

COMMITTEE OF THE WHOLE MEETING

The Common Council of the City of Ashland will meet as the Committee of the Whole on October 22, 2019 immediately following the City Council meeting which begins at 5:30 PM in the Ashland City Hall Council Chambers.

The following items will be considered:

1. Roll Call
2. Council President's Report
3. Administrator's Report
4. Approval of Agenda
5. Items for Discussion
 - A. Budget Work Session - Presentation and General Discussion Regarding the 2020 Budgets
6. Adjournment

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact Denise Oliphant at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048

SUBJECT: Budget Work Session - Presentation and General Discussion Regarding the 2020 Budgets

RECOMMENDATION: Presentation and discussion

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Finance

EXHIBITS: 1. Draft 2020 Budget

FINANCIAL IMPACT: Budget in preliminary phase

SUMMARY STATEMENT:

The City Administrator will provide an update on the 2020 budget development process thus far including updates on final State revenue figures for 2020 that have been received since the last budget work session. This meeting will include presentations and discussions by department heads of their budget(s) and the 2020 Capital Project List.

The 2020 Capital Projects List will be distributed to the Committee of the Whole on Monday October 21, 2019.

CITY OF ASHLAND
2020 BUDGET
SUMMARY WORKSHEET

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2019-20 \$	%
Property Tax Levy								
Assessed Value	409,102,030	412,459,670	415,577,050	413,813,750	413,813,750	420,745,300	6,931,550	1.68%
Mill Rate	9.7034	9.7495	9.6842	9.7651	9.7651	9.8730	0.1078	1.10%
Gross Levy	\$ 3,969,672	\$ 4,021,290	\$ 4,024,512	\$ 4,040,950	\$ 4,040,950	\$ 4,154,013	\$ 113,063	2.80%
Less Restricted Levy:								
TIF Levy	(166,615)	(185,714)	(134,761)	(173,243)	(173,243)	(234,290)	(61,047)	35.24%
Debt Service Levy								NA
Total G.O. Debt Service	(1,167,544)	(1,154,705)	(1,164,405)	(1,150,834)	(1,150,834)	(1,143,247)	7,587	-0.66%
Debt Service Reserve Applied	498	-	-	-	-	-	-	NA
Net Debt Service Levy	(1,167,046)	(1,154,705)	(1,164,405)	(1,150,834)	(1,150,834)	(1,143,247)	7,587	-0.66%
Total Restricted Levy	(1,333,661)	(1,340,419)	(1,299,166)	(1,324,077)	(1,324,077)	(1,377,537)	(53,460)	4.04%
Net Expendable Levy	\$ 2,636,011	\$ 2,680,871	\$ 2,725,346	\$ 2,716,873	\$ 2,716,873	\$ 2,776,476	\$ 59,603	2.19%
Less Direct Expense Levy:								
SR - Recycling	-	-	-	-	-	-	-	NA
CP - Public Works Capital Equip.								NA
CP - Fire Capital Equip.	(42,000)	(55,000)	(55,000)	-	-	-	-	NA
CP 462 Police Capital Equip.	(10,000)	(25,000)	(40,000)	(40,000)	(40,000)	-	40,000	-100.00%
Total Direct Expense Levy	\$ (52,000)	\$ (80,000)	\$ (95,000)	\$ (40,000)	\$ (40,000)	\$ -	\$ 40,000	-100.00%
Net Levy Available for General Fund	\$ 2,584,011	\$ 2,600,871	\$ 2,630,346	\$ 2,676,873	\$ 2,676,873	\$ 2,776,476	99,603	3.72%
Post-Levy Property Tax Adjustments	83	83	418	-	84	-	-	NA
Non-Tax General Fund Revenues	7,842,434	7,788,125	7,786,066	8,043,639	7,902,327	8,092,539	48,900	0.61%
Appropriation of Fund Balance				6,033		-	(6,033)	-100.00%
Total General Fund Revenues	\$ 10,426,528	\$ 10,389,079	\$ 10,416,830	\$ 10,726,545	\$ 10,579,284	\$ 10,869,015	\$ 142,470	1.33%
Uses of General Funds								
General Fund Transfer to Other Funds								
SR 200 - Transfer to Other Special Revenue	-	-	-	-	-	-	-	NA
SR 215 - Vaughn Library	(331,827)	(312,000)	(316,000)	(316,000)	(316,000)	(322,320)	(6,320)	2.00%
SR 229 - Insured Loss Deductible	(15,000)	(5,000)	(5,000)	-	-	-	-	NA
SR 245 - Planning & Redevelopment	(51,700)	(50,000)	(12,000)	(14,000)	(14,000)	(14,000)	-	0.00%
SR 246 - Home Improvement Programs	-	-	-	(5,000)	(5,000)	(5,000)	-	0.00%
SR 260 - Recycling	(73,058)	(72,500)	(76,502)	(75,600)	(75,600)	(78,600)	(3,000)	3.97%
SR 277 - Wetland Mitigation	(7,000)	(12,500)	(12,000)	(11,000)	(11,000)	(11,000)	-	0.00%
SR 233 - Police Programs	-	-	(1,000)	-	-	-	-	NA
CP 414 - Tax Increment Dist #10		(13,000)						
CP 450 - Building Facilities.	(75,000)	-	(26,850)	-	-	-	-	NA
CP 454 - Parks & Rec. Capital Equip.	(48,000)	(5,000)	(5,000)	-	-	-	-	NA
CP 455 Land Acquisition	-	-	-	-	-	-	-	NA
CP 460 - Public Works Capital Equip.	(51,300)	(70,292)	(45,000)	-	-	-	-	NA
CP 461 - Fire/Amb Capital Equip.	(50,000)	(20,827)	-	-	-	-	-	NA
CP 462 - Police Dept Capital Equip.	-	-	-	-	-	-	-	NA
CP 463 - Computer Capital Equip.	-	(23,500)	(10,950)	-	-	-	-	NA
CP 470 - Capital Street Improvements	(113,792)	(128,361)	(121,850)	(241,105)	(241,105)	(240,000)	1,105	-0.46%
CP 480 - Urban Forestry	(10,000)	-	-	-	-	-	-	NA
CP 481 - Parks & Rec	(15,000)	(12,500)	(10,000)	-	-	-	-	NA
EF 610 - JFK Airport	(45,000)	(43,000)	(45,000)	(45,000)	(45,000)	(45,000)	-	0.00%
CP 470 - Storm Water	(15,000)	(15,000)	(10,000)	-	-	-	-	NA
IS 750 - Post Retirement Benefits Reserve	(100,000)	(50,000)	(90,000)	(85,000)	(85,000)	(85,000)	-	0.00%
CP 491 / TA 810 - Landfill (LTC)	(15,000)	(15,000)	(5,000)	(5,000)	(5,000)	(5,000)	-	0.00%
Total Transfers to Other Funds	\$ (1,016,677)	\$ (848,480)	\$ (792,152)	\$ (797,705)	\$ (797,705)	\$ (805,920)	\$ (8,215)	1.03%
Net Available for General Fund Operations	\$ 9,409,851	\$ 9,540,599	\$ 9,624,678	\$ 9,928,840	\$ 9,781,579	\$ 10,063,095	\$ 134,255	1.35%

**CITY OF ASHLAND
2020 BUDGET
SUMMARY WORKSHEET**

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget	2019-20 \$	%
General Fund Operations								
GENERAL GOVERNMENT								
Mayor	(25,401)	(28,383)	(27,649)	(32,000)	(31,600)	(30,740)	1,260	-3.94%
City Council	(42,707)	(39,277)	(41,174)	(42,720)	(45,780)	(66,400)	(23,680)	55.43%
City Administrator	(114,319)	(120,050)	(91,278)	(141,100)	(134,075)	(136,175)	4,925	-3.49%
Police & Fire Commission	(5,506)	(3,704)	(4,008)	(5,300)	(5,300)	(5,300)	-	0.00%
City Attorney	(67,255)	(61,827)	(100,970)	(70,000)	(60,000)	(70,000)	-	0.00%
City Clerk	(70,045)	(69,881)	(85,046)	(88,200)	(87,845)	(98,640)	(10,440)	11.84%
Human Resources (Personnel)	(66,008)	(87,550)	(80,159)	(57,695)	(48,765)	(55,120)	2,575	-4.46%
Elections	(67,757)	(47,376)	(70,155)	(57,970)	(57,695)	(107,765)	(49,795)	85.90%
Technology Services	(246,074)	(274,460)	(277,301)	(282,875)	(282,635)	(282,320)	555	-0.20%
Other City Hall	(133,543)	(143,743)	(151,278)	(148,390)	(148,355)	(124,230)	24,160	-16.28%
Finance	(419,224)	(443,953)	(442,305)	(484,800)	(449,340)	(419,165)	65,635	-13.54%
Assessor	(24,745)	(31,137)	(56,755)	(61,350)	(61,100)	(62,650)	(1,300)	2.12%
Buildings & Facilities Maintenance	(300,471)	(379,913)	(385,316)	(424,939)	(402,390)	(457,951)	(33,013)	7.77%
Misc, Insurance & Contingency	(113,257)	(118,970)	(121,624)	(123,500)	(141,167)	(131,100)	(7,600)	6.15%
Budget Development Contingency	-	-	-	-	-	-	-	NA
TOTAL GENERAL GOVERNMENT	\$ (1,696,312)	\$ (1,850,224)	\$ (1,935,018)	\$ (2,020,839)	\$ (1,956,047)	\$ (2,047,556)	\$ (26,718)	1.32%
PUBLIC SAFETY								
Police	(1,877,998)	(2,024,005)	(2,021,061)	(2,081,765)	(2,081,423)	(2,111,480)	(29,715)	1.43%
Fire	(1,387,186)	(1,336,826)	(1,253,860)	(1,440,305)	(1,187,815)	(1,416,790)	23,515	-1.63%
Ambulance	(1,195,643)	(1,389,188)	(1,462,096)	(1,383,985)	(1,535,662)	(1,411,060)	(27,075)	1.96%
Public Fire Protection Fee	(16,551)	(19,779)	(18,684)	(20,100)	(19,200)	(19,200)	900	-4.48%
Building Inspection	(95,903)	(96,878)	(74,325)	(103,895)	(106,582)	(109,050)	(5,155)	4.96%
TOTAL PUBLIC SAFETY	\$ (4,573,281)	\$ (4,866,676)	\$ (4,830,026)	\$ (5,030,050)	\$ (4,930,682)	\$ (5,067,580)	\$ (37,530)	0.75%
HEALTH & SOCIAL SERVICES								
Animal Control	(77,473)	(79,035)	(83,396)	(86,950)	(81,095)	(78,930)	8,020	-9.22%
Pest Control	(7,761)	(7,761)	(7,761)	(7,800)	(7,761)	(8,000)	(200)	2.56%
Mt. Hope Cemetery	(55,000)	(61,000)	(61,000)	(61,000)	(61,000)	(61,000)	-	0.00%
TOTAL HEALTH & SOCIAL SERVICES	\$ (140,234)	\$ (147,796)	\$ (152,157)	\$ (155,750)	\$ (149,856)	\$ (147,930)	\$ 7,820	-5.02%
PUBLIC WORKS								
Public Works	(1,674,723)	(1,586,829)	(1,525,591)	(1,570,482)	(1,535,677)	(1,651,902)	(81,421)	5.18%
Transportation	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	0.00%
Sanitation	(359,911)	(336,823)	(356,587)	(366,531)	(366,758)	(376,892)	(10,360)	2.83%
TOTAL PUBLIC WORKS	\$ (2,064,634)	\$ (1,953,652)	\$ (1,912,178)	\$ (1,967,013)	\$ (1,932,435)	\$ (2,058,794)	\$ (91,781)	4.67%
LEISURE ACTIVITIES								
Community Programs	(30,738)	(26,139)	(26,192)	(26,450)	(30,150)	(26,550)	(100)	0.38%
Parks	(245,682)	(217,097)	(195,377)	(245,339)	(210,060)	(221,105)	24,234	-9.88%
Recreation Programs (APR)	(271,440)	(275,833)	(276,524)	(292,960)	(284,795)	(301,440)	(8,480)	2.89%
Municipal Band	(4,600)	(5,123)	(4,919)	(4,950)	(4,950)	(4,950)	-	0.00%
TOTAL LEISURE ACTIVITIES	\$ (552,460)	\$ (524,192)	\$ (503,012)	\$ (569,699)	\$ (529,955)	\$ (554,045)	\$ 15,654	-2.75%
CONSERVATION & DEVELOPMENT								
Planning and Development	(184,176)	(200,129)	(193,754)	(185,490)	(121,470)	(187,190)	(1,700)	0.92%
TOTAL CONSERVATION & DEVELOPMENT	\$ (184,176)	\$ (200,129)	\$ (193,754)	\$ (185,490)	\$ (121,470)	\$ (187,190)	\$ (1,700)	0.92%
Total General Fund Expenditures for Operations	\$ (9,211,097)	\$ (9,542,669)	\$ (9,526,145)	\$ (9,928,840)	\$ (9,620,445)	\$ (10,063,095)	\$ (134,255)	1.35%
Total Uses of General Funds	\$ (10,227,774)	\$ (10,391,149)	\$ (10,318,297)	\$ (10,726,545)	\$ (10,418,150)	\$ (10,869,015)	\$ (142,470)	1.33%
Net (Expenditures) over Revenue	\$ 198,754	\$ (2,070)	\$ 98,533	\$ (0)	\$ 161,134	\$ (0)	\$ (1)	na

**CITY OF ASHLAND
2020 BUDGET
GENERAL FUND REVENUES**

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ACCOUNT DESCRIPTION			2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 June 30	2019 Projected	2020 Budget	2019-20 Change
TAXES										
100 41110	GENERAL PROPERTY TAXES		2,584,094	2,600,954	2,630,764	2,676,873	1,738,953	2,630,346	2,776,476	3.72%
100 41140	MOBILE HOME TAXES		22,859	25,165	23,388	24,000	21,637	23,500	24,000	0.00%
100 41210	MOTEL/HOTEL TAXES		8,827	8,123	8,042	10,000	1,118	10,000	10,000	0.00%
100 41222	SALES TAX - CITY SHARE		130	141	141	120	64	120	120	0.00%
100 41310	TAXES - WATER UTILITY PILOT		376,112	388,558	382,076	401,940	194,780	390,000	392,000	-2.47%
100 41320	TAXES - TAX EXEMPT PILOT		49,622	47,892	32,015	47,800	0	32,000	32,000	-33.05%
100 41800	PENALTIES ON DELINQUENT TAXES-PP		791	532	655	1,000	280	800	1,000	0.00%
100 41810	PENALTIES ON DELINQUENT TAXES-Uti		1,464	1,126	2,609	1,500	802	1,500	1,500	0.00%
100 41900	OTHER TAXES		0	0	22	0	965	0	0	NA
TOTAL TAXES:			3,043,899	3,072,491	3,079,712	3,163,233	1,958,599	3,088,266	3,237,096	2.34%
SPECIAL ASSESSMENTS										
100 42000	SPECIAL ASSESSMENTS		0	0	0	0	0	0	0	NA
TOTAL SPECIAL ASSESSMENTS:			0	0	0	0	0	0	0	NA
INTERGOVERNMENTAL										
100 43300	FEDERAL GRANTS			0	0	0	0	0	0	NA
100 43410	SHARED REVENUES		3,720,903	3,712,690	3,710,592	3,724,545	0	3,724,545	3,723,661	-0.02%
100 43411	EXPENDITURE RESTRAINT		135,572	134,724	124,740	118,006	0	118,006	115,497	-2.13%
100 43412	EXEMPT COMPUTER AID		22,196	16,121	18,091	19,000	0	18,529	19,000	0.00%
100 43413	PERSONAL PROPERTY TAX AID		0	0	0	46,268	46,268	46,268	47,871	3.46%
100 43414	VIDEO SERVICE PROVIDER AID		0	0	0	0	0	0	9,527	NA
100 43420	STATE FIRE DUES		17,703	19,733	19,109	18,500	0	20,947	20,000	8.11%
100 43529	OTHER PUBLIC REVENUE		40,347	46,585	50,378	34,000	0	34,000	34,000	0.00%
100 43531	STATE GENERAL TRANS AID		501,029	450,926	497,460	520,685	260,223	520,685	598,513	14.95%
100 43530	STATE GRANT REVENUE		461	7,031	18,645	100	5,211	26,488	100	0.00%
100 43533	STATE CONNECTING HWY AID		86,118	73,737	74,143	74,090	37,046	74,090	73,907	-0.25%
100 43610	PAYMENT FOR MUNICIPAL SERVICE		12,116	17,449	12,556	12,000	8,917	12,520	12,500	4.17%
100 43799	OTHER LOCAL GOVT GRANTS		181	2,413	3,598	250	0	0	250	0.00%
TOTAL INTERGOVERNMENTAL:			4,536,626	4,481,409	4,529,312	4,567,444	357,665	4,596,078	4,654,826	1.91%
LICENSES & PERMITS										
100 44100	LICENSES - BUSINESS & OCCUPATIONA		27,243	28,320	27,017	27,000	26,412	27,800	31,400	16.30%
100 44110	CABLE FRANCHISE FEE		92,124	89,863	95,270	90,000	22,803	91,200	81,673	-9.25%
100 44200	LICENSES - NON BUSINESS		16	16	19	10	10	17	10	0.00%
100 44300	BUILDING & STREET-CUT PERMITS		30,976	52,264	29,513	29,400	20,537	37,000	45,000	53.06%
100 44400	ZONING PERMITS & FEES		9,130	8,305	6,890	8,000	3,370	8,000	8,845	10.56%
TOTAL LICENSES & PERMITS:			159,489	178,768	158,709	154,410	73,132	164,017	166,928	8.11%
FINES, FORFEITS & PENALTIES										
100 45100	LAW & ORDINANCE VIOLATIONS		30,128	29,326	28,605	30,000	10,804	24,100	25,000	-16.67%
TOTAL FINES, FORFEITS & PENALTIES:			30,128	29,326	28,605	30,000	10,804	24,100	25,000	-16.67%
PUBLIC CHARGES FOR SERVICES										
100 46100	OTHER REVENUES - GENERAL GOVT		8,381	12,836	8,699	9,000	4,852	8,900	9,000	0.00%
100 46210	POLICE SERVICES		3,259	2,561	2,574	2,500	1,785	3,350	3,500	40.00%
100 46220	FIRE PROTECTION FEES		0	1,364	1,085	250	1,171	1,500	1,000	300.00%
100 46230	AMBULANCE/EMS FEES		1,090,776	1,063,511	1,055,175	1,077,000	534,924	1,069,848	1,069,000	-0.74%
100 46231	AMB PROTECTION FEES		12,209	13,125	13,405	13,000	3,713	13,400	13,400	3.08%
100 46290	SPECIAL CHARGES		14,225	5,195	925	6,100	40	5,800	5,800	-4.92%
100 46310	PUBLIC WORKS CHARGES		48,404	45,721	61,939	40,000	36,867	49,715	49,000	22.50%
100 46330	PARKING RENT & FINES		14,762	14,575	15,233	14,500	10,359	14,500	14,500	0.00%

**CITY OF ASHLAND
2020 BUDGET
GENERAL FUND REVENUES**

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ACCOUNT DESCRIPTION			2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 June 30	2019 Projected	2020 Budget	2019-20 Change
PUBLIC CHARGES FOR SERVICES Cont.										
100 46420	REFUSE/GARBAGE COLLECTION FEES		345,873	348,324	347,748	350,000	173,856	347,190	348,000	-0.57%
100 46421	RECYCLING FEES (started February 2016)		17,619	19,307	19,315	16,280	9,660	19,290	19,300	18.55%
100 46431	SPRING CLEANUP FEES		1,625	1,876	2,000	2,000	1,440	1,440	1,800	-10.00%
100 46510	ANIMAL CONTROL FEES		3,270	2,370	1,944	2,600	1,333	2,500	2,500	-3.85%
100 46720	PARKS REVENUE		98,713	113,135	123,009	123,000	23,908	123,000	136,000	10.57%
100 46721	PW FUEL TAX REFUND		3,371	1,227	3,499	3,000	1,685	3,500	3,500	16.67%
100 46722	PW ADMIN FEE		4,181	4,467	5,405	4,500	2,666	5,400	5,400	20.00%
100 46755	LEISURE PROGRAMS & REC FEES		84,928	83,045	78,858	90,000	39,556	81,000	85,000	-5.56%
TOTAL PUBLIC CHARGES:			1,751,596	1,732,639	1,740,813	1,753,730	847,815	1,750,333	1,766,700	0.74%
INTERGOVERNMENTAL CHARGES FOR SERVICE										
100 47321	LIAISON OFFICER-REIMBURSE		68,102	69,509	66,986	74,300	52,691	73,000	75,000	0.94%
100 47323	FIRE- TOWNSHIP CONTRACTS		160,646	163,107	165,757	167,710	81,243	168,158	170,600	1.72%
100 47324	AMBULANCE - TOWNSHIP CONTRACTS		288,162	223,278	226,628	230,025	115,013	230,025	233,475	1.50%
100 47400	ATTORNEY - UTILITY REIMBURSE		12,775	12,171	5,689	14,800	0	5,000	5,000	-66.22%
100 47401	UTILITY COST SHARE		267,358	280,353	267,917	307,190	153,596	270,000	235,620	-23.30%
100 47403	AIRPORT ADMIN REIMBURSEMENT		8,000	8,000	8,000	8,000	4,000	8,000	8,000	0.00%
100 47405	CHARGES TO LIBRARY		35,761	39,874	38,876	42,000	20,932	41,865	42,500	1.19%
TOTAL INTERGOVERNMENTAL CHARGES:			840,804	796,292	779,853	844,025	427,475	796,048	770,195	-8.75%
MISCELLANEOUS REVENUES										
100 48110	INTEREST ON CASH & INVESTMENTS		15,339	10,863	23,400	10,500	19,950	39,900	40,000	280.95%
100 48200	PROPERTY RENTS & LEASES		25,560	27,129	27,011	25,600	15,640	26,560	30,000	17.19%
100 48309	SALES OF OTHER EQUIP & PROPERTY		0	1,998	95	0	0	0	0	NA
100 48500	GENERAL DONATIONS & GIFTS		6,575	847	607	1,000	0	1,000	1,000	0.00%
100 48900	WORKERS COMP WAGE REIMB		3,024	12,309	1,444	2,000	0	4,075	2,000	0.00%
100 48901	MISCELLANEOUS		80	1,394	2,924	320	523	600	320	0.00%
100 48910	INSURANCE DIVIDENDS		0	32,614	33,345	30,000	0	27,896	30,000	0.00%
TOTAL MISCELLANEOUS:			50,578	87,154	88,826	69,420	36,113	100,031	103,320	48.83%
OTHER FINANCING SOURCES & TRANSFERS										
100 49220	TRANS FROM SPEC REVENUE		1,952	0	0	2,800	0	2,800	2,800	0.00%
100 49240	TRANS FROM CAPITAL PROJ (Waterfront)		11,456	11,000	11,000	11,000	0	11,000	17,700	60.91%
100 49270	TRANS FROM INTERNAL SERVICE FUND		0	0	0	124,450	0	0	124,450	0.00%
TOTAL OTHER FIN. SOURCES:			13,408	11,000	11,000	138,250	0	13,800	144,950	4.85%
TOTAL GENERAL FUND REVENUES:			10,426,528	10,389,079	10,416,830	10,720,512	3,711,603	10,532,673	10,869,015	1.39%
Non Property Tax GF Revenues			7,842,434	7,788,125	7,786,066	8,043,639	1,972,650	7,902,327	8,092,539	0.61%

2020 BUDGET

Assessed Value and Property Tax Levy Comparison

Assessment Year:	Actual 1/1/2018	PROPOSED BUDGET 1/1/2019	Change 2018 to 2019	
<u>Assessed Value of Property Within City Limits</u>				
Real Estate:				
Residential	\$252,933,700	\$252,544,200	(\$389,500)	-0.15%
Commercial	133,996,500	139,458,800	5,462,300	4.08%
Manufacturing	11,996,800	12,879,200	882,400	7.36%
Agricultural, S&W, Forest	1,526,700	1,508,600	(18,100)	-1.19%
Other	674,200	674,200	0	0.00%
Total Real Estate	\$401,127,900	\$407,065,000	\$5,937,100	1.48%
Personal Property:				
Boats & Watercraft	\$410	600	\$190	46.34%
Machinery, Tools & Patterns	860,700	722,600	(138,100)	-16.05%
Furniture, Fixtures & Equipment	9,737,250	10,819,000	1,081,750	11.11%
Other	2,087,490	2,138,100	50,610	2.42%
Total Personal Property	\$12,685,850	\$13,680,300	994,450	7.84%
Total Assessed Value	\$413,813,750	\$420,745,300	\$6,931,550	1.68%
Total Assessed Value less Manufacturing Value	\$400,099,850	\$406,456,400	\$6,356,550	1.59%
Total Equalized Value less Manufacturing Value	\$440,043,400	\$459,853,400	\$19,810,000	4.50%
Assessment Ratio	90.9228%	88.3883%	-2.5346%	
City Equalized Value (TID in)	\$454,973,200	\$476,018,800	\$21,045,600	4.63%
TID Equalized Value (Increment)	\$19,505,600	\$26,847,900	\$7,342,300	37.64%
City Equalized Value (TID out)	\$435,467,600	\$449,170,900	\$13,703,300	3.15%

GENERAL FUND OPERATING EXPENDITURES BY TYPE

		% of	2019	% of	2020	Increase
SUMMARY OF ALL DEPARTMENTS		Total	Budget	Total	Budget	(Decrease)
PERSONNEL COSTS:						
111	SALARIES/PERMANENT/REGULAR	43.14%	4,283,229	42.55%	4,282,296	(933)
112	OVERTIME WAGES	1.35%	134,100	1.34%	134,540	440
113	SALARIES/UPGRADE/SHIFT DIFF	0.11%	11,000	0.11%	11,000	-
125	WAGES/TEMP/OTHER	2.21%	219,600	2.04%	205,058	(14,542)
127	OUT-OF TOWN TRANSFERS	0.24%	23,800	0.24%	23,900	100
131	LONGEVITY PAY	0.77%	76,483	0.68%	68,209	(8,274)
132	HOLIDAY PAY	1.40%	138,560	1.38%	138,845	285
136	CLOTHING/UNIFORM ALLOWANCE	0.09%	9,400	0.09%	9,400	-
137	CLOTHING ALLOWANCE	0.21%	21,125	0.21%	20,900	(225)
151	SOCIAL SECURITY	2.64%	262,552	2.58%	259,400	(3,152)
152	EMPLOYER SHARE RETIREMENT	5.76%	571,818	5.84%	587,996	16,179
154	MEDICAL & DENTAL	11.79%	1,170,171	12.20%	1,227,648	57,477
155	LIFE INSURANCE	0.12%	11,583	0.11%	11,046	(537)
156	WORKER'S COMPENSATION	1.75%	173,633	1.50%	151,438	(22,195)
157	H.S.A. CONTRIBUTION	1.84%	182,251	1.74%	175,009	(7,242)
158	UNEMPLOYMENT	0.14%	14,000	0.16%	16,000	2,000
159	OTHER EMPLOYER CONT	0.25%	25,250	0.24%	23,900	(1,350)
161	RECRUITMENT/TESTING	0.08%	8,290	0.08%	8,250	(40)
162	EMPLOYEE RECOGNITION	0.02%	2,000	0.02%	2,000	-
190	POST EMPLOYMENT BENEFITS	0.61%	60,850	0.42%	42,150	(18,700)
191	RETIREE HRA DEDUCTIBLE	0.09%	9,000	0.06%	6,000	(3,000)
TOTAL PERSONNEL COSTS		74.62%	<u>7,408,695</u>	73.59%	<u>7,404,985</u>	<u>(3,710)</u>
SERVICES:						
210	PROFESSIONAL SERVICES	0.35%	35,000	0.45%	45,000	10,000
211	FINANCIAL SERVICES	0.71%	70,000	0.70%	70,000	-
213	OTHER PROFESSIONAL SERVICES	2.92%	290,400	3.17%	318,500	28,100
216	SAFETY PROGRAM	0.01%	1,000	0.01%	1,000	-
219	OTHER ANIMAL SHELTER	0.02%	1,500	0.01%	1,500	-
221	WATER	0.36%	35,362	0.37%	37,281	1,920
222	ELECTRIC	1.93%	191,948	1.85%	186,000	(5,948)
224	NATURAL GAS	0.65%	64,172	0.53%	53,500	(10,672)
225	TELEPHONE	0.68%	67,871	0.75%	75,194	7,323
227	PROPANE/FUEL OIL	0.01%	950	0.01%	950	-
250	PROPERTY MAINTENANCE	0.01%	1,000	0.01%	1,000	-
215	SPECIAL EVENTS & PROGRAMS	0.00%	300	0.00%	300	-
290	CONTRACTUAL SERVICES	4.94%	490,350	5.03%	506,500	16,150
299	OTHER SERVICES/WEIGHTS & MEASURES	0.06%	5,600	0.06%	5,600	-
TOTAL SERVICES		12.64%	<u>1,255,453</u>	12.94%	<u>1,302,325</u>	<u>46,872</u>
MATERIALS & SUPPLIES:						
311	POSTAGE	0.37%	36,490	0.36%	36,340	(150)
313	PRINTING/COPYING	0.28%	27,500	0.30%	30,100	2,600
319	OFFICE SUPPLIES	0.15%	15,245	0.14%	14,435	(810)
320	ADVERTISING/PUBLISHING	0.16%	16,230	0.18%	17,930	1,700
322	MAGAZINES/NEWSPAPER SUBS	0.01%	500	0.00%	500	-
324	MEMBERSHIP DUES	0.12%	11,935	0.10%	10,020	(1,915)
332	AUTO ALLOWANCE	0.01%	1,360	0.01%	610	(750)
337	CERTIFICATION - CONT ED	0.12%	12,000	0.10%	9,850	(2,150)
339	TRAVEL/TRAINING	0.40%	40,050	0.45%	45,150	5,100
340	OPERATING SUPPLIES	4.03%	400,040	4.23%	426,040	26,000
342	GAS AND OIL	1.11%	110,660	1.33%	133,610	22,950
343	MEAL EXPENSE	0.05%	5,000	0.05%	5,000	-
344	JANITORIAL SUPPLIES	0.16%	16,350	0.16%	16,350	-
345	SMALL TOOLS & EQUIP	0.15%	14,499	0.15%	15,150	651
349	OTHER SUPPLIES	0.05%	4,850	0.05%	4,850	-
350	R & M TRANS VEHICLES	0.70%	69,813	0.57%	56,980	(12,833)
351	R&M HEAVY EQUIPMENT	0.22%	21,375	0.34%	34,000	12,625
352	R&M EQUIP/MACH/TOOLS	0.17%	16,620	0.15%	15,120	(1,500)
353	R & M FURNITURE/OFFICE EQUIPMENT	0.01%	600	0.01%	600	-
354	R&M - TELE/DATA COMM EQUIP	0.07%	7,000	0.07%	6,850	(150)
355	R & M BUILDINGS	0.41%	40,375	0.42%	42,550	2,175
357	R & M EQUIP/MAINT-OTHER	0.21%	20,500	0.20%	20,500	-
368	OTHER INSURANCE CLAIMS	0.01%	1,000	0.01%	1,000	-
390	MISCELLANEOUS EXPENSE	0.11%	10,900	0.16%	15,750	4,850
394	BANK SERVICE CHARGES	0.02%	1,800	0.02%	2,100	300
532	RENT BUILDINGS	0.01%	600	0.01%	1,200	600
533	RENT-EQUIPMENT	0.05%	5,000	0.05%	5,000	-
535	HYDRANT RENTAL	0.20%	20,100	0.19%	19,200	(900)
TOTAL MATERIALS & SUPPLIES		9.35%	<u>928,392</u>	9.81%	<u>986,785</u>	<u>58,393</u>

2020 BUDGET

GENERAL FUND OPERATING EXPENDITURES BY TYPE

		% of	2019	% of	2020	Increase
SUMMARY OF ALL DEPARTMENTS		Total	Budget	Total	Budget	(Decrease)
CONTRIBUTIONS:						
791	CIVIC FUNCTIONS	1.21%	120,450	1.47%	148,000	27,550
795	MUSEUM CONTRIBUTION	0.10%	10,000	0.10%	10,000	-
796	SENIOR CITIZENS CENTER	0.14%	14,300	0.14%	14,300	-
829	ECONOMIC DEVELOPMENT ACTIVITIES	0.04%	4,000	0.04%	4,000	-
TOTAL CONTRIBUTIONS		1.50%	<u>148,750</u>	1.75%	<u>176,300</u>	<u>27,550</u>
CAPITAL EXPENDITURES:						
810	CAPITAL EQUIPMENT	0.22%	21,500	0.21%	21,500	-
812	FURNITURE/FURNISHINGS	0.03%	2,750	0.03%	3,300	550
813	OFFICE EQUIPMENT	0.35%	34,800	0.30%	29,800	(5,000)
816	MEDIA / SOFTWARE	0.05%	5,000	0.04%	4,000	(1,000)
840	CONDEMNATION/DEMO	0.00%	-	0.03%	3,000	3,000
TOTAL CAPITAL EXPENDITURES		0.65%	<u>64,050</u>	0.61%	<u>61,600</u>	<u>(2,450)</u>
INSURANCE & MISCELLANEOUS:						
511	STATE FIRE INSURANCE/BLD	0.34%	34,000	0.54%	54,600	20,600
512	VEHICLE INSURANCE	0.41%	41,000	0.30%	30,000	(11,000)
513	LIABILITY INSURANCE	0.46%	46,000	0.44%	44,000	(2,000)
915	ALLOWANCE FOR UNCOLL. TAXES	0.03%	2,500	0.02%	2,500	-
TOTAL INSURANCE & MISCELLANEOUS		1.24%	<u>123,500</u>	1.30%	<u>131,100</u>	<u>7,600</u>
TOTAL GENERAL FUND OPERATING EXPENDITURES		100.00%	<u>9,928,840</u>	100.00%	<u>10,063,095</u>	<u>134,256</u>

CITY OF ASHLAND		A					B		A - B + C = DRAFT - 10/22/2019 = C+D+E			
2020 BUDGET		EXPENSES Gross Department Expenses	BUDGETED REVENUES - DIRECTLY RELATED TO DEPARTMENT OPERATIONS						C=NET EXPENSES TO BE FUNDED	Special Rev Capital Proj Levy & Transfers	TIF Levy & Debt Payments	NET FUNDING REQUESTS
PROPERTY TAX LEVY ALLOCATION 9.872987			Licenses Permits Fines	Public Charges for Services	Federal & State Funding	Inter- Govnt Rev Other Sour	DIRECT REVENUE TOTAL	Revenue Description				
GENERAL GOVERNMENT												
Mayor	(30,740)	-	-	-	-	-		(30,740)	-	-	(30,740)	
City Council	(66,400)	-	-	-	-	-		(66,400)	-	-	(66,400)	
City Administrator	(136,175)	-	-	-	37,880	37,880	Utility Reimbursement	(98,295)	-	-	(98,295)	
Police & Fire Commission	(5,300)	-	-	-	-	-		(5,300)	-	-	(5,300)	
City Attorney	(70,000)	-	-	-	5,000	5,000	Utility Reimbursement	(65,000)	-	-	(65,000)	
City Clerk	(98,640)	31,400	-	-	25,590	56,990	Utility Reimb/Business licenses	(41,650)	-	-	(41,650)	
Human Resources/Safety (Personnel)	(55,120)	-	-	-	11,230	11,230	Utility Reimbursement	(43,890)	-	-	(43,890)	
Elections	(107,765)	-	-	-	-	-		(107,765)	-	-	(107,765)	
Technology Services	(282,320)	-	-	-	-	-		(282,320)	-	-	(282,320)	
Other City Hall	(124,230)	-	-	-	-	-		(124,230)	-	-	(124,230)	
Finance	(419,165)	-	-	-	168,920	168,920	Utility \$160,920/Airport \$8,000	(250,245)	-	-	(250,245)	
Assessor	(62,650)	-	-	-	-	-		(62,650)	-	-	(62,650)	
Buildings & Facilities Maintenance	(457,951)		29,620	-	42,500	72,120	VPL maint fee / VPL 3rd floor rent	(385,831)	-	-	(385,831)	
Misc & Contingency	(131,100)	-	-	-	-	-		(131,100)	-	-	(131,100)	
TOTAL GENERAL GOVERNMENT	(2,047,556)	31,400	29,620	-	291,120	352,140		(1,695,416)	-	-	(1,695,416)	
PUBLIC SAFETY												
Police	(2,111,480)	25,000	13,300	119,700	78,000	236,000	Fines/services / GTA=20% / SRO	(1,875,480)	-	-	(1,875,480)	
Fire & Ambulance	(2,827,850)	-	1,083,400	20,000	406,375	1,509,775	Township contracts & fees	(1,318,075)	-	-	(1,318,075)	
Public Fire Protection Fee	(19,200)	-	-	-	-	-		(19,200)	-	-	(19,200)	
Building Inspection	(109,050)	45,000	-	-	-	45,000	Permits	(64,050)	-	-	(64,050)	
TOTAL PUBLIC SAFETY	(5,067,580)	70,000	1,096,700	139,700	484,375	1,790,775		(3,276,805)	-	-	(3,276,805)	
HEALTH & SOCIAL SERVICES												
Animal Control	(78,930)	-	2,500	-	-	2,500	Fees for service	(76,430)	-	-	(76,430)	
Pest Control	(8,000)	-	-	-	-	-		(8,000)	-	-	(8,000)	
Mt. Hope Cemetery	(61,000)	-	-	-	-	-		(61,000)	-	-	(61,000)	
TOTAL HEALTH & SOCIAL SERVICES	(147,930)	-	2,500	-	-	2,500		(145,430)	-	-	(145,430)	
PUBLIC WORKS												
Public Works	(1,651,902)	-	62,980	552,720	-	615,700	Conn Hwy aid /GTA=80%	(1,036,202)	-	-	(1,036,202)	
Transportation	(30,000)	-	-	-	-	-		(30,000)	-	-	(30,000)	
Sanitation	(376,892)	-	349,800	-	-	349,800	Garbage \$348K + cleanup	(27,092)	-	-	(27,092)	
TOTAL PUBLIC WORKS	(2,058,794)	-	412,780	552,720	-	965,500		(1,093,294)	-	-	(1,093,294)	
LEISURE ACTIVITIES												
Community Programs	(26,550)	-	-	-	-	-		(26,550)	-	-	(26,550)	
Parks	(221,105)	-	136,000	-	17,700	153,700	Park fees/Wage reimb - Waterfront	(67,405)	-	-	(67,405)	
Recreation Programs	(301,440)	-	85,000	-	2,800	87,800	Program fees	(213,640)	-	-	(213,640)	
Municipal Band	(4,950)	-	-	-	-	-		(4,950)	-	-	(4,950)	
TOTAL LEISURE ACTIVITIES	(554,045)	-	221,000	-	20,500	241,500		(312,545)	-	-	(312,545)	
CONSERVATION & DEVELOPMENT												
Planning and Development	(187,190)	8,845	-	-	-	8,845	Fees - zoning & planning	(178,345)	-	-	(178,345)	
TOTAL CONSERVATION & DEVEL	(187,190)	8,845	-	-	-	8,845		(178,345)	-	-	(178,345)	
TRANSFERS TO OTHER FUNDS												
Vaughn Public Library	-	-	-	-	-	-		-	(322,320)	-	(322,320)	
JFK Airport	-	-	-	-	-	-		-	(45,000)	-	(45,000)	
Special Revenue & Internal Service Fun	-	-	19,300	-	-	19,300	Recycling fee	19,300	(193,600)	-	(174,300)	
Capital Project Funds	-	-	-	-	-	-		-	(245,000)	-	(245,000)	
TOTAL TRANSFER TO OTHER FUNDS	-	-	19,300	-	-	19,300	-	19,300	(805,920)	-	(786,620)	
DIRECT LEVY											SUB-TOT	
GO Debt Levy	-	-	-	-	-	-		-	-	(1,143,247)	(1,143,247)	
Police & Fire Equipment	-	-	-	-	-	-		-	-	-	-	
Tax Incremental District Levy	-	-	-	-	-	-		-	-	(234,290)	(234,290)	
TOTAL DIRECT LEVY	-	-	-	-	-	-		-	-	(1,377,537)	(1,377,537)	
TOTAL GENERAL FUND	(10,063,095)	110,245	1,781,900	692,420	795,995	3,380,560		(6,682,535)	(805,920)	(1,377,537)	(8,865,992)	

APPLICATION OF INDIRECT REVENUES

Funding Requests	(8,865,992)		
Taxes, NOT including property taxes	460,620	460,620	6.26%
Aid from other governmental units	3,957,106	3,957,106	53.74%
Licenses and permits	81,683	81,683	1.11%
Public charges for services	14,800	14,800	0.20%
Other financing sources and transfers	124,450	-	0.00%
Miscellaneous revenues	73,320	73,320	1.00%
GROSS PROPERTY TAX LEVY	4,154,013	2,776,476	37.70%
Net Revenue (Expense)	(0)	7,364,005	100.00%

ALLOCATION OF INDIRECT REVENUES								8		
Other financing sources - health ins	Net before Other Revenues	Taxes NOT including Prop Tax	Aid from other governmen tal units	Licenses and permits	Public charges for services	Misc. revenues & FB applied	Net before Property Taxes	Gross Property Tax Levy \$	Percent of Levy	Property Tax Allocation per \$100,000 of Value
	(30,740)	1,923	16,518	341	62	306	(11,590)	\$ 11,595	0.28%	\$ 2.79
	(66,400)	4,153	35,681	737	133	661	(25,035)	25,035	0.60%	5.95
1,854	(96,441)	6,032	51,823	1,070	194	960	(36,362)	36,361	0.88%	8.64
	(5,300)	332	2,848	59	11	53	(1,997)	1,998	0.05%	0.47
	(65,000)	4,066	34,927	721	131	647	(24,508)	24,507	0.59%	5.82
2,520	(39,130)	2,448	21,027	434	79	390	(14,752)	14,753	0.36%	3.51
527	(43,363)	2,712	23,302	481	87	432	(16,349)	16,349	0.39%	3.89
1,841	(105,924)	6,626	56,919	1,175	213	1,055	(39,936)	39,937	0.96%	9.49
2,521	(279,799)	17,501	150,352	3,104	562	2,786	(105,494)	105,494	2.54%	25.07
2,374	(121,856)	7,622	65,480	1,352	245	1,213	(45,944)	45,944	1.11%	10.92
6,708	(243,537)	15,227	130,866	2,702	488	2,423	(91,831)	91,821	2.21%	21.82
	(62,650)	3,919	33,665	695	126	624	(23,621)	23,621	0.57%	5.61
7,384	(378,447)	23,672	203,361	4,198	761	3,768	(142,687)	142,687	3.43%	33.91
	(131,100)	8,200	70,448	1,454	264	1,305	(49,429)	49,429	1.19%	11.75
25,730	(1,669,687)	104,433	897,217	18,523	3,356	16,623	(629,535)	629,531	15.15%	149.64
34,584	(1,840,896)	115,148	989,220	20,419	3,700	18,330	(694,079)	\$ 694,079	16.71%	\$ 164.96
34,141	(1,283,934)	80,310	689,932	14,241	2,581	12,784	(484,086)	484,085	11.65%	115.05
	(19,200)	1,201	10,317	213	39	191	(7,239)	7,239	0.17%	1.72
838	(63,212)	3,954	33,967	701	127	629	(23,834)	23,833	0.57%	5.66
69,564	(3,207,241)	200,613	1,723,436	35,574	6,447	31,934	(1,209,237)	1,209,236	29.11%	287.39
862	(75,568)	4,727	40,607	838	152	752	(28,492)	\$ 28,492	0.69%	\$ 6.77
	(8,000)	500	4,299	89	16	80	(3,016)	3,016	0.07%	0.72
	(61,000)	3,816	32,779	677	123	607	(22,998)	22,999	0.55%	5.47
862	(144,568)	9,043	77,685	1,604	291	1,439	(54,506)	54,507	1.31%	12.96
19,191	(1,017,011)	63,614	546,499	11,281	2,044	10,126	(383,447)	\$ 383,447	9.23%	\$ 91.14
	(30,000)	1,877	16,121	333	60	299	(11,310)	11,311	0.27%	2.69
510	(26,582)	1,663	14,284	295	53	265	(10,022)	10,022	0.24%	2.38
19,701	(1,073,593)	67,154	576,904	11,909	2,157	10,690	(404,779)	404,780	9.74%	96.21
	(26,550)	1,661	14,267	294	53	264	(10,011)	\$ 10,010	0.24%	\$ 2.38
838	(66,567)	4,164	35,770	738	134	663	(25,098)	25,098	0.60%	5.97
6,805	(206,835)	12,938	111,144	2,294	416	2,059	(77,984)	77,984	1.88%	18.53
	(4,950)	310	2,660	55	10	49	(1,866)	1,866	0.04%	0.44
7,643	(304,902)	19,073	163,841	3,381	613	3,035	(114,959)	114,958	2.77%	27.32
951	(177,394)	11,096	95,324	1,968	357	1,766	(66,883)	\$ 66,883	1.61%	\$ 15.90
951	(177,394)	11,096	95,324	1,968	357	1,766	(66,883)	66,883	1.61%	15.90
	(322,320)	20,161	173,201	3,575	648	3,209	(121,526)	\$ 121,525	2.93%	\$ 28.88
	(45,000)	2,815	24,181	499	90	448	(16,967)	16,966	0.41%	4.03
	(174,300)	10,902	93,661	1,933	350	1,736	(65,718)	65,717	1.58%	15.62
	(245,000)	15,325	131,653	2,718	492	2,439	(92,373)	92,373	2.22%	21.95
-	(786,620)	49,203	422,696	8,725	1,580	7,832	(296,584)	296,581	7.14%	70.48
124,450	(7,364,005)	460,615	3,957,103	81,684	14,801	73,319	(2,776,483)	2,776,476	66.84%	659.90
-	(1,143,247)	-	-	-	-	-	(1,143,247)	\$ 1,143,247	27.52%	\$ 271.72
-	-	-	-	-	-	-	-	-	0.00%	-
-	(234,290)	-	-	-	-	-	(234,290)	234,290	5.64%	55.68
-	(1,377,537)	-	-	-	-	-	(1,377,537)	1,377,537	33.16%	327.40
124,450	(8,741,542)	460,615	3,957,103	81,684	14,801	73,319	(4,154,020)	\$ 4,154,013	100.00%	987.30

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
CITY OF ASHLAND MAYOR DUTIES – WIS. STAT.SEC. 62.09(8)**

Core Operations:

Description: The mayor's elected office in the City of Ashland (Pop. 8000+), which is for a 4-year term, is referred to as a weak mayoral system and is characterized by a shared administrative responsibility among the mayor, elected administrative officers, various boards and commissions and independent appointed officials. The mayor by statute:

- Is a member of the city council;
- Presides at city council meetings;
- May vote on measures before the city council in the event of a tie vote;
- Has the power to veto actions of the city council.

As Chief Executive Officer of the city, the mayor has statutory duty to "take care that the city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties". Additional responsibilities include:

- Head of the Police and Fire Departments;
- Nominates appointments to various city committees;
- Represents the city at Community, Federal, State, and Regional functions;
- Negotiates in the city interest;
- Assists in Economic Development;
- Communicates with the public about matters of interest.

Outcomes: During the past year, with the addition of a full time experienced City Administrator, the mayor's office hours (as a part-time Mayor) have consistently been approximately 15 hours a week (750 hrs./year). Statutory meetings account for an estimate of 15 hrs. /month (180 hrs. /yr.), various other functions, including representing the community at events, conferences, etc. outside of office hours (120 hrs. /yr.), and economic development activities and lobbying (360 hrs. /yr.). In addition, when called upon, I try wherever possible to speak at or attend city and regional events on behalf of the city and to be responsive to citizen concerns.

Economic development activities include, but are not limited to: collaboration with various economic development corporations, (attending ABA, Ashland County Board, (as requested) League of Municipality Meetings-serving on the Board of Directors for the League of Municipalities (4 meetings annually), AADC (4-6 meetings/year), NWRP (2 meetings/year), local tribes and municipalities in the Chequamegon Bay, chambers, non-profits, local citizens, local business, business prospects, state and federal entities and the City Planning Department; promoting local businesses; and promoting best interest of the city through weekly newspaper column, FaceBook, media interviews, and press releases.

