THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON
at
CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABLITY TO ATTEND VIRTUALLY

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ASHLAND COMMITTEE OF THE WHOLE MEETING
Tuesday, November 16, 2021 – 5:30 PM

Please silence all cell phones during the meeting

1. Roll Call
2. Approval of Agenda
3. Discussion Items
   A. **Continue Discussion and Presentation of Proposed 2022 City of Ashland Budget and Approve a Recommended 2022 Budget for Council Approval and Public Budget Hearing at the December 7, 2021 Council Meeting**
4. 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

Ref: 2021-330

COMMITTEE AGENDA: 3.A.
(11/16/2021)

SUBJECT: **Continue Discussion and Presentation of Proposed 2022 City of Ashland Budget and Approve a Recommended 2022 Budget for Council Approval and Public Budget Hearing at the December 7, 2021 Council Meeting**

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Administrator

EXHIBITS: 1. 2022 Proposed Budget 11.16.2021

SUMMARY STATEMENT:

The proposed 2022 budgets includes the following:

2% wage increases for non-represented employees
3.6 % increase in health insurance premiums

The following was completed to balance the 2022 budgets:

Department Heads reduced their general fund budgets by around 2%.
Department Heads reduced their 2022 capital requests.
Applying $70,310 of American Rescue Plan Act to fund the Downtown Manager position for 2022
Utilizing the General Fund - fund balance in the amount of $374,284.
Short-term borrowing in 2021 for 2022 projects/equipment in the amount of $270,000 plus estimated interest of $3,000.

<u>Recommended for Approval:</u> Approve to forward the 2022 budgets to Council for approval and for the 2022 Public Budget Hearing at the December 7, 2021 Council meeting as presented to the Committee of the Whole through this budget work session, and allow the City Administrator to make, as necessary, adjustments to the 2022 budgets to stay in compliance with WI State Statutes.

CITY OF ASHLAND WI - 2022 PROPOSED BUDGETS FOR 11/16/2021 BUDGET WORK SESSION

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CITY OF ASHLAND
2022 BUDGET
SUMMARY WORKSHEE

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2021-22 $	%
Property Tax Levy								
Assessed Value	415,577,050	413,813,750	420,745,300	420,903,200	420,903,200	470,175,200	49,272,000	11.71%
Mill Rate	9.6842	9.7651	9.8898	10.4530	10.4530	10.1477	-0.3053	-2.92%
Gross Levy	$ 4,024,512	$ 4,040,950	$ 4,161,103	$ 4,399,708	$ 4,399,708	$ 4,771,188	$ 371,480	**8.44%**
Less Restricted Levy:								
TIF Levy	(134,761)	(173,243)	(234,690)	(225,846)	(225,846)	(257,486)	(31,640)	14.01%
Debt Service Levy								NA
Long-term G.O. Debt Service	(1,164,405)	(1,150,834)	(1,149,937)	(1,394,137)	(1,394,137)	(1,407,328)	(13,191)	0.95%
Short-Term GO Debt Service	-	-	-	-	-	(273,000)	(273,000)	NA
Net Debt Service Levy	(1,164,405)	(1,150,834)	(1,149,937)	(1,394,137)	(1,394,137)	(1,680,328)	(286,191)	20.53%
Total Restricted Levy	(1,299,166)	(1,324,077)	(1,384,627)	(1,619,983)	(1,619,983)	(1,937,814)	(317,831)	19.62%
Net Expendable Levy	**$ 2,725,346**	**$ 2,716,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,779,725**	**$ 2,833,374**	**$ 53,649**	**1.93%**
Less Direct Expense Levy:								
CP - Fire Capital Equip.	(55,000)	-	-	-	-	-	-	NA
CP 462 Police Capital Equip.	(40,000)	(40,000)	-	-	-	-	-	NA
Total Direct Expense Levy	**$ (95,000)**	**$ (40,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**NA**
Net Levy Available for General Fun	**$ 2,630,346**	**$ 2,676,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,779,725**	**$ 2,833,374**	**53,649**	**1.93%**
Post-Levy Property Tax Adjustmen	418	394	387	-	-	-	-	NA
Non-Tax General Fund Revenues	7,786,066	8,018,672	7,697,199	8,107,269	7,921,830	8,154,191	46,922	0.58%
Appropriation of Fund Balance				143,928		374,284	230,356	160.05%
Total General Fund Revenues	**$ 10,416,830**	**$ 10,695,939**	**$ 10,474,062**	**$ 11,030,922**	**$ 10,701,555**	**$ 11,361,849**	**$ 330,927**	**3.00%**

Uses of General Funds

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Projected	2022 Budget	2021-22 $	%
General Fund Transfer to Other								
SR 215 - Vaughn Library	(316,000)	(316,000)	(322,320)	(314,262)	(314,262)	(312,000)	2,262	-0.72%
SR 229 - Insured Loss Deductible	(5,000)	-	-	-	-	-	-	NA
SR 245 - Planning & Redevelopme	(12,000)	(14,000)	(14,000)	(14,000)	(14,000)	(66,500)	(52,500)	375.00%
SR 246 - Home Improvement Prog	-	(5,000)	(5,000)	-	-	-	-	NA
SR 260 - Recycling	(76,502)	(79,835)	(80,475)	(83,100)	(83,100)	(85,600)	(2,500)	3.01%
SR 277 - Wetland Mitigation	(12,000)	(11,000)	(13,649)	(12,300)	(12,300)	-	12,300	-100.00%
SR 233 - Police Programs	(1,000)	-	-	-	-	-	-	NA
SR 281 - Tax Increment Dist #6	-	(3,641)	-					
CP 450 - Building Facilities.	(26,850)	(9,914)	(40,000)	-	-	-	-	NA
CP 454 - Equipment Leases-Gener	(5,000)	-	(10,000)	(5,000)	(5,000)	(5,000)	-	0.00%
CP 460 - Public Works Capital Equ	(45,000)	-	(50,000)	(50,000)	(50,000)	-	50,000	-100.00%
CP 461 - Fire/Amb Capital Equip.	-	(95,714)	-	-	-	(184,400)	(184,400)	NA
CP 462 - Police Dept Capital Equip	-	-	-	-	-	(15,000)	(15,000)	NA
CP 463 - Computer Capital Equip.	(10,950)	(25,760)	(15,000)	-	-	-	-	NA
CP 470 - Capital Street Improveme	(121,850)	(241,105)	(405,000)	(118,600)	(118,600)	(84,300)	34,300	-28.92%
CP 480 - Urban Forestry	-	-	-	-	-	(6,000)	(6,000)	NA
CP 481 - Parks & Rec	(10,000)	-	(20,000)	-	-	-	-	NA
EF 610 - JFK Airport	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(68,770)	(23,770)	52.82%
CP 470 - Storm Water	(10,000)	-	-	-	-	-	-	NA
IS 750 - Post Retirement Benefits	(90,000)	(114,850)	(141,250)	(85,000)	(85,000)	(85,000)	-	0.00%
CP 491 / TA 810 - Landfill (LTC)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	-	0.00%
Total Transfers to Other Funds	**$ (792,152)**	**$ (966,819)**	**$ (1,166,694)**	**$ (732,262)**	**$ (732,262)**	**$ (917,570)**	**$ (185,308)**	**25.31%**
Net Available for General Fund Ope	**$ 9,624,678**	**$ 9,729,120**	**$ 9,307,368**	**$ 10,298,660**	**$ 9,969,293**	**$ 10,444,279**	**$ 145,619**	**1.41%**

CITY OF ASHLAND
2022 BUDGET
SUMMARY WORKSHEE

General Fund Operations	2018 Actual		2019 Actual		2020 Actual		2021 Budget		2021 Projected		2022 Budget		2021-22 $	%
GENERAL GOVERNMENT														
Mayor		(27,649)		(26,148)		(24,957)		(29,940)		(30,170)		(29,670)	270	-0.90%
City Council		(41,174)		(39,966)		(36,385)		(63,130)		(64,695)		(71,775)	(8,645)	13.69%
City Administrator		(91,278)		(132,557)		(136,222)		(137,750)		(138,250)		(142,745)	(4,995)	3.63%
Police & Fire Commission		(4,008)		(6,967)		(7,652)		(5,300)		(7,350)		(7,900)	(2,600)	49.06%
City Attorney		(100,970)		(40,381)		(55,506)		(60,000)		(60,000)		(60,000)	-	0.00%
City Clerk		(85,046)		(88,166)		(96,829)		(98,860)		(98,455)		(100,350)	(1,490)	1.51%
Human Resources (Personnel)		(80,159)		(52,500)		(65,868)		(69,795)		(71,670)		(87,095)	(17,300)	24.79%
Elections		(70,155)		(48,505)		(63,135)		(41,405)		(31,224)		(73,365)	(31,960)	77.19%
Technology Services		(277,301)		(263,494)		(267,329)		(287,560)		(283,779)		(353,370)	(65,810)	22.89%
Other City Hall		(151,278)		(138,139)		(111,095)		(88,855)		(74,995)		(89,525)	(670)	0.75%
Finance		(442,305)		(449,663)		(422,909)		(427,665)		(415,285)		(392,950)	34,715	-8.12%
Assessor		(56,755)		(61,823)		(62,464)		(63,150)		(62,700)		(32,800)	30,350	-48.06%
Buildings & Facilities Maintenance		(385,316)		(422,712)		(394,741)		(471,079)		(394,600)		(471,284)	(205)	0.04%
Misc, Insurance & Contingency		(121,624)		(139,553)		(106,185)		(130,100)		(120,640)		(124,100)	6,000	-4.61%
Budget Development Contingency		-		-		-		-		-		-	-	NA
TOTAL GENERAL GOVERNMENT	**$**	**(1,935,018)**	**$**	**(1,910,574)**	**$**	**(1,851,277)**	**$**	**(1,974,589)**	**$**	**(1,853,813)**	**$**	**(2,036,929)**	**$ (62,340)**	**3.16%**
PUBLIC SAFETY														
Police		(2,021,061)		(2,139,315)		(2,111,042)		(2,217,686)		(2,143,355)		(2,241,625)	(23,939)	1.08%
Fire		(1,253,860)		(1,082,791)		(1,122,411)		(1,453,056)		(1,269,755)		(1,445,425)	7,631	-0.53%
Ambulance		(1,462,096)		(1,576,808)		(1,387,767)		(1,486,385)		(1,462,261)		(1,508,615)	(22,230)	1.50%
Public Fire Protection Fee		(18,684)		(19,069)		(19,141)		(19,200)		(19,220)		(19,300)	(100)	0.52%
Building Inspection		(74,325)		(121,394)		(120,196)		(124,685)		(118,820)		(147,305)	(22,620)	18.14%
TOTAL PUBLIC SAFETY	**$**	**(4,830,026)**	**$**	**(4,939,377)**	**$**	**(4,760,557)**	**$**	**(5,301,012)**	**$**	**(5,013,411)**	**$**	**(5,362,270)**	**$ (61,258)**	**1.16%**
HEALTH & SOCIAL SERVIC														
Animal Control		(83,396)		(76,531)		(74,996)		(79,210)		(76,155)		(79,945)	(735)	0.93%
Pest Control		(7,761)		(7,761)		(8,094)		(8,500)		(7,865)		(8,500)	-	0.00%
Mt. Hope Cemetery		(61,000)		(61,000)		(61,000)		(61,000)		(61,000)		(61,000)	-	0.00%
TOTAL HEALTH & SOCIAL SERVIC	**$**	**(152,157)**	**$**	**(145,292)**	**$**	**(144,090)**	**$**	**(148,710)**	**$**	**(145,020)**	**$**	**(149,445)**	**$ (735)**	**0.49%**
PUBLIC WORKS														
Public Works		(1,525,591)		(1,646,487)		(1,462,009)		(1,661,974)		(1,551,803)		(1,652,289)	9,684	-0.58%
Transportation		(30,000)		(30,000)		(30,000)		(31,000)		(31,000)		(31,000)	-	0.00%
Sanitation		(356,587)		(350,560)		(371,036)		(381,276)		(373,868)		(404,092)	(22,816)	5.98%
TOTAL PUBLIC WORKS	**$**	**(1,912,178)**	**$**	**(2,027,047)**	**$**	**(1,863,045)**	**$**	**(2,074,250)**	**$**	**(1,956,671)**	**$**	**(2,087,382)**	**$ (13,132)**	**0.63%**
LEISURE ACTIVITIES														
Community Programs		(26,192)		(29,900)		(27,300)		(27,550)		(27,300)		(27,550)	-	0.00%
City Parks Maintenance		(195,377)		(232,712)		(172,047)		(235,534)		(190,959)		(239,209)	(3,675)	1.56%
Parks & Recreation Programs (APF		(276,524)		(282,346)		(291,759)		(299,790)		(300,265)		(300,025)	(235)	0.08%
Municipal Band		(4,919)		(4,557)		-		(4,950)		(4,950)		(4,950)	-	0.00%
TOTAL LEISURE ACTIVITIES	**$**	**(503,012)**	**$**	**(549,515)**	**$**	**(491,106)**	**$**	**(567,824)**	**$**	**(523,474)**	**$**	**(571,734)**	**$ (3,910)**	**0.69%**
CONSERVATION & DEVEL(														
Planning and Development		(193,754)		(121,995)		(183,446)		(232,275)		(200,815)		(236,520)	(4,245)	1.83%
TOTAL CONSERVATION & DEVEL(	**$**	**(193,754)**	**$**	**(121,995)**	**$**	**(183,446)**	**$**	**(232,275)**	**$**	**(200,815)**	**$**	**(236,520)**	**$ (4,245)**	**1.83%**
Total General Fund Expenditures f(	**$**	**(9,526,145)**	**$**	**(9,693,799)**	**$**	**(9,293,521)**	**$**	**(10,298,660)**	**$**	**(9,693,204)**	**$**	**(10,444,279)**	**$ (145,619)**	**1.41%**
Total Uses of General Funds	**$**	**(10,318,297)**	**$**	**(10,660,618)**	**$**	**(10,460,215)**	**$**	**(11,030,922)**	**$**	**(10,425,466)**	**$**	**(11,361,849)**	**$ (330,927)**	**3.00%**
Net (Expenditures) over Revenue	**$**	**98,533**	**$**	**35,321**	**$**	**13,847**	**$**	**(0)**	**$**	**276,089**	**$**	**(0)**	**$ (0)**	**na**

CITY OF ASHLAND
2022 BUDGET
GENERAL FUND REVENUES

ACCOUNT DESCRIPTION		2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 June 30	2021 Projected	2022 Budget	2021-22 Change
TAXES									
100 41110	GENERAL PROPERTY TAXES	2,630,764	2,677,267	2,776,863	2,779,725	0	2,779,725	2,833,374	1.93%
100 41140	MOBILE HOME TAXES	23,388	22,968	24,060	24,000	23,311	24,000	24,000	0.00%
100 41210	MOTEL/HOTEL TAXES	8,042	8,669	7,908	10,000	0	10,000	10,000	0.00%
100 41222	SALES TAX - CITY SHARE	141	136	141	120	62	140	140	16.67%
100 41310	TAXES - WATER UTILITY PILOT	382,076	385,353	400,184	394,000	200,088	400,000	400,000	1.52%
100 41320	TAXES - TAX EXEMPT PILOT	32,015	35,599	40,356	35,000	2,142	40,000	40,000	14.29%
100 41800	PENALTIES ON DELINQUENT TAXES-PP	655	422	2,445	1,000	332	1,000	1,000	0.00%
100 41810	PENALTIES ON DELINQUENT TAXES-Utilities	2,609	1,507	1,210	1,500	672	1,500	1,500	0.00%
100 41900	OTHER TAXES	22	7,884	10,148	0	0	10,148	0	NA
TOTAL TAXES:		**3,079,712**	**3,139,805**	**3,263,315**	**3,245,345**	**226,607**	**3,266,513**	**3,310,014**	1.99%
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	34,562	0	0	0	0	NA
100 43410	SHARED REVENUES	3,710,592	3,707,961	3,701,429	3,707,485	0	3,707,485	3,712,076	0.12%
100 43411	EXPENDITURE RESTRAINT	124,740	118,006	115,497	114,042	0	114,042	132,474	16.16%
100 43412	EXEMPT COMPUTER AID	18,091	18,529	18,529	19,000	0	18,500	18,500	-2.63%
100 43413	PERSONAL PROPERTY TAX AID	0	46,268	47,871	49,474	49,474	49,474	47,870	-3.24%
100 43414	VIDEO SERVICE PROVIDER AID	0	0	9,527	18,533	0	18,533	18,533	0.00%
100 43420	STATE FIRE DUES	19,109	20,947	21,057	21,000	0	20,639	21,000	0.00%
100 43529	OTHER PUBLIC REVENUE	50,378	52,088	57,568	49,000	0	50,000	50,000	2.04%
100 43531	STATE GENERAL TRANS AID	497,460	520,446	598,513	599,070	299,143	599,070	627,312	4.71%
100 43530	STATE GRANT REVENUE	18,645	10,097	5,081	100	7	100	100	0.00%
100 43533	STATE CONNECTING HWY AID	74,143	74,092	73,907	76,465	38,232	76,465	76,591	0.16%
100 43610	PAYMENT FOR MUNICIPAL SERVICE	12,556	12,533	12,386	12,500	8,340	12,165	12,500	0.00%
100 43799	OTHER LOCAL GOVT GRANTS	3,598	16,988	3,776	250	0	0	0	-100.00%
TOTAL INTERGOVERNMENTAL:		**4,529,312**	**4,597,955**	**4,699,703**	**4,666,919**	**395,196**	**4,666,473**	**4,716,956**	1.07%
LICENSES & PERMITS									
100 44100	LICENSES - BUSINESS & OCCUPATIONAL	27,017	38,934	23,160	28,000	27,325	35,000	35,000	25.00%
100 44110	CABLE FRANCHISE FEE	95,270	92,664	84,163	82,100	17,525	76,000	76,000	-7.43%
100 44200	LICENSES - NON BUSINESS	19	11	7	10	4	10	10	0.00%
100 44300	BUILDING & STREET-CUT PERMITS	29,513	43,364	57,024	37,000	24,657	47,000	47,000	27.03%
100 44400	ZONING PERMITS & FEES	6,890	8,845	2,750	8,000	2,005	3,600	6,000	-25.00%
TOTAL LICENSES & PERMITS:		**158,709**	**183,818**	**167,104**	**155,110**	**71,516**	**161,610**	**164,010**	5.74%
FINES, FORFEITS & PENALTIES									
100 45100	LAW & ORDINANCE VIOLATIONS	28,605	21,070	18,882	20,000	9,085	18,500	20,000	0.00%
TOTAL FINES, FORFEITS & PENALTIES:		**28,605**	**21,070**	**18,882**	**20,000**	**9,085**	**18,500**	**20,000**	0.00%
PUBLIC CHARGES FOR SERVICES									
100 46100	OTHER REVENUES - GENERAL GOVT	8,699	9,207	10,584	9,000	3,015	9,000	9,000	0.00%
100 46210	POLICE SERVICES	2,574	4,445	4,998	3,500	1,295	5,000	5,000	42.86%
100 46220	FIRE PROTECTION FEES	1,085	1,171	0	1,000	22	1,000	1,000	0.00%
100 46230	AMBULANCE/EMS FEES	1,055,175	1,123,826	901,148	1,069,000	469,652	985,000	995,000	-6.92%
100 46231	AMB PROTECTION FEES	13,405	16,244	6,904	13,400	551	12,000	12,000	-10.45%
100 46290	SPECIAL CHARGES	925	947	150	5,800	180	500	6,100	5.17%
100 46310	PUBLIC WORKS CHARGES	61,939	74,141	63,935	50,000	7,504	50,000	50,000	0.00%
100 46330	PARKING RENT & FINES	15,233	13,228	7,343	14,500	6,894	10,000	10,000	-31.03%

CITY OF ASHLAND
2022 BUDGET
GENERAL FUND REVENUES

	ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 June 30	2021 Projected	2022 Budget	2021-22 Change
PUBLIC CHARGES FOR SERVICES Cont.									
100 46420	REFUSE/GARBAGE COLLECTION FEES	347,748	346,862	349,056	348,000	175,130	350,000	350,000	0.57%
100 46421	RECYCLING FEES (started February 2016)	19,315	19,270	19,392	19,300	10,000	20,000	39,000	102.07%
100 46431	SPRING CLEANUP FEES	2,000	1,440	0	1,800	0	0	1,800	0.00%
100 46440	WEED/NUISANCE CONTROL	0	0	4,658	2,000	0	5,000	5,000	150.00%
100 46510	ANIMAL CONTROL FEES	1,944	2,652	2,367	2,500	2,479	3,000	3,000	20.00%
100 46720	PARKS REVENUE	123,009	109,326	109,833	119,250	33,879	150,000	150,000	25.79%
100 46721	PW FUEL TAX REFUND	3,499	3,638	3,414	3,500	0	3,500	3,500	0.00%
100 46722	PW ADMIN FEE	5,405	5,587	3,478	5,400	2,215	5,400	5,400	0.00%
100 46755	LEISURE PROGRAMS & REC FEES	78,858	80,056	32,261	80,000	26,116	50,000	80,000	0.00%
TOTAL PUBLIC CHARGES:		**1,740,813**	**1,812,040**	**1,519,521**	**1,747,950**	**738,932**	**1,659,400**	**1,725,800**	-1.27%
INTERGOVERNMENTAL CHARGES FOR SERVICE									
100 47321	LIAISON OFFICER-REIMBURSE	66,986	85,105	46,079	75,000	49,116	75,000	80,190	6.92%
100 47323	FIRE- TOWNSHIP CONTRACTS	165,757	169,042	136,387	138,290	66,302	138,290	140,292	1.45%
100 47324	AMBULANCE - TOWNSHIP CONTRACTS	226,628	230,025	233,477	305,980	155,878	311,756	316,433	3.42%
100 47330	GIS REIMBURSEMENT (COUNTY)	0	1,650	1,650	0	0	0	0	NA
100 47400	ATTORNEY - UTILITY REIMBURSE	5,689	0	0	5,000	0	5,000	5,000	0.00%
100 47401	UTILITY COST SHARE	267,917	281,130	234,094	244,520	119,218	234,000	221,570	-9.39%
100 47403	AIRPORT ADMIN REIMBURSEMENT	8,000	8,000	8,000	8,000	0	8,000	8,000	0.00%
100 47405	CHARGES TO LIBRARY	38,876	43,841	42,455	42,500	0	42,500	43,700	2.82%
TOTAL INTERGOVERNMENTAL CHARGES:		**779,853**	**818,793**	**702,142**	**819,290**	**390,514**	**814,546**	**815,185**	-0.50%
MISCELLANEOUS REVENUES									
100 48110	INTEREST ON CASH & INVESTMENTS	23,400	45,250	22,504	15,000	100	20,000	20,000	33.33%
100 48200	PROPERTY RENTS & LEASES	27,011	28,148	20,632	27,430	14,261	28,000	28,500	3.90%
100 48309	SALES OF OTHER EQUIP & PROPERTY	95	235	0	0	175	0	0	NA
100 48440	INS CLAIMS REIMB - OTHER	0	0	2,078	0	0	0	0	NA
100 48500	GENERAL DONATIONS & GIFTS	607	1,479	2,051	1,000	0	1,000	1,000	0.00%
100 48900	WORKERS COMP WAGE REIMB	1,444	5,688	10,939	2,000	6,484	10,000	2,000	0.00%
100 48901	MISCELLANEOUS	2,924	2,672	4,305	2,000	2,568	4,150	4,150	107.50%
100 48910	INSURANCE DIVIDENDS	33,345	27,986	40,886	40,000	0	30,863	35,000	-12.50%
TOTAL MISCELLANEOUS:		**88,826**	**111,458**	**103,395**	**87,430**	**23,588**	**94,013**	**90,650**	3.68%
OTHER FINANCING SOURCES & TRANSFERS									
100 49220	TRANS FROM SPEC REVENUE	0	0	0	2,800	0	2,800	2,800	0.00%
100 49240	TRANS FROM CAPITAL PROJ (Waterfront)	11,000	11,000	0	17,700	0	17,700	17,700	0.00%
100 49270	TRANS FROM INTERNAL SERVICE FUND	0	0	0	124,450	0	0	124,450	0.00%
TOTAL OTHER FIN. SOURCES:		**11,000**	**11,000**	**0**	**144,950**	**0**	**20,500**	**144,950**	0.00%
TOTAL GENERAL FUND REVENUES:		**10,416,830**	**10,695,939**	**10,474,062**	**10,886,994**	**1,855,438**	**10,701,555**	**10,987,565**	0.92%
Non Property Tax GF Revenues		**7,786,066**	**8,018,672**	**7,697,199**	**8,107,269**	**1,855,438**	**7,921,830**	**8,154,191**	0.58%

City of Ashland

2022 Levy for Long-term Debt Service

Program Explanation

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. Included within this fund type are the various bond issues, promissory notes, and State Trust Fund

2022 General Obligation Debt	Total Principal/Int./Fees	General Tax Levy	Other Fund Sources
Bremer Bank NA - Note 2020A 4/01/2030 2.75%	*47,258*		
Marina		-	47,258
Bremer Bank NA - Note 2020B 4/01/2030 2.27%	*79,437*		
Water Utility		-	79,437
Bremer Bank NA - Note 2020C 5/01/2030 1.91%	*497,752*		
General Tax Levy		**497,752**	0
WI State Trust Fund Loan - 2018 4.00%	*75,473*		
Tax Increment District #10		-	75,473
US Bank - GO Bonds 2017B 12/01/2027 2.023%	*335,123*		
General Tax Levy		**335,123**	
US Bank - GO Bonds 2015A 4/01/2035 2.805%	*431,631*		
General Tax Levy		**431,631**	
Bremer Bank NA - Note 2015B 10/01/2025 2.59%	*128,562*		
General Tax Levy		**128,562**	
Bankers Bank - GO Promissory Notes 2011A 12/1/2021 1.81%	-		
General Tax Levy		-	
2007 Safe Drinking Water Loan - Revenue 1.42%	*13,310*		
General Tax Levy for Turner Road (Street Portion)		***13,310***	
Payment Agent Fees (5 US Bank Issues)	*950*	***950***	
Total GO and Tax Levy Debt Service	**$ 1,609,496**	**$ 1,407,328**	**$ 202,168**

