

**CITY OF MIDDLETON
WISCONSIN**



**2025 REQUESTED BUDGET
OPERATING BRIEFING BOOK**

FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025



**OPERATING BRIEFING BOOK
TABLE OF CONTENTS**

Introduction

Table of Contents 2

General Fund Budget Summary

General Fund Budget Initiatives by Department 4
General Fund Revenue Summary 7
General Fund Expenditure Summary 10

General Fund: General Government

Council 12
Committees, Boards & Commissions 13
Municipal Court 18
City Administrator 23
Administrative Services 25
Elections 34
Information Technology 35
Buildings and Grounds 43
Video Production 46

General Fund: Public Safety

Police 47
EMS 67
Building Inspection & Community Services 76
Middleton Fire District 88

General Fund: Public Works

Public Works 95
Refuse & Recycling 113
Transit 117

General Fund: Health & Human Services

Senior Center 118

General Fund: Leisure

Parks & Recreation 124



2025 City of Middleton Budget

General Fund: Conservation & Development

Planning & Community Development	148
Conservancy Lands	154
Forestry	155

Special Revenue Funds

Tourism Commission	158
Library	168
Youth Center	176

Component Unit

Community Development Authority.....	178
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Enterprise Funds

Airport.....	187
Golf Course	189
Storm Water Utility	197
Water & Sewer Utilities	199



2025 Proposed General Fund Operating Budget Decision Matrix

GENERAL FUND SUMMARY	2025 Requested	2025 Proposed	Adjustment	Change from Requested
Revenues and Other Sources of Funds	25,438,340	25,434,340	-	-
Expenditures and Other Uses of Funds	26,787,027	26,788,514	-	-
Total	(1,348,687)	(1,354,174)		-

Department and Initiative	Initiative #	Y / N	2025 Requested	2025 Proposed	Adjustment	Change from Requested
REVENUES						
1 Property Tax / Exempt PP Aid	RV-25-01	Y	221,354	221,354	-	-
2 Hotel Room Tax Increase (General)	RV-25-02	Y	46,000	46,000	-	-
3 PILOT: Private Development	RV-25-03	Y	54,250	54,250	-	-
4 PILOT: Pleasant View Golf Course	RV-25-05	Y	11,985	11,985	-	-
5 State Aids - Roads	RV-25-07	Y	25,000	25,000	-	-
6 PW Revenue Changes	RV-25-08	Y	(33,000)	(33,000)	-	-
7 State Aid - Fire Insurance Dues	RV-25-09	Y	18,700	18,700	-	-
8 MCPASD - School Resource Officers	RV-25-10	Y	50,357	50,357	-	-
9 Senior Center Revenues	RV-25-11	Y	5,639	5,639	-	-
10 Police Operating Revenue Changes	RV-25-12	Y	25,000	25,000	-	-
11 Fire Plan Revenue Fees	RV-25-13	Y	(14,000)	(14,000)	-	-
12 Park & Recreation Revenues	RV-25-14	Y	23,470	23,470	-	-
13 Planning Revenues	RV-25-15	Y	-	-	-	-
14 Ambulance Billing Revenue	RV-25-17	Y	12,658	12,658	-	-
15 Township EMS Charges	RV-25-18	Y	18,410	18,410	-	-
16 Water Utility Administration	RV-25-19	Y	5,500	5,500	-	-
17 Sewer Utility Administration	RV-25-20	Y	5,500	5,500	-	-
18 TIF District Administration	RV-25-22	Y	(125,000)	(125,000)	-	-
19 Investment Income	RV-25-23	Y	200,000	200,000	-	-
REVENUE TOTAL			551,823	551,823	-	-
EXPENDITURES BY DEPARTMENT						
ADMINISTRATION						
1 Operating Cost Increases	AD-25-01	Y	341	341	-	-
TOTAL			341	341	-	-
ADMINISTRATIVE SERVICES						
1 Operating Cost Increases	AS-25-01	Y	6,770	6,770	-	-
2 Human Resources Assistant	AS-25-02	Y	90,166	90,166	-	-
3 Increase Accounting Asst. Hours	AS-25-03	Y	35,446	35,446	-	-
4 Enhance HR Recruiting Expenses	AS-25-04	Y	14,385	14,385	-	-
5 Grants/Procurement Specialist	AS-25-05	Y	89,021	89,021	-	-
TOTAL			235,788	235,788	-	-

Y/N Column Definitions

Y (Green) - Item is included in the proposed budget as requested

* (Yellow) - Item is included in the proposed budget with a modified amount

N (Red) - Item is not included in the proposed budget



2024 City of Middleton Budget

Department and Initiative	Initiative #	Y / N	2025 Requested	2025 Proposed	Adjustment	Change from Requested
BUILDINGS & FACILITIES						
1 Sustainable Supplies	BG-25-01	Y	3,000	3,000	-	-
TOTAL			3,000	3,000	-	-
BUILDING INSPECTION & COMMUNITY SERVICES						
1 Code Compliance Officer PT to FT	BI-25-01	Y	56,343	56,343	-	-
6 Operating Cost Increases	BI-25-02	Y	887	887	-	-
TOTAL			57,230	57,230	-	-
COMMISSIONS & COMMITTEES						
1 Arts Committee Increase	CM-25-01	Y	3,000	3,000	-	-
2 Landmarks Commission Increase	CM-25-02	Y	650	650	-	-
TOTAL			3,650	3,650	-	-
ELECTIONS						
1 Election Cost Increases	EL-25-01	Y	5,800	5,800	-	-
TOTAL			5,800	5,800	-	-
EMS						
1 Maintain Essential Service Delivery	EM-25-01	Y	26,352	26,352	-	-
TOTAL			26,352	26,352	-	-
FIRE DISTRICT						
1 Fire District Operating Contribution	FI-25-01	Y	57,877	57,877	-	-
2 Fire District Capital Reserve	FI-25-02	Y	6,183	6,183	-	-
TOTAL			64,060	64,060	-	-
INFORMATION TECHNOLOGY						
1 Vendor Software/Licensing Expenses Increase	IT-25-01	Y	22,168	22,168	-	-
2 MPSIS Expense Increase	IT-25-02	Y	6,992	6,992	-	-
3 Outside Services Fee Increases	IT-25-03	Y	15,270	15,270	-	-
4 Internet Service Provider Change	IT-25-04	Y	3,809	3,809	-	-
5 Social Media/SMS Archiving	IT-25-05	Y	11,900	11,900	-	-
TOTAL			60,139	60,139	-	-
POLICE DEPARTMENT						
1 Line Shift from Office Supplies	PD-25-01	Y	(702)	(702)	-	-
2 Full-Time Police Officer (SRO)	PD-25-02	Y	102,909	102,909	-	-
3 Full-Time Dispatcher	PD-25-03	Y	87,448	87,448	-	-
4 (2) Part-Time Community Service Officers	PD-25-04	Y	65,666	65,666	-	-
5 Full-Time Police Officer	PD-25-05	Y	102,909	102,909	-	-
6 Increase in Training Account	PD-25-06	Y	5,000	5,000	-	-
TOTAL			363,230	363,230	-	-
PARKS, RECREATION, FORESTRY, AND CONSERVANCY LANDS						
1 Conservancy & Forestry Technician	PR-25-01	Y	95,585	95,585	-	-
2 Parks Overtime & Seasonal Wages	PR-25-02	Y	11,460	11,460	-	-
3 Parks Operating Increases	PR-25-03	Y	32,100	32,100	-	-
4 Recreation Operating Increases	PR-25-04	Y	19,989	19,989	-	-
5 Aquatic Center Expenses	PR-25-05	Y	3,500	3,500	-	-
6 Kettle Pond Stewardship	PR-25-06	Y	12,000	12,000	-	-
7 Outside Pruning Services	PR-25-07	Y	50,000	50,000	-	-
8 Conservancy Operating Expenses	PR-25-08	Y	17,029	17,029	-	-
9 Forestry Operating Expenses	PR-25-09	Y	11,125	11,125	-	-
TOTAL			252,788	252,788	-	-

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2024 City of Middleton Budget

Department and Initiative	Initiative #	Y / N	2025 Requested	2025 Proposed	Adjustment	Change from Requested
PUBLIC WORKS & WATER RESOURCES						
1 Mandatory Expenses	PW-25-01	Y	5,124	5,124	-	-
2 Maintain Service Levels - I	PW-25-02	Y	65,500	65,500	-	-
3 Maintain Service Levels - II	PW-25-03	Y	47,500	47,500	-	-
4 Training & Development	PW-25-04	Y	(7,000)	(7,000)	-	-
5 Service Changes	PW-25-05	Y	123,000	123,000	-	-
6 Operations Manager Reclassification	PW-25-06	Y	6,672	6,672	-	-
7 Storm Water Utility Foreman	PW-25-07	Y	21,740	21,740	-	-
8 SW Manager & Technician	PW-25-08	Y	(12,273)	(12,273)	-	-
9 SW Utility Allocation: Labor	PW-25-09	Y	(175,210)	(175,210)	-	-
10 SW Utility Allocation: Operating	PW-25-10	Y	(147,300)	(147,300)	-	-
11 Assistant City Engineer	PW-25-11	Y	124,398	124,398	-	-
12 Mechanic Technician	PW-25-12	Y	107,905	107,905	-	-
TOTAL			160,056	160,056	-	-
REFUSE & RECYCLING						
1 MRD Contribution	RE-25-01	Y	8,000	8,000	-	-
3 Pellitteri Service	RE-25-02	Y	20,000	20,000	-	-
			28,000	28,000	-	-
SENIOR CENTER						
1 Postage Increase	SC-25-01	Y	1,000	1,000	-	-
2 Volunteer Expenses	SC-25-02	Y	1,500	1,500	-	-
5 Classes	SC-25-03	Y	1,000	1,000	-	-
TOTAL			3,500	3,500	-	-
PLANNING & COMMUNITY DEVELOPMENT						
1 Placemaker Planner	PL-25-01	Y	47,030	47,030	-	-
			47,030	47,030	-	-
OTHER GENERAL FUND BUDGETS						
1 City Attorney Costs	OT-25-01	Y	4,900	4,900	-	-
2 Risk Management Fund Allocation	OT-25-02	Y	25,000	25,000	-	-
3 Custodial Account Fees	OT-25-03	Y	5,000	5,000	-	-
4 League WI Municipalities Dues	OT-25-04	Y	516	516	-	-
TOTAL			35,416	35,416	-	-
TRANSFERS FROM GENERAL FUND						
1 Transfer to Library	TX-25-01	Y	64,406	64,406	-	-
2 Transfer to Transit Fund	TX-25-02	Y	44,991	44,991	-	-
TOTAL			109,397	109,397	-	-
GENERAL FUND CONTINGENCY						
1 General Contingency Increase	CO-25-01	Y	70,000	70,000	-	-
2 Personnel Contingency	CO-25-02	Y	100,000	100,000	-	-
TOTAL			170,000	170,000	-	-
EXPENDITURE TOTAL			1,625,777	1,625,777	-	-

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2025 City of Middleton Budget

General Fund Revenue Summary

	2024			2025		
	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
TAXES						
GENERAL PROPERTY TAX	\$ 15,247,292	\$ 10,218,474	\$ 15,247,292	\$ 15,247,292	\$ (66,108)	\$ 15,181,184
OMITTED PROPERTY	-	-	8,237	-	-	-
FEES IN LIEU OF TAXES	59,100	18,934	59,100	59,100	54,250	113,350
ROOM TAX	624,000	305,719	624,000	624,000	46,000	670,000
MUNICIPALLY OWNED UTILITY	480,000	-	450,000	450,000	-	450,000
INTEREST ON DELINQUENT TAXES	2,000	2,885	6,000	2,000	-	2,000
TOTAL TAXES	\$ 16,412,392	\$ 10,553,578	\$ 16,394,629	\$ 16,382,392	\$ 34,142	\$ 16,416,534
SPECIAL ASSESSMENTS						
SA - STREET IMPROVEMENTS	50,000	194	50,000	50,000	(50,000)	-
SA - SIDEWALK & CURB	50,000	16,535	50,000	50,000	20,000	70,000
SA - INTEREST	-	5,116	6,000	-	-	-
TOTAL SPECIAL ASSESSMENT	\$ 100,000	\$ 21,845	\$ 106,000	\$ 100,000	\$ (30,000)	\$ 70,000
INTERGOVERNMENTAL REVENUE						
STATE AIDS-SHARED TAXES	867,827	130,174	867,827	867,827	-	867,827
EXPENDITURE RESTRAINT PROGRAM	35,411	35,411	35,411	35,411	-	35,411
STATE & FEDERAL AID - FIRE	182,500	192,798	192,798	182,500	18,700	201,200
MCP SCHOOL DISTRICT - POLICE	89,929	179,936	89,929	89,929	50,357	140,286
STATE AID - COMPUTER PMT	261,905	261,905	261,905	261,905	-	261,905
STATE AID - PERSONAL PROPERTY	119,689	119,689	119,689	119,689	287,462	407,151
STATE AID - LAW ENFORCEMENT	-	14,868	25,000	-	15,000	15,000
STATE AIDS-ROADS	1,281,312	961,126	1,281,312	1,281,312	25,000	1,306,312
STATE AID - TRANSIT	-	-	-	-	-	-
STATE & FEDERAL AID - RECYCLIN	55,138	55,477	55,477	55,138	-	55,138
PAYMENT MUNICIPAL SERVICES	8,374	8,342	8,342	8,374	-	8,374
STATE AIDS - FRANCHISE FEES	52,821	52,821	52,821	52,821	-	52,821
CARES/ROUTE TO RECOVERY	-	-	-	-	-	-
COUNTY AID - SIGNALS	6,000	13,414	13,414	6,000	-	6,000
COUNTY AID - SENIOR CITIZENS	128,429	90,198	128,429	128,429	4,639	133,068
TOTAL INTERGOVERNMENTAL	\$ 3,089,335	\$ 2,116,159	\$ 3,132,354	\$ 3,089,335	\$ 401,158	\$ 3,490,493
LICENSES AND PERMITS						
LICENSES - LIQUOR	45,000	32,052	45,000	45,000	-	45,000
LICENSES - OPERATOR	20,000	11,940	15,000	20,000	-	20,000
LICENSES - CIGARETTES	2,100	1,750	2,100	2,100	-	2,100
LICENSES - ALARMS	13,000	17,620	18,000	13,000	-	13,000
LICENSES - DOGS	5,000	4,778	7,000	5,000	-	5,000
PERMITS - SPECIAL EVENTS	2,000	2,262	2,500	2,000	-	2,000
PERMIT - SIDEWALK & SOLICITORS	5,000	2,870	4,000	5,000	-	5,000
AMPLIFIED SOUND PERMITS	2,000	1,600	2,000	2,000	-	2,000
PERMITS - BUILDING AND HVAC	270,000	205,912	220,000	270,000	-	270,000
PERMITS - ELECTRICAL	69,000	46,722	46,000	69,000	-	69,000
PERMITS - PLUMBING	69,000	79,683	70,000	69,000	-	69,000
PERMITS - FIRE	20,000	14,582	6,500	20,000	-	20,000
EROSION CONTROL PERMIT	8,000	5,750	12,000	8,000	-	8,000
LICENSE - SECOND HAND DEALER	350	100	250	350	-	350
ZONING BOARD OF APPEALS	2,000	500	1,000	2,000	(1,000)	1,000
PLAN REVIEW - BUILDING	48,000	50,530	40,000	48,000	-	48,000
PLAN REVIEW - HVAC	16,000	10,475	12,000	16,000	-	16,000
PLAN REVIEW - PLUMBING	16,000	13,663	12,000	16,000	-	16,000
PLAN REVIEW - FIRE SUPPRESSION	24,000	3,790	24,000	24,000	(14,000)	10,000
COURT AND FIELD RESERVATIONS	17,000	9,988	17,000	17,000	1,500	18,500
PARK SHELTER RESERVATIONS	38,000	27,805	38,000	38,000	7,000	45,000
CABLE TV/FRANCHISE PHONE REV	220,000	126,722	220,000	220,000	-	220,000
TOTAL LICENSES & PERMITS	\$ 911,450	\$ 671,094	\$ 814,350	\$ 911,450	\$ (6,500)	\$ 904,950



2025 City of Middleton Budget

General Fund Revenue Summary

	2024			2025		
	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
FINES & FOREFEITURES						
FINES & FORFEITURES	150,000	58,534	120,000	120,000	-	120,000
COURT COSTS	70,000	30,921	60,000	60,000	-	60,000
PARKING FINES	35,000	27,980	45,000	35,000	10,000	45,000
TOTAL FINES & FOREFEITURES	\$ 255,000	\$ 117,436	\$ 225,000	\$ 215,000	\$ 10,000	\$ 225,000
PUBLIC CHARGES FOR SERVICES						
CLERK-TREASURER FEE	17,000	11,050	17,000	17,000	-	17,000
VEHICLE REGISTRATION FEES	500	273	800	500	-	500
POLICE SPECIAL SERVICES	-	18	18	-	-	-
POLICE DEPARTMENT FEES	4,000	2,811	4,000	4,000	-	4,000
AMBULANCE BILLING REVENUE	1,484,836	682,031	1,410,594	1,484,836	12,658	1,497,494
SENIOR CITIZEN PROGRAM REVENUE	4,000	631	1,000	4,000	-	4,000
SR CENTER TRIP REVENUE	21,000	24,567	25,000	21,000	-	21,000
SR. CENTER CLASSES REVENUE	44,700	32,202	44,392	44,700	1,000	45,700
SENIOR CENTER MISC REVENUE	4,000	1,511	2,038	4,000	-	4,000
AQUATIC PROGRAM REVENUE	80,000	58,490	60,000	80,000	(20,000)	60,000
SWIMPOOL	-	-	-	-	-	-
DAILY AQUATIC ADMISSIONS	95,000	96,607	95,000	95,000	-	95,000
AQUATIC CONCESSION REVENUE	35,000	30,642	33,500	35,000	-	35,000
POOL RESERVATIONS	17,000	17,199	17,000	17,000	485	17,485
AQUATIC MEMBERSHIPS	40,000	47,539	45,500	40,000	5,500	45,500
RECREATION PROGRAM REVENUE	215,015	220,730	225,000	215,015	24,985	240,000
SPONSORSHIP & FUNDRAISERS	1,200	1,000	1,200	1,200	-	1,200
EVENT/TRIP REVENUE	1,500	1,093	5,500	1,500	4,000	5,500
ADMINISTRATIVE REVIEW FEE	-	18,989	20,000	-	-	-
ENGINEERING REVIEW FEE	-	98,093	100,000	-	-	-
PLAN COMMISSION CHARGES	20,000	20,185	30,000	20,000	1,000	21,000
PUBLIC WORKS CHARGES	3,000	2,196	3,000	3,000	(3,000)	-
RECYCLING CENTER REVENUE	12,000	12,687	14,000	12,000	-	12,000
TOTAL PUBLIC CHARGES	\$ 2,099,751	\$ 1,380,542	\$ 2,154,542	\$ 2,099,751	\$ 26,628	\$ 2,126,379
SPECIAL FUND ACTIVITY						
ADMINISTRATION-LANDFILL	5,000	5,000	5,000	5,000	-	5,000
SERVICE CONTRACT COST SHARING	263,480	-	263,480	263,480	18,410	281,890
ADMINISTRATION-UTILITIES	203,000	203,000	203,000	203,000	11,000	214,000
ADMINISTRATION-TIF 3 DISTRICT	500,000	425,000	425,000	500,000	(125,000)	375,000
TIF 5 ADMINISTRATIVE FEE	-	75,000	75,000	-	-	-
TRANSFER IN PLEASANT VIEW GOLF COURSE	113,062	-	113,062	113,062	11,985	125,047
TRANSFER IN STORM WATER UTILITY	100,000	100,000	100,000	100,000	-	100,000
ADMINISTRATON-FIRE DISTRICT	2,600	2,600	2,600	2,600	-	2,600
TRANSFER IN	116,500	-	116,500	-	-	-
TOTAL SPECIAL ACTIVITY	\$ 1,303,642	\$ 810,600	\$ 1,303,642	\$ 1,187,142	\$ (83,605)	\$ 1,103,537



General Fund Revenue Summary

	2024			2025		
	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	MISCELLANEOUS REVENUES					
INTEREST ON INVESTMENTS	500,000	2,210,848	850,000	500,000	200,000	700,000
INTEREST DELIQUENT SPEC ASSMTS	500	-	500	500	-	500
INTEREST ON COURT COLLECTIONS	300	-	500	300	-	300
CREDIT CARD REBATE PROGRAM	50,000	36,277	50,000	50,000	-	50,000
RENT OF CITY PROPERTY	30,636	17,872	-	30,636	-	30,636
EROSION CONTR. & SW REIMBURS	10,000	20,776	16,000	10,000	-	10,000
PW MATERIAL SALES	100	982	982	100	-	100
MISC REVENUE	8,000	777	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	27,885	30,000	18,000	-	18,000
ZONING LETTER	1,000	400	800	1,000	-	1,000
SALES TAX REMIT DISCOUNT	-	48	50	-	-	-
OTHER MISC REVENUE	5,250	-	5,250	5,250	-	5,250
TOTAL MISCELLANEOUS	\$ 647,447	\$ 2,339,525	\$ 1,006,046	\$ 647,447	\$ 200,000	\$ 847,447
OTHER FINANCING SOURCES						
PRIOR YEARS SURPLUS APPLIED	165,182	-	-	-	-	-
FUND BALANCE APPLIED	250,000	-	-	250,000	-	250,000
TOTAL OTHER SOURCES	\$ 415,182	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
GENERAL FUND REVENUE TOTAL	\$ 25,234,199	\$ 18,010,778	\$ 25,136,563	\$ 24,882,517	\$ 551,823	\$ 25,434,340



General Fund Expenditure Summary

	2024			2025		
	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
GENERAL GOVERNMENT						
Common Council	\$ 69,201	\$ 45,523	\$ 69,201	\$ 78,601	\$ -	78,601
Commissions & Committees	40,350	17,422	15,350	20,350	3,650	24,000
Municipal Court	115,388	67,595	112,159	114,389	-	114,389
City Administrator	315,240	196,623	315,240	316,432	341	316,773
Legal Counsel	250,320	135,600	250,320	250,320	4,900	255,220
Administrative Services	973,171	639,096	946,471	998,278	235,788	1,234,066
Elections	157,700	37,261	122,271	41,200	5,800	47,000
Information Technology	878,429	688,429	867,143	888,626	63,239	951,865
Building & Grounds	62,800	45,254	61,100	62,800	3,000	65,800
Video Production	9,000	4,700	7,000	9,000	-	9,000
Risk Management & Insurance	375,000	-	375,000	375,000	25,000	400,000
General Personnel Benefits	25,000	17,002	25,375	25,000	-	25,000
Non-Departmental	247,582	44,907	253,813	66,880	5,516	72,396
Compensated Absences	250,000	-	250,000	250,000	-	250,000
Miscellaneous	16,711	7,205	16,711	16,711	-	16,711
Total General Government	\$ 3,785,892	\$ 1,946,617	\$ 3,687,154	\$ 3,513,587	\$ 347,234	\$ 3,860,821
PUBLIC SAFETY						
Police Administration	900,138	566,200	907,698	895,845	60,666	956,511
Police Field Services	5,500,204	3,436,196	5,221,472	5,370,338	208,718	5,579,056
Communications Center	626,285	384,626	622,584	639,134	87,448	726,582
Emergency Preparedness	84,042	72,497	84,042	84,042	2,313	86,355
School Crossing Guards	15,500	14,717	15,500	15,500	985	16,485
Emergency Medical Service	2,638,476	1,612,689	2,619,483	2,598,662	26,352	2,625,014
Building Inspection	480,802	356,099	478,417	496,727	887	497,614
Community Services	152,673	962	77,479	157,342	56,343	213,685
Fire District Contribution	1,139,905	1,310,334	1,139,905	1,133,902	57,877	1,191,779
Total Public Safety	\$ 11,538,025	\$ 7,754,320	\$ 11,166,580	\$ 11,391,492	\$ 501,589	\$ 11,893,081
PUBLIC WORKS						
Engineering & Administration	1,014,905	647,677	1,011,662	1,034,326	195,297	1,229,623
Street Dept Labor & Supplies	949,355	592,225	949,769	1,001,009	(156,120)	844,889
Street Cleaning	23,300	11,861	21,300	23,300	(23,300)	-
Fleet Maintenance/Machinery	424,682	434,663	412,766	432,042	48,105	480,147
City Garage	96,100	52,336	119,000	96,100	47,300	143,400
Snow & Ice Removal	96,700	116,404	98,100	96,700	64,500	161,200
Traffic Signals, Signs, & Markings	82,500	(34,033)	44,799	82,500	13,500	96,000
Street Lighting	172,500	107,757	166,000	172,500	10,000	182,500
Tree & Brush Removal	4,500	2,314	2,000	4,500	(3,000)	1,500
Sidewalk Maintenance	130,000	30,273	130,000	130,000	30,000	160,000
Storm Sewers	66,500	30,727	53,500	66,500	(66,500)	-
Landfill	90,260	90,260	-	90,260	8,000	98,260
Refuse Collection	570,000	350,718	-	570,000	15,000	585,000
Recycling	349,354	176,182	332,896	350,605	5,000	355,605
Transit	6,461	7,415	6,461	6,461	394	6,855
Total Public Works	\$ 4,077,117	\$ 2,616,779	\$ 3,348,253	\$ 4,156,803	\$ 188,176	\$ 4,344,979
HEALTH AND HUMAN SERVICES						
Senior Center	635,885	399,800	575,757	633,272	3,500	636,772
Total Health and Human Services	\$ 635,885	\$ 399,800	\$ 575,757	\$ 633,272	\$ 3,500	\$ 636,772



General Fund Expenditure Summary

	2024			2025		
	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
LEISURE ACTIVITIES						
Recreation Administration	377,154	269,881	342,244	361,991	15,089	377,080
Recreation Programming	175,620	151,475	171,825	175,620	4,900	180,520
Fall-Winter-Spring Recreation	-	4,408	-	-	-	-
Aquatic Center	352,157	304,869	315,700	352,904	3,500	356,404
Public Lands	1,066,364	675,599	1,098,564	1,181,620	43,560	1,225,180
Total Leisure Activities	\$ 1,971,295	\$ 1,406,232	\$ 1,928,333	\$ 2,072,135	\$ 67,049	\$ 2,139,184
CONSERVATION & DEVELOPMENT						
Planning Department	523,422	320,803	522,322	518,681	46,430	565,111
Land Conservancy	291,006	124,464	214,621	212,214	76,822	289,036
Forestry	386,329	178,057	362,347	271,214	108,918	380,132
Water Resources	14,796	14,904	14,796	14,796	274	15,070
Total Conservation & Development	\$ 1,215,553	\$ 638,228	\$ 1,114,086	\$ 1,016,905	\$ 232,444	\$ 1,249,349
TRANSFERS						
To Library Fund 212	1,597,392	1,597,392	1,597,392	1,597,392	64,669	1,662,061
To Youth Center Fund 214	95,886	95,886	95,886	95,886	-	95,886
To Other Funds	698,393	-	698,393	529,095	44,991	574,086
Total Transfers	\$ 2,403,171	\$ 1,693,278	\$ 2,403,171	\$ 2,222,373	\$ 109,660	\$ 2,332,033
CONTINGENCY						
Public Safety Equipment Reserve	200,109	-	200,109	206,112	6,183	212,295
Personnel Contingency	-	-	-	-	100,000	100,000
Savings From Vacancies	(150,000)	-	(150,000)	(150,000)	-	(150,000)
Emergency Contingency	-	-	-	-	-	-
General Contingency	88,500	-	-	100,000	70,000	170,000
Total Contingency	\$ 138,609	\$ -	\$ 50,109	\$ 156,112	\$ 176,183	\$ 332,295
TOTAL EXPENDITURES	<u>\$ 25,765,547</u>	<u>\$ 16,455,253</u>	<u>\$ 24,273,443</u>	<u>\$ 25,162,679</u>	<u>\$ 1,625,835</u>	<u>\$ 26,788,514</u>



2025 City of Middleton Budget

COMMON COUNCIL

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5111-110	SALARIES	60,480	59,920	60,480	40,320	60,480	69,206	-	69,206
100-5111-115	ELECTED OFFICIALS WAGES	-	-	-	-	-	-	-	-
100-5111-180	COMMON COUNCIL	-	-	-	-	-	-	-	-
	TOTAL	60,480	59,920	60,480	40,320	60,480	69,206	-	69,206
PERSONNEL BENEFITS									
100-5111-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5111-192	RETIREMENT	936	992	994	662	994	1,001	-	1,001
100-5111-193	FICA	4,627	4,584	4,627	3,084	4,627	5,294	-	5,294
	TOTAL	5,563	5,576	5,621	3,747	5,621	6,295	-	6,295
OPERATING EXPENSES									
100-5111-210	OFFICE SUPPLIES	100	35	100	30	100	100	-	100
100-5111-440	TRAINING & DEVELOPMENT	500	635	1,000	705	1,000	1,000	-	1,000
100-5111-490	OTHER OPERATING EXPENSES	2,000	953	2,000	721	2,000	2,000	-	2,000
	TOTAL	2,600	1,623	3,100	1,456	3,100	3,100	-	3,100
TOTAL COMMON COUNCIL		68,643	67,119	69,201	45,523	69,201	78,601	-	78,601



2025 City of Middleton Budget

COMMISSIONS/COMMITTEES

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
100-5112-990 POLICE COMMISSION	5,000	12,124	25,000	5,118	-	5,000	-	5,000
100-5113-990 LANDMARKS COMMISSION	350	-	350	-	350	350	650	1,000
100-5113-991 RECOGNITION EVENT	-	-	-	-	-	-	-	-
100-5113-992 ART COMMITTEE EXPENSES	5,000	6,392	5,000	4,772	5,000	5,000	3,000	8,000
100-5115-990 BOARD OF REVIEW	-	-	-	-	-	-	-	-
100-5116-990 SUSTAINABILITY COMMITTEE	10,000	10,226	10,000	7,532	10,000	10,000	-	10,000
TOTAL	20,350	28,742	40,350	17,422	15,350	20,350	3,650	24,000
TOTAL COMMISSIONS/COMMITTEES	20,350	28,742	40,350	17,422	15,350	20,350	3,650	24,000



CITY OF MIDDLETON
2025 BUDGET INITIATIVES
Committies
BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Increase in Art Committee Expe	3000			0
2	Increase in Landmarks Commis	650			0
3		0			0
4		0			0
5		0			0
6		0			0
7		0			0
8		0			0
9		0			0
10		0			0
TOTAL		3650			0



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PLANNING**

2025 BUDGET DECISION ITEM DETAIL

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

Increase in Art Committee Expenses	
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5113-992	Art Committee Expenses		3,000		3,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		0	3,000	-	3,000

NET COST (EXPENDITURES MINUS REVENUES)	0	3,000	-	3,000
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DESCRIPTION

The Arts Committee is requesting an increase in their operating budget to cover costs associated with the ART WALK Middleton event. Supply costs are increasing and the event is expanding. In addition, the Arts Committee will not be eligible to receive a grant from Visit Middleton in 2025 after receiving the grant funding for the past three years.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Addendum to the Middleton Public Art Plan, April 2021: Art Experiences, including events and festivals.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PLANNING**

2025 BUDGET DECISION ITEM DETAIL

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

Increase in Landmarks Commission	
2	
	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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5113-990	Landmarks Commission		650		650
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		0	650	-	650

NET COST (EXPENDITURES MINUS REVENUES)	0	650	-	650
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DESCRIPTION

The Landmarks Commission is requesting an increase in \$650 in order to replace additional outdated landmarks signage.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

2023 Comprehensive Plan. C1B. Improve and update landmark signage in the historic areas of the community and develop an inventory of designated and eligible historic structures and sites.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Police Commission

DEPARTMENT: Police Commission

City Staff: Police Chief Troy Hellenbrand

MISSION:

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

2025 GOALS:

1. Complete the recruitment process for the hiring of a new Police Chief.
2. Complete a review of Police Commission bylaws.
3. Continue discussions regarding future recruiting strategies to attract a diverse set of candidates to the Police Department.
4. 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.



2025 City of Middleton Budget

MUNICIPAL COURT REVENUE

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	FINES & FOREFEITURES							
100-4511-00 FINES & FORFEITURES	150,000	111,315	150,000	58,534	120,000	120,000	-	120,000
100-4512-00 COURT COSTS	70,000	57,416	70,000	30,921	60,000	60,000	-	60,000
TOTAL	220,000	168,731	220,000	89,455	180,000	180,000	-	180,000
TOTAL MUNICIPAL COURT REVENUE	220,000	168,731	220,000	89,455	180,000	180,000	-	180,000



2025 City of Middleton Budget

MUNICIPAL COURT

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5121-110	SALARIES-FULL-TIME	52,698	51,413	55,201	35,064	55,201	56,867	-	56,867
100-5121-111	PART-TIME PERM.	9,222	5,324	9,729	1,486	5,000	9,926	-	9,926
100-5121-115	ELECTED OFFICIALS WAGES	14,400	14,400	21,300	12,200	21,300	18,300	-	18,300
100-5121-117	OVERTIME	-	1,251	-	1,261	1,500	-	-	-
100-5121-122	SHIFT DIFFERENTIAL WAGES	-	-	-	-	-	-	-	-
100-5121-128	FLSA WAGES	-	-	-	-	-	-	-	-
100-5121-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	76,320	72,388	86,230	50,011	83,001	85,093	-	85,093
PERSONNEL BENEFITS									
100-5121-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5121-192	RETIREMENT	3,583	4,559	4,285	3,628	4,285	3,952	-	3,952
100-5121-193	FICA	5,177	5,459	6,641	3,774	6,641	6,510	-	6,510
100-5121-194	HEALTH INSURANCE	6,888	6,968	7,290	4,500	7,290	7,892	-	7,892
100-5121-195	DENTAL INSURANCE	554	554	554	370	554	554	-	554
100-5121-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	TOTAL	16,202	17,540	18,770	12,272	18,770	18,908	-	18,908
OPERATING EXPENSES									
100-5121-200	WITNESS FEES & INTERPRETOR FEE	500	257	500	228	500	500	-	500
100-5121-250	POSTAGE	3,000	2,578	3,000	1,126	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	2,247	2,500	930	2,500	2,500	-	2,500
100-5121-460	IID CHARGE REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5121-490	OTHER OPERATING EXPENSES	3,388	3,975	3,388	3,029	3,388	3,388	-	3,388
100-5121-495	RETURN OF DEPOSITS	-	-	-	-	-	-	-	-
	TOTAL	10,388	9,057	10,388	5,312	10,388	10,388	-	10,388
TOTAL MUNICIPAL COURT		102,910	98,985	115,388	67,595	112,159	114,389	-	114,389



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Middleton Municipal Court

DEPARTMENT: Municipal Court

JUDGE: Ben J. Schulenburg

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.

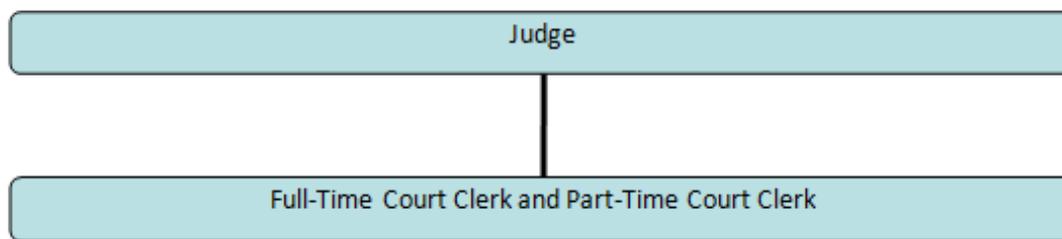
- **Expeditious, fair, and reliable adjudication of cases. The Municipal Court will strive to:**
 - Process cases according to announced time standards and comply with schedules.
 - Pay individual attention to each case.
 - Make clear, understandable decisions.
 - Maintain institutional integrity.

 - **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.**
-

Department Organizational Chart



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(TRIP)/State Debt Collection(SDC) thru the Department of Revenue, 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 regarding juveniles.
- Orders supplies needed for the daily operations of the court office.
- 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 Supreme Court of Wisconsin, Office of Judicial Education.
- Perform other duties specified by the Municipal Court Judge and in the Wisconsin Statutes.

2025 GOALS

- Continue to collaborate 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.
- 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 court security, considering significant issues with courts in Wisconsin, the safety and security of the judge and court employees.
- Continue to work with the Police Department to make sure officers are giving out the court brochure with all citations. As this brochure answers many questions defendants have and provides defendants with useful information pertaining to paying citations, contacting the court, court hours, etc....
- Continue to scan old case file documents and attach them to specific cases in our records management system. And continue to work towards a paperless system.

SIGNIFICANT ISSUES IN 2024

- Fewer tickets written equated to a significant drop in ticket processing and revenue.



2025 City of Middleton Budget

CITY ADMINISTRATOR

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5120-110	SALARIES-FULL-TIME	196,025	194,396	237,659	155,394	237,659	243,907	-	243,907
100-5120-111	INTERN	10,500	28	-	-	-	-	-	-
100-5120-118	WAGE REIMBURSEMENTS	-	-	-	-	-	-	-	-
100-5120-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	206,525	194,423	237,659	155,394	237,659	243,907	-	243,907
PERSONNEL BENEFITS									
100-5120-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5120-192	RETIREMENT	13,169	12,729	16,398	11,926	16,398	16,952	-	16,952
100-5120-193	FICA	14,996	14,000	17,681	11,352	17,681	19,462	-	19,462
100-5120-194	HEALTH INSURANCE	33,732	17,047	19,868	12,547	19,868	21,368	-	21,368
100-5120-195	DENTAL INSURANCE	9,073	2,924	2,185	2,196	2,185	3,294	-	3,294
100-5120-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	TOTAL	70,970	46,700	56,132	38,021	56,132	61,076	-	61,076
OPERATING EXPENSES									
100-5120-280	COMMUNICATION	1,050	175	2,909	98	2,909	2,909	341	3,250
100-5120-440	TRAINING & DEVELOPMENT	3,000	5,113	4,880	2,247	4,880	4,880	-	4,880
100-5120-450	EMPLOYEE PROGRAMS	1,000	-	1,000	-	1,000	1,000	-	1,000
100-5120-490	OTHER OPERATING EXPENSES	2,660	1,352	12,660	864	12,660	2,660	-	2,660
	TOTAL	7,710	6,639	21,449	3,209	21,449	11,449	341	11,790
TOTAL CITY ADMINISTRATOR		285,205	247,762	315,240	196,623	315,240	316,432	341	316,773



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Administration

MISSION:

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

Authorized Position List	2019	2020	2021	2022	2023	2024
City Administrator	1	1	1	1	1	1
Administrative Intern	0.5	0.5	0.5	0.5	0	0
Communications and Social Media Manager	-	-	-	-	1	1
Total	1.5	1.5	1.5	1.5	2	2

2025 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. Review the development review/coordination process for efficiencies in review timeline.
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 2025:

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.