- Lobbying state and federal representatives and agencies regarding various threats to local interest, i.e.: health care, transportation funding, "dark store" legislation, water quality issues, grant funding, etc.
- Participated in planning for the new police station;
- Actively working to address housing stock issues; attends Housing Committee meetings and Chequamegon Bay Regional Housing Discussion Initiative;

Mayor

- Participated in numerous grant applications by writing letters of support;
- Participated in planning efforts for the Economic Development Strategic Plan, Ore Dock re-design/fundraising process;
- Participated in ongoing business retention outreach efforts to local business leaders.

My goal is to always promote the betterment of Ashland in a positive manner that upholds our core values as a community. Cheerleading for Ashland and continued lobbying and collaboration efforts at the county, state and federal level, along with continued outreach and collaboration with major regional stakeholders Northland College, AADC, ABA, Ashland Chamber, WITC, School District of Ashland, Cities of Bayfield and Washburn, Red Cliff and Bad River Tribes, and Memorial Medical Center. Expand our City presence in the Great Lakes and St. Lawrence Seaway Initiative and numerous Chief Executive Officers' groups at State and Federal level. Continue to seek to heal rifts between various stakeholders in the community, seek areas of collaboration, and develop relationship building that keeps Ashland in the forefront of stakeholders that can advance Ashland and the region. Actively seek to recruit sustainable businesses to locate and expand in the region. As CEO, I also seek to support and encourage City employees where possible to help ensure that they are able to perform their service to the City at their best.

CITY OF ASHLAND
2020 BUDGET
MAYOR

DEBRA S. LEWIS, MAYOR

MAYORAL PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Customer Service	Personnel Management	Community Outreach/ Public Relations	Council Meetings - Preparation & Oversight	Economic Development Management
Mayoral Revenues:							
General Funds	\$ 32,000	\$ 30,740	\$6,144	\$3,075	\$9,223	\$3,075	\$9,223
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	32,000	30,740	6,144	3,075	9,223	3,075	9,223
Mayoral Expenses:							
Personnel	\$ 18,250	\$ 18,240	3,644	1,825	5,473	1,825	5,473
Services	1,200	800	160	80	240	80	240
Materials & Supplies	7,350	6,550	1,310	655	1,965	655	1,965
Economic Development	5,200	5,150	1,030	515	1,545	515	1,545
Total Mayoral Expenses	32,000	30,740	6,144	3,075	9,223	3,075	9,223
Net Mayoral Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Customer Service \$ 6,144 Funding request

Full time equivalent employees 0.2

Personnel Management \$ 3,075 Funding request

Full time equivalent employees 0.1

Community Outreach/ Public Relations \$9,223 Funding request

Full time equivalent employees 0.3

Council Meetings - Preparation & Oversight \$3,075 Funding request

Full time equivalent employees 0.1

Economic Development Management \$9,223 Funding request

Full time equivalent employees 0.3

Mayor

**CITY OF ASHLAND
2020 BUDGET
MAYOR**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51410 111 SALARIES/PERMANENT/REG	14,007	14,538	14,000	14,010	7,000	14,010	14,010	0.00%
100 51410 151 SOCIAL SECURITY	1,071	1,112	1,071	1,070	535	1,070	1,070	0.00%
100 51410 152 EMPLOYER SHARE RETIREMEN	924	988	937	920	459	920	950	3.26%
100 51410 154 MEDICAL & DENTAL INSUR.	0	0	0	0	0	0	0	NA
100 51410 155 LIFE INSURANCE	103	106	106	110	54	125	125	13.64%
100 51410 156 WORKERS COMPENSATION	44	43	34	50	0	35	35	-30.00%
100 51410 161 EE WELLNESS/RECOGNITION	1,558	3,015	2,096	2,090	33	2,090	2,050	-1.91%
TOTAL PERSONNEL COSTS:	17,707	19,802	18,244	18,250	8,081	18,250	18,240	-0.05%
SERVICES								
100 51410 225 TELEPHONE	1,015	885	671	1,200	282	800	800	-33.33%
TOTAL SERVICES:	1,015	885	671	1,200	282	800	800	-33.33%
MATERIALS & SUPPLIES								
100 51410 319 OFFICE SUPPLIES	200	57	0	250	0	250	150	-40.00%
100 51410 324 MEMBERSHIP DUES/PERIODICA	200	0	1,767	3,600	2,200	3,600	3,400	-5.56%
100 51410 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	NA
100 51410 339 TRAVEL/TRAINING	1,395	1,967	1,151	2,500	314	2,500	2,000	-20.00%
100 51410 390 MISCELLANEOUS EXPENSE	2,294	985	1,422	1,000	0	1,000	1,000	0.00%
TOTAL MAT. & SUPPLIES:	4,089	3,009	4,340	7,350	2,514	7,350	6,550	-10.88%
CONTRIBUTIONS								
100 51410 791 CIVIC FUNCTIONS	1,174	808	890	1,200	450	1,200	1,150	-4.17%
100 51410 829 ECONOMIC DEVELOPMENT AC	1,416	3,879	3,504	4,000	40	4,000	4,000	0.00%
TOTAL CONTRIBUTIONS:	2,590	4,687	4,394	5,200	490	5,200	5,150	-0.96%
TOTAL MAYOR EXPENDITURES:	25,401	28,383	27,649	32,000	11,367	31,600	30,740	-3.94%

Mayor

CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
CITY COUNCIL

Core Operations:

Description: Legislative authority of the City of Ashland is held by the Common Council. The Council approves ordinances, resolutions, policies, agreements and contracts which promote the health, safety and welfare of the public. The Ashland Common Council is comprised of elected representatives from eleven election districts. Each member of the Council is elected to service a two-year term.

Outcomes: Council reviews recommendations previously vetted through staff and committees for final determination. Council responds to citizen comments and complaints and provides direction on the long-term public needs of the entire community. Council directs administration to research projects for the health, safety and welfare of the public.

Training: Occasionally Council Members will take in events held for Superior Days, Wisconsin League of Municipalities, or other offered continuing municipal and legal training and education throughout the year, subsidized through the annual budget. A Council Retreat is held each spring after the reorganization Council meeting, along with management staff, to revitalize and strengthen the working relationships between Council and staff. Those new to the Council meet with the Mayor, Clerk and Administrator prior to their first Council meeting to familiarize them with meeting and legal procedures and expectations of their role as citizen representatives.

**CITY OF ASHLAND
2020 BUDGET DRAFT
CITY COUNCIL**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51110 125 PER DIEM-BOARD/COMMITTEE	29,675	26,325	26,625	30,000	13,075	32,600	32,000	6.67%
100 51110 151 SOCIAL SECURITY	2,270	2,014	2,037	2,300	1,000	2,495	2,300	0.00%
100 51110 156 WORK COMPENSATION	93	80	65	150	0	65	80	-46.67%
TOTAL PERSONNEL COSTS:	32,038	28,419	28,727	32,450	14,075	35,160	34,380	5.95%
SERVICES								
100 51110 213 OTHER PROFESSIONAL SERVICES	0	0	0	0	0	0	20,000	NA
TOTAL SERVICES:	0	0	0	0	0	0	20,000	NA
MATERIALS & SUPPLIES								
100 51110 320 PUBLISHING	8,066	8,184	8,838	7,500	1,000	7,500	7,500	0.00%
100 51110 324 MEMBERSHIP DUES	1,871	1,924	2,015	2,020	1,887	2,020	2,020	0.00%
100 51110 339 TRAVEL/TRAINING	0	180	75	250	594	600	2,000	700.00%
100 51110 390 MISCELLANEOUS EXPENSE	732	570	1,519	500	440	500	500	0.00%
TOTAL MATERIALS & SUPPLIES:	10,669	10,858	12,447	10,270	3,921	10,620	12,020	17.04%
CONTRIBUTIONS								
100 51110 213 ECONOMIC DEVELOPMENT ACTIV	0	0	0	0	0	0	0	NA
TOTAL CITY COUNCIL:	42,707	39,277	41,174	42,720	17,996	45,780	66,400	55.43%

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
OFFICE OF CITY ADMINISTRATOR – ORDINANCE 28**

Core Operations:

Description: The City Administrator is charged with leading, planning, and directing the efforts of the City toward fulfillment of the goals and policies as determined by the mayor and common council. The City Administrator coordinates the day to day activities of the City. The mayor provides direct supervision of the City Administrator's office.

Per Ordinance 28 the general duties of the City Administrator include the following:

- Implementation. Carry out directives of the mayor and council which require administrative implementation, reporting promptly to the mayor and council any difficulties encountered;
- Day-to-Day Operations. Be responsible for the administration of all day-to-day operations of the city government including the monitoring of all city ordinances, resolutions, council meeting minutes and state statutes;
- Strategic Plan. Annually after the spring general election, the Administrator and Council shall jointly develop a strategic plan outlining the goals and objectives to be accomplished by the resources of City government for the following budget year;
- Efficiency. Establish when necessary administrative procedures to increase the effectiveness and efficiency of city government according to current practices in local government;
- Non-Voting Board Member. Serve as ex-officio nonvoting member of all boards, commissions and committees of the city, except as specified by the council or Wisconsin State Statutes;
- Keeping Informed. Keep informed concerning current federal, state, and county legislation and administrative rules affecting the city and submit appropriate reports and recommendations thereon to the council;
- Coordinate Funding. Coordinate initiatives to secure federal, state, county or private funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the mayor and the council;
- Representation. Represent the city in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the mayor and council;
- Public Information Officer. Act as public information officer for the city with the responsibility of assuring that the news media are kept informed about the operations of the city and that all open meeting rules and regulations are followed;
- Communication. Establish and maintain procedures to facilitate communications between citizens and city government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;
- City Projects. Coordinate and ensure development of city projects such as the Waterfront Development Plan and Comprehensive Plan;
- Leadership. Contribute to and be a vital part of the leadership team that is charged with developing Ashland's future;
- Goals and Objectives. Promote the economic well-being and growth of the City of Ashland through public and private sector cooperation; coordinate the development and acceptance of city-wide

Administrator

goals and objectives. Ensure that achievement plans are created and successfully implemented for these goals and objectives;

- Promoting Economic Development. Work in conjunction with appropriate commercial, industrial and citizen representatives to define the role of the city in promoting the economic development well-being of Ashland.
- Supervising. Be responsible for the administrative direction, supervision, and coordination of all employees of the city according to the established organization procedures;
- Personnel. In consultation with the appropriate department head, be responsible for the appointment, promotion, and when necessary for the good of the city, the suspension or termination of employees below the department head level;
- Evaluations. Coordinate with the personnel officer for the city to see that complete and current personnel records, including specific job descriptions, for all city employees are kept; evaluate the performance of department heads on a regular basis; assure that employees below the department head level are evaluated by their supervisor(s) on a regular basis; recommend salary and wage scales for city employees not covered by collective bargaining agreements; develop and enforce high standards of performance by city employees; assure that city employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances;
- Employee Training. Work closely with department heads to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities;
- Preparation of Budget. Be responsible for the preparation of the annual city budget, in accordance with guidelines as may be provided by the city council and the mayor and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and the council;
- Administering Budget. Administer the budget as adopted by the council;
- Accounting System. Supervise the accounting system of the city and ensure that the system employs methods in accordance with current professional accounting practices; and
- Purchasing. Serve as the purchasing agent for the city, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the council and any limitation contained in the Wisconsin State Statutes.

Outcomes: Provide the City of Ashland with efficient, effective and responsible government under the direction of the mayor and common council.

CITY OF ASHLAND
2020 BUDGET
CITY ADMINISTRATOR

BRANT KUCERA, ADMINISTRATOR

CITY ADMINISTRATOR PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Community Outreach and Public Relations	Council Mtg Preparation and Oversight	Customer Service	Economic Development Management	Financial Administration	General Oversight	Personnel Management	Policy Development	Project Management
Administrator Revenues:											
General Funds	\$102,130	\$98,568	\$7,377	\$7,395	\$12,323	\$7,395	\$12,323	\$12,323	\$12,323	\$19,714	\$7,395
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Utility Reimbursement	38,970	37,607	2,819	2,821	4,701	2,821	4,701	4,701	4,701	7,521	2,821
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	141,100	136,175	10,196	10,216	17,024	10,216	17,024	17,024	17,024	27,235	10,216
Administrator Expenses:											
Personnel	\$135,350	\$133,225	9,985	9,993	16,654	9,993	16,654	16,654	16,654	26,645	9,993
Services	900	900	64	68	113	68	113	113	113	180	68
Material and Supplies	4,650	1,850	132	140	232	140	232	232	232	370	140
Capital Expenditures	200	200	15	15	25	15	25	25	25	40	15
Total Expenses	141,100	136,175	10,196	10,216	17,024	10,216	17,024	17,024	17,024	27,235	10,216
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Community Outreach and Public Relations **\$7,377** Funding request

Full time equivalent employee: 0.075

Council Mtg Preparation and Oversight **\$7,395** Funding request

Full time equivalent employee: 0.075

Volunteers 0

Customer Service **\$12,323** Funding request

Full time equivalent employee: 0.125

Economic Development Management **\$7,395** Funding request

Full time equivalent employee: 0.075

Financial Administration **\$12,323** Funding request

Full time equivalent employee: 0.125

General Oversight **\$12,323** Funding request

Full time equivalent employee: 0.125

Personnel Management **\$12,323** Funding request

Full time equivalent employee: 0.125

Policy Development **\$19,714** Funding request

Full time equivalent employee: 0.2

Project Management **\$7,395** Funding request

Full time equivalent employee: 0.075

Administrator

**CITY OF ASHLAND
2020 BUDGET
CITY ADMINISTRATOR**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51411 111 SALARIES/PERMANENT/REG	75,289	79,612	68,348	96,000	48,000	96,000	97,925	2.01%
100 51411 131 LONGEVITY PAY	1,035	1,592	0	0	0	0	0	NA
100 51411 133 RETIREMENT PAYOUT	0	0	0	0	0	0	0	NA
100 51411 151 SOCIAL SECURITY	5,260	5,667	5,052	6,990	3,623	7,250	7,380	5.58%
100 51411 152 EMPLOYER SHARE RETIREM	5,038	5,519	3,653	6,290	3,144	6,290	6,610	5.09%
100 51411 157 HSA CONTRIBUTION	3,000	3,000	1,750	3,000	1,500	3,000	3,000	0.00%
100 51411 154 MEDICAL & DENTAL INSUR.	19,021	16,790	10,882	22,650	7,569	15,200	17,900	-20.97%
100 51411 155 LIFE INSURANCE	62	80	65	210	83	170	210	0.00%
100 51411 156 WORKERS COMPENSATION	240	248	165	210	0	210	200	-4.76%
TOTAL PERSONNEL COSTS:	108,945	112,508	89,915	135,350	63,919	128,120	133,225	-1.57%
SERVICES								
100 51411 225 TELEPHONE	850	837	1,143	900	449	900	900	0.00%
TOTAL SERVICES:	850	837	1,143	900	449	900	900	0.00%
MATERIALS & SUPPLIES								
100 51411 319 OFFICE SUPPLIES	645	76	70	200	0	200	100	-50.00%
100 51411 324 MEMBERSHIP DUES	598	524	0	600	0	600	0	-100.00%
100 51411 332 AUTO ALLOWANCE	0	0	58	1,000	0	500	250	-75.00%
100 51411 339 TRAVEL/TRAINING	2,012	5,479	55	2,750	0	2,750	1,000	-63.64%
100 51411 390 MISCELLANEOUS EXPENSE	1,269	593	37	100	803	805	500	400.00%
TOTAL MAT. & SUPPLIES:	4,524	6,672	220	4,650	803	4,855	1,850	-60.22%
CAPITAL EXPENDITURES								
100 51411 812 OFFICE EQUIP/FURN	0	33	0	200	0	200	200	0.00%
TOTAL CAPITAL EXPEND:	0	33	0	200	0	200	200	0.00%
TOTAL CITY ADMINISTRATOR:	\$114,319	\$120,050	\$91,278	141,100	\$65,171	\$134,075	136,175	-3.49%

Administrator

CITY OF ASHLAND
2020 BUDGET
CITY ADMINISTRATOR

ADMINISTRATOR PROGRAMS - DETAIL										
DESCRIPTION	Total 2020 Budget	Community Outreach and Public Relations	Council Mtg Preparation and Oversight	Customer Service	Economic Development Management	Financial Administration	General Oversight	Personnel Management	Policy Development	Project Management
PERSONNEL COSTS	1	0.075	0.075	0.125	0.075	0.125	0.125	0.125	0.2	0.075
100 51411 111 SALARIES/PERMANENT/REG	97,925	7,344	7,344	12,241	7,344	12,241	12,241	12,241	19,585	7,344
100 51411 131 LONGEVITY PAY	0	0	0	0	0	0	0	0	0	0
100 51411 133 RETIREMENT PAYOUT	0	0	0	0	0	0	0	0	0	0
100 51411 151 SOCIAL SECURITY	7,380	550	554	923	554	923	923	923	1,476	554
100 51411 152 EMPLOYER SHARE RETIREI	6,610	496	496	826	496	826	826	826	1,322	496
100 51411 157 HSA CONTRIBUTION	3,000	225	225	375	225	375	375	375	600	225
100 51411 154 MEDICAL & DENTAL INSUR.	17,900	1,339	1,343	2,238	1,343	2,238	2,238	2,238	3,580	1,343
100 51411 155 LIFE INSURANCE	210	16	16	26	16	26	26	26	42	16
100 51411 156 WORKERS COMPENSATION	200	15	15	25	15	25	25	25	40	15
TOTAL PERSONNEL COSTS:	133,225	9,985	9,993	16,654	9,993	16,654	16,654	16,654	26,645	9,993
SERVICES										
100 51411 225 TELEPHONE	900	64	68	113	68	113	113	113	180	68
TOTAL SERVICES:	900	64	68	113	68	113	113	113	180	68
MATERIALS & SUPPLIES										
100 51411 319 OFFICE SUPPLIES	100	4	8	13	8	13	13	13	20	8
100 51411 324 MEMBERSHIP DUES	0	0	0	0	0	0	0	0	0	0
100 51411 332 AUTO ALLOWANCE	250	19	19	31	19	31	31	31	50	19
100 51411 339 TRAVEL/TRAINING	1,000	75	75	125	75	125	125	125	200	75
100 51411 390 MISCELLANEOUS EXPENSE	500	34	38	63	38	63	63	63	100	38
TOTAL MAT. & SUPPLIES:	1,850	132	140	232	140	232	232	232	370	140
CAPITAL EXPENDITURES										
100 51411 812 OFFICE EQUIP/FURN	200	15	15	25	15	25	25	25	40	15
TOTAL CAPITAL EXPEND:	200	15	15	25	15	25	25	25	40	15
TOTAL CITY ADMINISTRATOR:	136,175	\$10,196	\$10,216	\$17,024	\$10,216	\$17,024	\$17,024	\$17,024	\$27,235	\$10,216

Administrator

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
POLICE & FIRE COMMISSION – WI STATUTE – 62.13**

Core Operations:

Wisconsin State Statutes contain provisions for the creation of Police and Fire Commissions. The purpose of these provisions in the Statutes was to remove political influences from the management of the police and fire departments and to provide basic protection and security in employment, promotion, and disciplinary practices. The authority to formulate and administer policies as to the operation of the police and fire departments lies with the chiefs of those departments under the direction of the Mayor and in cooperation with the City Council. The defined role of the Police and Fire Commission is to:

- Appoint, suspend or remove the Chief of the Police Department and the Chief of the Fire Department.
- Approve all appointments made by the Police Chief and the Fire Chief, including the promotion of subordinates.
- Approve competitive examinations used to judge suitability for appointment of subordinates.
- Approve each list of individuals determined to be eligible for appointment.
- Suspend the Chief of a department or subordinates pending the filing and hearing of charges against them.
- Initiate charges against the Chief of a department or any subordinate.
- Hear charges filed against the Chief of a department or a subordinate, make findings and determinations, and impose penalties.
- Hear appeals of disciplinary actions initiated by the chief of a department against any subordinate.

Goals:

- Hold regular Commission meetings to maintain effective communications with the Fire Chief and Police Chief.
- Provide statutory oversight for disciplinary activities of the Police Chief and Fire Chief.
- Conduct interviews of candidates for positions in the Police and Fire Departments.
- Complete and update the policy manual regarding rules and regulations governing the Police and Fire Commission.

**CITY OF ASHLAND
2020 BUDGET DRAFT
POLICE & FIRE COMMISSION**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual to June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51120 161 TESTING	5,251	3,689	3,467	4,000	1,667	4,000	4,000	0.00%
TOTAL PERSONNEL COSTS:	5,251	3,689	3,467	4,000	1,667	4,000	4,000	0.00%
SERVICES								
TOTAL SERVICES:	0	0	0	0	0	0	0	NA
MATERIALS & SUPPLIES								
100 51120 320 ADVERTISING/PUBLISHING	255	0	0	200	0	200	200	0.00%
100 51120 339 TRAVEL/TRAINING	0	0	511	1,000	0	1,000	1,000	0.00%
100 51120 390 MISCELLANEOUS EXPENSE	0	15	30	100	0	100	100	0.00%
TOTAL MAT. & SUPPLIES:	255	15	541	1,300	0	1,300	1,300	0.00%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	0	NA
TOTAL POLICE/FIRE COMMISSION:	5,506	3,704	4,008	5,300	1,667	5,300	5,300	0.00%

CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
OFFICE OF CITY ATTORNEY – SECTION 62.09(12) STATUTES

Core Operations:

Description: The City's legal representation consists of several components. The City Attorney, by statute, represents the City in all legal matters in which the City has an interest. The City Attorney serves as the lead representative in labor negotiations. The City also retains specialized legal services for particular issues that come up. Likewise, the City is assigned counsel by its insurance company to represent it in suits and other civil actions.

Outcomes: The legal group of Dallenbach, Anich & Wickman, SC are contracted for legal representation, led by Attorney Tyler Wickman. This contract was renewed in May 2019 for a two year term ending May 2021. Legal fees are paid hourly, divided by the tenth of an hour if necessary, and are charged to the City and its enterprises accordingly. The agreed hourly rate effective May 2019 through April 2020 will be \$150/hour, increasing to \$160/hour from May 2020 through April 2021.

To insure the City, its staff, and governing board are properly represented in all legal affairs, the appropriate documents are reviewed and properly vetted, that the municipality complies with all appropriate legal requirements established by superior authorities, and that violations of municipal ordinances are properly prosecuted.

The City Attorney is present at Council meetings and as needed during Committee of the Whole meetings. To lessen charges to the City, the Attorney may defer the creation of contracts, agreements, ordinances, resolutions, etc. to City staff, and will review and consult with staff for legal appropriateness.

CITY OF ASHLAND
2020 BUDGET
CITY ATTORNEY

DENISE OLIPHANT, CITY CLERK

CITY ATTORNEY PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Ordinance and Policy Oversight and Review Program	Special Project/ Contract Review	Prosecutions and Court Hearings	Department Level Legal Services	General Government Legal Services
City Attorney Revenues:							
General Funds	\$ 55,200	\$ 65,000	\$9,750	\$14,950	\$5,850	\$12,350	\$22,100
Government & Grants	-	-	-	-	-	-	-
Utility Reimbursement	14,800	5,000	750	1,150	450	950	1,700
Donations	-	-	-	-	-	-	-
Total Revenues	70,000	70,000	10,500	16,100	6,300	13,300	23,800
City Attorney Expenses:							
Personnel	\$ -	\$ -	-	-	-	-	-
Services	70,000	70,000	10,500	16,100	6,300	13,300	23,800
Material and Supplies	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	70,000	70,000	10,500	16,100	6,300	13,300	23,800
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Ordinance and Policy Oversight and Review Program \$ 9,750 Funding request

Contract Service 0.15

Special Project/ Contract Review \$14,950 Funding request

Contract Service 0.23

Prosecutions and Court Hearings \$5,850 Funding request

Contract Service 0.09

Department Level Legal Services \$12,350 Funding request

Contract Service 0.19

General Government Legal Services \$22,100 Funding request

Contract Service 0.34

Attorney

**CITY OF ASHLAND
2020 BUDGET
CITY ATTORNEY**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51310 111 WAGES/PERMANENT/REG	44,832	45,323	18,670	0	0	0	0	NA
100 51310 131 LONGEVITY PAY	0	0	0	0	0	0	0	NA
100 51310 151 SOCIAL SECURITY	3,430	3,467	1,428	0	0	0	0	NA
100 51310 152 EMPLOYER SHARE RETIRE	2,959	3,080	1,251	0	0	0	0	NA
100 51310 153 HRA / HSA CONTRIBUTION	0	0	0	0	0	0	0	NA
100 51310 154 MEDICAL & DENTAL	0	0	0	0	0	0	0	NA
100 51310 155 LIFE INSURANCE	318	348	123	0	0	0	0	NA
100 51310 156 WORKER'S COMPENSATION	141	139	50	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	51,680	52,357	21,522	0	0	0	0	NA
SERVICES								
100 51310 213 PROFESSIONAL SERVICE/ATTORNEY	2,075	4,007	74,982	70,000	22,410	60,000	70,000	0.00%
100 51310 210 SUPERFUND ATTORNEY	9,939	405	1,336	0	0	0	0	NA
100 51310 225 TELEPHONE	0	0	0	0	0	0	0	NA
TOTAL SERVICES:	12,014	4,412	76,318	70,000	22,410	60,000	70,000	0.00%
MATERIALS & SUPPLIES								
100 51310 319 OFFICE SUPPLIES	3,561	5,042	2,495	0	0	0	0	NA
100 51310 390 MISC EXPENSE	0	16	635	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	3,561	5,058	3,130	0	0	0	0	NA
TOTAL CITY ATTORNEY:	67,255	61,827	100,970	70,000	22,410	60,000	70,000	0.00%

Attorney

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
CITY CLERK**

Core Operations:

Description: The City Clerk is a statutory office and acts as the official agent of the City pursuant to Section 62.09, Wisconsin Statutes. The City Clerk serves as the custodian of municipal records, election administrator, the preparer of the proceedings of the meetings of the governing body and its committees. The Clerk's office provides administrative support to the Mayor, Common Council, City Administrator, boards, commissions, committees, and responds to informational requests from the general public.

Duties of the City Clerk include the following:

- Serves as secretary to the City Council and various committees.
- Custodian of the City's official records and responds to public records requests.
- Prepares resolutions, ordinances, proclamations, agendas, and minutes for meetings of the Common Council, committees, commissions, and authorities.
- Codifies approved ordinances.
- Issues notices of municipal affairs.
- Administers oaths of office and certifies official documents, and is the holder of the City Seal.
- Administers elections including providing of candidate information, updating of voter records, assistance with absentee voting, and election inspector training.
- Provides notary service.
- Participation in preparation of annual City budget.
- Serves as office manager of the City's municipal offices; supervises administrative clerical staff, answers main telephone line and directs calls & visitors to appropriate departments.
- Maintains public communication outlets such as the City website and Council memo.
- Coordinates the Volunteer program for all City departments and committees
- Directs such committees as the Board of Review and Board of Canvass
- Manages City insurance policies for auto, equipment inventory, property and liability, and process any claims beyond workman's compensation.
- Maintains the City's vehicle listing to include recording of titles and insurance coverage.
- Conduct Census and communication involved.
- Financial responsibilities including review of Treasurer's Report, tax statement journal entries, and City charge card account reporting.
- Manages rent of offices on the 3rd floor of the Vaughn Library building.

Outcomes: The desired outcomes of the Clerk's office are as follows:

- Elections are conducted in accordance with City and State law.
- Open government mandates are adhered to and documents are accessible to the Mayor, City Council and the public in a timely manner.
- Agenda meetings are posted in accordance with State Statute and are also posted on the City web-site.
- City Council meeting actions are accurately recorded and published as required by State Statute.
- The Mayor, City Council, Boards, Commissions and Committees are effectively supported in making public policy decisions by the delivery of high quality services.

City Clerk

- Open government mandates are adhered to and that the legislative process is open and accessible to the public.
- City's legislative records and documents are accessible and open to the community.
- Requests for the City's records and public documents are received and fulfilled under provisions of the Public Records Act.
- Transparency is maintained through website notifications and public communications.
- Support the financial department and sustain an auditing system in existence.

Training:

Throughout the year, there are various opportunities for continued education and training through the Wisconsin League of Municipalities and Wisconsin Municipal Clerk Association among others. These learning opportunities take place throughout the State to keep up to date on processes on elections, legislation and licensure among other topics required of the Clerk. Allocation for these opportunities are funded through the budget for the Clerk and staff of the Clerk's office.

CITY OF ASHLAND
2020 BUDGET
CITY CLERK

DENISE OLIPHANT, CLERK

CITY CLERK PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Council Duties	General Administration
City Clerk Revenues:				
General Funds	\$ 37,250	\$ 40,460	6,059	34,401
Business Licenses	27,000	31,400	4,706	26,694
Utility Reimbursement	23,950	26,780	4,017	22,763
Donations	-	-	-	-
Total Revenues	88,200	98,640	14,782	83,858
City Clerk Expenses:				
Personnel	\$ 85,500	\$ 95,505	14,320	81,185
Services	300	385	56	329
Material and Supplies	2,400	2,500	371	2,129
Capital Expenditures	-	250	35	215
Total Expenses	88,200	98,640	14,782	83,858
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Council Duties \$ 6,059 Funding request

Full time equivalent employees	0.15	Programs:	Misc. Secretarial Duties Agenda Preparation Prepare Meeting Minutes
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General Administration \$ 34,401 Funding request

Full time equivalent employees	0.85	Programs:	General Administration Liability & Property Insurance Vaughn Library Offices Records Management Travel and Training Activities Elections Management Public Communication Finance Customer Service
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City Clerk

**CITY OF ASHLAND
2020 BUDGET
CITY CLERK**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51420 111 SALARIES/PERMANENT/REG	54,108	44,192	51,200	52,030	25,967	52,020	58,605	12.64%
100 51420 131 LONGEVITY PAY	0	0	0	0	0	0	0	NA
100 51420 151 SOCIAL SECURITY	3,997	3,050	3,589	3,840	1,914	3,840	4,330	12.76%
100 51420 152 EMPLOYER SHARE RETIREM	3,572	3,003	3,427	3,410	1,701	3,410	3,960	16.13%
100 51420 157 HSA CONTRIBUTION	1,500	2,000	3,000	3,000	1,500	3,000	3,000	0.00%
100 51420 154 MEDICAL & DENTAL INSUR.	6,048	15,017	21,511	22,990	11,491	22,990	25,400	10.48%
100 51420 155 LIFE INSURANCE	248	69	83	115	42	85	90	-21.74%
100 51420 156 WORKERS COMPENSATION	169	129	125	115	0	115	120	4.35%
TOTAL PERSONNEL COSTS:	69,642	67,460	82,935	85,500	42,615	85,460	95,505	11.70%
SERVICES								
100 51420 225 TELEPHONE	162	268	363	300	191	385	385	28.33%
TOTAL SERVICES:	162	268	363	300	191	385	385	28.33%
MATERIALS & SUPPLIES								
100 51420 319 OFFICE SUPPLIES	23	373	(2)	150	0	150	100	-33.33%
100 51420 324 MEMBERSHIP DUES	190	245	250	150	65	250	50	-66.67%
100 51420 339 TRAVEL/TRAINING	28	1,535	1,487	2,000	841	1,500	2,250	12.50%
100 51420 390 MISCELLANEOUS EXPENSE	0	0	13	100	0	100	100	0.00%
TOTAL MAT. & SUPPLIES:	241	2,153	1,748	2,400	906	2,000	2,500	4.17%
CAPITAL EXPENDITURES								
100 51420 812 NEW OFFICE EQUIPMENT	0	0	0	0	0	0	250	NA
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	250	NA
TOTAL CITY CLERK:	70,045	69,881	85,046	88,200	43,712	87,845	98,640	11.84%

City Clerk

CITY OF ASHLAND
2020 BUDGET
CITY CLERK

2020 BUDGET CITY CLERK				COUNCIL DUTIES				GENERAL ADMINISTRATION								
DESCRIPTION				Total 2020 Budget	Misc. Secretarial Duties	Agenda Preparation	Prepare Meeting Minutes	General Administra tion	Liability & Property Insurance	Vaughn Library Offices	Records Managem ent	Travel and Training Activities	Elections Managem ent	Public Communic ation	Finance	Customer Service
PERSONNEL COSTS				1	0.05	0.05	0.05	0.13	0.13	0.09	0.1	0.1	0.05	0.1	0.05	0.1
100	51420	111	SALARIES/PERM/	58,605	2,929	2,930	2,930	7,619	7,619	5,274	5,861	5,861	2,930	5,861	2,930	5,861
100	51420	131	LONGEVITY PAY	0	0	0	0	0	0	0	0	0	0	0	0	0
100	51420	151	SOCIAL SECURIT	4,330	214	217	217	563	563	390	433	433	217	433	217	433
100	51420	152	EMPLOYER SHAF	3,960	198	198	198	515	515	356	396	396	198	396	198	396
100	51420	157	HSA CONTRIBUTI	3,000	150	150	150	390	390	270	300	300	150	300	150	300
100	51420	154	MEDICAL & DENT	25,400	1,270	1,270	1,270	3,302	3,302	2,286	2,540	2,540	1,270	2,540	1,270	2,540
100	51420	155	LIFE INSURANCE	90	2	5	5	12	12	8	9	9	5	9	5	9
100	51420	156	WORKERS COMP	120	5	6	6	16	16	11	12	12	6	12	6	12
TOTAL PERSONNEL COSTS:				95,505	4,768	4,776	4,776	12,417	12,417	8,595	9,551	9,551	4,776	9,551	4,776	9,551
SERVICES																
100	51420	225	TELEPHONE	385	18	19	19	50	50	35	39	39	19	39	19	39
TOTAL SERVICES:				385	18	19	19	50	50	35	39	39	19	39	19	39
MATERIALS & SUPPLIES																
100	51420	319	OFFICE SUPPLIE	100	5	5	5	13	13	9	10	10	5	10	5	10
100	51420	324	MEMBERSHIP DU	50	2	2	2	6	7	5	5	5	3	5	3	5
100	51420	339	TRAVEL/TRAININ	2,250	109	113	113	293	293	203	225	225	113	225	113	225
100	51420	390	MISCELLANEOUS	100	5	5	5	13	13	9	10	10	5	10	5	10
TOTAL MAT. & SUPPLIES:				2,500	121	125	125	325	326	226	250	250	126	250	126	250
CAPITAL EXPENDITURES																
100	51420	812	NEW OFFICE EQ	250	9	13	13	33	33	23	25	25	13	25	13	25
TOTAL CAPITAL EXPEND:				250	9	13	13	33	33	23	25	25	13	25	13	25
TOTAL CITY CLERK:				98,640	4,916	4,933	4,933	12,825	12,826	8,879	9,865	9,865	4,934	9,865	4,934	9,865

City Clerk

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
HUMAN RESOURCES/SAFETY**

Core Operations:

Description: The Human Resources/Safety budget funds the Human Resources/Safety Director position. The primary duties of the Human Resources/Safety Director are: manage all aspects of human resources, administer employee benefit programs, and ensure employee health and safety. Work is performed under the general supervision of the City Administrator in accordance with Wisconsin State Statutes governing municipalities and with local ordinances and regulations.

Outcomes: There are several overarching goals the Human Resources/Safety Department continues and strives to achieve. These specific goals are: 1) accurate and timely processing of information, grievances and complaints; 2) effective delivery of HR services; 3) developing a more informed workforce on topics related to human resources and employee relations; 4) encouraging and enhancing professional workplace development; 5) developing an employee safety plan in conjunction with individual departments; 6) assisting departments in recruiting a diverse and professional workforce; 7) developing and implementing appropriate assessment mechanisms to solicit feedback on performance; and 8) developing a compensation strategy which partners with performance. These goals are an expected outcome of the Human Resources/Safety Department and will continue to be developed and improved as necessary to maintain the needs of the diverse workforce of the City.

Specific outcomes of the Human Resources/Safety Department are as follows:

- The Human Resources/Safety Department continues to serve the needs of the City's workforce of over 95 full time employees, 2 part time employees and over 40 limited term/seasonal employees. Payroll is processed bi-weekly for all employees.
- Benefit administration for employees is an ongoing process and continues to be ever changing in the public sector. Several changes were made to benefits available to municipal employees with the adoption of Act 10 and Act 32.
- Oversee and assist in implementing a consistent performance evaluation system which produces accurate results in an efficient and effective manner.
- Foster a well-informed workforce who has access to useful and meaningful data, training, and other helpful resources.
- Continue to comprehensively update the Employee Handbook to reflect necessary changes and keep the City's workforce well informed of changes to policy.

CITY OF ASHLAND
2020 BUDGET
HUMAN RESOURCES/PERSONNEL

JENNIFER BOULLEY, HUMAN RESOURCES

PERSONNEL PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Human Resources and Safety			
<u>Personnel Revenues:</u>						
General Funds	\$ 43,395	\$ 55,120	\$55,120	\$0	\$0	\$0
Government & Grants	-	-	-	-	-	-
Utility Reimbursement	14,300	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenues	57,695	55,120	55,120	-	-	-
<u>Personnel Expenses:</u>						
Personnel	\$ 53,655	\$ 47,820	47,820	-	-	-
Services	1,530	2,400	2,400	-	-	-
Material and Supplies	2,510	4,900	4,900	-	-	-
Capital Expenditures	-	-	-	-	-	-
Total Expenses	57,695	55,120	55,120	-	-	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Human Resources and Safety		\$ 55,120	Funding request
Full time equivalent employees	0.5	Programs:	Benefit & Payroll Administra Compensation Recruitment / Onboarding Safety

Human Resources
Personnel

**CITY OF ASHLAND
2020 BUDGET
HUMAN RESOURCES/PERSONNEL**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51430 111 SALARIES/PERMANENT/REG	41,478	62,400	38,742	32,460	16,230	32,460	33,110	2.00%
100 51430 125 WAGES/TEMP/REG	0	0	17,000	0	0	0	0	NA
100 51430 131 LONGEVITY PAY	413	0	0	0	0	0	0	NA
100 51430 151 SOCIAL SECURITY	2,852	4,631	4,108	1,890	1,094	2,190	2,215	17.20%
100 51430 152 EMPLOYER SHARE RETIREM	2,765	4,241	2,387	2,130	0	500	2,240	5.16%
100 51430 157 HSA CONTRIBUTION	2,625	1,500	875	1,500	750	1,500	1,500	0.00%
100 51430 154 MEDICAL & DENTAL INSUR.	11,236	6,408	3,658	11,340	1,525	3,050	4,435	-60.89%
100 51430 155 LIFE INSURANCE	193	303	168	50	0	0	50	0.00%
100 51430 156 WORKERS COMPENSATION	131	190	139	85	0	85	70	-17.65%
100 51430 161 EMPLOYEE RECRUITMENT	1,594	2,768	5,346	2,200	828	2,200	2,200	0.00%
100 51430 162 EMPLOYEE RECOGNITION	1,644	1,603	1,257	2,000	274	2,000	2,000	0.00%
TOTAL PERSONNEL COSTS:	64,931	84,044	73,680	53,655	20,701	43,985	47,820	-10.88%
SERVICES								
100 51430 213 PROFESSIONAL SERVICES	73	614	799	1,000	1,370	1,800	1,800	80.00%
100 51430 225 TELEPHONE	0	443	493	530	233	470	600	13.21%
TOTAL SERVICES:	73	1,057	1,292	1,530	1,603	2,270	2,400	56.86%
MATERIALS & SUPPLIES								
100 51430 313 PRINTING/COPYING	0	0	21	200	87	200	300	50.00%
100 51430 319 OFFICE SUPPLIES	0	35	117	160	48	160	2,000	1150.00%
100 51430 320 ADVERTISING/PUBLISHING	827	2,058	5,035	2,000	1,008	2,000	2,000	0.00%
100 51430 339 TRAVEL/TRAINING	177	318	0	100	90	100	500	400.00%
100 51430 390 MISCELLANEOUS EXPENSE	0	38	14	50	30	50	100	100.00%
LIES:	1,004	2,449	5,187	2,510	1,263	2,510	4,900	95.22%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	0	NA
TOTAL PERSONNEL:	66,008	87,550	80,159	57,695	23,567	48,765	55,120	-4.46%

Human Resources
Personnel

CITY OF ASHLAND
2020 BUDGET
HUMAN RESOURCES/PERSONNEL

DESCRIPTION

PERSONNEL COSTS

100 51430 111 SALARIES/PERMANENT/RE
100 51430 125 WAGES/TEMP/REG
100 51430 131 LONGEVITY PAY
100 51430 151 SOCIAL SECURITY
100 51430 152 EMPLOYER SHARE RETIRE
100 51430 157 HSA CONTRIBUTION
100 51430 154 MEDICAL & DENTAL INSUR
100 51430 155 LIFE INSURANCE
100 51430 156 WORKERS COMPENSATIO
100 51430 161 EMPLOYEE RECRUITMENT
100 51430 162 EMPLOYEE RECOGNITION

TOTAL PERSONNEL COSTS:

SERVICES

100 51430 213 PROFESSIONAL SERVICES
100 51430 225 TELEPHONE

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 51430 313 PRINTING/COPYING
100 51430 319 OFFICE SUPPLIES
100 51430 320 ADVERTISING/PUBLISHING
100 51430 339 TRAVEL/TRAINING
100 51430 390 MISCELLANEOUS EXPENSI

LIES:

CAPITAL EXPENDITURES

TOTAL CAPITAL EXPEND:

TOTAL PERSONNEL:

Human Resources and Safety						
Total 2020 Budget	Benefit & Payroll Administration	Compensation	Recruitment / Onboarding	Safety	General Administration	
No of EEs	0.5	0.1	0.1	0.1	0.1	0.1
33,110	6,622	6,622	6,622	6,622	6,622	6,622
0	0	0	0	0	0	0
0	0	0	0	0	0	0
2,215	443	443	443	443	443	443
2,240	448	448	448	448	448	448
1,500	300	300	300	300	300	300
4,435	887	887	887	887	887	887
50	10	10	10	10	10	10
70	14	14	14	14	14	14
2,200	440	440	440	440	440	440
2,000	400	400	400	400	400	400
47,820	9,564	9,564	9,564	9,564	9,564	9,564
1,800	360	360	360	360	360	360
600	120	120	120	120	120	120
2,400	480	480	480	480	480	480
300	60	60	60	60	60	60
2,000	400	400	400	400	400	400
2,000	400	400	400	400	400	400
500	100	100	100	100	100	100
100	20	20	20	20	20	20
4,900	980	980	980	980	980	980
0	0	0	0	0	0	0
55,120	\$11,024	\$11,024	\$11,024	\$11,024	\$11,024	\$11,024

Human Resources
Personnel

**CITY OF ASHLAND WISCONSIN
2019 BUDGET PROGRAM NARRATIVE
ELECTIONS**

Core Operations:

Description: The City of Ashland administers all local, school district, county, state and national elections occurring within the city limits in accordance with Wisconsin Statutes.

Even-numbered years potentially have four elections – the spring primary and general election and the fall primary and general election. Only spring elections are held in Odd-numbered years. The cycle of two elections in odd-numbered years and four in even-numbered years creates a considerable fluctuation in the elections budget. It has been recommended to the City that the election budget be kept “artificially static” by budgeting funds in the odd-numbered years into a “transfer to capital equipment” line item.

The City has multiple polling locations that require set up and take down by municipal employees. Multiple polling locations also require staffing by appointed poll workers. All poll workers are appointed by the Ashland Common Council. The City of Ashland polling locations are:

WITC-Ashland, 2100 Beaser Avenue	Wards 1,3,4,5
Senior Community Center, 400 Chapple Avenue	Wards 2, 6
Bretting Center, 400 4 th Avenue West	Wards 7, 8, 9, 10, and 11

Outcomes:

- Registration of voters and keeping voter registration lists current.
- Maintaining the City’s election on Statewide Voter Registration System (SVRS) and/or WisVote.
- Publishing election notices as required by Wisconsin Statutes.
- Processing materials for candidates for City offices.
- Recruiting and obtaining poll workers and polling places for each election.
- Training poll workers.
- Ordering paper and machine ballots.
- Preparing of polling places and setting up voting machines.
- Preparing election supplies for use at the polling places.
- Processing all absentee ballot requests.
- Conducting absentee voting in nursing homes.
- Compile the election emergency contingency plan.
- Provide community information & education regarding any proposed election changes.

**CITY OF ASHLAND
2020 BUDGET
ELECTIONS**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51440 111 SALARIES & WAGES	19,261	19,469	19,936	20,250	10,108	20,250	33,775	66.79%
100 51440 112 WAGES-OVERTIME	0	0		0	0	0	0	NA
100 51440 131 LONGEVITY	767	779	794	920	405	810	540	-41.30%
100 51440 151 SOCIAL SECURITY	1,328	1,335	1,369	1,500	664	1,370	2,450	63.33%
100 51440 152 EMPLOYER SHARE RETI	1,322	1,376	1,388	1,390	689	1,390	2,320	66.91%
100 51440 157 HSA CONTRIBUTION	1,500	1,500	1,500	1,500	750	1,500	2,450	63.33%
100 51440 154 MEDICAL & DENTAL	6,739	7,069	7,508	8,000	4,007	8,015	18,300	128.75%
100 51440 155 LIFE INSURANCE	129	141	143	200	73	150	155	-22.50%
100 51440 156 WORKERS COMPENSAT	138	85	110	60	0	60	75	25.00%
TOTAL PERSONNEL COSTS:	31,184	31,754	32,748	33,820	16,696	33,545	60,065	77.60%
SERVICES								
100 51440 213 OTHER PROF SERVICES	7,745	3,287	5,836	8,000	365	8,000	9,000	12.50%
100 51440 290 PER DIEM-POLL WORKE	23,875	7,565	24,030	10,000	4,485	10,000	30,000	200.00%
TOTAL SERVICES:	31,620	10,852	29,866	18,000	4,850	18,000	39,000	116.67%
MATERIALS & SUPPLIES								
100 51440 311 POSTAGE	718	439	1	300	0	300	300	0.00%
100 51440 313 PRINTING/COPYING	1,238	1,149	876	1,500	451	1,500	1,500	0.00%
100 51440 319 OFFICE SUPPLIES	258	385	283	300	0	300	300	0.00%
100 51440 320 ADVERTISING/PUBLISHI	1,824	1,547	2,632	2,000	822	2,000	3,000	50.00%
100 51440 339 TRAVEL/TRAINING	0	0	168	500	411	500	1,000	100.00%
100 51440 340 OPERATING SUPPLIES	464	380	2,685	750	69	750	1,000	33.33%
100 51440 390 MISCELLANEOUS EXPEN	151	870	304	300	300	300	500	66.67%
TOTAL MAT. & SUPPLIES:	4,653	4,770	6,949	5,650	2,053	5,650	7,600	34.51%
CAPITAL EXPENDITURES								
100 51440 532 RENT BUILDINGS	300	0	592	500	0	500	1,100	120.00%
100 51440 810 EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXPEND:	300	0	592	500	0	500	1,100	120.00%
TOTAL ELECTIONS:	67,757	47,376	70,155	57,970	23,599	57,695	107,765	85.90%

CITY OF ASHLAND
2020 BUDGET
ELECTIONS

DENISE OLIPHANT, CLERK

ELECTION PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	ADMINIST RATIVE DUTIES	ELECTION DUTIES
<u>Election Revenues:</u>				
General Funds	\$ 57,970	\$107,765	\$53,879	\$53,886
Government & Grants	-	-	-	-
Program Fees	-	-	-	-
Donations	-	-	-	-
Total Revenues	57,970	107,765	53,879	53,886
<u>Election Expenses:</u>				
Personnel	\$ 33,820	\$ 60,065	30,029	30,036
Services	18,000	39,000	19,500	19,500
Material and Supplies	5,650	7,600	3,800	3,800
Capital Expenditures	500	1,100	550	550
Total Expenses	57,970	107,765	53,879	53,886
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

ADMINISTRATIVE DUTIES \$ 53,879 **Funding request**

Full time equivalent employees 0.25 Programs: General Administration and Oversight
Records Management
Community Outreach
Training

ELECTION DUTIES \$ 53,886 **Funding request**

Full time equivalent employees 0.25 Programs: Elections Training Development
Elections Poll Worker Training and Management
Voter Registration
State Voter Regis System Administration

CITY OF ASHLAND
2020 BUDGET
ELECTIONS

DESCRIPTION

PERSONNEL COSTS

100 51440 111 SALARIES & WA
100 51440 112 WAGES-OVERTI
100 51440 131 LONGEVITY
100 51440 151 SOCIAL SECURI
100 51440 152 EMPLOYER SHA
100 51440 157 HSA CONTRIBU
100 51440 154 MEDICAL & DEN
100 51440 155 LIFE INSURANCI
100 51440 156 WORKERS COM

TOTAL PERSONNEL COSTS:

SERVICES

100 51440 213 OTHER PROF SI
100 51440 290 PER DIEM-POLL

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 51440 311 POSTAGE
100 51440 313 PRINTING/COPY
100 51440 319 OFFICE SUPPLI
100 51440 320 ADVERTISING/P
100 51440 339 TRAVEL/TRAININ
100 51440 340 OPERATING SUI
100 51440 390 MISCELLANEOU

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

100 51440 532 RENT BUILDING
100 51440 810 EQUIPMENT

TOTAL CAPITAL EXPEND:

TOTAL ELECTIONS:

No of EEs	ADMINISTRATIVE DUTIES					ELECTION DUTIES			
	Total 2020 Budget	General Administration and Oversight	Records Management	Community Outreach	Training	Elections Training Development	Elections Poll Worker Training	Voter Registration	State Voter Regis System Administra
	0.5	0.15	0.05	0.02	0.03	0.03	0.12	0.05	0.05
	33,775	10,130	3,378	1,351	2,027	2,027	8,106	3,378	3,378
	0	0	0	0	0	0	0	0	0
	540	162	54	22	32	32	130	54	54
	2,450	735	245	98	147	147	588	245	245
	2,320	696	232	93	139	139	557	232	232
	2,450	735	245	98	147	147	588	245	245
	18,300	5,490	1,830	732	1,098	1,098	4,392	1,830	1,830
	155	46	16	6	9	9	37	16	16
	75	20	8	3	5	5	18	8	8
	60,065	18,014	6,008	2,403	3,604	3,604	14,416	6,008	6,008
	9,000	2,700	900	360	540	540	2,160	900	900
	30,000	9,000	3,000	1,200	1,800	1,800	7,200	3,000	3,000
	39,000	11,700	3,900	1,560	2,340	2,340	9,360	3,900	3,900
	300	90	30	12	18	18	72	30	30
	1,500	450	150	60	90	90	360	150	150
	300	90	30	12	18	18	72	30	30
	3,000	900	300	120	180	180	720	300	300
	1,000	300	100	40	60	60	240	100	100
	1,000	300	100	40	60	60	240	100	100
	500	150	50	20	30	30	120	50	50
	7,600	2,280	760	304	456	456	1,824	760	760
	1,100	330	110	44	66	66	264	110	110
	0	0	0	0	0	0	0	0	0
	1,100	330	110	44	66	66	264	110	110
\$0	107,765	32,324	10,778	4,311	6,466	6,466	25,864	10,778	10,778

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
TECHNOLOGY SERVICES DEPARTMENT**

Core Operations:

Description: The Technology Services Department manages the electronic voice and data information systems of municipal government and the security of them. The system consists of a wide area network (WAN) connecting the local networks and individual computer work stations at City Hall, Ellis Fire Hall, Public Works, Wastewater Treatment Plant, Water Treatment Plan, Vaughn Library, Bretting Center, Ashland County Law Enforcement Center and the County Courthouse. The City is also a partner in the Chequamegon Area Records System (CARS), a shared law enforcement information system and data center managed by the City, Ashland County and Bayfield County.