2022 Project and Capital List 11.16.2021

	Estimated Fund Balance Jan 1st	Project Expenditures: Project Expenditure Request	Project Expenditures: Transfers OUT to Other Funds	Project Expenditures: TOTAL EXPENSES TRANSFERS OUT	Sources of Project Revenues: 2021 Levy/Trans	Sources of Project Revenues: Other Funding	Sources of Project Revenues: Other Source	Sources of Project Revenues: 2021 Short-term Borrowing for 2022	Sources of Project Revenues: Transfers IN from Other Funds	Sources of Project Revenues: Trnsf Fund	Sources of Project Revenues: Use (Increase) Fund Balance	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
TID # 10 Project Fund (CP 414)														
Various projects per the project plan		$ (15,150)	$ -	$ (15,150)	$ -	$ 33,979	Increment	$ -	$ -		$ (18,829)	$ 15,150		
Downtown improvement grants		(112,300)	-	(112,300)	-	-		-	112,300	250	-	112,300		
Interest on Advance from fund 250		(2,700)	-	(2,700)	-	-		-	-		2,700	2,700		
TOTALS	$ 26,590	$ (130,150)	$ -	$ (130,150)	$ -	$ 33,979		$ -	$ 112,300		$ (16,129)	$ 130,150	$ 42,719	$ 42,719
Public Transportation (CP 415)														
		$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		$ -
Future transportation projects		-	-	-	-	-		-	-		-	-		22,000
TOTALS	$ 22,000	$ -	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ 22,000	$ 22,000
($19,000 is reserved for BART-WIDOT restriction)														
Building & Facilities (CP 450)														
Public Works Building - Roof Replacement		$ (160,000)	$ -	$ (160,000)	$ -	$ -		$ 160,000	$ -		$ -	$ 160,000		
Building & Facilities Master Plan (Prof. Services)		(25,000)		(25,000)	-	-			2,500	463	22,500	25,000		
Replacement of Gymnastics Spring Floor System		(20,000)	-	(20,000)	-	-		-	-		20,000	20,000		
TOTALS	$ 42,500	$ (205,000)	$ -	$ (205,000)	$ -	$ -		$ 160,000	$ 2,500		$ 42,500	$ 205,000	$ -	$ -
Waterfront Develop (CP 453)														
Room tax revenue estimate		$ -	$ -	$ -	$ -	$ 140,000	Rm Tax	$ -	$ -		$ (140,000)	$ -		$ -
Transfer to GF 100 - GF Parks maintenance reimbursement		-	(17,700)	(17,700)	-	-		-	-		17,700	17,700		
** Transfer to CP 481 WIDOT (TAP)Transp. Alternatives Program G		-	(137,200)	(137,200)	-	-			-		137,200	137,200		
Transfer to CP 481 2017 donation for trail repair		-	(25,000)	(25,000)	-	-		-	-		25,000	25,000		
Transfer to CP 481 ARTS Repair - 22nd Ave W Outfall to Sanbor		-	(90,000)	(90,000)							90,000	90,000		
Transfer to CP 481 Prentice Park Playground Equip		-	(40,000)	(40,000)							40,000	40,000		
Restricted for waterfront parks projects		-	-	-	-	-		-	-		-	-		15,100
TOTALS	$ 185,000	$ -	$ (309,900)	$ (309,900)	$ -	$ 140,000		$ -	$ -		$ 169,900	$ 309,900	$ 15,100	$ 15,100
Equipment Leases (454)														
Public Works Truck Lease - two		$ (16,261)	$ -	$ (16,261)	$ 5,000	$ -		$ -	$ -		$ 11,261	$ 16,261		
City Hall Car - employee out-of- town travel		(4,331)	-	(4,331)	-	-		-	-		4,331	4,331		
TOTALS	$ 17,130	$ (20,592)	$ -	$ (20,592)	$ 5,000	$ -		$ -	$ -		$ 15,592	$ 20,592	$ 1,538	$ 1,538
Public Works Equipment (CP 460)														
Replacement 1 TN Dump Truck		$ (40,000)	$ -	$ (40,000)	$ -	$ -			$ 40,000	470	$ -	$ 40,000		
Replacement Front End Loader		(220,000)	-	(220,000)	-	-		-	119,900	470	100,100	220,000		-
TOTALS	$ 100,100	$ (260,000)	$ -	$ (260,000)	$ -	$ -		$ -	$ 159,900		$ 100,100	$ 260,000	$ -	$ -
													$ -	
Fire Equipment (CP 461)														
New Ambulance		$ (260,000)	$ -	$ (260,000)	$ 184,400	$ -		$ 75,600	$ -		$ -	$ 260,000		-
Restricted State/Local funding/donations		(25,000)	-	(25,000)	-	19,000	State /County/Donations		-		6,000	25,000		44,000
TOTALS	$ 50,000	$ (285,000)	$ -	$ (285,000)	$ 184,400	$ 19,000		$ 75,600	$ -		$ 6,000	$ 285,000	$ 44,000	$ 44,000

2022 Project and Capital List 11.16.2021

	Estimated Fund Balance Jan 1st	Project Expenditures: Project Expenditure Request	Transfers OUT to Other Funds	TOTAL EXPENSES TRANSFERS OUT	Sources of Project Revenues: 2021 Levy/Trans	Other Funding	Other Source	2021 Short-term Borrowing for 2022	Transfers IN from Other Funds	Trnsf Fund	*Use (Increase) Fund Balance*	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
Police Equipment (CP 462)														
Patrol Vehicle Leases		$ (55,000)	$ -	$ (55,000)	$ 15,000	$ 40,000	Vehicle sales	$ -	$ -		$ -	$ 55,000		
Future Vehicle Lease payments		-	-	-	-	-		-	-		-	-		8,980
TOTALS	**$ 8,980**	**$ (55,000)**	**$ -**	**$ (55,000)**	**$ 15,000**	**$ 40,000**		**$ -**	**$ -**		**$ -**	**$ 55,000**	**$ 8,980**	**$ 8,980**
Tech/Computer Equipment (CP 463)														
2021/2022 - Civic Plus - software purchase		$ (5,330)	$ -	$ (5,330)	$ -	$ -		$ -	$ -		$ 5,330	$ 5,330		
Transfer to CP 450 - building master plan			(2,500)	(2,500)							2,500	$ 2,500		
Tech/Computer Equipment		-	-	-	-	-		-	-		-	-		2,280
TOTALS	**$ 10,110**	**$ (5,330)**	**$ (2,500)**	**$ (7,830)**	**$ -**	**$ -**		**$ -**	**$ -**		**$ 7,830**	**$ 7,830**	**$ 2,280**	**$ 2,280**
Street Improvements (CP 470)														
2022 6th St E Recon 13th Ave E- 19th Ave E		$ (1,082,000)		$ (1,082,000)	$ 82,000	$ 1,000,000	CDGB-PF	$ -	$ -		$ -	$ 1,082,000		
Recon 4th Ave W 6th St to 11th St (In conjunction with watermai		(405,000)		(405,000)	2,300	**90,000**	**Wheel Tax Proposed**	34,400	30,000	471	20,000			
6th St W - WIDOT fund balance apply to project											***228,300***	405,000		
2022 Pavement Preservation		(218,000)		(218,000)				-	-		182,100			
6th St W - WIDOT fund balance apply to project											***35,900***	218,000		
Transfer to 460 - public works equipment		-	(159,900)	(159,900)							159,900	159,900		
Ore Dock Access Rd design		(40,000)		(40,000)					10,000	471	30,000	40,000		
2024 Prentice Ave Recons-design		(43,000)		(43,000)					10,000	471	33,000	43,000		
Storm Main 10th St W - PD station		(15,000)		(15,000)							15,000	15,000		
PW software fuel system		(15,000)		(15,000)	-	-		-	-		15,000	15,000		
6th St W funds - 2022 attorney fees (1/1/2022 $760K)		(50,000)	-	(50,000)	-	-		-	-		50,000	50,000		445,800
TOTALS	**$ 1,215,000**	**$ (1,868,000)**	**$ (159,900)**	**$ (2,027,900)**	**$ 84,300**	**$ 1,090,000**		**$ 34,400**	**$ 50,000**		**$ 769,200**	**$ 2,027,900**	**$ 445,800**	**$ 445,800**
Sidewalk Improvements (CP 471)														
Transfer to 471 - Sidewalk reconstruction	**$ 245,000**	**$ -**	**$ (50,000)**	**$ (50,000)**	**$ -**	**$ 9,000**	**Assessment collection**		**$ -**		**$ 41,000**	**$ 50,000**	**$ 204,000**	**$ 204,000**
Urban Forestry (CP 480)														
Urban Forestry - 2020-2021 grant match	**$ -**	**$ (12,000)**	**$ -**	**$ (12,000)**	**$ 6,000**	**$ 6,000**	**Grant**	**$ -**	**$ -**		**$ -**	**$ 12,000**	**$ -**	**$ -**
Parks & Grounds (CP 481)														
WIDOT-TAP grant trail repair construction		(810,000)		(810,000)		647,800	TAP grant		162,200	453	-	810,000		
Prentice Park playground equipment		(80,000)		(80,000)		40,000	Grant		40,000	453/450	-	80,000		
ARTS Repair - 22nd Ave W Outfall to Sanborn Ave		(150,000)		(150,000)		60,000	Grant		90,000	453	-	150,000		
Central Railyard Park Tennis Court		(25,000)		(25,000)		12,500	Grant/Don				12,500	25,000		
Storm water outfall study		(17,500)		(17,500)		12,500	Grant				5,000	17,500		
15th Avenue East Park Bench (restricted donation)		(7,000)		(7,000)	-	-		-	-		7,000	7,000		
Project(s) contingency		-	-	-	-	-		-	-		-	-		3,400
TOTALS	**$ 27,900**	**$ (1,089,500)**	**$ -**	**$ (1,089,500)**	**$ -**	**$ 772,800**		**$ -**	**$ 292,200**		**$ 24,500**	**$ 1,089,500**	**$ 3,400**	**$ 3,400**

2022 Project and Capital List 11.16.2021

	Estimated Fund Balance Jan 1st	Project Expenditures: Project Expenditure Request	Transfers OUT to Other Funds	TOTAL EXPENSES TRANSFERS OUT	Sources of Project Revenues: 2021 Levy/Trans	Other Funding	Other Source	2021 Short-term Borrowing for 2022	Transfers IN from Other Funds	Trnsf Fund	Use (Increase) Fund Balance	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
Landfill (CP 491)														
Landfill Maintenance & Equipment 2022		$ (44,360)	$ -	$ (44,360)	$ 5,000	$ -		$ -	$ -		$ 39,360	$ 44,360		$ -
		-	-	-	-	-		-	-		-	-		
	$ 39,360	$ (44,360)	$ -	$ (44,360)	$ 5,000	$ -		$ -	$ -		$ 39,360	$ 44,360	$ -	$ -
TOTALS CP 415 - CP 491	$ 1,989,670	$ (3,974,932)	$ (522,300)	$ (4,497,232)	$ 299,700	$ 2,110,779		$ 270,000	$ 616,900		$ 1,199,853	$ 4,497,232	$ 789,817	$ 789,817
				$ (4,497,232)	299,700							$ 4,497,232	$ 789,817	
		GF transfer	17,700				SR fund 250 transfer		(112,300)					
	Balance to transfers IN		$ (504,600)						$ 504,600					

** ***WIDOT Transportation Alternatives Program Grant - State Fiscal Years 2018-2022 (2021 - project engineering/design and 2022 - project construction)***

	2022	2021	Total
Grant amount for pedestrian & bike improvements	$ 648,000	$ 72,000	$ 720,000
TAP grant match amount 20%	162,000	18,000	180,000
Total amount	$ 810,000	$ 90,000	$ 900,000
Grant Match:			
2017 donation of $25,000 apply to the grant match	$ 25,000	$ -	$ 25,000
Waterfront Development Fund 453	137,000	18,000	155,000
Total amount	$ 162,000	$ 18,000	$ 180,000

	Estimated Fund Balance Jan 1st	Project Expenditure Request	Transfers OUT to Other Funds	TOTAL EXPENSES TRANSFERS OUT	2021 Levy/Trans	Other Funding	Other Source	2021 Short-term Borrowing for 2022	Transfers IN from Other Funds	Trnsf Fund	Use (Increase) Fund Balance	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
Community Development (SR 245)														
Downtown Streetscape & programming		$ (50,000)	$ -	(50,000)	$ 14,000	$ 35,000	Fundraising & Event Sponsorships				$ 1,000	50,000		
Downtown Manager - personnel costs		(70,310)		(70,310)		70,310	ARPA grant				-	70,310		
Partners in Energy - 2nd of 2 payments		(7,500)	-	(7,500)	7,500						-	7,500		
Upland Ore Dock Plan		(15,000)	-	(15,000)	15,000						-	15,000		
Electric Vehicle Charging Station-power install		(30,000)	-	(30,000)	30,000						-	30,000		
Restricted Contributions		(5,150)	-	(5,150)	-	-		-	-		5,150	5,150		
TOTALS	$ 6,150	$ (177,960)	$ -	$ (177,960)	$ 66,500	$ 105,310		$ -	$ -		$ 6,150	$ 177,960	$ -	$ -

City of Ashland
2022 Special Revenue Funds - Budget Summary

Fund Name	Fund	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfer out to Debt Service	Transfer out to Spec Rev Cap Proj	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
Library Donations	214	201,100	0	0	0	25,000	25,000	12,500	0	0	12,500	213,600	State statute & Donor restricted; includes grants; includes fundraising for library renovations
Library Operations	215	127,405	0	312,000	0	157,153	469,153	473,349	0	0	473,349	123,209	State statute - restricted
Insurance Loss Deductible Reser	229	20,000	0	0	0	10,000	10,000	15,000	0	0	15,000	15,000	Restricted-City's insurance claims deductible
State Hazmat Contract	230	0	0	0	0	31,190	31,190	31,190		0	31,190	0	State Grant- Training/equipment/hazmat calls
Police Programs	233	87,000	0	0	0	20,000	20,000	40,000	0	0	40,000	67,000	Grant & Donor - restricted - K-9 program; training; equipment
Revolving Loan Fund - Housing	240	300,000	0	0	0	90,000	90,000	150,000	0	0	150,000	240,000	State Grant - restricted
Revolving Loan Fund - Economic	241	0	0	0	0	28,075	28,075	28,075	0	0	28,075	0	DOA Program Close-Out in 2021 - payments received by the City are forwarded to DOA
Comprehensive Planning (see additional information included with the capital projects list)	245	6,150	0	66,500	0	105,310	171,810	177,960	0	0	177,960	0	Downtown Manager position funded by ARPA; Downtown St Scape; Partners in Energy; Upland Ore Dock plan; Electric vehicle charging station; Restricted contributions
Home Improvement Programs	246	19,497	0	0	0	5,000	5,000	24,497	0	0	24,497	0	Donor restricted
Breakwall Maintenance	250	359,053	0	0	0	800	800	112,300	0	0	112,300	247,553	Advance of funds to TID #10 for improvement program; TID #10 will repay with interest
City-wide recycling	260	0	0	85,600	0	56,600	142,200	142,200	0	0	142,200	0	State Grant $56,600 restricted
BCC Teen Center	272	39,000	0	0	0	6,500	6,500	20,000	0	0	20,000	25,500	Grant/Donor restricted; Scholarships for BCC programs
Community Imprv (Beautification)	274	3,500	0	0	0	7,000	7,000	7,500	0	0	7,500	3,000	Donor restricted - downtown flowers & beautification committee
Wetland Mitigation	277	0	0	0	0	0	0	0	0	0	0	0	Required wetland "bank" maintenance thru 2021
Tax Increment #10 (New 2017)	280	0	44,009	0	0	65,443	109,452		75,473	33,979	109,452	0	State restricted-Cobblestone & Main St W Transfer balance of tax increment to TID# 10 Capital Projects fund for future development costs
Tax Increment #6 (Donor)	281	0	125,376	0	0	186,438	311,814	150	0	311,664	311,814	0	State restricted-Super One & Depot area
Tax Increment #9 (Distressed)	284	(1,091,875)	88,101	0	311,664	131,010	530,775	26,150	0	0	26,150	(587,250)	State restricted-Timeless Timber & Honda area
Totals		70,830	257,486	464,100	311,664	925,519	1,958,769	1,260,871	75,473	345,643	1,681,987	347,612	

City of Ashland
2022 Capital Project Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Cap Proj Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfers out to other funds	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
TID #9-Mixed Use	413	0	0	0	0	0	0	0	0	0	0	Expenditure period ends 8/8/2021 (RESTRICTED)
TID #10	414	26,590	0	0	112,300	33,979	146,279	130,150	0	130,150	42,719	Expenditure period ends 5/30/2039 (RESTRICTED) Main St West.
Public Transportation	415	22,000	0	0	0	0	0	0	0	0	22,000	Restricted-BART transportation capital
Building Facilities Fund *(Fund balance includes $160,000 S-T Loan)*	450	202,500	0	0	2,500	0	2,500	205,000	0	205,000	0	Building and facilities improvements - roof replacement, master plan, gymnastics floor
Waterfront Development	453	185,000	0	0	0	140,000	140,000	0	309,900	309,900	15,100	Restricted - Room Tax Revenue Fund for Waterfront parks/trails improvements.
Equipment Leases	454	17,130	0	5,000	0	0	5,000	20,592	0	20,592	1,538	Vehicle leases
Land Acquisition	455	(105,901)	0	0	0	105,901	105,901	0	0	0	0	Future land sales to recover costs
Public Works Capital	460	100,100	0	0	159,900	0	159,900	260,000	0	260,000	0	Equipment-front end loader & dump truck
Fire Department Capital *(Fund balance includes $75,600 S-T Loan)*	461	125,600	0	184,400	0	19,000	203,400	285,000	0	285,000	44,000	Equipment replacement - Ambulance and restricted grants/donations.
Police Department Capital	462	8,980	0	15,000	0	40,000	55,000	55,000	0	55,000	8,980	Police vehicle leases and equipment
Technology Capital Equipme	463	10,110	0	0	0	0	0	5,330	2,500	7,830	2,280	Website/Civic Clerk software & election equipment
Capital Street Improvement including storm *(Fund balance includes $34,400 S-T Loan)*	470	1,249,400		84,300	50,000	1,090,000	1,224,300	1,868,000	159,900	2,027,900	445,800	Reserve 6th St West
Improvement including special	471	245,000		0	0	9,000	9,000	0	50,000	50,000	204,000	Sidewalk Special Assessments and Capital Projects
Urban Forestry	480	0	0	6,000	0	6,000	12,000	12,000	0	12,000	0	2022 forestry grant
Parks and Recs Improvemer	481	27,900	0	0	292,200	772,800	1,065,000	1,089,500	0	1,089,500	3,400	Ore Dock projects $4M funded by grants and the Ore Dock Trust. Other-misc equipment and trail repair
Landfill Improvement	491	39,360	0	5,000	0	0	5,000	44,360	0	44,360	0	Equipment replacement and site improvements
Total Capital Project Funds		2,153,769	0	299,700	616,900	2,216,680	3,133,280	3,974,932	522,300	4,497,232	789,817	

CITY OF ASHLAND WISCONSIN
2022 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. 7,530), 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, City Administrator, 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: With the addition of a full time experienced City Administrator, the mayor's office hours (as a part-time Mayor) are targeted at 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, the Mayor is called upon 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, 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 written public statements, 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, water quality issues, grant funding, etc.
- Actively working to address housing stock issues; chair of Housing Committee meetings and attends Chequamegon Bay Regional Housing Discussion Initiative;
- Member and Statutory Chair of the City of Ashland Plan Commission
- Participates in numerous grant applications by writing letters of support on behalf of city and collaborative partners;
- Participates in planning efforts for city Stragegic Plan;

- Participates in ongoing business retention outreach efforts to local business leaders.
- Through much of the past two years, participated in an ongoing administrative team coordination of the city's COVID-19 pandemic response.

The goal of the Mayor has been 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. Expanded the City's voice 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 well equipped and able to perform their service to the City at their best.

CITY OF ASHLAND
2022 BUDGET
MAYOR

DEBRA S. LEWIS, MAYOR

MAYORAL PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Customer Service	Personnel Management	Community Outreach/ Public Relations	Council Meetings - Preparation & Oversight	Economic Development Management
Mayoral Revenues:							
General Funds	$ 29,940	$ 29,670	$5,930	$2,968	$8,902	$2,968	$8,902
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	29,940	29,670	5,930	2,968	8,902	2,968	8,902
Mayoral Expenses:							
Personnel	$ 18,240	$ 18,290	3,654	1,830	5,488	1,830	5,488
Services	800	1,030	206	103	309	103	309
Materials & Supplies	5,750	6,850	1,370	685	2,055	685	2,055
Economic Development	5,150	3,500	700	350	1,050	350	1,050
Total Mayoral Expenses	29,940	29,670	5,930	2,968	8,902	2,968	8,902
Net Mayoral Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Customer Service **$ 5,930 Funding request**

Full time equivalent employees 0.2

Personnel Management **$ 2,968 Funding request**

Full time equivalent employees 0.1

Community Outreach/ Public Relations **$8,902 Funding request**

Full time equivalent employees 0.3

Council Meetings - Preparation & Oversight **$2,968 Funding request**

Full time equivalent employees 0.1

Economic Development Management **$8,902 Funding request**

Full time equivalent employees 0.3

CITY OF ASHLAND
2022 BUDGET
MAYOR

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51410 111 SALARIES/PERMANENT/REG	14,000	14,000	14,215	14,010	6,462	14,010	14,010	0.00%
100 51410 151 SOCIAL SECURITY	1,071	1,071	1,087	1,070	494	1,070	1,070	0.00%
100 51410 152 EMPLOYER SHARE RETIREMEN	937	918	960	950	436	950	950	0.00%
100 51410 155 LIFE INSURANCE	106	116	123	125	62	125	125	0.00%
100 51410 156 WORKERS COMPENSATION	34	29	28	35	0	35	35	0.00%
100 51410 161 EE WELLNESS/RECOGNITION	2,096	2,089	1,978	2,050	442	2,050	2,100	2.44%
TOTAL PERSONNEL COSTS:	**18,244**	**18,223**	**18,391**	**18,240**	**7,896**	**18,240**	**18,290**	**0.27%**
SERVICES								
100 51410 225 TELEPHONE	671	672	877	800	452	1,030	1,030	28.75%
TOTAL SERVICES:	**671**	**672**	**877**	**800**	**452**	**1,030**	**1,030**	**28.75%**
MATERIALS & SUPPLIES								
100 51410 319 OFFICE SUPPLIES	0	53	31	150	0	150	150	0.00%
100 51410 324 MEMBERSHIP DUES/PERIODICA	1,767	2,200	4,192	4,200	2,200	4,200	4,200	0.00%
100 51410 339 TRAVEL/TRAINING	1,151	1,071	309	400	70	400	1,500	275.00%
100 51410 390 MISCELLANEOUS EXPENSE	1,422	2,314	340	1,000	50	1,000	1,000	0.00%
TOTAL MAT. & SUPPLIES:	**4,340**	**5,638**	**4,872**	**5,750**	**2,320**	**5,750**	**6,850**	**19.13%**
CONTRIBUTIONS								
100 51410 791 CIVIC FUNCTIONS	890	1,575	817	1,150	0	1,150	1,000	-13.04%
100 51410 829 ECONOMIC DEVELOPMENT ACT	3,504	40	0	4,000	0	4,000	2,500	-37.50%
TOTAL CONTRIBUTIONS:	**4,394**	**1,615**	**817**	**5,150**	**0**	**5,150**	**3,500**	**-32.04%**
TOTAL MAYOR EXPENDITURES:	**27,649**	**26,148**	**24,957**	**29,940**	**10,668**	**30,170**	**29,670**	**-0.90%**

Mayor

CITY OF ASHLAND WISCONSIN
2022 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. After the 2020 Census results confirmed a decline in population in the City of Ashland, a Census Ad Hoc Committee took the opportunity to reduce the size of Council seats (per Council's direction) and in turn, aldermanic districts, to represent the 7,900 citizens. Redrawn ward lines were approved by the City Council in October 2021, and accepted by Ashland County in November 2021. The City is comprised of 21 wards, combined equally by population to result in seven aldermanic districts. The Ashland Common Council is currently comprised of eleven aldermanic representatives, and are in the process of determining the number of seats due to the redistricting process. Each member of the Council is elected to serve 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.

The Committee of the Whole meeting is a work session-type meeting to update Council on current and future projects or ongoing plans, or bring forward issues that require discussion and answer questions before determining to 1) move forward for formal approval, 2) ask staff or committees to research for future discussion, or 3) table or revisit at a later date.

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
2022 BUDGET
CITY COUNCIL

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51110 125 PER DIEM-BOARD/COMMITTEE	26,625	28,000	26,500	30,000	12,000	28,500	30,000	0.00%
100 51110 151 SOCIAL SECURITY	2,037	2,142	2,027	2,300	918	2,180	2,295	-0.22%
100 51110 156 WORK COMPENSATION	65	58	52	80	0	60	80	0.00%
TOTAL PERSONNEL COSTS:	**28,727**	**30,200**	**28,579**	**32,380**	**12,918**	**30,740**	**32,375**	**-0.02%**
SERVICES								
100 51110 213 OTHER PROFESSIONAL SERVICES	0	0	0	20,000	0	25,000	29,000	45.00%
TOTAL SERVICES:	**0**	**0**	**0**	**20,000**	**0**	**25,000**	**29,000**	**45.00%**
MATERIALS & SUPPLIES								
100 51110 320 PUBLISHING	8,838	6,284	5,371	7,800	(833)	6,000	7,200	-7.69%
100 51110 324 MEMBERSHIP DUES	2,015	1,887	2,017	2,100	2,103	2,105	2,100	0.00%
100 51110 339 TRAVEL/TRAINING	75	1,109	61	600	140	600	600	0.00%
100 51110 390 MISCELLANEOUS EXPENSE	1,519	486	357	250	0	250	500	100.00%
TOTAL MATERIALS & SUPPLIES:	**12,447**	**9,766**	**7,806**	**10,750**	**1,410**	**8,955**	**10,400**	**-3.26%**
CONTRIBUTIONS								
100 51110 213 ECONOMIC DEVELOPMENT ACTIV	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY COUNCIL:	**41,174**	**39,966**	**36,385**	**63,130**	**14,328**	**64,695**	**71,775**	**13.69%**

CITY OF ASHLAND WISCONSIN
2022 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

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
2022 BUDGET
CITY ADMINISTRATOR

BRANT KUCERA, ADMINISTRATOR

CITY ADMINISTRATOR PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 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	$ 99,430	$103,039	$7,721	$7,729	$12,881	$7,729	$12,881	$12,881	$12,881	$20,607	$7,729
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Utility Reimbursement	38,320	39,706	2,971	2,979	4,964	2,979	4,964	4,964	4,964	7,942	2,979
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	137,750	142,745	10,692	10,708	17,845	10,708	17,845	17,845	17,845	28,549	10,708
Administrator Expenses:											
Personnel	$135,400	$ 137,845	10,335	10,339	17,231	10,339	17,231	17,231	17,231	27,569	10,339
Services	1,000	1,504	113	113	188	113	188	188	188	300	113
Material and Supplies	1,350	3,396	244	256	426	256	426	426	426	680	256
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	137,750	142,745	10,692	10,708	17,845	10,708	17,845	17,845	17,845	28,549	10,708
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Community Outreach and Public Relati **$7,721** **Funding request**
Full time equivalent employee 0.075

Council Mtg Preparation and Oversight **$7,729** **Funding request**
Full time equivalent employee 0.075
Volunteers 0

Customer Service **$12,881** **Funding request**
Full time equivalent employee 0.125

Economic Development Management **$7,729** **Funding request**
Full time equivalent employee 0.075

Financial Administration **$12,881** **Funding request**
Full time equivalent employee 0.125

General Oversight **$12,881** **Funding request**
Full time equivalent employee 0.125

Personnel Management **$12,881** **Funding request**
Full time equivalent employee 0.125

Policy Development **$20,607** **Funding request**
Full time equivalent employee 0.2

Project Management **$7,729** **Funding request**
Full time equivalent employee 0.075

CITY OF ASHLAND
2022 BUDGET
CITY ADMINISTRATOR

DESCRIPTION	2018 Actual	2019 Actual	2020 Estimate	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51411 111 SALARIES/PERMANENT/REG	68,348	96,369	98,673	99,890	46,069	99,890	101,880	1.99%
100 51411 131 LONGEVITY PAY	0	0	0	0	0	0	0	NA
100 51411 151 SOCIAL SECURITY	5,052	7,278	7,447	7,530	3,468	7,530	7,680	1.99%
100 51411 152 EMPLOYER SHARE RETIREME	3,653	6,321	6,661	6,745	3,110	6,745	6,625	-1.78%
100 51411 157 HSA CONTRIBUTION	1,750	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
100 51411 154 MEDICAL & DENTAL INSUR.	10,882	15,827	17,816	17,820	8,860	17,820	18,110	1.63%
100 51411 155 LIFE INSURANCE	65	166	166	215	96	215	340	58.14%
100 51411 156 WORKERS COMPENSATION	165	200	198	200	0	200	210	5.00%
TOTAL PERSONNEL COSTS:	**89,915**	**129,161**	**133,961**	**135,400**	**63,103**	**135,400**	**137,845**	**1.81%**
SERVICES								
100 51411 225 TELEPHONE	1,143	1,007	1,832	1,000	885	1,700	1,500	50.00%
TOTAL SERVICES:	**1,143**	**1,007**	**1,832**	**1,000**	**885**	**1,700**	**1,500**	**50.00%**
MATERIALS & SUPPLIES								
100 51411 319 OFFICE SUPPLIES	70	4	0	100	0	100	100	0.00%
100 51411 324 MEMBERSHIP DUES	0	144	0	500	0	500	1,000	100.00%
100 51411 332 AUTO ALLOWANCE	58	0	0	0	0	0	0	NA
100 51411 339 TRAVEL/TRAINING	55	1,333	343	250	0	250	2,000	700.00%
100 51411 390 MISCELLANEOUS EXPENSE	37	908	86	500	50	300	300	-40.00%
TOTAL MAT. & SUPPLIES:	**220**	**2,389**	**429**	**1,350**	**50**	**1,150**	**3,400**	**151.85%**
CAPITAL EXPENDITURES								
100 51411 812 OFFICE EQUIP/FURN	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY ADMINISTRATOR:	**$91,278**	**$132,557**	**$136,222**	**137,750**	**$64,038**	**$138,250**	**142,745**	**3.63%**
100 48500 GRANT REVENUE	0	0	0	0	0	0	0	NA
NET CITY ADMINISTRATOR:	**$91,278**	**$132,557**	**$136,222**	**$137,750**	**$64,038**	**$138,250**	**$142,745**	**3.63%**

CITY OF ASHLAND WISCONSIN
2022 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:

1. Goal: Hold regular Commission meetings to maintain effective communications with the Fire Chief and Police Chief.

2. Goal: Provide statutory oversight for disciplinary activities of the Police Chief and Fire Chief.

3. Goal: Conduct interviews of candidates for positions in the Police and Fire Departments.

4. Goal: Complete and update the policy manual regarding rules and regulations governing the Police and Fire Commission.

CITY OF ASHLAND
2022 BUDGET
POLICE & FIRE COMMISSION

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51120 161 TESTING	3,467	6,967	7,502	4,000	4,639	6,500	7,000	75.00%
TOTAL PERSONNEL COSTS:	**3,467**	**6,967**	**7,502**	**4,000**	**4,639**	**6,500**	**7,000**	**75.00%**
SERVICES								
TOTAL SERVICES:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
MATERIALS & SUPPLIES								
100 51120 320 ADVERTISING/PUBLISHING	0	0	0	200	0	200	200	0.00%
100 51120 339 TRAVEL/TRAINING	511	0	75	1,000	0	500	600	-40.00%
100 51120 390 MISCELLANEOUS EXPENSE	30	0	75	100	135	150	100	0.00%
TOTAL MAT. & SUPPLIES:	**541**	**0**	**150**	**1,300**	**135**	**850**	**900**	**-30.77%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL POLICE/FIRE COMMISSION:	**4,008**	**6,967**	**7,652**	**5,300**	**4,774**	**7,350**	**7,900**	**49.06%**

CITY OF ASHLAND WISCONSIN
2022 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 Anich, Wickman, & Lindsey SC are contracted for legal representation, led by Attorney Tyler Wickman. This contract was renewed in May 2021 for a two year term ending June 1, 2023. 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 is $175/hour throughout the two-year agreement.