2025 City of Middleton Budget

ADMINISTRATIVE SERVICES DEPARTMENT (FINANCE, CITY CLERK, ASSESSING & HR FUNCTIONS)		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
		WAGES							
100-5141-110	SALARIES-FULL-TIME	447,767	450,228	469,672	307,677	469,672	484,537	116,000	600,537
100-5141-112	PART-TIME-NON-PERM.	35,152	34,051	36,974	23,280	36,974	38,368	12,123	50,491
	TOTAL	482,919	484,279	506,646	330,957	506,646	522,905	128,123	651,028
PERSONNEL BENEFITS									
100-5141-192	RETIREMENT	32,702	32,995	32,545	25,511	32,545	36,203	8,905	45,108
100-5141-193	FICA	36,943	36,024	38,758	24,567	38,758	40,002	9,801	49,803
100-5141-194	HEALTH INSURANCE	57,486	51,127	57,604	36,306	57,604	62,104	58,104	120,208
100-5141-195	DENTAL INSURANCE	8,218	8,217	8,218	5,478	8,218	7,664	6,555	14,219
	TOTAL	135,349	128,363	137,125	91,863	137,125	145,973	83,365	229,338
OPERATING EXPENSES									
100-5141-210	OFFICE SUPPLIES	3,000	2,924	3,000	1,880	3,000	3,000	-	3,000
100-5141-250	POSTAGE	6,000	3,192	6,000	1,988	6,000	6,000	-	6,000
100-5141-260	ADVERTISING & PRINTING	4,000	2,306	4,000	1,117	2,500	4,000	13,500	17,500
100-5141-280	COMMUNICATIONS	11,100	7,057	7,500	5,098	7,500	7,500	-	7,500
100-5141-310	OUTSIDE SERVICES	153,600	125,933	153,600	83,333	128,600	153,600	-	153,600
100-5141-440	TRAINING & DEVELOPMENT	9,700	10,036	9,700	6,200	9,700	9,700	4,030	13,730
100-5141-480	DATA PROCESSING	62,800	64,487	66,400	48,887	66,400	66,400	3,320	69,720
100-5141-490	OTHER OPERATING EXPENSES	7,500	11,917	8,700	4,941	10,000	8,700	1,300	10,000
100-5141-800	OFFICE EQUIPMENT	1,500	2,989	1,500	-	-	1,500	-	1,500
100-5157-990	AUDIT	63,700	64,028	69,000	62,831	69,000	69,000	2,150	71,150
	TOTAL	322,900	294,870	329,400	216,276	302,700	329,400	24,300	353,700
TOTAL ADMINISTRATIVE SERVICES DEPARTMENT		941,168	907,512	973,171	639,096	946,471	998,278	235,788	1,234,066

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVES ADMINISTRATIVE SERVICES BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Operating Cost Increases	6,770	-	6,770	-
2	Human Resources Assistant	90,166	-	90,166	1.00
3	Increase Accounting Asst. Hours	35,446	-	35,446	0.20
4	Enhance HR Recruiting Expenses	14,385	-	14,385	-
5	Grants/Procurement Specialist	89,021	-	89,021	1.00
TOTAL		235,788	-	235,788	2.20

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM ADMINISTRATIVE SERVICES

2025 BUDGET DECISION ITEM DETAIL

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

Operating Cost Increases	
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
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-480	Data Processing		3,320		3,320
100-5141-490	Other Operating Expenses		1,300		1,300
100-5157-990	Audit	2,150			2,150
					-
					-
					-
					-
Total Expenditures		2,150	4,620	-	6,770

NET COST (EXPENDITURES MINUS REVENUES)	2,150	4,620	-	6,770
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DESCRIPTION

Data Processing expenditures are projected to increase by \$3,320 due to annual cost increases for the City's payroll and human resources platform, iSolved. An additional \$1,300 is requested for Other Operating Expenses due to increased tax bill preparation and mailing costs. Audit services costs will increase by \$2,150 in 2025 based on the City's agreement with Baker Tilly.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM ADMINISTRATIVE SERVICES

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Human Resources Assistant	
2	
City Organizational & Community Development	
N/A	
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
Total Revenues		0	0	0	0

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		58,000		58,000
100-5141-192	RETIREMENT		4,031		4,031
100-5141-193	FICA		4,437		4,437
100-5141-194	HEALTH INSURANCE		19,368		19,368
100-5141-195	DENTAL INSURANCE		2,185		2,185
100-5141-440	TRAINING & DEVELOPMENT		2,145		2,145
					-
					-
					-
Total Expenditures		-	90,166	-	90,166

NET COST (EXPENDITURES MINUS REVENUES)	-	90,166	-	90,166
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DESCRIPTION

A full-time Human Resources Assistant is requested to support the Human Resources Manager. Although a full-time position would be recommended, a part-time position of 20 to 24 hours per week is an alternative.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM ADMINISTRATIVE SERVICES

2025 BUDGET DECISION ITEM DETAIL

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

Increase Accounting Assistant Hours	
3	
Other	
N/A	
0.20	

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

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-112	PART-TIME WAGES		12,123		12,123
100-5141-192	RETIREMENT		843		843
100-5141-193	FICA		927		927
100-5141-194	HEALTH INSURANCE		19,368		19,368
100-5141-195	DENTAL INSURANCE		2,185		2,185
Total Expenditures		-	35,446	-	35,446

DESCRIPTION

An increase to the part-time Accounting Position is requested to increase the position from 60% to 80% Full-Time Equivalent (FTE). These additional hours will help to support core accounting and financial functions of the department as well as providing additional city hall phone and office coverage.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Middleton has limited administrative staffing compared to peer organizations. In the Finance area Middleton has 3.1 FTE compared to 6.5 and 7.6 FTE in Fitchburg and Sun Prairie. On a per capital basis, Middleton has 1.32 FTE per 10,000 population compared to 1.91 and 1.98 for Fitchburg and Sun Prairie. Over the past few years the department has taken on several new tasks including implementing new accounting standards, improving the Annual Comprehensive Financial Report and Annual Budget Document to meet GFOA award criteria, and preparing a Popular Annual Financing Report and Single Audit. An increase in hours would allow the Accounting Assistant to help with implementing additional accounting standard requirements, Single Audit preparation and compliance monitoring, and providing city hall phone and office coverage. This would also help provide time for the Finance Director to focus on projects such as the TID #3 closure / affordable housing extension, new TID planning, and potential ERP implementation.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM ADMINISTRATIVE SERVICES

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Enhanced HR Recruitment & Training Budget
Department Priority Number:	4
Strategic Plan Objective:	City Organizational & Community Development
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5141-260	ADVERTISING & PRINTING		13,500		13,500
100-5141-440	TRAINING & DEVELOPMENT		885		885
					-
					-
					-
					-
					-
Total Expenditures		-	14,385	-	14,385

NET COST (EXPENDITURES MINUS REVENUES)	-	14,385	-	14,385
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DESCRIPTION

If the Human Resources Assistant position is funded the City would have the capacity to conduct additional active recruiting. An operating budget increase of \$13,500 is requested to cover costs for WISCJobs postings, job fair attendance, other job boards, and recruiting promotional items. An additional \$885 in training & development funds is also requested to allow Human Resources Staff to attend additional state and national conferences.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Recruitment for City positions continues to be challenging especially for police officers. The number of applications received for open positions is down and competition for candidates remains high. A Human Resources Assistant would allow the City to conduct more active recruitment. This operating budget request would provide funds that can be used to support those efforts.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
ADMINISTRATIVE SERVICES**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Grants/Procurement Specialist
Department Priority Number:	5
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		58,000		58,000
100-5141-192	RETIREMENT		4,031		4,031
100-5141-193	FICA		4,437		4,437
100-5141-194	HEALTH INSURANCE		19,368		19,368
100-5141-195	DENTAL INSURANCE		2,185		2,185
100-5141-440	TRAINING & DEVELOPMENT		1,000		1,000
					-
					-
Total Expenditures		-	89,021	-	89,021

NET COST (EXPENDITURES MINUS REVENUES)	-	89,021	-	89,021
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DESCRIPTION

A full-time Grant Administration and Procurement Specialist is requested to provide additional support for these functions across the organization. While these are important, this position is prioritized below the requested HR Assistant and increase in Accounting Assistant Hours which are needed to support core functions. There is a separate the capital budget request for an ERP software system that could include enhanced procurement and project management tools. If that is approved it would make sense to target the filing of this position after the ERP solution is implemented.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

As the City applies for and receives additional grants funding there are increasing requirements for tracking, reporting, and auditing of those program. This position could assist all departments with preparing grant applications. It would also assist departments in meeting federal reporting requirements and take the lead on compliance monitoring and single audit preparation. While procurement would remain decentralized, the position could assist departments with conducting and documenting procurement as required by state and federal grant programs. It could also serve as a resource for implementation of goals within the sustainable purchasing policy.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL YEAR 2025

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:

AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
Assistant City Administrator/Finance Director	1	1	1	1	1
Accountant/Budget Analyst	1	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	1	1	1	1	1
Information Technology Director	*	*	*	*	*
Information Technology Manager	1	1	1	1	1
Assistant IT Director	0	0	0	0	0
IT Technician	1.5	1.5	1.5	1.5	1.5
TOTAL FULL-TIME EQUIVALENT (FTE)	8.1	8.1	8.1	8.1	8.1

* 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.

2025 GOALS AND SIGNIFICANT ISSUES:

Finance

1. **BUDGET:** Incorporate recommendations from the Government Finance Officers Association (GFOA) review of the 2024 budget document to continue to achieve the 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 and include summary information in the approved budget document.
2. **ACCOUNTING/AUDIT:** 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. Review GFOA comments on the City's Popular Annual Financial Report (PAFR) and incorporate feedback a PAFR issued for the 2024 fiscal year.
3. **GRANTS:** Continue to work with Wisconsin Emergency Management and FEMA to complete the closeout of projects following the 2018 flooding. Oversee the closeout of American Rescue Plan Act projects and submit required reporting to the United States Treasury Department. Coordinate required federal and state single audits of grant-funded projects for the 2024 fiscal year.
4. **OPERATIONS:** Evaluate options for a potential Enterprise Resource Planning (ERP) software solution that would integrate financial, payroll, and human resources management information and conduct a selection and evaluation process if funded in the 2025 budget. Implement Dane County's new LandNav tax collection software. Evaluate options to increase the utilization of ACH and other electronic payments in conjunction with a new ERP system.
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.



2025 City of Middleton Budget

ELECTIONS		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
		WAGES							
100-5143-116	ELECTION WORKERS	18,000	16,724	90,000	16,528	59,209	18,000	6,000	24,000
	TOTAL	18,000	16,724	90,000	16,528	59,209	18,000	6,000	24,000
OPERATING EXPENSES									
100-5143-220	SUPPLIES & MATERIALS	5,700	5,592	3,000	1,590	3,000	5,700	(4,200)	1,500
100-5143-250	POSTAGE	7,000	5,557	36,500	7,919	31,862	7,000	500	7,500
100-5143-260	ADVERTISING & PRINTING	2,500	6,792	18,500	7,764	18,500	2,500	3,050	5,550
100-5143-440	TRAINING & DEVELOPMENT	1,000	65	1,200	35	1,200	1,000	(750)	250
100-5143-490	OTHER OPERATING EXPENSES	7,000	7,067	8,500	3,425	8,500	7,000	1,200	8,200
	TOTAL	23,200	25,073	67,700	20,733	63,062	23,200	(200)	23,000
TOTAL ELECTIONS		41,200	41,797	157,700	37,261	122,271	41,200	5,800	47,000



2025 City of Middleton Budget

INFORMATION TECHNOLOGY

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5151-110	SALARIES-FULL-TIME	160,578	184,164	167,847	124,170	167,847	172,886	-	172,886
100-5151-111	SALARIES-PART-TIME	31,048	23,495	31,517	19,988	31,517	33,096	-	33,096
100-5151-117	OVERTIME	2,872	288	1,000	-	-	1,000	-	1,000
100-5151-130	ON CALL PAY	23,751	-	23,751	-	23,751	23,400	-	23,400
100-5151-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	218,249	207,947	224,115	144,158	223,115	230,382	-	230,382
PERSONNEL BENEFITS									
100-5151-192	RETIREMENT	10,919	12,487	13,394	9,584	13,394	13,841	-	13,841
100-5151-193	FICA	14,659	15,588	17,284	10,798	17,284	17,767	-	17,767
100-5151-194	HEALTH INSURANCE	33,732	34,107	35,736	22,427	35,736	38,736	-	38,736
100-5151-195	DENTAL INSURANCE	3,294	3,293	3,294	2,196	3,294	3,294	-	3,294
	TOTAL	62,604	65,476	69,708	45,004	69,708	73,638	-	73,638
OPERATING EXPENSES									
100-5151-220	EQUIPMENT	32,500	15,699	30,000	7,980	15,000	30,000	-	30,000
100-5151-240	SOFTWARE/LICENSING	152,650	104,834	163,025	169,158	170,453	163,025	22,168	185,193
100-5151-260	INTERNET	20,000	16,857	20,850	12,824	20,850	20,850	3,809	24,659
100-5151-270	MPSI EXPENDITURES	163,892	157,191	174,949	171,888	174,949	174,949	6,992	181,941
100-5151-320	OUTSIDE SERVICES	181,115	194,749	194,782	136,750	192,000	194,782	30,270	225,052
100-5151-420	FUEL	-	86	-	34	68	-	-	-
100-5151-440	TRAINING	1,000	98	1,000	632	1,000	1,000	-	1,000
	TOTAL	551,157	489,514	584,606	499,267	574,320	584,606	63,239	647,845
TOTAL INFORMATION TECHNOLOGY		832,010	762,937	878,429	688,429	867,143	888,626	63,239	951,865



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
INFORMATION TECHNOLOGY
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Vendor Software/Licensing Expenses Increase	22,168	-	22,168	-
2	MPSIS Expense Increase	6,992	-	6,992	-
3	Outside Services Fee Increases	15,270	-	15,270	-
4	Internet Service Provider Change	3,809	-	3,809	-
5	Social Media/SMS Archiving	11,900	-	11,900	-
TOTAL		60,139	-	60,139	-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
INFORMATION TECHNOLOGY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Vendor Software/Licensing Expenses 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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		22,168		22,168
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	22,168	-	22,168

NET COST (EXPENDITURES MINUS REVENUES)	-	22,168	-	22,168
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DESCRIPTION

Increase in 240 account reflects increased software and licensing fees from various vendors.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Software and licensing costs have typically increased 4-5% across all of our major software platforms this requested increase reflects those increases.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
INFORMATION TECHNOLOGY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	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
					-
					-
					-
					-
Total Revenues		0	0	0	0

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		6,992		6,992
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	6,992	-	6,992

NET COST (EXPENDITURES MINUS REVENUES)	-	6,992	-	6,992
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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 4% of our portion of their operating budget.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Mandatory contribution to the MPSIS budget.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
INFORMATION TECHNOLOGY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Outside Services Fee Increases
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
Total Revenues		0	0	0	0

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		15,270		15,270
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	15,270	-	15,270

NET COST (EXPENDITURES MINUS REVENUES)	-	15,270	-	15,270
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DESCRIPTION

This increase reflects vendor fee increases of our service contracts with various Information Technology vendors throughout the city.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Vendor fees have typically increased 4-5% across all of our IT vendors this requested increase reflects those increases.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
INFORMATION TECHNOLOGY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Internet Service Provider Change
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
Total Revenues		0	0	0	0

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		409		409
100-5151-260	Internet Service Provider		3400		3400
					0
					0
					0
					0
					0
Total Expenditures		0	3809	0	3809

NET COST (EXPENDITURES MINUS REVENUES)	0	3809	0	3809
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DESCRIPTION

VOIP Phone Services increase and move to new Internet Service Provider for the City's primary Internet Service.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Internet Communication increase reflects a 4% vendor increase in VOIP phone services. Change to Internet Service Provider for City's primary internet service is due to unreliable support from current provider (Badger Internet).



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
INFORMATION TECHNOLOGY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Social Media/SMS Archiving
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		15,000		15,000
100-5212-240	Computer Software & Support			(3,100)	(3,100)
					-
					-
					-
					-
					-
					-
Total Expenditures		-	15,000	(3,100)	11,900

NET COST (EXPENDITURES MINUS REVENUES)	-	15,000	(3,100)	11,900
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DESCRIPTION

This solution will allow departments to capture Social Media postings and mobile device SMS texting to comply with Wisconsin Open Records laws.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

If an authority makes use of social media, or if employees use mobile devices to conduct government business (whether the device is personal or provided by the authority), the authority should adopt procedures to retain and preserve all such records consistent with Wis. Stat. § 16.61 (state authorities), Wis. Stat. § 19.21 (local authorities), and applicable records disposition authorizations.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

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.

AUTHORIZED POSITION LIST *	2022	2023	2024	2025
I.T. Manager	1	1	1	1
I.T. Technician	1.5	1.5	1.5	1.5

2025 GOALS:

- Upgrade/replace City Hall network cabling and switch locations
- Replace primary firewalls and add redundant systems.
- Implement social media and SMS archiving system for open records requests.
- Improve City's I.T. intranet area for City staff.
- Implement recommended Criminal Justice Information Services (CJIS) Security Policies
- Continue to work with Marco Technologies to follow recommendations and best practices

SIGNIFICANT ISSUES IN 2025:

- The IT department has identified that the primary City firewall requires replacement due to end of life of current equipment and requires redundancy for City networking systems.

MAJOR WORKLOAD STATISTICS:

WORKLOAD ACTIVITIES	2022 Actual	2023 Actual	2024 Actual	2025 Projected
Number of Personnel	2.5	2.5	2.5	2.5
Workstations/Notebooks	200	220	220	220
Users	160	160	160	160
Buildings	7	7	7	7
VOIP/Cell Phones	160	170	170	170
Tablets	20	20	25	25



2025 City of Middleton Budget

BUILDING & GROUNDS

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
100-5310-220 SUPPLIES & MATERIALS	3,100	2,525	3,100	2,637	3,100	3,100	-	3,100
100-5310-310 OUTSIDE SERVICES	15,700	13,872	15,700	11,628	14,000	15,700	-	15,700
100-5310-410 EQUIPMENT MAINTENANCE	7,000	18,229	7,000	7,071	8,500	7,000	3,000	10,000
100-5310-440 TRAINING & DEVELOPMENT	-	-	1,500	740	-	1,500	-	1,500
100-5310-470 UTILITIES	35,500	35,517	35,500	23,177	35,500	35,500	-	35,500
100-5310-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL	61,300	70,143	62,800	45,254	61,100	62,800	3,000	65,800
TOTAL BUILDING & GROUNDS	61,300	70,143	62,800	45,254	61,100	62,800	3,000	65,800



CITY OF MIDDLETON
2025 BUDGET INITIATIVES
BUILDINGS AND GROUNDS
BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	SUSTAINABLE SUPPLIES	3,000	-	3,000	-
2	0	-	-	-	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
					-
					-
					-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
BUILDINGS AND GROUNDS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	SUSTAINABLE SUPPLIES
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5310-410	EQUIPMENT MAINTENANCE		3,000		3,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		0	3,000	-	3,000

NET COST (EXPENDITURES MINUS REVENUES)	0	3,000	-	3,000
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DESCRIPTION

this increase is the anticipated increases to purchase sustainable supplies used in the general maintenance of city hall. Items like drain cleaner, urinal cleaner, trap sealer, etc.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



2025 City of Middleton Budget

VIDEO PRODUCTION

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
100-5537-220 SUPPLIES & MATERIALS	-	-	-	-	-	-	-	-
100-5537-310 OUTSIDE SERVICES	9,000	9,175	9,000	4,700	7,000	9,000	-	9,000
100-5537-990 CATV EQUIPMENT	-	-	-	-	-	-	-	-
TOTAL	9,000	9,175	9,000	4,700	7,000	9,000	-	9,000
TOTAL VIDEO PRODUCTION	9,000	9,175	9,000	4,700	7,000	9,000	-	9,000



2025 City of Middleton Budget

POLICE DEPARTMENT REVENUES

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
INTERGOVERNMENTAL REVENUE									
100-4343-00	MCP SCHOOL DISTRICT - POLICE	87,062	86,022	89,929	179,936	89,929	50,357	140,286	
100-4352-00	STATE AID - LAW ENFORCEMENT	-	27,351	-	14,868	15,000	15,000	15,000	
	TOTAL	87,062	113,373	89,929	194,804	104,929	89,929	65,357	155,286
FINES & FOREFEITURES									
100-4513-00	PARKING FINES	35,000	51,188	35,000	27,980	45,000	35,000	10,000	45,000
	TOTAL	35,000	51,188	35,000	27,980	45,000	35,000	10,000	45,000
PUBLIC CHARGES FOR SERVICES									
100-4620-00	VEHICLE REGISTRATION FEES	500	240	500	273	800	500	-	500
100-4621-00	POLICE SPECIAL SERVICES	-	89	-	18	18	-	-	-
100-4622-00	POLICE DEPARTMENT FEES	9,000	2,168	4,000	2,811	4,000	4,000	-	4,000
	TOTAL	9,500	2,497	4,500	3,101	4,818	4,500	-	4,500
TOTAL POLICE DEPARTMENT REVENUES		131,562	167,058	129,429	225,885	154,747	129,429	75,357	204,786



2025 City of Middleton Budget

POLICE DEPARTMENT

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
POLICE ADMINISTRATION									
WAGES									
100-5211-110	SALARIES-FULL-TIME	498,018	491,357	512,382	328,290	512,382	516,438	-	516,438
100-5211-112	PART-TIME-NON-PERM.	-	(3,711)	-	-	-	-	61,000	61,000
100-5211-117	OVERTIME	538	2,759	538	406	538	538	-	538
100-5211-135	LONGEVITY	10,922	13,752	11,985	2,500	11,985	12,790	-	12,790
100-5211-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	509,478	504,158	524,905	331,196	524,905	529,766	61,000	590,766
PERSONNEL BENEFITS									
100-5211-192	RETIREMENT	51,087	53,867	62,189	38,756	62,189	58,497	-	58,497
100-5211-193	FICA	38,975	37,652	40,593	24,950	40,593	40,527	4,666	45,193
100-5211-194	HEALTH INSURANCE	91,218	36,448	80,762	34,374	80,762	75,888	-	75,888
100-5211-195	DENTAL INSURANCE	8,218	1,245	7,109	3,027	7,109	6,587	-	6,587
	TOTAL	189,498	129,211	190,653	101,107	190,653	181,499	4,666	186,165
OPERATING EXPENSES									
100-5211-210	OFFICE SUPPLIES	20,000	20,859	20,000	13,011	20,000	20,000	(10,000)	10,000
100-5211-290	UNIFORMS & EQUIPMENT	1,300	1,911	1,300	608	1,300	1,300	-	1,300
100-5211-340	BUILDINGS & GROUNDS MAINT	89,050	108,290	89,050	74,467	95,000	89,050	3,000	92,050
100-5211-470	UTILITIES	69,270	67,788	69,270	39,828	69,270	69,270	-	69,270
100-5211-480	PARKING TICKETS REDLINES	570	251	570	318	570	570	-	570
100-5211-490	OTHER OPERATING EXPENSES	4,390	6,334	4,390	5,665	6,000	4,390	2,000	6,390
100-5211-800	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL	184,580	205,433	184,580	133,897	192,140	184,580	(5,000)	179,580
TOTAL POLICE ADMINISTRATION		883,556	838,802	900,138	566,200	907,698	895,845	60,666	956,511



2025 City of Middleton Budget

POLICE DEPARTMENT

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
POLICE FIELD SERVICES								
WAGES								
100-5212-110 SALARIES-FULL-TIME	3,250,990	2,911,811	3,491,291	2,102,886	3,100,000	3,393,015	132,718	3,525,733
100-5212-117 OVERTIME	253,025	367,246	253,025	211,908	290,000	253,025	-	253,025
100-5212-118 WAGE REIMBURSEMENTS	-	(20,331)	(15,000)	(15,147)	(15,000)	(15,000)	-	(15,000)
100-5212-122 SHIFT DIFFERENTIAL WAGES	31,000	32,927	31,000	20,027	31,000	31,000	-	31,000
100-5212-124 ASST SHIFT COMMANDER WAGES	350	-	350	-	350	350	-	350
100-5212-126 FIELD TRAINING WAGES	350	-	350	-	350	350	-	350
100-5212-128 FLSA WAGES	350	525	350	452	357	350	-	350
100-5212-135 LONGEVITY	52,814	83,412	52,932	75,000	120,000	54,971	-	54,971
100-5212-145 UNEMPLOYMENT WAGES	-	4,040	-	-	-	-	-	-
TOTAL	3,588,879	3,379,630	3,814,298	2,395,126	3,527,057	3,718,061	132,718	3,850,779
PERSONNEL BENEFITS								
100-5212-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5212-192 RETIREMENT	438,988	443,946	547,935	372,035	547,935	558,093	19,842	577,935
100-5212-193 FICA	277,582	252,963	292,719	179,849	292,719	285,579	10,152	295,731
100-5212-194 HEALTH INSURANCE	463,686	418,948	524,310	274,370	524,310	496,372	38,736	535,108
100-5212-195 DENTAL INSURANCE	60,989	53,595	62,160	34,269	62,160	53,451	4,370	57,821
100-5212-199 EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
TOTAL	1,241,245	1,169,453	1,427,124	860,523	1,427,124	1,393,495	73,100	1,466,595
OPERATING EXPENSES								
100-5212-220 FIELD SUPPLIES	20,000	20,182	20,000	8,916	20,000	20,000	-	20,000
100-5212-240 COMPUTER SOFTWARE & SUPPORT	12,647	27,331	12,647	13,104	13,104	12,647	(2,100)	10,547
100-5212-290 UNIFORMS & EQUIPMENT	27,000	37,032	27,000	28,957	34,000	27,000	-	27,000
100-5212-410 VEHICLE OPERATION	103,187	103,489	52,110	8,715	52,110	52,110	-	52,110
100-5212-420 FUEL	-	-	51,077	32,708	51,077	51,077	-	51,077
100-5212-450 OTHER TRAINING	57,000	56,895	57,000	57,659	57,000	57,000	5,000	62,000
100-5212-490 OTHER OPERATING EXPENSES	38,948	27,216	38,948	30,487	40,000	38,948	-	38,948
100-5212-800 CAPITAL OUTLAY	-	-	-	-	-	-	-	-
TOTAL	258,782	272,145	258,782	180,547	267,291	258,782	2,900	261,682
TOTAL POLICE FIELD SERVICES	5,088,906	4,821,228	5,500,204	3,436,196	5,221,472	5,370,338	208,718	5,579,056



2025 City of Middleton Budget

POLICE DEPARTMENT

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
COMMUNICATIONS CENTER									
WAGES									
100-5256-110	SALARIES-FULL-TIME	344,708	347,365	366,563	220,589	366,563	361,750	57,500	419,250
100-5256-112	PART-TIME-NON-PERM.	58,164	15,568	14,180	16,597	20,000	14,748	-	14,748
100-5256-117	OVERTIME	36,851	40,237	36,851	13,314	20,000	36,581	-	36,581
100-5256-118	WAGE REIMBURSEMENT	-	(3,843)	-	-	-	-	-	-
100-5256-122	SHIFT DIFFERENTIAL WAGES	4,000	-	6,000	-	6,000	6,000	-	6,000
100-5256-135	LONGEVITY	2,663	5,657	2,670	5,000	10,000	2,805	-	2,805
	TOTAL	446,386	404,985	426,264	255,499	422,563	421,884	57,500	479,384
PERSONNEL BENEFITS									
100-5256-192	RETIREMENT	26,399	26,972	29,394	17,045	29,394	29,321	3,996	33,317
100-5256-193	FICA	34,149	31,329	32,589	18,771	32,589	32,274	4,399	36,673
100-5256-194	HEALTH INSURANCE	51,306	44,675	54,318	29,963	54,318	70,304	19,368	89,672
100-5256-195	DENTAL INSURANCE	4,955	4,957	4,955	2,981	4,955	6,586	2,185	8,771
100-5256-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	TOTAL	116,809	107,933	121,256	68,761	121,256	138,485	29,948	168,433
OPERATING EXPENSES									
100-5256-210	SUPPLIES	-	-	-	-	-	-	-	-
100-5256-270	TELEPHONE	46,000	52,035	46,000	28,910	46,000	46,000	-	46,000
100-5256-290	UNIFORMS & EQUIPMENT	1,265	1,102	1,265	800	1,265	1,265	-	1,265
100-5256-410	EQUIPMENT MAINTENANCE	28,000	23,787	28,000	27,004	28,000	28,000	-	28,000
100-5256-440	TRAINING & DEVELOPMENT	3,500	3,500	3,500	3,652	3,500	3,500	-	3,500
100-5256-800	CAPITAL OUTLAY	-	-	-	-	-	-	-	-
	TOTAL	78,765	80,423	78,765	60,366	78,765	78,765	-	78,765
TOTAL COMMUNICATIONS CENTER		641,960	593,341	626,285	384,626	622,584	639,134	87,448	726,582



2025 City of Middleton Budget

POLICE DEPARTMENT	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	EMERGENCY PREPAREDNESS							
OPERATING EXPENSES								
100-5250-410	EQUIPMENT MAINTENANCE	12,500	7,102	12,500	5,085	12,500	-	12,500
100-5250-850	EMERG. PREP DANE COMMUN FEE	62,000	63,020	71,542	67,412	71,542	2,313	73,855
100-5250-990	EMERGENCY PREPAREDNESS	-	-	-	-	-	-	-
	TOTAL	74,500	70,122	84,042	72,497	84,042	2,313	86,355
TOTAL EMERGENCY PREPAREDNESS		74,500	70,122	84,042	72,497	84,042	2,313	86,355
SCHOOL CROSSING GUARDS								
OPERATING EXPENSES								
100-5218-220	EQUIPMENT	-	-	-	-	-	-	-
100-5218-475	SCHOOL PATROL REIMBURSEMT	15,500	14,315	15,500	14,717	15,500	985	16,485
100-5218-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-
	TOTAL	15,500	14,315	15,500	14,717	15,500	985	16,485
TOTAL SCHOOL CROSSING GUARDS		15,500	14,315	15,500	14,717	15,500	985	16,485
TOTAL POLICE DEPARTMENT		6,704,422	6,337,807	7,126,169	4,474,236	6,851,296	7,004,859	360,130
								7,364,989



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
POLICE DEPARTMENT
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Operating Budget Revenue Increases	-	28,845	(28,845)	-
2	Line Item Shift from Office Supplies Account	(702)	-	(702)	-
3	Full-Time Police Officer - MHS SRO	102,909	46,512	56,397	1.00
4	Full-Time Dispatcher	87,448	-	87,448	1.00
5	Two Part-Time Community Service Officers	65,666	-	65,666	1.00
6	One Full-Time Police Officer Position	102,909	-	102,909	1.00
7	Increase in training account	5,000	-	5,000	-
TOTAL		363,230	75,357	287,873	4.00

2024 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM POLICE DEPARTMENT

2025 BUDGET DECISION ITEM DETAIL

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

Operating Budget Revenue Increases	
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
100-4343-00	MCP School District - Police		3,845		3,845
100-4352-00	State Aid - Law Enforcement		15,000		15,000
100-4513-00	Parking Fines		10,000		10,000
					-
Total Revenues		0	28845	0	28845

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	-	-	-

NET COST (EXPENDITURES MINUS REVENUES)	0	-28845	0	(28,845)
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DESCRIPTION

Revenue increases related to our school resource officer program, state aid related to special traffic enforcement grants, and increases related to fines related to parking violations.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

2024 City of Middleton Budget

Increase of cost related to the Middleton-Cross Plains Area School District School Resource Program. Increase in cost is related to wage and benefit increases for the two assigned SROs to our local schools. Increases related to our SRO program are reimbursed by the MCPASD at the end of each school year.

Yearly the Police Department is reimbursed by the State of Wisconsin for special traffic grants which the department participates in. These grants are a countywide effort where multiple law enforcement agencies participate in special speed, seatbelt and other traffic grants. The police department currently anticipates receiving around \$6,000 each year for reimbursement; however, has been averaging a reimbursement dollar amount closer to \$20,000 in the past several years.

In 2024 the Police Department estimated a revenue of around \$35,000 related to parking fines. In 2022 this revenue source was \$44,899, in 2023 was \$51,188 and as of the end of June 2024 had a revenue of \$23,535. Based on the revenue related to parking fines in the past several years, the police department is anticipating a \$10,000 increase in this account in 2025.



CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Line Item Shift from Office Supplies Account
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
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5211-210	Office Supplies			(10,000)	(10,000)
100-5211-340	Buildings & Ground Maintenance			3,000	3,000
100-5250-850	Emerg. Prep Dane Commun Fee	2,313			2,313
100-5218-475	School Patrol Reimbursement			985	985
100-5212-240	Computer Software and Support			1,000	1,000
100-5211-490	Other Operating Expenses			2,000	2,000
					-
					-
					-
Total Expenditures		2,313	-	(3,015)	(702)

NET COST (EXPENDITURES MINUS REVENUES)	2,313	-	(3,015)	(702)
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DESCRIPTION

Reallocating \$10,000 from our Office Supplies account to other Police Department accounts to assist with regular increases in cost.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

With the city now purchasing copiers instead of leasing this equipment, the police department will see an estimated decrease in our office supply account by \$10,000. The Police Department is requesting to reallocate these additional funds in the 2025 budget to other department needs and more specifically to cost increases in other police department operating accounts which includes mandatory increases related to the DaneCom radio system and increases in pay for MCPASD crossing guards.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Full-Time Police Officer - MHS SRO
Department Priority Number:	3
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
100-4343-00	MCP School District - Police		46,512		46,512
					-
					-
					-
Total Revenues		-	46,512	-	46,512

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		66,359		66,359
100-5212-192	Retirement		9,921		9,921
100-5212-193	FICA		5,076		5,076
100-5212-194	Health Insurance		19,368		19,368
100-5212-195	Dental Insurance		2,185		2,185
					-
					-
Total Expenditures		-	102,909	-	102,909

NET COST (EXPENDITURES MINUS REVENUES)	-	56,397	-	56,397
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DESCRIPTION

The adding of a police officer position which would be assigned to the Middleton High School as a second School Resource Officer. 50% of this position, while this officer is assigned as an SRO, would be reimbursed by the Middleton-Cross Plains Area School District.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The Middleton High School is the largest high school in the State of Wisconsin with a student population around 2,400 students. When the School Resource Officer program was developed in the mid-1980's, one of the first school resource officer programs in Dane County, the main objective was to build relationships and to be a resource for students and staff. As the Middleton High School has grown to its current size, the role of the one SRO assigned to this school has become one of being more reactive than proactive. The one assigned SRO is now averaging close to 300 calls for service in a given school year with a vast majority of these investigations being time consuming investigations. The Middleton-Cross Plains



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		57,500		57,500
100-5256-192	Retirement		3,996		3,996
100-5256-193	FICA		4,399		4,399
100-5256-194	Health Insurance		19,368		19,368
100-5256-195	Dental Insurance		2,185		2,185
					-
					-
					-
Total Expenditures		-	87,448	-	87,448

NET COST (EXPENDITURES MINUS REVENUES)	-	87,448	-	87,448
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DESCRIPTION

One full-time police dispatcher.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The Police Department completed staffing studies in 2018 and in 2024. Both of these staffing studies identified police department 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. These two staffing studies both have recommended the addition of two full-time dispatchers to have adequate staffing levels during high call volume periods in our Communication Center. Since 2018, and the recommendation of adding additional staff in our Communication Center, no new dispatch positions have been approved even though the city's population has grown by over 4,000 residents.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Two Part-Time Community Service Officers
Department Priority Number:	5
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		61,000		61,000
100-5211-193	FICA		4,666		4,666
					-
					-
					-
					-
					-
					-
Total Expenditures		-	65,666	-	65,666

NET COST (EXPENDITURES MINUS REVENUES)	-	65,666	-	65,666
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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 one full-time position with the building inspection department - 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. Several Dane County communities have implemented Community Service Officer positions within their police departments with great success.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	One Full-Time Police Officer Position
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		66,359		66,359
100-5212-192	Retirement		9,921		9,921
100-5212-193	FICA		5,076		5,076
100-5212-194	Health Insurance		19,368		19,368
100-5212-195	Dental Insurance		2,185		2,185
					-
					-
Total Expenditures		-	102,909	-	102,909

NET COST (EXPENDITURES MINUS REVENUES)	-	102,909	-	102,909
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DESCRIPTION

The adding of a full-time police officer position.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The Police Department has completed two staffing studies, one in 2018 and more recently another staffing study in 2024. Both of these staffing studies have indicated the Police Departments has staffing needs which need to be addressed to continue to provide the level of service to the Middleton community which citizens have come to expect. Since 2018, the Police Department has added only 3 additional officers instead of the 6 as recommended by the 2018 staffing study. The 2024 staffing study is suggesting the Police Department add 8 more police officers within the next five years to stay on a path to provide a high level of service to the Middleton community. The failure to start adding additional positions to the Police Department will have a significant impact on the level of service which the Police Department will be able to provide to the Middleton community in the coming years.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
POLICE DEPARTMENT**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Increase in training account
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
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5212-450	Other Training		5,000		5,000
					-
					-
					-
					-
					-
Total Expenditures					5,000

NET COST (EXPENDITURES MINUS REVENUES)	0	-	-	5,000
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DESCRIPTION

Increase of funds in the field services training account.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The Police Department believes sending employees to specialized training make them a more well-rounded and professional employee. The department has a yearly goal of sending every department employee to at least one training course. The cost of police department training equipment and training courses has continued to increase in the past several years. As cost continue to increase for training courses and for training equipment, the Police Department is requesting an increase in this line item to help cover these expenses.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Police Department

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.

DEPARTMENT: Police

DIRECTOR:

Chief Troy Hellenbrand

DIVISION: Administration

DIVISION MANAGER:

Captain Tyler Loether

ADMINISTRATION DIVISION MISSION:

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

Authorized Position List	2021	2022	2023	2024	2025
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	0	0	0	0
Total	8	6	6	6	6

2025 GOALS:

1. Hire and train new Court Officer in early 2025.
2. Manage the large amount of digital media evidence and open records request which continue to increase yearly.
3. Complete annual inventory/audit of all evidence items in our evidence system as required by WILEAG Accreditation Standards.
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.

SIGNIFICANT ISSUES IN 2025:

As the Middleton community continues to grow but the adding of additional staff, especially administrative staff, has been stagnant for several years, the department has had to come up with unique ways to face the challenges of an increase workload. This has included the cross training of several staff members to fill in when staff member are out of the office and the sharing of job duties to ensure critical tasks are completed in a timely manner and as required by state law and regulations. This will continue to be a challenge for the department well beyond 2025 as the financial challenges of the city do not appear to be improving any time soon.

WORKLOAD ACTIVITIES	2021 Actual	2022 Actual	2023 Actual	2024 as of 6/30/24	2024 Projected
Calls for Service	18,098	18,507	18,318	9,641	20,000
Evidence Intake	1,503	1,563	1,304	656	1,400
Criminal Arrests	410	643	509	220	440
Citations Processed	2,124	1,297	2,293	1,062	2,100
Warning Processed	2,982	3,231	2,488	1,114	2,300
Citizen Complaint Investigations	29	13	13	1	2
Open Records Request	504	582	764	380	760
Vehicle Registration/Titles Processed	375	76	47	21	42

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.

AUTHORIZED POSITION LIST	2021	2022	2023	2024	2025
Captain	1	1	1	1	1
Patrol Lieutenants	3	3	3	3	3
Patrol Sergeants	4	4	4	4	4
Patrol Officers	21	21	21	23	23
Investigative Services Lieutenant	1	1	1	1	1
Investigative Services Sergeant	0	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
Total	37	37	37	39	39

2025 GOALS:

1. Identify policing strategies to effectively deal with school safety, drugs, alcohol, people in mental health crisis and the crimes associated with these community issues.
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.
4. Ensure the safe movement of traffic within and throughout the community.
5. Identify strategies to address the continued issues of domestic abuse in our community.
6. 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.
7. 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.
8. 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.
9. Improve the analysis of data, using automated methods, when possible, aimed at anticipating or rapidly identifying trends, patterns, sequences, and relationships.
10. 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.
11. Continue to build strong and meaningful relationships with all members of our community throughout our various community policing initiatives.
12. Use the staffing study to inform 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.
13. 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.
14. Continue to provide support for our staff, through EAP and wellness checks, to help them navigate the challenges associated with the law enforcement profession.
15. Continue working collaboratively with the Middleton-Cross Plains Area School District to identify best practices with the School Resource Officer (SRO) program.
16. Work with the Middleton-Cross Plains Area School District to expand the SRO program by adding an additional officer at the Middleton High School, which is the biggest high school in the state.
17. Implement part-time Community Services Officer (CSO) positions to assist patrol officers with lower priority calls for service to reduce their workload and allow for more proactive activities.
18. Continue providing practical and innovative training to our staff.
19. Ensure a smooth transition for the new Chief of Police.
20. If the Police Department is unable to add additional staff through the regular budget process, identify ways to increase officer efficiency, which may include eliminating a response to certain calls for service.