Outcomes: To insure that the trouble free operation of electronic voice and data information systems meet the needs of employees, the governing board, and citizens of the community for the efficient delivery of municipal services.

TECHNOLOGY PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Backup Monitoring	Capital Purchasing and Setup	Network Maintenance	Phone System Support	Printer Copier Support	Research & Develop.	Staff Support	Technology Purchasing	Travel & Training
Technology Revenues:											
General Funds	\$282,875	\$282,320	\$21,174	\$35,290	\$56,464	\$21,174	\$21,174	\$35,290	\$35,290	\$35,290	\$21,174
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	282,875	282,320	21,174	35,290	56,464	21,174	21,174	35,290	35,290	35,290	21,174
Technology Expenses:											
Personnel	\$ 90,375	\$ 97,320	7,299	12,165	19,464	7,299	7,299	12,165	12,165	12,165	7,299
Services	147,500	148,000	11,100	18,500	29,600	11,100	11,100	18,500	18,500	18,500	11,100
Material and Supplies	10,000	8,000	600	1,000	1,600	600	600	1,000	1,000	1,000	600
Capital Expenditures	35,000	29,000	2,175	3,625	5,800	2,175	2,175	3,625	3,625	3,625	2,175
Total Expenses	282,875	282,320	21,174	35,290	56,464	21,174	21,174	35,290	35,290	35,290	21,174
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Backup Monitoring \$21,174 Funding request

Full time equivalent employ 0.075

Capital Purchasing and Setup \$35,290 Funding request

Full time equivalent employ 0.125

Network Maintenance \$56,464 Funding request

Full time equivalent employ 0.2

Phone System Support \$21,174 Funding request

Full time equivalent employ 0.075

Printer Copier Support \$21,174 Funding request

Full time equivalent employ 0.075

Research & Develop. \$35,290 Funding request

Full time equivalent employ 0.125

Staff Support \$35,290 Funding request

Full time equivalent employ 0.125

Technology Purchasing \$35,290 Funding request

Full time equivalent employ 0.125

Travel & Training \$21,174 Funding request

Full time equivalent employ 0.075

CITY OF ASHLAND
2020 BUDGET
TECHNOLOGY SERVICES

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual to June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51450 111 SALARIES & W	42,136	46,500	48,629	55,910	26,496	55,910	59,600	6.60%
100 51450 131 LONGEVITY PA	0	306	484	560	0	560	600	7.14%
100 51450 151 SOCIAL SECUR	2,912	3,268	3,450	4,320	1,954	4,300	4,445	2.89%
100 51450 152 EMPLOYER RE	2,781	3,181	3,288	3,700	1,736	3,700	4,065	9.86%
100 51450 157 HSA CONTRIB	3,000	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
100 51450 154 MED/DENT INS	19,022	19,957	21,250	22,680	11,491	22,990	25,410	12.04%
100 51450 155 LIFE INSURAN	36	36	39	70	21	45	80	14.29%
100 51450 156 WORKERS CO	132	142	120	135	0	130	120	-11.11%
TOTAL PERSONNEL COSTS:	70,019	76,390	80,260	90,375	43,198	90,635	97,320	7.68%

SERVICES

100 51450 213 OTHER PROFE	3,022	5,362	7,470	8,500	0	8,000	4,000	-52.94%
100 51450 225 TELEPHONE/D	28,905	27,632	31,023	30,000	16,981	33,000	33,000	10.00%
100 51450 290 SERVICE CON	119,970	125,321	130,561	109,000	78,038	109,000	111,000	1.83%
TOTAL SERVICES:	151,897	158,315	169,054	147,500	95,019	150,000	148,000	0.34%

MATERIALS & SUPPLIES

100 51450 339 TRAVEL/TRAIN	0	31	0	500	0	500	1,000	100.00%
100 51450 340 OPERATING S	1,499	3,844	3,425	6,000	1,011	4,000	4,000	-33.33%
100 51450 349 OTHER SUPPL	0	0	0	1,000	0	1,000	1,000	0.00%
100 51450 354 R&M - TELE/DA	1,776	1,554	6,626	2,500	665	2,500	2,000	-20.00%
100 51450 390 MISCELLANEO	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	3,275	5,429	10,051	10,000	1,676	8,000	8,000	-20.00%

CAPITAL EXPENDITURES

100 51450 812 OFFICE EQUIP	0	0	0	0	0	0	0	NA
100 51450 813 TELE/DATA CO	17,268	32,716	12,121	30,000	5,281	30,000	25,000	-16.67%
100 51450 816 MEDIA & SOFT	3,615	1,610	5,815	5,000	0	4,000	4,000	-20.00%
TOTAL CAPITAL EXPEND:	20,883	34,326	17,936	35,000	5,281	34,000	29,000	-17.14%

TOTAL TECH SERVICES:	246,074	274,460	277,301	282,875	145,174	282,635	282,320	-0.20%
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TECHNOLOGY

CITY OF ASHLAND
2020 BUDGET
TECHNOLOGY SERVI

DESCRIPTION

PERSONNEL COSTS

100 51450 111 SALARIES &
100 51450 131 LONGEVITY
100 51450 151 SOCIAL SEC
100 51450 152 EMPLOYER
100 51450 157 HSA CONTR
100 51450 154 MED/DENT II
100 51450 155 LIFE INSURA
100 51450 156 WORKERS C

TOTAL PERSONNEL COSTS:

SERVICES

100 51450 213 OTHER PRO
100 51450 225 TELEPHONE
100 51450 290 SERVICE CC

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 51450 339 TRAVEL/TRF
100 51450 340 OPERATING
100 51450 349 OTHER SUP
100 51450 354 R&M - TELE/
100 51450 390 MISCELLANE

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

100 51450 812 OFFICE EQU
100 51450 813 TELE/DATA I
100 51450 816 MEDIA & SOI

TOTAL CAPITAL EXPEND:

TOTAL TECH SERVICES:

TECH PROGRAMS - DETAIL										
DESCRIPTION	Total 2020 Budget	Backup Monitoring	Capital Purchasing and Setup	Network Maintenance	Phone System Support	Printer Copier Support	Research & Develop.	Staff Support	Technology Purchasing	Travel & Training
PERSONNEL COSTS	1	0.075	0.125	0.2	0.075	0.075	0.125	0.125	0.125	0.075
100 51450 111 SALARIES &	59,600	4,470	7,450	11,920	4,470	4,470	7,450	7,450	7,450	4,470
100 51450 131 LONGEVITY	600	45	75	120	45	45	75	75	75	45
100 51450 151 SOCIAL SEC	4,445	333	556	889	333	333	556	556	556	333
100 51450 152 EMPLOYER	4,065	305	508	813	305	305	508	508	508	305
100 51450 157 HSA CONTR	3,000	225	375	600	225	225	375	375	375	225
100 51450 154 MED/DENT II	25,410	1,906	3,176	5,082	1,906	1,906	3,176	3,176	3,176	1,906
100 51450 155 LIFE INSURA	80	6	10	16	6	6	10	10	10	6
100 51450 156 WORKERS C	120	9	15	24	9	9	15	15	15	9
TOTAL PERSONNEL COSTS:	97,320	7,299	12,165	19,464	7,299	7,299	12,165	12,165	12,165	7,299
SERVICES										
100 51450 213 OTHER PRO	4,000	300	500	800	300	300	500	500	500	300
100 51450 225 TELEPHONE	33,000	2,475	4,125	6,600	2,475	2,475	4,125	4,125	4,125	2,475
100 51450 290 SERVICE CC	111,000	8,325	13,875	22,200	8,325	8,325	13,875	13,875	13,875	8,325
TOTAL SERVICES:	148,000	11,100	18,500	29,600	11,100	11,100	18,500	18,500	18,500	11,100
MATERIALS & SUPPLIES										
100 51450 339 TRAVEL/TRF	1,000	75	125	200	75	75	125	125	125	75
100 51450 340 OPERATING	4,000	300	500	800	300	300	500	500	500	300
100 51450 349 OTHER SUP	1,000	75	125	200	75	75	125	125	125	75
100 51450 354 R&M - TELE/	2,000	150	250	400	150	150	250	250	250	150
100 51450 390 MISCELLANE	-	0	0	0	0	0	0	0	0	0
TOTAL MAT. & SUPPLIES:	8,000	600	1,000	1,600	600	600	1,000	1,000	1,000	600
CAPITAL EXPENDITURES										
100 51450 812 OFFICE EQU	-	0	0	0	0	0	0	0	0	0
100 51450 813 TELE/DATA I	25,000	1,875	3,125	5,000	1,875	1,875	3,125	3,125	3,125	1,875
100 51450 816 MEDIA & SOI	4,000	300	500	800	300	300	500	500	500	300
TOTAL CAPITAL EXPEND:	29,000	2,175	3,625	5,800	2,175	2,175	3,625	3,625	3,625	2,175
TOTAL TECH SERVICES:	282,320	21,174	35,290	56,464	21,174	21,174	35,290	35,290	35,290	21,174

TECHNOLOGY

CITY OF ASHLAND WISCONSIN
2019 BUDGET PROGRAM NARRATIVE
OTHER CITY HALL

Core Operations:

Description: The "Other City Hall" budget includes funding for the majority of Administrative support to the Clerk, Mayor, and Administrator. The Deputy Clerk's position and one-half of the Elections Clerk/Secretary Receptionist Position is funded in this budget. In addition, this budget provides funding for postage, the copy machine, the basic charges for the telephone system, and unemployment compensation reimbursement payments.

The Administrative Office operates with 1-1/2 full-time positions. The positions are classified as one Deputy Clerk and one Elections Clerk /Secretary Receptionist. The other half of the latter position is funded through the Elections Budget.

Outcomes:

- Answer incoming telephone calls, greet the public, and respond to inquiries and complaints.
- Perform word processing, miscellaneous letter writing, filing, photocopying, mailing and other clerical tasks for the Mayor, City Administrator and Clerk.
- Take minutes for Harbor Commission, Airport Commission and Disabled Parking Enforcement Committee.
- Send out Council, Committee of the Whole, other Committee meeting notices, publish ordinances and minutes, and update Ordinance Codification Book.
- Process licenses, and keep a current file of license availability.
- Take reservations for the Council Chambers and the City Hall Conference Room.
- Manage the City's Tax Exemption Reporting.
- Manage the City's Vehicle Registration Records.
- Manage the City's travel vehicle calendar.

CITY OF ASHLAND
2020 BUDGET
OTHER CITY HALL

DENISE OLIPHANT, CITY CLERK

OTHER CITY HALL PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Council Records	Administrative Support	Customer Service
Other City Hall Revenues:					
General Funds	\$ 148,390	\$ 124,230	\$ 31,049	\$ 37,275	\$ 55,906
Government & Grants	-	-	-	-	-
Program Fees	-	-	-	-	-
Donations	-	-	-	-	-
Total Revenues	148,390	124,230	31,049	37,275	55,906
Other City Hall Expenses:					
Personnel	\$ 122,840	\$ 97,880	24,464	29,368	44,048
Services	6,000	6,000	1,500	1,800	2,700
Material and Supplies	19,300	20,100	5,025	6,030	9,045
Capital Expenditures	250	250	60	77	113
Total Expenses	148,390	124,230	31,049	37,275	55,906
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Council Records \$ 31,049 Funding request

Full time equivalent employees 0.25 Programs: Council Meeting Preparation
Post Council Meeting Activities(Ordin/Resol)

Administrative Support \$ 37,275 Funding request

Full time equivalent employees 0.3 Programs: Minute Preparation -Commissions Committees
Secretarial Duties Clerk, Mayor, Administrator
Election Management Assistance
City Management Assistance

Customer Service \$ 55,906 Funding request

Full time equivalent employees 0.45 Operating hours: Programs: Clerks Office
License Administration

Other City Hall

**CITY OF ASHLAND
2020 BUDGET
OTHER CITY HALL**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51470 111 WAGES	63,507	64,210	65,750	66,800	33,345	66,800	48,735	-27.04%
100 51470 131 LONGEVITY PAY	2,971	3,016	3,076	3,240	1,569	3,140	540	-83.33%
100 51470 151 SOCIAL SECURITY	4,393	4,490	4,586	5,000	2,291	4,590	3,250	-35.00%
100 51470 152 EMPLOYER SHARE RETIREME	4,388	4,569	4,607	4,590	2,287	4,590	2,320	-49.46%
100 51470 157 HSA CONTRIBUTION	4,500	4,500	4,500	4,500	2,250	4,500	4,000	-11.11%
100 51470 154 MEDICAL & DENTAL INSUR.	21,596	21,206	22,518	24,020	12,022	24,045	22,760	-5.25%
100 51470 155 LIFE INSURANCE	391	405	407	510	205	410	170	-66.67%
100 51470 156 WORKERS COMPENSATION	208	205	168	180	0	180	105	-41.67%
100 51470 158 UNEMPLOYMENT COMP	7,662	13,062	18,832	14,000	8,675	14,000	16,000	14.29%
TOTAL PERSONNEL COSTS:	109,616	115,663	124,444	122,840	62,644	122,255	97,880	-20.32%
SERVICES								
100 51470 221 PROFESSIONAL SERVICES	0	0	0	0	0	0	0	NA
100 51470 225 TELEPHONE	5,284	5,932	5,746	6,000	2,311	5,700	6,000	0
TOTAL SERVICES:	5,284	5,932	5,746	6,000	2,311	5,700	6,000	0.00%
MATERIALS & SUPPLIES								
100 51470 311 POSTAGE	8,883	7,109	11,180	7,000	5,321	9,000	7,000	0.00%
100 51470 313 PRINTING	7,504	9,243	7,915	7,000	2,056	7,000	7,000	0.00%
100 51470 319 OFFICE SUPPLIES	2,006	3,462	1,148	2,500	253	2,000	2,500	0.00%
100 51470 339 TRAVEL/TRAINING	0	279	70	500	70	500	2,000	300.00%
100 51470 342 GAS & OIL	0	238	0	100	0	0	100	0.00%
100 51470 350 R&M TRANSPORT VEHICLES	0	0	484	1,000	227	500	300	-70.00%
100 51470 390 MISCELLANEOUS EXPENSE	250	1,657	291	1,200	1,324	1,400	1,200	0.00%
100 51470 533 RENT - EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	18,643	21,988	21,088	19,300	9,251	20,400	20,100	4.15%
CAPITAL EXPENDITURES								
100 51470 810 CAPITAL EQUIPMENT	0	0	0	0	0	0	0	NA
100 51470 812 OFFICE EQUIPMENT/FURNITU	0	160	0	250	0	0	250	0.00%
TOTAL CAPITAL EXPEND:	0	160	0	250	0	0	250	0.00%
TOTAL OTHER CITY HALL:	\$133,543	\$143,743	\$151,278	\$148,390	\$74,206	\$148,355	\$124,230	-16.28%

Other City Hall

CITY OF ASHLAND
2020 BUDGET
OTHER CITY HALL

DESCRIPTION

PERSONNEL COSTS

100	51470	111 WAGES	48,735	9,746	2,437	2,437	2,437	7,310	2,437	14,621	7,310
100	51470	131 LONGEVITY PAY	540	108	27	27	27	81	27	162	81
100	51470	151 SOCIAL SECURITY	3,250	647	163	163	163	488	163	975	488
100	51470	152 EMPLOYER SHARE F	2,320	464	116	116	116	348	116	696	348
100	51470	157 HSA CONTRIBUTION	4,000	800	200	200	200	600	200	1,200	600
100	51470	154 MEDICAL & DENTAL	22,760	4,552	1,138	1,138	1,138	3,414	1,138	6,828	3,414
100	51470	155 LIFE INSURANCE	170	31	9	9	9	26	9	51	26
100	51470	156 WORKERS COMPEN	105	21	5	5	5	16	5	32	16
100	51470	158 UNEMPLOYMENT CC	16,000	3,200	800	800	800	2,400	800	4,800	2,400
TOTAL PERSONNEL COSTS:			97,880	19,569	4,895	4,895	4,895	14,683	4,895	29,365	14,683

SERVICES

100	51470	221 PROFESSIONAL SEF	0	0	0	0	0	0	0	0	0	
100	51470	225 TELEPHONE	6,000	1,200	300	300	300	900	300	1,800	900	
TOTAL SERVICES:			6,000	1,200	300	300	300	900	300	1,800	900	

MATERIALS & SUPPLIES

100	51470	311 POSTAGE	7,000	1,400	350	350	350	1,050	350	2,100	1,050	
100	51470	313 PRINTING	7,000	1,400	350	350	350	1,050	350	2,100	1,050	
100	51470	319 OFFICE SUPPLIES	2,500	500	125	125	125	375	125	750	375	
100	51470	339 TRAVEL/TRAINING	2,000	400	100	100	100	300	100	600	300	
100	51470	342 GAS & OIL	100	20	5	5	5	15	5	30	15	
100	51470	350 R&M TRANSPORT VI	300	60	15	15	15	45	15	90	45	
100	51470	390 MISCELLANEOUS E>	1,200	240	60	60	60	180	60	360	180	
100	51470	533 RENT - EQUIPMENT	0	0	0	0	0	0	0	0	0	
TOTAL MAT. & SUPPLIES:			20,100	4,020	1,005	1,005	1,005	3,015	1,005	6,030	3,015	

CAPITAL EXPENDITURES

100	51470	810 CAPITAL EQUIPMEN	0	0	0	0	0	0	0	0	0	
100	51470	812 OFFICE EQUIPMENT	250	47	13	13	13	38	13	75	38	
TOTAL CAPITAL EXPEND:			250	47	13	13	13	38	13	75	38	

TOTAL OTHER CITY HALL:

\$0

\$124,230	\$24,836	\$6,213	\$6,213	\$6,213	\$18,636	\$6,213	\$37,270	\$18,636				
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**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
FINANCE DEPARTMENT**

FINANCIAL ACCOUNTING OFFICE:

Description: The Finance Director performs professional, administrative, and complex technical duties related to planning, managing, and accounting for the financial assets of the City and the utilities. The Finance Director oversees the Treasurer/Comptroller and accounting departments. Responsibilities include:

- Financial reporting, cash flow management, and debt issues
- Budget preparation which includes the forecasting of revenues and expenses
- Develop and monitor financial policies and procedures
- Compliance with GASB and regulatory agency requirements
- Develop and adjust as needed a 5 year plan for debt management, capital projects, and capital acquisitions
- Coordination of financial information to various boards and department heads
- Maintains the financial statements for all governmental and proprietary funds

The Accounting Assistant position responsibilities include:

- Reviews, enters, and processes vendor payments
- Prepares payroll and all related payroll reports; and processes related payroll liabilities
- Assists with preparation of financial information for the annual financial audit
- Assists with the annual budget process

Outcomes: The financial accounting office has maintained the records of the City and completed the necessary items for audit. All reporting to regulatory agencies have been kept up-to-date. Communicate issues and provide guidance to the Mayor, Council, and Administrator, on financial issues, and assist with budget and debt management to maintain a healthy financial status. The budget presentation format has been updated to present a more complete and concise picture of the City's operations.

Treasurer/Comptroller Office:

Description: The Treasurer/Comptroller is responsible for the City's treasury functions of all governmental and proprietary funds. This position is also responsible for examining and assuring that all claims presented against the City are properly authorized and conform to approved policy and contracts. Responsibilities include:

- Cash flow and debt management – preserving capital while maximizing interest earnings and minimizing related costs. Bank account management.
- Property tax collections and settlements.
- Special Assessment and accounts receivable billing and cash receipting.
- Oversee utility billing, utility credits, utility shut off policy for collections, receipting, customer inquiries, refunds
- Approval of weekly claim payments and bi-weekly payroll checks
- Payment of payroll taxes and monthly retirement contribution.
- Assists the Finance Director with the annual audit, annual PSC report, annual general fund revenue budget, and other analytical support.
- Monthly Treasurer's report to City Officials

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
FINANCE DEPARTMENT**

Description: The Accounting/Office Assistant assists the Treasurer/Comptroller. Responsibilities include:

- Customer service – answer phone calls, assist walk-in customers, prepares deferred payment arrangements for utility customers
- Daily recording of all treasury receipts and prepare end-of-day deposit
- Printing of monthly utility bills, assists in entering accounts payable, miscellaneous accounts receivable billing, and property tax collection

Outcomes:

- Protection of assets through timely deposits and proper collateralized depository accounts.
- Adherence to state statutes and local ordinances through final review of weekly bills and biweekly payroll.
- Timely responses to utility customer service requests and billing issues to shorten days outstanding on receivables and provide proper billing of utilities.
- Strengthen internal control over cash in order to stay in compliance with granting agencies requirements.
- Continuing disclosure for debt issues and timely debt service payments to maintain bond status rating.

CITY OF ASHLAND
2020 BUDGET

JULIE VAILLANCOURT, FINANCE DIRECTOR

FINANCE

FINANCE PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Revenue Collection	Financial Programs & Reporting	City-Wide Acct Pay & Payroll Processing	Water & Wastewater Utilities
<u>Finance Revenues:</u>						
General Funds	\$ 246,830	\$ 250,245	\$ 58,371	\$ 91,499	\$ 44,172	\$ 56,203
Government & Grants	-	-	-	-	-	-
Utility Reimbursement	229,970	160,920	-	77,778	37,548	45,594
Airport Reimbursement	8,000	8,000	1,509	4,377	2,113	-
Total Revenues	484,800	419,165	59,880	173,655	83,833	101,797
<u>Finance Expenses:</u>						
Personnel	\$ 376,690	\$ 306,805	43,830	127,105	61,361	74,509
Services	72,750	73,500	10,500	30,450	14,700	17,850
Material and Supplies	34,860	37,860	5,407	15,686	7,572	9,195
Capital Expenditures	500	1,000	143	414	200	243
Total Expenses	484,800	419,165	59,880	173,655	83,833	101,797
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Revenue Collection \$ 58,371 Funding request

Full time equivalent employees 0.5 Programs: Cash Receipting
Property Taxes
Accounts Receivable

Financial Programs & Reporting \$ 91,499 Funding request

Full time equivalent employees 1.45 Programs: Customer Service
Month-End Reporting
General Office
Financial Mgmt Assistance City-Wide
Financial Statement Preparation
Budget Preparation
Audit Preparation
General Gvnt Borrowing
External & Internal Report Filing and Requests

City-Wide Acct Pay & Payroll Processing \$ 44,172 Funding request

Full time equivalent employees 0.7

Water & Wastewater Utilities \$ 56,203 Funding request

Full time equivalent employees 0.85 Programs: Utilities Billing
Utilities Receipting
Utilities Disconnect
Utilities Customer Service
Utilities Office Work

Finance

**CITY OF ASHLAND
2020 BUDGET
FINANCE**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51500 111 SALARIES & WAGES	222,443	233,979	239,075	243,990	124,151	237,000	199,100	-18.40%
100 51500 112 OVERTIME	1,250	0	758	600	1,583	1,800	1,500	150.00%
100 51500 131 LONGEVITY PAY	1,719	2,454	2,835	2,670	583	2,630	2,285	-14.42%
100 51500 137 CLOTHING ALLOWANCE	46	362	407	150	0	0	0	-100.00%
100 51500 151 SOCIAL SECURITY	16,001	16,918	17,457	18,210	9,187	17,500	14,850	-18.45%
100 51500 152 EMPLOYER RETIREMENT	14,688	16,093	16,114	16,160	8,274	15,700	12,520	-22.52%
100 51500 157 HSA CONTRIBUTION	12,570	12,000	11,125	13,500	5,452	11,750	10,500	-22.22%
100 51500 154 MED/DENT INSURANCE	54,649	56,093	54,247	78,290	28,706	56,500	65,110	-16.83%
100 51500 155 LIFE INSURANCE	486	712	724	850	388	710	530	-37.65%
100 51500 156 WORKERS COMP INSURANCE	2,363	2,664	2,317	2,270	0	2,490	410	-81.94%
TOTAL PERSONNEL COSTS:	326,215	341,275	345,059	376,690	178,324	346,080	306,805	-18.55%
SERVICES								
100 51500 211 FINANCIAL SERVICES	59,551	65,900	63,275	70,000	2,550	65,500	70,000	0.00%
100 51500 225 TELEPHONE/DATA COMM	949	1,334	1,319	1,250	696	1,400	1,500	20.00%
100 51500 213 OTHER PROFESSIONAL SERVICE	1,303	1,851	1,547	1,500	744	1,500	2,000	33.33%
TOTAL SERVICES:	61,803	69,085	66,141	72,750	3,990	68,400	73,500	1.03%
MATERIALS & SUPPLIES								
100 51500 311 POSTAGE	25,671	24,720	23,250	26,000	7,422	26,000	26,000	0.00%
100 51500 313 PRINTING & COPYING	2,851	4,987	5,907	5,500	1,828	5,500	7,000	27.27%
100 51500 319 OFFICE SUPPLIES	949	536	891	1,200	414	1,200	1,700	41.67%
100 51500 324 MEMBERSHIP DUES	580	635	300	700	475	700	700	0.00%
100 51500 332 AUTO ALLOWANCE	0	0	0	110	0	110	110	0.00%
100 51500 339 TRAVEL/TRAINING	1,057	374	573	1,000	90	1,000	2,000	100.00%
100 51500 390 MISCELLANEOUS EXPENSE	45	47	162	350	100	350	350	0.00%
100 51500 394 BANK SERVICE CHARGES	53	0	22	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	31,206	31,299	31,105	34,860	10,329	34,860	37,860	8.61%
CAPITAL EXPENDITURES								
100 51500 812 OFFICE EQUIPMENT/FURNITURE	0	2,294	0	500	0	0	1,000	100.00%
TOTAL CAPITAL EXPENDITURES:	0	2,294	0	500	0	0	1,000	100.00%
TOTAL FINANCE:	\$419,224	\$443,953	\$442,305	\$484,800	\$192,643	\$449,340	\$419,165	-13.54%

CITY OF ASHLAND
2020 BUDGET
FINANCE

DESCRIPTION

PERSONNEL COSTS

DESCRIPTION	No of EEs	FINANCE PROGRAMS - DETAIL													ACCTS PAY		WATER AND WASTEWATER UTILITIES			
		REVENUE COLLECTION			FINANCIAL PROGRAMS AND REPORTING										City-Wide Accts Pay & Payroll Processing	Utilities Billing	Utilities Receipting	Utilities Disconnect	Utilities Customer Service	Utilities Office Work
		Total 2020 Budget	Cash Receipting	Property Taxes	Accounts Receivable	Customer Service	Month-End Reporting	General Office	Financial Mgmt Assistance City-Wide	Financial Statement Preparation	Budget Preparation	Audit Preparation	General Gvnt Borrowing	External & Internal Report Filing and Requests						
		3.5	0.3	0.1	0.1	0.05	0.2	0.05	0.1	0.5	0.1	0.25	0.05	0.15	0.7	0.25	0.25	0.1	0.15	0.1
100 51500 111 SALARIES & WAGE		199,100	17,065	5,689	5,689	2,844	11,377	2,844	5,689	28,443	5,689	14,221	2,844	6,533	39,820	14,221	14,221	5,689	8,533	5,689
100 51500 112 OVERTIME		1,500	130	43	43	21	86	21	43	214	43	107	21	64	300	107	107	43	64	43
100 51500 131 LONGEVITY PAY		2,285	197	65	65	33	131	33	65	326	65	163	33	98	457	163	163	65	98	65
100 51500 137 CLOTHING ALLOW#		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 51500 151 SOCIAL SECURITY		14,850	1,275	424	424	212	849	212	424	2,121	424	1,061	212	636	2,970	1,061	1,061	424	636	424
100 51500 152 EMPLOYER RETIRE		12,520	1,071	358	358	179	715	179	358	1,789	358	894	179	537	2,504	894	894	358	537	358
100 51500 157 HSA CONTRIBUTIOI		10,500	900	300	300	150	600	150	300	1,500	300	750	150	450	2,100	750	750	300	450	300
100 51500 154 MED/DENT INSURA		65,110	5,583	1,860	1,860	930	3,721	930	1,860	9,301	1,860	4,651	930	2,790	13,022	4,651	4,651	1,860	2,790	1,860
100 51500 155 LIFE INSURANCE		530	44	15	15	8	30	8	15	76	15	38	8	23	106	38	38	15	23	15
100 51500 156 WORKERS COMP II		410	33	12	12	6	23	6	12	59	12	29	6	18	82	29	29	12	18	12
TOTAL PERSONNEL COSTS:		306,805	26,298	8,766	8,766	4,383	17,532	4,383	8,766	43,829	8,766	21,914	4,383	13,149	61,361	21,914	21,914	8,766	13,149	8,766

SERVICES

100 51500 211 FINANCIAL SERVI		70,000	6,000	2,000	2,000	1,000	4,000	1,000	2,000	10,000	2,000	5,000	1,000	3,000	14,000	5,000	5,000	2,000	3,000	2,000
100 51500 225 TELEPHONE/DATA		1,500	130	43	43	21	86	21	43	214	43	107	21	64	300	107	107	43	64	43
100 51500 213 OTHER PROFESSI		2,000	170	57	57	29	114	29	57	286	57	143	29	86	400	143	143	57	86	57
TOTAL SERVICES:		73,500	6,300	2,100	2,100	1,050	4,200	1,050	2,100	10,500	2,100	5,250	1,050	3,150	14,700	5,250	5,250	2,100	3,150	2,100

MATERIALS & SUPPLIES

100 51500 311 POSTAGE		26,000	2,230	743	743	371	1,486	371	743	3,714	743	1,857	371	1,114	5,200	1,857	1,857	743	1,114	743
100 51500 313 PRINTING & COPY#		7,000	600	200	200	100	400	100	200	1,000	200	500	100	300	1,400	500	500	200	300	200
100 51500 319 OFFICE SUPPLIES		1,700	145	49	49	24	97	24	49	243	49	121	24	73	340	121	121	49	73	49
100 51500 324 MEMBERSHIP DUE:		700	60	20	20	10	40	10	20	100	20	50	10	30	140	50	50	20	30	20
100 51500 332 AUTO ALLOWANCE		110	8	3	3	2	6	2	3	16	3	8	2	5	22	8	8	3	5	3
100 51500 339 TRAVEL/TRAINING		2,000	170	57	57	29	114	29	57	286	57	143	29	86	400	143	143	57	86	57
100 51500 390 MISCELLANEOUS E		350	30	10	10	5	20	5	10	50	10	25	5	15	70	25	25	10	15	10
100 51500 394 BANK SERVICE CH		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL MAT. & SUPPLIES:		37,860	3,243	1,082	1,082	541	2,163	541	1,082	5,409	1,082	2,704	541	1,623	7,572	2,704	2,704	1,082	1,623	1,082

CAPITAL EXPENDITURES

100 51500 812 OFFICE EQUIPMEN		1,000	85	29	29	14	57	14	29	143	29	71	14	43	200	71	71	29	43	29
TOTAL CAPITAL EXPENDITURES:		1,000	85	29	29	14	57	14	29	143	29	71	14	43	200	71	71	29	43	29

TOTAL FINANCE: \$0

		\$419,165	\$35,926	\$11,977	\$11,977	\$5,988	\$23,952	\$5,988	\$11,977	\$59,881	\$11,977	\$29,939	\$5,988	\$17,965	\$83,833	\$29,939	\$29,939	\$11,977	\$17,965	\$11,977
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**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
ASSESSOR**

Core Operations:

Description: The Assessor is responsible for assessing and valuing all Real and Personal Property according to Wisconsin Statutes Chapter 70. The City's assessment services are provided by Associated Appraisals of Appleton through a 5-year contract expiring in 2021. The City Clerk supervises the assessment process and works directly with the Assessor to determine the City's ongoing needs. Assessment records are kept at City Hall when they are not being used by the Appraisal Firm.

The Assessor must maintain the level of assessment within ten percent of the equalized value and keep the equalized ratio of the classes (residential and commercial) within 10% of each other.

Outcomes: The Assessor continues to maintain and update the City's assessment records as necessary. The Assessor is responsible for answering all correspondence concerning the assessed values of property. The Assessor and his staff assess all new construction, improvements being remodeled, partially completed improvements, all properties in which buildings have been destroyed or moved, and all properties which the original parcel has been split into two or more parcels. All property records are updated and property records are made for new parcels.

The Assessor completes and sends out self-reporting personal property forms to all personal property accounts in the City and analyzes the returns.

The Assessor completes all forms as required by the Department of Revenue, including final reports and TID reports, and the Department of Agriculture by the Assessor is completed. The Statement of Assessment is completed by the Ashland County Land Description office and electronically with the State.

The Assessor completes the revaluation and will hold open book hearings. The Assessor attends meetings of the Board of Review to explain and defend assessed values and testifies when necessary under oath in regard to such values. The Assessor completes and files the assessment rolls.

The revaluation process continues through 2020 to be completed on its fourth year in 2021, assessing 25% of all properties each year over four years.

**CITY OF ASHLAND
2020 BUDGET
CITY ASSESSOR**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual to June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51530 141 PER DIEM-BOARD/COMMITTEE	0	0	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	0	0	0	0	0	0	0	NA
SERVICES								
100 51530 213 PROFESSIONAL SERVICES	23,726	30,066	55,726	60,000	30,396	60,000	61,000	1.67%
100 51530 213 STATE MANUFACTURING ASSMT	1,019	1,036	994	1,300	0	1,050	1,100	-15.38%
100 51530 320 ADVERTISING/PUBLISHING	0	0	0	0	0	0	500	NA
TOTAL SERVICES:	24,745	31,102	56,720	61,300	30,396	61,050	62,600	2.12%
MATERIALS & SUPPLIES								
100 51530 390 MISCELLANEOUS EXPENSE	0	35	35	50	0	50	50	0.00%
TOTAL MAT. & SUPPLIES:	0	35	35	50	0	50	50	0.00%
TOTAL CITY ASSESSOR:	\$24,745	\$31,137	\$56,755	\$61,350	\$30,396	\$61,100	\$62,650	2.12%

Assessor

**PUBLIC WORKS FACILITIES MAINTENANCE
2020 BUDGET NARRATIVE**

Facilities Core Operations:

The Building and Facilities Maintenance Group is responsible for maintenance and custodial operations at 61 municipal buildings and structures totaling 238,407 square feet of space at 31 locations within the City. The department was created to insure the proper care and repair of over \$60 million in public assets.

Description:

Public Works Facility group personnel are responsible to define and implement acceptable maintenance and operational practices, preservation of municipal assets, provide proactive implementation of maintenance activities instead of crises reaction to problems; identify needs for budgeting purposes, explore and implement efficiencies in maintenance activities and control of costs, monitor energy consumption and implement energy conservation practices, provide supervision for the seasonal park caretakers. Tasks include day to day custodial care of municipal facilities, reviewing maintenance and repair needs of municipal facilities and acquire contractor services for activities that cannot be undertaken by municipal staff, overseeing the City's pest control contract, contribute information to appropriate staff to insure the protection of tax payer assets with the appropriate security measures and insurance coverage's for municipal facilities and assets, work with the City grant coordinator to develop programs to assist with maintenance and improvement of municipal facilities, implement sustainability practices and reduce energy consumption, underground storage tank compliance and safety compliance.

Outcomes:

For the health, safety and well-being of the residents and visitors of the community Public Works Facilities personnel maintain the City's facility assets.

FACILITIES MAINTENANCE PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Custodial Services	Repairs & Maintenance	
FM Revenues:					
General Funds	\$ 357,719	\$ 385,831	\$ 168,488	\$ 217,343	\$ -
VPL 3rd floor rent income	25,220	29,620	12,935	16,685	-
VPL janitorial services	42,000	42,500	18,559	23,941	-
Donations	-	-	-	-	-
Total Revenues	424,939	457,951	199,982	257,969	-
FM Expenses:					
Personnel	\$ 267,722	\$ 299,321	134,377	164,944	-
Services	96,452	95,940	37,459	58,481	-
Material and Supplies	60,765	62,690	28,146	34,544	-
Capital Expenditures	-	-	-	-	-
Total Expenses	424,939	457,951	199,982	257,969	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Custodial Services **\$ 168,488** **Funding request**

Full time equivalent employees 2.11 Programs: City Hall
 Vaughn Library
 Bretting Community Center
 Vaughn Building 3rd Floor
 Parks Caretakers

Repairs & Maintenance **\$ 217,343** **Funding request**

Full time equivalent employees 2.59 Programs: City Hall
 Vaughn Library
 Bretting Community Center
 Vaughn Building 3rd Floor
 R&M Other
 Licensed Professional Services

**CITY OF ASHLAND
2020 BUDGET
FACILITIES MAINTENANCE**

DRAFT - 10/22/2019

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DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 51610 111 SALARIES/PERM/REGULAR	87,707	130,171	131,498	146,195	68,953	142,500	146,344	0.10%
100 51610 112 OVERTIME WAGES	381	292	921	500	1,109	1,500	2,000	300.00%
100 51610 125 TEMP WAGES	26,219	28,759	25,864	35,633	7,796	25,000	33,936	-4.76%
100 51610 131 LONGEVITY PAY	1,145	1,397	1,241	762	0	1,240	777	2.01%
100 51610 136 CLOTHING/UNIFORM ALLOWANCE	450	1,112	1,239	1,350	400	1,350	1,350	0.00%
100 51610 137 CLOTHING/UNIFORM ALLOWANCE	0	0	0	0	0		0	NA
100 51610 151 SOCIAL SECURITY	8,332	11,925	11,748	13,187	5,684	12,500	13,314	0.96%
100 51610 152 EMPLOYER SHARE RETIREMENT	5,920	8,576	9,026	9,658	4,570	9,500	10,066	4.22%
100 51610 157 HRA / HSA CONTRIBUTION	6,506	6,152	8,144	9,000	3,735	8,100	12,000	33.33%
100 51610 154 MEDICAL & DENTAL	39,326	38,365	43,517	41,935	25,865	51,730	71,229	69.86%
100 51610 155 LIFE INSURANCE	284	487	519	634	270	600	641	1.16%
100 51610 156 WORKER'S COMPENSATION	8,160	8,864	7,394	8,868	0	8,300	7,665	-13.57%
100 51610 158 UNEMPLOYMENT INSURANCE	0	0	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	184,430	236,100	241,111	267,722	118,382	262,320	299,321	11.80%
SERVICES								
100 51610 213 OTHER PROFESSIONAL SERVICES	15,375	11,787	12,809	15,000	12,580	15,000	16,800	12.00%
100 51610 221 WATER/SEWER	6,630	7,945	6,985	7,140	3,139	7,000	7,140	0.00%
100 51610 222 ELECTRICITY	31,586	30,642	30,427	28,509	10,470	26,000	31,000	8.74%
100 51610 224 GAS	22,362	22,671	26,821	26,673	19,169	23,000	24,500	-8.15%
100 51610 225 TELEPHONE	2,563	3,568	3,506	1,630	1,762	3,500	4,000	145.40%
100 51610 290 SERVICE CONTRACTS	0	0	6,571	17,500	0	0	12,500	-28.57%
TOTAL SERVICES:	78,516	76,613	87,119	96,452	47,120	74,500	95,940	-0.53%
MATERIALS & SUPPLIES								
100 51610 311 POSTAGE	0	0	0	50	0	50	50	0.00%
100 51610 319 OFFICE SUPPLIES	101	539	11	200	48	200	200	0.00%
100 51610 320 ADVERTISING	270	151	0	180	0	180	180	0.00%
100 51610 339 TRAVEL/TRAINING	0	356	0	500	17	500	500	0.00%
100 51610 340 OPERATING SUPPLIES	0	0	134	0	8	10	0	NA
100 51610 342 GAS & OIL	3,073	3,415	3,460	4,360	1,487	5,800	4,360	0.00%
100 51610 344 JANITORIAL SUPPLIES	12,653	10,105	14,844	13,100	3,049	13,100	13,100	0.00%
100 51610 345 SMALL TOOLS & EQUIPMENT	1,339	6,309	3,363	1,500	1,485	6,000	2,800	86.67%
100 51610 349 OTHER OPERATING SUPPLIES	850	2,233	1,175	1,850	1,420	1,850	1,850	0.00%
100 51610 350 R&M - TRANSPORTATION	148	343	183	1,030	0	500	1,030	0.00%
100 51610 352 R&M - EQUIP/MACH/TOOLS	195	0	1,442	1,120	140	500	1,120	0.00%
100 51610 355 R&M - BUILDING	18,896	43,529	32,434	36,875	17,407	36,880	37,500	1.69%
100 51610 390 MISC EXPENSE	0	220	40	0	0	0	0	NA
100 51610 532 RENT - PROPERTY/BUILDING	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	37,525	67,200	57,086	60,765	25,061	65,570	62,690	3.17%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	0	NA
TOTAL FACILITIES MAINTENANCE	300,471	379,913	385,316	424,939	190,563	402,390	457,951	7.77%

**CITY OF ASHLAND
2020 BUDGET
FACILITIES MAINTENANCE**

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DESCRIPTION

PERSONNEL COSTS

100	51610	111	SALARIES/PERM/REGUL/
100	51610	112	OVERTIME WAGES
100	51610	125	TEMP WAGES
100	51610	131	LONGEVITY PAY
100	51610	136	CLOTHING/UNIFORM ALL
100	51610	137	CLOTHING/UNIFORM ALL
100	51610	151	SOCIAL SECURITY
100	51610	152	EMPLOYER SHARE RETIF
100	51610	157	HRA / HSA CONTRIBUTIO
100	51610	154	MEDICAL & DENTAL
100	51610	155	LIFE INSURANCE
100	51610	156	WORKER'S COMPENSATI
100	51610	158	UNEMPLOYMENT INSURA

TOTAL PERSONNEL COSTS:

SERVICES

100	51610	213	OTHER PROFESSIONAL S
100	51610	221	WATER/SEWER
100	51610	222	ELECTRICITY
100	51610	224	GAS
100	51610	225	TELEPHONE
100	51610	290	SERVICE CONTRACTS

TOTAL SERVICES:

MATERIALS & SUPPLIES

100	51610	311	POSTAGE
100	51610	319	OFFICE SUPPLIES
100	51610	320	ADVERTISING
100	51610	339	TRAVEL/TRAINING
100	51610	340	OPERATING SUPPLIES
100	51610	342	GAS & OIL
100	51610	344	JANITORIAL SUPPLIES
100	51610	345	SMALL TOOLS & EQUIPM
100	51610	349	OTHER OPERATING SUPI
100	51610	350	R&M - TRANSPORTATION
100	51610	352	R&M - EQUIP/MACH/TOOI
100	51610	355	R&M - BUILDING
100	51610	390	MISC EXPENSE
100	51610	532	RENT - PROPERTY/BUILD

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

TOTAL CAPITAL EXPEND:

TOTAL FACILITIES MAINTENANCE

				FACILITIES MAINTENANCE PROGRAMS - DETAIL											
				CUSTODIAL SERVICES						REPAIRS AND MAINTENANCE					
				Total 2020 Budget	City Hall	Vaughn Library	Bretting Community Center	Vaughn Building 3rd Floor	Parks Caretakers	City Hall	Vaughn Library	Bretting Community Center	Vaughn Building 3rd Floor	R&M Other	Licensed Professional Services
				No of EEs											
PERSONNEL COSTS				4.7	0.27	0.27	0.27	0.1	1.2	0.6	0.4	0.5	0.19	0.7	0.2
100	51610	111	SALARIES/PERM/REGUL/	146,344	8,408	8,407	8,407	3,114	37,364	18,682	12,455	15,568	5,916	21,796	6,227
100	51610	112	OVERTIME WAGES	2,000	114	115	115	43	511	255	170	213	81	298	85
100	51610	125	TEMP WAGES	33,936	1,949	1,950	1,950	722	8,665	4,332	2,888	3,610	1,372	5,054	1,444
100	51610	131	LONGEVITY PAY	777	44	45	45	17	198	99	66	83	31	116	33
100	51610	136	CLOTHING/UNIFORM ALL	1,350	76	78	78	29	345	172	115	144	55	201	57
100	51610	137	CLOTHING/UNIFORM ALL	0	0	0	0	0	0	0	0	0	0	0	0
100	51610	151	SOCIAL SECURITY	13,314	765	765	765	283	3,399	1,700	1,133	1,416	538	1,983	567
100	51610	152	EMPLOYER SHARE RETIF	10,066	579	578	578	214	2,570	1,285	857	1,071	407	1,499	428
100	51610	157	HRA / HSA CONTRIBUTIO	12,000	690	689	689	255	3,064	1,532	1,021	1,277	485	1,787	511
100	51610	154	MEDICAL & DENTAL	71,229	4,091	4,092	4,092	1,516	18,186	9,093	6,062	7,578	2,879	10,609	3,031
100	51610	155	LIFE INSURANCE	641	36	37	37	14	164	82	55	68	26	95	27
100	51610	156	WORKER'S COMPENSATI	7,664	440	440	440	163	1,957	979	652	815	310	1,142	326
100	51610	158	UNEMPLOYMENT INSURA	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERSONNEL COSTS:				299,321	17,192	17,196	17,196	6,370	76,423	38,211	25,474	31,843	12,100	44,580	12,736
SERVICES															
100	51610	213	OTHER PROFESSIONAL S	16,800	966	965	965	357	4,289	2,145	1,430	1,787	679	2,502	715
100	51610	221	WATER/SEWER	7,140	410	410	410	152	1,823	911	608	760	289	1,063	304
100	51610	222	ELECTRICITY	31,000	1,781	1,781	1,781	660	7,915	3,957	2,638	3,298	1,253	4,617	1,319
100	51610	224	GAS	24,500	1,409	1,407	1,407	521	6,255	3,128	2,085	2,606	990	3,649	1,043
100	51610	225	TELEPHONE	4,000	229	230	230	85	1,021	511	340	426	162	596	170
100	51610	290	SERVICE CONTRACTS	12,500											12,500
TOTAL SERVICES:				95,940	4,795	4,793	4,793	1,775	21,303	10,652	7,101	8,877	3,373	12,427	16,051
MATERIALS & SUPPLIES															
100	51610	311	POSTAGE	50	4	3	3	1	13	6	4	5	2	7	2
100	51610	319	OFFICE SUPPLIES	200	12	11	11	4	51	26	17	21	8	30	9
100	51610	320	ADVERTISING	180	11	10	10	4	46	23	15	19	7	27	8
100	51610	339	TRAVEL/TRAINING	500	28	29	29	11	128	64	43	53	20	74	21
100	51610	340	OPERATING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	0
100	51610	342	GAS & OIL	4,360	251	250	250	93	1,113	557	371	464	176	649	186
100	51610	344	JANITORIAL SUPPLIES	13,100	751	753	753	279	3,345	1,672	1,115	1,394	530	1,951	557
100	51610	345	SMALL TOOLS & EQUIPM	2,800	161	161	161	60	715	357	238	298	113	417	119
100	51610	349	OTHER OPERATING SUPI	1,850	107	106	106	39	472	236	157	197	75	276	79
100	51610	350	R&M - TRANSPORTATION	1,030	59	59	59	22	263	131	88	110	42	153	44
100	51610	352	R&M - EQUIP/MACH/TOOI	1,120	65	64	64	24	286	143	95	119	45	167	48
100	51610	355	R&M - BUILDING	37,500	2,156	2,154	2,154	798	9,574	4,787	3,191	3,989	1,516	5,585	1,596
100	51610	390	MISC EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0
100	51610	532	RENT - PROPERTY/BUILD	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL MAT. & SUPPLIES:				62,690	3,605	3,600	3,600	1,335	16,006	8,002	5,334	6,669	2,534	9,336	2,669
CAPITAL EXPENDITURES															
TOTAL CAPITAL EXPEND:				0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FACILITIES MAINTENANCE				457,951	25,592	25,589	25,589	9,480	113,732	56,865	37,909	47,389	18,007	66,343	31,456

**CITY OF ASHLAND
2020 BUDGET
INSURANCE/CONTINGENT FUND**

DESCRIPTION			2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
100	51910 915	ALLOWANCE FOR UNCOLL. TAXES	2,832	5,535	499	2,500	28,049	28,049	2,500	0.00%
100	51931 512	VEHICLE INSURANCE	37,878	38,601	40,828	41,000	13,027	26,000	30,000	-26.83%
100	51932 513	LIABILITY INSURANCE	43,519	44,791	48,207	46,000	23,826	41,000	44,000	-4.35%
100	51933 511	STATE FIRE INSURANCE/BLD	29,028	30,043	32,090	34,000	46,118	46,118	54,600	60.59%
100	51990 910	CONTINGENT FUND	0	0	0	0	0	0	0	NA
TOTAL INSURANCE/LAND/CONTINGENCY:			\$113,257	\$118,970	\$121,624	\$123,500	\$111,020	\$141,167	\$131,100	6.15%

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CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
POLICE DEPARTMENT

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Ashland Police Department:

Description: The Ashland Police Department derives its authority from the charter of the City of Ashland and its related ordinances and the State of Wisconsin. We provide quality responses to all Ashland citizens to address whatever may threaten the safety and security of this community.