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
2022 BUDGET
CITY ATTORNEY

DENISE OLIPHANT, CITY CLERK

CITY ATTORNEY PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 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	$ 55,000	$ 55,000	$8,250	$12,650	$4,950	$10,450	$18,700
Government & Grants	-	-	-	-	-	-	-
Utility Reimbursement	5,000	5,000	750	1,150	450	950	1,700
Donations	-	-	-	-	-	-	-
Total Revenues	60,000	60,000	9,000	13,800	5,400	11,400	20,400
City Attorney Expenses:							
Personnel	$ -	$ -	-	-	-	-	-
Services	60,000	60,000	9,000	13,800	5,400	11,400	20,400
Material and Supplies	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	60,000	60,000	9,000	13,800	5,400	11,400	20,400
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Ordinance and Policy Oversight and Revi		**$ 8,250**	**Funding request**
Contract Service	0.15		

Special Project/ Contract Review		**$12,650**	**Funding request**
Contract Service	0.23		

Prosecutions and Court Hearings		**$4,950**	**Funding request**
Contract Service	0.09		

Department Level Legal Services		**$10,450**	**Funding request**
Contract Service	0.19		

General Government Legal Services		**$18,700**	**Funding request**
Contract Service	0.34		

CITY OF ASHLAND
2022 BUDGET
CITY ATTORNEY

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51310 111 WAGES/PERMANENT/REG	18,670	0	0	0	0	0	0	NA
100 51310 151 SOCIAL SECURITY	1,428	0	0	0	0	0	0	NA
100 51310 152 EMPLOYER SHARE RETIRI	1,251	0	0	0	0	0	0	NA
100 51310 155 LIFE INSURANCE	123	0	0	0	0	0	0	NA
100 51310 156 WORKER'S COMPENSATIC	50	0	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	**21,522**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
SERVICES								
100 51310 213 PROFESSIONAL SERV/ARI	74,982	40,381	55,506	60,000	21,584	60,000	60,000	0.00%
100 51310 210 SUPERFUND ATTORNEY	1,336	0	0	0	0	0	0	NA
TOTAL SERVICES:	**76,318**	**40,381**	**55,506**	**60,000**	**21,584**	**60,000**	**60,000**	**0.00%**
MATERIALS & SUPPLIES								
100 51310 319 OFFICE SUPPLIES	2,495	0	0	0	0	0	0	NA
100 51310 390 MISC EXPENSE	635	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**3,130**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY ATTORNEY:	**100,970**	**40,381**	**55,506**	**60,000**	**21,584**	**60,000**	**60,000**	**0.00%**

CITY OF ASHLAND WISCONSIN
2022 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 records 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.
- 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 claims.
- Maintains the City's vehicle listing to include recording of titles and insurance coverage.
- Conduct Census and participate in redistricting.
- Financial responsibilities including review of Treasurer's Report, tax statement journal entries, and City charge accounts 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, State and Federal 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 as well as 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.
- 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 maintained through website notifications and public communications.
- Cooperates with Finance department and sustain an auditing system in existence by sharing staff and duties as well as back up support.

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
2022 BUDGET
CITY CLERK

DENISE OLIPHANT, CLERK

CITY CLERK PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Council Duties	General Administration
City Clerk Revenues:				
General Funds	$ 45,210	$ 39,058	5,856	33,202
Business Licenses	28,000	35,000	5,248	29,752
Utility Reimbursement	25,650	26,295	3,942	22,353
Donations	-	-	-	-
Total Revenues	98,860	100,353	15,046	85,307
City Clerk Expenses:				
Personnel	$ 96,695	$ 99,188	14,871	84,317
Services	400	400	60	340
Material and Supplies	1,765	765	115	650
Capital Expenditures	-	-	-	-
Total Expenses	98,860	100,353	15,046	85,307
Net Revenue (Expense)	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Council Duties		**$ 5,856**	**Funding request**	
Full time equivalent employees	0.15		Programs:	Misc. Secretarial Duties
				Agenda Preparation
				PrepareMeetingMinutes

General Administration		**$ 33,202**	**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

CITY OF ASHLAND
2022 BUDGET
CITY CLERK

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51420 111 SALARIES/PERMANENT/REG	51,200	52,217	59,053	59,770	27,572	59,770	60,975	2.02%
100 51420 131 LONGEVITY PAY	0	0	0	0	0	0	610	NA
100 51420 151 SOCIAL SECURITY	3,589	3,847	4,365	4,420	1,938	4,420	4,550	2.94%
100 51420 152 EMPLOYER SHARE RETIREMEN	3,427	3,425	3,986	4,035	1,861	4,035	4,025	-0.25%
100 51420 157 HSA CONTRIBUTION	3,000	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
100 51420 154 MEDICAL & DENTAL INSUR.	21,511	23,170	25,245	25,250	12,553	25,250	25,670	1.66%
100 51420 155 LIFE INSURANCE	83	86	133	100	85	195	230	130.00%
100 51420 156 WORKERS COMPENSATION	125	108	118	120	0	120	125	4.17%
TOTAL PERSONNEL COSTS:	**82,935**	**85,853**	**95,900**	**96,695**	**45,509**	**96,790**	**99,185**	**2.58%**
SERVICES								
100 51420 225 TELEPHONE	363	386	391	400	200	400	400	0.00%
TOTAL SERVICES:	**363**	**386**	**391**	**400**	**200**	**400**	**400**	**0.00%**
MATERIALS & SUPPLIES								
100 51420 319 OFFICE SUPPLIES	(2)	50	66	100	0	100	100	0.00%
100 51420 324 MEMBERSHIP DUES	250	65	65	65	65	65	65	0.00%
100 51420 339 TRAVEL/TRAINING	1,487	1,812	360	1,500	594	1,000	500	-66.67%
100 51420 390 MISCELLANEOUS EXPENSE	13	0	47	100	64	100	100	0.00%
TOTAL MAT. & SUPPLIES:	**1,748**	**1,927**	**538**	**1,765**	**723**	**1,265**	**765**	**-56.66%**
CAPITAL EXPENDITURES								
100 51420 812 NEW OFFICE EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY CLERK:	**85,046**	**88,166**	**96,829**	**98,860**	**46,432**	**98,455**	**100,350**	**1.51%**

CITY OF ASHLAND WISCONSIN
2022 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.

- Facilitate the City's Safety and Wellness Committee (SWC) to ensure the City is focusing on safety for all employees. Develop training, work with partners to reduce the occurrence of workplace injuries and illnesses, and increase the access to wellness activities and resources for all employees.

CITY OF ASHLAND
2022 BUDGET
HUMAN RESOURCES/PERSONNEL

JENNIFER BOULLEY, HUMAN RESOURCES

PERSONNEL PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Human Resources and Safety			
Personnel Revenues:						
General Funds	$ 55,135	$ 69,105	$69,105	$0	$0	$0
Government & Grants	-	-	-	-	-	-
Utility Reimbursement	14,660	17,990	17,990	-	-	-
Donations	-	-	-	-	-	-
Total Revenues	69,795	87,095	87,095	-	-	-
Personnel Expenses:						
Personnel	$ 63,795	$ 78,495	78,495	-	-	-
Services	3,100	4,000	4,000	-	-	-
Material and Supplies	2,900	4,600	4,600	-	-	-
Capital Expenditures	-	-	-	-	-	-
Total Expenses	69,795	87,095	87,095	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Human Resources and Safety **$ 69,105 Funding request**

Full time equivalent employees 0.7

Programs:
Benefit & Payroll Administra
Compensation
Recruitment / Onboarding
Safety

Human Resources
Personnel

CITY OF ASHLAND
2022 BUDGET
HUMAN RESOURCES/PERSONNEL

DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS										
100 51430	111	SALARIES/PERMANENT/REG	38,742	32,585	45,767	47,275	21,802	47,275	48,225	2.01%
100 51430	125	WAGES/TEMP/REG	17,000	0	0	0	0	0	10,800	NA
100 51430	131	LONGEVITY PAY	0	0	0	0	0	0	0	NA
100 51430	151	SOCIAL SECURITY	4,108	2,238	3,321	3,460	1,546	3,460	4,325	25.00%
100 51430	152	EMPLOYER SHARE RETIREM	2,387	9	2,570	3,195	1,472	3,195	3,135	-1.88%
100 51430	157	HSA CONTRIBUTION	875	1,500	1,500	1,500	750	1,500	1,500	0.00%
100 51430	154	MEDICAL & DENTAL INSUR.	3,658	3,307	3,929	4,900	2,132	4,900	5,840	19.18%
100 51430	155	LIFE INSURANCE	168	0	41	70	27	50	50	-28.57%
100 51430	156	WORKERS COMPENSATION	139	71	90	95	0	90	120	26.32%
100 51430	161	EMPLOYEE RECRUITMENT	5,346	2,291	1,709	1,800	1,550	2,800	3,000	66.67%
100 51430	162	EMPLOYEE RECOGNITION	1,257	2,242	400	1,500	0	1,000	1,500	0.00%
TOTAL PERSONNEL COSTS:			**73,680**	**44,243**	**59,327**	**63,795**	**29,279**	**64,270**	**78,495**	**23.04%**
SERVICES										
100 51430	213	PROFESSIONAL SERVICES	799	5,666	4,545	2,500	2,188	3,500	3,500	40.00%
100 51430	225	TELEPHONE	493	469	477	600	243	500	500	-16.67%
TOTAL SERVICES:			**1,292**	**6,135**	**5,022**	**3,100**	**2,431**	**4,000**	**4,000**	**29.03%**
MATERIALS & SUPPLIES										
100 51430	313	PRINTING/COPYING	21	529	164	300	63	300	1,000	233.33%
100 51430	319	OFFICE SUPPLIES	117	48	128	500	0	500	500	0.00%
100 51430	320	ADVERTISING/PUBLISHING	5,035	1,386	1,196	1,500	1,255	2,500	2,500	66.67%
100 51430	339	TRAVEL/TRAINING	0	104	0	500	0	0	500	0.00%
100 51430	390	MISCELLANEOUS EXPENSE	14	55	31	100	50	100	100	0.00%
LIES:			**5,187**	**2,122**	**1,519**	**2,900**	**1,368**	**3,400**	**4,600**	**58.62%**
CAPITAL EXPENDITURES										
TOTAL CAPITAL EXPEND:			**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PERSONNEL:			**80,159**	**52,500**	**65,868**	**69,795**	**33,078**	**71,670**	**87,095**	**24.79%**

Human Resources
Personnel

CITY OF ASHLAND WISCONSIN
2022 BUDGET PROGRAM NARRATIVE
ELECTIONS

Core Operations:

Description: The City of Ashland administers all local, school district, county, state and national elections occurring in the city limits in accordance with Wisconsin Statutes. There is one ¾-time employee, an "Election Specialist" who is in City Hall through the election "season", approximately mid-September through mid-May.

Even-numbered years potentially have four elections – the spring primary and spring 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 designated available 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 and are issued the oath of office by the Clerk or Deputy Clerk. The City of Ashland polling locations are WITC-Ashland, 2100 Beaser Avenue, and the Bretting Community Center, 400 4th Avenue West. The City has also initiated a Central Count to process all absentee ballots for all city wards.

The City has initiated use of electronic poll books, or Badger Books, to replace hard copy poll books. There are programmed by the State and updated and tested regularly.

Outcomes:

- Registration of voters and keeping voter registration lists current.
- Maintaining the City's election on 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 supplies including ballots.
- Preparing polling places and setting up voting machines.
- Coordinate Central Count with the Municipal Board of Absentee Canvassers.
- Preparing election supplies for use at the polling places.
- Processing all absentee ballot requests including coordinating in-person absentee voting.
- Work with special voting deputies to conduct absentee voting in nursing homes.
- Construct the election emergency contingency plan.
- Provide community information & education regarding any proposed election changes.

ELECTION PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	ADMINISTRATIVE DUTIES	ELECTION DUTIES
Election Revenues:				
General Funds	$ 41,405	$73,365	$36,678	$36,687
Government & Grants	-	-	-	-
Program Fees	-	-	-	-
Donations	-	-	-	-
Total Revenues	41,405	73,365	36,678	36,687
Election Expenses:				
Personnel	$ 26,605	$ 42,865	21,428	21,437
Services	11,000	23,000	11,500	11,500
Material and Supplies	3,600	7,000	3,500	3,500
Capital Expenditures	200	500	250	250
Total Expenses	41,405	73,365	36,678	36,687
Net Revenue (Expense)	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

ADMINISTRATIVE DUTIES		**$ 36,678**	**Funding request**	
Full time equivalent employees	0.15		Programs:	General Administration and Oversight
				Records Management
				Training
				Customer Service
				Finance
ELECTION DUTIES		**$ 36,687**	**Funding request**	
Full time equivalent employ	0.6		Programs:	Elections Training Development
				Elections Poll Worker Training and Management
				Voter Registration
				State Voter Regis System Administration

CITY OF ASHLAND
2022 BUDGET
ELECTIONS

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51440 111 SALARIES & WAGES	19,936	20,325	19,849	19,625	7,622	15,000	31,825	62.17%
100 51440 112 WAGES-OVERTIME		0	540	0	0	0	0	NA
100 51440 131 LONGEVITY	794	882	620	0	0	0	0	NA
100 51440 151 SOCIAL SECURITY	1,369	1,374	1,525	1,495	574	1,150	2,330	55.85%
100 51440 152 EMPLOYER SHARE RETIF	1,388	1,386	1,389	1,325	515	1,015	2,070	56.23%
100 51440 157 HSA CONTRIBUTION	1,500	1,500	1,062	750	313	313	1,125	50.00%
100 51440 154 MEDICAL & DENTAL	7,508	8,089	5,493	3,350	1,116	1,116	5,415	61.64%
100 51440 155 LIFE INSURANCE	143	147	78	18	8	30	30	66.67%
100 51440 156 WORKERS COMPENSATI	110	54	131	42	0	45	70	66.67%
TOTAL PERSONNEL COSTS:	**32,748**	**33,757**	**30,687**	**26,605**	**10,148**	**18,669**	**42,865**	**61.12%**
SERVICES								
100 51440 213 OTHER PROF SERVICES	5,836	3,157	3,610	3,500	0	3,500	13,000	271.43%
100 51440 290 PER DIEM-POLL WORKEF	24,030	4,660	21,745	7,500	4,205	4,205	10,000	33.33%
TOTAL SERVICES:	**29,866**	**7,817**	**25,355**	**11,000**	**4,205**	**7,705**	**23,000**	**109.09%**
MATERIALS & SUPPLIES								
100 51440 311 POSTAGE	1	0	16	500	61	500	1,200	140.00%
100 51440 313 PRINTING/COPYING	876	970	649	500	570	600	1,500	200.00%
100 51440 319 OFFICE SUPPLIES	283	0	116	100	0	100	300	200.00%
100 51440 320 ADVERTISING/PUBLISHIN	2,632	1,116	4,108	750	1,215	2,000	2,000	166.67%
100 51440 339 TRAVEL/TRAINING	168	615	110	500	0	250	500	0.00%
100 51440 340 OPERATING SUPPLIES	2,685	3,930	361	1,000	0	700	500	-50.00%
100 51440 390 MISCELLANEOUS EXPEN	304	300	726	250	0	500	1,000	300.00%
TOTAL MAT. & SUPPLIES:	**6,949**	**6,931**	**6,086**	**3,600**	**1,846**	**4,650**	**7,000**	**94.44%**
CAPITAL EXPENDITURES								
100 51440 532 RENT BUILDINGS	592	0	860	200	0	200	500	150.00%
100 51440 810 EQUIPMENT	0	0	147	0	0	0	0	NA
TOTAL CAPITAL EXPEND:	**592**	**0**	**1,007**	**200**	**0**	**200**	**500**	**150.00%**
TOTAL ELECTIONS:	**70,155**	**48,505**	**63,135**	**41,405**	**16,199**	**31,224**	**73,365**	**77.19%**

CITY OF ASHLAND WISCONSIN
2022 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, Ashland Fire Station, Police Station, 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

	2021 Total Budget	Total 2022 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	$ 287,560	$353,370	$20,186	$40,386	$60,581	$24,230	$20,195	$60,581	$80,767	$40,386	$6,058
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	287,560	353,370	20,186	40,386	60,581	24,230	20,195	60,581	80,767	40,386	6,058
Technology Expenses:											
Personnel	$ 98,560	$ 157,560	9,000	18,008	27,012	10,804	9,004	27,012	36,012	18,008	2,700
Services	152,000	159,810	9,130	18,264	27,397	10,958	9,133	27,397	36,527	18,264	2,740
Material and Supplies	8,000	7,000	400	800	1,200	480	400	1,200	1,600	800	120
Capital Expenditures	29,000	29,000	1,656	3,314	4,972	1,988	1,658	4,972	6,628	3,314	498
Total Expenses	287,560	353,370	20,186	40,386	60,581	24,230	20,195	60,581	80,767	40,386	6,058
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Program		Funding
Backup Monitoring		**$20,186 Funding request**
Full time equivalent employe	0.1	
Capital Purchasing and Setup		**$40,386 Funding request**
Full time equivalent employe	0.2	
Network Maintenance		**$60,581 Funding request**
Full time equivalent employe	0.3	
Phone System Support		**$24,230 Funding request**
Full time equivalent employe	0.12	
Printer Copier Support		**$20,195 Funding request**
Full time equivalent employe	0.1	
Research& Develop.		**$60,581 Funding request**
Full time equivalent employe	0.3	
Staff Support		**$80,767 Funding request**
Full time equivalent employe	0.4	
Technology Purchasing		**$40,386 Funding request**
Full time equivalent employe	0.2	
Travel & Training		**$6,058 Funding request**

CITY OF ASHLAND
2022 BUDGET
TECHNOLOGY SERVICES

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51450 111 SALARIES & WAGES	48,629	56,137	60,063	60,810	28,043	60,810	96,335	58.42%
100 51450 131 LONGEVITY PAY	484	584	596	610	0	610	1,240	103.28%
100 51450 151 SOCIAL SECURITY	3,450	4,197	4,508	4,540	2,075	4,540	7,145	57.38%
100 51450 152 EMPLOYER RETIREMEN	3,288	3,721	4,094	4,150	1,893	4,150	6,345	52.89%
100 51450 157 HSA CONTRIBUTION	3,000	3,000	3,000	3,000	1,500	3,000	6,000	100.00%
100 51450 154 MED/DENT INSURANCE	21,250	22,932	22,384	25,250	11,131	22,384	40,175	59.11%
100 51450 155 LIFE INSURANCE	39	46	54	80	29	60	120	50.00%
100 51450 156 WORKERS COMP INSUI	120	117	122	120	0	125	200	66.67%
TOTAL PERSONNEL COSTS:	**80,260**	**90,734**	**94,821**	**98,560**	**44,671**	**95,679**	**157,560**	**59.86%**
SERVICES								
100 51450 213 OTHER PROFESSIONAL	7,470	165	0	4,000	0	4,000	4,000	0.00%
100 51450 225 TELEPHONE/DATA COM	31,023	34,050	34,064	33,000	16,961	34,100	34,100	3.33%
100 51450 290 SERVICE CONTRACTS (	130,561	105,592	113,042	115,000	91,082	115,000	121,710	5.83%
TOTAL SERVICES:	**169,054**	**139,807**	**147,106**	**152,000**	**108,043**	**153,100**	**159,810**	**5.14%**
MATERIALS & SUPPLIES								
100 51450 339 TRAVEL/TRAINING	0	0	0	1,000	0	500	1,000	0.00%
100 51450 340 OPERATING SUPPLIES	3,425	2,918	2,826	4,000	1,327	3,000	3,500	-12.50%
100 51450 349 OTHER SUPPLIES	0	0	0	1,000	0	500	500	-50.00%
100 51450 354 R&M - TELE/DATA COMM	6,626	2,558	1,276	2,000	574	2,000	2,000	0.00%
100 51450 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**10,051**	**5,476**	**4,102**	**8,000**	**1,901**	**6,000**	**7,000**	**-12.50%**
CAPITAL EXPENDITURES								
100 51450 812 OFFICE EQUIPMENT	0	0	212	0	0	0	0	NA
100 51450 813 TELE/DATA COMM EQU	12,121	24,954	21,088	25,000	389	25,000	25,000	0.00%
100 51450 816 MEDIA & SOFTWARE	5,815	2,523	0	4,000	0	4,000	4,000	0.00%
TOTAL CAPITAL EXPEND:	**17,936**	**27,477**	**21,300**	**29,000**	**389**	**29,000**	**29,000**	**0.00%**
TOTAL TECH SERVICES:	**277,301**	**263,494**	**267,329**	**287,560**	**155,004**	**283,779**	**353,370**	**22.89%**

TECHNOLOGY

CITY OF ASHLAND WISCONSIN
2022 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. There is one full-time Deputy Clerk in Other City Hall budgeting for the wages for this position.

In addition, this budget provides funding for postage, the copy machine, the basic charges for the telephone system, and unemployment compensation reimbursement payments.

Outcomes:

- Answer, screens and forward incoming telephone calls, greet the public, and respond to inquiries and complaints.
- Use computer applications for organizing, filing, and processing, and assisting with other clerical tasks for the Mayor, City Administrator and Clerk.
- Serves as clerical assistant to the Harbor Commission, Airport Commission and Disabled Parking Enforcement Committee, and assists the Beautification Council.
- Update City's website with meeting and public notices, and committee status and members, and assist other departments in posting and updating web pages.
- Process and issue permits and licenses, including alcohol, tobacco, server, vendor and mobile concession, and maintain records and applications.
- Manage the City's Tax Exemption Reporting.
- Manage the City's Vehicle Registration Records.
- Manage the City's travel vehicle calendar.
- Assist other departments as requested and available.

Also covered under Other City Hall:

Since the COVID pandemic began, many processes were changed to adapt to the required distancing and virtual communication. The below additions since 2020 account for the added expenses:

- Hello Sign to retrieve signatures digitally. $480/year subscription
- GoTo Meetings to allow for virtual attendance to meetings. $450/year subscription (may increase due to toll free caller attendance)

CITY OF ASHLAND
2022 BUDGET
OTHER CITY HALL

DENISE OLIPHANT, CITY CLERK

OTHER CITY HALL PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Council Records	Administrative Support	Customer Service
Other City Hall Revenues:					
General Funds	$ 88,855	$ 72,758	22,373	20,151	30,234
Utility Reimbursement	-	16,765		6,710	10,055
Program Fees	-	-	-	-	-
Donations	-	-	-	-	-
Total Revenues	88,855	89,523	22,373	26,861	40,289
Other City Hall Expenses:					
Personnel	$ 66,205	$ 71,573	17,888	21,474	32,211
Services	6,000	2,600	650	780	1,170
Material and Supplies	16,400	15,100	3,775	4,530	6,795
Capital Expenditures	250	250	60	77	113
Total Expenses	88,855	89,523	22,373	26,861	40,289
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Council Records $ 22,373 **Funding request**

Full time equivalent employees 0.25

Programs:
- Council Meeting Preparation
- Post Council Meeting Activities(Ordin/Resol)

Administrative Support $ 20,151 **Funding request**

Full time equivalent employees 0.3

Programs:
- Minute Preparation -Commissions Committees
- Secretarial Duties Clerk, Mayor, Administrator
- Election Management Assistance
- City Management Assistance
- Finance including utility receipting

Customer Service $ 30,234 **Funding request**

Full time equivalent employees 0.45

Programs:
- Clerks Office
- License Administration
- Finance including utility receipting

CITY OF ASHLAND
2022 BUDGET
OTHER CITY HALL

DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS										
100	51470	111 WAGES	65,750	69,511	52,871	36,265	15,374	30,200	39,250	8.23%
100	51470	131 LONGEVITY PAY	3,076	3,095	620	0	0	0	0	NA
100	51470	151 SOCIAL SECURITY	4,586	4,890	3,955	2,760	1,163	2,300	2,985	8.15%
100	51470	152 EMPLOYER SHARE RE	4,607	4,778	3,594	2,450	1,038	2,040	2,555	4.29%
100	51470	157 HSA CONTRIBUTION	4,500	4,500	2,500	1,500	688	1,070	1,500	0.00%
100	51470	154 MEDICAL & DENTAL IN	22,518	23,293	11,596	7,120	2,989	5,200	7,660	7.58%
100	51470	155 LIFE INSURANCE	407	391	106	32	12	25	40	24.22%
100	51470	156 WORKERS COMPENSA	168	152	81	78	0	60	85	8.97%
100	51470	158 UNEMPLOYMENT COM	18,832	13,583	16,502	16,000	12,862	17,500	17,500	9.38%
TOTAL PERSONNEL COSTS:			**124,444**	**124,193**	**91,825**	**66,205**	**34,126**	**58,395**	**71,575**	**8.11%**
SERVICES										
100	51470	213 PROFESSIONAL SERV	0	0	2,365	0	0	0	0	NA
100	51470	225 TELEPHONE	5,746	3,504	2,373	6,000	1,279	2,600	2,600	-0.56667
TOTAL SERVICES:			**5,746**	**3,504**	**4,738**	**6,000**	**1,279**	**2,600**	**2,600**	**-56.67%**
MATERIALS & SUPPLIES										
100	51470	311 POSTAGE	11,180	1,436	5,107	7,000	1,004	5,700	5,700	-18.57%
100	51470	313 PRINTING	7,915	5,212	4,251	5,000	2,002	4,500	4,500	-10.00%
100	51470	319 OFFICE SUPPLIES	1,148	1,747	1,794	1,000	143	1,000	1,000	0.00%
100	51470	339 TRAVEL/TRAINING	70	70	0	1,000	15	500	1,500	50.00%
100	51470	342 GAS & OIL	0	0	0	100	0	0	100	0.00%
100	51470	350 R&M TRANSPORT VEH	484	652	19	300	44	300	300	0.00%
100	51470	390 MISCELLANEOUS EXP	291	1,325	3,361	2,000	911	2,000	2,000	0.00%
100	51470	533 RENT - EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:			**21,088**	**10,442**	**14,532**	**16,400**	**4,119**	**14,000**	**15,100**	**-7.93%**
CAPITAL EXPENDITURES										
100	51470	810 CAPITAL EQUIPMENT	0	0	0	0	0	0	0	NA
100	51470	812 OFFICE EQUIPMENT/F	0	0	0	250	0	0	250	0.00%
TOTAL CAPITAL EXPEND:			**0**	**0**	**0**	**250**	**0**	**0**	**250**	**0.00%**
TOTAL OTHER CITY HALL:			**$151,278**	**$138,139**	**$111,095**	**$88,855**	**$39,524**	**$74,995**	**$89,525**	**0.75%**

Other City Hall

CITY OF ASHLAND WISCONSIN
2022
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/Office 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.

