS</b>	11	11	18	18	12	14	12
<b>EMS BILLING SPECIALIST *</b>	0	0	0	0	0	0	0

\* The EMS Billing Specialist position was eliminated in July 2012 after contracting with an outside billing service  
 + One additional Full-Time Paramedic was authorized in May 2022 in order to reduce excessive overtime expense due to the recurring need for staffing of schedule vacancies (vacation, sick time, FMLA, employee injuries, etc.)

## **MAJOR RESPONSIBILITIES:**

1. Respond to requests for service received from 911 callers and support other public safety responders.
2. Prepare for and mitigate disaster and mass casualty type incidents.
3. Provide standby coverage, public information, and education at various community events.
4. Ensure compliance with all local, state, federal laws, and regulations related to EMS operations.
5. Maintain all equipment, facilities, and vehicles in a constant state of readiness.
6. Document all care provided and maintain the corresponding medical records in accordance with HIPAA.
7. Conduct ongoing Quality Assurance programs in order to meet or exceed industry standards of care.
8. Work with all EMS agencies within Dane County to develop a high-performance regional EMS system.
9. Obtain financial reimbursement for services rendered in concert with an outside billing vendor that is responsible for issuing invoices, filing insurance claims, and processing payments.
10. Complete regular training and continuing education programs to maintain professional competency.
11. Work closely with the Medical Director on issues regarding patient care, paramedic performance, and medical policy and protocol.
12. Participate on various county committees and subcommittees that involve public safety in order to develop important policies and procedures that affect the delivery of emergency services on a daily basis.

## **2024 GOALS:**

1. Continue to pursue the concept of establishing promotional rank opportunities for full-time paramedics. This would involve developing the process for full-time paramedics within the organization to acquire the knowledge, skills, and abilities to assume higher level administrative responsibilities and then compete for up to 3 leadership positions with the City of Middleton EMS. This will create a succession plan for eventual retirement of the EMS Chief within the next 2 years, as well as developing a contingency plan that could be utilized in response to any unforeseen vacancy that could occur in the EMS Chief position before then. This process was planned to be completed by end of 2019, but discussions during the most recent labor contract negotiations called into question the previous configuration of such promotional ranks. Therefore, the implementation of this project has been delayed. This need will become more critical as we approach 2024 and should be accomplished by the end of the first quarter of 2025 at the very latest.
2. Work with the City Human Resources Manager to transition from our legacy paper format performance evaluation methods to the new electronic performance evaluation process for the EMS staff, and work to then set it up in the iSolved software system.
3. Work to further revise and update the Mutual Aid Box Alarm System (MABAS) response cards for MABAS Division 115 with inclusion and integration of resources from the Middleton Fire Department. This has been a challenge for over a decade because the Middleton Fire Department has been unwilling to participate in this program, so Middleton EMS has been forced to move forward independently by developing its own response cards for Mass Casualty and Disaster incident types.
4. Complete a comprehensive update of the Middleton EMS Operational Plan that is on file with the State of Wisconsin Department of Health Service (DHS) EMS Office (per Administrative Code requirements) by June 30, 2024.
5. Continue working with the Middleton Fire Department to improve inter-agency relationships through integrated training, development of SOGs, establishment of MABAS response matrices, and definition of common goals and incident management objectives. Also, in response to lessons realized during active shooter incidents across the United States, work with the Middleton Police Department staff to strengthen and expand the use of the National Incident Command System during future high-profile multi-agency, multi-discipline incidents that occur in Middleton. We continue to make progress on the steps required to conduct a large full-scale active shooter training exercise in conjunction with the

Middleton Cross Plains Area School District and a wide array of public safety responders in the summer of 2024.

6. Since the merger and acquisition of our current contracted EMS Billing vendor (Andres Medical Billing) by EMS Management & Consultants (EMS|MC) in September 2022, we have been working to implement various integrations and procedural changes developed by the new company. EMS|MC and PWW Advisory Group has also announced a joint investment in developing the next generation solution for EMS and mobile healthcare organizations. The PWW Advisory Group is a newly created advisory arm of Page, Wolfberg, and Wirth (PWW) law firm bringing over 25 years of industry leading coding, compliance, risk management, and strategic planning services to the EMS industry. This partnership creates the broadest set of human capital, revenue cycle and EMS advisory services in the industry today. We will need to continue making necessary adjustments to our internal work flow processes to match those of the new company in order to achieve the intended objectives of timely billings and receipt of maximal fee for service revenues.
7. Work cooperatively with other Dane County EMS agencies to develop a robust Peer Support Network for EMS providers that are involved in high-profile incidents or experience PTSD or other forms of mental health crises. Our goal is to develop policies and procedures that can be implemented sooner, and in some cases automatically, after such incidents occur. This involves recruitment and training of team personnel and creation of an effective team that can be relied upon to respond when needed. For 2024 our efforts will be focused on conducting the necessary training programs to provide the team members with the essential knowledge, skills, and abilities to carry out this mission.
8. We are expecting one or two retirements from our current staff of full-time paramedics in 2024. We will need to conduct a full recruitment process in order to fill these incumbant positions. Every effort must be put forth to get ahead of this *before* the positions become vacant in order to reduce unnecessary overtime and difficulties in maintaining daily staffing.

**SIGNIFICANT ISSUES IN 2024:**

1. We must continue to strengthen our relationships with the Town of Middleton and Town of Springfield. Our current 5-year service agreements with both municipalities expired at the end of 2019. Although the current agreements have language that allows for automatic renewal at the end of the stated term, we will need to work on drafting and finalizing successor agreements sooner than later.
2. In 2023 we reached the fifteen-year mark since we took occupancy of our new EMS station. We must prepare a plan to fund the anticipated costs for ongoing maintenance of this facility, particularly for things such as long-term HVAC system controls and mechanicals, major appliances, and roof replacements.
3. We must begin serious discussions with and inform our elected officials concerning the future need for improved EMS service delivery in the northeast quadrant of the city by demonstrating the value of re-locating one of our current staffed paramedic ambulances, or via the addition of a third 24/7 crew within a (proposed) satellite EMS station facility that would likely be built in the same geographic sector. This will require an in-depth data analysis of demographic and response data along with projected development trends in order to provide a sound basis for strategic planning. This will reach a critical point once we exceed annual call volumes of 3,000. Discussions have already taken place regarding an opportunity to create a regional EMS system in northwest Dane County (incorporating Middleton, Waunakee, and Cross Plains into a single entity). This is a huge undertaking, but there are many positive benefits that could be realized with such an initiative. Although we were able to start the conversation with many of these stakeholders in 2021, we must continue to keep this initiative in the forefront.

**MAJOR WORKLOAD STATISTICS:**

<b>WORKLOAD ACTIVITIES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 (as of 7/31)</b>	<b>2023 12 Month (Estimated)</b>	<b>2024 Projected</b>
ANNUAL NUMBER OF EMS RESPONSES	2,254	2,543	1,531	2,636	2,745

NOTES: We have seen a sustained growth in call volumes every year since 2001 (with the exception of the pandemic era year 2020). This same effect is being experienced by all EMS providers across the local, state, and national arena. We realized a **12.82 % increase in calls in 2022 as compared to 2021 levels.** **Considering the continued commercial development and addition of hundreds of housing units in the City of Middleton in the near future, we expect that we will see a corresponding expansion in the requests for EMS services each and every year.** **Based upon the YTD statistics through July, we are on track to see yet another 3.5% to 4% increase in calls in 2023 as compared to 2022.** **As this trend continues into 2024, we expect to see a minimum projected net increase in calls of 4% over 2023.**

In early 2020 all Dane County EMS agencies participated in a "Resuscitation Academy" hosted by representative from the Seattle "Medic One" program. The goal of this program is to implement 10 core refinements to the treatment of sudden cardiac arrest patients in order to achieve even higher rates of survival. This required focused hands-on training of Middleton EMS paramedics to integrate the recommended components into their daily practice, and conduct ongoing data collection and case reviews in support of a rigorous quality assurance program. In the end, we set a goal to improve the number of cardiac arrest resuscitation "saves". A "save" is a classification given to a patient who experienced a cardiac arrest event, and after resuscitation is performed by the paramedics, had a return of spontaneous circulation (ROSC). The patient is also subsequently discharged from the hospital in a status that is equal or better than their overall medical condition prior to their cardiac arrest event. **In 2022 paramedics from Middleton EMS accomplished four (4) cardiac arrest "saves", and for year-to-date 2023, there have been five (5) "saves".**



**CITY OF MIDDLETON**  
**2024 BUDGET INITIATIVES**  
**EMS**  
**BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Maintain Delivery of Essential Public Safety Services	27,990	30,692	(2,702)	None
2	0	-	-	-	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		<b>27,990</b>	<b>30,692</b>	<b>(2,702)</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
EMS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Maintain Delivery of Essential Public Safety Services
Department Priority Number:	1
Strategic Plan Objective:	Public Safety & Emergency Management
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	None

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4624-01	Ambulance Billing Revenue		6,444		6,444
100-4735-00	Service Contract Cost Sharing		24,248		24,248
					-
					-
<b>Total Revenues</b>		-	<b>30,692</b>	-	<b>30,692</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5230-220	Medical Supplies		6,000		6,000
100-5230-290	Uniforms		2,000		2,000
100-5230-310	Outside Services		4,670		4,670
100-5230-410	Vehicle/Equipment Maintenance		6,000		6,000
100-5230-420	Motor Fuel & Lube		4,520		4,520
100-5230-470	Utilities		4,800		4,800
					-
					-
<b>Total Expenditures</b>		-	<b>27,990</b>	-	<b>27,990</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>(2,702)</b>	-	<b>(2,702)</b>
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**DESCRIPTION**

Due to increased call volumes and improved reimbursement schedules from Medicare and Medicaid, the base revenues (before any new rate increases) for 2024 need to be adjusted slightly upward. This is a preliminary projection based upon 7 months of revenues in 2023. We have yet to see the lump-sum GEMT payment that is anticipated to be received in December, so that has not been taken into account in the revenue projections. This number will also change if a rate increase is approved for 2024.

Cost sharing from the Town of Middleton and Town of Springfield is also a preliminary number that will change after other budget line items (final COLA adjustments beyond initial assumptions, ambulance revenue increases due to rate changes, etc.) are known and appropriate adjustments are made later in the budget process.

Based on 2022 actuals and 2023 projected, the increases in various operational budget line items is tied directly to inflationary effects that impact the cost of goods and services (Medical Supplies, Uniforms, Utilities, Vehicle and Equipment Maintenance).

The manufacturer warranties have expired on our front-line ambulances which now means that we will begin to see an increase in maintenance and repair costs for the ambulance fleet.

Any increases in EMS Revenue projections have a direct effect upon Outside Services (as revenues change, so do the commissions paid to the billing service). This number will also change if a 2024 rate increase is approved.

Based on 2022 actuals and 2023 projections, as well as a continuation of higher fuel costs and higher call volumes, the Motor Fuel & Lube line item is significantly underfunded and requires an increase for next year. This revised amount also accounts for a full 12 months of use of the EMS Chief's Emergency Response Vehicle (which did not go into service until the 3rd quarter of 2023).

Based upon 2022 actuals and 2023 projected amounts, we anticipate ongoing increases in the costs of all utilities. This account includes funding for items such as electric, natural gas, sewer, storm water utility fees, water and fire protection (hydrants), internet broadband access and cable television, wireline telephone service, cellular phones, mobile broadband devices and data plans, and video conferencing subscription fees. This account has been underfunded and needs to be adjusted upward to reflect a more realistic picture of the true costs related to technology and public utility fees which have

## **JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The EMS department has a primary focus of providing essential public safety services in order to support the basic needs of our residents, visitors, and workforce. Although the city has developed a comprehensive set of strategic plans and goals, much of our mission is dedicated to MAINTAINING the level of service we provide right now, as well as meet the demand for services we can reasonably expect to encounter in the future. I will simply refer to our departmental mission as the justification for the budget requests that have been articulated above:

***The City of Middleton EMS will strive to enhance the quality of life in the communities it serves by providing the highest level of out-of-hospital emergency care possible, thereby reducing premature death and disability by improving the outcome of catastrophic illness and significant injury events.***

***As public servants, our sense of purpose will be demonstrated through our medically sound, respectful, and compassionate delivery of emergency medical services by our staff of well trained, professional, and experienced paramedics.***

***This mission will be accomplished by ensuring prompt, effective, and unimpeded service to all residents and visitors of the greater Middleton area through an integrated and cooperative network of Advanced Life Support providers within Dane County.***



## 2024 City of Middleton Budget

### EMS REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>PUBLIC CHARGES FOR SERVICES</b>									
100-4623-00	AMBULANCE SERVICE	-	-	-	-	-	-	-	-
100-4624-01	AMBULANCE BILLING REVENUE	1,159,981	1,336,283	1,436,095	622,480	1,337,916	1,436,095	6,444	1,442,539
	<b>TOTAL</b>	1,159,981	1,336,283	1,436,095	622,480	1,337,916	1,436,095	6,444	1,442,539
<b>SPECIAL FUND ACTIVITY</b>									
100-4735-00	SERVICE CONTRACT COST SHARING	232,384	232,384	239,232	-	239,232	239,232	24,248	263,480
	<b>TOTAL</b>	232,384	232,384	239,232	-	239,232	239,232	24,248	263,480
<b>TOTAL EMS REVENUE</b>	<b>#N/A</b>	<b>1,392,365</b>	<b>1,568,667</b>	<b>1,675,327</b>	<b>622,480</b>	<b>1,577,148</b>	<b>1,675,327</b>	<b>30,692</b>	<b>1,706,019</b>



## 2024 City of Middleton Budget

### EMERGENCY MEDICAL SERVICE

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5230-110	SALARIES-FULL-TIME	110,297	110,297	114,709	72,471	114,709	119,007	-	119,007
100-5230-117	OVERTIME	146,217	241,708	156,326	112,275	175,849	219,890	-	219,890
100-5230-118	WAGE REIMBURSEMENT	-	(27,271)	-	(3,843)	-	-	-	-
100-5230-130	EMT WAGES	1,060,937	1,017,226	1,126,947	696,968	1,140,247	1,223,095	-	1,223,095
100-5230-131	EMT WAGES-LTE	62,269	52,851	59,874	17,640	24,610	43,205	-	43,205
100-5230-135	LONGEVITY	-	-	-	-	-	-	-	-
	Total	1,379,720	1,394,811	1,457,856	895,511	1,455,415	1,605,197	-	1,605,197
<b>PERSONNEL BENEFITS</b>									
100-5230-192	RETIREMENT	156,618	160,507	183,489	127,572	193,068	221,797	-	221,797
100-5230-193	FICA	104,778	105,637	110,921	66,197	107,331	122,798	-	122,798
100-5230-194	HEALTH INSURANCE	154,844	161,332	176,553	117,027	175,985	190,684	-	190,684
100-5230-195	DENTAL INSURANCE	20,188	20,603	23,065	14,243	21,375	22,928	-	22,928
	TOTAL	436,428	448,079	494,028	325,040	497,759	558,207	-	558,207
<b>OPERATING EXPENSES</b>									
100-5230-210	OFFICE SUPPLIES	1,800	1,817	1,800	571	1,448	1,800	-	1,800
100-5230-220	MEDICAL SUPPLIES	42,000	40,422	42,000	33,975	48,343	42,000	6,000	48,000
100-5230-240	COMPUTER SOFTWARE & SUPPORT	9,000	8,562	9,000	3,776	8,956	9,000	-	9,000
100-5230-290	UNIFORMS	6,000	7,555	6,000	8,755	10,052	6,000	2,000	8,000
100-5230-310	OUTSIDE SERVICES	85,100	101,175	115,290	54,632	102,169	115,290	4,670	119,960
100-5230-340	BUILDINGS & GROUNDS MAINT	15,600	20,870	15,600	10,072	13,576	15,600	-	15,600
100-5230-410	VEHICLE & EQUIPMENT MAINTENANC	18,000	21,327	18,000	24,443	37,784	18,000	6,000	24,000
100-5230-420	MOTOR FUEL & LUBE	18,600	19,770	13,000	9,780	14,376	13,000	4,520	17,520
100-5230-440	TRAINING & DEVELOPMENT	33,000	33,921	33,000	25,095	33,333	33,000	-	33,000
100-5230-470	UTILITIES	26,000	38,171	31,200	23,682	33,094	31,200	4,800	36,000
100-5230-490	OTHER OPERATING EXPENSES	2,400	1,576	2,400	568	2,016	2,400	-	2,400
100-5230-800	TO RES FOR AMBULANCE REPLACEMT	80,000	-	80,000	-	80,000	80,000	-	80,000
	TOTAL	337,500	295,166	367,290	195,350	385,147	367,290	27,990	395,280
<b>TOTAL EMERGENCY MEDICAL SERVICE</b>		<b>2,153,648</b>	<b>2,138,055</b>	<b>2,319,174</b>	<b>1,415,902</b>	<b>2,338,321</b>	<b>2,530,694</b>	<b>27,990</b>	<b>2,558,684</b>



## CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024

### Building Inspections

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**DEPARTMENT:** Administration  
**DIVISION:** Inspections

**DIRECTOR:** Brian Gadow  
**DIVISION MANAGER:** Jim Sjolander

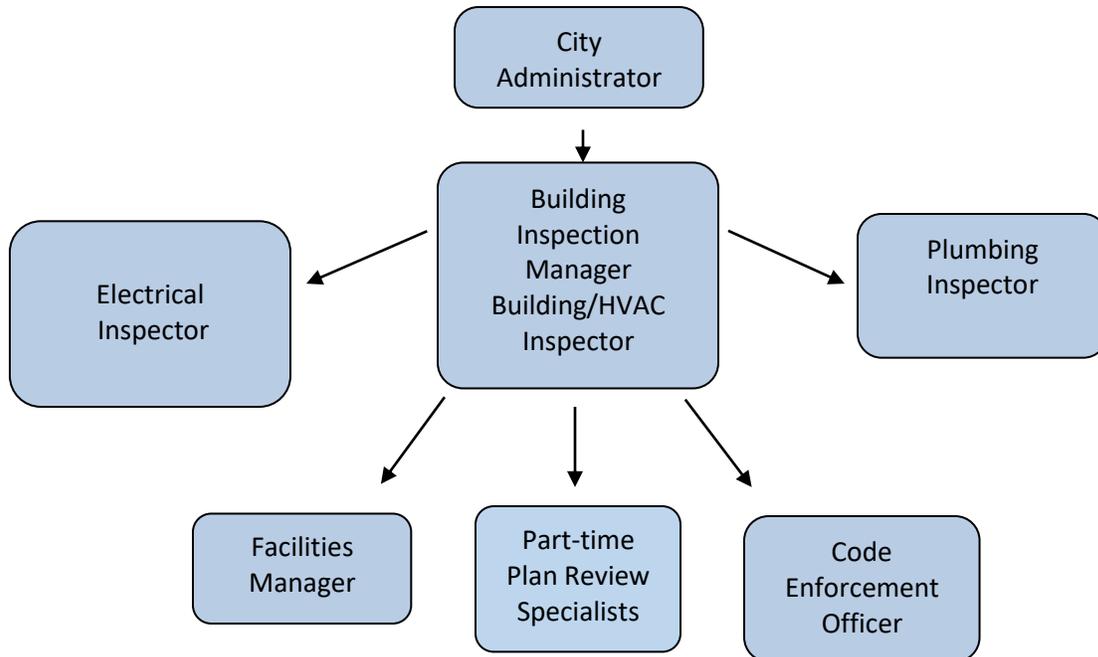
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#### MISSION:

Provide Middleton residents and business owners with quality plan review, permitting services, and inspections for new and existing construction projects. Facilitate an effective, user-friendly system of permitting, inspections, and property maintenance enforcement. Help residents with problems, questions, or concerns about building issues. Assist in negotiating conflict resolution between owners, tenants, builders, and the public. Assist the City of Middleton Departments, County agencies, and State agencies with support when needed.

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#### Inspections Organizational Chart



<b>AUTHORIZED POSITION LIST</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Building Inspection Manager	1	1	1	1	1
Electrical Inspector	1	1	1	1	1
Plumbing Inspector	1	1	1	1	1
Commercial Plan Review Specialist	0	0	.25	.25	.25
Fire Suppression/Alarm Reviewer	0	0	.25	.25	.25
Facility Manager	0	0	0	0	1
Code Enforcement Officer	.50	.50	.50	.50	.50
Community Services Manager	1	1	1	1	0

<b>CROSS STAFFING RESULTS</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Building/HVAC Inspections	3	3	3	2	2
Electrical Inspector	2	2	2	0	0
Plumbing Inspector	1.5	1.5	1.5	0	0
Community Services Manager	1	1	1	1	0
Building Inspection Manager	.5	.5	.5	0	0
Facilities Manager	0	0	0	0	1

**MAJOR RESPONSIBILITIES:**

1. Issue building permits including plan review, verification of code, and ordinance compliance.
2. Inspect permitted projects for code compliance.
3. Work with contractors to educate and to verify compliance after corrective orders have been issued.
4. Respond to public concerns about property maintenance, building health issues, code question, and other building related issues.
5. Manage facilities maintenance for major city buildings.
6. Mediate solutions for resolution during building, community, and governmental conflicts.

**2024 GOALS:**

1. Continue plan-review efforts to provide a quality service to the customers of the City of Middleton.
2. Complete the reorganization for Code Enforcement and Facility Management.
3. Establish a preventative maintenance program for the city in relationship to its infrastructure.
4. Keep current with all code changes. Maximize training opportunities for best cost to education ratio for department staff.
5. Rewrite the Minimum Housing Ordinances to make them current and relative

**SIGNIFICANT ISSUES IN 2023:**

1. The retirement of our half-time community service officer left a large gap in our services that we provide for the Middleton residents.
2. Monitor community work-in-progress without necessary permits.
3. The loss of our facilities maintenance employee left another large gap in our ongoing effort to maintain our city buildings.

**MAJOR WORKLOAD STATISTICS:**

<b>WORKLOAD ACTIVITIES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 YTD 8.1.22</b>	<b>2023 Projected</b>
Building Permits Issued	563	575	503	318	500
Electrical Permits Issued	85	82	278	179	300
Plumbing Permits Issued	216	178	426	244	350
HVAC Permits Issued	212	241	316	175	300
Other Permits Issued	265	205	110	75	150
Fire permits issued	7	26	73	46	100
Chicken permits issued	0	1	11	0	5
Solar permit issued	0*	0*	41	17	50
Building Inspections	1032	1191	960	566	1000
Plumbing Inspections	800	927	829	481	900
Electrical Inspection	847	994	698	483	800
HVAC Inspections	302	430	285	158	300
Building plan reviews	78	97	74	60	100
HVAC plan reviews	44	45	46	21	50
Plumbing plan reviews	39	38	34	17	40
UDC plan reviews	36	20	4	4	5
Fire plan reviews	0	44	73	41	100

*\*Did not track solar permits separate from electrical*



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Community Services**

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**DEPARTMENT:** Inspections  
**DIVISION:** Code Enforcement

**DIRECTOR:**

**Jim Sjolander**

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**MISSION:**

**DEPARTMENT:**

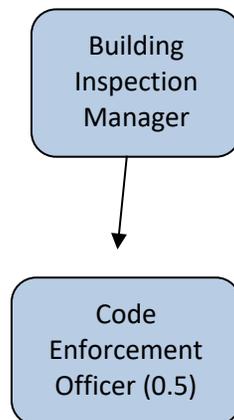
Provide Middleton residents and business owners with quality plan review, permitting services, and inspections for new and existing construction projects. Facilitate an effective, user-friendly system of permitting, inspections, and property maintenance enforcement. Help residents with problems, questions, or concerns about building issues. Assist in negotiating conflict resolution between owners, tenants, builders, and the public and assist City of Middleton departments, county agencies, and state agencies with support when needed.

**DIVISION:**

To provide a wide variety of services to the public directly and on behalf of and/or in support of other city departments, primarily the Police, Building Inspections, and Planning and Zoning Departments. Freeing those departments' personnel from providing these services and allowing them to perform their specialized functions more efficiently. These services include a wide variety of enforcement of ordinances related to parking, garbage, property maintenance, snow removal, zoning, signage, and nuisances.

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**ORGINIZATIONAL CHART**



<b>AUTHORIZED POSITION LIST</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Division Director	1	1	1	1	1
Community Services Officer	0.5	0.5	0.5	0.5	0.5
Community Services Manager	1	1	0	1	1
<b>Total</b>	<b>2.5</b>	<b>2.5</b>	<b>1.5</b>	<b>2.5</b>	<b>2.5</b>

**MAJOR RESPONSIBILITIES:**

1. Code Enforcement Officer– Garbage, Snow Removal, Property Maintenance, Project Verification, Erosion Control, Zoning, Lighting, and Signs. Support of Building Inspection, Planning and Zoning, and Police Departments’ activities as assigned.

**2024 GOALS:**

1. Provide the community with a friendly face of municipal government able to respond quickly to their requests for information and assistance.
2. Obtain and maintain compliance with local ordinances by notice, education, and enforcement when necessary.
3. Provide other city departments with professional assistance and material resources to help them do their jobs more safely and effectively and thereby better to serve the public.
4. Receive training for better knowledge when responding to erosion and property code complaints.

**SIGNIFICANT ISSUES IN 2023:**

1. Lost our half time and full-time person that performed these job duties
2. Explaining to the citizens that with the deficiency of personnel that we were not able to handle all of the complaints and concerns that were submitted.

<b>WORKLOAD ACTIVITIES</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Estimated***</b>	<b>2023 YTD 8/1</b>	<b>2024 Projected</b>
Erosion check Locations/Inspections/Hours	36/72/7	3/3/3	35/63/24	40/80/30	0/0/0	40/20/10
Property Maintenance Complaints/Hours	14/30	116/300	180/400	120/300	89/110	200/300
Snow Removal Incidents/Hours	44/45	70/100	60/90	40/60	8/10	75/100
Zoning Incidents/Hours	10/146	7/40	7/25	15/150	0/0	0/0
Signage Incidents/Hours	17/3	3/3	3/5	5/5	0/0	0/0
Parking Incidents/Hours	*96/133	*/65.75	*/90	*/175	0/0	0/0
Fingerprinting Hours	24	52.75	63	40	0/0	0/0
Crossing Guard Relief Incidents-(est)/Hours	98/49	*/.25	*/30	*/10	0/0	0/0
Emergency Traffic Control Incidents	*24	24*	15*	6*	0/0	0/0
Assist Citizen/Motorist – Lockout, Jumpstart, Flat Tire Assistance Incidents/Hours	*51/9	*14/7	*20/10	*/15	0/0	0/0
Deployment of Radar + CMS signs Incidents/Hours-(est)	0+19/0+10	5+29/2.5+29	8+32/2+6	4+26/4+26	0/0	0/0
Animal Control Incidents	5*	4*	5*	8*	0	0

\*Police changed their dispatch software on 05/29/2019; as a result, unable to access data from the new software resulting in lower sums than actual.

\*\* did not separate out property maintenance complaints vs zoning complaints

\*\*\* the employees that performed these duties left employment at the end of 2022 or beginning of 2023 and did not report year end numbers.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
BUILDING INSPECTION  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	communications	600	-	600	-
2	outside services electrical	1,852	-	1,852	-
3	outside services plumbing	9,425	-	9,425	-
4	outsdie services building	10,765	-	10,765	-
5	motor fuel and lube	1,000	-	1,000	-
6	code enforcement training	800	-	800	-
7		0	-	-	-
8		0	-	-	-
9		0	-	-	-
10		0	-	-	-
<b>TOTAL</b>		<b>24,442</b>	<b>-</b>	<b>24,442</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	communications
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5241-280	Communications	600			600
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		600	-	-	600

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>600</b>	-	-	<b>600</b>
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**DESCRIPTION**

cost of service increase for VIOP phones and cell phones.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	outside services electrical
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5241-112	SALARIES-PART TIME	1,720			1,720
100-5241-193	FICA	132			132
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>1,852</b>	-	-	<b>1,852</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>1,852</b>	-	-	<b>1,852</b>
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**DESCRIPTION**

increase to cover the cost of bringing in an LTE inspector when our full time electrical inspector is on vacation.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	outside services plumbing
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5241-112	SALARIES-PART TIME	8,755			8,755
100-5241-193	FICA	670			670
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>9,425</b>	-	-	<b>9,425</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>9,425</b>	-	-	<b>9,425</b>
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**DESCRIPTION**

increase to cover the cost of bringing in an LTE inspctor when our full time plumbing inspector is on vacation.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	outsdie services building
Department Priority Number:	4
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5241-112	SALARIES-PART TIME	10,000			10,000
100-5241-193	FICA	765			765
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>10,765</b>	-	-	<b>10,765</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>10,765</b>	-	-	<b>10,765</b>
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**DESCRIPTION**

increase to cover the cost of bringing in an LTE inspctor when our full time building inspector is on vacation.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	motor fuel and lube
Department Priority Number:	5
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5245-420	motor fuel and lube	1,000			1,000
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>1,000</b>	-	-	<b>1,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>1,000</b>	-	-	<b>1,000</b>
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**DESCRIPTION**

increase for motor fuel and lube

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

calculated increase for fuel and maintainance prices in 2024.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
BUILDING INSPECTION**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	code enforcement training
Department Priority Number:	6
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5245-440	TRAINING & DEVELOPMENT		800		800
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>800</b>	-	<b>800</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>800</b>	-	<b>800</b>
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**DESCRIPTION**

training and professional development for the code enforcement officer

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

with hopefully a new hire in the code enforcement officer position we would like some training budget to get this person the training to perform the job that they will need to perform. This position is hard to fill and finding someone with the training and qualifications is all but impossible. By having a training budget we can hopefully increase our applicant choices and it would allow for us to provide some training opportunities for this position.



## 2024 City of Middleton Budget

### BUILDING INSPECTION REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>LICENSES &amp; PERMITS</b>									
100-4431-00	PERMITS - BUILDING AND HVAC	300,000	366,716	240,000	190,556	180,000	240,000	-	240,000
100-4432-00	PERMITS - ELECTRICAL	70,000	96,379	46,000	38,134	32,000	46,000	-	46,000
100-4433-00	PERMITS - PLUMBING	70,000	110,776	46,000	44,458	43,000	46,000	-	46,000
100-4434-00	EROSION CONTROL PERMIT	10,000	9,800	8,000	6,500	5,500	8,000	-	8,000
100-4438-00	PERMITS - FIRE	-	-	20,000	13,262	13,000	20,000	-	20,000
100-4451-00	PLAN REVIEW - BUILDING	60,000	62,025	48,000	30,825	35,000	48,000	-	48,000
100-4452-00	PLAN REVIEW - HVAC	20,000	29,975	16,000	14,375	16,000	16,000	-	16,000
100-4453-00	PLAN REVIEW - PLUMBING	20,000	24,948	16,000	8,497	13,000	16,000	-	16,000
100-4454-00	PLAN REVIEW - FIRE SUPPRESSION	-	-	24,000	19,503	23,000	24,000	-	24,000
	<b>TOTAL</b>	<b>550,000</b>	<b>700,619</b>	<b>464,000</b>	<b>366,110</b>	<b>360,500</b>	<b>464,000</b>	<b>-</b>	<b>464,000</b>
<b>TOTAL BUILDING INSPECTION REVENUES</b>		<b>550,000</b>	<b>700,619</b>	<b>464,000</b>	<b>366,110</b>	<b>360,500</b>	<b>464,000</b>	<b>-</b>	<b>464,000</b>



## 2024 City of Middleton Budget

### BUILDING INSPECTION

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>BUILDING INSPECTION</b>									
<b>WAGES</b>									
100-5241-110	SALARIES-FULL-TIME	262,307	251,197	267,195	165,556	267,195	280,845	-	280,845
100-5241-112	SALARIES-PART TIME	36,585	31,031	36,585	23,457	36,585	43,435	20,475	63,910
100-5241-117	OVERTIME	1,056	-	4,680	-	4,680	4,680	-	4,680
100-5241-135	LONGEVITY	-	-	-	-	-	-	-	-
100-5241-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>299,948</b>	<b>282,227</b>	<b>308,460</b>	<b>189,013</b>	<b>308,460</b>	<b>328,960</b>	<b>20,475</b>	<b>349,435</b>
<b>PERSONNEL BENEFITS</b>									
100-5241-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5241-192	RETIREMENT	17,119	14,734	18,477	12,586	18,477	19,701	-	19,701
100-5241-193	FICA	22,946	21,339	28,245	14,218	28,245	24,641	1,567	26,208
100-5241-194	HEALTH INSURANCE	48,204	32,088	33,732	21,077	33,732	37,736	-	37,736
100-5241-195	DENTAL INSURANCE	3,294	4,494	4,403	2,935	4,403	4,403	-	4,403
	<b>TOTAL</b>	<b>91,563</b>	<b>72,655</b>	<b>84,857</b>	<b>50,816</b>	<b>84,857</b>	<b>86,481</b>	<b>1,567</b>	<b>88,048</b>
<b>OPERATING EXPENSES</b>									
100-5241-210	OFFICE SUPPLIES	300	225	300	-	300	300	-	300
100-5241-215	OFFICE SUPPLIES-PLAN REVIEW	1,750	1,535	1,750	635	1,750	1,750	-	1,750
100-5241-220	SUPPLIES & MATERIALS	2,256	2,260	2,256	1,328	2,256	2,256	-	2,256
100-5241-230	CREDIT CARD FEES	-	246	-	-	-	-	-	-
100-5241-260	ADVERTISING & PRINTING	1,000	961	1,000	56	800	1,000	-	1,000
100-5241-280	COMMUNICATIONS	3,300	3,923	3,800	3,486	4,000	3,800	600	4,400
100-5241-410	VEHICLE OPERATION & MAINT.	-	-	-	-	-	-	-	-
100-5241-440	TRAINING & DEVELOPMENT	3,000	1,212	3,000	560	2,000	3,000	-	3,000
100-5241-450	MILEAGE	3,000	1,809	3,500	1,277	1,700	3,500	-	3,500
100-5241-455	MILEAGE-PLAN REVIEW	1,000	-	-	-	-	-	-	-
100-5241-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>15,606</b>	<b>12,171</b>	<b>15,606</b>	<b>7,340</b>	<b>12,806</b>	<b>15,606</b>	<b>600</b>	<b>16,206</b>
<b>TOTAL BUILDING INSPECTION</b>		<b>407,117</b>	<b>367,053</b>	<b>408,923</b>	<b>247,169</b>	<b>406,123</b>	<b>431,047</b>	<b>22,642</b>	<b>453,689</b>



## 2024 City of Middleton Budget

### BUILDING INSPECTION

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>ELECTRICAL INSPECTION</b>								
<b>OPERATING EXPENSES</b>								
100-5242-220 SUPPLIES & MATERIALS	188	184	188	-	188	188	-	188
100-5242-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5242-310 OUTSIDE SERVICES	6,200	-	6,200	-	6,200	-	-	-
100-5242-440 TRAINING & DEVELOPMENT	1,225	831	1,225	351	600	1,225	-	1,225
100-5242-450 MILEAGE	3,000	3,098	3,000	1,501	2,200	3,000	-	3,000
100-5242-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>10,613</b>	<b>4,112</b>	<b>10,613</b>	<b>1,852</b>	<b>9,188</b>	<b>4,413</b>	<b>-</b>	<b>4,413</b>
<b>TOTAL ELECTRICAL INSPECTION</b>	<b>10,613</b>	<b>4,112</b>	<b>10,613</b>	<b>1,852</b>	<b>9,188</b>	<b>4,413</b>	<b>-</b>	<b>4,413</b>
<b>PLUMBING INSPECTION</b>								
<b>OPERATING EXPENSES</b>								
100-5243-220 SUPPLIES & MATERIALS	150	120	150	256	150	150	-	150
100-5243-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5243-310 OUTSIDE SERVICES	650	-	650	-	650	-	-	-
100-5243-440 TRAINING & DEVELOPMENT	1,050	975	1,050	930	1,000	1,050	-	1,050
100-5243-450 MILEAGE	3,000	2,610	3,500	1,331	2,000	3,500	-	3,500
100-5243-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>4,850</b>	<b>3,705</b>	<b>5,350</b>	<b>2,517</b>	<b>3,800</b>	<b>4,700</b>	<b>-</b>	<b>4,700</b>
<b>TOTAL PLUMBING INSPECTION</b>	<b>4,850</b>	<b>3,705</b>	<b>5,350</b>	<b>2,517</b>	<b>3,800</b>	<b>4,700</b>	<b>-</b>	<b>4,700</b>
<b>EROSION CONTROL</b>								
<b>OPERATING EXPENSES</b>								
100-5244-990 OUTSIDE SERVICES - DANE COUNTY	18,000	28,045	18,000	15,623	18,000	18,000	-	18,000
<b>TOTAL</b>	<b>18,000</b>	<b>28,045</b>	<b>18,000</b>	<b>15,623</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>	<b>18,000</b>
<b>TOTAL EROSION CONTROL</b>	<b>18,000</b>	<b>28,045</b>	<b>18,000</b>	<b>15,623</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>	<b>18,000</b>
<b>TOTAL BUILDING INSPECTION</b>	<b>440,580</b>	<b>402,916</b>	<b>442,886</b>	<b>267,162</b>	<b>437,111</b>	<b>458,160</b>	<b>22,642</b>	<b>480,802</b>



## 2024 City of Middleton Budget

### COMMUNITY SERVICES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5245-110	SALARIES-FULL-TIME	60,302	87,324	63,316	35,002	26,828	75,260	-	75,260
100-5245-112	SALARIES-PART TIME	30,837	5,457	32,070	1,060	5,000	28,249	-	28,249
100-5245-135	LONGEVITY	-	-	1,800	-	-	-	-	-
	<b>TOTAL</b>	<b>91,139</b>	<b>92,781</b>	<b>97,186</b>	<b>36,062</b>	<b>31,828</b>	<b>103,509</b>	<b>-</b>	<b>103,509</b>
<b>PERSONNEL BENEFITS</b>									
100-5245-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
100-5245-192	RETIREMENT	3,920	4,667	4,305	2,173	1,851	5,193	-	5,193
100-5245-193	FICA	6,972	6,883	7,297	1,762	2,052	7,918	-	7,918
100-5245-194	HEALTH INSURANCE	-	-	-	-	17,868	17,868	-	17,868
100-5245-195	DENTAL INSURANCE	2,185	2,185	2,185	364	2,185	2,185	-	2,185
	<b>TOTAL</b>	<b>13,077</b>	<b>13,735</b>	<b>13,787</b>	<b>4,299</b>	<b>23,956</b>	<b>33,164</b>	<b>-</b>	<b>33,164</b>
<b>OPERATING EXPENSES</b>									
100-5245-220	SUPPLIES & MATERIALS	6,800	4,077	6,800	1,146	6,800	6,800	-	6,800
100-5245-280	COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5245-420	MOTOR FUEL & LUBE	8,000	9,322	7,200	2,348	6,000	7,200	1,000	8,200
100-5245-440	TRAINING & DEVELOPMENT	200	-	200	-	-	200	800	1,000
100-5245-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>15,000</b>	<b>13,399</b>	<b>14,200</b>	<b>3,493</b>	<b>12,800</b>	<b>14,200</b>	<b>1,800</b>	<b>16,000</b>
<b>TOTAL COMMUNITY SERVICES</b>		<b>119,216</b>	<b>119,915</b>	<b>125,173</b>	<b>43,855</b>	<b>68,584</b>	<b>150,873</b>	<b>1,800</b>	<b>152,673</b>



## 2024 City of Middleton Budget

### MIDDLETON FIRE DISTRICT

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>OPERATING EXPENSES</b>							
100-5220-990 FIRE DISTRICT (CITY SHARE)	1,038,827	1,038,828	1,087,746	1,087,746	1,087,746	1,087,746	42,978	1,130,724
100-5220-991 FIRE DISTRICT CAPITAL CONTRIBU	195,630	-	200,109	-	200,109	200,109	6,003	206,112
TOTAL	1,234,457	1,038,828	1,287,855	1,087,746	1,287,855	1,287,855	48,981	1,336,836
<b>TOTAL MIDDLETON FIRE DISTRICT</b>	<b>1,234,457</b>	<b>1,038,828</b>	<b>1,287,855</b>	<b>1,087,746</b>	<b>1,287,855</b>	<b>1,287,855</b>	<b>48,981</b>	<b>1,336,836</b>