Administration:

Description: Chief of Police and Police Captain.

Outcomes: Responsible for the daily operations of the department. Oversee Investigations and media involvement in investigations. Responsible for accurate paperwork delivered to support agencies such as; DA's office, Probation, DHSS, ICW, School District, etc. Responsible for critical incidents and transitions of critical situations. Required to maintain accurate personnel files as well as training and training files.

Administrative Support:

Description: One fulltime and one part time.

Outcomes: Responsible for maintaining all reports. Responsible for all open records requests. Responsible for evidence cataloging. Responsible for approx. 100 paper services per year. Responsible for all counter and phone service. Required to respond to open records requests and redact reports when necessary. Document training and other areas of personnel files. Processes all parking tickets and follow-through with follow-up letters. Provides a monthly report to the Federal Government on the Uniform Crime Reporting (UCR) requirements. Performs duties as the Police and Fire Commission secretary.

Investigations:

Description: Lieutenant/Detective and Investigator

Outcomes: Responsible for conducting follow-up on criminal cases. Responsible for drafting and executing search warrants/arrest warrants. Responsible for collecting and preserving evidence. Must work closely with District Attorney and all other law enforcement agencies. (FBI, DCI) Maintains the Department evidence room and property. Responsible for the Drug Funds and audits of this account.

Patrol Division:

Description: Total of 13 fulltime patrol officers and 1 K-9 Officer. They are divided into 4 shifts. Each shift has a "Sergeant" and 2.5 officers. They work 24-365. K-9 Officer has been placed on his own shift leaving one patrol shift short. K-9 shift is as follows: 4 on 3 off, 4 on 4 off. This schedule repeats and he works 9 3/4hrs a day.

Outcomes: Responsible for the safety and security of our community. They respond to an average of 9,000 calls per year. They investigate all traffic crashes, enforce all traffic, local, and state laws. The officers are required to collect evidence and maintain chain of custody of evidence. Conducts death notifications as necessary. Responds to crime scenes and is responsible for security and proper maintenance of crime scene, (traffic crashes, robbery's, thefts, deaths, assaults, sexual assaults, sexual assaults to children, child abuse, and white collar crimes). Officers conduct video and recorded interviews with suspects, offenders, children, and victims. Responsible for all required paperwork to be given to crime victims, domestic victims, and sexual assault victims. required to write accurate reports for the departmental records which include all elements of the crime for which they are investigating.

POLICE PROGRAMS - SUMMARY

	Total 2019 Budget	Total 2020 Budget	Administration	Records Management	Investigations	Patrol	Training
Police Revenues:							
General Funds	\$ 1,858,075	\$ 1,875,480	\$ 190,289	\$ 142,721	\$ 210,433	\$ 1,284,462	\$ 47,575
Tickets-parking, law violations	40,300	34,800	3,395	2,546	5,093	22,917	849
Serving legal papers	2,500	3,500	341	256	512	2,306	85
Ashland School-SRO Officer	74,300	75,000	-	-	75,000	-	-
Gnrl Trans Aid-20% estimate	106,590	122,700	11,971	8,978	17,956	80,802	2,993
Total Revenues	2,081,765	2,111,480	205,996	154,501	308,994	1,390,487	51,502
Police Expenses:							
Personnel	\$ 1,965,765	\$ 1,996,330	194,759	146,080	292,146	1,314,653	48,692
Services	19,000	19,800	1,929	1,450	2,899	13,039	483
Material and Supplies	82,400	80,750	7,883	5,904	11,813	53,179	1,971
Capital Expenditures	14,600	14,600	1,425	1,067	2,136	9,616	356
Total Expenses	2,081,765	2,111,480	205,996	154,501	308,994	1,390,487	51,502
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Administration \$ 190,289 Funding request

Full time equivalents employees	2	Programs:	Chief - Dept oversight Captain - Employee oversight Captain - Report Review Chief Court/Drug Court
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Records Management \$ 142,721 Funding request

Full time equivalents employees	1.5	Programs:	All Reports Counter Service & Phone Process Paper Service	Process Parking Citations Prepare State Reports File & Storage all Reports
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Investigations \$ 210,433 Funding request

Full time equivalents employees	3	Programs:	School Resource Officer Juvenile Cases Special Investigator Illegal Drug Cases	Detective Sexual Assaults Detective Burglary and Theft Detective Evidence Custodian
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Patrol \$ 1,284,462 Funding request

Full time equivalents employees	13.5	Programs:	Service Calls, K-9 & Traffic Enforcement Respond to Traffic Crashes Paperwork & Digital Files Community Outreach
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Training \$ 47,575 Funding request

Full time equivalents employees	0.5
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CITY OF ASHLAND
2020 BUDGET
POLICE

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 52110 111 SALARIES/WAGES	1,021,506	1,076,754	1,087,430	1,113,570	558,973	1,113,570	1,118,700	0.46%
100 52110 112 OVERTIME SALARY	35,796	52,105	75,823	52,000	43,652	69,660	50,000	-3.85%
100 52110 113 SALARIES/UPGRADE/SHIFT D	0	7,333	8,162	6,500	2,108	6,500	6,500	0.00%
100 52110 125 WAGES/TEMP/OTHER	0	0	0	0	0	0	0	NA
100 52110 131 LONGEVITY PAY	24,576	26,292	22,372	23,530	5,241	23,530	20,340	-13.56%
100 52110 132 HOLIDAY PAY	49,793	54,442	56,213	57,610	646	57,610	56,970	-1.11%
100 52110 133 RETIREMENT PAYOUT	0	0	0	0	0	0	0	NA
100 52110 136 CLOTHING REIMBURSEMENT	3,280	1,875	2,371	1,000	523	2,300	1,000	0.00%
100 52110 137 CLOTHING ALLOWANCE	6,426	8,136	7,941	8,975	3,210	7,675	8,900	-0.84%
100 52110 159 POST EMPLOY HEALTH (VEBA	0	0	0	0	0	0	0	NA
100 52110 151 SOCIAL SECURITY	81,832	88,112	91,611	92,610	44,328	89,000	92,500	-0.12%
100 52110 152 EMPLOYER SHARE RETIREME	156,465	187,360	184,097	175,280	85,991	175,280	175,890	0.35%
100 52110 157 HSA CONTRIBUTION	45,521	46,500	43,358	46,500	24,614	49,230	50,000	7.53%
100 52110 154 MEDICAL & DENTAL	257,236	264,288	246,936	294,700	141,552	285,000	339,790	15.30%
100 52110 155 LIFE INSURANCE	1,757	1,870	1,691	2,720	911	1,900	2,490	-8.46%
100 52110 156 WORKER'S COMPENSATION	53,862	52,662	44,638	40,120	0	40,120	36,500	-9.02%
100 52110 159 OTHER EMPLOYER CONT	7,650	9,000	7,550	11,400	3,550	7,550	11,400	0.00%
100 52110 190 POST EMPLOYMENT HEALTH	30,279	30,643	32,565	34,750	13,639	27,300	22,350	-35.68%
100 52110 191 RETIREE HSA CONTRIBUTION	5,125	4,500	4,500	4,500	1,625	3,250	3,000	-33.33%
TOTAL PERSONNEL COSTS:	1,781,104	1,911,872	1,917,258	1,965,765	930,563	1,959,475	1,996,330	1.55%
SERVICES								
100 52110 225 TELEPHONE	6,821	8,456	10,449	9,000	4,886	9,780	9,800	8.89%
100 52110 290 CONTRACT SERVICES	0	0	0	0		0	0	NA
100 52110 290 CONTRIBUTION TO DVLO	10,000	10,000	10,356	10,000	10,000	10,000	10,000	0.00%
TOTAL SERVICES:	16,821	18,456	20,805	19,000	14,886	19,780	19,800	4.21%
MATERIALS & SUPPLIES								
100 52110 311 POSTAGE	615	581	299	400	173	400	400	0.00%
100 52110 313 PRINTING/COPYING	1,033	1,268	1,679	2,500	1,436	2,500	2,500	0.00%
100 52110 319 OFFICE SUPPLIES	3,119	2,966	520	4,000	284	4,000	4,000	0.00%
100 52110 324 MEMBERSHIP DUES	100	218	130	500	130	500	500	0.00%
100 52110 339 TRAVEL/TRAINING	13,083	16,777	2,872	17,000	12,939	17,000	17,000	0.00%
100 52110 340 OPERATING SUPPLIES/PROTE	6,457	8,824	3,703	7,000	2,455	7,000	7,000	0.00%
100 52110 342 GAS & OIL	20,437	26,509	32,668	30,000	17,163	34,400	30,000	0.00%
100 52110 349 OTHER OPERATING SUPPLIES	543	1,931	2,356	2,000	0	2,000	2,000	0.00%
100 52110 350 R&M TRANSPORT VEHICLES	7,740	15,148	6,368	10,000	1,783	10,000	8,000	-20.00%
100 52110 352 R&M EQUIP/MACH/TOOLS	705	0	4	500	0	500	500	0.00%
100 52110 354 R&M TELE/DATA COMM EQUIP	1,033	731	668	500	615	668	850	70.00%
100 52110 368 OTHER INSURANCE CLAIMS	501	154	30	1,000	545	1,000	1,000	0.00%
100 52110 390 MISCELLANEOUS	1,815	1,405	2,676	2,000	2,485	2,600	2,000	0.00%
100 52110 533 RENT - EQUIPMENT	4,753	4,757	4,857	5,000	3,131	5,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	61,934	81,269	58,830	82,400	43,139	87,568	80,750	-2.00%
CAPITAL EXPENDITURES								
100 52110 810 EQUIPMENT	17,229	10,108	21,891	10,000	3,735	10,000	10,000	0.00%
100 52110 813 TELE/DATA/COMM EQUIP	910	2,300	2,277	4,600	0	4,600	4,600	0.00%
TOTAL CAPITAL EXPEND:	18,139	12,408	24,168	14,600	3,735	14,600	14,600	0.00%
TOTAL POLICE:	\$1,877,998	\$2,024,005	\$2,021,061	\$2,081,765	\$992,323	\$2,081,423	\$2,111,480	1.43%

CITY OF ASHLAND
2020 BUDGET
POLICE

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2020 BUDGET POLICE		ADMINISTRATION					RECORDS MANAGEMENT					INVESTIGATIONS							PATROL				TRAINING
DESCRIPTION	No of EEs	Total 2020 Budget	Chief - Dept oversight	Captain - Employee oversight	Captain - Report Review	Chief Court/Drug Court	All Reports	Counter Service & Phone	Process Paper Service	Process Parking Citations	Prepare State Reports	File & Storage all Reports	School Resource Officer	Juvenile Cases	Special Investigator Illegal Drug Cases	Detective Sexual Assaults	Detective Burglary and Theft	Detective Evidence Custodian	Service Calls, K-9 & Traffic Enforcement	Respond to Traffic Crashes	Paperwork & Digital Files	Community Outreach	All Employees
		20.5	0.9	0.7	0.3	0.1	0.3	0.25	0.5	0.1	0.25	0.1	0.75	0.25	1	0.1	0.8	0.1	6.5	2	4	1	0.5
PERSONNEL COSTS		1,118,700	49,113	38,200	16,371	5,457	16,371	13,643	27,285	5,457	13,643	5,457	40,928	13,643	54,571	5,457	43,657	5,457	354,710	109,141	218,283	54,571	27,285
100 52110 111	SALARIES/WAGES	50,000	2,193	1,707	732	244	732	610	1,220	244	610	244	1,829	610	2,439	244	1,951	244	15,854	4,878	9,756	2,439	1,220
100 52110 112	OVERTIME SALAR	6,500	284	222	95	32	95	79	159	32	79	32	238	79	317	32	254	32	2,061	634	1,268	317	159
100 52110 113	SALARIES/UPGRAI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 52110 125	WAGES/TEMP/OTI	20,340	894	695	298	99	298	248	496	99	248	99	744	248	992	99	794	99	6,449	1,984	3,969	992	496
100 52110 131	LONGEVITY PAY	56,970	2,499	1,945	834	278	834	695	1,390	278	695	278	2,084	695	2,779	278	2,223	278	18,064	5,558	11,116	2,779	1,390
100 52110 132	HOLIDAY PAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 52110 133	RETIREMENT PAY	1,000	43	34	15	5	15	12	24	5	12	5	37	12	49	5	39	5	317	98	195	49	24
100 52110 136	CLOTHING REIMB	8,900	392	304	130	43	130	109	217	43	109	43	326	109	434	43	347	43	2,822	868	1,737	434	217
100 52110 137	CLOTHING ALLOW	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 52110 159	POST EMPLOY HE	92,500	4,062	3,159	1,354	451	1,354	1,128	2,256	451	1,128	451	3,384	1,128	4,512	451	3,610	451	29,329	9,024	18,049	4,512	2,256
100 52110 151	SOCIAL SECURITY	175,890	7,722	6,006	2,574	858	2,574	2,145	4,290	858	2,145	858	6,435	2,145	8,580	858	6,864	858	55,770	17,160	34,320	8,580	4,290
100 52110 152	EMPLOYER SHARI	50,000	2,193	1,707	732	244	732	610	1,220	244	610	244	1,829	610	2,439	244	1,951	244	15,854	4,878	9,756	2,439	1,220
100 52110 157	HSA CONTRIBUTIO	339,790	14,914	11,603	4,973	1,658	4,973	4,144	8,288	1,658	4,144	1,658	12,431	4,144	16,575	1,658	13,260	1,658	107,738	33,150	66,300	16,575	8,288
100 52110 154	MEDICAL & DENTA	2,490	112	85	36	12	36	30	61	12	30	12	91	30	121	12	97	12	790	243	486	121	61
100 52110 155	LIFE INSURANCE	36,500	1,606	1,246	534	178	534	445	890	178	445	178	1,335	445	1,780	178	1,424	178	11,573	3,561	7,122	1,780	890
100 52110 156	WORKER'S COMPI	11,400	499	389	167	56	167	139	278	56	139	56	417	139	556	56	445	56	3,615	1,112	2,224	556	278
100 52110 159	OTHER EMPLOYEE	22,350	981	763	327	109	327	273	545	109	273	109	818	273	1,090	109	872	109	7,087	2,180	4,361	1,090	545
100 52110 180	POST EMPLOYMEI	3,000	130	102	44	15	44	37	73	15	37	15	110	37	146	15	117	15	951	293	585	146	73
100 52110 191	RETIREE HSA COM	1,996,330	87,637	68,167	29,216	9,739	29,216	24,347	48,692	9,739	24,347	9,739	73,036	24,347	97,380	9,739	77,905	9,739	632,984	194,762	389,527	97,380	48,692
TOTAL PERSONNEL COSTS:																							
SERVICES		9,800	429	335	143	48	143	120	239	48	120	48	359	120	478	48	382	48	3,107	956	1,912	478	239
100 52110 285	TELEPHONE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 52110 220	CONTRACT SERVI	10,000	438	341	146	49	146	122	244	49	122	49	366	122	488	49	390	49	3,171	976	1,951	488	244
100 52110 290	CONTRIBUTION TC	19,800	867	676	289	97	289	242	483	97	242	97	725	242	966	97	772	97	6,278	1,932	3,863	966	483
TOTAL SERVICES:																							
MATERIALS & SUPPLIES		400	14	14	6	2	6	5	10	2	5	2	15	5	20	2	16	2	127	39	78	20	10
100 52110 311	POSTAGE	2,500	111	85	37	12	37	30	61	12	30	12	91	30	122	12	98	12	793	244	488	122	61
100 52110 313	PRINTING/COPYIN	4,000	172	137	59	20	59	49	98	20	49	20	146	49	195	20	156	20	1,268	390	780	195	98
100 52110 319	OFFICE SUPPLIES	500	25	17	7	2	7	6	12	2	6	2	18	6	24	2	20	2	159	49	98	24	12
100 52110 324	MEMBERSHIP DUE	17,000	747	580	249	83	249	207	415	83	207	83	622	207	829	83	663	83	5,390	1,659	3,317	829	415
100 52110 339	TRAVEL/TRAINING	7,000	310	239	102	34	102	85	171	34	85	34	256	85	341	34	273	34	2,220	683	1,366	341	171
100 52110 340	OPERATING SUPP	30,000	1,318	1,024	439	146	439	366	732	146	366	146	1,098	366	1,463	146	1,171	146	9,512	2,927	5,854	1,463	732
100 52110 342	GAS & OIL	2,000	88	68	29	10	29	24	49	10	24	10	73	24	98	10	78	10	634	195	390	98	49
100 52110 349	OTHER OPERATIN	8,000	351	273	117	39	117	98	195	39	98	39	293	98	390	39	312	39	2,537	780	1,561	390	195
100 52110 350	R&M TRANSPORT	500	25	17	7	2	7	6	12	2	6	2	18	6	24	2	20	2	159	49	98	24	12
100 52110 352	R&M EQUIP/MACH	850	40	29	12	4	12	10	21	4	10	4	31	10	41	4	33	4	270	83	166	41	21
100 52110 354	R&M TELE/DATA C	1,000	43	34	15	5	15	12	24	5	12	5	37	12	49	5	39	5	317	98	195	49	24
100 52110 368	OTHER INSURANC	2,000	88	68	29	10	29	24	49	10	24	10	73	24	98	10	78	10	634	195	390	98	49
100 52110 390	MISCELLANEOUS	5,000	221	171	73	24	73	61	122	24	61	24	183	61	244	24	195	24	1,585	488	976	244	122
100 52110 533	RENT - EQUIPMEN	80,750	3,553	2,756	1,181	393	1,181	983	1,971	393	983	393	2,954	983	3,938	393	3,152	393	25,605	7,879	15,757	3,938	1,971
TOTAL MAT. & SUPPLIES:																							
CAPITAL EXPENDITURES		10,000	438	341	146	49	146	122	244	49	122	49	366	122	488	49	390	49	3,171	976	1,951	488	244
100 52110 810	EQUIPMENT	4,600	205	157	67	22	67	56	112	22	56	22	168	56	224	22	180	22	1,459	449	898	224	112
100 52110 813	TELE/DATA/COMM	14,600	643	498	213	71	213	178	356	71	178	71	534	178	712	71	570	71	4,630	1,425	2,849	712	356
TOTAL CAPITAL EXPEND:																							
TOTAL POLICE:		\$2,111,480	\$92,700	\$72,097	\$30,899	\$10,300	\$30,899	\$25,750	\$51,502	\$10,300	\$25,750	\$10,300	\$77,249	\$25,750	\$102,996	\$10,300	\$82,399	\$10,300	\$669,497	\$205,998	\$411,996	\$102,996	\$51,502

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
ASHLAND FIRE AND AMBULANCE DEPARTMENT**

Core Fire Operations:

Description: The Ashland Fire Department has been in operation as a paid department since 1897. Since that time, the department has evolved into a multi-faceted operation. All members are trained and certified fire fighters through the State of Wisconsin. In 2015, the City of Ashland received notification that the ISO Public Protection Classification (PPC) was improved from a 4 to a 3 due to increased training, and more consistent staffing levels. ISO's Fire Suppression Rating Schedule (FSRS) is used to measure the firefighting capabilities of communities. Communities whose PPC improves may get lower insurance prices.

Outcomes: *280 "fire" related responses each year

- *Fire protection to the City Of Ashland and surrounding Townships (149 sq. miles served)
- *Mutual Aid fire protection to 6 surrounding fire depts. (average per year 8).
- *Auto extrication (Respond to 50-60 motor vehicle accidents per year)
- *Ice Rescue Program: (All staff members are certified Ice Rescue Technicians through Dive Rescue International, with two in-house instructors).
- *Fire Prevention Program (Incident reduction through education)
- *Fire Inspection Program: (1,300 Inspections completed annually)
- *Hazardous Materials Mitigation: (Contracted/Funded by the State as a Type II team)
- *Carbon Monoxide Investigations
- *Fire Origin and Cause: (Two department Officers certified to conduct fire investigations)

Core Ambulance Operations:

Description: Until 1967, the Ashland Fire Department was a standard firefighting Department. In 1967 the fire department took over the local ambulance service providing basic medical treatment. The department advanced to the EMT Paramedic level in 1996. The department has had several operational changes in 2016. An alternate staffing plan was implemented to reduce the number of FF/Paramedics from 20 to 18 and hire 6 FF/EMT-Basics. Staff changes were designed to capture the lost revenue of the 240 + transfers that the department was unable to make in prior years due to staffing limitations. In 2016, the department provided 545 interfacility transfers. The plan has increased the collected revenue and reduced the overtime expenditures by 60%. In addition, the department has trained seven staff members to the Critical Care Transport Paramedic level, which has allowed immediate transport of the critically ill or injured patients to higher level or specialized care outside of Ashland. Lastly, the department was approved by the State of Wisconsin to operate as a one (1) paramedic system in 2016. The one paramedic rule allows a Paramedic to operate with an EMT-Basic, which has given the department the ability to manage staff accordingly due to multiple and/or the simultaneous 911 events.

In 2017, the Ashland Fire Department entered into a partnership with Memorial Medical Center to create a Mobile Integrated Health care system using a Community Paramedic who is on staff at AFD to make house

visits of medical patients who may need additional assistance. This includes wound care, medication compliance education, and home safety checks. This included 40 visits in 2018 that averaged 2.57 hours per visit. The purpose of this program is to reduce readmissions into the hospital, which also reduces 911 EMS calls.

Outcomes: *Paramedic Services to the City of Ashland and surrounding Townships (1,591 calls-2018)

*Paramedic Advanced Life Support Intercept Services to 11 surrounding ambulance services (376 calls-2018)

*2018 Interfacility transports: (436 interfacility transfers)

*2018 Ambulance(s) staffed; ABC Raceway, Madeline Island Swim & Marathon, Whistle Stop Event, MMA Street Fighting Competition.

Additional Services Operations:

Description: Additional services provided by the department include:

*Child car seat installation/inspection-average 45 a year

*Public education-includes, but is not limited to: fire prevention/safety, medical training, ice safety, etc...

*Training Center (preceptorship) for EMT and Paramedic students, as well as internship location

*Grant Writing

Outcomes: Providing quality fire/rescue and EMS service to the City of Ashland and surrounding community in a cost-effective manner while addressing today's needs as well as those of a changing community.

*Fire/Rescue calls (241 calls-2018)

*Service calls (35 calls-2018)

CITY OF ASHLAND
2020 BUDGET
FIRE AND AMBULANCE

DAVE WAGENER, FIRE CHIEF

FIRE AND AMBULANCE PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Ambulance Services	Fire Services	Ice Rescue Services	HazMat Services Funded by State Grant
Fire and Amb Revenues:						
General Funds	\$ 1,315,355	\$ 1,318,075	\$ -	\$ 1,263,581	\$ 54,494	\$ -
State Fire Dues	18,500	20,000	-	20,000	-	-
Fire - Township Contracts	167,710	170,600	-	170,600	-	-
Payment for Municipal Services	2,700	3,300	-	3,300	-	-
Ambulance Fees	1,090,000	1,082,400	1,082,400	-	-	-
Ambulance-Township Contracts	230,025	233,475	233,475	-	-	-
	<u>2,824,290</u>	<u>2,827,850</u>	<u>1,315,875</u>	<u>1,457,481</u>	<u>54,494</u>	<u>-</u>
Fire and Amb Expenses:						
Personnel	\$ 2,504,050	\$ 2,494,250	\$1,168,110	\$ 1,275,134	\$ 51,006	\$ -
Services	146,040	159,000	133,400	24,615	985	-
Material and Supplies	161,700	162,100	107,550	52,451	2,099	-
Capital Expenditures	12,500	12,500	2,000	10,096	404	-
Total Expenses	<u>2,824,290</u>	<u>2,827,850</u>	<u>1,411,060</u>	<u>1,362,296</u>	<u>54,494</u>	<u>-</u>
Net Revenue (Expense)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (95,185)</u>	<u>\$ 95,185</u>	<u>\$ -</u>	<u>\$ -</u>

PROGRAM INFORMATION

Ambulance Services \$ - **Funding Request**

Full time equivalent employees 12.50 Programs: EMS Calls
Inter- facility Transfers Community Paramedic Program
EMS Cont ED. Certifications Child Safety Seat Program
General Admin-EMS
Life Quest Data Entry (billing)

Fire Services \$ 1,263,581 **Funding Request**

Full time equivalent employees 12.50 Programs: General Admin/ Call Data En Fire Inspections
Fire Response Fire Investigations
On Duty Tactical Training Fleet Maintenance-Fire
HazMat Training EMS Calls

Ice Rescue Services \$ 54,494 **Funding Request**

Full time equivalent employees 0.50 Programs: Response and Training
Volunteers 0

HazMat Services Funded by State Grant \$ - **Funding Request**

Full time equivalent employees 0 Programs: Special Revenue Fund 230 - HazMat - funded by state grant

**CITY OF ASHLAND
2020 BUDGET
FIRE & AMBULANCE**

DRAFT - 10/22/2019

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DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 52300 111 SALARIES & WAGES	1,361,761	1,385,108	1,360,616	1,443,825	693,615	1,391,000	1,462,160	1.27%
100 52300 112 OVERTIME WAGES	61,948	75,334	80,890	71,000	31,605	69,000	71,000	0.00%
100 52300 113 UPGRADE & SHIFT DIFFERENTIAL	0	4,582	4,405	4,500	2,338	4,500	4,500	0.00%
100 52300 125 WAGES-PAID ON CALL	2,629	1,022	2,831	4,585	2,707	4,620	5,100	11.23%
100 52300 127 OUT-OF TOWN TRANSFERS	9,699	26,050	20,550	23,800	10,000	23,800	23,900	0.42%
100 52300 131 LONGEVITY PAY	16,489	18,863	20,338	23,720	3,489	23,720	20,160	-15.01%
100 52300 132 HOLIDAY PAY	52,497	74,301	75,062	80,950	2,267	80,950	81,875	1.14%
100 52300 133 RETIREMENT PAYOUT	6,310	0	0	0	0	0	0	NA
100 52300 136 CLOTHING PAYOUT	3,383	7,359	9,881	6,600	875	6,600	6,600	0.00%
100 52300 137 CLOTHING REIMBURSEMENT	6,258	7,698	3,404	6,600	2,696	6,600	6,600	0.00%
100 52300 151 SOCIAL SECURITY	24,157	24,828	23,198	24,990	11,054	22,176	24,750	-0.96%
100 52300 152 EMPLOYER RETIREMENT	219,663	268,335	269,793	280,880	123,830	247,800	296,650	5.61%
100 52300 157 HSA CONTRIBUTION	48,585	49,700	50,453	51,000	24,520	49,135	43,500	-14.71%
100 52300 154 MED/DENT INSURANCE	283,575	302,973	328,712	356,520	174,266	348,715	341,300	-4.27%
100 52300 155 LIFE INSURANCE	1,793	2,023	1,789	2,390	883	1,860	2,260	-5.44%
100 52300 156 WORKER'S COMP INSURANCE	95,233	102,461	84,135	78,240	0	78,240	68,595	-12.33%
100 52300 159 OTHER EMPLOYEE CONT	13,038	12,365	11,960	13,850	5,230	11,960	12,500	-9.75%
100 52300 190 POST EMPLOYMENT HEALTH	36,504	37,146	26,630	26,100	12,401	25,000	19,800	-24.14%
100 52300 191 RETIREE HSA DEDUCTIBLE	7,250	6,000	3,875	4,500	1,500	3,000	3,000	-33.33%
TOTAL PERSONNEL COSTS	2,250,772	2,406,148	2,378,522	2,504,050	1,103,276	2,398,676	2,494,250	-0.39%
SERVICES								
100 52300 213 OTHER PROFESSIONAL SERVICES	113,385	107,476	100,249	97,500	53,277	106,550	107,000	9.74%
100 52300 221 WATER/SEWER	9,840	9,366	10,700	10,830	4,198	9,600	10,350	-4.43%
100 52300 222 ELECTRICITY	16,636	18,034	17,056	18,840	7,386	16,000	17,500	-7.11%
100 52300 224 NATURAL GAS	9,172	9,248	11,012	9,170	5,886	11,780	11,100	21.05%
100 52300 225 TELEPHONE	4,624	4,928	5,016	5,700	2,267	4,820	5,700	0.00%
100 52300 290 SERVICE CONTRACTS	3,797	2,966	0	4,000	1,924	4,000	7,350	83.75%
TOTAL SERVICES:	157,454	152,018	144,033	146,040	74,938	152,750	159,000	8.87%
MATERIALS/SUPPLIES/MAINTENANCE								
100 52300 311 POSTAGE	400	465	239	600	17	400	600	0.00%
100 52300 313 PRINT/COPY	2,568	1,916	1,962	2,400	849	2,200	2,400	0.00%
100 52300 319 OFFICE SUPPLIES	1,601	508	773	750	80	500	750	0.00%
100 52300 320 PUBLISHING/ADVERTISING	698	650	0	450	0	350	450	0.00%
100 52300 322 SUBSCRIPTIONS	120	159	223	300	0	300	300	0.00%
100 52300 324 MEMBERSHIP DUES	1,269	1,784	1,340	1,850	1,025	1,850	1,650	-10.81%
100 52300 337 CERTIFICATION - CONT ED	7,527	11,208	7,519	12,000	7,344	12,000	9,850	-17.92%
100 52300 339 TRAVEL/TRAINING-OTHER	4,683	3,423	2,313	4,000	1,006	3,300	4,250	6.25%
100 52300 340 OPERATING SUPPLIES	54,306	53,618	60,172	54,000	27,839	54,000	56,000	3.70%
100 52300 342 GAS & OIL	26,308	28,046	34,985	28,000	13,483	27,500	28,500	1.79%
100 52300 343 MEAL EXPENSE	4,383	4,966	4,474	5,000	1,422	5,000	5,000	0.00%
100 52300 344 JANITORIAL	2,365	3,464	2,006	3,050	920	3,050	3,050	0.00%
100 52300 349 OTHER SUPPLIES	368	0	0	0	0	0	0	NA
100 52300 350 R&M - TRANSPORTATION	30,663	36,718	44,086	34,000	17,002	34,000	34,000	0.00%
100 52300 352 R&M - EQUIP/MACHINERY/TOOL	6,365	3,832	11,469	8,000	888	8,000	8,000	0.00%
100 52300 354 R&M-TEL/DATA COMM	4,883	3,054	2,360	4,000	862	3,800	4,000	0.00%
100 52300 357 R&M-MAINTENANCE OTHER	1,709	1,491	709	1,500	60	1,500	1,500	0.00%
100 52300 390 MISCELLANEOUS	1,736	1,660	1,799	1,800	592	1,801	1,800	0.00%
100 52300 394 BANK SERVICE CHARGES	0	0	0	0	0	0	0	NA
TOTAL MAT/SUPPLIES/MAINT:	151,952	156,962	176,429	161,700	73,389	159,551	162,100	0.25%
CAPITAL EXPENDITURES								
100 52300 810 CAPITAL EQUIPMENT	18,768	10,886	16,138	11,500	799	11,500	11,500	0.00%
100 52300 812 OFFICE EQUIP/FURNITURE	3,883	0	834	1,000	0	1,000	1,000	0.00%
TOTAL CAPITAL EXPEND:	22,651	10,886	16,972	12,500	799	12,500	12,500	0.00%
TOTAL FIRE & AMBULANCE	\$2,582,829	\$2,726,014	\$2,715,956	\$2,824,290	\$1,252,402	\$2,723,477	\$2,827,850	0.13%

FIRE				FIRE	FIRE	FIRE	FIRE	FIRE	FIRE	Percent
2016				2017	2018	2019	2019 Actual	2019	2020	Change
Actual				Actual	Actual	Budget	To June 30	Estimate	Budget	
DESCRIPTION										
PERSONNEL COSTS										
100	52210	111	SALARIES & WAGES	\$748,612	\$714,876	643,668	\$756,195	\$301,195	\$605,000	\$761,085 0.65%
100	52210	112	OVERTIME WAGES	15,380	14,879	20,982	16,000	6,787	14,000	16,000 0.00%
100	52210	113	UPGRADE & SHIFT DIFFER	0	3,909	4,378	4,000	1,943	4,000	4,000 0.00%
100	52210	125	WAGES-PAID ON CALL	190	0	0	0	35	35	0 NA
100	52210	131	LONGEVITY PAY	13,912	15,383	16,247	20,100	2,491	20,100	16,435 -18.23%
100	52210	132	HOLIDAY PAY	39,695	37,046	35,876	41,930	1,591	41,930	42,135 0.49%
100	52210	133	RETIREMENT/TERMIN PAY	966	0	0	0	0	0	0 NA
100	52210	136	CLOTHING PAYOUT	1,929	2,563	3,632	3,300	99	3,300	3,300 0.00%
100	52210	137	CLOTHING REIMBURSEME	4,447	2,659	1,698	3,300	493	3,300	3,300 0.00%
100	52210	151	SOCIAL SECURITY	11,805	11,285	10,437	12,880	4,516	9,100	12,400 -3.73%
100	52210	152	EMPLOYER RETIREMENT	127,890	141,876	132,293	149,560	55,927	112,000	154,685 3.43%
100	52210	153	HSA CONTRIBUTION	27,619	26,672	26,854	30,000	12,353	24,800	27,000 -10.00%
100	52210	154	MED/DENT INSURANCE	168,598	172,165	190,827	241,480	97,410	195,000	228,700 -5.29%
100	52210	155	LIFE INSURANCE	985	1,072	954	1,540	453	1,000	1,500 -2.60%
100	52210	156	WORKER'S COMP INSURA	83,465	72,555	38,906	39,600	0	39,600	32,800 -17.17%
100	52210	159	OTHER EMPLOYEE CONT	0	0	0	0	0	0	0 NA
100	52210	190	POST EMPLOYMENT HEAL	36,504	37,146	26,630	26,100	12,401	25,000	19,800 -24.14%
100	52210	191	RETIREE HSA DEDUCTIBL	7,250	6,000	3,875	4,500	1,500	3,000	3,000 -33.33%
TOTAL PERSONNEL COSTS				\$1,289,247	\$1,260,086	\$1,157,257	\$1,350,485	\$499,194	\$1,101,165	\$1,326,140 -1.80%
SERVICES										
100	52210	213	OTHER PROFESSIONAL S	108	38	0	0	0	0	0 NA
100	52210	221	WATER/SEWER	4,920	4,683	5,350	5,415	2,099	4,800	5,250 -3.05%
100	52210	222	ELECTRICITY	9,336	9,017	8,528	9,420	3,693	8,000	9,100 -3.40%
100	52210	224	NATURAL GAS	4,768	4,624	5,506	4,585	2,943	5,890	5,200 13.41%
100	52210	225	TELEPHONE	3,312	2,536	2,403	3,200	1,062	2,410	3,200 0.00%
100	52210	290	SERVICE CONTRACTS	2,364	849	0	2,500	1,467	2,500	2,850 14.00%
TOTAL SERVICES:				\$24,808	\$21,747	\$21,787	\$25,120	\$11,264	\$23,600	\$25,600 1.91%
MATERIALS/SUPPLIES/MAINTENANCE										
100	52210	311	POSTAGE	400	366	172	400	17	300	400 0.00%
100	52210	313	PRINT/COPY	1,284	958	981	1,200	331	1,000	1,200 0.00%
100	52210	319	OFFICE SUPPLIES	1,014	224	434	500	80	250	500 0.00%
100	52210	320	PUBLISHING/ADVERTISING	229	617	0	300	0	200	300 0.00%
100	52210	322	SUBSCRIPTIONS	120	159	223	200	0	200	200 0.00%
100	52210	324	MEMBERSHIP DUES	544	505	659	550	425	550	900 63.64%
100	52210	337	CERTIFICATION - CONT E	661	600	442	2,000	498	2,000	2,000 0.00%
100	52210	339	TRAVEL/TRAINING-OTHER	4,583	2,598	2,313	3,000	1,006	2,500	3,000 0.00%
100	52210	340	OPERATING SUPPLIES	9,322	5,931	7,042	6,000	1,574	6,000	6,000 0.00%
100	52210	342	GAS & OIL	7,949	7,245	10,336	8,000	3,233	7,500	8,000 0.00%
100	52210	343	MEAL EXPENSE	397	284	572	500	0	500	500 0.00%
100	52210	344	JANITORIAL	1,590	1,791	1,003	1,800	460	1,800	1,800 0.00%
100	52210	349	OTHER SUPPLIES	368		0	0	0	0	0 NA
100	52210	350	R&M - TRANSPORTATION	18,964	19,093	24,765	20,000	9,037	20,000	20,000 0.00%
100	52210	352	R&M - EQUIP/MACHINERY	5,184	2,333	7,480	5,500	781	5,500	5,500 0.00%
100	52210	354	R&M-TEL/DATA COMM	3,132	1,581	1,055	2,000	522	2,000	2,000 0.00%
100	52210	357	R&M-MAINTENANCE OTH	1,548	1,491	30	750	60	750	750 0.00%
100	52210	390	MISCELLANEOUS	1,522	1,510	1,624	1,500	291	1,500	1,500 0.00%
100	52210	394	BANK SERVICE CHARGES	0	0	0	0	0	0	0 NA
TOTAL MAT/SUPPLIES/MAINT:				\$58,811	\$47,286	\$59,131	\$54,200	\$18,315	\$52,550	\$54,550 0.65%
CAPITAL EXPENDITURES										
100	52210	810	CAPITAL EQUIPMENT	12,378	7,707	15,268	10,000	799	10,000	10,000 0.00%
100	52210	812	OFFICE EQUIP/FURNITUR	1,942	0	417	500	0	500	500 0.00%
TOTAL CAPITAL EXPEND:				\$14,320	\$7,707	\$15,685	\$10,500	\$799	\$10,500	\$10,500 0.00%
TOTAL FIRE				\$1,387,186	\$1,336,826	\$1,253,860	\$1,440,305	\$529,572	\$1,187,815	\$1,416,790 -1.63%

FIRE

DESCRIPTION

PERSONNEL COSTS			EEs	13	2.00	3.00	3.00	0.48	0.50	2.25	0.25	0.02	1.00	0.50	0
100 52210 111	SALARIES & WAGES	761,085		117,089	175,635	175,635	28,102	29,273	131,726	14,636	1,171	58,545	29,273	Funded by	
100 52210 112	OVERTIME WAGES	16,000		2,462	3,692	3,692	591	615	2,769	308	25	1,231	615	State Grant	
100 52210 113	UPGRADE & SHIFT DIFFE	4,000		615	923	923	148	154	692	77	6	308	154		0
100 52210 125	WAGES-PAID ON CALL	0		0	0	0	0	0	0	0	0	0	0		0
100 52210 131	LONGEVITY PAY	16,435		2,528	3,793	3,793	607	632	2,845	316	25	1,264	632		0
100 52210 132	HOLIDAY PAY	42,135		6,482	9,723	9,723	1,556	1,621	7,293	810	65	3,241	1,621		0
100 52210 133	RETIREMENT/TERMIN PA	0		0	0	0	0	0	0	0	0	0	0		0
100 52210 136	CLOTHING PAYOUT	3,300		507	762	762	122	127	571	63	5	254	127		0
100 52210 137	CLOTHING REIMBURSEM	3,300		507	762	762	122	127	571	63	5	254	127		0
100 52210 151	SOCIAL SECURITY	12,400		1,907	2,862	2,862	458	477	2,146	238	19	954	477		0
100 52210 152	EMPLOYER RETIREMENT	154,685		23,798	35,697	35,697	5,711	5,949	26,772	2,975	238	11,899	5,949		0
100 52210 153	HSA CONTRIBUTION	27,000		4,154	6,231	6,231	997	1,038	4,673	519	42	2,077	1,038		0
100 52210 154	MED/DENT INSURANCE	228,700		35,185	52,777	52,777	8,444	8,796	39,583	4,398	352	17,592	8,796		0
100 52210 155	LIFE INSURANCE	1,500		231	346	346	55	58	260	29	2	115	58		0
100 52210 156	WORKER'S COMP INSUR.	32,800		5,046	7,569	7,569	1,211	1,262	5,677	631	50	2,523	1,262		0
100 52210 159	OTHER EMPLOYEE CONT	0		0	0	0	0	0	0	0	0	0	0		0
100 52210 190	POST EMPLOYMENT HEA	19,800		3,046	4,569	4,569	731	762	3,427	381	30	1,523	762		0
100 52210 191	RETIREE HSA DEDUCTIBI	3,000		462	692	692	111	115	519	58	5	231	115		0
TOTAL PERSONNEL COSTS		\$1,326,140		\$204,019	\$306,033	\$306,033	\$48,966	\$51,006	\$229,524	\$25,502	\$2,040	\$102,011	\$51,006		\$0
SERVICES															
100 52210 213	OTHER PROFESSIONAL E	0		0	0	0	0	0	0	0	0	0	0		0
100 52210 221	WATER/SEWER	5,250		806	1,212	1,212	194	202	909	101	8	404	202		0
100 52210 222	ELECTRICITY	9,100		1,400	2,100	2,100	336	350	1,575	175	14	700	350		0
100 52210 224	NATURAL GAS	5,200		800	1,200	1,200	192	200	900	100	8	400	200		0
100 52210 225	TELEPHONE	3,200		493	738	738	118	123	554	62	5	246	123		0
100 52210 290	SERVICE CONTRACTS	2,850		438	658	658	105	110	493	55	4	219	110		0
TOTAL SERVICES:		\$25,600		\$3,937	\$5,908	\$5,908	\$945	\$985	\$4,431	\$493	\$39	\$1,969	\$985		\$0
MATERIALS/SUPPLIES/MAINTENANCE															
100 52210 311	POSTAGE	400		68	86	92	15	15	69	8	1	31	15		0
100 52210 313	PRINT/COPY	1,200		185	277	277	44	46	208	23	2	92	46		0
100 52210 319	OFFICE SUPPLIES	500		78	115	115	18	19	87	10	1	38	19		0
100 52210 320	PUBLISHING/ADVERTISIN	300		46	69	69	11	12	52	6	0	23	12		0
100 52210 322	SUBSCRIPTIONS	200		31	46	46	7	8	35	4	0	15	8		0
100 52210 324	MEMBERSHIP DUES	900		138	208	208	33	35	166	17	1	69	35		0
100 52210 337	CERTIFICATION - CONT E	2,000		307	462	462	74	77	346	38	3	154	77		0
100 52210 339	TRAVEL/TRAINING-OTHEI	3,000		462	692	692	111	115	519	58	5	231	115		0
100 52210 340	OPERATING SUPPLIES	6,000		922	1,385	1,385	222	231	1,038	115	9	462	231		0
100 52210 342	GAS & OIL	8,000		1,231	1,846	1,846	295	308	1,385	154	12	615	308		0
100 52210 343	MEAL EXPENSE	500		78	115	115	18	19	87	10	1	38	19		0
100 52210 344	JANITORIAL	1,800		278	415	415	66	69	312	35	3	138	69		0
100 52210 349	OTHER SUPPLIES	0		0	0	0	0	0	0	0	0	0	0		0
100 52210 350	R&M - TRANSPORTATION	20,000		3,078	4,615	4,615	738	769	3,462	385	31	1,538	769		0
100 52210 352	R&M - EQUIP/MACHINERY	5,500		846	1,269	1,269	203	212	952	106	8	423	212		0
100 52210 354	R&M-TEL/DATA COMM	2,000		307	462	462	74	77	346	38	3	154	77		0
100 52210 357	R&M-MAINTENANCE OTH	750		115	173	173	28	29	130	14	1	58	29		0
100 52210 390	MISCELLANEOUS	1,500		231	346	346	55	58	260	29	2	115	58		0
100 52210 394	BANK SERVICE CHARGE	0		0	0	0	0	0	0	0	0	0	0		0
TOTAL MAT/SUPPLIES/MAINT:		\$54,550		\$8,401	\$12,581	\$12,587	\$2,012	\$2,099	\$9,444	\$1,050	\$83	\$4,194	\$2,099		\$0
CAPITAL EXPENDITURES															
100 52210 810	CAPITAL EQUIPMENT	10,000		1,538	2,308	2,308	369	385	1,731	192	15	769	385		0
100 52210 812	OFFICE EQUIP/FURNITUF	500		78	115	115	18	19	87	10	1	38	19		0
TOTAL CAPITAL EXPEND:		\$10,500		\$1,616	\$2,423	\$2,423	\$387	\$404	\$1,818	\$202	\$16	\$807	\$404		\$0
TOTAL FIRE		\$0		\$1,416,790	\$217,973	\$326,945	\$326,951	\$52,310	\$54,494	\$245,217	\$27,247	\$2,178	\$108,981	\$54,494	\$0

