

MEETING: REGULAR MEETING OF THE COMMITTEE OF THE WHOLE

DATE & TIME: Tuesday, October 8, 2024 at 6:00 PM

**LOCATION: Germantown Village Hall Board Room
N112 W17001 Mequon Road**

Any member of the body and/or citizen may attend the meeting virtually through the WebEx platform, Meeting #: **2555 931 4772** Password: **cnDnXGfW677** which can be accessed by phone at **408-418-9388** or by logging on at <https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m4130c9b1e4032a20608f8adc7e78d301>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to comments@germantownwi.gov by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

Previously recorded Village Board Meeting Videos can be viewed at https://www.youtube.com/channel/UCOYp0EgELzTCa9X_iCohyhQ.

AGENDA

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*
- II. **ROLL CALL:**
- III. **APPROVAL OF MINUTES:**
 - A. October 1, 2024 (Forthcoming)
- IV. **UNFINISHED BUSINESS**
- V. **NEW BUSINESS:**
 - A. Departments Review
 1. Non-Departmental
 2. Village Board
 3. Administration
 4. Information Technology
 5. Clerk
 6. Treasurer
 7. Community Development
 8. Municipal Development
- VI. **NEXT MEETING DATE:**
 - A. October 15, 2024 - 6:00 PM
- VII. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Village Clerk at (262)250-4740 at least 2 days prior to the meeting.

BUSINESS OF THE COMMITTEE OF THE WHOLE

MEETING DATE: October 8, 2024

PLACEMENT: Presentation

ITEM TITLE: Departments Review
1. Non-Departmental
2. Village Board
3. Administration
4. Information Technology
5. Clerk
6. Treasurer
7. Community Development
8. Municipal Development

SUBMITTED BY:

SUMMARY EXPLANATION:

ATTACHMENT:

1. Committee of the Whole - 10.08.24 - Remaining General Fund

STAFF RECOMMENDATION:

ACTION BY Committee:



10.08.24

Committee of the Whole

Agenda



NON-
DEPARTMENTA
L



VILLAGE
BOARD



ADMINISTRATIO
N



INFORMATION
TECHNOLOGY



CLERK'S
OFFICE



TREASURER'S
OFFICE



COMMUNITY
DEVELOPMENT



MUNICIPAL
DEVELOPMENT

Non-Departmental - Revenues

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Chage (\$)	Change (%)
<i>Taxes</i>	\$ (12,120,570)	\$ (12,326,565)	\$ (12,326,565)	\$ (11,607,532)	\$ (14,144,838)	\$ (1,818,273)	14.75%
<i>Special Assessments</i>	\$ (388)	\$ -	\$ -	\$ (50)	\$ -	\$ -	0.00%
<i>Intergovern Revenue</i>	\$ (1,167,164)	\$ (1,673,973)	\$ (1,673,973)	\$ (597,684)	\$ (1,914,390)	\$ (240,417)	14.36%
<i>Licenses&Permits</i>	\$ (196,271)	\$ (215,000)	\$ (215,000)	\$ (92,555)	\$ (215,000)	\$ -	0.00%
<i>PublicChargeforSrvcs</i>	\$ (40,168)	\$ (52,500)	\$ (52,500)	\$ (47,873)	\$ (52,500)	\$ -	0.00%
<i>Misc Revenues</i>	\$ (135,752)	\$ (224,800)	\$ (279,800)	\$ (131,465)	\$ (54,800)	\$ 170,000	-75.62%
GRAND TOTAL	\$ (13,660,312)	\$ (14,492,838)	\$ (14,547,838)	\$ (12,477,158)	\$ (16,381,528)	\$ (1,888,690)	13.03%

Non-Departmental - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025		Change (\$)	Change (%)
					Recommended			
<i>Salaries & Wages</i>	\$ 462	\$ 74,000	\$ 63,000	\$ -	\$ 32,322		\$ (41,678)	-56.32%
<i>Benefits</i>	\$ 2,165	\$ (79)	\$ (79)	\$ 1	\$ (134,958)		\$ (134,879)	170495.27%
<i>Operating Expenses</i>	\$ 102,566	\$ 69,829	\$ 69,829	\$ 88,249	\$ 69,724		\$ (105)	-0.15%
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	0.00%
GRAND TOTAL	\$ 105,193.11	\$ 143,749.89	\$ 132,749.89	\$ 88,249.59	\$ (32,912.00)		\$ (176,662)	-122.90%