SIGNIFICANT ISSUES IN 2025:

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 when staffing levels at the Police Department have not kept pace with this growth. Increased staffing would allow more unallocated time for officers to be more effective problem solvers and to meet the needs of the community. This would also lower overtime costs and help us meet national best practices for call response.
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 and relevant topics in the constantly evolving policing profession.
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 the department's proactive programs.
8. Continue to work with the MCPASD to address 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. Continue succession planning and training as multiple members of our command staff near retirement.
10. Recruitment and retention of Police Department employees.
11. The transition of leadership with a new Chief of Police.

WORKLOAD ACTIVITIES	2021 Actual	2022 Actual	2023 Actual	2024 as of 6/30/2024	2024 Projected
Homicide	1*	0	1	2	2
Robbery	2*	1	4	0	2
Assaults	74*	73	65	26	60
Burglary	34*	13	18	5	15
Larceny	198*	210	188	91	200
Domestic Incidents	189	191	193	99	200
Calls for Service	18,098	18,507	18,318	8,683	19,000
Mental Health Calls	400	499	636	247	550
Weapon Violations	12*	7	7	5	10
Accidents	389	476	498	206	450
Citations (Traffic and Ordinance)	2,316	2,357	2,277	919	2,000

**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.*

DEPARTMENT: Police Department
DIVISION: Communications Center

DIRECTOR: Police Chief Troy Hellenbrand
DIVISION MANAGER: Captain Tyler Loether

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.

AUTHORIZED POSITION LIST	2021	2022	2023	2024	2025
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	3	3	3	3
Total	9	10	10	10	10

2025 GOALS:

1. As the city continues to grow, there is a need to add a dispatcher for times of high call volume in order to maintain the high level of service that the citizens deserve, and to help alleviate the stress and workload of the sole dispatcher on-duty. An additional dispatcher would also eliminate the need for

“swing shift” hours, giving our staff consistent work hours. Based on the 2018 staffing study, the department was due to add two additional dispatchers above current staffing levels in 2023.

2. Implement hardware equipment refresh of Solacom phone system equipment.
3. Continue to evaluate and look at different ways to improve our service to the community which includes developing a quality performance evaluation system.
4. 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.

SIGNIFICANT ISSUES IN 2025:

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.

Refresh the Communication Center’s telephone system, Solacom, to have access to the latest technological advances and as a way to provide the best service possible to the Middleton community.

WORKLOAD ACTIVITIES	2021 Actual	2022 Actual	2023 Actual	2024 as of 6/30/24	2024 Projected
Telephone Calls	21,162	23,850	25,461	12,454	25,000
911 Calls	2,414	2,214	2,414	1,447	2,900
Total Service Calls	18,098	18,507	18,318	8,683	18,000
Crime Notices Sent	31	13	18	14	30
Traffic Alerts Sent	2	15	31	24	50
Website Hits	21,662	22,039	22,428	10,859	22,000
Facebook Followers	9,027	10,092	10,921	11,043	12,000
Twitter Messages Sent	4,323	4,351	4,361	4,381	4,400
Vacation Notices	67	81	64	34	75
Traffic Complaints submitted online	20	23	30	20	40

DEPARTMENT: Police Department - Emergency Preparedness DIRECTOR: Police Chief Troy Hellenbrand

EMERGENCY PREPAREDNESS DIVISION MISSION:

Coordinate City-Wide Emergency Preparedness Efforts

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.

2025 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.
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 2025, prepare for a full-scale exercise to build upon the tabletop and functional exercises which were completed in 2023 and 2024.
4. Review and update, if needed, the City Emergency Preparedness Plan which was adopted by the Middleton City Council in late 2023.



2025 City of Middleton Budget

EMS REVENUES

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
PUBLIC CHARGES FOR SERVICES									
100-4623-00	AMBULANCE SERVICE	-	-	-	-	-	-	-	
100-4624-01	AMBULANCE BILLING REVENUE	1,436,095	1,478,846	1,484,836	682,031	1,410,594	1,484,836	12,658	1,497,494
	TOTAL	1,436,095	1,478,846	1,484,836	682,031	1,410,594	1,484,836	12,658	1,497,494
SPECIAL FUND ACTIVITY									
100-4735-00	SERVICE CONTRACT COST SHARING	239,232	239,232	263,480	-	263,480	263,480	18,410	281,890
	TOTAL	239,232	239,232	263,480	-	263,480	263,480	18,410	281,890
TOTAL EMS REVENUES		1,675,327	1,718,078	1,748,316	682,031	1,674,074	1,748,316	31,068	1,779,384



2025 City of Middleton Budget

EMERGENCY MEDICAL SERVICE

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5230-110	SALARIES-FULL-TIME	114,709	123,255	119,007	78,186	119,579	121,971	-	121,971
100-5230-117	OVERTIME	156,326	178,634	222,089	130,161	217,154	221,703	-	221,703
100-5230-118	WAGE REIMBURSEMENT	-	(2,121)	-	(22)	(22)	-	-	-
100-5230-130	EMT WAGES	1,126,947	1,150,610	1,286,326	753,151	1,278,943	1,235,699	-	1,235,699
100-5230-131	EMT WAGES-LTE	59,874	33,185	43,205	17,354	28,792	40,449	-	40,449
100-5230-135	LONGEVITY	-	-	-	51,000	-	-	-	-
	Total	1,457,856	1,483,563	1,670,627	1,029,830	1,644,446	1,619,822	-	1,619,822
PERSONNEL BENEFITS									
100-5230-192	RETIREMENT	183,489	189,646	231,153	160,129	231,039	234,420	-	234,420
100-5230-193	FICA	110,921	109,728	127,804	76,391	123,598	123,916	-	123,916
100-5230-194	HEALTH INSURANCE	176,553	187,724	190,684	121,775	186,562	202,296	-	202,296
100-5230-195	DENTAL INSURANCE	23,065	21,342	22,928	13,452	21,212	22,928	-	22,928
	TOTAL	494,028	508,440	572,569	371,747	562,411	583,560	-	583,560
OPERATING EXPENSES									
100-5230-210	OFFICE SUPPLIES	1,800	688	1,800	591	1,800	1,800	-	1,800
100-5230-220	MEDICAL SUPPLIES	42,000	55,603	48,000	37,748	54,291	48,000	4,000	52,000
100-5230-240	COMPUTER SOFTWARE & SUPPORT	9,000	7,554	9,000	4,152	8,319	9,000	-	9,000
100-5230-290	UNIFORMS	6,000	9,024	8,000	1,726	8,159	8,000	-	8,000
100-5230-310	OUTSIDE SERVICES	115,290	95,065	119,960	51,172	104,000	119,960	(13,648)	106,312
100-5230-340	BUILDINGS & GROUNDS MAINT	15,600	17,784	15,600	13,776	20,558	15,600	2,400	18,000
100-5230-410	VEHICLE & EQUIPMENT MAINTENANC	18,000	40,644	24,000	41,920	48,337	24,000	12,000	36,000
100-5230-420	MOTOR FUEL & LUBE	13,000	18,105	17,520	10,368	14,824	17,520	-	17,520
100-5230-440	TRAINING & DEVELOPMENT	33,000	33,821	33,000	25,302	34,000	33,000	-	33,000
100-5230-470	UTILITIES	31,200	35,621	36,000	22,508	36,000	36,000	-	36,000
100-5230-490	OTHER OPERATING EXPENSES	2,400	1,429	2,400	1,848	2,338	2,400	21,600	24,000
100-5230-800	TO RES FOR AMBULANCE REPLACEMT	80,000	-	80,000	-	80,000	80,000	-	80,000
	TOTAL	367,290	315,336	395,280	211,112	412,626	395,280	26,352	421,632
TOTAL EMERGENCY MEDICAL SERVICE		2,319,174	2,307,339	2,638,476	1,612,689	2,619,483	2,598,662	26,352	2,625,014



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
EMS
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Maintain Delivery of Essential Public Safety Services	26,352	31,068	(4,716)	None
2		0	-	-	-
3		0	-	-	-
4		0	-	-	-
5		0	-	-	-
6		0	-	-	-
7		0	-	-	-
8		0	-	-	-
9		0	-	-	-
10		0	-	-	-
TOTAL		26,352	31,068	(4,716)	-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
EMS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	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		12,658		12,658
100-4735-00	Service Contract Cost Sharing		18,410		18,410
					-
					-
Total Revenues		-	31,068	-	31,068

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		4,000		4,000
100-5230-310	Outside Services		(13,648)		(13,648)
100-5230-340	Building & Grounds Maintenance		2,400		2,400
100-5230-410	Vehicle & Equipment Maintenance		12,000		12,000
100-5230-490	Other Operating Expenses		21,600		21,600
					-
					-
					-
Total Expenditures		-	26,352	-	26,352

NET COST (EXPENDITURES MINUS REVENUES)	-	(4,716)	-	(4,716)
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DESCRIPTION

Due to increased call volumes and small increases in reimbursement rates from Medicare and Medicaid, the base revenues (before any new rate increases) for 2025 need to be adjusted slightly upward. This is a preliminary projection based upon 7 months of revenues in 2024. We have yet to see the lump-sum GEMT payment that has been promised to be received in 2024, so that has NOT been taken into account in any of the revenue projections. These revenue projection numbers could also change if a rate increase is approved for 2025. Cost sharing from the Town of Middleton and Town of Springfield is also a preliminary number that may also change after other budget line items (final COLA adjustments beyond initial assumptions, revenue increases due to rate changes, etc.) are known and appropriate adjustments are made later in the budget process. The main reason for the large increase in this line item is the planned change in geographical coverage area for the Town of Springfield in 2025. Recent meetings with the Town Board has indicated that they intend to revise the coverage maps that determine the primary EMS response agency territories for the entire township. The net effect is that Middleton EMS would go from covering the current 6 sections of the township up to a total of 12 sections, essentially doubling the amount of territory that we are currently serving (this is also factored into the above billing revenue projections). Based on the 2022 and 2023 actuals, as well as the 2024 projected expenses, the increases in the Medical Supplies and the Building and Grounds Maintenance operational budget line items are tied directly to inflationary effects on the cost of goods and services. For 2024 we experienced a MAJOR overrun in the Vehicle and Equipment Maintenance line item. This was primarily due to several unplanned expenses to repair all three of our front line Zoll monitor/defibrillator/pacemaker units. These units are in line to be replaced this year but we have been waiting for Zoll to release their newest model of this equipment before placing the order, but we are now being told that it is unlikely to be available within the next year. We really can't wait any longer, so we have set up a unique purchase/lease arrangement with Zoll that will allow us to buy the current model units now, but as soon as the new model is available they will exchange them at no cost. This agreement will also include a 10-year comprehensive service package that will eliminate any future repair and preventative maintenance costs. The net additional cost for this package is about \$3,600 annually. Each of our front-line ambulances is now 5 years old and has over 70,000 miles on it, so we are also beginning to see an increase in maintenance and repair costs for the ambulance fleet. Generally 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). However, the EMS billing service that we have used since 2020 (Andres Medical Billing) was acquired by a larger nationwide company (EMS|MC) in late 2023. We had anticipated that for 2024 the commissions paid to the new company were going to increase from the amount we paid to Andres, but we successfully negotiated with the new company to hold them to the same level as before. So the net effect is that this Outside Services line item can be DECREASED for the 2025 budget. However, this number could also change if a 2025 rate increase is approved. And finally an amount of \$21,600 was added to the Other Operating Expense line item to

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.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Emergency Medical Services (EMS)

DEPARTMENT: EMS

DEPARTMENT HEAD: STEVEN WUNSCH

DIVISION: PUBLIC SAFETY

DIVISION MANAGER: BRYAN GADOW

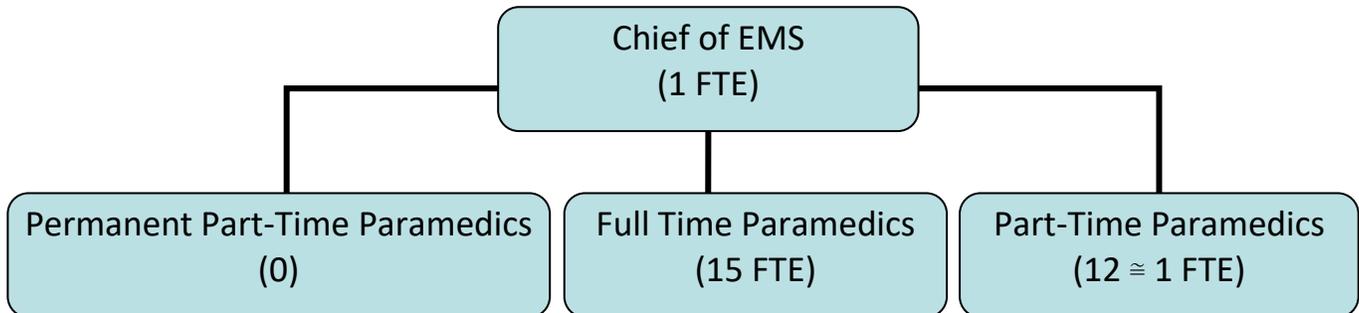
OVERALL DEPARTMENT MISSION:

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



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

2025 GOALS:

1. Execute a succession plan in response to the retirement of the EMS Chief in mid-year 2025, as well as develop a transition plan that will be needed to prepare the next EMS Chief to be successful and maintain continuity of operations.
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. 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, 2025.
5. 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 additional retirement from our current staff of full-time paramedics in early 2025. We will need to conduct a full recruitment process in order to fill this incumbent position. Every effort must be put forth to get ahead of this *before* the position becomes vacant in order to reduce unnecessary overtime and difficulties in maintaining daily staffing.

SIGNIFICANT ISSUES IN 2025:

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 2024 we reached the sixteen-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 are in the early stages of the EMS Collaboration Study that is currently being conducted by the Wisconsin Policy Forum regarding an opportunity to create a regional EMS system (potentially incorporating Middleton EMS and Waunakee EMS into a single entity). This is a huge undertaking, but there are many positive benefits that could be realized with such a concept. The study will include an in-depth analysis of demographic and response data along with projected development trends in order to provide a sound basis for strategic planning. Following the completion of this report, we must continue to keep this initiative in the forefront and 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. The goal we hope to achieve is to demonstrate the value of re-locating one of our current staffed paramedic ambulances, or via the addition of a third 24/7 crew, open a satellite EMS station facility that would likely be built in the same geographic sector. This initiative will reach a critical point once we exceed annual call volumes of 3,000 (expected to occur in 2025).

MAJOR WORKLOAD STATISTICS:

WORKLOAD ACTIVITIES	2022 Actual	2023 Actual	2024 (as of 6/30)	2024 12 Month (Estimated)	2025 Projected
ANNUAL NUMBER OF EMS RESPONSES	2,543	2,715	1,372	2,752	3,020

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 **6.8 % increase in calls in 2023 as compared to 2022 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 June, we are on track to see yet another 1.5% to 2% increase in calls in 2024 as compared to 2023.** **As this trend continues into 2025 and with the addition of more territory from the Town of Springfield, we expect to see a minimum projected net increase in calls of 9.74% over 2024.**

In early 2020 all Dane County EMS agencies participated in a "Resuscitation Academy" hosted by representatives 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 2023 paramedics from Middleton EMS accomplished five (5) cardiac arrest "saves", and for year-to-date 2024, there have been three (3) "saves".**



2025 City of Middleton Budget

BUILDING INSPECTION REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
LICENSES & PERMITS									
100-4431-00	PERMITS - BUILDING AND HVAC	240,000	302,425	270,000	205,912	220,000	270,000	-	270,000
100-4432-00	PERMITS - ELECTRICAL	46,000	62,037	69,000	46,722	46,000	69,000	-	69,000
100-4433-00	PERMITS - PLUMBING	46,000	72,821	69,000	79,683	70,000	69,000	-	69,000
100-4434-00	EROSION CONTROL PERMIT	8,000	9,000	8,000	5,750	6,500	8,000	-	8,000
100-4438-00	PERMITS - FIRE	20,000	28,163	20,000	14,582	20,000	20,000	-	20,000
100-4451-00	PLAN REVIEW - BUILDING	48,000	44,275	48,000	50,530	40,000	48,000	-	48,000
100-4452-00	PLAN REVIEW - HVAC	16,000	22,875	16,000	10,475	12,000	16,000	-	16,000
100-4453-00	PLAN REVIEW - PLUMBING	16,000	15,972	16,000	13,663	12,000	16,000	-	16,000
100-4454-00	PLAN REVIEW - FIRE SUPPRESSION	-	-	24,000	3,790	24,000	24,000	(14,000)	10,000
	TOTAL	440,000	557,568	540,000	431,107	450,500	540,000	(14,000)	526,000
TOTAL BUILDING INSPECTION REVENUES		440,000	557,568	540,000	431,107	450,500	540,000	(14,000)	526,000



2025 City of Middleton Budget

BUILDING INSPECTION

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
BUILDING INSPECTION									
WAGES									
100-5241-110	SALARIES-FULL-TIME	267,195	301,869	280,845	235,165	280,845	292,509	-	292,509
100-5241-112	SALARIES-PART TIME	36,585	41,796	63,910	25,630	63,910	63,910	-	63,910
100-5241-117	OVERTIME	4,680	6,218	4,680	5,453	4,680	4,680	-	4,680
100-5241-135	LONGEVITY	-	-	-	-	-	-	-	-
100-5241-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	308,460	349,883	349,435	266,249	349,435	361,099	-	361,099
PERSONNEL BENEFITS									
100-5241-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
100-5241-192	RETIREMENT	18,477	19,975	19,701	18,569	19,701	20,655	-	20,655
100-5241-193	FICA	28,245	26,359	26,208	19,988	26,208	27,624	-	27,624
100-5241-194	HEALTH INSURANCE	33,732	33,241	37,736	20,924	37,763	40,736	-	40,736
100-5241-195	DENTAL INSURANCE	4,403	4,402	4,403	2,103	4,403	3,294	-	3,294
	TOTAL	84,857	83,976	88,048	61,584	88,075	92,309	-	92,309
OPERATING EXPENSES									
100-5241-210	OFFICE SUPPLIES	300	316	300	279	300	300	-	300
100-5241-215	OFFICE SUPPLIES-PLAN REVIEW	1,750	1,124	1,750	2,448	2,288	1,750	-	1,750
100-5241-220	SUPPLIES & MATERIALS	2,256	2,125	2,256	1,324	2,256	2,256	-	2,256
100-5241-230	CREDIT CARD FEES	-	-	-	-	-	-	-	-
100-5241-260	ADVERTISING & PRINTING	1,000	56	1,000	218	1,000	1,000	-	1,000
100-5241-280	COMMUNICATIONS	3,800	4,894	4,400	2,934	4,400	4,400	-	4,400
100-5241-410	VEHICLE OPERATION & MAINT.	-	-	-	-	-	-	-	-
100-5241-440	TRAINING & DEVELOPMENT	3,000	1,364	3,000	129	3,000	3,000	-	3,000
100-5241-450	MILEAGE	3,500	1,881	3,500	1,112	2,000	3,500	-	3,500
100-5241-455	MILEAGE-PLAN REVIEW	-	-	-	-	-	-	-	-
100-5241-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	TOTAL	15,606	11,760	16,206	8,444	15,244	16,206	-	16,206
TOTAL BUILDING INSPECTION		408,923	445,620	453,689	336,277	452,754	469,614	-	469,614



2025 City of Middleton Budget

BUILDING INSPECTION

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
ELECTRICAL INSPECTION								
OPERATING EXPENSES								
100-5242-220 SUPPLIES & MATERIALS	188	-	188	74	188	188	62	250
100-5242-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5242-310 OUTSIDE SERVICES	6,200	-	-	-	-	-	-	-
100-5242-440 TRAINING & DEVELOPMENT	1,225	611	1,225	1,145	1,225	1,225	275	1,500
100-5242-450 MILEAGE	3,000	2,835	3,000	1,836	2,800	3,000	-	3,000
100-5242-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL	10,613	3,446	4,413	3,055	4,213	4,413	337	4,750
TOTAL ELECTRICAL INSPECTION	10,613	3,446	4,413	3,055	4,213	4,413	337	4,750
PLUMBING INSPECTION								
OPERATING EXPENSES								
100-5243-220 SUPPLIES & MATERIALS	150	256	150	-	150	150	100	250
100-5243-280 COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5243-310 OUTSIDE SERVICES	650	-	-	-	-	-	-	-
100-5243-440 TRAINING & DEVELOPMENT	1,050	1,223	1,050	163	1,000	1,050	450	1,500
100-5243-450 MILEAGE	3,500	2,376	3,500	1,278	2,300	3,500	-	3,500
100-5243-490 OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL	5,350	3,855	4,700	1,440	3,450	4,700	550	5,250
TOTAL PLUMBING INSPECTION	5,350	3,855	4,700	1,440	3,450	4,700	550	5,250
EROSION CONTROL								
OPERATING EXPENSES								
100-5244-990 OUTSIDE SERVICES - DANE COUNTY	18,000	26,217	18,000	15,327	18,000	18,000	-	18,000
TOTAL	18,000	26,217	18,000	15,327	18,000	18,000	-	18,000
TOTAL EROSION CONTROL	18,000	26,217	18,000	15,327	18,000	18,000	-	18,000
TOTAL BUILDING INSPECTION	442,886	479,138	480,802	356,099	478,417	496,727	887	497,614



2025 City of Middleton Budget

COMMUNITY SERVICES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5245-110	SALARIES-FULL-TIME	63,316	35,002	75,260	-	37,630	74,170	-	74,170
100-5245-112	SALARIES-PART TIME	32,070	1,060	28,249	-	14,125	30,358	30,358	60,716
100-5245-135	LONGEVITY	1,800	-	-	-	-	-	-	-
	TOTAL	97,186	36,062	103,509	-	51,755	104,528	30,358	134,886
PERSONNEL BENEFITS									
100-5245-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
100-5245-192	RETIREMENT	4,305	2,173	5,193	-	2,597	7,265	2,110	9,375
100-5245-193	FICA	7,297	1,762	7,918	-	3,959	7,996	2,322	10,318
100-5245-194	HEALTH INSURANCE	-	-	17,868	-	8,934	19,368	19,368	38,736
100-5245-195	DENTAL INSURANCE	2,185	364	2,185	-	2,185	2,185	2,185	4,370
	TOTAL	13,787	4,299	33,164	-	17,675	36,814	25,985	62,799
OPERATING EXPENSES									
100-5245-220	SUPPLIES & MATERIALS	6,800	3,250	6,800	714	6,800	6,800	-	6,800
100-5245-280	COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5245-410	VEHICLE OPERATION & MAINT.	-	-	6,500	-	500	6,500	-	6,500
100-5245-420	MOTOR FUEL & LUBE	7,200	2,509	1,700	248	750	1,700	-	1,700
100-5245-440	TRAINING & DEVELOPMENT	200	-	1,000	-	-	1,000	-	1,000
100-5245-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	TOTAL	14,200	5,760	16,000	962	8,050	16,000	-	16,000
TOTAL COMMUNITY SERVICES		125,173	46,121	152,673	962	77,479	157,342	56,343	213,685



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
BUILDING INSPECTION
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Code Enforcement PT to FT	56,343	-	56,343	1
2	Operating Cost Increases	887	-	887	-
3	Fire Plan Review Fee Estimate	-	(14,000)	14,000	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
TOTAL		57,230	(14,000)	71,230	1



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
BUILDING INSPECTION**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	full time code enforcement
Department Priority Number:	1
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5245-112	SALARIES-PART TIME		30,358		30,358
100-5245-190	FRINGE BENEFITS		2,110		2,110
100-5245-192	RETIREMENT		2,322		2,322
100-5245-193	FICA		19,368		19,368
100-5245-194	HEALTH INSURANCE		2,185		2,185
100-5245-195	DENTAL INSURANCE				-
					-
					-
Total Expenditures		-	56,343	-	56,343

NET COST (EXPENDITURES MINUS REVENUES)	-	56,343	-	56,343
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DESCRIPTION

changing the half time code enforcement inspector to a full time position.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

the amount of property complaints continue to build each year. With a half time position we cannot keep up with the amount of cases that get filed. Also being a half time position with no benefits it has proven very complicated to keep this position filled. when we do fill the position we spend time training and then they vacate due to a fulltime position somewhere else. we spend a lot of time training and then a lot of time not responding to cases due to lack of personnel.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
BUILDING INSPECTION**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	inspector increases
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
many	supplies		162		162
many	training		725		725
					-
					-
					-
					-
					-
					-
Total Expenditures		-	887	-	887

NET COST (EXPENDITURES MINUS REVENUES)	-	887	-	887
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DESCRIPTION

increase the amount of training and supplies budget due to the increase in cost of training programs. This also incorporates the equipment allocation budget lines which covers the equipment required for inspections and the and calibration of equipment.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
BUILDING INSPECTION**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	fire plan review
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
100-4454-00	PLAN REVIEW - FIRE SUPPRESSION		(14,000)		(14,000)
					-
					-
					-
Total Revenues		-	(14,000)	-	(14,000)

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	-	-	-

NET COST (EXPENDITURES MINUS REVENUES)	-	14,000	-	14,000
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DESCRIPTION

fire plan review was a new service we started in 2022 and we are now seeing the level off amounts of this service. Meaning in 2022 we were gueassing at what we expected this service to genertate, in 2023 we seen the numbers of submission start to increase as the contractors were aware that we now had this new service. now in 2024 we see that the levels of submission are starting to equalize. While these totals are dependent on the amount of projects that are performed in the city we feel that this reduction reperesents typical submissions of plans tha we are seeing.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Building Inspections

DEPARTMENT: Administration
DIVISION: Inspections

DIRECTOR: Brian Gadow
DIVISION MANAGER: Jim Sjolander

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.

AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
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	.25	.25	.25	.25
Fire Suppression/Alarm Reviewer	0	.25	.25	.25	.25
Facility Manager	0	0	0	1	1
Code Enforcement Officer	.50	.50	.50	.50	.50
Community Services Manager	1	1	1	1	0

CROSS STAFFING RESULTS	2020	2021	2022	2023	2024
Building/HVAC Inspections	3	3	2	2	3
Electrical Inspector	2	2	0	0	0
Plumbing Inspector	1.5	1.5	0	0	1
Community Services Manager	1	1	1	0	0
Building Inspection Manager	.5	.5	0	0	0
Facilities Manager	0	0	0	1	1

2025 GOALS:

1. Continue plan-review and inspection services to provide a quality service to the customers of the City.
2. Implement an asset tracking system for Facility Management.
3. Keep current with all code changes. Maximize training opportunities for best cost to education ratio for department staff.

SIGNIFICANT ISSUES IN 2024:

1. The repeated vacancy of community enforcement officer left a large gap in our services that we provide for the Middleton residents.

2. The amount of project that continue to happen without permits or inspections presents issues with buildings that are not safe and the lack of enforcement tools makes it hard to get compliance.
3. Being a department head and managing 4 areas (facilities, code enforcement, permitting/plan review and inspections) while being a field inspector requires time to be divided between the areas and it means that these areas do not get the total devoted time they need.

MAJOR WORKLOAD STATISTICS:

WORKLOAD ACTIVITIES	2021 Actual	2022 Actual	2023 Actual	2024 YTD 6.30.22	2025 Projected
Building Permits Issued	575	503	538	354	600
Electrical Permits Issued	82	278	320	189	400
Plumbing Permits Issued	178	426	432	277	450
HVAC Permits Issued	241	316	374	192	350
Other Permits Issued	205	110	67	32	150
Fire permits issued	26	73	78	33	100
Chicken permits issued	1	11	1	3	5
Solar permit issued	0*	41	35	13	30
Building Inspections	1191	960	987	794	1250
Plumbing Inspections	927	829	807	550	1000
Electrical Inspection	994	698	788	566	1000
HVAC Inspections	430	285	278	232	350
Building plan reviews	97	74	91	44	120
HVAC plan reviews	45	46	45	16	60
Plumbing plan reviews	38	34	47	26	60
UDC plan reviews	20	4	8	51	80
Fire plan reviews	44	73	80	26	75

**Did not track solar permits separate from electrical*



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Community Services

DEPARTMENT: Inspections
DIVISION: Code Enforcement

DIRECTOR:

Jim Sjolander

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.

AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024
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	0	0
Total	2.5	2.5	1.5	1.5	1.5

2025 GOALS:

1. Provide the community with a friendly face of municipal government able to respond quickly to their requests for information and assistance.
2. Develop an education pathway for the residents to help them understand the local ordinances and the enforcement procedures that are part of the process.
3. Receive training for better knowledge when responding to erosion and property code complaints.

SIGNIFICANT ISSUES IN 2024:

1. Inability to maintain personnel in the half time no benefit position
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.

WORKLOAD ACTIVITIES	2020 Actual	2021 Actual	2022 Estimated***	2023 Actual #	2024 YTD 6/30	2025 Projected
Erosion check Locations/Inspections/Hours	3/3/3	35/63/24	40/80/30	0/0/0	0/0/0	0/0/0/
Property Maintenance Complaints/Hours	116/300	180/400	120/300	147	75	200
Snow Removal Incidents/Hours	70/100	60/90	40/60	13	23	75
Zoning Incidents/Hours	7/40	7/25	15/150	0	0/0	0/0
Signage Incidents/Hours	3/3	3/5	5/5	0	0/0	0/0
Parking Incidents/Hours	*/65.75	*/90	*/175	0	0/0	0/0
Fingerprinting Hours	52.75	63	40	0	0/0	0/0
Crossing Guard Relief Incidents-(est)/Hours	*/.25	*/30	*/10	0	0	0
Emergency Traffic Control Incidents	*24	15*	6*	0	0	0
Assist Citizen/Motorist – Lockout, Jumpstart, Flat Tire Assistance Incidents/Hours	*14/7	*20/10	*/15	0	0	0
Deployment of Radar + CMS signs Incidents/Hours-(est)	5+29/2.5+29	8+32/2+6	4+26/4+26	0	0	0
Animal Control Incidents	4*	5*	8*	0	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.*

2023 we reformatted the duties of the code enforcement officer position and we terminated a lot of the police related duties.



2025 City of Middleton Budget

MIDDLETON FIRE DISTRICT

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
100-5220-990 FIRE DISTRICT (CITY SHARE)	1,087,746	1,087,746	1,133,902	1,133,902	1,133,902	1,133,902	57,877	1,191,779
100-5220-991 FIRE DISTRICT CAPITAL CONTRIBU	200,109	61,950	206,112	176,432	206,112	206,112	6,183	212,295
TOTAL	1,287,855	1,149,696	1,340,014	1,310,334	1,340,014	1,340,014	64,060	1,404,074
TOTAL MIDDLETON FIRE DISTRICT	1,287,855	1,149,696	1,340,014	1,310,334	1,340,014	1,340,014	64,060	1,404,074

Middleton Fire District 2025 MIFD Budget Overview

Operating Budget	2024	Town of	Town of	Town of	City of	2025	Town of	Town of	Town of	City of
		Westport	Springfield	Middleton	Middleton		Westport	Springfield	Middleton	Middleton
110 Wages	\$567,855.17	\$35,434.16	\$31,629.53	\$140,317.01	\$360,474.46	\$589,211.95	\$35,058.11	\$32,701.26	\$145,063.98	\$376,388.59
111 PT Wages	\$26,809.00	\$1,672.88	\$1,493.26	\$6,624.50	\$17,018.35	\$27,345.00	\$1,627.03	\$1,517.65	\$6,732.34	\$17,467.99
122 Quarterly Stipend	\$199,209.00	\$12,430.64	\$11,095.94	\$49,224.54	\$126,457.87	\$218,643.00	\$13,009.26	\$12,134.69	\$53,829.91	\$139,669.15
135 Longevity	\$15,028.67	\$937.79	\$837.10	\$3,713.58	\$9,540.20	\$15,398.98	\$916.24	\$854.64	\$3,791.23	\$9,836.87
145 Unemployment Wages	\$350.00	\$21.84	\$19.50	\$86.49	\$222.18	\$350.00	\$20.83	\$19.43	\$86.17	\$223.58
190 Fringe Benefits-Other	\$3,090.00	\$192.82	\$172.11	\$763.54	\$1,961.53	\$3,090.00	\$183.86	\$171.50	\$760.76	\$1,973.89
191 Volunteer Fire Retention Program	\$105,000.00	\$6,552.00	\$5,848.50	\$25,945.50	\$66,654.00	\$105,000.00	\$6,247.50	\$5,827.50	\$25,851.00	\$67,074.00
192 Retirement	\$88,158.16	\$5,501.07	\$4,910.41	\$21,783.88	\$55,962.80	\$91,565.27	\$5,448.13	\$5,081.87	\$22,543.37	\$58,491.90
193 FICA	\$34,769.93	\$2,169.64	\$1,936.69	\$8,591.65	\$22,071.95	\$36,792.22	\$2,189.14	\$2,041.97	\$9,058.24	\$23,502.87
194 Health Insurance	\$121,533.72	\$7,583.70	\$6,769.43	\$30,030.98	\$77,149.61	\$131,771.76	\$7,840.42	\$7,313.33	\$32,442.21	\$84,175.80
195 Dental Insurance	\$11,054.64	\$689.81	\$615.74	\$2,731.60	\$7,017.49	\$11,054.64	\$657.75	\$613.53	\$2,721.65	\$7,061.70
196 Life Insurance	\$1,650.00	\$102.96	\$91.91	\$407.72	\$1,047.42	\$1,650.00	\$98.18	\$91.58	\$406.23	\$1,054.02
198 Health Reimb. Account (HRA)	\$40,000.00	\$2,496.00	\$2,228.00	\$9,884.00	\$25,392.00	\$40,000.00	\$2,380.00	\$2,220.00	\$9,848.00	\$25,552.00
210 Office Supplies	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20	\$4,000.00	\$238.00	\$222.00	\$984.80	\$2,555.20
220 Sup. & Mat.	\$58,000.00	\$3,619.20	\$3,230.60	\$14,331.80	\$36,818.40	\$58,000.00	\$3,451.00	\$3,219.00	\$14,279.60	\$37,050.40
240 Computer Software & Support	\$16,500.00	\$1,029.60	\$919.05	\$4,077.15	\$10,474.20	\$21,500.00	\$1,279.25	\$1,193.25	\$5,293.30	\$13,734.20
280 Communications	\$4,000.00	\$249.60	\$222.80	\$988.40	\$2,539.20	\$5,500.00	\$327.25	\$305.25	\$1,354.10	\$3,513.40
290 Uniform & Equipment	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60	\$7,000.00	\$416.50	\$388.50	\$1,723.40	\$4,471.60
300 Legal Services	\$2,000.00	\$124.80	\$111.40	\$494.20	\$1,269.60	\$2,000.00	\$119.00	\$111.00	\$492.40	\$1,277.60
340 Building Materials	\$35,000.00	\$2,184.00	\$1,949.50	\$8,648.50	\$22,218.00	\$35,000.00	\$2,082.50	\$1,942.50	\$8,617.00	\$22,358.00
350 Station 2 Rent	\$142,400.00	\$8,885.76	\$7,931.68	\$35,187.04	\$90,395.52	\$142,400.00	\$8,472.80	\$7,903.20	\$35,058.88	\$90,965.12
410 Equip. Maintenance	\$60,000.00	\$3,744.00	\$3,342.00	\$14,826.00	\$38,088.00	\$65,000.00	\$3,867.50	\$3,607.50	\$16,003.00	\$41,522.00
420 Motor Fuel & Lube	\$19,500.00	\$1,216.80	\$1,086.15	\$4,818.45	\$12,378.60	\$19,500.00	\$1,160.25	\$1,082.25	\$4,800.90	\$12,456.60
440 Training	\$15,250.00	\$951.60	\$849.43	\$3,768.28	\$9,680.70	\$15,250.00	\$907.38	\$846.38	\$3,754.55	\$9,741.70
441 Health Maintenance	\$17,500.00	\$1,092.00	\$974.75	\$4,324.25	\$11,109.00	\$17,500.00	\$1,041.25	\$971.25	\$4,308.50	\$11,179.00
445 Memberships	\$5,000.00	\$312.00	\$278.50	\$1,235.50	\$3,174.00	\$5,000.00	\$297.50	\$277.50	\$1,231.00	\$3,194.00
460 Insurance	\$85,000.00	\$5,304.00	\$4,734.50	\$21,003.50	\$53,958.00	\$92,500.00	\$5,503.75	\$5,133.75	\$22,773.50	\$59,089.00
470 Utilities	\$86,750.00	\$5,413.20	\$4,831.98	\$21,435.93	\$55,068.90	\$86,750.00	\$5,161.63	\$4,814.63	\$21,357.85	\$55,415.90
480 Data Processing	\$4,447.00	\$277.49	\$247.70	\$1,098.85	\$2,822.96	\$5,000.00	\$297.50	\$277.50	\$1,231.00	\$3,194.00
485 Meals	\$4,500.00	\$280.80	\$250.65	\$1,111.95	\$2,856.60	\$4,500.00	\$267.75	\$249.75	\$1,107.90	\$2,874.60
490 Other Expenses	\$9,380.07	\$585.32	\$522.47	\$2,317.82	\$5,954.47	\$9,380.07	\$558.11	\$520.59	\$2,309.37	\$5,991.99
	\$1,788,235.36	\$111,585.89	\$99,604.71	\$441,872.96	\$1,135,171.81	\$1,867,652.89	\$111,125.35	\$103,654.74	\$459,816.14	\$1,193,056.67

Income	2024	2025								
State of Wisconsin 2% Income	(\$284,500.00)	(\$21,000.00)	(\$10,000.00)	(\$71,000.00)	(\$182,500.00)	(\$323,450.00)	(\$26,500.00)	(\$12,000.00)	(\$83,750.00)	(\$201,200.00)
Credit Card Rebate Program	(\$2,000.00)	(\$124.80)	(\$111.40)	(\$494.20)	(\$1,269.60)	(\$2,000.00)	(\$119.00)	(\$111.00)	(\$492.40)	(\$1,277.60)
	(\$286,500.00)	(\$21,124.80)	(\$10,111.40)	(\$71,494.20)	(\$183,769.60)	(\$325,450.00)	(\$26,619.00)	(\$12,111.00)	(\$84,242.40)	(\$202,477.60)

Total	2024	2025								
Operating - Income	\$1,501,735.36	\$90,461.09	\$89,493.31	\$370,378.76	\$951,402.21	\$1,542,202.89	\$84,506.35	\$91,543.74	\$375,573.74	\$990,579.07

Capital Budget	2024	2025								
(Page 5)	\$310,000.00	\$19,344.00	\$17,267.00	\$76,601.00	\$196,788.00	\$310,000.00	\$18,445.00	\$17,205.00	\$76,322.00	\$198,028.00



**2025 DRAFT
Budget Detail Page 2**

V 080124

111 Part-time Wages	2024	2025	Town of	Town of	Town of	City of
			Westport	Springfield	Middleton	Middleton
Custodial	\$15,160.00	\$15,463.00	\$920.05	\$858.20	\$3,806.99	\$9,877.76
Fitness/Training Care	\$457.00	\$466.00	\$27.73	\$25.86	\$114.73	\$297.68
Community Education	\$1,827.00	\$1,864.00	\$110.91	\$103.45	\$458.92	\$1,190.72
Hose Testing	\$2,465.00	\$2,514.00	\$149.58	\$139.53	\$618.95	\$1,605.94
Pump Testing	\$699.00	\$713.00	\$42.42	\$39.57	\$175.54	\$455.46
Misc. PT	\$6,201.00	\$6,325.00	\$376.34	\$351.04	\$1,557.22	\$4,040.41
Sub Total	\$26,809.00	\$27,345.00 (Line 122)	\$1,627.03	\$1,517.65	\$6,732.34	\$17,467.99
FICA	\$2,050.89	\$2,091.89 (Line 193)	\$124.47	\$116.10	\$515.02	\$1,336.30
Total	\$28,859.89	\$29,436.89	\$1,751.50	\$1,633.75	\$7,247.36	\$18,804.29