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
2022 BUDGET PROGRAM NARRATIVE
FINANCE DEPARTMENT

Description: The Clerk's Office 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
- 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
2022 BUDGET

FINANCE

JULIE VAILLANCOURT, FINANCE DIRECTOR

FINANCE PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Revenue Collection	Financial Programs & Reporting	City-Wide Acct Pay & Payroll Processing	Water & Wastewater Utilities
Finance Revenues:						
General Funds	$ 253,776	$ 264,140	$ 54,629	$ 100,023	$ 48,288	$ 61,200
Government & Grants	-	-	-	-	-	-
Utility Reimbursement	165,890	120,810	-	58,391	28,189	34,230
Airport Reimbursement	8,000	8,000	1,510	4,377	2,113	-
Total Revenues	427,666	392,950	56,139	162,791	78,590	95,430
Finance Expenses:						
Personnel	$ 312,666	$ 300,850	42,977	124,639	60,170	73,064
Services	73,500	74,400	10,632	30,820	14,880	18,068
Material and Supplies	41,000	16,700	2,387	6,918	3,340	4,055
Capital Expenditures	500	1,000	143	414	200	243
Total Expenses	427,666	392,950	56,139	162,791	78,590	95,430
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Revenue Collection — **$ 54,629 Funding request**

Full time equivalent employe 0.6

Programs: Cash Receipting
Property Taxes
Accounts Receivable

Financial Programs & Reporting — **$ 100,023 Funding request**

Full time equivalent employe 1.35

Programs: Customer Service
Month-End Reporting
General Office
Financial Mgmt Assistance City-Wide
Financial Statement Preparation City-Wide

Programs: Budget Preparation
Audit Preparation
General Gvnt Borrowing
External & Internal Report Filing and Requests

City-Wide Acct Pay &Payroll Processing — **$ 48,288 Funding request**

Full time equivalent employe 0.8

Programs: Bi-weekly payroll processing
Weekly invoice procesing
Monthly & annual reporting

Water & Wastewater Utilities — **$ 61,200 Funding request**

Full time equivalent employe 0.25

Programs: Utility receipting
Utility customer service

CITY OF ASHLAND
2022 BUDGET
FINANCE

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 51500 111 SALARIES & WAGES	239,075	235,890	192,070	197,150	88,819	190,000	189,900	-3.68%
100 51500 112 OVERTIME	758	2,976	126	1,000	144	1,000	2,500	150.00%
100 51500 125 WAGES TEMP/OTHER	0	0	990	0	0	0	0	NA
100 51500 131 LONGEVITY PAY	2,835	3,051	2,628	3,420	909	3,420	1,850	-45.91%
100 51500 137 CLOTHING ALLOWANCE	407	437	0	0	0	0	0	NA
100 51500 151 SOCIAL SECURITY	17,457	17,672	14,009	14,975	6,940	14,500	14,420	-3.71%
100 51500 152 EMPLOYER RETIREMENT	16,114	15,815	13,141	13,610	6,594	13,125	12,625	-7.24%
100 51500 157 HSA CONTRIBUTION	11,125	10,357	9,725	9,750	4,481	9,000	9,000	-7.69%
100 51500 154 MED/DENT INSURANCE	54,247	57,365	71,974	71,390	35,199	70,400	69,445	-2.72%
100 51500 155 LIFE INSURANCE	724	685	541	960	324	650	720	-25.00%
100 51500 156 WORKERS COMP INSURANCE	2,317	2,160	390	410	0	400	390	-4.88%
TOTAL PERSONNEL COSTS:	345,059	346,408	305,594	312,665	143,410	302,495	300,850	-3.78%
SERVICES								
100 51500 211 FINANCIAL SERVICES	63,275	67,130	61,170	70,000	5,976	61,500	71,000	1.43%
100 51500 225 TELEPHONE/DATA COMM	1,319	1,827	1,412	1,500	722	1,500	1,500	0.00%
100 51500 213 OTHER PROFESSIONAL SERVIC	1,547	1,543	14,254	2,000	2,249	3,500	1,900	-5.00%
TOTAL SERVICES:	66,141	70,500	76,836	73,500	8,947	66,500	74,400	1.22%
MATERIALS & SUPPLIES								
100 51500 311 POSTAGE	23,250	21,878	5,994	6,800	0	6,800	6,700	-1.47%
100 51500 313 PRINTING & COPYING	5,907	6,743	32,281	31,550	14,345	35,000	6,700	-78.76%
100 51500 319 OFFICE SUPPLIES	891	857	269	1,000	36	800	950	-5.00%
100 51500 324 MEMBERSHIP DUES	300	645	310	500	480	500	500	0.00%
100 51500 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	NA
100 51500 339 TRAVEL/TRAINING	573	791	1,615	800	0	800	1,500	87.50%
100 51500 390 MISCELLANEOUS EXPENSE	162	1,091	10	350	50	350	350	0.00%
100 51500 394 BANK SERVICE CHARGES	22	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	31,105	32,005	40,479	41,000	14,911	44,250	16,700	-59.27%
CAPITAL EXPENDITURES								
100 51500 812 OFFICE EQUIPMENT/FURNITURE	0	750	0	500	0	2,040	1,000	100.00%
TOTAL CAPITAL EXPENDITURES:	0	750	0	500	0	2,040	1,000	100.00%
TOTAL FINANCE:	**$442,305**	**$449,663**	**$422,909**	**$427,665**	**$167,268**	**$415,285**	**$392,950**	-8.12%

CITY OF ASHLAND WISCONSIN
2022 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 2026. 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 conduct open book hearings hosted. 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.

As the City has just completed the revaluation process, years 2022 through 2026 will be considered maintenance years, with the potential of an interim market update during either 2025 or 2026 for an additional fee. Compensation is as below for the 5-year contract with Associated Appraisal Consultants, Inc:

- 2022 $30,000
- 2023 $30,250
- 2024 $30,500
- 2025 $30,750
- 2026 $31,000

The City takes advantage of the optional website posting at a rate of $0.015 per parcel (~4441 parcels) for approximately $66.62/month.

CITY OF ASHLAND
2022 BUDGET
CITY ASSESSOR

DENISE OLIPHANT, CITY CLERK

PROGRAM RANKING:	2021 Total Budget	Total 2022 Budget	1 Operations	2 Program	3 Program	4 Program	5 Program
City Assessor Revenues:							
General Funds	$ 63,150	$ 32,800	$32,800	$ -	$ -	$ -	$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	63,150	32,800	32,800	-	-	-	-
City Assessor Expenses:							
Personnel	$ -	$ -	-	-	-	-	-
Services	63,100	32,750	32,750	-	-	-	-
Material and Supplies	50	50	50	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	63,150	32,800	32,800	-	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Operations **$ 32,800 Funding request**

Full time employees	0	Operating hours:	NA
Part time employees	0	# People served:	NA
Contract Service	1	Services Provided:	Assess all new construction and improvements
			Answer correspondence related to assessed values
			WI Dept of Revenue reporting
			Filing of assessment roles
			Attend meetings
			Defend the assessed values

Assessor

CITY OF ASHLAND
2022 BUDGET
CITY ASSESSOR

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
SERVICES								
100 51530 213 PROFESSIONAL SERVICES	55,726	60,792	60,792	61,000	30,396	61,000	31,000	-49.18%
100 51530 213 STATE MANUFACTURING ASSMT	994	1,031	982	1,100	0	1,000	1,000	-9.09%
100 51530 320 ADVERTISING/PUBLISHING	0	0	645	1,000	275	650	750	-25.00%
TOTAL SERVICES:	56,720	61,823	62,419	63,100	30,671	62,650	32,750	-48.10%
MATERIALS & SUPPLIES								
100 51530 390 MISCELLANEOUS EXPENSE	35	0	45	50	0	50	50	0.00%
TOTAL MAT. & SUPPLIES:	35	0	45	50	0	50	50	0.00%
TOTAL CITY ASSESSOR:	$56,755	$61,823	$62,464	$63,150	$30,671	$62,700	$32,800	-48.06%

PUBLIC WORKS FACILITIES MAINTENANCE
2022 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, including the new police station. The department was created to insure the proper care and repair of over $60 million in public building facility 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 other Public Works staff 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

	2021 Total Budget	Total 2022 Budget	Custodial Services	Repairs & Maintenance	
FM Revenues:					
General Funds	$ 401,529	$ 399,464	$ 179,331	$ 220,133	$ -
VPL 3rd floor rent income	27,050	28,120	12,624	15,496	-
VPL janitorial services	42,500	43,700	19,618	24,082	-
Donations	-	-	-	-	-
Total Revenues	471,079	471,284	211,573	259,711	-
FM Expenses:					
Personnel	$ 319,487	$ 318,900	143,162	175,738	-
Services	83,640	81,639	36,650	44,989	-
Material and Supplies	67,952	70,745	31,761	38,984	-
Capital Expenditures	-	-	-	-	-
Total Expenses	471,079	471,284	211,573	259,711	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

CustodialServices **$ 179,331 Funding request**

Full time equivalent employees 3.65

Programs:
- City Hall
- Vaughn Library
- Bretting Community Center
- Vaughn Building 3rd Floor
- Parks Caretakers

Repairs & Maintenance **$ 220,133 Funding request**

Full time equivalent employees 1.5

Programs:
- City Hall
- Vaughn Library
- Bretting Community Center
- Vaughn Building 3rd Floor
- R&M Other
- Licensed Professional Services

CITY OF ASHLAND
2022 BUDGET
FACILITIES MAINTENANCE

DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS										
100	51610	111 SALARIES/PERM/RE	131,498	137,836	138,980	165,555	69,328	142,500	171,171	3.39%
100	51610	112 OVERTIME WAGES	921	2,188	61	2,000	0	1,500	2,000	0.00%
100	51610	125 TEMP WAGES	25,864	29,963	11,846	33,936	8,589	12,500	36,360	7.14%
100	51610	131 LONGEVITY PAY	1,241	762	777	1,338	0	775	1,365	1.99%
100	51610	136 CLOTHING/UNIFORI	1,239	1,182	1,422	1,350	575	1,350	1,305	-3.33%
100	51610	151 SOCIAL SECURITY	11,748	12,513	10,979	14,081	5,167	12,500	15,648	11.12%
100	51610	152 EMPLOYER SHARE	9,026	9,253	9,537	11,400	4,719	9,500	11,345	-0.49%
100	51610	154 MEDICAL & DENTAL	43,517	50,988	51,526	70,816	28,834	51,730	62,181	-12.19%
100	51610	155 LIFE INSURANCE	519	550	540	689	301	600	681	-1.21%
100	51610	156 WORKER'S COMPEI	7,394	7,397	6,060	8,120	0	7,665	8,144	0.29%
100	51610	157 HSA CONTRIBUTION	8,144	8,090	7,917	10,200	4,563	8,100	8,700	-14.71%
TOTAL PERSONNEL COSTS:			**241,111**	**260,723**	**239,645**	**319,487**	**122,076**	**248,720**	**318,899**	**-0.18%**
SERVICES										
100	51610	213 OTHER PROFESSIO	12,809	25,238	11,946	16,800	5,048	15,000	16,800	0.00%
100	51610	221 WATER/SEWER	6,985	6,310	5,890	7,140	2,343	7,000	7,140	0.00%
100	51610	222 ELECTRICITY	30,427	27,610	25,788	31,000	10,353	28,000	29,000	-6.45%
100	51610	224 GAS	26,821	26,911	19,177	24,500	12,791	23,000	24,500	0.00%
100	51610	225 TELEPHONE	3,506	3,747	4,420	4,200	1,727	4,200	4,200	0.00%
100	51610	290 SERVICE CONTRAC	6,571	0	0	0	0	0	0	NA
TOTAL SERVICES:			**87,119**	**89,816**	**67,221**	**83,640**	**32,262**	**77,200**	**81,640**	**-2.39%**
MATERIALS & SUPPLIES										
100	51610	311 POSTAGE	0	0	0	50	0	50	50	0.00%
100	51610	319 OFFICE SUPPLIES	11	48	114	200	70	200	200	0.00%
100	51610	320 ADVERTISING	0	0	0	180	0	180	180	0.00%
100	51610	339 TRAVEL/TRAINING	0	137	0	500	173	500	500	0.00%
100	51610	340 OPERATING SUPPLI	134	85	32,827	0	0	0	0	NA
100	51610	342 GAS & OIL	3,460	4,052	1,184	4,360	1,191	3,000	4,360	0.00%
100	51610	344 JANITORIAL SUPPLI	14,844	19,076	11,794	13,362	3,533	15,250	14,030	5.00%
100	51610	345 SMALL TOOLS & EQ	3,363	4,245	3,443	2,800	906	3,000	2,800	0.00%
100	51610	349 OTHER OPERATING	1,175	3,324	1,087	1,850	453	1,850	1,850	0.00%
100	51610	350 R&M - TRANSPORT/	183	120	786	1,030	1,225	1,030	1,030	0.00%
100	51610	352 R&M - EQUIP/MACH/	1,442	294	93	1,120	230	1,120	1,120	0.00%
100	51610	355 R&M - BUILDING	32,434	40,738	36,503	42,500	27,570	42,500	44,625	5.00%
100	51610	390 MISC EXPENSE	40	53	44	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:			**57,086**	**72,173**	**87,875**	**67,952**	**35,351**	**68,680**	**70,745**	**4.11%**
CAPITAL EXPENDITURES										
TOTAL CAPITAL EXPEND:			0	0	0	0	0	0	0	NA
TOTAL FACILITIES MAINTENANCE			**385,316**	**422,712**	**394,741**	**471,079**	**189,689**	**394,600**	**471,284**	**0.04%**

CITY OF ASHLAND
2022 BUDGET
MISC/INSURANCE/CONTINGENT FUND

DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
100	51910 915	ALLOWANCE FOR UNCOLL. TAXES	499	28,140	1,307	2,500	0	2,500	2,500	0.00%
100	51931 512	VEHICLE INSURANCE	40,828	25,229	29,394	30,000	0	30,100	30,100	0.33%
100	51932 513	LIABILITY INSURANCE	48,207	40,066	39,962	43,000	0	48,385	49,000	13.95%
100	51933 511	STATE FIRE INSURANCE/BLD	32,090	46,118	35,522	54,600	0	39,655	42,500	-22.16%
100	51990 910	CONTINGENT FUND	0	0	0	0	0	0	0	NA
TOTAL MISCELLANEOUS/INSURANCE/CONTINGENCY:			$121,624	$139,553	$106,185	$130,100	$0	$120,640	$124,100	-4.61%

Miscellaneous, Insurance and Contingency

CITY OF ASHLAND WISCONSIN
2022 BUDGET PROGRAM NARRATIVE
POLICE DEPARTMENT

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 support from both Lieutenants

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. 500 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: 2 Lieutenants, full time investigator, and occasionally a part time 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 over 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 2021 Budget	Total 2022 Budget	Administration	Records Management	Investigations	Patrol	Training
Police Revenues:							
General Funds	$ 1,986,986	$2,003,085	$ 203,242	$ 152,432	$ 224,679	$ 1,371,920	$ 50,812
Tickets-parking, law violations	29,800	25,300	2,469	1,851	3,702	16,661	617
Serving legal papers	3,500	5,000	488	366	732	3,292	122
Ashland School-SRO Officer	75,000	80,190	-	-	80,190	-	-
Gnrl Trans Aid-20% estimate	122,400	128,050	12,493	9,369	18,739	84,326	3,123
Total Revenues	2,217,686	2,241,625	218,692	164,018	328,042	1,476,199	54,674
Police Expenses:							
Personnel	$ 2,092,836	$ 2,115,275	206,363	154,778	309,556	1,392,988	51,590
Services	31,500	31,500	3,070	2,306	4,610	20,745	769
Material and Supplies	78,750	80,250	7,834	5,867	11,740	52,850	1,959
Capital Expenditures	14,600	14,600	1,425	1,067	2,136	9,616	356
Total Expenses	2,217,686	2,241,625	218,692	164,018	328,042	1,476,199	54,674
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Administration **$ 203,242 Funding request**

Full time equivalents employees 2

Programs:
- Chief - Dept oversight
- Captain - Employee oversight
- Captain - Report Review
- ChiefCourt/Drug Court

RecordsManagement **$ 152,432 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

Investigations **$ 224,679 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

Patrol **$ 1,371,920 Funding request**

Full time equivalents employees 13.5

Programs:
- Service Calls, K-9 & Traffic Enforcement
- Respond to Traffic Crashes
- Paperwork & Digital Files
- Community Outreach

Training **$ 50,812 Funding request**

Full time equivalents employees 0.5

CITY OF ASHLAND
2022 BUDGET
POLICE

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 52110 111 SALARIES/WAGES	1,087,430	1,116,594	1,094,899	1,146,340	498,999	1,130,000	1,192,880	4.06%
100 52110 112 OVERTIME SALARY	75,823	101,363	101,862	70,000	26,771	55,000	59,000	-15.71%
100 52110 113 SALARIES/UPGRADE/SHIFT D	8,162	4,720	6,563	6,500	942	2,200	3,500	-46.15%
100 52110 125 WAGES/TEMP/OTHER	0	0	14,333	20,100	5,846	14,500	16,800	-16.42%
100 52110 131 LONGEVITY PAY	22,372	21,817	17,078	19,726	3,142	19,800	15,945	-19.17%
100 52110 132 HOLIDAY PAY	56,213	57,814	58,490	60,795	0	60,000	58,240	-4.20%
100 52110 136 CLOTHING REIMBURSEMENT	2,371	3,838	2,988	2,000	853	3,000	2,000	0.00%
100 52110 137 CLOTHING ALLOWANCE	7,941	7,767	7,561	8,450	4,396	7,560	8,450	0.00%
100 52110 151 SOCIAL SECURITY	91,611	95,290	95,205	98,380	38,707	95,000	99,695	1.34%
100 52110 152 EMPLOYER SHARE RETIREM	184,097	180,160	177,170	181,850	72,353	175,000	173,080	-4.82%
100 52110 157 HSA CONTRIBUTION	43,358	50,364	42,875	50,500	23,072	49,850	51,625	2.23%
100 52110 154 MEDICAL & DENTAL	246,936	285,920	291,673	350,680	156,659	331,000	360,531	2.81%
100 52110 155 LIFE INSURANCE	1,691	1,809	1,596	2,555	712	1,800	2,110	-17.42%
100 52110 156 WORKER'S COMPENSATION	44,638	39,331	37,058	42,900	0	42,900	39,335	-8.31%
100 52110 159 OTHER EMPLOYER CONT	7,550	6,600	21,988	10,200	5,000	9,900	9,600	-5.88%
100 52110 190 POST EMPLOYMENT HEALTH	32,565	24,655	23,356	18,860	9,420	18,740	19,484	3.31%
100 52110 191 RETIREE HSA CONTRIBUTIO	4,500	3,125	3,000	3,000	1,500	3,000	3,000	0.00%
TOTAL PERSONNEL COSTS:	**1,917,258**	**2,001,168**	**1,997,695**	**2,092,836**	**848,372**	**2,019,250**	**2,115,275**	**1.07%**
SERVICES								
100 52110 221 WATER/SEWER	0	0	0	4,000	0	1,300	4,000	0.00%
100 52110 222 ELECTRICITY	0	0	0	2,500	0	830	2,500	0.00%
100 52110 224 NATURAL GAS	0	0	0	5,000	0	2,000	5,000	0.00%
100 52110 225 TELEPHONE	10,449	10,254	10,390	10,000	4,159	10,000	10,000	0.00%
100 52110 290 CONTRIBUTION TO DVLO	10,356	10,048	10,000	10,000	10,000	10,000	10,000	0.00%
TOTAL SERVICES:	**20,805**	**20,302**	**20,390**	**31,500**	**14,159**	**24,130**	**31,500**	**0.00%**
MATERIALS & SUPPLIES								
100 52110 311 POSTAGE	299	566	481	400	107	325	400	0.00%
100 52110 313 PRINTING/COPYING	1,679	3,203	2,901	2,500	1,201	0	2,500	0.00%
100 52110 319 OFFICE SUPPLIES	520	960	1,414	4,000	20	4,000	4,000	0.00%
100 52110 324 MEMBERSHIP DUES	130	130	335	500	150	400	500	0.00%
100 52110 339 TRAVEL/TRAINING	2,872	27,955	15,440	17,000	11,218	16,000	17,000	0.00%
100 52110 340 OPERATING SUPPLIES/PROT	3,703	6,265	10,093	7,000	4,017	8,500	7,000	0.00%
100 52110 342 GAS & OIL	32,668	33,948	23,566	28,500	18,189	30,000	30,000	5.26%
100 52110 349 OTHER OPERATING SUPPLIE	2,356	0	71	2,000	50	2,000	2,000	0.00%
100 52110 350 R&M TRANSPORT VEHICLES	6,368	3,987	5,538	7,500	3,462	7,000	7,500	0.00%
100 52110 352 R&M EQUIP/MACH/TOOLS	4	0	33	500	333	400	500	0.00%
100 52110 354 R&M TELE/DATA COMM EQU	668	2,251	887	850	218	350	850	0.00%
100 52110 368 OTHER INSURANCE CLAIMS	30	545	0	1,000	0	0	1,000	0.00%
100 52110 390 MISCELLANEOUS	2,676	3,640	5,160	2,000	989	2,000	2,000	0.00%
100 52110 533 RENT - EQUIPMENT	4,857	5,151	5,015	5,000	3,085	5,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	**58,830**	**88,601**	**70,934**	**78,750**	**43,039**	**75,975**	**80,250**	**1.90%**
CAPITAL EXPENDITURES								
100 52110 810 EQUIPMENT	21,891	19,159	21,942	10,000	12,293	20,000	10,000	0.00%
100 52110 813 TELE/DATA/COMM EQUIP	2,277	10,085	81	4,600	1,864	4,000	4,600	0.00%
TOTAL CAPITAL EXPEND:	**24,168**	**29,245**	**22,023**	**14,600**	**14,157**	**24,000**	**14,600**	**0.00%**
TOTAL POLICE:	**$2,021,061**	**$2,139,315**	**$2,111,042**	**$2,217,686**	**$919,727**	**$2,143,355**	**$2,241,625**	**1.08%**

CITY OF ASHLAND WISCONSIN
2022 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 as 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: *Average of 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 three 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 2015. 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. Recently the department has struggled

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. In 2020, a second Community Paramedic was added following the required training. The partnership with MMC continues and is a great example of how our two agencies can work together to meet a common goal.

Outcomes: *Paramedic Services to the City of Ashland and surrounding Townships (2,247 calls-2020)

*Paramedic Advanced Life Support Intercept Services to 11 surrounding ambulance services (275 calls-2020)

*2020 Interfacility transports: (235 interfacility transfers) AFD is able to provide Critical Care Transport of patients with 6 Paramedics who are trained to the Critical Care Paramedic level.

*Community Paramedic Home Visits—19 in 2020

*2020 Ambulance(s) staffed; ABC Raceway, Madeline Island Swim & Marathon, Whistle Stop Event, MMA Street Fighting Competition.

