THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON at CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI BEGINNING AT 6PM WITH THE AVAILABLITY TO ATTEND VIRTUALLY USING YOUR COMPUTER, TABLET OR SMARTPHONE

https://global.gotomeeting.com/join/500263957 **** Access Code: 500-263-957**

Or dial in using your phone.

United States (Toll Free): 1-877-309-2073

Please contact the Clerk's office if you require accommodations to attend the meeting.

ASHLAND COMMITTEE OF THE WHOLE MEETING

Thursday, October 6, 2022 – 6:00 PM

THIS IS A 2023 BUDGET WORK SESSION ONLY. THERE WILL BE NO COUNCIL BUSINESS MEETING HELD PRIOR TO THE COMMITTEE OF THE WHOLE.

Please silence all cell phones during the meeting

1. Roll Call
2. Approval of Agenda
3. **Continued Presentation and Discussion Regarding the 2023 Budget**
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

SUBJECT: Continued Presentation and Discussion Regarding the 2023 Budget

RECOMMENDATION: Discussion

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Administrator

EXHIBITS:

1.	2023 Budget Working Copy Draft 10.6.2022
2.	Expenditure Restraint Limit Letter 2023
3.	2023 Budget Working Copy detail DRAFT - Oct 6, 2022

SUMMARY STATEMENT:

The working copy of the 2023 General Fund budget includes the following:

- 4% wage increases for non-represented employees
- 10% increase in health insurance premiums

Update on the 2023 budget development:

- Reclassed the one-year note of $268,100 out of long-term debt to short-term borrowing to maximize the use of the available increase in expenditures of the expenditure restraint program.
- Expenditure restraint for 2023 is 8.1%. Total short-term borrowing, transfers to other funds, and general fund operating budgets may increase by $911,000. The current budget draft expenditures increase is $554,988 from 2022 to 2023.
- Utilizing the General Fund - fund balance in the amount of $289,714.
- The Administrator is reviewing the following to combine them into a funding plan for 2023 capital and other projects which will be presented at the October 11, 2022 Committee of the Whole meeting:
    - Long-term borrowing options
    - The use of spendable fund balance
    - American Rescue Plan Act funding
    - Debt Service Levy-Levelizing Fund

There will be various department budget presentations.

Other budget items

CITY OF ASHLAND
2023 BUDGET
SUMMARY WORKSHEE

WORKING COPY DRAFT 10.06.22

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%
Property Tax Levy								
Assessed Value	413,813,750	420,745,300	420,903,200	469,917,700	469,917,700	468,221,615	(1,696,085)	-0.36%
Mill Rate	9.7651	9.8898	10.4530	10.1532	10.1532	10.1492	-0.0040	-0.04%
Gross Levy	$ 4,040,950	$ 4,161,103	$ 4,399,708	$ 4,771,188	$ 4,771,188	$ 4,752,073	$ (19,115)	**-0.40%**
Less Restricted Levy:								
TIF Levy	(173,243)	(234,690)	(225,846)	(257,486)	(257,486)	(242,435)	15,051	-5.85%
Debt Service Levy								NA
Long-term G.O. Debt Service	(1,150,834)	(1,149,937)	(1,394,137)	(1,407,328)	(1,407,328)	(1,389,465)	17,863	-1.27%
Short-Term GO Debt Service	-	-	-	(273,000)	(273,000)	(268,100)	4,900	-1.79%
Net Debt Service Levy	(1,150,834)	(1,149,937)	(1,394,137)	(1,680,328)	(1,680,328)	(1,657,565)	22,763	-1.35%
Total Restricted Levy	(1,324,077)	(1,384,627)	(1,619,983)	(1,937,814)	(1,937,814)	(1,900,000)	37,814	-1.95%
Net Expendable Levy	**$ 2,716,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,833,374**	**$ 2,833,374**	**$ 2,852,073**	**$ 18,699**	**0.66%**
Less Direct Expense Levy:								
CP - Fire Capital Equip.	-	-	-	-	-	-	-	NA
CP 462 Police Capital Equip.	(40,000)	-	-	-	-	-	-	NA
Total Direct Expense Levy	**$ (40,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**NA**
Net Levy Available for General Fund	**$ 2,676,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,833,374**	**$ 2,833,374**	**$ 2,852,073**	**18,699**	**0.66%**
Post-Levy Property Tax Adjustments	394	387	386	-	-	-	-	NA
Non-Tax General Fund Revenues	8,018,672	7,697,199	7,839,006	8,154,191	8,115,907	8,268,051	113,860	1.40%
Appropriation of Fund Balance				132,284		554,714	422,430	319.34%
Total General Fund Revenues	**$ 10,695,939**	**$ 10,474,062**	**$ 10,619,117**	**$ 11,119,849**	**$ 10,949,281**	**$ 11,674,838**	**$ 554,989**	**4.99%**

Uses of General Funds

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%
General Fund Transfer to Other								
SR 215 - Vaughn Library	(316,000)	(322,320)	(314,262)	(312,000)	(312,000)	(316,000)	(4,000)	1.28%
SR 229 - Insured Loss Deductible	-	-	-	-	-	-	-	NA
SR 245 - Planning & Redevelopmer	(14,000)	(14,000)	(14,000)	(66,500)	(66,500)	(38,000)	28,500	-42.86%
SR 246 - Home Improvement Progra	(5,000)	(5,000)	-	-	-	-	-	NA
SR 260 - Recycling	(79,835)	(80,475)	(83,390)	(85,600)	(85,600)	(88,000)	(2,400)	2.80%
SR 277 - Wetland Mitigation	(11,000)	(13,649)	(12,300)	-	(12,000)	-	-	NA
SR 233 - Police Programs	-	-	-	-	-	-	-	NA
SR 281 - Tax Increment Dist #6	(3,641)	-						
CP 450 - Building Facilities.	(9,914)	(40,000)	-	-	-	-	-	NA
CP 454 - Equipment Leases-Genera	-	(10,000)	(5,000)	(5,000)	(5,000)	(10,000)	(5,000)	100.00%
CP 460 - Public Works Capital Equip	-	(50,000)	(50,000)	-	-	-	-	NA
CP 461 - Fire/Amb Capital Equip.	(95,714)	-	-	-	(375,400)	-	-	NA
CP 462 - Police Dept Capital Equip.	-	-	-	(15,000)	(15,000)	(15,000)	-	0.00%
CP 463 - Computer Capital Equip.	(25,760)	(15,000)	-	-	-	-	-	NA
CP 470 - Capital Street Improvemen	(241,105)	(405,000)	(118,600)	(26,700)	(84,300)	-	26,700	-100.00%
CP 480 - Urban Forestry	-	-	-	(6,000)	(6,000)	-	6,000	-100.00%
CP 481 - Parks & Rec	-	(20,000)	-	-	-	-	-	NA
EF 610 - JFK Airport	(45,000)	(45,000)	(45,000)	(68,770)	(68,770)	(72,890)	(4,120)	5.99%
CP 470 - Storm Water	-	-	-	-	-	-	-	NA
IS 750 - Post Retirement Benefits R	(114,850)	(141,250)	(85,000)	(85,000)	(135,000)	(50,000)	35,000	-41.18%
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	**$ (966,819)**	**$ (1,166,694)**	**$ (732,552)**	**$ (675,570)**	**$ (1,170,570)**	**$ (594,890)**	**$ 80,680**	**-11.94%**
Net Available for General Fund Oper	**$ 9,729,120**	**$ 9,307,368**	**$ 9,886,565**	**$ 10,444,279**	**$ 9,778,711**	**$ 11,079,948**	**$ 635,669**	**6.09%**

CITY OF ASHLAND
2023 BUDGET
SUMMARY WORKSHEE

WORKING COPY DRAFT 10.06.22

General Fund Operations

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%	BUDGET NOTES - 2022 to 2023 changes
GENERAL GOVERNMENT									
Mayor	(26,148)	(24,957)	(25,171)	(29,670)	(27,831)	(28,595)	1,075	-3.62%	No significant changes
City Council	(39,966)	(36,385)	(66,103)	(71,775)	(69,640)	(35,825)	35,950	-50.09%	Decrease in Aldermen from 11 to 7; Strategic plan completed in 2022
City Administrator	(132,557)	(136,222)	(137,516)	(142,745)	(142,745)	(149,805)	(7,060)	4.95%	No significant changes
Police & Fire Commission	(6,967)	(7,652)	(9,754)	(7,900)	(9,200)	(7,900)	-	0.00%	No significant changes
City Attorney	(40,381)	(55,506)	(66,266)	(60,000)	(70,000)	(70,000)	(10,000)	16.67%	Increase in City Attorney consultations plus increase in outside Attorney fees
City Clerk	(88,166)	(96,829)	(98,150)	(100,350)	(101,945)	(108,260)	(7,910)	7.88%	No significant changes
Human Resources (Personnel)	(52,500)	(65,868)	(70,939)	(87,095)	(72,815)	(103,610)	(16,515)	18.96%	2023 includes $10K for wage study; $5K for labor law Attorney consultations
Elections	(48,505)	(63,135)	(33,566)	(73,365)	(68,005)	(60,010)	13,355	-18.20%	Fluctuates depending on the number of elections in the year
Technology Services	(263,494)	(267,329)	(272,179)	(353,370)	(292,805)	(299,790)	53,580	-15.16%	Removed 75% of Tech/GIS position in 2023 not filled in 2022
Other City Hall	(138,139)	(111,095)	(62,838)	(89,525)	(76,575)	(90,960)	(1,435)	1.60%	Reduction in self-funded unemployment expense & added records shredding for 2023
Finance	(449,663)	(422,909)	(423,531)	(392,950)	(391,967)	(403,590)	(10,640)	2.71%	2023 includes an additional part-time employee for accounts payable processing
Assessor	(61,823)	(62,464)	(62,703)	(32,800)	(32,700)	(33,050)	(250)	0.76%	No changes in core operations; Re-evaluation completed in 2021
Buildings & Facilities Maintenance	(422,712)	(394,741)	(445,491)	(471,284)	(446,270)	(489,074)	(17,790)	3.77%	Includes base wage increases over 4% due to duties performed
Misc, Insurance & Contingency	(139,553)	(106,185)	(124,043)	(124,100)	(124,100)	(134,000)	(9,900)	7.98%	Anticipating increase in 2023 general liability insurance premiums
Budget Development Contingency	-	-	-	-	-	-	-	NA	
TOTAL GENERAL GOVERNMENT	**$ (1,910,574)**	**$ (1,851,277)**	**$ (1,898,250)**	**$ (2,036,929)**	**$ (1,926,598)**	**$ (2,014,469)**	**$ 22,460**	**-1.10%**	
PUBLIC SAFETY									
Police	(2,139,315)	(2,111,042)	(2,201,392)	(2,241,625)	(2,244,031)	(2,487,600)	(245,975)	10.97%	Increase in utilities and patrol vehicle gas expenses
Fire	(1,082,791)	(1,122,411)	(1,264,663)	(1,445,425)	(1,294,625)	(1,565,340)	(119,915)	8.30%	Increase in equipment purchases and vehicle gas expenses
Ambulance	(1,576,808)	(1,387,767)	(1,429,064)	(1,508,615)	(1,477,230)	(1,593,015)	(84,400)	5.59%	Increase in ambulance supplies and vehicle gas expenses
Public Fire Protection Fee	(19,069)	(19,141)	(19,217)	(19,300)	(19,220)	(19,300)	-	0.00%	Public Fire Protection fees paid to the Water Utility for City owned property
Building Inspection	(121,394)	(120,196)	(116,970)	(147,305)	(126,865)	(144,165)	3,140	-2.13%	No significant changes
TOTAL PUBLIC SAFETY	**$ (4,939,377)**	**$ (4,760,557)**	**$ (5,031,306)**	**$ (5,362,270)**	**$ (5,161,971)**	**$ (5,809,420)**	**$ (447,150)**	**8.34%**	
HEALTH & SOCIAL SERVICE									
Animal Control	(76,531)	(74,996)	(76,119)	(79,945)	(78,440)	(82,800)	(2,855)	3.57%	No significant changes
Pest Control	(7,761)	(8,094)	(7,865)	(8,500)	(8,615)	(9,000)	(500)	5.88%	No significant changes
Mt. Hope Cemetery	(61,000)	(61,000)	(61,000)	(61,000)	(61,000)	(63,000)	(2,000)	3.28%	Adding $2,000 for maintenance cost increases
TOTAL HEALTH & SOCIAL SERVICE	**$ (145,292)**	**$ (144,090)**	**$ (144,984)**	**$ (149,445)**	**$ (148,055)**	**$ (154,800)**	**$ (5,355)**	**3.58%**	
PUBLIC WORKS									
Public Works	(1,646,487)	(1,462,009)	(1,525,323)	(1,652,289)	(1,620,705)	(1,757,540)	(105,251)	6.37%	Increase in material costs and vehicle gas expense = $69,500
Transportation	(30,000)	(30,000)	(31,000)	(31,000)	(31,000)	(34,000)	(3,000)	9.68%	Adding $3,000 for cost increases per BART request
Sanitation	(350,560)	(371,036)	(391,973)	(404,092)	(423,521)	(424,197)	(20,104)	4.98%	Increase in landfill testing/monitoring and waste water treatment
TOTAL PUBLIC WORKS	**$ (2,027,047)**	**$ (1,863,045)**	**$ (1,948,296)**	**$ (2,087,382)**	**$ (2,075,226)**	**$ (2,215,737)**	**$ (128,356)**	**6.15%**	
LEISURE ACTIVITIES									
Community Programs	(29,900)	(27,300)	(27,300)	(27,550)	(27,550)	(27,550)	-	0.00%	No significant changes
City Parks Maintenance	(232,712)	(172,047)	(219,995)	(239,209)	(226,819)	(268,607)	(29,398)	12.29%	Added part-time seasonal parks employee
Parks & Rec Programs (APR)	(282,346)	(291,759)	(300,855)	(300,025)	(306,385)	(328,690)	(28,665)	9.55%	Increase in limited-term employees and credit card processing fees
Municipal Band	(4,557)	-	(5,056)	(4,950)	(4,950)	(5,000)	(50)	1.01%	No significant changes
TOTAL LEISURE ACTIVITIES	**$ (549,515)**	**$ (491,106)**	**$ (553,206)**	**$ (571,734)**	**$ (565,704)**	**$ (629,847)**	**$ (58,113)**	**10.16%**	
CONSERVATION & DEVELO									
Planning and Development	(121,995)	(183,446)	(203,581)	(236,520)	(198,854)	(255,675)	(19,155)	8.10%	
TOTAL CONSERVATION & DEVELO	**$ (121,995)**	**$ (183,446)**	**$ (203,581)**	**$ (236,520)**	**$ (198,854)**	**$ (255,675)**	**$ (19,155)**	**8.10%**	
Total General Fund Expenditures fo	**$ (9,693,799)**	**$ (9,293,521)**	**$ (9,779,623)**	**$ (10,444,279)**	**$ (10,076,408)**	**$ (11,079,948)**	**$ (635,668)**	**6.09%**	
Total Uses of General Funds	**$ (10,660,618)**	**$ (10,460,215)**	**$ (10,512,175)**	**$ (11,119,849)**	**$ (11,246,978)**	**$ (11,674,838)**	**$ (554,988)**	**4.99%**	
Net (Expenditures) over Revenue	**$ 35,321**	**$ 13,847**	**$ 106,942**	**$ (0)**	**$ (297,697)**	**$ 0**	**$ 1**	**na**	