Non- Departmental – Budgeted Changes

- Non-Union Performance Bonus
 - 3% (160K)
- Vacancy & Turnover

Village Board – Levy Support

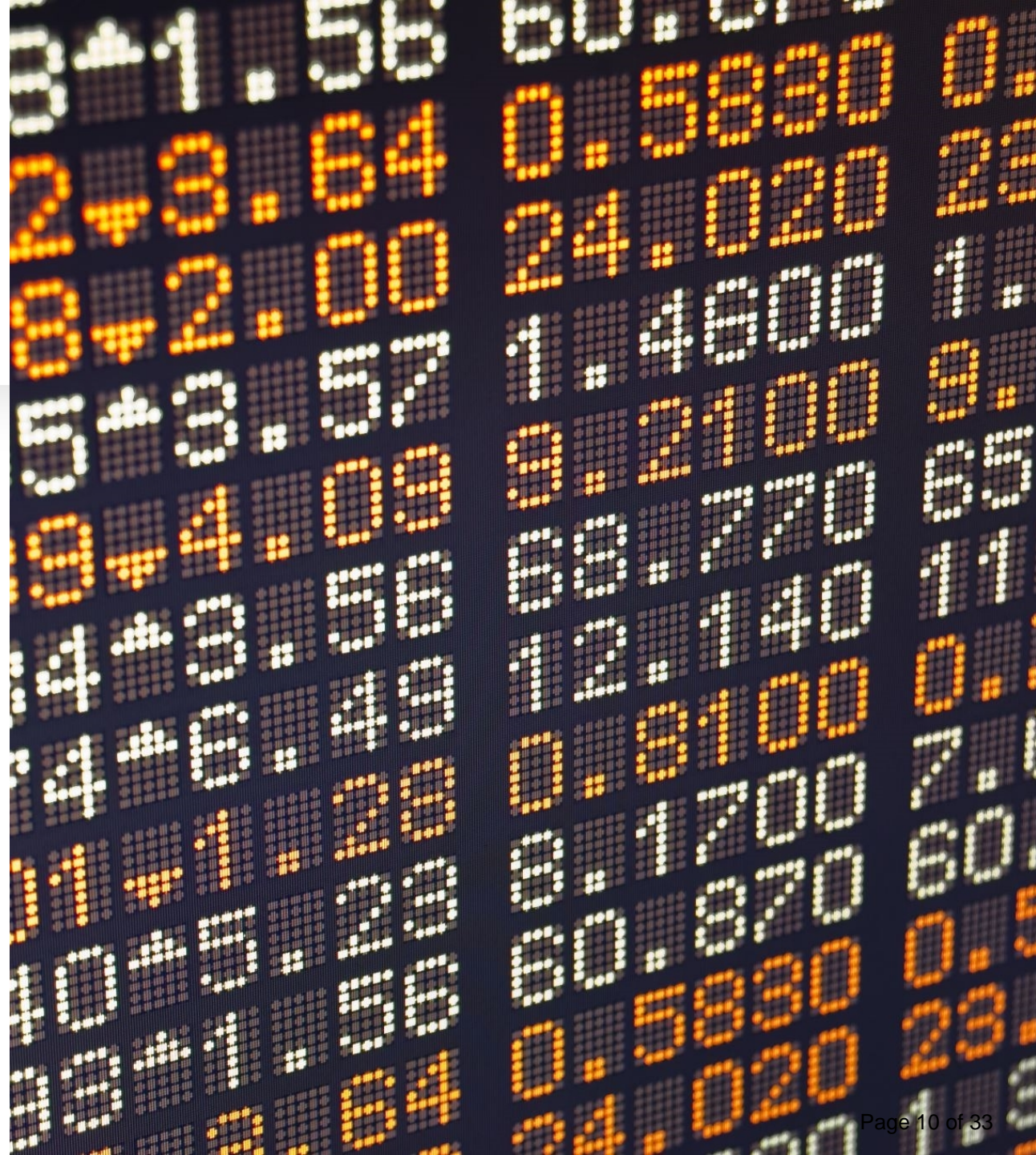
<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Revenues</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Expenses</i>	\$ 195,141	\$ 134,760	\$ 134,760	\$ 103,078	\$ 136,853	\$ 2,093	1.6%
<i>Levy Support</i>	\$ 195,141	\$ 134,760	\$ 134,760	\$ 103,078	\$ 136,853	\$ 2,093	1.6%