<u>Additional Services Operations:</u>

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 (178 calls-2020)

*Service calls (106 calls-2020)

*33% of the time we respond to two or more calls at once

DESCRIPTION				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS											
100	52300	111	SALARIES & WAGES	1,360,616	1,363,215	1,257,242	1,495,580	614,760	1,395,000	1,499,815	0.28%
100	52300	112	OVERTIME WAGES	80,890	77,988	86,120	71,000	34,488	76,000	71,000	0.00%
100	52300	113	UPGRADE & SHIFT DIFFERE	4,405	5,058	5,980	4,500	2,083	7,760	4,500	0.00%
100	52300	125	WAGES-PAID ON CALL	2,831	5,759	3,583	5,100	2,403	5,100	5,100	0.00%
100	52300	127	OUT-OF TOWN TRANSFERS	20,550	20,900	13,000	23,900	6,000	14,000	17,900	-25.10%
100	52300	131	LONGEVITY PAY	20,338	19,086	17,379	19,615	2,577	19,615	17,895	-8.77%
100	52300	132	HOLIDAY PAY	75,062	71,445	70,573	84,111	1,296	79,700	83,660	-0.54%
100	52300	136	CLOTHING PAYOUT	9,881	5,604	7,817	6,600	1,517	6,600	6,600	0.00%
100	52300	137	CLOTHING REIMBURSEMEN	3,404	5,886	4,155	6,600	1,419	6,600	6,600	0.00%
100	52300	151	SOCIAL SECURITY	23,198	23,325	21,812	25,410	9,360	23,550	25,540	0.51%
100	52300	152	EMPLOYER RETIREMENT	269,793	260,929	261,776	304,260	115,859	284,830	294,300	-3.27%
100	52300	157	HSA CONTRIBUTION	50,453	46,482	47,119	53,250	24,019	52,800	57,180	7.38%
100	52300	154	MED/DENT INSURANCE	328,712	329,181	333,007	386,900	167,891	345,000	414,610	7.16%
100	52300	155	LIFE INSURANCE	1,789	1,753	1,719	2,470	812	1,900	2,080	-15.79%
100	52300	156	WORKER'S COMP INSURAN	84,135	70,017	57,470	68,940	0	63,000	64,170	-6.92%
100	52300	159	OTHER EMPLOYEE CONT	11,960	10,960	10,681	12,500	3,606	8,200	9,500	-24.00%
100	52300	190	POST EMPLOYMENT HEALT	26,630	22,787	19,637	18,855	9,865	18,110	19,165	1.64%
100	52300	191	RETIREE HSA DEDUCTIBLE	3,875	3,000	1,500	1,500	1,500	3,000	3,000	100.00%
TOTAL PERSONNEL COSTS				**2,378,522**	**2,343,375**	**2,220,570**	**2,591,091**	**999,455**	**2,410,765**	**2,602,615**	**0.44%**
SERVICES											
100	52300	213	OTHER PROFESSIONAL SE	100,249	103,175	101,107	107,000	0	103,000	104,375	-2.45%
100	52300	221	WATER/SEWER	10,700	8,702	8,704	10,350	3,190	9,600	10,350	0.00%
100	52300	222	ELECTRICITY	17,056	15,356	13,764	17,500	6,192	16,000	17,500	0.00%
100	52300	224	NATURAL GAS	11,012	9,198	7,904	11,100	5,630	11,780	11,800	6.31%
100	52300	225	TELEPHONE	5,016	4,553	4,233	5,700	1,844	4,820	5,700	0.00%
100	52300	290	SERVICE CONTRACTS	0	3,824	3,959	7,950	3,159	4,000	7,950	0.00%
TOTAL SERVICES:				144,033	144,808	139,671	159,600	20,015	149,200	157,675	-1.21%
MATERIALS/SUPPLIES/MAINTENANCE											
100	52300	311	POSTAGE	239	50	233	600	78	400	600	0.00%
100	52300	313	PRINT/COPY	1,962	1,721	1,434	2,400	582	2,200	2,400	0.00%
100	52300	319	OFFICE SUPPLIES	773	318	759	750	370	500	750	0.00%
100	52300	320	PUBLISHING/ADVERTISING	0	0	156	450	0	350	450	0.00%
100	52300	322	SUBSCRIPTIONS	223	0	0	300	144	300	300	0.00%
100	52300	324	MEMBERSHIP DUES	1,340	1,050	1,194	1,650	820	1,850	1,650	0.00%
100	52300	337	CERTIFICATION - CONT ED	7,519	10,599	8,598	14,000	6,597	12,000	14,000	0.00%
100	52300	339	TRAVEL/TRAINING-OTHER	2,313	2,010	2,277	5,250	779	3,300	7,250	38.10%
100	52300	340	OPERATING SUPPLIES	60,172	46,559	48,570	57,000	24,236	54,000	57,000	0.00%
100	52300	342	GAS & OIL	34,985	30,178	20,920	28,500	13,353	27,500	28,500	0.00%
100	52300	343	MEAL EXPENSE	4,474	3,707	2,869	5,000	1,204	5,000	5,000	0.00%
100	52300	344	JANITORIAL	2,006	2,386	3,416	3,050	864	3,050	3,050	0.00%
100	52300	350	R&M - TRANSPORTATION	44,086	50,601	37,009	34,000	10,250	34,000	37,000	8.82%
100	52300	352	R&M - EQUIP/MACHINERY/T	11,469	4,407	2,304	8,500	1,661	8,000	8,500	0.00%
100	52300	354	R&M-TEL/DATA COMM	2,360	1,962	3,129	5,000	2,745	3,800	5,000	0.00%
100	52300	357	R&M-MAINTENANCE OTHEF	709	907	1,206	1,500	412	1,500	1,500	0.00%
100	52300	390	MISCELLANEOUS	1,799	1,846	623	1,800	329	1,801	1,800	0.00%
TOTAL MAT/SUPPLIES/MAINT:				176,429	158,301	134,697	169,750	64,424	159,551	174,750	2.95%
CAPITAL EXPENDITURES											
100	52300	810	CAPITAL EQUIPMENT	16,138	12,015	15,240	18,000	9,580	11,500	18,000	0.00%
100	52300	812	OFFICE EQUIP/FURNITURE	834	1,100	0	1,000	0	1,000	1,000	0.00%
TOTAL CAPITAL EXPEND:				16,972	13,115	15,240	19,000	9,580	12,500	19,000	0.00%
TOTAL FIRE & AMBULANCE				**$2,715,956**	**$2,659,599**	**$2,510,178**	**$2,939,441**	**$1,093,474**	**$2,732,016**	**$2,954,040**	**0.50%**

FIRE DESCRIPTION				FIRE 2018 Actual	FIRE 2019 Actual	FIRE 2020 Actual	FIRE 2021 Budget	FIRE 2021 Actual to June 30	FIRE 2021 Estimate	FIRE 2022 Budget	Percent Change
PERSONNEL COSTS											
100	52210	111	SALARIES & WAGES	643,668	$544,846	$588,798	$783,215	$306,263	$700,000	$767,640	-1.99%
100	52210	112	OVERTIME WAGES	20,982	14,953	19,999	16,000	6,245	16,000	16,000	0.00%
100	52210	113	UPGRADE & SHIFT DIFFERE	4,378	4,613	3,391	4,000	1,544	3,100	4,000	0.00%
100	52210	125	WAGES-PAID ON CALL	0	35	0	0	0	0	0	NA
100	52210	131	LONGEVITY PAY	16,247	14,303	12,790	16,015	2,080	16,015	13,850	-13.52%
100	52210	132	HOLIDAY PAY	35,876	35,401	46,509	43,741	1,296	43,700	42,150	-3.64%
100	52210	136	CLOTHING PAYOUT	3,632	2,582	3,838	3,300	1,105	3,300	3,300	0.00%
100	52210	137	CLOTHING REIMBURSEMEN	1,698	2,336	2,939	3,300	788	3,300	3,300	0.00%
100	52210	151	SOCIAL SECURITY	10,437	8,934	9,863	13,050	4,360	11,450	12,880	-1.30%
100	52210	152	EMPLOYER RETIREMENT	132,293	110,590	127,908	159,480	57,580	143,930	149,680	-6.14%
100	52210	153	HSA CONTRIBUTION	26,854	22,787	21,343	27,750	11,015	24,800	31,680	14.16%
100	52210	154	MED/DENT INSURANCE	190,827	176,010	158,475	232,210	79,872	165,000	242,550	4.45%
100	52210	155	LIFE INSURANCE	954	831	823	1,580	378	900	1,160	-26.58%
100	52210	156	WORKER'S COMP INSURAN	38,906	28,378	26,387	33,410	0	30,500	30,720	-8.05%
100	52210	190	POST EMPLOYMENT HEALT	26,630	22,787	19,637	18,855	9,865	18,110	19,165	1.64%
100	52210	191	RETIREE HSA DEDUCTIBLE	3,875	3,000	1,500	1,500	1,500	3,000	3,000	100.00%
TOTAL PERSONNEL COSTS				**$1,157,257**	**$992,386**	**$1,044,200**	**$1,357,406**	**$483,891**	**$1,183,105**	**$1,341,075**	**-1.20%**
SERVICES											
100	52210	213	OTHER PROFESSIONAL SE	0	0	0	0	0	0	0	NA
100	52210	221	WATER/SEWER	5,350	4,351	4,352	5,250	1,595	4,800	5,250	0.00%
100	52210	222	ELECTRICITY	8,528	7,678	6,882	9,100	3,096	8,000	9,100	0.00%
100	52210	224	NATURAL GAS	5,506	4,599	3,952	5,200	2,815	5,890	5,900	13.46%
100	52210	225	TELEPHONE	2,403	2,143	2,008	3,200	891	2,410	3,200	0.00%
100	52210	290	SERVICE CONTRACTS	0	2,771	760	2,850	1,050	2,500	2,850	0.00%
TOTAL SERVICES:				**$21,787**	**$21,542**	**$17,954**	**$25,600**	**$9,447**	**$23,600**	**$26,300**	**2.73%**
MATERIALS/SUPPLIES/MAINTENANCE											
100	52210	311	POSTAGE	172	50	153	400	32	300	400	0.00%
100	52210	313	PRINT/COPY	981	767	723	1,200	260	1,000	1,200	0.00%
100	52210	319	OFFICE SUPPLIES	434	198	521	500	174	250	500	0.00%
100	52210	320	PUBLISHING/ADVERTISING	0	0	156	300	0	200	300	0.00%
100	52210	322	SUBSCRIPTIONS	223	0	0	200	72	200	200	0.00%
100	52210	324	MEMBERSHIP DUES	659	450	564	900	220	550	900	0.00%
100	52210	337	CERTIFICATION - CONT ED	442	1,449	1,552	3,000	830	2,000	3,000	0.00%
100	52210	339	TRAVEL/TRAINING-OTHER	2,313	2,010	1,959	3,500	779	2,500	5,500	57.14%
100	52210	340	OPERATING SUPPLIES	7,042	4,382	4,257	6,000	1,526	6,000	6,000	0.00%
100	52210	342	GAS & OIL	10,336	7,557	6,061	8,000	4,010	7,500	8,000	0.00%
100	52210	343	MEAL EXPENSE	572	111	235	500	0	500	500	0.00%
100	52210	344	JANITORIAL	1,003	1,193	1,739	1,800	432	1,800	1,800	0.00%
100	52210	350	R&M - TRANSPORTATION	24,765	34,856	24,135	18,000	4,195	20,000	24,000	33.33%
100	52210	352	R&M - EQUIP/MACHINERY/T	7,480	1,413	1,297	5,500	1,535	5,500	5,500	0.00%
100	52210	354	R&M-TEL/DATA COMM	1,055	1,072	1,576	2,500	1,282	2,000	2,500	0.00%
100	52210	357	R&M-MAINTENANCE OTHEF	30	741	1,056	750	389	750	750	0.00%
100	52210	390	MISCELLANEOUS	1,624	1,495	533	1,500	279	1,500	1,500	0.00%
TOTAL MAT/SUPPLIES/MAINT:				**$59,131**	**$57,744**	**$46,517**	**$54,550**	**$16,015**	**$52,550**	**$62,550**	**14.67%**
CAPITAL EXPENDITURES											
100	52210	810	CAPITAL EQUIPMENT	15,268	10,569	13,740	15,000	9,580	10,000	15,000	0.00%
100	52210	812	OFFICE EQUIP/FURNITURE	417	550	0	500	0	500	500	0.00%
TOTAL CAPITAL EXPEND:				**$15,685**	**$11,119**	**$13,740**	**$15,500**	**$9,580**	**$10,500**	**$15,500**	**0.00%**
TOTAL FIRE				**$1,253,860**	**$1,082,791**	**$1,122,411**	**$1,453,056**	**$518,933**	**$1,269,755**	**$1,445,425**	**-0.53%**

AMBULANCE

DESCRIPTION				AMB 2018 Actual	AMB 2019 Actual	AMB 2020 Actual	AMB 2021 Budget	AMB 2021 Actual to June 30	AMB 2021 Estimate	AMB 2022 Budget	Percent Change
PERSONNEL COSTS											
100	52300	111	SALARIES & WAGES	716,948	818,369	668,444	712,365	308,497	695,000	732,175	2.78%
100	52300	112	OVERTIME WAGES	59,908	63,035	66,121	55,000	28,243	60,000	55,000	0.00%
100	52300	113	UPGRADE & SHIFT DIFFERE	27	445	2,589	500	539	4,660	500	0.00%
100	52300	125	WAGES-PAID ON CALL	2,831	5,724	3,583	5,100	2,403	5,100	5,100	0.00%
100	52300	127	OUT-OF TOWN TRANSFERS	20,550	20,900	13,000	23,900	6,000	14,000	17,900	-25.10%
100	52300	131	LONGEVITY PAY	4,091	4,783	4,589	3,600	497	3,600	4,045	12.36%
100	52300	132	HOLIDAY PAY	39,186	36,044	24,064	40,370	0	36,000	41,510	2.82%
100	52300	136	CLOTHING PAYOUT	6,249	3,022	3,979	3,300	412	3,300	3,300	0.00%
100	52300	137	CLOTHING REIMBURSEMEN	1,706	3,550	1,216	3,300	631	3,300	3,300	0.00%
100	52300	151	SOCIAL SECURITY	12,761	14,391	11,949	12,360	5,000	12,100	12,660	2.43%
100	52300	152	EMPLOYER RETIREMENT	137,500	150,339	133,868	144,780	58,279	140,900	144,620	-0.11%
100	52300	153	HSA CONTRIBUTION	23,599	23,695	25,776	25,500	13,004	28,000	25,500	0.00%
100	52300	154	MED/DENT INSURANCE	137,885	153,171	174,532	154,690	88,019	180,000	172,060	11.23%
100	52300	155	LIFE INSURANCE	835	922	896	890	434	1,000	920	3.37%
100	52300	156	WORKER'S COMP INSURAN	45,229	41,639	31,083	35,530	0	32,500	33,450	-5.85%
100	52300	159	OTHER EMPLOYEE CONT	11,960	10,960	10,681	12,500	3,606	8,200	9,500	-24.00%
TOTAL PERSONNEL COSTS				**$1,221,265**	**$1,350,989**	**$1,176,370**	**$1,233,685**	**$515,564**	**$1,227,660**	**$1,261,540**	**2.26%**
SERVICES											
100	52300	213	OTHER PROFESSIONAL SE	100,249	103,175	101,107	107,000	0	103,000	104,375	-2.45%
100	52300	221	WATER/SEWER	5,350	4,351	4,352	5,100	1,595	4,800	5,100	0.00%
100	52300	222	ELECTRICITY	8,528	7,678	6,882	8,400	3,096	8,000	8,400	0.00%
100	52300	224	NATURAL GAS	5,506	4,599	3,952	5,900	2,815	5,890	5,900	0.00%
100	52300	225	TELEPHONE	2,613	2,410	2,225	2,500	953	2,410	2,500	0.00%
100	52300	290	SERVICE CONTRACTS	0	1,053	3,199	5,100	2,109	1,500	5,100	0.00%
TOTAL SERVICES:				**$122,246**	**$123,266**	**$121,717**	**$134,000**	**$10,568**	**$125,600**	**$131,375**	**273.21%**
MATERIALS/SUPPLIES/MAINTENANCE											
100	52300	311	POSTAGE	67	0	80	200	46	100	200	0.00%
100	52300	313	PRINT/COPY	981	954	711	1,200	322	1,200	1,200	0.00%
100	52300	319	OFFICE SUPPLIES	339	120	238	250	196	250	250	0.00%
100	52300	320	PUBLISHING/ADVERTISING	0	0	0	150	0	150	150	0.00%
100	52300	322	SUBSCRIPTIONS	0	0	0	100	72	100	100	0.00%
100	52300	324	MEMBERSHIP DUES	681	600	630	750	600	1,300	750	0.00%
100	52300	337	CERTIFICATION - CONT ED	7,077	9,150	7,046	11,000	5,767	10,000	11,000	0.00%
100	52300	339	TRAVEL/TRAINING-OTHER	0	0	318	1,750	0	800	1,750	0.00%
100	52300	340	OPERATING SUPPLIES	53,130	42,177	44,313	51,000	22,710	48,000	51,000	0.00%
100	52300	342	GAS & OIL	24,649	22,621	14,859	20,500	9,343	20,000	20,500	0.00%
100	52300	343	MEAL EXPENSE	3,902	3,596	2,634	4,500	1,204	4,500	4,500	0.00%
100	52300	344	JANITORIAL	1,003	1,193	1,677	1,250	432	1,250	1,250	0.00%
100	52300	350	R&M - TRANSPORTATION	19,321	15,745	12,874	16,000	6,055	14,000	13,000	-18.75%
100	52300	352	R&M - EQUIP/MACHINERY/T	3,989	2,994	1,007	3,000	126	2,500	3,000	0.00%
100	52300	354	R&M-TEL/DATA COMM	1,305	890	1,553	2,500	1,463	1,800	2,500	0.00%
100	52300	357	R&M-MAINTENANCE OTHER	679	166	150	750	23	750	750	0.00%
100	52300	390	MISCELLANEOUS	175	351	90	300	50	301	300	0.00%
TOTAL MAT/SUPPLIES/MAINT:				**$117,298**	**$100,557**	**$88,180**	**$115,200**	**$48,409**	**$107,001**	**$112,200**	**-2.60%**
CAPITAL EXPENDITURES											
100	52300	810	CAPITAL EQUIPMENT	870	1,446	1,500	3,000	0	1,500	3,000	0.00%
100	52300	812	OFFICE EQUIP/FURNITURE	417	550	0	500	0	500	500	0.00%
TOTAL CAPITAL EXPEND:				**$1,287**	**$1,996**	**$1,500**	**$3,500**	**$0**	**$2,000**	**$3,500**	**0.00%**
TOTAL AMBULANCE				**$1,462,096**	**$1,576,808**	**$1,387,767**	**$1,486,385**	**$574,541**	**$1,462,261**	**$1,508,615**	**1.50%**

CITY OF ASHLAND
2022 BUDGET
PUBLIC FIRE PROTECTION - HYDRANT RENTAL CHARGE

DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual To June 30	2021 Estimate	2022 Budget	Percent Change
SERVICES									
100 52220 535 HYDRANT RENTAL	19,779	18,684	19,069	19,141	19,200	19,217	19,220	19,300	0.52%
TOTAL SERVICES:	19,779	18,684	19,069	19,141	19,200	19,217	19,220	19,300	0.52%
TOTAL FIRE PROTECTION:	$19,779	$18,684	$19,069	$19,141	$19,200	$19,217	$19,220	$19,300	0.52%

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

CITY OF ASHLAND WISCONSIN
2022 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, and assisting in promotion of the City's Community Development Block Grant Housing Revolving Loan Fund. Additional responsibilities include maintaining 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
2022 BUDGET
BUILDING INSPECTION/WEIGHTS & MEASURES

MEGAN McBRIDE PLANNING & DEVELOPMENT DIRECTOR

BUILDING INSPECTION PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Plan Review	Inspections	Permitting/ Licensing	Code Enforcement	Housing Program	Administrative Assistance
Building Inspection Revenues:								
General Funds	$ 85,685	$95,304	$11,643	$27,176	$10,972	$29,052	$5,487	$10,974
Government & Grants	-	-	-	-	-	-	-	-
Program Fees	39,000	52,000	6,357	14,824	5,987	15,851	2,994	5,987
Donations	-	-	-	-	-	-	-	-
Total Revenues	124,685	147,304	18,000	42,000	16,959	44,903	8,481	16,961
Building Inspection Expenses:								
Personnel	$ 54,600	$ 77,545	-	-	15,508	38,773	7,755	15,509
Services	65,810	65,810	18,000	42,000	1,162	2,905	581	1,162
Material and Supplies	1,775	1,449	-	-	289	725	145	290
Capital Expenditures	2,500	2,500	-	-	-	2,500	-	-
Total Expenses	124,685	147,304	18,000	42,000	16,959	44,903	8,481	16,961
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Plan Review		**$ 11,643**	**Funding request**
Contract Services	0.3		
Inspections		**$27,176**	**Funding request**
Contract Services	0.7		
Permitting/ Licensing		**$10,972**	**Funding request**
Full time equivalent EEs	0.2		
Code Enforcement		**$29,052**	**Funding request**
Full time equivalent EEs	0.5		
Housing Program		**$5,487**	**Funding request**
Full time equivalent EEs	0.1		
Administrative Assistance		**$10,974**	**Funding request**
Full time employees	0.2		

CITY OF ASHLAND
2022 BUDGET
BUILDING INSPECTION/WEIGHTS & MEASURES

DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS										
100	52410	111 SALARIES & WAGES	27,645	34,272	37,414	37,890	17,470	34,225	41,600	9.79%
100	52410	131 LONGEVITY PAY	0	0	0	0	0	0	0	NA
100	52410	151 SOCIAL SECURITY	2,009	2,521	2,813	2,850	1,311	2,600	3,020	5.96%
100	52410	152 EMPLOYER SHARE RE	1,852	2,320	2,525	2,560	1,179	2,130	2,705	5.66%
100	52410	157 HSA CONTRIBUTIONS	1,500	1,375	1,500	1,500	750	1,375	3,000	100.00%
100	52410	154 MEDICAL & DENTAL	8,084	6,681	8,026	8,030	3,992	7,900	25,670	219.68%
100	52410	155 LIFE INSURANCE	176	211	254	265	129	180	40	-84.91%
100	52410	156 WORKER'S COMPENSA	1,477	1,500	1,491	1,505	0	1,200	1,510	0.33%
TOTAL PERSONNEL COSTS:			**42,743**	**48,880**	**54,023**	**54,600**	**24,831**	**49,610**	**77,545**	**42.02%**
SERVICES										
100	52410	210 PROFESSIONAL SERVI	26,588	60,871	60,037	60,000	23,966	60,000	60,000	0.00%
100	52410	225 TELEPHONE	210	209	210	210	107	210	210	0.00%
100	52420	299 OTHER SERVICES/W &	4,000	5,600	5,600	5,600	5,600	5,600	5,600	0.00%
TOTAL SERVICES:			**30,798**	**66,680**	**65,847**	**65,810**	**29,673**	**65,810**	**65,810**	**0.00%**
MATERIALS & SUPPLIES										
100	52410	319 OFFICE SUPPLIES	0	117	28	100	0	75	50	-50.00%
100	52410	320 ADVERTISING	0	149	49	50	0	50	100	100.00%
100	52410	324 MEMBERSHIP DUES	0	0	0	0	0	0	0	NA
100	52410	339 TRAVEL/TRAINING	299	395	75	1,200	0	500	1,000	-16.67%
100	52410	340 SUPPLIES	131	89	174	75	0	75	50	-33.33%
100	52410	342 GAS & OIL	247	85	0	100	0	100	100	0.00%
100	52410	350 R&M TRANSPORTATIO	67	0	0	150	0	0	100	-33.33%
100	52410	390 MISCELLANEOUS EXPE	40	0	0	100	0	100	50	-50.00%
TOTAL MAT. & SUPPLIES:			**784**	**834**	**326**	**1,775**	**0**	**900**	**1,450**	**-18.31%**
CAPITAL EXPENDITURES										
100	52410	840 CONDEMNATION/DEMO	0	5,000	0	2,500	785	2,500	2,500	0.00%
100	52410	960 CONDEMNATION/PRELIM EXP				0			0	NA
TOTAL CAPITAL EXPEND:			**0**	**5,000**	**0**	**2,500**	**785**	**2,500**	**2,500**	**0.00%**
TOTAL BUILDING INSPECT/WEIGHTS & MEAS			**$74,325**	**$121,394**	**$120,196**	**$124,685**	**$55,289**	**$118,820**	**$147,305**	**18.14%**

CITY OF ASHLAND WISCONSIN
2022 BUDGET PROGRAM NARRATIVE
POLICE DEPARTMENT – ANIMAL CONTROL

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
2022 BUDGET
ANIMAL CONTROL

WILLIS HAGSTROM, CHIEF OF POLICE

ANIMAL CONTROL PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Animal Control	Police Programs			
Animal Control Revenues:							
General Funds	$ 76,710	$ 76,946	48,962	27,984	-	-	-
Government & Grants	-	-	-	-	-	-	-
Program Fees	2,500	3,000	3,000	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	79,210	79,946	51,962	27,984	-	-	-
Animal Control Expenses:							
Personnel	$ 56,910	$ 57,646	37,468	20,178	-	-	-
Services	17,850	17,850	11,602	6,248	-	-	-
Material and Supplies	4,450	4,450	2,892	1,558	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	79,210	79,946	51,962	27,984	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Animal Control		**$ 48,962**	**Funding request**
Full time equivalent EEs	0.65	Programs:	Investigate Animal Cruelty Complaints
			Animal Care Medical treatment
			Issue Citations Request Prosecution
			Community Outreach Education
			Training

Police Programs		**$ 27,984**	**Funding request**
Full time equivalent EEs	0.35	Programs:	General Patrol
			Counter Service
			0

Animal Control

CITY OF ASHLAND
2022 BUDGET
ANIMAL CONTROL

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 54150 111 SALARIES & WAGES	36,553	36,837	37,651	38,110	17,667	38,000	38,865	1.98%
100 54150 131 LONGEVITY	1,120	1,099	1,369	1,525	0	1,520	1,560	2.30%
100 54150 137 CLOTHING ALLOWANCE	289	450	248	450	0	450	450	0.00%
100 54150 151 SOCIAL SECURITY	2,638	2,752	2,841	2,985	1,257	2,900	3,060	2.51%
100 54150 152 EMPLOYER SHARE RETIREMENT	2,522	2,513	2,634	2,675	1,193	2,565	2,630	-1.68%
100 54150 157 HSA CONTRIBUTION	3,000	2,125	1,500	1,500	750	1,500	1,500	0.00%
100 54150 154 MEDICAL & DENTAL	15,012	9,486	8,026	8,030	3,992	7,990	7,945	-1.06%
100 54150 155 LIFE INSURANCE	64	97	120	133	61	130	150	12.78%
100 54150 156 WORKER'S COMPENSATION	1,896	1,675	1,572	1,502	0	1,500	1,485	-1.13%
TOTAL PERSONNEL COSTS:	**63,094**	**57,034**	**55,961**	**56,910**	**24,920**	**56,555**	**57,645**	**1.29%**
SERVICES								
100 54150 213 OTHER PROF SERVICES - KENNE	16,088	16,000	16,000	16,000	8,000	16,000	16,000	0.00%
100 54150 219 OTHER ANIMAL SHELTER	1,386	2,053	1,351	1,500	20	500	1,500	0.00%
100 54150 225 TELEPHONE	0	0	0	0	0	0	0	NA
100 54150 290 ANIMAL DISPOSAL	0	0	110	350	159	350	350	0.00%
TOTAL SERVICES:	**17,474**	**18,053**	**17,461**	**17,850**	**8,179**	**16,850**	**17,850**	**0.00%**
MATERIALS & SUPPLIES								
100 54150 339 TRAVEL/TRAINING	189	189	0	350	0	150	350	0.00%
100 54150 340 OPERATING SUPPLIES	4	0	0	300	0	300	300	0.00%
100 54150 342 GAS & OIL	1,722	1,255	1,127	1,300	631	1,300	1,300	0.00%
100 54150 350 R&M TRANSPORATION VEHICLE	913	0	447	2,500	0	1,000	2,500	0.00%
TOTAL MAT. & SUPPLIES:	**2,828**	**1,444**	**1,574**	**4,450**	**631**	**2,750**	**4,450**	**0.00%**
TOTAL ANIMALCONTROL	**$83,396**	**$76,531**	**$74,996**	**$79,210**	**$33,730**	**$76,155**	**$79,945**	**0.93%**

CITY OF ASHLAND
2022 BUDGET
PEST CONTROL

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget
SERVICES							
100 54151 217 OTHER PROF SERVICES	7,761	7,761	8,094	8,500	7,865	7,865	8,500
TOTAL SERVICES:	7,761	7,761	8,094	8,500	7,865	7,865	8,500
TOTAL PEST CONTROL	$7,761	$7,761	$8,094	$8,500	$7,865	$7,865	$8,500

PROGRAM INFORMATION

Operations	Funding request
Contracted Service:	Municipal facilities - rodent and pest control City - skunk control

CITY OF ASHLAND
2022 BUDGET
MT. HOPE CEMETERY

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget
CONTRIBUTIONS							
100 54910 791 MT. HOPE CEMETERY	61,000	61,000	61,000	61,000	30,500	61,000	61,000
TOTAL CONTRIBUTIONS:	**61,000**	**61,000**	**61,000**	**61,000**	**30,500**	**61,000**	**61,000**
TOTAL MT. HOPE CEMETERY	**$61,000**	**$61,000**	**$61,000**	**$61,000**	**$30,500**	**$61,000**	**$61,000**

PROGRAM INFORMATION

Operations **Funding request** **$61,000**

Contribution: Assistance to the Cemetery Association to help it continue to be sustainable in the operation and care of Mount Hope Cemetery

City of Ashland
2022 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 7,800 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 Meter Reader/Customer Service Clerk assists with general reception duties and provides billing related customer service, in addition to performing meter-reading duties. 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 Assistant Public Works Director is responsible for permits, designs, estimates, change orders, standards, and project management for most city streets and utility projects and completes most State requirements including bi-annual street and sidewalk inspections. The GIS Specialist is shared with the Technology Department and manages the cities GIS system for both internal and external customers, collects data to be used for datasets. The GIS Specialist 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 to maintain and improve infrastructure for the future of the City. The Ashland City Council has identified infrastructure improvement and rehabilitation is one of the strategic priorities for the City of Ashland in 2021

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 Ashland City Council has identified infrastructure improvement and rehabilitation is one of the strategic priorities for the City of Ashland in 2021. 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, including mains, manholes, and catch basins and provide required repair/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 Ashland City Council has identified environment as one of the strategic priorities for the City of Ashland in 2021. As 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, employees and visitors of the community. Parking facilities promote economic development for the downtown business district.