CITY OF ASHLAND
2023 BUDGET
GENERAL FUND REVENUES

WORKING COPY DRAFT 10.06.22

ACCOUNT DESCRIPTION		2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 June 30	2022 Projected	2023 Budget	2022-23 Change
TAXES									
100 41110	GENERAL PROPERTY TAXES	2,677,267	2,776,863	2,780,111	2,833,374	1,882,275	2,833,374	2,852,073	0.66%
100 41140	MOBILE HOME TAXES	22,968	24,060	25,614	24,000	24,023	24,000	24,000	0.00%
100 41210	MOTEL/HOTEL TAXES	8,669	7,908	10,580	10,000	10	10,500	10,500	5.00%
100 41222	SALES TAX - CITY SHARE	136	141	152	140	64	140	140	0.00%
100 41310	TAXES - WATER UTILITY PILOT	385,353	400,184	440,968	400,000	183,396	365,820	365,820	-8.55%
100 41320	TAXES - TAX EXEMPT PILOT	35,599	40,356	2,142	40,000	39,727	79,454	40,000	0.00%
100 41800	PENALTIES ON DELINQUENT TAXES-PP	422	2,445	428	1,000	222	1,000	1,000	0.00%
100 41810	PENALTIES ON DELINQUENT TAXES-Utilities	1,507	1,210	1,828	1,500	701	1,500	1,500	0.00%
100 41900	OTHER TAXES	7,884	10,148	551	0	0	0	0	NA
TOTAL TAXES:		**3,139,805**	**3,263,315**	**3,262,374**	**3,310,014**	**2,130,418**	**3,315,788**	**3,295,033**	-0.45%
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	34,562	1,969	0	0	0	0	NA
100 43410	SHARED REVENUES	3,707,961	3,701,429	3,703,613	3,712,076	0	3,756,813	3,752,549	1.09%
100 43411	EXPENDITURE RESTRAINT	118,006	115,497	114,042	132,474	0	132,474	177,327	33.86%
100 43412	EXEMPT COMPUTER AID	18,529	18,529	18,529	18,500	0	18,500	18,500	0.00%
100 43413	PERSONAL PROPERTY TAX AID	46,268	47,871	49,474	47,870	47,871	47,871	47,870	0.00%
100 43414	VIDEO SERVICE PROVIDER AID	0	9,527	18,533	18,533	0	18,533	18,533	0.00%
100 43420	STATE FIRE DUES	20,947	21,057	20,639	21,000	0	21,000	21,000	0.00%
100 43529	OTHER PUBLIC REVENUE	52,088	57,568	60,960	50,000	0	50,000	50,000	0.00%
100 43531	STATE GENERAL TRANS AID	520,446	598,513	598,285	627,312	312,787	625,575	627,312	0.00%
100 43530	STATE GRANT REVENUE	10,097	5,081	1,378	100	9	100	100	0.00%
100 43533	STATE CONNECTING HWY AID	74,092	73,907	76,465	76,591	38,296	76,591	76,591	0.00%
100 43610	PAYMENT FOR MUNICIPAL SERVICE	12,533	12,386	12,165	12,500	13,095	16,920	12,500	0.00%
100 43799	OTHER LOCAL GOVT GRANTS	16,988	3,776	0	0	0	0	0	NA
TOTAL INTERGOVERNMENTAL:		**4,597,955**	**4,699,703**	**4,676,052**	**4,716,956**	**412,058**	**4,764,377**	**4,802,282**	1.81%
LICENSES & PERMITS									
100 44100	LICENSES - BUSINESS & OCCUPATIONAL	38,934	23,160	34,290	35,000	27,630	35,000	35,000	0.00%
100 44110	CABLE FRANCHISE FEE	92,664	84,163	73,569	76,000	18,071	75,750	76,000	0.00%
100 44200	LICENSES - NON BUSINESS	11	7	5	10	0	10	10	0.00%
100 44300	BUILDING & STREET-CUT PERMITS	43,364	57,024	45,919	47,000	29,367	47,000	47,000	0.00%
100 44400	ZONING PERMITS & FEES	8,845	2,750	3,985	6,000	922	4,000	4,000	-33.33%
TOTAL LICENSES & PERMITS:		**183,818**	**167,104**	**157,768**	**164,010**	**75,990**	**161,760**	**162,010**	-1.22%
FINES, FORFEITS & PENALTIES									
100 45100	LAW & ORDINANCE VIOLATIONS	21,070	18,882	16,549	20,000	6,870	16,500	16,500	-17.50%
TOTAL FINES, FORFEITS & PENALTIES:		**21,070**	**18,882**	**16,549**	**20,000**	**6,870**	**16,500**	**16,500**	-17.50%
PUBLIC CHARGES FOR SERVICES									
100 46100	OTHER REVENUES - GENERAL GOVT	9,207	10,584	7,981	9,000	5,044	10,000	10,000	11.11%
100 46210	POLICE SERVICES	4,445	4,998	3,745	5,000	1,700	5,000	5,000	0.00%
100 46220	FIRE PROTECTION FEES	1,171	0	1,832	1,000	1,530	1,530	1,000	0.00%
100 46230	AMBULANCE/EMS FEES	1,123,826	901,148	934,108	995,000	544,001	1,060,000	1,060,000	6.53%
100 46231	AMB PROTECTION FEES	16,244	6,904	11,848	12,000	0	12,000	12,000	0.00%
100 46290	SPECIAL CHARGES	947	150	250	6,100	70	500	6,100	0.00%
100 46310	PUBLIC WORKS CHARGES	74,141	63,935	34,282	50,000	11,545	45,000	45,000	-10.00%
100 46330	PARKING RENT & FINES	13,228	7,343	8,582	10,000	5,970	10,000	10,000	0.00%

CITY OF ASHLAND
2023 BUDGET
GENERAL FUND REVENUES

WORKING COPY DRAFT 10.06.22

ACCOUNT DESCRIPTION			2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 June 30	2022 Projected	2023 Budget	2022-23 Change
PUBLIC CHARGES FOR SERVICES Cont.										
100	46420	REFUSE/GARBAGE COLLECTION FEES	346,862	349,056	351,519	350,000	176,466	350,000	350,000	0.00%
100	46421	RECYCLING FEES (started February 2016)	19,270	19,392	19,541	39,000	19,560	39,000	39,000	0.00%
100	46431	SPRING CLEANUP FEES	1,440	0	0	1,800	0	0	0	-100.00%
100	46440	WEED/NUISANCE CONTROL	0	4,658	2,179	5,000	0	5,000	5,000	0.00%
100	46510	ANIMAL CONTROL FEES	2,652	2,367	3,644	3,000	2,468	3,000	3,000	0.00%
100	46720	PARKS REVENUE	109,326	109,833	158,629	150,000	35,026	145,000	150,000	0.00%
100	46721	PW FUEL TAX REFUND	3,638	3,414	2,371	3,500	0	3,500	3,500	0.00%
100	46722	PW ADMIN FEE	5,587	3,478	5,088	5,400	3,068	6,100	6,100	12.96%
100	46755	LEISURE PROGRAMS & REC FEES	80,056	32,261	54,179	80,000	47,862	71,100	80,000	0.00%
TOTAL PUBLIC CHARGES:			**1,812,040**	**1,519,521**	**1,599,778**	**1,725,800**	**854,310**	**1,766,730**	**1,785,700**	3.47%
INTERGOVERNMENTAL CHARGES FOR SERVICE										
100	47321	LIAISON OFFICER-REIMBURSE	85,105	46,079	83,056	80,190	43,880	83,000	85,000	6.00%
100	47323	FIRE- TOWNSHIP CONTRACTS	169,042	136,387	138,699	140,292	67,296	140,292	142,710	1.72%
100	47324	AMBULANCE - TOWNSHIP CONTRACTS	230,025	233,477	311,756	316,433	158,216	316,433	321,179	1.50%
100	47330	GIS REIMBURSEMENT (COUNTY)	1,650	1,650	1,650	0	0	0	0	NA
100	47400	ATTORNEY - UTILITY REIMBURSE	0	0	0	5,000	0	5,000	5,000	0.00%
100	47401	UTILITY COST SHARE	281,130	234,094	215,513	221,570	110,785	221,570	228,610	3.18%
100	47403	AIRPORT ADMIN REIMBURSEMENT	8,000	8,000	8,000	8,000	4,000	8,000	8,000	0.00%
100	47405	CHARGES TO LIBRARY	43,841	42,455	41,480	43,700	20,651	42,500	43,700	0.00%
TOTAL INTERGOVERNMENTAL CHARGES:			**818,793**	**702,142**	**800,154**	**815,185**	**404,828**	**816,795**	**834,199**	2.33%
MISCELLANEOUS REVENUES										
100	48110	INTEREST ON CASH & INVESTMENTS	45,250	22,504	5,122	20,000	125	10,000	10,000	-50.00%
100	48200	PROPERTY RENTS & LEASES	28,148	20,632	29,044	28,500	14,871	28,500	30,000	5.26%
100	48309	SALES OF OTHER EQUIP & PROPERTY	235	0	175	0	11,800	11,800	0	NA
100	48440	INS CLAIMS REIMB - OTHER	0	2,078	0	0	0	0	0	NA
100	48500	GENERAL DONATIONS & GIFTS	1,479	2,051	3	1,000	0	1,000	1,000	0.00%
100	48900	WORKERS COMP WAGE REIMB	5,688	10,939	9,435	2,000	1,269	2,000	2,000	0.00%
100	48901	MISCELLANEOUS	2,672	4,305	14,100	4,150	649	4,150	4,150	0.00%
100	48910	INSURANCE DIVIDENDS	27,986	40,886	30,863	35,000	29,381	29,381	30,000	-14.29%
TOTAL MISCELLANEOUS:			**111,458**	**103,395**	**88,742**	**90,650**	**58,095**	**86,831**	**77,150**	-14.89%
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	0	17,700	17,700	0	17,700	20,000	12.99%
100	49270	TRANS FROM INTERNAL SERVICE FUND	0	0	0	124,450	0	0	124,450	0.00%
TOTAL OTHER FIN. SOURCES:			**11,000**	**0**	**17,700**	**144,950**	**0**	**20,500**	**147,250**	1.59%
TOTAL GENERAL FUND REVENUES:			**10,695,939**	**10,474,062**	**10,619,117**	**10,987,565**	**3,942,569**	**10,949,281**	**11,120,124**	1.21%
Non Property Tax GF Revenues			**8,018,672**	**7,697,199**	**7,839,006**	**8,154,191**	**2,060,294**	**8,115,907**	**8,268,051**	1.40%

State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713

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September 30, 2022

DENISE OLIPHANT
CITY OF ASHLAND
601 W MAIN ST
ASHLAND WI 54806-1537

Notice of 2023 Budget Limit – 2024 Expenditure Restraint Program Payment

Notice Information

The Wisconsin Department of Revenue (DOR) is sending you the qualifying factors for the 2024 Expenditure Restraint Program (ERP) payment. These factors assume your 2022 municipal TID out property tax rate will be greater than five mills.

Municipality	CITY OF ASHLAND	**County**	ASHLAND	**Co-muni Code**	02-201

Budget Limit Information

- To qualify for a payment, your municipality's net general fund budget increase from 2022 to 2023 must be **less than** 8.1 percent (*Line 9 below*) when rounded to the nearest hundredth (ex: 0.10 percent)
- Review the Form SL-203 instructions for reporting general fund budget expenditures located at: https://www.revenue.wi.gov/DORForms/erp-inst.pdf

Growth Factor Calculations	
1. Net new construction during 2021	2,867,100
2. 2021 total equalized value	443,875,600
3. Percent increase *(Line 1 divided by Line 2)*	0.646%
4. Adjustment factor	60%
5. Adjusted percent increase *(Line 3 multiplied by Line 4)*	0.388%
6. Maximum allowable increase	2%
7. Your growth factor *(lesser of Line 5 or Line 6)*	0.388%
8. Consumer price index *(increase from September 1, 2021 to August 31, 2022)*	7.7%
9. **Total Budget Growth Limit –** your municipality must be under this limit to qualify for a 2024 ERP payment *(sum of Lines 7 and 8 rounded to the nearest 0.10%) (sec. 79.05(2)(c), Wis. Stats.)*	8.1%

Contact Information

Questions? If you have questions, contact us at (608) 266-8618 or lgs@wisconsin.gov.

CITY OF ASHLAND WI - 2023 BUDGET DRAFT- 10/6/2022

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CITY OF ASHLAND
2023 BUDGET
SUMMARY WORKSHEE

WORKING COPY DRAFT 10.06.22

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%
Property Tax Levy								
Assessed Value	413,813,750	420,745,300	420,903,200	469,917,700	469,917,700	468,221,615	(1,696,085)	-0.36%
Mill Rate	9.7651	9.8898	10.4530	10.1532	10.1532	10.1492	-0.0040	-0.04%
Gross Levy	$ 4,040,950	$ 4,161,103	$ 4,399,708	$ 4,771,188	$ 4,771,188	$ 4,752,073	$ (19,115)	**-0.40%**
Less Restricted Levy:								
TIF Levy	(173,243)	(234,690)	(225,846)	(257,486)	(257,486)	(242,435)	15,051	-5.85%
Debt Service Levy								NA
Long-term G.O. Debt Service	(1,150,834)	(1,149,937)	(1,394,137)	(1,407,328)	(1,407,328)	(1,389,465)	17,863	-1.27%
Short-Term GO Debt Service	-	-	-	(273,000)	(273,000)	(268,100)	4,900	-1.79%
Net Debt Service Levy	(1,150,834)	(1,149,937)	(1,394,137)	(1,680,328)	(1,680,328)	(1,657,565)	22,763	-1.35%
Total Restricted Levy	(1,324,077)	(1,384,627)	(1,619,983)	(1,937,814)	(1,937,814)	(1,900,000)	37,814	-1.95%
Net Expendable Levy	**$ 2,716,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,833,374**	**$ 2,833,374**	**$ 2,852,073**	**$ 18,699**	**0.66%**
Less Direct Expense Levy:								
CP - Fire Capital Equip.	-	-	-	-	-	-	-	NA
CP 462 Police Capital Equip.	(40,000)	-	-	-	-	-	-	NA
Total Direct Expense Levy	**$ (40,000)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**NA**
Net Levy Available for General Fund	**$ 2,676,873**	**$ 2,776,476**	**$ 2,779,725**	**$ 2,833,374**	**$ 2,833,374**	**$ 2,852,073**	**18,699**	**0.66%**
Post-Levy Property Tax Adjustments	394	387	386	-	-	-	-	NA
Non-Tax General Fund Revenues	8,018,672	7,697,199	7,839,006	8,154,191	8,115,907	8,268,051	113,860	1.40%
Appropriation of Fund Balance				132,284		554,714	422,430	319.34%
Total General Fund Revenues	**$ 10,695,939**	**$ 10,474,062**	**$ 10,619,117**	**$ 11,119,849**	**$ 10,949,281**	**$ 11,674,838**	**$ 554,989**	**4.99%**

Uses of General Funds

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%
General Fund Transfer to Other								
SR 215 - Vaughn Library	(316,000)	(322,320)	(314,262)	(312,000)	(312,000)	(316,000)	(4,000)	1.28%
SR 229 - Insured Loss Deductible	-	-	-	-	-	-	-	NA
SR 245 - Planning & Redevelopmer	(14,000)	(14,000)	(14,000)	(66,500)	(66,500)	(38,000)	28,500	-42.86%
SR 246 - Home Improvement Progra	(5,000)	(5,000)	-	-	-	-	-	NA
SR 260 - Recycling	(79,835)	(80,475)	(83,390)	(85,600)	(85,600)	(88,000)	(2,400)	2.80%
SR 277 - Wetland Mitigation	(11,000)	(13,649)	(12,300)	-	(12,000)	-	-	NA
SR 233 - Police Programs	-	-	-	-	-	-	-	NA
SR 281 - Tax Increment Dist #6	(3,641)	-						
CP 450 - Building Facilities.	(9,914)	(40,000)	-	-	-	-	-	NA
CP 454 - Equipment Leases-Genera	-	(10,000)	(5,000)	(5,000)	(5,000)	(10,000)	(5,000)	100.00%
CP 460 - Public Works Capital Equip	-	(50,000)	(50,000)	-	-	-	-	NA
CP 461 - Fire/Amb Capital Equip.	(95,714)	-	-	-	(375,400)	-	-	NA
CP 462 - Police Dept Capital Equip.	-	-	-	(15,000)	(15,000)	(15,000)	-	0.00%
CP 463 - Computer Capital Equip.	(25,760)	(15,000)	-	-	-	-	-	NA
CP 470 - Capital Street Improvemen	(241,105)	(405,000)	(118,600)	(26,700)	(84,300)	-	26,700	-100.00%
CP 480 - Urban Forestry	-	-	-	(6,000)	(6,000)	-	6,000	-100.00%
CP 481 - Parks & Rec	-	(20,000)	-	-	-	-	-	NA
EF 610 - JFK Airport	(45,000)	(45,000)	(45,000)	(68,770)	(68,770)	(72,890)	(4,120)	5.99%
CP 470 - Storm Water	-	-	-	-	-	-	-	NA
IS 750 - Post Retirement Benefits R	(114,850)	(141,250)	(85,000)	(85,000)	(135,000)	(50,000)	35,000	-41.18%
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	**$ (966,819)**	**$ (1,166,694)**	**$ (732,552)**	**$ (675,570)**	**$ (1,170,570)**	**$ (594,890)**	**$ 80,680**	**-11.94%**
Net Available for General Fund Oper	**$ 9,729,120**	**$ 9,307,368**	**$ 9,886,565**	**$ 10,444,279**	**$ 9,778,711**	**$ 11,079,948**	**$ 635,669**	**6.09%**