122 Quarterly Stipend

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

Sub Total	\$57,759.00	\$58,914.00 (Line 122)	\$3,505.38	\$3,269.73	\$14,504.63	\$37,634.26
FICA	\$4,418.56	\$4,506.92 (Line 193)	\$268.16	\$250.13	\$1,109.60	\$2,879.02
Total	\$62,177.56	\$63,420.92	\$3,773.54	\$3,519.86	\$15,614.23	\$40,513.28

Training Stipend

Sub Total	\$38,950.00	\$39,729.00 (Line 122)	\$2,363.88	\$2,204.96	\$9,781.28	\$25,378.89
FICA	\$2,979.68	\$3,039.27 (Line 193)	\$180.84	\$168.68	\$748.27	\$1,941.48
Total	\$41,929.68	\$42,768.27	\$2,544.71	\$2,373.64	\$10,529.55	\$27,320.37

Fire Incident Stipend

Sub Total	\$102,500.00	\$120,000.00 (Line 122)	\$7,140.00	\$6,660.00	\$29,544.00	\$76,656.00
FICA	\$7,841.25	\$9,180.00 (Line 193)	\$546.21	\$509.49	\$2,260.12	\$5,864.18
Total	\$110,341.25	\$129,180.00	\$7,686.21	\$7,169.49	\$31,804.12	\$82,520.18

122 Quarterly Stipend Total	\$199,209.00	\$218,643.00	\$13,009.26	\$12,134.69	\$53,829.91	\$139,669.15
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2025 DRAFT Budget Detail Page 3

V 080125

Chief (Hire date: 9/1/07)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$133,395.20	\$136,063.10 (Line 110)	\$8,095.75	\$7,551.50	\$33,498.74	\$86,917.11
FICA	\$1,934.23	\$1,972.91 (Line 193)	\$117.39	\$109.50	\$485.73	\$1,260.30
Health Ins.	\$22,477.08	\$24,369.12 (Line 194)	\$1,449.96	\$1,352.49	\$5,999.68	\$15,566.99
Dental Program	\$2,321.76	\$2,321.76 (Line 195)	\$138.14	\$128.86	\$571.62	\$1,483.14
Retirement	\$21,930.17	\$22,368.77 (Line 192)	\$1,330.94	\$1,241.47	\$5,507.19	\$14,289.17
Longevity (4%)	\$5,335.81	\$5,442.52 (Line 135)	\$323.83	\$302.06	\$1,339.95	\$3,476.68
Sub Total	\$187,394.25	\$192,538.19	\$11,456.02	\$10,685.87	\$47,402.90	\$122,993.40

Assistant Chief / Head of Maintenance (Hire date: 1/1/07)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$117,183.13	\$119,526.79 (Line 110)	\$7,111.84	\$6,633.74	\$29,427.50	\$76,353.71
FICA	\$1,699.16	\$1,733.14 (Line 193)	\$103.12	\$96.19	\$426.70	\$1,107.13
Health Ins.	\$22,477.08	\$24,369.12 (Line 194)	\$1,449.96	\$1,352.49	\$5,999.68	\$15,566.99
Dental Program	\$2,321.76	\$2,321.76 (Line 195)	\$138.14	\$128.86	\$571.62	\$1,483.14
Retirement	\$19,264.91	\$19,650.20 (Line 192)	\$1,169.19	\$1,090.59	\$4,837.88	\$12,552.55
Longevity (4%)	\$4,687.33	\$4,781.07 (Line 135)	\$284.47	\$265.35	\$1,177.10	\$3,054.15
Sub Total	\$167,633.36	\$172,382.08	\$10,256.73	\$9,567.21	\$42,440.47	\$110,117.68

Battalion Chief / Comm. Ed. Specialist (Hire Date: 01/01/24)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$96,837.42	\$98,774.17 (Line 110)	\$5,877.06	\$5,481.97	\$24,318.20	\$63,096.94
FICA	\$1,404.14	\$1,432.23 (Line 193)	\$85.22	\$79.49	\$352.61	\$914.91
Health Ins.	\$22,477.08	\$24,369.12 (Line 194)	\$1,449.96	\$1,352.49	\$5,999.68	\$15,566.99
Dental Program	\$2,321.76	\$2,321.76 (Line 195)	\$138.14	\$128.86	\$571.62	\$1,483.14
Retirement	\$15,920.07	\$16,238.47 (Line 192)	\$966.19	\$901.24	\$3,997.91	\$10,373.14
Longevity (0%)	\$900.00	\$0.00 (Line 135)	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$139,860.47	\$143,135.75	\$8,516.58	\$7,944.03	\$35,240.02	\$91,435.12

Fire Inspector (Hire Date: 01/01/91)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$52,286.00	\$53,331.72 (Line 110)	\$3,173.24	\$2,959.91	\$13,130.27	\$34,068.30
FICA	\$3,999.88	\$4,079.88 (Line 193)	\$242.75	\$226.43	\$1,004.47	\$2,606.23
Health Ins.	\$9,148.32	\$9,926.16 (Line 194)	\$590.61	\$550.90	\$2,443.82	\$6,340.83
Dental Program	\$589.20	\$589.20 (Line 195)	\$35.06	\$32.70	\$145.06	\$376.38
Retirement	\$3,398.59	\$3,466.56 (Line 192)	\$206.26	\$192.39	\$853.47	\$2,214.44
Longevity (6%)	\$3,137.16	\$3,199.90 (Line 135)	\$190.39	\$177.59	\$787.82	\$2,044.10
Sub Total	\$72,559.15	\$74,593.42	\$4,438.31	\$4,139.93	\$18,364.90	\$47,650.28

Office Manager / Firefighter (Hire Date: 05/01/23)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$71,316.00	\$82,742.00 (Line 110)	\$4,923.15	\$4,592.18	\$20,371.08	\$52,855.59
FICA	\$1,034.08	\$1,199.76 (Line 193)	\$71.39	\$66.59	\$295.38	\$766.41
Health Ins.	\$22,477.08	\$24,369.12 (Line 194)	\$1,449.96	\$1,352.49	\$5,999.68	\$15,566.99
Dental Program	\$2,321.76	\$2,321.76 (Line 195)	\$138.14	\$128.86	\$571.62	\$1,483.14
Retirement	\$11,724.35	\$13,602.78 (Line 192)	\$809.37	\$754.95	\$3,349.01	\$8,689.46
Longevity (0%)	\$0.00	\$0.00 (Line 135)	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$108,873.27	\$124,235.42	\$7,392.01	\$6,895.07	\$30,586.76	\$79,361.59

Battalion Chief / Petroleum Tank Inspector / Plan Review / Fire Inspector (Hire date: 02/05/18)	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
	\$96,837.42	\$98,774.17 (Line 110)	\$5,877.06	\$5,481.97	\$24,318.20	\$63,096.94
FICA	\$7,408.06	\$7,556.22 (Line 193)	\$449.60	\$419.37	\$1,860.34	\$4,826.92
Health Ins.	\$22,477.08	\$24,369.12 (Line 194)	\$1,449.96	\$1,352.49	\$5,999.68	\$15,566.99
Dental Program	\$1,178.40	\$1,178.40 (Line 195)	\$70.11	\$65.40	\$290.12	\$752.76
Retirement	\$15,920.07	\$16,238.47 (Line 192)	\$966.19	\$901.24	\$3,997.91	\$10,373.14
Longevity (2%)	\$968.37	\$1,975.48 (Line 135)	\$117.54	\$109.64	\$486.36	\$1,261.94
Sub Total	\$144,789.41	\$150,091.87	\$8,930.47	\$8,330.10	\$36,952.62	\$95,878.69

110 Wages Total	\$567,855.17	\$589,211.95	\$35,058.11	\$32,701.26	\$145,063.98	\$376,388.59
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190 Fringe Benefits Other	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
Income Continuation Insurance	\$690.00	\$690.00	\$41.06	\$38.30	\$169.88	\$440.77
Employee Assist. Prog. (EAP)	\$2,400.00	\$2,400.00	\$142.80	\$133.20	\$590.88	\$1,533.12
Total (Line 190)	\$3,090.00	\$3,090.00	\$183.86	\$171.50	\$760.76	\$1,973.89

192 Retirement	\$88,158.16	\$91,565.27	\$5,448.13	\$5,081.87	\$22,543.37	\$58,491.90
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193 FICA	\$34,769.93	\$36,792.22	\$2,189.14	\$2,041.97	\$9,058.24	\$23,502.87
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135 Longevity	\$14,128.67	\$15,398.98	\$916.24	\$854.64	\$3,791.23	\$9,836.87
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145 Unemployment Wages	\$350.00	\$350.00	\$20.83	\$19.43	\$86.17	\$223.58
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191 Volunteer Retention Program	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
LOSAP(1)	\$13,000.00	\$13,000.00	\$773.50	\$721.50	\$3,200.60	\$8,304.40
SAP (2)	\$92,000.00	\$92,000.00	\$5,474.00	\$5,106.00	\$22,650.40	\$58,769.60
Total (Line 191)	\$105,000.00	\$105,000.00	\$6,247.50	\$5,827.50	\$25,851.00	\$67,074.00

194 Health Insurance	\$121,533.72	\$131,771.76	\$7,840.42	\$7,313.33	\$32,442.21	\$84,175.80
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195 Dental Program	\$11,054.64	\$11,054.64	\$657.75	\$613.53	\$2,721.65	\$7,061.70
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196 Life Insurance	\$1,650.00	\$1,650.00	\$98.18	\$91.58	\$406.23	\$1,054.02
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198 Health Reimb. Account (HRA)	\$40,000.00	\$40,000.00	\$2,380.00	\$2,220.00	\$9,848.00	\$25,552.00
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**2025 DRAFT
Budget Detail Page 4**

V 080124

Line 210 – 490	2024	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
210 Office Supplies	\$4,000.00	\$4,000.00	\$238.00	\$222.00	\$984.80	\$2,555.20
220 Supplies & Materials	\$58,000.00	\$58,000.00	\$3,451.00	\$3,219.00	\$14,279.60	\$37,050.40
240 Computer Software & Support	\$16,500.00	\$21,500.00	\$1,279.25	\$1,193.25	\$5,293.30	\$13,734.20
280 Communications	\$4,000.00	\$5,500.00	\$327.25	\$305.25	\$1,354.10	\$3,513.40
290 Uniform & Equipment	\$4,500.00	\$7,000.00	\$416.50	\$388.50	\$1,723.40	\$4,471.60
300 Legal Services	\$2,000.00	\$2,000.00	\$119.00	\$111.00	\$492.40	\$1,277.60
340 Building Materials	\$35,000.00	\$35,000.00	\$2,082.50	\$1,942.50	\$8,617.00	\$22,358.00
350 Station 2 Rent	\$142,400.00	\$142,400.00	\$8,472.80	\$7,903.20	\$35,058.88	\$90,965.12
410 Equip. Maintenance	\$60,000.00	\$65,000.00	\$3,867.50	\$3,607.50	\$16,003.00	\$41,522.00
420 Motor Fuel & Lube	\$19,500.00	\$19,500.00	\$1,160.25	\$1,082.25	\$4,800.90	\$12,456.60
440 Training	\$15,250.00	\$15,250.00	\$907.38	\$846.38	\$3,754.55	\$9,741.70
441 Health Maintenance	\$17,500.00	\$17,500.00	\$1,041.25	\$971.25	\$4,308.50	\$11,179.00
445 Memberships	\$5,000.00	\$5,000.00	\$297.50	\$277.50	\$1,231.00	\$3,194.00
460 Insurance	\$85,000.00	\$92,500.00	\$5,503.75	\$5,133.75	\$22,773.50	\$59,089.00
470 Utilities	\$86,750.00	\$86,750.00	\$5,161.63	\$4,814.63	\$21,357.85	\$55,415.90
480 Data Processing	\$4,447.00	\$5,000.00	\$297.50	\$277.50	\$1,231.00	\$3,194.00
485 Meals	\$4,500.00	\$4,500.00	\$267.75	\$249.75	\$1,107.90	\$2,874.60
490 Other Expenses	\$9,380.07	\$9,380.07	\$558.11	\$520.59	\$2,309.37	\$5,991.99

Line 801 - Capital Outlay Page 5

Line 801 Capital Budget		2024	Capital Budget	CIP Project#	2025	Town of Westport	Town of Springfield	Town of Middleton	City of Middleton
Capital Replacement Fund	\$310,000.00		Capital Replacement Fund	F-25-01	\$310,000.00	\$18,445.00	\$17,205.00	\$76,322.00	\$198,028.00
	\$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
Sub Total	\$310,000.00		Sub Total		\$310,000.00	\$18,445.00	\$17,205.00	\$76,322.00	\$198,028.00

Actual 2024 Purchases		Actual 2025 Purchases (Funded by Capital Replacement Fund)					
	\$0.00	ATV 2	\$85,000.00	\$5,057.50	\$4,717.50	\$20,927.00	\$54,298.00
	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Actual 2024 Purch	\$0.00	Subtotal - Actual 2025 Purchases	\$85,000.00	\$5,057.50	\$4,717.50	\$20,927.00	\$54,298.00

2025 DRAFT Distribution and Income Page 6

Distribution

Equalized Property Values		2024
City of Middleton		\$5,136,907,300.00
Town of Middleton		\$2,000,007,000.00
Town of Springfield		\$704,594,200.00
Town of Westport		\$1,441,668,300.00
Total		\$9,283,176,800.00

% of DOR Actual		2025
	100%	\$5,635,179,100.00
	100%	\$2,172,168,300.00
	64%	\$765,648,700.00
	35%	\$1,497,689,600.00
Total		\$10,070,685,700.00

Distribution of costs			2024
City of Middleton	63.48%		\$1,134,600.49
Town of Middleton	24.71%		\$441,650.57
Town of Springfield	5.57%		\$99,554.58
Town of Westport	6.24%		\$111,529.73
Total			\$1,787,335.36

		2025
	63.88%	\$1,193,056.67
	24.62%	\$459,816.14
	5.55%	\$103,654.74
	5.95%	\$111,125.35
Total		\$1,867,652.89

800-4690-00 Income

State of Wisconsin 2% Income		2024
City of Middleton		(\$182,500.00)
Town of Middleton		(\$71,000.00)
Town of Springfield		(\$10,000.00)
Town of Westport		(\$21,000.00)
Total		(\$284,500.00)

		2025
		(\$201,200.00)
		(\$83,750.00)
		(\$12,000.00)
		(\$26,500.00)
Projected Total:		(\$323,450.00)

Credit Card Rebate Program		2024
City of Middleton		(\$1,269.60)
Town of Middleton		(\$494.20)
Town of Springfield		(\$111.40)
Town of Westport		(\$124.80)
Total		(\$2,000.00)

		2025
		(\$1,277.60)
		(\$492.40)
		(\$111.00)
		(\$119.00)
Total		(\$2,000.00)

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

Total **2025**
(\$325,450.00)



2025 City of Middleton Budget

PUBLIC WORKS REVENUE		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
REFUSE & RECYCLING REVENUE									
100-4354-00	STATE & FEDERAL AID - RECYCLIN	55,138	55,336	55,138	55,477	55,477	55,138	-	55,138
	TOTAL	55,138	55,336	55,138	55,477	55,477	55,138	-	55,138
STREET LIGHTING REVENUE									
100-4371-00	COUNTY AID - SIGNALS	6,000	18,603	6,000	13,414	13,414	6,000	-	6,000
	TOTAL	6,000	18,603	6,000	13,414	13,414	6,000	-	6,000
LANDFILL REVENUE									
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
OTHER PUBLIC WORKS REVENUE									
100-4353-00	STATE AIDS-ROADS	1,138,573	1,138,913	1,281,312	961,126	1,281,312	1,281,312	-	1,281,312
100-4230-00	SA - STREET IMPROVEMENTS	7,000	250	50,000	194	44,700	50,000	(50,000)	-
100-4231-00	SA - SIDEWALK & CURB	50,000	86,640	50,000	16,535	96,500	50,000	20,000	70,000
100-4235-00	SA - INTEREST	-	3,300	-	5,116	4,232	-	-	-
100-4685-00	PUBLIC WORKS CHARGES	3,000	3,033	3,000	2,196	-	3,000	(3,000)	-
100-4690-00	RECYCLING CENTER REVENUE	14,000	15,638	12,000	12,687	14,000	12,000	-	12,000
100-4831-00	PW MATERIAL SALES	100	-	100	982	982	100	-	100
100-4833-04	POLAR EXPRESS TRACK LEASE	-	-	-	-	-	-	-	-
	TOTAL	1,212,673	1,247,774	1,396,412	998,836	1,441,726	1,396,412	(33,000)	1,363,412
TOTAL PUBLIC WORKS REVENUE		1,278,811	1,326,713	1,462,550	1,072,727	1,515,617	1,462,550	(33,000)	1,429,550



2025 City of Middleton Budget

PUBLIC WORKS

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
ENGINEERING & ADMINISTRATION									
WAGES									
100-5329-110	SALARIES-FULL-TIME	692,888	677,849	729,950	473,840	729,950	749,580	84,855	834,435
100-5329-117	OVERTIME	2,143	2,562	2,143	3,017	3,200	2,143	-	2,143
100-5329-135	LONGEVITY	3,675	3,707	3,716	-	3,716	3,913	-	3,913
100-5329-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	698,706	684,118	735,809	476,856	736,866	755,636	84,855	840,491
PERSONNEL BENEFITS									
100-5329-192	RETIREMENT	47,514	45,896	50,770	36,608	50,770	52,517	5,898	58,415
100-5329-193	FICA	53,453	50,833	56,288	35,745	56,288	57,806	6,491	64,297
100-5329-194	HEALTH INSURANCE	134,928	110,068	113,232	63,132	113,232	110,732	19,368	130,100
100-5329-195	DENTAL INSURANCE	15,755	15,810	15,106	9,288	15,106	13,935	2,185	16,120
	TOTAL	251,650	222,607	235,396	144,774	235,396	234,990	33,942	268,932
OPERATING EXPENSES									
100-5329-210	OFFICE SUPPLIES	1,000	798	1,000	834	1,000	1,000	-	1,000
100-5329-220	SUPPLIES & MATERIALS	2,000	3,276	2,000	2,206	3,000	2,000	1,000	3,000
100-5329-250	POSTAGE	1,000	1,553	1,400	839	1,600	1,400	-	1,400
100-5329-260	ADVERTISING & PRINTING	3,800	3,188	3,800	2,618	3,800	3,800	-	3,800
100-5329-280	COMMUNICATIONS	11,000	11,699	11,000	7,869	11,000	11,000	1,500	12,500
100-5329-310	OUTSIDE SERVICES	2,000	1,808	2,000	390	2,000	2,000	75,000	77,000
100-5329-410	EQUIPMENT MAINTENANCE	7,500	4,876	9,000	2,814	5,500	9,000	(1,500)	7,500
100-5329-422	FUEL	3,000	1,481	3,000	1,291	2,100	3,000	(500)	2,500
100-5329-440	TRAINING & DEVELOPMENT	3,500	569	3,500	836	2,000	3,500	-	3,500
100-5329-490	OTHER OPERATING EXPENSES	200	60	200	-	200	200	-	200
100-5314-220	SUPPLIES & MATERIALS: PPE	5,800	5,568	6,800	6,349	7,200	6,800	1,000	7,800
	TOTAL	40,800	34,876	43,700	26,047	39,400	43,700	76,500	120,200
TOTAL ENGINEERING & ADMINISTRATION		991,156	941,600	1,014,905	647,677	1,011,662	1,034,326	195,297	1,229,623
STREET CREW									
WAGES									
100-5359-110	SALARIES-FULL-TIME	579,718	564,850	603,603	395,320	603,603	616,805	(108,152)	508,653
100-5359-111	LTE's	22,286	1,752	22,286	-	22,286	22,286	-	22,286
100-5359-117	OVERTIME	36,173	57,352	36,173	13,159	36,173	36,173	-	36,173
100-5359-135	LONGEVITY	8,320	7,679	7,705	2,277	7,705	4,126	(825)	3,301
	TOTAL	646,497	631,633	669,767	410,756	669,767	679,390	(108,977)	570,413
PERSONNEL BENEFITS									
100-5359-192	RETIREMENT	42,451	42,764	44,676	32,895	44,676	45,669	(8,077)	37,592
100-5359-193	FICA	48,774	47,417	50,549	30,621	50,549	51,285	(9,094)	42,191
100-5359-194	HEALTH INSURANCE	91,218	96,149	102,630	85,578	102,630	139,576	(24,041)	115,535
100-5359-195	DENTAL INSURANCE	15,233	16,734	15,233	12,298	15,233	18,589	(3,281)	15,308
	TOTAL	197,676	203,063	213,088	161,392	213,088	255,119	(44,493)	210,626
OPERATING EXPENSES									
100-5331-220	SUPPLIES & MATERIALS	50,000	62,003	55,000	15,575	55,000	55,000	-	55,000
100-5331-280	COMMUNICATIONS	-	280	-	-	-	-	-	-
100-5331-310	OUTSIDE SERVICES	-	3,783	6,150	-	6,150	6,150	(6,150)	-
100-5359-280	COMMUNICATIONS	1,000	480	1,500	320	800	1,500	1,000	2,500
100-5359-440	TRAINING & DEVELOPMENT	1,500	1,228	2,250	3,964	3,964	2,250	2,500	4,750
100-5359-490	OTHER OPERATING EXPEN.	800	336	1,600	218	1,000	1,600	-	1,600
	TOTAL	53,300	68,111	66,500	20,076	66,914	66,500	(2,650)	63,850
TOTAL STREET CREW		897,473	902,807	949,355	592,225	949,769	1,001,009	(156,120)	844,889



2025 City of Middleton Budget

PUBLIC WORKS

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
FLEET MAINTENANCE									
WAGES									
100-5311-110	SALARIES-FULL-TIME	147,248	147,844	152,355	99,298	152,355	156,033	75,351	231,384
100-5311-111	LTE	14,300	-	14,300	6,630	9,500	14,300	-	14,300
100-5311-117	OVERTIME	1,116	-	1,116	343	500	1,116	-	1,116
100-5311-118	COMPENSATION COST RECOVERY	(10,000)	-	(10,000)	-	(10,000)	(10,000)	-	(10,000)
100-5311-135	LONGEVITY	1,270	1,321	1,337	-	1,337	1,394	-	1,394
	TOTAL	153,934	149,165	159,108	106,272	153,692	162,843	75,351	238,194
PERSONNEL BENEFITS									
100-5311-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
100-5311-192	RETIREMENT	10,175	10,023	10,681	7,654	10,681	11,019	5,237	16,256
100-5311-193	FICA	13,229	10,893	12,936	7,830	12,936	13,223	5,764	18,987
100-5311-194	HEALTH INSURANCE	33,732	34,094	35,736	22,427	35,736	38,736	19,368	58,104
100-5311-195	DENTAL INSURANCE	4,370	3,720	3,721	2,480	3,721	3,721	2,185	5,906
	TOTAL	61,506	58,729	63,074	40,390	63,074	66,699	32,554	99,253
OPERATING EXPENSES									
100-5311-220	SUPPLIES & MATERIALS	1,500	1,038	1,500	509	1,500	1,500	-	1,500
100-5311-280	COMMUNICATIONS	500	376	500	494	500	500	-	500
100-5311-410	EQUIPMENT MAINTENANCE	125,000	124,232	130,000	69,098	130,000	130,000	(14,500)	115,500
100-5311-422	FUEL	58,700	61,904	58,700	27,082	58,700	58,700	(35,800)	22,900
100-5311-440	TRAINING & DEVELOPMENT	1,500	490	11,500	353	5,000	11,500	(9,500)	2,000
100-5311-490	OTHER OPERATING EXPEN.	300	333	300	40	300	300	-	300
100-5313-220	SUPPLIES & MATERIALS	-	35,128	-	115,777	-	-	-	-
100-5313-410	PARTS	-	49,978	-	63,159	-	-	-	-
100-5313-420	LUBRICANTS	-	3,725	-	11,488	-	-	-	-
	TOTAL	187,500	277,204	202,500	288,001	196,000	202,500	(59,800)	142,700
TOTAL FLEET MAINTENANCE		402,940	485,099	424,682	434,663	412,766	432,042	48,105	480,147
CITY GARAGE									
OPERATING EXPENSES									
100-5312-220	SUPPLIES & MATERIALS	14,000	12,997	14,000	6,130	12,000	14,000	22,300	36,300
100-5312-310	OUTSIDE SERVICES	6,100	6,668	6,100	3,623	10,000	6,100	-	6,100
100-5312-410	EQUIPMENT REPAIR & MAINT	18,300	42,378	25,000	9,722	43,000	25,000	20,000	45,000
100-5312-470	UTILITIES	51,000	50,611	51,000	32,861	54,000	51,000	5,000	56,000
100-5312-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	TOTAL	89,400	112,654	96,100	52,336	119,000	96,100	47,300	143,400
TOTAL CITY GARAGE		89,400	112,654	96,100	52,336	119,000	96,100	47,300	143,400
STREET CLEANING									
OPERATING EXPENSES									
100-5334-220	SUPPLIES & MATERIALS	6,200	14,847	8,200	6,573	8,200	8,200	(8,200)	-
100-5334-310	OUTSIDE SERVICES	8,000	12,987	15,000	5,289	13,000	15,000	(15,000)	-
100-5334-470	UTILITIES	100	-	100	-	100	100	(100)	-
	TOTAL	14,300	27,834	23,300	11,861	21,300	23,300	(23,300)	-
TOTAL STREET CLEANING		14,300	27,834	23,300	11,861	21,300	23,300	(23,300)	-



2025 City of Middleton Budget

PUBLIC WORKS

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
SNOW & ICE REMOVAL								
OPERATING EXPENSES								
100-5335-220 SUPPLIES & MATERIALS	95,000	49,188	99,000	125,073	99,000	99,000	4,000	103,000
100-5335-310 OUTSIDE SERVICES	-	-	7,500	-	7,500	7,500	60,500	68,000
100-5335-325 REIMBURSEMENTS	(9,800)	(12,977)	(9,800)	(8,668)	(8,400)	(9,800)	-	(9,800)
TOTAL	85,200	36,212	96,700	116,404	98,100	96,700	64,500	161,200
TOTAL SNOW & ICE REMOVAL	85,200	36,212	96,700	116,404	98,100	96,700	64,500	161,200
TRAFFIC SIGNALS, SIGNS & MARKINGS								
OPERATING EXPENSES								
100-5340-220 SUPPLIES & MATERIALS	2,500	4,186	2,500	25,085	4,000	2,500	1,500	4,000
100-5340-310 OUTSIDE SERVICES	3,000	1,620	3,000	-	3,000	3,000	-	3,000
100-5340-325 REIMBURSEABLE DAMAGE CLAIMS	(30,000)	(58,138)	(30,000)	(115,247)	(79,000)	(30,000)	-	(30,000)
100-5340-410 EQUIPMENT MAINTENANCE	30,000	49,592	30,000	10,374	30,000	30,000	-	30,000
100-5340-470 UTILITIES	17,000	15,810	17,000	10,823	17,500	17,000	-	17,000
100-5340-800 CAPITAL OUTLAY	2,000	-	2,000	-	2,000	2,000	-	2,000
100-5341-220 SUPPLIES & MATERIALS	47,300	53,355	53,000	35,435	65,000	53,000	12,000	65,000
100-5341-310 OUTSIDE SERVICES	3,500	4,387	5,000	198	3,000	5,000	-	5,000
100-5341-325 REIMBURSEABLE DAMAGE CLAIMS	-	-	-	(701)	(701)	-	-	-
TOTAL	75,300	70,812	82,500	(34,033)	44,799	82,500	13,500	96,000
TOTAL TRAFFIC SIGNALS, SIGNS & MARKINGS	75,300	70,812	82,500	(34,033)	44,799	82,500	13,500	96,000
STREET LIGHTING								
OPERATING EXPENSES								
100-5342-220 SUPPLIES & MATERIALS	6,000	12,635	6,000	1,444	10,000	6,000	5,000	11,000
100-5342-310 OUTSIDE SERVICES	8,000	3,733	8,000	-	-	8,000	-	8,000
100-5342-470 UTILITIES	121,000	151,077	151,000	106,313	156,000	151,000	5,000	156,000
100-5342-800 CAPITAL OUTLAY	7,500	5,149	7,500	-	-	7,500	-	7,500
TOTAL	142,500	172,594	172,500	107,757	166,000	172,500	10,000	182,500
TOTAL STREET LIGHTING	142,500	172,594	172,500	107,757	166,000	172,500	10,000	182,500
TREE & BRUSH REMOVAL								
OPERATING EXPENSES								
100-5343-220 SUPPLIES & MATERIALS	1,500	118	1,500	2,314	2,000	1,500	-	1,500
100-5343-490 OTHER OPERATING EXPENSES	3,000	-	3,000	-	-	3,000	(3,000)	-
TOTAL	4,500	118	4,500	2,314	2,000	4,500	(3,000)	1,500
TOTAL TREE & BRUSH REMOVAL	4,500	118	4,500	2,314	2,000	4,500	(3,000)	1,500
SIDEWALK MAINTENANCE								
OPERATING EXPENSES								
100-5344-310 OUTSIDE SERVICES	130,000	111,204	130,000	30,273	130,000	130,000	30,000	160,000
TOTAL	130,000	111,204	130,000	30,273	130,000	130,000	30,000	160,000
TOTAL SIDEWALK MAINTENANCE	130,000	111,204	130,000	30,273	130,000	130,000	30,000	160,000



2025 City of Middleton Budget

PUBLIC WORKS	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	STORM SEWERS							
OPERATING EXPENSES								
100-5345-220 SUPPLIES & MATERIALS	15,000	24,519	15,000	6,201	17,000	15,000	(15,000)	-
100-5345-310 OUTSIDE SERVICES	58,000	17,843	35,000	8,635	20,000	35,000	(35,000)	-
100-5345-470 UTILITIES	16,500	10,428	16,500	15,892	16,500	16,500	(16,500)	-
TOTAL	89,500	52,791	66,500	30,727	53,500	66,500	(66,500)	-
TOTAL STORM SEWERS	89,500	52,791	66,500	30,727	53,500	66,500	(66,500)	-
WATER RESOURCES								
OPERATING EXPENSES								
100-5618-310 OUTSIDE SERVICES	30,080	29,544	14,796	14,904	14,796	14,796	274	15,070
100-5618-490 STORM WATER MANAGEMENT PLAN	-	-	-	-	-	-	-	-
100-5618-500 OTHER STORM WATER EXPENSES	-	1,000	-	-	-	-	-	-
TOTAL	30,080	30,544	14,796	14,904	14,796	14,796	274	15,070
TOTAL WATER RESOURCES	30,080	30,544	14,796	14,904	14,796	14,796	274	15,070
TOTAL PUBLIC WORKS DEPARTMENT	2,952,349	2,944,269	3,075,838	2,007,108	3,023,692	3,154,273	160,056	3,314,329



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
PUBLIC WORKS
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Revenue Changes	-	(33,000)	33,000	-
2	Mandatory Expenses	5,124	-	5,124	-
3	Maintain Service Levels - I	65,500	-	65,500	-
4	Maintain Service Levels - II	47,500	-	47,500	-
5	Training & Development	(7,000)	-	(7,000)	-
6	Service Change	123,000	-	123,000	-
7	DPW Re-Organization	248,442	-	248,442	2.20
8	SWU Shift	(322,510)	-	(322,510)	(1.80)
9	0	-	-	-	-
10	0	-	-	-	-
TOTAL		160,056	(33,000)	193,056	0.40



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Revenue Changes
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
100-4230-00	Street Assessments		(50,000)		(50,000)
100-4231-00	Sidewalk Assessments		20,000		20,000
100-4685-00	Public Works Charges		(3,000)		(3,000)
					-
Total Revenues		0	(33,000)	-	(33,000)

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	-	-	-

NET COST (EXPENDITURES MINUS REVENUES)	-	33,000	-	33,000
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DESCRIPTION

Planned 2025 Franklin Ave. reconstruction will not likely have assessments. Assessments for Parmenter St. reconstruction project assumed to go to TIF.
 Increase in sidewalk assessments assumed if decision item for additional project funding (to restore prior reductions) is increased.
 Eliminate revenue (and offsetting expense) from County pierside weed collection program.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Most years have had some project planned that would have assessments, but none are anticipated in 2025.
 Sidewalk assessments shown would result from increase in project scope, if additional expense is approved.
 Weed collections from piers along Middleton Beach Rd. had been proposed and funded, but not implemented due to lack of consensus from neighborhood association for assessments.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Mandatory Expenses
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5312-470	City Garage - Utilities	5,000			5,000
100-5314-220	Supplies & Materials - PPE	1,000			1,000
100-5331-310	Streets - Outside Services	(6,150)			(6,150)
100-5342-470	Street Lighting - Utilities	5,000			5,000
100-5618-310	Water Rscs Outside Servide	274			274
					-
					-
					-
Total Expenditures		5,124	-	-	5,124

NET COST (EXPENDITURES MINUS REVENUES)	5,124	-	-	5,124
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DESCRIPTION

* Gas & Electric costs have increased, needed at the MOC and for street lights.
 * Costs to purchase personal protective equipment (PPE) have increased, and safety equipment is needed to protect crew members from job related hazards.
 * Bridge inspections are needed only in even-numbered years, so 2025 won't have inspection expense.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Facility energy costs, employee protective equipment, and bridge inspection services are needed for ability to operate and for crew/public safety.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Maintain Service Levels - I
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5311-410	Fleet Vehicles - Maintenance		5,000		5,000
100-5311-422	Fleet Vehicles - Fuel		2,200		2,200
100-5312-220	MOC - Supplies & Materials		22,300		22,300
100-5312-410	MOC - Equipment Repair		20,000		20,000
100-5329-220	Engr. - Supplies & Materials		1,000		1,000
100-5329-280	Engr. - Communications		1,500		1,500
100-5329-310	Engr. - Outside Services		15,000		15,000
100-5329-410	Engr. - Vehicle Maintenance		(1,500)		(1,500)
Total Expenditures		-	65,500	-	65,500

NET COST (EXPENDITURES MINUS REVENUES)	-	65,500	-	65,500
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DESCRIPTION

* Specific to 2025, the above line for MOC Supplies (\$22,300) is a one-time request to replace a 1996 band saw, a 2000 drill press, and a 2012 printer/copier for the MOC.
 * MOC equipment repair would include preventive maintenance programs for doors and the HVAC system, recommended by our Facilities Manager.
 * TIF will need to stop paying for GIS about mid-year, so \$15,000 is proposed to cover half of GIS annual costs.

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
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Maintain Service Levels - II	
4	
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5329-422	Engr. - Vehicle Fuel		(500)		(500)
100-5335-220	Snow & Ice - Supplies & Materials		4,000		4,000
100-5335-310	Snow & Ice - Outside Services		7,500		7,500
100-5340-220	Signals - Supplies & Materials		1,500		1,500
100-5342-220	Street Lights - Supplies & Materials		5,000		5,000
100-5344-310	Sidewalk - Outside Services		30,000		30,000
					-
					-
Total Expenditures		-	47,500	-	47,500

NET COST (EXPENDITURES MINUS REVENUES)	-	47,500	-	47,500
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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, fuel, asphalt, solid waste disposal, salt, energy, street signs and paint, and other materials and services have continued to rise.

* Snow & Ice request for \$7,500 is continuation of plan to bring contracted downtown snow removal into general fund operating budget from CDA budget. This would be 2/3 of transition.

* Sidewalk maintenance funding was reduced by \$10,000 in 2015 and reduced by another \$10,000 in 2021. Replacement cost was \$6.55/s.f. in 2015, rose to \$8.50/s.f. in 2021, and jumped to \$13.90/s.f. in 2024. Request increase to offset previous budget cuts and to partially account for increased costs.

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
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Training & Development
Department Priority Number:	5
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5311-440	Mechanics - Training		(9,500)		(9,500)
100-5359-440	Street Crew - Training		2,500		2,500
					-
					-
					-
					-
					-
					-
Total Expenditures		-	(7,000)	-	(7,000)

NET COST (EXPENDITURES MINUS REVENUES)	-	(7,000)	-	(7,000)
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DESCRIPTION

* Previous budget included funds for mechanic EV training, but there was no practical way to send mechanics to classes for 6 months, so some local short-term classes were pursued instead. Limited additional opportunity/need for EV training expected in 2025.

* Additional funds requested would send two Streets crew members to 2025 asphalt trade show to keep current with new products and equipment.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

* In-house EV mechanic expertise is still a goal as the fleet electrifies, but it may be better to bring in a technician with that training, and current mechanics will learn as individual vehicles come in.

* Better understanding of industry advancements, potentially more sustainable products is of interest to the City.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Service Change
Department Priority Number:	6
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5343-490	Tree & Brush - Other		(3,000)		(3,000)
100-5329-310	Engr. - Outside Services		60,000		60,000
100-5335-310	Snow & Ice - Outside Services		53,000		53,000
100-5341-220	Signs & Markings - Supplies & Materials		12,000		12,000
100-5359-280	Street Crew - Communications		1,000		1,000
					-
					-
					-
Total Expenditures		-	123,000	-	123,000

NET COST (EXPENDITURES MINUS REVENUES)	-	123,000	-	123,000
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DESCRIPTION

* Remove lake weed collection program (offsetting revenue eliminated in earlier grouping).
 * Hire consultants to investigate various traffic issues that staff cannot timely handle.
 * Contract snow removal from bus stops for small events (\$25/stop up to 3" snow). Estimate 71 bus stops for 30 snow events per season.
 * \$2,000 for maintenance of signs & paint, and about \$10,000 for additional signs & pavement markings to satisfy the requests for more of each.
 * Mobile internet connectivity to support computers in two additional field service crew trucks, so they could check GIS data in the field.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

* Current staff capacity doesn't often allow timely collection and analysis of data for traffic control studies, traffic calming initiatives or reviews of street signs and pavement marking. Requested funds would bring in consultant time for them.
 * Streets crew clears snow from bus stops after clearing streets and parking lots. Desire for faster clearing of bus stops could be met by hiring it out as a contractor service.
 * Desire for more signs and pavement markings (beyond replacement of current) has a cost both for initial installation, and recurring replacements to meet retroreflectivity standards.
 * It would increase efficiency for crews to be able to look at schematics and records in making field decisions, without having to get to a computer at the MOC.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	DPW Re-Organization
Department Priority Number:	7
Strategic Plan Objective:	City Organizational & Community Development
Strategic Plan Action Item:	Stormwater Positions
Full-Time Equivalent Staff Change:	2.2

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

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
Total Revenues		0	-	-	-

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	SALARIES-FULL-TIME		75,351		75,351
100-5311-192	RETIREMENT		5,237		5,237
100-5311-193	FICA		5,764		5,764
100-5311-194	HEALTH INSURANCE		19,368		19,368
100-5311-195	DENTAL INSURANCE		2,185		2,185
100-5329-110	Engr/Admin - Salaries		213,151	(72,614)	140,537
					-
					-
Total Expenditures		-	321,056	(72,614)	248,442

NET COST (EXPENDITURES MINUS REVENUES)	-	321,056	(72,614)	248,442
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DESCRIPTION

NEEDS UPDATE BASED ON REVISED POSITION COSTS AND ALLOCATIONS Not all costs of position changes will be due to salaries, but for simplicity the total wages and benefits costs are shown above in single line items. Insurance, FICA and Retirement expenses are split out by account in the workbook decision items. These costs include reclassification of two positions and the addition of four new positions.