AMBULANCE

				AMB 2016 Actual	AMB 2017 Estimate	AMB 2018 Actual	AMB 2019 Budget	AMB 2019 Actual To June 30	AMB 2019 Estimate	AMB 2020 Budget	Percent Change
DESCRIPTION											
PERSONNEL COSTS											
100	52300	111	SALARIES & WAGES	613,149	670,232	716,948	687,630	392,420	786,000	701,075	1.96%
100	52300	112	OVERTIME WAGES	46,568	60,455	59,908	55,000	24,818	55,000	55,000	0.00%
100	52300	113	UPGRADE & SHIFT DIFFER	0	673	27	500	395	500	500	0.00%
100	52300	125	WAGES-PAID ON CALL	2,439	1,022	2,831	4,585	2,672	4,585	5,100	11.23%
100	52300	127	OUT-OF TOWN TRANSFER	9,699	26,050	20,550	23,800	10,000	23,800	23,900	0.42%
100	52300	131	LONGEVITY PAY	2,577	3,480	4,091	3,620	998	3,620	3,725	2.90%
100	52300	132	HOLIDAY PAY	12,802	37,255	39,186	39,020	676	39,020	39,740	1.85%
100	52300	133	NON-RETIREMENT PAYOL	5,344	0	0	0	0	0	0	NA
100	52300	136	CLOTHING PAYOUT	1,454	4,796	6,249	3,300	776	3,300	3,300	0.00%
100	52300	137	CLOTHING REIMBURSEME	1,811	5,039	1,706	3,300	2,203	3,300	3,300	0.00%
100	52300	151	SOCIAL SECURITY	12,352	13,543	12,761	12,110	6,538	13,076	12,350	1.98%
100	52300	152	EMPLOYER RETIREMENT	91,773	126,459	137,500	131,320	67,903	135,800	141,965	8.11%
100	52300	153	HSA CONTRIBUTION	20,966	23,028	23,599	21,000	12,167	24,335	16,500	-21.43%
100	52300	154	MED/DENT INSURANCE	114,977	130,808	137,885	115,040	76,856	153,715	112,600	-2.12%
100	52300	155	LIFE INSURANCE	808	951	835	850	430	860	760	-10.59%
100	52300	156	WORKER'S COMP INSURA	11,768	29,906	45,229	38,640	0	38,640	35,795	-7.36%
100	52300	159	OTHER EMPLOYEE CONT	13,038	12,365	11,960	13,850	5,230	11,960	12,500	-9.75%
TOTAL PERSONNEL COSTS				\$961,525	\$1,146,062	\$1,221,265	\$1,153,565	\$604,082	\$1,297,511	\$1,168,110	1.26%
SERVICES											
100	52300	213	OTHER PROFESSIONAL S	113,277	107,438	100,249	97,500	53,277	106,550	107,000	9.74%
100	52300	221	WATER/SEWER	4,920	4,683	5,350	5,415	2,099	4,800	5,100	-5.82%
100	52300	222	ELECTRICITY	7,300	9,017	8,528	9,420	3,693	8,000	8,400	-10.83%
100	52300	224	NATURAL GAS	4,404	4,624	5,506	4,585	2,943	5,890	5,900	28.68%
100	52300	225	TELEPHONE	1,312	2,392	2,613	2,500	1,205	2,410	2,500	0.00%
100	52300	229	PROTECTIVE SERVICE			0	0	0	0	0	NA
100	52300	290	SERVICE CONTRACTS	1,433	2,117	0	1,500	457	1,500	4,500	200.00%
TOTAL SERVICES:				\$132,646	\$130,271	\$122,246	\$120,920	\$63,674	\$129,150	\$133,400	278.97%
MATERIALS/SUPPLIES/MAINTENANCE											
100	52300	311	POSTAGE	0	99	67	200	0	100	200	0.00%
100	52300	313	PRINT/COPY	1,284	958	981	1,200	518	1,200	1,200	0.00%
100	52300	319	OFFICE SUPPLIES	587	284	339	250	0	250	250	0.00%
100	52300	320	PUBLISHING/ADVERTISING	469	33	0	150	0	150	150	0.00%
100	52300	322	SUBSCRIPTIONS	0	0	0	100	0	100	100	0.00%
100	52300	324	MEMBERSHIP DUES	725	1,279	681	1,300	600	1,300	750	-42.31%
100	52300	337	CERTIFICATION - CONT ED	6,866	10,608	7,077	10,000	6,846	10,000	7,850	-21.50%
100	52300	339	TRAVEL/TRAINING-OTHER	100	825	0	1,000	0	800	1,250	25.00%
100	52300	340	OPERATING SUPPLIES	44,984	47,687	53,130	48,000	26,265	48,000	50,000	4.17%
100	52300	342	GAS & OIL	18,359	20,801	24,649	20,000	10,250	20,000	20,500	2.50%
100	52300	343	MEAL EXPENSE	3,986	4,682	3,902	4,500	1,422	4,500	4,500	0.00%
100	52300	344	JANITORIAL	775	1,673	1,003	1,250	460	1,250	1,250	0.00%
100	52300	350	R&M - TRANSPORTATION	11,699	17,625	19,321	14,000	7,965	14,000	14,000	0.00%
100	52300	352	R&M - EQUIP/MACHINERY	1,181	1,499	3,989	2,500	107	2,500	2,500	0.00%
100	52300	354	R&M-TEL/DATA COMM	1,751	1,473	1,305	2,000	340	1,800	2,000	0.00%
100	52300	357	R&M-MAINTENANCE OTH	161	0	679	750	0	750	750	0.00%
100	52300	390	MISCELLANEOUS	214	150	175	300	301	301	300	0.00%
TOTAL MAT/SUPPLIES/MAINT:				\$93,141	\$109,676	\$117,298	\$107,500	\$55,074	\$107,001	\$107,550	0.05%
CAPITAL EXPENDITURES											
100	52300	810	CAPITAL EQUIPMENT	6,390	3,179	870	1,500	0	1,500	1,500	0.00%
100	52300	812	OFFICE EQUIP/FURNITUR	1,941	0	417	500	0	500	500	0.00%
TOTAL CAPITAL EXPEND:				\$8,331	\$3,179	\$1,287	\$2,000	\$0	\$2,000	\$2,000	0.00%
TOTAL AMBULANCE				\$1,195,643	\$1,389,188	\$1,462,096	\$1,383,985	\$722,830	\$1,535,662	\$1,411,060	1.96%

AMBULANCE SERVICE PROGRAMS - DETAIL

AMBULANCE

DESCRIPTION

PERSONNEL COSTS

No of EEs	Total 2020 Budget	EMS Calls	Inter- facility Transfers	EMS Cont ED. Certifications	General Admin-EMS	Life Quest Data Entry (billing)	Community Paramedic Program	Child Safety Seat Program
	12.5	3.35	2.2	1.4	2.45	2.65	0.4	0.05
100 52300 111 SALARIES & WAGES	701,075	187,889	123,389	78,520	137,411	148,628	22,434	2,804
100 52300 112 OVERTIME WAGES	55,000	14,740	9,680	6,160	10,780	11,660	1,760	220
100 52300 113 UPGRADE & SHIFT DIFFE	500	134	88	56	98	106	16	2
100 52300 125 WAGES-PAID ON CALL	5,100	1,367	898	571	1,000	1,081	163	20
100 52300 127 OUT-OF TOWN TRANSFER	23,900	6,405	4,206	2,677	4,684	5,067	765	96
100 52300 131 LONGEVITY PAY	3,725	998	656	417	730	790	119	15
100 52300 132 HOLIDAY PAY	39,740	10,650	6,994	4,451	7,789	8,425	1,272	159
100 52300 133 NON-RETIREMENT PAYOI	0	0	0	0	0	0	0	0
100 52300 136 CLOTHING PAYOUT	3,300	883	581	370	647	700	106	13
100 52300 137 CLOTHING REIMBURSEM	3,300	883	581	370	647	700	106	13
100 52300 151 SOCIAL SECURITY	12,350	3,310	2,174	1,383	2,421	2,618	395	49
100 52300 152 EMPLOYER RETIREMENT	141,965	38,046	24,986	15,900	27,825	30,097	4,543	568
100 52300 153 HSA CONTRIBUTION	16,500	4,422	2,904	1,848	3,234	3,498	528	66
100 52300 154 MED/DENT INSURANCE	112,600	30,177	19,818	12,611	22,070	23,871	3,603	450
100 52300 155 LIFE INSURANCE	760	204	134	85	149	161	24	3
100 52300 156 WORKER'S COMP INSUR	35,795	9,593	6,300	4,009	7,016	7,589	1,145	143
100 52300 159 OTHER EMPLOYEE CONT	12,500	3,350	2,200	1,400	2,450	2,650	400	50
TOTAL PERSONNEL COSTS	\$1,168,110	\$313,051	\$205,589	\$130,828	\$228,951	\$247,641	\$37,379	\$4,671

SERVICES

100 52300 213 OTHER PROFESSIONAL S	107,000	28,676	18,832	11,984	20,972	22,684	3,424	428
100 52300 221 WATER/SEWER	5,101	1,368	898	571	1,000	1,081	163	20
100 52300 222 ELECTRICITY	8,400	2,251	1,478	941	1,646	1,781	269	34
100 52300 224 NATURAL GAS	5,899	1,580	1,038	661	1,156	1,251	189	24
100 52300 225 TELEPHONE	2,500	670	440	280	490	530	80	10
100 52300 229 PROTECTIVE SERVICE	0	0	0	0	0	0	0	0
100 52300 290 SERVICE CONTRACTS	4,500	1,206	792	504	882	954	144	18
TOTAL SERVICES:	\$133,400	\$35,751	\$23,478	\$14,941	\$26,146	\$28,281	\$4,269	\$534

MATERIALS/SUPPLIES/MAINTENANCE

100 52300 311 POSTAGE	200	55	35	22	39	42	6	1
100 52300 313 PRINT/COPY	1,200	323	211	134	235	254	38	5
100 52300 319 OFFICE SUPPLIES	250	67	44	28	49	53	8	1
100 52300 320 PUBLISHING/ADVERTISIN	150	40	26	17	29	32	5	1
100 52300 322 SUBSCRIPTIONS	100	27	18	11	20	21	3	0
100 52300 324 MEMBERSHIP DUES	750	201	132	84	147	159	24	3
100 52300 337 CERTIFICATION - CONT E	7,850	2,104	1,382	879	1,539	1,664	251	31
100 52300 339 TRAVEL/TRAINING-OTHEI	1,250	335	220	140	245	265	40	5
100 52300 340 OPERATING SUPPLIES	50,000	13,400	8,800	5,600	9,800	10,600	1,600	200
100 52300 342 GAS & OIL	20,500	5,494	3,608	2,296	4,018	4,346	656	82
100 52300 343 MEAL EXPENSE	4,500	1,206	792	504	882	954	144	18
100 52300 344 JANITORIAL	1,250	335	220	140	245	265	40	5
100 52300 350 R&M - TRANSPORTATION	14,000	3,752	2,464	1,568	2,744	2,968	448	56
100 52300 352 R&M - EQUIP/MACHINERY	2,500	670	440	280	490	530	80	10
100 52300 354 R&M-TEL/DATA COMM	2,000	536	352	224	392	424	64	8
100 52300 357 R&M-MAINTENANCE OTH	750	201	132	84	147	159	24	3
100 52300 390 MISCELLANEOUS	300	79	53	34	59	64	10	1
TOTAL MAT/SUPPLIES/MAINT:	\$107,550	\$28,825	\$18,929	\$12,045	\$21,080	\$22,800	\$3,441	\$430

CAPITAL EXPENDITURES

100 52300 810 CAPITAL EQUIPMENT	1,500	402	264	168	294	318	48	6
100 52300 812 OFFICE EQUIP/FURNITUR	500	134	88	56	98	106	16	2
TOTAL CAPITAL EXPEND:	\$2,000	\$536	\$352	\$224	\$392	\$424	\$64	\$8

TOTAL AMBULANCE

\$0

\$1,411,060	\$378,163	\$248,348	\$158,038	\$276,569	\$299,146	\$45,153	\$5,643
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CITY OF ASHLAND

2020 BUDGET

PUBLIC FIRE PROTECTION - HYDRANT RENTAL CHARGE

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
SERVICES								
100 52220 535 HYDRANT RENTAL	16,551	19,779	18,684	20,100	19,069	19,200	19,200	-4.48%
TOTAL SERVICES:	16,551	19,779	18,684	20,100	19,069	19,200	19,200	-4.48%
TOTAL FIRE PROTECTION:	\$16,551	\$19,779	\$18,684	\$20,100	\$19,069	\$19,200	\$19,200	-4.48%

This budget is to cover the public fire protection fee for City owned properties.

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
BUILDING INSPECTION & WEIGHTS AND MEASURES**

Property Maintenance/Housing Specialist:

Description: The Property Maintenance/Housing Specialist is responsible for the equitable enforcement Ordinance 750: Property Maintenance Ordinance in the City of Ashland pertaining to the exterior maintenance of properties (primarily structural deficiencies, junk, debris, long grass, snow removal, etc). Enforcement activities also include taking proactive measures to educate the public on property maintenance expectations and resources assistance. This position is responsible for implementing the Housing Improvement Program (HIP) to result in aesthetic improvements to single-family residences throughout the community. Additional responsibilities include being a liaison between the City and Northwest Wisconsin Regional Planning Commission for the CDBG Housing Rehab Loan Program, maintain the City's Rental Registration Database, and being a resource for landlords and tenants.

Outcomes: Property maintenance and Housing infrastructure are major concerns with Ashland citizens and are very important in projecting an attractive image for future investment in residential neighborhoods and in the business community. This full-time position aims to create aesthetics improvements in neighborhoods and assist those needing assistance to comply with the property maintenance ordinance and to improve the quality of housing/properties in Ashland.

Building Inspector:

Description: This position is contracted out as a professional service, as opposed to having a city staff position. The Building Inspector is primarily responsible for the inspection of buildings and structures for compliance with the Uniform Dwelling Code, Commercial Building Code, and City of Ashland Property Maintenance Ordinance.

Outcomes: The Building Inspector provides needed services in administering building permits to ensure safe and compliant construction methods for all building projects in the City. The Inspector also ensures structural maintenance of properties within the City.

CITY OF ASHLAND

MEGAN McBRIDE PLANNING & DEVELOPMENT DIRECTOR

2020 BUDGET

BUILDING INSPECTION/WEIGHTS & MEASURES

BUILDING INSPECTION PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Plan Review	Inspections	Permitting/ Licensing	Code Enforcement	Housing Program	Administrative Assistance
Building Inspection Revenues:								
General Funds	\$ 74,495	\$64,050	\$7,928	\$18,503	\$7,171	\$19,691	\$3,586	\$7,171
Government & Grants	-	-	-	-	-	-	-	-
Program Fees	29,400	45,000	5,570	12,997	5,039	13,835	2,520	5,039
Donations	-	-	-	-	-	-	-	-
Total Revenues	103,895	109,050	13,498	31,500	12,210	33,526	6,106	12,210
Building Inspection Expenses:								
Personnel	\$ 60,870	\$ 53,550	(2)	-	10,710	26,776	5,356	10,710
Services	40,800	50,800	13,500	31,500	1,160	2,900	580	1,160
Material and Supplies	2,225	1,700	-	-	340	850	170	340
Capital Expenditures	-	3,000	-	-	-	3,000	-	-
Total Expenses	103,895	109,050	13,498	31,500	12,210	33,526	6,106	12,210
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Plan Review	\$ 7,928	Funding request
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Full time equivalent EEs	0
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Inspections	\$18,503	Funding request
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Full time equivalent EEs	0
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Permitting/ Licensing	\$7,171	Funding request
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Full time equivalent EEs	0.2
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Code Enforcement	\$19,691	Funding request
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Full time equivalent EEs	0.5
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Housing Program	\$3,586	Funding request
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Full time equivalent EEs	0.1
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Administrative Assistance	\$7,171	Funding request
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Full time employees	0.2
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**CITY OF ASHLAND
2020 BUDGET
BUILDING INSPECTION/WEIGHTS & MEASURES**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 52410 111 SALARIES & WAGES	54,524	54,205	27,645	35,360	17,680	35,360	37,130	5.01%
100 52410 131 LONGEVITY PAY	2,670	2,710	0	0	0	0	0	NA
100 52410 151 SOCIAL SECURITY	4,129	4,117	2,009	2,540	1,296	2,592	2,720	7.09%
100 52410 152 EMPLOYER SHARE RETIREMENT	3,777	3,868	1,852	2,320	1,158	2,320	2,510	8.19%
100 52410 157 HSA CONTRIBUTIONS	3,000	3,000	1,500	3,000	750	1,500	1,500	-50.00%
100 52410 154 MEDICAL & DENTAL	17,776	18,133	8,084	15,970	3,607	7,215	7,950	-50.22%
100 52410 155 LIFE INSURANCE	335	387	176	50	105	210	265	430.00%
100 52410 156 WORKER'S COMPENSATION	3,462	3,338	1,477	1,630	0	1,500	1,475	-9.51%
TOTAL PERSONNEL COSTS:	89,673	89,758	42,743	60,870	24,596	50,697	53,550	-12.03%
SERVICES								
100 52410 210 PROFESSIONAL SERVICES	0	0	26,588	35,000	22,854	43,000	45,000	28.57%
100 52410 225 TELEPHONE	176	191	210	200	105	210	200	0.00%
100 52420 299 OTHER SERVICES/W & M	4,000	4,000	4,000	5,600	5,600	5,600	5,600	0.00%
TOTAL SERVICES:	4,176	4,191	30,798	40,800	28,559	48,810	50,800	24.51%
MATERIALS & SUPPLIES								
100 52410 319 OFFICE SUPPLIES	13	41	0	50	0	50	100	100.00%
100 52410 320 ADVERTISING	22	0	0	50	149	150	150	200.00%
100 52410 324 MEMBERSHIP DUES	25	25	0	25	0	25	0	-100.00%
100 52410 339 TRAVEL/TRAINING	402	317	299	400	0	400	600	50.00%
100 52410 340 SUPPLIES	24	240	131	300	74	200	150	-50.00%
100 52410 342 GAS & OIL	1,341	803	247	800	46	650	350	-56.25%
100 52410 350 R&M TRANSPORTATION EQUIP	142	1,503	67	500	0	500	250	-50.00%
100 52410 390 MISCELLANEOUS EXPENSE	85	0	40	100	0	100	100	0.00%
TOTAL MAT. & SUPPLIES:	2,054	2,929	784	2,225	269	2,075	1,700	-23.60%
CAPITAL EXPENDITURES								
100 52410 840 CONDEMNATION/DEMO	0	0	0	0	0	5,000	3,000	NA
100 52410 960 CONDEMNATION/PRELIM EXP				0			0	NA
TOTAL CAPITAL EXPEND:	0	0	0	0	0	5,000	3,000	NA
TOTAL BUILDING INSPECT/WEIGHTS & MEASURES:	\$95,903	\$96,878	\$74,325	\$103,895	\$53,424	\$106,582	\$109,050	4.96%

**CITY OF ASHLAND
2020 BUDGET
BUILDING INSPECTION/WEIGHTS &**

DESCRIPTION

PERSONNEL COSTS

100	52410	111 SALARIES & WAGES	37,130	0	0	7,426	18,565	3,713	7,426
100	52410	131 LONGEVITY PAY	0	0	0	0	0	0	0
100	52410	151 SOCIAL SECURITY	2,720	0	0	544	1,360	272	544
100	52410	152 EMPLOYER SHARE RETIREMEI	2,510	0	0	502	1,255	251	502
100	52410	157 HSA CONTRIBUTIONS	1,500	0	0	300	750	150	300
100	52410	154 MEDICAL & DENTAL	7,950	0	0	1,590	3,975	795	1,590
100	52410	155 LIFE INSURANCE	265	(1)	0	53	133	27	53
100	52410	156 WORKER'S COMPENSATION	1,475	(1)	0	295	738	148	295
TOTAL PERSONNEL COSTS:			53,550	(2)	0	10,710	26,776	5,356	10,710

SERVICES

100	52410	210 PROFESSIONAL SERVICES	45,000	13,500	31,500				
100	52410	225 TELEPHONE	200	0	0	40	100	20	40
100	52420	299 OTHER SERVICES/W & M	5,600	0	0	1,120	2,800	560	1,120
TOTAL SERVICES:			50,800	13,500	31,500	1,160	2,900	580	1,160

MATERIALS & SUPPLIES

100	52410	319 OFFICE SUPPLIES	100	0	0	20	50	10	20
100	52410	320 ADVERTISING	150	0	0	30	75	15	30
100	52410	324 MEMBERSHIP DUES	0	0	0	0	0	0	0
100	52410	339 TRAVEL/TRAINING	600	0	0	120	300	60	120
100	52410	340 SUPPLIES	150	0	0	30	75	15	30
100	52410	342 GAS & OIL	350	0	0	70	175	35	70
100	52410	350 R&M TRANSPORTATION EQUIP	250	0	0	50	125	25	50
100	52410	390 MISCELLANEOUS EXPENSE	100	0	0	20	50	10	20
TOTAL MAT. & SUPPLIES:			1,700	0	0	340	850	170	340

CAPITAL EXPENDITURES

100	52410	840 CONDEMNATION/DEMO	3,000	0	0	0	3,000	0	0
100	52410	960 CONDEMNATION/PRELIM EXP	0	0	0	0	0	0	0
TOTAL CAPITAL EXPEND:			3,000	0	0	0	3,000	0	0

TOTAL BUILDING INSPECT/WEIGHTS & MEASURES:

\$109,050	\$13,498	\$31,500	\$12,210	\$33,526	\$6,106	\$12,210
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DRAFT - 10/22/2019
CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
POLICE DEPARTMENT

77

Humane Officer:

Description:

One fulltime person. Must be State certified and must recertify every 2 years.

Outcomes:

Enforce all local and state animal laws. Responds to approx. 450 calls per year. Humane officer investigates all animal related calls such as; animal abuse, neglect, and bites. Apprehends lost, abused, and neglected animals. Responsible for writing accurate reports for all animal calls and distribute those reports to the appropriate agencies for their review. Works closely with the county health nurse, humane society, District Attorney's office, and local veterinarians. Houses neglected and found animals in the animal shelter. Responsible for the care of the animals which are apprehended.

CITY OF ASHLAND
2020 BUDGET
ANIMAL CONTROL

JAMES GREGOIRE, CHIEF OF POLICE

ANIMAL CONTROL PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Animal Control	Police Programs			
Animal Control Revenues:							
General Funds	\$ 84,350	\$ 76,444	40,918	35,526	-	-	-
Government & Grants	-	-	-	-	-	-	-
Program Fees	2,600	2,500	2,500	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	86,950	78,944	43,418	35,526	-	-	-
Animal Control Expenses:							
Personnel	\$ 64,150	\$ 56,144	30,879	25,265	-	-	-
Services	17,850	17,850	9,817	8,033	-	-	-
Material and Supplies	4,950	4,950	2,722	2,228	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	86,950	78,944	43,418	35,526	-	-	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Animal Control **\$ 40,918** **Funding request**

Full time equivalent EEs 0.55 Programs: Investigate Animal Cruelty Complaints
Animal Care Medical treatment
Issue Citations Request Prosecution
Community Outreach Education
Training

Police Programs **\$ 35,526** **Funding request**

Full time equivalent EEs 0.45 Programs: General Patrol
Counter Service
Northland College Internship Program

Animal Control

**CITY OF ASHLAND
2020 BUDGET
ANIMAL CONTROL**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 54150 111 SALARIES & WAGES	34,819	35,200	36,553	36,620	17,476	36,620	37,355	2.01%
100 54150 112 OVERTIME				0	0		0	NA
100 54150 131 LONGEVITY	1,082	1,098	1,120	1,100	0	1,100	1,495	35.91%
100 54150 137 CLOTHING ALLOWANCE	0	453	289	450	0	450	450	0.00%
100 54150 151 SOCIAL SECURITY	2,540	2,523	2,638	2,650	1,187	2,650	2,845	7.36%
100 54150 152 EMPLOYER SHARE RETIREMENT	2,370	2,481	2,522	2,470	1,145	2,470	2,625	6.28%
100 54150 157 HSA CONTRIBUTION	3,000	3,000	3,000	3,000	1,500	2,250	1,500	-50.00%
100 54150 154 MEDICAL & DENTAL	12,507	14,137	15,012	16,030	8,015	11,800	8,215	-48.75%
100 54150 155 LIFE INSURANCE	64	64	64	90	37	65	100	11.11%
100 54150 156 WORKER'S COMPENSATION	2,208	2,141	1,896	1,740	0	1,890	1,545	-11.21%
TOTAL PERSONNEL COSTS:	58,590	61,097	63,094	64,150	29,360	59,295	56,130	-12.50%
SERVICES								
100 54150 213 OTHER PROF SERVICES - KENNEL	16,033	16,172	16,088	16,000	9,333	16,000	16,000	0.00%
100 54150 217 OTHER PROF SERVICES	0	0	0	0	0	0	0	NA
100 54150 219 OTHER ANIMAL SHELTER	1,277	40	1,386	1,500	0	1,500	1,500	0.00%
100 54150 225 TELEPHONE	197	77	0	0	0	0	0	NA
100 54150 290 ANIMAL DISPOSAL	0	0	0	350	0	350	350	0.00%
TOTAL SERVICES:	17,507	16,289	17,474	17,850	9,333	17,850	17,850	0.00%
MATERIALS & SUPPLIES								
100 54150 339 TRAVEL/TRAINING	0	349	189	350	0	350	350	0.00%
100 54150 340 OPERATING SUPPLIES	102	0	4	300	0	300	300	0.00%
100 54150 342 GAS & OIL	1,274	1,138	1,722	1,800	562	1,300	1,800	0.00%
100 54150 350 R&M TRANSPORTATION VEHICLES	0	162	913	2,500	0	2,000	2,500	0.00%
TOTAL MAT. & SUPPLIES:	1,376	1,649	2,828	4,950	562	3,950	4,950	0.00%
CAPITAL EXPENDITURES								
100 54150 810 EQUIPMENT	0	0	0	0	0	0	0	NA
100 54150 822 ANIMAL SHELTER	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:	0	0	0	0	0	0	0	NA
TOTAL ANIMALCONTROL	\$77,473	\$79,035	\$83,396	\$86,950	\$39,255	\$81,095	\$78,930	-9.22%

Animal Control

**CITY OF ASHLAND
2020 BUDGET
ANIMAL CONTROL**

DESCRIPTION

PERSONNEL COSTS

100 54150 111 SALARIES & WAGES
100 54150 112 OVERTIME
100 54150 131 LONGEVITY
100 54150 137 CLOTHING ALLOWANCE
100 54150 151 SOCIAL SECURITY
100 54150 152 EMPLOYER SHARE RETIREMEN
100 54150 157 HSA CONTRIBUTION
100 54150 154 MEDICAL & DENTAL
100 54150 155 LIFE INSURANCE
100 54150 156 WORKER'S COMPENSATION

TOTAL PERSONNEL COSTS:

SERVICES

100 54150 213 OTHER PROF SERVICES - KENN
100 54150 217 OTHER PROF SERVICES
100 54150 219 OTHER ANIMAL SHELTER
100 54150 225 TELEPHONE
100 54150 290 ANIMAL DISPOSAL

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 54150 339 TRAVEL/TRAINING
100 54150 340 OPERATING SUPPLIES
100 54150 342 GAS & OIL
100 54150 350 R&M TRANSPORTATION VEHICLE

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

100 54150 810 EQUIPMENT
100 54150 822 ANIMAL SHELTER

TOTAL CAPITAL EXP:

TOTAL ANIMALCONTROL

\$0

ANIMAL CONTROL PROGRAMS - DETAIL									
ANIMAL CONTROL							POLICE PROGRAMS		
Total 2020 Budget	Investigate Animal Cruelty Complaints	Animal Care Medical treatment	Issue Citations Request Prosecution	Community Outreach Education	Training	General Patrol	Counter Service	Northland College Internship Program	
No of EEs	1	0.15	0.1	0.1	0.1	0.25	0.1	0.1	
37,355	5,600	3,736	3,736	3,736	3,736	9,339	3,736	3,736	
0	0	0	0	0	0	0	0	0	
1,495	221	150	150	150	150	374	150	150	
450	67	45	45	45	45	113	45	45	
2,845	424	285	285	285	285	711	285	285	
2,625	391	263	263	263	263	656	263	263	
1,500	225	150	150	150	150	375	150	150	
8,215	1,229	822	822	822	822	2,054	822	822	
100	15	10	10	10	10	25	10	10	
1,545	229	155	155	155	155	386	155	155	
56,130	8,401	5,616	5,616	5,616	5,616	14,033	5,616	5,616	
16,000	2,400	1,600	1,600	1,600	1,600	4,000	1,600	1,600	
0	0	0	0	0	0	0	0	0	
1,500	225	150	150	150	150	375	150	150	
0	0	0	0	0	0	0	0	0	
350	52	35	35	35	35	88	35	35	
17,850	2,677	1,785	1,785	1,785	1,785	4,463	1,785	1,785	
350	52	35	35	35	35	88	35	35	
300	45	30	30	30	30	75	30	30	
1,800	270	180	180	180	180	450	180	180	
2,500	375	250	250	250	250	625	250	250	
4,950	742	495	495	495	495	1,238	495	495	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	
78,930	11,820	7,896	7,896	7,896	7,896	19,734	7,896	7,896	

Animal Control

**CITY OF ASHLAND
2020 BUDGET
PEST CONTROL**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget
SERVICES							
100 54151 217 OTHER PROF SERVICES	7,761	7,761	7,761	7,800	7,761	7,761	8,000
TOTAL SERVICES:	7,761	7,761	7,761	7,800	7,761	7,761	8,000
TOTAL PEST CONTROL	\$7,761	\$7,761	\$7,761	\$7,800	\$7,761	\$7,761	\$8,000

PROGRAM INFORMATION

<u>Operations</u>	<u>Funding request</u>
Contracted Service:	Municipal facilities - rodent and pest control City - skunk control

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
MOUNT HOPE CEMETERY – SECTION 157.115 STATUTES**

Core Operations:

Description: The City of Ashland has made periodic financial contributions to the Mount Hope Cemetery Association for the care and maintenance of the Mount Hope Cemetery on Sanborn Avenue. The cemetery's permanent care fund investments, along with the sale of grave plots, have generated less revenue than expected in recent years. The City's contribution to the Association has increased during the decade as a result.

Outcomes: To continue to provide the financial support needed for the Association to operate the Mount Hope Cemetery and avoid the statutory provisions of municipal operations of this essential service.

**CITY OF ASHLAND
2020 BUDGET
MT. HOPE CEMETERY**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget
CONTRIBUTIONS							
100 54910 791 MT. HOPE CEMETERY	55,000	61,000	61,000	61,000	30,500	61,000	61,000
TOTAL CONTRIBUTIONS:	55,000	61,000	61,000	61,000	30,500	61,000	61,000
TOTAL MT. HOPE CEMETERY	\$55,000	\$61,000	\$61,000	\$61,000	\$30,500	\$61,000	\$61,000

PROGRAM INFORMATION

Operations	Funding request	\$61,000	\$61,000
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Contribution: Assistance to the Cemetery Association to help it continue to be sustainable in the operation and care of Mount Hope Cemetery

Mount Hope Cemetery

City of Ashland
2020
BUDGET PROGRAM NARRATIVE
CITY OF ASHLAND PUBLIC WORKS DEPARTMENT

Core Operations:

Description: The Public Works Department is responsible for the protection and maintenance of all city infrastructure and right-of-ways, including but not limited to City streets, sidewalks, storm sewer system, street lighting, landfill/recycling engineering/GIS. Water Utility and Wastewater Utility enterprise funds are also part of the Public Works Department.

Outcomes: Approximately 8200 residents, 3500 households receive services provided by the Public Works Department. The department strives to protect the investment of the city's infrastructure to help Ashland become a more exceptional place to live, work, and recreate.

Administration:

Description: The Streets Division, Water Utility, Waste Water Utility, Facilities/Grounds Group, Parks Department and Engineering Division fall under the direction of the Public Works Director. The Public Works Director performs professional, administrative and complex related technical duties regarding planning, organizing and directing all public works activities within the City. The Public Works Administrative Manager is responsible for public relations, department budget and monitors expenditures. The Utility Clerk acts as the receptionist and provides customer service, prepares accounts payable, department billings, records management and applicable reports for the department. The Public Works Department is also responsible for staffing and related employee issues.

Outcomes: To develop long term department planning, public relations, civic and community support, and follow through with maintenance activities to provide exceptional health, safety and environmental measures. To provide an environment that will motivate, train, retain, and improve employee productivity, customer service and work habits.

Engineering/GIS:

Description: The Civil Engineer is responsible for the annual recycling grant; landfill monitoring, permits, designs, estimates, change orders, standards, and project management for most city streets and utility projects; oversees the urban forestry program and recycling grant; and completes most State requirements including bi-annual street and sidewalk inspections. The GIS Coordinator manages the cities GIS system for both internal and external customers, collects data to be used for datasets and provides IT assistance for the Public Works Department. GIS Coordinator supports work on easements, zoning, and record systems for the City.

Outcomes: To maintain and update the current GIS system to help reduce research time for internal customers. Engineering maintains records and continues to design projects for the future of the City.

Roadway Maintenance:

Description: Public Works personnel are responsible for maintaining the city's infrastructure. Fleet maintenance for all city owned vehicles is completed by the two (2) mechanics. Snow removal, spray patching, street cut repairs, rural road maintenance, sign installation and repair, alley maintenance, tree cutting/trimming, and roadway line painting are essential for the safety of visitors and residents. The street department maintains:

- 66.91 miles of streets
- 13.95 miles of alleys
- Snow Removal per City of Ashland Snow Removal Policy
- Maintain 4,340 trees
- Maintenance to all 72 city owned vehicles and miscellaneous equipment

Outcome: The residents of Ashland have identified infrastructure improvement and rehabilitation is one of the strategic priorities for the City of Ashland 2016-2020. Roadway maintenance is important for safety and economic development of the community.

Street Lighting:

Description: Public Works personnel maintain the decorative street lighting, traffic signals and all electrical components owned by the City of Ashland. The department maintains:

- 35 Traffic Light Structures
- 285.49 Acres of Electrical Responsibility Areas (parks, city facilities)
- 485 Lighting Structures

Outcome: For the safety of residents and visitors of the community it is important to keep all lighting structures functional.

Sidewalk:

Description: Public Works personnel provide sidewalk snow removal in the downtown business district, parks and city owned properties during the winter season. During the remainder of the year, sidewalk repair and weed control are a component of the maintenance program.

- 40.88 miles of sidewalk (5 city blocks in the business district)

Outcome: For the safety of residents and visitors of the community and to encourage economic development sidewalks are maintained. Regular maintenance of city sidewalks is also a requirement of the cities liability insurance.

Storm Sewer:

Description: Storm Sewer maintenance includes sweeping the city streets on a regular basis from April through November. Public Works personnel jet and clean the storm sewer system and provide required maintenance. This includes the following:

- 44.26 Miles of Storm Sewer Mains
- 638 Manholes
- 1,551 Catch Basin Inlets
- 143 Storm Outfalls and Cleanouts
- 495 Culverts

- 5.55 acres of Retention Ponds

Outcome: The cities storm water empties into Lake Superior, it is extremely important to protect the environment, therefore, Public Works personnel perform annual routine maintenance to the storm sewer system.

Parking Facilities:

Description: Public Works personnel maintain the city's 17 parking facilities. This includes snow removal, roadway line painting, mowing, landscaping and pot hole patching.

- 17 Parking facilities totaling 6.32 acres

Outcome: Well-maintained parking facilities provide safe and convenient parking locations for the residents and visitors of the community. Parking facilities promote economic development for the downtown business district.

CITY OF ASHLAND
2020 BUDGET
PUBLIC WORKS

JOHN BUTLER, PUBLIC WORKS DIRECTOR

PUBLIC WORKS PROGRAMS - SUMMARY

	2019 Total Budget	2019 Total Budget	Admin	Engineering GIS	Roadway Maint	Street Lighting	Sidewalk	Storm Sewer	Parking Facilities
PW Revenues:									
General Funds	\$ 1,027,766	\$ 1,036,205	\$213,846	\$181,384	\$358,856	\$161,702	\$ 20,308	\$ 101,893	\$ (1,784)
Program Fees	52,080	62,980			58,280	-			4,700
Connecting HWY aid	74,090	73,907	-	-	73,907	-	-	-	-
Gnrl Trans Aid-80%	416,545	478,810	-	-	478,810	-	-	-	-
Total Revenues	1,570,481	1,651,902	213,846	181,384	969,853	161,702	20,308	101,893	2,916
PW Expenses:									
Personnel	\$998,033	\$ 1,037,988	\$ 157,195	\$ 162,210	\$ 608,513	\$ 18,952	\$ 15,308	\$ 72,893	\$ 2,916
Services	178,896	163,260	42,466	13,544	4,500	102,750	-	-	-
Material and Supplies	393,552	450,655	14,185	5,630	356,840	40,000	5,000	29,000	-
Capital Expenditures	-	-	-	-	-	-	-	-	-
Total Expenses	1,570,481	1,651,902	213,846	181,384	969,853	161,702	20,308	101,893	2,916
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Admin \$ 213,846 Fundig Request

Full time equivalent EEs 1.75 Programs: Oversight, Planning and Training Financial Administration
Record keeping and Customer Service Janitorial Services
Payroll Management 0

Engineering GIS \$181,384 Fundig Request

Full time equivalent EEs 2 Programs: GIS- Maintain City GIS system, Research Platts for Planning Dept.
Enginneering- Urban Forestry, Project Design, Inspection and Surveyor for City Projects.
Prepare grant and monitor City recycling program

Roadway Maint \$358,856 Fundig Request

Full time equivalent EEs 7.94 Programs: Snow Removal Spray Patching Alley Maint.
Rural Rd Maint. Sign Installation Painting & Striping
Tree Cutting & Trimming Alley Maint. Tree Cutting & Trimming Building Maint
Road Maint PW Equip & Vehicle Maint WW Utility Equip Maint Marina
Parks/Inter-Departmental W Utility Equip Maint AFD Equip Maint CIP Projects
Special Events PD Equip Maint Facilities Equip Maint

StreetLighting \$161,702 Fundig Request

Full time equivalent EEs 0.3 Programs: Light Maint
Locates

Sidewalk \$ 20,308 Fundig Request

Full time equivalent EEs 0.35 Programs: Snow Removal

Storm Sewer \$ 101,893 Fundig Request

Full time equivalent EEs 1.02 Programs: Street Sweeping
US2 Inlet Cleaning
Repair/Replacement

Parking Facilities \$ (1,784) Fundig Request

Full time equivalent EEs 0.02 Programs: Snow Removal & Maint

CITY OF ASHLAND
2020 BUDGET
PUBLIC WORKS

PW - ADMINISTRATIVE & GENERAL

DESCRIPTION				2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS											
100	53100	111	SALARIES/PERMANENT	123,131	100,344	111,435	98,452	54,287	105,500	102,874	4.49%
100	53100	112	OVERTIME WAGES	21	370	1,893	0	173	300	0	NA
100	53100	125	WAGES/TEMP/OTHER	3,595	2,668	14,360	2,262	8,110	8,900	2,262	0.00%
100	53100	131	LONGEVITY PAY	1,144	1,242	1,650	1,591	441	1,600	1,623	2.00%
100	53100	137	CLOTHING ALLOWANCE	194	0	0	0	0	0	0	NA
100	53100	151	SOCIAL SECURITY	9,150	7,669	9,648	7,533	4,739	8,900	7,875	4.55%
100	53100	152	EMPLOYER SHARE RET	8,213	6,929	4,959	6,553	3,789	6,963	7,054	7.64%
100	53100	157	HSA CONTRIBUTION	6,375	4,810	3,367	4,800	2,042	4,800	4,800	0.00%
100	53100	154	MEDICAL & DENTAL	27,958	22,776	17,539	29,713	12,238	24,750	27,974	-5.85%
100	53100	155	LIFE INSURANCE	633	529	283	434	158	300	497	14.50%
100	53100	156	WORKER'S COMPENSATION	5,419	3,384	3,641	2,425	0	2,425	2,236	-7.78%
100	53100	190	POST-EMPLOYMENT BENEFITS	0	0	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:				\$185,833	\$150,721	\$168,775	\$153,762	\$85,977	\$164,438	\$157,195	2.23%
SERVICES											
100	53100	213	OTHER PROFESSIONAL SERVICES	0	8,265	0	0	0	0	0	NA
100	53100	216	SAFETY PROGRAM	0	0	214	200	0	250	200	0.00%
100	53100	221	WATER	7,223	7,749	5,680	7,192	2,190	7,190	7,551	5.00%
100	53100	222	ELECTRIC	10,475	10,782	9,607	14,599	4,439	11,000	12,000	-17.80%
100	53100	224	NATURAL GAS	7,208	12,866	12,271	26,544	7,663	12,000	16,000	-39.72%
100	53100	225	TELEPHONE	3,477	4,166	4,640	4,917	2,083	4,600	5,065	3.00%
100	53100	290	CONTRACTUAL SERVICES	1,758	1,983	1,297	1,650	581	2,000	1,650	0.00%
TOTAL SERVICES:				\$30,141	\$45,811	\$33,709	\$55,102	\$16,956	\$37,040	\$42,466	-22.93%
MATERIALS & SUPPLIES											
100	53100	311	POSTAGE	3	16	18	200	0	200	200	0.00%
100	53100	313	PRINTING/COPYING	1,705	1,402	1,598	2,000	1,085	1,500	2,000	0.00%
100	53100	319	OFFICE SUPPLIES	564	928	770	1,085	411	1,100	1,085	0.00%
100	53100	320	ADVERTISING/PUBLICATIONS	527	1,575	1,475	1,450	433	800	1,450	0.00%
100	53100	324	MEMBERSHIP DUES	340	350	360	700	370	700	700	0.00%
100	53100	332	AUTO ALLOWANCE	0	0	124	0	0	0	0	NA
100	53100	339	TRAVEL/TRAINING	443	1,013	1,215	1,000	0	1,000	2,000	100.00%
100	53100	340	OPERATING SUPPLIES	400	395	126	1,200	509	1,000	1,200	0.00%
100	53100	342	GAS & OIL	0	0	0	0	0	0	0	NA
100	53100	344	JANITORIAL SUPPLIES	198	177	71	200	23	200	200	0.00%
100	53100	353	R & M FURNITURE/OFFICE	2,687	945	483	100	0	100	100	0.00%
100	53100	355	R & M BUILDINGS	7,347	6,063	1,706	2,500	173	1,000	4,250	70.00%
100	53100	390	MISCELLANEOUS EXPENSES	775	1,804	753	1,001	472	1,000	1,000	-0.10%
TOTAL MAT. & SUPPLIES:				\$14,989	\$14,668	\$8,699	\$11,436	\$3,476	\$8,600	\$14,185	24.04%
CAPITAL EXPENDITURES											
100	53100	812	FURNITURE/FURNISHINGS	0	0	0	0	0	0	0	NA
100	53100	813	OFFICE EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-ADMINISTRATION:				\$230,963	\$211,200	\$211,183	\$220,300	\$106,409	\$210,078	\$213,846	-2.93%

PW - ENGINEERING & GIS

				2016	2017	2018	2019	2019 Actual	2019	2020	Percent
DESCRIPTION				Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
PERSONNEL COSTS											
100	53102	111	SALARIES/PERMANEN	101,539	102,669	106,965	106,823	53,645	105,000	108,965	2.01%
100	53102	131	LONGEVITY PAY	3,128	3,175	3,584	3,813	510	3,800	3,890	2.01%
100	53102	136	CLOTHING ALLOWANC	241	425	450	450	315	450	450	0.00%
100	53102	151	SOCIAL SECURITY	8,013	8,110	8,471	8,440	4,156	8,440	8,609	2.00%
100	53102	152	EMPLOYER SHARE RE	6,926	7,222	7,430	7,247	3,567	7,250	7,618	5.12%
100	53102	157	HSA CONTRIBUTION	0	0	0	0	0	0	3,000	NA
100	53102	154	MEDICAL & DENTAL	2,462	2,566	2,586	2,811	1,406	2,810	26,711	850.11%
100	53102	155	LIFE INSURANCE	312	371	375	440	190	440	486	10.40%
100	53102	156	WORKER'S COMPENS	3,605	3,483	3,097	2,812	0	2,810	2,481	-11.75%
TOTAL PERSONNEL COSTS:				\$126,226	\$128,021	\$132,958	\$132,835	\$63,789	\$131,000	\$162,210	22.11%
SERVICES											
100	53102	212	PROFESSIONAL SERV	3,314	0	0	0	0	0	0	NA
100	53102	225	TELEPHONE	2,091	2,432	2,252	2,544	1,131	2,500	2,544	0.00%
100	53102	290	SERVICE CONTRACTS	14,528	12,150	10,249	11,000	10,000	11,000	11,000	0.00%
TOTAL SERVICES:				\$19,933	\$14,582	\$12,501	\$13,544	\$11,131	\$13,500	\$13,544	0.00%
MATERIALS & SUPPLIES											
100	53102	311	POSTAGE	52	0	0	30	0	30	30	0.00%
100	53102	313	PRINTING/COPYING	1,628	1,274	1,538	1,500	16	200	1,500	0.00%
100	53102	319	OFFICE SUPPLIES	1,601	946	251	400	0	400	400	0.00%
100	53102	324	MEMBERSHIP DUES	0	0	0	350	55	350	350	0.00%
100	53102	339	TRAVEL/TRAINING	569	697	519	1,000	615	750	1,000	0.00%
100	53102	340	OPERATING SUPPLIES	701	351	679	350	1,106	1,300	1,000	185.71%
100	53102	342	GAS & OIL	316	254	382	400	63	300	400	0.00%
100	53102	345	SMALL TOOLS & EQUI	36	125	51	500	0	500	500	0.00%
100	53102	350	R&M VEHICLE	53	122	165	300	0	165	300	0.00%
100	53102	390	MISCELLANEOUS EXP	1,517	15	672	0	0	150	150	NA
TOTAL MAT. & SUPPLIES:				\$6,473	\$3,784	\$4,257	\$4,830	\$1,855	\$4,145	\$5,630	16.56%
CAPITAL EXPENDITURES											
100	53102	810	CAPITAL EQUIPMENT	0	0	0	0	0	0	0	NA
100	53102	812	OFFICE EQUIP/FURNIT	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-ENGINEERING & GIS				\$152,632	\$146,387	\$149,716	\$151,209	\$76,775	\$148,645	\$181,384	19.96%

PUBLIC WORKS-ROADWAY MAINTENANCE

DESCRIPTION				2016	2017	2018	2019	2019 Actual	2019	2020	Percent
PERSONNEL COSTS				Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
100	53311	111	SALARIES & WAGES	363,154	331,323	371,449	341,802	209,553	380,000	358,786	4.97%
100	53311	112	OVERTIME WAGES	9,470	4,723	14,536	8,300	9,694	12,200	8,530	2.77%
100	53311	125	WAGES/TEMP/OTHER	32,448	42,580	22,295	22,942	4,734	9,800	23,610	2.91%
100	53311	131	LONGEVITY PAY	11,287	9,922	8,634	9,833	0	10,780	10,990	11.77%
100	53311	133	NON-RETIREMENT PA	3,181	0	0		0	0		NA
100	53311	136	CLOTHING ALLOWANC	4,160	3,565	3,286		0	0		NA
100	53311	137	CLOTHING ALLOWANC	0	0	0	4,500	0	4,500	4,500	0.00%
100	53311	151	SOCIAL SECURITY	30,591	27,510	30,146	27,880	16,059	32,000	29,470	5.70%
100	53311	152	EMPLOYER SHARE RE	25,474	23,735	27,017	23,399	14,368	24,700	25,354	8.35%
100	53311	157	HSA CONTRIBUTION	20,435	18,926	16,807	17,491	8,799	17,500	15,658	-10.48%
100	53311	154	MEDICAL & DENTAL	98,575	99,468	101,849	101,357	58,280	105,000	114,063	12.54%
100	53311	155	LIFE INSURANCE	1,524	1,173	1,244	1,468	743	1,600	1,698	15.67%
100	53311	156	WORKER'S COMPENS	25,979	22,599	20,373	17,502	0	17,500	15,855	-9.41%
TOTAL PERSONNEL COSTS:				\$626,278	\$585,524	\$617,636	\$576,474	\$322,230	\$615,580	\$608,513	5.56%

SERVICES

100	53311	216	SAFETY PR	457	1,207	513	550	797	1,000	550	0.00%
100	53311	227	PROPANE & FUEL OIL	0	0	78	950	45	250	950	0.00%
100	53311	290	CONTRACTUAL SERV	2,365	3,140	3,087	3,000	1,512	3,350	3,000	0.00%
TOTAL SERVICES:				\$2,822	\$4,347	\$3,678	\$4,500	\$2,354	\$4,600	\$4,500	0.00%