Village Board - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 41,714	\$ 42,000	\$ 42,000	\$ 38,462	\$ 42,000	\$ -	0.00%
<i>Benefits</i>	\$ 3,853	\$ 4,000	\$ 4,000	\$ 3,054	\$ 4,000	\$ -	0.00%
<i>Operating Expenses</i>	\$ 149,574	\$ 88,760	\$ 88,760	\$ 61,562	\$ 90,853	\$ 2,093	9.00%
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRAND TOTAL	\$ 195,141	\$ 134,760	\$ 134,760	\$ 103,078	\$ 136,853	\$ 2,093	1.60%

Village Board – Budgeted Changes

- Slight increases in operating expenses
 - Account for cost of memberships



Administration – Levy Support

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses	\$ 247,180	\$ 167,213	\$ 178,213	\$ 145,524	\$ 177,343	\$ 10,130	6.06%
Levy Support	\$ 247,180	\$ 167,213	\$ 178,213	\$ 145,524	\$ 177,343	\$ 10,130	6.1%

Administration - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Chane (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 147,495	\$ 111,458	\$ 111,458	\$ 86,115	\$ 119,077	\$ 7,619	6.84%
<i>Benefits</i>	\$ 53,557	\$ 45,576	\$ 45,576	\$ 34,679	\$ 46,861	\$ 1,285	2.82%
<i>Operating Expenses</i>	\$ 46,128	\$ 10,179	\$ 21,179	\$ 24,730	\$ 11,405	\$ 1,226	12.04%
GRAND TOTAL	\$ 247,180	\$ 167,213	\$ 178,213	\$ 145,524	\$ 177,343	\$ 10,130	6.06%

Administration – Budgeted Changes

- Slight increases in operating expenses
 - Account for cost of memberships



Administration - Positions

<u>Position Number</u>	<u>Position Title</u>	<u>FTE</u>	<u>Pay Grade</u>
1	VILLAGE ADMINISTRATOR	1.0	Via Contract
2	SUPPORT SERVICES MANAGER	1.0	5

Information Technology – Levy Support

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses	\$ 181,752	\$ 242,095	\$ 242,095	\$ 215,313	\$ 242,264	\$ 169	0.1%
Levy Support	\$ 181,752	\$ 242,095	\$ 242,095	\$ 215,313	\$ 242,264	\$ 169	0.1%

Information Technology - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 634	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Benefits</i>	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<i>Operating Expenses</i>	\$ 181,026	\$ 242,095	\$ 242,095	\$ 215,313	\$ 242,264	\$ 169	0.07%
GRAND TOTAL	\$ 181,752	\$ 242,095	\$ 242,095	\$ 215,313	\$ 242,264	\$ 169	0.07%

Information Technology – Budgeted Changes

- No major changes to IT Budget



Clerk's Department – Levy Support

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Revenues</i>	\$ (64,722)	\$ (69,372)	\$ (69,372)	\$ (69,410)	\$ (62,100)	\$ 7,272	-10.50%
<i>Expenses</i>	\$ 116,975	\$ 387,863	\$ 387,863	\$ 208,756	\$ 295,315	\$ (92,548)	-23.86%
<i>Levy Support</i>	\$ 52,254	\$ 318,491	\$ 318,491	\$ 139,347	\$ 233,215	\$ (85,276)	-26.78%

Clerk's Department – Revenues

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Licenses&Permits</i>	\$ (44,672)	\$ (48,372)	\$ (48,372)	\$ (51,939)	\$ (44,100)	\$ 4,272	-8.80%
<i>PublicChargeforSrvcs</i>	\$ (20,050)	\$ (21,000)	\$ (21,000)	\$ (17,470)	\$ (18,000)	\$ 3,000	-14.30%
<i>Misc Revenues</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRAND TOTAL	\$ (64,722)	\$ (69,372)	\$ (69,372)	\$ (69,410)	\$ (62,100)	\$ 7,272	-10.50%