	<u>100-5311-110</u>	<u>100-5329-110</u>	<u>630-XXXX-XXX</u>
Reclassify Asst. Dir/Asst. Engr to City Engr/SWU Mgr.		\$682	\$682
Line Shift for half salary of this position		(\$72,614)	\$72,614
Reclassify Ops. Mgr. to Asst. Dir/Ops. Mgr.		\$0	
New Asst. Engr.		\$120,682	
New SWU Tech.		\$47,792	\$47,792
New SWU Foreman		\$24,136	\$96,546
New Mech. Tech.	<u>\$104,753</u>		
TOTALS	\$104,753	\$120,679	\$217,634

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

If the Stormwater Utility referendum passes, we'll intend to hire 1.8 positions -- including 50% of a reclassified City Engineer/Storm Water Utility Manager, 50% of a new Storm Water Utility Technician, and 80% of a new Storm Water Utility Foreman.

Other organizational changes in the department are intended to redistribute workload in light of the above combined positions, and to address staff capacity issues with plan reviews, project management and consideration of traffic issues.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PUBLIC WORKS**

2025 BUDGET DECISION ITEM DETAIL

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

SWU Shift	
8	
	Other
	N/A
-1.8	

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

Account #	Account Title	Mandate	Line Item Increase	Line Item Shift	Total
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
Multiple	SWU Street Crew Allocation			(175,210)	(175,210)
Multiple	SWU Operating Line Item Shifts			(147,300)	(147,300)
					-
					-
					-
					-
					-
					-
Total Expenditures		-	-	(322,510)	(322,510)

NET COST (EXPENDITURES MINUS REVENUES)	-	-	(322,510)	(322,510)
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

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, administrative, street crew, and mechanics support for public works activities, as well as support of several other departments.

AUTHORIZED POSITION LIST	2021	2022	2023	2024	2025
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. (20 hour)	.25	.25	.25	.50	.50
Total	30	30	30	30.25	30.25

2025 GOALS:

1. Prioritize limited staff time to try keeping up with planned road reconstruction, resurfacing and surface treatment projects, as well as sidewalk maintenance, while reviewing designs and overseeing that construction meets the public interest in new subdivisions and private site developments.

2. 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, promote safety, and reduce visual clutter.
3. Begin looking into opportunities to re-organize the department.
4. Continue to pursue CVMIC risk management and staff development training opportunities.

SIGNIFICANT ISSUES IN 2025:

1. 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.
2. Increasing emphasis on stormwater management and maintenance of facilities will require either additional staff time or changes to priorities of the field service crews. This may be addressed in a fall referendum, though even if that passes it will take some time to implement development of a new work group.
3. Many of the engineering staff are nearing retirement age, and it may be challenging to recruit and train new employees while maintaining a very high workload.
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 the continued recent history of very long lead time for some materials complicate project progress.

WORKLOAD ACTIVITIES	2022 Actual	2023 Actual	2024 As of 6/30	2024 Year-end est.	2025 Projected
Roadway miles under City jurisdiction (pavement maintenance, signs, snow removal, utility mains, streetlights, sidewalk).	73.34	75.4	75.4	76.06	76.56
Number of homes in City (leaves, brush, refuse, etc.) Number shown is occupied addresses that are not multi-family.	5,084	5,085	5,035	5,069	5,165
Number of traffic signals under City jurisdiction.	17	17	17	17	17
Average pavement surface evaluation rating (Scale 1-10).	7.3	7.4	7.4	7.4	7.5

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.

DEPARTMENT: Public Works

DIRECTOR: Shawn Stauske

DIVISION: Water Resources Management

DIVISION MANAGER: Erik Sorensen

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 Division 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.

2025 GOALS:

1. In 2024, the Water Resources Management Commission and the Stormwater Utility Board were consolidated into a single body – the Water Resources Management and Stormwater Utility Commission. Council authorized a Fall 2024 referendum to seek voter approval for an increase in Stormwater Utility fees. 2025 goals for Water Resources and Stormwater Utility are highly dependent on the outcome of the referendum.
2. Continue the stream data collection as baseline for pollutant loadings originating outside the City.
3. Participate in Yahara WINS as part of the Adaptive Management approach to meeting the DNR mandated TMDL standards.
4. Identify potential flood mitigation projects and continue the process of updating the City's flood maps.
5. Amend the Stormwater Runoff Control ordinance, as may be needed, to match changes in state and county laws and to eliminate minor inconsistencies.
6. Review Zoning Ordinance regarding stormwater management requirements; draft Shoreland Zoning Ordinance and mitigation requirements.
7. Refine and implement a five-year maintenance program for major City-owned stormwater facilities and drainage ways.
8. Continue maintenance and repair program for minor City-owned stormwater facilities.
9. 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.
10. Implement GIS database and dashboard for private and public stormwater management facilities.
11. Continue enforcement program for the maintenance of private stormwater controls.
12. Oversee stormwater projects: flood damage repairs, studies, pond elevation control, etc.
13. Explore intergovernmental agreements for stormwater with City of Madison and Town of Springfield.
14. Finalize administrative policy revisions to ensure stormwater management obligations are met for private developments.

SIGNIFICANT ISSUES FOR DIVISION IN 2025:

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 the WPDES permit.

WORKLOAD ACTIVITIES	2022 Actual	2023 Actual	2024 As of 7/31	2024 Projected	2025 Projected
Erosion Control Plan Reviews /Permits	61/27	47/16	30/13	60/26	60/26
Stormwater Plan Reviews / Permits	38/12	33/5	22/8	40/12	40/12
WRMC Meetings	8	8	4	4	0
SWUB Meetings	7	7	2	2	0
WRMSWUC Meetings	-	-	2	7	12
MAMSWaP Meetings	4	4	2	4	4
Yahara WINS Meetings	4	4	2	4	4



2025 City of Middleton Budget

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
	REFUSE & RECYCLING COLLECTION								
LANDFILL									
OPERATING EXPENSES									
100-5363-310	OUTSIDE SERVICES	90,230	89,950	90,260	90,260	-	90,260	8,000	98,260
100-5363-990	LANDFILL	-	-	-	-	-	-	-	-
	TOTAL	90,230	89,950	90,260	90,260	-	90,260	8,000	98,260
TOTAL LANDFILL		90,230	89,950	90,260	90,260	-	90,260	8,000	98,260
REFUSE COLLECTION									
OPERATING EXPENSES									
100-5562-310	OUTSIDE SERVICES	585,000	562,804	570,000	350,718	-	570,000	15,000	585,000
100-5562-490	OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
	TOTAL	585,000	562,804	570,000	350,718	-	570,000	15,000	585,000
TOTAL REFUSE COLLECTION		585,000	562,804	570,000	350,718	-	570,000	15,000	585,000
RECYCLING COLLECTION									
WAGES									
100-5365-110	SALARIES-FULL-TIME	11,702	12,790	21,230	11,668	12,000	22,392	-	22,392
100-5365-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	11,702	12,790	21,230	11,668	12,000	22,392	-	22,392
PERSONNEL BENEFITS									
100-5365-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
100-5365-193	FICA	896	978	1,624	893	896	1,713	-	1,713
	TOTAL	896	978	1,624	893	896	1,713	-	1,713
OPERATING EXPENSES									
100-5365-210	SUPPLIES	-	-	-	-	-	-	-	-
100-5365-260	ADVERTISING, PRINTING, PUBLISH	-	-	-	-	-	-	-	-
100-5365-280	COMMUNICATIONS	-	-	-	-	-	-	-	-
100-5365-310	OUTSIDE SERVICES	310,000	299,547	305,000	147,824	300,000	305,000	5,000	310,000
100-5365-325	REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5365-440	TRAINING & DEVELOPMENT	-	-	-	-	-	-	-	-
100-5365-490	OTHER OPERATING EXPENSES	21,500	24,662	21,500	15,798	20,000	21,500	-	21,500
	TOTAL	331,500	324,209	326,500	163,622	320,000	326,500	5,000	331,500
TOTAL RECYCLING COLLECTION		344,098	337,978	349,354	176,182	332,896	350,605	5,000	355,605
TOTAL REFUSE & RECYCLING COLLECTION		1,019,328	990,732	1,009,614	617,161	332,896	1,010,865	28,000	1,038,865



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
REFUSE AND RECYCLING
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	MRD Contribution	8,000.00	-	8,000.00	-
2	Pellitteri Service	20,000.00	-	20,000.00	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
TOTAL		28,000.00	-	28,000.00	-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
REFUSE AND RECYCLING**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	MRD Contribution
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
Total Revenues		0	0	0	0

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	8,000			8,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		8,000	-	-	8,000

NET COST (EXPENDITURES MINUS REVENUES)	8,000	-	-	8,000
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DESCRIPTION

MRD budget was recently drafted using likely population changes (preliminary data available in mid-August), and initial draft shows potential for City contribution to MRD, Inc. to rise. 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
2025 BUDGET INITIATIVE FORM
REFUSE AND RECYCLING**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	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
Total Revenues		0	0	0	0

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
					-
					-
					-
					-
					-
					-
Total Expenditures		20,000	-	-	20,000

NET COST (EXPENDITURES MINUS REVENUES)	20,000	-	-	20,000
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DESCRIPTION

Increases of recycling and refuse cart prices per contract with Pellitteri, negotiated in 2023. Housing is beginning to be occupied in two new subdivisions, so carts are estimated to increase about 60 additional sets annually. Diesel prices 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.



2025 City of Middleton Budget

TRANSIT	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
100-5355-220 SUPPLIES & MATERIALS	-	-	-	-	-	-	-	-
100-5355-800 CAPITAL OUTLAY	100,000	101,150	-	760	-	-	-	-
100-5355-990 TRANSIT	1,133,205	1,129,222	-	-	-	-	-	-
100-5355-992 PAYMENT TO MPO	<u>6,461</u>	<u>6,461</u>	<u>6,461</u>	<u>6,655</u>	<u>6,461</u>	<u>6,461</u>	<u>394</u>	<u>6,855</u>
TOTAL	1,239,666	1,236,833	6,461	7,415	6,461	6,461	394	6,855
TOTAL TRANSIT	1,239,666	1,236,833	6,461	7,415	6,461	6,461	394	6,855



2025 City of Middleton Budget

SENIOR CENTER REVENUES

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
INTERGOVERNMENTAL REVENUE								
100-4373-00 COUNTY AID - SENIOR CITIZENS	94,351	103,855	128,429	90,198	135,286	128,429	4,639	133,068
TOTAL	94,351	103,855	128,429	90,198	135,286	128,429	4,639	133,068
PUBLIC CHARGES FOR SERVICES								
100-4661-00 SENIOR CITIZEN PROGRAM REVENUE	4,000	739	4,000	631	1,000	4,000	-	4,000
100-4662-00 SR CENTER TRIP REVENUE	7,000	25,138	21,000	24,567	25,000	21,000	-	21,000
100-4663-00 SR. CENTER CLASSES REVENUE	10,700	54,501	44,700	32,202	44,392	44,700	1,000	45,700
100-4664-00 SENIOR CENTER MISC REVENUE	4,000	3,091	4,000	1,511	2,038	4,000	-	4,000
TOTAL	25,700	83,469	73,700	58,912	72,430	73,700	1,000	74,700
TOTAL SENIOR CENTER REVENUES	120,051	187,323	202,129	149,110	207,716	202,129	5,639	207,768



2025 City of Middleton Budget

SENIOR CENTER

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5516-110	SALARIES-FULL-TIME	238,084	266,243	249,525	192,437	271,766	302,788	-	302,788
100-5516-111	PART-TIME PERM.	106,837	65,944	119,825	45,948	64,000	79,177	-	79,177
100-5516-117	OVERTIME	-	-	-	-	-	-	-	-
100-5516-118	WAGE REIMBURSEMENT	-	-	-	-	-	-	-	-
100-5516-120	WAGES	-	-	-	-	-	-	-	-
100-5516-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	344,921	332,187	369,350	238,386	335,766	381,965	-	381,965
PERSONNEL BENEFITS									
100-5516-192	RETIREMENT	18,876	17,756	20,229	14,793	21,782	17,885	-	17,885
100-5516-193	FICA	26,386	24,570	28,255	17,742	24,984	29,220	-	29,220
100-5516-194	HEALTH INSURANCE	57,486	48,031	68,184	32,786	49,334	56,520	-	56,520
100-5516-195	DENTAL INSURANCE	7,664	6,032	8,218	4,022	6,032	6,033	-	6,033
	TOTAL	110,412	96,389	124,886	69,343	102,132	109,658	-	109,658
OPERATING EXPENSES									
100-5516-210	OFFICE SUPPLIES	8,749	5,304	8,749	2,803	8,000	8,749	-	8,749
100-5516-250	POSTAGE	7,232	5,945	9,000	6,791	9,559	9,000	1,000	10,000
100-5516-260	ADVERTISING, PRINTING, PUBLISH	4,700	1,752	4,700	2,392	4,500	4,700	-	4,700
100-5516-280	COMMUNICATIONS	6,900	5,824	6,900	3,140	6,500	6,900	-	6,900
100-5516-310	TRIPS	5,000	18,521	19,000	18,938	18,000	19,000	-	19,000
100-5516-320	PROGRAMS	4,855	3,495	4,855	2,876	4,800	4,855	-	4,855
100-5516-330	CLASSES	6,500	30,990	16,500	20,341	17,000	16,500	1,000	17,500
100-5516-335	VOLUNTEER EXPENSES	3,000	2,830	3,500	2,311	3,600	3,500	1,500	5,000
100-5516-340	BUILDINGS & GROUNDS MAINT	24,003	20,070	24,003	13,887	22,000	24,003	-	24,003
100-5516-410	EQUIPMENT MAINTENANCE	7,936	7,293	7,936	896	7,936	7,936	-	7,936
100-5516-440	TRAINING & DEVELOPMENT	1,500	676	1,500	135	1,300	1,500	-	1,500
100-5516-450	MILEAGE	942	215	942	-	600	942	-	942
100-5516-470	UTILITIES	24,400	24,314	26,400	14,356	26,400	26,400	-	26,400
100-5516-480	DINING CENTER EXPENSES	4,700	4,460	4,700	2,928	4,700	4,700	-	4,700
100-5516-490	OTHER OPERATING EXPENSES	2,964	476	2,964	277	2,964	2,964	-	2,964
	TOTAL	113,381	132,163	141,649	92,071	137,859	141,649	3,500	145,149
TOTAL SENIOR CENTER		568,714	560,739	635,885	399,800	575,757	633,272	3,500	636,772

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVES SENIOR CENTER BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Postage	1,000	-	1,000	-
2	Volunteer Expenses	1,500	-	1,500	-
3	Classes	1,000	1,000	-	-
TOTAL		3,500	1,000	2,500	-



**CITY OF MIDDLETON SENIOR CENTER DEPARTMENT NARRATIVE
FISCAL 2025**

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 and organizational and individual efforts that build respect, dignity, fairness, caring, and belonging.

ORGANIZATIONAL CHART



AUTHORIZED POSITION LIST	2020	2021	2022	2023	2024	2025
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	1.55	1.55
Administrative Assistant (1)	.58	.58	.58	.58	0.5	0.5
Front Desk Receptionist (1)	.63	.63	.63	.63	0.5	0.5
Total	5.89	5.89	5.89	5.89	5.93	5.93

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.

2025 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.
- Build a planned giving program through the senior center endowment fund.

SIGNIFICANT ISSUES IN 2024

Significant building Issues

- **There are leaks** in the roof/flashing system on the Hubbard Avenue side of the senior center. One area in the Hubbard Activity Center is leaking over a laminated floor system, which has damaged 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. During significant rainstorms, the water pools in the lower level of the center. It has been determined after inspection that the glass block near the ceiling is leaking. **Furnace replacement** began four years ago in the building, and the remaining ones are all 23 years old. The facility has 10 furnaces that have been failing over the past few years. The Units have surpassed their lifetime usage. We have four units left to replace out of the 10.

Significant program issues

- 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 concerning trend. In 2024, with additional Dane County funds, more hours were added to the part-time case manager position, and we have now eliminated the waiting list for meals on wheels assessments. Complex mental health health situations continue to be an area of concern, for the safety of staff and facilities.
- The nutrition program has seen steady growth in 2024, changes made by Dane County, and the selection of a new caterer have resulted in more people eating lunch in the dining in services. Soaring prices linked to inflation have also contributed to the increase in participants. Meals for those over 60 are on a donation basis.
- Due to a lack of space many programs do see waiting lists on a regular basis, and we at times must turn away program opportunities for groups who need larger spaces than we can supply. In 2024, the senior center was allowed by the CDA (Community Development Authority) to use the previous space occupied by a local business. This allowed us to have designated private space for various support groups that meet at the senior center each month. We also relocated a substantial portion of the loan closet to the upstairs location. This has helped older adults with mobility issues from having to walk downstairs for equipment.

WORKLOAD ACTIVITIES	2021	2022 Actual	2023 Actual	2024 Projected	2025 Projected
Daily participation & calls average	100(COVID)	250	270	280	300
Case management clients Does not include walk- in traffic. Numbers for Dane County only.	181	198	396	205	220
Meals on wheels delivered	12,069	15,334	11,913	12,400	12,400
Dining center meals served	1059	2402	2206	2250	2300
Volunteers on staff Volunteer Hours	100(COVID)	200	166	187 12,239 hours	189 12,300 hours
Newsletter distributed monthly by mail. This does not include web site traffic.	2100	2200	2200	2200	2200
Medical equipment loaned.	600	457	523	526	530



2025 City of Middleton Budget

RECREATION REVENUE

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
AQUATIC CENTER REVENUE									
100-4673-03	AQUATIC PROGRAM REVENUE	82,000	56,170	80,000	58,490	60,000	80,000	(20,000)	60,000
100-4673-04	SWIMPOOL	-	-	-	-	-	-	-	-
100-4673-05	DAILY AQUATIC ADMISSIONS	93,000	91,073	95,000	96,607	95,000	95,000	-	95,000
100-4673-06	AQUATIC CONCESSION REVENUE	30,000	31,531	35,000	30,642	33,500	35,000	-	35,000
100-4673-07	POOL RESERVATIONS	-	15,195	17,000	17,199	17,000	17,000	485	17,485
100-4673-08	AQUATIC MEMBERSHIPS	25,000	37,959	40,000	47,539	45,500	40,000	5,500	45,500
	TOTAL	230,000	231,928	267,000	250,476	251,000	267,000	(14,015)	252,985
RECREATION PROGRAM REVENUE									
100-4674-01	RECREATION PROGRAM REVENUE	130,015	217,787	215,015	220,730	225,000	215,015	24,985	240,000
100-4674-03	SPONSORSHIP & FUNDRAISERS	1,200	-	1,200	1,000	1,200	1,200	-	1,200
100-4674-04	EVENT/TRIP REVENUE	-	5,487	1,500	1,093	5,500	1,500	4,000	5,500
100-4674-05	HUBBARD ART CENTER PROGRAM R	50,000	66,200	-	-	-	-	-	-
	TOTAL	181,215	289,475	217,715	222,823	231,700	217,715	28,985	246,700
PARK AND FACILITIES RESERVATIONS									
100-4471-00	COURT AND FIELD RESERVATIONS	17,000	14,437	17,000	9,988	17,000	17,000	1,500	18,500
100-4472-00	PARK SHELTER RESERVATIONS	38,000	43,324	38,000	27,805	38,000	38,000	7,000	45,000
	TOTAL	55,000	57,761	55,000	37,793	55,000	55,000	8,500	63,500
TOTAL RECREATION REVENUE		466,215	579,163	539,715	511,092	537,700	539,715	23,470	563,185



2025 City of Middleton Budget

RECREATION		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
		RECREATION ADMINISTRATION							
WAGES									
100-5530-110	SALARIES-FULL-TIME	216,058	201,457	216,910	157,713	216,910	203,008	-	203,008
100-5530-120	LTE'S	-	-	35,000	24,332	40,000	35,000	9,000	44,000
100-5530-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	216,058	201,457	251,910	182,045	256,910	238,008	9,000	247,008
PERSONNEL BENEFITS									
100-5530-192	RETIREMENT	14,692	9,481	14,967	9,900	6,878	14,109	-	14,109
100-5530-193	FICA	16,528	14,417	19,271	13,297	12,279	18,208	689	18,897
100-5530-194	HEALTH INSURANCE	26,337	36,894	45,760	27,197	20,253	46,628	-	46,628
100-5530-195	DENTAL INSURANCE	5,132	3,663	4,056	2,565	1,924	3,848	-	3,848
	TOTAL	62,689	64,455	84,054	52,959	41,334	82,793	689	83,482
OPERATING EXPENSES									
100-5530-210	OFFICE SUPPLIES	2,000	2,317	2,000	2,827	3,200	2,000	1,200	3,200
100-5530-220	SUPPLIES/MATERIALS (REC DESK)	5,000	4,600	7,000	8,642	9,000	7,000	2,000	9,000
100-5530-260	ADVERTISING & PRINTING	25,000	30,381	27,000	16,673	25,000	27,000	-	27,000
100-5530-280	COMMUNICATIONS	985	1,301	1,190	2,452	2,800	1,190	1,700	2,890
100-5530-440	TRAINING & DEVELOPMENT	3,000	3,607	4,000	4,284	4,000	4,000	500	4,500
100-5530-470	UTILITIES	-	-	-	-	-	-	-	-
	TOTAL	35,985	42,206	41,190	34,877	44,000	41,190	5,400	46,590
TOTAL RECREATION ADMINISTRATION		314,732	308,118	377,154	269,881	342,244	361,991	15,089	377,080



2025 City of Middleton Budget

RECREATION		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
RECREATION PROGRAMMING									
WAGES									
100-5531-114	SEASONAL	60,000	71,058	80,000	70,548	80,000	80,000	3,000	83,000
	TOTAL	60,000	71,058	80,000	70,548	80,000	80,000	3,000	83,000
PERSONNEL BENEFITS									
100-5531-189	WORK PERM. REIMBURSEMENTS	-	-	-	-	100	-	100	100
100-5531-193	FICA	4,590	4,978	6,120	4,997	-	6,120	-	6,120
	TOTAL	4,590	4,978	6,120	4,997	100	6,120	100	6,220
OPERATING EXPENSES									
100-5531-220	SUPPLIES & MATERIALS	21,000	33,406	28,000	30,970	33,500	28,000	5,000	33,000
100-5531-310	OUTSIDE SERVICES	15,000	51,927	50,000	44,040	50,000	50,000	-	50,000
100-5531-480	FACILITY RENTALS	1,000	653	6,500	725	3,225	6,500	(3,200)	3,300
100-5531-500	EVENT/TRIP EXPENDITURES	5,000	4,794	5,000	195	5,000	5,000	-	5,000
	TOTAL	42,000	90,779	89,500	75,930	91,725	89,500	1,800	91,300
TOTAL RECREATION PROGRAMMING		106,590	166,815	175,620	151,475	171,825	175,620	4,900	180,520



2025 City of Middleton Budget

RECREATION		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
		AQUATIC CENTER							
WAGES									
100-5542-114	SEASONAL	146,752	129,504	158,986	161,201	145,000	158,986	(4,000)	154,986
100-5543-114	SEASONAL: CONCESSIONS	40,000	26,796	30,237	23,407	27,000	30,237	(2,000)	28,237
100-5544-114	SEASONAL: SWIM INSTRUCTORS	39,720	18,056	39,720	24,110	33,000	39,720	(5,000)	34,720
	TOTAL	226,472	174,356	228,943	208,717	205,000	228,943	(11,000)	217,943
PERSONNEL BENEFITS									
100-5542-189	WORK PERM. REIMBURSEMENTS	200	-	200	-	200	200	-	200
100-5542-193	FICA	11,227	9,624	11,415	8,239	-	12,162	-	12,162
100-5543-193	FICA: CONCESSIONS	3,064	2,052	3,060	1,791	-	3,060	-	3,060
100-5544-193	FICA: SWIM INSTRUCTORS	3,039	1,381	3,039	1,819	-	3,039	-	3,039
	TOTAL	17,530	13,056	17,714	11,849	200	18,461	-	18,461
OPERATING EXPENSES									
100-5542-200	FEES	1,296	-	-	-	-	-	-	-
100-5542-210	OFFICE SUPPLIES	-	49	-	-	-	-	-	-
100-5542-220	SUPPLIES & MATERIALS	9,810	11,816	11,000	8,712	11,000	11,000	-	11,000
100-5542-221	CONCESSION MERCHANDISE	19,000	22,477	25,000	18,400	25,000	25,000	-	25,000
100-5542-310	OUTSIDE SERVICES	28,000	30,402	30,000	30,326	35,000	30,000	4,000	34,000
100-5542-410	REPAIR & MAINTENANCE	-	-	-	8	-	-	10,000	10,000
100-5542-440	TRAINING & DEVELOPMENT	2,000	4,985	3,000	4,190	3,000	3,000	500	3,500
100-5542-470	UTILITIES	35,000	39,026	36,000	22,441	36,000	36,000	-	36,000
100-5542-500	EVENT/TRIP EXPENDITURES	500	180	500	226	500	500	-	500
	TOTAL	95,606	108,935	105,500	84,303	110,500	105,500	14,500	120,000
TOTAL AQUATIC CENTER		339,608	296,347	352,157	304,869	315,700	352,904	3,500	356,404
TOTAL RECREATION DEPARTMENT		760,930	771,376	904,931	726,381	829,769	890,515	23,489	914,004



2025 City of Middleton Budget

PARKS	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	WAGES							
100-5520-110 SALARIES-FULL-TIME	441,388	418,776	470,582	344,641	470,582	564,252	-	564,252
100-5520-114 WAGE RESERVE	-	-	-	-	-	-	-	-
100-5520-117 OVERTIME	3,216	11,358	5,000	1,020	8,000	5,000	5,000	10,000
100-5520-120 LTE'S	120,590	110,267	95,000	47,049	95,000	95,000	5,000	100,000
TOTAL	565,194	540,402	570,582	392,710	573,582	664,252	10,000	674,252
PERSONNEL BENEFITS								
100-5520-135 LONGEVITY	2,849	5,366	-	-	-	5,665	-	5,665
100-5520-190 FRINGE BENEFITS-OTHER	-	102	-	-	-	-	-	-
100-5520-192 RETIREMENT	30,266	30,838	32,815	26,148	32,815	39,957	695	40,652
100-5520-193 FICA	43,455	40,731	43,650	29,766	43,650	51,249	765	52,014
100-5520-194 HEALTH INSURANCE	88,128	92,947	96,630	67,945	96,630	97,256	-	97,256
100-5520-195 DENTAL INSURANCE	15,660	9,611	9,882	8,231	9,882	10,436	-	10,436
TOTAL	180,358	179,595	182,977	132,090	182,977	204,563	1,460	206,023
OPERATING EXPENSES								
100-5520-220 SUPPLIES & MATERIALS	43,880	50,747	60,000	25,251	60,000	60,000	-	60,000
100-5520-221 SUPPLIES & MATERIALS (PPE)	1,880	3,606	-	-	-	-	-	-
100-5520-222 SUPPLIES & MATERIALS (FALL Z)	10,000	3,657	-	-	-	-	-	-
100-5520-280 COMMUNICATIONS	5,400	3,551	5,400	4,800	8,000	5,400	3,100	8,500
100-5520-310 OUTSIDE SERVICES	1,000	4,244	17,400	23,217	35,000	17,400	15,000	32,400
100-5520-410 EQUIPMENT MAINTENANCE	67,759	48,769	70,759	23,753	70,759	70,759	-	70,759
100-5520-420 MOTOR FUEL & LUBE	35,066	26,205	35,066	18,057	35,066	35,066	-	35,066
100-5520-440 TRAINING	3,500	6,568	3,500	1,441	3,500	3,500	-	3,500
100-5520-470 UTILITIES	29,395	45,754	39,000	27,637	48,000	39,000	9,000	48,000
100-5520-480 TREE PLANTING & REMOVAL	-	4,163	-	-	-	-	-	-
100-5520-490 OTHER OPERATING EXPENSES	51,680	44,466	51,680	16,154	51,680	51,680	-	51,680
100-5520-491 JANITORIAL SERVICES	16,400	27,810	-	-	-	-	-	-
100-5520-492 WATER SERVICES	26,000	39,987	30,000	10,490	30,000	30,000	5,000	35,000
100-5520-800 CAPITAL OUTLAY	1,793	234	-	-	-	-	-	-
TOTAL	293,753	309,761	312,805	150,799	342,005	312,805	32,100	344,905
TOTAL PARKS	1,039,305	1,029,758	1,066,364	675,599	1,098,564	1,181,620	43,560	1,225,180



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
PARKS, RECREATION, AND FORESTRY
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Conservancy Lands & Urban Forestry Technician	95,585	-	95,585	1.00
2	Parks Overtime & Seasonal Wage Increase	11,460	-	11,460	-
3	Parks Operating Expenses	32,100	-	32,100	-
4	Recreation Program	19,989	37,485	(17,496)	
5	Aquatic Center	3,500	(14,015)	17,515	
6	Kettle Pond Stewardship	12,000	-	12,000	-
7	Urban Forestry Outside Pruning Services	50,000	-	50,000	-
8	Youth Center	2,477	(15,443)	17,920	-
9	Conservancy Lands Operating Expenses	17,029	-	17,029	
10	Urban Forestry Supplies & Materials	11,125	-	11,125	-
TOTAL		255,265	8,027	247,238	1.00

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

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

Conservancy Lands & Urban Forestry Technician	
1	
Recreation & Wellness	
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5611-110	Salaries-Full-Time		32,300		32,300
100-5611-192	RETIREMENT		2,245		2,245
100-5611-193	FICA		2,471		2,471
100-5611-194	HEALTH INSURANCE		9,684		9,684
100-5611-195	DENTAL INSURANCE		1,093		1,093
100-5620-110	Salaries-Full-Time		32,300		32,300
100-5620-192	RETIREMENT		2,245		2,245
100-5620-193	FICA		2,471		2,471
100-5620-194	HEALTH INSURANCE		9,684		9,684
100-5620-195	DENTAL INSURANCE		1,093		1,093
					-
					-
Total Expenditures		-	95,585	-	95,585

NET COST (EXPENDITURES MINUS REVENUES)	-	95,585	-	95,585
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2025 City of Middleton Budget

DESCRIPTION

The Parks And Recreation Department is requesting the addition of one full-time employee. This employee would split time equally between the Conservancy Lands Division and the Forestry Division, drawing 50% of salary and benefits from Conservancy Lands budget and 50% of salary and benefits from Forestry budget. This employee would work under the general supervision of the Conservancy Lead/Urban Forester. This Technician would support specific Conservancy Lands programs by implementing ecological restoration and land management projects, serving as a Line Boss on prescribed fire operations, monitoring and controlling invasive species, maintaining trails, and leading volunteers & Department of Corrections crews. This Technician would support Urban Forestry programs in day-to-day Forestry and Tree Care operations including the supervision of interns, seasonal staff, and Parks Crew.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The addition of an Urban Forestry & Conservancy Lands Technician would add needed staff to our Forestry and Conservancy Divisions. Currently, the City Forester/Conservancy Lands Lead, is tasked with supervising staff, volunteers, and projects as well as implementing the work of the day. The demands of, for example, a tree removal operation requires multiple, highly skilled individuals to carry out: one individual to be making cuts and setting up rigging while aloft in the bucket, one individual to manage ropes and rigging to safely lower branches to the ground, one individual to direct ground workers, and possibly one individual to operate a loader machine. At this time, the Forester's staff is made up of one Seasonal employee (typically a college student, available from May to September) and a crew of four inmates from the Oak Hill Correctional Facility. While these are hard-working, dedicated crew members, they are not skilled in the aspects of Forestry and Land Conservancy Operations. Our goal is to provide services that will keep our Urban Forest and Conservancy Lands in good standing meaning we are able to maintain the lands and assets that we have to be financially responsible and good stewards of the residents tax dollars. Without adequate staffing, we are not able to provide services to keep up on the maintenance which leads to our lands and assets going into deferred maintenance. This position is also necessary as several miles of trails have been added and more are being planned and requested. If we do not invest in staffing to maintain the increased miles of trails, the Council should be considering adding funding of equal or greater value than this position for a contractor to service the trail system. In the past 10 years we have had forestry and conservancy staffing reduced although we are continuing to increase in the conservancy lands being actively managed and new developments with more trees being added into our urban forestry management. This position is a request for us to have the ability to serve the community in a way that we will can move forward with our deferred maintenance (i.e. backlog in pruning blocks) and be at a level we can work on being proactive in our work instead of needing to be reactive. While we know there are several budget requests being made for staffing and operations, we are more than confident this is a necessity and would like to have the opportunity to work through our budget to see how we can make this work over many of our other requests as this is our top priority.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Parks Overtime & Seasonal Wage Increase
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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		5,000		5,000
100-5520-120	SEASONAL		5,000		5,000
100-5520-192	RETIREMENT		695		695
100-5520-193	FICA		765		765
					-
					-
					-
					-
Total Expenditures		-	11,460	-	11,460

NET COST (EXPENDITURES MINUS REVENUES)	-	11,460	-	11,460
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DESCRIPTION

Increase for seasonal staffing wages to accommodate for a part time seasonal Park Ranger Position. Increase in overtime wages for full time staff to work nights and weekends related to park shelter prep and clean up and snow and ice control.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

With the Park Ranger position we would be able to increase the compliance with City Ordinance and help ensure safe and proper use of our dog parks, trail system, parks, shelters, etc is occurring. Overtime hours are necessary to ensure shelters, restrooms, trails, etc are maintained during non scheduled work hours. There is an increase in trail maintenance needed as more trails have been added to the trail network in the last few years with more trail segments being requested for installation in the coming year.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

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

Parks Operating Expenses	
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5520-280	COMMUNICATIONS		3,100		3,100
100-5520-310	OUTSIDE SERVICES		15,000		15,000
100-5520-470	UTILITIES		9,000		9,000
100-5520-492	WATER SERVICES		5,000		5,000
					-
					-
					-
Total Expenditures		-	32,100	-	32,100

NET COST (EXPENDITURES MINUS REVENUES)	-	32,100	-	32,100
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DESCRIPTION

Increase in the following services: cell phone, internet, portable restrooms, cleaning contract, utilities and water is expected for 2025.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

2025 City of Middleton Budget

In an effort to ensure our standard service levels are met we are requesting an increase in the parks budget to cover the increased expenses. With the addition of Parisi shelter expected for construction in spring of 2025 all of these expenses would increase to cover the cost of the additional facility.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Recreation Program	
4	
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	Rec Program Rev		24,985		24,985
100-4674-04	Event/Trip Revenue		4,000		4,000
100-4471-00	Court/Field Reservations		1,500		1,500
100-4472-00	Park Shelter Reservations		7,000		7,000
Total Revenues			37,485	-	37,485

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5530-120	LTE'S		9,000		9,000
100-5530-193	FICA		689		689
100-5530-210	Office Supplies		1,200		1,200
100-5530-220	Rec Desk/Curator/W2W		2,000		2,000
100-5530-280	Communications		1,700		1,700
100-5530-440	Training and Development		500		500
100-5531-114	Wages-Seasonal		3,000		3,000
100-5531-189	Work Permit		100		100
100-5531-220	Supplies and Materials		5,000		5,000
100-5531-480	School Facility Rental		(3,200)		(3,200)
Total Expenditures			19,989	-	19,989

NET COST (EXPENDITURES MINUS REVENUES)	-	(17,496)	-	(17,496)
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DESCRIPTION

Last year Hunting for Pumpkins was added as a special event with an entry price. Candy Cane Hunt was changed from no-fee entry to an entry price. This change is reflecting the current revenue for 2024. With an increase in revenue, we should expect both an increase in supplies as well as staffing. LTE increase is due to a \$2/hr wage increase and addition of a Marketing/Communications intern.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

2025 City of Middleton Budget

With the hiring of the Rec Coordinator, our goal in the Recreation Dept is to grow our current programs, eliminating wait lists when possible and expand our offerings in Sports and Enrichment for Youth in addition to Sports/Enrichment/Group Ex for Adults. This in turn will increase our supplies and wages for staff. Facility Rental fees have increased by 40% for the upcoming year, the first and much needed increase in the last 10 years. Court/Field reservations are being looked at and fee increases/fees will be required for all groups using our courts/fields in 2025.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

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

Aquatic Center	
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
100-4673-03	Aquatic Program Rev		(20,000)		(20,000)
100-4673-08	Aquatic Memberships		5,500		5,500
100-4673-07	Pool Reservations		485		485
					-
Total Revenues		-	(14,015)	-	(14,015)

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		(4,000)		(4,000)
100-5543-114	Seasonal Concessions		(2,000)		(2,000)
100-5544-114	Seasonal Swim Instructor		(5,000)		(5,000)
100-5542-310	outside services		4,000		4,000
100-5542-410	repair and maintenance		10,000		10,000
100-5542-440	training and development		500		500
					-
Total Expenditures		-	3,500	-	3,500

NET COST (EXPENDITURES MINUS REVENUES)	-	17,515	-	17,515
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DESCRIPTION

Revenue-Our current projected Aquatic Revenue for 2024 is \$60,000 and budgeted at \$80,000. With the increase in multiple revenue sources-extra session swim lessons, price increase due to an extra lesson/session, the addition of small group and private lessons, starting a Masters swim team, this seemed attainable. Our YTD Memberships in 2024 are projected to be over by \$5,000 and we hope to continue this trend with an increase for next year. Gators swim team fees will be increased \$2/participant next year to \$65, in an ongoing plan to reach \$70/participant.

Expenditures-working on staff needed and when they are needed vs working full shifts where not all staff are needed. Adding in WSI training for swim lessons education and LGI training increases training/development. The pool is 25 years old and the maintenance costs and outside services needed to keep it running will continue to increase each year.

2025 City of Middleton Budget

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Pool time and space is limited for our programming so there are not plans to expand programming next summer but to bring more to our current programming.

Last summer it was obvious that the pool was very overstaffed with lifeguards, that was updated this summer. This summer the management team has taken a good look at when staff is needed. There is a plan in place next summer for all staff to be used where needed and less staff working during low times of the day, cutting back on wages. Training and recertification for Lifeguards is required in order to maintain their certification and continue working. Employing and training both WSIs and LGIs at the pool creates better swim lesson programs as well as in-house training for staff, cutting back on costs to hire someone as a contract employee.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Kettle Pond Stewardship
Department Priority Number:	6
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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 Expenses		12,000		12,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	12,000	-	12,000

NET COST (EXPENDITURES MINUS REVENUES)	-	12,000	-	12,000
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DESCRIPTION

Tiedeman Pond Conservancy, Stricker Pond Conservancy, and Elm Lawn Savanna Conservancy are located in the southcentral portion of the City of Middleton. This Decision Item is for migration of Kettle Ponds Capitol Project Funds (CL-24-01) into the Conservancy Lands Operational Budget

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

This request would allow Conservancy Lands staff to provide a continued level of land stewardship in the Kettle Ponds Conservancies.

2025 City of Middleton Budget



CITY OF MIDDLETON
 2025 BUDGET INITIATIVE FORM
 PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Urban Forestry Outside Pruning Services
Department Priority Number:	7
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
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5611-320	OUTSIDE PRUNNING SERVICES		50,000		50,000
					-
					-
					-
					-
					-
Total Expenditures		-	50,000	-	50,000

NET COST (EXPENDITURES MINUS REVENUES)	-	50,000	-	50,000
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DESCRIPTION

The Urban Forestry Outside Pruning Services line item is used to contract out pruning services in the current year's Pruning Block.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

With the removal of emerald ash borer invested trees and the flood recovery, the City has gotten behind on its efforts to prune street trees on a six-year cycle. Without pruning, particularly pruning to address structural issues in young trees, our City street trees are less resilient to damage when we experience more frequent storm events. This request would allow the Forestry Division to get back on track with the regular scheduled pruning cycle.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Youth Center	
8	
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
214-4500-01	MCPASD Contribution		5,500		5,500
214-4500-03	Dane Country Contribution		765		765
214-4500-04	United Way Contribution		7,500		7,500
214-4800-01	Transfer in Gen Fund		3,792		3,792
214-4800-02	Transfer in ARPA Fund		(33,000)		(33,000)
Total Revenues			(15,443)	-	(15,443)

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

					Total
214-5100-120	LTE Wages		1,000		1,000
214-5100-193	FICA		765		77
214-5100-220	Supplies and Materials		1,000		1,000
214-5100-440	Training and Development		200		200
214-5100-480	Nutrition & Mats		1,200		1,200
214-5301-996	Cash Match		(1,000)		(1,000)
					-
					-
					-
Total Expenditures			3,165	-	2,477

NET COST (EXPENDITURES MINUS REVENUES)	18,608	17,920
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DESCRIPTION

REV-This year we have requested increases in both United Way and MCPASD funding due to the completion of ARPA funding . We hope the funding increase will equal what we have lost in ARPA but are keeping the number conservative as we do not hear back about United Way until October and MCPASD in September.