CITY OF ASHLAND

WORKING COPY DRAFT 10.06.22

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2023 BUDGET

SUMMARY WORKSHEE

General Fund Operations	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget	2021-22 $	%
GENERAL GOVERNMENT								
Mayor	(26,148)	(24,957)	(25,171)	(29,670)	(27,831)	(28,595)	1,075	-3.62%
City Council	(39,966)	(36,385)	(66,103)	(71,775)	(69,640)	(35,825)	35,950	-50.09%
City Administrator	(132,557)	(136,222)	(137,516)	(142,745)	(142,745)	(149,805)	(7,060)	4.95%
Police & Fire Commission	(6,967)	(7,652)	(9,754)	(7,900)	(9,200)	(7,900)	-	0.00%
City Attorney	(40,381)	(55,506)	(66,266)	(60,000)	(70,000)	(70,000)	(10,000)	16.67%
City Clerk	(88,166)	(96,829)	(98,150)	(100,350)	(101,945)	(108,260)	(7,910)	7.88%
Human Resources (Personnel)	(52,500)	(65,868)	(70,939)	(87,095)	(72,815)	(103,610)	(16,515)	18.96%
Elections	(48,505)	(63,135)	(33,566)	(73,365)	(68,005)	(60,010)	13,355	-18.20%
Technology Services	(263,494)	(267,329)	(272,179)	(353,370)	(292,805)	(299,790)	53,580	-15.16%
Other City Hall	(138,139)	(111,095)	(62,838)	(89,525)	(76,575)	(90,960)	(1,435)	1.60%
Finance	(449,663)	(422,909)	(423,531)	(392,950)	(391,967)	(403,590)	(10,640)	2.71%
Assessor	(61,823)	(62,464)	(62,703)	(32,800)	(32,700)	(33,050)	(250)	0.76%
Buildings & Facilities Maintenance	(422,712)	(394,741)	(445,491)	(471,284)	(446,270)	(489,074)	(17,790)	3.77%
Misc, Insurance & Contingency	(139,553)	(106,185)	(124,043)	(124,100)	(124,100)	(134,000)	(9,900)	7.98%
Budget Development Contingency	-	-	-	-	-	-	-	NA
TOTAL GENERAL GOVERNMENT	**$ (1,910,574)**	**$ (1,851,277)**	**$ (1,898,250)**	**$ (2,036,929)**	**$ (1,926,598)**	**$ (2,014,469)**	**$ 22,460**	**-1.10%**
PUBLIC SAFETY								
Police	(2,139,315)	(2,111,042)	(2,201,392)	(2,241,625)	(2,244,031)	(2,487,600)	(245,975)	10.97%
Fire	(1,082,791)	(1,122,411)	(1,264,663)	(1,445,425)	(1,294,625)	(1,565,340)	(119,915)	8.30%
Ambulance	(1,576,808)	(1,387,767)	(1,429,064)	(1,508,615)	(1,477,230)	(1,593,015)	(84,400)	5.59%
Public Fire Protection Fee	(19,069)	(19,141)	(19,217)	(19,300)	(19,220)	(19,300)	-	0.00%
Building Inspection	(121,394)	(120,196)	(116,970)	(147,305)	(126,865)	(144,165)	3,140	-2.13%
TOTAL PUBLIC SAFETY	**$ (4,939,377)**	**$ (4,760,557)**	**$ (5,031,306)**	**$ (5,362,270)**	**$ (5,161,971)**	**$ (5,809,420)**	**$ (447,150)**	**8.34%**
HEALTH & SOCIAL SERVICE								
Animal Control	(76,531)	(74,996)	(76,119)	(79,945)	(78,440)	(82,800)	(2,855)	3.57%
Pest Control	(7,761)	(8,094)	(7,865)	(8,500)	(8,615)	(9,000)	(500)	5.88%
Mt. Hope Cemetery	(61,000)	(61,000)	(61,000)	(61,000)	(61,000)	(63,000)	(2,000)	3.28%
TOTAL HEALTH & SOCIAL SERVICE	**$ (145,292)**	**$ (144,090)**	**$ (144,984)**	**$ (149,445)**	**$ (148,055)**	**$ (154,800)**	**$ (5,355)**	**3.58%**
PUBLIC WORKS								
Public Works	(1,646,487)	(1,462,009)	(1,525,323)	(1,652,289)	(1,620,705)	(1,757,540)	(105,251)	6.37%
Transportation	(30,000)	(30,000)	(31,000)	(31,000)	(31,000)	(34,000)	(3,000)	9.68%
Sanitation	(350,560)	(371,036)	(391,973)	(404,092)	(423,521)	(424,197)	(20,104)	4.98%
TOTAL PUBLIC WORKS	**$ (2,027,047)**	**$ (1,863,045)**	**$ (1,948,296)**	**$ (2,087,382)**	**$ (2,075,226)**	**$ (2,215,737)**	**$ (128,356)**	**6.15%**
LEISURE ACTIVITIES								
Community Programs	(29,900)	(27,300)	(27,300)	(27,550)	(27,550)	(27,550)	-	0.00%
City Parks Maintenance	(232,712)	(172,047)	(219,995)	(239,209)	(226,819)	(268,607)	(29,398)	12.29%
Parks & Rec Programs (APR)	(282,346)	(291,759)	(300,855)	(300,025)	(306,385)	(328,690)	(28,665)	9.55%
Municipal Band	(4,557)	-	(5,056)	(4,950)	(4,950)	(5,000)	(50)	1.01%
TOTAL LEISURE ACTIVITIES	**$ (549,515)**	**$ (491,106)**	**$ (553,206)**	**$ (571,734)**	**$ (565,704)**	**$ (629,847)**	**$ (58,113)**	**10.16%**
CONSERVATION & DEVELO								
Planning and Development	(121,995)	(183,446)	(203,581)	(236,520)	(198,854)	(255,675)	(19,155)	8.10%
TOTAL CONSERVATION & DEVELO	**$ (121,995)**	**$ (183,446)**	**$ (203,581)**	**$ (236,520)**	**$ (198,854)**	**$ (255,675)**	**$ (19,155)**	**8.10%**
Total General Fund Expenditures fo	**$ (9,693,799)**	**$ (9,293,521)**	**$ (9,779,623)**	**$ (10,444,279)**	**$ (10,076,408)**	**$ (11,079,948)**	**$ (635,668)**	**6.09%**
Total Uses of General Funds	**$ (10,660,618)**	**$ (10,460,215)**	**$ (10,512,175)**	**$ (11,119,849)**	**$ (11,246,978)**	**$ (11,674,838)**	**$ (554,988)**	**4.99%**
Net (Expenditures) over Revenue	**$ 35,321**	**$ 13,847**	**$ 106,942**	**$ (0)**	**$ (297,697)**	**$ 0**	**$ 1**	**na**

ACCOUNT DESCRIPTION			2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 June 30	2022 Projected	2023 Budget	2022-23 Change
TAXES										
100	41110	GENERAL PROPERTY TAXES	2,677,267	2,776,863	2,780,111	2,833,374	1,882,275	2,833,374	2,852,073	0.66%
100	41140	MOBILE HOME TAXES	22,968	24,060	25,614	24,000	24,023	24,000	24,000	0.00%
100	41210	MOTEL/HOTEL TAXES	8,669	7,908	10,580	10,000	10	10,500	10,500	5.00%
100	41222	SALES TAX - CITY SHARE	136	141	152	140	64	140	140	0.00%
100	41310	TAXES - WATER UTILITY PILOT	385,353	400,184	440,968	400,000	183,396	365,820	365,820	-8.55%
100	41320	TAXES - TAX EXEMPT PILOT	35,599	40,356	2,142	40,000	39,727	79,454	40,000	0.00%
100	41800	PENALTIES ON DELINQUENT TAXES-PP	422	2,445	428	1,000	222	1,000	1,000	0.00%
100	41810	PENALTIES ON DELINQUENT TAXES-Utilities	1,507	1,210	1,828	1,500	701	1,500	1,500	0.00%
100	41900	OTHER TAXES	7,884	10,148	551	0	0	0	0	NA
TOTAL TAXES:			**3,139,805**	**3,263,315**	**3,262,374**	**3,310,014**	**2,130,418**	**3,315,788**	**3,295,033**	-0.45%
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	34,562	1,969	0	0	0	0	NA
100	43410	SHARED REVENUES	3,707,961	3,701,429	3,703,613	3,712,076	0	3,756,813	3,752,549	1.09%
100	43411	EXPENDITURE RESTRAINT	118,006	115,497	114,042	132,474	0	132,474	177,327	33.86%
100	43412	EXEMPT COMPUTER AID	18,529	18,529	18,529	18,500	0	18,500	18,500	0.00%
100	43413	PERSONAL PROPERTY TAX AID	46,268	47,871	49,474	47,870	47,871	47,871	47,870	0.00%
100	43414	VIDEO SERVICE PROVIDER AID	0	9,527	18,533	18,533	0	18,533	18,533	0.00%
100	43420	STATE FIRE DUES	20,947	21,057	20,639	21,000	0	21,000	21,000	0.00%
100	43529	OTHER PUBLIC REVENUE	52,088	57,568	60,960	50,000	0	50,000	50,000	0.00%
100	43531	STATE GENERAL TRANS AID	520,446	598,513	598,285	627,312	312,787	625,575	627,312	0.00%
100	43530	STATE GRANT REVENUE	10,097	5,081	1,378	100	9	100	100	0.00%
100	43533	STATE CONNECTING HWY AID	74,092	73,907	76,465	76,591	38,296	76,591	76,591	0.00%
100	43610	PAYMENT FOR MUNICIPAL SERVICE	12,533	12,386	12,165	12,500	13,095	16,920	12,500	0.00%
100	43799	OTHER LOCAL GOVT GRANTS	16,988	3,776	0	0	0	0	0	NA
TOTAL INTERGOVERNMENTAL:			**4,597,955**	**4,699,703**	**4,676,052**	**4,716,956**	**412,058**	**4,764,377**	**4,802,282**	1.81%
LICENSES & PERMITS										
100	44100	LICENSES - BUSINESS & OCCUPATIONAL	38,934	23,160	34,290	35,000	27,630	35,000	35,000	0.00%
100	44110	CABLE FRANCHISE FEE	92,664	84,163	73,569	76,000	18,071	75,750	76,000	0.00%
100	44200	LICENSES - NON BUSINESS	11	7	5	10	0	10	10	0.00%
100	44300	BUILDING & STREET-CUT PERMITS	43,364	57,024	45,919	47,000	29,367	47,000	47,000	0.00%
100	44400	ZONING PERMITS & FEES	8,845	2,750	3,985	6,000	922	4,000	4,000	-33.33%
TOTAL LICENSES & PERMITS:			**183,818**	**167,104**	**157,768**	**164,010**	**75,990**	**161,760**	**162,010**	-1.22%
FINES, FORFEITS & PENALTIES										
100	45100	LAW & ORDINANCE VIOLATIONS	21,070	18,882	16,549	20,000	6,870	16,500	16,500	-17.50%
TOTAL FINES, FORFEITS & PENALTIES:			**21,070**	**18,882**	**16,549**	**20,000**	**6,870**	**16,500**	**16,500**	-17.50%
PUBLIC CHARGES FOR SERVICES										
100	46100	OTHER REVENUES - GENERAL GOVT	9,207	10,584	7,981	9,000	5,044	10,000	10,000	11.11%
100	46210	POLICE SERVICES	4,445	4,998	3,745	5,000	1,700	5,000	5,000	0.00%
100	46220	FIRE PROTECTION FEES	1,171	0	1,832	1,000	1,530	1,530	1,000	0.00%
100	46230	AMBULANCE/EMS FEES	1,123,826	901,148	934,108	995,000	544,001	1,060,000	1,060,000	6.53%
100	46231	AMB PROTECTION FEES	16,244	6,904	11,848	12,000	0	12,000	12,000	0.00%
100	46290	SPECIAL CHARGES	947	150	250	6,100	70	500	6,100	0.00%
100	46310	PUBLIC WORKS CHARGES	74,141	63,935	34,282	50,000	11,545	45,000	45,000	-10.00%
100	46330	PARKING RENT & FINES	13,228	7,343	8,582	10,000	5,970	10,000	10,000	0.00%

WORKING COPY DRAFT 10.06.22

ACCOUNT DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 June 30	2022 Projected	2023 Budget	2022-23 Change
PUBLIC CHARGES FOR SERVICES Cont.								
100 46420 REFUSE/GARBAGE COLLECTION FEES	346,862	349,056	351,519	350,000	176,466	350,000	350,000	0.00%
100 46421 RECYCLING FEES (started February 2016)	19,270	19,392	19,541	39,000	19,560	39,000	39,000	0.00%
100 46431 SPRING CLEANUP FEES	1,440	0	0	1,800	0	0	0	-100.00%
100 46440 WEED/NUISANCE CONTROL	0	4,658	2,179	5,000	0	5,000	5,000	0.00%
100 46510 ANIMAL CONTROL FEES	2,652	2,367	3,644	3,000	2,468	3,000	3,000	0.00%
100 46720 PARKS REVENUE	109,326	109,833	158,629	150,000	35,026	145,000	150,000	0.00%
100 46721 PW FUEL TAX REFUND	3,638	3,414	2,371	3,500	0	3,500	3,500	0.00%
100 46722 PW ADMIN FEE	5,587	3,478	5,088	5,400	3,068	6,100	6,100	12.96%
100 46755 LEISURE PROGRAMS & REC FEES	80,056	32,261	54,179	80,000	47,862	71,100	80,000	0.00%
TOTAL PUBLIC CHARGES:	**1,812,040**	**1,519,521**	**1,599,778**	**1,725,800**	**854,310**	**1,766,730**	**1,785,700**	3.47%
INTERGOVERNMENTAL CHARGES FOR SERVICE								
100 47321 LIAISON OFFICER-REIMBURSE	85,105	46,079	83,056	80,190	43,880	83,000	85,000	6.00%
100 47323 FIRE- TOWNSHIP CONTRACTS	169,042	136,387	138,699	140,292	67,296	140,292	142,710	1.72%
100 47324 AMBULANCE - TOWNSHIP CONTRACTS	230,025	233,477	311,756	316,433	158,216	316,433	321,179	1.50%
100 47330 GIS REIMBURSEMENT (COUNTY)	1,650	1,650	1,650	0	0	0	0	NA
100 47400 ATTORNEY - UTILITY REIMBURSE	0	0	0	5,000	0	5,000	5,000	0.00%
100 47401 UTILITY COST SHARE	281,130	234,094	215,513	221,570	110,785	221,570	228,610	3.18%
100 47403 AIRPORT ADMIN REIMBURSEMENT	8,000	8,000	8,000	8,000	4,000	8,000	8,000	0.00%
100 47405 CHARGES TO LIBRARY	43,841	42,455	41,480	43,700	20,651	42,500	43,700	0.00%
TOTAL INTERGOVERNMENTAL CHARGES:	**818,793**	**702,142**	**800,154**	**815,185**	**404,828**	**816,795**	**834,199**	2.33%
MISCELLANEOUS REVENUES								
100 48110 INTEREST ON CASH & INVESTMENTS	45,250	22,504	5,122	20,000	125	10,000	10,000	-50.00%
100 48200 PROPERTY RENTS & LEASES	28,148	20,632	29,044	28,500	14,871	28,500	30,000	5.26%
100 48309 SALES OF OTHER EQUIP & PROPERTY	235	0	175	0	11,800	11,800	0	NA
100 48440 INS CLAIMS REIMB - OTHER	0	2,078	0	0	0	0	0	NA
100 48500 GENERAL DONATIONS & GIFTS	1,479	2,051	3	1,000	0	1,000	1,000	0.00%
100 48900 WORKERS COMP WAGE REIMB	5,688	10,939	9,435	2,000	1,269	2,000	2,000	0.00%
100 48901 MISCELLANEOUS	2,672	4,305	14,100	4,150	649	4,150	4,150	0.00%
100 48910 INSURANCE DIVIDENDS	27,986	40,886	30,863	35,000	29,381	29,381	30,000	-14.29%
TOTAL MISCELLANEOUS:	**111,458**	**103,395**	**88,742**	**90,650**	**58,095**	**86,831**	**77,150**	-14.89%
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	0	17,700	17,700	0	17,700	20,000	12.99%
100 49270 TRANS FROM INTERNAL SERVICE FUND	0	0	0	124,450	0	0	124,450	0.00%
TOTAL OTHER FIN. SOURCES:	**11,000**	**0**	**17,700**	**144,950**	**0**	**20,500**	**147,250**	1.59%
TOTAL GENERAL FUND REVENUES:	**10,695,939**	**10,474,062**	**10,619,117**	**10,987,565**	**3,942,569**	**10,949,281**	**11,120,124**	1.21%
Non Property Tax GF Revenues	**8,018,672**	**7,697,199**	**7,839,006**	**8,154,191**	**2,060,294**	**8,115,907**	**8,268,051**	1.40%