Clerk's Department - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 80,362	\$ 239,530	\$ 239,530	\$ 153,363	\$ 203,502	\$ (36,028)	-15.04%
<i>Benefits</i>	\$ 16,855	\$ 85,103	\$ 85,103	\$ 40,726	\$ 57,358	\$ (27,745)	-32.60%
<i>Operating Expenses</i>	\$ 17,772	\$ 63,230	\$ 63,230	\$ 14,668	\$ 34,455	\$ (28,775)	-45.51%
<i>Capital Outlay</i>	\$ 1,986	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRAND TOTAL	\$ 116,975	\$ 387,863	\$ 387,863	\$ 208,756	\$ 295,315	\$ (92,548)	-23.86%



Clerk's Department – Budgeted Changes

- Decrease in project election workers
 - Less elections in 2025
- Decrease in election related expenses



Clerk's Department - Positions

<u>Position</u>			
<u>Number</u>	<u>Position Title</u>	<u>FTE</u>	<u>Pay Grade</u>
10	VILLAGE CLERK	1.0	5
11	DEPUTY CLERK	2.0	2

Treasurer's Department – Levy Support

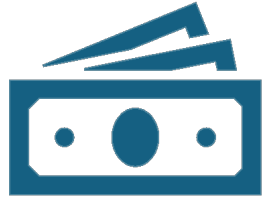
<i>General Fund</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Revenues</i>	\$ (1,937,549)	\$ (169,250)	\$ (169,250)	\$ (97,928)	\$ (169,250)	\$ -	0.00%
<i>Expenses</i>	\$ 321,598	\$ 241,667	\$ 241,667	\$ 208,674	\$ 250,704	\$ 9,037	3.70%
<i>Levy Support</i>	\$ (1,615,951)	\$ 72,417	\$ 72,417	\$ 110,746	\$ 81,454	\$ 9,037	12.48%

Treasurer's Department – Revenues

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Misc Revenues</i>	\$ (1,937,549)	\$ (169,250)	\$ (169,250)	\$ (97,928)	\$ (169,250)	\$ -	0.00%
GRAND TOTAL	\$ (1,937,549)	\$ (169,250)	\$ (169,250)	\$ (97,928)	\$ (169,250)	\$ -	0.00%

Treasurer's Department - Expenses

<i>General Fund</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 161,690	\$ 148,309	\$ 148,309	\$ 117,143	\$ 155,003	\$ 6,694	4.50%
<i>Benefits</i>	\$ 65,269	\$ 53,167	\$ 53,167	\$ 41,150	\$ 55,201	\$ 2,034	3.80%
<i>Operating Expenses</i>	\$ 94,640	\$ 40,191	\$ 40,191	\$ 50,381	\$ 40,500	\$ 309	0.00%
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRAND TOTAL	\$ 321,598	\$ 241,667	\$ 241,667	\$ 208,674	\$ 250,704	\$ 9,037	3.70%



Treasurer's Department – Budgeted Changes

No Major changes to Treasurer
Department's Budget



Treasurer's Department - Positions

<u>Position Number</u>	<u>Position Title</u>	<u>FTE</u>	<u>Pay Grade</u>
60	FINANCE DIRECTOR	1.0	5
61	SR. DEPUTY TREASURER	1.0	3
62	ACCOUNTANT	1.0	3
63	UTILITY BILLING CLERK	1.0	1
64	ACCOUNTING CLERK	1.0	2

Community Development – Levy Support

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Revenues</i>	\$ (1,199,869)	\$ (783,338)	\$ (783,338)	\$ (546,543)	\$ (642,610)	\$ 140,728	-17.97%
<i>Expenditures</i>	\$ 1,004,032	\$ 727,430	\$ 782,430	\$ 579,337	\$ 669,892	\$ (57,538)	-14.40%
<i>Levy Support</i>	\$ (195,836)	\$ (55,908)	\$ (908)	\$ 32,794	\$ 27,282	\$ 83,190	-149%