MATERIALS & SUPPLIES

100	53311	339	TRAVEL/TRAINING	662	31	30	500	698	750	500	0.00%
100	53311	340	OTHER OPERATING S	250,237	234,358	217,063	220,140	46,509	220,500	225,140	2.27%
100	53311	342	GAS & OIL	44,350	45,241	60,462	40,000	33,370	61,500	63,000	57.50%
100	53311	345	SMALL TOOLS/EQUIP	9,290	15,605	1,510	10,609	3,711	10,300	10,800	1.80%
100	53311	350	R & M TRANS VEHICLE	11,544	2,437	1,805	14,663	3,227	10,500	7,900	-46.12%
100	53311	351	R&M HEAVY EQUIPME	46,009	23,622	22,950	16,375	21,699	15,595	29,000	77.10%
100	53311	352	R&M EQUIP/MACH/TOO	3,569	1,151	821	3,000	1,765	3,000	3,000	0.00%
100	53311	353	R & M FURNITURE/OFF	161	1,160	3,570	500	0	500	500	0.00%
100	53311	355	R&M BUILDING	196	0	0	0	0	0	0	NA
100	53311	357	R & M EQUIP/MAINT-O	13,271	20,717	15,633	17,000	6,347	20,000	17,000	0.00%
100	53311	533	RENT-EQUIPMENT	0	1,750	0	0	0		0	NA
TOTAL MAT. & SUPPLIES:				\$379,289	\$346,072	\$323,844	\$322,787	\$117,326	\$342,645	\$356,840	10.55%

CAPITAL EXPENDITURES

100	53311	815	SHOP EQUIPMENT	0	0	0	0	0	0	0	NA
100	53311	817	SMALL TOOLS	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA

TOTAL PW-ROADWAY MAINTENANCE:				\$1,008,389	\$935,943	\$945,158	\$903,761	\$441,910	\$962,825	\$969,853	7.31%
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PUBLIC WORKS-STREET LIGHTING

DESCRIPTION	2016	2017	2018	2019	2019 Actual	2019	2020	Percent
	Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
PERSONNEL COSTS								
100 53420 111 SALARIES & WAGES	8,839	14,499	11,315	12,980	3,101	12,000	11,474	-11.60%
100 53420 112 OVERTIME WAGES	98	118	36	300	36	100	260	-13.33%
100 53420 125 WAGES/TEMP/OTHER	27	111	0	871	0	0	755	-13.33%
100 53420 151 SOCIAL SECURITY	665	1,095	843	1,059	231	1,060	942	-10.98%
100 53420 152 EMPLOYER SHARE RE	590	993	760	889	206	880	811	-8.75%
100 53420 157 HSA CONTRIBUTION	590	869	598	664	168	660	501	-24.61%
100 53420 154 MEDICAL & DENTAL	2,580	4,035	3,968	3,849	1,284	3,850	3,648	-5.23%
100 53420 155 LIFE INSURANCE	36	76	55	56	17	50	54	-2.59%
100 53420 156 WORKER'S COMPENS	547	837	590	665	0	600	507	-23.71%
TOTAL PERSONNEL COSTS:	\$13,972	\$22,633	\$18,165	\$21,332	\$5,043	\$19,200	\$18,952	-11.16%
SERVICES								
100 53420 222 ELECTRIC	108,240	101,422	90,883	105,000	38,606	100,000	102,000	-2.86%
100 53420 290 CONTRACTUAL SERV	889	0	1,098	750	0	0	750	0.00%
TOTAL SERVICES:	\$109,129	\$101,422	\$91,981	\$105,750	\$38,606	\$100,000	\$102,750	-2.84%
MATERIALS & SUPPLIES								
100 53420 340 OPERATING SUPPLIES	24,059	37,716	21,430	10,000	2,358	10,000	40,000	300.00%
100 53420 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	\$24,059	\$37,716	\$21,430	\$10,000	\$2,358	\$10,000	\$40,000	300.00%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-STREET LIGHTING:	\$147,160	\$161,771	\$131,576	\$137,082	\$46,007	\$129,200	\$161,702	17.96%

PUBLIC WORKS-SIDEWALK MAINTENANCE

DESCRIPTION	2016	2017	2018	2019	2019 Actual	2019	2020	Percent
	Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
PERSONNEL COSTS								
100 53431 111 SALARIES & WAGES	13,928	1,735	5,559	12,980	515	1,500	9,268	-28.60%
100 53431 112 OVERTIME WAGES	206	0	609	300	0	300	210	-30.00%
100 53431 125 WAGES/TEMP/OTHER	1,116	502	0	871	0	400	610	-30.00%
100 53431 151 SOCIAL SECURITY	1,133	170	454	1,059	38	250	761	-28.10%
100 53431 152 EMPLOYER SHARE RE	934	118	413	889	34	100	655	-26.30%
100 53431 157 HSA CONTRIBUTION	550	16	186	664	22	0	404	-39.11%
100 53431 154 MEDICAL & DENTAL	2,943	115	1,398	3,841	133	375	2,946	-23.29%
100 53431 155 LIFE INSURANCE	41	3	20	56	0	50	44	-21.32%
100 53431 156 WORKER'S COMPENS	911	159	269	732	0	125	410	-44.05%
TOTAL PERSONNEL COSTS:	\$21,762	\$2,818	\$8,908	\$21,391	\$742	\$3,100	\$15,308	-28.44%
SERVICES								
TOTAL SERVICES:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
MATERIALS & SUPPLIES								
100 53431 340 OPERATING SUPPLIES	8,474	2,816	4,729	12,000	0	1,000	5,000	-58.33%
TOTAL MAT. & SUPPLIES:	\$8,474	\$2,816	\$4,729	\$12,000	\$0	\$1,000	\$5,000	-58.33%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-SIDEWALK MAINTENANCE:	\$30,236	\$5,634	\$13,637	\$33,391	\$742	\$4,100	\$20,308	-39.18%

PUBLIC WORKS-STORM SEWER MAINTENANCE

DESCRIPTION	2016	2017	2018	2019	2019 Actual	2019	2020	Percent
	Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
PERSONNEL COSTS								
100 53441 111 SALARIES & WAGES	42,253	44,367	33,845	51,919	8,837	32,500	44,131	-15.00%
100 53441 112 OVERTIME WAGES	414	920	81	1,000	0	100	1,000	0.00%
100 53441 125 WAGES/TEMP/OTHER	1,865	9,963	666	3,485	0	0	2,904	-16.67%
100 53441 151 SOCIAL SECURITY	3,252	4,067	2,511	4,235	634	2,490	3,625	-14.41%
100 53441 152 EMPLOYER SHARE RE	2,813	3,052	2,273	3,554	579	2,150	3,119	-12.26%
100 53441 157 HSA CONTRIBUTION	2,440	2,409	1,416	2,657	467	1,600	1,926	-27.51%
100 53441 154 MEDICAL & DENTAL	11,241	10,802	7,936	15,396	2,971	10,000	14,030	-8.87%
100 53441 155 LIFE INSURANCE	239	249	153	223	52	200	209	-6.34%
100 53441 156 WORKER'S COMPENS	2,750	3,227	1,717	2,659	0	2,659	1,950	-26.65%
TOTAL PERSONNEL COSTS:	\$67,267	\$79,056	\$50,598	\$85,128	\$13,540	\$51,699	\$72,893	-14.37%

SERVICES

100 53441 221 WATER	0	0	0	0	0	0	0	NA
TOTAL SERVICES:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA

MATERIALS & SUPPLIES

100 53441 320 ADVERTISING/PUBLIS	0	0	0	0	0	0	0	NA
100 53441 340 OPERATING SUPPLIES	22,650	25,585	20,127	27,500	1,062	23,000	24,000	-12.73%
100 53441 351 R&M HEAVY EQUIPME	10,935	9,425	1,565	5,000	1,007	3,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	\$33,585	\$35,010	\$21,692	\$32,500	\$2,069	\$26,000	\$29,000	-10.77%

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-STORM SEWER MAINT:	\$100,852	\$114,066	\$72,290	\$117,628	\$15,609	\$77,699	\$101,893	-13.38%

PUBLIC WORKS-PARKING FACILITIES

DESCRIPTION	2016	2017	2018	2019	2019 Actual	2019	2020	Percent
	Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
PERSONNEL COSTS								
100 53450 111 SALARIES & WAGES	1,400	352	1,454	4,327	57	2,000	1,765	-59.20%
100 53450 112 OVERTIME WAGES	0	0	0	100	0	0	40	-60.00%
100 53450 125 WAGES/TEMP/OTHER	0	74	0	290	254	0	116	-60.00%
100 53450 151 SOCIAL SECURITY	103	31	108	353	24	60	145	-58.91%
100 53450 152 EMPLOYER SHARE RE	92	24	97	296	4	60	125	-57.88%
100 53450 157 HSA CONTRIBUTION	69	0	71	221	0	150	77	-65.21%
100 53450 154 MEDICAL & DENTAL	300	93	221	1,283	0	750	561	-56.26%
100 53450 155 LIFE INSURANCE	7	0	8	19	0	10	8	-55.04%
100 53450 156 WORKER'S COMPENS	90	33	72	222	0	100	78	-64.79%
TOTAL PERSONNEL COSTS:	\$2,061	\$607	\$2,031	\$7,111	\$339	\$3,130	\$2,916	-58.99%

SERVICES

TOTAL SERVICES:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
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MATERIALS & SUPPLIES

100 53450 340 OPERATING SUPPLIES	2,430	11,221	0	0	0	0	0	NA
100 53450 356 R&M - LAND IMPROVE	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	\$2,430	\$11,221	\$0	\$0	\$0	\$0	\$0	NA

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA
TOTAL PW-PARKING FACILITIES:	\$4,491	\$11,828	\$2,031	\$7,111	\$339	\$3,130	\$2,916	-58.99%

PUBLIC WORKS-COMBINED BU	\$1,674,723	\$1,586,829	\$1,525,591	\$1,570,482	\$687,791	\$1,535,677	\$1,651,902	5.18%
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CITY OF ASHLAND
2020 BUDGET
PUBLIC WORKS

PW - ADMINISTRATIVE & GENERAL

DESCRIPTION

PERSONNEL COSTS

100 53100 111 SALARIES/PERMANENT
 100 53100 112 OVERTIME WAGES
 100 53100 125 WAGES/TEMP/OTHER
 100 53100 131 LONGEVITY PAY
 100 53100 137 CLOTHING ALLOWANCE
 100 53100 151 SOCIAL SECURITY
 100 53100 152 EMPLOYER SHARE RE
 100 53100 157 HSA CONTRIBUTION
 100 53100 154 MEDICAL & DENTAL
 100 53100 155 LIFE INSURANCE
 100 53100 156 WORKER'S COMPENS.
 100 53100 190 POST-EMPLOYMENT B

TOTAL PERSONNEL COSTS:

SERVICES

100 53100 213 OTHER PROFESSIONAL
 100 53100 216 SAFETY PROGRAM
 100 53100 221 WATER
 100 53100 222 ELECTRIC
 100 53100 224 NATURAL GAS
 100 53100 225 TELEPHONE
 100 53100 290 CONTRACTUAL SERVICE

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 53100 311 POSTAGE
 100 53100 313 PRINTING/COPYING
 100 53100 319 OFFICE SUPPLIES
 100 53100 320 ADVERTISING/PUBLIS
 100 53100 324 MEMBERSHIP DUES
 100 53100 332 AUTO ALLOWANCE
 100 53100 339 TRAVEL/TRAINING
 100 53100 340 OPERATING SUPPLIES
 100 53100 342 GAS & OIL
 100 53100 344 JANITORIAL SUPPLIES
 100 53100 353 R & M FURNITURE/OFF
 100 53100 355 R & M BUILDINGS
 100 53100 390 MISCELLANEOUS EXP

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

100 53100 812 FURNITURE/FURNISHING
 100 53100 813 OFFICE EQUIPMENT

TOTAL CAPITAL EXP:

TOTAL PW-ADMINISTRATION:

\$0

PUBLIC WORKS ADMINISTRATION PROGRAMS - DETAIL

	Total 2020 Budget	Oversite, Planning and Training	Record keeping and Customer Service	Payroll Management	Financial Administra tion	Janitorial Services
No of EEs	1.75	0.54	0.52	0.19	0.25	0.25
100 53100 111 SALARIES/PERMANENT	102,874	37,096	35,723	12,881	17,174	
100 53100 112 OVERTIME WAGES	0	0	0	0	0	
100 53100 125 WAGES/TEMP/OTHER	2,262	0	0	0	0	2,262
100 53100 131 LONGEVITY PAY	1,623	585	564	203	271	
100 53100 137 CLOTHING ALLOWANCE	0	0	0	0	0	
100 53100 151 SOCIAL SECURITY	7,875	2,751	2,647	986	1,315	176
100 53100 152 EMPLOYER SHARE RE	7,054	2,544	2,449	883	1,178	
100 53100 157 HSA CONTRIBUTION	4,800	1,731	1,667	601	801	
100 53100 154 MEDICAL & DENTAL	27,974	10,087	9,714	3,503	4,670	
100 53100 155 LIFE INSURANCE	497	179	173	62	83	
100 53100 156 WORKER'S COMPENS.	2,236	806	777	280	373	
100 53100 190 POST-EMPLOYMENT B	0	0	0	0	0	
TOTAL PERSONNEL COSTS:	157,195	55,779	53,714	19,399	25,865	2,438
SERVICES						
100 53100 213 OTHER PROFESSIONAL	0	0	0	0	0	
100 53100 216 SAFETY PROGRAM	200	73	69	25	33	
100 53100 221 WATER	7,551	2,723	2,622	945	1,261	
100 53100 222 ELECTRIC	12,000	4,327	4,167	1,503	2,003	
100 53100 224 NATURAL GAS	16,000	5,770	5,556	2,003	2,671	
100 53100 225 TELEPHONE	5,065	1,826	1,759	634	846	
100 53100 290 CONTRACTUAL SERVICE	1,650	595	573	207	275	
TOTAL SERVICES:	42,466	15,314	14,746	5,317	7,089	0
MATERIALS & SUPPLIES						
100 53100 311 POSTAGE	200	73	69	25	33	
100 53100 313 PRINTING/COPYING	2,000	722	694	250	334	
100 53100 319 OFFICE SUPPLIES	1,085	391	377	136	181	
100 53100 320 ADVERTISING/PUBLIS	1,450	522	504	182	242	
100 53100 324 MEMBERSHIP DUES	700	252	243	88	117	
100 53100 332 AUTO ALLOWANCE	0	0	0	0	0	
100 53100 339 TRAVEL/TRAINING	2,000	722	694	250	334	
100 53100 340 OPERATING SUPPLIES	1,200	433	417	150	200	
100 53100 342 GAS & OIL	0	0	0	0	0	
100 53100 344 JANITORIAL SUPPLIES	200	73	69	25	33	
100 53100 353 R & M FURNITURE/OFF	100	35	35	13	17	
100 53100 355 R & M BUILDINGS	4,250	1,532	1,476	532	710	
100 53100 390 MISCELLANEOUS EXP	1,000	361	347	125	167	
TOTAL MAT. & SUPPLIES:	14,185	5,116	4,925	1,776	2,368	0
CAPITAL EXPENDITURES						
100 53100 812 FURNITURE/FURNISHING	0	0	0	0	0	0
100 53100 813 OFFICE EQUIPMENT	0	0	0	0	0	0
TOTAL CAPITAL EXP:	0	0	0	0	0	0
TOTAL PW-ADMINISTRATION:	\$213,846	\$76,209	\$73,385	\$26,492	\$35,322	\$2,438

PW - ENGINEERING & GIS**DESCRIPTION****PERSONNEL COSTS**

	No of EEs		
100 53102 111		SALARIES/PERMANEN	
100 53102 131		LONGEVITY PAY	
100 53102 136		CLOTHING ALLOWANC	
100 53102 151		SOCIAL SECURITY	
100 53102 152		EMPLOYER SHARE RE	
100 53102 157		HSA CONTRIBUTION	
100 53102 154		MEDICAL & DENTAL	
100 53102 155		LIFE INSURANCE	
100 53102 156		WORKER'S COMPENS	

TOTAL PERSONNEL COSTS:**SERVICES**

100 53102 212		PROFESSIONAL SERV	
100 53102 225		TELEPHONE	
100 53102 290		SERVICE CONTRACTS	

TOTAL SERVICES:**MATERIALS & SUPPLIES**

100 53102 311		POSTAGE	
100 53102 313		PRINTING/COPYING	
100 53102 319		OFFICE SUPPLIES	
100 53102 324		MEMBERSHIP DUES	
100 53102 339		TRAVEL/TRAINING	
100 53102 340		OPERATING SUPPLIES	
100 53102 342		GAS & OIL	
100 53102 345		SMALL TOOLS & EQUIP	
100 53102 350		R&M VEHICLE	
100 53102 390		MISCELLANEOUS EXP	

TOTAL MAT. & SUPPLIES:**CAPITAL EXPENDITURES**

100 53102 810		CAPITAL EQUIPMENT	
100 53102 812		OFFICE EQUIP/FURNIT	

TOTAL CAPITAL EXP:**TOTAL PW-ENGINEERING & GIS**

(\$0)

ENGINEERING/GIS PROGRAM - DETAIL

Total 2019 Budget	GIS	ENGINEERING
2	1	1
108,965	54,482	54,483
3,890	1,945	1,945
450	225	225
8,609	4,305	4,304
7,618	3,809	3,809
3,000	1,500	1,500
26,711	13,355	13,356
486	243	243
2,481	1,240	1,241
162,210	81,104	81,106
0	0	0
2,544	1,272	1,272
11,000	5,500	5,500
13,544	6,772	6,772
30	15	15
1,500	750	750
400	200	200
350	175	175
1,000	500	500
1,000	500	500
400	200	200
500	250	250
300	60	240
150	75	75
5,630	2,725	2,905
0	0	0
0	0	0
0	0	0
\$181,384	\$90,601	\$90,783

				Total 2019 Budget	Snow Removal	Spray Patching	Rural Rd Maint.	Sign Installation	Alley Maint.	Tree Cutting & Trimming	PW Equip & Vehicle Maint	AFD Equip Maint	PD Equip Maint	Facilities Equip Maint	Painting & Striping	Road Maint	Building Maint	Parks Inter-Departmental	Marina	Special Events	CIP Projects		
DESCRIPTION				No of EEs	7.94	0.40	0.40	0.15	0.10	0.15	0.48	2.40	0.38	0.00	0.06	0.35	1.20	0.44	0.84	0.02	0.25	0.32	
PERSONNEL COSTS																							
100	53311	111	SALARIES & WAGES		358,785	17,986	18,071	6,781	4,350	6,702	21,685	108,482	17,143	0	2,758	15,812	54,212	19,986	37,948	849	11,361	14,659	
100	53311	112	OVERTIME WAGES		8,530	427	430	161	103	159	516	2,579	408	0	66	376	1,289	475	902	20	270	349	
100	53311	125	WAGES/TEMP/OTHER		23,610	1,184	1,189	446	286	441	1,427	7,139	1,128	0	182	1,040	3,567	1,315	2,497	56	748	965	
100	53311	131	LONGEVITY PAY		10,990	552	554	208	133	205	664	3,323	525	0	84	484	1,661	612	1,162	26	348	449	
100	53311	133	NON-RETIREMENT PA		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
100	53311	136	CLOTHING ALLOWANC		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
100	53311	137	CLOTHING ALLOWANC		4,500	224	227	85	55	84	272	1,361	215	0	35	198	680	251	476	11	142	184	
100	53311	151	SOCIAL SECURITY		29,470	1,477	1,484	557	357	550	1,781	8,911	1,408	0	227	1,299	4,453	1,642	3,117	70	933	1,204	
100	53311	152	EMPLOYER SHARE RE		25,354	1,272	1,277	479	307	474	1,532	7,666	1,211	0	195	1,117	3,831	1,412	2,682	60	803	1,036	
100	53311	157	HSA CONTRIBUTION		15,658	786	789	296	190	292	946	4,734	748	0	120	690	2,366	872	1,656	37	496	640	
100	53311	154	MEDICAL & DENTAL		114,063	5,717	5,745	2,156	1,383	2,131	6,894	34,488	5,450	0	877	5,027	17,235	6,354	12,064	270	3,612	4,660	
100	53311	155	LIFE INSURANCE		1,698	83	86	32	21	32	103	513	81	0	13	75	257	95	180	4	54	69	
100	53311	156	WORKER'S COMPENS		15,855	793	799	300	192	296	958	4,794	758	0	122	699	2,396	883	1,677	38	502	648	
TOTAL PERSONNEL COSTS:					608,513	30,501	30,651	11,501	7,377	11,366	36,778	183,990	29,075	0	4,679	26,817	91,947	33,897	64,361	1,441	19,269	24,863	
SERVICES																							
100	53311	216	SAFETY PR		550	33	31	12	7	11	37	186	29	0	5	27	93	34		1	19	25	
100	53311	227	PROPANE & FUEL OIL		950	52	54	20	13	20	64	321	51	0	8	47	161	59		3	34	43	
100	53311	290	CONTRACTUAL SERVI		3,000	168	169	63	41	63	203	1,014	160	0	26	148	507	187		8	106	137	
TOTAL SERVICES:					4,500	253	254	95	61	94	304	1,521	240	0	39	222	761	280	0	12	159	205	
MATERIALS & SUPPLIES																							
100	53311	339	TRAVEL/TRAINING		500	28	28	11	7	10	34	169	27	0	4	25	84	31		1	18	23	
100	53311	340	OTHER OPERATING SI		225,140	12,621	12,681	4,759	3,052	4,703	15,217	76,125	12,029	0	1,936	11,096	38,042	14,024		596	7,972	10,287	
100	53311	342	GAS & OIL		63,000	3,532	3,548	1,332	854	1,316	4,258	21,302	3,366	0	542	3,105	10,645	3,924		167	2,231	2,878	
100	53311	345	SMALL TOOLS/EQUIP		10,800	606	608	228	146	226	730	3,652	577	0	93	532	1,825	673		29	382	493	
100	53311	350	R & M TRANS VEHICLE		7,900	443	445	167	107	165	534	2,671	422	0	68	389	1,335	492		21	280	361	
100	53311	351	R&M HEAVY EQUIPMEI		29,000	1,627	1,633	613	393	606	1,960	9,806	1,549	0	249	1,429	4,900	1,806		77	1,027	1,325	
100	53311	352	R&M EQUIP/MACH/TOC		3,000	168	169	63	41	63	203	1,014	160	0	26	148	507	187		8	106	137	
100	53311	353	R & M FURNITURE/OFF		500	28	28	11	7	10	34	169	27	0	4	25	84	31		1	18	23	
100	53311	355	R&M BUILDING		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
100	53311	357	R & M EQUIP/MAINT-O		17,000	955	957	359	230	355	1,149	5,748	908	0	146	838	2,872	1,059		45	602	777	
100	53311	533	RENT-EQUIPMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
TOTAL MAT. & SUPPLIES:					356,840	20,008	20,097	7,543	4,837	7,454	24,119	120,656	19,065	0	3,068	17,587	60,294	22,227	0	945	12,636	16,304	
CAPITAL EXPENDITURES					0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
100	53311	815	SHOP EQUIPMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
100	53311	817	SMALL TOOLS		0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	
TOTAL CAPITAL EXP:					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PW-ROADWAY MAINTENANCE:				\$0	\$969,853	\$50,762	\$51,002	\$19,139	\$12,275	\$18,914	\$61,201	\$306,167	\$48,380	\$0	\$7,786	\$44,626	\$153,002	\$56,404	\$64,361	\$2,398	\$32,064	\$41,372	

PUBLIC WORKS-STREET LIGHTING**DESCRIPTION****PERSONNEL COSTS**

100	53420	111	SALARIES & WAGES
100	53420	112	OVERTIME WAGES
100	53420	125	WAGES/TEMP/OTHER
100	53420	151	SOCIAL SECURITY
100	53420	152	EMPLOYER SHARE RE
100	53420	157	HSA CONTRIBUTION
100	53420	154	MEDICAL & DENTAL
100	53420	155	LIFE INSURANCE
100	53420	156	WORKER'S COMPENS.

TOTAL PERSONNEL COSTS:**SERVICES**

100	53420	222	ELECTRIC
100	53420	290	CONTRACTUAL SERVI

TOTAL SERVICES:**MATERIALS & SUPPLIES**

100	53420	340	OPERATING SUPPLIES
100	53420	390	MISCELLANEOUS

TOTAL MAT. & SUPPLIES:**CAPITAL EXPENDITURES****TOTAL CAPITAL EXP:****TOTAL PW-STREET LIGHTING:**

\$0

PW STREET LIGHTING - DETAIL			
Total 2019 Budget		Light Maint	Locates
No of EEs		0.20	0.10
	0.3		
	11,474	7,649	3,825
	260	173	87
	755	503	252
	942	628	314
	811	541	270
	501	334	167
	3,648	2,432	1,216
	54	36	18
	507	338	169
	18,952	12,634	6,318
	102,000	68,000	34,000
	750	500	250
	102,750	68,500	34,250
	40,000	26,667	13,333
	0	0	0
	40,000	26,667	13,333
	0	0	0

\$161,702	\$107,801	\$53,901
\$161,702		

PUBLIC WORKS-SIDEWALK MAINT**DESCRIPTION****PERSONNEL COSTS**

100	53431	111	SALARIES & WAGES
100	53431	112	OVERTIME WAGES
100	53431	125	WAGES/TEMP/OTHER
100	53431	151	SOCIAL SECURITY
100	53431	152	EMPLOYER SHARE RE
100	53431	157	HSA CONTRIBUTION
100	53431	154	MEDICAL & DENTAL
100	53431	155	LIFE INSURANCE
100	53431	156	WORKER'S COMPENS.

TOTAL PERSONNEL COSTS:**SERVICES****TOTAL SERVICES:****MATERIALS & SUPPLIES**

100	53431	340	OPERATING SUPPLIES
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TOTAL MAT. & SUPPLIES:**CAPITAL EXPENDITURES****TOTAL CAPITAL EXP:****TOTAL PW-SIDEWALK MAINTENANCE:**

(\$0)

PW SIDEWALK - DETAIL			
Total 2019 Budget		Snow Removal	Repairs
No of EEs		0.09	0.26
	0.35		
	9,268	2,384	6,884
	210	54	156
	610	157	453
	761	196	565
	655	169	486
	404	104	300
	2,946	757	2,189
	44	11	33
	410	106	304
	15,308	3,938	11,370
	0	0	0
	5,000	1,286	3,714
	5,000	1,286	3,714
	0	0	0
	\$20,308	\$5,224	\$15,084

PUBLIC WORKS-STORM SEWER MAINT**DESCRIPTION****PERSONNEL COSTS**

100	53441	111	SALARIES & WAGES
100	53441	112	OVERTIME WAGES
100	53441	125	WAGES/TEMP/OTHER
100	53441	151	SOCIAL SECURITY
100	53441	152	EMPLOYER SHARE RE
100	53441	157	HSA CONTRIBUTION
100	53441	154	MEDICAL & DENTAL
100	53441	155	LIFE INSURANCE
100	53441	156	WORKER'S COMPENS

TOTAL PERSONNEL COSTS:**SERVICES**

100	53441	221	WATER
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TOTAL SERVICES:**MATERIALS & SUPPLIES**

100	53441	320	ADVERTISING/PUBLIS
100	53441	340	OPERATING SUPPLIES
100	53441	351	R&M HEAVY EQUIPME

TOTAL MAT. & SUPPLIES:**CAPITAL EXPENDITURES****TOTAL CAPITAL EXP:****TOTAL PW-STORM SEWER MAINT:** \$0**PUBLIC WORKS-PARKING FACILITIES****DESCRIPTION****PERSONNEL COSTS**

100	53450	111	SALARIES & WAGES
100	53450	112	OVERTIME WAGES
100	53450	125	WAGES/TEMP/OTHER
100	53450	151	SOCIAL SECURITY
100	53450	152	EMPLOYER SHARE RE
100	53450	157	HSA CONTRIBUTION
100	53450	154	MEDICAL & DENTAL
100	53450	155	LIFE INSURANCE
100	53450	156	WORKER'S COMPENS

TOTAL PERSONNEL COSTS:**SERVICES****TOTAL SERVICES:****MATERIALS & SUPPLIES**

100	53450	340	OPERATING SUPPLIES
100	53450	356	R&M - LAND IMPROVE

TOTAL MAT. & SUPPLIES:**CAPITAL EXPENDITURES****TOTAL CAPITAL EXP:****TOTAL PW-PARKING FACILITIES:** (\$0)**PW STORM SEWER - DETAIL**

Total 2019 Budget	Street Sweeping	US2 Inlet Cleaning	Repair Replacement
1.02	0.64	0.10	0.28
44,131	27,681	4,325	12,125
1,000	627	98	275
2,904	1,821	285	798
3,625	2,274	355	996
3,119	1,956	306	857
1,926	1,208	189	529
14,030	8,800	1,375	3,855
209	132	20	57
1,949	1,222	191	536
72,893	45,721	7,144	20,028
0	0	0	0
0	0	0	0
0	0	0	0
24,000	15,054	2,352	6,594
5,000	3,136	490	1,374
29,000	18,190	2,842	7,968
0	0	0	0
\$101,893	\$63,911	\$9,986	\$27,996

\$101,893

PW PARKING FACILITIES - DETAIL

Total 2019 Budget	Snow Removal & Maint		
0.02	0.02		
1,765	1,765	0	0
40	40	0	0
116	116	0	0
145	145	0	0
125	125	0	0
77	77	0	0
561	561	0	0
8	8	0	0
79	79	0	0
2,916	2,916	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
\$2,916	\$2,916	\$0	\$0

**CITY OF ASHLAND
2020 BUDGET
PUBLIC WORKS TRANSPORTATION**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
100 53521 791 BAY AREA RURAL TRANSIT	30,000	30,000	30,000	30,000	0	30,000	30,000	0.00%
TOTAL BART:	30,000	30,000	30,000	30,000	0	30,000	30,000	0.00%
TOTAL P.W. TRANSPORTATION:	\$30,000	\$30,000	\$30,000	\$30,000	\$0	\$30,000	\$30,000	0.00%

PROGRAM INFORMATION

Operations Request: \$30,000 Funding request

Public transportation Cities of Ashland, Bayfield, Washburn
Partnership Members: Bad River and Red Cliff Native American Tribes
Counties of Ashland, Bayfield

Services: Intercity bus transportation
City of Ashland on demand bus service
Charter bus transportation

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
CITY OF ASHLAND PUBLIC WORKS DEPARTMENT**

Refuse and Garbage Core Operations:

Description: Public Works personnel are responsible for the collection of solid waste from all city owned facilities. Seasonally solid waste is collected from trash containers on Main Street, trash containers on the Ashland Rails to Trails System, trash containers and dumpsters from various city parks. Spring Clean-up is held annually for residents to drop off household waste at Eagle Waste at a reduced fee. The Department is responsible for the removal of dead animals and other debris from roadways to ensure public health and well-being.

Residential Solid Waste and Recycling weekly curbside services are contracted through Eagle Waste and Recycling. The contract with Eagle Waste will expire December 31, 2018.

Outcomes: For the health, safety and well-being of the residents and visitors of the community Public Works personnel, on a regular schedule, collect solid waste from properties owned by the city.

Landfill Core Operations:

Description: Although the solid waste landfill has been closed for a number of years, the compost area and City wide landscaping disposal continues to be an active part of the landfill. Compostable materials are collected at the Public Works facility and transported to the landfill site. The department has seen an increase in the number of people who use the Public Works drop off area to dispose of yard waste.

The landfill site requires continued maintenance and regulatory compliance by the Department of Natural Resources. The area must be mowed, the landfill pumps maintained and the leachate collection system maintained. Ground water is monitored in accordance with the Department of Natural Resources regulations.

Outcomes: City residents have the ability to dispose of yard waste materials; the Public Works Department manages and utilizes the materials for future projects. Regular groundwater monitoring protects the environment in and around the area.

2020 BUDGET

PUBLIC WORKS DEPARTMENT - SANITATION

SANITATION PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	City Wide Garbage Collection	Landfill Maintenance			
PW Revenues:							
General Funds	\$ 14,531	\$ 27,092	\$ -	\$ 27,092	\$ -	\$ -	\$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	368,280	369,100	355,860	13,240	-	-	-
Reimbursement	-	-	-	-	-	-	-
Total Revenues	382,811	396,192	355,860	40,332	-	-	-
PW Expenses:							
Personnel	\$ 14,021	\$ 25,882	13,660	12,222	-	-	-
Services	321,900	320,400	312,900	7,500	-	-	-
Material and Supplies	30,610	30,610	10,000	20,610	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	366,531	376,892	336,560	40,332	-	-	-
Net Revenue (Expense)	\$ 16,280	\$ 19,300	\$ 19,300	\$ -	\$ -	\$ -	\$ -

Recycling fee to SR 260

PROGRAM INFORMATION

City Wide Garbage Collection

\$0 Funding request

Full time equivalent EEs	0.35	Services:	City facilities garbage pickup Seasonal park garbage pick Up Pick up debris and dead animals
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Landfill Maintenance

\$27,092 Funding request

Full time equivalent EEs	0.27	Services:	Yard Waste hauling, compost site maintenance, mowing landfill area, pump and well maintenance Assist Eagle Waste with spring clean up
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PUBLIC WORKS DEPARTMENT - SANITATION

PW-REFUSE & GARBAGE COLLECTION

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 53620 111 SALARIES/PERMANENT/REGULAR	9,066	6,246	11,101	4,327	6,440	11,000	8,385	93.80%
100 53620 112 OVERTIME WAGES	279	276	357	0	0	350	0	NA
100 53620 125 WAGES/TEMP/OTHER	3,638	5,863	3,054	290	890	3,600	552	90.00%
100 53620 151 SOCIAL SECURITY	960	921	1,085	353	544	1,085	689	95.16%
100 53620 152 EMPLOYER SHARE RETIREMENT	617	439	805	296	421	800	593	100.05%
100 53620 157 HSA CONTRIBUTION	485	341	165	221	136	165	366	65.27%
100 53620 154 MEDICAL & DENTAL	2,308	1,753	1,404	1,283	1,352	1,405	2,666	107.77%
100 53620 155 LIFE INSURANCE	38	21	20	19	15	20	40	113.55%
100 53620 156 WORKER'S COMPENSATION	744	713	680	222	0	680	371	67.25%
TOTAL PERSONNEL COSTS:	18,135	16,573	18,671	7,011	9,798	19,105	13,660	94.84%

SERVICES

100 53620 290 CONTRACTUAL SERVICES	286,927	288,845	297,205	312,900	126,465	309,590	312,900	0.00%
TOTAL SERVICES:	286,927	288,845	297,205	312,900	126,465	309,590	312,900	0.00%

MATERIALS & SUPPLIES

100 53620 340 OPERATING SUPPLIES	14,864	14,850	11,069	10,000	2,369	10,000	10,000	0.00%
100 53620 390 MISCELLANEOUS	0	272	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	14,864	15,122	11,069	10,000	2,369	10,000	10,000	0.00%

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:	0	0	0	0	0	0	0	NA
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TOTAL PW-REFUSE & GARBAGE COLLECTION:

\$319,926	\$320,540	\$326,945	\$329,911	\$138,632	\$338,695	\$336,560	2.02%
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PUBLIC WORKS-LANDFILL OPERATION

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 53631 111 SALARIES & WAGES	13,862	3,060	4,795	4,327	578	2,000	7,502	73.40%
100 53631 112 OVERTIME WAGES	103	16	0	0	169	0	0	NA
100 53631 125 WAGES/TEMP/OTHER	529	790	990	290	0	0	494	70.00%
100 53631 151 SOCIAL SECURITY	1,059	281	429	353	56	175	616	74.61%
100 53631 152 EMPLOYER SHARE RETIREMENT	921	209	321	296	38	170	530	78.99%
100 53631 157 HSA CONTRIBUTION	666	125	121	221	5	100	327	47.87%
100 53631 154 MEDICAL & DENTAL	3,052	862	818	1,283	62	600	2,385	85.90%
100 53631 155 LIFE INSURANCE	49	7	8	19	1	18	36	91.07%
100 53631 156 WORKERS COMP	892	227	287	222	0	250	332	49.64%
TOTAL PERSONNEL COSTS:	21,133	5,577	7,769	7,011	909	3,313	12,222	74.33%

SERVICES

100 53631 222 ELECTRIC	1,498	1,120	623	3,000	236	750	1,500	-50.00%
100 53631 290 CONTRACTUAL SERVICES	4,577	3,635	3,006	6,000	2,074	4,000	6,000	0.00%
TOTAL SERVICES:	6,075	4,755	3,629	9,000	2,310	4,750	7,500	-16.67%

MATERIALS & SUPPLIES

100 53631 311 POSTAGE	0	0	0	10	0	0	10	0.00%
100 53631 340 OPERATING SUPPLIES	12,777	5,951	18,244	20,000	1,483	20,000	20,000	0.00%
100 53631 390 MISCELLANEOUS	0	0	0	600	0	0	600	0.00%
TOTAL MAT. & SUPPLIES:	12,777	5,951	18,244	20,610	1,483	20,000	20,610	0.00%

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:	0	0	0	0	0	0	0	NA
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TOTAL PW-LANDFILL OPERATION:

\$39,985	\$16,283	\$29,642	\$36,621	\$4,702	\$28,063	\$40,332	10.13%
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TOTAL PUBLIC WORKS-SANITATION

\$ 359,911	\$ 336,823	\$ 356,587	\$ 366,531	\$ 143,334	\$ 366,758	\$ 376,892	2.83%
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2020 BUDGET

PUBLIC WORKS DEPARTMENT - SANITA

PW-REFUSE & GARBAGE COLLECTION

DESCRIPTION

PERSONNEL COSTS

100 53620 111 SALARIES/PERMANENT/REGULAR
 100 53620 112 OVERTIME WAGES
 100 53620 125 WAGES/TEMP/OTHER
 100 53620 151 SOCIAL SECURITY
 100 53620 152 EMPLOYER SHARE RETIREMENT
 100 53620 157 HSA CONTRIBUTION
 100 53620 154 MEDICAL & DENTAL
 100 53620 155 LIFE INSURANCE
 100 53620 156 WORKER'S COMPENSATION

TOTAL PERSONNEL COSTS:

SERVICES

100 53620 290 CONTRACTUAL SERVICES

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 53620 340 OPERATING SUPPLIES
 100 53620 390 MISCELLANEOUS

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:

TOTAL PW-REFUSE & GARBAGE COLLECTION:

PUBLIC WORKS-LANDFILL OPERATION

DESCRIPTION

PERSONNEL COSTS

100 53631 111 SALARIES & WAGES
 100 53631 112 OVERTIME WAGES
 100 53631 125 WAGES/TEMP/OTHER
 100 53631 151 SOCIAL SECURITY
 100 53631 152 EMPLOYER SHARE RETIREMENT
 100 53631 157 HSA CONTRIBUTION
 100 53631 154 MEDICAL & DENTAL
 100 53631 155 LIFE INSURANCE
 100 53631 156 WORKERS COMP

TOTAL PERSONNEL COSTS:

SERVICES

100 53631 222 ELECTRIC
 100 53631 290 CONTRACTUAL SERVICES

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 53631 311 POSTAGE
 100 53631 340 OPERATING SUPPLIES
 100 53631 390 MISCELLANEOUS

TOTAL MAT. & SUPPLIES:

CAPITAL EXPENDITURES

TOTAL CAPITAL EXP:

TOTAL PW-LANDFILL OPERATION:

TOTAL PUBLIC WORKS-SANITATION

	Total 2020 Budget	City Wide Garbage Collection
(No of EEs)	0.35	0.35
100 53620 111 SALARIES/PERMANENT/REGULAR	8,385	8,385
100 53620 112 OVERTIME WAGES	0	0
100 53620 125 WAGES/TEMP/OTHER	552	552
100 53620 151 SOCIAL SECURITY	689	689
100 53620 152 EMPLOYER SHARE RETIREMENT	593	593
100 53620 157 HSA CONTRIBUTION	366	366
100 53620 154 MEDICAL & DENTAL	2,666	2,666
100 53620 155 LIFE INSURANCE	40	40
100 53620 156 WORKER'S COMPENSATION	369	369
TOTAL PERSONNEL COSTS:	\$13,660	\$13,660
SERVICES		
100 53620 290 CONTRACTUAL SERVICES	312,900	312,900
TOTAL SERVICES:	\$312,900	\$312,900
MATERIALS & SUPPLIES		
100 53620 340 OPERATING SUPPLIES	10,000	10,000
100 53620 390 MISCELLANEOUS	0	0
TOTAL MAT. & SUPPLIES:	\$10,000	\$10,000
CAPITAL EXPENDITURES		
TOTAL CAPITAL EXP:	\$0	\$0
TOTAL PW-REFUSE & GARBAGE COLLECTION:	\$336,560	\$336,560

	Total 2019 Budget	Landfill Maintenance
(No of EEs)	0.27	0.27
100 53631 111 SALARIES & WAGES	7,502	7,502
100 53631 112 OVERTIME WAGES	0	0
100 53631 125 WAGES/TEMP/OTHER	494	494
100 53631 151 SOCIAL SECURITY	616	616
100 53631 152 EMPLOYER SHARE RETIREMENT	530	530
100 53631 157 HSA CONTRIBUTION	327	327
100 53631 154 MEDICAL & DENTAL	2,385	2,385
100 53631 155 LIFE INSURANCE	36	36
100 53631 156 WORKERS COMP	332	332
TOTAL PERSONNEL COSTS:	\$12,222	\$12,222
SERVICES		
100 53631 222 ELECTRIC	1,500	1,500
100 53631 290 CONTRACTUAL SERVICES	6,000	6,000
TOTAL SERVICES:	\$7,500	\$7,500
MATERIALS & SUPPLIES		
100 53631 311 POSTAGE	10	10
100 53631 340 OPERATING SUPPLIES	20,000	20,000
100 53631 390 MISCELLANEOUS	600	600
TOTAL MAT. & SUPPLIES:	\$20,610	\$20,610
CAPITAL EXPENDITURES		
TOTAL CAPITAL EXP:	0	0
TOTAL PW-LANDFILL OPERATION:	\$40,332	\$40,332
TOTAL PUBLIC WORKS-SANITATION	\$376,892	\$376,892

CITY OF ASHLAND
2020 BUDGET
COMMUNITY PROGRAMS

BRANT KUCERA, ADMINISTRATOR

COMMUNITY PROGRAMS

	2019 Total Budget	2020 Total Budget	Events	Social Services & Health	Economic Development	Program	Program
Community Prog Revenue							
General Funds	\$ 26,450	\$ 26,550	\$ 2,250	\$ 14,300	\$ 10,000	\$ -	\$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	26,450	26,550	2,250	14,300	10,000	-	-
Community Prog Expense							
Programs	\$ 14,300	\$ 14,300	-	14,300	-	-	-
Promotion/Events	12,150	12,250	2,250	-	10,000	-	-
Total Expenses	26,450	26,550	2,250	14,300	10,000	-	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Events \$ 2,250 Funding request

Beautification Council \$2,000 - maintains public area flower gardens and selects annual "beauty spot" awards in the community.
Flag Replacement - \$250

Social Services & Health \$ 14,300 Funding request

Nutrition Title VII	2,700	Supports meals on wheels program
Senior Citizen Center	10,000	Supports programs that assist the elderly
New Day Shelter	1,600	Domestic abuse shelter
Total	\$ 14,300	

Economic Development \$ 10,000 Funding request

Historical Society	\$ 10,000	Supports maintenance of collection and operation of museum
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CITY OF ASHLAND
2020 BUDGET
COMMUNITY PROGRAMS

DRAFT - 10/22/2019

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DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
COMMUNITY EVENTS								
100 55330 791 EVENTS	6,438	1,839	1,892	2,150	591	2,150	2,250	4.65%
TOTAL COMMUNITY EVENTS:	6,438	1,839	1,892	2,150	591	2,150	2,250	4.65%
MUSEUM								
100 55120 795 HISTORICAL SOCIETY	10,000	10,000	10,000	10,000	5,000	10,000	10,000	0.00%
TOTAL MUSEUM:	10,000	10,000	10,000	10,000	5,000	10,000	10,000	0.00%
SOCIAL SERVICE & HEALTH PROGRAMS								
100 55120 796 SOCIAL SERV & HEALTH	14,300	14,300	14,300	14,300	9,300	18,000	14,300	0.00%
TOTAL SENIOR CITIZEN CTR:	14,300	14,300	14,300	14,300	9,300	18,000	14,300	0.00%
TOTAL COMMUNITY PROGRAMS:	30,738	26,139	26,192	26,450	14,891	30,150	26,550	0.38%

Account Number	Explanation	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget
EVENTS								
	July 4th	3,000	0	0	0	0	0	0
	Christmas Decorations	0	0	0	0	0	0	0
	Memorial Day Activities	0	0	0	0	0	0	0
100-55330 791	Flag Replacement	0	0	0	250	0	250	250
100-55150 791	Supplies/ Flowers Beautification Council	3,438	1,839	1,892	1,900	591	1,900	2,000
	Mural Walk	0	0	0	0	0	0	0
	Sundays In The Park	0	0	0	0	0	0	0
	TOTAL EVENTS	6,438	1,839	1,892	2,150	591	2,150	2,250
PROGRAMS								
100-55120-795	HISTORICAL SOCIETY	10,000	10,000	10,000	10,000	5,000	10,000	10,000
100-54980-793	NUTRITION-TITLE VII	2,700	2,700	2,700	2,700	2,700	6,400	2,700
100-54980-796	SENIOR CITIZEN CENTER	10,000	10,000	10,000	10,000	5,000	10,000	10,000
100-54980-791	New Day Shelter	1,600	1,600	1,600	1,600	1,600	1,600	1,600
100-54980-791	Health Care Clinic	0	0	0	0	0	0	0
	The BRICK	0	0	0	0	0	0	0
	TOTAL PROGRAMS	24,300	24,300	24,300	24,300	14,300	28,000	24,300
TOTAL COMMUNITY PROGRAMS		\$ 30,738	\$ 26,139	\$ 26,192	\$ 26,450	\$ 14,891	\$ 30,150	\$ 26,550

Community Programs

**CITY OF ASHLAND
2020
BUDGET PROGRAM NARRATIVE
PARKS AND GROUNDS MAINTENANCE**

Core Operations:

Description: Grounds staff are responsible for the facilities and grounds maintenance in 23 parks encompassing 191.96 acres, and a multi-use trail system of over 12 miles. In addition to the parks, there are 110.02 total acres of city owned green space that require grounds maintenance. Grounds maintenance includes, mowing, weed control, snow removal, playground equipment maintenance, tree trimming and planting. Seven limited term employees are hired seasonally to maintain the green space from May through mid-October. The staff mows 350 acres weekly during the growing season. Full-time park personnel continue to repair and maintain all property within the City parks. Personnel seasonally place park benches and trash receptacles throughout the city.

Outcomes: A safe well maintained park system for the residents and visitors of the community.