ESTIMATE - MANUFACTURING ASSESSMENT NOT RECEIVED

Assessed Value and Property Tax Levy Comparison

	Actual	Actual	Change	
Assessment Year:	1/1/2021	1/1/2022	2021 to 2022	
Assessed Value of Property Within City Limits				
Real Estate:				
Residential	$287,101,800	$288,500,400	$1,398,600	0.49%
Commercial	150,902,000	150,546,800	(355,200)	-0.24%
Manufacturing	15,657,300	12,913,188	(2,744,112)	-17.53%
Agricultural, S&W, Forest	2,358,000	2,332,600	(25,400)	-1.08%
Other	679,400	679,400	0	0.00%
Total Real Estate	$456,698,500	$454,972,388	($1,726,112)	-0.38%
Personal Property:				
Boats & Watercraft	$500	$500	$0	0.00%
Machinery, Tools & Patterns	935,200	890,017	(45,183)	-4.83%
Furniture, Fixtures & Equipment	10,179,900	10,368,645	188,745	1.85%
Other	2,103,600	1,990,065	(113,535)	-5.40%
Total Personal Property	$13,219,200	$13,249,227	30,027	0.23%
Total Assessed Value	$469,917,700	$468,221,615	($1,696,085)	-0.36%
Total Assessed Value less Manufacturing Value	$452,691,200	$453,896,200	$1,205,000	0.27%
Total Equalized Value less Manufacturing Value	$427,429,970	$532,736,770	$105,306,800	24.64%
Assessment Ratio	105.9100%	85.200839%	-20.7092%	
City Equalized Value (TID in)	$443,875,600	$549,565,000	$105,689,400	23.81%
TID Equalized Value (Increment)	$23,954,600	$28,036,900	$4,082,300	17.04%
City Equalized Value (TID out)	$419,921,000	$521,528,100	$101,607,100	24.20%

CITY OF ASHLAND
2023 BUDGET
GENERAL FUND OPERATING EXPENDITURES BY TYPE

SUMMARY OF ALL GENERAL FUND DEPARTMENTS		% of Total	2022 Budget	% of Total	2023 Budget	Increase (Decrease)	
PERSONNEL COSTS:							
111	SALARIES/PERMANENT/REGULAR	42.74%	4,463,476	42.78%	4,740,360	276,884	6.20%
112	OVERTIME WAGES	1.42%	148,000	1.39%	153,500	5,500	3.72%
113	SALARIES/UPGRADE/SHIFT DIFF	0.08%	8,000	0.09%	9,500	1,500	18.75%
125	WAGES/TEMP/OTHER	1.94%	202,223	2.17%	240,086	37,863	18.72%
127	OUT-OF TOWN TRANSFERS	0.17%	17,900	0.16%	17,900	-	0.00%
131	LONGEVITY PAY	0.54%	56,596	0.53%	58,640	2,044	3.61%
132	HOLIDAY PAY	1.36%	141,900	1.37%	152,295	10,395	7.33%
136	CLOTHING/UNIFORM ALLOWANCE	0.14%	14,405	0.13%	14,405	-	0.00%
137	CLOTHING ALLOWANCE	0.15%	15,950	0.15%	16,175	225	1.41%
151	SOCIAL SECURITY	2.61%	273,033	2.65%	293,804	20,772	7.61%
152	EMPLOYER SHARE RETIREMENT	5.61%	585,787	6.06%	671,933	86,146	14.71%
154	MEDICAL & DENTAL	12.83%	1,340,282	12.34%	1,367,417	27,135	2.02%
155	LIFE INSURANCE	0.10%	9,945	0.09%	10,521	576	5.79%
156	WORKER'S COMPENSATION	1.41%	147,413	1.32%	146,770	(643)	-0.44%
157	H.S.A. CONTRIBUTION	1.82%	190,449	1.59%	176,019	(14,430)	-7.58%
158	UNEMPLOYMENT	0.17%	17,500	0.05%	5,000	(12,500)	-71.43%
159	OTHER EMPLOYER CONT	0.18%	19,100	0.17%	19,100	-	0.00%
161	RECRUITMENT/TESTING	0.12%	12,100	0.12%	13,100	1,000	8.26%
162	EMPLOYEE RECOGNITION	0.01%	1,500	0.01%	1,500	-	0.00%
190	POST EMPLOYMENT BENEFITS	0.37%	38,649	0.38%	41,910	3,261	8.44%
191	RETIREE HRA DEDUCTIBLE	0.06%	6,000	0.05%	6,000	-	0.00%
TOTAL PERSONNEL COSTS		73.82%	7,710,208	73.61%	8,155,935	445,727	5.78%
SERVICES:							
210	PROFESSIONAL SERVICES	0.57%	60,000	0.54%	60,000	-	0.00%
211	FINANCIAL SERVICES	0.68%	71,000	0.64%	71,000	-	0.00%
213	OTHER PROFESSIONAL SERVICES	3.08%	321,375	2.86%	317,125	(4,250)	-1.32%
216	SAFETY PROGRAM	0.01%	1,000	0.01%	1,000	-	0.00%
219	OTHER ANIMAL SHELTER	0.01%	1,500	0.01%	1,500	-	0.00%
221	WATER	0.38%	39,730	0.31%	34,670	(5,060)	-12.74%
222	ELECTRIC	1.69%	176,900	1.67%	185,050	8,150	4.61%
224	NATURAL GAS	0.51%	52,800	0.63%	70,200	17,400	32.95%
225	TELEPHONE	0.72%	74,730	0.70%	77,750	3,020	4.04%
227	PROPANE/FUEL OIL	0.01%	950	0.00%	150	(800)	-84.21%
250	PROPERTY MAINTENANCE	0.01%	1,500	0.01%	1,500	-	0.00%
215	SPECIAL EVENTS & PROGRAMS	0.00%	300	0.00%	300	-	0.00%
290	CONTRACTUAL SERVICES	4.97%	519,151	4.88%	540,203	21,051	4.05%
299	OTHER SERVICES/WEIGHTS & MEASURES	0.05%	5,600	0.05%	5,600	-	0.00%
TOTAL SERVICES		12.70%	1,326,536	12.33%	1,366,048	39,511	2.98%
MATERIALS & SUPPLIES:							
311	POSTAGE	0.15%	15,540	0.12%	13,840	(1,700)	-10.94%
313	PRINTING/COPYING	0.28%	29,600	0.26%	28,800	(800)	-2.70%
319	OFFICE SUPPLIES	0.10%	10,235	0.10%	11,185	950	9.28%
320	ADVERTISING/PUBLISHING	0.16%	17,080	0.15%	16,880	(200)	-1.17%
322	MAGAZINES/NEWSPAPER SUBS	0.00%	400	0.00%	400	-	0.00%
324	MEMBERSHIP DUES	0.11%	11,890	0.11%	11,990	100	0.84%
332	AUTO ALLOWANCE	0.00%	100	0.00%	100	-	0.00%
337	CERTIFICATION - CONT ED	0.13%	14,000	0.13%	14,000	-	0.00%
339	TRAVEL/TRAINING	0.43%	44,750	0.48%	53,150	8,400	18.77%
340	OPERATING SUPPLIES	4.71%	491,425	4.82%	534,525	43,100	8.77%
342	GAS AND OIL	1.30%	135,310	1.66%	183,810	48,500	35.84%
343	MEAL EXPENSE	0.05%	5,000	0.05%	5,000	-	0.00%
344	JANITORIAL SUPPLIES	0.17%	17,280	0.16%	17,660	380	2.20%
345	SMALL TOOLS & EQUIP	0.14%	15,100	0.14%	15,100	-	0.00%
349	OTHER SUPPLIES	0.04%	4,350	0.05%	6,000	1,650	37.93%
350	R & M TRANS VEHICLES	0.55%	57,730	0.53%	58,530	800	1.39%
351	R&M HEAVY EQUIPMENT	0.34%	35,000	0.38%	42,500	7,500	21.43%
352	R&M EQUIP/MACH/TOOLS	0.14%	14,720	0.14%	15,020	300	2.04%
353	R & M FURNITURE/OFFICE EQUIPMENT	0.01%	600	0.01%	600	-	0.00%
354	R&M - TELE/DATA COMM EQUIP	0.08%	7,850	0.07%	7,850	-	0.00%
355	R & M BUILDINGS	0.43%	45,425	0.40%	43,775	(1,650)	-3.63%
357	R & M EQUIP/MAINT-OTHER	0.21%	21,500	0.19%	21,500	-	0.00%
368	OTHER INSURANCE CLAIMS	0.01%	1,000	0.01%	1,000	-	0.00%
390	MISCELLANEOUS EXPENSE	0.16%	17,050	0.21%	23,100	6,050	35.48%
394	BANK SERVICE CHARGES	0.02%	2,100	0.06%	7,000	4,900	233.33%
532	RENT BUILDINGS	0.00%	500	0.00%	-	(500)	-100.00%
533	RENT-EQUIPMENT	0.05%	5,000	0.05%	5,000	-	0.00%
535	HYDRANT RENTAL	0.18%	19,300	0.17%	19,300	-	0.00%
TOTAL MATERIALS & SUPPLIES		9.96%	1,039,835	10.45%	1,157,615	117,780	11.33%

CITY OF ASHLAND
2023 BUDGET
GENERAL FUND OPERATING EXPENDITURES BY TYPE

SUMMARY OF ALL GENERAL FUND DEPARTMENTS		% of Total	2022 Budget	% of Total	2023 Budget	Increase (Decrease)	
CONTRIBUTIONS:							
791	CIVIC FUNCTIONS	1.42%	148,650	1.40%	155,650	7,000	4.71%
795	MUSEUM CONTRIBUTION	0.10%	10,000	0.09%	10,000	-	0.00%
796	SENIOR CITIZENS CENTER	0.15%	15,300	0.14%	15,300	-	0.00%
829	ECONOMIC DEVELOPMENT ACTIVITIES	0.02%	2,500	0.02%	2,500	-	0.00%
TOTAL CONTRIBUTIONS		1.69%	176,450	1.66%	183,450	7,000	3.97%
CAPITAL EXPENDITURES:							
810	CAPITAL EQUIPMENT	0.27%	28,000	0.40%	44,000	16,000	57.14%
812	FURNITURE/FURNISHINGS	0.03%	2,850	0.02%	2,600	(250)	-8.77%
813	OFFICE EQUIPMENT	0.29%	29,800	0.27%	29,800	-	0.00%
816	MEDIA / SOFTWARE	0.04%	4,000	0.04%	4,000	-	0.00%
840	CONDEMNATION/DEMO	0.02%	2,500	0.02%	2,500	-	0.00%
TOTAL CAPITAL EXPENDITURES		0.64%	67,150	0.75%	82,900	15,750	23.45%
INSURANCE & MISCELLANEOUS:							
511	STATE FIRE INSURANCE/BLD	0.39%	41,100	0.39%	43,500	2,400	5.84%
512	VEHICLE INSURANCE	0.30%	31,000	0.32%	35,000	4,000	12.90%
513	LIABILITY INSURANCE	0.47%	49,500	0.48%	53,000	3,500	7.07%
915	ALLOWANCE FOR UNCOLL. TAXES	0.02%	2,500	0.02%	2,500	-	0.00%
TOTAL INSURANCE & MISCELLANEOUS		1.19%	124,100	1.21%	134,000	9,900	7.98%
TOTAL GENERAL FUND OPERATING EXPENDITURES		100.00%	10,444,279	100.00%	11,079,948	635,668	6.09%

CITY OF ASHLAND WISCONSIN
2023 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. 7,905), 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.

CITY OF ASHLAND
2023 BUDGET
MAYOR

MATTHEW MACKENZIE, MAYOR

MAYORAL PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Customer Service	Personnel Management	Community Outreach/ Public Relations	Council Meetings - Preparation & Oversight	Economic Development Management
Mayoral Revenues:							
General Funds	$ 29,670	$ 28,595	$5,717	$2,860	$8,579	$2,860	$8,579
Government & Grants	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	29,670	28,595	5,717	2,860	8,579	2,860	8,579
Mayoral Expenses:							
Personnel	$ 18,290	$ 17,215	3,441	1,722	5,165	1,722	5,165
Services	1,030	1,030	206	103	309	103	309
Materials & Supplies	6,850	6,850	1,370	685	2,055	685	2,055
Economic Development	3,500	3,500	700	350	1,050	350	1,050
Total Mayoral Expenses	29,670	28,595	5,717	2,860	8,579	2,860	8,579
Net Mayoral Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Customer Service **$ 5,717 Funding request**

Full time equivalent employees 0.2

Personnel Management **$ 2,860 Funding request**

Full time equivalent employees 0.1

Community Outreach/ Public Relations **$8,579 Funding request**

Full time equivalent employees 0.3

Council Meetings - Preparation & Oversight **$2,860 Funding request**

Full time equivalent employees 0.1

Economic Development Management **$8,579 Funding request**

Full time equivalent employees 0.3

CITY OF ASHLAND
2023 BUDGET
MAYOR

DESCRIPTION				2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS											
100	51410	111	SALARIES/PERMANENT/REG	14,000	14,215	14,010	14,010	7,000	14,010	14,010	0.00%
100	51410	151	SOCIAL SECURITY	1,071	1,087	1,072	1,070	535	1,070	1,070	0.00%
100	51410	152	EMPLOYER SHARE RETIREMEN	918	960	945	950	284	285	0	-100.00%
100	51410	155	LIFE INSURANCE	116	123	123	125	51	51	0	-100.00%
100	51410	156	WORKERS COMPENSATION	29	28	28	35	0	35	35	0.00%
100	51410	161	EE WELLNESS/RECOGNITION	2,089	1,978	2,872	2,100	455	2,100	2,100	0.00%
TOTAL PERSONNEL COSTS:				**18,223**	**18,391**	**19,050**	**18,290**	**8,325**	**17,551**	**17,215**	**-5.88%**
SERVICES											
100	51410	225	TELEPHONE	672	877	1,053	1,030	398	1,030	1,030	0.00%
TOTAL SERVICES:				**672**	**877**	**1,053**	**1,030**	**398**	**1,030**	**1,030**	**0.00%**
MATERIALS & SUPPLIES											
100	51410	319	OFFICE SUPPLIES	53	31	0	150	50	150	150	0.00%
100	51410	324	MEMBERSHIP DUES/PERIODICA	2,200	4,192	2,200	4,200	2,244	4,200	4,200	0.00%
100	51410	339	TRAVEL/TRAINING	1,071	309	340	1,500	0	400	1,500	0.00%
100	51410	390	MISCELLANEOUS EXPENSE	2,314	340	859	1,000	56	1,000	1,000	0.00%
TOTAL MAT. & SUPPLIES:				**5,638**	**4,872**	**3,399**	**6,850**	**2,350**	**5,750**	**6,850**	**0.00%**
CONTRIBUTIONS											
100	51410	791	CIVIC FUNCTIONS	1,575	817	1,069	1,000	0	1,000	1,000	0.00%
100	51410	829	ECONOMIC DEVELOPMENT AC1	40	0	600	2,500	0	2,500	2,500	0.00%
TOTAL CONTRIBUTIONS:				**1,615**	**817**	**1,669**	**3,500**	**0**	**3,500**	**3,500**	**0.00%**
TOTAL MAYOR EXPENDITURES:				**26,148**	**24,957**	**25,171**	**29,670**	**11,073**	**27,831**	**28,595**	**-3.62%**