EXP-Increase in nutrition/mats due to higher number of kids in After School and pricing of food increasing. Supplies and Materials requires an increase due to ProCare has significantly increasing their annual fees, as well as more materials needed for more kids. LTE wage increase due to SUBS used the last month of school, when UW interns have finished their internship but continue to work the last month of the school year.

2025 City of Middleton Budget

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

The youth center is growing and with that comes a need for more staff, more supplies and more snacks after school. We have applied for an increase with the United Way Grant. WE requested from MCPASD an increase in funding after studying the budget and seeing their contribution has remained the same over the last 8 years, with the number of kids at the Youth Center quadrupling (more staff, more food, more supplies).

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

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

Conservancy Lands Operating Expenses	
9	
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5620-221	CREEK MAINTENANCE		1,050		1,050
100-5620-223	TRAIL MAINTENANCE EXPENSES		4,229		4,229
100-5620-480	INVASIVE SPECIES CONTROL		7,000		7,000
100-5620-490	OTHER OPERATING EXPENSES		4,750		4,750
					-
					-
					-
Total Expenditures		-	17,029	-	17,029

NET COST (EXPENDITURES MINUS REVENUES)	-	17,029	-	17,029
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DESCRIPTION

This decision items is a request for a 10%-20% increase across the Creek Maintenance, Trail Maintenance Expenses and Invasive Species Control line items to reflect increases in costs of supplies, materials, and contractor costs.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Increase in these three line items would allow for the continuation of the same level of services offered by the Conservancy Lands Division, particularly with the construction of additional trails in the past ten years.

2025 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM PARKS, RECREATION, AND FORESTRY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Urban Forestry Supplies & Materials
Department Priority Number:	10
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
					-
					-
					-
					-
					-
Total Revenues		-	-	-	-

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

					Total
100-5611-220	SUPPLIES & MATERIALS		2,625		2,625
100-5611-310	OUTSIDE SERVICES		8,500		8,500
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		-	11,125	-	11,125

This request is for an increase in the Urban Forestry Division's Supplies & Materials and Outside Services line items. These account lines are used for tree planting and removal, plant health care (treatment of insect & disease), and storm damage clean-up.

2025 City of Middleton Budget

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

We are seeing an increased need to remove trees that have been damaged by an increasing number of storm events; this request would allow the Urban Forestry Division to keep up with the goal of replanting each tree removal.



2025 City of Middleton Budget

PLANNING REVENUES		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
LICENSES & PERMITS									
100-4440-00	ZONING BOARD OF APPEALS	2,000	3,000	2,000	500	1,000	2,000	(1,000)	1,000
	TOTAL	2,000	3,000	2,000	500	1,000	2,000	(1,000)	1,000
PUBLIC CHARGES FOR SERVICES									
100-4684-00	PLAN COMMISION CHARGES	15,000	45,138	20,000	20,185	30,000	20,000	1,000	21,000
	TOTAL	15,000	45,138	20,000	20,185	30,000	20,000	1,000	21,000
MISCELLANEOUS REVENUES									
100-4845-00	ZONING PERMIT FEES	18,000	22,882	18,000	27,885	30,000	18,000	-	18,000
100-4845-01	ZONING LETTER	600	840	1,000	400	800	1,000	-	1,000
	TOTAL	18,600	23,722	19,000	28,285	30,800	19,000	-	19,000
TOTAL PLANNING REVENUES		35,600	71,860	41,000	48,970	61,800	41,000	-	41,000



2025 City of Middleton Budget

PLANNING

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5631-110	SALARIES-FULL-TIME	344,383	344,826	375,347	242,597	375,347	382,275	31,634	413,909
100-5631-111	INTERN	8,480	10,001	8,480	5,161	8,480	8,480	-	8,480
100-5631-112	PART-TIME WAGES	-	-	-	-	-	-	-	-
100-5631-118	WAGE REIMBURSEMENTS	-	-	-	-	-	-	-	-
	TOTAL	352,863	354,827	383,827	247,758	383,827	390,755	31,634	422,389
PERSONNEL BENEFITS									
100-5631-135	LONGEVITY	-	-	-	-	-	-	-	-
100-5631-192	RETIREMENT	23,418	23,101	25,899	18,567	25,899	26,568	2,199	28,767
100-5631-193	FICA	26,994	26,114	29,363	18,739	29,363	29,893	2,420	32,313
100-5631-194	HEALTH INSURANCE	50,598	49,651	55,604	25,093	55,604	42,736	9,684	52,420
100-5631-195	DENTAL INSURANCE	5,479	5,478	5,479	3,652	5,479	5,479	1,093	6,572
100-5631-199	EMPLOYEE HEALTH CONTRIB.	-	-	-	-	-	-	-	-
	TOTAL	106,489	104,344	116,345	66,051	116,345	104,676	15,396	120,072
OPERATING EXPENSES									
100-5631-210	OFFICE SUPPLIES	2,500	2,241	2,500	1,498	2,500	2,500	-	2,500
100-5631-260	ADVERTISING & PRINTING	4,550	3,405	4,550	2,289	4,550	4,550	-	4,550
100-5631-280	COMMUNICATIONS	600	-	600	-	-	600	(600)	-
100-5631-310	OUTSIDE SERVICES	7,000	234	7,000	110	7,000	7,000	-	7,000
100-5631-320	PROFESSIONAL SERVICES	500	-	500	-	-	500	-	500
100-5631-440	TRAINING	7,100	8,152	7,100	2,549	7,100	7,100	-	7,100
100-5631-490	OTHER OPERATING EXPENSES	1,000	768	1,000	546	1,000	1,000	-	1,000
	TOTAL	23,250	14,799	23,250	6,993	22,150	23,250	(600)	22,650
TOTAL PLANNING		482,602	473,970	523,422	320,803	522,322	518,681	46,430	565,111



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
PLANNING
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	General Fund Portion for Full Time Placemaking Planner	47,030	-	47,030	0
TOTAL		47,030	-	47,030	0



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PLANNING**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	General Fund Portion for Full Time Placemaking Planner
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
100-5631-110	SALARIES-FULL-TIME		31,634		31,634
100-5631-192	RETIREMENT		2,199		2,199
100-5631-193	FICA		2,420		2,420
100-5631-194	HEALTH INSURANCE		9,684		9,684
100-5631-195	DENTAL INSURANCE		1,093		1,093
					-
					-
					-
Total Expenditures		0	47,030	-	47,030

NET COST (EXPENDITURES MINUS REVENUES)	0	47,030	-	47,030
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DESCRIPTION

This position would absorb the responsibilities of the 0.5 position funded in 203-5540-112 (Stone Horse Green Events Coordinator) and would take on responsibilities related to downtown events and public activation, tactical urbanism, public arts, community building/volunteer coordination, and assistance with environmental sustainability initiatives.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

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.

AUTHORIZED POSITION LIST	2021	2022	2023	2024	2025
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	.5	.5	.5	0
Placemaking Coordinator	0	0	0	0	1
Totals	4	4.5	4.5	4.5	5

2025 GOALS:

1. Project management for the Community Campus Plan, to be completed in 2025 (Strategic Plan Priority).
2. Construction project management for the Cayuga Connector, to be completed in 2025.
3. Construction project management for the Allen Boulevard path extension, to be completed in 2025.
4. Construction project management for the Lisa/Laura Lane streetscaping project, to be completed in 2025.
5. Complete a road diet study for Century Avenue (west of Branch Street).
6. Complete additional bus stop improvements.
7. Prepare a plan for use of the TID #3 affordable housing extension (Strategic Plan Priority).
8. Buildout of electric vehicle infrastructure to serve the City fleet (Strategic Plan Priority).
9. Implementation of the LED streetlight replacement program (Strategic Plan Priority).
10. Construct solar on two utility wells (Strategic Plan Priority).
11. Install battery storage for the Police and Municipal Court Facility solar system (Strategic Plan Priority).
12. Implementation of the Sustainability Purchasing Policy (Strategic Plan Priority).
13. Phase I implementation of the University Avenue Corridor Plan.
14. City-wide survey of historically-significant properties including effigy mounds.
15. Update the Subdivision Ordinance.
16. Update the Active Transportation Plan.
17. Install the first 'Percent for Arts'-funded project, a sculpture at the Lake Street Boat Launch Redesign.
18. Programming the Stone Horse Green (Strategic Plan Priority).

SIGNIFICANT ISSUES IN 2025:

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.
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.

WORKLOAD ACTIVITIES	2022 Actual	2023 Actual	2024 12 Mo. Est.	2024 As of 6/30	2025 Projected
Design Review/Site Plan Review	36	17	25	9	12
Ordinance Amendments	9	9	20	1	5
SIP's and Modifications	17	26	30	12	20
Misc. (TIF, plans, agreements, etc.)	44	11	50	8	15
Cond. Use Permits	6	1	5	2	5
Subdivisions and CSM's	10	3	5	9	5



2025 City of Middleton Budget

LAND CONSERVANCY OPERATIONS

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5620-110	SALARIES-FULL-TIME	-	92,382	103,576	32,232	36,566	37,298	32,300	69,598
100-5620-120	LTE'S	2,227	-	-	-	-	-	-	-
100-5620-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	2,227	92,382	103,576	32,232	36,566	37,298	32,300	69,598
PERSONNEL BENEFITS									
100-5620-192	RETIREMENT	6,778	(5,894)	7,147	(1,678)	3,857	2,592	2,245	4,837
100-5620-193	FICA	7,626	6,934	7,924	2,221	4,340	2,853	2,471	5,324
100-5620-194	HEALTH INSURANCE	8,433	(1,164)	10,934	(1,254)	8,433	9,684	9,684	19,368
100-5620-195	DENTAL INSURANCE	2,731	-	2,731	-	2,731	1,093	1,093	2,186
100-5620-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	TOTAL	25,568	(123)	28,736	(711)	19,361	16,222	15,493	31,715
OPERATING EXPENSES									
100-5620-220	POND RESTORATION EXPENSES	9,540	7,253	9,540	9,580	9,540	9,540	12,000	21,540
100-5620-221	CREEK MAINTENANCE	10,500	6,681	10,500	498	10,500	10,500	1,050	11,550
100-5620-223	TRAIL MAINTENANCE EXPENSES	21,144	23,065	21,144	3,474	21,144	21,144	4,229	25,373
100-5620-224	GRANT MATCH	-	-	-	-	-	-	-	-
100-5620-225	DEER MANAGEMENT GRANT	-	-	-	-	-	-	-	-
100-5620-480	INVASIVE SPECIES CONTROL	70,000	81,544	70,000	62,764	70,000	70,000	7,000	77,000
100-5620-490	OTHER OPERATING EXPENSES	28,400	23,026	47,510	14,275	47,510	47,510	4,750	52,260
100-5620-990	CONSERVANCY LAND COMMISSION	-	43	-	-	-	-	-	-
	TOTAL	139,584	144,239	158,694	92,944	158,694	158,694	29,029	187,723
TOTAL LAND CONSERVANCY OPERATIONS		167,379	236,498	291,006	124,464	214,621	212,214	76,822	289,036



2025 City of Middleton Budget

FORESTRY

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
100-5611-110	SALARIES-FULL-TIME	56,726	55,052	58,339	24,621	36,566	37,298	32,300	69,598
100-5611-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	56,726	55,052	58,339	24,621	36,566	37,298	32,300	69,598
PERSONNEL BENEFITS									
100-5611-192	RETIREMENT	3,542	10,151	3,857	5,858	3,857	2,592	2,245	4,837
100-5611-193	FICA	4,169	5,428	4,340	1,643	4,340	2,853	2,471	5,324
100-5611-194	HEALTH INSURANCE	8,034	950	8,433	7,043	8,433	9,684	9,684	19,368
100-5611-195	DENTAL INSURANCE	1,639	2,185	2,731	1,821	2,731	2,185	1,093	3,278
100-5611-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	TOTAL	17,384	18,713	19,361	16,365	19,361	17,314	15,493	32,807
OPERATING EXPENSES									
100-5611-220	SUPPLIES & MATERIALS	12,375	13,225	12,375	2,540	13,040	12,375	2,625	15,000
100-5611-310	OUTSIDE SERVICES	71,500	71,482	71,500	7,656	71,500	71,500	8,500	80,000
100-5611-320	OUTSIDE PRUNING SERVICES	125,000	125,000	125,000	-	214,153	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	306,420	216,602	61,125	277,727
TOTAL FORESTRY		290,712	289,662	294,302	51,875	362,347	271,214	108,918	380,132



2025 City of Middleton Budget

OTHER GENERAL FUND OPERATING BUDGETS

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
LEGAL COUNSEL								
OPERATING EXPENSES								
100-5130-990 CITY ATTORNEY	240,320	217,663	240,320	94,515	240,320	240,320	4,900	245,220
100-5131-990 LEGAL COUNSEL - PERSONNEL	10,000	252	10,000	-	10,000	10,000	-	10,000
100-5131-991 LEGAL COUNSEL - STORMWATER	-	-	-	-	-	-	-	-
TOTAL	285,320	272,694	250,320	135,600	250,320	250,320	4,900	255,220
TOTAL LEGAL COUNSEL	285,320	272,694	250,320	135,600	250,320	250,320	4,900	255,220
GENERAL PERSONNEL BENEFITS								
OPERATING EXPENSES								
100-5190-991 INCOME CONTINUATION INSURANCE	-	-	-	-	-	-	-	-
100-5190-992 VISION CARE	-	73	-	375	375	-	-	-
100-5196-990 GROUP LIFE INSURANCE	25,000	22,072	25,000	16,627	25,000	25,000	-	25,000
TOTAL	25,000	22,145	25,000	17,002	25,375	25,000	-	25,000
TOTAL GENERAL PERSONNEL BENEFITS	25,000	22,145	25,000	17,002	25,375	25,000	-	25,000
RISK MANAGEMENT								
OPERATING EXPENSES								
100-5194-990 PROPERTY & LIABILITY INSURANCE	350,000	350,000	375,000	-	375,000	375,000	25,000	400,000
TOTAL	350,000	350,000	375,000	-	375,000	375,000	25,000	400,000
TOTAL RISK MANAGEMENT	350,000	350,000	375,000	-	375,000	375,000	25,000	400,000
NON-DEPARTMENTAL								
OPERATING EXPENSES								
100-5810-220 SUPPLIES & MATERIALS	-	1,196	-	194	200	-	-	-
100-5810-320 PROFESSIONAL SERVICES	-	-	180,702	5,000	180,702	-	-	-
100-5810-422 FUEL	250	411	250	261	300	250	-	250
100-5810-890 MANUFACTURING ASSMT FEE	9,611	9,553	9,611	-	9,611	9,611	-	9,611
100-5810-990 MISC. EXPENSES	48,219	55,283	49,519	32,667	49,000	49,519	516	50,035
100-5810-992 BANK FEES	7,500	14,244	7,500	6,785	14,000	7,500	5,000	12,500
100-5810-998 SICK ACCRUAL ACTIVITY	250,000	432,133	250,000	-	-	250,000	-	250,000
100-5810-998 TOTAL	315,580	512,868	497,582	44,907	253,813	316,880	5,516	322,396
TOTAL NON-DEPARTMENTAL	315,580	512,868	497,582	44,907	253,813	316,880	5,516	322,396
MISCELLANEOUS EXPENSES								
OPERATING EXPENSES								
100-5191-990 TAX WRITE OFFS	11,461	2,263	11,461	1,955	11,461	11,461	-	11,461
100-5246-990 WEIGHTS & MEASURES	4,400	2,800	5,250	5,250	5,250	5,250	-	5,250
TOTAL	15,861	5,063	16,711	7,205	16,711	16,711	-	16,711
TOTAL MISCELLANEOUS EXPENSES	15,861	5,063	16,711	7,205	16,711	16,711	-	16,711
TOTAL OTHER OPERATING BUDGETS	991,761	1,162,771	1,164,613	204,714	921,219	983,911	35,416	1,019,327



2025 City of Middleton Budget

TRANSFERS AND CONTINGENCY

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
TRANSFERS								
OPERATING EXPENSES								
100-5923-990	TRANSFER TO OPEB	-	-	-	-	-	-	-
100-5923-992	TRANS TO LIBRARY OPS FD 212	1,409,912	1,409,912	1,597,392	1,597,392	1,597,392	64,669	1,662,061
100-5923-993	TRANS TO YOUTH CTR FD 214	110,933	110,933	95,886	95,886	95,886	-	95,886
100-5923-996	TRANS TO FD 412 PW CAPITAL	-	-	-	-	-	-	-
100-5923-997	TRANS TO FD 416 OTHER CAPITAL	-	-	11,500	-	11,500	-	-
100-5923-998	OTHER TRANSFER OUT	-	120,137	698,393	-	698,393	44,991	574,086
100-5923-999	TRANSFER TO DEBT SVC FD 300	-	-	-	-	-	-	-
100-5925-999	TRANSFER TO OPEB FUND	-	-	-	-	-	-	-
	TOTAL	1,520,845	1,640,982	2,403,171	1,693,278	2,403,171	109,660	2,332,033
TOTAL TRANSFERS		1,520,845	1,640,982	2,403,171	1,693,278	2,403,171	109,660	2,332,033
CONTINGENCY								
OPERATING EXPENSES								
100-7050-997	EMERGENCY CONTINGENCY	500,000	-	-	-	-	-	-
100-7050-998	PERSONNEL CONTINGENCY	65,000	-	(150,000)	-	(150,000)	100,000	100,000
100-7050-999	RESERVE FOR CONTINGENCIES	100,349	-	138,775	-	138,775	70,000	170,000
	TOTAL	665,349	-	(11,225)	-	(11,225)	170,000	270,000
TOTAL CONTINGENCY		665,349	-	(11,225)	-	(11,225)	170,000	270,000
TOTAL TRANSFERS AND CONTINGENCY		2,186,194	1,640,982	2,391,946	1,693,278	2,391,946	279,660	2,602,033



2025 City of Middleton Budget

TOURISM REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
TAXES									
201-4121-00	ROOM TAX	1,260,000	1,524,120	1,425,496	713,460	1,525,000	1,525,000	27,645	1,552,645
	TOTAL	1,260,000	1,524,120	1,425,496	713,460	1,525,000	1,525,000	27,645	1,552,645
TOTAL TOURISM REVENUES		1,260,000	1,527,042	1,425,496	714,835	1,525,000	1,525,000	27,645	1,552,645



2025 City of Middleton Budget

TOURISM EXPENDITURES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
TOURISM ADMINISTRATION									
WAGES									
201-5545-110	SALARIES-FULL-TIME	204,089	191,649	211,573	103,671	-	214,324	-	214,324
201-5545-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	204,089	191,649	211,573	103,671	-	214,324	-	214,324
PERSONNEL BENEFITS									
201-5545-190	FRINGE BENEFITS	-	-	-	-	-	-	-	-
201-5545-192	RETIREMENT	13,878	12,657	14,599	8,134	-	14,896	-	14,896
201-5545-193	FICA	15,613	14,281	16,185	7,749	-	16,396	-	16,396
201-5545-194	HEALTH INSURANCE	30,642	29,973	32,448	16,230	-	46,628	-	46,628
201-5545-195	DENTAL INSURANCE	4,924	3,247	3,293	1,872	-	4,924	-	4,924
	TOTAL	65,057	60,158	66,525	33,985	-	82,844	-	82,844
OPERATING EXPENSES									
201-5545-205	MEALS	1,600	1,454	2,000	753	2,000	2,000	-	2,000
201-5545-220	SUPPLIES & MATERIALS	3,200	1,635	4,000	781	4,000	4,000	-	4,000
201-5545-250	POSTAGE	2,100	1,669	2,100	1,503	1,600	2,100	-	2,100
201-5545-260	PRINTING	5,000	850	5,100	697	2,000	5,100	2,300	7,400
201-5545-270	WEB SITE	25,052	27,469	10,600	4,280	9,000	10,600	(600)	10,000
201-5545-280	COMMUNICATION	1,630	1,079	1,868	739	1,997	1,868	72	1,940
201-5545-340	BUILDINGS & GROUNDS MAINT	18,000	11,716	18,000	6,540	14,000	18,000	7,000	25,000
201-5545-440	TRAINING	14,500	13,060	24,000	15,096	17,500	24,000	-	24,000
201-5545-441	TRAVEL	16,500	7,157	15,000	1,312	4,000	15,000	-	15,000
201-5545-445	MILEAGE	200	-	200	-	-	200	-	200
201-5545-460	INSURANCE	2,600	2,600	2,600	-	2,600	2,600	200	2,800
201-5545-470	UTILITIES	7,500	3,015	7,500	1,701	3,000	7,500	-	7,500
201-5545-480	RESEARCH	64,500	14,930	64,400	12,190	13,000	64,400	500	64,900
201-5545-481	SOFTWARE	13,200	7,260	8,000	6,325	8,000	8,000	-	8,000
201-5545-482	BRAND REFRESH	-	-	-	-	-	-	-	-
201-5545-490	OTHER EXPENSES	5,000	5,443	7,000	3,038	4,500	7,000	-	7,000
	TOTAL	180,582	99,339	172,368	54,955	87,197	172,368	9,472	181,840
TOTAL TOURISM ADMINISTRATION		449,728	351,145	450,466	192,611	87,197	469,536	9,472	479,008



2025 City of Middleton Budget

TOURISM EXPENDITURES

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	MOBILE VISITORS CENTER							
OPERATING EXPENSES								
201-5543-420 MOTOR FUEL & LUBE	2,000	398	1,200	191	250	1,200	800	2,000
201-5543-460 INSURANCE	-	-	-	-	-	-	-	-
201-5543-490 OTHER EXPENSES	100	11	100	8	8	100	-	100
TOTAL	2,100	409	1,300	199	258	1,300	800	2,100
TOTAL MOBILE VISITORS CENTER	2,100	409	1,300	199	258	1,300	800	2,100
OTHER TOURISM EXPENDITURES								
OPERATING EXPENSES								
201-5531-990 TOURISM GRANTS	45,000	25,370	45,000	4,580	15,000	45,000	-	45,000
201-5531-991 MASC (SPORTS COMMISSION) GRANTS	40,000	7,500	40,000	-	-	40,000	-	40,000
201-5531-993 TRADE SHOW GRANTS	34,000	5,461	34,000	14,907	16,000	34,000	-	34,000
201-5531-995 DESTINATION PARTNERSHIP	125,000	74,376	125,000	67,348	80,000	125,000	-	125,000
201-5538-980 CITY BRANDING	-	-	-	-	-	-	-	-
201-5538-990 STREET BANNERS	-	-	-	-	-	-	-	-
201-5539-260 ADVERTISING	370,115	345,186	392,310	219,749	392,000	392,310	92,645	484,955
201-5539-265 BROCHURE EXPENSES	40,000	18,500	40,000	-	30,000	40,000	(5,000)	35,000
201-5540-490 OTHER EXPENSES	-	-	-	-	-	-	-	-
201-5540-990 PROMOTIONS	13,000	9,110	20,000	4,411	20,000	20,000	-	20,000
201-5541-990 DESTINATION MADISON PAYMENTS	214,200	259,100	233,920	121,282	260,000	233,920	26,080	260,000
201-5542-990 MARKETING EXPENSE - PILCH	-	-	-	-	-	-	-	-
201-5544-350 BUILDING MAINT. PROJECTS	-	-	13,000	-	13,000	13,000	(13,000)	-
201-5550-990 PUBLIC RELATIONS	11,000	6,845	10,500	6,128	10,500	10,500	500	11,000
201-5552-490 OTHER (TROLLEY EXPENSES)	-	-	-	-	-	-	-	-
201-5554-990 RESERVE FOR CONTINGENCY	20,000	-	20,000	4,547	4,547	20,000	-	20,000
201-5554-998 PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
TOTAL	912,315	751,448	973,730	442,951	841,047	973,730	101,225	1,074,955
TOTAL OTHER TOURISM EXPENDITURES	912,315	751,448	973,730	442,951	841,047	973,730	101,225	1,074,955
TOTAL TOURISM EXPENDITURES	1,364,143	1,103,002	1,425,496	635,761	928,502	1,444,566	111,497	1,556,063



CITY OF MIDDLETON
2025 BUDGET INITIATIVES
TOURISM
BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Tourism Marketing	89,845	-	89,845	-
2	Operations	(4,428)	-	(4,428)	-
3	Destination Madison payments	26,080	-	26,080	-
TOTAL		111,497	-	111,497	-

2024 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM TOURISM

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	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
Total Revenues		0	0	0	0

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		92,645		92,645
201-5550-990	Public Relations		500		500
201-5550-990	Brochure		(5,000)		(5,000)
201-5545-260	Printing		2,300		2,300
201-5545-270	Website		(600)		(600)
					-
					-
					-
Total Expenditures		-	89,845	-	89,845

NET COST (EXPENDITURES MINUS REVENUES)	-	89,845	-	89,845
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DESCRIPTION

Advertising: 5% increase to advertising; about 9% percent increase in design costs; added a \$60,000 "special project" budget line item per Tourism Commission's request--use contingent on commission's future approval.
Public Relations: inflation increase for design of sweepstakes
Brochure: Anticipating a decrease in cost for 2026 guide
Printing: increasing costs
Website: based on 2024 expenses



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
TOURISM**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Operations	
2	
	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
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
201-5545-280	Communications		72		72
201-5545-340	Building & Grounds Maint.		7,000		7,000
201-5544-350	Building Maint. Projects		(13,000)		(13,000)
201-5545-480	Research		500		500
201-5543-420	Motor Fuel & Lube		800		800
201-5545-460	Insurance		200		200
					-
					-
					-
Total Expenditures		-	(4,428)	-	(4,428)

NET COST (EXPENDITURES MINUS REVENUES)	-	(4,428)	-	(4,428)
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Communication: IT expected inflation rate
Building & Grounds Maint: expected inflation; adding snow removal payment to CDA; maintenance to front brick patio
Building Maint. Projects: in 2024, the Middleton Visitors center budgeted for improvements; not anticipated further need for this budget line in 2025.
Research: Inflation; rolling the strategic plan into 2025
Motor Fuel & Lube: anticipated additional maintenance required due to current condition of vehicle.
Insurance: anticipated inflation increase

2024 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM TOURISM

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

Destination Madison-Partner Fees	
3	
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
					-
					-
					-
					-
Total Revenues		-	-	-	-

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 partnership		26,080		26,080
					-
					-
					-
					26,080

26,080

DESCRIPTION

Destination Madison partnership agreement: Contract agreement with Destination Madison, the tourism marketing organization for Madison and the greater Dane County region, is they receive 17% of Visit Middleton's hotel revenue share in exchange for marketing and sales for Middleton attractions and hotels. This increase is an estimate based on the 2023 revenue share, which is the revenue forecast MTC has chosen to base its 2025 budget upon.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Tourism

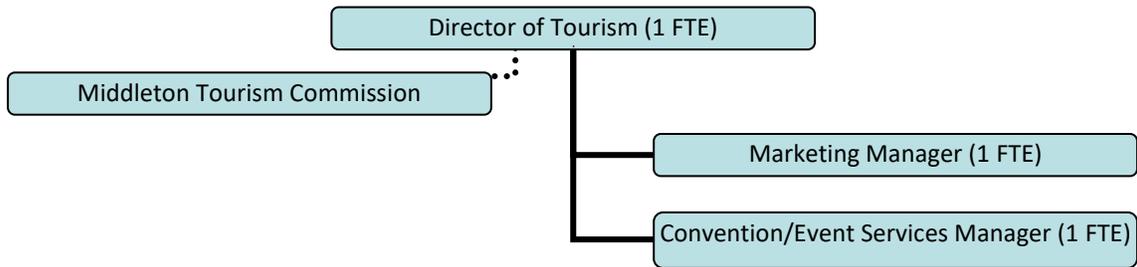
DEPARTMENT: Tourism

DIRECTOR: Mari Olson

MISSION:

To drive the economic impact of tourism in Middleton through destination marketing, promotion, and support of tourism development.

ORGANIZATIONAL CHART



AUTHORIZED POSITION LIST	2018	2019	2020	2021	2022	2023	2024
Director	1	1	1	1	1	1	1
Tourism Information Manager (Jan-June in 2019)	1	1	0	0	0	0	0
Event Coordinator Liaison (Jan.-March in 2019)	1	1	0	0	0	0	0
Marketing Manager	0	1	1	1	1	1	1
Convention/Events Services Manager	0	1	1	1	1	1	1
Total	3	5	3	3	3	3	3

***Marketing manager and Convention/events services manager positions created September and October 2019**
****There was not a full-time marketing manager from March through August 2024, 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, as well as through marketing collateral through various channels (print, digital, etc.)
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
7. Work with, and liaise between city/commission/Visit Middleton, tourism partners throughout the county and state in order to achieve marketing and visitor spending goals

2025 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 additional marketing strategies to reach meeting/group planners and sports markets
4. Expand on the Meeting Planner Incentive Initiative through the grant program and printed collateral
5. Update and/or reimagine the current grant program to streamline process

SIGNIFICANT ISSUES FORECAST FOR 2025:

1. Hotel meeting and convention projections for 2025 are down countywide; reportedly nationwide. This is due to the nature of meeting planning being a multi-year process and 2025 would have normally been scheduled out in 2020, which was a pandemic year. This will be the first year out of the pandemic when the meeting planner world's schedules "reset" to regular rotations and new contracts. This will undoubtedly affect revenue unless new business can be secured.
2. Nationwide, business travel has not rebounded. Pandemic forecasts were to expect a return by 2026, but no one believes this to still be accurate. Business travel is no longer forecast to return to pre-pandemic levels.
3. Event permitting has required at least half, if not more, of the convention and events services position's time at least half of the year. Almost none of the events seeking permitting are related to tourism, but are residential events/groups/etc. scheduling and reserving park space/street use for local family and business events. 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. Visit Middleton has also been advised by Destination Wisconsin, the overarching tourism advisory board for the state, that hotel tax dollars are not supposed to be spent on city employee staffing or municipal programs; as city permitting is not a tourism marketing or development task, tourism staff and hotel tax dollars are not meant to subsidize this task. Tourism also cannot hire a part-time employee to staff permitting for the city as a solution to offset the convention and events services manager's workload. A proposed solution: an employee is hired within parks and recreation to manage all bookings, reservation requests, permitting, and city parks event planning, including Stone Horse Green event planning and marketing, combining it within one position and removing duties from tourism and the city clerk's office.

4. Inflation has affected the cost of materials, marketing, membership fees, travel and conference/training fees, thus increasing some budget lines.
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.

DEPARTMENT ACCOMPLISHMENTS IN 2024:

1. Visit Middleton will complete an updated/upgraded visitor experience within the Middleton Visitors Center at the depot by year-end. This project is led by the convention and events services manager, Laura Portz, who manages the visitor center experience.
2. In a 26-month timeframe (June 2022 to August 2024), the director will have served as both full-time director and marketing manager for a total of 15 months, without losing engagement.

WORKLOAD ACTIVITIES*	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Projected
Marketing sweepstakes	4	4	1	2	2	2	2	2
Social media contests	0	12	1	11	10	14	5	6
Social media posts*	553	600	357	464	271	216	200	220
e-newsletter distribution	24	24	19	21	20	25	25	25
Traditional ads (print/digital) – leisure and meeting planner	Newly added field in 2023 (believe this is worth tracking)					24	35	32
Partner e-newsletter	3	3	3	4	4	0	1	2
Special event permits	39	28	6	18	33	33	32	33
Convention services	17	10	2	8	19	25	29	25
Grants (<i>tourism, tradeshow, MASC, destination partnership</i>)	18	20	3	17	13	23	17	25
Visitor Center Numbers	N/A				572	421	500	550
Trolley ridership**	6093	6000	0	1262	3544	NA		

*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. 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.



2025 City of Middleton Budget

LIBRARY REVENUE

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	INTERGOVERNMENTAL REVENUE							
212-4342-00 CROSS COUNTY BORDER REIMB.	12,260	5,556	12,260	8,173	8,260	12,260	1,509	13,769
212-4343-00 CO. AID FIXED COST-FACL. REIM	-	3,352	-	-	-	-	-	-
212-4344-00 CO. AID FIXED COST-OPER. REIM	945,737	945,738	974,590	974,590	-	974,590	35,186	1,009,776
TOTAL	957,997	954,646	986,850	982,763	(4,000)	986,850	36,695	1,023,545
PUBLIC CHARGES FOR SERVICES								
212-4611-00 COPIES AND FAX	14,000	12,294	28,000	10,180	17,000	28,000	(10,000)	18,000
TOTAL	14,000	12,294	28,000	10,180	17,000	28,000	-	18,000
MISCELLANEOUS REVENUES								
212-4810-00 INTEREST ON INVESTMENTS	-	24,070	11,000	4,905	11,000	11,000	-	11,000
212-4811-00 TRANSFER IN - GEN. FUND	1,409,912	1,409,912	1,597,392	1,597,392	1,597,392	1,597,392	64,669	1,662,061
212-4811-03 CREDIT CARD REBATE PROGRAM	6,000	6,438	6,000	-	6,000	6,000	-	6,000
212-4820-00 SALES TAX REMIT DISCOUNT	-	8	2	5	4	2	-	2
212-4880-00 MISC. REVENUE	-	10	10	0	10	10	-	10
TOTAL	1,415,912	1,440,438	1,614,404	1,602,302	1,614,406	1,614,404	64,669	1,679,073
TOTAL LIBRARY REVENUE	2,387,909	2,407,378	2,629,254	2,595,245	1,627,406	2,629,254	101,364	2,720,618



2025 City of Middleton Budget

LIBRARY OPERATIONS

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
WAGES									
212-5511-110	SALARIES-FULL-TIME	970,052	964,072	1,011,001	660,513	1,011,001	1,041,988	1,800	1,043,788
212-5511-111	PART-TIME CLASSIFIED	353,638	214,890	424,896	170,899	249,896	429,500	-	429,500
212-5511-112	PART-TIME NON-CLASSIFIED	-	197,540	102,168	146,368	207,168	117,936	13,104	131,040
212-5511-117	OVERTIME	-	-	-	439	439	-	-	-
212-5511-135	LONGEVITY	4,522	4,457	4,613	-	-	4,705	-	4,705
	TOTAL	1,328,212	1,380,959	1,542,678	978,219	1,468,504	1,594,129	14,904	1,609,033
PERSONNEL BENEFITS									
212-5511-145	UNEMPLOYMENT PAYMENT	-	39	-	-	-	-	-	-
212-5511-192	RETIREMENT	57,780	75,984	83,576	60,026	-	72,745	125	72,870
212-5511-193	FICA	101,608	103,523	116,044	73,467	-	121,951	1,140	123,091
212-5511-194	HEALTH INSURANCE	175,548	139,465	158,236	99,226	-	171,144	-	171,144
212-5511-195	DENTAL INSURANCE	21,394	14,298	14,283	9,891	-	14,283	-	14,283
	TOTAL	356,330	333,309	372,139	242,609	-	380,123	1,265	381,388
OPERATING EXPENSES									
212-5511-210	OFFICE SUPPLIES	26,020	19,978	26,020	10,407	26,020	26,020	-	26,020
212-5511-230	BOOKS	154,306	178,443	159,306	98,216	159,306	159,306	18,179	177,485
212-5511-232	PERIODICALS	14,000	13,236	14,000	14,599	14,000	14,000	-	14,000
212-5511-233	AUDIO	46,200	39,788	46,200	21,399	46,200	46,200	-	46,200
212-5511-250	POSTAGE	-	807	1,000	434	1,000	1,000	-	1,000
212-5511-260	ADVERTISING & PRINTING	2,000	414	2,000	785	2,000	2,000	-	2,000
212-5511-270	TELEPHONE	11,593	11,733	11,593	7,035	11,593	11,593	407	12,000
212-5511-280	COMMUNICATIONS	-	-	-	-	-	-	-	-
212-5511-310	LINK SERVICES	81,316	81,316	81,316	80,097	80,816	81,316	(2,095)	79,221
212-5511-315	OUTSIDE SERVICES	50,988	50,988	52,108	33,992	52,108	52,108	5,000	57,108
212-5511-330	ELECTRONIC RESOURCES	17,015	16,690	17,015	16,564	16,815	17,015	1,398	18,413
212-5511-335	LIBRARY - DIGITAL RESOURCES	57,110	63,186	61,210	51,711	66,210	61,210	(18,179)	43,031
212-5511-340	BUILDINGS & GKROUNDS MAINT	39,982	68,727	40,482	37,862	60,482	40,482	5,000	45,482
212-5511-410	EQUIPMENT MAINTENANCE	45,324	38,493	45,824	31,079	45,824	45,824	-	45,824
212-5511-420	COPIER LEASE/MAINTENANCE	22,766	22,787	22,766	13,976	22,766	22,766	-	22,766
212-5511-422	FUEL	-	-	2,000	-	2,000	2,000	1,000	3,000
212-5511-440	TRAINING & DEVELOPMENT	10,000	11,205	10,350	6,793	10,350	10,350	1,300	11,650
212-5511-450	MILEAGE	4,620	1,260	2,620	330	2,320	2,620	-	2,620
212-5511-460	INSURANCE	27,900	27,900	26,900	-	26,900	26,900	2,800	29,700
212-5511-470	UTILITIES	57,227	53,759	56,727	37,638	56,727	56,727	950	57,677
212-5511-490	PROGRAMMING	35,000	34,367	35,000	21,924	35,000	35,000	-	35,000
212-5511-999	CONTINGENCY	-	-	-	-	-	-	-	-
	TOTAL	703,367	972,960	714,437	486,387	739,982	714,437	15,760	730,197
TOTAL LIBRARY OPERATIONS		2,387,909	2,687,228	2,629,254	1,707,216	2,208,486	2,688,689	31,929	2,720,618



**CITY OF MIDDLETON 2024 City of Middleton Budget
2025 BUDGET INITIATIVES
LIBRARY
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Cost to maintain	15,760	-	15,760	-
2	Personnel adjustments	16,169	-	16,169	-
3	-	-	-	-	-
TOTAL		31,929	-	31,929	-



CITY OF MIDDLETON 2024 City of Middleton Budget
2025 BUDGET INITIATIVE FORM
LIBRARY

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Cost to maintain
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
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
212-5511-270	TELEPHONE		407	-	407
212-5511-310	LINK SERVICES/SCLS			(2,095)	(2,095)
212-5511-315	OUTSIDE SERVICES		5,000		5,000
212-5511-330	ELECTRONIC RESOURCES		1,398		1,398
212-5511-340	GROUNDS AND MAINTENANCE		5,000		5,000
212-5511-442	FUEL		1,000		1,000
212-5511-440	TRAINING AND DEVELOPMENT		1,300		1,300
212-5511-460	INSURANCE		2,800		2,800
212-5511-470	UTILITIES		950		950
Total Expenditures		-	17,855	(2,095)	15,760

NET COST (EXPENDITURES MINUS REVENUES)	0	17,855	(2,095)	15,760
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DESCRIPTION

Cost to maintain current operations.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
LIBRARY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Personnel Adjustments
Department Priority Number:	2
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
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
212-5511-110	FULL-TIME PERM		1,800		1,800
212-5511-112	PART-TIME NON PERM/PAGES		13,104		13,104
212-5511-192	RETIREMENT		125		125
212-5511-193	FICA		1,140		1,140
					-
					-
					-
					-
Total Expenditures		0	16,169	-	16,169

NET COST (EXPENDITURES MINUS REVENUES)	0	16,169	-	16,169
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DESCRIPTION

Increase incentive pay for added duties regarding the bookmobile by \$1,800. Increase Page hourly compensation from \$13.50 to \$15/hr.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

\$1,800 in incentive pay is requested to support specific duty increase related to the addition of the bookmobile service. This is to be applied to the current Outreach and Librarian position. See personnel change request form for position PAQ details. Page positions are not included in the city salary schedule nor classification table. This is an increase to the 2025 COLA adjusted base for all Pages totaling 4 FTE.