PUBLIC WORKS PROGRAMS - SUMMARY

	2021 Total Budget	2021 Total Budget	Admin	Engineering GIS	Roadway Maint	Street Lighting	Sidewalk	Storm Sewer	Parking Facilities
PW Revenues:									
General Funds	$ 1,042,269	$ 1,009,868	$193,973	$124,314	$385,975	$173,192	$ 20,703	$ 113,426	$ (1,714)
Program Fees	63,980	63,980			59,280	-			4,700
Connecting HWY aid	76,465	76,591	-	-	76,591	-	-	-	-
Gnrl Trans Aid-80%	479,260	501,850	-	-	501,850	-	-	-	-
Total Revenues	1,661,974	1,652,289	193,973	124,314	1,023,696	173,192	20,703	113,426	2,986
PW Expenses:									
Personnel	$1,036,299	$ 965,474	$ 152,388	$ 79,134	$ 621,396	$ 19,442	$ 15,703	$ 74,426	$ 2,986
Services	154,150	181,450	31,650	39,550	4,500	95,750	-	10,000	-
Material and Supplies	471,525	505,365	9,935	5,630	397,800	58,000	5,000	29,000	-
Capital Expenditures	-	-	-	-	-	-	-	-	-
Total Expenses	1,661,974	1,652,289	193,973	124,314	1,023,696	173,192	20,703	113,426	2,986
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Admin **$ 193,973 Fundig Request**

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

Engineering GIS **$124,314 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 Surveryor for City Projects.
Prepare grant and monitor City recycling program

Roadway Maint **$385,975 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
ParksInter-Departmental	W Utility Equip Maint	AFD Equip Maint	CIP Projects
Special Events	PD Equip Maint	Facilities Equip Maint	

StreetLighting **$173,192 Fundig Request**

Full time equivalent EEs 0.3 Programs: Light Maint; Locates

Sidewalk **$ 20,703 Fundig Request**

Full time equivalent EEs 0.35 Programs: Snow Removal

Storm Sewer **$ 113,426 Fundig Request**

Full time equivalent EEs 1.02 Programs: Street Sweeping; US2 Inlet Cleaning; RepairReplacement

Parking Facilities **$ (1,714) Fundig Request**

Full time equivalent EEs 0.02 Programs: Snow Removal & Maint

CITY OF ASHLAND
2022 BUDGET
PUBLIC WORKS

PW - ADMINISTRATIVE & GENERAL DESCRIPTION				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS											
100	53100	111	SALARIES/PERMANENT/RE	111,435	106,745	103,670	104,934	48,373	96,746	100,243	-4.47%
100	53100	112	OVERTIME WAGES	1,893	229	16	0	0	0	0	NA
100	53100	125	WAGES/TEMP/OTHER	14,360	7,962	2,332	2,309	667	1,334	0	-100.00%
100	53100	131	LONGEVITY PAY	1,650	1,979	2,058	1,655	444	888	1,525	-7.91%
100	53100	151	SOCIAL SECURITY	9,648	8,849	8,028	8,039	3,643	7,286	8,039	0.00%
100	53100	152	EMPLOYER SHARE RETIRE	4,959	7,348	7,231	7,195	3,340	6,680	7,195	0.00%
100	53100	154	MEDICAL & DENTAL	17,539	25,772	28,712	28,003	14,482	28,964	28,420	1.49%
100	53100	155	LIFE INSURANCE	283	345	401	508	218	436	418	-17.64%
100	53100	156	WORKER'S COMPENSATIO	3,641	2,835	2,263	2,183	0	2,281	1,748	-19.97%
100	53100	157	HSA CONTRIBUTION	3,367	4,457	4,841	4,800	2,431	4,862	4,800	0.00%
TOTAL PERSONNEL COSTS:				**$168,775**	**$166,521**	**$159,552**	**$159,626**	**$73,598**	**$149,477**	**$152,388**	**-4.53%**
SERVICES											
100	53100	213	OTHER PROFESSIONAL SE	0	0	0	0	0	0	0	NA
100	53100	216	SAFETY PROGRAM	214	0	0	200	0	200	200	0.00%
100	53100	221	WATER	5,680	4,638	4,660	6,500	1,784	3,900	6,000	-7.69%
100	53100	222	ELECTRIC	9,607	9,560	7,814	11,000	3,699	9,500	9,700	-11.82%
100	53100	224	NATURAL GAS	12,271	10,287	5,463	11,500	4,359	10,500	9,600	-16.52%
100	53100	225	TELEPHONE	4,640	4,388	5,099	4,500	2,632	4,600	4,500	0.00%
100	53100	290	CONTRACTUAL SERVICES	1,297	1,186	935	1,650	526	3,200	1,650	0.00%
TOTAL SERVICES:				**$33,709**	**$30,058**	**$23,971**	**$35,350**	**$13,000**	**$31,900**	**$31,650**	**-10.47%**
MATERIALS & SUPPLIES											
100	53100	311	POSTAGE	18	0	6	200	0	200	200	0.00%
100	53100	313	PRINTING/COPYING	1,598	2,123	1,657	2,000	866	1,000	2,000	0.00%
100	53100	319	OFFICE SUPPLIES	770	992	561	1,085	299	1,000	1,085	0.00%
100	53100	320	ADVERTISING/PUBLISHING	1,475	551	705	1,450	199	500	1,450	0.00%
100	53100	324	MEMBERSHIP DUES	360	420	380	700	390	500	700	0.00%
100	53100	332	AUTO ALLOWANCE	124	0	0	0	0	0	0	NA
100	53100	339	TRAVEL/TRAINING	1,215	564	158	2,000	150	500	2,000	0.00%
100	53100	340	OPERATING SUPPLIES	126	533	533	1,200	312	600	1,200	0.00%
100	53100	344	JANITORIAL SUPPLIES	71	114	10	200	149	200	200	0.00%
100	53100	353	R & M FURNITURE/OFFICE	483	97	145	100	0	100	100	0.00%
100	53100	355	R & M BUILDINGS	1,706	750	2,234	0	0	100	0	NA
100	53100	390	MISCELLANEOUS EXPENSE	753	512	432	1,000	212	750	1,000	0.00%
TOTAL MAT. & SUPPLIES:				**$8,699**	**$6,657**	**$6,821**	**$9,935**	**$2,577**	**$5,450**	**$9,935**	**0.00%**
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:				**$211,183**	**$203,236**	**$190,344**	**$204,911**	**$89,175**	**$186,827**	**$193,973**	**-5.34%**

PW - ENGINEERING & GIS

DESCRIPTION				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS											
100	53102	111	SALARIES/PERMANENT/RE	106,965	107,472	55,886	87,889	24,445	61,890	45,986	-47.68%
100	53102	125	WAGES/TEMP/OTHER	0	0	0	0	2,076	5,152	2,742	NA
100	53102	131	LONGEVITY PAY	3,584	3,825	1,219	1,060	530	1,060	0	-100.00%
100	53102	136	CLOTHING ALLOWANCE	450	449	28	450	0	0	0	-100.00%
100	53102	151	SOCIAL SECURITY	8,471	8,489	3,996	6,779	1,908	3,816	3,492	-48.48%
100	53102	152	EMPLOYER SHARE RETIRE	7,430	7,335	3,851	6,004	1,686	3,372	2,989	-50.22%
100	53102	154	MEDICAL & DENTAL	2,586	4,743	24,494	41,757	10,206	20,412	17,445	-58.22%
100	53102	155	LIFE INSURANCE	375	388	105	336	37	74	295	-12.11%
100	53102	156	WORKER'S COMPENSATIO	3,097	2,749	360	1,430	0	2,416	1,685	17.81%
100	53102	157	HSA CONTRIBUTION	0		3,000	4,800	1,500	3,000	4,500	-6.25%
TOTAL PERSONNEL COSTS:				**$132,958**	**$135,450**	**$92,939**	**$150,505**	**$42,388**	**$101,192**	**$79,134**	**-47.42%**
SERVICES											
100	53102	213	PROFESSIONAL SERVICES	0	0	0	5,000	1,100	35,000	25,000	400.00%
100	53102	225	TELEPHONE	2,252	2,290	2,421	2,550	1,121	2,500	2,550	0.00%
100	53102	290	SERVICE CONTRACTS	10,249	15,342	13,841	11,000	6,667	12,000	12,000	9.09%
TOTAL SERVICES:				**$12,501**	**$17,632**	**$16,262**	**$18,550**	**$8,888**	**$49,500**	**$39,550**	**113.21%**
MATERIALS & SUPPLIES											
100	53102	311	POSTAGE	0	0	0	30	0	30	30	0.00%
100	53102	313	PRINTING/COPYING	1,538	16	206	1,500	0	200	1,500	0.00%
100	53102	319	OFFICE SUPPLIES	251	106	0	400	0	200	400	0.00%
100	53102	324	MEMBERSHIP DUES	0	55	55	350	0	0	350	0.00%
100	53102	339	TRAVEL/TRAINING	519	675	553	1,000	0	0	1,000	0.00%
100	53102	340	OPERATING SUPPLIES	679	1,112	68	1,000	0	100	1,000	0.00%
100	53102	342	GAS & OIL	382	185	20	400	0	0	400	0.00%
100	53102	345	SMALL TOOLS & EQUIP	51	4,675	0	500	0	0	500	0.00%
100	53102	350	R&M VEHICLE	165	0	0	300	180	180	300	0.00%
100	53102	390	MISCELLANEOUS EXPENSE	672	0	0	150	0	0	150	0.00%
TOTAL MAT. & SUPPLIES:				**$4,257**	**$6,823**	**$902**	**$5,630**	**$180**	**$710**	**$5,630**	**0.00%**
CAPITAL EXPENDITURES											
100	53102	810	CAPITAL EQUIPMENT	0	0	0	0	0	0	0	NA
100	53102	812	OFFICE EQUIP/FURNITURE	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:				**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**NA**
TOTAL PW-ENGINEERING & GIS				**$149,716**	**$159,905**	**$110,103**	**$174,685**	**$51,456**	**$151,402**	**$124,314**	**-28.84%**

PUBLIC WORKS-ROADWAY MAINTENANCE

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 53311 111 SALARIES & WAGES	371,449	401,229	408,528	369,942	191,224	382,448	389,186	5.20%
100 53311 112 OVERTIME WAGES	14,536	23,706	4,469	11,812	874	13,000	11,812	0.00%
100 53311 125 WAGES/TEMP/OTHER	22,295	15,652	6,645	15,116	3,728	7,456	3,855	-74.50%
100 53311 131 LONGEVITY PAY	8,634	9,869	10,564	11,724	27	10,990	8,130	-30.65%
100 53311 136 CLOTHING ALLOWANCE	3,286	3,823	3,950	4,500	60	4,500	4,500	0.00%
100 53311 151 SOCIAL SECURITY	30,146	32,578	31,164	30,017	14,101	28,202	30,458	1.47%
100 53311 152 EMPLOYER SHARE RETIRE	27,017	28,832	28,642	26,345	12,655	25,310	26,438	0.35%
100 53311 154 MEDICAL & DENTAL	101,849	112,364	121,310	113,206	62,832	125,664	115,148	1.72%
100 53311 155 LIFE INSURANCE	1,244	1,438	1,554	1,888	667	1,334	1,360	-27.95%
100 53311 156 WORKER'S COMPENSATIO	20,373	19,286	17,782	15,373	0	16,343	15,047	-2.12%
100 53311 157 HSA CONTRIBUTION	16,807	16,514	16,834	15,462	8,009	16,018	15,462	0.00%
TOTAL PERSONNEL COSTS:	**$617,636**	**$665,291**	**$651,442**	**$615,385**	**$294,177**	**$631,265**	**$621,396**	**0.98%**
SERVICES								
100 53311 216 SAFETY PR	513	1,204	646	550	257	750	550	0.00%
100 53311 227 PROPANE & FUEL OIL	78	80	0	950	103	250	950	0.00%
100 53311 290 CONTRACTUAL SERVICES	3,087	3,183	3,392	3,000	1,328	3,350	3,000	0.00%
TOTAL SERVICES:	**$3,678**	**$4,467**	**$4,038**	**$4,500**	**$1,688**	**$4,350**	**$4,500**	**0.00%**
MATERIALS & SUPPLIES								
100 53311 339 TRAVEL/TRAINING	30	938	0	500	170	200	500	0.00%
100 53311 340 OTHER OPERATING SUPPL	217,063	262,877	183,670	249,660	45,902	249,660	265,500	6.34%
100 53311 342 GAS & OIL	60,462	73,724	36,926	63,000	22,584	50,000	63,000	0.00%
100 53311 345 SMALL TOOLS/EQUIP	1,510	4,126	5,052	10,800	2,352	10,800	10,800	0.00%
100 53311 350 R & M TRANS VEHICLES	1,805	6,450	7,271	6,500	2,463	6,500	6,500	0.00%
100 53311 351 R&M HEAVY EQUIPMENT	22,950	35,191	27,126	30,000	14,090	30,000	30,000	0.00%
100 53311 352 R&M EQUIP/MACH/TOOLS	821	3,465	1,168	3,000	63	3,000	3,000	0.00%
100 53311 353 R & M FURNITURE/OFFICE	3,570	325	320	500	0	500	500	0.00%
100 53311 357 R & M EQUIP/MAINT-OTHER	15,633	22,350	9,387	18,000	6,986	18,000	18,000	0.00%
100 53311 533 RENT-EQUIPMENT	0	43	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**$323,844**	**$409,488**	**$270,920**	**$381,960**	**$94,610**	**$368,660**	**$397,800**	**4.15%**
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:	**$945,158**	**$1,079,246**	**$926,400**	**$1,001,845**	**$390,475**	**$1,004,275**	**$1,023,696**	**2.18%**

PUBLIC WORKS-STREET LIGHTING

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 53420 111 SALARIES & WAGES	11,315	7,696	16,744	11,831	3,053	12,000	12,446	5.20%
100 53420 112 OVERTIME WAGES	36	0	0	351	0	100	351	0.00%
100 53420 125 WAGES/TEMP/OTHER	0	157	18	483	0	0	123	-74.50%
100 53420 151 SOCIAL SECURITY	843	576	1,228	960	224	1,060	974	1.47%
100 53420 152 EMPLOYER SHARE RETIRE	760	504	1,130	843	206	880	845	0.35%
100 53420 154 MEDICAL & DENTAL	3,968	3,279	5,829	3,620	1,427	3,850	3,682	1.72%
100 53420 155 LIFE INSURANCE	55	51	79	60	23	50	44	-27.95%
100 53420 156 WORKER'S COMPENSATIO	590	353	649	492	0	600	481	-2.12%
100 53420 157 HSA CONTRIBUTION	598	532	729	494	243	660	494	0.00%
TOTAL PERSONNEL COSTS:	**$18,165**	**$13,149**	**$26,406**	**$19,135**	**$5,176**	**$19,200**	**$19,442**	**1.61%**
SERVICES								
100 53420 222 ELECTRIC	90,883	89,298	88,110	95,000	39,291	98,000	95,000	0.00%
100 53420 290 CONTRACTUAL SERVICES	1,098	1,153	1,153	750	0	1,285	750	0.00%
TOTAL SERVICES:	**$91,981**	**$90,451**	**$89,263**	**$95,750**	**$39,291**	**$99,285**	**$95,750**	**0.00%**
MATERIALS & SUPPLIES								
100 53420 340 OPERATING SUPPLIES	21,430	13,957	34,610	40,000	389	1,500	58,000	45.00%
100 53420 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**$21,430**	**$13,957**	**$34,610**	**$40,000**	**$389**	**$1,500**	**$58,000**	**45.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-STREET LIGHTING:	**$131,576**	**$117,557**	**$150,279**	**$154,885**	**$44,856**	**$119,985**	**$173,192**	**11.82%**

PUBLIC WORKS-SIDEWALK MAINTENANCE

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 53431 111 SALARIES & WAGES	5,559	3,083	1,055	9,556	856	0	10,053	5.20%
100 53431 112 OVERTIME WAGES	609	935	0	284	0	0	284	0.00%
100 53431 125 WAGES/TEMP/OTHER	0	450	213	390	0	124	100	-74.50%
100 53431 151 SOCIAL SECURITY	454	301	123	775	62	116	787	1.47%
100 53431 152 EMPLOYER SHARE RETIRE	413	238	97	681	58	1,128	683	0.35%
100 53431 154 MEDICAL & DENTAL	1,398	800	240	2,924	564	4	2,974	1.72%
100 53431 155 LIFE INSURANCE	20	1	2	49	2	0	35	-27.95%
100 53431 156 WORKER'S COMPENSATIO	269	172	50	397	0	422	389	-2.12%
100 53431 157 HSA CONTRIBUTION	186	33	22	399	103	3,290	399	0.00%
TOTAL PERSONNEL COSTS:	**$8,908**	**$6,013**	**$1,802**	**$15,455**	**$1,645**	**$5,084**	**$15,703**	**1.61%**
SERVICES								
TOTAL SERVICES:	**$0**	**$4,886**	**$0**	**$0**	**$0**	**$50**	**$0**	**NA**
MATERIALS & SUPPLIES								
100 53431 340 OPERATING SUPPLIES	4,729	423	2,104	5,000	9	1,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	**$4,729**	**$423**	**$2,104**	**$5,000**	**$9**	**$1,000**	**$5,000**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-SIDEWALK MAINTENANCE:	**$13,637**	**$11,321**	**$3,906**	**$20,455**	**$1,654**	**$6,134**	**$20,703**	**1.21%**

PUBLIC WORKS-STORM SEWER MAINTENANCE

DESCRIPTION				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS											
100	53441	111	SALARIES & WAGES	33,845	36,252	36,187	45,503	9,962	32,500	47,870	5.20%
100	53441	112	OVERTIME WAGES	81	53	307	1,000	0	100	1,000	0.00%
100	53441	125	WAGES/TEMP/OTHER	666	1,330	2,664	1,859	361	0	474	-74.50%
100	53441	151	SOCIAL SECURITY	2,511	2,722	2,844	3,692	747	2,490	3,746	1.47%
100	53441	152	EMPLOYER SHARE RETIRE	2,273	2,378	2,463	3,240	672	2,150	3,252	0.35%
100	53441	154	MEDICAL & DENTAL	7,936	10,315	10,237	13,925	2,981	10,000	14,163	1.72%
100	53441	155	LIFE INSURANCE	153	190	175	232	52	200	167	-27.95%
100	53441	156	WORKER'S COMPENSATIO	1,717	1,672	1,514	1,891	0	2,010	1,851	-2.12%
100	53441	157	HSA CONTRIBUTION	1,416	1,728	1,417	1,902	375	1,600	1,902	0.00%
TOTAL PERSONNEL COSTS:				$50,598	$56,638	$57,808	$73,245	$15,150	$51,050	$74,426	1.61%
SERVICES											
100	53441	221	WATER	0	0	0	0	0	0	0	NA
100	53441	290	CONTRACT SERVICES	0	0	0	0	0	0	10,000	
TOTAL SERVICES:				$0	$0	$0	$0	$0	$0	$10,000	NA
MATERIALS & SUPPLIES											
100	53441	340	OPERATING SUPPLIES	20,127	13,633	16,257	24,000	128	23,000	24,000	0.00%
100	53441	351	R&M HEAVY EQUIPMENT	1,565	1,905	5,769	5,000	3,861	6,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:				$21,692	$15,538	$22,026	$29,000	$3,989	$29,000	$29,000	0.00%
CAPITAL EXPENDITURES											
TOTAL CAPITAL EXP:				$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-STORM SEWER MAINT:				$72,290	$72,177	$79,834	$102,245	$19,139	$80,050	$113,426	10.94%

PUBLIC WORKS-PARKING FACILITIES

DESCRIPTION				2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS											
100	53450	111	SALARIES & WAGES	1,454	2,241	745	1,820	596	2,000	1,915	5.20%
100	53450	112	OVERTIME WAGES	0	0	0	54	0	0	54	0.00%
100	53450	125	WAGES/TEMP/OTHER	0	273	52	74	0	0	19	-74.50%
100	53450	151	SOCIAL SECURITY	108	189	59	148	44	60	150	1.47%
100	53450	152	EMPLOYER SHARE RETIRE	97	118	46	130	40	60	130	0.35%
100	53450	154	MEDICAL & DENTAL	221	123	179	561	175	750	561	0.00%
100	53450	155	LIFE INSURANCE	8	0	3	9	2	10	7	-27.95%
100	53450	156	WORKER'S COMPENSATIO	72	102	40	76	0	100	74	-2.12%
100	53450	157	HSA CONTRIBUTION	71	0	19	76	32	150	76	0.00%
TOTAL PERSONNEL COSTS:				$2,031	$3,046	$1,143	$2,948	$889	$3,130	$2,986	1.28%
SERVICES											
TOTAL SERVICES:				$0	$0	$0	$0	$0	$0	$0	NA
MATERIALS & SUPPLIES											
100	53450	340	OPERATING SUPPLIES	0	0	0	0	0	0	0	NA
100	53450	356	R&M - LAND IMPROVEMEN	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:				$0	$0	$0	$0	$0	$0	$0	NA
CAPITAL EXPENDITURES											
TOTAL CAPITAL EXP:				$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-PARKING FACILITIES:				$2,031	$3,046	$1,143	$2,948	$889	$3,130	$2,986	1.28%
PUBLIC WORKS-COMBINED BUDG				$1,525,591	$1,646,487	$1,462,009	$1,661,974	$597,644	$1,551,803	$1,652,289	-0.58%

CITY OF ASHLAND
2022 BUDGET
PUBLIC WORKS TRANSPORTATION

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
100 53521 791 BAY AREA RURAL TRANSIT	30,000	30,000	30,000	31,000	31,000	31,000	31,000	0.00%
TOTAL BART:	**30,000**	**30,000**	**30,000**	**31,000**	**31,000**	**31,000**	**31,000**	**0.00%**
TOTAL P.W. TRANSPORTATION:	**$30,000**	**$30,000**	**$30,000**	**$31,000**	**$31,000**	**$31,000**	**$31,000**	**0.00%**

PROGRAM INFORMATION

Operations Request: **$31,000 Funding request**

Public transportation Partnership Members: Cities of Ashland, Bayfield, Washburn
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
2022 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 Republic Services.

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 and contracted services collect waste from residential properties.

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 for no fee. 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, the City has begun contracting for these services for efficiency and to ensure DNR compliance.

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.

SANITATION PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	City Wide Garbage Collection	Landfill Maintanence			
PW Revenues:							
General Funds	$ 31,476	$ 13,292	$ (13,800)	$ 27,092	$ -	$ -	$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	349,800	390,800	369,861.63	20,938	-	-	-
Reimbursement	-	-	-	-	-	-	-
Total Revenues	381,276	404,092	356,062	48,030	-	-	-
PW Expenses:							
Personnel	$ 26,008	$ 26,541	16,521	10,020	-	-	-
Services	324,658	342,941	325,541	17,400	-	-	-
Material and Supplies	30,610	34,610	14,000	20,610	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	381,276	404,092	356,062	48,030	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

City Wide Garbage Collection **($13,800) Funding request**

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

Landfill Maintanence **$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

PUBLIC WORKS DEPARTMENT - SANITATION

PW-REFUSE & GARBAGE COLLECTION

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 53620 111 SALARIES/PERMANENT/REGULAR	11,101	12,369	11,075	10,238	6,364	11,000	10,771	5.20%
100 53620 112 OVERTIME WAGES	357	0	0	0	0	350	0	NA
100 53620 125 WAGES/TEMP/OTHER	3,054	2,824	3,760	418	645	3,600	107	-74.50%
100 53620 151 SOCIAL SECURITY	1,085	1,131	1,110	831	519	1,085	843	1.47%
100 53620 152 EMPLOYER SHARE RETIREMENT	805	810	733	729	430	800	732	0.35%
100 53620 154 MEDICAL & DENTAL	1,404	2,118	1,980	3,133	2,137	1,405	3,187	1.72%
100 53620 155 LIFE INSURANCE	20	25	22	52	17	20	38	-27.95%
100 53620 156 WORKER'S COMPENSATION	680	670	580	425	0	680	416	-2.12%
100 53620 157 HSA CONTRIBUTION	165	232	222	428	286	165	428	0.00%
TOTAL PERSONNEL COSTS:	**18,671**	**20,177**	**19,482**	**16,255**	**10,398**	**19,105**	**16,521**	**1.64%**
SERVICES								
100 53620 290 CONTRACTUAL SERVICES	297,205	303,664	304,821	319,158	130,072	312,250	325,541	2.00%
TOTAL SERVICES:	**297,205**	**303,664**	**304,821**	**319,158**	**130,072**	**312,250**	**325,541**	**2.00%**
MATERIALS & SUPPLIES								
100 53620 313 PRINTING / COPYING	0	0	0	0	0	0	4,000	NA
100 53620 340 OPERATING SUPPLIES	11,069	10,359	9,793	10,000	6,291	10,000	10,000	0.00%
100 53620 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**11,069**	**10,359**	**9,793**	**10,000**	**6,291**	**10,000**	**14,000**	**40.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PW-REFUSE & GARBAGE COLLECTION:	**$326,945**	**$334,200**	**$334,096**	**$345,413**	**$146,761**	**$341,355**	**$356,062**	**3.08%**

PUBLIC WORKS-LANDFILL OPERATION

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 53631 111 SALARIES & WAGES	4,795	3,006	3,983	6,143	633	2,000	6,462	5.20%
100 53631 112 OVERTIME WAGES	0	169	18	0	133	0	0	NA
100 53631 125 WAGES/TEMP/OTHER	990	1,073	444	251	305	0	64	-74.50%
100 53631 151 SOCIAL SECURITY	429	318	331	498	79	175	505	1.31%
100 53631 152 EMPLOYER SHARE RETIREMENT	321	197	270	437	52	170	439	0.35%
100 53631 154 MEDICAL & DENTAL	818	351	556	1,880	232	600	2,021	7.49%
100 53631 155 LIFE INSURANCE	8	4	4	31	3	18	23	-27.95%
100 53631 156 WORKERS COMP	287	186	172	255	0	250	250	-2.12%
100 53631 157 HSA CONTRIBUTION	121	47	69	257	32	100	257	0.00%
TOTAL PERSONNEL COSTS:	**7,769**	**5,351**	**5,847**	**9,753**	**1,469**	**3,313**	**10,020**	**2.74%**
SERVICES								
100 53631 222 ELECTRIC	623	566	843	1,500	635	1,200	1,200	-20.00%
100 53631 290 CONTRACTUAL SERVICES	3,006	2,601	2,947	4,000	9,727	20,000	16,200	305.00%
TOTAL SERVICES:	**3,629**	**3,167**	**3,790**	**5,500**	**10,362**	**21,200**	**17,400**	**216.36%**
MATERIALS & SUPPLIES								
100 53631 311 POSTAGE	0	0	0	10	0	0	10	0.00%
100 53631 340 OPERATING SUPPLIES	18,244	7,842	27,303	20,000	550	8,000	20,000	0.00%
100 53631 390 MISCELLANEOUS	0	0	0	600	0	0	600	0.00%
TOTAL MAT. & SUPPLIES:	**18,244**	**7,842**	**27,303**	**20,610**	**550**	**8,000**	**20,610**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PW-LANDFILL OPERATION:	**$29,642**	**$16,360**	**$36,940**	**$35,863**	**$12,381**	**$32,513**	**$48,030**	**33.93%**
TOTAL PUBLIC WORKS-SANITATION	**$ 356,587**	**$ 350,560**	**$ 371,036**	**$ 381,276**	**$ 159,142**	**$ 373,868**	**$ 404,092**	**5.98%**