CITY OF ASHLAND WISCONSIN
2023 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 comprised of seven aldermanic representatives, each representing three wards. 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 once or twice a year, 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
2023 BUDGET
CITY COUNCIL

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2023 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51110 125 PER DIEM-BOARD/COMMITTE	28,000	26,500	26,600	30,000	7,175	28,500	22,500	-25.00%
100 51110 151 SOCIAL SECURITY	2,142	2,027	2,035	2,295	549	2,180	2,295	0.00%
100 51110 156 WORK COMPENSATION	58	52	53	80	0	60	80	0.00%
TOTAL PERSONNEL COSTS:	**30,200**	**28,579**	**28,688**	**32,375**	**7,724**	**30,740**	**24,875**	**-23.17%**
SERVICES								
100 51110 213 OTHER PROFESSIONAL SERV	0	0	28,210	29,000	29,900	29,900	0	-100.00%
TOTAL SERVICES:	**0**	**0**	**28,210**	**29,000**	**29,900**	**29,900**	**0**	**-100.00%**
MATERIALS & SUPPLIES								
100 51110 320 PUBLISHING	6,284	5,371	5,280	7,200	421	6,000	7,500	4.17%
100 51110 324 MEMBERSHIP DUES	1,887	2,017	2,103	2,100	2,143	2,150	2,200	4.76%
100 51110 339 TRAVEL/TRAINING	1,109	61	140	600	0	600	750	25.00%
100 51110 390 MISCELLANEOUS EXPENSE	486	357	1,682	500	12	250	500	0.00%
TOTAL MATERIALS & SUPPLIES:	**9,766**	**7,806**	**9,205**	**10,400**	**2,576**	**9,000**	**10,950**	**5.29%**
CONTRIBUTIONS								
100 51110 213 ECONOMIC DEVELOPMENT A	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY COUNCIL:	**39,966**	**36,385**	**66,103**	**71,775**	**40,200**	**69,640**	**35,825**	**-50.09%**

CITY OF ASHLAND WISCONSIN
2023 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 ADMINISTRATOR PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 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	$103,039	$108,133	$8,102	$8,111	$13,518	$8,111	$13,518	$13,518	$13,518	$21,626	$8,111
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Utility Reimbursement	39,706	41,672	3,119	3,126	5,210	3,126	5,210	5,210	5,210	8,335	3,126
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	142,745	149,805	11,221	11,237	18,728	11,237	18,728	18,728	18,728	29,961	11,237
Administrator Expenses:											
Personnel	$137,845	$144,905	10,864	10,868	18,114	10,868	18,114	18,114	18,114	28,981	10,868
Services	1,504	1,500	109	113	188	113	188	188	188	300	113
Material and Supplies	3,396	3,400	248	256	426	256	426	426	426	680	256
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	142,745	149,805	11,221	11,237	18,728	11,237	18,728	18,728	18,728	29,961	11,237
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Community Outreach and Public Relati **$8,102 Funding request**
Full time equivalent employee 0.075

Council Mtg Preparation and Oversight **$8,111 Funding request**
Full time equivalent employee 0.075
Volunteers 0

Customer Service **$13,518 Funding request**
Full time equivalent employee 0.125

Economic Development Management **$8,111 Funding request**
Full time equivalent employee 0.075

Financial Administration **$13,518 Funding request**
Full time equivalent employee 0.125

General Oversight **$13,518 Funding request**
Full time equivalent employee 0.125

Personnel Management **$13,518 Funding request**
Full time equivalent employee 0.125

Policy Development **$21,626 Funding request**
Full time equivalent employee 0.2

Project Management **$8,111 Funding request**
Full time equivalent employee 0.075

CITY OF ASHLAND
2023 BUDGET
CITY ADMINISTRATOR

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51411 111 SALARIES/PERMANENT/REG	96,369	98,673	100,266	101,880	50,901	101,880	105,955	4.00%
100 51411 131 LONGEVITY PAY	0	0	0	0	0	0	365	NA
100 51411 151 SOCIAL SECURITY	7,278	7,447	7,568	7,680	3,836	7,680	8,010	4.30%
100 51411 152 EMPLOYER SHARE RETIREME	6,321	6,661	6,763	6,625	3,309	6,625	7,230	9.13%
100 51411 157 HSA CONTRIBUTION	3,000	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
100 51411 154 MEDICAL & DENTAL INSUR.	15,827	17,816	17,672	18,110	9,054	18,110	19,780	9.22%
100 51411 155 LIFE INSURANCE	166	166	258	340	162	340	350	2.94%
100 51411 156 WORKERS COMPENSATION	200	198	198	210	0	210	215	2.38%
TOTAL PERSONNEL COSTS:	**129,161**	**133,961**	**135,725**	**137,845**	**68,762**	**137,845**	**144,905**	**5.12%**
SERVICES								
100 51411 225 TELEPHONE	1,007	1,832	1,646	1,500	563	1,300	1,500	0.00%
TOTAL SERVICES:	**1,007**	**1,832**	**1,646**	**1,500**	**563**	**1,300**	**1,500**	**0.00%**
MATERIALS & SUPPLIES								
100 51411 319 OFFICE SUPPLIES	4	0	0	100	0	100	100	0.00%
100 51411 324 MEMBERSHIP DUES	144	0	0	1,000	0	0	1,000	0.00%
100 51411 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	NA
100 51411 339 TRAVEL/TRAINING	1,333	343	0	2,000	0	0	2,000	0.00%
100 51411 390 MISCELLANEOUS EXPENSE	908	86	145	300	994	3,500	300	0.00%
TOTAL MAT. & SUPPLIES:	**2,389**	**429**	**145**	**3,400**	**994**	**3,600**	**3,400**	**0.00%**
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:	**$132,557**	**$136,222**	**$137,516**	**142,745**	**$70,319**	**$142,745**	**149,805**	**4.95%**

CITY OF ASHLAND WISCONSIN
2023 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
2023 BUDGET
POLICE & FIRE COMMISSION

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51120 151 SOCIAL SECURITY	0	0	0	0	0	0	0	NA
100 51120 161 TESTING	6,967	7,502	8,391	7,000	3,918	8,400	7,000	0.00%
TOTAL PERSONNEL COSTS:	**6,967**	**7,502**	**8,391**	**7,000**	**3,918**	**8,400**	**7,000**	**0.00%**
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	0	75	1,363	600	0	500	600	0.00%
100 51120 390 MISCELLANEOUS EXPENSE	0	75	0	100	0	100	100	0.00%
TOTAL MAT. & SUPPLIES:	**0**	**150**	**1,363**	**900**	**0**	**800**	**900**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL POLICE/FIRE COMMISSION:	**6,967**	**7,652**	**9,754**	**7,900**	**3,918**	**9,200**	**7,900**	**0.00%**

CITY OF ASHLAND WISCONSIN
2023 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 ATTORNEY PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 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	$ 65,000	$9,750	$14,950	$5,850	$12,350	$22,100
Government & Grants	-	-	-	-	-	-	-
Utility Reimbursement	5,000	5,000	750	1,150	450	950	1,700
Donations	-	-	-	-	-	-	-
Total Revenues	60,000	70,000	10,500	16,100	6,300	13,300	23,800
City Attorney Expenses:							
Personnel	$ -	$ -	-	-	-	-	-
Services	60,000	70,000	10,500	16,100	6,300	13,300	23,800
Material and Supplies	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	60,000	70,000	10,500	16,100	6,300	13,300	23,800
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Ordinance and Policy Oversight and Revie $ 9,750 Funding request

Contract Service 0.15

Special Project/ Contract Review $14,950 Funding request

Contract Service 0.23

Prosecutions and Court Hearings $5,850 Funding request

Contract Service 0.09

Department Level Legal Services $12,350 Funding request

Contract Service 0.19

General Government Legal Services $22,100 Funding request

Contract Service 0.34

CITY OF ASHLAND
2023 BUDGET
CITY ATTORNEY

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
SERVICES								
100 51310 213 PROFESSIONAL SERV/ARI	40,381	55,506	66,266	60,000	32,154	70,000	70,000	16.67%
100 51310 210 SUPERFUND ATTORNEY	0	0	0	0	0	0	0	NA
TOTAL SERVICES:	**40,381**	**55,506**	**66,266**	**60,000**	**32,154**	**70,000**	**70,000**	**16.67%**
MATERIALS & SUPPLIES								
100 51310 319 OFFICE SUPPLIES	0	0	0	0	0	0	0	NA
100 51310 390 MISC EXPENSE	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL CITY ATTORNEY:	**40,381**	**55,506**	**66,266**	**60,000**	**32,154**	**70,000**	**70,000**	**16.67%**

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
CITY CLERK – SECTION 62.09 STATUTES

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
2023 BUDGET
CITY CLERK

DENISE OLIPHANT, CLERK

CITY CLERK PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Council Duties	General Administration
City Clerk Revenues:				
General Funds	$ 39,055	$ 45,181	6,773	38,408
Business Licenses	35,000	35,000	5,247	29,753
Utility Reimbursement	26,295	28,080	4,209	23,871
Donations	-	-	-	-
Total Revenues	100,350	108,261	16,229	92,032
City Clerk Expenses:				
Personnel	$ 99,185	$ 106,742	16,000	90,742
Services	400	754	114	640
Material and Supplies	765	765	115	650
Capital Expenditures	-	-	-	-
Total Expenses	100,350	108,261	16,229	92,032
Net Revenue (Expense)	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Council Duties		$ 6,773	Funding request	
Full time equivalent employees	0.15		Programs:	Misc. Secretarial Duties
				Agenda Preparation
				PrepareMeetingMinutes

General Administration		$ 38,408	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
2023 BUDGET
CITY CLERK

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51420 111 SALARIES/PERMANENT/REG	52,217	59,053	60,009	60,975	31,320	62,640	65,265	7.04%
100 51420 131 LONGEVITY PAY	0	0	0	610	0	0	655	7.38%
100 51420 151 SOCIAL SECURITY	3,847	4,365	4,235	4,550	2,265	4,530	4,865	6.92%
100 51420 152 EMPLOYER SHARE RETIREMEN	3,425	3,986	4,048	4,025	2,036	4,075	4,485	11.43%
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.	23,170	25,245	25,036	25,670	12,834	25,670	28,100	9.47%
100 51420 155 LIFE INSURANCE	86	133	181	230	97	195	245	6.52%
100 51420 156 WORKERS COMPENSATION	108	118	118	125	0	120	130	4.00%
TOTAL PERSONNEL COSTS:	**85,853**	**95,900**	**96,627**	**99,185**	**50,052**	**100,230**	**106,745**	**7.62%**
SERVICES								
100 51420 225 TELEPHONE	386	391	400	400	168	400	750	87.50%
TOTAL SERVICES:	**386**	**391**	**400**	**400**	**168**	**400**	**750**	**87.50%**
MATERIALS & SUPPLIES								
100 51420 319 OFFICE SUPPLIES	50	66	131	100	0	100	100	0.00%
100 51420 324 MEMBERSHIP DUES	65	65	65	65	65	65	65	0.00%
100 51420 339 TRAVEL/TRAINING	1,812	360	699	500	1,037	1,050	500	0.00%
100 51420 390 MISCELLANEOUS EXPENSE	0	47	228	100	26	100	100	0.00%
TOTAL MAT. & SUPPLIES:	**1,927**	**538**	**1,123**	**765**	**1,128**	**1,315**	**765**	**0.00%**
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:	**88,166**	**96,829**	**98,150**	**100,350**	**51,348**	**101,945**	**108,260**	**7.88%**

CITY OF ASHLAND WISCONSIN
2023 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, employee records, 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 and maintenance of employee records; 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 an average of 95 full time employees, 5 part time employees and 35 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
2023 BUDGET
HUMAN RESOURCES/PERSONNEL

JENNIFER BOULLEY, HUMAN RESOURCES

PERSONNEL PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Human Resources and Safety				
Personnel Revenues:							
General Funds	$ 69,105	$ 85,510	$85,510	$0	$0	$0	$0
Government & Grants	-	-	-	-	-	-	-
Utility Reimbursement	17,990	18,100	18,100	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	87,095	103,610	103,610	-	-	-	-
Personnel Expenses:							
Personnel	$ 78,495	$ 81,510	81,510	-	-	-	-
Services	4,000	15,500	15,500	-	-	-	-
Material and Supplies	4,600	6,600	6,600	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	87,095	103,610	103,610	-	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Human Resources and Safety **$ 85,510 Funding request**

Full time equivalent employees 0.7

Programs:
- Benefit & Payroll Administration
- Compensation
- Recruitment / Onboarding
- Safety

Human Resources
Personnel

CITY OF ASHLAND
2023 BUDGET
HUMAN RESOURCES/PERSONNEL

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51430 111 SALARIES/PERMANENT/REG	32,585	45,767	47,276	48,225	24,093	48,225	50,155	4.00%
100 51430 125 WAGES/TEMP/REG	0	0	0	10,800	0	0	10,800	0.00%
100 51430 131 LONGEVITY PAY	0	0	0	0	0	0	85	NA
100 51430 151 SOCIAL SECURITY	2,238	3,321	3,366	4,325	1,716	3,500	4,495	3.93%
100 51430 152 EMPLOYER SHARE RETIREM	9	2,570	3,189	3,135	1,566	3,135	3,420	9.09%
100 51430 157 HSA CONTRIBUTION	1,500	1,500	1,500	1,500	750	1,500	1,500	0.00%
100 51430 154 MEDICAL & DENTAL INSUR.	3,307	3,929	4,252	5,840	2,183	4,400	5,375	-7.96%
100 51430 155 LIFE INSURANCE	0	41	54	50	29	60	60	20.00%
100 51430 156 WORKERS COMPENSATION	71	90	94	120	0	95	120	0.00%
100 51430 161 EMPLOYEE RECRUITMENT	2,291	1,709	3,150	3,000	1,714	3,000	4,000	33.33%
100 51430 162 EMPLOYEE RECOGNITION	2,242	400	405	1,500	372	1,500	1,500	0.00%
TOTAL PERSONNEL COSTS:	**44,243**	**59,327**	**63,286**	**78,495**	**32,423**	**65,415**	**81,510**	**3.84%**
SERVICES								
100 51430 213 PROFESSIONAL SERVICES	5,666	4,545	4,130	3,500	2,993	3,500	15,000	328.57%
100 51430 225 TELEPHONE	469	477	486	500	204	500	500	0.00%
TOTAL SERVICES:	**6,135**	**5,022**	**4,616**	**4,000**	**3,197**	**4,000**	**15,500**	**287.50%**
MATERIALS & SUPPLIES								
100 51430 313 PRINTING/COPYING	529	164	146	1,000	59	300	1,000	0.00%
100 51430 319 OFFICE SUPPLIES	48	128	43	500	0	500	1,500	200.00%
100 51430 320 ADVERTISING/PUBLISHING	1,386	1,196	2,678	2,500	543	2,500	2,500	0.00%
100 51430 339 TRAVEL/TRAINING	104	0	0	500	0	0	500	0.00%
100 51430 390 MISCELLANEOUS EXPENSE	55	31	170	100	56	100	1,100	1000.00%
LIES:	**2,122**	**1,519**	**3,037**	**4,600**	**658**	**3,400**	**6,600**	**43.48%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PERSONNEL:	**52,500**	**65,868**	**70,939**	**87,095**	**36,278**	**72,815**	**103,610**	**18.96%**

Human Resources
Personnel

CITY OF ASHLAND WISCONSIN
2023 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 Northwoods Technical College-Ashland at 2100 Beaser Avenue, and the Bretting Community Center, 400 4th Avenue West.