CITY OF MIDDLETON DEPARTMENT NARRATIVE – FISCAL 2025

Public Library

DEPARTMENT: Library

DIRECTOR: Jocelyne Sansing

MISSION:

“Dedicated to fostering a love of learning and providing access to resources for all members of the community.”

VISION:

“Inspiring lives, empowering Middleton.”

VALUES:

Community, Welcoming, Information Service, Access, Gathering, Learning, Engagement, Helpfulness, Safe

AUTHORIZED POSITION LIST

<u>PERMANENT FTE</u>	<u>2024</u>	<u>2025</u>
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
<u>PERMANENT PTE</u>		
LIBRARY ASSISTANT	6.6	6.6
PUBLIC SERVICES SUPERVISOR	1	1
<u>NON PERMANENT PTE</u>		
PAGE	4	4
TOTAL FTE	24.6	24.6

SIGNIFICANT ISSUES IN 2025:

- 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 South Central Library System leader in print and digital circulation per capita for a city of its population, and is the second busiest library in the seven county South Central Library System.

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 in 2018. 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 were completed in 2024.

- 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, collection growth, and interest/demand from the community. Physical material circulation remains high and shelf space dedication to collections is limited.
- 3. Costs** – 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 was restored in 2024.

2025 intergovernmental funding remains stable but tight, as the Dane County reimbursement for 2025 uses data from the 2021, 2022, 2023 annual reports. This is a 18% increase in the city's general fund transfer since 2020, or a 3.6% five-year average annual increase.

	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual
City-General Fund	\$1,307,784	\$1,362,944	\$1,381,416	\$1,409,912	\$1,597,392

MAJOR WORKLOAD STATISTICS:

WORKLOAD ACTIVITIES	2018	2019	2020 *Impacted by COVID-19*	2021 *Impacted by COVID-19*	2022	2023
Annual physical circulation	730,404	704,692	320,500	461,679	515,679	503,562
Registered borrowers	19,834	19,936	18,777	18,923	18,962	19,333
Interlibrary loans provided to other LINK libraries	219,252	193,389	89,997	130,198	112,369	102,771
Interlibrary loans received from other LINK libraries	231,586	229,559	120,987	203,789	180,784	174,405
Physical books owned	90,251	84,568	85,200	91,895	85,464	83,601
Audiovisual owned	28,317	27,100	27,265	22,304	14,621	12,808
Digital use: eBooks, audio, magazines, databases	75,160	88,590	137,980	144,247	246,495	674,761
Programs and events	1,010	1,065	1,020	913	1,165	945
Number of participants at events	40,884	47,777	40,000	32,590	38,783	32,035
Annual visitor count	371,703	360,002	150,900	139,384	212,045	237,119
Annual hours of operation	3,520	3,520	1,850	3,380	3,153	3518
Public computers	72	72	72	72	68	54
Public internet use sessions & WIFI use	245,435	254,250	220,000	102,645	163,339	100,883
Study room bookings	7,820	7,204	1,380	1,462	3,812	4,454



2025 City of Middleton Budget

YOUTH CENTER REVENUE

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
CONTRIBUTIONS									
214-4500-01	MCPASD CONTRIBUTION	18,500	18,500	18,500	-	18,500	18,500	5,500	24,000
214-4500-03	DANE COUNTY CONTRIBUTION	10,021	10,923	10,923	11,126	11,688	10,923	765	11,688
214-4500-04	UNITED WAY CONTRIBUTION	12,500	12,500	12,500	7,292	12,500	12,500	7,500	20,000
	TOTAL	28,521	41,923	41,923	18,417	42,688	41,923	13,765	55,688
DONATIONS									
214-4700-01	GENERAL DONATIONS TO YC	8,000	8,154	8,000	3,944	8,000	8,000	-	8,000
214-4700-03	MCPASD CASH MATCH	4,750	4,750	3,747	4,750	4,750	4,750	-	4,750
214-4700-04	MISC DONATIONS	-	400	-	690	690	-	-	-
	TOTAL	12,750	13,304	11,747	9,384	13,440	12,750	-	12,750
MISCELLANEOUS REVENUES									
214-4800-01	TRANSFER IN FR GEN. FUND	110,933	110,933	95,886	95,886	95,886	95,886	-	95,886
214-4800-02	TRANSFER IN ARPA FUND	20,000	-	33,000	-	33,000	33,000	(33,000)	-
	TOTAL	110,933	110,933	128,886	95,886	128,886	128,886	(33,000)	95,886
TOTAL YOUTH CENTER REVENUE		152,204	166,160	182,556	123,687	185,014	183,559	(19,235)	164,324



2025 City of Middleton Budget

YOUTH CENTER OPERATIONS

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES									
214-5100-110	SALARIES-FULL-TIME	83,791	84,605	88,399	59,753	96,500	85,492	-	85,492
214-5100-120	LTE WAGES	35,740	12,886	32,750	7,896	32,750	32,750	1,000	33,750
214-5100-135	LONGEVITY	-	-	-	-	-	-	-	-
	TOTAL	119,531	97,491	121,149	67,649	129,250	118,242	1,000	119,242
PERSONNEL BENEFITS									
214-5100-192	RETIREMENT	7,628	8,303	2,341	5,719	-	5,942	-	5,942
214-5100-193	FICA	9,144	6,159	9,268	4,502	-	9,046	77	9,123
214-5100-194	HEALTH INSURANCE	21,171	24,360	22,424	9,547	-	2,500	-	2,500
214-5100-195	DENTAL INSURANCE	2,531	2,739	2,531	1,052	-	-	-	-
	TOTAL	40,474	41,560	36,564	20,820	-	17,488	77	17,565
OPERATING EXPENSES									
214-5100-220	SUPPLIES & MATERIALS	4,375	4,178	4,500	3,058	4,500	4,500	1,000	5,500
214-5100-221	FUNDRAISING MATERIALS	300	460	300	2	300	300	-	300
214-5100-280	COMMUNICATION	480	549	850	362	550	850	-	850
214-5100-310	TRIPS	1,500	1,847	3,000	1,889	3,000	3,000	-	3,000
214-5100-440	TRAINING & DEVELOPMENT	200	199	200	91	200	200	200	400
214-5100-480	NUTRITIONAL SUPPLIES & MATS	8,344	8,105	7,493	5,157	9,000	7,493	1,200	8,693
214-5301-996	CASH MATCH	9,500	-	8,500	-	8,500	8,500	(1,000)	7,500
214-5301-998	PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
	TOTAL	24,699	15,338	24,843	10,559	26,050	24,843	1,400	26,243
TOTAL YOUTH CENTER OPERATIONS		184,704	154,390	182,556	99,028	155,300	160,573	2,477	163,050



2025 City of Middleton Budget

CDA REVENUES

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	MISCELLANEOUS REVENUES							
203-4811-00 INTEREST ON INVESTMENTS	1,000	26,854	10,000	5,472	10,000	10,000	-	10,000
203-4812-00 TRANSFER IN	120,000	120,000	140,000	-	140,000	140,000	-	140,000
203-4820-00 RENT - JONES	11,788	15,502	5,894	1,320	1,320	5,894	(5,894)	-
203-4820-04 RENT MIDDLETON STATION PARKIN	3,600	3,600	3,600	3,600	3,600	3,600	-	3,600
203-4875-00 HUBBARD ACTIVITY CENTER	5,500	-	5,500	-	5,500	5,500	(3,200)	2,300
203-4890-00 MISCELLANEOUS REVENUES	9,000	6,655	9,000	-	9,000	9,000	(9,000)	-
TOTAL	150,888	172,910	173,994	10,392	169,420	173,994	(18,094)	155,900
TOTAL CDA REVENUES	150,888	172,910	173,994	10,392	169,420	173,994	(18,094)	155,900



2025 City of Middleton Budget

COMMUNITY DEVELOPMENT AUTHORITY

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
	OPERATING EXPENSES							
203-5531-001 ECONOMIC ASSISTANCE PMTS	-	-	-	-	-	-	-	-
203-5531-003 OTHER	-	-	-	-	-	-	-	-
203-5540-001 DOWNTOWN SNOW REMOVAL	25,000	47,300	40,000	43,560	-	40,000	-	40,000
203-5540-002 SENIOR CENTER BUILDING MTNANCE	2,000	728	2,000	168	-	2,000	(2,000)	-
203-5540-003 DOWNTOWN MARKETING ASSISTANCE	-	-	-	-	-	-	-	-
203-5540-004 CDA EVENT SPONSORSHIP	7,500	15,660	7,500	2,000	-	7,500	-	7,500
203-5540-005 BANNERS/HOLIDAY LIGHTS	15,000	8,935	20,000	12,761	-	20,000	-	20,000
203-5540-006 LABOR DOWNTOWN MAINTENANCE	27,000	17,966	27,000	5,916	-	27,000	(7,000)	20,000
203-5540-007 DOWNTOWN LANDSCAPE/MTNANCE	45,000	49,364	45,000	28,481	-	45,000	10,000	55,000
203-5599-000 DEPRECIATION EXPENSE	-	74,808	-	-	-	-	-	-
203-5714-001 TENANT IMPROVEMENT	-	-	-	-	-	-	-	-
203-5720-110 SALARIES-FULL-TIME	-	-	-	-	-	-	31,634	31,634
203-5720-112 PART-TIME-NON PERM.	23,050	19,778	24,031	9,340	-	24,031	(24,031)	-
203-5720-192 RETIREMENT	1,567	-	-	-	-	-	2,199	2,199
203-5720-193 FICA	1,763	-	1,838	-	-	1,838	2,420	4,258
203-5720-194 HEALTH INSURANCE	-	-	-	-	-	-	9,684	9,684
203-5720-195 DENTAL INSURANCE	-	-	-	-	-	-	1,093	1,093
203-5720-210 MISCELLANEOUS EXPENSES	1,000	-	731	1,200	-	731	(269)	462
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	-	-	-	-	-	-	-	-
TOTAL	148,880	234,540	168,100	103,427	-	168,100	23,730	191,830
TOTAL COMMUNITY DEVELOPMENT AUTHORITY	148,880	234,540	168,100	103,427	-	168,100	23,730	191,830



CITY OF MIDDLETON
2025 BUDGET INITIATIVES
COMMUNITY DEVELOPMENT AUTHORITY
BUDGET INITIATIVES SUMMARY

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	Senior Center Medical Equipme	(2,000)	(5,894)	3,894	-
2	Parks Department Assuming Do	(7,000)	(9,000)	2,000	-
3	Downtown Planter Maintenance	10,000	-	10,000	-
4	Placemaking Planner	22,999	-	22,999	-
5	Decrease Revenue to Hubbard A	-	(3,200)	3,200	-
6	Decrease in Misc Expenses	(269)	-	(269)	-
Total		23,730	(18,094)	41,824	-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Senior Center Medical Equipment Loan Closet Expansion
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
203-4820-00	RENT - JONES		(5,894)		(5,894)
					-
					-
					-
Total Revenues		0	(5,894)	-	(5,894)

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
203-5540-002	SENIOR CENTER BUILDING		(2,000)		(2,000)
					-
					-
					-
					-
					-
					-
Total Expenditures		0	(2,000)	-	(2,000)

NET COST (EXPENDITURES MINUS REVENUES)	0	3,894	-	3,894
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DESCRIPTION

On 2/22/24, the Community Development Authority voted to allow the Senior Center to expand their medical equipment loan closet into the space that was previously leased by Edward Jones. They recommended using the building maintenance account (\$2,000) funds and year end funds to make up the loss of revenue in 2024. One CDA member asked the Council to consider budgeting funds to cover this in future years.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Comprehensive Plan 2023 9E. E. Support the Senior Center’s efforts to provide a multi-purpose, safe, and accessible facility that offers a broad range of services for all older adults, providing activities that address spiritual, physical, emotional, artistic, creative and intellectual needs.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Parks Department Assuming Downtown Landscaping Duties
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
203-4890-00	MISCELLANEOUS REVENUES		(9,000)		(9,000)
					-
					-
					-
Total Revenues		0	(9,000)	-	(9,000)

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
203-5540-006	LABOR DOWNTOWN MAINTENANCE		(7,000)		(7,000)
					-
					-
					-
					-
					-
Total Expenditures		0	(7,000)	-	(7,000)

NET COST (EXPENDITURES MINUS REVENUES)	0	2,000	-	2,000
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DESCRIPTION

The Parks Department has taken over maintenance of several areas in Downtown Middleton that were previously handled through a private contractor, resulting in a cost savings. The Library and Tourism Department were previously paying into the CDA account to cover their portions of the maintenance costs, but they will no longer be paying in under the new arrangement with Parks.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title: Downtown Planter Maintenance Cost Increases
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
					0
					0
					0
					0
Total Revenues		0	0	0	0

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
203-5540-007	DOWNTOWN		10,000		10,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		0	10,000	-	10,000

NET COST (EXPENDITURES MINUS REVENUES)	0	10000	0	10000
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DESCRIPTION

The Community Development Authority hired a different contractor in 2024 for the downtown planters and hanging baskets. Staff supports the changes that have been made to diversify the plantings in Downtown Middleton. The contractor is requesting that the CDA consider improved hanging baskets that include a self-watering component.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Placemaking Planner
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
Total Revenues		0	0	0	0

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
203-5720-112	PART-TIME-NON PERM.			(24,031)	(24,031)
203-5720-110	FULL-TIME			24,031	24,031
203-5720-110	FULL-TIME		7,603		7,603
203-5720-192	RETIREMENT		2,199		2,199
203-5720-193	FICA		2,420		2,420
203-5720-194	HEALTH		9,684		9,684
203-5720-195	DENTAL		1,093		1,093
					-
Total Expenditures		-	22,999	-	22,999

NET COST (EXPENDITURES MINUS REVENUES)	-	22,999	-	22,999
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title: Decrease Revenue to Hubbard Activity Center
Department Priority Number:
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
			-3200		-3200
					0
					0
					0
Total Revenues		0	-3200	0	-3200

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
					0
					0
					0
					0
					0
					0
					0
					0
Total Expenditures		0	0	0	0

NET COST (EXPENDITURES MINUS REVENUES)	0	3200	0	3200
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
COMMUNITY DEVELOPMENT AUTHORITY**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Decrease in Misc Expenses
Department Priority Number:	
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
					0
					0
					0
					0
Total Revenues		0	0	0	0

EXPENDITURES List any changes to budget line items associated with p

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
			-269		-269
					0
					0
					0
					0
					0
					0
					0
Total Expenditures		0	-269	0	-269

NET COST (EXPENDITURES MINUS REVENUES)	0	-269	0	-269
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



2025 City of Middleton Budget

AIRPORT REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
INTERGOVERNMENTAL REVENUE									
660-4310-00	GRANTS	-	17,001	-	-	-	-	-	-
	TOTAL	-	17,001	-	-	-	-	-	-
PUBLIC CHARGES FOR SERVICE									
660-4610-00	MADC RENT (LAND LEASE)	14,453	13,674	14,568	10,944	14,592	14,592	365	14,957
660-4615-00	FUEL FLOWAGE FEE	10,000	13,340	10,000	7,227	13,000	13,000	-	13,000
660-4620-00	HANGAR LAND LEASES	109,924	109,924	109,924	109,924	109,924	109,924	24,733	134,657
660-4625-00	FBO FEE	-	-	-	-	-	-	-	-
660-4630-00	FBO BUILDING LEASE	-	-	-	-	-	-	-	-
660-4635-00	SOLAR LEASE	9,954	15,427	10,153	10,153	10,153	10,153	203	10,356
	TOTAL	144,331	152,365	144,645	138,249	147,669	147,669	25,301	172,970
MISCELLANEOUS REVENUE									
660-4290-00	INTEREST & DIVIDEND INCOME	-	32,028	-	6,527	25,000	15,000	-	15,000
660-4810-00	MISC. REVENUE	-	225	-	-	-	-	-	-
660-4815-00	CROP LAND RENT	5,782	5,751	5,782	5,783	5,782	5,782	-	5,782
	TOTAL	5,782	38,004	5,782	12,309	30,782	20,782	-	20,782
TOTAL AIRPORT REVENUES		150,113	207,371	150,427	150,558	178,451	168,451	25,301	193,752



2025 City of Middleton Budget

AIRPORT EXPENSES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
OPERATION EXPENSES									
660-5210-220	SUPPLIES & MATERIALS	-	19,139	-	7,228	3,000	-	-	-
660-5210-260	ADVERTISING & PRINTING	-	-	-	-	-	-	-	-
660-5210-270	TELEPHONE	1,482	2,122	1,482	648	1,482	1,482	-	1,482
660-5210-310	OUTSIDE SERVICES	22,000	24,560	22,000	428	1,000	22,000	-	22,000
660-5210-316	PRAIRIE MAINTENANCE	-	-	2,500	-	2,500	-	-	-
660-5210-317	MANAGERS CONTRACT	41,800	33,937	41,800	22,750	41,800	41,800	-	41,800
660-5210-410	INSURANCE	6,061	6,868	6,868	4,868	6,868	6,868	-	6,868
660-5210-415	GROUNDS MAINTENANCE	35,000	584	35,000	-	35,000	35,000	-	35,000
660-5210-417	LANDING LIGHTS MAINTENANCE	2,000	-	2,000	-	2,000	2,000	-	2,000
660-5210-470	UTILITIES	33,984	31,665	33,984	16,845	33,984	33,984	-	33,984
660-5210-490	OTHER OPERATING EXPENSES	1,620	995	1,620	130	1,620	1,620	-	1,620
	TOTAL	143,947	119,870	147,254	52,897	129,254	144,754	-	144,754
OTHER EXPENSES									
660-5315-224	ENTITLEMENTS MATCH	24,723	-	8,333	680	-	8,333	-	8,333
660-5315-320	HANGAR ENGINEERING	-	-	-	-	-	-	-	-
660-5315-800	CAPITAL EQUIPMENT	30,000	-	-	-	-	-	-	-
660-5315-875	PROJECT CASH ADVANCE	-	-	-	-	-	-	-	-
	TOTAL	54,723	-	8,333	680	-	8,333	-	8,333
DEPRECIATION									
660-5548-990	DEPRECIATION	-	96,529	-	-	-	-	-	-
	TOTAL	-	96,529	-	-	-	-	-	-
RESERVED FOR CONTINGENCIES									
660-7050-001	RESERVE FOR CONTINGENCIES	10,000	-	10,000	-	-	10,000	-	10,000
		10,000	-	10,000	-	-	10,000	-	10,000
TOTAL AIRPORT		208,670	216,399	165,587	53,577	129,254	163,087	-	163,087



2025 City of Middleton Budget

GOLF COURSE REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
GOLF SHOP SALES									
650-4500-01	HARDGOOD SALES	135,000	168,717	150,000	119,825	169,559	150,000	17,459	167,459
650-4500-03	SOFTGOODS SALES	60,000	74,052	70,000	59,789	80,283	70,000	7,694	77,694
650-4500-05	RENTAL CLUBS	6,629	8,230	7,416	6,671	9,281	7,416	1,775	9,191
	TOTAL	201,629	250,999	227,416	186,286	259,123	227,416	26,928	254,344
PUBLIC CHARGES FOR SERVICES									
650-4630-00	GREENS FEES	1,246,976	1,283,240	1,272,824	1,179,997	1,482,637	1,272,824	120,958	1,393,782
650-4631-00	LEAGUES	-	-	-	-	-	-	-	-
650-4632-00	MEMBERSHIPS	151,849	255,014	245,582	289,958	299,251	245,582	47,133	292,715
650-4633-00	CART RENTAL	420,536	536,527	511,359	480,214	596,718	511,359	72,682	584,041
650-4634-00	DRIVING RANGE	146,282	240,223	220,028	217,558	244,800	220,028	23,332	243,360
650-4635-00	OUTINGS	-	4,186	-	3,041	2,411	-	-	-
650-4639-00	HANDICAP FEES	1,176	760	1,176	1,240	1,240	1,176	-	1,176
650-4645-00	SALES TAXES COLLECTED	124,625	-	133,084	-	144,488	133,084	5,245	138,329
	TOTAL	2,091,444	2,319,950	2,384,053	2,172,008	2,771,545	2,384,053	269,350	2,653,403
FOOD & BEVERAGE SALES									
650-4736-00	FOOD INCOME	170,572	215,630	214,222	206,305	254,960	214,222	27,572	241,794
650-4737-00	SNACK	15,475	26,069	22,464	21,819	28,092	22,464	3,640	26,104
650-4738-00	LIQUOR	99,867	121,129	112,380	131,231	167,640	112,380	53,162	165,542
650-4739-00	BEER	182,979	213,128	210,880	145,810	190,215	210,880	(34,324)	176,556
650-4740-00	SODA	33,122	41,750	42,003	38,364	47,490	42,003	2,304	44,307
650-4741-00	GOLF OUTING BEVERAGE	1,500	-	-	-	-	-	-	-
650-4742-00	TOBACCO	2,162	2,975	2,636	1,806	2,781	2,636	127	2,763
650-4745-00	SALES TAXES COLLECTED	37,320	166,174	39,815	152,114	49,753	39,815	-	39,815
650-4747-00	FOOD AND SNACK - BEVRAGE CART	2,325	3,406	3,035	3,055	3,718	3,035	544	3,579
650-4748-00	NA BEVERAGES - BEVRAGE CART	17,632	23,447	21,616	22,738	24,685	21,616	2,520	24,136
650-4749-00	BEER SALES - BEVRAGE CART	82,966	109,601	101,160	65,517	81,201	101,160	(21,879)	79,281
650-4750-00	LIQUOR - BEVRAGE CART	34,659	58,298	54,144	87,352	103,809	54,144	45,755	99,899
	TOTAL	680,579	981,606	824,355	876,110	954,344	824,355	79,421	903,776
OTHER INCOME									
650-4832-03	CREDIT CARD REBATE PROGRAM	7,135	9,208	7,135	-	9,000	7,135	-	7,135
650-4832-06	LAND SALE	-	-	-	-	-	-	-	-
650-4832-07	MISC. INCOME	-	4,000	-	-	-	-	-	-
650-4832-10	EARNED INTEREST INCOME	778	69,460	778	16,924	16,164	778	-	778
650-4832-11	CONTRIBUTED CAPITAL	-	615,426	-	-	-	-	-	-
650-4832-20	UNREDEEMED GIFT CARDS	-	6,938	-	-	-	-	-	-
650-4840-00	SALES TAX REMIT DISCOUNT	535	2,710	535	933	-	535	-	535
650-4890-00	TRANSFER IN	-	-	-	-	-	-	-	-
	TOTAL	8,448	707,743	8,448	17,857	25,164	8,448	-	8,448
REIMBURSABLE INCOME									
650-4900-01	TOURNAMENT FEES	-	-	-	-	100,000	-	-	-
650-4900-07	LESSONS	-	-	-	-	-	-	-	-
650-4900-20	REIMBURSEMENT FOR SALES	-	-	-	-	-	-	-	-
650-4935-00	TRANSFER IN	-	-	-	-	-	-	-	-
	TOTAL	-	-	-	-	100,000	-	-	-
TOTAL GOLF COURSE REVENUES		2,982,100	4,260,297	3,444,272	3,252,261	4,110,176	3,444,272	375,699	3,819,971



2025 City of Middleton Budget

GOLF COURSE EXPENDITURES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
FOOD & BEVERAGE EXPENSES									
OPERATING EXPENSES									
650-5541-221	FOOD COST	56,289	61,904	70,693	61,391	84,137	70,693	9,099	79,792
650-5541-222	SNACK COST	8,899	13,635	11,232	10,250	15,905	11,232	3,609	14,841
650-5541-223	LIQUOR COST	28,251	37,125	34,970	56,720	57,004	34,970	20,773	55,743
650-5541-224	BEER COST	66,487	92,214	78,010	61,318	67,854	78,010	(14,050)	63,960
650-5541-225	SODA COST	20,302	35,903	25,447	29,702	28,870	25,447	1,930	27,377
650-5541-227	TOBACCO COST	1,744	2,550	2,025	-	2,025	2,025	102	2,127
650-5541-228	NON GOLF OUTING EXPENSE: PPE	-	-	-	-	-	-	-	-
	TOTAL	181,972	243,332	222,377	219,380	255,795	222,377	21,463	243,840
TOTAL FOOD & BEVERAGE EXPENSES		181,972	243,332	222,377	219,380	255,795	222,377	21,463	243,840
PRO SHOP									
WAGES									
650-5543-110	SALARIES - FULL-TIME	200,547	238,514	211,888	136,402	211,888	216,959	-	216,959
650-5543-120	PART TIME WAGES	120,407	163,921	151,935	137,248	171,817	151,935	45,665	197,600
650-5543-135	LONGEVITY	-	-	-	-	-	-	-	-
650-5543-145	UNEMPLOYMENT WAGES	-	-	1,000	-	-	-	-	-
	TOTAL	320,954	402,436	364,823	273,650	383,705	368,894	45,665	414,559
PERSONNEL BENEFITS									
650-5543-192	RETIREMENT	13,653	12,893	14,631	10,414	14,631	15,079	-	15,079
650-5543-193	FICA	24,571	26,684	27,833	20,741	27,833	39,843	(8,129)	31,714
650-5543-194	HEALTH INSURANCE	33,732	34,094	37,736	23,760	37,736	38,080	-	38,080
650-5543-195	DENTAL INSURANCE	5,479	5,478	5,479	3,652	5,479	5,479	-	5,479
650-5543-198	PENSION EXPENSE	-	54,605	-	-	-	-	-	-
	TOTAL	77,435	133,754	85,679	58,566	85,679	98,481	(8,129)	90,352
OPERATING EXPENSES									
650-5543-229	PRO SHOP SUPPLIES	5,000	5,622	10,000	11,648	12,000	10,000	5,000	15,000
650-5543-230	DRIVING RANGE SUPPLIES	7,351	10,730	15,000	11,234	15,000	15,000	-	15,000
650-5543-240	HARDGOODS	100,000	121,103	112,500	116,871	127,169	112,500	13,094	125,594
650-5543-242	SOFTGOODS	43,349	44,953	45,500	42,463	52,184	45,500	5,001	50,501
650-5543-244	RENTALS	3,000	4,008	10,000	2,386	8,000	10,000	3,000	13,000
650-5543-290	UNIFORMS	8,000	7,543	8,000	11,405	12,000	8,000	4,000	12,000
650-5543-420	GAS & OIL	15,620	16,212	15,620	8,713	15,620	15,620	634	16,254
650-5543-441	CONFERENCES	1,500	387	1,500	134	1,500	1,500	1,000	2,500
650-5543-492	CART RENTAL	11,000	14,360	11,000	14,468	28,420	11,000	19,922	30,922
650-5543-493	GOLF OUTING EXPENSES	7,000	15,070	10,000	11,842	10,000	10,000	-	10,000
650-5543-494	CART LEASE PAYMENTS	56,091	65,440	56,091	28,046	56,091	56,091	-	56,091
650-5543-495	CART ANNUAL MAINTENANCE	8,330	-	8,330	-	8,330	8,330	-	8,330
650-5543-496	CART REPAIRS	4,500	5,493	4,500	3,006	4,500	4,500	500	5,000
650-5543-520	HANDICAP EXPENSE	1,000	880	1,000	1,311	1,000	1,000	-	1,000
650-5543-703	RESERVE	-	-	-	-	-	-	-	-
	TOTAL	271,741	311,803	309,041	263,525	351,814	309,041	52,151	361,192
TOTAL PRO SHOP		670,130	847,992	759,543	595,741	821,198	776,416	89,687	866,103



2025 City of Middleton Budget

GOLF COURSE EXPENDITURES

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
CLUB HOUSE									
WAGES									
650-5544-130	JANITORIAL SERVICES	1,000	7,550	10,000	6,120	10,000	10,000	2,000	12,000
650-5544-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	1,000	7,550	10,000	6,120	10,000	2,000	12,000	
OPERATING EXPENSES									
650-5544-220	SUPPLIES & MATERIALS	9,000	8,739	9,000	7,534	9,000	9,000	1,000	10,000
650-5544-320	PEST CONTROL	464	374	464	374	464	464	36	500
650-5544-412	CLUB HOUSE MAINTENANCE	10,000	15,982	15,000	8,675	15,000	15,000	1,000	16,000
650-5544-470	UTILITIES	43,676	59,612	50,676	33,789	50,676	50,676	5,000	55,676
650-5544-472	TV SERVICES	1,972	2,033	2,088	1,392	2,088	2,088	100	2,188
650-5544-474	PORTABLE RESTROOMS	6,000	6,952	6,952	3,534	6,952	6,952	695	7,647
650-5544-476	HEATING/COOLING SYSTEM	1,600	995	1,600	567	1,600	1,600	-	1,600
650-5544-510	SECURITY SYSTEM	1,000	1,172	1,000	8,745	5,004	1,000	-	1,000
650-5544-810	OTHER EQUIPMENT	-	-	-	-	-	-	-	-
	TOTAL	73,712	95,858	86,780	64,610	90,784	86,780	7,831	94,611
TOTAL CLUB HOUSE		74,712	103,408	96,780	70,730	100,784	96,780	9,831	106,611
FOOD & BEVERAGE OTHER EXPENSES									
WAGES									
650-5545-110	SALARIES - FOOD & BEVERAGE	83,888	83,886	88,201	57,666	88,201	91,301	-	91,301
650-5545-111	SALARIES - FOOD & BEVERAGE LTE	53,802	63,976	62,613	51,236	67,175	62,613	9,392	72,005
650-5545-135	LONGEVITY	-	-	-	-	-	-	-	-
650-5545-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	137,690	147,862	150,814	108,901	155,376	153,914	9,392	163,306
PERSONNEL BENEFITS									
650-5545-190	FRINGE BENEFITS - FOOD & BEVER	-	-	-	-	-	-	-	-
650-5545-192	RETIREMENT	5,704	5,803	6,086	4,253	6,086	6,345	-	6,345
650-5545-193	FICA	10,533	10,661	11,537	7,694	11,537	16,564	(4,071)	12,493
650-5545-194	HEALTH INSURANCE	23,754	24,015	25,158	15,713	25,158	25,400	-	25,400
650-5545-195	DENTAL INSURANCE	2,739	2,739	2,739	1,826	2,739	2,739	-	2,739
	TOTAL	42,730	43,219	45,520	29,485	45,520	51,048	(4,071)	46,977
OPERATING EXPENSES									
650-5545-222	FOOD & BEVERAGE SUPPLIES	15,300	21,312	17,000	15,422	21,000	17,000	4,000	21,000
650-5545-223	REIMBURSED GRATUITY	38,816	112,365	100,000	104,425	100,000	100,000	-	100,000
650-5545-290	UNIFORMS	3,000	2,944	3,000	3,822	3,900	3,000	1,000	4,000
650-5545-310	OUTSIDE SERVICES	1,050	1,050	1,050	850	1,050	1,050	-	1,050
	TOTAL	58,166	137,670	121,050	124,519	125,950	121,050	5,000	126,050
TOTAL FOOD & BEVERAGE OTHER EXPENSES		238,586	328,751	317,384	262,905	326,846	326,012	10,321	336,333



2025 City of Middleton Budget

GOLF COURSE EXPENDITURES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
GROUNDS EXPENSES									
WAGES									
650-5546-111	SALARIES - GOLF COURSE	258,285	259,001	271,995	177,861	271,995	281,789	-	281,789
650-5546-120	PART TIME WAGES	119,610	127,683	128,689	104,889	134,067	128,689	19,303	147,992
650-5546-135	LONGEVITY	-	-	-	-	-	-	-	-
650-5546-145	UNEMPLOYMENT WAGES	-	-	-	-	-	-	-	-
	TOTAL	377,895	386,684	400,684	282,750	406,062	410,478	19,303	429,781
PERSONNEL BENEFITS									
650-5546-192	RETIREMENT	17,423	17,532	18,768	13,647	18,768	19,584	-	19,584
650-5546-193	FICA	28,751	28,959	30,652	21,257	30,652	31,402	1,476	32,878
650-5546-194	HEALTH INSURANCE	50,598	51,141	55,604	34,973	55,604	56,120	-	56,120
650-5546-195	DENTAL INSURANCE	8,740	8,738	8,740	5,826	8,740	8,740	-	8,740
	TOTAL	105,512	106,370	113,764	75,702	113,764	115,846	1,476	117,322
OPERATING EXPENSES									
650-5546-222	PARTS & TOOLS	4,000	2,870	4,000	2,067	4,000	4,000	4,000	8,000
650-5546-223	FERTILIZER & CHEMICALS	60,000	96,375	90,000	77,015	100,000	90,000	35,000	125,000
650-5546-224	DIRT	19,446	19,141	19,446	9,559	19,446	19,446	1,000	20,446
650-5546-274	GREENS & TEE SUPPLIES	8,000	23,385	8,000	7,640	8,000	8,000	-	8,000
650-5546-275	SEED	2,400	2,000	2,400	2,252	2,400	2,400	6,000	8,400
650-5546-277	IRRIGATION PARTS, EQUIP, SUPPL	6,400	18,433	10,000	6,602	10,000	10,000	-	10,000
650-5546-278	TREES	900	468	5,000	-	5,000	5,000	(2,000)	3,000
650-5546-279	OFFICE CLEANING SUPPLIES	2,000	2,874	4,000	3,075	4,000	4,000	2,000	6,000
650-5546-372	DEEP AERIFICATION SERVICES	-	-	-	-	-	-	20,000	20,000
650-5546-375	IRRIGATION CONTRACT	2,544	2,174	2,544	1,400	2,544	2,544	-	2,544
650-5546-411	GROUNDS & GREEN MAINT	5,000	5,022	5,000	3,914	5,000	5,000	-	5,000
650-5546-412	GREEN EQUIPMENT REPAIR	50,000	40,201	50,000	36,618	50,000	50,000	-	50,000
650-5546-420	GAS & OIL	31,701	28,965	31,701	17,016	31,701	31,701	1,287	32,988
650-5546-440	TRAINING & DEVELOPMENT	1,500	3,521	2,000	1,460	2,000	2,000	1,000	3,000
650-5546-450	UNIFORMS	5,000	3,555	5,000	3,961	5,000	5,000	-	5,000
650-5546-491	EQUIPMENT RENTAL	2,000	15,765	8,000	2,743	8,000	8,000	2,000	10,000
650-5546-493	SECURITY SYSTEM	-	-	-	3,821	3,821	-	1,000	1,000
	TOTAL	200,891	264,748	247,091	179,143	260,912	247,091	71,287	318,378
TOTAL GROUNDS EXPENSES		684,298	757,802	761,539	537,595	780,738	773,415	92,067	865,482
ADMINISTRATION									
OPERATING EXPENSES									
650-5547-250	POSTAGE	250	217	250	143	250	250	-	250
650-5547-260	TELEPHONE	13,284	13,302	13,284	8,543	13,284	13,284	-	13,284
650-5547-320	PROFESSIONAL SERVICES	1,500	14,910	35,000	15,590	35,000	35,000	(10,000)	25,000
650-5547-440	TRAINING	971	1,610	971	-	971	971	1,029	2,000
650-5547-442	DUES	1,338	1,855	1,338	1,831	1,338	1,338	662	2,000
650-5547-443	TRAVEL	2,000	2,124	3,200	1,806	4,000	3,200	1,000	4,200
650-5547-460	INSURANCE	45,400	45,400	45,400	-	45,400	45,400	4,400	49,800
650-5547-461	LICENSES	2,700	1,597	2,700	1,087	2,700	2,700	-	2,700
650-5547-521	ACCOUNTING & COMPUTERS	2,862	272	2,862	1,842	2,862	2,862	-	2,862
650-5547-522	ADVERTISING	2,500	1,512	2,500	920	2,500	2,500	500	3,000
650-5547-524	POS SYSTEM	12,165	11,706	12,165	12,499	15,753	12,165	4,255	16,420
650-5547-525	WEBSITE	3,336	966	3,336	1,112	3,336	3,336	-	3,336
650-5547-990	OTHER EXPENSES	-	-	-	-	-	-	-	-
650-5547-998	PERSONNEL CONTINGENCY	33,863	-	33,863	-	-	33,863	-	33,863
	TOTAL	122,169	95,471	156,869	45,373	127,394	156,869	1,846	158,715
TOTAL ADMINISTRATION		122,169	95,471	156,869	45,373	127,394	156,869	1,846	158,715



2025 City of Middleton Budget

GOLF COURSE EXPENDITURES

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
OTHER EXPENSES									
DEBT EXPENSES									
650-5548-703	DEPRECIATION	-	239,985	-	-	-	-	-	
650-5548-704	SALES TAX - PD.	161,945	173,791	172,899	124,145	194,241	172,899	5,245	178,144
650-5548-705	CREDIT CARD FEES	90,000	18,658	90,000	3,590	120,000	90,000	27,570	117,570
650-5548-706	BANK FEES	-	-	-	-	-	-	-	-
650-5548-707	ADVANCE REPAYMENT	400,000	-	450,000	-	450,000	450,000	-	450,000
	TOTAL	651,945	432,435	712,899	127,735	764,241	712,899	32,815	745,714
OTHER EXPENSES									
650-5549-996	OTHER EXPENSES	-	-	-	-	-	-	-	-
650-5549-999	TRANSFER OUT	96,367	117,768	113,062	-	131,114	113,062	11,985	125,047
	TOTAL	96,367	117,768	113,062	-	131,114	113,062	11,985	125,047
CAPTIAL EXPENSES									
650-5550-005	DESIGN	-	8,526	-	7,928	7,504	-	-	-
650-5550-800	CAPITAL OUTLAY	300,000	31	300,000	19,886	292,496	300,000	-	300,000
650-5550-801	CLUBHOUSE CAPITAL	-	26,710	-	-	-	-	-	-
650-5550-802	CAPITAL RESERVE	621,315	-	571,753	6,840	571,753	571,753	(290,753)	281,000
650-5550-803	GROUNDS/MAINT. CAPITAL	-	4,158	-	-	-	-	-	-
650-5550-805	VEHICLES	-	-	-	-	-	-	-	-
	TOTAL	921,315	39,425	871,753	34,654	871,753	871,753	(290,753)	581,000
TOTAL OTHER EXPENSES		1,669,627	589,628	1,697,714	162,389	1,767,108	1,697,714	(245,953)	1,451,761
TOTAL GOLF COURSE EXPENSES		3,641,494	2,966,384	4,012,206	1,894,114	4,179,863	4,049,583	(20,739)	4,028,844



CITY OF MIDDLETON
2025 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	238,231	296,278	(58,047)	-
2	Food and Beverage Sales	31,784	79,421	(47,637)	-
3	0	-	-	-	-
4	0	-	-	-	-
5	0	-	-	-	-
6	0	-	-	-	-
7	0	-	-	-	-
8	0	-	-	-	-
9	0	-	-	-	-
10	0	-	-	-	-
TOTAL		270,015	375,699	(105,684)	-



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PLEASANT VIEW GOLF COURSE**

2025 BUDGET DECISION ITEM DETAIL

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

Golf Shop Sales & Public Charges for Services	
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
	Green fees, cart fees, hardgood, etc.		296,278.00		296,278.00
					-
					-
					-
Total Revenues		0	296,278.00	-	296,278.00

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
	Account Name				-
Multiple	Pro Shop Expenses		89,687.10		89,687.10
Multiple	Maintenance Expenses		92,066.60		92,066.60
Multiple	Admin Expenses		1,846.00		1,846.00
Multiple	Clubhouse Expenses		9,831.00		9,831.00
650-5549-999	PILOT		11,985.00		11,985.00
650-5548-704	Projected sales tax		5,245.00		5,245.00
650-5548-705	Credit card fees		27,570.00		27,570.00
Total Expenditures		0	238,230.70	-	238,230.70