## Middleton Fire District 2024 MIFD Budget Overview

Operating Budget	2023	Town of	Town of	Town of	City of	2024	Town of	Town of	Town of	City of
		Westport	Springfield	Middleton	Middleton		Westport	Springfield	Middleton	Middleton
110 Wages	\$503,725.00	\$28,968.75	\$26,888.61	\$122,706.42	\$325,161.23	\$567,855.17	\$35,434.16	\$31,629.53	\$140,317.01	\$360,474.46
111 PT Wages	\$26,157.00	\$1,504.26	\$1,396.25	\$6,371.79	\$16,884.69	\$26,809.00	\$1,672.88	\$1,493.26	\$6,624.50	\$17,018.35
122 Quarterly Stipend	\$194,351.00	\$11,176.94	\$10,374.37	\$47,343.52	\$125,456.17	\$199,209.00	\$12,430.64	\$11,095.94	\$49,224.54	\$126,457.87
135 Longevity	\$19,989.16	\$1,149.56	\$1,067.01	\$4,869.32	\$12,903.27	\$15,028.67	\$937.79	\$837.10	\$3,713.58	\$9,540.20
145 Unemployment Wages	\$350.00	\$20.13	\$18.68	\$85.26	\$225.93	\$350.00	\$21.84	\$19.50	\$86.49	\$222.18
190 Fringe Benefits-Other	\$3,090.00	\$177.70	\$164.94	\$752.72	\$1,994.64	\$3,090.00	\$192.82	\$172.11	\$763.54	\$1,961.53
191 Volunteer Fire Retention Program	\$105,000.00	\$6,038.45	\$5,604.85	\$25,577.79	\$67,778.90	\$105,000.00	\$6,552.00	\$5,848.50	\$25,945.50	\$66,654.00
192 Retirement	\$71,774.12	\$4,127.66	\$3,831.27	\$17,484.03	\$46,331.15	\$88,158.16	\$5,501.07	\$4,910.41	\$21,783.88	\$55,962.80
193 FICA	\$35,881.39	\$2,063.50	\$1,915.33	\$8,740.64	\$23,161.92	\$34,769.93	\$2,169.64	\$1,936.69	\$8,591.65	\$22,071.95
194 Health insurance	\$116,527.77	\$6,701.40	\$6,220.20	\$28,385.93	\$75,220.23	\$116,527.77	\$7,271.33	\$6,490.60	\$28,794.01	\$73,971.83
195 Dental Insurance	\$11,054.64	\$635.74	\$590.09	\$2,692.89	\$7,135.92	\$11,054.64	\$689.81	\$615.74	\$2,731.60	\$7,017.49
196 Life Insurance	\$1,500.00	\$86.26	\$80.07	\$365.40	\$968.27	\$1,650.00	\$102.96	\$91.91	\$407.72	\$1,047.42
198 Health Reimb. Account (HRA)	\$40,000.00	\$2,300.36	\$2,135.18	\$9,743.92	\$25,820.54	\$40,000.00	\$2,496.00	\$2,228.00	\$9,884.00	\$25,392.00
210 Office Supplies	\$4,000.00	\$230.04	\$213.52	\$974.39	\$2,582.05	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20
220 Sup. & Mat.	\$56,250.00	\$3,234.88	\$3,002.60	\$13,702.39	\$36,310.13	\$58,000.00	\$3,619.20	\$3,230.60	\$14,331.80	\$36,818.40
240 Computer Software & Support	\$16,500.00	\$948.90	\$880.76	\$4,019.37	\$10,650.97	\$16,500.00	\$1,029.60	\$919.05	\$4,077.15	\$10,474.20
280 Communications	\$4,000.00	\$230.04	\$213.52	\$974.39	\$2,582.05	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20
290 Uniform & Equipment	\$4,500.00	\$258.79	\$240.21	\$1,096.19	\$2,904.81	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60
300 Legal Services	\$2,000.00	\$115.02	\$106.76	\$487.20	\$1,291.03	\$2,000.00	\$124.80	\$111.40	\$494.20	\$1,269.60
340 Building Materials	\$32,000.00	\$1,840.29	\$1,708.15	\$7,795.14	\$20,656.43	\$35,000.00	\$2,184.00	\$1,949.50	\$8,648.50	\$22,218.00
350 Station 2 Rent	\$142,400.00	\$8,189.29	\$7,601.25	\$34,688.36	\$91,921.11	\$142,400.00	\$8,885.76	\$7,931.68	\$35,187.04	\$90,395.52
410 Equip. Maintenance	\$55,000.00	\$3,163.00	\$2,935.87	\$13,397.89	\$35,503.24	\$60,000.00	\$3,744.00	\$3,342.00	\$14,826.00	\$38,088.00
420 Motor Fuel & Lube	\$19,500.00	\$1,121.43	\$1,040.90	\$4,750.16	\$12,587.51	\$19,500.00	\$1,216.80	\$1,086.15	\$4,818.45	\$12,378.60
440 Training	\$15,250.00	\$877.01	\$814.04	\$3,714.87	\$9,844.08	\$15,250.00	\$951.60	\$849.43	\$3,768.28	\$9,680.70
441 Health Maintenance	\$17,500.00	\$1,006.41	\$934.14	\$4,262.97	\$11,296.48	\$17,500.00	\$1,092.00	\$974.75	\$4,324.25	\$11,109.00
445 Memberships	\$4,250.00	\$244.41	\$226.86	\$1,035.29	\$2,743.43	\$5,000.00	\$312.00	\$278.50	\$1,235.50	\$3,174.00
460 Insurance	\$82,110.00	\$4,722.07	\$4,382.99	\$20,001.83	\$53,003.10	\$85,000.00	\$5,304.00	\$4,734.50	\$21,003.50	\$53,958.00
470 Utilities	\$84,100.00	\$4,836.51	\$4,489.22	\$20,486.59	\$54,287.68	\$86,750.00	\$5,413.20	\$4,831.98	\$21,435.93	\$55,068.90
480 Data Processing	\$4,447.00	\$255.74	\$237.38	\$1,083.28	\$2,870.60	\$4,447.00	\$277.49	\$247.70	\$1,098.85	\$2,822.96
485 Meals	\$4,500.00	\$258.79	\$240.21	\$1,096.19	\$2,904.81	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60
490 Other Expenses	\$9,380.07	\$539.44	\$500.70	\$2,284.97	\$6,054.96	\$9,380.07	\$585.32	\$522.47	\$2,317.82	\$5,954.47
	<b>\$1,687,087.15</b>	<b>\$97,022.79</b>	<b>\$90,055.93</b>	<b>\$410,971.10</b>	<b>\$1,089,037.33</b>	<b>\$1,783,229.41</b>	<b>\$111,273.52</b>	<b>\$99,325.88</b>	<b>\$440,635.99</b>	<b>\$1,131,994.03</b>

Income	2023	2024								
State of Wisconsin 2% Income	(\$251,500.00)	(\$18,500.00)	(\$9,000.00)	(\$60,000.00)	(\$165,000.00)	(\$284,500.00)	(\$21,000.00)	(\$10,000.00)	(\$71,000.00)	(\$182,500.00)
Credit Card Rebate Program	(\$2,000.00)	(\$115.02)	(\$106.76)	(\$487.20)	(\$1,291.03)	(\$2,000.00)	(\$124.80)	(\$111.40)	(\$494.20)	(\$1,269.60)
	<b>(\$253,500.00)</b>	<b>(\$18,615.02)</b>	<b>(\$9,106.76)</b>	<b>(\$60,487.20)</b>	<b>(\$166,291.03)</b>	<b>(\$286,500.00)</b>	<b>(\$21,124.80)</b>	<b>(\$10,111.40)</b>	<b>(\$71,494.20)</b>	<b>(\$183,769.60)</b>

Total	2023	2024								
Operating - Income	\$1,433,587.15	\$78,407.77	\$80,949.17	\$350,483.90	\$922,746.30	\$1,496,729.41	\$90,148.72	\$89,214.48	\$369,141.79	\$948,224.43

Capital Budget	2023	2024								
(Page 5)	\$310,000.00	\$17,827.81	\$16,547.66	\$75,515.39	\$200,109.15	\$310,000.00	\$19,344.00	\$17,267.00	\$76,601.00	\$196,788.00



**2024 DRAFT**  
**Budget Detail Page 2**

V 081723

111 Part-time Wages	2023	2024	Town of	Town of	Town of	City of
			Westport	Springfield	Middleton	Middleton
Custodial	\$14,791.00	\$15,160.00	\$945.98	\$844.41	\$3,746.04	\$9,623.57
Fitness/Training Care	\$446.00	\$457.00	\$28.52	\$25.45	\$112.92	\$290.10
Community Education	\$1,783.00	\$1,827.00	\$114.00	\$101.76	\$451.45	\$1,159.78
Hose Testing	\$2,405.00	\$2,465.00	\$153.82	\$137.30	\$609.10	\$1,564.78
Pump Testing	\$682.00	\$699.00	\$43.62	\$38.93	\$172.72	\$443.73
Misc. PT	\$6,050.00	\$6,201.00	\$386.94	\$345.40	\$1,532.27	\$3,936.39
<b>Sub Total</b>	<b>\$26,157.00</b>	<b>\$26,809.00</b> (Line 122)	\$1,672.88	\$1,493.26	\$6,624.50	\$17,018.35
FICA	\$2,001.01	\$2,050.89 (Line 193)	\$127.98	\$114.23	\$506.77	\$1,301.90
<b>Total</b>	<b>\$28,158.01</b>	<b>\$28,859.89</b>	\$1,800.86	\$1,607.50	\$7,131.28	\$18,320.26

**122 Quarterly Stipend**

**Estimated Line Officer Stipend Pool (6 Lieutenants, 6 Captains, 2 Battalion Chiefs)**

Sub Total	\$56,351.00	\$57,759.00 (Line 122)	\$3,604.16	\$3,217.18	\$14,272.25	\$36,665.41
FICA	\$4,310.85	\$4,418.56 (Line 193)	\$275.72	\$246.11	\$1,091.83	\$2,804.90
<b>Total</b>	<b>\$60,661.85</b>	<b>\$62,177.56</b>	\$3,879.88	\$3,463.29	\$15,364.08	\$39,470.32

**Training Stipend**

Sub Total	\$38,000.00	\$38,950.00 (Line 122)	\$2,430.48	\$2,169.52	\$9,624.55	\$24,725.46
FICA	\$2,907.00	\$2,979.68 (Line 193)	\$185.93	\$165.97	\$736.28	\$1,891.50
<b>Total</b>	<b>\$40,907.00</b>	<b>\$41,929.68</b>	\$2,616.41	\$2,335.48	\$10,360.82	\$26,616.96

**Fire Incident Stipend**

Sub Total	\$100,000.00	\$102,500.00 (Line 122)	\$6,396.00	\$5,709.25	\$25,327.75	\$65,067.00
FICA	\$7,650.00	\$7,841.25 (Line 193)	\$489.29	\$436.76	\$1,937.57	\$4,977.63
<b>Total</b>	<b>\$107,650.00</b>	<b>\$110,341.25</b>	\$6,885.29	\$6,146.01	\$27,265.32	\$70,044.63

<b>122 Quarterly Stipend Total</b>	<b>194,351.00</b>	<b>199,209.00</b>	12,430.64	11,095.94	49,224.54	126,457.87
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# 2024 DRAFT Budget Detail Page 3

V 081723

Chief (Hire date: 9/1/07)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>\$122,048.00</b>	<b>\$133,395.20 (Line 110)</b>	\$8,323.86	\$7,430.11	\$32,961.95	\$84,679.27
Health Ins.	\$1,769.70	\$1,934.23 (Line 193)	\$120.70	\$107.74	\$477.95	\$1,227.85
Dental Program	\$21,549.37	\$21,549.37 (Line 194)	\$1,344.68	\$1,200.30	\$5,324.85	\$13,679.54
Retirement	\$2,321.76	\$2,321.76 (Line 195)	\$144.88	\$129.32	\$573.71	\$1,473.85
Longevity (4%)	\$20,064.69	\$21,930.17 (Line 192)	\$1,368.44	\$1,221.51	\$5,418.95	\$13,921.27
Sub Total	\$4,881.92	\$5,335.81 (Line 135)	\$332.95	\$297.20	\$1,318.48	\$3,387.17
<b>Sub Total</b>	<b>\$172,635.44</b>	<b>\$186,466.54</b>	<b>\$11,635.51</b>	<b>\$10,386.19</b>	<b>\$46,075.88</b>	<b>\$118,368.96</b>

Assistant Chief / Head of Maintenance (Hire date: 1-1-07)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>\$105,114.00</b>	<b>\$117,183.13 (Line 110)</b>	\$7,312.23	\$6,527.10	\$28,955.95	\$74,387.85
Health Ins.	\$1,524.15	\$1,699.16 (Line 193)	\$106.03	\$94.64	\$419.86	\$1,078.62
Dental Program	\$21,549.37	\$21,549.37 (Line 194)	\$1,344.68	\$1,200.30	\$5,324.85	\$13,679.54
Retirement	\$2,321.76	\$2,321.76 (Line 195)	\$144.88	\$129.32	\$573.71	\$1,473.85
Longevity (4%)	\$17,280.74	\$19,264.91 (Line 192)	\$1,202.13	\$1,073.06	\$4,760.36	\$12,229.36
Sub Total	\$4,204.56	\$4,687.33 (Line 135)	\$292.49	\$261.08	\$1,158.24	\$2,975.51
<b>Sub Total</b>	<b>\$151,994.58</b>	<b>\$166,705.65</b>	<b>\$10,402.43</b>	<b>\$9,285.50</b>	<b>\$41,192.97</b>	<b>\$105,824.74</b>

Battalion Chief / Comm. Ed. Specialist (Hire Date: 07/17/95)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>87,716.00</b>	<b>96,837.42 (Line 110)</b>	\$6,042.66	\$5,393.84	\$23,928.53	\$61,472.39
Health Ins.	1,271.88	1,404.14 (Line 193)	\$87.62	\$78.21	\$346.96	\$891.35
Dental Program	\$21,549.37	\$21,549.37 (Line 194)	\$1,344.68	\$1,200.30	\$5,324.85	\$13,679.54
Retirement	2,321.76	2,321.76 (Line 195)	\$144.88	\$129.32	\$573.71	\$1,473.85
Longevity (6%)	14,420.51	15,920.07 (Line 192)	\$993.41	\$886.75	\$3,933.85	\$10,106.06
Sub Total	5,262.96	900.00 (Line 135)	\$56.16	\$50.13	\$222.39	\$571.32
<b>Sub Total</b>	<b>132,542.48</b>	<b>138,932.76</b>	<b>\$8,669.40</b>	<b>\$7,738.55</b>	<b>\$34,330.29</b>	<b>\$88,194.52</b>

Fire Inspector (Hire Date: 01/01/91)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>\$51,009.00</b>	<b>\$52,286.00 (Line 110)</b>	\$3,262.65	\$2,912.33	\$12,919.87	\$33,191.15
Health Ins.	\$3,902.19	\$3,999.88 (Line 193)	\$249.59	\$222.79	\$988.37	\$2,539.12
Dental Program	\$8,780.92	\$8,780.92 (Line 194)	\$547.93	\$489.10	\$2,169.77	\$5,574.13
Retirement	\$589.20	\$589.20 (Line 195)	\$36.77	\$32.82	\$145.59	\$374.02
Longevity (6%)	\$3,315.59	\$3,398.59 (Line 192)	\$212.07	\$189.30	\$839.79	\$2,157.42
Sub Total	\$3,060.54	\$3,137.16 (Line 135)	\$195.76	\$174.74	\$775.19	\$1,991.47
<b>Sub Total</b>	<b>\$70,657.43</b>	<b>\$72,191.75</b>	<b>\$4,504.77</b>	<b>\$4,021.08</b>	<b>\$17,838.58</b>	<b>\$45,827.32</b>

Office Manager / Firefighter (Hire Date: 05/01/23)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>\$60,040.00</b>	<b>\$71,316.00 (Line 110)</b>	\$4,450.12	\$3,972.30	\$17,622.18	\$45,271.40
Health Ins.	\$4,593.06	\$1,034.08 (Line 193)	\$64.53	\$57.60	\$255.52	\$666.44
Dental Program	\$21,549.37	\$21,549.37 (Line 194)	\$1,344.68	\$1,200.30	\$5,324.85	\$13,679.54
Retirement	\$2,321.76	\$2,321.76 (Line 195)	\$144.88	\$129.32	\$573.71	\$1,473.85
Longevity (0%)	\$3,902.60	\$11,724.35 (Line 192)	\$731.60	\$653.05	\$2,897.09	\$7,442.62
Sub Total	\$1,801.20	\$0.00 (Line 135)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$94,207.99</b>	<b>\$107,945.56</b>	<b>\$6,735.80</b>	<b>\$6,012.57</b>	<b>\$26,673.35</b>	<b>\$68,523.84</b>

Battalion Chief / Petroleum Tank Inspector / Plan Review / Fire Inspector (Hire date: 02/05/18)	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
<b>FICA</b>	<b>\$77,798.00</b>	<b>\$96,837.42 (Line 110)</b>	\$6,042.66	\$5,393.84	\$23,928.53	\$61,472.39
Health Ins.	\$5,951.55	\$7,408.06 (Line 193)	\$462.26	\$412.63	\$1,830.53	\$4,702.64
Dental Program	\$21,549.37	\$21,549.37 (Line 194)	\$1,344.68	\$1,200.30	\$5,324.85	\$13,679.54
Retirement	\$1,178.40	\$1,178.40 (Line 195)	\$73.53	\$65.64	\$291.18	\$748.05
Longevity (1%)	\$12,789.99	\$15,920.07 (Line 192)	\$993.41	\$886.75	\$3,933.85	\$10,106.06
Sub Total	\$777.98	\$968.37 (Line 135)	\$60.43	\$53.94	\$239.29	\$614.72
<b>Sub Total</b>	<b>\$120,045.29</b>	<b>\$143,861.70</b>	<b>\$8,976.97</b>	<b>\$8,013.10</b>	<b>\$35,548.23</b>	<b>\$91,323.41</b>

<b>110 Wages Total</b>	<b>\$503,725.00</b>	<b>\$567,855.17</b>	<b>\$35,434.16</b>	<b>\$31,629.53</b>	<b>\$140,317.01</b>	<b>\$360,474.46</b>
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190 Fringe Benefits Other	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
Income Continuation Insurance	\$690.00	\$690.00	\$43.06	\$38.43	\$170.50	\$438.01
Employee Assist. Prog. (EAP)	\$2,400.00	\$2,400.00	\$149.76	\$133.68	\$593.04	\$1,523.52
<b>Total (Line 190)</b>	<b>\$3,090.00</b>	<b>\$3,090.00</b>	<b>\$192.82</b>	<b>\$172.11</b>	<b>\$763.54</b>	<b>\$1,961.53</b>

<b>192 Retirement</b>	<b>\$71,774.12</b>	<b>\$88,158.16</b>	<b>\$5,501.07</b>	<b>\$4,910.41</b>	<b>\$21,783.88</b>	<b>\$55,962.80</b>
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<b>193 FICA</b>	<b>\$35,881.39</b>	<b>\$34,769.93</b>	<b>\$2,169.64</b>	<b>\$1,936.69</b>	<b>\$8,591.65</b>	<b>\$22,071.95</b>
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<b>135 Longevity</b>	<b>\$19,989.76</b>	<b>\$15,028.67</b>	<b>\$937.79</b>	<b>\$837.10</b>	<b>\$3,713.58</b>	<b>\$9,540.20</b>
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<b>145 Unemployment Wages</b>	<b>\$350.00</b>	<b>\$350.00</b>	<b>\$21.84</b>	<b>\$19.50</b>	<b>\$86.49</b>	<b>\$222.18</b>
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191 Volunteer Retention Program	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
LOSAP(1)	\$13,000.00	\$13,000.00	\$811.20	\$724.10	\$3,212.30	\$8,252.40
SAP (2)	\$92,000.00	\$92,000.00	\$5,740.80	\$5,124.40	\$22,733.20	\$58,401.60
<b>Total (Line 191)</b>	<b>\$105,000.00</b>	<b>\$105,000.00</b>	<b>\$6,552.00</b>	<b>\$5,848.50</b>	<b>\$25,945.50</b>	<b>\$66,654.00</b>

<b>194 Health Insurance</b>	<b>\$116,527.77</b>	<b>\$116,527.77</b>	<b>\$7,271.33</b>	<b>\$6,490.60</b>	<b>\$28,794.01</b>	<b>\$73,971.83</b>
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<b>195 Dental Program</b>	<b>\$11,054.64</b>	<b>\$11,054.64</b>	<b>\$689.81</b>	<b>\$615.74</b>	<b>\$2,731.60</b>	<b>\$7,017.49</b>
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<b>196 Life Insurance</b>	<b>\$1,500.00</b>	<b>\$1,650.00</b>	<b>\$102.96</b>	<b>\$91.91</b>	<b>\$407.72</b>	<b>\$1,047.42</b>
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<b>198 Health Reimb. Account (HRA)</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$2,496.00</b>	<b>\$2,228.00</b>	<b>\$9,884.00</b>	<b>\$25,392.00</b>
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## 2024 DRAFT Budget Detail Page 4

V 081723

Line 210 – 490	2023	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
210 Office Supplies	\$4,000.00	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20
220 Supplies & Materials	\$56,250.00	\$58,000.00	\$3,619.20	\$3,230.60	\$14,331.80	\$36,818.40
240 Computer Software & Support	\$16,500.00	\$16,500.00	\$1,029.60	\$919.05	\$4,077.15	\$10,474.20
280 Communications	\$4,000.00	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20
290 Uniform & Equipment	\$4,500.00	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60
300 Legal Services	\$2,000.00	\$2,000.00	\$124.80	\$111.40	\$494.20	\$1,269.60
340 Building Materials	\$32,000.00	\$35,000.00	\$2,184.00	\$1,949.50	\$8,648.50	\$22,218.00
350 Station 2 Rent	\$142,400.00	\$142,400.00	\$8,885.76	\$7,931.68	\$35,187.04	\$90,395.52
410 Equip. Maintenance	\$55,000.00	\$60,000.00	\$3,744.00	\$3,342.00	\$14,826.00	\$38,088.00
420 Motor Fuel & Lube	\$19,500.00	\$19,500.00	\$1,216.80	\$1,086.15	\$4,818.45	\$12,378.60
440 Training	\$15,250.00	\$15,250.00	\$951.60	\$849.43	\$3,768.28	\$9,680.70
441 Health Maintenance	\$17,500.00	\$17,500.00	\$1,092.00	\$974.75	\$4,324.25	\$11,109.00
445 Memberships	\$4,250.00	\$5,000.00	\$312.00	\$278.50	\$1,235.50	\$3,174.00
460 Insurance	\$82,110.00	\$85,000.00	\$5,304.00	\$4,734.50	\$21,003.50	\$53,958.00
470 Utilities	\$87,500.00	\$86,750.00	\$5,413.20	\$4,831.98	\$21,435.93	\$55,068.90
480 Data Processing	\$4,447.00	\$4,447.00	\$277.49	\$247.70	\$1,098.85	\$2,822.96
485 Meals	\$4,500.00	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60
490 Other Expenses	\$9,380.07	\$9,380.07	\$585.32	\$522.47	\$2,317.82	\$5,954.47

Line 801 - Capital Outlay Page 5

Line 801 Capital Budget		2023	Capital Budget	CIP Project#	2024	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
Capital Replacement Fund	\$310,000.00		Capital Replacement Fund	F-24-01	\$310,000.00	\$19,344.00	\$17,267.00	\$76,601.00	\$196,788.00
	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>\$310,000.00</b>		<b>Sub Total</b>		<b>\$310,000.00</b>	<b>\$19,344.00</b>	<b>\$17,267.00</b>	<b>\$76,601.00</b>	<b>\$196,788.00</b>

Actual 2023 Purchases		Actual 2024 Purchases (Funded by Capital Replacement Fund)				
ATV 30 GPM UHP with ER Pkg	\$65,000.00		\$0.00	\$0.00	\$0.00	\$0.00
ATV Trailer 1	\$10,000.00		\$0.00	\$0.00	\$0.00	\$0.00
ATV Trailer 2	\$10,000.00		\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal - Actual 2023 Purch</b>	<b>\$85,000.00</b>	<b>Subtotal - Actual 2024 Purchases</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 2024 DRAFT Distribution and Income Page 6

**Distribution**

**Equalized Property Values**

	2023
City of Middleton	\$4,775,023,600.00
Town of Middleton	\$1,801,955,400.00
Town of Springfield	\$616,971,500.00
Town of Westport	\$1,215,453,900.00
<b>Total</b>	<b>\$8,409,404,400.00</b>

**% of DOR Actual**

	2024
100%	\$5,136,907,300.00
100%	\$2,000,007,000.00
64%	\$704,594,200.00
35%	\$1,441,668,300.00
<b>Total</b>	<b>\$9,283,176,800.00</b>

**Distribution of costs**

	2023
City of Middleton	64.55% \$1,087,874.63
Town of Middleton	24.36% \$410,532.33
Town of Springfield	5.34% \$89,959.78
Town of Westport	5.75% \$96,919.21
<b>Total</b>	<b>100.00% \$1,685,285.95</b>

**Distribution of costs**

	2024
63.48%	\$1,131,994.03
24.71%	\$440,635.99
5.57%	\$99,325.88
6.24%	\$111,273.52
<b>Total</b>	<b>100.00% \$1,783,229.41</b>

**800-4690-00 Income**

**State of Wisconsin 2% Income**

	2023
City of Middleton	(\$165,000.00)
Town of Middleton	(\$60,000.00)
Town of Springfield	(\$9,000.00)
Town of Westport	(\$17,500.00)
<b>Total</b>	<b>(\$251,500.00)</b>

	2024
	(\$182,500.00)
	(\$71,000.00)
	(\$10,000.00)
	(\$21,000.00)
<b>Projected Total:</b>	<b>(\$284,500.00)</b>

**Credit Card Rebate Program**

	2023
City of Middleton	(\$1,291.03)
Town of Middleton	(\$487.20)
Town of Springfield	(\$106.76)
Town of Westport	(\$115.02)
<b>Total</b>	<b>(\$2,000.00)</b>

	2024
	(\$1,269.60)
	(\$494.20)
	(\$111.40)
	(\$124.80)
<b>Total</b>	<b>(\$2,000.00)</b>

**Total**                      **2023**  
**(\$253,500.00)**

**Total**                      **2024**  
**(\$286,500.00)**



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Public Works**

**DEPARTMENT: Public Works**

**DIRECTOR: Shawn Stauske**

**DIVISION: Engineering/Operations**

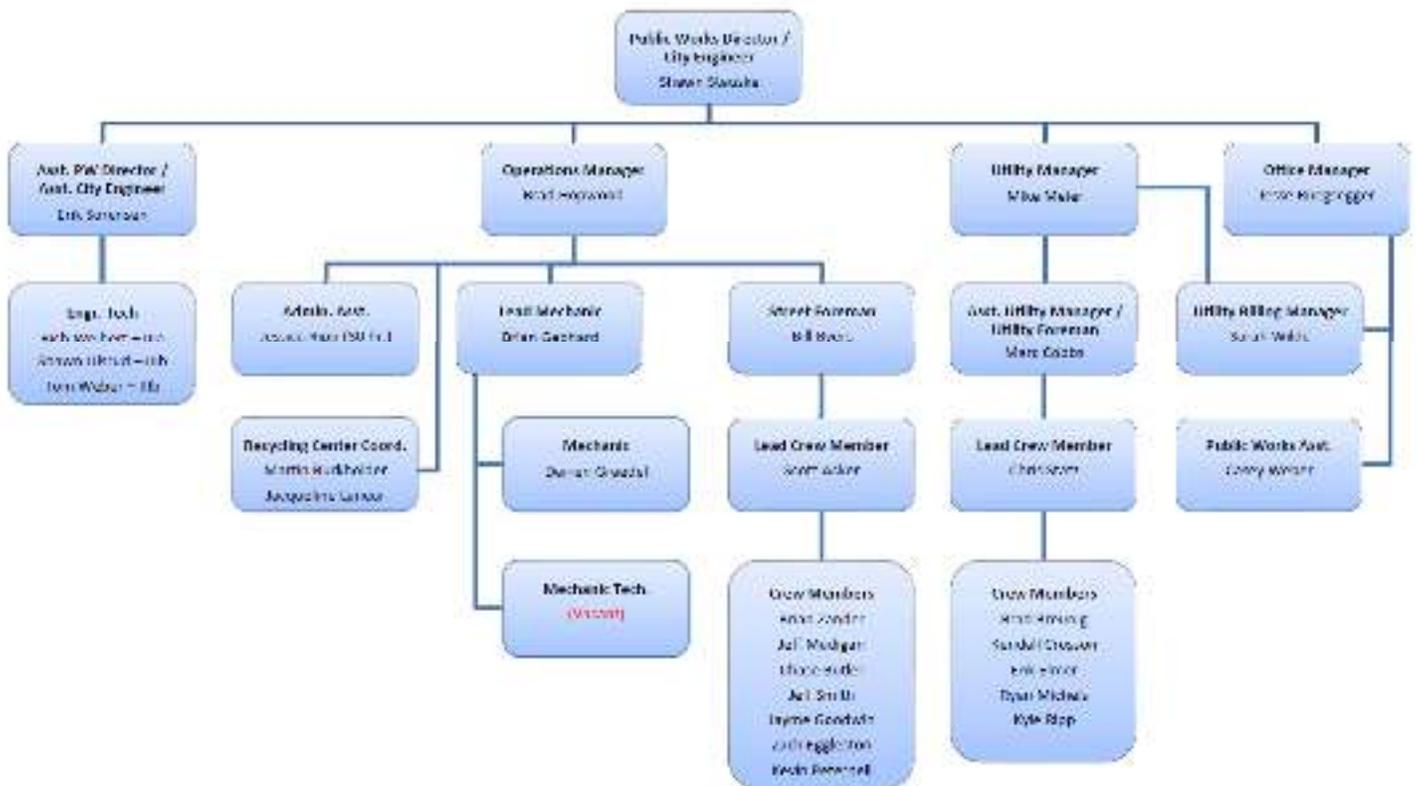
**DIVISION MANAGER: Shawn Stauske**

**MISSIONS:**

**DEPARTMENT:** Provide basic public transportation, stormwater management and utility infrastructure, and services consistent with citizen expectations in an urban environment.

**DIVISION:** Provide engineering, secretarial, custodial, street crew, and mechanics support for public works activities, as well as support of several other departments.

# Public Works Organization Chart



<b>AUTHORIZED POSITION LIST</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Public Works Director / City Engineer	1	1	1	1	1
Asst. PW Director / Asst. City Engineer	1	1	1	1	1
Engineering Technician	3	3	3	3	3
Operations Manager	1	1	1	1	1
Lead Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Mechanic Technician (	1	1	1	1	1
Street Foreman	1	1	1	1	1
Street Crewman	8	8	8	8	8
Utility Manager	1	1	1	1	1
Utility Asst. Manager / Foreman	1	1	1	1	1
Utility Crewman	6	6	6	6	6
Office Manager	1	1	1	1	1
Utility Billing Manager	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Admin. Assistant – MOC (30 hour)	.75	.75	.75	.75	.75
Recycling Center Coord. (11 hour)	.25	.25	.25	.25	.25
<b>Total</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>

**MAJOR RESPONSIBILITIES:**

1. Provide engineering support for infrastructure projects and citizen inquiries related to public works.
2. Patch, resurface, paint, sign, sweep, control snow/ice, etc. on City streets.
3. Maintain traffic signals and streetlights.
4. Study and implement improvements for traffic control and calming.
5. Maintain City-owned bridge structures and railroad spur tracks.
6. Manage storm sewer, ponds and several ditch systems.
7. Collect brush, leaves, refuse and recyclable materials.
8. Maintain fleet vehicles for Public Works, Public Lands, Police, and EMS departments.
9. Provide secretarial support for Public Works, Planning, and Building Inspection depts.
10. Provide emergency response support as needed.

**2024 GOALS:**

1. Continue development of comprehensive basic management plan for the various stormwater features under City control.
2. Pursue engineering internship to research and review traffic data to assist in responding to citizen and elected official requests for traffic control and traffic calming studies.
3. Work on development of a street sign and pavement marking policy manual to guide installations and removals to best use available funding to maintain required retroreflectivity of signs and reduce visual clutter.
4. Review opportunities to provide additional on-street parking to be consistent with street width standards approved by the Council in late 2006. As noted in those standards, they are intended to apply to both new and existing streets, which could provide additional parking spaces and traffic calming, and minimize alternate side parking exemptions during winter.
5. Begin looking into opportunities to re-organize the department.
6. Continue to pursue CVMIC risk management and training opportunities.

**SIGNIFICANT ISSUES IN 2024:**

1. Increasing emphasis on stormwater management and maintenance of facilities will require either additional staff time or changes to priorities of the field service crews.
2. Surge in development and redevelopment projects, along with major street projects is straining the ability of staff to keep up with review of submittals and monitoring of construction.
3. Labor market conditions have resulted in vacant positions, requiring additional staff time and costs of recruitment and training.
4. Citizen desire for flat or decreased spending, coupled with a growing population and expanding City, makes it difficult to meet citizen expectations of prior service levels.
5. Weather conditions affect heating/cooling costs and snow/ice removal efforts but are unknowable and difficult to accurately budget for. Similarly, the costs of natural gas, electricity, vehicle fuels, and construction materials are subject to market fluctuations and are difficult to predict for accurate budgeting.
6. Recent trend of rapidly increasing prices has decreased the City’s purchasing power with limited budgets, and very long lead time for some materials complicate project progress.

<b>WORKLOAD ACTIVITIES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 As of 6/30</b>	<b>2023 Year-end est.</b>	<b>2024 Projected</b>
Roadway miles under City jurisdiction (pavement maintenance, signs, snow removal, utility mains, streetlights, sidewalk).	73.34	73.34	76.9	76.9	78.3
Number of homes in City (leaves, brush, refuse, etc.) Number shown is occupied addresses that are not multi-family.	5,081	5,084	5,082	5,085	5,100
Number of traffic signals under City jurisdiction.	17	17	17	17	17
Average pavement surface evaluation rating (Scale 1-10).	7.3	7.3	7.3	7.4	7.4

*Note: PASER ratings are recorded only in odd-numbered years, generally in the fall. Other figures shown are estimated based on planned improvements and will be updated when information is available.*

*Note: Roadway mile change in 2023 was due to change in measurements, using GIS data instead of old spreadsheet data. No physical road miles were added to our jurisdiction.*

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**DEPARTMENT: Public Works**

**DIRECTOR: Shawn Stauske**

**DIVISION: Water Resources Management**

**DIVISION MANAGER: Erik Sorensen**

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**MISSIONS:**

DEPARTMENT: Provide basic public transportation, stormwater management and utility infrastructure, and services consistent with citizen expectations in an urban environment.

DIVISION: The mission of the Water Resources Management Commission is to develop, guide, interpret, and administer policy, technical standards and ordinances to protect, manage and enhance the water resources in the City of Middleton for the benefit of its citizens and communities within its watersheds.

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**MAJOR RESPONSIBILITIES:**

1. Staff the WRMC and coordinate with outside agencies to perform monitoring, conduct studies, and implement area-wide Adaptive Management Program, including attending Yahara WINS meetings.
2. Staff the SWUB and coordinate capital projects approved in the budget.
3. Participate as member of Yahara WINS, which oversees the activities and budget of the Adaptive Management program.
4. Manage contracts with consultants to develop plans and implement projects and best management practices to control stormwater runoff and improve the quality of surface and ground water.
5. Review stormwater management plans, perpetual maintenance agreements, and fee-in-lieu requests for private developments.
6. Implement procedures to inform the Common Council, City committees, and outside agencies.
7. Develop and maintain maps and databases of public stormwater management features.
8. Respond to inquiries from the public regarding developments in water resources management.
9. Develop and recommend plans to bring City into compliance with applicable stormwater standards.
10. Develop ordinances to allow enforcement of and compliance with applicable stormwater standards.
11. Review development and stormwater management plans submitted by developers in the City.
12. Participate in WPDES permit group (MAMSWaP), implement compliance measures for permit, and submit annual reports. Coordinate public outreach and education activities with MAMSWaP staff.
13. Coordinate tracking of compliance with maintenance requirements for private stormwater management facilities per recorded maintenance agreements. Outside consulting assistance will likely be required. This is an important component of compliance with the WPDES permit.

**2024 GOALS:**

1. Continue the stream data collection as baseline for pollutant loadings originating outside the City.
2. Participate in Yahara WINS as part of the Adaptive Management approach to meeting the DNR mandated TMDL standards.
3. Identify potential flood mitigation projects and continue the process of updating the City's flood maps.
4. Amend the Stormwater Runoff Control ordinance, as may be needed, to match changes in state and county laws and to eliminate minor inconsistencies.
5. Review Zoning Ordinance regarding stormwater management requirements; draft Shoreland Zoning Ordinance and mitigation requirements.
6. Refine and implement a five-year maintenance program for major City-owned stormwater facilities and drainage ways.

7. Continue maintenance and repair program for minor City-owned stormwater facilities.
8. Continue to improve City’s database of private stormwater controls to facilitate monitoring of required maintenance and recording of biannual certification reports from property owners.
9. Implement GIS database and dashboard for private and public stormwater management facilities.
10. Continue enforcement program for the maintenance of private stormwater controls.
11. Oversee stormwater projects: flood damage repairs, studies, pond elevation control, etc.
12. Explore intergovernmental agreements for stormwater with City of Madison and Town of Springfield.
13. Finalize administrative policy revisions to ensure stormwater management obligations are met for private developments.

**SIGNIFICANT ISSUES FOR DIVISION IN 2024:**

1. Increasing emphasis on stormwater management and maintenance of facilities will require either additional staff time or changes to priorities of the field service crews. In 2023, staff has made little progress with Water Resources projects due to other priorities.
2. Restore major stormwater controls and conveyances to design configurations to ensure performance.
3. Apprise Common Council of impacts to the budget for maintenance of stormwater controls – particularly those required to comply with TMDL standards and flood mitigation.
4. Investigate infiltration potential at previously identified prime location in the North Fork Basin for future infiltration. TSS and flood control pond.
5. Participate in Adaptive Management Program.
6. Coordinate with Public Lands Department on maintenance of shared facilities and lands.
7. Oversee pending projects: Rehabilitation of existing facilities; floodplain modeling; design (and possible implementation) of new flood control projects.
8. Comply with all facets of newly-issued WPDES permit.

<b>WORKLOAD ACTIVITIES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 As of 7/31</b>	<b>2023 Projected</b>	<b>2024 Projected</b>
Erosion Control Plan Reviews /Permits	50/22	61/27	30/13	60/26	60/26
Stormwater Plan Reviews / Permits	25/10	38/12	20/6	40/12	40/12
WRMC Meetings	10	8	6	11	10
SWUB Meetings	9	7	3	8	10
MAMSWaP Meetings	4	4	2	4	4
Yahara WINS Meetings	4	4	2	4	4



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
PUBLIC WORKS  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Revenue Changes	-	41,000	(41,000)	-
2	Mandatory Addl. Expenses	6,950	-	6,950	-
3	Maintain Service Levels - I	28,600	-	28,600	-
4	Maintain Service Levels - II	18,700	-	18,700	-
5	Water Resources Budget	(15,284)	-	(15,284)	-
6	Mechanic Technician	84,584	-	84,584	1
7	Staff Engineer	102,279	-	102,279	1
8	Learning/Training Opportunities	10,750	-	10,750	-
9	New Service	25,000	-	25,000	-
10		0	-	-	-
<b>TOTAL</b>		<b>261,579</b>	<b>41,000</b>	<b>220,579</b>	<b>2</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

**Revenue Changes**

1

Transportation, Infrastructure, & Technology

N/A

0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4230-00	Street Assessments		43,000		43,000
100-4690-00	Recycling Center Revenue		(2,000)		(2,000)
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>41,000</b>	<b>-</b>	<b>41,000</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>(41,000)</b>	<b>-</b>	<b>(41,000)</b>
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**DESCRIPTION**

Planned 2024 street reconstruction of Lake St. & Dewey Ct. will likely add sidewalk, with assessments to abutting property owners that will be expected to result in revenue similar to past years.

Forecast reduction in collection of payments for certain things brought to the Middleton Recycling Center (MRC).

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Sidewalk construction with road improvement projects is consistent with City's policy preference, and consistent with Complete Streets policy. Assessment for sidewalk improvements would be consistent with current policy.