Community Development - Revenues

Org	Obj	Description	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
10581000	442000	Building Permits	\$ (762,879)	\$ (471,528)	\$ (471,528)	\$ (326,634)	\$ (400,000)	\$ 71,528	-15.17%
10581000	442100	Electrical Permits	\$ (125,139)	\$ (63,200)	\$ (63,200)	\$ (49,513)	\$ (45,000)	\$ 18,200	-28.80%
10581000	442200	Plumbing Permits	\$ (63,412)	\$ (45,000)	\$ (45,000)	\$ (32,490)	\$ (40,000)	\$ 5,000	-11.11%
10581000	442400	Erosion Control Fees	\$ (29,585)	\$ (24,000)	\$ (24,000)	\$ (25,131)	\$ (24,000)	\$ -	0.00%
10581000	442500	Commercial Plan Review Fee	\$ (100,765)	\$ (65,000)	\$ (65,000)	\$ (26,880)	\$ (30,000)	\$ 35,000	-53.85%
10581000	442600	Sealer of Weights and Measures	\$ (6,693)	\$ (5,940)	\$ (5,940)	\$ (1,158)	\$ (5,940)	\$ -	0.00%
10581000	442700	Technology Maintenance Fee	\$ (7,401)	\$ (7,600)	\$ (7,600)	\$ (5,464)	\$ (7,600)	\$ -	0.00%
10582000	443000	Zoning Fees	\$ (26,960)	\$ (42,500)	\$ (42,500)	\$ (38,841)	\$ (42,500)	\$ -	0.00%
10582000	443100	Appeals Fees	\$ (1,140)	\$ (1,710)	\$ (1,710)	\$ (2,280)	\$ (1,710)	\$ -	0.00%
10582000	443200	Plan Commission Review Fees	\$ (48,725)	\$ (32,000)	\$ (32,000)	\$ (15,380)	\$ (25,000)	\$ 7,000	-21.88%
10582000	443300	Conditional Use Permits	\$ (12,410)	\$ (7,300)	\$ (7,300)	\$ (7,300)	\$ (7,300)	\$ -	0.00%

Community Development - Expenses

<i>Description</i>	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
<i>Salaries & Wages</i>	\$ 135,665	\$ 195,413	\$ 195,413	\$ 142,073	\$ 203,073	\$ 7,660	3.90%
<i>Benefits</i>	\$ 50,203	\$ 69,307	\$ 69,307	\$ 45,454	\$ 73,545	\$ 4,238	6.10%
<i>Operating Expenses</i>	\$ 13,831	\$ 19,850	\$ 19,850	\$ 5,725	\$ 19,850	\$ -	0.00%
<i>Services</i>	\$ 818,164	\$ 462,710	\$ 517,710	\$ 391,810	\$ 393,274	\$ (69,436)	-26.00%
<i>Capital Outlay</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRAND TOTAL	\$ 1,004,032	\$ 727,430	\$ 782,430	\$ 579,337	\$ 669,892	\$ (57,538)	-14.40%

Community Development – Budgeted Changes



**Significant decrease in
projected permit revenues**



Contracted Services

Neighborhood Plans
Safe Built

Community Development - Positions

<u>Position Number</u>	<u>Position Title</u>	<u>FTE</u>	<u>Pay Grade</u>
20	COMMUNITY DEVELOPMENT DIRECTOR	1.0	7
21	ASSOCIATE PLANNER	1.0	4
22	PLANNING ASSISTANT	1.0	2

Municipal Development- Expenses

Org	Obj	Description	2023 Actual	2024 Original	2024 Revised	2024 Actual	2025 Recommended	Change (\$)	Change (%)
10583000	531000	Muni Dev Gen Supply & Expenses	\$ 28,352	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
10583000	532090	Muni Dev Economic Development	\$ 10,259	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	0.00%
10583000	532100	Muni Dev Historical Society	\$ 9,016	\$ 13,900	\$ 13,900	\$ 7,000	\$ 13,900	\$ -	0.00%
10583000	581000	Muni Dev July 4th Expenditures	\$ 9,450	\$ 8,000	\$ 8,000	\$ 25,008	\$ 8,000	\$ -	0.00%
10583000	581100	Muni Dev Hotel/Motel	\$ 44,965	\$ 50,000	\$ 50,000	\$ 56,637	\$ 50,000	\$ -	0.00%
TOTAL			\$ 102,042	\$ 81,900	\$ 81,900	\$ 88,645	\$ 81,900	\$ -	0.00%