CITY OF ASHLAND
2022 BUDGET
COMMUNITY PROGRAMS

BRANT KUCERA, ADMINISTRATOR

COMMUNITY PROGRAMS

	2021 Total Budget	2022 Total Budget	Events & Other	Social Services & Health	Economic Development	Program	Program
Community Prog Revenue							
General Funds	$ 27,550	$ 27,550	$ 2,250	$ 15,300	$ 10,000	$ -	$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	27,550	27,550	2,250	15,300	10,000	-	-
Community Prog Expense							
Programs	$ 15,300	$ 15,300	-	15,300	-	-	-
Promotion/Events	12,250	12,250	2,250	-	10,000	-	-
Total Expenses	27,550	27,550	2,250	15,300	10,000	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Events & Other $ 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

SocialServices & Health $ 15,300 Funding request

Nutrition Title VII	3,700	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	$ 15,300	

EconomicDevelopment $ 10,000 Funding request

Historical Society	$ 10,000	Supports maintenance of collection and operation of museum

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
COMMUNITY EVENTS								
100 55330 791 EVENTS	1,892	1,900	2,000	2,250	1,048	2,000	2,250	0.00%
TOTAL COMMUNITY EVENTS:	**1,892**	**1,900**	**2,000**	**2,250**	**1,048**	**2,000**	**2,250**	**0.00%**
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	18,000	15,300	15,300	6,600	15,300	15,300	0.00%
TOTAL SENIOR CITIZEN CTR:	**14,300**	**18,000**	**15,300**	**15,300**	**6,600**	**15,300**	**15,300**	**0.00%**
TOTAL COMMUNITY PROGRAMS:	**26,192**	**29,900**	**27,300**	**27,550**	**12,648**	**27,300**	**27,550**	**0.00%**

Account Number	Explanation	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget
	EVENTS							
100-55330 791	Flag Replacement	0	0	0	250	0	0	250
100-55150 791	Supplies/ Flowers Beautification Council	1,892	1,900	2,000	2,000	1,048	2,000	2,000
	TOTAL EVENTS	**1,892**	**1,900**	**2,000**	**2,250**	**1,048**	**2,000**	**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	6,400	3,700	3,700	0	3,700	3,700
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
	TOTAL PROGRAMS	**24,300**	**28,000**	**25,300**	**25,300**	**11,600**	**25,300**	**25,300**
TOTAL COMMUNITY PROGRAMS		**$ 26,192**	**$ 29,900**	**$ 27,300**	**$ 27,550**	**$ 12,648**	**$ 27,300**	**$ 27,550**

CITY OF ASHLAND
2022 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. The parks include 8 different softball or baseball fields. 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, playground equipment maintenance, tree trimming and planting. Eight 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

	2021 Total Budget	Total 2022 Budget	Grounds Maintenance	Parks Maintenance	Administration	Program
Parks Revenues:						
Transfer from general fund	$ 98,584	$ 71,509	$ 53,797	$ 12,107	$ 5,605	$ -
Government & Grants	-	-	-	-	-	-
Program Fees	119,250	150,000	112,853	25,392	11,755	-
Transfer from Waterfront	17,700	17,700	13,317	2,996	1,387	-
Total Revenues	235,534	239,209	179,967	40,495	18,747	-
Parks Expenses:						
Personnel	$ 144,469	$ 148,644	111,831	25,164	11,649	-
Services	44,590	43,590	32,796	7,378	3,416	-
Material and Supplies	46,475	46,975	35,340	7,953	3,682	-
Capital Expenditures	-	-	-	-	-	-
Total Expenses	235,534	239,209	179,967	40,495	18,747	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Grounds Maintenance		**$ 53,797 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		**$ 12,107 Funding request**
Full time equivalent EEs	0.54	Service: Maintain all property in the open and assist with facilities maintenance some snow plowing

Administration		**$ 5,605 Funding request**
Full time equivalent EEs	0.25	Service: Order supplies

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 55200 111 SALARIES & WAGES	44,357	48,697	49,334	51,640	23,812	47,000	52,658	1.97%
100 55200 112 OVERTIME WAGES	152	-	-	-	-	250	-	NA
100 55200 125 WAGES/TEMP/OTHER	44,375	43,676	29,692	63,720	9,659	26,500	66,480	4.33%
100 55200 131 LONGEVITY PAY	2,432	2,481	2,531	2,066	-	2,000	2,106	1.97%
100 55200 137 CLOTHING/UNIFORM ALLOWANCE	450	-	432	450	-	450	450	0.00%
100 55200 151 SOCIAL SECURITY	6,926	7,184	6,227	8,834	2,535	8,800	9,126	3.31%
100 55200 152 EMPLOYER SHARE RETIREMENT	3,160	3,395	3,510	3,625	1,607	4,300	3,560	-1.80%
100 55200 154 MEDICAL & DENTAL	6,080	7,214	7,549	7,849	3,992	7,500	7,943	1.19%
100 55200 155 LIFE INSURANCE	268	293	290	334	160	290	378	12.91%
100 55200 156 WORKER'S COMPENSATION	5,230	4,675	3,229	4,451	-	4,619	4,443	-0.18%
100 55200 157 HSA CONTRIBUTION	1,401	1,500	1,443	1,500	750	2,450	1,500	0.00%
100 55200 158 RETIREE HRA DEDUCTIBLE	-	-	-	-	-	-	-	NA
TOTAL PERSONNEL COSTS:	**114,831**	**119,526**	**104,237**	**144,469**	**42,515**	**104,159**	**148,644**	**2.89%**
SERVICES								
100 55200 213 OTHER PROFESSIONAL SERVICES	210	180	180	6,000	0	6,000	5,000	-16.67%
100 55200 216 SAFETY PROGRAM	101	20	29	250	-	200	250	0.00%
100 55200 221 WATER	11,280	10,544	7,834	12,240	1,044	12,000	12,240	0.00%
100 55200 222 ELECTRIC	20,160	20,333	17,248	22,000	4,864	20,000	22,000	0.00%
100 55200 224 NATURAL GAS	1,875	1,785	1,547	1,900	495	1,750	1,900	0.00%
100 55200 225 TELEPHONE	1,544	2,583	2,201	2,200	1,094	2,100	2,200	0.00%
100 55200 290 CONTRACTUAL SERVICES	-	-	-	-	-	-	-	NA
TOTAL SERVICES:	**35,170**	**35,446**	**29,039**	**44,590**	**7,497**	**42,050**	**43,590**	**-2.24%**
MATERIALS & SUPPLIES								
100 55200 320 ADVERTISING/PUBLISHING		232	-	300	-	-	300	0.00%
100 55200 339 TRAVEL/TRAINING		30	-	200	-	-	200	0.00%
100 55200 340 OPERATING SUPPLIES	32,132	63,536	27,056	31,375	8,120	31,500	31,375	0.00%
100 55200 342 GAS & OIL	8,415	6,711	5,406	7,500	3,639	7,500	7,500	0.00%
100 55200 345 SMALL TOOLS & EQUIP	405	894	1,870	1,000	303	1,000	1,000	0.00%
100 55200 350 R & M TRANS VEHICLES	2,173	4,771	3,789	2,500	993	2,500	2,500	0.00%
100 55200 352 R&M EQUIP/MACH/TOOLS	588	354	-	1,600	-	750	1,600	0.00%
100 55200 355 R&M BUILDINGS	7	-	-	-	-	-	-	NA
100 55200 357 R & M EQUIP/MAINT-OTHER	1,447	612	-	2,000	-	1,000	2,000	0.00%
100 55200 390 MISC EXPENSE	209	600	650	-	430	500	500	NA
TOTAL MAT. & SUPPLIES:	**45,376**	**77,740**	**38,771**	**46,475**	**13,485**	**44,750**	**46,975**	**1.08%**
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:	**195,377**	**232,712**	**172,047**	**235,534**	**63,497**	**190,959**	**239,209**	**1.56%**

CITY OF ASHLAND WISCONSIN
2022 BUDGET PROGRAM NARRATIVE
PARKS AND RECREATION DEPARTMENT

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 m*eet the needs for recreational resources by improving the quality of life for the regional residents andvisitors*. 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, No School Day Programs, baseball, softball, tennis, pickleball, Fun Run and Read (with the VPL) and numerous community events. The BCC is able to 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 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.

Historically APR staff has also collaborates with community organizations to host the Christmas for Teens, Cheeky Monkey Boo Bash Party, Womens Expo, Community Play Day, Loose Caboose Kids Foot Race , Project Safe Graduation, and other events at little to no cost to the partnering entities buy wih the pandemic these events did not happen. .

Even with COVID, APR was able to host a Snowshoe Stomp, Chequamegon Bay Kite Fest, AFD Toy Drive/Giveaway, Ashland Bike Rodeo, Lake Superior Day Beach Clean Up and help with Downtown Days. This summer and fall, APR staff was also abel to offer Archery, Day Camps, gymnastics, tennis, Ninja, Bay City Bike Club, No School Days program and an After School Program.

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.

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, International Joint Commission – Water Quality Board, City of Ashland Safety and Wellness Committee, Wisconsin Parks and Recreation Association Board of Directors, and other local organizations focused on improving the lives community members through eduational and healthy lifestyle options.

In 2021, APR staff worked to secure funding for the Ashland Oredock Redevelopment : Diamond Access (grant award pending), and revitizing the City of Ashland's Urban Forestry Program by updating the Emeroald Ash Boarer Management Plan, removing "poor" trees and replanting the urban forest. City of Ashland was once again recognized as a Bird City and is working to become a Tree City once again.

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.

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, Baseball, Flag Football, School Ages Programs, Archery, Tennis, and Fun, Run and Read. 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 2021 YTD. This fall APR will be implementing an After School Program for kids in grades Kindergarten – 3rd.

Outcomes: In 2022 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 (numbers in parenthesis are the number of participants for 2012 YTD) :

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

Special Events : Ashland Bike Rodeo, Lego Contest, Snow Show Stomp, and Chequamegon Bay Kite Fest

APR also participates in several community open houses to assist in marketing programs and recreation opportunities in Ashland.

Outcomes: In 2022 APR will continue to work with community entities to provide quality, cost effective and affordable events for the community.

Administration

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, IJC-Water Quality Board and USA Gymnastics.

APR assists in updating the City's social media sites (Facebook, Instagram, Twitter) for community communications.

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

Work with Public Works on bidding, construction and completion on the Ashland Oredock Redevelopment Project: Diamond Access, ARTS Reconstruction, Kreher Park Pedestrian Trail, and Kreher Park/Superfund Site Redevelopment: Water Access.

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, Oredock Charitable Trust, Thrivent Community Action Team, Ashland Rotary, and Wisconsin Coastal Beaches Working Group and , IJC-Water Quality Board, and tthe WPRA Board of Directors. 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 Oredock Trust, responsibilities include sending out meeting notices, agenda and packet creation and packet distribution. Director is just an active member of the WPRA, , IJC-Water Quality Board, and Wisconisn 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.

ASHLAND PARKS AND RECREATION PROGRAMS - SUMMARY

	2021 Total Budget	Total 2022 Budget	Administration	Adult Programs	Committee Management	Community Programs	Kids Programs
APR Recreation Revenues:							
General Funds	$ 216,990	$ 217,225	$ 90,830	$ 2,064	$ 3,564	$ 29,671	$ 91,096
Government & Grants	-	-	-	-	-	-	-
Program Fees	82,800	82,800	2,500	1,500	-	13,100	65,700
Donations	-	-	-	-	-	-	-
Total Revenues	299,790	300,025	93,330	3,564	3,564	42,771	156,796
APR Recreation Expenses:							
Personnel	$ 278,740	$ 280,475	87,266	3,331	3,331	39,977	146,570
Services	2,400	2,600	794	32	32	377	1,365
Material and Supplies	17,850	16,150	5,015	192	192	2,306	8,445
Capital Expenditures	800	800	255	9	9	111	416
Total Expenses	299,790	300,025	93,330	3,564	3,564	42,771	156,796
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Administration — $ 90,830 **Funding request**

Full time equivalent EE's 1.31

Programs:
- Work StudyInterns
- Customer Serivice
- Community Organization Planning
- Camping

Programs:
- Accounting & Financial Management
- Registrations and Reservation
- Park Planning and Grant Writing
- Communications/Marketing/Public Relations
- Beach Water Quality Monitoring
- Parks Work
- Staff Training

Adult Programs — $ 2,064 **Funding request**

Full time equivalent EE's 0.05

Committee Management — $ 3,564 **Funding request**

Full time equivalent EE's 0.05

Community Programs — $ 29,671 **Funding request**

Full time equivalent EE's 0.6

Programs:
- Beauti-fication Committee
- Ashland School District Use
- Events and Races

Programs:
- Tennis
- American Red Cross Training
- Fund-raising
- Skating Rink
- Summer Feeding Program

Kids Programs — $ 91,096 **Funding request**

Full time equivalent EE's 2.2

Programs:
- Fun N Run
- Flag Football
- Baseball
- Girls Softball
- School Aged Programs
- Preschool Programs
- Gymnastics
- Basketball

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 55310 111 SALARIES/PERM/REGULAR	135,133	137,798	149,565	148,855	68,895	149,085	152,250	2.28%
100 55310 112 OVERTIME WAGES	0	0	0	0	0	0	0	NA
100 55310 125 WAGES/TEMP/OTHER	24,094	22,351	15,996	15,700	8,327	21,330	19,600	24.84%
100 55310 131 LONGEVITY PAY	2,333	2,526	2,997	4,095	0	4,095	4,200	2.56%
100 55310 151 SOCIAL SECURITY	10,824	10,598	11,161	11,740	5,096	12,310	12,400	5.62%
100 55310 152 EMPLOYER SHARE RETIREI	9,202	9,172	10,276	10,325	4,634	10,325	10,170	-1.50%
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	57,718	61,764	69,442	73,780	33,094	66,500	67,655	-8.30%
100 55310 155 LIFE INSURANCE	295	347	349	425	178	365	365	-14.12%
100 55310 156 WORKER'S COMPENSATION	6,057	5,423	4,988	4,820	0	5,200	4,835	0.31%
TOTAL PERSONNEL COSTS:	**254,656**	**258,979**	**273,774**	**278,740**	**124,724**	**278,210**	**280,475**	**0.62%**
SERVICES								
100 55310 213 OTHER PROF SERVICES	325	409	3,855	300	0	0	300	0.00%
100 55310 215 SPECIAL EVENTS & PROGR	0	246	0	300	0	0	300	0.00%
100 55310 225 TELEPHONE	1,400	1,842	3,120	1,800	1,201	2,400	2,000	11.11%
TOTAL SERVICES:	**1,725**	**2,497**	**6,975**	**2,400**	**1,201**	**2,400**	**2,600**	**8.33%**
MATERIALS & SUPPLIES								
100 55310 311 POSTAGE	1,231	895	80	1,000	245	1,000	500	-50.00%
100 55310 313 PRINTING	3,497	3,492	2,180	3,000	764	3,000	2,000	-33.33%
100 55310 319 OFFICE SUPPLIES	279	360	4	500	131	500	500	0.00%
100 55310 320 ADVERTISING/PUBLISHING	654	220	115	200	0	200	200	0.00%
100 55310 322 MAGAZINES/NEWSPAPERS	200	125	0	200	0	200	100	-50.00%
100 55310 324 MEMBERSHIP DUES	330	335	600	450	555	855	450	0.00%
100 55310 332 AUTO ALLOWANCE	389	288	8	200	4	100	100	-50.00%
100 55310 339 TRAVEL/TRAINING	2,378	3,175	671	2,000	558	3,500	2,000	0.00%
100 55310 340 OPERATING SUPPLIES	8,263	9,329	5,631	7,000	2,714	7,000	7,000	0.00%
100 55310 342 GAS & OIL	0	0	0	0	0	0	0	NA
100 55310 352 R&M - EQUIPMENT/MACH/T	0	0	0	0	0	0	0	NA
100 55310 355 R&M - BUILDINGS	0	0	0	800	0	800	800	0.00%
100 55310 390 MISCELLANEOUS EXPENSE	422	166	301	400	25	400	400	0.00%
100 55310 394 BANK SERVICE CHARGES	2,250	2,325	1,420	2,100	1,135	2,100	2,100	0.00%
100 55310 532 RENTALS	70	100	0	0	0	0	0	NA
TOTAL MATERIALS & SUPPLIES	**19,963**	**20,810**	**11,010**	**17,850**	**6,131**	**19,655**	**16,150**	**-9.52%**
CAPITAL EXPENDITURES								
100 55310 812 OFFICE EQUIPMENT/FURNI	140	60	0	600	0	0	600	0.00%
100 55310 813 TELE/DATA COMM EQUIPME	40	0	0	200	0	0	200	0.00%
TOTAL CAPITAL EXPEND:	**180**	**60**	**0**	**800**	**0**	**0**	**800**	**0.00%**
TOTAL LEISURE SERVICES:	**$276,524**	**$282,346**	**$291,759**	**$299,790**	**$132,056**	**$300,265**	**$300,025**	**0.08%**

CITY OF ASHLAND
2022 BUDGET
MUNICIPAL BAND

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 55320 125 WAGES/TEMP/REG	0	0	0	0	0	0	0	NA
100 55320 151 SOCIAL SECURITY	0	0	0	0	0	0	0	NA
100 55320 156 WORKER'S COMPENSATION	226	0	0	0	0	0	0	NA
TOTAL PERSONNEL COSTS:	**226**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
SERVICES								
100 55320 290 CONTRACTUAL SERVICES	0	0	0	0	0	0	0	NA
TOTAL SERVICES:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
MATERIALS & SUPPLIES								
100 55320 390 MISCELLANEOUS EXPENSE	4,693	4,557	0	4,950	1,000	4,950	4,950	0.00%
TOTAL MAT. & SUPPLIES:	**4,693**	**4,557**	**0**	**4,950**	**1,000**	**4,950**	**4,950**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL MUNICIPAL BAND:	**$4,919**	**$4,557**	**$0**	**$4,950**	**$1,000**	**$4,950**	**$4,950**	**0.00%**

PROGRAM INFORMATION **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
2022 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, 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.

Main Street Manager/Assistant Planner:

Description: This position will be split between 32 hours/week of Main Street Manager duties, and 8 hours per week of general planning functions. As Main Street Manager, they coordinate downtown projects related to economic development, historic preservation, placemaking, events, and other initiatives that advance downtown goals and objectives. They report directly to the Director of Planning & Development, and work in conjunction with the Main Street Board, Ashland Area Development Corporation, the Ashland Area Chamber of Commerce, and volunteers. The Main Street manager is responsible for the development, implementation, and documentation of the Main Street program, including management of Main Street Board meetings. The Main Street Manager is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community regionally and national as appropriate. In addition, The Manager will help to guide the organization as its objectives evolve.

As Assistant Planner, they are responsible for a variety of department tasks including sending public notices and taking minutes for existing committees, miscellaneous GIS projects, Site Plan review, and other tasks as needed to assist with Director of Planning & Development duties as outlined above.

Outcomes: The position works fairly independently on downtown coordination and initiatives, with direction and training from the Planning & Development Director related to grants, historic tax credits, and other development incentives. The Main Street Manager/Assistant Planner also 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.

CITY OF ASHLAND
2022 BUDGET
PLANNING AND DEVELOPMENT

MEGAN McBRIDE, PLANNING & DEVELOPMENT DIRECTOR

PLANNING & DEVELOPMENT - SUMMARY

	2021 Total Budget	Total 2022 Budget	Planning & Zoning	Economic Development	Sustainability	Administrative
Planning & Development Revenues:						
General Funds	$ 224,275	$230,520	$118,821	$76,290	$20,236	$15,173
Government & Grants	-	-	-	-	-	-
Program Fees	8,000	6,000	6,000	-	-	-
Donations	-	-	-	-	-	-
Total Revenues	232,275	236,520	124,821	76,290	20,236	15,173
Planning & Development Expenses:						
Personnel	$ 164,200	$ 171,055	$ 114,351	$ 23,627	$ 18,902	$ 14,175
Services	7,400	5,240	3,506	722	579	433
Material and Supplies	7,575	6,825	4,564	941	755	565
Capital Expenditures	-	-	-	-	-	-
Contributions	53,100	53,400	2,400	51,000	-	-
Total Expenses	232,275	236,520	124,821	76,290	20,236	15,173
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Planning &Zoning — **$ 118,821 Funding request**

Full time equivalent EEs 1.68

Programs:
- Current Planning
- Zoning Administration
- LongRange Planning
- Community Project Planning
- Waterfront Planning
- Downtown Planning
- Historic Preservation Planning
- Special Project Admin
- Housing/ Neighbor- hoods

EconomicDevelopment — **$ 76,290 Funding request**

Full time equivalent EEs 0.25

Programs:
- Business Development
- Marketing
- Business Retention
- Redevelop-ment Projects
- Land Acquisitions/ Dispositions

Sustainability — **$ 20,236 Funding request**

Full time equivalent EEs 0.2

Programs: Sustainability Planning & Admin

Administrative — **$ 15,173 Funding request**

Full time equivalent EEs 0.25

Programs:
- Grant Writing/ Admin
- Dept. Admin

CITY OF ASHLAND
2022 BUDGET
PLANNING AND DEVELOPMENT

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PERSONNEL COSTS								
100 56900 111 SALARIES	111,847	63,744	87,875	119,085	33,340	96,300	106,905	-10.23%
100 56900 112 OVERTIME	326	0	0	0	0	0	0	NA
100 56900 125 WAGES/TEMP/OTHER	21,858	8,507	13,515	8,000	7,145	13,000	9,600	20.00%
100 56900 131 LONGEVITY	0	0	0	0	0	0	170	NA
100 56900 151 SOCIAL SECURITY	10,200	5,430	7,703	9,655	3,105	8,350	8,750	-9.37%
100 56900 152 EMPLOYER RETIREMENT	7,084	4,187	5,927	8,040	2,250	6,800	6,965	-13.37%
100 56900 157 HSA CONTRIBUTION	2,625	125	375	3,000	0	1,250	4,500	50.00%
100 56900 154 MEDICAL/DENTAL	12,810	1,168	3,175	16,060	(367)	7,000	33,830	110.65%
100 56900 155 LIFE INSURANCE	127	51	54	105	19	80	100	-4.76%
100 56900 156 WORKERS COMPENSATION	330	164	200	255	0	220	235	-7.84%
TOTAL PERSONNEL COSTS:	**167,207**	**83,376**	**118,824**	**164,200**	**45,492**	**133,000**	**171,055**	**4.17%**
SERVICES								
100 56900 213 OTHER PROF SERVICES	1,040	435	4,758	4,000	586	4,000	2,000	-50.00%
100 56900 225 TELEPHONE	1,062	1,350	1,737	1,400	723	1,740	1,740	24.29%
100 56900 250 PROPERTY MAINTENANCE	686	2,500	4,870	2,000	2,925	5,000	1,500	-25.00%
TOTAL SERVICES:	**2,788**	**4,285**	**11,365**	**7,400**	**4,234**	**10,740**	**5,240**	**-29.19%**
MATERIALS & SUPPLIES								
100 56900 311 POSTAGE	0	0	0	150	0	0	150	0.00%
100 56900 313 PRINTING / COPYING	1,960	5,956	1,152	2,000	497	1,500	1,500	-25.00%
100 56900 319 OFFICE SUPPLIES	308	633	25	300	0	300	150	-50.00%
100 56900 320 ADVERTISING	2,417	745	1,458	1,500	300	1,500	1,750	16.67%
100 56900 324 MEMBERSHIP DUES	984	200	0	375	0	375	375	0.00%
100 56900 339 TRAVEL/TRAINING	1,678	1,434	460	3,000	0	500	2,750	-8.33%
100 56900 342 GAS & OIL	203	51	0	50	0	0	50	0.00%
100 56900 350 R&M TRANSPORTATION EQUIP	0	0	0	0	0	0	0	NA
100 56900 390 MISCELLANEOUS	89	167	42	200	0	200	100	-50.00%
TOTAL MATERIALS & SUPPLIES:	**7,639**	**9,185**	**3,137**	**7,575**	**797**	**4,375**	**6,825**	**-9.90%**
CONTRIBUTIONS								
100 56730 791 ECON DEV - AADC CONTRIBUTI	16,000	25,000	50,000	50,000	12,500	50,000	51,000	2.00%
100 56740 791 SUPERIOR DAYS	0	0	0	0	0	0	0	NA
100 56760 791 HISTORIC PRESERVATION	120	150	120	600	85	200	400	-33.33%
100 56760 791 FARMERS MARKET		0	0	2,500	0	2,500	2,000	-20.00%
TOTAL CONTRIBUTIONS:	**16,120**	**25,150**	**50,120**	**53,100**	**12,585**	**52,700**	**53,400**	**0.56%**
TOTAL PLANNING AND DEVELOPMENT:	**$193,754**	**$121,995**	**$183,446**	**$232,275**	**$63,108**	**$200,815**	**$236,520**	**1.83%**

Est. 1888
VAUGHN
-PUBLIC LIBRARY-

2022 Budget Narrative

Summary

Over the last 20 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. This budget underscores the necessity of providing competitive and liveable wages, hours and benefits for our employees. The goal is to offer an excellent library experience through high quality personnel interactions. The 2022 VPL budget represents a conservative scaling back in facility maintenance with the anticipation of a near future renovation.

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 rational 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. Currently, the library board and the library planning group is working with Engberg Anderson Architects to develop a schematic design for library renovations and lifecycle infrastructure management.

Outcomes create central calendar for cleaning/maintenance, perform thorough analysis of utility performance, structural capacity and increased accessibility options understand the needs of the community as we transition from materials orientated to human use orientated.