Revenue at the Middleton Recycling Center hasn't developed a clear trend, but the past few years have fluctuated between about \$11,000 to \$14,000. Setting a 2024 revenue expectation of \$12,000 is in line with the 2013 projection, and may help in budgeting slightly conservatively.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Mandatory Addl. Expenses</b>
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5331-310	Bridge Inspections	6,150			6,150
100-5359-490	Hearing Conservation Prog.	800			800
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>6,950</b>	-	-	<b>6,950</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>6,950</b>	-	-	<b>6,950</b>
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**DESCRIPTION**

\* Bridge inspections are done every even-numbered year. Budget request is based on 2022 average inspection cost of \$410 for each of the City's 15 bridges. Newly renovated creek corridor bridges will be added again in 2026.  
 \* Establish hearing conservation program for field service crew members.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Inspecting bridges and proactively monitoring employee hearing are necessary for public and personnel safety.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Maintain Service Levels - I
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5329-250	Engr/Admin: Postage		400		400
100-5329-410	Engr/Admin: Vehicle Maint.		1,500		1,500
100-5314-220	Pers. Protective Equip.		1,000		1,000
100-5331-220	Street Maint: Asphalt		5,000		5,000
100-5311-410	Street Machinery Maintenance		5,000		5,000
100-5312-410	MOC Maintenance		6,700		6,700
100-5334-220	Sweeper Maintenance		2,000		2,000
100-5334-310	Street Debris Disposal		7,000		7,000
<b>Total Expenditures</b>		-	<b>28,600</b>	-	<b>28,600</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>28,600</b>	-	<b>28,600</b>
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**DESCRIPTION**

In the past few years, costs of many materials needed for continued operations have continued to rise. Trends of costs for postage, vehicle and building maintenance, personal protective equipment, asphalt, solid waste disposal, salt, energy, street signs and paint, and other materials and services have continued to rise.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

In addition to rising costs, the service size of the City has grown. We're paying more than in previous years just to reasonably maintain consistent service levels.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Maintain Service Levels - II
Department Priority Number:	4
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5335-220	Snow & Ice Control Materials		4,000		4,000
100-5341-220	Street Signs & Pavt. Markings		5,700		5,700
100-5341-310	Contract Street Pavt. Markings		1,500		1,500
100-5342-470	Street Lighting Energy		30,000		30,000
100-5345-310	Storm Sewer: Street Crew Project		(23,000)		(23,000)
100-5359-280	Crew Cell Phone		500		500
					-
					-
<b>Total Expenditures</b>		-	<b>18,700</b>	-	<b>18,700</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>18,700</b>	-	<b>18,700</b>
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**DESCRIPTION**

- \* In the past few years, costs of many materials needed for continued operations have continued to rise. Trends of costs for postage, vehicle and building maintenance, personal protective equipment, asphalt, solid waste disposal, salt, energy, street signs and paint, and other materials and services have continued to rise.
- \* Remove funding for Street Crew to rent equipment for staff to complete a storm drainage improvement project.
- \* Employees in the Utility and Parks work groups have City-issued cell phones. In the Streets crew, all but one employee has preferred to use their personal cell phone instead of a second City-issued phone.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

- \* In addition to rising costs, the service size of the City has grown. We're paying more than in previous years just to reasonably maintain consistent service levels.
- \* Without summer LTE help, the Streets Crew is not expected to have available time to take on a storm drainage rehabilitation project next year.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Water Resources Budget</b>
Department Priority Number:	5
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5618-310	Water Resources Services			(15,284)	(15,284)
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	-	<b>(15,284)</b>	<b>(15,284)</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	-	<b>(15,284)</b>	<b>(15,284)</b>
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**DESCRIPTION**

Reduce funding for expenses that have historically been in the general fund account for Water Resources - Outside Services and shift those funds to a new Stormwater Utility operating budget, as recommended by the Storm Water Utility Board and the Water Resources Management Commission on 8/16/23. The only expenditure remaining in the Water Resources Operating budget will be \$14,796 for Water Quality Monitoring of Pheasant Branch Creek.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Stormwater Utility has been collecting operating funds, and recently requested establishing an operating budget. This line item shift will takes mandated stormwater permitting expenses out of the Water Resources operating budget and moves them to the Stormwater Utility operating budget.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Mechanic Technician</b>
Department Priority Number:	6
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	1

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5311-110	Mechanics Wages		56,872		56,872
100-5311-118	Mechanics OT		(616)		(616)
100-5311-192	Mechanics Retirement		3,924		3,924
100-5311-193	Mechanics FICA		4,351		4,351
100-5311-194	Mechanics Health Ins.		17,868		17,868
100-5311-195	Mechanics Dental Ins.		2,185		2,185
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>84,584</b>	<b>-</b>	<b>84,584</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>84,584</b>	<b>-</b>	<b>84,584</b>
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**DESCRIPTION**

Mechanic Technician would be an EV mechanic technician to perform general vehicle maintenance work under the direct supervision of the Lead Mechanic, with training for work on electric vehicles. The City currently employs 2 mechanics that are responsible for a fleet of over 200 pieces of equipment, vehicles, and attachments. The mechanics have not been able to keep up with some routine maintenance work as recommended, some of the larger repairs, and new vehicle set-ups. The fleet now includes some electric vehicles and more are expected.

Propose to decrease the allocated funding for Mechanics overtime, in recognition of the recent trend not to require them to work significant overtime.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Mechanic Technician is needed to keep up with fleet maintenance, and EV training is a desired skill set to have in our mechanic staffing. The additional help could also potentially provide coverage to allow current mechanics the time to get training in EV systems, ideally without falling behind on equipment maintenance or sending vehicles out for repairs.

Mechanics used to be an integral part of the snow & ice control team, called in during winter events to plow, salt and maintain broken equipment. Due to the danger inherent in having a mechanic work in heavy machinery without being rested, operations were changed to call in mechanics only when needed -- but not for routine overtime work.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

**Staff Engineer**

7

Transportation, Infrastructure, & Technology

N/A

1

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5329-110	Engr/Admin Wages		71,782		71,782
100-5329-192	Engr/Admin Retirement		4,953		4,953
100-5329-193	Engr/Admin FICA		5,491		5,491
100-5329-194	Engr/Admin Health Ins.		17,868		17,868
100-5329-195	Engr/Admin Dental Ins.		2,185		2,185
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>102,279</b>	<b>-</b>	<b>102,279</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>102,279</b>	<b>-</b>	<b>102,279</b>
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**DESCRIPTION**

A Staff Engineer is an entry-level position or higher, under the direction of the Asst. City Engineer/Asst. Director of Public Works. The position provides engineering support services for the department and works with the engineering technicians to plan and coordinate projects critical to the maintenance and development of the city's public works and utility infrastructure.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

In spite of the Engineering Department's efforts to streamline and reduce in-house engineering workloads, the staff are currently overwhelmed. In addition to typical engineering tasks, staff have been spending a lot of time reviewing development plans, many of which have required multiple submittals. To try keeping most of the major DPW projects on track, staff have had to forego things like assisting other departments with their capital projects, performing requested minor traffic studies/analysis, or helping residents with things like looking into drainage issues.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Learning/Training Opportunities</b>	
8	
Transportation, Infrastructure, & Tecnology	
Fleet Electrification	
0	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5359-440	2024 Ashpalt Trade Show		750		750
100-5311-440	Mechanic EV Training		10,000		10,000
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>10,750</b>	<b>-</b>	<b>10,750</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>10,750</b>	<b>-</b>	<b>10,750</b>
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**DESCRIPTION**

\* Request \$750 beyond typical training budget to send Streets Crew members to the 2024 asphalt show. This will expose our crew to education on new products, a better understanding of potentially more sustainable asphalt, and new equipment utilized for paving.

\* The Public Works Committee requested consideration of getting the mechanics trained in EV maintenance. Operations Manager Brad Hopwood found that MATC doesn't offer that, but an online course is available for 6 hours per day over the course of 6 months.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Currently, the City fleet has few electric vehicles, but the intent is to grow the fleet toward EV's. Sending mechanics to classes for 6 months would likely have a significant effect on deferrals of existing vehicle maintenance needs. It would be of benefit instead to see if we could hire a mechanic technician with training in EV maintenance, and we have submitted a separate personnel request for that.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PUBLIC WORKS**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>New Service</b>
Department Priority Number:	9
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5335-310	Snow & Ice: Downtown		25,000		25,000
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
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**DESCRIPTION**

Bring into the City's operating budget (from CDA Acct. 203-5540-001) the cost of contracted snow & ice removal for sidewalks at the Terrace Ave. Parking Lot, Library, Historic Society, City Hall, Senior Center and Depot.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Community Development Authority has been paying the costs to remove snow & control ice on sidewalks abutting City-owned properties in the downtown. Moving the expense into the City's general fund would preserve the capacity for the CDA budget to address items germane to the CDA's mission.



## 2024 City of Middleton Budget

PUBLIC WORKS REVENUE		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED REVENUE
<b>REFUSE &amp; RECYCLING REVENUE</b>									
100-4354-00	STATE & FEDERAL AID - RECYCLIN	55,138	55,316	55,138	55,336	55,336	55,138	-	55,138
	TOTAL	55,138	55,316	55,138	55,336	55,336	55,138	-	55,138
<b>STREET LIGHTING REVENUE</b>									
100-4371-00	COUNTY AID - SIGNALS	6,000	17,285	6,000	(18,603)	18,600	6,000	-	6,000
	TOTAL	6,000	17,285	6,000	(18,603)	18,600	6,000	-	6,000
<b>LANDFILL REVENUE</b>									
100-4734-00	ADMINISTRATION-LANDFILL	5,000	5,000	5,000	5,000	5,000	5,000	-	5,000
	TOTAL	5,000	5,000	5,000	5,000	5,000	5,000	-	5,000
<b>OTHER PUBLIC WORKS REVENUE</b>									
100-4353-00	STATE AIDS-ROADS	1,175,843	1,172,587	1,138,573	854,185	1,138,912	1,138,573	-	1,138,573
100-4230-00	SA - STREET IMPROVEMENTS	50,000	121,062	7,000	250	14,000	7,000	43,000	50,000
100-4231-00	SA - SIDEWALK & CURB	70,000	15,147	50,000	-	84,000	50,000	-	50,000
100-4235-00	SA - INTEREST	-	1,409	-	2,653	2,653	-	-	-
100-4685-00	PUBLIC WORKS CHARGES	-	1,039	3,000	3,070	3,070	3,000	-	3,000
100-4690-00	RECYCLING CENTER REVENUE	14,000	14,318	14,000	9,684	12,500	14,000	(2,000)	12,000
100-4831-00	PW MATERIAL SALES	100	31	100	-	-	100	-	100
100-4833-04	POLAR EXPRESS TRACK LEASE	-	-	-	-	-	-	-	-
	TOTAL	1,309,943	1,325,593	1,212,673	869,842	1,255,135	1,212,673	41,000	1,253,673
<b>TOTAL PUBLIC WORKS REVENUE</b>		<b>1,376,081</b>	<b>1,403,194</b>	<b>1,278,811</b>	<b>911,575</b>	<b>1,334,071</b>	<b>1,278,811</b>	<b>41,000</b>	<b>1,319,811</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>ENGINEERING &amp; ADMINISTRATION</b>									
<b>WAGES</b>									
100-5329-110	SALARIES-FULL-TIME	665,460	648,251	692,888	412,326	692,888	729,950	71,782	801,732
100-5329-117	OVERTIME	2,143	4,878	2,143	2,535	2,535	2,143	-	2,143
100-5329-118	COMPENSATION COST OF RECOVERY	-	(80)	-	-	-	-	-	-
100-5329-135	LONGEVITY	3,564	3,564	3,675	-	3,675	3,716	-	3,716
100-5329-145	UNEMPLOYMENT WAGES	-	1,110	-	-	-	-	-	-
	<b>TOTAL</b>	<b>671,167</b>	<b>657,724</b>	<b>698,706</b>	<b>414,860</b>	<b>699,098</b>	<b>735,809</b>	<b>71,782</b>	<b>807,591</b>
<b>PERSONNEL BENEFITS</b>									
100-5329-192	RETIREMENT	43,626	40,986	47,514	31,246	47,514	50,770	4,953	55,723
100-5329-193	FICA	51,344	48,960	53,453	30,763	53,453	56,288	5,491	61,779
100-5329-194	HEALTH INSURANCE	112,476	98,448	134,928	64,126	134,928	113,232	17,868	131,100
100-5329-195	DENTAL INSURANCE	17,940	14,306	15,755	10,750	15,755	15,106	2,185	17,291
	<b>TOTAL</b>	<b>225,386</b>	<b>202,700</b>	<b>251,650</b>	<b>136,886</b>	<b>251,650</b>	<b>235,396</b>	<b>30,497</b>	<b>265,893</b>
<b>OPERATING EXPENSES</b>									
100-5329-210	OFFICE SUPPLIES	1,000	621	1,000	400	1,000	1,000	-	1,000
100-5329-220	SUPPLIES & MATERIALS	2,000	784	2,000	2,547	3,000	2,000	-	2,000
100-5329-250	POSTAGE	1,000	1,443	1,000	64	1,400	1,000	400	1,400
100-5329-260	ADVERTISING & PRINTING	3,800	3,150	3,800	1,464	3,500	3,800	-	3,800
100-5329-280	COMMUNICATIONS	7,000	10,675	11,000	7,428	11,600	11,000	-	11,000
100-5329-310	OUTSIDE SERVICES	2,000	2,035	2,000	1,808	2,000	2,000	-	2,000
100-5329-410	EQUIPMENT MAINTENANCE	7,500	4,968	7,500	4,666	9,000	7,500	1,500	9,000
100-5329-422	FUEL	3,700	5,155	3,000	423	3,500	3,000	-	3,000
100-5329-440	TRAINING & DEVELOPMENT	3,500	884	3,500	160	1,000	3,500	-	3,500
100-5329-490	OTHER OPERATING EXPENSES	200	220	200	60	200	200	-	200
100-5314-220	SUPPLIES & MATERIALS: PPE	5,800	5,927	5,800	2,458	5,800	5,800	1,000	6,800
	<b>TOTAL</b>	<b>37,500</b>	<b>35,861</b>	<b>40,800</b>	<b>21,479</b>	<b>42,000</b>	<b>40,800</b>	<b>2,900</b>	<b>43,700</b>
<b>TOTAL ENGINEERING &amp; ADMINISTRATION</b>		<b>934,053</b>	<b>896,284</b>	<b>991,156</b>	<b>573,226</b>	<b>992,748</b>	<b>1,012,005</b>	<b>105,179</b>	<b>1,117,184</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>STREET CREW</b>									
<b>WAGES</b>									
100-5359-110	SALARIES-FULL-TIME	553,830	543,303	579,718	348,117	579,718	603,603	-	603,603
100-5359-111	LTE's	13,286	1,974	22,286	-	-	22,286	-	22,286
100-5359-117	OVERTIME	36,173	41,004	36,173	17,832	36,173	36,173	-	36,173
100-5359-118	REIMBURSEABLE WAGES	-	-	-	-	-	-	-	-
100-5359-135	LONGEVITY	6,780	6,780	8,320	-	8,320	7,705	-	7,705
	<b>TOTAL</b>	<b>610,069</b>	<b>593,062</b>	<b>646,497</b>	<b>365,949</b>	<b>624,211</b>	<b>669,767</b>	<b>-</b>	<b>669,767</b>
<b>PERSONNEL BENEFITS</b>									
100-5359-192	RETIREMENT	38,791	37,137	42,451	27,698	42,451	44,676	-	44,676
100-5359-193	FICA	46,670	44,560	48,774	27,365	48,774	50,549	-	50,549
100-5359-194	HEALTH INSURANCE	86,915	86,783	91,218	56,924	91,218	102,630	-	102,630
100-5359-195	DENTAL INSURANCE	14,678	15,230	15,233	10,512	15,233	15,233	-	15,233
	<b>TOTAL</b>	<b>187,054</b>	<b>183,710</b>	<b>197,676</b>	<b>122,500</b>	<b>197,676</b>	<b>213,088</b>	<b>-</b>	<b>213,088</b>
<b>OPERATING EXPENSES</b>									
100-5331-220	SUPPLIES & MATERIALS	50,000	56,481	50,000	24,244	50,000	50,000	5,000	55,000
100-5331-280	COMMUNICATIONS	-	40	-	280	-	-	-	-
100-5331-310	OUTSIDE SERVICES	5,500	6,139	-	840	-	-	6,150	6,150
100-5359-280	COMMUNICATIONS	1,000	327	1,000	280	500	1,000	500	1,500
100-5359-440	TRAINING & DEVELOPMENT	1,500	973	1,500	1,014	1,500	1,500	750	2,250
100-5359-490	OTHER OPERATING EXPEN.	800	417	800	73	800	800	800	1,600
	<b>TOTAL</b>	<b>58,800</b>	<b>64,377</b>	<b>53,300</b>	<b>26,730</b>	<b>52,800</b>	<b>53,300</b>	<b>13,200</b>	<b>66,500</b>
<b>TOTAL STREET CREW</b>		<b>855,923</b>	<b>841,149</b>	<b>897,473</b>	<b>515,179</b>	<b>874,687</b>	<b>936,155</b>	<b>13,200</b>	<b>949,355</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>FLEET MAINTENANCE</b>									
<b>WAGES</b>									
100-5311-110	SALARIES-FULL-TIME	140,594	140,605	147,248	91,454	147,248	152,355	56,872	209,227
100-5311-111	LTE	23,300	1,950	14,300	-	-	14,300	-	14,300
100-5311-117	OVERTIME	1,116	-	1,116	-	300	1,116	(616)	500
100-5311-118	COMPENSATION COST RECOVERY	(10,000)	(16,919)	(10,000)	-	(15,000)	(10,000)	-	(10,000)
100-5311-135	LONGEVITY	1,270	1,270	1,270	-	1,270	1,337	-	1,337
	<b>TOTAL</b>	<b>156,280</b>	<b>126,905</b>	<b>153,934</b>	<b>91,454</b>	<b>133,818</b>	<b>159,108</b>	<b>56,256</b>	<b>215,364</b>
<b>PERSONNEL BENEFITS</b>									
100-5311-192	RETIREMENT	9,294	8,837	10,175	6,871	10,175	10,681	3,924	14,605
100-5311-193	FICA	12,720	10,445	13,229	6,664	13,229	12,936	4,351	17,287
100-5311-194	HEALTH INSURANCE	32,136	32,088	33,732	21,077	33,732	35,736	17,868	53,604
100-5311-195	DENTAL INSURANCE	3,721	3,720	4,370	2,480	4,370	3,721	2,185	5,906
	<b>TOTAL</b>	<b>57,871</b>	<b>55,091</b>	<b>61,506</b>	<b>37,092</b>	<b>61,506</b>	<b>63,074</b>	<b>28,328</b>	<b>91,402</b>
<b>OPERATING EXPENSES</b>									
100-5311-220	SUPPLIES & MATERIALS	1,500	3,910	1,500	963	1,500	1,500	-	1,500
100-5311-280	COMMUNICATIONS	500	364	500	280	500	500	-	500
100-5311-410	EQUIPMENT MAINTENANCE	120,000	134,420	125,000	57,276	125,000	125,000	5,000	130,000
100-5311-422	FUEL	65,200	66,077	58,700	36,619	60,000	58,700	-	58,700
100-5311-440	TRAINING & DEVELOPMENT	1,500	349	1,500	-	-	1,500	10,000	11,500
100-5311-490	OTHER OPERATING EXPEN.	300	109	300	188	400	300	-	300
100-5313-220	SUPPLIES & MATERIALS	-	-	-	31,815	-	-	-	-
100-5313-410	PARTS	-	-	-	20,269	-	-	-	-
100-5313-420	LUBRICANTS	-	-	-	2,261	-	-	-	-
	<b>TOTAL</b>	<b>189,000</b>	<b>205,229</b>	<b>187,500</b>	<b>149,670</b>	<b>187,400</b>	<b>187,500</b>	<b>15,000</b>	<b>202,500</b>
<b>TOTAL FLEET MAINTENANCE</b>		<b>403,151</b>	<b>387,225</b>	<b>402,940</b>	<b>278,217</b>	<b>382,724</b>	<b>409,682</b>	<b>99,584</b>	<b>509,266</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>CITY GARAGE</b>								
<b>OPERATING EXPENSES</b>								
100-5312-220 SUPPLIES & MATERIALS	14,000	15,784	14,000	8,004	14,000	14,000	-	14,000
100-5312-250 POSTAGE	-	-	-	-	-	-	-	-
100-5312-270 TELEPHONE	-	-	-	-	-	-	-	-
100-5312-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5312-310 OUTSIDE SERVICES	6,100	14,137	6,100	5,306	6,000	6,100	-	6,100
100-5312-410 EQUIPMENT REPAIR & MAINT	18,300	38,139	18,300	21,826	25,000	18,300	6,700	25,000
100-5312-440 TRAINING	-	-	-	-	-	-	-	-
100-5312-470 UTILITIES	56,000	46,886	51,000	35,018	50,000	51,000	-	51,000
100-5312-490 OTHER OPERATING EXPENSES	5,490	-	-	-	-	-	-	-
TOTAL	99,890	114,946	89,400	70,154	95,000	89,400	6,700	96,100
<b>TOTAL CITY GARAGE</b>	<b>99,890</b>	<b>114,946</b>	<b>89,400</b>	<b>70,154</b>	<b>95,000</b>	<b>89,400</b>	<b>6,700</b>	<b>96,100</b>
<b>STREET CLEANING</b>								
<b>OPERATING EXPENSES</b>								
100-5334-220 SUPPLIES & MATERIALS	5,000	10,135	6,200	6,019	8,000	6,200	2,000	8,200
100-5334-310 OUTSIDE SERVICES	8,000	7,026	8,000	9,319	15,000	8,000	7,000	15,000
100-5334-470 UTILITIES	100	-	100	-	100	100	-	100
TOTAL	13,100	17,161	14,300	15,338	23,100	14,300	9,000	23,300
<b>TOTAL STREET CLEANING</b>	<b>13,100</b>	<b>17,161</b>	<b>14,300</b>	<b>15,338</b>	<b>23,100</b>	<b>14,300</b>	<b>9,000</b>	<b>23,300</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>SNOW &amp; ICE REMOVAL</b>								
<b>OPERATING EXPENSES</b>								
100-5335-220 SUPPLIES & MATERIALS	95,000	92,027	95,000	88,149	90,000	95,000	4,000	99,000
100-5335-310 OUTSIDE SERVICES	-	-	-	-	-	-	25,000	25,000
100-5335-325 REIMBURSEMENTS	(9,800)	(9,369)	(9,800)	(12,977)	(12,977)	(9,800)	-	(9,800)
TOTAL	85,200	82,658	85,200	75,172	77,023	85,200	29,000	114,200
<b>TOTAL SNOW &amp; ICE REMOVAL</b>	<b>85,200</b>	<b>82,658</b>	<b>85,200</b>	<b>75,172</b>	<b>77,023</b>	<b>85,200</b>	<b>29,000</b>	<b>114,200</b>
<b>TRAFFIC SIGNALS, SIGNS &amp; MARKINGS</b>								
<b>OPERATING EXPENSES</b>								
100-5333-410 EQUIPMENT MAINTENANCE	-	-	-	-	-	-	-	-
100-5340-220 SUPPLIES & MATERIALS	2,500	3,670	2,500	2,083	2,500	2,500	-	2,500
100-5340-310 OUTSIDE SERVICES	3,000	3,817	3,000	1,620	3,000	3,000	-	3,000
100-5340-325 REIMBURSEABLE DAMAGE CLAIMS	(30,000)	(45,199)	(30,000)	(73,868)	(60,000)	(30,000)	-	(30,000)
100-5340-410 EQUIPMENT MAINTENANCE	30,000	29,080	30,000	47,788	55,000	30,000	-	30,000
100-5340-470 UTILITIES	17,000	15,985	17,000	10,610	17,000	17,000	-	17,000
100-5340-800 CAPITAL OUTLAY	2,000	2,015	2,000	-	2,000	2,000	-	2,000
100-5341-220 SUPPLIES & MATERIALS	40,300	45,286	47,300	52,117	47,000	47,300	5,700	53,000
100-5341-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5341-310 OUTSIDE SERVICES	3,500	4,945	3,500	4,387	5,000	3,500	1,500	5,000
100-5341-325 REIMBURSEABLE DAMAGE CLAIMS	-	-	-	-	-	-	-	-
TOTAL	68,300	59,599	75,300	44,737	71,500	75,300	7,200	82,500
<b>TOTAL TRAFFIC SIGNALS, SIGNS &amp; MARKINGS</b>	<b>68,300</b>	<b>59,599</b>	<b>75,300</b>	<b>44,737</b>	<b>71,500</b>	<b>75,300</b>	<b>7,200</b>	<b>82,500</b>



## 2024 City of Middleton Budget

### PUBLIC WORKS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>STREET LIGHTING</b>								
<b>OPERATING EXPENSES</b>								
100-5342-220 SUPPLIES & MATERIALS	6,000	12,918	6,000	12,635	10,000	6,000	-	6,000
100-5342-310 OUTSIDE SERVICES	8,000	6,247	8,000	1,746	8,000	8,000	-	8,000
100-5342-470 UTILITIES	121,000	140,407	121,000	100,215	151,000	121,000	30,000	151,000
100-5342-800 CAPITAL OUTLAY	5,000	5,821	7,500	2,759	1,000	7,500	-	7,500
TOTAL	140,000	165,393	142,500	117,355	170,000	142,500	30,000	172,500
<b>TOTAL STREET LIGHTING</b>	<b>140,000</b>	<b>165,393</b>	<b>142,500</b>	<b>117,355</b>	<b>170,000</b>	<b>142,500</b>	<b>30,000</b>	<b>172,500</b>
<b>TREE &amp; BRUSH REMOVAL</b>								
<b>OPERATING EXPENSES</b>								
100-5343-220 SUPPLIES & MATERIALS	1,500	1,609	1,500	118	1,000	1,500	-	1,500
100-5343-490 OTHER OPERATING EXPENSES	-	-	3,000	-	-	3,000	-	3,000
TOTAL	1,500	1,609	4,500	118	1,000	4,500	-	4,500
<b>TOTAL TREE &amp; BRUSH REMOVAL</b>	<b>1,500</b>	<b>1,609</b>	<b>4,500</b>	<b>118</b>	<b>1,000</b>	<b>4,500</b>	<b>-</b>	<b>4,500</b>
<b>SIDEWALK MAINTENANCE</b>								
<b>OPERATING EXPENSES</b>								
100-5344-310 OUTSIDE SERVICES	130,000	76,651	130,000	480	132,000	130,000	-	130,000
TOTAL	130,000	76,651	130,000	480	132,000	130,000	-	130,000
<b>TOTAL SIDEWALK MAINTENANCE</b>	<b>130,000</b>	<b>76,651</b>	<b>130,000</b>	<b>480</b>	<b>132,000</b>	<b>130,000</b>	<b>-</b>	<b>130,000</b>



## 2024 City of Middleton Budget

PUBLIC WORKS	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>STORM SEWERS</b>							
<b>OPERATING EXPENSES</b>								
100-5345-220 SUPPLIES & MATERIALS	15,000	8,652	15,000	16,442	20,000	15,000	-	15,000
100-5345-310 OUTSIDE SERVICES	58,000	15,936	58,000	16,969	15,000	58,000	(23,000)	35,000
100-5345-470 UTILITIES	-	10,724	16,500	5,499	8,500	16,500	-	16,500
TOTAL	73,000	35,312	89,500	38,910	43,500	89,500	(23,000)	66,500
<b>TOTAL STORM SEWERS</b>	<b>73,000</b>	<b>35,312</b>	<b>89,500</b>	<b>38,910</b>	<b>43,500</b>	<b>89,500</b>	<b>(23,000)</b>	<b>66,500</b>
<b>WATER RESOURCES</b>								
<b>OPERATING EXPENSES</b>								
100-5618-310 OUTSIDE SERVICES	30,080	29,581	30,080	29,138	30,080	30,080	(15,284)	14,796
100-5618-490 STORM WATER MANAGEMENT PLAN	-	-	-	-	-	-	-	-
100-5618-500 OTHER STORM WATER EXPENSES	-	-	-	1,000	1,000	-	-	-
TOTAL	30,080	29,581	30,080	30,138	31,080	30,080	(15,284)	14,796
<b>TOTAL WATER RESOURCES</b>	<b>30,080</b>	<b>29,581</b>	<b>30,080</b>	<b>30,138</b>	<b>31,080</b>	<b>30,080</b>	<b>(15,284)</b>	<b>14,796</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>2,834,197</b>	<b>2,707,566</b>	<b>2,952,349</b>	<b>1,759,024</b>	<b>2,894,362</b>	<b>3,018,622</b>	<b>261,579</b>	<b>3,280,201</b>

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVES REFUSE AND RECYCLING BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	MRD Contribution	30.00	-	30.00	-
2	Pellitteri Service	(20,000.00)	-	(20,000.00)	-
3	Recycling Center: Addl. Hours	9,954.00	-	9,954.00	0.25
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		<b>(10,016.00)</b>	<b>-</b>	<b>(10,016.00)</b>	<b>0.25</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
REFUSE AND RECYCLING**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

<b>MRD Contribution</b>	
1	
Other	
N/A	
0	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5363-310	Landfill: MRD Contribution	30			30
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>30</b>	<b>-</b>	<b>-</b>	<b>30</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>30</b>
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**DESCRIPTION**

MRD budget was recently drafted using likely population changes (preliminary data typically available in mid-August), and initial draft shows potential for City contribution to MRD, Inc. to rise only very slightly. Final MRD budget is typically approved by the Board in early to mid-October, so firm costs will be known then.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

City of Middleton is a member of Metropolitan Refuse District, Inc. and has a continuing obligation to fund the operations of the MRD land (closed landfill site) on CTH Q.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
REFUSE AND RECYCLING**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Pellitteri Service
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5562-310	Refuse Collection	(15,000)			(15,000)
100-5365-310	Recycling Collection	(5,000)			(5,000)
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>(20,000)</b>	<b>-</b>	<b>-</b>	<b>(20,000)</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>(20,000)</b>	<b>-</b>	<b>-</b>	<b>(20,000)</b>
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**DESCRIPTION**

Decreases due to reduced cart prices offered by Pellitteri as part of the multi-year contract negotiated in 2023. Recent trend of about 20 additional carts placed in service annually, but the increase in number of carts is expected to be offset by reduction in the per cart price in 2024, and diesel prices that are not projected to result in surcharges.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

City has contracted with Pellitteri for solid waste collections through 2033.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
REFUSE AND RECYCLING**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Recycling Center: Addl. Hours</b>	
3	
Other	
N/A	
0.25	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5365-110	Recycling Center Coordinators		9,247		9,247
100-5365-193	Recycling Center FICA		707		707
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>9,954</b>	<b>-</b>	<b>9,954</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>9,954</b>	<b>-</b>	<b>9,954</b>
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**DESCRIPTION**

Request an additional 468 hours per year (1,040 total, average 20 hours per week) so the coordinators can take care to better clean up the facility, complete paperwork, and coordinate material pick-ups. With the addition of hours, there will be a public expectation that the Middleton Recycling Center (MRC) can be open more hours, such as staying open longer on Saturdays or adding an additional afternoon in the week.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Currently the Middleton Recycling Center Coordinator position is budgeted for 572 hours per year (average of 11 hours per week). During busy times, the queue of vehicles can extend onto Parmenter St. which creates an unsafe condition for motorists. Opening the center for additional hours may also allow more residents flexibility in being able to drop-off materials at the MRC.



## 2024 City of Middleton Budget

REFUSE & RECYCLING COLLECTION	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
	<b>LANDFILL</b>								
<b>OPERATING EXPENSES</b>									
100-5363-310	OUTSIDE SERVICES	94,230	94,255	90,230	89,950	89,950	90,230	30	90,260
100-5363-990	LANDFILL	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>94,230</b>	<b>94,255</b>	<b>90,230</b>	<b>89,950</b>	<b>89,950</b>	<b>90,230</b>	<b>30</b>	<b>90,260</b>
<b>TOTAL LANDFILL</b>		<b>94,230</b>	<b>94,255</b>	<b>90,230</b>	<b>89,950</b>	<b>89,950</b>	<b>90,230</b>	<b>30</b>	<b>90,260</b>
<b>REFUSE COLLECTION</b>									
<b>OPERATING EXPENSES</b>									
100-5562-310	OUTSIDE SERVICES	572,000	575,245	585,000	330,643	566,000	585,000	(15,000)	570,000
100-5562-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>572,000</b>	<b>575,245</b>	<b>585,000</b>	<b>330,643</b>	<b>566,000</b>	<b>585,000</b>	<b>(15,000)</b>	<b>570,000</b>
<b>TOTAL REFUSE COLLECTION</b>		<b>572,000</b>	<b>575,245</b>	<b>585,000</b>	<b>330,643</b>	<b>566,000</b>	<b>585,000</b>	<b>(15,000)</b>	<b>570,000</b>
<b>RECYCLING COLLECTION</b>									
<b>WAGES</b>									
100-5365-110	SALARIES-FULL-TIME	10,829	10,965	11,702	8,020	12,000	11,983	9,247	21,230
100-5365-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>10,829</b>	<b>10,965</b>	<b>11,702</b>	<b>8,020</b>	<b>12,000</b>	<b>11,983</b>	<b>9,247</b>	<b>21,230</b>
<b>PERSONNEL BENEFITS</b>									
100-5365-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
100-5365-193	FICA	828	839	896	614	896	917	707	1,624
	<b>TOTAL</b>	<b>828</b>	<b>839</b>	<b>896</b>	<b>614</b>	<b>896</b>	<b>917</b>	<b>707</b>	<b>1,624</b>
<b>OPERATING EXPENSES</b>									
100-5365-210	SUPPLIES	-	23	-	-	-	-	-	-
100-5365-260	ADVERTISING, PRINTING, PUBLISH	-	-	-	-	-	-	-	-
100-5365-280	COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5365-310	OUTSIDE SERVICES	300,000	304,950	310,000	174,897	300,000	310,000	(5,000)	305,000
100-5365-325	REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5365-440	TRAINING & DEVELOPMENT	-	-	-	-	-	-	-	-
100-5365-490	OTHER OPERATING EXPENSES	19,000	25,483	21,500	14,362	20,000	21,500	-	21,500
	<b>TOTAL</b>	<b>319,000</b>	<b>330,456</b>	<b>331,500</b>	<b>189,259</b>	<b>320,000</b>	<b>331,500</b>	<b>(5,000)</b>	<b>326,500</b>
<b>TOTAL RECYCLING COLLECTION</b>		<b>330,657</b>	<b>342,260</b>	<b>344,098</b>	<b>197,892</b>	<b>332,896</b>	<b>344,400</b>	<b>4,954</b>	<b>349,354</b>
<b>TOTAL REFUSE &amp; RECYCLING COLLECTION</b>		<b>996,887</b>	<b>1,011,760</b>	<b>1,019,328</b>	<b>618,486</b>	<b>988,846</b>	<b>1,019,630</b>	<b>(10,016)</b>	<b>1,009,614</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
TRANSIT  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Metro Transit Contract & State Funding	654,448	529,095	125,353	-
<b>TOTAL</b>		<b>654,448</b>	<b>529,095</b>	<b>125,353</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TRANSIT**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Metro Transit Contract & State Funding
Department Priority Number:	1
Strategic Plan Objective:	Transportation, Infrastructure, & Tecnology
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	-

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Change	Line Item Shift	Total
100-4359-00	STATE AIDS - TRANSIT			(820,264)	(820,264)
NEW FUND	STATE AIDS - TRANSIT			820,264	820,264
NEW FUND	TRANSFER FROM GEN FUND		529,095		529,095
					-
<b>Total Revenues</b>		-	<b>529,095</b>	-	<b>529,095</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Change	Line Item Shift	Total
100-5355-990	TRANSIT		(604,110)	(529,095)	(1,133,205)
100-5923-998	TRANS TO TRANSIT FUND		-	529,095	529,095
NEW FUND	TRANSIT		1,258,558	-	1,258,558
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>654,448</b>	-	<b>654,448</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>125,353</b>	-	<b>125,353</b>
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**DESCRIPTION**

Under the terms of the City's agreement with the City of Madison the gross cost of Metro transit service is projected to increase from \$1,129,222 in 2023 to \$1,258,558 in 2024. Actual costs will vary based on the amount of fare revenue received. Middleton received \$820,264 in direct state transit funding in 2023. The amount of state funding has not been determined for 2024 yet. It is proposed that beginning in 2024 transit will be budgeted in a special revenue fund rather than in the City's general fund. The general fund would make an annual transfer to cover the local share of transit service. Any excess funds from 2023 could be used as the begining balance for the new transit fund.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Conintue support of the transit services is consistent with the strategic plan goals for Transportation, Information, & Technology. It also supports the City's Comperhensive Plan and Sustainability goals.



## 2024 City of Middleton Budget

TRANSIT	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>OPERATING EXPENSES</b>							
100-5355-220 SUPPLIES & MATERIALS	-	-	-	-	-	-	-	-
100-5355-800 CAPITAL OUTLAY	-	-	100,000	80	100,000	-	-	-
100-5355-990 TRANSIT	509,419	510,472	1,133,205	351,441	1,129,222	1,133,205	(1,133,205)	-
100-5355-992 PAYMENT TO MPO	2,465	2,465	6,461	6,461	6,461	6,461	-	6,461
<b>TOTAL</b>	<b>511,884</b>	<b>512,937</b>	<b>1,239,666</b>	<b>357,982</b>	<b>1,235,683</b>	<b>1,139,666</b>	<b>(1,133,205)</b>	<b>6,461</b>
<b>TOTAL TRANSIT EXPENDITURES</b>	<b>511,884</b>	<b>512,937</b>	<b>1,239,666</b>	<b>357,982</b>	<b>1,235,683</b>	<b>1,139,666</b>	<b>(1,133,205)</b>	<b>6,461</b>
<b>OFFSETTING REVENUE</b>								
100-4359-00 STATE AID - TRANSIT	-	-	820,264	205,064	820,264	820,264	(820,264)	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>820,264</b>	<b>205,064</b>	<b>820,264</b>	<b>820,264</b>	<b>(820,264)</b>	<b>-</b>
<b>NET TRANSIT LOCAL SHARE</b>	<b>511,884</b>	<b>512,937</b>	<b>419,402</b>	<b>152,918</b>	<b>415,419</b>	<b>319,402</b>	<b>(312,941)</b>	<b>6,461</b>

PRIOR TO 2022 MIDDLETON RECEIVED A SHARE OF STATE AID PROVIDED TO MADISON METRO  
 BEGINNING IN 2023 THE CITY OF MIDDLETON RECEIVES STATE AID DIRECTLY FROM THE WISCONSIN DEPARTMENT OF TRANSPORTATION  
 FOR 2024 TRANSIT IS RECOMMENDED TO BE ACCOUNTING FOR IN A SPECIAL REVENUE FUND. THE CITY'S LOCAL SHARE OF IS BUDGETED UNDER TRANSFERS TO OTHER FUNDS



**CITY OF MIDDLETON SENIOR CENTER DEPARTMENT NARRATIVE  
FISCAL 2024**

**DIRECTOR:** Tammy Derrickson

**MISSION:** The Middleton Senior Center enriches the lives of older adults by providing quality programs and services.

**EQUITY & INCLUSION STATEMENT:** The Middleton Senior Center acknowledges and honors the value, dignity, and diversity of all individuals. We are committed to equity and inclusion as well as organizational and individual efforts that build respect, dignity, fairness, caring, and belonging.

**ORGANIZATIONAL CHART**



<b>AUTHORIZED POSITION LIST</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Director (1)	1	1	1	1	1	1
Program Coordinator (1)	1	1	1	1	1	1
Volunteer Coordinator (1)	0.5	0.5	0.5	0.5	0.5	0.5
Dining Center Coordinator (1)	.88	.88	.88	.88	.88	.88
Case Manager (2)	1.3	1.3	1.3	1.3	1.4	1.4
Administrative Assistant (1)	.58	.58	.58	.58	0.5	0.5
Front Desk Receptionist (1)	.63	.63	.63	.63	0.5	0.5
<b>Total</b>	<b>5.89</b>	<b>5.89</b>	<b>5.89</b>	<b>5.89</b>	<b>5.78</b>	<b>5.78</b>

## DEPARTMENT MAJOR RESPONSIBILITIES:

- Provide and coordinate programs and services for older adults, to maintain their independence and uphold their dignity.
- Provide opportunities for volunteer service at the Senior Center and serve older adults throughout the community.
- Provide information and referrals to older adults and their families.
- Provide opportunities for older adults to influence policies, procedures, and programs at the Middleton Senior Center.
- Work cooperatively with other city departments to enhance the lives of older adults and all Middleton citizens.
- Develop and maintain community ties that enhance the lives of older adults.