The City uses 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

	2022 Total Budget	Total 2023 Budget	ADMINISTRATIVE DUTIES	ELECTION DUTIES
Election Revenues:				
General Funds	$ 73,365	$60,010	$30,002	$30,008
Government & Grants	-	-	-	-
Program Fees	-	-	-	-
Donations	-	-	-	-
Total Revenues	73,365	60,010	30,002	30,008
Election Expenses:				
Personnel	$ 42,865	$ 44,710	22,352	22,358
Services	23,000	9,500	4,750	4,750
Material and Supplies	7,000	5,800	2,900	2,900
Capital Expenditures	500	-	-	-
Total Expenses	73,365	60,010	30,002	30,008
Net Revenue (Expense)	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

ADMINISTRATIVE DUTIES		**$ 30,002**	**Funding request**	
Full time equivalent employees	0.15		Programs:	General Administration and Oversight
				Records Management
				Training
				Customer Service
				Finance
ELECTION DUTIES		**$ 30,008**	**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
Total FTE	0.75			

CITY OF ASHLAND
2023 BUDGET
ELECTIONS

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51440 111 SALARIES & WAGES	20,325	19,849	20,341	31,825	17,610	31,825	33,100	4.01%
100 51440 112 WAGES-OVERTIME	0	540	0	0	110	0	0	NA
100 51440 131 LONGEVITY	882	620	0	0	0	0	0	NA
100 51440 151 SOCIAL SECURITY	1,374	1,525	1,535	2,330	1,233	2,330	2,420	3.86%
100 51440 152 EMPLOYER SHARE RETIR	1,386	1,389	1,371	2,070	1,152	2,070	2,250	8.70%
100 51440 157 HSA CONTRIBUTION	1,500	1,062	313	1,125	750	1,125	1,125	0.00%
100 51440 154 MEDICAL & DENTAL	8,089	5,493	1,542	5,415	2,552	5,105	5,715	5.54%
100 51440 155 LIFE INSURANCE	147	78	20	30	14	30	30	0.00%
100 51440 156 WORKERS COMPENSATI	54	131	48	70	0	70	70	0.00%
TOTAL PERSONNEL COSTS:	**33,757**	**30,687**	**25,170**	**42,865**	**23,421**	**42,555**	**44,710**	**4.30%**
SERVICES								
100 51440 213 OTHER PROF SERVICES	3,157	3,610	455	13,000	2,887	6,000	4,500	-65.38%
100 51440 290 PER DIEM-POLL WORKER	4,660	21,745	4,205	10,000	4,630	10,000	5,000	-50.00%
TOTAL SERVICES:	**7,817**	**25,355**	**4,660**	**23,000**	**7,517**	**16,000**	**9,500**	**-58.70%**
MATERIALS & SUPPLIES								
100 51440 311 POSTAGE	0	16	809	1,200	263	1,000	1,200	0.00%
100 51440 313 PRINTING/COPYING	970	649	1,016	1,500	1,695	3,300	1,000	-33.33%
100 51440 319 OFFICE SUPPLIES	0	116	83	300	0	100	100	-66.67%
100 51440 320 ADVERTISING/PUBLISHIN	1,116	4,108	1,634	2,000	2,794	3,800	1,500	-25.00%
100 51440 339 TRAVEL/TRAINING	615	110	179	500	0	250	500	0.00%
100 51440 340 OPERATING SUPPLIES	3,930	361	0	500	16	500	500	0.00%
100 51440 390 MISCELLANEOUS EXPEN	300	726	15	1,000	0	500	1,000	0.00%
TOTAL MAT. & SUPPLIES:	**6,931**	**6,086**	**3,736**	**7,000**	**4,768**	**9,450**	**5,800**	**-17.14%**
CAPITAL EXPENDITURES								
100 51440 532 RENT BUILDINGS	0	860	0	500	0	0	0	-100.00%
100 51440 810 EQUIPMENT	0	147	0	0	0	0	0	NA
TOTAL CAPITAL EXPEND:	**0**	**1,007**	**0**	**500**	**0**	**0**	**0**	**-100.00%**
TOTAL ELECTIONS:	**48,505**	**63,135**	**33,566**	**73,365**	**35,706**	**68,005**	**60,010**	**-18.20%**

CITY OF ASHLAND WISCONSIN
2023 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 ensure 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

	2022 Total Budget	Total 2023 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	$ 353,370	$299,790	$22,473	$37,476	$59,958	$22,485	$22,485	$37,476	$37,476	$37,476	$22,485
Government & Grants	-	-	-	-	-	-	-	-	-	-	-
Program Fees	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	353,370	299,790	22,473	37,476	59,958	22,485	22,485	37,476	37,476	37,476	22,485
Technology Expenses:											
Personnel	$ 157,560	$ 103,980	7,798	12,998	20,796	7,798	7,798	12,998	12,998	12,998	7,798
Services	159,810	159,810	11,982	19,977	31,962	11,986	11,986	19,977	19,977	19,977	11,986
Material and Supplies	7,000	7,000	518	876	1,400	526	526	876	876	876	526
Capital Expenditures	29,000	29,000	2,175	3,625	5,800	2,175	2,175	3,625	3,625	3,625	2,175
Total Expenses	353,370	299,790	22,473	37,476	59,958	22,485	22,485	37,476	37,476	37,476	22,485
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Backup Monitoring **$22,473 Funding request**
Full time equivalent employe 0.075

Capital Purchasing and Setup **$37,476 Funding request**
Full time equivalent employe 0.125

Network Maintenance **$59,958 Funding request**
Full time equivalent employe 0.2

Phone System Support **$22,485 Funding request**
Full time equivalent employe 0.075

Printer Copier Support **$22,485 Funding request**
Full time equivalent employe 0.075

Research& Develop. **$37,476 Funding request**
Full time equivalent employe 0.125

Staff Support **$37,476 Funding request**
Full time equivalent employe 0.125

Technology Purchasing **$37,476 Funding request**
Full time equivalent employe 0.125

Travel & Training **$22,485 Funding request**
Full time equivalent employe 0.075

CITY OF ASHLAND
2023 BUDGET
TECHNOLOGY SERVICES

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51450 111 SALARIES & WAGES	56,137	60,063	61,032	96,335	31,279	62,630	65,135	-32.39%
100 51450 125 WAGES-TEMPORARY	0	0	0	0	0	0	0	NA
100 51450 131 LONGEVITY PAY	584	596	608	1,240	0	610	1,305	5.24%
100 51450 151 SOCIAL SECURITY	4,197	4,508	4,579	7,145	2,321	4,640	4,925	-31.07%
100 51450 152 EMPLOYER RETIREMEN	3,721	4,094	4,158	6,345	2,033	4,170	4,520	-28.76%
100 51450 157 HSA CONTRIBUTION	3,000	3,000	3,000	6,000	1,500	3,000	3,000	-50.00%
100 51450 154 MED/DENT INSURANCE	22,932	22,384	22,200	40,175	11,378	22,760	24,895	-38.03%
100 51450 155 LIFE INSURANCE	46	54	61	120	32	60	65	-45.83%
100 51450 156 WORKERS COMP INSUF	117	122	121	200	0	125	135	-32.50%
TOTAL PERSONNEL COSTS:	**90,734**	**94,821**	**95,759**	**157,560**	**48,543**	**97,995**	**103,980**	**-34.01%**
SERVICES								
100 51450 213 OTHER PROFESSIONAL	165	0	0	4,000	0	4,000	4,000	0.00%
100 51450 225 TELEPHONE/DATA COM	34,050	34,064	34,147	34,100	14,197	34,100	34,100	0.00%
100 51450 290 SERVICE CONTRACTS (	105,592	113,042	118,473	121,710	90,851	121,710	121,710	0.00%
TOTAL SERVICES:	**139,807**	**147,106**	**152,620**	**159,810**	**105,048**	**159,810**	**159,810**	**0.00%**
MATERIALS & SUPPLIES								
100 51450 339 TRAVEL/TRAINING	0	0	0	1,000	0	500	1,000	0.00%
100 51450 340 OPERATING SUPPLIES	2,918	2,826	2,989	3,500	648	3,000	3,500	0.00%
100 51450 349 OTHER SUPPLIES	0	0	0	500	0	500	500	0.00%
100 51450 354 R&M - TELE/DATA COMI	2,558	1,276	1,972	2,000	1,611	2,000	2,000	0.00%
100 51450 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**5,476**	**4,102**	**4,961**	**7,000**	**2,259**	**6,000**	**7,000**	**0.00%**
CAPITAL EXPENDITURES								
100 51450 812 OFFICE EQUIPMENT	0	212	0	0	0	0	0	NA
100 51450 813 TELE/DATA COMM EQU	24,954	21,088	18,299	25,000	4,268	25,000	25,000	0.00%
100 51450 816 MEDIA & SOFTWARE	2,523	0	540	4,000	0	4,000	4,000	0.00%
TOTAL CAPITAL EXPEND:	**27,477**	**21,300**	**18,839**	**29,000**	**4,268**	**29,000**	**29,000**	**0.00%**
TOTAL TECH SERVICES:	**263,494**	**267,329**	**272,179**	**353,370**	**160,118**	**292,805**	**299,790**	**-15.16%**

CITY OF ASHLAND WISCONSIN
2023 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, screen 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 website and social media pages. Also creates notices, posts and mailings for all departments.
- Process and issue permits and licenses, including alcohol, tobacco, server, vendor and mobile concession, and maintain records and applications, and assists with planning and public works permitting.
- 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.

CITY OF ASHLAND
2023 BUDGET
OTHER CITY HALL

DENISE OLIPHANT, CITY CLERK

OTHER CITY HALL PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Council Records	Administrative Support	Customer Service
Other City Hall Revenues:					
General Funds	$ 72,758	$ 71,383	17,840	21,420	32,123
Utility Reimbursement	16,765	19,580	4,893	5,876	8,811
Program Fees	-	-	-	-	-
Donations	-	-	-	-	-
Total Revenues	89,523	90,963	22,733	27,296	40,934
Other City Hall Expenses:					
Personnel	$ 71,573	$ 61,713	15,423	18,519	27,771
Services	2,600	5,600	1,400	1,680	2,520
Material and Supplies	15,100	23,400	5,850	7,020	10,530
Capital Expenditures	250	250	60	77	113
Total Expenses	89,523	90,963	22,733	27,296	40,934
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Council Records $ **17,840** **Funding request**

Full time equivalent employees 0.25

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

Administrative Support $ **21,420** **Funding request**

Full time equivalent employees 0.3

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

Customer Service $ **32,123** **Funding request**

Full time equivalent employees 0.45

Programs: Clerks Office
License Administration
Finance including utility receipting

CITY OF ASHLAND
2023 BUDGET
OTHER CITY HALL

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51470 111 WAGES	69,511	52,871	25,336	39,250	18,485	39,250	40,820	4.00%
100 51470 125 WAGES/TEMP/REG	0	0	17	0	0	0	0	NA
100 51470 131 LONGEVITY PAY	3,095	620	0	0	0	0	0	NA
100 51470 151 SOCIAL SECURITY	4,890	3,955	1,922	2,985	1,405	2,985	3,110	4.19%
100 51470 152 EMPLOYER SHARE RE	4,778	3,594	1,709	2,555	1,201	2,555	2,780	8.81%
100 51470 157 HSA CONTRIBUTION	4,500	2,500	1,062	1,500	719	1,500	1,500	0.00%
100 51470 154 MEDICAL & DENTAL IN	23,293	11,596	4,852	7,660	3,596	7,200	8,370	9.27%
100 51470 155 LIFE INSURANCE	391	106	18	40	12	25	40	0.00%
100 51470 156 WORKERS COMPENS/	152	81	50	85	0	60	90	5.88%
100 51470 158 UNEMPLOYMENT COM	13,583	16,502	12,862	17,500	0	0	5,000	-71.43%
TOTAL PERSONNEL COSTS:	**124,193**	**91,825**	**47,828**	**71,575**	**25,418**	**53,575**	**61,710**	**-13.78%**
SERVICES								
100 51470 213 PROFESSIONAL SERV	0	2,365	0	0	0	0	3,000	NA
100 51470 225 TELEPHONE	3,504	2,373	2,483	2,600	1,030	2,500	2,600	0
TOTAL SERVICES:	**3,504**	**4,738**	**2,483**	**2,600**	**1,030**	**2,500**	**5,600**	**115.38%**
MATERIALS & SUPPLIES								
100 51470 311 POSTAGE	1,436	5,107	2,947	5,700	4,937	4,000	4,000	-29.82%
100 51470 313 PRINTING	5,212	4,251	4,210	4,500	1,669	4,200	4,200	-6.67%
100 51470 319 OFFICE SUPPLIES	1,747	1,794	1,390	1,000	158	1,000	1,000	0.00%
100 51470 339 TRAVEL/TRAINING	70	0	275	1,500	0	6,000	7,000	366.67%
100 51470 342 GAS & OIL	0	0	0	100	0	0	100	0.00%
100 51470 350 R&M TRANSPORT VEH	652	19	44	300	29	300	100	-66.67%
100 51470 390 MISCELLANEOUS EXP	1,325	3,361	3,661	2,000	4,191	5,000	7,000	250.00%
100 51470 533 RENT - EQUIPMENT	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**10,442**	**14,532**	**12,527**	**15,100**	**10,984**	**20,500**	**23,400**	**54.97%**
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:	**$138,139**	**$111,095**	**$62,838**	**$89,525**	**$37,432**	**$76,575**	**$90,960**	**1.60%**

Other City Hall

CITY OF ASHLAND WISCONSIN
2023 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 department. 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 Specialist and Office Assistant positions responsibilities include:

- Reviews, enters, processes vendor payments, and files annual reports
- Maintains project and grant payment files
- 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 credits, 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

The Clerk's Office assists the Treasurer/Comptroller with the following:

- 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, title company requests regarding property sales, and property tax collection as needed

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
2023 BUDGET

FINANCE

JULIE VAILLANCOURT, FINANCE DIRECTOR

FINANCE PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Revenue Collection	Financial Programs & Reporting	City-Wide Acct Pay & Payroll Processing	Water & Wastewater Utilities
Finance Revenues:						
General Funds	$ 264,140	$ 274,410	$ 78,973	$ 105,714	$ 69,550	$ 20,173
Government & Grants	-	-	-	-	-	-
Utility Reimbursement	120,810	121,180	-	65,782	43,278	12,120
Airport Reimbursement	8,000	8,000	1,739	3,776	2,485	-
Total Revenues	392,950	403,590	80,712	175,272	115,313	32,293
Finance Expenses:						
Personnel	$ 300,850	$ 311,990	62,396	135,492	89,141	24,961
Services	74,400	74,400	14,876	32,310	21,258	5,956
Material and Supplies	16,700	16,700	3,341	7,253	4,771	1,335
Capital Expenditures	1,000	500	99	217	143	41
Total Expenses	392,950	403,590	80,712	175,272	115,313	32,293
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Revenue Collection **$ 78,973** **Funding request**

Full time equivalent employe 0.7

Programs: Cash Receipting
Property Taxes
Accounts Receivable

Financial Programs & Reporting **$ 105,714** **Funding request**

Full time equivalent employe 1.52

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 **$ 69,550** **Funding request**

Full time equivalent employe 1

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

Water & Wastewater Utilities **$ 20,173** **Funding request**

Full time equivalent employe 0.28

Programs: Utility receipting
Utility customer service
Financial Assistance

CITY OF ASHLAND
2023 BUDGET
FINANCE

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 51500 111 SALARIES & WAGES	235,890	192,070	200,021	189,900	97,501	189,900	192,300	1.26%
100 51500 112 OVERTIME	2,976	126	1,217	2,500	1,161	2,500	1,000	-60.00%
100 51500 125 WAGES TEMP/OTHER	0	990	586	0	8,800	15,000	18,000	NA
100 51500 131 LONGEVITY PAY	3,051	2,628	3,410	1,850	178	1,800	1,690	-8.65%
100 51500 137 CLOTHING ALLOWANCE	437	0	0	0	0	0	0	NA
100 51500 151 SOCIAL SECURITY	17,672	14,009	14,941	14,420	7,914	16,400	15,590	8.11%
100 51500 152 EMPLOYER RETIREMENT	15,815	13,141	13,501	12,625	6,425	12,625	13,260	5.03%
100 51500 157 HSA CONTRIBUTION	10,357	9,725	9,356	9,000	3,926	7,680	8,250	-8.33%
100 51500 154 MED/DENT INSURANCE	57,365	71,974	67,111	69,445	27,709	53,900	60,960	-12.22%
100 51500 155 LIFE INSURANCE	685	541	759	720	336	672	560	-22.22%
100 51500 156 WORKERS COMP INSURANCE	2,160	390	402	390	0	390	380	-2.56%
TOTAL PERSONNEL COSTS:	346,408	305,594	311,304	300,850	153,950	300,867	311,990	3.70%
SERVICES								
100 51500 211 FINANCIAL SERVICES	67,130	61,170	66,037	71,000	2,490	71,000	71,000	0.00%
100 51500 225 TELEPHONE/DATA COMM	1,827	1,412	1,444	1,500	606	1,500	1,500	0.00%
100 51500 213 OTHER PROFESSIONAL SERVIC	1,543	14,254	3,240	1,900	841	1,900	1,900	0.00%
TOTAL SERVICES:	70,500	76,836	70,721	74,400	3,937	74,400	74,400	0.00%
MATERIALS & SUPPLIES								
100 51500 311 POSTAGE	21,878	5,994	7,851	6,700	0	6,700	6,700	0.00%
100 51500 313 PRINTING & COPYING	6,743	32,281	29,773	6,700	660	6,700	6,700	0.00%
100 51500 319 OFFICE SUPPLIES	857	269	370	950	459	950	950	0.00%
100 51500 324 MEMBERSHIP DUES	645	310	480	500	480	500	500	0.00%
100 51500 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	NA
100 51500 339 TRAVEL/TRAINING	791	1,615	627	1,500	531	1,500	1,500	0.00%
100 51500 390 MISCELLANEOUS EXPENSE	1,091	10	117	350	55	350	350	0.00%
100 51500 394 BANK SERVICE CHARGES	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	32,005	40,479	39,218	16,700	2,185	16,700	16,700	0.00%
CAPITAL EXPENDITURES								
100 51500 812 OFFICE EQUIPMENT/FURNITURE	750	0	2,288	1,000	0	0	500	-50.00%
TOTAL CAPITAL EXPENDITURES:	750	0	2,288	1,000	0	0	500	-50.00%
TOTAL FINANCE:	**$449,663**	**$422,909**	**$423,531**	**$392,950**	**$160,072**	**$391,967**	**$403,590**	2.71%