PARKS PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Grounds Maintenance	Parks Maintenance	Administration	Program
<u>Parks Revenues:</u>						
Transfer from general f	\$ 111,339	\$ 67,405	\$ 50,710	\$ 11,411	\$ 5,284	\$ -
Government & Grants	-	-	-	-	-	-
Program Fees	123,000	136,000	102,320	23,022	10,658	-
Transfer from Waterfro	11,000	17,700	13,317	2,996	1,387	-
Total Revenues	245,339	221,105	166,347	37,429	17,329	-
<u>Parks Expenses:</u>						
Personnel	\$ 165,894	\$ 143,515	107,972	24,295	11,248	-
Services	37,035	39,590	29,787	6,701	3,102	-
Material and Supplies	42,410	38,000	28,588	6,433	2,979	-
Capital Expenditures	-	-	-	-	-	-
Total Expenses	245,339	221,105	166,347	37,429	17,329	-
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Grounds Maintenance		\$ 50,710	Funding request
Full time equivalent EEs	2.4	Service: Maintain 350 acres of green space 7-LTE's mid April to mid October	
Parks Maintenance		\$ 11,411	Funding request
Full time equivalent EEs	0.54	Service: Maintain all property in the open and assist with facilities maintenance some snow plowing	
Administration		\$ 5,284	Funding request
Full time equivalent EEs	0.25	Service: Order supplies	

**CITY OF ASHLAND
2020 BUDGET
PARKS DEPARTMENT**

DRAFT - 10/22/2019

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DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 55200 111 SALARIES & WAGES	68,654	53,087	44,357	49,624	24,796	45,000	50,621	2.01%
100 55200 112 OVERTIME WAGES	47	495	152	-	117	250	-	NA
100 55200 125 WAGES/TEMP/OTHER	65,978	49,217	44,375	84,800	10,470	42,000	63,720	-24.86%
100 55200 131 LONGEVITY PAY	1,879	1,969	2,432	1,985	-	2,000	2,025	2.01%
100 55200 137 CLOTHING/UNIFORM ALLOWANCE	190	450	450	450	-	450	450	0.00%
100 55200 151 SOCIAL SECURITY	10,373	7,902	6,926	10,286	2,651	8,800	8,753	-14.91%
100 55200 152 EMPLOYER SHARE RETIREMENT	4,547	3,791	3,160	3,380	1,632	4,300	3,554	5.12%
100 55200 157 HSA CONTRIBUTION	3,369	1,927	1,401	1,500	750	2,450	1,500	0.00%
100 55200 154 MEDICAL & DENTAL	15,124	9,373	6,080	7,270	3,565	7,500	7,945	9.29%
100 55200 155 LIFE INSURANCE	292	290	268	322	144	290	328	1.92%
100 55200 156 WORKER'S COMPENSATION	7,743	6,792	5,230	6,276	-	6,275	4,619	-26.41%
100 55200 158 RETIREE HRA DEDUCTIBLE	-	-	-	-	-	-	-	NA
TOTAL PERSONNEL COSTS:	178,196	135,293	114,831	165,894	44,125	119,315	143,515	-13.49%
SERVICES								
100 55200 213 OTHER PROFESSIONAL SERVICES	823	121	210	1,000	0	500	1,000	0.00%
100 55200 216 SAFETY PROGRAM	50	768	101	250	-	200	250	0.00%
100 55200 221 WATER	10,412	13,174	11,280	10,200	2,309	12,000	12,240	20.00%
100 55200 222 ELECTRIC	20,438	22,431	20,160	22,000	5,248	20,000	22,000	0.00%
100 55200 224 NATURAL GAS	1,878	1,702	1,875	1,785	1,037	1,750	1,900	6.44%
100 55200 225 TELEPHONE	1,909	1,728	1,544	1,800	915	2,100	2,200	22.22%
100 55200 290 CONTRACTUAL SERVICES	-	-	-	-	-	-	-	NA
TOTAL SERVICES:	35,510	39,924	35,170	37,035	9,509	36,550	39,590	6.90%
MATERIALS & SUPPLIES								
100 55200 320 ADVERTISING/PUBLISHING	990	-	-	300	-	175	300	0.00%
100 55200 339 TRAVEL/TRAINING	20	-	-	200	-	20	200	0.00%
100 55200 340 OPERATING SUPPLIES	13,950	26,998	32,132	23,500	12,930	38,500	24,250	3.19%
100 55200 342 GAS & OIL	7,247	7,720	8,415	5,000	2,472	6,000	5,000	0.00%
100 55200 345 SMALL TOOLS & EQUIP	1,445	1,909	405	1,890	545	1,000	1,050	-44.44%
100 55200 350 R & M TRANS VEHICLES	1,776	3,393	2,173	5,520	1,483	5,520	2,700	-51.09%
100 55200 352 R&M EQUIP/MACH/TOOLS	3,599	288	588	4,000	330	750	2,500	-37.50%
100 55200 355 R&M BUILDINGS	-	-	7	-	-	-	-	NA
100 55200 357 R & M EQUIP/MAINT-OTHER	2,749	1,342	1,447	2,000	-	2,000	2,000	0.00%
100 55200 390 MISC EXPENSE	200	230	209	-	600	230	-	NA
TOTAL MAT. & SUPPLIES:	31,976	41,880	45,376	42,410	18,360	54,195	38,000	-10.40%
CAPITAL EXPENDITURES								
100 55200 817 SMALL TOOLS	-	-	-	-	-	-	-	NA
100 55200 818 FIELD EQUIPMENT	-	-	-	-	-	-	-	NA
TOTAL CAPITAL EXP:	0	0	0	0	0	0	0	NA
TOTAL PW-PARKS OPERATION & MAINT:	245,682	217,097	195,377	245,339	71,994	210,060	221,105	-9.88%

**CITY OF ASHLAND
2020 BUDGET
PARKS DEPARTMENT**

DRAFT - 10/22/2019

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				PARKS PROGRAMS - DETAIL			
DESCRIPTION				Total 2020 Budget	Grounds Maintenance	Parks Maintenance	Administration
PERSONNEL COSTS				3.19	2.4	0.54	0.25
100 55200 111	SALARIES & WAGES			50,621	38,085	8,569	3,967
100 55200 112	OVERTIME WAGES			0	0	0	0
100 55200 125	WAGES/TEMP/OTHER			63,720	47,940	10,786	4,994
100 55200 131	LONGEVITY PAY			2,025	1,523	343	159
100 55200 137	CLOTHING/UNIFORM ALLOWANCE			450	339	76	35
100 55200 151	SOCIAL SECURITY			8,753	6,585	1,482	686
100 55200 152	EMPLOYER SHARE RETIREMENT			3,554	2,674	602	278
100 55200 157	HSA CONTRIBUTION			1,500	1,128	254	118
100 55200 154	MEDICAL & DENTAL			7,945	5,977	1,345	623
100 55200 155	LIFE INSURANCE			328	246	56	26
100 55200 156	WORKER'S COMPENSATION			4,619	3,475	782	362
100 55200 158	RETIREE HRA DEDUCTIBLE			0	0	0	0
TOTAL PERSONNEL COSTS:				143,515	107,972	24,295	11,248
SERVICES							
100 55200 213	OTHER PROFESSIONAL SERVICES			1,000	753	169	78
100 55200 216	SAFETY PROGRAM			250	188	42	20
100 55200 221	WATER			12,240	9,209	2,072	959
100 55200 222	ELECTRIC			22,000	16,552	3,724	1,724
100 55200 224	NATURAL GAS			1,900	1,429	322	149
100 55200 225	TELEPHONE			2,200	1,656	372	172
100 55200 290	CONTRACTUAL SERVICES			0	-	-	-
TOTAL SERVICES:				39,590	29,787	6,701	3,102
MATERIALS & SUPPLIES							
100 55200 320	ADVERTISING/PUBLISHING			300	225	51	24
100 55200 339	TRAVEL/TRAINING			200	150	34	16
100 55200 340	OPERATING SUPPLIES			24,250	18,245	4,105	1,900
100 55200 342	GAS & OIL			5,000	3,762	846	392
100 55200 345	SMALL TOOLS & EQUIP			1,050	790	178	82
100 55200 350	R & M TRANS VEHICLES			2,700	2,031	457	212
100 55200 352	R&M EQUIP/MACH/TOOLS			2,500	1,881	423	196
100 55200 355	R&M BUILDINGS			0	-	-	-
100 55200 357	R & M EQUIP/MAINT-OTHER			2,000	1,504	339	157
100 55200 390	MISC EXPENSE			0	-	-	-
TOTAL MAT. & SUPPLIES:				38,000	28,588	6,433	2,979
CAPITAL EXPENDITURES							
100 55200 817	SMALL TOOLS			0	-	-	-
100 55200 818	FIELD EQUIPMENT			0	-	-	-
TOTAL CAPITAL EXP:				0	0	0	0
TOTAL PW-PARKS OPERATION & MAINT:				221,105	166,347	37,429	17,329

The City of Ashland Parks and Recreation Department has existed for over 40 years. While its name has varied, its purpose has stayed the same: *to meet the needs for recreational resources by improving the quality of life for the regional residents and visitors.* The Parks and Recreation (APR) has been housed in the Bretting Community Center (BCC) since 2000. APR provides a variety of program opportunities for all ages; including but not limited to gymnastics, flag football, preschool programs, ½ Day School Day Programs, baseball, softball, cross country ski clinics and numerous community events. The BCC offer visitors a full sized gymnasium, locker rooms, and a game room equipped with a pool table, air hockey table, ping pong table, legos, art corner and new Ashland Rotary LHS Indoor Playground. The facility also features the only gymnastics facility in the Chequamegon Bay. Patrons can also rent the game room and gymnasium spaces for private events.

APR staff has also collaborated with community organizations to host the Knights of Columbus Coats for Kids, 55+ Health Expo, Cheeky Monkey Boo Bash Party, Womens Expo, Thrivent Financial Community Action Team Events, Ashland Bike Rodeo, Loose Caboose Kids Foot Race, AFD Toys for Tots, Project Safe Graduation, and other events at little to no cost to the partnering entities.

APR Staff is not only responsible for running the BCC and community recreational programming, but the staff is also responsible for the customer services and financial accounting for the City's parks, campgrounds and pavilions. From May – October front office APR spends up to 70% of their time answering camping questions, taking pavilion and month long camping reservations, returning deposits and communicating with camp hosts and park care takers about the parks/campgrounds. APR staff is also responsible for scheduling camp hosts at Kreher and Prentice RV Parks and firewood delivery.

APR staff also sit on the Ashland Ore dock Charitable Trust, Ashland Beautification Committee, Parks and Recreation Committee, Lake Superior Collaborative, Wisconsin Coastal Beaches Working Group and other local organizations focused on improving the lives community members through educational and healthy lifestyle options.

In 2019, APR staff helped the City secure over \$2,480,000 in grant funding to for the continued construction of the Ashland Ore dock Redevelopment Phases 1 and 2 and the Kreher Park/Superfund Site Redevelopment,

In 2019, The City of Ashland was once again recognized as a Bird City.

APR staff continues to work diligently with other City Departments, community organizations and grantors to find money to continue to improve aging playgrounds, update park amenities, maintain ballfields, and provide old and new recreational programs in our community. Along with improving community assets, APR staff has been involved in the outreach and education effort about water quality, participating on a local Think Water Team and securing funding for 1.5 AmeriCorps Members to assist with the continued effort of outreach and education about storm water and volunteerism based on the implementation of green infrastructures.

APR service areas are divided up into five (5) categories: Administration, Adult Programs, Committee Management, Community Programs, and Kids Programs. Below are descriptions of each category and what programs fall within that category along with the 2018 outcomes for each.

Kids Programs

Description: These programs are designed for kid's ages 0 – 18 years old. These programs include: Fun N Run (300), Girls Softball (64), Roller Derby (9), Baseball (85), Flag Football (56), School Ages Programs (210), Archery (10), Science Mondays (35), CTA Kids Theater Camp (48), Youth Tennis (40), Rec and Read (100), Creative Movements Classes (12), Dance Classes (20) and Preschool Programs (50). The gem of APR's kids programs is the Bay Area Gymnastics program, coordinated by Donna Kurilla. It has created a legacy of top notch athletes and coaches. Gymnastics classes are a fun way for children to learn basic gymnastic skills under the supervision of trained professionals. The Bay Area Gymnastics Program provides girls and boys with opportunities to develop skills through a regimented program for youth ages 2 - 18. Approximately 175 are currently participating in the gymnastics program with a waiting lists in several levels. APR is the also the home for the Ashland High School Gymnastics team, which has participated and placed as a team and individually State every year for the last 10 years. Numbers in parenthesis are the number of participants for 2019 YTD. This fall APR will be implementing a new program called NinjaZone for kids ages 2-13 years.

Outcomes: In 2020 APR will continue will offer quality, cost effective, affordable kids programing for the Chequamegon Bay Area.

APR will continue to work with community members and organization to fill the voids/needs for kids programming, especially for preschool aged children and parents.

APR will continue to look for volunteers to assist in implementation of programs such as baseball and gymnastics.

Community Programs

Description These programs cover a wide range of people (kids – adults) and benefit the community at large:

East End Skating Rink – The East End Skating Rink and warming house is open for approximately 8 week each winter, Thursday – Sunday 4-8pm. The East End Warming house is staffed by Northland College Work Study Student and rink is maintained by the Parks and Public works staff.

American Red Cross Training: Safety training classes for community members and city staff include CPR/First Aid/ AED Training (25) and Babysitters Training (35)

Special Events : Ashland Bike Rodeo (100+), Lego Contest (24), Loose Caboose (200), Women's Ski Clinic (22), True Colors Run (150), Ashland Beach Clean Up (40), Chequamegon Food Coop Cheeky Monkey Halloween Party (200+) and the Community Play Day (200).

Ashland School District (ASD): The City has an MOU with ASD to allow them to use our facility free of charge if none of APR's programs are using the facility. Programs such as traveling basketball and high school sports take advantage of the gym

APR also participates in several community open houses to assist in marketing programs and recreation opportunities in Ashland. Numbers in parenthesis are the number of participants for 2019 YTD.

Outcomes: In 2020 APR will continue to work with community entities to provide quality, cost effective and affordable events for the community.

Description: This category encompasses all “programs” that happened behind the scenes and are some of the core programs of APR: Accounting and Financial Management of Recreation Programs, BCC, Pavilions and Campgrounds; Program and Camping Registrations; Month Long Camping, BCC and Pavilion Reservations; Customer Service; Park Planning, Grant Writing and Grant Management; Recreational/Special Event Program Planning; Program Work Study/Intern/LTE Supervision; Marketing/Communications/Public Relations; Ore dock and Superfund Site Concept Plan Deveopment, Park and Trail Development and Staff Training.

APR staff belongs to several professional organizations: Wisconsin Parks and Recreation Association and USA Gymnastics. Staff attends two WPRA conferences each year plus the WPRA Leadership Academy.

Outcomes: APR Director plans to again attend the Annual WPRA conference and USAG Nationals to help staff improve current programs, create new programs and gain confidence and skills needed to be a successful manager.

Bidding, construction and completion on the Ashland Oredock Redevelopment Project Phase 1 and Phase 2 and Kreher Park/Superfund Site Redevelopment Phase 2.

Update and Implementation of a Work Study/Intern/LTE manual and orientation program

Boards/Committee

Description: APR staff currently sit/advise several boards/committees: Parks and Recreation Committee, Ore dock Charitable Trust, Thrivent Community Action Team, Ashland Rotary, and Wisconsin Coastal Beaches Working Group. PRC consists of community members and city councilors, and is an advisory board for APR; the Director is responsible for the agenda and packet creation and distribution.

Currently the Director is the Secretary for the Ore dock Trust, responsibilities include sending out meeting notices, agenda and packet creation and packet distribution. Director is just an active member of the WPRA and Wisconsin Beaches Work Group.

Outcomes: Based on the mission of the City of Ashland, the Director will continue to attend community meetings, participate in community activites and be an active partner to promote the betterment of Ashland to the best of her ability.

**CITY OF ASHLAND
2020 BUDGET
APR RECREATION PROGRAMS**

DRAFT - 10/22/2019

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SARA HUDSON, DIRECTOR**

ASHLAND PARKS AND RECREATION PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Administration	Adult Programs	Committee Management	Community Programs	Kids Programs
APR Recreation Revenues:							
General Funds	\$ 202,960	\$ 216,440	\$ 91,286	\$ 2,080	\$ 3,580	\$ 28,866	\$ 90,628
Government & Grants	-	-	-	-	-	-	-
Program Fees	90,000	85,000	2,500	1,500	-	14,100	66,900
Donations	-	-	-	-	-	-	-
Total Revenues	292,960	301,440	93,786	3,580	3,580	42,966	157,528
APR Recreation Expenses:							
Personnel	\$ 271,560	\$ 279,740	87,044	3,322	3,322	39,869	146,183
Services	1,600	2,000	607	25	25	291	1,052
Material and Supplies	18,800	18,900	5,880	224	224	2,695	9,877
Capital Expenditures	1,000	800	255	9	9	111	416
Total Expenses	292,960	301,440	93,786	3,580	3,580	42,966	157,528
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Administration		\$ 91,286	Funding request
Full time equivalent EE's	1.31	Programs:	Accounting & Financial Management Registrations and Reservation Park Planning and Grant Writing Communications/Marketing/Public Relations Beach Water Quality Monitoring Parks Work Staff Training
Programs:	Work Study/Interns Customer Service Community Organization Planning Camping		
Adult Programs		\$ 2,080	Funding request
Full time equivalent EE's	0.05		
Committee Management		\$ 3,580	Funding request
Full time equivalent EE's	0.05		
Community Programs		\$ 28,866	Funding request
Full time equivalent EE's	0.6	Programs:	Tennis American Red Cross Training Fund-raising Skating Rink Summer Feeding Program
Programs:	Beauti-fication Committee Ashland School District Use Events and Races		
Kids Programs		\$ 90,628	Funding request
Full time equivalent EE's	2.2	Programs:	Fun N Run Flag Football Girls Softball School Aged Programs Gymnastics Basketball
Programs:	Baseball Preschool Programs		

Recreation Programs

CITY OF ASHLAND
2020 BUDGET
APR RECREATION PROGRAMS

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DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 55310 111 SALARIES/PERM/REGULAR	129,765	131,978	135,133	136,810	68,527	136,810	145,925	6.66%
100 55310 112 OVERTIME WAGES	0	0	0	0	0	0	0	NA
100 55310 125 WAGES/TEMP/OTHER	22,978	24,270	24,094	26,780	9,331	26,780	26,000	-2.91%
100 55310 131 LONGEVITY PAY	5,139	2,287	2,333	2,760	0	2,760	2,945	6.70%
100 55310 151 SOCIAL SECURITY	10,460	10,957	10,824	12,075	5,035	10,100	12,315	1.99%
100 55310 152 EMPLOYER SHARE RETIREMEN	8,905	8,845	9,202	9,150	4,473	9,000	10,050	9.84%
100 55310 157 HSA CONTRIBUTION	9,000	9,000	9,000	9,000	4,500	9,000	9,000	0.00%
100 55310 154 MEDICAL & DENTAL	57,064	59,894	57,718	68,760	30,664	62,000	67,700	-1.54%
100 55310 155 LIFE INSURANCE	210	221	295	400	173	400	400	0.00%
100 55310 156 WORKER'S COMPENSATION	7,166	7,010	6,057	5,825	0	5,825	5,405	-7.21%
TOTAL PERSONNEL COSTS:	250,687	254,462	254,656	271,560	122,703	262,675	279,740	3.01%
SERVICES								
100 55310 213 OTHER PROF SERVICES	313	0	325	300	0	300	300	0.00%
100 55310 215 SPECIAL EVENTS & PROGRAMS	92	89	0	300	0	300	300	0.00%
100 55310 225 TELEPHONE	631	1,037	1,400	1,000	699	1,400	1,400	40.00%
TOTAL SERVICES:	1,036	1,126	1,725	1,600	699	2,000	2,000	25.00%
MATERIALS & SUPPLIES								
100 55310 311 POSTAGE	1,553	1,723	1,231	1,500	554	1,500	1,500	0.00%
100 55310 313 PRINTING	3,833	3,608	3,497	3,400	1,839	3,400	3,400	0.00%
100 55310 319 OFFICE SUPPLIES	499	812	279	500	134	500	500	0.00%
100 55310 320 ADVERTISING/PUBLISHING	270	252	654	200	220	220	200	0.00%
100 55310 322 MAGAZINES/NEWSPAPERS	61	149	200	200	0	200	200	0.00%
100 55310 324 MEMBERSHIP DUES	612	664	330	450	335	450	450	0.00%
100 55310 332 AUTO ALLOWANCE	101	178	389	250	93	250	250	0.00%
100 55310 339 TRAVEL/TRAINING	1,923	2,584	2,378	2,000	339	2,000	2,000	0.00%
100 55310 340 OPERATING SUPPLIES	7,489	6,438	8,263	7,000	2,125	7,000	7,000	0.00%
100 55310 342 GAS & OIL	56	0	0	0	0	0	0	NA
100 55310 352 R&M - EQUIPMENT/MACH/TOOL	316	0	0	0	0	0	0	NA
100 55310 355 R&M - BUILDINGS	485	462	0	1,000	0	1,000	800	-20.00%
100 55310 390 MISCELLANEOUS EXPENSE	643	494	422	400	126	400	400	0.00%
100 55310 394 BANK SERVICE CHARGES	1,808	1,835	2,250	1,800	1,034	2,100	2,100	16.67%
100 55310 532 RENTALS	0	0	70	100	0	100	100	0.00%
TOTAL MATERIALS & SUPPLIES	19,649	19,199	19,963	18,800	6,799	19,120	18,900	0.53%
CAPITAL EXPENDITURES								
100 55310 812 OFFICE EQUIPMENT/FURNITUR	0	1,046	140	800	57	800	600	-25.00%
100 55310 813 TELE/DATA COMM EQUIPMENT	68	0	40	200	0	200	200	0.00%
TOTAL CAPITAL EXPEND:	68	1,046	180	1,000	57	1,000	800	-20.00%
TOTAL LEISURE SERVICES:	\$271,440	\$275,833	\$276,524	\$292,960	\$130,258	\$284,795	\$301,440	2.89%

2020 BUDGET

APR RECREATION PROGRAMS

DESCRIPTION

PERSONNEL COSTS

100 55310 111	SALARIES/PERM/REGULAR
100 55310 112	OVERTIME WAGES
100 55310 125	WAGES/TEMP/OTHER
100 55310 131	LONGEVITY PAY
100 55310 151	SOCIAL SECURITY
100 55310 152	EMPLOYER SHARE RETIREMEN
100 55310 157	HSA CONTRIBUTION
100 55310 154	MEDICAL & DENTAL
100 55310 155	LIFE INSURANCE
100 55310 156	WORKER'S COMPENSATION

TOTAL PERSONNEL COSTS:

SERVICES

100 55310 213	OTHER PROF SERVICES
100 55310 215	SPECIAL EVENTS & PROGRAM:
100 55310 225	TELEPHONE

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 55310 311	POSTAGE
100 55310 313	PRINTING
100 55310 319	OFFICE SUPPLIES
100 55310 320	ADVERTISING/PUBLISHING
100 55310 322	MAGAZINES/NEWSPAPERS
100 55310 324	MEMBERSHIP DUES
100 55310 332	AUTO ALLOWANCE
100 55310 339	TRAVEL/TRAINING
100 55310 340	OPERATING SUPPLIES
100 55310 342	GAS & OIL
100 55310 352	R&M - EQUIPMENT/MACH/TOOL
100 55310 355	R&M - BUILDINGS
100 55310 390	MISCELLANEOUS EXPENSE
100 55310 394	BANK SERVICE CHARGES
100 55310 532	RENTALS

TOTAL MATERIALS & SUPPLIES

CAPITAL EXPENDITURES

100 55310 812	OFFICE EQUIPMENT/FURNITUR
100 55310 813	TELE/DATA COMM EQUIPMENT

TOTAL CAPITAL EXPEND:

TOTAL LEISURE SERVICES:

		ADMINISTRATION												Adult Programs	Committee Management Boards Committees
		Total 2020 Budget	Accounting & Financial Management	Registrations and Reservation	Camping	Customer Service	Park Planning and Grant Writing	Work Study Interns	Communications/Marketing /Public Relations	Beach Water Quality Monitoring	Parks Work	Community Organization Planning	Staff Training		
No of EEs		4.21	0.2	0.2	0.2	0.2	0.2	0.05	0.05	0.01	0.1	0.05	0.05	0.05	0.05
PERSONNEL COSTS		145,925	6,936	6,932	6,932	6,932	6,932	1,733	1,733	347	3,466	1,733	1,733	1,733	1,733
100 55310 111 SALARIES/PERM/REGULAR		0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 55310 112 OVERTIME WAGES		26,000	1,231	1,235	1,235	1,235	1,235	309	309	62	618	309	309	309	309
100 55310 125 WAGES/TEMP/OTHER		2,945	139	140	140	140	140	35	35	7	70	35	35	35	35
100 55310 131 LONGEVITY PAY		12,315	587	585	585	585	585	146	146	29	293	146	146	146	146
100 55310 151 SOCIAL SECURITY		10,050	484	477	477	477	477	119	119	24	239	119	119	119	119
100 55310 152 EMPLOYER SHARE RETIREMEN		9,000	422	428	428	428	428	107	107	21	214	107	107	107	107
100 55310 157 HSA CONTRIBUTION		67,700	3,218	3,216	3,216	3,216	3,216	804	804	161	1,608	804	804	804	804
100 55310 154 MEDICAL & DENTAL		400	13	19	19	19	19	5	5	1	10	5	5	5	5
100 55310 155 LIFE INSURANCE		5,405	259	257	257	257	257	64	64	13	128	64	64	64	64
100 55310 156 WORKER'S COMPENSATION		279,740	13,289	13,289	13,289	13,289	13,289	3,322	3,322	665	6,646	3,322	3,322	3,322	3,322
TOTAL PERSONNEL COSTS:															
SERVICES															
100 55310 213 OTHER PROF SERVICES		300	8	14	14	14	14	4	4	1	7	4	4	4	4
100 55310 215 SPECIAL EVENTS & PROGRAM:		300	8	14	14	14	14	4	4	1	7	4	4	4	4
100 55310 225 TELEPHONE		1,400	59	67	67	67	67	17	17	3	33	17	17	17	17
TOTAL SERVICES:		2,000	75	95	95	95	95	25	25	5	47	25	25	25	25
MATERIALS & SUPPLIES															
100 55310 311 POSTAGE		1,500	69	71	71	71	71	18	18	4	36	18	18	18	18
100 55310 313 PRINTING		3,400	165	162	162	162	162	40	40	8	81	40	40	40	40
100 55310 319 OFFICE SUPPLIES		500	21	24	24	24	24	6	6	1	12	6	6	6	6
100 55310 320 ADVERTISING/PUBLISHING		200	13	10	10	10	10	2	2	0	5	2	2	2	2
100 55310 322 MAGAZINES/NEWSPAPERS		200	13	10	10	10	10	2	2	0	5	2	2	2	2
100 55310 324 MEMBERSHIP DUES		450	28	21	21	21	21	5	5	1	11	5	5	5	5
100 55310 332 AUTO ALLOWANCE		250	10	12	12	12	12	3	3	1	6	3	3	3	3
100 55310 339 TRAVEL/TRAINING		2,000	89	95	95	95	95	24	24	5	48	24	24	24	24
100 55310 340 OPERATING SUPPLIES		7,000	334	333	333	333	333	83	83	17	166	83	83	83	83
100 55310 342 GAS & OIL		0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 55310 352 R&M - EQUIPMENT/MACH/TOOL		0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 55310 355 R&M - BUILDINGS		800	29	38	38	38	38	10	10	2	19	10	10	10	10
100 55310 390 MISCELLANEOUS EXPENSE		400	13	19	19	19	19	5	5	1	10	5	5	5	5
100 55310 394 BANK SERVICE CHARGES		2,100	97	100	100	100	100	25	25	5	50	25	25	25	25
100 55310 532 RENTALS		100	7	5	5	5	5	1	1	0	2	1	1	1	1
TOTAL MATERIALS & SUPPLIES		18,900	888	900	900	900	900	224	224	45	451	224	224	224	224
CAPITAL EXPENDITURES															
100 55310 812 OFFICE EQUIPMENT/FURNITUR		600	30	29	29	29	29	7	7	1	14	7	7	7	7
100 55310 813 TELE/DATA COMM EQUIPMENT		200	13	10	10	10	10	2	2	0	5	2	2	2	2
TOTAL CAPITAL EXPEND:		800	43	39	39	39	39	9	9	1	19	9	9	9	9
TOTAL LEISURE SERVICES:		301,440	14,295	14,323	14,323	14,323	14,323	3,580	3,580	716	7,163	3,580	3,580	3,580	3,580

CITY OF ASHLAND
2020 BUDGET
APR RECREATION PROGRAMS

DRAFT - 10/22/2019

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DESCRIPTION

PERSONNEL COSTS

100 55310 111 SALARIES/PERM/REGULAR
100 55310 112 OVERTIME WAGES
100 55310 125 WAGES/TEMP/OTHER
100 55310 131 LONGEVITY PAY
100 55310 151 SOCIAL SECURITY
100 55310 152 EMPLOYER SHARE RETIREMENT
100 55310 157 HSA CONTRIBUTION
100 55310 154 MEDICAL & DENTAL
100 55310 155 LIFE INSURANCE
100 55310 156 WORKER'S COMPENSATION

TOTAL PERSONNEL COSTS:

SERVICES

100 55310 213 OTHER PROF SERVICES
100 55310 215 SPECIAL EVENTS & PROGRAM
100 55310 225 TELEPHONE

TOTAL SERVICES:

MATERIALS & SUPPLIES

100 55310 311 POSTAGE
100 55310 313 PRINTING
100 55310 319 OFFICE SUPPLIES
100 55310 320 ADVERTISING/PUBLISHING
100 55310 322 MAGAZINES/NEWSPAPERS
100 55310 324 MEMBERSHIP DUES
100 55310 332 AUTO ALLOWANCE
100 55310 339 TRAVEL/TRAINING
100 55310 340 OPERATING SUPPLIES
100 55310 342 GAS & OIL
100 55310 352 R&M - EQUIPMENT/MACH/TOOL
100 55310 355 R&M - BUILDINGS
100 55310 390 MISCELLANEOUS EXPENSE
100 55310 394 BANK SERVICE CHARGES
100 55310 532 RENTALS

TOTAL MATERIALS & SUPPLIES

CAPITAL EXPENDITURES

100 55310 812 OFFICE EQUIPMENT/FURNITURE
100 55310 813 TELE/DATA COMM EQUIPMENT

TOTAL CAPITAL EXPEND:

TOTAL LEISURE SERVICES:

COMMUNITY PROGRAMS								KIDS PROGRAMS							
American Red Cross Training	Skating Rink	Tennis	Fund-raising	Beauti-fication Committee	Ashland School District Use	Summer Feeding Program	Events and Races	Fun N Run	Girls Softball	Gymnastics	Baseball	Flag Football	School Aged Programs	Basketball	Preschool Programs
0.05	0.15	0.05	0.1	0.05	0.1	0.05	0.05	0.05	0.1	1.5	0.15	0.05	0.05	0.05	0.2
1,733	5,199	1,733	3,466	1,733	3,466	1,733	1,733	1,733	3,466	51,992	5,199	1,733	1,733	1,733	6,932
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
309	926	309	618	309	618	309	309	309	618	9,264	926	309	309	309	1,235
35	105	35	70	35	70	35	35	35	70	1,049	105	35	35	35	140
146	439	146	293	146	293	146	146	146	293	4,388	439	146	146	146	585
119	358	119	239	119	239	119	119	119	239	3,581	358	119	119	119	477
107	321	107	214	107	214	107	107	107	214	3,207	321	107	107	107	428
804	2,412	804	1,608	804	1,608	804	804	804	1,608	24,121	2,412	804	804	804	3,216
5	14	5	10	5	10	5	5	5	10	143	14	5	5	5	19
64	193	64	128	64	128	64	64	64	128	1,926	193	64	64	64	257
3,322	9,967	3,322	6,646	3,322	6,646	3,322	3,322	3,322	6,646	99,671	9,967	3,322	3,322	3,322	13,289
4	11	4	7	4	7	4	4	4	7	107	11	4	4	4	14
4	11	4	7	4	7	4	4	4	7	107	11	4	4	4	14
17	50	17	33	17	33	17	17	17	33	499	50	17	17	17	67
25	72	25	47	25	47	25	25	25	47	713	72	25	25	25	95
18	53	18	36	18	36	18	18	18	36	534	53	18	18	18	71
40	121	40	81	40	81	40	40	40	81	1,211	121	40	40	40	162
6	18	6	12	6	12	6	6	6	12	178	18	6	6	6	24
2	7	2	5	2	5	2	2	2	5	71	7	2	2	2	10
2	7	2	5	2	5	2	2	2	5	71	7	2	2	2	10
5	16	5	11	5	11	5	5	5	11	160	16	5	5	5	21
3	9	3	6	3	6	3	3	3	6	89	9	3	3	3	12
24	71	24	48	24	48	24	24	24	48	713	71	24	24	24	95
83	249	83	166	83	166	83	83	83	166	2,494	249	83	83	83	333
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	29	10	19	10	19	10	10	10	19	285	29	10	10	10	38
5	14	5	10	5	10	5	5	5	10	143	14	5	5	5	19
25	75	25	50	25	50	25	25	25	50	748	75	25	25	25	100
1	4	1	2	1	2	1	1	1	2	36	4	1	1	1	5
224	673	224	451	224	451	224	224	224	451	6,733	673	224	224	224	900
7	21	7	14	7	14	7	7	7	14	214	21	7	7	7	29
2	7	2	5	2	5	2	2	2	5	71	7	2	2	2	10
9	28	9	19	9	19	9	9	9	19	285	28	9	9	9	39
3,580	10,740	3,580	7,163	3,580	7,163	3,580	3,580	3,580	7,163	107,402	10,740	3,580	3,580	3,580	14,323

Recreation Programs

**CITY OF ASHLAND
2020 BUDGET
MUNICIPAL BAND**

DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
PERSONNEL COSTS								
100 55320 125 WAGES/TEMP/REG	1,250	1,250	0	0	0	0	0	NA
100 55320 151 SOCIAL SECURITY	96	96	0	0	0	0	0	NA
100 55320 156 WORKER'S COMPENSATION	77	232	226	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	1,423	1,578	226	0	0	0	0	NA
SERVICES								
100 55320 290 CONTRACTUAL SERVICES	2,071	0	0	4,200	0	0	0	-100.00%
TOTAL SERVICES:	2,071	0	0	4,200	0	0	0	-100.00%
MATERIALS & SUPPLIES								
100 55320 390 MISCELLANEOUS EXPENSE	1,106	3,545	4,693	750	0	4,950	4,950	560.00%
TOTAL MAT. & SUPPLIES:	1,106	3,545	4,693	750	0	4,950	4,950	560.00%
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	0	NA
TOTAL MUNICIPAL BAND:	\$4,600	\$5,123	\$4,919	\$4,950	\$0	\$4,950	\$4,950	0.00%
100 48500 DONATIONS	\$926	\$568	\$607	\$600	\$0	\$568	\$600	0.00%
NET EXPENSE BAND	\$3,674	\$4,555	\$4,312	\$4,350	\$0	\$4,382	\$4,350	0.00%

PROGRAM INFORMATION**\$4,350 Funding request \$4,350**

Program oversight and coordination by Christine Hulmer

Around 40 band members including Band Directors

Average of 6 performances per year

Coordinates other outdoor music during the season

City Band

**CITY OF ASHLAND WISCONSIN
2020 BUDGET PROGRAM NARRATIVE
PLANNING AND ZONING OFFICE**

Director of Planning & Development:

Description: The Director of Planning & Development manages the Department of Planning & Development. The Director performs professional and administrative duties related to city planning and zoning, economic development, housing, grant administration, code enforcement, and oversight of building inspection and property maintenance duties. The responsibilities include initiating, implementing, monitoring and updating municipal planning activities and community designs, reviewing all residential, commercial, industrial and institutional development and redevelopment proposals, guiding growth to appropriate areas of the City as outlined in various planning documents, promoting economic development initiatives, and initiating outreach activities to the public and business community. In addition, to balance regulations with development, the Director is responsible for the preparation of ordinance amendments related to development and oversees the Unified Development Ordinance. Tasks areas include:

- Current planning administration (staff plan commission, site plan reviews, land divisions, rezonings, etc.)
- Long-range Planning administration (comprehensive plan and other long-range plan development and management)
- Waterfront Planning (Ore Dock Development, Superfund Site, Waterfront Dev Plan administration)
- Zoning Administration/UDO enforcement and updates
- Downtown Planning
- Historic Preservation
- Working to attract new residential development and oversight of Housing Committee projects
- Sustainability Initiatives
- City land acquisition and dispositions
- Redevelopment project management (i.e., Timeless Timber, Roffers)
- Business development and retention
- Ensure enforcement of property maintenance codes and manage housing improvement programs such as HIP, rental registration, etc.
- Grant writing and administration for redevelopment opportunities, environmental clean-up and community planning/development initiatives
- Oversee the building inspection program

Outcomes: The Planning & Development Director enforces ordinances that pertain to development and responds to inquiries to ensure that development occurs in a consistent manner in the best interest of the community. The Director also develops and implements long-range plans to work towards achieving the desired community vision and ensures that such plans and related actions are in the best interest of the community.

Assistant Planner:

Description: The Assistant Planner performs technical entry-level planning work in the areas of current and long-range planning, zoning administration, housing and neighborhood development, historic preservation, sustainability and, conducts public outreach efforts, and provides assistance/support to the Planning & Development Director in the areas listed above.

Outcomes: The position works closely with the Planning & Development Director in conducting planning, zoning and related community development initiatives to achieve the community's desired vision with regards to land use and development.

Planning Intern LTE:

Description: The Planning Intern LTE is responsible for assisting the Director and Assistant Planner in carrying out research and special projects as needed, ranging from ordinance updates and downtown projects, to economic development, grants, downtown, housing and other items such as educational outreach to the public.

Outcomes: The Planning Intern allows the department to complete special projects and aids in research/analysis needed to carry out a variety of planning and development initiatives, allowing the department to address some projects more timely than it would be able to without the additional assistance.

Graphic Design and Public Outreach Intern LTE:

Description: The Graphic Design and Public Outreach Intern LTE is responsible for assisting the Director and Assistant Planner in updating and creating marketing materials related to department and overall City projects, ordinance, and functions. This includes creating brochures, handouts, updating and improving the Planning Department's webpages, social media outreach and marketing, and small event planning.

Outcomes: The Graphic Design and Public Outreach Intern allows the department to improve and facilitate better outreach and public education related to department functions and City ordinances/expectations. This creates greater transparency with the public, expands the projects the department is able to accomplish related to education and communicating about department projects and successes, and working to engage additional residents to create a broader community understanding of department functions and projects. Additionally, it provides greater opportunity to partner with entities such as the Chamber of Commerce to hold new community events and publicize programming through existing organizations (i.e. Farmer's Market, AADC, etc.).

CITY OF ASHLAND
2020 BUDGET
PLANNING AND DEVELOPMENT

MEGAN McBRIDE, PLANNING & DEVELOPMENT DIRECTOR

PLANNING & DEVELOPMENT - SUMMARY

	2019 Total Budget	Total 2020 Budget	Planning & Zoning	Economic Development	Sustainability	Administrative
Planning & Development Revenues:						
General Funds	\$ 177,490	\$178,345	\$83,567	\$68,948	\$14,761	\$11,069
Government & Grants	-	-	-	-	-	-
Program Fees	8,000	8,845	8,845	-	-	-
Donations	-	-	-	-	-	-
Total Revenues	185,490	187,190	92,412	68,948	14,761	11,069
Planning & Development Expenses:						
Personnel	\$ 143,700	\$ 123,040	\$ 82,259	\$ 16,991	\$ 13,595	\$ 10,195
Services	4,400	2,600	1,737	360	287	216
Material and Supplies	11,290	7,950	5,316	1,097	879	658
Capital Expenditures	-	-	-	-	-	-
Contributions	26,100	53,600	3,100	50,500	-	-
Total Expenses	185,490	187,190	92,412	68,948	14,761	11,069
Net Revenue (Expense)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROGRAM INFORMATION

Planning & Zoning		\$ 83,567	Funding request	
Full time equivalent EEs	1.21	Programs:	Current Planning	Zoning Administration
			LongRange Planning	Community Project Planning
			Waterfront Planning	Downtown Planning
			Historic Preservation Planning	Special Project Admin
			Housing/ Neighbor- hoods	
Economic Development		\$ 68,948	Funding request	
Full time equivalent EEs	0.25	Programs:	Business Development	Marketing
			Business Retention	Redevelop-ment Projects
			Land Acquisitions/ Dispositions	
Sustainability		\$ 14,761	Funding request	
Full time equivalent EEs	0.2	Programs:	Sustainability Planning & Admin	
Administrative		\$ 11,069	Funding request	
Full time equivalent EEs	0.15	Programs:	Grant Writing/ Admin	
			Dept. Admin	

CITY OF ASHLAND
2020 BUDGET
PLANNING AND DEVELOPEME

DESCRIPTION

PERSONNEL COSTS

DESCRIPTION	No of EEs	PLANNING AND DEVELOPMENT PROGRAMS - DETAIL										PLANNING AND DEVELOPMENT PROGRAMS - DETAIL							
		Total 2020 Budget	Current Planning	Long Range Planning	Waterfront Planning	Historic Preservation Planning	Housing/ Neighborhoods	Zoning Administration	Community Project Planning	Downtown Planning	Special Project Admin	ECONOMIC DEVELOPMENT					SUSTAINABILITY Planning & Admin	ADMINISTRATIVE Grant Writing/ Admin	Dept. Admin
		1.81	0.45	0.09	0.2	0.04	0.1	0.13	0.05	0.1	0.05	0.05	0.02	0.03	0.05	0.1	0.2	0.05	0.1
100 56900 111 SALARIES		86,050	21,395	4,279	9,508	1,902	4,754	6,180	2,377	4,754	2,377	2,377	951	1,426	2,377	4,754	9,508	2,377	4,754
100 56900 112 OVERTIME		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 56900 125 WAGES/TEMP/OTHE		13,000	3,235	646	1,436	287	718	934	359	718	359	359	144	215	359	718	1,436	359	718
100 56900 131 LONGEVITY		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
100 56900 151 SOCIAL SECURITY		7,180	1,766	357	793	159	397	516	198	397	198	198	79	119	198	397	793	198	397
100 56900 152 EMPLOYER RETIREN		5,810	1,448	289	642	128	321	417	160	321	160	160	64	96	160	321	642	160	321
100 56900 157 HSA CONTRIBUTION		1,500	373	75	166	33	83	108	41	83	41	41	17	25	41	83	166	41	83
100 56900 154 MEDICAL/DENTAL		9,220	2,292	458	1,019	204	509	662	255	509	255	255	102	153	255	509	1,019	255	509
100 56900 155 LIFE INSURANCE		80	22	4	9	2	4	6	2	4	2	2	1	1	2	4	9	2	4
100 56900 156 WORKERS COMPEN		200	49	10	22	4	11	14	6	11	6	6	2	3	6	11	22	6	11
TOTAL PERSONNEL COSTS:		123,040	30,600	6,118	13,595	2,719	6,797	8,837	3,398	6,797	3,398	3,398	1,360	2,038	3,398	6,797	13,595	3,398	6,797

SERVICES

100 56900 213 OTHER PROF SERVI	500	122	25	55	11	28	36	14	28	14		14	6	8	14	28	55	14	28
100 56900 225 TELEPHONE	1,100	274	55	122	24	61	79	30	61	30		30	12	18	30	61	122	30	61
100 56900 250 PROPERTY MAINTEN	1,000	248	50	110	22	55	72	28	55	28		28	11	17	28	55	110	28	55
TOTAL SERVICES:	2,600	644	130	287	57	144	187	72	144	72		72	29	43	72	144	287	72	144

MATERIALS & SUPPLIES

100 56900 311 POSTAGE	250	60	12	28	6	14	18	7	14	7		7	3	4	7	14	28	7	14
100 56900 313 PRINTING / COPYING	2,500	623	124	276	55	138	180	69	138	69		69	28	41	69	138	276	69	138
100 56900 316 FILM DEVELOPING	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
100 56900 319 OFFICE SUPPLIES	550	139	27	61	12	30	40	15	30	15		15	6	9	15	30	61	15	30
100 56900 320 ADVERTISING	2,000	501	99	221	44	110	144	55	110	55		55	22	33	55	110	221	55	110
100 56900 324 MEMBERSHIP DUES	200	49	10	22	4	11	14	6	11	6		6	2	3	6	11	22	6	11
100 56900 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
100 56900 339 TRAVEL/TRAINING	2,000	501	99	221	44	110	144	55	110	55		55	22	33	55	110	221	55	110
100 56900 342 GAS & OIL	100	22	5	11	2	6	7	3	6	3		3	1	2	3	6	11	3	6
100 56900 350 R&M TRANSPORTA1	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
100 56900 352 R&M EQUIP/TOOLS	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
100 56900 390 MISCELLANEOUS	350	86	17	39	8	19	25	10	19	10		10	4	6	10	19	39	10	19
TOTAL MATERIALS & SUPPLIES:	7,950	1,981	393	879	175	438	572	220	438	220		220	88	131	220	438	879	220	438

CAPITAL EXPENDITURES

100 56900 840 CONDEMNATIONS	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPEND:	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0

CONTRIBUTIONS

100 56730 791 ECON DEV - AADC C	50,000	0	0	0	0	0	0	0	0	0		50,000	0	0	0	0	0	0	0
100 56740 791 SUPERIOR DAYS	500	0	0	0	0	0	0	0	0	0		500	0	0	0	0	0	0	0
100 56760 791 HISTORIC PRESERV	600	0	0	0	600	0	0	0	0	0		0	0	0	0	0	0	0	0
100 56760 791 FARMERS MARKET	2,500								2,500										
TOTAL CONTRIBUTIONS:	53,600	0	0	0	600	0	0	0	2,500	0		50,500	0	0	0	0	0	0	0

TOTAL PLANNING AND DEVELOPMENT:

	\$187,190	\$33,225	\$6,641	\$14,761	\$3,551	\$7,379	\$9,596	\$3,690	\$9,879	\$3,690		\$54,190	\$1,477	\$2,212	\$3,690	\$7,379	\$14,761	\$3,690	\$7,379
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2020 Budget Narrative

Summary

Over the last 15 years, the trend in library service nationally, and here in Wisconsin is moving from materials centered to people centered. Much of what the personnel of the Vaughn Library does is related to improving the lives of Ashland area residents. Through responsive customer service, dynamic programming, technology help, user focused collection development and community partnerships the Vaughn has direct positive impact on individuals every day. The 2020 VPL budget represents a conservative scaling back in materials and operations to balance a retirement transition year.

Customer Service

The first impression of the library begins with interaction at the circulation desk. A key foundation of the library mission is supporting life-long education. The public library is an invaluable resource for community members in this context. The experience they have dictates whether or not full use of the library is part of their lifestyle. Satisfaction comes in many forms from help with a computer or printing question to reading or viewing recommendations to online search guidance or reference research help. All of these services are delivered in a professional, welcoming atmosphere, encouraging people to use the library as one of the City's most approachable and responsive resources.

Outcomes welcoming new users, excellent & responsive service and build a larger base of library users

Out Reach

Library programming is an essential aspect of the movement away from things toward people in library services. Twice a week on site and once off site, literacy programs for young families provide tools for parents to be the best first teachers for their kids. During summer months, students turn to library summer reading to learn new things, meet with peers and read for pure pleasure, keeping young minds sharp for fall academics. Throughout the year, the library meeting rooms are busy with a wide range of organizations, planning, training, supporting and doing collaborative work. Having a facility that meets the needs of area non-profits is one way the library is a strong partner. Library staff working with the school district, parks and recreation, the farmer's market and county extension maximizes the impact of our shared goal of improving the lives of area residents.

Outcomes support parents as first teachers, diverse offering of literacy programs, strengthened relationships with organizations that share the library's core values, increased

opportunities for individuals, groups and businesses to leverage their work through library resources

Collections

The library holds about 45,300 material items in the collection. Every week 50 or so items are added to the collection. Items are also deleted from the collection as they age. A depth of understanding of the community reading and viewing needs, experience with a wide range of genres and access to professional review publications are some of the important tools the librarians use to build a great collection.

Outcomes closer analysis of user reading trends, curate collection for increased circulation, explore options for satellite collections (within the building)

Personnel

Developing and maintaining a solid, professional and experienced team of librarians is directly connected to the high level of service the Vaughn delivers. Spontaneous and planned performance feedback, opportunities for training, an emphasis on transparent communication with a relatively flat hierarchy allow staff to cultivate their strengths and interests, in turn investing their talent back into the library.

Outcomes smooth transition from greatly experienced librarians to new staff, develop position scopes to reflect personnel strengths and library needs, support cohesive team

Finance

Accurate budget development and spending are a foundation to the integrity of the library as a tax supported organization. Managing donations and seeking alternative funding is also an important piece of library finance.

Outcomes develop a well understood rationale for healthy library funding & communicate to community, plan for near future capital improvements

Facility Management

From daily use to quarterly and annual maintenance, good care of the building is essential to providing good service. Given the long existence of the Vaughn as a library building, additional attention is needed to assess the buildings performance as a 21st century library.

Outcomes create central calendar for cleaning/maintenance, perform thorough analysis of utility performance, structural capacity and increased accessibility options

CITY OF ASHLAND

SARAH ADAMS, DIRECTOR

2019 BUDGET - LIBRARY BOARD APPROVED

VAUGHN PUBLIC LIBRARY - SR FUND 215

VAUGHN PUBLIC LIBRARY PROGRAMS - SUMMARY

	2019 Total Budget	Total 2020 Budget	Customer Service	Community Outreach	Collections	Personnel	Finance	Facility Management
VPL Revenues & Fund Balance:								
Transfer from general fund	\$ 316,000	\$ 322,320	\$ 163,306	\$ 65,693	\$ 65,078	\$ 9,210	\$ 9,823	\$ 9,210
Government & Grants	159,467	156,367	79,224	31,870	31,572	4,468	4,766	4,467
Program Fees	8,000	5,000	2,529	1,020	1,010	144	153	144
Interest/Dividends	500	325	165	67	65	9	10	9
Appropriation of Fund Balance	10,800	19,657	9,962	4,006	3,968	561	599	561
Total Revenues & Fund Balance	494,767	503,669	255,186	102,656	101,693	14,392	15,351	14,391
VPL Expenses:								
Personnel	\$ 328,687	\$ 357,129	180,953	72,785	72,104	10,201	10,883	10,203
Services	22,800	19,500	9,881	3,973	3,937	557	594	558
Material and Supplies	21,070	13,900	7,018	2,843	2,808	402	427	402
Building and Equip Maintenance	82,110	79,140	40,089	16,132	15,982	2,263	2,412	2,262
Capital Expenditures	40,100	34,000	17,227	6,928	6,865	971	1,034	975
Total Expenses	494,767	503,669	255,168	102,661	101,696	14,394	15,350	14,400
Net Revenue (Expense)	\$ -	\$ -	\$ 18	\$ (5)	\$ (3)	\$ (2)	\$ 1	\$ (9)

PROGRAM INFORMATION

Customer Service

\$ 163,306 Funding request

Full time equivalent employee 2.66

Volunteers 0

Outcomes welcoming new users, excellent & responsive service and building a larger base of library users

The first impression of the library begins with interaction at the circulation desk. A key foundation of the library mission is supporting life-long education. The public library is an invaluable resource for community members in this context. The experience they have dictates whether or not full use of the library is part of their lifestyle. Satisfaction comes in many forms from help with a computer or printing question to reading or viewing recommendations to online search guidance or reference research help. All of these services are delivered in a professional, welcoming atmosphere, encouraging people to use the library as one of the City's most approachable and responsive resources.