## 2024 GOALS

- Continued program development, enriching the lives of all residents in an inclusive and equitable way.
- Solidify the senior center front desk experience, to be more user friendly focusing on customer service.
- Provide more opportunities for participants to give input into the program and facility solutions.
- Improve and expand the special events programming.
- Build a planned giving program through the senior center endowment fund.

## SIGNIFICANT ISSUES IN 2023/2024

### **Significant building Issues**

- **There are 2 small leaks** in the roof/flashing system in 2 areas of the senior center. One area is leaking over a laminated floor system which has caused damage to the flooring resulting in safety issues. This space is a multiuse program room for the Hubbard Activity center and the inside walls of the senior center are also affected. This area smells moldy after a rainstorm, and water runs down the walls of the main entryway which could be hazardous for staff, children, and seniors.
- **Dining room** electrical issues regularly cause issues for staff and prevent the addition of back-up systems. There are multiple outlets that are on the same circuits. This causes the breakers to trip and limits programming in that area.

**Senior Center exterior doors** were identified during a walk through with CVMIC as needing replacement. The handicap accessible switch is not located in an easily accessible location, and the door is an older system that is not in good operating condition. Seniors who push the accessibility buttons multiple times to get out can cause the door to time out and not function. This could be very dangerous in an emergency. In the winter cold air comes through the door cracks allowing actual frost build-up inside the facility doors. By replacing the three sets of doors we will have ADA compliant doors that are energy efficient.

**Furnace replacement** began three years ago in the building, and the remaining are all 23 years old. The facility has 10 furnaces that have been failing over the past few years. We have had two unplanned failures this year that were repaired, they have surpassed their lifetime usage. We have six units left to replace out of the 10.

**Significant issues Cont.**

- Improving the function of the front desk area and updating services has been a significant focus in 2023. Improving technology and using software options in the My senior Center program has also been a focus. We converted all dining site operations into the My senior center software program making the dining center more efficient.
- Difficult and complicated situations in the case management area continue to be an area of concern. The lack of affordable housing and in home care for seniors with limited incomes is a very concerning trend.
- Training new staff members in key positions was also a significant facility issue in 2023.

<b>WORKLOAD ACTIVITIES</b>	<b>2020</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Projected</b>	<b>2024 Projected</b>
Daily participation & calls average	230	100(COVID)	250	270	280
Case management clients Does not include walk- in traffic. Numbers for Dane County only.	161	181	198	200	205
Meals on wheels delivered	11,588	12,069	15,334	12,350	12,400
Dining center meals served	1197	1059	2402	2000	2100
Volunteers on staff	60 (COVID	100(COVID)	200	190	200
Newsletter distributed monthly by mail. This does not include web site traffic.	1,785	2100	2200	2200	2200
Medical equipment loaned.	802	600	457	500	500

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVES SENIOR CENTER BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Utility Increase	2,000	-	2,000	-
2	Postage Increase	1,768	-	1,768	-
3	SR Center Classes	10,000	34,000	(24,000)	-
4	Volunteer Expenses	500	-	500	-
5	Trips	14,000	14,000	-	-
<b>TOTAL</b>		<b>28,268</b>	<b>48,000</b>	<b>(19,732)</b>	<b>-</b>



CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	County Aid Increase
Department Priority Number:	0
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4373-00	COUNTY AID - SENIOR CITIZENS		7,276		7,276
					-
					-
					-
<b>Total Revenues</b>		-	<b>7,276</b>	-	<b>7,276</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	-	-	-

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>(7,276)</b>	-	<b>(7,276)</b>
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Utility Increase
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5516-470	Utilities		2,000		2,000
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	2,000	-	2,000

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	2,000	-	2,000
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Postage Increase
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5516-250	Postage		1,768		1,768
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	1,768	-	1,768

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	1,768	-	1,768
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	SR Center Classes
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4663-00	SR Center Class Revenue		34,000		34,000
					-
					-
					-
<b>Total Revenues</b>		-	<b>34,000</b>	-	<b>34,000</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5516-330	Class Expense		10,000		10,000
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>10,000</b>	-	<b>10,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>(24,000)</b>	-	<b>(24,000)</b>
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Volunteer Expenses
Department Priority Number:	4
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
			-	-	-
			-	-	-
			-	-	-
			-	-	-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5516-335	Volunteer Expenses		500	-	500
			-	-	-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	500	-	500

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	500	-	500
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
SENIOR CENTER**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Trips		
Department Priority Number:	5		
Strategic Plan Objective:	Other		
Strategic Plan Action Item:	N/A		
Full-Time Equivalent Staff Change:			

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4662-00	Trip Revenue		14,000		14,000
					-
					-
					-
<b>Total Revenues</b>		-	<b>14,000</b>	-	<b>14,000</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5516-310	Trip Expenses		14,000		14,000
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>14,000</b>	-	<b>14,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	-	-	-
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

### SENIOR CENTER REVENUES

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>INTERGOVERNMENTAL REVENUE</b>								
100-4373-00 COUNTY AID - SENIOR CITIZENS	82,175	83,077	94,351	69,979	101,627	101,627	-	101,627
TOTAL	82,175	83,077	94,351	69,979	101,627	101,627	-	101,627
<b>PUBLIC CHARGES FOR SERVICES</b>								
100-4661-00 SENIOR CITIZEN PROGRAM REVENUE	4,000	1,235	4,000	162	1,200	4,000	-	4,000
100-4662-00 SR CENTER TRIP REVENUE	7,000	10,217	7,000	23,838	22,000	7,000	14,000	21,000
100-4663-00 SR. CENTER CLASSES REVENUE	10,700	25,009	10,700	32,618	34,000	10,700	34,000	44,700
100-4664-00 SENIOR CENTER MISC REVENUE	4,000	6,453	4,000	2,451	4,000	4,000	-	4,000
TOTAL	25,700	42,914	25,700	59,069	61,200	25,700	48,000	73,700
<b>TOTAL SENIOR CENTER REVENUES</b>	<b>107,875</b>	<b>125,990</b>	<b>120,051</b>	<b>129,048</b>	<b>162,827</b>	<b>127,327</b>	<b>48,000</b>	<b>175,327</b>



## 2024 City of Middleton Budget

### SENIOR CENTER

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5516-110	SALARIES-FULL-TIME	137,071	224,188	238,084	160,194	238,084	249,525	-	249,525
100-5516-111	PART-TIME PERM.	191,639	79,014	106,837	42,177	106,837	112,946	-	112,946
100-5516-117	OVERTIME	-	-	-	-	-	-	-	-
100-5516-118	WAGE REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5516-120	WAGES	-	-	-	-	-	-	-	-
100-5516-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>328,710</b>	<b>303,202</b>	<b>344,921</b>	<b>202,371</b>	<b>344,921</b>	<b>362,471</b>	<b>-</b>	<b>362,471</b>
<b>PERSONNEL BENEFITS</b>									
100-5516-192	RETIREMENT	14,597	12,798	18,876	12,049	18,876	17,217	-	17,217
100-5516-193	FICA	25,146	22,338	26,386	14,944	26,386	27,729	-	27,729
100-5516-194	HEALTH INSURANCE	45,286	43,790	57,486	29,561	57,486	50,316	-	50,316
100-5516-195	DENTAL INSURANCE	6,033	5,940	7,664	4,022	7,664	6,033	-	6,033
	<b>TOTAL</b>	<b>91,062</b>	<b>84,867</b>	<b>110,412</b>	<b>60,575</b>	<b>110,412</b>	<b>101,295</b>	<b>-</b>	<b>101,295</b>
<b>OPERATING EXPENSES</b>									
100-5516-210	OFFICE SUPPLIES	6,349	6,168	8,749	4,187	8,700	8,749	-	8,749
100-5516-250	POSTAGE	7,232	6,072	7,232	5,288	9,000	7,232	1,768	9,000
100-5516-260	ADVERTISING, PRINTING, PUBLISH	4,700	1,431	4,700	933	4,700	4,700	-	4,700
100-5516-280	COMMUNICATIONS	2,950	6,023	6,900	4,137	6,800	6,900	-	6,900
100-5516-310	TRIPS	5,000	8,632	5,000	14,292	19,000	5,000	14,000	19,000
100-5516-320	PROGRAMS	4,855	2,444	4,855	2,087	4,855	4,855	-	4,855
100-5516-330	CLASSES	6,500	17,454	6,500	17,917	26,434	6,500	10,000	16,500
100-5516-335	VOLUNTEER EXPENSES	3,000	277	3,000	1,871	3,000	3,000	500	3,500
100-5516-340	BUILDINGS & GROUNDS MAINT	18,670	18,887	24,003	13,081	24,000	24,003	-	24,003
100-5516-410	EQUIPMENT MAINTENANCE	7,936	5,153	7,936	4,114	7,800	7,936	-	7,936
100-5516-440	TRAINING & DEVELOPMENT	1,500	525	1,500	-	1,200	1,500	-	1,500
100-5516-450	MILEAGE	942	226	942	-	600	942	-	942
100-5516-470	UTILITIES	22,900	21,403	24,400	16,516	25,000	24,400	2,000	26,400
100-5516-480	DINING CENTER EXPENSES	4,700	3,376	4,700	3,004	4,700	4,700	-	4,700
100-5516-490	OTHER OPERATING EXPENSES	2,964	5,015	2,964	476	2,964	2,964	-	2,964
	<b>TOTAL</b>	<b>100,198</b>	<b>103,086</b>	<b>113,381</b>	<b>87,904</b>	<b>148,753</b>	<b>113,381</b>	<b>28,268</b>	<b>141,649</b>
<b>TOTAL SENIOR CENTER</b>		<b>519,970</b>	<b>491,155</b>	<b>568,714</b>	<b>350,850</b>	<b>604,086</b>	<b>577,147</b>	<b>28,268</b>	<b>605,415</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Parks & Recreation Department**

**DEPARTMENT: Parks & Recreation**

**DIRECTOR: Kiley Scherer**

**OUR PURPOSE:**

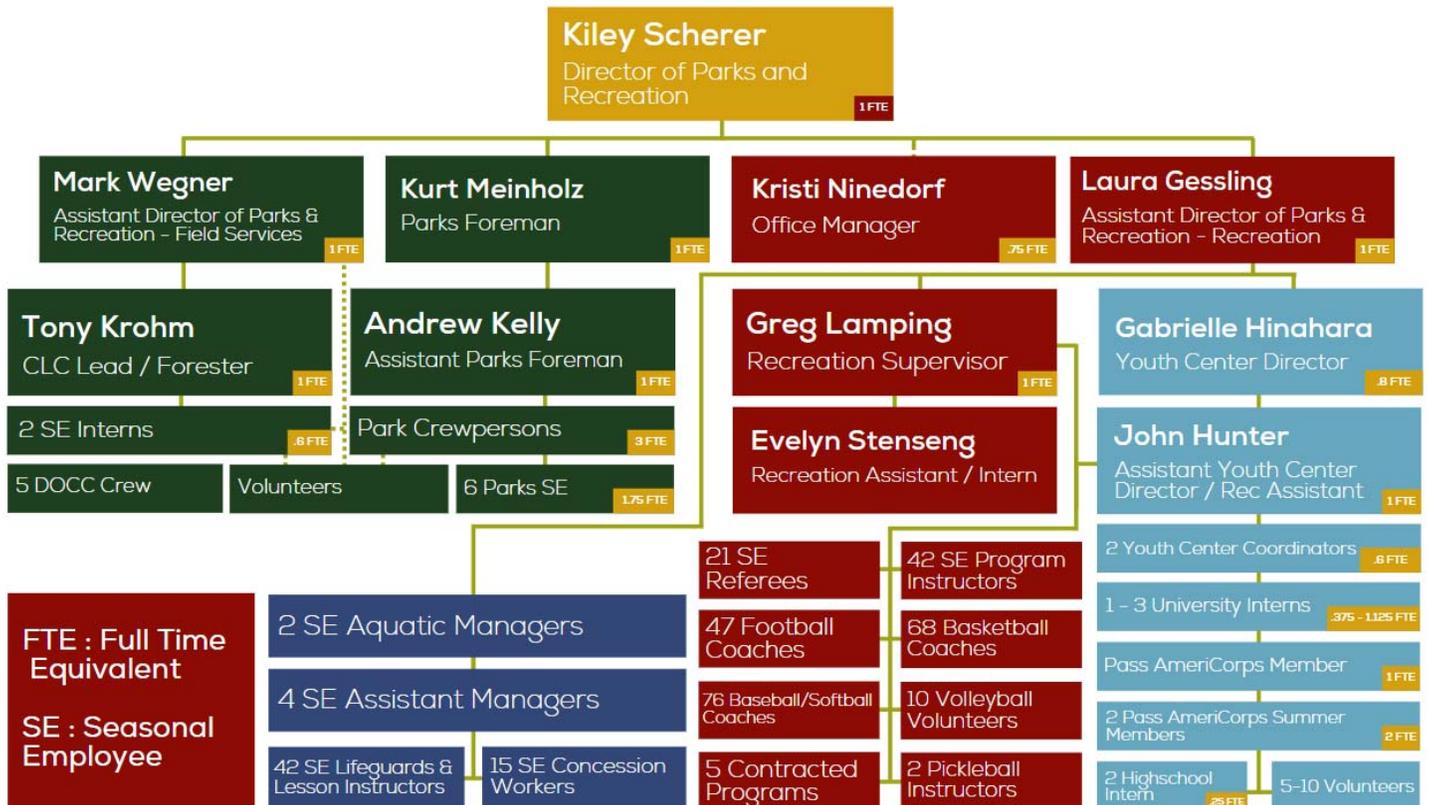
The Middleton Recreation Division’s purpose is to serve as a catalyst in the development, initiation, coordination, and the support for a variety of leisure time activities and facilities for all community members.

**OUR MISSION:**

The City of Middleton seeks to provide a park and recreation system that will accomplish the following:

- Meet the needs of our current residents and future generations.
- Preserve and protect the City’s open space, water cultural, and natural resources.
- Offer barrier free access for all visitors.
- Provide a park and recreation program that is designed to enhance the City’s quality of life for City of Middleton residents.

**ORGANIZATIONAL STRUCTURE:**



## **MAJOR RESPONSIBILITIES:**

### **Parks:**

1. Maintain 27 active parks with over 558 acres for active and passive outdoor recreation and park facilities to meet current and future demands.
2. Ensure that parks, recreation lands, facilities and programs are barrier free and designed to meet the special needs of all residents, especially the elderly, and persons with disabilities.
3. Coordinate subdivision review with all departments responsible for providing or maintaining adequate park lands and facilities and ensure that only land that is suitable for outdoor recreation is dedicated as parkland.
4. Coordinate development efforts, routine use and maintenance of recreational lands and facilities with the City of Middleton, Middleton Cross Plains School District, and other appropriate public outdoor recreation agencies.

### **Recreation:**

1. Plan, direct, and evaluate a comprehensive program of recreational and leisure activities for all segments, groups, ages, and interest levels of the community.
2. Operate the Walter R. Bauman Aquatic Center, Hubbard Activity Center, and Youth Center.
3. Recruit, hire, train, supervise, and evaluate interns, administrative and seasonal employees of the department.
4. Facilitate and execute aspects of administrative duties as needed including program registration, facility reservations, payroll processing, and cost center fiscal management.
5. Work with the School District and other organizations in an effort to make the best use of all existing facilities.

### **Conservancy:**

1. Protect, restore, and enhance the water quality of all lakes, creeks, and kettle ponds within Middleton's Conservancy Lands System by ecological restoration of shore land buffer zones, aquatic and emergent zones, stabilizing stream banks, wetlands, and ponds.
2. Protect, restore, and enhance the native flora and fauna within Conservancy Lands Areas.
3. Protect, restore, and enhance wildlife habitat and corridors that connect fragmented habitat parcels.
4. Control exotic and invasive species.
5. Consult with similar agencies from neighboring cities, towns, and counties to develop a regional response to issues concerning land conservation and management.

### **Forestry:**

1. Maintain the city's 9,167 street trees, 2,210 parkland trees, and thousands of trees located in conservancy lands.
2. Expand equitable urban tree canopy cover to maximize community access to human health, social, ecological, and economic benefits.
3. Broaden community engagement in local urban forest planning.
4. Improve our urban forests resilience to climate change, pests and storm events through best management and maintenance practices.

## 2024 GOALS:

1. Adequately maintain facilities and provide quality recreation opportunities for the community
  - Complete staffing assessment to address short and long term needs
  - Identify inefficiencies in equipment, tools, and service delivery
  - Greater input from public related to community needs
  - Increase inter department communication on projects and planning
  - Grow youth sports and adult programming and youth swim lessons
2. Promote social equity as outlined by the three pillars of the NRPA
  - Identify barriers to participation including but not limited to financial assistance, outreach, and transportation
  - Determine funding sources for scholarship program and Youth Center
3. Develop plans, policies, and procedures for the department
  - Create strategic marketing & communications plan
  - Update Facility Reservation process and policies
  - Create Department Fee Schedule with process to implement new programs and services
  - Create Department Wage Scale
  - Review current policies and procedures to make updates and in absence, create new
4. Continue development of public lands system while taking into account overall maintenance
  - Create history and projection of acres developed by year
  - Develop cost of maintaining current system and establish baseline budget for maintenance
  - Develop new parks and facilities with a focus on sustainability and develop consistent design standards for amenities (shelters, restrooms, etc)
  - As development occurs identify additional staffing needed for maintenance
  - Create asset inventory system that supports development of Capital Budget and replacement programs
5. Improve use of technology to increase efficiency and effectiveness of services
  - Provide training to staff utilizing technology
  - Review current technology used and explore emerging technologies in the following areas:
    - Aquatic Facility Point of Sale
    - Staff Communication & Scheduling Software
    - Bulk Email Campaigns
    - Customer Satisfaction Surveying
  - Ensure allocation of funds to support technology needs
  - Create digital documentation for improved data collection and distribution
6. Create more equitable agreements
  - Review existing agreements
  - Determine what is equitable
  - Develop time table for review
  - Create template for future agreements that are mutually beneficial
  - Improve educational efforts regarding disparities in existing agreements with PRFC and Council
7. Development of professional development program for all staff
  - Improved access and use of CVMIC
  - Ensure allocation of funds to support training
  - Improved use of PARR3 and WPRA training
  - Development of individual professional development plans and support from PRFC and Council

### **SIGNIFICANT ISSUES IN 2023:**

1. The Walter Bauman Aquatic Center is an aging facility in need of significant maintenance to ensure viability until a future renovation can be completed. Adequate funding will need to be available to maintain the facility, and to attract and maintain staff. Before opening in 2024, the filter system needs to be upgraded, ne appliances needed in the concessions stand, water features need to be repainted, circulation and feature pumps and valves need to be replaced, along with several small repairs to meet code requirements and improve services levels.
2. Staffing for the Walter Bauman Aquatic Center and Parks Seasonal positions continues to be a challenge. Lower wages, as compared to other relatable positions, contributes to fewer applicants. Wages for seasonal positions will need to be increased to stay competitive.
3. Additional professional staff are needed to be able to continue to expand program offerings and services within the Department. Full-time staff are at workload capacity yet demand far exceeds what services staff are able to provide. These cannot be seasonal staff positions, as consistency is required.
4. There was a large transition in leadership roles in the department with a short amount of time to prepare and execute services for the peak season. There will be an emphasis on creating structure and implementing process for the following year. With this large cultural shift, team development and accountability will need to be one of the focuses.

### **2023 HIGHLIGHTS:**

1. Completed the Pump Track at the Middleton Bike Park
2. Completed the Creek Corridor Trail Restoration Project
3. Completed Restoration of the Woodside Heights Park Basketball Court and Trail System
4. Repaired Lakeview Indoor Shelter Flooring
5. Installed New ADA Compliant Sidewalk at Baskerville Park
6. Spongy Moth Supression Completed
7. Updated and Implemented Revised Bench Donation Program
8. Complete Overhall of our Registration Software System to be Fully Translatable to Reduce Language Barriers
9. Complete Overhall of Website to Increase Communication with Community and Provide Up To Date Information
10. Walter Bauman Aquatic Center Repairs/Improvements
  - a. New Shade Structures Installed
  - b. Replaced Chemical Feed System (Controller, pump, chlorine feeder)
  - c. Replaced Slide Deck and Refurbised Structural Elements
  - d. Several Supplies were Replaced/Upgraded (Diving Boards, Safety Equipment, etc.)
  - e. New Shelving/Storage System Installed
  - f. Diving Well Filter System Replaced with Filter Media Swap
  - g. Circulation Pumps and Valves Replaced

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVES PARKS, RECREATION, AND FORESTRY BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Oakhill Corrections Increase	\$ 19,110.00	\$ -	\$ 19,110.00	0
2	Parks & Recreation Seasonal	\$ 10,130.00	\$ -	\$ 10,130.00	0
3	Recreation-Youth Center	\$ (3,075.00)	\$ (21,003.00)	\$ 17,928.00	0
4	Forestry Increase	\$ 53,575.00	\$ -	\$ 53,575.00	0
5	Parks Increase	\$ 21,095.00	\$ -	\$ 21,095.00	0
6	Recreation-Aquatics	\$ 53,145.00	\$ 37,000.00	\$ 16,145.00	0
7	Recreation-Rec	\$ 27,146.00	\$ 36,500.00	\$ (9,354.00)	0
8	Conservancy Increase	\$ 5,559.00	\$ -	\$ 5,559.00	0
9	0	\$ -	\$ -	\$ -	
<b>TOTAL</b>		<b>\$ 186,685.00</b>	<b>\$ 52,497.00</b>	<b>\$ 134,188.00</b>	<b>0</b>

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

<b>Oakhill Corrections Increase</b>	
1	
Recreation & Wellness	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5620-490	OTHER OPERATING EXPENSES		19,110		19,110
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>19,110</b>	-	<b>19,110</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	19,110	-	19,110
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**DESCRIPTION**

Wage increase for crew staff sergeant implemented by the State of WI.

## 2024 City of Middleton Budget

### JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The newly passed WI state budget included a provision to increase wages for sergeants in the Department of Corrections. This increase is passed on to us through the work release crew utilized in Conservancy Lands. This crew provides a vital source of labor in the Conservancy Lands system and not funding this increase would result in the reduction of time that this crew works in our conservancy system.

**2024 City of Middleton Budget**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PARKS, RECREATION, AND FORESTRY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Parks &amp; Recreation Seasonal</b>
Department Priority Number:	2
Strategic Plan Objective:	Recreation & Wellness
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5520-120	Parks Seasonal		(25,590)		(25,590)
100520-193	FICA		(1,958)		(1,958)
100-5530-120	Recreation Seasonal		35,000		35,000
100-5530-193	FICA		2,678		2,678
					-
					-
					-
<b>Total Expenditures</b>		-	<b>10,130</b>	-	<b>10,130</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>10,130</b>	-	<b>10,130</b>
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**DESCRIPTION**

Seasonal wages for parks, forestry, interns, office assistant, marketing & communications intern.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

## 2024 City of Middleton Budget

We are looking to increase wages for seasonals in addition to moving wages to recreation as this is where several of the staff that work but are paid out of this account.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Recreation-Youth Center</b>	
3	
Recreation & Wellness	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
214-4700-03	MCPASD CASH MATCH		(1,003)		(1,003)
214-4800-02	Transfer ARPA funds		(20,000)		(20,000)
					-
					-
<b>Total Revenues</b>		-	<b>(21,003)</b>	-	<b>(21,003)</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
214-5100-120	Seasonal Wages		(2,990)		(2,990)
214-5100-193	FICA		(229)		(229)
214-5100-220	supplies/materials		125		125
214-5100-280	communication		370		370
214-5100-310	trips		1,500		1,500
214-5100-480	nutritional supplies		156		156
214-5301-996	cash match		(2,007)		(2,007)
					-
<b>Total Expenditures</b>		-	<b>(3,075)</b>	-	<b>(3,075)</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>17,928</b>	-	<b>17,928</b>
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**DESCRIPTION**

trips are costing more due to gas and bus costs. Americor is not giving as much money this year. Costs for supplies and food are increasing also.

## 2024 City of Middleton Budget

### JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

All increases in expenditures are based off of 2023 Projected as well as an overall increase in prices for supplies and food.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

<b>Forestry Increase</b>	
4	
Other	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5611-310	OUTSIDE SERVICES		3,575		3,575
100-5611-320	OUTSIDE PRUNING SERVICES		50,000		50,000
					-
					-
					-
					-
<b>Total Expenditures</b>		-	<b>53,575</b>	-	<b>53,575</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>53,575</b>	-	<b>53,575</b>
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**DESCRIPTION**

5% increase for each line to reflect inflation trends.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

As these two lines are used for outside contractual services relating to tree planting, removals, and pruning, pricing has increased. These functions ensure the health and safety of all City street and park trees. Keeping these budget lines at the current funding level would result in a reduction in the number of trees serviced.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Parks Increase</b>	
5	
Recreation & Wellness	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5520-117	Overtime		1,784		1,784
100-5520-192	Retirement		123		123
100-5520-193	FICA		136		136
100-5520-220	Supplies & Materials		2,447		2,447
100-5520-410	Equipment Maintenance		3,000		3,000
100-5520-470	Utilities		9,605		9,605
100-5520-492	Water Services		4,000		4,000
					-
<b>Total Expenditures</b>		-	<b>21,095</b>	-	<b>21,095</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>21,095</b>	-	<b>21,095</b>
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**DESCRIPTION**

Based off of the last 3 years our expenses have increased in these areas. Water, utilities, equipment maintenance expenses have increased.

## 2024 City of Middleton Budget

### JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

In order to continue providing great parks services to the best of our ability and due to fees increasing for several services we rely on, we are requesting a budget increase.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Recreation-Aquatics</b>	
6	
Recreation & Wellness	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4673-03	Aquatic Program Rev		(2,000)		(2,000)
100-4673-05	Daily Aquatic Admission		2,000		2,000
100-4673-06	Aquatic Concession Revenue		5,000		5,000
100-4673-07	Pool Reservation		17,000		17,000
100-4673-08	Membership		15,000		15,000
<b>Total Revenues</b>			<b>37,000</b>	<b>-</b>	<b>37,000</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5542-114	Seasonal Lifeguard		12,234		12,234
100-5542-193	FICA		936		936
100-5544-114	Seasonal Swim Instructors		4,720		4,720
100-5544-193	FICA		361		361
100-5542-220	Supplies and Materials		1,190		1,190
100-5542-221	Concession Merchandise		6,000		6,000
100-5542-310	Outside Services		704		704
100-5542-440	Training and Development		1,000		1,000
100-5542-470	Utilities		1,000		1,000
100-5542-410	Repairs & Maintenance		25,000		25,000
<b>Total Expenditures</b>			<b>53,145</b>	<b>-</b>	<b>53,145</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>16,145</b>	-		<b>16,145</b>
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**DESCRIPTION**

Increasing program revenue from this yr projected due to increase in fees/clsses/participants, decrease from budget 2023 due to current forcast. Increasng admission based of of this year projected. Increasing concession revenue based on this year projected. Increase pool reservation based off of Gators fees increasing. Increasing membership based on 2023YTD. Seasonal lifeguard increase based off raises. Supplies and materials based off of new rescue equipment needed and all new uniforms. concession merchandise based off of resale food price increases. Outside services prices increased. Training and Development LGI certs.

## 2024 City of Middleton Budget

### JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

This year we plan on training multiple staff for their LGI cert to lead staff in-service and Lifeguard classes. Public Health requires that CPR is recertified yearly, starting in 2024. Repairs/Maintenance will be ongoing at the WBAC due to the age of the vessel and facility until all needed repairs are up to date.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

<b>Recreation-Rec</b>	
7	
Recreation & Wellness	
N/A	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4674-01	Recreation Program Revenue		35,000		35,000
100-4674-04	Event/Trip Revenue		1,500		1,500
					-
					-
<b>Total Revenues</b>		-	<b>36,500</b>	-	<b>36,500</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5530-220	Supplies/Materials RecDesk		2,000		2,000
100-5530-260	Advertising and Printing		2,000		2,000
100-5530-280	Communication		205		205
100-5530-440	Training/Development		1,000		1,000
100-5531-114	Rec Seasonal		11,000		11,000
100-5531-193	FICA		841		841
100-5531-220	SUPPLIES & MATERIALS		3,800		3,800
100-5531-310	OUTSIDE SERVICES		8,800		8,800
100-5531-480	SCHOOL FACILITY RENTALS		(2,500)		(2,500)
<b>Total Expenditures</b>		-	<b>27,146</b>	-	<b>27,146</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>(9,354)</b>	-	<b>(9,354)</b>
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**DESCRIPTION**

HAC revenue is moving into Rec Program Revenue. Event revenue based off of Holiday events-Halloween and Christmas. Advertising and Printing is based off of our projected 2023 and planning on more advertising in 2024. Training/Development is based off staff need/required for certifications and trainings. Rec Desk Supplies expense based off Projected 2023 costs.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Plan on more advertising for our programs in the Rec Dept as well as turning our free events into paid events for Halloween and Christmas. Trainings/Development include individuals requirements for specific certifications and trainings in their job field.

2024 City of Middleton Budget



CITY OF MIDDLETON  
 2024 BUDGET INITIATIVE FORM  
 PARKS, RECREATION, AND FORESTRY

2024 BUDGET DECISION ITEM DETAIL

<b>Budget Initiative Title:</b>	Conservancy Increase
Department Priority Number:	8
Strategic Plan Objective:	Recreation & Wellness
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5620-220	POND RESTORATION SERVICES		477		477
100-5620-221	CREEK MAINTENANCE		525		525
100-5620-223	TRAIL MAINTENANCE EXPENSES		1,057		1,057
100-5620-480	INVASIVE SPECIES CONTROL		3,500		3,500
					-
					-
					-
<b>Total Expenditures</b>		-	<b>5,559</b>	-	<b>5,559</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>5,559</b>	-	<b>5,559</b>
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**DESCRIPTION**

5% increase for each line to reflect inflation trends.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Intended to compensate for the increased costs of supplies, materials, and contractor costs. Keeping these budget lines at the same level could result in a reduction in the amount of area under active management.



## 2024 City of Middleton Budget

### RECREATION REVENUE

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>AQUATIC CENTER REVENUE</b>									
100-4673-03	AQUATIC PROGRAM REVENUE	82,000	71,211	82,000	55,288	75,000	82,000	(2,000)	80,000
100-4673-04	SWIMPOOL	-	-	-	-	-	-	-	-
100-4673-05	DAILY AQUATIC ADMISSIONS	90,000	93,518	93,000	89,705	93,000	93,000	2,000	95,000
100-4673-06	AQUATIC CONCESSION REVENUE	30,000	26,234	30,000	30,645	33,000	30,000	5,000	35,000
100-4673-07	POOL RESERVATIONS	-	-	-	14,795	14,795	-	17,000	17,000
100-4673-08	AQUATIC MEMBERSHIPS	35,000	21,274	25,000	37,909	36,633	25,000	15,000	40,000
	TOTAL	237,000	212,237	230,000	228,342	252,428	230,000	37,000	267,000
<b>RECREATION PROGRAM REVENUE</b>									
100-4674-01	RECREATION PROGRAM REVENUE	117,015	172,892	130,015	124,919	175,000	180,015	35,000	215,015
100-4674-03	SPONSORSHIP & FUNDRAISERS	1,200	-	1,200	-	1,200	1,200	-	1,200
100-4674-04	EVENT/TRIP REVENUE	-	-	-	-	1,000	-	1,500	1,500
100-4674-05	HUBBARD ART CENTER PROGRAM R	60,000	79,607	50,000	39,047	50,000	-	-	-
	TOTAL	178,215	252,499	181,215	163,966	227,200	181,215	36,500	217,715
<b>PARK AND FACILITIES RESERVATIONS</b>									
100-4471-00	COURT AND FIELD RESERVATIONS	10,000	19,313	17,000	8,810	17,000	17,000	-	17,000
100-4472-00	PARK SHELTER RESERVATIONS	23,000	45,382	38,000	31,614	38,000	38,000	-	38,000
	TOTAL	33,000	64,695	55,000	40,424	55,000	55,000	-	55,000
<b>TOTAL RECREATION REVENUE</b>		<b>448,215</b>	<b>529,431</b>	<b>466,215</b>	<b>432,732</b>	<b>534,628</b>	<b>466,215</b>	<b>73,500</b>	<b>539,715</b>



## 2024 City of Middleton Budget

### RECREATION

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>RECREATION ADMINISTRATION</b>									
<b>WAGES</b>									
100-5530-110	SALARIES-FULL-TIME	205,478	194,600	216,058	115,691	216,058	216,910	-	216,910
100-5530-120	LTE'S	-	-	-	-	-	-	35,000	35,000
100-5530-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>205,478</b>	<b>194,600</b>	<b>216,058</b>	<b>115,691</b>	<b>216,058</b>	<b>216,910</b>	<b>35,000</b>	<b>251,910</b>
<b>PERSONNEL BENEFITS</b>									
100-5530-192	RETIREMENT	13,356	10,538	14,692	6,115	14,692	14,967	-	14,967
100-5530-193	FICA	15,719	13,776	16,528	8,260	16,528	16,594	2,678	19,272
100-5530-194	HEALTH INSURANCE	34,602	21,200	26,337	21,396	26,337	45,760	-	45,760
100-5530-195	DENTAL INSURANCE	5,132	4,334	5,132	2,380	5,132	4,056	-	4,056
	<b>TOTAL</b>	<b>68,809</b>	<b>49,848</b>	<b>62,689</b>	<b>38,151</b>	<b>62,689</b>	<b>81,377</b>	<b>2,678</b>	<b>84,055</b>
<b>OPERATING EXPENSES</b>									
100-5530-210	OFFICE SUPPLIES	2,000	2,529	2,000	1,769	2,000	2,000	-	2,000
100-5530-220	SUPPLIES/MATERIALS (REC DESK)	3,250	4,200	5,000	4,600	7,000	5,000	2,000	7,000
100-5530-260	ADVERTISING & PRINTING	20,000	36,475	25,000	20,193	27,000	25,000	2,000	27,000
100-5530-280	COMMUNICATIONS	985	1,534	985	915	1,190	985	205	1,190
100-5530-440	TRAINING & DEVELOPMENT	3,000	1,748	3,000	2,984	3,500	3,000	1,000	4,000
100-5530-470	UTILITIES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>29,235</b>	<b>46,486</b>	<b>35,985</b>	<b>30,461</b>	<b>40,690</b>	<b>35,985</b>	<b>5,205</b>	<b>41,190</b>
<b>TOTAL RECREATION ADMINISTRATION</b>		<b>303,522</b>	<b>290,933</b>	<b>314,732</b>	<b>184,303</b>	<b>319,437</b>	<b>334,272</b>	<b>42,883</b>	<b>377,155</b>
<b>RECREATION PROGRAMMING</b>									
<b>WAGES</b>									
100-5531-114	SEASONAL	60,000	62,982	60,000	60,230	60,000	69,000	11,000	80,000
	<b>TOTAL</b>	<b>60,000</b>	<b>62,982</b>	<b>60,000</b>	<b>60,230</b>	<b>60,000</b>	<b>69,000</b>	<b>11,000</b>	<b>80,000</b>
<b>PERSONNEL BENEFITS</b>									
100-5531-189	WORK PERM. REIMBURSEMENTS	-	-	-	-	-	-	-	-
100-5531-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5531-192	RETIREMENT	-	-	-	-	-	-	-	-
100-5531-193	FICA	4,590	4,675	4,590	4,214	-	5,279	841	6,120
	<b>TOTAL</b>	<b>4,590</b>	<b>4,675</b>	<b>4,590</b>	<b>4,214</b>	<b>-</b>	<b>5,279</b>	<b>841</b>	<b>6,120</b>
<b>OPERATING EXPENSES</b>									
100-5531-220	SUPPLIES & MATERIALS	19,000	27,018	21,000	26,714	26,000	24,200	3,800	28,000
100-5531-310	OUTSIDE SERVICES	11,000	25,622	15,000	39,247	45,000	41,200	8,800	50,000
100-5531-480	SCHOOL FACILITY RENTALS	1,000	390	1,000	653	1,000	9,000	(2,500)	6,500
100-5531-500	EVENT/TRIP EXPENDITURES	5,000	2,943	5,000	(51)	5,000	5,000	-	5,000
	<b>TOTAL</b>	<b>36,000</b>	<b>55,972</b>	<b>42,000</b>	<b>66,562</b>	<b>77,000</b>	<b>79,400</b>	<b>10,100</b>	<b>89,500</b>
<b>TOTAL RECREATION PROGRAMMING</b>		<b>100,590</b>	<b>123,629</b>	<b>106,590</b>	<b>131,006</b>	<b>137,000</b>	<b>153,679</b>	<b>21,941</b>	<b>175,620</b>



## 2024 City of Middleton Budget

### RECREATION

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>AQUATIC CENTER</b>									
<b>WAGES</b>									
100-5542-114	SEASONAL	115,000	111,646	146,752	116,613	146,752	146,752	12,234	158,986
100-5543-114	SEASONAL: CONCESSIONS	35,000	44,734	40,000	22,334	40,000	40,000	-	40,000
100-5544-114	SEASONAL: SWIM INSTRUCTORS	35,000	25,053	39,720	18,056	39,720	35,000	4,720	39,720
	<b>TOTAL</b>	<b>185,000</b>	<b>181,433</b>	<b>226,472</b>	<b>157,003</b>	<b>226,472</b>	<b>221,752</b>	<b>16,954</b>	<b>238,706</b>
<b>PERSONNEL BENEFITS</b>									
100-5542-189	WORK PERM. REIMBURSEMENTS	200	90	200	-	-	200	-	200
100-5542-193	FICA	8,798	8,494	11,227	8,673	-	11,227	936	12,162
100-5543-193	FICA: CONCESSIONS	2,678	3,423	3,064	1,710	-	3,060	-	3,060
100-5544-193	FICA: SWIM INSTRUCTORS	2,678	1,916	3,039	1,381	-	2,678	361	3,039
	<b>TOTAL</b>	<b>14,354</b>	<b>13,922</b>	<b>17,530</b>	<b>11,764</b>	<b>-</b>	<b>17,165</b>	<b>1,296</b>	<b>18,461</b>
<b>OPERATING EXPENSES</b>									
100-5542-200	FEES	1,296	1,344	1,296	-	-	-	-	-
100-5542-210	OFFICE SUPPLIES	-	-	-	-	-	-	-	-
100-5542-220	SUPPLIES & MATERIALS	9,810	8,150	9,810	11,038	9,810	9,810	1,190	11,000
100-5542-221	CONCESSION MERCHANDISE	16,500	16,948	19,000	18,959	22,000	19,000	6,000	25,000
100-5542-310	OUTSIDE SERVICES	25,000	22,028	28,000	30,402	28,000	29,296	704	30,000
100-5542-410	REPAIR & MAINTENANCE	25,000	30,135	-	-	-	-	25,000	25,000
100-5542-440	TRAINING & DEVELOPMENT	2,000	459	2,000	3,861	3,700	2,000	1,000	3,000
100-5542-470	UTILITIES	35,000	39,882	35,000	22,837	35,000	35,000	1,000	36,000
100-5542-500	EVENT/TRIP EXPENDITURES	500	504	500	180	500	500	-	500
	<b>TOTAL</b>	<b>115,106</b>	<b>119,449</b>	<b>95,606</b>	<b>87,277</b>	<b>99,010</b>	<b>95,606</b>	<b>34,894</b>	<b>130,500</b>
<b>TOTAL AQUATIC CENTER</b>		<b>314,460</b>	<b>314,805</b>	<b>339,608</b>	<b>256,044</b>	<b>325,482</b>	<b>334,523</b>	<b>53,144</b>	<b>387,667</b>
<b>TOTAL RECREATION DEPARTMENT</b>		<b>718,572</b>	<b>729,462</b>	<b>760,930</b>	<b>571,510</b>	<b>781,919</b>	<b>822,474</b>	<b>117,968</b>	<b>940,442</b>



## 2024 City of Middleton Budget

### HUBBARD ACTIVITY CENTER

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 5-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5533-120	WAGES	9,000	6,367	9,000	3,785	9,000	-	-	-
	TOTAL	9,000	6,367	9,000	3,785	9,000	-	-	-
<b>PERSONNEL BENEFITS</b>									
100-5533-193	FICA	689	487	689	290	689	-	-	-
	TOTAL	689	487	689	290	689	-	-	-
<b>OPERATING EXPENSES</b>									
100-5533-220	SUPPLIES & MATERIALS	3,200	3,882	3,200	969	3,200	-	-	-
100-5533-310	OUTSIDE SERVICES	30,000	28,380	25,000	2,290	25,000	-	-	-
100-5533-480	RENT PAYMT TO CDA	8,000	3,879	8,000	-	8,000	-	-	-
100-5533-491	JANITORIAL SERVICES	1,200	3,610	1,200	-	1,200	-	-	-
	TOTAL	42,400	39,751	37,400	3,259	37,400	-	-	-
<b>TOTAL HUBBARD ACTIVITY CENTER</b>		<b>52,089</b>	<b>46,605</b>	<b>47,089</b>	<b>7,333</b>	<b>47,089</b>	-	-	-

BEGINNING IN 2024 HUBBARD ACTIVITY CENTER EXPENDITURES ARE COMBINED WITH RECREATION EXPENDITURES



## 2024 City of Middleton Budget

PARKS	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>								
100-5520-110 SALARIES-FULL-TIME	367,827	362,125	441,388	255,701	441,388	470,582	-	470,582
100-5520-114 WAGE RESERVE	-	-	-	-	-	-	-	-
100-5520-117 OVERTIME	3,216	7,493	3,216	3,670	3,216	3,216	1,784	5,000
100-5520-120 LTE'S	120,590	131,144	120,590	69,542	120,590	120,590	(25,590)	95,000
TOTAL	491,633	500,762	565,194	328,914	565,194	594,388	(23,806)	570,582
<b>PERSONNEL BENEFITS</b>								
100-5520-135 LONGEVITY	2,054	2,054	2,849	-	2,849	-	-	-
100-5520-192 RETIREMENT	24,042	29,331	30,266	20,876	30,266	32,692	123	32,815
100-5520-193 FICA	37,521	38,544	43,455	24,496	43,455	45,471	(1,821)	43,650
100-5520-194 HEALTH INSURANCE	67,929	87,787	88,128	55,488	88,128	96,630	-	96,630
100-5520-195 DENTAL INSURANCE	8,772	10,687	15,660	6,179	15,660	9,882	-	9,882
TOTAL	140,318	168,404	180,358	107,141	180,358	184,675	(1,698)	182,977
<b>OPERATING EXPENSES</b>								
100-5520-220 SUPPLIES & MATERIALS	43,880	58,543	43,880	27,613	43,880	57,553	2,447	60,000
100-5520-221 SUPPLIES & MATERIALS (PPE)	1,880	1,140	1,880	1,719	1,880	-	-	-
100-5520-222 SUPPLIES & MATERIALS (FALL Z)	10,000	5,167	10,000	2,720	10,000	-	-	-
100-5520-280 COMMUNICATIONS	5,000	5,635	5,400	2,239	5,400	5,400	-	5,400
100-5520-310 OUTSIDE SERVICES	1,000	2,960	1,000	1,377	1,000	17,400	-	17,400
100-5520-410 EQUIPMENT MAINTENANCE	59,759	76,980	67,759	39,725	67,759	67,759	3,000	70,759
100-5520-420 MOTOR FUEL & LUBE	37,566	37,831	35,066	15,635	35,066	35,066	-	35,066
100-5520-440 TRAINING	3,500	1,794	3,500	47	3,500	3,500	-	3,500
100-5520-470 UTILITIES	29,395	38,541	29,395	29,225	38,000	29,395	9,605	39,000
100-5520-480 TREE PLANTING & REMOVAL	-	-	-	-	-	-	-	-
100-5520-490 OTHER OPERATING EXPENSES	51,680	54,479	51,680	12,649	51,680	51,680	-	51,680
100-5520-491 JANITORIAL SERVICES	15,000	26,350	16,400	18,957	16,400	-	-	-
100-5520-492 WATER SERVICES	26,000	29,469	26,000	13,165	26,000	26,000	4,000	30,000
100-5520-800 CAPITAL OUTLAY	1,793	-	1,793	39	1,793	-	-	-
TOTAL	286,453	338,889	293,753	165,110	302,358	293,753	19,052	312,805
<b>TOTAL PARKS</b>	<b>918,404</b>	<b>1,008,056</b>	<b>1,039,305</b>	<b>601,165</b>	<b>1,047,910</b>	<b>1,072,816</b>	<b>(6,452)</b>	<b>1,066,364</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Planning and Community Development**

**DEPARTMENT: Planning and Community Development**

**DIRECTOR: Abby D. Attoun, AICP**

**MISSION:**

To ensure that the City of Middleton community thrives in a measured and balanced manner while protecting its natural resources and the needs of all current and future citizens.