CITY OF ASHLAND WISCONSIN
2023 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
2023 BUDGET
CITY ASSESSOR

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
SERVICES								
100 51530 213 PROFESSIONAL SERVICES	60,792	60,792	60,792	31,000	15,396	31,000	31,250	0.81%
100 51530 213 STATE MANUFACTURING ASSMT	1,031	982	986	1,000	0	1,000	1,000	0.00%
100 51530 320 ADVERTISING/PUBLISHING	0	645	924	750	81	650	750	0.00%
TOTAL SERVICES:	61,823	62,419	62,702	32,750	15,477	32,650	33,000	0.76%
MATERIALS & SUPPLIES								
100 51530 390 MISCELLANEOUS EXPENSE	0	45	1	50	45	50	50	0.00%
TOTAL MAT. & SUPPLIES:	0	45	1	50	45	50	50	0.00%
TOTAL CITY ASSESSOR:	$61,823	$62,464	$62,703	$32,800	$15,522	$32,700	$33,050	0.76%

Services Provided: Assess all new construction and improvem
Answer correspondence related to assess
WI Dept of Revenue reporting
Filing of assessment roles
Attend meetings
Defend the assessed values

CITY OF ASHLAND WISCONSIN
2023 BUDGET NARRATIVE
PUBLIC WORKS FACILITIES MAINTENANCE

Core Operations:

The Building and Facilities Maintenance Group is responsible for maintenance and custodial operations at 61 municipal buildings and structures totaling 238,407 square feet of space at 31 locations within the City. The department was created to ensure 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 preventive maintenance activities, identifying needs for budgeting purposes, exploring and implementing efficiencies in maintenance activities and control of costs, monitoring energy consumption and implementing energy conservation practices and providing supervision for the seasonal park caretakers. Each year, 4-6 seasonal park caretakers are hired to provide day to day maintenance in Parks buildings and structures.

Tasks include day to day custodial care of municipal facilities, reviewing maintenance and repair needs of municipal facilities and acquiring contractor services for activities that cannot be undertaken by municipal staff, overseeing the City's pest control contract, contributing information to appropriate staff to ensure the protection of tax payer assets with the appropriate security measures and insurance coverage's for municipal facilities and assets, working with other Public Works staff to develop programs to assist with maintenance and improvement of municipal facilities, implementing sustainable practices to reduce energy consumption and monitoring 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

	2022 Total Budget	Total 2023 Budget	Custodial Services	Repairs & Maintenance	
FM Revenues:					
General Funds	$ 399,464	$ 415,374	$ 186,478	$ 228,896	$ -
VPL 3rd floor rent income	28,120	30,000	13,468	16,532	-
VPL janitorial services	43,700	43,700	19,619	24,081	-
Donations	-	-	-	-	-
Total Revenues	471,284	489,074	219,565	269,509	-
FM Expenses:					
Personnel	$ 318,900	$ 336,409	151,025	185,384	-
Services	81,639	81,640	36,651	44,989	-
Material and Supplies	70,745	71,025	31,889	39,136	-
Capital Expenditures	-	-	-	-	-
Total Expenses	471,284	489,074	219,565	269,509	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

CustodialServices **$ 186,478 Funding request**

Full time equivalent employees 3.65

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

Repairs & Maintenance **$ 228,896 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
2023 BUDGET
FACILITIES MAINTENANCE

DESCRIPTION			2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS										
100	51610	111 SALARIES/PERM/RE	137,836	138,980	152,019	171,171	82,871	171,171	180,762	5.60%
100	51610	112 OVERTIME WAGES	2,188	61	529	2,000	2,283	2,750	2,000	0.00%
100	51610	125 TEMP WAGES	29,963	11,846	34,503	36,360	11,798	28,300	36,360	0.00%
100	51610	131 LONGEVITY PAY	762	777	978	1,365	0	840	1,889	38.35%
100	51610	136 CLOTHING/UNIFORI	1,182	1,422	1,530	1,305	776	1,305	1,305	0.00%
100	51610	151 SOCIAL SECURITY	12,513	10,979	13,305	15,648	7,185	12,500	16,385	4.72%
100	51610	152 EMPLOYER SHARE	9,253	9,537	10,296	11,345	5,486	9,700	12,556	10.68%
100	51610	154 MEDICAL & DENTAL	50,988	51,526	56,787	62,181	29,089	53,000	67,787	9.02%
100	51610	155 LIFE INSURANCE	550	540	629	681	342	580	818	20.08%
100	51610	156 WORKER'S COMPEI	7,397	6,060	6,811	8,144	0	8,144	7,848	-3.64%
100	51610	157 HSA CONTRIBUTIOI	8,090	7,917	8,913	8,700	4,421	8,300	8,700	0.00%
TOTAL PERSONNEL COSTS:			**260,723**	**239,645**	**286,300**	**318,899**	**144,251**	**296,590**	**336,409**	**5.49%**
SERVICES										
100	51610	213 OTHER PROFESSIO	25,238	11,946	10,414	16,800	7,373	15,000	16,800	0.00%
100	51610	221 WATER/SEWER	6,310	5,890	5,595	7,140	1,890	7,000	7,140	0.00%
100	51610	222 ELECTRICITY	27,610	25,788	27,047	29,000	11,189	28,000	29,000	0.00%
100	51610	224 GAS	26,911	19,177	20,776	24,500	16,763	23,200	24,500	0.00%
100	51610	225 TELEPHONE	3,747	4,420	4,568	4,200	1,857	4,200	4,200	0.00%
100	51610	290 SERVICE CONTRAC	0	0	0	0	0	0	0	NA
TOTAL SERVICES:			**89,816**	**67,221**	**68,400**	**81,640**	**39,072**	**77,400**	**81,640**	**0.00%**
MATERIALS & SUPPLIES										
100	51610	311 POSTAGE	0	0	0	50	0	50	50	0.00%
100	51610	319 OFFICE SUPPLIES	48	114	104	200	44	200	200	0.00%
100	51610	320 ADVERTISING	0	0	0	180	0	180	180	0.00%
100	51610	339 TRAVEL/TRAINING	137	0	173	500	0	500	500	0.00%
100	51610	340 OPERATING SUPPLI	85	32,827	9	0	0	0	0	NA
100	51610	342 GAS & OIL	4,052	1,184	3,551	4,360	2,220	4,500	4,360	0.00%
100	51610	344 JANITORIAL SUPPLI	19,076	11,794	18,090	14,030	7,689	16,200	14,310	1.99%
100	51610	345 SMALL TOOLS & EQ	4,245	3,443	10,683	2,800	1,100	3,000	2,800	0.00%
100	51610	349 OTHER OPERATING	3,324	1,087	1,357	1,850	2,681	3,500	3,500	89.19%
100	51610	350 R&M - TRANSPORTA	120	786	1,402	1,030	140	1,030	1,030	0.00%
100	51610	352 R&M - EQUIP/MACH/	294	93	284	1,120	0	1,120	1,120	0.00%
100	51610	355 R&M - BUILDING	40,738	36,503	55,003	44,625	16,724	42,000	42,975	-3.70%
100	51610	390 MISC EXPENSE	53	44	135	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:			**72,173**	**87,875**	**90,791**	**70,745**	**30,598**	**72,280**	**71,025**	**0.40%**
CAPITAL EXPENDITURES										
TOTAL CAPITAL EXPEND:			0	0	0	0	0	0	0	NA
TOTAL FACILITIES MAINTENANCE			**422,712**	**394,741**	**445,491**	**471,284**	**213,921**	**446,270**	**489,074**	**3.77%**

CITY OF ASHLAND
2023 BUDGET
MISC/INSURANCE/CONTINGENT FUND

DESCRIPTION			2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
100	51910 915	ALLOWANCE FOR UNCOLL. TAXES	28,140	1,307	4,539	2,500	0	2,500	2,500	0.00%
100	51931 512	VEHICLE INSURANCE	25,229	29,394	30,987	31,000	0	31,000	35,000	12.90%
100	51932 513	LIABILITY INSURANCE	40,066	39,962	48,863	49,500	0	49,500	53,000	7.07%
100	51933 511	STATE FIRE INSURANCE/BLD	46,118	35,522	39,654	41,100	0	41,100	43,500	5.84%
100	51990 910	CONTINGENT FUND	0	0	0	0	0	0	0	NA
TOTAL MISCELLANEOUS/INSURANCE/CONTINGENCY:			$139,553	$106,185	$124,043	$124,100	$0	$124,100	$134,000	7.98%

Miscellaneous, Insurance and Contingency

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 2022 Budget	Total 2023 Budget	Administration	Records Management	Investigations	Patrol	Training
Police Revenues:							
General Funds	$2,003,085	$2,239,338	$ 226,764	$ 170,070	$ 255,146	$ 1,530,666	$ 56,692
Tickets-parking, law violations	25,300	24,802	2,421	1,815	3,629	16,332	605
Serving legal papers	5,000	5,000	488	366	732	3,292	122
Ashland School-SRO Officer	80,190	85,000	-	-	85,000	-	-
Gnrl Trans Aid-20% estimate	128,050	133,460	13,021	9,765	19,531	87,888	3,255
Total Revenues	2,241,625	2,487,600	242,694	182,016	364,038	1,638,178	60,674
Police Expenses:							
Personnel	$2,115,275	$ 2,326,900	227,010	170,265	340,526	1,532,346	56,753
Services	31,500	54,850	5,352	4,012	8,026	36,122	1,338
Material and Supplies	80,250	91,250	8,907	6,672	13,350	60,094	2,227
Capital Expenditures	14,600	14,600	1,425	1,067	2,136	9,616	356
Total Expenses	2,241,625	2,487,600	242,694	182,016	364,038	1,638,178	60,674
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Administration — **$ 226,764 Funding request**

Full time equivalents employees 2

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

RecordsManagement — **$ 170,070 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 — **$ 255,146 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 — **$ 1,530,666 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 — **$ 56,692 Funding request**

Full time equivalents employees 0.5

CITY OF ASHLAND
2023 BUDGET
POLICE

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 52110 111 SALARIES/WAGES	1,116,594	1,094,899	1,136,203	1,192,880	590,999	1,152,370	1,319,010	10.57%
100 52110 112 OVERTIME SALARY	101,363	101,862	68,712	59,000	33,172	83,000	60,000	1.69%
100 52110 113 SALARIES/UPGRADE/SHIFT I	4,720	6,563	2,266	3,500	1,022	2,200	3,500	0.00%
100 52110 125 WAGES/TEMP/OTHER	0	14,333	11,472	16,800	6,075	16,800	16,800	0.00%
100 52110 131 LONGEVITY PAY	21,817	17,078	16,130	15,945	1,290	16,253	16,440	3.10%
100 52110 132 HOLIDAY PAY	57,814	58,490	56,549	58,240	1,939	55,797	63,945	9.80%
100 52110 136 CLOTHING REIMBURSEMEN	3,838	2,988	4,359	2,000	856	3,000	2,000	0.00%
100 52110 137 CLOTHING ALLOWANCE	7,767	7,561	8,400	8,450	4,781	9,000	8,450	0.00%
100 52110 151 SOCIAL SECURITY	95,290	95,205	94,719	99,695	45,939	94,648	109,710	10.05%
100 52110 152 EMPLOYER SHARE RETIREM	180,160	177,170	173,022	173,080	81,320	167,790	206,805	19.49%
100 52110 157 HSA CONTRIBUTION	50,364	42,875	48,322	51,625	25,500	49,850	50,125	-2.91%
100 52110 154 MEDICAL & DENTAL	285,920	291,673	333,277	360,531	184,098	362,629	394,270	9.36%
100 52110 155 LIFE INSURANCE	1,809	1,596	1,617	2,110	725	2,042	2,175	3.08%
100 52110 156 WORKER'S COMPENSATION	39,331	37,058	40,529	39,335	0	37,462	40,115	1.98%
100 52110 159 OTHER EMPLOYER CONT	6,600	21,988	9,800	9,600	4,400	9,600	9,600	0.00%
100 52110 190 POST EMPLOYMENT HEALTH	24,655	23,356	18,779	19,484	9,581	18,740	20,955	7.55%
100 52110 191 RETIREE HSA CONTRIBUTIO	3,125	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
TOTAL PERSONNEL COSTS:	**2,001,168**	**1,997,695**	**2,027,156**	**2,115,275**	**993,197**	**2,084,181**	**2,326,900**	**10.00%**
SERVICES								
100 52110 221 WATER/SEWER	0	0	668	4,000	999	2,000	2,000	-50.00%
100 52110 222 ELECTRICITY	0	0	1,157	2,500	4,275	10,850	10,850	334.00%
100 52110 224 NATURAL GAS	0	0	3,649	5,000	11,152	20,500	21,000	320.00%
100 52110 225 TELEPHONE	10,254	10,390	9,330	10,000	4,229	10,700	11,000	10.00%
100 52110 290 SERVICE CONTRACTS	10,048	10,000	23,960	10,000	10,000	10,000	10,000	0.00%
TOTAL SERVICES:	**20,302**	**20,390**	**38,764**	**31,500**	**30,655**	**54,050**	**54,850**	**74.13%**
MATERIALS & SUPPLIES								
100 52110 311 POSTAGE	566	481	345	400	109	250	400	0.00%
100 52110 313 PRINTING/COPYING	3,203	2,901	2,790	2,500	1,314	2,500	2,500	0.00%
100 52110 319 OFFICE SUPPLIES	960	1,414	568	4,000	391	3,800	4,000	0.00%
100 52110 324 MEMBERSHIP DUES	130	335	490	500	340	400	500	0.00%
100 52110 339 TRAVEL/TRAINING	27,955	15,440	16,698	17,000	10,509	17,000	17,000	0.00%
100 52110 340 OPERATING SUPPLIES/PROT	6,265	10,093	8,450	7,000	8,352	10,000	7,000	0.00%
100 52110 342 GAS & OIL	33,948	23,566	38,147	30,000	15,993	38,000	41,000	36.67%
100 52110 349 OTHER OPERATING SUPPLIE	0	71	2,482	2,000	617	1,200	2,000	0.00%
100 52110 350 R&M TRANSPORT VEHICLES	3,987	5,538	6,879	7,500	4,551	7,500	7,500	0.00%
100 52110 352 R&M EQUIP/MACH/TOOLS	0	33	333	500	0	400	500	0.00%
100 52110 354 R&M TELE/DATA COMM EQU	2,251	887	733	850	270	500	850	0.00%
100 52110 368 OTHER INSURANCE CLAIMS	545	0	0	1,000	0	0	1,000	0.00%
100 52110 390 MISCELLANEOUS	3,640	5,160	10,130	2,000	1,172	2,000	2,000	0.00%
100 52110 533 RENT - EQUIPMENT	5,151	5,015	5,195	5,000	3,060	5,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	**88,601**	**70,934**	**93,240**	**80,250**	**46,678**	**88,550**	**91,250**	**13.71%**
CAPITAL EXPENDITURES								
100 52110 810 EQUIPMENT	19,159	21,942	39,765	10,000	0	10,000	10,000	0.00%
100 52110 813 TELE/DATA/COMM EQUIP	10,085	81	2,467	4,600	6,161	7,250	4,600	0.00%
TOTAL CAPITAL EXPEND:	**29,245**	**22,023**	**42,232**	**14,600**	**6,161**	**17,250**	**14,600**	**0.00%**
TOTAL POLICE:	**$2,139,315**	**$2,111,042**	**$2,201,392**	**$2,241,625**	**$1,076,691**	**$2,244,031**	**$2,487,600**	**10.97%**

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
FIRE AND AMBULANCE

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 the Townships of Gingles, Eileen, and Pilsen (123 sq. miles served)

*EMS protection to the Townships of Sanborn and White River in addition to Ashland, Gingles, Eileen, and Pilsen (328 sq. miles served)

*Mutual Aid fire protection to 6 surrounding fire depts. (average per year 12).