Community Outreach

\$ 65,693 Funding request

Full time equivalent employee 1.07

Volunteers 0

Outcomes support parents as first teachers, diverse offering of literacy programs, strengthened relationships with organizations that share the library's core values, increased opportunities for individuals, groups and businesses to leverage their work through library resources

Library programming is an essential aspect of the movement away from things toward people in library services. Twice a week on site and once off site, literacy programs for young families provide tools for parents to be the best first teachers for their kids. During summer months, students turn to library summer reading to learn new things, meet with peers and read for pure pleasure, keeping young minds sharp for fall academics. Throughout the year, the library meeting rooms are busy with a wide range of organizations, planning, training, supporting and doing collaborative work. Having a facility that meets the needs of area non-profits is one way the library is a strong partner. Library staff working with the school district, parks and recreation, the farmer's market and county extension maximizes the impact of our shared goal of improving the lives of area residents.

Collections

\$ 65,078 Funding request

Full time equivalent employee 1.06

Volunteers 0

Outcomes closer analysis of user reading trends, curate collection for increased circulation, explore options for satellite collections (within the building)

The library holds about 45,300 material items in the collection. Every week 58 or so items are added to the collection. Items are also deleted from the collection as they age. A depth of understanding of the community reading and viewing needs, experience with a wide range of genres and access to professional review publications are some of the important tools the librarians use to build a great collection.

Personnel

\$ 9,210 Funding request

Full time equivalent employee 0.15

Volunteers 0

Outcomes smooth transition from greatly experienced librarians to new staff, develop position scopes to reflect personnel strengths and library needs, support cohesive team

Developing and maintaining a solid, professional and experienced team of librarians is directly connected to the high level of service the Vaughn delivers. Spontaneous and planned performance feedback, opportunities for training, an emphasis on transparent communication with a relatively flat hierarchy allow staff to cultivate their strengths and interests, in turn investing their talent back into the library.

Finance

\$ 9,823 Funding request

Full time equivalent employee 0.16

Volunteers 0

Outcomes develop a well understood rational for healthy library funding & communicate to community, plan for near future capital improvements

Services Provided Attend workshops, webinars and staff workshops

Accurate budget development and spending are a foundation to the integrity of the library as a tax supported organization. Managing donations and seeking alternative funding is also an important piece of library finance.

Facility Management

\$ 9,210 Funding request

Full time equivalent employee 0.15

Volunteers 0

Outcomes create central calendar for cleaning/maintenance, perform thorough analysis of utility performance, structural capacity and increased accessibility options

From daily use to quarterly and annual maintenance, good care of the building is essential to providing good service. Given the long existence of the Vaughn as a library building, additional attention is needed to assess the buildings performance as a 21st century library.

CITY OF ASHLAND

2019 BUDGET - LIBRARY BOARD APPROVED

VAUGHN PUBLIC LIBRARY - SR FUND 215

DESCRIPTION	2016	2017	2018	2019	2019 Actual	2019	2020	Percent
	Actual	Actual	Actual	Budget	To June 30	Estimate	Budget	Change
215 51610 213 OTHER PROFESSIONAL SERV	1,174	7,276	9,541	8,000	16,195	17,353	8,000	0.00%
215 51610 221 WATER/SEWER	2,548	2,514	2,721	3,200	1,226	2,433	3,000	-6.25%
215 51610 222 ELECTRICITY	11,545	10,898	10,492	9,000	3,418	9,798	11,000	22.22%
215 51610 224 NATURAL GAS	4,565	4,924	5,634	8,500	3,643	5,639	6,000	-29.41%
215 51610 225 TELEPHONE	0	0		1,500		0	0	-100.00%
215 51610 344 JANITORIAL SUPPLIES	1,710	2,713	1,243	1,500	626	1,554	1,500	0.00%
215 51610 345 SMALL TOOLS	19	4	26	40	40	40	0	-100.00%
215 51610 349 OTHER OPERATING SUPPLIES	84	6	124	150	51	151	200	33.33%
215 51610 352 R&M EQUIPMENT	530	627	0	20	0	0	100	400.00%
215 51610 355 R&M BUILDINGS	2,696	10,098	7,441	8,200	4,594	8,731	6,500	-20.73%
215 51610 812 OFFICE EQUIPMENT	158	0	0	0	0		0	NA
215 51610 925 INTERDEPARTMENTAL CHAR	35,761	39,874	38,876	42,000	20,932	36,388	42,840	2.00%
TOTAL MAINTENANCE COSTS:	71,390	78,934	76,098	82,110	50,725	82,087	79,140	-3.62%

PERSONNEL COSTS

215 55110 111 SALARIES/PERM/REGULAR	185,296	185,643	197,702	199,610	102,439	208,524	196,930	-1.34%
215 55110 112 OVERTIME	0	0	0		0			NA
215 55110 125 WAGES/TEMP/REG	15,708	14,354	10,986	6,630	4,507	12,375	7,605	14.71%
215 55110 131 LONGEVITY PAY	6,012	5,268	5,373	5,872	2,740	5,361	4,223	-28.08%
215 55110 133 RETIREMENT PAYOUT	263	309	0	0	0	0	18,700	NA
215 55110 151 SOCIAL SECURITY	15,141	15,079	15,806	15,519	8,083	16,592	14,413	-7.13%
215 55110 152 EMPLOYER SHARE RETIREME	11,651	10,852	13,329	12,826	6,490	13,055	13,578	5.86%
215 55110 157 HSA CONTRIBUTION	10,500	9,500	10,500	10,500	5,250	10,500	11,438	8.93%
215 55110 154 MEDICAL & DENTAL	57,636	56,302	63,550	76,066	33,976	63,575	89,336	17.45%
215 55110 155 LIFE INSURANCE	941	821	893	1,159	451	912	401	-65.40%
215 55110 156 WORKER'S COMPENSATION	656	627	505	505	0	505	505	0.00%
215 55110 158 UNEMPLOYMENT	0	7,030	2,220	0	0	0	0	
215 55110 930 TRANSFER OUT-PR YR PERS	0	284	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	303,804	306,069	320,864	328,687	163,936	331,399	357,129	8.65%

SERVICES

215 55110 213 PROFESSIONAL SERVICES	0	0	84	15,000	14,394	17,700	15,000	0.00%
215 55110 215 SPECIAL EVENTS & PROGRAM	0	0	0	1,000	0	1,500	0	-100.00%
215 55110 225 TELEPHONE	771	753	767	2,200	247	845	600	-72.73%
215 55110 290 MAINT CONTRACTS	16,182	14,406	16,555	4,600	1,512	4,189	3,900	-15.22%
TOTAL SERVICES:	16,953	15,159	17,406	22,800	16,153	24,234	19,500	-14.47%

DESCRIPTION	2016 Actual	2017 Actual	2018 Estimate	2019 Budget	2018 Actual To June 30	2018 Estimate	2019 Budget	Percent Change
MATERIALS & SUPPLIES								
215 55110 311 POSTAGE	3,429	3,251	594	800	442	894	800	0.00%
215 55110 319 OFFICE SUPPLIES	1,118	2,160	112	500	13	500	0	-100.00%
215 55110 320 ADVERTISING/PUBLISHING	0	320	0	0	0	0	0	NA
215 55110 322 MAGAZINES/NEWSPAPER SU	4,604	6,533	5,131	6,000	2,218	4,203	5,000	-16.67%
215 55110 324 MEMBERSHIP DUES	675	(25)	750	300	60	377	450	50.00%
215 55110 326 ADVERTISING/PUBLISHING	3,841	2,687	4,269	1,500	486	2,131	0	-100.00%
215 55110 339 TRAVEL/TRAINING	2,855	427	220	1,600	0	1,600	500	-68.75%
215 55110 340 OPERATING SUPPLIES - PRIN	3,132	2,452	6,263	1,500	1,050	6,225	5,000	233.33%
215 55110 342 SUMMER READING	0	0	(11)	0	0	0	0	NA
215 55110 343 PRESCHOOL STORYTIME	167	157	286	1,000	298	1,000	500	-50.00%
215 55110 344 PROGRAMMING	1,080	831	877	700	608	700	250	-64.29%
215 55110 345 SMALL TOOLS	17	4	0	50	0	0	0	-100.00%
215 55110 346 YOUNG ADULT	447	243	125	800	39	800	0	-100.00%
215 55110 347 SUMMER READING	2,204	0	71	2,000	512	1,544	500	-75.00%
215 55110 348 EQUIPMENT CHARGE	0	0	0	50	0	0	0	-100.00%
215 55110 349 OTHER OPERATING SUPPLIES	3,204	2,076	4,521	3,350	1,556	3,351	0	-100.00%
215 55110 511 STATE FIRE INS - CONTENTS	828	837	925	920	871	871	900	-2.17%
TOTAL MATERIALS & SUPPLIES	27,601	21,953	24,133	21,070	8,153	24,196	13,900	-34.03%
REPAIRS & MAINTENANCE:								
215 55110 353 R&M-FURNITURE/OFFICE EQ	140	0	230	0	0	0	0	NA
TOTAL REPAIRS & MAINTENANCE	140	0	230	0	0	0	0	NA
CAPITAL EXPENDITURES								
215 55110 806 ADULT A/V	17,076	12,204	12,667	13,000	5,066	11,502	10,000	-23.08%
215 55110 807 JUVENILE/YA A/V	3,141	2,859	1,710	1,500	815	1,358	1,000	-33.33%
215 55110 808 E-BOOKS	2,998	2,425	0	2,500	2,015	2,015	2,500	0.00%
215 55110 812 OFFICE EQUIPMENT/FURNITU	619	4,775	331	4,500	48	48	0	-100.00%
215 55110 813 TELE/DATA COMM EQUIPMEN	4,273	1,304	86	600	0	0	5,000	733.33%
215 55110 816 ADULT BOOKS	15,986	16,903	14,637	10,800	6,565	14,000	10,000	-7.41%
215 55110 817 JUVENILE/YA BOOKS	6,962	10,688	4,809	4,000	2,079	5,981	3,000	-25.00%
215 55110 818 LARGE PRINT BOOKS	3,526	3,344	3,691	3,200	1,817	3,200	2,500	-21.88%
215 55110 820 LIBRARY DATA IMPROVEMEN	0	0	0	0	0	0	0	
TOTAL CAPITAL EXPEND:	54,581	54,502	37,931	40,100	18,405	38,104	34,000	-15.21%
TOTAL VAUGHN PUBLIC LIBRARY:	\$474,469	\$476,617	\$476,662	\$494,767	\$257,372	\$500,020	\$503,669	1.80%
215 43790 LIBRARY FINANCING CONTRIB	169,215	165,451	141,387	159,467	159,468	159,468	156,367	-1.94%
215 46710 LIBRARY FINES & FEES	6,915	5,854	3,271	8,000	1,098	4,863	5,000	-37.50%
215 48110 INTEREST	395	329	817	500	489	978	325	-35.00%
215 48900 OTHER CONTRIBUTIONS	0	500	0		0			NA
215 48910 INSURANCE DIVIDENDS	0	95	94	0		0	0	NA
215 49210 GENERAL FUND TRANSFER	331,827	312,000	316,000	316,000	158,000	316,000	322,320	2.00%
TOTAL LIBRARY REVENUES	508,352	484,229	461,569	483,967	319,055	481,309	484,012	0.01%
APPROPRIATION OF FUND BALANCE	0	0	15,093	10,800	0	18,711	19,657	82.01%
NET REVENUES (EXPENSES)	\$ 33,883	\$ 7,612	\$ -	\$ (0)	\$ 61,683	\$ -	\$ -	-100%

CITY OF ASHLAND
2019 BUDGET - LIBRARY B
VAUGHN PUBLIC LIBRARY

CITY OF ASHLAND 2019 BUDGET - LIBRARY B VAUGHN PUBLIC LIBRARY				VAUGHN PUBLIC LIBRARY PROGRAMS - DETAIL																							
				Customer Service				Community Outreach								Collections			Personnel			Finance		Facility Management			
				Total 2020 Budget	Circulation Desk	Interlibrary Loan / Reference	Technology	Young Family Literacy Programs	Teen & Tween Literacy Events	Summer Reading Programs	Community Programs	Meeting Rooms	Partnerships & Collaboration	Marketing & Promotion	Donation Management	Selecting & De-selecting	Cataloging	Processing, Repair & Reclamation	Development & Training	Hiring & Training	Scheduling	Budget Development, Mangement & Communication	Invoicing, Credit Card Balancing	Maintnace	Capital Improvements	Technology Infrastructure	
DESCRIPTION				No of EEs	5.25	2.54	0.08	0.04	0.3	0.08	0.5	0.08	0.02	0.03	0.05	0.01	0.57	0.46	0.03	0.07	0.03	0.05	0.07	0.09	0.05	0.05	0.05
215	51610	213	OTHER PROFESSIO		8,000	3,870	122	61	457	122	762	122	30	46	76	15	869	701	46	107	46	76	107	137	76	76	76
215	51610	221	WATER/SEWER		3,000	1,449	46	23	171	46	286	46	11	17	29	6	326	263	17	40	17	29	40	51	29	29	29
215	51610	222	ELECTRICITY		11,000	5,317	168	84	629	168	1,048	168	42	63	105	21	1,194	964	63	147	63	105	147	189	105	105	105
215	51610	224	NATURAL GAS		6,000	2,906	91	46	343	91	571	91	23	34	57	11	651	526	34	80	34	57	80	103	57	57	57
215	51610	225	TELEPHONE		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	51610	344	JANITORIAL SUPPLI		1,500	725	23	11	86	23	143	23	6	9	14	3	163	131	9	20	9	14	20	26	14	14	14
215	51610	345	SMALL TOOLS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	51610	349	OTHER OPERATING		200	96	3	2	11	3	19	3	1	1	2	0	22	18	1	3	1	2	3	3	2	2	2
215	51610	352	R&M EQUIPMENT		100	45	2	1	6	2	10	2	0	1	1	0	11	9	1	1	1	1	1	2	1	1	1
215	51610	355	R&M BUILDINGS		6,500	3,144	99	50	371	99	619	99	25	37	62	12	706	570	37	87	37	62	87	111	62	62	62
215	51610	812	OFFICE EQUIPMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	51610	925	INTERDEPARTMENT		42,840	20,726	653	326	2,448	653	4,080	653	163	245	408	82	4,651	3,754	245	571	245	408	571	734	408	408	408
TOTAL MAINTENANCE COSTS:					79,140	38,278	1,207	604	4,522	1,207	7,538	1,207	301	453	754	150	8,593	6,936	453	1,056	453	754	1,056	1,356	754	754	754
PERSONNEL COSTS																											
215	55110	111	SALARIES/PERM/RE		196,930	95,275	3,001	1,500	11,253	3,001	18,755	3,001	750	1,125	1,876	375	21,381	17,255	1,125	2,626	1,125	1,876	2,626	3,376	1,876	1,876	1,876
215	55110	112	OVERTIME		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	125	WAGES/TEMP/REG		7,605	3,684	116	58	435	116	724	116	29	43	72	14	826	666	43	101	43	72	101	130	72	72	72
215	55110	131	LONGEVITY PAY		4,223	2,048	64	32	241	64	402	64	16	24	40	8	458	370	24	56	24	40	56	72	40	40	40
215	55110	133	RETIREMENT PAYOL		18,700	9,048	285	142	1,069	285	1,781	285	71	107	178	36	2,030	1,638	107	249	107	178	249	321	178	178	178
215	55110	151	SOCIAL SECURITY		14,413	6,974	220	110	824	220	1,373	220	55	82	137	27	1,565	1,263	82	192	82	137	192	247	137	137	137
215	55110	152	EMPLOYER SHARE F		13,578	6,569	207	103	776	207	1,293	207	52	78	129	26	1,474	1,190	78	181	78	129	181	233	129	129	129
215	55110	157	HSA CONTRIBUTION		11,438	5,534	174	87	654	174	1,089	174	44	65	109	22	1,242	1,002	65	153	65	109	153	196	109	109	109
215	55110	154	MEDICAL & DENTAL		89,336	43,224	1,361	681	5,105	1,361	8,508	1,361	340	510	851	170	9,699	7,828	510	1,191	510	851	1,191	1,531	851	851	851
215	55110	155	LIFE INSURANCE		401	194	6	3	23	6	38	6	2	2	4	1	44	35	2	5	2	4	5	7	4	4	4
215	55110	156	WORKER'S COMPEN		505	241	8	4	29	8	48	8	2	3	5	1	55	44	3	7	3	5	7	9	5	5	5
215	55110	158	UNEMPLOYMENT		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	930	TRANSFER OUT-PR		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERSONNEL COSTS:					357,129	172,791	5,442	2,720	20,409	5,442	34,011	5,442	1,361	2,039	3,401	680	38,774	31,291	2,039	4,761	2,039	3,401	4,761	6,122	3,401	3,401	3,401
SERVICES																											
215	55110	213	PROFESSIONAL SEF		15,000	7,254	229	114	857	229	1,429	229	57	86	143	29	1,629	1,314	86	200	86	143	200	257	143	143	143
215	55110	215	SPECIAL EVENTS &		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	225	TELEPHONE		600	291	9	5	34	9	57	9	2	3	6	1	65	53	3	8	3	6	8	10	6	6	6
215	55110	290	MAINT CONTRACTS		3,900	1,890	59	30	223	59	371	59	15	22	37	7	423	342	22	52	22	37	52	67	37	37	37
TOTAL SERVICES:					19,500	9,435	297	149	1,114	297	1,857	297	74	111	186	37	2,117	1,709	111	260	111	186	260	334	186	186	186
DESCRIPTION																											
MATERIALS & SUPPLIES																											
215	55110	311	POSTAGE		800	383	12	6	46	12	76	12	3	5	8	2	87	70	5	11	5	8	11	14	8	8	8
215	55110	319	OFFICE SUPPLIES		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	320	ADVERTISING/PUBLI		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	322	MAGAZINES/NEWSP		5,000	2,415	76	38	286	76	476	76	19	29	48	10	543	438	29	67	29	48	67	86	48	48	48
215	55110	324	MEMBERSHIP DUES		450	217	7	3	26	7	43	7	2	3	4	1	49	39	3	6	3	4	6	8	4	4	4
215	55110	326	ADVERTISING/PUBLI		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
215	55110	339	TRAVEL/TRAINING		500	237	8	4	29	8	48	8	2	3	5	1	54	44	3	7	3	5	7				

CITY OF ASHLAND
2019 BUDGET - LIBRARY B
VAUGHN PUBLIC LIBRARY

CITY OF ASHLAND 2019 BUDGET - LIBRARY B VAUGHN PUBLIC LIBRARY				VAUGHN PUBLIC LIBRARY PROGRAMS - DETAIL																						
DESCRIPTION	No of EEs	Customer Service			Community Outreach								Collections			Personnel			Finance		Facility Management					
		Total 2020 Budget	Circulation Desk	Interlibrary Loan / Reference	Technology	Young Family Literacy Programs	Teen & Tween Literacy Events	Summer Reading Programs	Community Programs	Meeting Rooms	Partnerships & Collaboration	Marketing & Promotion	Donation Management	Selecting & De-selecting	Cataloging	Processing, Repair & Reclamation	Development & Training	Hiring & Training	Scheduling	Budget Development, Mangement & Communication	Invoicing, Credit Card Balancing	Maintnance	Capital Improvements	Technology Infrastructure		
		5.25	2.54	0.08	0.04	0.3	0.08	0.5	0.08	0.02	0.03	0.05	0.01	0.57	0.46	0.03	0.07	0.03	0.05	0.07	0.09	0.05	0.05	0.05		
REPAIRS & MAINTENANCE:																										
215 55110 353 R&M-FURNITURE/O	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL REPAIRS & MAINTENANCE				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
CAPITAL EXPENDITURES																										
215 55110 806 ADULT A/V	10,000	4,843	152	76	571	152	952	152	38	57	95	19	1,086	876	57	133	57	95	133	171	95	95	95	95		
215 55110 807 JUVENILE/YA A/V	1,000	481	15	8	57	15	95	15	4	6	10	2	109	88	6	13	6	10	13	17	10	10	10	10		
215 55110 808 E-BOOKS	2,500	1,210	38	19	143	38	238	38	10	14	24	5	271	219	14	33	14	24	33	43	24	24	24	24		
215 55110 812 OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
215 55110 813 TELE/DATA COMM E	5,000	2,415	76	38	286	76	476	76	19	29	48	10	543	438	29	67	29	48	67	86	48	48	48	48		
215 55110 816 ADULT BOOKS	10,000	4,843	152	76	571	152	952	152	38	57	95	19	1,086	876	57	133	57	95	133	171	95	95	95	95		
215 55110 817 JUVENILE/YA BOOKS	3,000	1,449	46	23	171	46	286	46	11	17	29	6	326	263	17	40	17	29	40	51	29	29	29	29		
215 55110 818 LARGE PRINT BOOK	2,500	1,210	38	19	143	38	238	38	10	14	24	5	271	219	14	33	14	24	33	43	24	24	24	24		
215 55110 820 LIBRARY DATA IMPR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TOTAL CAPITAL EXPEND:				34,000	16,451	517	259	1,942	517	3,237	517	130	194	325	66	3,692	2,979	194	452	194	325	452	582	325	325	
TOTAL VAUGHN PUBLIC LIBRARY:				503,669	243,654	7,676	3,838	28,783	7,676	47,968	7,676	1,919	2,878	4,800	961	54,685	44,133	2,878	6,716	2,878	4,800	6,716	8,634	4,800	4,800	4,800
215 43790 LIBRARY FINANCING	156,367	75,650	2,383	1,191	8,935	2,383	14,892	2,383	596	894	1,489	298	16,977	13,701	894	2,085	894	1,489	2,085	2,681	1,489	1,489	1,489	1,489		
215 46710 LIBRARY FINES & FE	5,000	2,415	76	38	286	76	476	76	19	29	48	10	543	438	29	67	29	48	67	86	48	48	48	48		
215 48110 INTEREST	325	158	5	2	19	5	31	5	1	2	3	1	35	28	2	4	2	3	4	6	3	3	3	3		
215 48900 OTHER CONTRIBUTI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
215 48910 INSURANCE DIVIDEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
215 49210 GENERAL FUND TRF	322,320	155,938	4,912	2,456	18,418	4,912	30,697	4,912	1,228	1,842	3,070	614	34,995	28,241	1,842	4,298	1,842	3,070	4,298	5,525	3,070	3,070	3,070	3,070		
TOTAL LIBRARY REVENUES				484,012	234,161	7,376	3,687	27,658	7,376	46,096	7,376	1,844	2,767	4,610	923	52,550	42,408	2,767	6,454	2,767	4,610	6,454	8,298	4,610	4,610	
APPROPRIATION OF FUND BALANCE				19,657	9,512	300	150	1,123	300	1,872	300	75	112	187	37	2,134	1,722	112	262	112	187	262	337	187	187	
NET REVENUES (EXPENSES)				0	\$ -	\$ 19	\$ -	\$ (1)	\$ (2)	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ (3)	\$ (1)	\$ (3)	\$ 1	\$ -	\$ 1	\$ (3)	\$ -	\$ 1	\$ (3)	\$ (3)	

**JFK Memorial Airport
2020 BUDGET PROGRAM NARRATIVE**

Core Operations:

Description: John F. Kennedy Memorial Airport is a transportation asset governed jointly by the City and County of Ashland, Wisconsin, which serves the aviation needs of the local community as well as itinerant traffic. The department has direct responsibility in ensuring the facility is operated in the best interests of the public, and in compliance with local, state, and federal guidelines. The County of Ashland and the City of Ashland provide oversight of airport operations through the auspices of the John F. Kennedy Memorial Airport Commission. The Commission consists of 5 appointees: 2 from the County Board, 2 appointed by the City, and 1 appointed at large. The Airport Commission employs one full-time manager and three part-time employees. The Airport Manager serves under the direction of the commission and carries out its directives and is responsible for daily operations and maintenance of the facility. The immediate supervisor for the day-to-day activities of the Airport Manager is the City Administrator.

The Airport Manager is responsible for the implementation of policy, budgetary planning, and expenditures as pertains to airport operations. Guidelines by which the Airport Manager conducts airport operations are as follows:

- * Monitor aircraft owner/operators for compliance with city, county, state and federal laws, rules and regulations.
- * Coordinate fuel sales including purchase, inventory, refuel operations, and billing functions.
- * Provide assistance to arriving and departing aircraft including: Ground-to-Air VHF Communication, weather information, local hazard reports, NOTAM reporting, and airport and runway lighting systems.
- * Monitor and maintain runway, taxiway, and adjacent ground safety zones in compliance with federal regulations.
- * Assure airport ground lighting is functioning properly.
- * Remove snow and ice from runways, taxiways, and parking lot in a timely manner.
- * Perform grass mowing and general grounds maintenance.
- * Maintain equipment in peak operating order by performing minor, routine maintenance and scheduling heavy maintenance with City Public Works Department.
- * Prepare and implement pavement maintenance program in compliance with state and federal regulations.
- * Manage airport hangar, ground, and farm leases in compliance with FAA ordinances and regulations.
- * Protect airspace in vicinity of airport in compliance with city, county, and federal regulations.
- * Represent city/county to state and federal agencies regulating airports.
- * Establish and update airport safety policy and procedures in compliance with state and federal rules and regulations.
- * Develop and administer annual airport operating budget. Provide information and recommendations for airport capital improvement plan.
- * Attend and participate in Airport Commission meetings, providing information and technical expertise as needed.
- * Act as Goodwill Ambassador and welcome the traveling public to the Ashland area.

Outcomes: As an important part of the statewide transportation network, John F. Kennedy Memorial Airport plays a critical role in fostering business growth and economic development. Convenient access to air transportation allows businesses to quickly move key personnel from one site to another, saving valuable time and increasing productivity. The airport provides facilities for emergency medical flights, law enforcement, agricultural spraying, pilot training, and many other important community services.

CITY OF ASHLAND
2020 BUDGET
JFK AIRPORT - ENTERPRISE 610

DRAFT - 10/22/2019

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual to June 30	2019 Estimate	2020 Budget	Percent Change
OPERATING REVENUES								
SALES REVENUE								
610 46340 FUEL SALES	102,121	108,546	180,941	110,000	30,487	160,000	130,000	18.18%
610 46100 MISC SALES & CALL OUT CHARGES	1,721	773	2,203	1,500	481	2,200	9,420	528.00%
TOTAL SALES	103,842	109,319	183,144	111,500	30,968	162,200	139,420	25.04%

COST OF SALES								
610 53511 341 COST OF FUEL	102,767	82,163	128,708	82,500	17,040	120,000	97,500	18.18%
610 53511 341 COST OF GOODS SOLD	0	0	0	0	0	0	0	NA
610 53511 394 BANK SERVICE CHARGES	2,411	2,858	5,243	2,860	719	4,320	3,510	22.73%
610 53511 530 RENTAL VEHICLE LEASE	0	0	0	0	0	0	3,380	NA
TOTAL COST OF SALES	105,178	85,021	133,951	85,360	17,759	124,320	104,390	22.29%
GROSS PROFIT ON SALES	(1,336)	24,298	49,193	26,140	13,209	37,880	35,030	34.01%
		22.23%	26.86%					

OTHER OPERATING REVENUE								
610 48200 RENTS	9,235	10,196	9,625	10,000	10,344	10,344	10,300	3.00%
610 43500 STATE CONTRIBUTIONS	(50,000)	0	0	0	0	0	0	NA
610 43530 STATE GRANT	0	0	0	0	0	0	0	NA
610 43537 STATE AID/TVOR	(1,248)	0	0	0	0	0	0	NA
610 48110 INTEREST ON INVESTMENTS	499	288	615	650	384	650	650	0.00%
610 48130 INTEREST EXP ON UNFUNDED PEN	(22)	(11)	0	0	0	0	0	NA
610 48309 OTHER EQUIP & PROPERTY	0	0	0	0	0	0	0	NA
610 47339 OTHER LOCAL GOVT CONT.	10,000	10,000	10,000	10,000	10,000	10,000	20,000	100.00%
610 48303 EQUIPMENT SALES	0	0	0	0	0	0	0	NA
610 48500 DONATIONS	0	0	0	400	0	400	400	0.00%
610 48910 INSURANCE DIVIDENDS	620	0	645	0	0	0	0	NA
610 34100 <i>REDUCE FUND BALANCE-PRIOR YRS STATE GRANT REVERSALS</i>	51,248	0	0	0	0	0	0	
610 34100 USE OF FUND BALANCE	118,725	100,453	67,366	0	0	25,130	0	NA
TOTAL OTHER OPER REVENUE	139,057	120,926	88,251	21,050	20,728	46,524	31,350	48.93%
TOTAL OPERATING REVENUE	137,721	145,224	137,444	47,190	33,937	84,404	66,380	40.67%

OPERATING EXPENSES								
PERSONNEL EXPENSES								
610 53511 111 SALARIES & WAGES	48,959	49,230	51,637	47,500	24,291	49,650	60,100	26.53%
610 53511 112 OVERTIME WAGES	0	0	35	0	0	0	0	NA
610 53511 125 WAGES TEMP/OTHER	7,529	11,669	10,284	10,000	11,144	16,410	15,760	57.60%
610 53511 131 LONGEVITY PAY	479	486	0	0	0	0	0	NA
610 53511 133 RETIREMENT PAYOUT	0	0	17,005	0	0	0	0	NA
610 53511 137 CLOTHING ALLOWANCE	0	0	0	200	151	200	200	0.00%
610 53511 138 ACCRUED SICK/VACATION	1,192	0	(10,283)	2,000	0	3,365	2,000	0.00%
610 53511 151 SOCIAL SECURITY	4,456	4,703	5,256	4,400	2,705	5,310	5,795	31.70%
610 53511 152 EMPLOYER SHARE RETIREMENT	6,969	3,379	3,856	3,115	1,688	3,230	4,290	37.72%
610 53511 152 UNFUNDED PENSION LIABILITY	0	0	0	0	0	0	0	NA
610 53511 153 HSA CONTRIBUTION	0	0	0	0	0	0	0	NA
610 53511 154 MEDICAL & DENTAL	0	0	338	1,285	703	1,406	1,410	9.73%
610 53511 155 LIFE INSURANCE	346	350	363	270	135	270	285	5.56%
610 53511 156 WORKER'S COMPENSATION	6,042	6,341	6,640	5,460	0	5,695	5,920	8.42%
610 53511 191 POST EMPLOYMENT BENEFITS	1,126	3,500	182	1,100	0	500	500	-54.55%
TOTAL PERSONEL EXPENSES	77,098	79,658	85,313	75,330	40,817	86,036	96,260	27.78%

**CITY OF ASHLAND
2020 BUDGET
AIRPORT OPERATIONS**

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual to June 30	2019 Estimate	2020 Budget	Percent Change
PROFESSIONAL SERVICES								
610 53511 213 PROFESSIONAL SERVICES	215	538	140	500	0	200	200	-60.00%
610 53511 290 CONTRACTED SERVICES	4,620	6,322	6,124	6,000	0	2,610	2,610	-56.50%
610 53511 295 ENGINEERING SERVICES	0	0	0	0	0	0	0	NA
TOTAL PROFESSIONAL SERVICES:	4,835	6,860	6,264	6,500	0	2,810	2,810	-56.77%
UTILITY SERVICES								
610 53511 221 WATER/SEWER	1,125	1,135	1,560	1,200	520	1,560	1,680	40.00%
610 53511 222 ELECTRICITY	8,423	8,959	5,958	9,300	4,512	9,100	9,300	0.00%
610 53511 225 TELEPHONE	995	856	1,423	1,000	1,162	2,400	2,400	140.00%
610 53511 227 PROPANE (HEAT)	2,366	2,204	3,378	3,000	1,318	3,000	3,000	0.00%
TOTAL UTILITY SERVICES:	12,909	13,154	12,319	14,500	7,512	16,060	16,380	12.97%
SUPPLIES & OPERATING EXPENSES								
610 53511 319 OFFICE SUPPLIES	124	290	155	200	80	250	250	25.00%
610 53511 320 ADVERTISING/PUBLISHING	278	260	620	280	0	280	280	0.00%
610 53511 322 SUBSCRIPTIONS	0	0	0	0	0	0	0	NA
610 53511 332 AUTO ALLOWANCE	0	0	555	100	187	200	100	0.00%
610 53511 339 TRAVEL/TRAINING	668	163	1,377	600	0	1,200	1,000	66.67%
610 53511 342 GAS & OIL (Equipment)	2,183	2,930	3,559	4,030	3,760	6,160	5,000	24.07%
610 53511 344 JANITORIAL SUPPLIES	277	196	169	250	29	200	200	-20.00%
610 53511 345 SMALL TOOLS/EQUIP	377	659	407	400	887	2,000	1,000	150.00%
TOTAL SUPPLIES & OPERATING EXPENSES:	3,907	4,498	6,842	5,860	4,943	10,290	7,830	33.62%
REPAIRS & MAINTENANCE								
610 53511 351 EQUIPMENT REPAIRS	5,744	12,862	9,348	6,000	572	5,000	6,000	0.00%
610 53511 355 BLDG REPAIRS & MAINT.	938	3,159	1,008	3,000	137	2,000	4,000	33.33%
610 53511 356 ROAD & RUNWAYS/LAND CLEARING	24,328	16,302	8,002	10,000	4,451	8,000	8,000	-20.00%
610 53511 357 OTHER REPAIRS & MAINT.	1,526	0	356	0	165	800	0	NA
TOTAL REPAIRS & MAINTENANCE:	32,536	32,323	18,714	19,000	5,325	15,800	18,000	-5.26%
MISCELLANEOUS & INSURANCE EXPENSE								
610 53511 390 MISCELLANEOUS EXPENSE	2,181	839	1,653	1,500	14	1,000	1,000	-33.33%
610 53511 391 AIR SHOW	0	0	0	0	0	0	0	NA
610 53511 425 INTER-FUND CHARGES	8,000	8,000	8,000	8,000	4,000	8,000	8,000	0.00%
610 53511 511 PROPERTY INSURANCE	1,655	1,669	1,932	1,700	1,873	1,875	1,900	11.76%
610 53511 512 VEHICLE INSURANCE	485	1,003	970	1,000	322	800	1,000	0.00%
610 53511 513 LIABILITY INSURANCE	4,115	3,220	5,437	3,800	0	3,100	3,200	-15.79%
TOTAL MISC. & INSURANCE EXPENSE	16,436	14,731	17,992	16,000	6,209	14,775	15,100	-5.63%
TOTAL OPERATING EXPENSES	147,721	151,224	147,444	137,190	64,806	145,771	156,380	13.99%
NET OPERATING INCOME (DEFICIT)	(10,000)	(6,000)	(10,000)	(90,000)	(30,869)	(61,367)	(90,000)	0.00%

**CITY OF ASHLAND
2020 BUDGET
AIRPORT OPERATIONS**

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				2016	2017	2018	2019	2019 Actual	2019	2020	Percent
				Actual	Actual	Actual	Budget	to June 30	Estimate	Budget	Change
<u>CAPITAL ACTIVITY</u>											
CURRENT EXPENDITURES											
610	53511	810	EQUIP & MISC CAPITAL EXPENSE	4,000	0	12,251	400	0	0	0	-100.00%
610	18600	3400	EQUIP NEW/USED	0	0	0	0	0	53,802	25,000	NA
610	18600	3200	LAND & LAND IMPROVEMETS	47,126	0	6,930	60,970	0	0	0	-100.00%
610	18600	3300	BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	NA
610	18600	0000	CONTRIBUTED ASSETS	431,620	11,006	143,142	0	0	0	0	NA
SUB-TOTAL				482,746	11,006	162,323	61,370	0	53,802	25,000	-59.26%
RESERVE FUNDS FOR CAPITAL PROJECTS				80,000	80,000	80,000	0	0	0	0	NA
TOTAL CURRENT EXPENDITURES				562,746	91,006	242,323	61,370	0	53,802	25,000	-59.26%
SOURCES OF CURRENT CAPITAL FUNDS											
OPERATING AND CAPITAL FUNDS IN RESERVE											
FUNDS AVAILABLE FROM RESERVES				51,126	0	19,181	61,370	0	53,802	25,000	-59.26%
STATE/FEDERAL CONTRIBUTIONS				431,620	11,006	143,142	0	0	0	0	NA
OTHER CONTRIBUTIONS/FINANCING				0	0	0	0	0	0	0	NA
TOTAL SOURCES OF CURRENT CAPITAL FUNDS				482,746	11,006	162,323	61,370	0	53,802	25,000	-59.26%
TOTAL CAPITAL ACTIVITY REQUIREMENTS				(80,000)	(80,000)	(80,000)	0	0	0	0	NA
<u>AIRPORT PARTNERSHIP CONTRIBUTIONS</u>											
OPERATING CONTRIBUTION (50/50 Split of Deficit)											
50% City of Ashland				5,000	3,000	5,000	45,000	22,500	30,700	45,000	0.00%
50% Ashland County				5,000	3,000	5,000	45,000	12,500	30,700	45,000	0.00%
TOTAL OPERATING CONTRIBUTION				10,000	6,000	10,000	90,000	35,000	61,400	90,000	0.00%
CAPITAL CONTRIBUTION (50/50 Split of Requirements)											
50% City of Ashland				40,000	40,000	40,000	0	0	0	0	NA
50% Ashland County				40,000	40,000	40,000	0	0	0	0	NA
TOTAL CAPITAL CONTRIBUTION				80,000	80,000	80,000	0	0	0	0	NA
TOTAL PARTNERSHIP CONTRIBUTIONS											
City of Ashland				45,000	43,000	45,000	45,000	22,500	30,700	45,000	0.00%
Ashland County				45,000	43,000	45,000	45,000	12,500	30,700	45,000	0.00%
TOTAL OPERATING & CAPITAL CONTRIBUTIONS				90,000	86,000	90,000	90,000	35,000	61,400	90,000	0.00%

Ashland Marina 2019 Budget

Program Explanation

The City of Ashland marina is a limited service marina consisting of one hundred twenty one (117) slips, hoist service, storage, fuel and pump out services, ships store and a marina office with washrooms and showers for slip tenants. The marina staff provides the following services:

- Market and lease slips
- Operate ships store
- Monitor VHF Radio
- Clean and maintain washroom/shower room
- Record Keeping
- Collection of Fees
- Provide information and assistance to boaters and public
- Fuel and pump out services
- Safety and security
- Travel lift operation
- Maintenance and repair of equipment and facilities
- Attend Harbor Commission meetings
- Maintain order and enforce rules
- Ensure compliance with State and Federal laws governing marina operations
- Boat launch: monitoring, enforcement, fee collection

Program Comments

Significant adjustments have been made by the marina manager to improve marina operations and customer service. A summary of the modifications include:

- Marina operations during Superfund cleanup and a contingency plan
- Surveyed tenants to identify areas in need of improvement.
- Establish priorities for long range marina improvements.

2019 Goals and Performance Measures

1. Goal: Attain 75% occupancy (87) of marina slips.
Performance Measure: 87 slip leases on file by August 1st. (Marina Manager)
2. Goal: Continue cost recovery to ensure Marina has adequate operating revenue.
Performance Measure: Annual review of Marina service fees and consideration of new fees. (Harbor Commission)

Goal: Secure boat storage in former Superfund area.

Performance Measure: Cooperation with Xcel Energy to ensure timeliness of final grading and planning with AMI engineering.

CITY OF ASHLAND
2020 BUDGET
ASHLAND MARINA - ENTERPRISE 620

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2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
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OPERATING REVENUES

SALES REVENUE

620 46340	FUEL SALES	35,258	32,025	33,910	32,000	5,123	30,000	32,000	0.00%
620 46110	RETAIL SALES (Ship Store & Ice)	10,514	17,975	7,496	6,500	1,137	6,500	6,500	0.00%
TOTAL SALES		45,772	50,000	41,406	38,500	6,260	36,500	38,500	0.00%

COST OF SALES

620 55480 342	COST OF FUEL	27,033	24,880	30,742	26,000	274	24,500	26,000	0.00%
620 55480 341	COST OF GOODS SOLD	7,242	8,904	4,357	4,500	884	4,500	4,500	0.00%
620 55480 394	BANK CARD SERVICE CHARGES	3,412	1,214	1,258	1,600	370	1,450	1,450	-9.38%
TOTAL COST OF SALES		37,687	34,998	36,357	32,100	1,528	30,450	31,950	-0.47%
GROSS PROFIT ON SALES		8,085	15,002	5,049	6,400	4,732	6,050	6,550	2.34%

LEASE & OTHER OPERATING INCOME

620 43300	FED GRANT-BAB INT SUBSIDY	3,224	2,397	1,498	1,498	512	512	0	-100.00%
620 46100	MISC REVENUES & INSUR CLAIMS	28,945	121,588	153,847	0	3,855	3,855	0	NA
620 46750	ANNUAL SLIP LEASE	108,042	128,079	130,070	105,000	86,110	105,000	105,000	0.00%
620 46751	TRANSIENT SLIP LEASE	7,748	7,448	6,572	5,500	3,434	6,500	5,500	0.00%
620 46752	STORAGE	28,258	31,967	35,155	22,500	5,297	22,500	22,500	0.00%
620 46754	BOAT HOIST	18,938	20,790	21,182	22,700	8,516	21,000	22,700	0.00%
620 46755	LABOR AND SERVICE FEES	0	0	0	1,600	0	500	500	-68.75%
620 48110	INTEREST ON INVESTMENTS	793	624	695	90	439	600	90	0.00%
620 48309	OTHER EQUIPMENT/PROPERTY SALE	0	0	8,000	0	0	0	0	NA
620 48910	INSURANCE DIVIDENDS	882	0	946	540	0	540	540	0.00%
TOTAL OTHER OPER INCOME		196,830	312,893	357,965	159,428	108,163	161,007	156,830	-1.63%
OPERATING INCOME		204,915	327,895	363,014	165,828	112,895	167,057	163,380	-1.48%

OPERATING EXPENSES

PERSONNEL COSTS

620 55480 111	SALARIES & WAGES	62,510	67,697	76,644	71,150	35,035	68,000	73,285	3.00%
620 55480 112	OVERTIME WAGES	0	0	0	275	0	0	275	0.00%
620 55480 125	WAGES/TEMPORARY/REGULAR	5,640	5,998	5,728	5,500	1,251	5,000	5,665	3.00%
620 55480 131	LONGEVITY	836	1,142	1,330	1,370	0	1,291	1,370	0.00%
620 55480 151	SOCIAL SECURITY	5,283	5,728	6,406	6,003	2,776	4,450	6,003	0.00%
620 55480 152	EMPLOYER SHARE RETIREMENT	8,766	4,679	5,071	5,000	2,295	4,300	5,000	0.00%
620 55480 153	HSA CONTRIBUTION	0	0	0	61	0	61	61	0.00%
620 55480 154	MED/DENT	0	0	0	132	0	132	132	0.00%
620 55480 155	LIFE INSURANCE	65	76	76	80	39	78	80	0.00%
620 55480 156	WORKER'S COMPENSATION	4,247	4,324	4,032	4,920	0	3,650	4,920	0.00%
620 55480 158	UNEMPLOYMENT COMPENSATION	10,926	8,370	5,839	8,100	3,986	8,060	8,100	0.00%
620 55480 190	POST-EMPLOYM HEALTH/PENSION	1,126	3,894	753	0	0	0	0	NA
TOTAL PERSONNEL COSTS:		99,399	101,908	105,879	102,591	45,382	95,022	104,891	2.24%

**CITY OF ASHLAND
2020 BUDGET
ASHLAND MARINA - ENTERPRISE 620**

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	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
SERVICES								
620 55480 213 OTHER PROFESSIONAL SERVICES	1,558	176	6,527	1,000	1,142	1,150	1,000	0.00%
620 55480 221 WATER	1,563	1,819	1,681	1,800	652	1,800	1,800	0.00%
620 55480 222 ELECTRICITY	4,114	4,872	3,958	4,000	1,056	3,800	4,000	0.00%
620 55480 225 TELEPHONE	1,420	1,055	1,482	1,350	1,221	1,350	1,350	0.00%
620 55480 227 PROPANE	767	635	1,821	1,900	762	1,800	1,900	0.00%
TOTAL SERVICES:	9,422	8,557	15,469	10,050	4,833	9,900	10,050	0.00%
MATERIALS & SUPPLIES								
620 55480 311 POSTAGE	160	33	10	300	0	300	300	0.00%
620 55480 319 OFFICE SUPPLIES	405	141	10	600	119	600	600	0.00%
620 55480 320 ADVERTISING/PUBLISHING	2,049	2,616	3,821	4,000	1,387	2,853	3,900	-2.50%
620 55480 339 TRAVEL/TRAINING	108	0	0	2,100	124	2,100	2,100	0.00%
620 55480 340 OPERATING SUPPLIES	1,903	1,501	1,755	2,500	1,366	2,500	2,500	0.00%
620 55480 351 R & M - HEAVY EQUIPMENT	0	0	0	2,625	0	2,500	2,625	0.00%
620 55480 352 R & M - EQUIP/MACH/TOOLS	2,912	1,607	962	3,000	1,521	2,500	3,000	0.00%
620 55480 355 R & M - BUILDINGS	823	2,896	3,067	1,500	91	1,500	1,500	0.00%
620 55480 356 R & M - LAND IMPROVEMENTS	35	4,889	1,501	2,300	183	1,000	2,300	0.00%
620 55480 357 R & M - DOCKS	974	1,866	8,439	1,000	1,055	1,200	1,200	20.00%
620 55480 358 R & M - NAV AIDS	125	289	319	150	0	150	150	0.00%
620 55480 359 R & M FUEL	1,423	908	1,308	1,200	0	700	1,200	0.00%
620 55480 390 MISCELLANEOUS EXPENSE	32	0	80	200	3,121	200	200	0.00%
620 55480 511 STATE FIRE INS-BUILDINGS	2,426	2,404	2,564	2,410	5,394	5,400	5,400	124.07%
620 55480 513 LIABILITY INSURANCE	3,640	3,905	4,992	3,600	287	3,509	3,700	2.78%
TOTAL MAT. & SUPPLIES:	17,015	23,055	28,828	27,485	14,648	27,012	30,675	11.61%
MARINA OPERATING EXPENSE:	\$125,836	\$133,520	\$150,176	\$140,126	\$64,863	\$131,934	\$145,616	3.92%
NET OPERATING INCOME	\$79,079	\$194,375	\$212,838	\$25,702	\$48,032	\$35,123	\$17,764	-30.88%
OTHER EXPENDITURES								
620 40300 0 DEPRECIATION	61,106	60,760	69,005	56,600	0	69,000	69,000	21.91%
620 46413 430 INTEREST EXPENSE GO DEBT	9,284	6,738	3,912	1,559	860	800	0	-100.00%
TOTAL OTHER EXPENDITURES:	70,390	67,498	72,917	58,159	860	69,800	69,000	18.64%
NET INCOME (LOSS)	8,689	126,877	139,921	(32,457)	47,172	(34,677)	(51,236)	57.86%

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Actual To June 30	2019 Estimate	2020 Budget	Percent Change
CASH FLOW TO COVER DEBT PAYMENTS:								
NET OPERATING INCOME	79,079	194,375	212,838	25,702	48,032	35,123	17,764	-30.88%
LESS: 2009B PRINCIPAL AND INTEREST PAYMENT	(63,386)	(62,538)	(64,322)	(63,938)	(63,938)	(63,938)	0	-100.00%
LESS: CAPITAL EQUIPMENT PURCHASES	(6,385)	(132,558)	(257,106)	0	(75,852)	(94,000)	0	NA
ADJUSTED NET INCOME (LOSS)	9,308	(721)	(108,590)	(38,236)	(91,758)	(122,815)	17,764	-146.46%