<b>AUTHORIZED POSITION LIST</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Planning and Community Development Director	1	1	1	1	1
City Planner / Zoning Administrator	1	1	1	1	1
Associate Planner	1	1	1	1	1
Sustainability Coordinator	1	1	1	1	1
Downtown Marketing & Events Coordinator	0	0	.5	.5	.5
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

**MAJOR RESPONSIBILITIES:**

1. Preparation, maintenance, implementation, and reporting on City Plans, including the Comprehensive Plan, Sustainable City Plan, Bicycle Pedestrian Plan, area & corridor plans.
2. Administration of Ordinances, including: Zoning; Subdivision; Wetland; Floodplain; Outdoor Lighting; Sign; Off-Street Parking and Landscape Specifications; Public Arts; and Landmarks Commission.
3. Review of all new construction in the community, including zoning map amendments, design review of exterior and site improvements, land divisions, conditional use permits, zoning permits, etc.

4. Staffing of Committees: Plan Commission; Community Development Authority; Zoning Board of Appeals; Ped, Bike, Transit Committee; Sustainability Committee; Arts Committee; Landmarks Commission; Middleton/Westport Joint Zoning Committee; Tax Increment District Joint Review Board; Workforce Housing Committee.
5. Staffing of Project Committees: Community Campus Committee, Zoning Ordinance Re-Write Work Group.
6. Oversight of economic and community development issues, including oversight of TID #3, TID #5, and Redevelopment District #3.
7. Research, reports, and recommendations on issues affecting the City such as: transportation; housing; environmental; stormwater management, etc.
8. Programming the use of Stone Horse Green (Strategic Plan Priority).
9. Maintenance oversight of Stone Horse Green, downtown sidewalks, parking lots, and plantings.

**2024 GOALS:**

1. Project management for the Community Campus Plan, to be completed in 2024 (Strategic Plan Priority).
2. Prepare for the TID #3 closure, including a plan for use of the affordable housing extension (Strategic Plan Priority).
3. Data deployment to map priority energy efficiency projects, existing energy burden, and potential financing opportunities for Middleton’s housing stock (Strategic Plan Priority).
4. Phase II buildout of electric vehicle infrastructure to serve the City fleet (Strategic Plan Priority).
5. Phase I implementation of the LED streetlight replacement program (Strategic Plan Priority).
6. Construct solar on two utility wells (Strategic Plan Priority).
7. Purchase the existing solar system at the Police and Municipal Court Facility and install battery storage for that solar system (Strategic Plan Priority).
8. Implementation of the Sustainability Purchasing Policy and Implementation Plan (Strategic Plan Priority).
9. Phase I implementation of the University Avenue Corridor Plan.
10. City-wide survey of historically-significant properties including effigy mounds.
11. Update the Subdivision Ordinance.
12. Update the Bicycle & Pedestrian Plan.
13. Install the first ‘Percent for Arts’-funded project, a sculpture at the Pheasant Branch Conservancy Creek Corridor trailhead on Parmenter Street.

**SIGNIFICANT ISSUES IN 2024:**

1. Workload, responsibility, and prioritization of opportunities, given our small staff of 4.5 FTE.
2. Continued plan review with the increased development activity in our community, including project coordination for larger developments like Belle Farm, Redtail Ridge, Bruce Company Redevelopment.
3. Continued grant administration. The Planning & Community Development Department is currently administering \$5 million in grant funding, and we expect additional funding opportunities through the Infrastructure Investments and Jobs Act and the Inflation Reduction Act.
4. Continue providing support to the 12 Committees and Commissions that the Planning & Community Development Department staffs.
5. Tax Incremental Financing districts #3 and #5 administration.

<b>WORKLOAD ACTIVITIES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 12 Mo. Est.</b>	<b>2023 As of 6/30</b>	<b>2023 Projected</b>
Design Review	16	36	20	16	25
Ordinance Amendments	31	9	30	9	20
SIP’s and Modifications	28	17	30	17	30
Misc. (TIF, plans, agreements, etc.)	52	44	50	19	50
Cond. Use Permits	6	6	5	3	5
Subdivisions and CSM’s	10	10	10	2	5



**CITY OF MIDDLETON**  
**2024 BUDGET INITIATIVES**  
**PLANNING**  
**BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Plan Comission & Misc Rev.	0	5,400	(5,400)	0
2		0	0	-	0
3		0	0	-	0
4		0	0	-	0
5		0	0	-	0
6		0	0	-	0
7		0	0	-	0
8		0	0	-	0
9		0	0	-	0
10		0	0	-	0
<b>TOTAL</b>		0	5,400	(5,400)	0



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PLANNING**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Plan Comission & Misc Rev.
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
100-4684-00	PLAN COMMISSION CHARGES		5,000		5,000
100-4845-01	ZONING LETTER		400		400
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>5,400</b>	<b>-</b>	<b>5,400</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>(5,400)</b>	<b>-</b>	<b>(5,400)</b>
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

PLANNING REVENUES		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>LICENSES &amp; PERMITS</b>									
100-4440-00	ZONING BOARD OF APPEALS	2,000	1,500	2,000	2,000	3,500	2,000	-	2,000
	TOTAL	2,000	1,500	2,000	2,000	3,500	2,000	-	2,000
<b>PUBLIC CHARGES FOR SERVICES</b>									
100-4684-00	PLAN COMMISION CHARGES	12,000	32,115	15,000	29,955	35,000	15,000	5,000	20,000
	TOTAL	12,000	32,115	15,000	29,955	35,000	15,000	5,000	20,000
<b>MISCELLANEOUS REVENUES</b>									
100-4845-00	ZONING PERMIT FEES	18,000	21,955	18,000	14,443	18,000	18,000	-	18,000
100-4845-01	ZONING LETTER	600	880	600	720	1,000	600	400	1,000
	TOTAL	18,600	22,835	18,600	15,163	19,000	18,600	400	19,000
<b>TOTAL PLANNING REVENUES</b>		<b>32,600</b>	<b>56,450</b>	<b>35,600</b>	<b>47,118</b>	<b>57,500</b>	<b>35,600</b>	<b>5,400</b>	<b>41,000</b>



## 2024 City of Middleton Budget

### PLANNING

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5631-110	SALARIES-FULL-TIME	325,313	325,313	344,383	212,383	344,383	366,347	-	366,347
100-5631-111	INTERN	8,480	8,645	8,480	2,898	8,480	8,480	-	8,480
100-5631-112	PART-TIME WAGES	-	-	-	-	-	-	-	-
100-5631-118	WAGE REIMBURSEMENTS	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>333,793</b>	<b>333,957</b>	<b>352,863</b>	<b>215,280</b>	<b>352,863</b>	<b>374,827</b>	<b>-</b>	<b>374,827</b>
<b>PERSONNEL BENEFITS</b>									
100-5631-135	LONGEVITY	-	-	-	-	-	-	-	-
100-5631-192	RETIREMENT	21,145	20,705	23,418	15,909	23,418	25,278	-	25,278
100-5631-193	FICA	25,535	24,471	26,994	15,808	26,994	28,674	-	28,674
100-5631-194	HEALTH INSURANCE	48,204	48,132	50,598	31,616	50,598	55,604	-	55,604
100-5631-195	DENTAL INSURANCE	5,479	5,478	5,479	3,652	5,479	5,479	-	5,479
100-5631-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>100,363</b>	<b>98,786</b>	<b>106,489</b>	<b>66,985</b>	<b>106,489</b>	<b>115,035</b>	<b>-</b>	<b>115,035</b>
<b>OPERATING EXPENSES</b>									
100-5631-210	OFFICE SUPPLIES	2,300	3,530	2,500	795	1,200	2,500	-	2,500
100-5631-260	ADVERTISING & PRINTING	3,950	5,013	4,550	2,246	3,500	4,550	-	4,550
100-5631-280	COMMUNICATIONS	-	-	600	-	-	600	-	600
100-5631-310	OUTSIDE SERVICES	7,000	5,815	7,000	60	1,000	7,000	-	7,000
100-5631-320	PROFESSIONAL SERVICES	500	342	500	-	-	500	-	500
100-5631-440	TRAINING	6,000	4,583	7,100	1,893	5,500	7,100	-	7,100
100-5631-490	OTHER OPERATING EXPENSES	500	1,494	1,000	768	1,000	1,000	-	1,000
	<b>TOTAL</b>	<b>20,250</b>	<b>20,777</b>	<b>23,250</b>	<b>5,763</b>	<b>12,200</b>	<b>23,250</b>	<b>-</b>	<b>23,250</b>
<b>TOTAL PLANNING</b>		<b>454,406</b>	<b>453,520</b>	<b>482,602</b>	<b>288,028</b>	<b>471,552</b>	<b>513,112</b>	<b>-</b>	<b>513,112</b>



## 2024 City of Middleton Budget

### LAND CONSERVANCY OPERATIONS

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5620-110	SALARIES-FULL-TIME	-	95,142	99,681	61,355	99,681	103,576	-	103,576
100-5620-120	LTE'S	2,227	-	-	-	-	-	-	-
100-5620-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>2,227</b>	<b>95,142</b>	<b>99,681</b>	<b>61,355</b>	<b>99,681</b>	<b>103,576</b>	<b>-</b>	<b>103,576</b>
<b>PERSONNEL BENEFITS</b>									
100-5620-192	RETIREMENT	6,220	(6,432)	6,778	(4,173)	6,778	7,147	-	7,147
100-5620-193	FICA	7,321	6,959	7,626	4,613	7,626	7,924	-	7,924
100-5620-194	HEALTH INSURANCE	8,034	(1,082)	8,433	(703)	8,433	10,934	-	10,934
100-5620-195	DENTAL INSURANCE	2,731	-	2,731	-	2,731	2,731	-	2,731
100-5620-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>24,306</b>	<b>(555)</b>	<b>25,568</b>	<b>(264)</b>	<b>25,568</b>	<b>28,736</b>	<b>-</b>	<b>28,736</b>
<b>OPERATING EXPENSES</b>									
100-5620-220	POND RESTORATION EXPENSES	9,540	9,140	9,540	6,292	9,540	9,540	477	10,017
100-5620-221	CREEK MAINTENANCE	10,500	9,782	10,500	270	10,500	10,500	525	11,025
100-5620-223	TRAIL MAINTENANCE EXPENSES	21,144	10,740	21,144	10,203	21,400	21,144	1,057	22,201
100-5620-224	GRANT MATCH	-	-	-	-	-	-	-	-
100-5620-225	DEER MANAGEMENT GRANT	-	-	-	-	-	-	-	-
100-5620-480	INVASIVE SPECIES CONTROL	70,000	61,772	70,000	62,991	70,000	70,000	3,500	73,500
100-5620-490	OTHER OPERATING EXPENSES	28,400	26,153	28,400	4,914	28,400	28,400	19,110	47,510
100-5620-990	CONSERVANCY LAND COMMISSION	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>139,584</b>	<b>117,587</b>	<b>139,584</b>	<b>84,669</b>	<b>139,840</b>	<b>139,584</b>	<b>24,669</b>	<b>164,253</b>
<b>TOTAL LAND CONSERVANCY OPERATIONS</b>		<b>166,117</b>	<b>212,173</b>	<b>264,833</b>	<b>145,760</b>	<b>265,089</b>	<b>271,896</b>	<b>24,669</b>	<b>296,565</b>



## 2024 City of Middleton Budget

FORESTRY		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
100-5611-110	SALARIES-FULL-TIME	54,495	55,863	56,726	35,126	56,726	58,339	-	58,339
100-5611-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	54,495	55,863	56,726	35,126	56,726	58,339	-	58,339
<b>PERSONNEL BENEFITS</b>									
100-5611-192	RETIREMENT	3,542	10,151	3,857	5,858	3,857	4,064	-	4,064
100-5611-193	FICA	4,169	5,428	4,340	1,643	4,340	4,506	-	4,506
100-5611-194	HEALTH INSURANCE	8,034	950	8,433	7,043	8,433	10,934	-	10,934
100-5611-195	DENTAL INSURANCE	1,639	2,185	2,731	1,821	2,731	2,731	-	2,731
100-5611-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	TOTAL	17,384	18,713	19,361	16,365	19,361	22,235	-	22,235
<b>OPERATING EXPENSES</b>									
100-5611-220	SUPPLIES & MATERIALS	12,375	13,225	12,375	2,540	12,375	12,375	-	12,375
100-5611-310	OUTSIDE SERVICES	71,500	71,482	71,500	7,656	71,500	71,500	3,575	75,075
100-5611-320	OUTSIDE PRUNING SERVICES	125,000	125,000	125,000	-	125,000	125,000	50,000	175,000
100-5611-490	OTHER OPERATING EXPENSES	7,727	6,190	7,727	693	7,727	7,727	-	7,727
	TOTAL	216,602	215,897	216,602	10,889	216,602	216,602	53,575	270,177
<b>TOTAL FORESTRY</b>		<b>288,481</b>	<b>290,474</b>	<b>292,689</b>	<b>62,380</b>	<b>292,689</b>	<b>297,176</b>	<b>53,575</b>	<b>350,751</b>



## 2024 City of Middleton Budget

### OTHER GENERAL FUND OPERATING BUDGETS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>LEGAL COUNSEL</b>								
<b>OPERATING EXPENSES</b>								
100-5130-990 CITY ATTORNEY	235,620	246,561	240,320	115,395	240,320	240,320	7,210	247,530
100-5131-990 LEGAL COUNSEL - PERSONNEL	10,000	233	10,000	252	10,000	10,000	-	10,000
100-5131-991 LEGAL COUNSEL - STORMWATER	-	2,403	-	-	-	-	-	-
TOTAL	245,620	271,571	250,320	156,731	250,320	250,320	7,210	257,530
<b>TOTAL LEGAL COUNSEL</b>	<b>245,620</b>	<b>271,571</b>	<b>250,320</b>	<b>156,731</b>	<b>250,320</b>	<b>250,320</b>	<b>7,210</b>	<b>257,530</b>
<b>GENERAL PERSONNEL BENEFITS</b>								
<b>OPERATING EXPENSES</b>								
100-5190-991 INCOME CONTINUATION INSURANCE	-	-	-	-	-	-	-	-
100-5190-992 VISION CARE	-	166	-	(64)	-	-	-	-
100-5196-990 GROUP LIFE INSURANCE	25,000	23,026	25,000	14,579	25,000	25,000	-	25,000
TOTAL	25,000	23,192	25,000	14,515	25,000	25,000	-	25,000
<b>TOTAL GENERAL PERSONNEL BENEFITS</b>	<b>25,000</b>	<b>23,192</b>	<b>25,000</b>	<b>14,515</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>
<b>RISK MANAGEMENT</b>								
<b>OPERATING EXPENSES</b>								
100-5194-990 PROPERTY & LIABILITY INSURANCE	300,000	300,000	350,000	350,000	350,000	350,000	50,000	400,000
TOTAL	300,000	300,000	350,000	350,000	350,000	350,000	50,000	400,000
<b>TOTAL RISK MANAGEMENT</b>	<b>300,000</b>	<b>300,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>	<b>50,000</b>	<b>400,000</b>



## 2024 City of Middleton Budget

### OTHER GENERAL FUND OPERATING BUDGETS

	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
<b>NON-DEPARTMENTAL</b>									
<b>OPERATING EXPENSES</b>									
100-5810-220	SUPPLIES & MATERIALS	-	50	-	920	1,000	-	-	-
100-5810-260	GENERAL ADVERTISING & PRINTING	-	-	-	48	50	-	-	-
100-5810-422	FUEL	1,000	469	250	313	500	250	-	250
100-5810-501	FLOOD EXPENSES DPW - SERVICES	-	-	-	-	-	-	-	-
100-5810-503	FLOOD EXPENSES PL- SERVICES	-	-	-	-	-	-	-	-
100-5810-890	MANUFACTURING ASSMT FEE	9,000	9,611	9,611	-	9,611	9,611	-	9,611
100-5810-990	MISC. EXPENSES	98,171	98,769	48,219	30,601	48,219	48,219	11,300	59,519
100-5810-992	BANK FEES	6,000	10,451	7,500	7,248	7,500	7,500	-	7,500
100-5810-998	SICK ACCRUAL ACTIVITY	250,000	432,133	250,000	-	250,000	250,000	-	250,000
	TOTAL	364,171	551,483	315,580	39,130	316,880	315,580	11,300	326,880
<b>TOTAL NON-DEPARTMENTAL</b>		<b>364,171</b>	<b>551,483</b>	<b>315,580</b>	<b>39,130</b>	<b>316,880</b>	<b>315,580</b>	<b>11,300</b>	<b>326,880</b>
<b>MISCELLANEOUS EXPENSES</b>									
<b>OPERATING EXPENSES</b>									
100-5191-990	TAX WRITE OFFS	11,461	(2,890)	11,461	1,853	11,461	11,461	-	11,461
100-5246-990	WEIGHTS & MEASURES	4,400	4,400	4,400	2,800	4,400	4,400	850	5,250
	TOTAL	15,861	1,510	15,861	4,653	15,861	15,861	850	16,711
<b>TOTAL MISCELLANEOUS EXPENSES</b>		<b>15,861</b>	<b>1,510</b>	<b>15,861</b>	<b>4,653</b>	<b>15,861</b>	<b>15,861</b>	<b>850</b>	<b>16,711</b>
<b>TOTAL OTHER OPERATING BUDGETS</b>		<b>950,652</b>	<b>1,147,756</b>	<b>956,761</b>	<b>565,029</b>	<b>958,061</b>	<b>956,761</b>	<b>69,360</b>	<b>1,026,121</b>



## 2024 City of Middleton Budget

### TRANSFERS AND CONTINGENCY

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>TRANSFERS</b>								
<b>OPERATING EXPENSES</b>								
100-5923-990	TRANSFER TO OPEB	-	-	-	-	-	-	-
100-5923-992	TRANS TO LIBRARY OPS FD 212	1,381,416	1,381,416	1,409,912	1,490,912	1,409,912	206,182	1,616,094
100-5923-993	TRANS TO YOUTH CTR FD 214	98,868	98,868	110,933	110,933	110,933	18,855	129,788
100-5923-996	TRANS TO FD 412 PW CAPITAL	-	-	-	-	-	-	-
100-5923-997	TRANS TO FD 416 OTHER CAPITAL	-	-	-	-	-	-	-
100-5923-998	TRANS TO TRANSIT FUND	-	-	-	-	-	529,095	529,095
100-5923-999	TRANSFER TO DEBT SVC FD 300	-	-	-	-	-	-	-
100-5925-999	TRANSFER TO OPEB FUND	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>1,480,284</b>	<b>1,480,284</b>	<b>1,520,845</b>	<b>1,601,845</b>	<b>1,520,845</b>	<b>754,132</b>	<b>2,274,977</b>
<b>TOTAL TRANSFERS</b>		<b>1,480,284</b>	<b>1,480,284</b>	<b>1,520,845</b>	<b>1,601,845</b>	<b>1,520,845</b>	<b>754,132</b>	<b>2,274,977</b>
<b>CONTINGENCY</b>								
<b>OPERATING EXPENSES</b>								
100-7050-997	EMERGENCY CONTINGENCY	500,000	-	500,000	-	-	500,000	500,000
100-7050-998	PERSONNEL CONTINGENCY	5,381	-	65,000	-	-	16,500	16,500
100-7050-999	RESERVE FOR CONTINGENCIES	26,275	-	138,775	-	-	27,892	166,667
	<b>TOTAL</b>	<b>531,656</b>	<b>-</b>	<b>703,775</b>	<b>-</b>	<b>-</b>	<b>638,775</b>	<b>683,167</b>
<b>TOTAL CONTINGENCY</b>		<b>531,656</b>	<b>-</b>	<b>703,775</b>	<b>-</b>	<b>-</b>	<b>638,775</b>	<b>683,167</b>
<b>TOTAL TRANSFERS AND CONTINGENCY</b>		<b>2,011,940</b>	<b>1,480,284</b>	<b>2,224,620</b>	<b>1,601,845</b>	<b>1,520,845</b>	<b>2,159,620</b>	<b>2,958,144</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Tourism**

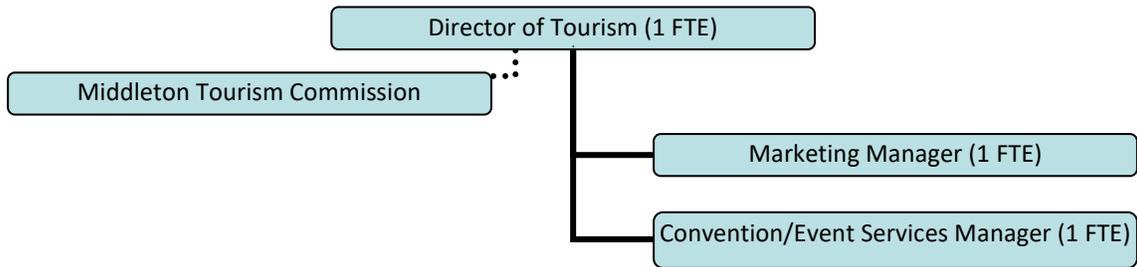
**DEPARTMENT: Tourism**

**DIRECTOR: Mari Olson**

**MISSION:**

To drive the economic impact of tourism in Middleton through destination marketing, promotion, and support of tourism development.

**ORGANIZATIONAL CHART**



<b>AUTHORIZED POSITION LIST</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Director	1	1	1	1	1	1
Tourism Information Manager (Jan-June in 2019)	1	1	0	0	0	0
Event Coordinator Liaison (Jan.-March in 2019)	1	1	0	0	0	0
Marketing Manager	0	1	1	1	1	1
Convention/Events Services Manager	0	1	1	1	1	1
<b>Total</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**\*Marketing manager and Convention/events services manager positions created September and October 2019**

**\*\*There was not a full-time marketing manager from June 3, 2022 to Feb. 27, 2023, as the director of tourism performed both duties until the position was filled.**

## **MAJOR RESPONSIBILITIES:**

1. Develop and facilitate marketing and advertising strategies to promote Middleton as a meeting, event, sports tourism, and visitor destination
2. Provide information to visitors via the Middleton Visitors Center and marketing collateral
3. Provide resources, information and support for meeting, convention, event, and group tour planners to promote local economic development and generate overnight stays
4. Represent Visit Middleton at community events, industry events, and public meetings
5. Promote and support tourism in Middleton through grants and sponsorships
6. Work cooperatively with other city departments to ensure city goals are achieved

## **2024 GOALS:**

1. Employ a third-party agency or professional to conduct a three-year strategic plan for Visit Middleton
2. Develop and implement marketing initiatives to grow brand reach in emerging markets
3. Develop display and interactive components for the Middleton Visitors Center to enhance the visitor experience
4. Expand on the Meeting Planner Incentive Initiative through the grant program and printed collateral
5. Continue to work with Madison Area Sports Commission and other partners to promote Middleton to sports event planners

## **SIGNIFICANT ISSUES FORECAST FOR 2024:**

1. As inflation has increased in 2022 through 2023, specifically affecting gasoline prices and thus also food prices, some destinations have felt the effects with a less robust return to travel. Though Middleton's 2022 revenue surpassed expectations, and 2023's revenue seems to be on track, there is a legitimate concern as to how the fall/winter will play in destinations, as well as how the 2024 presidential election will affect marketing costs, as well as consumer confidence.
2. Nationwide, business travel is significantly down and it has yet to return to Middleton hotel properties at pre-pandemic numbers; in fact, as business travel used to be Middleton's No. 1 revenue stream, in 2022, it was leisure and group tour, and in 2023, it appears to be following the same course. Hotel managers in Middleton have advised that business travel may not return for several more years.
3. Event permitting requires nearly half of the convention and events services position's time in peak months. The vast majority of events seeking permitting are not related to tourism, but are residential events/groups/etc. Removing event permitting from the tourism department is paramount for the convention and events services manager to fulfill their full potential as a professional meeting planner and sales representative for Middleton.
4. Inflation has affected the cost of materials, marketing, membership fees, travel and conference/training fees.
5. Workforce shortages in the tourism and hospitality industries have affected Middleton. Specifically, staff hears from hotel managers that staffing is very difficult to find and properties in Middleton are rarely at full-staff. In one conversation with a hotel GM, it was disclosed that there are several factors for this but one is the cost of living in the Middleton/Madison area prohibiting workers from relocating. Additionally, there have been some dining/retail outlets who have mentioned their operating hours have changed due to the inability to fill wait staff.

**DEPARTMENT ACCOMPLISHMENTS IN 2023:**

1. Visit Middleton, along with its marketing agency of record, Boelter+Lincoln of Milwaukee, redesigned the Visit Middleton website — from design to structure — and launched in spring of 2023.

<b>WORKLOAD ACTIVITIES*</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Projected</b>	<b>2024 Projected</b>
Marketing sweepstakes	4	4	1	2	2	2	2
Social media contests	0	12	1	11	10	19	18
Social media posts*	553	600	357	464	271	300	410
e-newsletter distribution	24	24	19	21	20	20	24
Traditional ads (print/digital ad placements) – leisure and meeting planner	Newly added field in 2023 (believe this is worth tracking)					29	27
Partner e-newsletter	3	3	3	4	4	2	4
Special event permits	39	28	6	18	33	38	37
Convention services	17	10	2	8	19	25	20
Trolley ridership**	6093	6000	0	1262	3544	NA	
Grants ( <i>tourism, tradeshow, MASC, destination partnership</i> )	18	20	3	17	13	23	25

\*These workload activities account for in-house marketing efforts, but do not account for the full marketing efforts of staff and the marketing agency for digital and streamed advertisements which include flights of digital and streamed advertising on social, YouTube and streamed television from April through October in the Chicago, Milwaukee and Northeast Iowa designated marketing areas (DMAs). These campaigns are part of the over-arching marketing strategy for the year and are tracked by flight/quarter and target leisure travelers in order to stimulate the local economy, as well as spread brand awareness for Middleton as a leisure destination.

\*\*These reports are anecdotal from the bus drivers, there is no counting service in play; trolley contract ended October 2022.

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVES TOURISM BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Tourism Marketing	7,343	-	7,343	-
2	Operations	16,338	-	16,338	-
3	Promotions	7,000	-	7,000	-
4	Attorney Fees	2,000	-	2,000	-
5	Destination Madison payments	19,720	-	19,720	-
<b>TOTAL</b>		<b>52,401</b>	<b>-</b>	<b>52,401</b>	<b>-</b>

2024 City of Middleton Budget



CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TOURISM

2024 BUDGET DECISION ITEM DETAIL

<b>Budget Initiative Title:</b>	Tourism Marketing
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5539-260	Advertising		22,195		22,195
201-5550-990	Public Relations		(500)		(500)
201-5545-260	Printing		100		100
201-5545-270	Website		(14,452)		(14,452)
					-
					-
					-
<b>Total Expenditures</b>		<b>-</b>	<b>7,343</b>	<b>-</b>	<b>7,343</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>7,343</b>	<b>-</b>	<b>7,343</b>
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**DESCRIPTION**

<b>Advertising:</b> Increase due to inflation and election year affecting cost of streamed and digital ad placements; also design
<b>Public Relations:</b> Decreasing
<b>Printing:</b> Increasing costs
<b>Website:</b> Redesign work is complete; therefore only require funding for regular maintenance and charges



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TOURISM**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Operations
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5545-205	Meals		400		400
201-5545-220	Supplies & Materials		800		800
201-5545-280	Communications		238		238
201-5544-350	Building Maint. Projects		13,000		13,000
201-5545-440	Training		9,500		9,500
201-5545-441	Travel		(1,500)		(1,500)
201-5545-480	Research		(100)		(100)
201-5545-481	Software		(5,200)		(5,200)
201-5543-420	Motor Fuel & Lube		(800)		(800)
<b>Total Expenditures</b>		<b>-</b>	<b>16,338</b>	<b>-</b>	<b>16,338</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>-</b>	<b>16,338</b>	<b>-</b>	<b>16,338</b>
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**DESCRIPTION**

<b>Meals:</b> Inflation
<b>Supplies:</b> Inflation
<b>Communications:</b> Inflation
<b>Building Maintenance Projects:</b> Visitor Center Updates and Enhancements
<b>Training:</b> Cost of organizational membership fees and conference/training fees have all increased
<b>Travel:</b> Decreasing
<b>Research:</b> In 2023, we budgeted for a strategic plan which we chose as a staff and commission to postpone until 2024, therefore not spending that \$50K allocated and voting to reallocate it to 2024
<b>Software:</b> Visit Middleton had budgeted to install new software but the city was able to utilize pre-existing software for the same project and a subscription was not utilized.
<b>Fuel:</b> Anticipated more driving travel than was necessary in 2023; company vehicle also gets excellent gas mileage.

2024 City of Middleton Budget



CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TOURISM

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Promotions
Department Priority Number:	3
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5540-990	Promotions		7,000		7,000
					-
					-
					-
<b>Total Expenditures</b>		-	7,000	-	7,000

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	7,000	-	7,000
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**DESCRIPTION**

Promotions: Increasing for inflation affecting costs of items and shipping; increasing for some new initiatives

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TOURISM**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Attorney Fees</b>
Department Priority Number:	4
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5545-490	Other Expenses (attorney fees)		2,000		2,000
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	2,000	-	2,000

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	2,000	-	2,000
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**DESCRIPTION**

Visit Middleton will engage the city attorney on a number of contract renewals in 2024, as well as completing the trademarking for both VM logos.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
TOURISM**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Destination Madison Payment Fees
Department Priority Number:	5
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5541-990	Destination Madison payment		19,720		19,720
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	19,720	-	19,720

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	19,720	-	19,720
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**DESCRIPTION**

Adjusting anticipated Destination Madison payment fees based on projected revenue. Destination Madison, by contract, receives 17% of Visit Middleton's 70% revenue share.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

### TOURISM REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>TAXES</b>									
201-4121-00	ROOM TAX	1,112,354	1,376,060	1,260,000	632,256	1,376,000	1,425,496	-	1,425,496
	TOTAL	1,112,354	1,376,060	1,260,000	632,256	1,376,000	1,425,496	-	1,425,496
<b>TOTAL TOURISM REVENUES</b>		<b>1,112,354</b>	<b>1,769,028</b>	<b>1,260,000</b>	<b>632,256</b>	<b>1,376,000</b>	<b>1,425,496</b>	<b>-</b>	<b>1,425,496</b>



## 2024 City of Middleton Budget

### TOURISM EXPENDITURES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>TOURISM ADMINISTRATION</b>									
<b>WAGES</b>									
201-5545-110	SALARIES-FULL-TIME	194,784	168,378	204,089	114,210	176,161	211,573	-	211,573
201-5545-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>194,784</b>	<b>168,378</b>	<b>204,089</b>	<b>114,210</b>	<b>176,161</b>	<b>211,573</b>	<b>-</b>	<b>211,573</b>
<b>PERSONNEL BENEFITS</b>									
201-5545-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
201-5545-192	RETIREMENT	12,661	10,694	13,878	8,452	14,771	14,599	-	14,599
201-5545-193	FICA	14,901	12,614	15,613	8,503	13,104	16,185	-	16,185
201-5545-194	HEALTH INSURANCE	29,218	25,505	30,642	17,986	25,000	32,448	-	32,448
201-5545-195	DENTAL INSURANCE	3,293	3,016	4,924	2,149	2,973	3,293	-	3,293
	<b>TOTAL</b>	<b>60,073</b>	<b>51,829</b>	<b>65,057</b>	<b>37,091</b>	<b>55,848</b>	<b>66,525</b>	<b>-</b>	<b>66,525</b>
<b>OPERATING EXPENSES</b>									
201-5545-205	MEALS	1,600	423	1,600	1,057	1,800	1,600	400	2,000
201-5545-220	SUPPLIES & MATERIALS	2,000	2,310	3,200	1,173	2,000	3,200	800	4,000
201-5545-250	POSTAGE	2,100	1,403	2,100	1,156	2,000	2,100	-	2,100
201-5545-260	PRINTING	3,000	1,142	5,000	611	3,000	5,000	100	5,100
201-5545-270	WEB SITE	77,000	49,652	25,052	24,285	26,544	25,052	(14,452)	10,600
201-5545-280	COMMUNICATION	1,500	1,314	1,630	714	1,070	1,630	238	1,868
201-5545-340	BUILDINGS & GROUNDS MAINT	6,500	10,441	18,000	6,940	13,000	18,000	-	18,000
201-5545-440	TRAINING	12,000	9,435	14,500	12,476	14,500	14,500	9,500	24,000
201-5545-441	TRAVEL	16,500	4,663	16,500	5,887	9,500	16,500	(1,500)	15,000
201-5545-445	MILEAGE	100	-	200	-	-	200	-	200
201-5545-460	INSURANCE	2,600	2,600	2,600	2,600	2,600	2,600	-	2,600
201-5545-470	UTILITIES	10,500	3,209	7,500	2,161	4,500	7,500	-	7,500
201-5545-480	RESEARCH	7,500	4,513	64,500	6,082	13,081	64,500	(100)	64,400
201-5545-481	SOFTWARE	6,400	6,222	13,200	7,260	7,460	13,200	(5,200)	8,000
201-5545-482	BRAND REFRESH	-	-	-	-	-	-	-	-
201-5545-490	OTHER EXPENSES	2,000	2,089	5,000	5,133	6,000	5,000	2,000	7,000
	<b>TOTAL</b>	<b>151,300</b>	<b>99,416</b>	<b>180,582</b>	<b>77,534</b>	<b>107,055</b>	<b>180,582</b>	<b>(8,214)</b>	<b>172,368</b>
<b>TOTAL TOURISM ADMINISTRATION</b>		<b>406,157</b>	<b>319,623</b>	<b>449,728</b>	<b>228,835</b>	<b>339,064</b>	<b>458,680</b>	<b>(8,214)</b>	<b>450,466</b>



## 2024 City of Middleton Budget

TOURISM EXPENDITURES	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
	<b>MOBILE VISITORS CENTER</b>								
<b>OPERATING EXPENSES</b>									
201-5543-420	MOTOR FUEL & LUBE	500	611	2,000	279	900	2,000	(800)	1,200
201-5543-460	INSURANCE	-	-	-	-	-	-	-	-
201-5543-490	OTHER EXPENSES	100	24	100	-	-	100	-	100
	TOTAL	600	634	2,100	279	900	2,100	(800)	1,300
<b>TOTAL MOBILE VISITORS CENTER</b>		<b>600</b>	<b>634</b>	<b>2,100</b>	<b>279</b>	<b>900</b>	<b>2,100</b>	<b>(800)</b>	<b>1,300</b>
<b>OTHER TOURISM EXPENDITURES</b>									
<b>OPERATING EXPENSES</b>									
201-5531-990	TOURISM GRANTS	25,000	5,500	45,000	6,650	25,000	45,000	-	45,000
201-5531-991	MASC (SPORTS COMMISSION) GRANTS	40,000	4,755	40,000	7,500	7,500	40,000	-	40,000
201-5531-993	TRADE SHOW GRANTS	32,700	15,992	34,000	3,863	34,000	34,000	-	34,000
201-5531-995	DESTINATION PARTNERSHIP	75,000	67,132	125,000	70,709	79,331	125,000	-	125,000
201-5538-980	CITY BRANDING	-	-	-	-	-	-	-	-
201-5538-990	STREET BANNERS	24,000	22,006	-	-	-	-	-	-
201-5539-260	ADVERTISING	281,000	242,004	370,115	288,766	370,115	370,115	22,195	392,310
201-5539-265	BROCHURE EXPENSES	25,000	23,350	40,000	(1,500)	25,000	40,000	-	40,000
201-5540-490	OTHER EXPENSES	-	-	-	-	-	-	-	-
201-5540-990	PROMOTIONS	12,000	12,262	13,000	1,328	13,000	13,000	7,000	20,000
201-5541-990	DESTINATION MADISON PAYMENTS	189,100	233,956	214,200	107,459	233,500	214,200	19,720	233,920
201-5542-990	MARKETING EXPENSE - PILCH	-	-	-	-	-	-	-	-
201-5544-350	BUILDING MAINT. PROJECTS	75,000	75,209	-	-	-	-	13,000	13,000
201-5550-990	PUBLIC RELATIONS	10,150	6,861	11,000	4,995	11,000	11,000	(500)	10,500
201-5552-490	OTHER (TROLLEY EXPENSES)	97,630	92,625	-	-	-	-	-	-
201-5554-990	RESERVE FOR CONTINGENCY	-	-	20,000	-	-	20,000	-	20,000
201-5554-998	PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
	TOTAL	886,580	801,652	912,315	489,771	798,446	912,315	61,415	973,730
<b>TOTAL OTHER TOURISM EXPENDITURES</b>		<b>886,580</b>	<b>801,652</b>	<b>912,315</b>	<b>489,771</b>	<b>798,446</b>	<b>912,315</b>	<b>61,415</b>	<b>973,730</b>
<b>TOTAL TOURISM EXPENDITURES</b>		<b>1,293,337</b>	<b>1,121,910</b>	<b>1,364,143</b>	<b>718,885</b>	<b>1,138,410</b>	<b>1,373,095</b>	<b>52,401</b>	<b>1,425,496</b>



**CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2024**

**Public Library**

**DEPARTMENT: Library**

**DIRECTOR: Jocelyne Sansing**

**MISSION:**

The mission of the Middleton Public Library is to *“make a positive difference in the quality of life in our community by...*

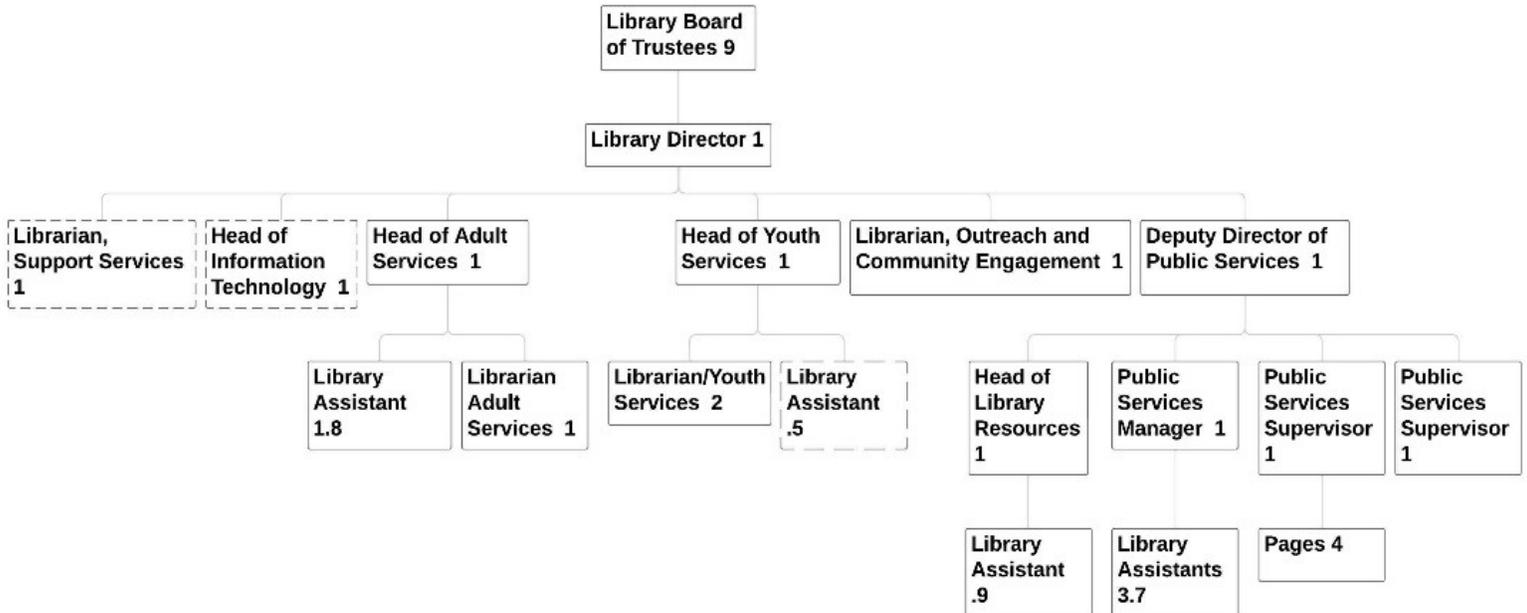
*offering a safe and welcoming environment in an aesthetically pleasing and conveniently organized facility;*

*supplying free and open access to knowledge and information, and the diversity of ideas to all, while protecting the privacy of library patrons;*

*meeting the informational, educational, and recreational needs of the community through information collections, resources, programming and outreach;*

*and providing highly competent library staff members to assist, guide, and instruct the public in the use of library resources and information gathering.”*

**ORGANIZATION CHART by FTE**



**AUTHORIZED POSITION LIST**

<b>PERMANENT FTE</b>	<b>2023</b>	<b>2024</b>
LIBRARY DIRECTOR	1	1
DEPUTY DIRECTOR OF PUBLIC SERVICES	1	1
HEAD OF YOUTH SERVICES	1	1
HEAD OF LIBRARY RESOURCES	1	1
HEAD OF INFORMATION TECHNOLOGY	1	1
HEAD OF ADULT SERVICES	1	1
LIBRARIAN-OUTREACH & ENGAGEMENT SERVICES	1	1
LIBRARIAN-YOUTH SERVICES	2	2
LIBRARIAN- ADULT SERVICES	1	1
LIBRARIAN-SUPPORT SERVICES	1	1
PUBLIC SERVICES SUPERVISOR	2	2
<b>PERMANENT PTE</b>		
LIBRARY ASSISTANT	6.6	6.6
PUBLIC SERVICES SUPERVISOR	1	1
<b>NON PERMANENT PTE</b>		
PAGE	4	4
<b>TOTAL FTE</b>	<b>24.6</b>	<b>24.6</b>

**MAJOR RESPONSIBILITIES ARE TO PROVIDE THE FOLLOWING:**

1. Opportunities for individual/group connections, experiences, and lifelong learning – Idea sharing, cultural and shared experiences, innovation drivers, programs, events, partnerships, outreach, and civic engagement
2. Community building – Welcoming, clean, safe and inclusive facility, community rooms, study areas, art displays, exhibits, outdoor gardens, meeting and study rooms
3. Collections and literacy tools – Print materials, audio visual materials, digital materials, and non-traditional items
4. Access to information – Internet and Wi-Fi, reference services, online databases, readers’ advisory, instruction, privacy and the right to read
5. Equipment, research, and business tools – Copiers, printers, scanners, fax, and microfilm reader

**SIGNIFICANT ISSUES IN 2024:**

1. Facilities – The Library has reached critical capacity in all aspects of service. The Middleton Public Library, founded in 1927, has undergone seven major evolutions. Since 2013, total programming attendance has grown by 90%. Technology use at the library continues to surge, with on-site Wi-Fi use increasing 1,011% in the last ten years. At the same time, the library has maintained its position as a national leader in print and digital circulation per capita for a city of its population, and is one of the busiest in the seven county South Central Library System (SCLS).

A 2015 building study determined that to meet service demands, the library requires a minimum of three times its existing square footage. To make the most of the current facility, the library underwent a phased installation of building-wide updates through the Next Chapter Remodel Project. These improvements addressed immediate needs and focused on renewing and maximizing interior spaces of the beloved downtown location. All three goals of Next Chapter were achieved:

1. Increase public square footage.
2. Create flexible spaces for new ways of gathering.
3. Improve customer service experiences.

The total Next Chapter Project cost was \$500,000, and included a successful \$200,000 fundraising campaign. The Next Chapter project did not include any construction, nor did it address mechanical/HVAC and restroom improvements. To address long-term needs such as increased square footage, the library is collaborating with the Middleton City Planning Department on a Community Campus Plan for the future. Mechanical maintenance concerns are included in the capital budget improvement plan and restroom improvements are in progress with projected completion by the end of 2023.

2. Trends and Demand – The library is not keeping up with trends in Library Community Spaces (maker spaces/labs, meeting and study room spaces, outdoor engagement areas, auditorium, shared technology, etc). The library continues the challenge of balancing spaces dedicated to a growing population, collections, and experiences. Additional square footage is needed to meet required Dane County Standards, industry trends, and interest/demand from the community. Physical material circulation remains high and shelf space dedication to collections is limited.
3. Costs and COVID-19 – The library faces rising costs of materials, supplies, and equipment maintenance. The proposed 2024 budget minimally addresses the rising costs of system services, insurance rates, cleaning services, and anticipated staffing increases as a result of COLA increases and benefit costs.

In response to COVID-19 the library continued a phased plan for reopening and is aligned with the Forward Dane Plan and Department of Public Instruction Guidelines. Public meeting room access was phased and reopened in May of 2022 with an overhauled online self-service reservation system, and the two remaining meeting spaces were opened in 2023. Seasonal Sunday Service from Labor Day-Memorial Day 1pm-5pm is a goal and request for the 2024 operating budget.

2024 intergovernmental funding remains stable but tight, as the Dane County reimbursement for 2024 will use data from the 2019, 2022, 2023 annual reports. This is a 7.7% increase in the city’s general fund transfer since 2019, or a 1.9% increase annual average.

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
City-General Fund	\$1,307,784	\$1,307,784	\$1,362,944	\$1,381,416	\$1,409,912

**2020-2025 STRATEGIC ROAD MAP** – Please see [midlibrary.org/board](http://midlibrary.org/board) for monthly progress reports

### **Community Partnerships**

***Focuses on empowering and connecting with individuals and groups who have the knowledge, skills, and social connections to take action in creating a strong, vibrant community.***

Priorities:

- Collect and value input from library users and increase communication with underrepresented populations to better understand needs, identify barriers to use, and increase use of the library.
- Create more opportunities for the public to share their talents and expertise.
- Grow and strengthen relationships with strategic area partners.

### **Civic Engagement**

***Focuses on advocating for the City of Middleton and its residents.***

Priorities:

- Align the goals of the Middleton Public Library with the goals of the City of Middleton.
- Cultivate a collection and offer programming that reflects the entire community.
- Develop service strategies responsive to community needs.

### **Inclusion and Belonging**

***Focuses on creating opportunities for people to experience, express, and celebrate cultures, diversity, equity, and inclusion.***

Priorities:

- Provide effective leadership in the development, coordination, implementation and assessment of programs, collections, and services to promote diversity and understanding of bias and differences.
- Honor freedom of expression, intellectual freedom, the right to read, and civil discourse as fundamental to personal, professional, and organizational growth.
- Develop the skills and capacity of staff, board, and volunteers to support diverse communities of users and advocate for resources.

### **Place and Space**

***Focuses on providing physical and virtual spaces that are safe, modern, welcoming, and flexible.***

Priorities:

- Create accessible spaces inside and outside of the library that support connections, experiences, and literacy.
- Increase patron's ability to find, understand, and utilize what they need in the library and online.
- Continue to plan for the long-term future by participating in the Community Campus Plan.

### **Sharing the Impact**

***Focuses on communicating why and how the library is here for you.***

Priorities:

- Protect patron privacy and increase awareness and use of services and resources.
- Develop improved communication efforts and methods to reach current and potential users.
- Celebrate the critical role the library plays in fostering multiple literacies.

### **Thriving Together**

***Focuses on creating an environment where people want to be.***

Priorities:

- Create and nurture a culture of continuous and innovative learning and development for staff, board, and volunteers.
- Strengthen the organizational structure of volunteers and Friends group and work with members to broaden support of the library's mission.
- Ensure short and long-term fiscal sustainability through thoughtful financial development, donor relationships, and partnerships.

**MAJOR WORKLOAD STATISTICS:**

<b>WORKLOAD ACTIVITIES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual *Impacted by COVID-19*</b>	<b>2021 Actual *Impacted by COVID-19*</b>	<b>2022 Actual</b>
Annual Physical Circulation	726,945	730,404	704,692	320,500	461,679	515,679
Registered Borrowers	19,817	19,834	19,936	18,777	18,923	18,962
Interlibrary loans provided to other LINK libraries	226,692	219,252	193,389	89,997	130,198	112,369
Interlibrary loans received from other LINK libraries	228,472	231,586	229,559	120,987	203,789	180,784
Books owned	90,590	90,251	84,568	85,200	91,895	85,464
Audiovisual owned	27,577	28,317	27,100	27,265	22,304	14,621
Digital use: eBooks, audio, magazines, databases (added 2021)	53,739	75,160	88,590	137,980	144,247	246,495
Programs and events	972	1,010	1,065	1,020	913	1,165
Number of participants at events	41,449	40,884	47,777	40,000	32,590	38,783
Annual visitor count	367,266	371,703	360,002	150,900	139,384	212,045
Annual hours of operation	3,520	3,520	3,520	1,850	3,380	3,153
Public computers	74	72	72	72	72	68
Public Internet use sessions & WIFI use	214,863	245,435	254,250	220,000	102,645	163,339
Study Room Bookings	7,077	7,820	7,204	1,380	1,462	3,812



**CITY OF MIDDLETON 2024 City of Middleton Budget**  
**2024 BUDGET INITIATIVES**  
**LIBRARY**  
**BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	Cost to Maintain Operations	15,100	-	15,100	-
2	Bookmobile	2,680	-	2,680	-
3	Seasonal Sunday Hours	66,492	-	66,492	-
<b>TOTAL</b>		<b>84,272</b>	<b>-</b>	<b>84,272</b>	<b>-</b>



**CITY OF MIDDLETON 2024 City of Middleton Budget  
2024 BUDGET INITIATIVE FORM  
LIBRARY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	<b>Cost to Maintain</b>
Department Priority Number:	1
Strategic Plan Objective:	Other
Strategic Plan Action Item:	Civic Campus Plan
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
212-5511-230	BOOKS	N	5,000		5,000
212-5511-250	POSTAGE	Y	1,000		100
212-5511-335	DIGITAL RESOURCES	Y	4,100		4,100
212-5511-440	TRAINING AND DEVELOPMENT	N	3,000		3,000
212-5511-460	INSURANCE	Y	2,500		2,500
212-5511-470	UTILITIES		(500)		(500)
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>15,100</b>	<b>-</b>	<b>15,100</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>15,100</b>	<b>-</b>	<b>15,100</b>
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**DESCRIPTION**

This is the cost to maintain current library operations in the 212 Operating Fund. It does not include personnel nor benefits.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Publishers continue to increase the costs of physical and digital items based on demand and raw materials. The library's material budget has not increased in over seven years. The Digital Resources account is new for 2023 and was created with existing collection and database funds. Postage is paid for through City Hall and this increase is based on last years costs. There has not been an increase to the staff training and development account in ten years. This increase is an investment into the staff and includes funds for 1-2 staff development days/year, 3-4 local/state/national conferences with 10-15 staff attendees (such as the Wisconsin Library Association), as well as training opportunities through the League of Municipalities, CVMIC, NeoGOV Learn, and the South Central Library System. Annual insurance cost increase.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
LIBRARY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Bookmobile
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	Civic Campus Plan
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
212-5511-460	INSURANCE	Y	1,680		1,680
212-5511-422	FUEL	Y		2,000	2,000
212-5511-410	EQUIPMENT MAINTAINCE	Y	500		500
212-5511-340	BUILDING GROUNDS AND MAINTENANCE	N	500		500
212-5511-450	MILEAGE			(2,000)	(2,000)
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>2,680</b>	<b>-</b>	<b>2,680</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>2,680</b>	<b>-</b>	<b>2,680</b>
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**DESCRIPTION**

Expected Bookmobile delivery date is September 2024. This is the annual cost increase to the 212 Operating Fund to support mobile library services.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Built in 1990 the Middleton Public Library facility has gone through two major renovations to expand public space. Most recently in 2019 with the Next Chapter Project. As the Middleton community grows, the library continues to create innovative ways to expand outreach and engagement efforts that alleviate the lack of physical space available in the facility. One of the most effective ways to do this is by using a dedicated vehicle to bring library services closer to residences and commercial spaces throughout the community. The library currently offers a robust outreach service in parks, every Middleton school, assisted living facilities, laundromats, special events, the WayForward food pantry, businesses, and more. With support from the Friends of the Library, the library aims to meet the following goals through the bookmobile:

1. Increase library usage and civic engagement.
2. Alleviate barriers and meet people where they are.
3. Promote and support literacy.
4. Grow collaborations and partnerships.

Providing a mobile library with high interest materials and services creates lifelong library users and library supporters. By leveraging the good will and community trust in public libraries, a bookmobile reinforces that the library is a collaborative, essential city service and creates a gateway for further civic engagement.



**CITY OF MIDDLETON    2024 City of Middleton Budget**  
**2024 BUDGET INITIATIVE FORM**  
**LIBRARY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Seasonal Sunday Hours
Department Priority Number:	3
Strategic Plan Objective:	Other
Strategic Plan Action Item:	Civic Campus Plan
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
212-5511-111	Part Time	N	36,067		36,067
212-5511-112	Pages	N	20,134		20,134
212-5511-135	LONGEVITY	N	4,525		4,525
212-5511-193	FICA	N	4,646		4,646
212-5511-315	Outside Services - Cleaning	N	1,120		1,120
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>66,492</b>	<b>-</b>	<b>66,492</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>66,492</b>	<b>-</b>	<b>66,492</b>
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**DESCRIPTION**

This is the personnel cost increases for reopening on seasonally on Sundays from Labor Day - Memorial Day. Utilities are minorly impacted. Cleaning services through the current vendor of Environmental Control, would increase by 2%. \$23,177 increase to both current 20hr./week Supervisors, to 28hr./week for an additional 416 hours/year. \$12,890 increase for 624 additional hours/year for Library Assistants. \$20,134 increase for 416 additional hours/year for Pages, including the \$14/hr. compensation increase.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

Starting in March 2020 the library closed in response to the COVID 19 pandemic. The visitor count in 2020 was averaging 30,000 people/month. June of 2023 saw a high of 24,000. The library has recovered and stabilized from the pandemic and other extreme organizational changes, and the community has returned. Reopening on Sundays will allow for increased access stats, return to service prepandemic, weekend programming, room for scalability



## 2024 City of Middleton Budget

### LIBRARY REVENUE

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>INTERGOVERNMENTAL REVENUE</b>									
212-4342-00	CROSS COUNTY BORDER REIMB.	3,160	17,336	12,260	5,556	-	12,260	-	12,260
212-4343-00	CO. AID FIXED COST-FACL. REIM	-	-	-	3,352	-	-	-	-
212-4344-00	CO. AID FIXED COST-OPER. REIM	944,171	944,091	945,737	945,738	-	945,737	28,853	974,590
	<b>TOTAL</b>	<b>947,331</b>	<b>961,427</b>	<b>957,997</b>	<b>954,646</b>	<b>-</b>	<b>957,997</b>	<b>28,853</b>	<b>986,850</b>
<b>PUBLIC CHARGES FOR SERVICES</b>									
212-4611-00	COPIES AND FAX	24,000	9,148	14,000	7,917	-	14,000	14,000	28,000
	<b>TOTAL</b>	<b>24,000</b>	<b>9,148</b>	<b>14,000</b>	<b>7,917</b>	<b>-</b>	<b>14,000</b>	<b>14,000</b>	<b>28,000</b>
<b>MISCELLANEOUS REVENUES</b>									
212-4810-00	INTEREST ON INVESTMENTS	-	(2,045)	-	11,276	11,276	-	11,000	11,000
212-4811-00	TRANSFER IN - GEN. FUND	1,381,416	1,381,416	1,409,912	1,490,912	-	1,409,912	206,182	1,616,094
212-4811-03	CREDIT CARD REBATE PROGRAM	6,000	6,030	6,000	-	-	6,000	-	6,000
212-4820-00	SALES TAX REMIT DISCOUNT	-	4	-	2	2	-	2	2
212-4880-00	MISC. REVENUE	-	-	-	10	10	-	10	10
	<b>TOTAL</b>	<b>1,387,416</b>	<b>1,385,404</b>	<b>1,415,912</b>	<b>1,502,200</b>	<b>11,288</b>	<b>1,415,912</b>	<b>217,194</b>	<b>1,633,106</b>
<b>TOTAL LIBRARY REVENUE</b>		<b>2,358,747</b>	<b>2,355,979</b>	<b>2,387,909</b>	<b>2,464,763</b>	<b>11,288</b>	<b>2,387,909</b>	<b>260,047</b>	<b>2,647,956</b>



## 2024 City of Middleton Budget

### LIBRARY OPERATIONS

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>								
212-5511-110 SALARIES-FULL-TIME	998,132	806,566	970,052	595,653	-	1,012,976	-	1,012,976
212-5511-111 PART-TIME PERM.	183,876	235,781	353,638	134,045	-	409,418	36,067	445,485
212-5511-112 PART-TIME-NON-PERM.	155,802	156,580	-	117,232	102,170	102,170	20,134	122,304
212-5511-117 OVERTIME	-	-	-	-	-	-	-	-
212-5511-135 LONGEVITY	5,007	4,286	4,522	-	-	4,523	4,525	9,048
<b>TOTAL</b>	<b>1,342,817</b>	<b>1,203,213</b>	<b>1,328,212</b>	<b>846,930</b>	<b>102,170</b>	<b>1,529,087</b>	<b>60,726</b>	<b>1,589,813</b>
<b>PERSONNEL BENEFITS</b>								
212-5511-145 UNEMPLOYMENT PAYMENT	-	396	-	39	-	-	-	-
212-5511-192 RETIREMENT	74,137	60,202	57,780	52,484	-	65,541	-	65,541
212-5511-193 FICA	102,726	90,382	101,608	63,578	-	117,657	4,646	122,303
212-5511-194 HEALTH INSURANCE	141,694	120,384	175,548	83,105	-	140,368	-	140,368
212-5511-195 DENTAL INSURANCE	15,297	13,660	21,394	9,353	-	7,664	-	7,664
<b>TOTAL</b>	<b>333,854</b>	<b>285,024</b>	<b>356,330</b>	<b>208,559</b>	<b>-</b>	<b>331,230</b>	<b>4,646</b>	<b>335,876</b>
<b>OPERATING EXPENSES</b>								
212-5511-210 OFFICE SUPPLIES	26,020	22,149	26,020	10,871	2,000	26,020	-	26,020
212-5511-230 BOOKS	154,306	163,007	154,306	115,333	-	154,306	5,000	159,306
212-5511-232 PERIODICALS	15,577	15,219	14,000	13,037	-	14,000	-	14,000
212-5511-233 AUDIO	76,200	60,998	46,200	27,824	-	46,200	-	46,200
212-5511-250 POSTAGE	812	853	-	-	(1,000)	-	1,000	1,000
212-5511-260 ADVERTISING & PRINTING	2,000	1,047	2,000	88	-	2,000	-	2,000
212-5511-270 TELEPHONE	11,593	11,680	11,593	7,011	-	11,593	-	11,593
212-5511-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
212-5511-310 LINK SERVICES	87,103	81,938	81,316	81,316	-	81,316	-	81,316
212-5511-315 OUTSIDE SERVICES	35,007	47,928	50,988	38,241	1,120	50,988	1,120	52,108
212-5511-330 ELECTRONIC RESOURCES	38,125	36,609	17,015	16,690	-	17,015	-	17,015
212-5511-335 LIBRARY - DIGITAL RESOURCES	-	-	57,110	43,274	-	57,110	4,100	61,210
212-5511-340 BUILDINGS & GKROUNDS MAINT	33,982	59,993	39,982	37,546	-	39,982	500	40,482
212-5511-410 EQUIPMENT MAINTENANCE	47,938	50,870	45,324	33,933	-	45,324	500	45,824
212-5511-420 COPIER LEASE/MAINTENANCE	22,766	22,807	22,766	14,593	-	22,766	-	22,766
212-5511-422 FUEL	-	-	-	-	-	-	2,000	2,000
212-5511-440 TRAINING & DEVELOPMENT	10,000	8,296	10,000	8,690	-	10,000	3,000	13,000
212-5511-450 MILEAGE	2,820	1,276	4,620	939	1,000	4,620	(2,000)	2,620
212-5511-460 INSURANCE	25,600	25,600	27,900	27,900	-	27,900	4,180	32,080
212-5511-470 UTILITIES	57,227	54,034	57,227	37,424	-	57,227	(500)	56,727
212-5511-490 PROGRAMMING	35,000	35,053	35,000	24,983	-	35,000	-	35,000
212-5511-800 CAPITAL OUTLAY	-	-	-	375,860	-	-	-	-
212-7050-990 TRANSFER OUT	-	-	-	-	-	-	-	-
212-7050-999 RESERVE FOR CONTINGENCY	-	-	-	-	-	-	-	-
212-5511-998 PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
212-5511-999 CONTINGENCY	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>682,076</b>	<b>710,626</b>	<b>703,367</b>	<b>744,435</b>	<b>3,120</b>	<b>703,367</b>	<b>18,900</b>	<b>722,267</b>
<b>TOTAL LIBRARY OPERATIONS</b>	<b>2,358,747</b>	<b>2,198,863</b>	<b>2,387,909</b>	<b>1,799,923</b>	<b>105,290</b>	<b>2,563,684</b>	<b>84,272</b>	<b>2,647,956</b>



## 2024 City of Middleton Budget

### YOUTH CENTER REVENUE

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>CONTRIBUTIONS</b>									
214-4500-01	MCPASD CONTRIBUTION	18,500	18,500	18,500	-	18,500	18,500	-	18,500
214-4500-03	DANE COUNTY CONTRIBUTION	9,590	9,186	10,021	7,282	10,021	10,021	-	10,021
214-4500-04	UNITED WAY CONTRIBUTION	12,500	12,500	12,500	8,333	12,500	12,500	-	12,500
	<b>TOTAL</b>	<b>28,090</b>	<b>40,186</b>	<b>41,021</b>	<b>15,615</b>	<b>41,021</b>	<b>41,021</b>	<b>-</b>	<b>41,021</b>
<b>DONATIONS</b>									
214-4700-01	GENERAL DONATIONS TO YC	8,000	8,164	8,000	4,163	8,000	8,000	-	8,000
214-4700-03	MCPASD CASH MATCH	4,750	4,750	4,750	4,750	4,750	4,750	(1,003)	3,747
214-4700-04	MISC DONATIONS	-	-	-	400	-	-	-	-
	<b>TOTAL</b>	<b>12,750</b>	<b>12,914</b>	<b>12,750</b>	<b>9,313</b>	<b>12,750</b>	<b>12,750</b>	<b>(1,003)</b>	<b>11,747</b>
<b>MISCELLANEOUS REVENUES</b>									
214-4800-01	TRANSFER IN FR GEN. FUND	98,868	98,868	110,933	110,933	110,933	110,933	18,855	129,788
214-4800-02	TRANSFER IN ARPA FUND	20,000	3,271	20,000	-	20,000	20,000	(20,000)	-
	<b>TOTAL</b>	<b>98,868</b>	<b>102,139</b>	<b>130,933</b>	<b>110,933</b>	<b>130,933</b>	<b>130,933</b>	<b>(1,145)</b>	<b>129,788</b>
<b>TOTAL YOUTH CENTER REVENUE</b>		<b>139,708</b>	<b>155,238</b>	<b>184,704</b>	<b>135,861</b>	<b>184,704</b>	<b>184,704</b>	<b>(2,148)</b>	<b>182,556</b>



## 2024 City of Middleton Budget

### YOUTH CENTER OPERATIONS

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
214-5100-110	SALARIES-FULL-TIME	78,765	79,711	83,791	51,633	83,791	88,399	-	88,399
214-5100-120	LTE WAGES	35,740	19,384	35,740	8,577	35,740	35,740	(2,990)	32,750
214-5100-135	LONGEVITY	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>114,505</b>	<b>99,094</b>	<b>119,531</b>	<b>60,210</b>	<b>119,531</b>	<b>124,139</b>	<b>(2,990)</b>	<b>121,149</b>
<b>PERSONNEL BENEFITS</b>									
214-5100-192	RETIREMENT	6,965	8,425	7,628	5,638	7,628	2,341	-	2,341
214-5100-193	FICA	8,760	5,695	9,144	3,750	9,144	9,497	(229)	9,268
214-5100-194	HEALTH INSURANCE	20,177	22,947	21,171	14,983	21,171	22,424	-	22,424
214-5100-195	DENTAL INSURANCE	1,455	2,739	2,531	1,826	2,531	2,531	-	2,531
	<b>TOTAL</b>	<b>37,357</b>	<b>39,806</b>	<b>40,474</b>	<b>26,197</b>	<b>40,474</b>	<b>36,793</b>	<b>(229)</b>	<b>36,564</b>
<b>OPERATING EXPENSES</b>									
214-5100-220	SUPPLIES & MATERIALS	5,323	4,667	4,375	2,914	4,375	4,375	125	4,500
214-5100-221	FUNDRAISING MATERIALS	300	200	300	-	300	300	-	300
214-5100-280	COMMUNICATION	924	1,001	480	549	-	480	370	850
214-5100-310	TRIPS	1,500	1,487	1,500	1,204	-	1,500	1,500	3,000
214-5100-440	TRAINING & DEVELOPMENT	200	200	200	160	-	200	-	200
214-5100-480	NUTRITIONAL SUPPLIES & MATS	6,952	6,127	8,344	5,269	-	8,344	156	8,500
214-5301-996	CASH MATCH	9,500	-	9,500	-	-	9,500	(2,007)	7,493
214-5301-998	PERSONNEL CONTINGENCY	822	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>25,521</b>	<b>13,682</b>	<b>24,699</b>	<b>10,096</b>	<b>4,675</b>	<b>24,699</b>	<b>144</b>	<b>24,843</b>
<b>TOTAL YOUTH CENTER OPERATIONS</b>		<b>177,383</b>	<b>152,581</b>	<b>184,704</b>	<b>96,503</b>	<b>164,680</b>	<b>185,631</b>	<b>(3,075)</b>	<b>182,556</b>



**CITY OF MIDDLETON**  
**2024 BUDGET INITIATIVES**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Revenue Updates	-	23,106	(23,106)	-
2	Downtown Snow Removal	15,000	-	15,000	-
3	Banners and Misc Expenses	4,731	-	4,731	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		<b>19,731</b>	<b>23,106</b>	<b>(3,375)</b>	<b>-</b>



## 2024 City of Middleton Budget

### CDA REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>MISCELLANEOUS REVENUES</b>									
203-4811-00	INTEREST ON INVESTMENTS	1,000	(1,939)	1,000	10,690	10,690	1,000	9,000	10,000
203-4812-00	TRANSFER IN	70,000	78,033	120,000	-	120,000	120,000	20,000	140,000
203-4820-00	RENT - JONES	11,788	11,768	11,788	10,222	9,000	11,788	(5,894)	5,894
203-4820-04	RENT MIDDLETON STATION PARKIN	3,600	3,600	3,600	1,800	3,600	3,600	-	3,600
203-4875-00	HUBBARD ACTIVITY CENTER	5,500	3,879	5,500	-	-	5,500	-	5,500
203-4890-00	MISCELLANEOUS REVENUES	-	5,000	9,000	-	-	9,000	-	9,000
	<b>TOTAL</b>	<b>91,888</b>	<b>100,414</b>	<b>150,888</b>	<b>22,712</b>	<b>143,290</b>	<b>150,888</b>	<b>23,106</b>	<b>173,994</b>
<b>TOTAL CDA REVENUES</b>		<b>91,888</b>	<b>100,414</b>	<b>150,888</b>	<b>22,712</b>	<b>143,290</b>	<b>150,888</b>	<b>23,106</b>	<b>173,994</b>



## 2024 City of Middleton Budget

### COMMUNITY DEVELOPMENT AUTHORITY

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>OPERATING EXPENSES</b>							
203-5531-001 ECONOMIC ASSISTANCE PMTS	-	-	-	-	-	-	-	-
203-5531-003 OTHER	-	-	-	-	-	-	-	-
203-5540-001 DOWNTOWN SNOW REMOVAL	25,000	26,920	25,000	39,550	40,000	25,000	15,000	40,000
203-5540-002 SENIOR CENTER BUILDING MTNANCE	5,000	616	2,000	504	2,000	2,000	-	2,000
203-5540-003 DOWNTOWN MARKETING ASSISTANCE	-	-	-	-	-	-	-	-
203-5540-004 CDA EVENT SPONSORSHIP	7,500	5,993	7,500	14,094	7,500	7,500	-	7,500
203-5540-005 BANNERS/HOLIDAY LIGHTS	10,000	7,454	15,000	4,992	15,000	15,000	5,000	20,000
203-5540-006 LABOR DOWNTOWN MAINTENANCE	15,000	14,983	27,000	9,882	27,000	27,000	-	27,000
203-5540-007 DOWNTOWN LANDSCAPE/MTNANCE	18,000	32,542	45,000	24,786	45,000	45,000	-	45,000
203-5599-000 DEPRECIATION EXPENSE	-	74,808	-	-	-	-	-	-
203-5714-001 TENANT IMPROVEMENT	-	-	-	-	-	-	-	-
203-5720-112 PART-TIME-NON PERM.	21,042	11,079	23,050	11,198	23,050	24,031	-	24,031
203-5720-192 RETIREMENT	-	-	1,567	-	-	-	-	-
203-5720-193 FICA	1,610	-	1,763	-	-	1,838	-	1,838
203-5720-210 MISCELLANEOUS EXPENSES	1,000	790	1,000	-	-	1,000	(269)	731
203-5720-230 CITY HALL COMMUNITY GARDEN	-	-	-	-	-	-	-	-
203-5722-310 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
203-5820-705 LOAN WRITEOFFS	-	-	-	-	-	-	-	-
203-5923-990 TRANSFER TO TIF FUND	-	-	-	-	-	-	-	-
203-5923-995 TRANSFER TO FUND 416	-	-	-	-	-	-	-	-
203-5923-999 TRANSFER TO DEBT SERVICE FUND	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>104,152</b>	<b>175,184</b>	<b>148,880</b>	<b>105,006</b>	<b>159,550</b>	<b>148,369</b>	<b>19,731</b>	<b>168,100</b>
<b>TOTAL COMMUNITY DEVELOPMENT AUTHORITY</b>	<b>104,152</b>	<b>175,184</b>	<b>148,880</b>	<b>105,006</b>	<b>159,550</b>	<b>148,369</b>	<b>19,731</b>	<b>168,100</b>



**CITY OF MIDDLETON DEPARTMENT OPERATING BUDGET REQUESTS – FISCAL 2024 (JAN. – DEC.)**

**Water and Sewer Utilities**

**DEPARTMENT: Public Works**

**DIRECTOR: Shawn Stauske**

**DIVISION: Water and Sewer Utilities**

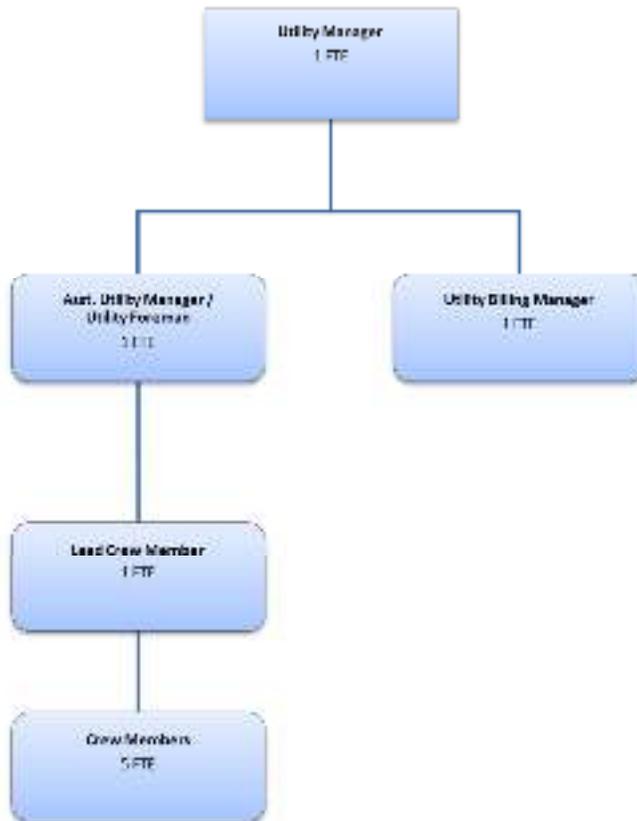
**DIVISION MANAGER: Mike Meier**

**MISSIONS:**

DEPARTMENT: Provide basic public transportation, storm water management and utility infrastructure and services consistent with citizen expectations in an urban environment.

DIVISION: Provide Quality Water and Wastewater service to the residents of the City.

**Utilities Division Organization Chart**



AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
Utility Manager	1	1	1	1	1
Asst. Utility Manager / Utility Foreman	1	1	1	1	1
Utility Crewman	6	6	6	6	6
Utility Billing Manager	1	1	1	1	1
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

Note: Salaries for the utilities division are split 75% water and 25% sewer. The Public Service Commission (PSC) requires that the salaries for water be charged to the actual area in the budget where the work was performed. This tracking is done through the Utility Division timecards. For budgeting purposes, the City looks at the prior year and determines a percentage allocation to each budget area. The total salary and benefit costs are spread based on that percentage allocation. This process is mirrored in the Sewer budget.

**MAJOR RESPONSIBILITIES:**

1. Provide Operation and Maintenance of Sanitary Sewer Pumping Stations
2. Provide Operation and Maintenance of Water Transmission and Distribution System
3. Provide Maintenance, Reading and Billing of Water Meters
4. Provide Operation and Maintenance of Sanitary Sewer collection and pumping facilities
5. Provide emergency response as needed

**2024 GOALS:**

1. Water main replacement coordinated with street improvements
2. Sanitary Sewer video audits/inspections, and repairs coordinated with street improvements
3. Train/aid uncertified staff in achieving their Water Operator’s Licenses in both Groundwater & Distribution Certification’s.
4. Move Sanitary Sewer System to SCADA

**SIGNIFICANT ISSUES IN 2024:**

1. New water main install and sewer main repair project as needed on Dewey Ct., Lake St., Elmwood Ave., & Franklin Ave.
2. Address inflow/infiltration defects identified with video inspections
3. With 50% newly hired crew in the later part of 2023, maintaining, and learning the system is our top priority.
4. Alarm confusion from Middleton 911 center from old dialer alarm system currently found the lift stations

**MAJOR WORKLOAD STATISTICS:**

WORKLOAD ACTIVITIES	2021 Actual	2022 Actual	2023 As of 7/31	2023 Projected	2024 Projected
Water pumping stations to maintain	8	8	8	8	8
Wastewater pumping stations to maintain	9	9	9	9	9
Miles of Water Mains to maintain	92.0	92.0	92.0	92.0	92.0
Miles of Sewer Main to maintain	81.5	81.5	81.5	81.5	81.5
Number of Water Meters	6552	6,619	6,626	6,630	75

2024 City of Middleton Budget



CITY OF MIDDLETON  
 2024 BUDGET INITIATIVES  
 WATER AND SEWER UTILITIES  
 BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Admin. Recovery Allocation	17,000	-	17,000	-
2	Sewer Sales Revenue	-	242,400	(242,400)	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		17,000	242,400	(225,400)	-

## 2024 City of Middleton Budget



### CITY OF MIDDLETON 2024 BUDGET INITIATIVE FORM WATER AND SEWER UTILITIES

#### 2024 BUDGET DECISION ITEM DETAIL

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

<b>Admin. Recovery Allocation</b>	
1	
Other	
N/A	
0	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
610-6192-990	GEN FUND COST RECOVERY	8,500			8,500
620-6285-990	GEN FUND COST RECOVERY	8,500			8,500
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>17,000</b>	<b>-</b>	<b>-</b>	<b>17,000</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>17,000</b>
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## 2024 City of Middleton Budget

### DESCRIPTION

Calculations for the 2024 Utility allocations for general fund cost recovery.

### JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

This is based on percentages of the general fund budget projections for City Administration, Administrative Services, Buildings & Grounds, IT, and Public Work Engineering & Administration.