NET COST (EXPENDITURES MINUS REVENUES)	0	(58,047.30)	-	(58,047.30)
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DESCRIPTION

As indicated in the Golf Rev worksheet, this is our projection of 2025's revenue and expenses. Most increase in expenses are directly related to an increase in revenue or costs of services and products increasing in cost (TV service, for example); however, please note the following:

1. For part time wages (LTE) in maintenance and golf, we have added additional staff in 2023 and 2024 to keep up with customer and golf maintenance demand, which has caused us to underbudget. This adjustment is our refined projection along with the needed COLA adjustments.
2. For golf shop supplies, we are replacing some of the fixtures needed for merchandise display due to normal wear and tear over the past ten years.
3. For rentals, we are replacing our push cart fleet and replacing rental carts due to normal wear and tear.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
PLEASANT VIEW GOLF COURSE**

2025 BUDGET DECISION ITEM DETAIL

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

Food and Beverage Sales	
2	
	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
	Food and Beverage Sales		79,421		79,421.00
					-
					-
					-
Total Revenues		0	79,421.00	-	79,421.00

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.)		21,463.00		21,463.00
	F&B other expenses (wages, etc.)		10,320.95		10,320.95
					-
					-
					-
					-
					-
Total Expenditures		0	31,783.95	-	31,783.95

NET COST (EXPENDITURES MINUS REVENUES)	0	(47,637.05)	-	(47,637.05)
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DESCRIPTION

Most increase in expenses are directly related to an increase in revenue or costs of services and products increasing in cost (F&B supplies, for example); however, please note the following:

1. For part time wages (LTE) in maintenance and golf, we have added additional staff in 2023 and 2024 to keep up with customer and golf maintenance demand, which has caused us to underbudget. This adjustment is our refined projection along with the needed COLA adjustments.
2. For uniforms, this is due to the increase in staffing and cost of goods.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



2025 City of Middleton Budget

STORM WATER UTILITY REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
INTEREST & MISCELLANEOUS REVENUE									
630-4231-00	SPECIAL CHARGE - STORMWATER	-	1,267	-	3,175	-	-	-	-
630-4290-00	INTEREST & DIVIDEND INCOME	2,000	75,584	5,100	15,402	-	10,000	-	10,000
	TOTAL	2,000	76,851	5,100	18,577	-	10,000	-	10,000
INTERGOVERNMENTAL REVENUE									
630-4301-00	GRANTS	432,588	2,011,781	-	-	-	-	-	-
	TOTAL	432,588	2,011,781	-	-	-	-	-	-
PUBLIC CHARGES FOR SERVICE									
630-4601-01	FIXED RATE	-	-	-	0	-	-	-	-
630-4601-03	VARIABLE RATE	868,772	873,533	876,000	438,600	-	876,000	918,000	1,794,000
630-4681-00	STORMWATER FEE-IN-LIEU DEDICAT	-	-	-	-	-	-	-	-
	TOTAL	868,772	873,533	876,000	438,600	-	876,000	918,000	1,794,000
MISCELLANEOUS REVENUES									
630-4801-00	PENALTY	3,000	4,270	5,000	1,855	-	5,000	-	5,000
630-4831-00	OTHER REVENUE	-	22,414	-	-	-	-	-	-
	TOTAL	3,000	26,685	5,000	1,855	-	5,000	-	5,000
TOTAL STORM WATER UTILITY REVENUES		1,306,360	2,988,849	886,100	459,032	-	891,000	918,000	1,809,000



2025 City of Middleton Budget

STORM WATER UTILITY EXPENSES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
OPERATION EXPENSES									
WAGES									
630-5200-110	SALARIES-FULL-TIME	-	-	-	-	-	-	281,407	281,407
630-5200-135	LONGEVITY	-	-	-	-	-	-	825	825
	TOTAL	-	-	-	-	-	-	282,232	282,232
PERSONNEL BENEFITS									
630-5200-192	RETIREMENT	-	-	-	-	-	-	20,118	20,118
630-5200-193	FICA	-	-	-	-	-	-	22,348	22,348
630-5200-194	HEALTH INSURANCE	-	-	-	-	-	-	62,777	62,777
630-5200-195	DENTAL INSURANCE	-	-	-	-	-	-	7,652	7,652
	TOTAL	-	-	-	-	-	-	112,895	112,895
STORMWATER MAINTENANCE									
630-5200-310	OUTSIDE SERVICES	85,000	145,693	154,908	2,040	154,908	154,908	-	154,908
630-5200-315	DITCH MAINTENANCE	-	11,081	1,000	-	1,000	1,000	-	1,000
630-5200-320	PRIVATE STORMWATER MAINTENANCE	-	2,921	7,500	-	7,500	7,500	-	7,500
630-5200-325	I&E STAFF (WPDES REQUIREMENT	-	-	15,092	9,754	15,092	15,092	4,225	19,317
630-5200-330	ADAPTIVE MANAGEMENT (TMDL COMI	-	-	61,912	61,912	61,912	61,912	-	61,912
630-5200-410	EQUIPMENT MAINTENANCE	-	-	-	-	-	-	9,500	9,500
630-5200-422	FUEL	-	-	-	-	-	-	6,500	6,500
630-5200-470	UTILITIES	-	86	100	43	100	100	100	200
	TOTAL	85,000	159,780	240,512	73,749	240,512	240,512	20,325	260,837
STREET CLEANING									
630-5300-220	SUPPLIES & MATERIALS	-	-	-	-	-	-	8,200	8,200
630-5300-310	OUTSIDE SERVICES	-	-	-	-	-	-	15,000	15,000
630-5300-410	FUEL	-	-	-	-	-	-	28,500	28,500
630-5300-422	EQUIPMENT MAINTNEANCE	-	-	-	-	-	-	13,000	13,000
630-5300-470	UTILITIES	-	-	-	-	-	-	100	100
	TOTAL	-	-	-	-	-	-	64,800	64,800
STORM SEWERS									
630-5300-220	SUPPLIES & MATERIALS	-	-	-	-	-	-	15,000	15,000
630-5300-310	OUTSIDE SERVICES	-	-	-	-	-	-	35,000	35,000
630-5300-470	UTILITIES	-	-	-	-	-	-	16,500	16,500
	TOTAL	-	-	-	-	-	-	66,500	66,500
DEPRECIATION									
630-5548-990	DEPRECIATION	200,000	283,778	300,000	-	-	300,000	-	300,000
	TOTAL	200,000	283,778	300,000	-	-	300,000	-	300,000
STORM WATER UTILITY PROJECTS									
630-5710-800	PHEASANT BRANCH BANK	20,000	10,158	-	-	-	-	-	-
630-5725-800	MIDDLETON HILLS POND	100,000	5,685	150,000	9,254	5,000	-	165,000	165,000
630-5726-800	SPRING HILL POND	150,000	-	175,000	5,375	5,000	-	190,000	190,000
630-5730-800	DONNA DRIVE POND	-	-	-	-	-	-	20,000	20,000
630-5732-800	PBC REPAIRS N OF CENTURY	328,284	-	-	-	-	-	-	-
630-5733-800	GRABER POND OUTLET	-	-	-	-	-	-	150,000	150,000
630-5735-800	PBC REPAIRS SOUTH FORK	-	-	-	-	-	-	-	-
630-5738-800	PBC REPAIRS - CENTURY	177,988	6,285	-	-	-	-	-	-
630-5739-800	DITCH MAINTENANCE	35,000	-	-	-	-	-	73,000	73,000
630-5740-800	OUTFALL / CULVERT MAINTENANCE	15,000	-	-	-	-	-	26,000	26,000
630-5741-800	HIDDEN OAKS STORMWATER	150,000	-	30,000	-	-	-	40,000	40,000
630-5742-800	MISTY VALLEY STORMWATER	-	-	-	-	-	-	60,000	60,000
630-5743-800	CAPITAL OUTLAY (EQUIPMENT)	-	-	-	-	-	-	592,000	592,000
	TOTAL	976,272	22,127	355,000	14,628	10,000	-	1,316,000	1,316,000
TOTAL STORM WATER UTILITY EXPENSES		1,261,272	465,685	895,512	88,377	250,512	540,512	1,862,752	2,403,264



2025 City of Middleton Budget

WATER UTILITY REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WATER SALES REVENUE									
610-4601-00	UNMETERED SALES-GEN CUSTOMERS	-	-	-	-	-	-	-	-
610-4610-00	METERED SALES-GEN CUSTOMERS	-	-	-	-	-	-	-	-
610-4611-00	METERED SALES-RESIDENTIAL	1,452,769	1,120,980	1,452,769	492,801	-	1,452,769	-	1,452,769
610-4612-00	METERED SALES-COMMERCIAL	795,299	574,319	795,299	269,095	-	795,299	-	795,299
610-4613-00	METERED SALES-INDUSTRIAL	168,976	100,609	168,976	34,380	-	168,976	-	168,976
610-4614-00	METERED SALES - MULTI FAMILY	313,537	443,811	313,537	220,992	-	313,537	-	313,537
610-4620-00	PRIVATE FIRE PROTECTION	108,655	114,045	108,655	57,615	-	108,655	-	108,655
610-4630-00	PUBLIC FIRE PROTECTION	485,243	586,586	485,243	295,522	-	485,243	-	485,243
610-4640-00	OTHER SALES TO PUBLIC AUTHORIT	59,437	70,862	59,437	24,910	-	59,437	-	59,437
610-4660-00	SALES FOR RESALE	-	28,804	-	7,398	-	-	-	-
	TOTAL	3,383,916	3,040,015	3,383,916	1,402,713	-	3,383,916	-	3,383,916
MISCELLANEOUS REVENUES									
610-4701-00	FORFEITED DISCOUNTS	4,000	12,356	4,000	6,607	-	4,000	-	4,000
610-4710-00	MISC SERVICE REVENUE	5,000	3,533	5,000	3,475	-	5,000	-	5,000
610-4720-00	RENT FROM WATER PROPERTY	105,000	79,033	105,000	47,210	-	105,000	-	105,000
610-4740-00	OTHER WATER REVENUES (AM-1)	1,000	12,190	1,000	6,026	-	1,000	-	1,000
610-4790-00	TRANSFER IN	-	14,994	-	-	-	-	-	-
	TOTAL	115,000	122,104	115,000	63,319	-	115,000	-	115,000
INTEREST & OTHER FINANCING SOURCES									
610-4210-00	CONTRIBUTIONS IN AID OF CONSTU	-	-	-	-	-	-	-	-
610-4210-01	CAPITAL CONTRIBUTED BY MUNI	-	-	-	-	-	-	-	-
610-4250-00	AMORTIZATION OF PSC LIABILITY	-	-	-	-	-	-	-	-
610-4290-00	INTEREST & DIVIDEND INCOME	25,000	196,394	25,000	40,020	-	25,000	-	25,000
610-4290-03	CREDIT CARD REBATE PROGRAM	5,000	3,144	5,000	-	-	5,000	-	5,000
610-4291-00	MISCELLANEOUS INCOME	3,000	8,794	3,000	-	-	3,000	-	3,000
	TOTAL	33,000	208,331	33,000	40,020	-	33,000	-	33,000
TOTAL WATER UTILITY REVENUES		3,531,916	3,370,451	3,531,916	1,506,051	-	3,531,916	-	3,531,916



2025 City of Middleton Budget

WATER UTILITY EXPENSES

SOURCE OF SUPPLY	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WAGES								
610-6160-110 SALARIES-FULL-TIME (601)	28,496	41,569	27,014	17,712	-	28,059	3,796	31,855
610-6160-117 OVERTIME	-	-	-	-	-	-	-	-
610-6160-135 LONGEVITY	546	-	-	-	-	3,874	-	3,874
610-6160-198 PENSION EXPENSE	-	35,756	-	-	-	-	-	-
TOTAL	29,042	77,325	27,014	17,712	-	31,933	3,796	35,729
PERSONNEL BENEFITS								
610-6160-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6160-192 RETIREMENT	2,626	-	2,553	(1,268)	-	2,667	264	2,931
610-6160-193 FICA	2,954	3,078	2,286	1,273	-	2,936	290	3,226
610-6160-194 HEALTH INSURANCE	7,497	-	6,791	-	-	4,930	1,162	6,092
610-6160-195 DENTAL INSURANCE	693	-	593	-	-	487	131	618
TOTAL	13,770	3,078	12,223	5	-	11,020	1,847	12,867
OPERATING EXPENSES								
610-6160-220 SUPPLIES & EXPENSES (603)	7,000	6,050	7,000	10,546	-	7,000	-	7,000
610-6160-410 MAINTENANCE (617): PPE	1,000	5,837	1,000	37,091	-	1,000	-	1,000
TOTAL	8,000	11,887	8,000	47,636	-	8,000	-	8,000
TOTAL SOURCE OF SUPPLY	50,812	92,289	47,237	65,353	-	50,953	5,643	56,596

PUMPING

WAGES								
610-6162-110 SALARIES-FULL-TIME (624)	93	2,204	88	188	-	91	12	103
610-6162-117 OVERTIME	-	-	-	-	-	-	-	-
TOTAL	93	2,204	88	188	-	91	12	103
PERSONNEL BENEFITS								
610-6162-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6162-192 RETIREMENT	9	-	8	-	-	9	1	10
610-6162-193 FICA	10	166	7	14	-	10	1	11
610-6162-194 HEALTH INSURANCE	24	-	22	-	-	16	4	20
610-6162-195 DENTAL INSURANCE	2	-	2	-	-	1	-	1
TOTAL	45	166	39	14	-	36	6	42
OPERATING EXPENSES								
610-6162-210 PURCHASED POWER (623)	260,000	250,875	260,000	168,041	-	260,000	-	260,000
610-6162-220 SUPPLIES & EXPENSES (626)	11,500	17,002	11,500	5,409	-	11,500	-	11,500
610-6162-410 MAINTENANCE (633)	5,000	-	5,000	4,055	-	5,000	-	5,000
TOTAL	276,500	267,877	276,500	177,505	-	276,500	-	276,500
TOTAL PUMPING	276,638	270,248	276,627	177,707	-	276,627	18	276,645



2025 City of Middleton Budget

WATER UTILITY EXPENSES

	2023		2024			2025		
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
WATER TREATMENT								
WAGES								
610-6163-110 SALARIES-FULL-TIME (642)	32	317	30	-	-	32	4	36
610-6163-117 OVERTIME	-	-	-	-	-	-	-	-
TOTAL	32	317	30	-	-	32	4	36
PERSONNEL BENEFITS								
610-6163-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6163-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	3	0	3
610-6163-193 FICA	3	24	3	-	-	3	0	3
610-6163-194 HEALTH INSURANCE	8	-	8	-	-	6	1	7
610-6163-195 DENTAL INSURANCE	1	-	1	-	-	-	0	0
TOTAL	12	24	12	-	-	12	2	14
OPERATING EXPENSES								
610-6163-220 SUPPLIES & EXPENSES (643)	12,000	6,329	12,000	6,642	-	12,000	-	12,000
610-6163-230 CHEMICALS (641)	20,000	27,650	20,000	12,696	-	20,000	-	20,000
610-6163-410 MAINTENANCE (652)	1,000	7,694	1,000	194	-	1,000	-	1,000
TOTAL	33,000	41,673	33,000	19,532	-	33,000	-	33,000
TOTAL WATER TREATMENT	33,044	42,014	33,042	19,532	-	33,044	6	33,050
TRANSMISSION & DISTRIBUTION								
WAGES								
610-6164-110 SALARIES-FULL-TIME (660)	-	505	-	-	-	-	-	-
610-6164-111 LABOR RES. & STANDPIPE (661)	2,992	1,516	2,700	337	-	2,805	382	3,187
610-6164-112 LABOR - MAINS (662)	55,568	22,262	53,111	10,397	-	55,178	7,518	62,696
610-6164-113 LABOR - SERVICES (662)	38,470	16,388	36,460	2,751	-	37,879	5,161	43,040
610-6164-114 LABOR - METERS (663)	38,470	37,669	36,460	26,202	-	37,879	5,161	43,040
610-6164-115 LABOR - HYDRANTS (662)	5,984	11,540	5,402	5,530	-	5,611	765	6,376
610-6164-117 OVERTIME	-	-	-	-	-	-	-	-
TOTAL	141,484	89,879	134,133	45,216	-	139,352	18,986	158,338
PERSONNEL BENEFITS								
610-6164-190 FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6164-192 RETIREMENT	13,128	-	12,763	(2,811)	-	13,336	1,319	14,655
610-6164-193 FICA	14,769	6,724	11,428	3,349	-	14,678	1,452	16,130
610-6164-194 HEALTH INSURANCE	37,485	-	33,953	-	-	24,650	5,810	30,460
610-6164-195 DENTAL INSURANCE	3,464	-	2,963	-	-	2,436	656	3,092
TOTAL	68,846	6,724	61,107	538	-	55,100	9,237	64,337
OPERATING EXPENSES								
610-6164-220 SUPPLIES & EXPENSES (665)	35,000	7,356	35,000	50,424	-	35,000	-	35,000
610-6164-410 MAINT (DO NOT USE)	-	-	-	-	-	-	-	-
610-6164-411 MAINT RES. & STANDPIPE (672)	20,000	695	20,000	976	-	20,000	-	20,000
610-6164-412 MAINT - MAINS (673)	75,000	58,990	75,000	14,642	-	75,000	-	75,000
610-6164-413 MAINT - SERVICES (675)	15,000	18,230	15,000	1,745	-	15,000	-	15,000
610-6164-414 MAINT - METERS (676)	25,000	54,929	25,000	39,804	-	25,000	5,000	30,000
610-6164-415 MAINT - HYDRANTS (677)	26,000	30,405	26,000	16,025	-	26,000	-	26,000
TOTAL	196,000	170,605	196,000	123,615	-	196,000	5,000	201,000
TOTAL TRANSMISSION & DISTRIBUTION	406,330	267,207	391,240	169,369	-	390,452	33,223	423,675



2025 City of Middleton Budget

WATER UTILITY EXPENSES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
CUSTOMER ACCOUNT EXPENSE									
WAGES									
610-6190-110	SALARIES-FULL-TIME (901)	-	-	-	-	-	-	-	-
610-6190-111	SALARIES-FULL-TIME CREW (902)	32,058	3,156	30,384	471	-	31,846	4,272	36,118
610-6190-117	OVERTIME	-	-	-	-	-	-	-	-
610-6190-130	ACCTG & CLTG LABOR (903)	-	28,273	-	20,058	-	-	-	-
	TOTAL	32,058	31,430	30,384	20,529	-	31,846	4,272	36,118
PERSONNEL BENEFITS									
610-6190-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6190-192	RETIREMENT	2,954	-	2,872	-	-	2,872	297	3,169
610-6190-193	FICA	3,323	2,398	2,571	1,569	-	3,324	327	3,651
610-6190-194	HEALTH INSURANCE	8,434	-	7,640	-	-	5,549	1,307	6,856
610-6190-195	DENTAL INSURANCE	779	-	667	-	-	1,662	147	1,809
	TOTAL	15,490	2,398	13,750	1,569	-	13,407	2,078	15,485
OPERATING EXPENSES									
610-6190-220	SUPPLIES & EXPENSES (905)	12,500	14,627	12,500	11,116	-	12,500	-	12,500
610-6190-221	UNCOLLECTIBLE ACCOUNTS	-	-	-	-	-	-	-	-
	TOTAL	12,500	14,627	12,500	11,116	-	12,500	-	12,500
	TOTAL CUSTOMER ACCOUNT EXPENSE	60,048	48,455	56,634	33,214	-	57,753	6,350	64,103
ADMINISTRATIVE & GENERAL									
WAGES									
610-6192-110	SALARIES-FULL-TIME (920)	228,859	316,072	145,166	250,333	-	234,876	20,373	255,249
610-6192-111	SALARIES-SEASONAL	-	-	-	-	-	-	-	-
610-6192-117	OVERTIME	-	24,975	-	4,924	-	-	-	-
610-6192-135	LONGEVITY	12,300	6,543	12,300	-	-	12,300	-	12,300
	TOTAL	241,159	347,591	157,466	255,257	-	247,176	20,373	267,549
PERSONNEL BENEFITS									
610-6192-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
610-6192-192	RETIREMENT (926)	19,489	6,103	13,720	7,413	-	20,178	1,418	21,596
610-6192-193	FICA	21,925	27,231	12,285	19,032	-	22,209	1,561	23,770
610-6192-194	HEALTH INSURANCE (926)	43,290	66,013	36,500	37,723	-	28,449	6,246	34,695
610-6192-195	DENTAL INSURANCE (926)	3,920	6,888	3,186	4,338	-	4,804	705	5,509
610-6192-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	TOTAL	88,624	106,236	65,691	68,506	-	75,640	9,930	85,570
OPERATING EXPENSES									
610-6192-210	OFFICE SUPPLIES (921)	8,000	7,844	8,000	4,281	-	8,000	-	8,000
610-6192-222	INSURANCE	43,200	43,200	46,200	-	-	46,200	-	46,200
610-6192-223	INJURIES & DAMAGES	-	-	-	-	-	-	-	-
610-6192-224	REGULATORY COMM. EXP (928)	3,000	2,666	3,000	-	-	3,000	-	3,000
610-6192-310	OUTSIDE SERVICES (923)	40,000	57,644	40,000	23,756	-	40,000	-	40,000
610-6192-320	TRANSPORTATION EXPENSES (930)	40,000	33,537	40,000	25,800	-	40,000	-	40,000
610-6192-410	MAINT - GENERAL PLANT (932)	1,000	528	1,000	309	-	1,000	-	1,000
610-6192-490	MISC GENERAL EXPENSES (930)	7,000	6,181	7,000	6,505	-	7,000	22,500	29,500
610-6192-990	GEN FUND COST RECOVERY	96,000	96,000	101,500	101,500	-	101,500	5,500	107,000
610-6192-991	RESIDENT TOILET REBATE (906)	20,000	2,498	20,000	1,400	-	20,000	-	20,000
610-6192-992	COMM WATER AUDIT REBATE (906)	20,000	199	20,000	500	-	20,000	-	20,000
610-6192-998	PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
	TOTAL	278,200	250,298	286,700	164,052	-	286,700	28,000	314,700
	TOTAL ADMINISTRATIVE & GENERAL	607,983	704,124	509,857	487,815	-	609,516	58,303	667,819



2025 City of Middleton Budget

WATER UTILITY EXPENSES

	2023		2024			2025			
	BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET	
OTHER EXPENSES									
DEPRECIATION & TAXES									
610-4020-990	DEPRECIATION	410,000	530,560	410,000	-	-	410,000	-	410,000
610-4020-992	DEPREC ON CONTRIBUTED PLANT	162,000	194,787	162,000	-	-	162,000	-	162,000
610-4080-990	TAXES	565,000	442,454	565,000	-	-	565,000	-	565,000
	TOTAL	1,137,000	1,167,801	1,137,000	-	-	1,137,000	-	1,137,000
INTEREST & DEBT EXPENSE									
610-6193-990	INTEREST ON DEBT TO MUNICIPAL	-	-	-	-	-	-	-	-
610-6194-990	AMORTIZATION OF BOND DISCOUNT	-	-	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-	-	-
OTHER EXPENSES & TRANSFERS									
610-6195-998	TRANSFER TO DEBT FD 300	-	-	-	-	-	-	-	-
610-6195-999	TRANSFER OUT	-	-	-	-	-	-	-	-
	TOTAL	-	-	-	-	-	-	-	-
WATER CAPITAL EXPENSES									
610-6197-810	WELL REHAB & CONST (3140)	175,000	135,482	-	4,993	-	-	2,550,000	2,550,000
610-6197-812	WATER TREATMENT EQUIP. (3320)	-	-	100,000	-	-	-	-	-
610-6197-815	TRANSPORTATION EQUIP (3920)	145,500	20,154	90,000	-	-	123,750	(18,750)	105,000
610-6197-820	WATER MAIN REPL (3430)	875,000	82,862	-	101,682	-	1,110,000	(285,000)	825,000
610-6197-825	OTHER TRANSM & DIST (3490)	-	-	0	-	-	-	-	-
610-6197-830	DIST RESERV & STANDPIPE (3420)	-	-	20,000	4,903	-	-	-	-
610-6197-835	SCADA EQUIP (3971)	-	-	-	-	-	-	-	-
610-6197-840	NEW METERS (3460-01)	75,000	6,725	75,000	-	-	75,000	225,000	300,000
610-6197-845	HYDRANTS (3480)	-	-	-	-	-	-	-	-
610-6197-850	GARAGE & EQUIP (3710)	12,550	-	9,550	5,333	-	9,550	3,450	13,000
610-6197-860	MASTER PLAN	-	-	-	-	-	-	30,000	30,000
	TOTAL	1,283,050	245,224	294,550	116,911	-	1,318,300	2,504,700	3,823,000
TOTAL OTHER EXPENSES		2,420,050	1,413,025	1,431,550	116,911	-	2,455,300	2,504,700	4,960,000
TOTAL WATER UTILITY EXPENSES		3,854,905	2,837,362	2,746,187	1,069,900	-	3,873,645	2,608,244	6,481,889



2025 City of Middleton Budget

SEWER UTILITY REVENUES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
SEWER SALES REVENUE									
620-4610-00	SEWERAGE SERVICE-RESIDENTIAL	2,088,369	1,834,209	2,190,239	908,371	2,190,239	2,190,239	167,730	2,357,969
620-4620-00	SEWERAGE SERVICE-COMMERCIAL	1,501,224	1,563,751	1,574,454	848,087	1,574,454	1,574,454	120,572	1,695,026
620-4630-00	SEWERAGE SERVICE-INDUSTRIAL	192,783	194,245	202,187	67,737	202,187	202,187	15,484	217,671
620-4640-00	REVENUES FROM PUBLIC AUTHORITY	52,472	58,508	55,032	31,238	55,032	55,032	4,214	59,246
	TOTAL	3,834,848	3,650,713	4,021,912	1,855,433	4,021,912	4,021,912	308,000	4,329,912
INTEREST & MISCELLANEOUS REVENUE									
620-4210-00	CONTRIBUTIONS IN AID CONSTRUCTION	-	-	-	-	-	-	-	-
620-4290-00	INTEREST & DIVIDEND INCOME	17,000	84,393	17,000	17,197	20,000	17,000	-	17,000
620-4290-03	CREDIT CARD REBATE PROGRAM	-	674	-	-	-	-	-	-
620-4820-00	FORFEITED DISCOUNTS	-	-	-	-	-	-	-	-
620-4850-00	MISCELLANEOUS OPERATING REVENUE	-	1,675	-	-	-	-	-	-
	TOTAL	17,000	86,742	17,000	17,197	20,000	17,000	-	17,000
TOTAL SEWER UTILITY REVENUES		3,851,848	3,737,455	4,038,912	1,872,631	4,041,912	4,038,912	308,000	4,346,912



2025 City of Middleton Budget

SEWER UTILITY EXPENSES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
OPERATION EXPENSES									
WAGES									
620-6282-110	SALARIES-FULL-TIME	43,931	24,584	41,661	6,466	-	43,272	5,852	49,124
620-6282-117	OVERTIME	-	-	-	-	-	-	-	-
620-6282-135	LONGEVITY	2,277	-	-	-	-	3,872	-	3,872
620-6282-198	PENSION EXPENSE	-	35,756	-	-	-	-	-	-
	TOTAL	46,208	60,340	79,450	6,466	79,450	47,144	5,852	52,996
PERSONNEL BENEFITS									
620-6282-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
620-6282-192	RETIREMENT	4,048	-	-	-	-	-	407	407
620-6282-193	FICA	4,554	1,842	3,525	480	-	3,338	448	3,786
620-6282-194	HEALTH INSURANCE	31,238	-	-	-	-	-	4,842	-
620-6282-195	DENTAL INSURANCE	2,886	-	-	-	-	-	546	546
	TOTAL	42,726	1,842	5,000	480	-	3,338	6,243	4,739
OPERATING EXPENSES									
620-6282-220	SUPPLIES & EXPENSES	35,000	10,654	35,000	2,755	-	35,000	-	35,000
620-6282-230	OTHER CHEMICALS FOR SEWERAGE	2,500	4,203	2,500	4,552	-	2,500	500	3,000
620-6282-320	TRANSPORTATION EXPENSES	35,000	24,558	35,000	4,259	-	35,000	-	35,000
620-6282-330	MMSD FEES	2,713,209	2,454,229	2,813,230	1,392,900	-	2,813,230	280,000	3,093,230
620-6282-340	TELEVISIONING TRAILER	-	-	-	-	-	-	12,000	12,000
620-6282-420	POWER & FUEL - PUMPING: PPE	25,000	25,592	25,000	17,966	-	25,000	-	25,000
	TOTAL	2,810,709	2,519,236	2,556,838	1,422,432	-	2,910,730	292,500	3,203,230
TOTAL OPERATION EXPENSES		2,899,643	2,581,418	2,641,288	1,429,378	2,641,288	2,961,212	304,595	3,260,965
MAINTENANCE EXPENSES									
WAGES									
620-6283-110	SALARIES- FULL TIME	60,000	32,203	34,905	14,309	-	36,576	4,903	41,479
620-6283-117	OVERTIME	-	-	-	-	-	-	-	-
	TOTAL	60,000	32,203	60,000	14,309	-	36,576	4,903	41,479
PERSONNEL BENEFITS									
620-6283-192	RETIREMENT	-	-	-	-	-	-	341	341
620-6283-193	FICA	4,500	2,409	3,298	1,055	-	3,446	375	3,821
	TOTAL	4,500	2,409	4,500	1,055	-	3,446	716	4,162
OPERATING EXPENSES									
620-6283-414	MAINT - METERS	25,000	23,819	25,000	12,685	-	25,000	-	25,000
620-6283-415	MAINT - SEWAGE COLLECTION SYST	60,000	2,380	60,000	2,697	-	60,000	-	60,000
620-6283-416	MAINT - COLLECTION SYS PUMP EQ	26,000	18,934	26,000	364	-	26,000	-	26,000
620-6283-417	MAINT - GEN PLANT STRUCT & EQU	5,000	6,635	5,000	1,568	-	5,000	-	5,000
	TOTAL	116,000	51,769	116,000	17,315	-	116,000	-	116,000
TOTAL MAINTENANCE EXPENSES		180,500	86,382	180,500	32,678	-	156,022	5,619	161,641
CUSTOMER ACCOUNT EXPENSES									
WAGES									
620-6284-110	METER READING LABOR	37,995	26,192	36,031	20,197	-	36,031	5,061	41,092
620-6284-117	OVERTIME	-	-	-	-	-	-	-	-
620-6284-130	BILLING, COLLECT, ACCTG EXP	10,000	14,637	10,000	11,116	-	10,000	-	10,000
	TOTAL	47,995	40,829	46,031	31,313	-	46,031	5,061	51,092
PERSONNEL BENEFITS									
620-6284-192	RETIREMENT	3,501	-	-	(1,023)	-	-	352	352
620-6284-193	FICA	3,938	2,004	3,404	1,545	-	2,887	387	3,274
	TOTAL	7,439	2,004	3,404	521	-	2,887	739	3,626
TOTAL CUSTOMER ACCOUNT EXPENSES		55,434	42,833	44,500	31,834	44,500	48,918	5,800	54,718



2025 City of Middleton Budget

SEWER UTILITY EXPENSES

		2023		2024			2025		
		BUDGET	ACTUAL	BUDGET	YTD 8-31-24	PROJECTED	BASE AMOUNT	DECISION ITEMS	REQUESTED BUDGET
ADMINISTRATIVE & GENERAL									
WAGES									
620-6285-110	SALARIES-FULL-TIME	79,742	61,556	79,855	40,471	-	84,059	-	84,059
620-6285-111	SALARIES-SEASONAL	6,000	-	6,000	-	-	-	-	6,000
620-6285-117	OVERTIME	-	-	-	-	-	-	-	-
	TOTAL	85,742	61,556	85,855	40,471	-	84,059	-	90,059
PERSONNEL BENEFITS									
620-6285-190	FRINGE BENEFITS-OTHER	-	-	-	-	-	-	-	-
620-6285-192	RETIREMENT	5,423	39,928	16,149	25,752	-	411,116	-	411,116
620-6285-193	FICA	6,101	4,791	6,109	3,113	-	6,430	-	6,430
620-6285-194	HEALTH INSURANCE	8,433	18,163	38,237	10,777	-	20,550	-	20,550
620-6285-195	DENTAL INSURANCE	554	2,296	4,655	1,446	-	2,031	-	2,031
620-6285-199	EMPLOYEE HEALTH CONTRIB.(1%)	-	-	-	-	-	-	-	-
	TOTAL	20,511	65,179	42,892	12,223	-	440,127	-	440,127
OPERATING EXPENSES									
620-6285-210	OFFICE SUPPLIES	10,000	9,879	10,000	4,654	-	10,000	-	10,000
620-6285-222	INSURANCE	13,700	13,700	12,200	-	-	12,200	-	12,200
620-6285-310	OUTSIDE SERVICES	40,000	14,093	25,000	16,477	-	25,000	5,000	30,000
620-6285-490	MISC GENERAL EXPENSES	20,000	3,396	20,000	2,285	-	20,000	7,500	27,500
620-6285-491	RENTS	-	-	-	-	-	-	-	-
620-6285-990	GEN FUND COST RECOVERY	96,000	96,000	101,500	101,500	-	101,500	5,500	107,000
620-6285-998	PERSONNEL CONTINGENCY	-	-	-	-	-	-	-	-
	TOTAL	179,700	137,067	101,500	101,500	-	168,700	18,000	186,700
TOTAL ADMINISTRATIVE & GENERAL		285,953	263,803	230,247	154,194	-	692,886	18,000	716,886
OTHER EXPENSES									
DEPRECIATION									
620-4020-990	DEPRECIATION	325,000	403,895	325,000	-	-	325,000	-	325,000
620-4080-990	TAXES	-	-	-	-	-	-	-	-
	TOTAL	325,000	403,895	325,000	-	-	325,000	-	325,000
TRANSFERS									
620-6286-998	TRANSFER TO DEBT FD 300	-	-	-	-	-	-	-	-
620-6286-999	TRANSFER OUT	-	14,994	-	-	-	-	-	-
	TOTAL	-	14,994	-	-	-	-	-	-
SEWER CAPITAL EXPENSES									
620-6297-810	FORCE MAINS (3150)	-	-	-	-	-	-	-	-
620-6297-815	MAIN REPL (3130)	400,000	-	300,000	2,730	-	300,000	225,000	525,000
620-6297-820	PUMP STATION EQUIP (3230)	-	10,926	370,000	3,705	-	370,000	(10,000)	360,000
620-6297-825	GARAGE & EQUIP (3710)	125,000	20,889	-	104,694	-	-	(358,250)	(358,250)
620-6297-860	MASTER PLAN	-	-	-	16,250	-	-	-	-
	TOTAL	525,000	31,815	-	120,944	-	670,000	(143,250)	526,750
TOTAL OTHER EXPENSES		850,000	450,704	325,000	120,944	-	995,000	(143,250)	851,750
TOTAL SEWER UTILITY		4,271,530	3,425,139	3,421,535	1,769,027	2,685,788	4,854,038	190,764	5,045,960



**CITY OF MIDDLETON
2025 BUDGET INITIATIVES
WATER AND SEWER UTILITIES
BUDGET INITIATIVES SUMMARY**

Priority	Budget Initiative Title	Expenditures	Revenues	Net Cost	FTE
1	New Utility Crewman/Locator	94,058	-	94,058	
2	Subscription Based Expenses General Water & Sewer	15,000	-	15,000	
3	Water Multiple Line Increase/Decrease	2,522,939	-	2,522,939	
4	Sewer Revenue/Expenses	167,250	308,000	(140,750)	
5		0	-	-	
6		0	-	-	
7		0	-	-	
8		0	-	-	
9		0	-	-	
10		0	-	-	
TOTAL		2,799,247	308,000	2,491,247	

2024 City of Middleton Budget



CITY OF MIDDLETON 2025 BUDGET INITIATIVE FORM WATER AND SEWER UTILITIES

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:

Department Priority Number:

Strategic Plan Objective:

Strategic Plan Action Item:

Full-Time Equivalent Staff Change:

New Utility Crewman/Locator	
1	
Other	
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
					0
					0
					0
					0
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
Multiple	WATER SALARIES-FULL-TIME		47,451		47,451
Multiple	WATER RETIREMENT		3,298		3,298
Multiple	WATER FICA		3,630		3,630
Multiple	WATER HEALTH INSURANCE		14,526		14,526
Multiple	WATER DENTAL INSURANCE		1,639		1,639
Multiple	SEWER SALARIES-FULL-TIME		15,817		15,817
Multiple	SEWER RETIREMENT		1,099		1,099
Multiple	SEWER FICA		1,210		1,210
Multiple	SEWER HEALTH INSURANCE		4,842		4,842
Multiple	SEWER DENTAL INSURANCE		546		546
					-
Total Expenditures		-	94,058	-	94,058

NET COST (EXPENDITURES MINUS REVENUES)	-	94,058	-	94,058
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2024 City of Middleton Budget

DESCRIPTION

New Water/Sewer Utility Crewman/Locator: Would perform all tasks as a crewman but may be more likely to be placed in a primary locator position as Digger's Hotline Tickets grow in season. Please see Utility Crewman Job Description/Duties

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Due to large growth & growing demands on the utility, it is growing increasingly harder to meet objectives set forth by the DNR. Flushing, Jetting, Valve Turning, Digger's Hotline Locates, Meter Changes, Lift Station Maintenance, Well House Maintenance are all mandated by the DNR and we are required to perform those tasks within certain timelines. The new employee will help better balance the workload on a department that is strained for time.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
WATER AND SEWER UTILITIES**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Subscription Based Expenses General Water & Sewer
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
					-
					-
					-
					-
Total Revenues		0	-	-	-

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
Multiple	Water Utility Software Subscription		15,000		15,000
					-
					-
					-
					-
					-
					-
					-
Total Expenditures		0	15,000	-	15,000

NET COST (EXPENDITURES MINUS REVENUES)	0	15,000	-	15,000
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DESCRIPTION

New Account Numbers representative of the change we are seeing with product producers that are on annual renewal contracts for maintenance of goods and services.

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS

Examples of this are as such: Televising Trailer software upgrade \$7,000 up front with an annual subscription of \$2,000 every year after. Waterly is a well checking data program that creates or monthly reports for the DNR and auto calc's daily logs etc. That is \$5,000/yr. We are looking to implement a Digger's Hotline Ticket Program to save time and organize our tickets. Right now we are printing them off the computer by the hundreds/month. Initial costs of \$5,000-\$10,000 set up fee plus annual subscription of \$3,000-\$5,000.



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
WATER AND SEWER UTILITIES**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Water Multiple Line Increase/Decrease
Department Priority Number:	
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
					0
					0
					0
					0
Total Revenues		0	0	0	0

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
Multiple	MAINT - METERS (676)		10,500		10,500
Multiple	Capital Accounts		2,512,439		2,512,439
					-
					-
					-
					-
					-
					-
Total Expenditures		-	2,522,939	-	2,522,939

NET COST (EXPENDITURES MINUS REVENUES)	0	2522939	0	2522939
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS



**CITY OF MIDDLETON
2025 BUDGET INITIATIVE FORM
WATER AND SEWER UTILITIES**

2025 BUDGET DECISION ITEM DETAIL

Budget Initiative Title:	Sewer Revenue/Expenses
Department Priority Number:	
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
Multiple			308,000		308,000
					-
					-
					-
Total Revenues		-	308,000	-	308,000

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

Account #	Account Name	Mandate	Line Item Increase	Line Item Shift	Total
Multiple	Multiple		310,500		310,500
Multiple	Sewer Capital Accounts		(143,250)		(143,250)
					-
					-
					-
					-
					-
Total Expenditures		-	167,250	-	167,250

NET COST (EXPENDITURES MINUS REVENUES)	-	(140,750)	-	(140,750)
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DESCRIPTION

JUSTIFICATION AND RELATIONSHIP TO CITY PLANS AND GOALS