CITY OF ASHLAND
2021 BUDGET - LIBRARY BOARD PROPOSED
VAUGHN PUBLIC LIBRARY - SR FUND 215

DESCRIPTION	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
215 51610 213 OTHER PROFESSIONAL SERVIC	9,541	4,033	4,234	3,000	2,244	2,500	3,000	0.00%
215 51610 221 WATER/SEWER	2,721	2,442	1,752	3,000	915	1,900	2,850	-5.00%
215 51610 222 ELECTRICITY	10,492	9,617	8,830	11,000	3,392	9,798	10,500	-4.55%
215 51610 224 NATURAL GAS	5,634	5,189	4,593	6,000	3,725	5,639	6,000	0.00%
215 51610 344 JANITORIAL SUPPLIES	1,243	2,295	692	1,500	85	1,000	1,000	-33.33%
215 51610 345 SMALL TOOLS	26	40	14	0	0	40	0	NA
215 51610 349 OTHER OPERATING SUPPLIES	124	93	100	200	33	151	200	0.00%
215 51610 352 R&M EQUIPMENT	0	0	0	100	0	0	100	0.00%
215 51610 355 R&M BUILDINGS	7,441	8,849	4,026	6,500	2,387	4,000	5,000	-23.08%
215 51610 812 OFFICE EQUIPMENT	0	0		0	0		0	NA
215 51610 925 INTERDEPARTMENTAL CHARGE	38,876	43,840	42,455	43,697	0	36,388	43,697	0.00%
TOTAL MAINTENANCE COSTS:	**76,098**	**76,398**	**66,696**	**74,997**	**12,781**	**61,416**	**72,347**	**-3.53%**
PERSONNEL COSTS					**done**	**done**	**done**	
215 55110 111 SALARIES/PERM/REGULAR	197,702	207,626	195,343	205,311	86,998	197,000	168,804	-17.78%
215 55110 112 OVERTIME	0				430	430		NA
215 55110 125 WAGES/TEMP/REG	10,986	11,201	6,479	4,160	1,938	6,157	20,407	390.55%
215 55110 131 LONGEVITY PAY	5,373	5,644	4,282	4,200	2,098	4,200	4,299	2.36%
215 55110 133 RETIREMENT PAYOUT	0	0	15,534	0	0	0	18,000	NA
215 55110 151 SOCIAL SECURITY	15,806	16,618	16,998	15,987	6,642	14,950	13,791	-13.74%
215 55110 152 EMPLOYER SHARE RETIREMEN	13,329	13,099	13,130	12,930	6,043	12,850	9,221	-28.69%
215 55110 157 HSA CONTRIBUTION	10,500	10,000	9,000	9,000	4,500	9,000	9,500	5.56%
215 55110 154 MEDICAL & DENTAL	63,550	67,376	68,293	76,596	36,452	73,000	69,252	-9.59%
215 55110 155 LIFE INSURANCE	893	923	673	940	364	750	843	-10.32%
215 55110 156 WORKER'S COMPENSATION	505	465	460	430	0	420	435	1.16%
215 55110 158 UNEMPLOYMENT	2,220	0	0	0	0	0	0	
TOTAL PERSONNEL COSTS:	**320,864**	**332,952**	**330,192**	**329,554**	**145,465**	**318,757**	**314,552**	**-4.55%**
SERVICES								
215 55110 213 PROFESSIONAL SERVICES	84	15,560	14,395	17,000	14,658	17,700	17,700	4.12%
215 55110 215 SPECIAL EVENTS & PROGRAMM	0	0	0	0	0	1,500	0	NA
215 55110 225 TELEPHONE	767	702	502	600	257	845	800	33.33%
215 55110 290 MAINT CONTRACTS	16,555	0	114	500	0	350	1,500	200.00%
TOTAL SERVICES:	**17,406**	**16,262**	**15,011**	**18,100**	**14,915**	**20,395**	**20,000**	**10.50%**

DESCRIPTION	2018 Estimate	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
MATERIALS & SUPPLIES								
215 55110 311 POSTAGE	594	796	706	800	72	800	800	0.00%
215 55110 319 OFFICE SUPPLIES	112	445	0	0	0	500	0	NA
215 55110 320 ADVERTISING/PUBLISHING	0	233	0	0	0	0	0	NA
215 55110 322 MAGAZINES/NEWSPAPER SUBS	5,131	6,465	6,131	5,000	3,057	5,000	6,000	20.00%
215 55110 324 MEMBERSHIP DUES	750	303	53	450	0	300	450	0.00%
215 55110 326 ADVERTISING/PUBLISHING	4,269	1,748	20	750	236	750	750	0.00%
215 55110 339 TRAVEL/TRAINING	220	1,310	203	750	113	800	800	6.67%
215 55110 340 OPERATING SUPPLIES - PRINTI	6,263	1,526	4,546	6,000	2,106	6,225	6,250	4.17%
215 55110 342 SUMMER READING	(11)	0	0	0		0	1,500	NA
215 55110 343 PRESCHOOL STORYTIME	286	586	242	500	0	500	500	0.00%
215 55110 344 PROGRAMMING	877	1,049	417	500	828	1,000	1,500	200.00%
215 55110 345 SMALL TOOLS	0	59	0	0	0	0	0	NA
215 55110 346 YOUNG ADULT	125	241	0	500	0	400	500	0.00%
215 55110 347 SUMMER READING	71	1,766	320	500	324	1,000	1,700	240.00%
215 55110 349 OTHER OPERATING SUPPLIES	4,521	3,642	76	0	0	0	0	NA
215 55110 511 STATE FIRE INS - CONTENTS	925	871	1,123	1,300	0	1,300	1,300	0.00%
TOTAL MATERIALS & SUPPLIES	**24,133**	**21,040**	**13,837**	**17,050**	**6,736**	**18,575**	**22,050**	**29.33%**
REPAIRS & MAINTENANCE:								
215 55110 353 R&M-FURNITURE/OFFICE EQUIF	230	0	0	0	0	0	0	NA
TOTAL REPAIRS & MAINTENANCE	**230**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
CAPITAL EXPENDITURES								
215 55110 806 ADULT A/V	12,667	11,111	10,611	11,500	3,266	11,502	10,000	-13.04%
215 55110 807 JUVENILE/YA A/V	1,710	1,208	618	1,200	104	1,200	1,000	-16.67%
215 55110 808 E-BOOKS	0	2,165	1,935	2,500	2,543	2,543	1,200	-52.00%
215 55110 812 OFFICE EQUIPMENT/FURNITURI	331	512	0	0	0	0	8,000	NA
215 55110 813 TELE/DATA COMM EQUIPMENT	86	1,352	6,859	4,500	3,512	4,500	4,500	0.00%
215 55110 816 ADULT BOOKS	14,637	15,667	11,806	12,500	8,091	13,000	12,000	-4.00%
215 55110 817 JUVENILE/YA BOOKS	4,809	7,237	4,699	4,500	1,677	4,500	4,500	0.00%
215 55110 818 LARGE PRINT BOOKS	3,691	3,730	1,735	3,200	257	3,200	3,200	0.00%
TOTAL CAPITAL EXPEND:	**37,931**	**42,982**	**38,263**	**39,900**	**19,450**	**40,445**	**44,400**	**11.28%**
TOTAL VAUGHN PUBLIC LIBRARY:	**$476,662**	**$489,634**	**$463,999**	**$479,601**	**$199,347**	**$459,588**	**$473,349**	**-1.30%**
215 43790 LIBRARY FINANCING CONTRIBU	141,387	159,468	156,368	161,141	161,140	161,140	148,478	-7.86%
215 46710 LIBRARY FINES & FEES	3,271	2,186	893	4,000	29	2,000	2,000	-50.00%
215 48110 INTEREST	817	1,497	551	325	0	350	325	0.00%
215 48900 OTHER CONTRIBUTIONS	0	6,982			72		6,350	NA
215 48910 INSURANCE DIVIDENDS	94	76	118	0	0	0	0	NA
215 49210 GENERAL FUND TRANSFER	316,000	316,000	322,320	314,262	0	314,262	312,000	-0.72%
TOTAL LIBRARY REVENUES	**461,569**	**486,209**	**480,250**	**479,728**	**161,241**	**477,752**	**469,153**	**-2.20%**
APPROPRIATION OF FUND BALANCE	**15,093**	**3,425**	**0**	**0**	**0**	**0**	**4,196**	**NA**
NET REVENUES (EXPENSES)	**$ -**	**$ -**	**$ 16,251**	**$ 127**	**$ (38,106)**	**$ 18,164**	**$ -**	**-100%**

JFK Memorial Airport
2022 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 one part-time employee. 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.

2022 BUDGET

JFK AIRPORT - ENTERPRISE 610

			2018 Actual	2019 Actual	2020 Prelim	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
OPERATING REVENUES										
SALES REVENUE										
610 46340		FUEL SALES	180,941	186,561	113,340	130,000	60,039	140,000	135,000	3.85%
610 46100		MISC SALES & CALL OUT CHARGES (Includes Vehicle Rent)	2,203	1,965	3,105	9,420	2,872	9,420	9,420	0.00%
TOTAL SALES			**183,144**	**188,526**	**116,445**	**139,420**	**62,911**	**149,420**	**144,420**	**3.59%**
COST OF SALES										
610 53511	341	COST OF FUEL	128,708	127,300	81,353	91,000	39,859	98,000	94,500	3.85%
610 53511	394	BANK SERVICE CHARGES	5,243	5,364	3,645	3,510	1,768	4,000	3,850	9.69%
610 53511	530	RENTAL VEHICLE LEASE	0	761	4,289	4,300	2,144	4,287	4,300	0.00%
TOTAL COST OF SALES			**133,951**	**133,425**	**89,287**	**98,810**	**43,771**	**106,287**	**102,650**	**3.89%**
GROSS PROFIT ON SALES			**49,193**	**55,101**	**27,158**	**40,610**	**19,140**	**43,133**	**41,770**	**2.86%**
			26.86%							
OTHER OPERATING REVENUE										
610 48200		RENTS	9,625	13,052	12,136	10,300	8,250	10,300	10,300	0.00%
610 43530		STATE GRANT	0	0	16,452	0	0	0	0	NA
610 48110		INTEREST ON INVESTMENTS	615	1,056	304	400	0	300	300	-25.00%
610 47339		OTHER LOCAL GOVT CONT.	10,000	10,000	10,000	15,000	10,000	10,000	15,000	0.00%
610 48500		DONATIONS	0	0	25	0	0	0	0	NA
610 48910		INSURANCE DIVIDENDS/EQUIP SALE	645	1,612	2,542	1,600	0	1,230	1,230	-23.13%
610 34100		***USE OF FUND BALANCE***	67,366	20,567	4,565	0	0	0	0	NA
TOTAL OTHER OPER REVENUE			**88,251**	**46,287**	**46,024**	**27,300**	**18,250**	**21,830**	**26,830**	**-1.72%**
TOTAL OPERATING REVENUE			**137,444**	**101,388**	**73,182**	**67,910**	**37,390**	**64,963**	**68,600**	**1.02%**
OPERATING EXPENSES										
PERSONNEL EXPENSES										
610 53511	111	SALARIES & WAGES	51,637	54,223	29,160	61,300	26,291	61,300	62,475	1.92%
610 53511	112	OVERTIME WAGES	35	305	0	0	0	0	0	NA
610 53511	125	WAGES TEMP/OTHER	10,284	20,358	40,983	15,000	7,472	10,000	10,150	-32.33%
610 53511	133	RETIREMENT PAYOUT	17,005	0	0	0	0	0	0	NA
610 53511	137	CLOTHING ALLOWANCE	0	151	0	200	0	150	200	0.00%
610 53511	138	ACCRUED SICK/VACATION	(10,283)	1,552	(1,899)	1,500	0	1,500	1,500	0.00%
610 53511	151	SOCIAL SECURITY	5,256	5,838	5,218	5,825	2,578	5,455	5,545	-4.81%
610 53511	152	EMPLOYER SHARE RETIREMENT	3,856	3,748	1,896	4,135	1,775	4,135	4,060	-1.81%
610 53511	154	MEDICAL & DENTAL	338	1,406	1,313	1,410	587	1,410	1,410	0.00%
610 53511	155	LIFE INSURANCE	363	270	286	285	149	300	300	5.26%
610 53511	156	WORKER'S COMPENSATION	6,640	6,107	5,453	6,330	0	5,635	5,775	-8.77%
610 53511	191	POST EMPLOYMENT BENEFITS	182	3,741	735	0	0	0	0	NA
TOTAL PERSONEL EXPENSES			**85,313**	**97,699**	**83,145**	**95,985**	**38,852**	**89,885**	**91,415**	**-4.76%**

AIRPORT OPERATIONS

	2018 Actual	2019 Actual	2020 Prelim	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PROFESSIONAL SERVICES								
610 53511 213 PROFESSIONAL SERVICES	140	0	0	200	0	200	200	0.00%
610 53511 290 CONTRACTED SERVICES	6,124	3,181	2,098	3,200	0	2,100	2,200	-31.25%
TOTAL PROFESSIONAL SERVICES:	**6,264**	**3,181**	**2,098**	**3,400**	**0**	**2,300**	**2,400**	**-29.41%**
UTILITY SERVICES								
610 53511 221 WATER/SEWER	1,560	1,170	910	1,200	390	1,000	1,000	-16.67%
610 53511 222 ELECTRICITY	5,958	9,584	9,217	9,500	4,695	9,500	9,500	0.00%
610 53511 225 TELEPHONE	1,423	2,462	2,618	2,465	1,345	2,740	2,740	11.16%
610 53511 227 PROPANE (HEAT)	3,378	2,703	1,892	3,000	1,764	3,000	3,000	0.00%
TOTAL UTILITY SERVICES:	**12,319**	**15,919**	**14,637**	**16,165**	**8,194**	**16,240**	**16,240**	**0.46%**
SUPPLIES & OPERATING EXPENSES								
610 53511 319 OFFICE SUPPLIES	155	160	177	250	328	350	250	0.00%
610 53511 320 ADVERTISING/PUBLISHING	620	55	87	280	0	100	280	0.00%
610 53511 332 AUTO ALLOWANCE	555	187	0	0	0	0	0	NA
610 53511 339 TRAVEL/TRAINING	1,377	934	0	500	0	0	500	0.00%
610 53511 342 GAS & OIL (Equipment)	3,559	6,414	3,462	5,000	1,886	5,000	5,000	0.00%
610 53511 344 JANITORIAL SUPPLIES	169	48	97	200	18	118	200	0.00%
610 53511 345 SMALL TOOLS/EQUIP	407	1,968	251	1,000	434	850	1,000	0.00%
TOTAL SUPPLIES & OPERATING EXPENSES:	**6,842**	**9,766**	**4,074**	**7,230**	**2,666**	**6,418**	**7,230**	**0.00%**
REPAIRS & MAINTENANCE								
610 53511 351 EQUIPMENT REPAIRS	9,348	6,460	9,431	6,000	7,861	9,000	6,000	0.00%
610 53511 355 BLDG REPAIRS & MAINT.	1,008	708	6,651	1,000	60	1,550	1,000	0.00%
610 53511 356 ROAD & RUNWAYS/LAND CLEARING	8,002	4,451	0	2,000	0	0	3,500	75.00%
610 53511 357 OTHER REPAIRS & MAINT.	356	1,745	142	500	786	4,000	500	0.00%
TOTAL REPAIRS & MAINTENANCE:	**18,714**	**13,364**	**16,224**	**9,500**	**8,707**	**14,550**	**11,000**	**15.79%**
MISCELLANEOUS & INSURANCE EXPENSE								
610 53511 390 MISCELLANEOUS EXPENSE	1,653	401	1,488	1,000	320	500	1,000	0.00%
610 53511 425 INTER-FUND CHARGES	8,000	8,000	8,000	8,000	0	8,000	8,000	0.00%
610 53511 511 PROPERTY INSURANCE	1,932	1,873	2,157	1,900	0	2,160	2,160	13.68%
610 53511 512 VEHICLE INSURANCE	970	621	1,338	1,000	0	1,400	1,400	40.00%
610 53511 513 LIABILITY INSURANCE	5,437	564	3,504	3,500	2,940	3,510	3,535	1.00%
TOTAL MISC. & INSURANCE EXPENSE	**17,992**	**11,459**	**16,487**	**15,400**	**3,260**	**15,570**	**16,095**	**4.51%**
TOTAL OPERATING EXPENSES	**147,444**	**151,388**	**136,665**	**147,680**	**61,679**	**144,963**	**144,380**	**-2.23%**
NET OPERATING INCOME (DEFICIT)	**(10,000)**	**(50,000)**	**(63,483)**	**(79,770)**	**(24,289)**	**(80,000)**	**(75,780)**	**-5.00%**

CAPITAL ACTIVITY	2018 Actual	2019 Actual	2020 Prelim	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
CURRENT EXPENDITURES								
610 53511 810 EQUIP & MISC CAPITAL EXPENSE	12,251	0	0	0	0	0	0	NA
610 18600 3400 EQUIP NEW/USED	0	52,392	22,765	12,500	0	27,000	0	-100.00%
610 18600 3200 LAND & LAND IMPROVEMETS	6,930	0	0	0	0	19,000	8,340	NA
610 18600 3300 BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	NA
610 18600 0000 CONTRIBUTED ASSETS	143,142	0	0	0	0	0	0	NA
SUB-TOTAL	**162,323**	**52,392**	**22,765**	**12,500**	**0**	**46,000**	**8,340**	**-33.28%**
RESERVE FUNDS FOR CAPITAL PROJECTS	**80,000**	**0**	**0**	**92,600**	**36,300**	**72,600**	**70,000**	**-24.41%**
TOTAL CURRENT EXPENDITURES	**242,323**	**52,392**	**22,765**	**105,100**	**36,300**	**118,600**	**78,340**	**-25.46%**
SOURCES OF CURRENT CAPITAL FUNDS								
OPERATING AND CAPITAL FUNDS IN RESERVE								
FUNDS AVAILABLE FROM RESERVES	19,181	52,392	4,515	12,500	0	46,000	8,340	-33.28%
STATE/FEDERAL CONTRIBUTIONS	143,142	0	18,250	0	0	0	0	NA
OTHER CONTRIBUTIONS/FINANCING	0	0	0	0	0	0	0	NA
TOTAL SOURCES OF CURRENT CAPITAL FUNDS	**162,323**	**52,392**	**22,765**	**12,500**	**0**	**46,000**	**8,340**	**-33.28%**
TOTAL CAPITAL ACTIVITY REQUIREMENTS	**(80,000)**	**0**	**0**	**(92,600)**	**(36,300)**	**(72,600)**	**(70,000)**	**-24.41%**
AIRPORT PARTNERSHIP CONTRIBUTIONS								
OPERATING CONTRIBUTION (50/50 Split of Deficit)								
50% City of Ashland	5,000	25,000	31,742	39,885	17,250	40,000	37,890	-5.00%
50% Ashland County	5,000	25,000	31,741	39,885	17,250	40,000	37,890	-5.00%
TOTAL OPERATING CONTRIBUTION	**10,000**	**50,000**	**63,483**	**79,770**	**34,500**	**80,000**	**75,780**	**-5.00%**
CAPITAL CONTRIBUTION (50/50 Split of Requirements)								
50% City of Ashland	40,000	0	0	46,300	18,150	36,300	35,000	-24.41%
50% Ashland County	40,000	0	0	46,300	18,150	36,300	35,000	-24.41%
TOTAL CAPITAL CONTRIBUTION	**80,000**	**0**	**0**	**92,600**	**36,300**	**72,600**	**70,000**	**-24.41%**
TOTAL PARTNERSHIP CONTRIBUTIONS								
City of Ashland	45,000	25,000	31,742	86,185	35,400	76,300	72,890	-15.43%
Ashland County	45,000	25,000	31,741	86,185	35,400	76,300	72,890	-15.43%
TOTAL OPERATING & CAPITAL CONTRIBUTIO	**90,000**	**50,000**	**63,483**	**172,370**	**70,800**	**152,600**	**145,780**	**-15.43%**

Ashland Marina
2022 Budget

Program Explanation

The City of Ashland marina is a limited service marina consisting of 121 tenant slips and 20 transient 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 marina slips and commercial dockage on Ore dock and Kiyi dock
- 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
- Harbor master coordination with gov't agencies regarding Chequamegon Bay recreational and commercial boating

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 and a COVID -19 contingency plan
- Surveyed tenants to identify areas in need of improvement.
- Establish priorities for long range marina improvements.

2022 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)

3. Goal: Marina is open for recreational user.
   Performance Measure: CDC guidelines

2022 BUDGET

ASHLAND MARINA - ENTERPRISE 620

			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
OPERATING REVENUES										
SALES REVENUE										
620 46340		FUEL SALES	33,910	34,793	31,445	32,000	13,322	47,000	36,000	12.50%
620 46110		RETAIL SALES (Ship Store & Ice)	7,496	4,678	5,049	4,500	1,315	7,700	5,700	26.67%
TOTAL SALES			41,406	39,471	36,494	36,500	14,637	54,700	41,700	14.25%
COST OF SALES										
620 55480	342	COST OF FUEL	30,742	21,620	23,431	24,000	2,667	29,954	25,500	6.25%
620 55480	341	COST OF GOODS SOLD	4,357	4,920	4,304	3,000	2,648	5,000	4,000	33.33%
620 55480	394	BANK CARD SERVICE CHARGES	1,258	1,260	1,222	1,450	483	1,450	1,450	0.00%
TOTAL COST OF SALES			36,357	27,800	28,957	28,450	5,798	36,404	30,950	8.79%
		GROSS PROFIT ON SALES	5,049	11,671	7,537	8,050	8,839	18,296	10,750	33.54%
LEASE & OTHER OPERATING INCOME										
620 43300		FED GRANT-BAB INT SUBSIDY	1,498	512	0	0	0	0	0	NA
620 46100		MISC REVENUES & INSUR CLAIMS	153,847	8,283	5,344	0	1,012	3,855	0	NA
620 46750		ANNUAL & TRANSIENT SLIP LEASE	130,070	119,240	119,817	100,000	118,941	143,000	135,000	35.00%
620 46751		BOAT LAUNCH FEES	6,572	6,145	7,740	5,500	4,234	7,100	6,500	18.18%
620 46752		STORAGE	35,155	35,720	36,718	29,500	10,517	32,600	35,000	18.64%
620 46754		BOAT HOIST	21,182	19,535	23,855	22,700	11,125	22,100	22,500	-0.88%
620 46755		LABOR AND SERVICE FEES	0	0	0	500	0	750	800	60.00%
620 48110		INTEREST ON INVESTMENTS	695	925	274	90	0	600	90	0.00%
620 48309		OTHER EQUIPMENT/PROPERTY SALE	8,000	0	0	0	0	0	0	NA
620 48910		INSURANCE DIVIDENDS	946	0	981	540	0	540	540	0.00%
TOTAL OTHER OPER INCOME			357,965	190,360	194,729	158,830	145,829	210,545	200,430	26.19%
		OPERATING INCOME	363,014	202,031	202,266	166,880	154,668	228,841	211,180	26.55%
OPERATING EXPENSES										
PERSONNEL COSTS										
620 55480	111	SALARIES & WAGES	76,644	82,321	63,477	81,670	19,131	54,000	57,500	-29.59%
620 55480	112	OVERTIME WAGES	0	0	0	275	0	250	275	0.00%
620 55480	125	WAGES/TEMPORARY/REGULAR	5,728	4,817	21,479	4,000	8,530	27,500	30,320	658.00%
620 55480	131	LONGEVITY	1,330	1,419	2,119	1,690	0	2,520	2,520	49.11%
620 55480	138	ACCR SICK/VACATION	0	0	14,428	0	0	0	0	
620 55480	151	SOCIAL SECURITY	6,406	6,778	7,783	6,248	2,116	5,016	6,900	10.44%
620 55480	152	EMPLOYER SHARE RETIREMENT	5,071	5,425	4,452	3,920	1,291	4,262	4,100	4.59%
620 55480	153	HSA CONTRIBUTION	0	0	0	61	0	0	0	-100.00%
620 55480	154	MED/DENT	0	0	0	132	0	0	0	-100.00%
620 55480	155	LIFE INSURANCE	76	84	97	92	59	170	207	125.00%
620 55480	156	WORKER'S COMPENSATION	4,032	3,874	3,460	3,241	0	3,240	3,290	1.51%
620 55480	158	UNEMPLOYMENT COMPENSATION	5,839	6,553	6,190	6,500	2,590	6,500	6,500	0.00%
620 55480	190	POST-EMPLOYM HEALTH/PENSION	753	4,882	1,309	0	0	1,300	1,300	NA
TOTAL PERSONNEL COSTS:			105,879	116,153	124,794	107,829	33,717	104,758	112,912	4.71%
SERVICES										
620 55480	213	OTHER PROFESSIONAL SERVICES	6,527	1,142	182	1,000	73	1,150	1,000	0.00%
620 55480	221	WATER	1,681	1,877	1,415	1,800	539	1,800	1,800	0.00%
620 55480	222	ELECTRICITY	3,958	4,226	4,107	4,000	1,512	3,800	4,000	0.00%
620 55480	225	TELEPHONE	1,482	3,003	3,554	1,350	1,374	3,000	1,350	0.00%
620 55480	227	PROPANE	1,821	1,690	960	1,900	447	1,800	1,900	0.00%
TOTAL SERVICES:			15,469	11,938	10,218	10,050	3,945	11,550	10,050	0.00%

ASHLAND MARINA - ENTERPRISE 620

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
MATERIALS & SUPPLIES								
620 55480 311 POSTAGE	10	0	16	100	0	100	100	0.00%
620 55480 319 OFFICE SUPPLIES	10	362	1,162	600	343	600	600	0.00%
620 55480 320 ADVERTISING/PUBLISHING	3,821	1,987	1,427	2,000	103	2,000	2,000	0.00%
620 55480 339 TRAVEL/TRAINING	0	124	13	2,100	0	500	2,100	0.00%
620 55480 340 OPERATING SUPPLIES	1,755	2,202	2,922	2,500	799	2,500	2,750	10.00%
620 55480 351 R & M - HEAVY EQUIPMENT	0	0	100	2,550	0	2,500	2,750	7.84%
620 55480 352 R & M - EQUIP/MACH/TOOLS	962	3,173	1,441	2,500	485	2,500	2,750	10.00%
620 55480 355 R & M - BUILDINGS	3,067	1,168	977	1,500	803	1,500	1,550	3.33%
620 55480 356 R & M - LAND IMPROVEMENTS	1,501	320	992	1,650	20	1,000	1,800	9.09%
620 55480 357 R & M - DOCKS	8,439	1,465	4,432	1,200	262	3,450	1,275	6.25%
620 55480 358 R &M- NAV AIDS	319	167	79	150	0	150	200	33.33%
620 55480 359 R & M FUEL	1,308	1,565	1,169	1,200	657	1,200	1,275	6.25%
620 55480 390 MISCELLANEOUS EXPENSE	80	3,188	1,181	1,600	0	1,200	1,600	0.00%
620 55480 511 STATE FIRE INS-BUILDINGS	2,564	5,394	6,599	5,400	0	5,400	5,400	0.00%
620 55480 513 LIABILITY INSURANCE	4,992	5,153	5,681	3,700	0	3,509	3,700	0.00%
TOTAL MAT. & SUPPLIES:	**28,828**	**26,268**	**28,191**	**28,750**	**3,472**	**28,109**	**29,850**	3.83%
MARINA OPERATING EXPENSE:	**$150,176**	**$154,359**	**$163,203**	**$146,629**	**$41,134**	**$144,417**	**$152,812**	4.22%
NET OPERATING INCOME	**$212,838**	**$47,672**	**$39,063**	**$20,251**	**$113,534**	**$84,424**	**$58,368**	188.22%
OTHER EXPENDITURES								
620 40300 0 DEPRECIATION	69,005	74,467	74,004	69,000	0	74,000	74,000	7.25%
620 58290 690 DEBT ISSUANCE COSTS	0	0	9,150	0	0	0	0	
620 46413 430 INTEREST EXPENSE GO DEBT	3,912	860	8,000	10,805	5,252	10,500	10,260	-5.04%
620 46452 4711 CONTRIB IN AID OF CONSTRUCTION	0	(36,900)	0	0	0	0	0	NA
620 46452 4711 TRANSFER FROM WATERFRONT 453	0	(170,030)	(47,560)	0	0	0	0	NA
TOTAL OTHER EXPENDITURES:	**72,917**	**(131,603)**	**43,594**	**79,805**	**5,252**	**84,500**	**84,260**	5.58%
NET INCOME (LOSS)	**139,921**	**179,275**	**(4,531)**	**(59,554)**	**108,282**	**(76)**	**(25,892)**	-56.52%
	139,921	179,275	(4,531)		108,282			

CASH FLOW TO COVER DEBT PAYMENTS:	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
NET OPERATING INCOME	212,838	47,672	39,063	20,251	113,534	84,424	58,368	188.22%
ADD: CONTRIBUTIONS & TRANSFERS	0	206,930	47,560	0	0	0	0	NA
LESS: 2009B PRINCIPAL AND INTEREST PAYMENT	(64,322)	(63,938)	0	(47,805)	(47,805)	(47,805)	(47,260)	-1.14%
LESS: CAPITAL EQUIPMENT PURCHASES	(250,635)	(367,488)	(57,742)	0	0	0	0	NA
ADJUSTED NET INCOME (LOSS)	**(102,119)**	**(176,824)**	**28,881**	**(27,554)**	**65,729**	**36,619**	**11,108**	-140.31%