For the 2024 budget, the total allocation is \$203,000 with \$101,500 for both the water and sewer utilities.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
WATER AND SEWER UTILITIES**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Sewer Sales Revenue
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
620-4610-00	SEWERAGE SERVICE-RESIDENTIAL		132,005		132,005
620-4620-00	SEWERAGE SERVICE-COMMERCIAL		94,892		94,892
620-4630-00	SEWERAGE SERVICE-INDUSTRIAL		12,186		12,186
620-4640-00	REVENUES FROM PUBLIC AUTHORITY		3,317		3,317
<b>Total Revenues</b>		<b>0</b>	<b>242,400</b>	<b>-</b>	<b>242,400</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>(242,400)</b>	<b>-</b>	<b>(242,400)</b>
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**DESCRIPTION**

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

### WATER UTILITY REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WATER SALES REVENUE</b>									
610-4601-00	UNMETERED SALES-GEN CUSTOMERS	-	-	-	-	-	-	-	-
610-4610-00	METERED SALES-GEN CUSTOMERS	-	-	-	-	-	-	-	-
610-4611-00	METERED SALES-RESIDENTIAL	1,452,769	1,017,588	1,452,769	532,176	1,100,000	1,452,769	-	1,452,769
610-4612-00	METERED SALES-COMMERCIAL	795,299	530,069	795,299	259,412	600,000	795,299	-	795,299
610-4613-00	METERED SALES-INDUSTRIAL	168,976	97,334	168,976	45,539	100,000	168,976	-	168,976
610-4614-00	METERED SALES - MULTI FAMILY	313,537	417,776	313,537	225,672	400,000	313,537	-	313,537
610-4620-00	PRIVATE FIRE PROTECTION	108,655	109,437	108,655	57,014	110,000	108,655	-	108,655
610-4630-00	PUBLIC FIRE PROTECTION	485,243	561,264	485,243	293,640	600,000	485,243	-	485,243
610-4640-00	OTHER SALES TO PUBLIC AUTHORIT	59,437	70,302	59,437	28,184	60,000	59,437	-	59,437
610-4660-00	SALES FOR RESALE	-	7,398	-	12,258	-	-	-	-
	<b>TOTAL</b>	<b>3,383,916</b>	<b>2,811,169</b>	<b>3,383,916</b>	<b>1,453,896</b>	<b>2,970,000</b>	<b>3,383,916</b>	<b>-</b>	<b>3,383,916</b>
<b>MISCELLANEOUS REVENUES</b>									
610-4701-00	FORFEITED DISCOUNTS	4,000	10,749	4,000	8,488	7,000	4,000	-	4,000
610-4710-00	MISC SERVICE REVENUE	5,000	3,998	5,000	2,401	4,000	5,000	-	5,000
610-4720-00	RENT FROM WATER PROPERTY	105,000	90,511	105,000	65,069	110,000	105,000	-	105,000
610-4740-00	OTHER WATER REVENUES (AM-1)	1,000	21,603	1,000	3,253	4,000	1,000	-	1,000
610-4790-00	TRANSFER IN	-	14,666	-	-	-	-	-	-
	<b>TOTAL</b>	<b>115,000</b>	<b>141,526</b>	<b>115,000</b>	<b>79,211</b>	<b>125,000</b>	<b>115,000</b>	<b>-</b>	<b>115,000</b>
<b>INTEREST &amp; OTHER FINANCING SOURCES</b>									
610-4210-00	CONTRIBUTIONS IN AID OF CONSTU	-	406,225	-	-	-	-	-	-
610-4210-01	CAPITAL CONTRIBUTED BY MUNI	-	-	-	-	-	-	-	-
610-4250-00	AMORTIZATION OF PSC LIABILITY	-	-	-	-	-	-	-	-
610-4290-00	INTEREST & DIVIDEND INCOME	25,000	(12,448)	25,000	68,619	100,000	25,000	-	25,000
610-4290-03	CREDIT CARD REBATE PROGRAM	5,000	3,850	5,000	-	-	5,000	-	5,000
610-4291-00	MISCELLANEOUS INCOME	3,000	17,722	3,000	3,084	8,000	3,000	-	3,000
	<b>TOTAL</b>	<b>33,000</b>	<b>415,349</b>	<b>33,000</b>	<b>71,703</b>	<b>108,000</b>	<b>33,000</b>	<b>-</b>	<b>33,000</b>
<b>TOTAL WATER UTILITY REVENUES</b>		<b>3,531,916</b>	<b>3,368,044</b>	<b>3,531,916</b>	<b>1,604,810</b>	<b>3,203,000</b>	<b>3,531,916</b>	<b>-</b>	<b>3,531,916</b>



## 2024 City of Middleton Budget

### WATER UTILITY EXPENSES

SOURCE OF SUPPLY		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WAGES</b>									
610-6160-110	SALARIES-FULL-TIME (601)	25,000	20,531	28,496	31,582	28,496	27,014	-	27,014
610-6160-117	OVERTIME	-	-	-	-	-	-	-	-
610-6160-135	LONGEVITY	9,450	-	546	-	546	-	-	-
610-6160-198	PENSION EXPENSE	-	(33,352)	-	-	-	-	-	-
	<b>TOTAL</b>	<b>34,450</b>	<b>(12,821)</b>	<b>29,042</b>	<b>31,582</b>	<b>29,042</b>	<b>27,014</b>	<b>-</b>	<b>27,014</b>
<b>PERSONNEL BENEFIT #N/A</b>									
610-6160-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6160-192	RETIREMENT	-	-	2,626	-	2,626	2,553	-	2,553
610-6160-193	FICA	2,000	1,534	2,954	2,334	2,954	2,286	-	2,286
610-6160-194	HEALTH INSURANCE	-	-	7,497	-	7,497	6,791	-	6,791
610-6160-195	DENTAL INSURANCE	-	-	693	-	693	593	-	593
	<b>TOTAL</b>	<b>2,000</b>	<b>1,534</b>	<b>13,770</b>	<b>2,334</b>	<b>13,770</b>	<b>12,223</b>	<b>-</b>	<b>12,223</b>
<b>OPERATING EXPENSES</b>									
610-6160-220	SUPPLIES & EXPENSES (603)	7,000	1,962	7,000	2,108	7,000	7,000	-	7,000
610-6160-410	MAINTENANCE (617): PPE	1,000	-	1,000	4,776	4,100	1,000	-	1,000
	<b>TOTAL</b>	<b>8,000</b>	<b>1,962</b>	<b>8,000</b>	<b>6,884</b>	<b>11,100</b>	<b>8,000</b>	<b>-</b>	<b>8,000</b>
<b>TOTAL SOURCE OF SUPPLY</b>		<b>44,450</b>	<b>(9,325)</b>	<b>50,812</b>	<b>40,800</b>	<b>53,912</b>	<b>47,237</b>	<b>-</b>	<b>47,237</b>
<b>PUMPING</b>									
<b>WAGES</b>									
610-6162-110	SALARIES-FULL-TIME (624)	5,000	428	93	2,204	2,204	88	-	88
610-6162-117	OVERTIME	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>5,000</b>	<b>428</b>	<b>93</b>	<b>2,204</b>	<b>2,204</b>	<b>88</b>	<b>-</b>	<b>88</b>
<b>PERSONNEL BENEFITS</b>									
610-6162-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6162-192	RETIREMENT	-	-	9	-	-	8	-	8
610-6162-193	FICA	500	32	10	166	166	7	-	7
610-6162-194	HEALTH INSURANCE	-	-	24	-	24	22	-	22
610-6162-195	DENTAL INSURANCE	-	-	2	-	2	2	-	2
	<b>TOTAL</b>	<b>500</b>	<b>32</b>	<b>45</b>	<b>166</b>	<b>192</b>	<b>39</b>	<b>-</b>	<b>39</b>
<b>OPERATING EXPENSES</b>									
610-6162-210	PURCHASED POWER (623)	260,000	236,608	260,000	166,274	260,000	260,000	-	260,000
610-6162-220	SUPPLIES & EXPENSES (626)	11,500	55,136	11,500	13,331	17,000	11,500	-	11,500
610-6162-410	MAINTENANCE (633)	5,000	-	5,000	-	3,000	5,000	-	5,000
	<b>TOTAL</b>	<b>276,500</b>	<b>291,745</b>	<b>276,500</b>	<b>179,605</b>	<b>280,000</b>	<b>276,500</b>	<b>-</b>	<b>276,500</b>
<b>TOTAL PUMPING</b>		<b>282,000</b>	<b>292,204</b>	<b>276,638</b>	<b>181,975</b>	<b>282,396</b>	<b>276,627</b>	<b>-</b>	<b>276,627</b>



2024 City of Middleton Budget

**WATER UTILITY EXPENSES**

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>WATER TREATMENT</b>									
<b>WAGES</b>									
610-6163-110	SALARIES-FULL-TIME (642)	500	932	32	-	32	30	-	30
610-6163-117	OVERTIME	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>500</b>	<b>932</b>	<b>32</b>	<b>-</b>	<b>32</b>	<b>30</b>	<b>-</b>	<b>30</b>
<b>PERSONNEL BENEFITS</b>									
610-6163-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6163-192	RETIREMENT	-	-	3	-	-	3	-	3
610-6163-193	FICA	45	69	3	-	-	3	-	3
610-6163-194	HEALTH INSURANCE	-	-	8	-	-	8	-	8
610-6163-195	DENTAL INSURANCE	-	-	1	-	-	1	-	1
	<b>TOTAL</b>	<b>45</b>	<b>69</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>15</b>	<b>-</b>	<b>15</b>
<b>OPERATING EXPENSES</b>									
610-6163-220	SUPPLIES & EXPENSES (643)	12,000	9,410	12,000	6,329	6,000	12,000	-	12,000
610-6163-230	CHEMICALS (641)	20,000	25,516	20,000	18,182	25,000	20,000	-	20,000
610-6163-410	MAINTENANCE (652)	1,000	-	1,000	2,964	1,000	1,000	-	1,000
	<b>TOTAL</b>	<b>33,000</b>	<b>34,926</b>	<b>33,000</b>	<b>27,475</b>	<b>32,000</b>	<b>33,000</b>	<b>-</b>	<b>33,000</b>
<b>TOTAL WATER TREATMENT</b>		<b>33,545</b>	<b>35,927</b>	<b>33,047</b>	<b>27,475</b>	<b>32,032</b>	<b>33,045</b>	<b>-</b>	<b>33,045</b>
<b>TRANSMISSION &amp; DISTRIBUTION</b>									
<b>WAGES</b>									
610-6164-110	SALARIES-FULL-TIME (660)	-	-	-	324	324	-	-	-
610-6164-111	LABOR RES. & STANDPIPE (661)	3,500	-	2,992	430	2,992	2,700	-	2,700
610-6164-112	LABOR - MAINS (662)	65,000	57,660	55,568	12,171	55,568	53,111	-	53,111
610-6164-113	LABOR - SERVICES (662)	45,000	34,675	38,470	13,556	38,470	36,460	-	36,460
610-6164-114	LABOR - METERS (663)	45,000	50,791	38,470	26,351	38,470	36,460	-	36,460
610-6164-115	LABOR - HYDRANTS (662)	7,000	1,084	5,984	1,064	5,984	5,402	-	5,402
610-6164-117	OVERTIME	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>165,500</b>	<b>144,211</b>	<b>141,484</b>	<b>53,896</b>	<b>141,808</b>	<b>134,133</b>	<b>-</b>	<b>134,133</b>
<b>PERSONNEL BENEFITS</b>									
610-6164-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6164-192	RETIREMENT	-	-	13,128	-	13,128	12,763	-	12,763
610-6164-193	FICA	14,500	10,687	14,769	4,020	14,769	11,428	-	11,428
610-6164-194	HEALTH INSURANCE	-	-	37,485	-	37,485	33,953	-	33,953
610-6164-195	DENTAL INSURANCE	-	-	3,464	-	3,464	2,963	-	2,963
	<b>TOTAL</b>	<b>14,500</b>	<b>10,687</b>	<b>68,846</b>	<b>4,020</b>	<b>68,846</b>	<b>61,107</b>	<b>-</b>	<b>61,107</b>
<b>OPERATING EXPENSES</b>									
610-6164-220	SUPPLIES & EXPENSES (665)	35,000	24,627	35,000	6,962	28,000	35,000	-	35,000
610-6164-410	MAINT (DO NOT USE)	-	-	-	-	-	-	-	-
610-6164-411	MAINT RES. & STANDPIPE (672)	20,000	3,044	20,000	695	19,000	20,000	-	20,000
610-6164-412	MAINT - MAINS (673)	75,000	119,544	75,000	45,706	70,000	75,000	-	75,000
610-6164-413	MAINT - SERVICES (675)	15,000	4,418	15,000	11,761	20,000	15,000	-	15,000
610-6164-414	MAINT - METERS (676)	25,000	22,533	25,000	12,928	25,000	25,000	-	25,000
610-6164-415	MAINT - HYDRANTS (677)	26,000	15,690	26,000	11,686	22,000	26,000	-	26,000
	<b>TOTAL</b>	<b>196,000</b>	<b>189,856</b>	<b>196,000</b>	<b>89,739</b>	<b>184,000</b>	<b>196,000</b>	<b>-</b>	<b>196,000</b>
<b>TOTAL TRANSMISSION &amp; DISTRIBUTION</b>		<b>376,000</b>	<b>344,754</b>	<b>406,330</b>	<b>147,655</b>	<b>394,654</b>	<b>391,240</b>	<b>-</b>	<b>391,240</b>



## 2024 City of Middleton Budget

### WATER UTILITY EXPENSES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>CUSTOMER ACCOUNT EXPENSE</b>									
<b>WAGES</b>									
610-6190-110	SALARIES-FULL-TIME (901)	-	-	-	-	-	-	-	-
610-6190-111	SALARIES-FULL-TIME CREW (902)	9,000	5,477	32,058	2,960	32,058	30,384	-	30,384
610-6190-117	OVERTIME	-	-	-	-	-	-	-	-
610-6190-130	ACCTG & CLTG LABOR (903)	32,000	36,536	-	17,461	12,974	-	-	-
	<b>TOTAL</b>	<b>41,000</b>	<b>42,013</b>	<b>32,058</b>	<b>20,422</b>	<b>45,032</b>	<b>30,384</b>	<b>-</b>	<b>30,384</b>
<b>PERSONNEL BENEFITS</b>									
610-6190-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6190-192	RETIREMENT	-	-	2,954	-	2,954	2,872	-	2,872
610-6190-193	FICA	1,500	3,182	3,323	1,556	3,323	2,571	-	2,571
610-6190-194	HEALTH INSURANCE	-	-	8,434	-	8,434	7,640	-	7,640
610-6190-195	DENTAL INSURANCE	-	-	779	-	779	667	-	667
	<b>TOTAL</b>	<b>1,500</b>	<b>3,182</b>	<b>15,490</b>	<b>1,556</b>	<b>15,490</b>	<b>13,750</b>	<b>-</b>	<b>13,750</b>
<b>OPERATING EXPENSES</b>									
610-6190-220	SUPPLIES & EXPENSES (905)	12,500	14,674	12,500	10,697	12,500	12,500	-	12,500
610-6190-221	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>12,500</b>	<b>14,674</b>	<b>12,500</b>	<b>10,697</b>	<b>12,500</b>	<b>12,500</b>	<b>-</b>	<b>12,500</b>
<b>TOTAL CUSTOMER ACCOUNT EXPENSE</b>		<b>55,000</b>	<b>59,868</b>	<b>60,048</b>	<b>32,675</b>	<b>73,022</b>	<b>56,634</b>	<b>-</b>	<b>56,634</b>
<b>ADMINISTRATIVE &amp; GENERAL</b>									
<b>WAGES</b>									
610-6192-110	SALARIES-FULL-TIME (920)	198,500	185,560	228,859	206,470	228,859	145,166	-	145,166
610-6192-111	SALARIES-SEASONAL	6,000	-	-	-	-	-	-	-
610-6192-117	OVERTIME	30,404	19,804	-	7,698	4,664	-	-	-
610-6192-135	LONGEVITY	8,800	6,860	12,300	3,678	12,300	-	-	12,300
	<b>TOTAL</b>	<b>243,704</b>	<b>212,223</b>	<b>241,159</b>	<b>217,847</b>	<b>245,823</b>	<b>145,166</b>	<b>-</b>	<b>157,466</b>
<b>PERSONNEL BENEFITS</b>									
610-6192-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6192-192	RETIREMENT (926)	20,572	25,245	19,489	5,710	19,489	13,720	-	13,720
610-6192-193	FICA	17,000	16,430	21,925	16,625	21,925	12,285	-	12,285
610-6192-194	HEALTH INSURANCE (926)	88,559	88,090	43,290	43,463	43,290	36,500	-	36,500
610-6192-195	DENTAL INSURANCE (926)	9,000	8,024	3,920	4,550	3,920	3,186	-	3,186
610-6192-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>135,131</b>	<b>137,789</b>	<b>88,624</b>	<b>70,347</b>	<b>88,624</b>	<b>65,691</b>	<b>-</b>	<b>65,691</b>
<b>OPERATING EXPENSES</b>									
610-6192-210	OFFICE SUPPLIES (921)	8,000	7,078	8,000	4,532	8,000	8,000	-	8,000
610-6192-222	INSURANCE	46,200	43,150	43,200	43,200	43,200	46,200	-	46,200
610-6192-223	INJURIES & DAMAGES	-	-	-	-	-	-	-	-
610-6192-224	REGULATORY COMM. EXP (928)	3,000	3,210	3,000	-	3,000	3,000	-	3,000
610-6192-310	OUTSIDE SERVICES (923)	40,000	35,702	40,000	30,544	40,000	40,000	-	40,000
610-6192-320	TRANSPORTATION EXPENSES (930)	40,000	72,788	40,000	25,362	40,000	40,000	-	40,000
610-6192-410	MAINT - GENERAL PLANT (932)	1,000	-	1,000	-	-	1,000	-	1,000
610-6192-490	MISC GENERAL EXPENSES (930)	7,000	7,921	7,000	3,736	7,000	7,000	-	7,000
610-6192-990	GEN FUND COST RECOVERY	67,500	93,000	96,000	96,000	96,000	93,000	8,500	101,500
610-6192-991	RESIDENT TOILET REBATE (906)	20,000	4,299	20,000	1,998	5,000	20,000	-	20,000
610-6192-992	COMM WATER AUDIT REBATE (906)	20,000	-	20,000	99	500	20,000	-	20,000
610-6192-998	PERSONNEL CONTINGENCY	7,941	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>260,641</b>	<b>267,147</b>	<b>278,200</b>	<b>205,471</b>	<b>242,700</b>	<b>278,200</b>	<b>8,500</b>	<b>286,700</b>
<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>		<b>639,476</b>	<b>617,160</b>	<b>607,983</b>	<b>493,665</b>	<b>577,147</b>	<b>489,057</b>	<b>8,500</b>	<b>509,857</b>



## 2024 City of Middleton Budget

WATER UTILITY EXPENSES		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>OTHER EXPENSES</b>									
<b>DEPRECIATION &amp; TAXES</b>									
610-4020-990	DEPRECIATION	410,000	500,466	410,000	-	500,000	410,000	-	410,000
610-4020-992	DEPREC ON CONTRIBUTED PLANT	162,000	192,173	162,000	-	190,000	162,000	-	162,000
610-4080-990	TAXES	565,000	450,819	565,000	-	500,000	565,000	-	565,000
	<b>TOTAL</b>	<b>1,137,000</b>	<b>1,143,458</b>	<b>1,137,000</b>	<b>-</b>	<b>1,190,000</b>	<b>1,137,000</b>	<b>-</b>	<b>1,137,000</b>
<b>INTEREST &amp; DEBT EXPENSE</b>									
610-6193-990	INTEREST ON DEBT TO MUNICIPAL	-	-	-	-	-	-	-	-
610-6194-990	AMORTIZATION OF BOND DISCOUNT	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER EXPENSES &amp; TRANSFERS</b>									
610-6195-998	TRANSFER TO DEBT FD 300	-	-	-	-	-	-	-	-
610-6195-999	TRANSFER OUT	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER CAPITAL EXPENSES</b>									
610-6197-810	WELL REHAB & CONST (3140)	-	-	175,000	50,512	175,000	-	-	-
610-6197-812	WATER TREATMENT EQUIP. (3320)	-	-	-	-	-	-	100,000	100,000
610-6197-815	TRANSPORTATION EQUIP (3920)	123,750	13,373	145,500	197,204	161,133	123,750	(33,750)	90,000
610-6197-820	WATER MAIN REPL (3430)	-	-	-	534,172	237,606	1,110,000	90,000	1,200,000
610-6197-825	OTHER TRANSM & DIST (3490)	1,110,000	-	0	-	-	-	-	-
610-6197-830	DIST RESERV & STANDPIPE (3420)	-	-	-	-	-	-	20,000	20,000
610-6197-835	SCADA EQUIP (3971)	-	-	-	-	-	-	-	-
610-6197-840	NEW METERS (3460-01)	75,000	-	75,000	60,665	75,000	75,000	-	75,000
610-6197-845	HYDRANTS (3480)	-	3,410	-	-	-	-	-	-
610-6197-850	GARAGE & EQUIP (3710)	9,550	-	12,550	-	-	9,550	-	9,550
610-6197-860	MASTER PLAN	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>1,318,300</b>	<b>16,783</b>	<b>408,050</b>	<b>842,553</b>	<b>648,739</b>	<b>1,318,300</b>	<b>176,250</b>	<b>1,494,550</b>
<b>TOTAL OTHER EXPENSES</b>		<b>2,455,300</b>	<b>1,160,241</b>	<b>1,545,050</b>	<b>842,553</b>	<b>1,838,739</b>	<b>2,455,300</b>	<b>176,250</b>	<b>2,631,550</b>
<b>TOTAL WATER UTILITY EXPENSES</b>		<b>3,885,771</b>	<b>2,500,829</b>	<b>2,979,908</b>	<b>1,766,799</b>	<b>3,251,902</b>	<b>3,749,140</b>	<b>184,750</b>	<b>3,946,190</b>



## 2024 City of Middleton Budget

### SEWER UTILITY REVENUES

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	<b>SEWER SALES REVENUE</b>							
620-4610-00 SEWERAGE SERVICE-RESIDENTIAL	1,898,517	1,705,901	2,088,369	900,891	1,900,000	1,898,517	132,005	2,030,522
620-4620-00 SEWERAGE SERVICE-COMMERCIAL	1,364,749	1,412,569	1,501,224	763,414	1,300,000	1,364,749	94,892	1,459,641
620-4630-00 SEWERAGE SERVICE-INDUSTRIAL	175,257	190,504	192,783	87,701	175,000	175,257	12,186	187,443
620-4640-00 REVENUES FROM PUBLIC AUTHORITY	47,702	50,161	52,472	30,192	60,000	47,702	3,317	51,019
TOTAL	3,486,225	3,359,134	3,834,848	1,782,198	3,435,000	3,486,225	242,400	3,728,625
<b>INTEREST &amp; MISCELLANEOUS REVENUE</b>								
620-4210-00 CONTRIBUTIONS IN AID CONSTRUCTION	-	-	-	-	-	-	-	-
620-4290-00 INTEREST & DIVIDEND INCOME	17,000	(5,716)	17,000	31,510	-	17,000	-	17,000
620-4290-03 CREDIT CARD REBATE PROGRAM	-	2,325	-	-	-	-	-	-
620-4820-00 FORFEITED DISCOUNTS	-	-	-	-	-	-	-	-
620-4850-00 MISCELLANEOUS OPERATING REVENUE	-	1,356	-	-	-	-	-	-
TOTAL	17,000	(2,035)	17,000	31,510	-	17,000	-	17,000
<b>TOTAL SEWER UTILITY REVENUES</b>	<b>3,503,225</b>	<b>3,357,100</b>	<b>3,851,848</b>	<b>1,813,708</b>	<b>3,435,000</b>	<b>3,503,225</b>	<b>242,400</b>	<b>3,745,625</b>



## 2024 City of Middleton Budget

SEWER UTILITY EXPENSES		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>OPERATION EXPENSES</b>									
<b>WAGES</b>									
620-6282-110	SALARIES-FULL-TIME	70,000	56,446	70,000	19,625	70,000	41,661	-	41,661
620-6282-117	OVERTIME	-	-	-	-	-	-	-	-
620-6282-135	LONGEVITY	9,450	-	9,450	-	9,450	-	-	-
620-6282-198	PENSION EXPENSE	-	(33,350)	-	-	-	-	-	-
	<b>TOTAL</b>	<b>79,450</b>	<b>23,096</b>	<b>79,450</b>	<b>19,625</b>	<b>79,450</b>	<b>41,661</b>	<b>-</b>	<b>41,661</b>
<b>PERSONNEL BENEFITS</b>									
620-6282-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
620-6282-192	RETIREMENT	-	-	-	-	-	-	-	-
620-6282-193	FICA	5,000	4,199	5,000	1,469	5,000	3,525	-	3,525
620-6282-194	HEALTH INSURANCE	-	-	-	-	-	-	-	-
620-6282-195	DENTAL INSURANCE	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>5,000</b>	<b>4,199</b>	<b>5,000</b>	<b>1,469</b>	<b>5,000</b>	<b>3,525</b>	<b>-</b>	<b>3,525</b>
<b>OPERATING EXPENSES</b>									
620-6282-220	SUPPLIES & EXPENSES	35,000	39,311	35,000	8,923	35,000	35,000	-	35,000
620-6282-230	OTHER CHEMICALS FOR SEWERAGE	2,500	9,495	2,500	4,203	2,500	2,500	-	2,500
620-6282-320	TRANSPORTATION EXPENSES	35,000	66,464	35,000	21,896	35,000	35,000	-	35,000
620-6282-330	MMSD FEES	2,459,338	2,359,323	2,459,338	1,243,010	2,459,338	2,459,338	240,000	2,699,338
620-6282-420	POWER & FUEL - PUMPING: PPE	25,000	26,977	25,000	18,510	25,000	25,000	-	25,000
	<b>TOTAL</b>	<b>2,556,838</b>	<b>2,501,569</b>	<b>2,556,838</b>	<b>1,296,543</b>	<b>2,556,838</b>	<b>2,556,838</b>	<b>240,000</b>	<b>2,796,838</b>
<b>TOTAL OPERATION EXPENSES</b>		<b>2,641,288</b>	<b>2,528,864</b>	<b>2,641,288</b>	<b>1,317,637</b>	<b>2,641,288</b>	<b>2,602,024</b>	<b>240,000</b>	<b>2,842,024</b>
<b>MAINTENANCE EXPENSES</b>									
<b>WAGES</b>									
620-6283-110	SALARIES- FULL TIME	60,000	70,967	60,000	21,677	60,000	34,905	-	34,905
620-6283-117	OVERTIME	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>60,000</b>	<b>70,967</b>	<b>60,000</b>	<b>21,677</b>	<b>60,000</b>	<b>34,905</b>	<b>-</b>	<b>34,905</b>
<b>PERSONNEL BENEFITS</b>									
620-6283-192	RETIREMENT	-	-	-	-	-	-	-	-
620-6283-193	FICA	4,500	5,299	4,500	1,617	4,500	3,298	-	3,298
	<b>TOTAL</b>	<b>4,500</b>	<b>5,299</b>	<b>4,500</b>	<b>1,617</b>	<b>4,500</b>	<b>3,298</b>	<b>-</b>	<b>3,298</b>
<b>OPERATING EXPENSES</b>									
620-6283-414	MAINT - METERS	25,000	22,702	25,000	10,176	25,000	25,000	-	25,000
620-6283-415	MAINT - SEWAGE COLLECTION SYST	60,000	56,762	60,000	2,380	60,000	60,000	-	60,000
620-6283-416	MAINT - COLLECTION SYS PUMP EQ	26,000	19,184	26,000	1,807	26,000	26,000	-	26,000
620-6283-417	MAINT - GEN PLANT STRUCT & EQU	5,000	6,538	5,000	4,429	5,000	5,000	-	5,000
	<b>TOTAL</b>	<b>116,000</b>	<b>105,186</b>	<b>116,000</b>	<b>18,791</b>	<b>116,000</b>	<b>116,000</b>	<b>-</b>	<b>116,000</b>
<b>TOTAL MAINTENANCE EXPENSES</b>		<b>180,500</b>	<b>181,453</b>	<b>180,500</b>	<b>42,085</b>	<b>180,500</b>	<b>154,203</b>	<b>-</b>	<b>154,203</b>
<b>CUSTOMER ACCOUNT EXPENSES</b>									
<b>WAGES</b>									
620-6284-110	METER READING LABOR	32,000	37,446	32,000	15,380	32,000	36,031	-	36,031
620-6284-117	OVERTIME	-	-	-	-	-	-	-	-
620-6284-130	BILLING, COLLECT, ACCTG EXP	10,000	14,674	10,000	10,707	10,000	10,000	-	10,000
	<b>TOTAL</b>	<b>42,000</b>	<b>52,120</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>46,031</b>	<b>-</b>	<b>46,031</b>
<b>PERSONNEL BENEFITS</b>									
620-6284-192	RETIREMENT	-	-	-	-	-	-	-	-
620-6284-193	FICA	2,500	2,844	2,500	1,177	25,000	3,404	-	3,404
	<b>TOTAL</b>	<b>2,500</b>	<b>2,844</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>3,404</b>	<b>-</b>	<b>3,404</b>
<b>TOTAL CUSTOMER ACCOUNT EXPENSES</b>		<b>44,500</b>	<b>54,964</b>	<b>44,500</b>	<b>44,500</b>	<b>44,500</b>	<b>49,435</b>	<b>-</b>	<b>49,435</b>



## 2024 City of Middleton Budget

### SEWER UTILITY EXPENSES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>ADMINISTRATIVE &amp; GENERAL</b>									
<b>WAGES</b>									
620-6285-110	SALARIES-FULL-TIME	70,000	56,059	70,000	40,936	70,000	79,855	-	79,855
620-6285-111	SALARIES-SEASONAL	6,000	-	6,000	-	6,000	-	-	6,000
620-6285-117	OVERTIME	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>76,000</b>	<b>56,059</b>	<b>76,000</b>	<b>40,936</b>	<b>76,000</b>	<b>79,855</b>	<b>-</b>	<b>85,855</b>
<b>PERSONNEL BENEFITS</b>									
620-6285-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
620-6285-192	RETIREMENT	20,572	15,258	20,572	26,899	21,254	16,149	-	16,149
620-6285-193	FICA	5,000	4,699	5,000	3,060	5,000	6,109	-	6,109
620-6285-194	HEALTH INSURANCE	37,067	23,620	40,000	11,927	40,000	38,237	-	38,237
620-6285-195	DENTAL INSURANCE	3,500	2,614	3,500	1,516	3,500	4,655	-	4,655
620-6285-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>66,139</b>	<b>46,191</b>	<b>69,072</b>	<b>43,402</b>	<b>66,139</b>	<b>65,150</b>	<b>-</b>	<b>65,150</b>
<b>OPERATING EXPENSES</b>									
620-6285-210	OFFICE SUPPLIES	10,000	9,364	10,000	6,627	10,000	10,000	-	10,000
620-6285-222	INSURANCE	12,200	12,200	12,200	13,700	12,200	12,200	-	12,200
620-6285-310	OUTSIDE SERVICES	25,000	12,513	25,000	8,036	25,000	25,000	-	25,000
620-6285-490	MISC GENERAL EXPENSES	20,000	4,654	20,000	1,349	20,000	20,000	-	20,000
620-6285-491	RENTS	-	-	-	-	-	-	-	-
620-6285-990	GEN FUND COST RECOVERY	67,500	93,000	67,500	96,000	96,000	93,000	8,500	101,500
620-6285-998	PERSONNEL CONTINGENCY	2,933	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>137,633</b>	<b>131,731</b>	<b>134,700</b>	<b>125,712</b>	<b>137,633</b>	<b>160,200</b>	<b>8,500</b>	<b>168,700</b>
<b>TOTAL ADMINISTRATIVE &amp; GENERAL</b>		<b>279,772</b>	<b>233,981</b>	<b>279,772</b>	<b>210,050</b>	<b>279,772</b>	<b>305,205</b>	<b>8,500</b>	<b>319,705</b>
<b>OTHER EXPENSES</b>									
<b>DEPRECIATION</b>									
620-4020-990	DEPRECIATION	325,000	377,153	325,000	-	325,000	325,000	-	325,000
620-4080-990	TAXES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>325,000</b>	<b>377,153</b>	<b>325,000</b>	<b>-</b>	<b>325,000</b>	<b>325,000</b>	<b>-</b>	<b>325,000</b>
<b>TRANSFERS</b>									
620-6286-998	TRANSFER TO DEBT FD 300	-	-	-	-	-	-	-	-
620-6286-999	TRANSFER OUT	-	14,666	-	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>14,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SEWER CAPITAL EXPENSES</b>									
620-6297-810	FORCE MAINS (3150)	250,000	-	250,000	(4,299)	250,000	250,000	(250,000)	-
620-6297-815	MAIN REPL (3130)	75,000	-	75,000	93,003	75,000	75,000	225,000	300,000
620-6297-820	PUMP STATION EQUIP (3230)	200,000	-	200,000	9,590	200,000	200,000	170,000	370,000
620-6297-825	GARAGE & EQUIP (3710)	371,250	4,458	371,250	382,308	371,250	371,250	(371,250)	-
620-6297-860	MASTER PLAN	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>896,250</b>	<b>4,458</b>	<b>896,250</b>	<b>480,602</b>	<b>896,250</b>	<b>896,250</b>	<b>(226,250)</b>	<b>670,000</b>
<b>TOTAL OTHER EXPENSES</b>		<b>1,221,250</b>	<b>396,277</b>	<b>1,221,250</b>	<b>480,602</b>	<b>1,221,250</b>	<b>1,221,250</b>	<b>(226,250)</b>	<b>995,000</b>
<b>TOTAL SEWER UTILITY</b>		<b>4,367,310</b>	<b>3,395,538</b>	<b>4,367,310</b>	<b>2,094,874</b>	<b>4,367,310</b>	<b>4,332,117</b>	<b>22,250</b>	<b>4,360,367</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVES  
STORMWATER UTILITY  
BUDGET INITIATIVES SUMMARY**

<b>Priority</b>	<b>Budget Initiative Title</b>	<b>Expenditures</b>	<b>Revenues</b>	<b>Net Cost</b>	<b>FTE</b>
1	WPDES Permit	15,092	-	15,092	-
2	Adaptive Management	61,912	-	61,912	-
3	Private Storm Water Management	7,500	-	7,500	-
4	Stormwater Lead Crew Member	97,642	-	97,642	1.00
5	Stormwater Engineer/Utility Manager	112,452	-	112,452	1.00
6		0	-	-	-
7		0	-	-	-
8		0	-	-	-
9		0	-	-	-
10		0	-	-	-
<b>TOTAL</b>		<b>294,598</b>	<b>-</b>	<b>294,598</b>	<b>2.00</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
STORMWATER UTILITY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	WPDES Permit
Department Priority Number:	1
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
				15,092	15,092
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	-	15,092	15,092

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	-	15,092	15,092
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**DESCRIPTION**

Move funding for WPDES permitting requirements from Water Resources Operating budget to Stormwater Utility Operating Budget as recommended by the Stormwater Utility Board and Water Resources Management Commission on 8/16/2023. These costs include permit fees, illicit discharge monitoring and inspections, and public information and outreach expenses.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The Stormwater Utility has been collecting operating funds, and recently requested establishing an operating budget. This line item shift will take mandated stormwater permitting expenses out of the Water Resources operating budget and moves them to the Stormwater Utility operating budget.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
STORMWATER UTILITY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Adaptive Management
Department Priority Number:	2
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
				61,912	61,912
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	-	61,912	61,912

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	-	61,912	61,912
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**DESCRIPTION**

Move funding for Adaptive Management/TMDL Compliance from Water Resources Capital budget to Stormwater Utility Operating Budget as recommended by the Stormwater Utility Board and Water Resources Management Commission on 8/16/2023. This is a mandated expense.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The Stormwater Utility has been collecting operating funds, and recently requested establishing an operating budget. This line item shift will take mandated, ongoing stormwater permitting expenses out of the Water Resources capital budget and moves them to the Stormwater Utility operating budget.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
STORMWATER UTILITY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Private Storm Water Management
Department Priority Number:	3
Strategic Plan Objective:	
Strategic Plan Action Item:	
Full-Time Equivalent Staff Change:	0

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
			7,500		7,500
					-
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		-	7,500	-	7,500

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	7,500	-	7,500
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**DESCRIPTION**

As recommended by the Stormwater Utility Board on 8/16/2023, these expenses will be for ongoing outside consulting services to assist with inspection and correction of deficiencies within privately owned stormwater management facilities. This effort was first initiated in 2023 and funded through the Stormwater Utility's capital budget.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

The Stormwater Utility has been collecting operating funds, and recently requested establishing an operating budget. This line item increase will take mandated, ongoing stormwater permitting expenses out of the Water Resources operating budget and moves them to the Stormwater Utility operating budget.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
STORMWATER UTILITY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Stormwater Lead Crew Member
Department Priority Number:	4
Strategic Plan Objective:	
Strategic Plan Action Item:	Stormwater Positions
Full-Time Equivalent Staff Change:	1

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
630-	Base Wages		67,733		67,733
630-	Retirement		4,674		4,674
630-	FICA		5,182		5,182
630-	Health Insurance		17,868		17,868
630-	Dental Insurance		2,185		2,185
					-
					-
					-
<b>Total Expenditures</b>		-	<b>97,642</b>	-	<b>97,642</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>97,642</b>	-	<b>97,642</b>
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**DESCRIPTION**

A stormwater crew leader is a working supervisor position responsible for inspecting, planning, and performing or coordinating required maintenance of stormwater management facilities. The crew leader will also manage a crew of field service employees to perform maintenance and related tasks. Strong leadership, technical knowledge, and an understanding of environmental regulations are essential skills for this position.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

See Personnel Change Request. Simultaneous with the City’s recent and continued growth, stormwater management regulations, requirements, and techniques are continually evolving, becoming more restrictive and complex while adding maintenance and reporting mandates. The City’s Strategic Plan lists “**Be a Leader in Stormwater Management**” as a high-level opportunity – a potential economic and community driver for the future. Funding this position would be one of the first steps towards meeting the Strategic Plan’s goal.



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
STORMWATER UTILITY**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Stormwater Engineer/Utility Manager
Department Priority Number:	5
Strategic Plan Objective:	
Strategic Plan Action Item:	Stormwater Positions
Full-Time Equivalent Staff Change:	1

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
<b>Total Revenues</b>		-	-	-	-

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
630-	Base Wages		80,662		80,662
630-	Retirement		5,566		5,566
630-	FICA		6,171		6,171
630-	Health Insurance		17,868		17,868
630-	Dental Insurance		2,185		2,185
					-
					-
					-
<b>Total Expenditures</b>		-	<b>112,452</b>	-	<b>112,452</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	-	<b>112,452</b>	-	<b>112,452</b>
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**DESCRIPTION**

In 2015, City Ordinance 9.09 established a Stormwater Utility per the City’s commitment to manage its stormwater facilities for the good of the health, safety and welfare of the City, as well as to meet requirements of Federal EPA and Wisconsin DNR standards. The ordinance envisioned a Stormwater Utility Manager to oversee and manage the necessary activities of the Stormwater Utility. The fixed cost portion of the Utility fees is intended in part to cover salaries and benefits.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**

See Personnel Change Request. The City’s Strategic Plan lists “**Be a Leader in Stormwater Management**” as a high-level opportunity – a potential economic and community driver for the future. One of the first steps towards meeting the Strategic Plan’s goal should be funding the Stormwater Utility Manager position, to perform the staff duties of administration of the Stormwater Utility as described in Ord. 9.09.



**Storm Water Utility Budget (Fund 630)**

	<u>2021</u> <u>Actual</u>	<u>2022</u> <u>Actual</u>	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>YTD 8-14-23</u>	<u>2023</u> <u>Projected</u>	<u>2024</u> <u>Requested</u>
<b>OPERATING REVENUES</b>						
Public Charges for Services (Base)	289,271	290,520	289,591	145,744	291,487	292,000
Public Charges for Services (Flood)	578,542	581,053	579,181	291,487	582,975	584,000
Late Fees & Miscellaneous	3,088	4,111	3,000	4,096	6,510	5,000
<b>TOTAL</b>	<b>\$ 870,900</b>	<b>\$ 875,684</b>	<b>\$ 871,772</b>	<b>\$ 441,327</b>	<b>\$ 880,972</b>	<b>\$ 881,000</b>

<b>OPERATING EXPENDITURES</b>						
Operation and maintenance	5,898	89,486	155,000	140,047	145,932	240,512
Depreciation	166,589	258,337	200,000	-	285,000	300,000
<b>TOTAL</b>	<b>\$ 172,487</b>	<b>\$ 347,823</b>	<b>\$ 355,000</b>	<b>\$ 140,047</b>	<b>\$ 430,932</b>	<b>\$ 540,512</b>

<b>NET INCOME (LOSS)</b>	<b>\$ 698,413</b>	<b>\$ 527,861</b>	<b>\$ 516,772</b>	<b>\$ 301,280</b>	<b>\$ 450,040</b>	<b>\$ 340,488</b>
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<b>NONOPERATING REVENUES</b>						
Grant Revenue	-	132,688	432,588	565,088	565,088	-
Federal & State Disaster Aid	-	-	-	1,240,022	1,240,022	-
Other: Monsanto PCB Settlement	-	-	-	22,414	22,414	-
Credit Card Rebates	159	73	-	-	100	100
Interest Income	2,993	(1,916)	2,000	10,560	5,000	5,000
<b>TOTAL</b>	<b>\$ 3,152</b>	<b>\$ 130,845</b>	<b>\$ 434,588</b>	<b>\$ 1,838,084</b>	<b>\$ 1,832,624</b>	<b>\$ 5,100</b>

<b>CAPITAL CONTRIBUTIONS &amp; TRANSFERS</b>						
Capital Contributed by Municipality	-	-	-	-	-	-
Transfer to General Fund	-	-	(50,000)	(50,000)	(50,000)	(100,000)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (50,000)</b>	<b>\$ (100,000)</b>

<b>CHANGE IN NET POSITION</b>	<b>\$ 701,565</b>	<b>\$ 658,706</b>	<b>\$ 901,360</b>	<b>\$ 2,089,364</b>	<b>\$ 2,232,664</b>	<b>\$ 245,588</b>
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<b>BEGINNING NET POSITION</b>	<b>\$ 5,582,579</b>	<b>\$ 6,284,144</b>	<b>\$ 6,942,850</b>	<b>\$ 6,942,850</b>	<b>\$ 6,942,850</b>	<b>\$ 9,175,514</b>
<b>ENDING NET POSITION</b>	<b>6,284,144</b>	<b>6,942,850</b>	<b>7,844,210</b>	<b>9,032,214</b>	<b>9,175,514</b>	<b>9,421,102</b>

<b>Net Investment in Capital Assets</b>	<b>5,430,040</b>	<b>6,371,377</b>	<b>6,977,649</b>	<b>7,002,970</b>	<b>6,770,328</b>	<b>7,002,649</b>
<b>Unrestricted Net Position</b>	<b>854,104</b>	<b>571,473</b>	<b>866,561</b>	<b>2,029,244</b>	<b>2,405,187</b>	<b>2,418,453</b>

**Storm Water Utility 2023 & 2024 Projects**

Pheasant Branch Creek: Mainstem Pond to Century Avenue	630-5738-800	177,988	6,285	6,285	-
Pheasant Branch Creek: North of Century Avenue	630-5732-800	328,284	13,584	23,584	-
Pheasant Branch Creek: Repairs South Fork	630-5735-800	-	10,318	10,318	-
Pheasant Branch Creek Corridor Restoration	630-5710-800	20,000	7,040	7,040	-
Spring Hill Pond: Sediment Removal	630-5726-800	150,000	5,452	15,452	175,000
Middleton Hills SE Pond Dredging	630-5725-800	100,000	-	-	150,000
Hidden Oaks Stormwater Project (50% ARPA / 50% SWU)	630-5741-800	150,000	-	15,000	-
Airport Road Business Park Drainageway	630-5740-800	15,000	-	-	-
Airport Ditches Assessment & Dredging	630-5739-800	35,000	-	-	-
Storm Water Maintenance	630-5200-310	85,000	136,232	141,832	100,000
Ditch Maintenance	630-5200-315	-	851	1,000	1,000
Private Stormwater Maintenance	630-5200-320	-	2,921	3,000	7,500
Adaptive Management					61,912
Donna Pond Repair					20,000
Utilities	630-5200-470	-	43	100	100
Other Projects/Referendum Consultant		-	-	-	50,000
<b>TOTAL</b>		<b>1,061,272</b>	<b>182,725</b>	<b>223,611</b>	<b>565,512</b>

**CASH FLOW ADJUSTMENTS**

<b>PLUS:</b>						
DEPRECIATION		258,337	200,000	-	285,000	300,000
OTHER ACCRUAL ADJUSTMENTS		-	-	-	-	-
<b>LESS:</b>						
CAPITAL CONTRIBUTIONS		-	-	-	-	-
OTHER ACCRUAL ADJUSTMENTS		1,657	-	-	-	-
ACQUISITION OF CAPITAL ASSETS		(865,035)	(906,272)	(35,638)	(77,678)	(325,000)

<b>NET CHANGE IN CASH</b>	<b>\$ 53,665</b>	<b>\$ 195,088</b>	<b>\$ 2,053,726</b>	<b>\$ 2,439,986</b>	<b>\$ 220,588</b>
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<b>BEGINNING CASH &amp; CASH EQUIVALENTS</b>	<b>\$ 638,568</b>	<b>\$ 692,233</b>	<b>\$ 692,233</b>	<b>\$ 692,233</b>	<b>\$ 3,132,219</b>
<b>ENDING CASH &amp; CASH EQUIVALENTS</b>	<b>\$ 692,233</b>	<b>\$ 887,321</b>	<b>\$ 2,745,959</b>	<b>\$ 3,132,219</b>	<b>\$ 3,352,807</b>



## 2024 City of Middleton Budget

### STORM WATER UTILITY REVENUES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>INTEREST &amp; MISCELLANEOUS REVENUE</b>									
630-4231-00	SPECIAL CHARGE - STORMWATER	-	-	-	1,510	1,510	-	-	-
630-4290-00	INTEREST & DIVIDEND INCOME	2,000	(1,916)	2,000	10,560	5,000	5,100	-	5,100
	<b>TOTAL</b>	<b>2,000</b>	<b>(1,916)</b>	<b>2,000</b>	<b>12,070</b>	<b>6,510</b>	<b>5,100</b>	<b>-</b>	<b>5,100</b>
<b>INTERGOVERNMENTAL REVENUE</b>									
630-4301-00	GRANTS	565,276	132,688	432,588	1,805,110	1,805,110	-	-	-
	<b>TOTAL</b>	<b>565,276</b>	<b>132,688</b>	<b>432,588</b>	<b>1,805,110</b>	<b>1,805,110</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PUBLIC CHARGES FOR SERVICE</b>									
630-4601-01	FIXED RATE	-	9	-	-	-	-	-	-
630-4601-03	VARIABLE RATE	868,000	871,570	868,772	437,231	874,462	876,000	-	876,000
630-4681-00	STORMWATER FEE-IN-LIEU DEDICAT	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>868,000</b>	<b>871,579</b>	<b>868,772</b>	<b>437,231</b>	<b>874,462</b>	<b>876,000</b>	<b>-</b>	<b>876,000</b>
<b>MISCELLANEOUS REVENUES</b>									
630-4801-00	PENALTY	2,000	4,105	3,000	2,586	5,000	5,000	-	5,000
630-4831-00	OTHER REVENUE	-	-	-	22,414	22,514	-	-	-
	<b>TOTAL</b>	<b>2,000</b>	<b>4,105</b>	<b>3,000</b>	<b>25,000</b>	<b>27,514</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>TOTAL STORM WATER UTILITY REVENUES</b>		<b>1,437,276</b>	<b>1,006,456</b>	<b>1,306,360</b>	<b>2,279,411</b>	<b>2,713,597</b>	<b>886,100</b>	<b>-</b>	<b>886,100</b>



## 2024 City of Middleton Budget

### STORM WATER UTILITY EXPENSES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>STORMWATER MAINTENANCE</b>									
630-5200-310	OUTSIDE SERVICES	55,000	7,508	85,000	136,232	141,832	84,908	70,000	154,908
630-5200-315	DITCH MAINTENANCE	208,551	77,918	-	851	1,000	1,000	-	1,000
630-5200-320	PRIVATE STORMWATER MAINTENANCE	-	-	-	2,921	3,000	-	7,500	7,500
630-5200-325	I&E STAFF (WPDES REQUIREMENT	-	-	-	-	-	-	15,092	15,092
630-5200-330	ADAPTIVE MANAGEMENT (TMDL COMI	-	-	-	-	-	-	61,912	61,912
630-5200-470	UTILITIES	-	21	-	43	100	100	-	100
	TOTAL	263,551	85,447	85,000	140,047	145,932	86,008	154,504	240,512
<b>DEPRECIATION</b>									
630-5548-990	DEPRECIATION	200,000	258,337	200,000	-	285,000	300,000	-	300,000
	TOTAL	200,000	258,337	200,000	-	285,000	300,000	-	300,000
<b>STORM WATER UTILITY PROJECTS</b>									
630-5710-800	PHEASANT BRANCH BANK	-	-	20,000	7,040	7,040	-	-	-
630-5725-800	MIDDLETON HILLS POND	20,000	-	100,000	-	-	-	150,000	150,000
630-5726-800	SPRING HILL POND	15,000	(1)	150,000	5,452	15,452	-	175,000	175,000
630-5732-800	PBC REPAIRS N OF CENTURY	315,000	1	328,284	13,584	23,584	-	-	-
630-5735-800	PBC REPAIRS SOUTH FORK	-	-	-	10,318	10,318	-	-	-
630-5738-800	PBC REPAIRS - CENTURY	319,000	-	177,988	6,285	6,285	-	-	-
630-5739-800	AIRPORT DITCH MAINTENANCE	-	3,416	35,000	-	-	-	-	-
630-5740-800	AIRPORT RD BUS PK DRAINAGE	-	-	15,000	-	-	-	-	-
630-5741-800	HIDDEN OAKS STORMWATER	-	-	150,000	-	15,000	-	-	-
	TOTAL	669,000	3,416	976,272	42,678	77,679	-	325,000	325,000
<b>TOTAL STORM WATER UTILITY EXPENSES</b>		<b>1,132,551</b>	<b>347,200</b>	<b>1,261,272</b>	<b>182,725</b>	<b>508,611</b>	<b>386,008</b>	<b>479,504</b>	<b>865,512</b>



**CITY OF MIDDLETON**  
**2024 BUDGET INITIATIVES**  
**PLEASANT VIEW GOLF COURSE**  
**BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Golf Shop Sales & Public Charges for Services	275,081	318,396	(43,315)	-
2	Food and Beverage Sales	112,774	204,960	(92,186)	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
<b>TOTAL</b>		<b>387,855</b>	<b>523,356</b>	<b>(135,501)</b>	<b>-</b>



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PLEASANT VIEW GOLF COURSE**

**2024 BUDGET DECISION ITEM DETAIL**

**Budget Initiative Title:**  
 Department Priority Number:  
 Strategic Plan Objective:  
 Strategic Plan Action Item:  
 Full-Time Equivalent Staff Change:

<b>Golf Shop Sales &amp; Public Charges for Services</b>	
1	
	Other
	N/A

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
	Green Fees, Cart Fees, hardgoods, etc.		318,396.00		318,396.00
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>318,396.00</b>	<b>-</b>	<b>318,396.00</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
	Pro Shop Expenses		84,691.00		84,691.00
	Maintenance Expenses		55,973.00		55,973.00
	Admin Expenses		34,700.00		34,700.00
	Clubhouse Expenses		22,068.00		22,068.00
	PILOT		16,695.00		16,695.00
	Advance repayment		50,000.00		50,000.00
	Projected sales tax		10,954.00		10,954.00
					-
<b>Total Expenditures</b>		<b>0</b>	<b>275,081.00</b>	<b>-</b>	<b>275,081.00</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>(43,315.00)</b>	<b>-</b>	<b>(43,315.00)</b>
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**DESCRIPTION**

As indicated in the Golf Rev worksheet, this is our projection of 2024's revenue and expenses. Any increase in expenses are directly related to an increase in revenue.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



**CITY OF MIDDLETON  
2024 BUDGET INITIATIVE FORM  
PLEASANT VIEW GOLF COURSE**

**2024 BUDGET DECISION ITEM DETAIL**

<b>Budget Initiative Title:</b>	Food and Beverage Sales
Department Priority Number:	2
Strategic Plan Objective:	Other
Strategic Plan Action Item:	N/A
Full-Time Equivalent Staff Change:	

**REVENUES** List any new revenues or revenue increases associated with the budget initiative.

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
	Food and Beverage Sales		204,960.00		204,960.00
					-
					-
					-
<b>Total Revenues</b>		<b>0</b>	<b>204,960.00</b>	<b>-</b>	<b>204,960.00</b>

**EXPENDITURES** List any changes to budget line items associated with the budget initiative.

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
	F&B expenses (food costs, etc.)		40,405.00		40,405.00
	F&B other expenses (wages, etc.)		72,369.00		72,369.00
					-
					-
					-
					-
					-
					-
<b>Total Expenditures</b>		<b>0</b>	<b>112,774.00</b>	<b>-</b>	<b>112,774.00</b>

<b>NET COST (EXPENDITURES MINUS REVENUES)</b>	<b>0</b>	<b>(92,186.00)</b>	<b>-</b>	<b>(92,186.00)</b>
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**DESCRIPTION**

As indicated in the Golf Rev worksheet, this is our projection of 2024's revenue. Any increase in expenses are directly related to an increase in revenue.

**JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS**



## 2024 City of Middleton Budget

### GOLF COURSE REVENUES

	2022		2023			2024		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>GOLF SHOP SALES</b>								
650-4500-01 HARDGOOD SALES	135,000	159,402	135,000	96,201	159,039	135,000	15,000	150,000
650-4500-03 SOFTGOODS SALES	60,000	71,179	60,000	44,817	71,131	60,000	10,000	70,000
650-4500-05 RENTAL CLUBS	7,416	7,987	6,629	4,091	7,678	6,629	787	7,416
<b>TOTAL</b>	<b>202,416</b>	<b>238,568</b>	<b>201,629</b>	<b>145,109</b>	<b>237,848</b>	<b>201,629</b>	<b>25,787</b>	<b>227,416</b>
<b>PUBLIC CHARGES FOR SERVICES</b>								
650-4630-00 GREENS FEES	1,391,734	1,427,489	1,246,976	793,754	1,272,824	1,246,976	25,848	1,272,824
650-4631-00 LEAGUES	-	-	-	-	-	-	-	-
650-4632-00 MEMBERSHIPS	179,784	282,786	151,849	238,224	245,582	151,849	93,733	245,582
650-4633-00 CART RENTAL	475,833	544,249	420,536	326,985	511,359	420,536	90,823	511,359
650-4634-00 DRIVING RANGE	168,647	220,028	146,282	163,919	220,028	146,282	73,746	220,028
650-4635-00 OUTINGS	-	1,090	-	1,500	1,500	-	-	-
650-4639-00 HANDICAP FEES	1,300	1,200	1,176	760	827	1,176	-	1,176
650-4645-00 SALES TAXES COLLECTED	133,084	-	124,625	-	-	124,625	8,459	133,084
<b>TOTAL</b>	<b>2,350,382</b>	<b>2,476,841</b>	<b>2,091,444</b>	<b>1,525,142</b>	<b>2,252,120</b>	<b>2,091,444</b>	<b>292,609</b>	<b>2,384,053</b>
<b>FOOD &amp; BEVERAGE SALES</b>								
650-4736-00 FOOD INCOME	191,581	219,279	170,572	135,426	214,222	170,572	43,650	214,222
650-4737-00 SNACK	17,493	21,396	15,475	14,001	22,464	15,475	6,989	22,464
650-4738-00 LIQUOR	111,862	120,373	99,867	69,382	112,380	99,867	12,513	112,380
650-4739-00 BEER	206,820	235,439	182,979	134,185	210,880	182,979	27,901	210,880
650-4740-00 SODA	37,750	45,528	33,122	26,494	42,003	33,122	8,881	42,003
650-4741-00 GOLF OUTING BEVERAGE	1,500	-	1,500	-	-	1,500	(1,500)	-
650-4742-00 TOBACCO	2,527	3,233	2,162	1,627	2,636	2,162	474	2,636
650-4745-00 SALES TAXES COLLECTED	39,815	176,803	37,320	106,935	162,239	37,320	2,495	39,815
650-4747-00 FOOD AND SNACK - BEVRAGE CART	2,664	3,491	2,325	2,054	3,035	2,325	710	3,035
650-4748-00 NA BEVERAGES - BEVRAGE CART	20,035	23,432	17,632	15,106	21,616	17,632	3,984	21,616
650-4749-00 BEER SALES - BEVRAGE CART	93,246	103,571	82,966	68,451	101,160	82,966	18,194	101,160
650-4750-00 LIQUOR - BEVRAGE CART	39,943	53,967	34,659	34,568	54,144	34,659	19,485	54,144
<b>TOTAL</b>	<b>765,236</b>	<b>1,006,513</b>	<b>680,579</b>	<b>608,227</b>	<b>946,779</b>	<b>680,579</b>	<b>143,776</b>	<b>824,355</b>
<b>OTHER INCOME</b>								
650-4832-01 TRANS/ADVANCE FROM GEN FD.	-	-	-	-	-	-	-	-
650-4832-03 CREDIT CARD REBATE PROGRAM	7,135	9,227	7,135	-	9,227	7,135	-	7,135
650-4832-07 MISC. INCOME	-	6,000	-	4,000	4,000	-	-	-
650-4832-10 EARNED INTEREST INCOME	778	(4,615)	778	28,271	27,046	778	-	778
650-4832-12 ROOM RENTAL	-	-	-	-	-	-	-	-
650-4832-20 UNREDEEMED GIFT CARDS	-	10,794	-	-	-	-	-	-
650-4840-00 SALES TAX REMIT DISCOUNT	535	907	535	548	535	535	-	535
650-4890-00 TRANSFER IN	-	206,400	-	-	-	-	-	-
<b>TOTAL</b>	<b>8,448</b>	<b>247,663</b>	<b>8,448</b>	<b>32,819</b>	<b>40,808</b>	<b>8,448</b>	<b>-</b>	<b>8,448</b>
<b>REIMBURSABLE INCOME</b>								
650-4900-03 GRATITUTY	38,816	109,622	38,816	68,468	100,000	38,816	61,184	100,000
650-4900-07 LESSONS	-	-	-	-	-	-	-	-
650-4900-20 REIMBURSEMENT FOR SALES	-	-	-	-	-	-	-	-
650-4935-00 TRANSFER IN	-	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>38,816</b>	<b>109,622</b>	<b>38,816</b>	<b>68,468</b>	<b>100,000</b>	<b>38,816</b>	<b>61,184</b>	<b>100,000</b>
<b>TOTAL GOLF COURSE REVENUES</b>	<b>3,365,298</b>	<b>4,079,207</b>	<b>3,020,916</b>	<b>2,379,766</b>	<b>3,577,555</b>	<b>3,020,916</b>	<b>523,356</b>	<b>3,544,272</b>



## 2024 City of Middleton Budget

### GOLF COURSE EXPENDITURES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>FOOD &amp; BEVERAGE EXPENSES</b>									
<b>OPERATING EXPENSES</b>									
650-5541-221	FOOD COST	63,222	66,640	56,289	48,044	56,289	56,289	14,404	70,693
650-5541-222	SNACK COST	10,079	10,630	8,899	10,342	8,899	8,899	2,333	11,232
650-5541-223	LIQUOR COST	30,361	37,208	28,251	32,036	28,251	28,251	6,719	34,970
650-5541-224	BEER COST	75,017	92,204	66,487	80,860	66,487	66,487	11,523	78,010
650-5541-225	SODA COST	23,114	33,346	20,302	32,436	20,302	20,302	5,145	25,447
650-5541-227	TOBACCO COST	1,744	2,025	1,744	2,550	2,109	1,744	281	2,025
650-5541-228	NON GOLF OUTING EXPENSE: PPE	2,000	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>205,537</b>	<b>242,053</b>	<b>181,972</b>	<b>206,269</b>	<b>182,337</b>	<b>181,972</b>	<b>40,405</b>	<b>222,377</b>
<b>TOTAL FOOD &amp; BEVERAGE EXPENSES</b>		<b>205,537</b>	<b>242,053</b>	<b>181,972</b>	<b>206,269</b>	<b>182,337</b>	<b>181,972</b>	<b>40,405</b>	<b>222,377</b>
<b>PRO SHOP</b>									
<b>WAGES</b>									
650-5543-110	SALARIES - FULL-TIME	179,763	148,997	200,547	117,257	200,547	201,028	10,860	211,888
650-5543-120	PART TIME WAGES	133,786	144,700	120,407	115,211	120,407	120,407	31,528	151,935
650-5543-135	LONGEVITY	-	-	-	-	-	-	-	-
650-5543-145	UNEMPLOYMENT WAGES	1,000	-	-	-	-	-	1,000	1,000
	<b>TOTAL</b>	<b>314,549</b>	<b>293,697</b>	<b>320,954</b>	<b>232,468</b>	<b>320,954</b>	<b>321,435</b>	<b>43,388</b>	<b>364,823</b>
<b>PERSONNEL BENEFITS</b>									
650-5543-192	RETIREMENT	11,685	11,192	13,653	8,914	13,653	13,871	760	14,631
650-5543-193	FICA	23,986	24,499	24,571	17,499	24,571	24,590	3,243	27,833
650-5543-194	HEALTH INSURANCE	32,136	31,789	33,732	21,077	33,732	37,736	-	37,736
650-5543-195	DENTAL INSURANCE	4,403	5,478	5,479	3,652	5,479	5,479	-	5,479
650-5543-198	PENSION EXPENSE	-	(48,928)	-	-	-	-	-	-
	<b>TOTAL</b>	<b>72,210</b>	<b>24,030</b>	<b>77,435</b>	<b>51,142</b>	<b>77,435</b>	<b>81,676</b>	<b>4,003</b>	<b>85,679</b>
<b>OPERATING EXPENSES</b>									
650-5543-229	PRO SHOP SUPPLIES	10,000	12,634	5,000	4,622	5,000	5,000	5,000	10,000
650-5543-230	DRIVING RANGE SUPPLIES	15,000	6,594	7,351	10,565	8,511	7,351	7,649	15,000
650-5543-240	HARDGOODS	100,000	123,936	100,000	97,918	100,000	100,000	12,500	112,500
650-5543-242	SOFTGOODS	50,000	38,983	43,349	41,462	43,349	43,349	2,151	45,500
650-5543-244	RENTALS	10,000	9,801	3,000	1,418	3,000	3,000	7,000	10,000
650-5543-290	UNIFORMS	8,000	6,688	8,000	7,543	8,000	8,000	-	8,000
650-5543-420	GAS & OIL	17,355	23,280	15,620	7,587	15,620	15,620	-	15,620
650-5543-441	CONFERENCES	1,500	230	1,500	-	1,500	1,500	-	1,500
650-5543-492	CART RENTAL	11,600	16,531	11,000	5,920	11,000	11,000	-	11,000
650-5543-493	GOLF OUTING EXPENSES	10,000	7,372	7,000	11,043	11,043	7,000	3,000	10,000
650-5543-494	CART LEASE PAYMENTS	56,091	56,091	56,091	28,046	56,091	56,091	-	56,091
650-5543-495	CART ANNUAL MAINTENANCE	8,330	5,670	8,330	-	8,330	8,330	-	8,330
650-5543-496	CART REPAIRS	4,500	3,841	4,500	3,936	4,500	4,500	-	4,500
650-5543-520	HANDICAP EXPENSE	1,000	998	1,000	861	1,000	1,000	-	1,000
650-5543-703	RESERVE	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>303,376</b>	<b>312,650</b>	<b>271,741</b>	<b>220,920</b>	<b>276,944</b>	<b>271,741</b>	<b>37,300</b>	<b>309,041</b>
<b>TOTAL PRO SHOP</b>		<b>690,135</b>	<b>630,377</b>	<b>670,130</b>	<b>504,530</b>	<b>675,333</b>	<b>674,852</b>	<b>84,691</b>	<b>759,543</b>



## 2024 City of Middleton Budget

### GOLF COURSE EXPENDITURES

	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
<b>CLUB HOUSE</b>									
<b>WAGES</b>									
650-5544-130	JANITORIAL SERVICES	1,458	1,162	1,000	5,220	7,990	1,000	9,000	10,000
650-5544-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>1,458</b>	<b>1,162</b>	<b>1,000</b>	<b>5,220</b>	<b>7,990</b>	<b>1,000</b>	<b>9,000</b>	<b>10,000</b>
<b>OPERATING EXPENSES</b>									
650-5544-220	SUPPLIES & MATERIALS	9,000	11,421	9,000	5,991	9,000	9,000	-	9,000
650-5544-320	PEST CONTROL	464	339	464	374	464	464	-	464
650-5544-412	CLUB HOUSE MAINTENANCE	10,000	12,780	10,000	9,923	10,000	10,000	5,000	15,000
650-5544-470	UTILITIES	43,676	52,814	43,676	36,763	43,676	43,676	7,000	50,676
650-5544-472	TV SERVICES	1,972	1,981	1,972	1,352	1,972	1,972	116	2,088
650-5544-474	PORTABLE RESTROOMS	6,000	6,033	6,000	3,476	6,000	6,000	952	6,952
650-5544-476	HEATING/COOLING SYSTEM	1,600	1,173	1,600	350	1,600	1,600	-	1,600
650-5544-510	SECURITY SYSTEM	1,000	840	1,000	652	1,000	1,000	-	1,000
650-5544-810	OTHER EQUIPMENT	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>73,712</b>	<b>87,381</b>	<b>73,712</b>	<b>58,881</b>	<b>73,712</b>	<b>73,712</b>	<b>13,068</b>	<b>86,780</b>
<b>TOTAL CLUB HOUSE</b>		<b>75,170</b>	<b>88,543</b>	<b>74,712</b>	<b>64,101</b>	<b>81,702</b>	<b>74,712</b>	<b>22,068</b>	<b>96,780</b>
<b>FOOD &amp; BEVERAGE OTHER EXPENSES</b>									
<b>WAGES</b>									
650-5545-110	SALARIES - FOOD & BEVERAGE	79,500	78,347	83,888	51,622	83,888	88,201	-	88,201
650-5545-111	SALARIES - FOOD & BEVERAGE LTE	59,780	59,632	53,802	45,117	53,802	53,802	8,811	62,613
650-5545-135	LONGEVITY	-	-	-	-	-	-	-	-
650-5545-145	UNEMPLOYMENT WAGES	1,000	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>140,280</b>	<b>137,980</b>	<b>137,690</b>	<b>96,739</b>	<b>137,690</b>	<b>142,003</b>	<b>8,811</b>	<b>150,814</b>
<b>PERSONNEL BENEFITS</b>									
650-5545-190	FRINGE BENEFITS - FOOD & BEVER	-	-	-	-	-	-	-	-
650-5545-192	RETIREMENT	5,167	4,828	5,704	4,076	5,704	6,086	-	6,086
650-5545-193	FICA	10,655	9,903	10,533	7,033	10,533	10,863	674	11,537
650-5545-194	HEALTH INSURANCE	22,643	21,977	23,754	14,767	23,754	25,158	-	25,158
650-5545-195	DENTAL INSURANCE	2,739	2,600	2,739	1,826	2,739	2,739	-	2,739
	<b>TOTAL</b>	<b>41,204</b>	<b>39,308</b>	<b>42,730</b>	<b>27,703</b>	<b>42,730</b>	<b>44,846</b>	<b>674</b>	<b>45,520</b>
<b>OPERATING EXPENSES</b>									
650-5545-222	FOOD & BEVERAGE SUPPLIES	17,000	24,784	15,300	18,309	15,300	15,300	1,700	17,000
650-5545-223	REIMBURSED GRATUITY	38,816	109,622	38,816	68,468	100,000	38,816	61,184	100,000
650-5545-290	UNIFORMS	3,000	3,000	3,000	2,944	2,944	3,000	-	3,000
650-5545-310	OUTSIDE SERVICES	1,050	1,050	1,050	850	1,050	1,050	-	1,050
	<b>TOTAL</b>	<b>59,866</b>	<b>138,456</b>	<b>58,166</b>	<b>90,571</b>	<b>119,294</b>	<b>58,166</b>	<b>62,884</b>	<b>121,050</b>
<b>TOTAL FOOD &amp; BEVERAGE OTHER EXPENSES</b>		<b>241,350</b>	<b>315,744</b>	<b>238,586</b>	<b>215,013</b>	<b>299,714</b>	<b>245,015</b>	<b>72,369</b>	<b>317,384</b>



## 2024 City of Middleton Budget

### GOLF COURSE EXPENDITURES

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>GROUNDS EXPENSES</b>									
<b>WAGES</b>									
650-5546-111	SALARIES - GOLF COURSE	255,867	231,968	258,285	159,385	258,285	271,995	-	271,995
650-5546-120	PART TIME WAGES	119,610	122,561	119,610	83,634	119,610	119,610	9,079	128,689
650-5546-135	LONGEVITY	3,892	4,531	-	-	-	-	-	-
650-5546-145	UNEMPLOYMENT WAGES	1,000	1,292	-	-	-	-	-	-
	<b>TOTAL</b>	<b>380,369</b>	<b>360,352</b>	<b>377,895</b>	<b>243,018</b>	<b>377,895</b>	<b>391,605</b>	<b>9,079</b>	<b>400,684</b>
<b>PERSONNEL BENEFITS</b>									
650-5546-192	RETIREMENT	16,884	13,849	17,423	12,123	17,423	18,768	-	18,768
650-5546-193	FICA	29,022	27,069	28,751	18,194	28,751	29,958	694	30,652
650-5546-194	HEALTH INSURANCE	38,711	38,008	50,598	31,616	50,598	55,604	-	55,604
650-5546-195	DENTAL INSURANCE	7,109	7,374	8,740	5,826	8,740	8,740	-	8,740
	<b>TOTAL</b>	<b>91,726</b>	<b>86,301</b>	<b>105,512</b>	<b>67,758</b>	<b>105,512</b>	<b>113,070</b>	<b>694</b>	<b>113,764</b>
<b>OPERATING EXPENSES</b>									
650-5546-222	PARTS & TOOLS	4,000	3,031	4,000	2,612	4,000	4,000	-	4,000
650-5546-223	FERTILIZER & CHEMICALS	60,000	65,432	60,000	80,026	80,000	60,000	30,000	90,000
650-5546-224	DIRT	19,446	19,731	19,446	14,933	19,446	19,446	-	19,446
650-5546-274	GREENS & TEE SUPPLIES	10,000	9,303	8,000	23,385	21,910	8,000	-	8,000
650-5546-275	SEED	2,400	1,727	2,400	2,000	2,400	2,400	-	2,400
650-5546-277	IRRIGATION PARTS, EQUIP, SUPPL	6,400	7,165	6,400	7,288	6,400	6,400	3,600	10,000
650-5546-278	TREES	900	-	900	-	900	900	4,100	5,000
650-5546-279	OFFICE CLEANING SUPPLIES	2,000	3,538	2,000	1,054	2,000	2,000	2,000	4,000
650-5546-372	DEEP AERIFICATION SERVICES	2,750	-	-	-	-	-	-	-
650-5546-375	IRRIGATION CONTRACT	2,544	2,544	2,544	1,474	2,544	2,544	-	2,544
650-5546-411	GROUNDS & GREEN MAINT	5,000	5,247	5,000	3,935	5,000	5,000	-	5,000
650-5546-412	GREEN EQUIPMENT REPAIR	50,000	49,070	50,000	24,837	50,000	50,000	-	50,000
650-5546-420	GAS & OIL	31,701	32,041	31,701	15,599	31,701	31,701	-	31,701
650-5546-440	TRAINING & DEVELOPMENT	1,500	1,484	1,500	1,080	1,500	1,500	500	2,000
650-5546-450	UNIFORMS	5,000	3,952	5,000	3,555	5,000	5,000	-	5,000
650-5546-491	EQUIPMENT RENTAL	4,000	4,961	2,000	6,012	5,792	2,000	6,000	8,000
650-5546-493	SECURITY SYSTEM	600	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>208,241</b>	<b>209,225</b>	<b>200,891</b>	<b>187,791</b>	<b>238,593</b>	<b>200,891</b>	<b>46,200</b>	<b>247,091</b>
<b>TOTAL GROUNDS EXPENSES</b>		<b>680,336</b>	<b>655,879</b>	<b>684,298</b>	<b>498,568</b>	<b>722,000</b>	<b>705,566</b>	<b>55,973</b>	<b>761,539</b>
<b>ADMINISTRATION</b>									
<b>OPERATING EXPENSES</b>									
650-5547-250	POSTAGE	250	244	250	66	250	250	-	250
650-5547-260	TELEPHONE	13,284	12,841	13,284	7,978	13,284	13,284	-	13,284
650-5547-320	PROFESSIONAL SERVICES	1,500	93	1,500	724	1,500	1,500	33,500	35,000
650-5547-440	TRAINING	971	1,240	971	1,323	971	971	-	971
650-5547-442	DUES	1,338	1,620	1,338	1,506	1,338	1,338	-	1,338
650-5547-443	TRAVEL	2,000	1,266	2,000	1,297	2,000	2,000	1,200	3,200
650-5547-460	INSURANCE	35,500	35,500	45,400	45,400	45,400	45,400	-	45,400
650-5547-461	LICENSES	2,700	2,579	2,700	1,597	2,700	2,700	-	2,700
650-5547-521	ACCOUNTING & COMPUTERS	3,000	4,547	2,862	-	2,862	2,862	-	2,862
650-5547-522	ADVERTISING	5,000	3,432	2,500	1,362	2,500	2,500	-	2,500
650-5547-524	POS SYSTEM	12,165	11,460	12,165	7,402	12,165	12,165	-	12,165
650-5547-525	WEBSITE	3,336	695	3,336	410	3,336	3,336	-	3,336
650-5547-990	OTHER EXPENSES	-	-	-	-	-	-	-	-
650-5547-998	PERSONNEL CONTINGENCY	33,863	-	33,863	-	33,863	33,863	-	33,863
	<b>TOTAL</b>	<b>114,907</b>	<b>75,517</b>	<b>122,169</b>	<b>69,065</b>	<b>122,169</b>	<b>122,169</b>	<b>34,700</b>	<b>156,869</b>
<b>TOTAL ADMINISTRATION</b>		<b>114,907</b>	<b>75,517</b>	<b>122,169</b>	<b>69,065</b>	<b>122,169</b>	<b>122,169</b>	<b>34,700</b>	<b>156,869</b>



## 2024 City of Middleton Budget

### GOLF COURSE EXPENDITURES

	2022		2023			2024			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
<b>OTHER EXPENSES</b>									
<b>DEBT EXPENSES</b>									
650-5548-703	DEPRECIATION	-	185,815	-	-	-	-	-	
650-5548-704	SALES TAX - PD.	172,899	180,067	161,945	109,198	162,239	161,945	10,954	172,899
650-5548-705	CREDIT CARD FEES	100,000	85,081	90,000	9,234	90,000	90,000	-	90,000
650-5548-706	BANK FEES	-	-	-	-	-	-	-	-
650-5548-707	ADVANCE REPAYMENT	400,000	-	400,000	-	400,000	400,000	50,000	450,000
	<b>TOTAL</b>	<b>672,899</b>	<b>450,963</b>	<b>651,945</b>	<b>118,432</b>	<b>652,239</b>	<b>651,945</b>	<b>60,954</b>	<b>712,899</b>
<b>OTHER EXPENSES</b>									
650-5549-996	OTHER EXPENSES	-	-	-	-	-	-	-	-
650-5549-999	TRANSFER OUT	-	-	96,367	96,367	96,367	96,367	16,695	113,062
	<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>96,367</b>	<b>96,367</b>	<b>96,367</b>	<b>96,367</b>	<b>16,695</b>	<b>113,062</b>
<b>CAPTIAL EXPENSES</b>									
650-5550-005	DESIGN	-	-	-	2,023	-	-	-	-
650-5550-800	CAPITAL OUTLAY	360,000	-	300,000	-	300,000	300,000	-	300,000
650-5550-801	CLUBHOUSE CAPITAL	-	20,535	-	4,980	-	-	-	-
650-5550-802	CAPITAL RESERVE	100,000	-	621,315	796,766	621,315	621,315	(49,562)	571,753
650-5550-803	GROUNDS/MAINT. CAPITAL	-	45,693	-	22,439	-	-	-	-
650-5550-805	VEHICLES	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>460,000</b>	<b>66,228</b>	<b>921,315</b>	<b>826,208</b>	<b>921,315</b>	<b>921,315</b>	<b>(49,562)</b>	<b>871,753</b>
<b>TOTAL OTHER EXPENSES</b>		<b>1,132,899</b>	<b>517,191</b>	<b>1,669,627</b>	<b>1,041,007</b>	<b>1,669,921</b>	<b>1,669,627</b>	<b>28,087</b>	<b>1,697,714</b>
<b>TOTAL GOLF COURSE EXPENSES</b>		<b>3,140,334</b>	<b>2,525,302</b>	<b>3,641,494</b>	<b>2,598,552</b>	<b>3,753,176</b>	<b>3,673,913</b>	<b>338,293</b>	<b>4,012,206</b>



2024 City of Middleton Budget

**AIRPORT REVENUES**

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>INTERGOVERNMENTAL REVENUE</b>									
660-4310-00	GRANTS	-	64,999	-	-	17,001	-	-	-
	TOTAL	-	64,999	-	-	17,001	-	-	-
<b>PUBLIC CHARGES FOR SERVICE</b>									
660-4610-00	MADC RENT (LAND LEASE)	12,800	12,810	14,453	10,584	14,112	14,453	115	14,568
660-4615-00	FUEL FLOWAGE FEE	6,000	8,041	10,000	7,593	10,000	10,000	-	10,000
660-4620-00	HANGAR LAND LEASES	108,376	109,924	109,924	109,924	109,924	109,924	-	109,924
660-4625-00	FBO FEE	-	-	-	-	-	-	-	-
660-4630-00	FBO BUILDING LEASE	-	-	-	-	-	-	-	-
660-4635-00	SOLAR LEASE	9,759	10,135	9,954	9,954	9,954	9,954	199	10,153
	TOTAL	136,935	140,910	144,331	138,055	143,990	144,331	314	144,645
<b>MISCELLANEOUS REVENUE</b>									
660-4290-00	INTEREST & DIVIDEND INCOME	-	(5,272)	-	29,062	-	-	-	-
660-4810-00	MISC. REVENUE	-	291	-	-	-	-	-	-
660-4815-00	CROP LAND RENT	4,625	5,751	5,782	5,784	5,782	5,782	-	5,782
	TOTAL	4,625	770	5,782	34,846	5,782	5,782	-	5,782
<b>TOTAL AIRPORT REVENUES</b>		<b>141,560</b>	<b>206,678</b>	<b>150,113</b>	<b>172,901</b>	<b>166,773</b>	<b>150,113</b>	<b>314</b>	<b>150,427</b>



2024 City of Middleton Budget

**AIRPORT EXPENSES**

		2022		2023			2024		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-23	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
<b>OPERATION EXPENSES</b>									
660-5210-220	SUPPLIES & MATERIALS	-	10,991	-	7,873	-	-	-	-
660-5210-260	ADVERTISING & PRINTING	-	-	-	-	-	-	-	-
660-5210-270	TELEPHONE	876	1,442	1,482	849	-	1,482	-	1,482
660-5210-310	OUTSIDE SERVICES	22,000	8,457	22,000	2,578	-	22,000	-	22,000
660-5210-316	PRAIRIE MAINTENANCE	2,500	-	-	-	-	-	2,500	2,500
660-5210-317	MANAGERS CONTRACT	41,050	38,417	41,800	16,483	41,800	41,800	-	41,800
660-5210-410	INSURANCE	8,182	1,900	6,061	6,868	6,061	6,061	807	6,868
660-5210-415	GROUNDS MAINTENANCE	35,000	6,686	35,000	584	-	35,000	-	35,000
660-5210-417	LANDING LIGHTS MAINTENANCE	2,000	-	2,000	-	-	2,000	-	2,000
660-5210-470	UTILITIES	25,000	31,169	33,984	17,469	-	33,984	-	33,984
660-5210-490	OTHER OPERATING EXPENSES	1,620	130	1,620	46	-	1,620	-	1,620
	<b>TOTAL</b>	<b>138,228</b>	<b>99,191</b>	<b>143,947</b>	<b>52,750</b>	<b>47,861</b>	<b>143,947</b>	<b>3,307</b>	<b>147,254</b>
<b>OTHER EXPENSES</b>									
660-5315-224	ENTITLEMENTS MATCH	8,334	9,790	24,723	-	-	8,333	-	8,333
660-5315-320	HANGAR ENGINEERING	-	-	-	-	-	-	-	-
660-5315-800	CAPITAL EQUIPMENT	100,000	5,000	30,000	30,000	-	-	-	-
660-5315-875	PROJECT CASH ADVANCE	-	-	-	-	-	-	-	-
	<b>TOTAL</b>	<b>108,334</b>	<b>14,790</b>	<b>54,723</b>	<b>30,000</b>	<b>-</b>	<b>8,333</b>	<b>-</b>	<b>8,333</b>
<b>DEPRECIATION</b>									
660-5548-990	DEPRECIATION	-	41,962	-	-	-	-	-	-
	<b>TOTAL</b>	<b>-</b>	<b>41,962</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RESERVED FOR CONTINGENCIES</b>									
660-7050-001	RESERVE FOR CONTINGENCIES	10,000	-	10,000	-	-	10,000	-	10,000
		10,000	-	10,000	-	-	10,000	-	10,000
<b>TOTAL AIRPORT</b>		<b>256,562</b>	<b>155,943</b>	<b>208,670</b>	<b>82,750</b>	<b>47,861</b>	<b>162,280</b>	<b>3,307</b>	<b>165,587</b>