*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.

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. In 2022, that paramedic retired and we currently do not have a Community Paramedic on staff, but hope to in the future. 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 the Townships of Sanborn, Gingles, Eileen, Pilsen, and White River. **A total service area of 328 sq. miles.** (2,542 calls-2021, a **13% increase** from 2020)
*Paramedic Advanced Life Support Intercept Services to 11 surrounding ambulance services (321 calls-2021—a 16.9% increase)
*2021 Interfacility transports: 301 interfacility transfers, a **28% increase** from 2020) 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—26 in 2021, a **30% increase** from 2020.
*2021 Ambulance(s) staffed; ABC Raceway, Madeline Island Swim & Marathon, Whistle Stop Event, WI DNR and US Forest Service Pack Testing.

<u>Additional Services Operations:</u>

Description: Additional services provided by the department include:
*Child car seat installation/inspection-average 53 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 (187 calls-2021)
*Service calls (111 calls-2021)
*33% of the time we respond to two or more calls at once

FIRE AND AMBULANCE PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Ambulance Services	Fire Services	Ice Rescue Services	HazMat Services Funded by State Grant
Fire and Amb Revenues:						
General Funds	$ 1,465,725	$ 1,596,461	$ 199,836	$ 1,336,419	$ 60,206	$ -
State Fire Dues	21,000	21,000	-	21,000	-	-
Fire - Fees & Township Contracts	141,292	143,710	-	143,710	-	-
Payment for Municipal Services	2,590	4,005	-	4,005	-	-
Ambulance Fees	1,007,000	1,072,000	1,072,000	-	-	-
Ambulance-Township Contracts	316,433	321,179	321,179	-	-	-
	2,954,040	3,158,355	1,593,015	1,505,134	60,206	-
Fire and Amb Expenses:						
Personnel	$ 2,602,615	$ 2,764,433	$1,326,140	$ 1,382,975	$ 55,318	$ -
Services	157,675	158,675	132,375	25,288	1,012	-
Material and Supplies	174,750	200,001	129,751	67,547	2,703	-
Capital Expenditures	19,000	35,246	4,749	29,324	1,173	-
Total Expenses	2,954,040	3,158,355	1,593,015	1,505,134	60,206	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Ambulance Services		$ 199,836	**Funding Request**	
Full time equivalent employ	12.50		Programs:	EMS Calls
				Inter- facility Transfers; Community Paramedic Progran
				EMS Cont ED. Certifications; Child Safety Seat Program
				General Admin-EMS
				Life Quest Data Entry (billing)

Fire Services		$ 1,336,419	**Funding Request**	
Full time equivalent employ	12.50		Programs:	General Admin/ Call Data Er; Fire Inspections
				Fire Response; Fire Investigations
				On Duty Tactical Training; Fleet Maintenance-Fire
				HazMat Training; EMS Calls

Ice Rescue Services		$ 60,206	**Funding Request**	
Full time equivalent employ	0.50		Programs:	Response and Training
Volunteers	0			

HazMat Services Funded by State Gra		$ -	**Funding Request**	
Full time equivalent employ	0		Programs:	Special Revenue Fund 230 - HazMat - funded by state grant

WORKING COPY DRAFT - 10/6/2022

DESCRIPTION				2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS											
100	52300	111	SALARIES & WAGES	1,363,215	1,257,242	1,369,003	1,499,815	744,453	1,395,000	1,576,250	5.10%
100	52300	112	OVERTIME WAGES	77,988	86,120	82,733	71,000	35,726	76,000	77,000	8.45%
100	52300	113	UPGRADE & SHIFT DIFFERE	5,058	5,980	7,002	4,500	2,145	7,760	6,000	33.33%
100	52300	125	WAGES-PAID ON CALL	5,759	3,583	5,143	5,100	3,387	5,100	11,860	132.55%
100	52300	127	OUT-OF TOWN TRANSFERS	20,900	13,000	11,000	17,900	4,125	14,000	17,900	0.00%
100	52300	131	LONGEVITY PAY	19,086	17,379	17,176	17,895	2,134	19,615	17,835	-0.34%
100	52300	132	HOLIDAY PAY	71,445	70,573	76,104	83,660	2,398	78,150	88,350	5.61%
100	52300	136	CLOTHING PAYOUT	5,604	7,817	7,961	6,600	1,253	6,600	6,600	0.00%
100	52300	137	CLOTHING REIMBURSEMEN	5,886	4,155	4,168	6,600	2,265	6,600	6,600	0.00%
100	52300	151	SOCIAL SECURITY	23,325	21,812	23,272	25,540	11,755	23,550	27,310	6.93%
100	52300	152	EMPLOYER RETIREMENT	260,929	261,776	275,183	294,300	138,201	284,830	337,735	14.76%
100	52300	157	HSA CONTRIBUTION	46,482	47,119	50,135	57,180	27,362	52,800	55,500	-2.94%
100	52300	154	MED/DENT INSURANCE	329,181	333,007	353,781	414,610	192,463	345,000	436,260	5.22%
100	52300	155	LIFE INSURANCE	1,753	1,719	1,797	2,080	1,028	1,900	2,305	10.82%
100	52300	156	WORKER'S COMP INSURAN	70,017	57,470	61,651	64,170	0	63,000	63,470	-1.09%
100	52300	159	OTHER EMPLOYEE CONT	10,960	10,681	8,926	9,500	3,800	9,120	9,500	0.00%
100	52300	190	POST EMPLOYMENT HEALT	22,787	19,637	18,149	19,165	9,265	18,530	20,955	9.34%
100	52300	191	RETIREE HSA DEDUCTIBLE	3,000	1,500	3,000	3,000	1,500	3,000	3,000	0.00%
TOTAL PERSONNEL COSTS				**2,343,375**	**2,220,570**	**2,376,184**	**2,602,615**	**1,183,260**	**2,410,555**	**2,764,430**	**6.22%**
SERVICES											
100	52300	213	OTHER PROFESSIONAL SE	103,175	101,107	95,398	104,375	53,318	103,000	104,375	0.00%
100	52300	221	WATER/SEWER	8,702	8,704	8,278	10,350	2,714	9,600	10,350	0.00%
100	52300	222	ELECTRICITY	15,356	13,764	13,996	17,500	8,168	16,000	17,500	0.00%
100	52300	224	NATURAL GAS	9,198	7,904	10,108	11,800	6,760	11,780	11,800	0.00%
100	52300	225	TELEPHONE	4,553	4,233	2,400	5,700	1,865	4,820	6,700	17.54%
100	52300	290	SERVICE CONTRACTS	3,824	3,959	4,559	7,950	3,280	7,600	7,950	0.00%
TOTAL SERVICES:				144,808	139,671	134,739	157,675	76,105	152,800	158,675	0.63%
MATERIALS/SUPPLIES/MAINTENANCE											
100	52300	311	POSTAGE	50	233	130	600	80	400	600	0.00%
100	52300	313	PRINT/COPY	1,721	1,434	1,306	2,400	556	2,200	2,400	0.00%
100	52300	319	OFFICE SUPPLIES	318	759	374	750	0	500	750	0.00%
100	52300	320	PUBLISHING/ADVERTISING	0	156	30	450	0	350	450	0.00%
100	52300	322	SUBSCRIPTIONS	0	0	144	300	0	300	300	0.00%
100	52300	324	MEMBERSHIP DUES	1,050	1,194	1,479	1,650	1,210	1,850	1,650	0.00%
100	52300	337	CERTIFICATION - CONT ED	10,599	8,598	13,236	14,000	8,366	12,000	14,000	0.00%
100	52300	339	TRAVEL/TRAINING-OTHER	2,010	2,277	4,810	7,250	4,219	7,250	8,000	10.34%
100	52300	340	OPERATING SUPPLIES	46,559	48,570	53,891	57,000	27,817	54,000	63,600	11.58%
100	52300	342	GAS & OIL	30,178	20,920	28,958	28,500	23,020	45,000	45,000	57.89%
100	52300	343	MEAL EXPENSE	3,707	2,869	3,261	5,000	2,136	5,000	5,000	0.00%
100	52300	344	JANITORIAL	2,386	3,416	3,604	3,050	1,752	3,050	3,150	3.28%
100	52300	350	R&M - TRANSPORTATION	50,601	37,009	29,621	37,000	7,862	33,000	38,000	2.70%
100	52300	352	R&M - EQUIP/MACHINERY/T	4,407	2,304	8,504	8,500	4,036	8,500	8,800	3.53%
100	52300	354	R&M-TEL/DATA COMM	1,962	3,129	3,039	5,000	3,162	4,300	5,000	0.00%
100	52300	357	R&M-MAINTENANCE OTHER	907	1,206	738	1,500	186	1,500	1,500	0.00%
100	52300	390	MISCELLANEOUS	1,846	623	1,929	1,800	785	1,800	1,800	0.00%
TOTAL MAT/SUPPLIES/MAINT:				158,301	134,697	155,054	174,750	85,187	181,000	200,000	14.45%
CAPITAL EXPENDITURES											
100	52300	810	CAPITAL EQUIPMENT	12,015	15,240	25,764	18,000	13,507	26,500	34,000	88.89%
100	52300	812	OFFICE EQUIP/FURNITURE	1,100	0	1,986	1,000	795	1,000	1,250	25.00%
TOTAL CAPITAL EXPEND:				13,115	15,240	27,750	19,000	14,302	27,500	35,250	85.53%
TOTAL FIRE & AMBULANCE				**$2,659,599**	**$2,510,178**	**$2,693,727**	**$2,954,040**	**$1,358,854**	**$2,771,855**	**$3,158,355**	**6.92%**

FIRE

DESCRIPTION				FIRE 2019 Actual	FIRE 2020 Actual	FIRE 2021 Actual	FIRE 2022 Budget	FIRE 2022 Actual to June 30	FIRE 2022 Estimate	FIRE 2023 Budget	Percent Change
PERSONNEL COSTS											
100	52210	111	SALARIES & WAGES	$544,846	$588,798	$679,358	$767,640	$357,472	$700,000	$805,760	4.97%
100	52210	112	OVERTIME WAGES	14,953	19,999	24,774	16,000	12,752	16,000	18,000	12.50%
100	52210	113	UPGRADE & SHIFT DIFFERE	4,613	3,391	3,151	4,000	1,321	3,100	4,500	12.50%
100	52210	125	WAGES-PAID ON CALL	35	0	0	0	0	0	0	NA
100	52210	131	LONGEVITY PAY	14,303	12,790	12,711	13,850	972	16,015	14,235	2.78%
100	52210	132	HOLIDAY PAY	35,401	46,509	50,431	42,150	1,014	42,150	44,600	5.81%
100	52210	136	CLOTHING PAYOUT	2,582	3,838	3,344	3,300	72	3,300	3,300	0.00%
100	52210	137	CLOTHING REIMBURSEMEN	2,336	2,939	2,229	3,300	1,155	3,300	3,300	0.00%
100	52210	151	SOCIAL SECURITY	8,934	9,863	11,237	12,880	5,367	11,450	13,645	5.94%
100	52210	152	EMPLOYER RETIREMENT	110,590	127,908	139,950	149,680	66,737	143,930	169,385	13.16%
100	52210	153	HSA CONTRIBUTION	22,787	21,343	22,498	31,680	12,228	24,800	33,000	4.17%
100	52210	154	MED/DENT INSURANCE	176,010	158,475	163,453	242,550	89,174	165,000	274,025	12.98%
100	52210	155	LIFE INSURANCE	831	823	874	1,160	469	900	995	-14.22%
100	52210	156	WORKER'S COMP INSURAN	28,378	26,387	31,137	30,720	0	30,500	29,590	-3.68%
100	52210	190	POST EMPLOYMENT HEALT	22,787	19,637	18,149	19,165	9,265	18,530	20,955	9.34%
100	52210	191	RETIREE HSA DEDUCTIBLE	3,000	1,500	3,000	3,000	1,500	3,000	3,000	0.00%
TOTAL PERSONNEL COSTS				**$992,386**	**$1,044,200**	**$1,166,296**	**$1,341,075**	**$559,498**	**$1,181,975**	**$1,438,290**	**7.25%**
SERVICES											
100	52210	213	OTHER PROFESSIONAL SE	0	0	0	0	0	0	0	NA
100	52210	221	WATER/SEWER	4,351	4,352	4,139	5,250	1,357	4,800	5,250	0.00%
100	52210	222	ELECTRICITY	7,678	6,882	6,998	9,100	4,084	8,000	9,100	0.00%
100	52210	224	NATURAL GAS	4,599	3,952	5,054	5,900	3,380	5,890	5,900	0.00%
100	52210	225	TELEPHONE	2,143	2,008	1,405	3,200	894	2,410	3,200	0.00%
100	52210	290	SERVICE CONTRACTS	2,771	760	2,450	2,850	1,210	2,500	2,850	0.00%
TOTAL SERVICES:				**$21,542**	**$17,954**	**$20,046**	**$26,300**	**$10,925**	**$23,600**	**$26,300**	**0.00%**
MATERIALS/SUPPLIES/MAINTENANCE											
100	52210	311	POSTAGE	50	153	84	400	61	300	400	0.00%
100	52210	313	PRINT/COPY	767	723	622	1,200	278	1,000	1,200	0.00%
100	52210	319	OFFICE SUPPLIES	198	521	174	500	0	250	500	0.00%
100	52210	320	PUBLISHING/ADVERTISING	0	156	15	300	0	200	300	0.00%
100	52210	322	SUBSCRIPTIONS	0	0	72	200	0	200	200	0.00%
100	52210	324	MEMBERSHIP DUES	450	564	879	900	430	550	900	0.00%
100	52210	337	CERTIFICATION - CONT ED	1,449	1,552	2,113	3,000	1,929	2,000	3,000	0.00%
100	52210	339	TRAVEL/TRAINING-OTHER	2,010	1,959	3,089	5,500	3,355	5,500	5,500	0.00%
100	52210	340	OPERATING SUPPLIES	4,382	4,257	5,470	6,000	3,272	6,000	6,600	10.00%
100	52210	342	GAS & OIL	7,557	6,061	9,917	8,000	7,298	15,000	15,000	87.50%
100	52210	343	MEAL EXPENSE	111	235	168	500	69	500	500	0.00%
100	52210	344	JANITORIAL	1,193	1,739	1,802	1,800	876	1,800	1,900	5.56%
100	52210	350	R&M - TRANSPORTATION	34,856	24,135	18,624	24,000	1,126	20,000	24,000	0.00%
100	52210	352	R&M - EQUIP/MACHINERY/T	1,413	1,297	5,868	5,500	1,831	5,500	5,500	0.00%
100	52210	354	R&M-TEL/DATA COMM	1,072	1,576	1,453	2,500	1,699	2,500	2,500	0.00%
100	52210	357	R&M-MAINTENANCE OTHER	741	1,056	514	750	148	750	750	0.00%
100	52210	390	MISCELLANEOUS	1,495	533	1,660	1,500	631	1,500	1,500	0.00%
TOTAL MAT/SUPPLIES/MAINT:				**$57,744**	**$46,517**	**$52,524**	**$62,550**	**$23,003**	**$63,550**	**$70,250**	**12.31%**
CAPITAL EXPENDITURES											
100	52210	810	CAPITAL EQUIPMENT	10,569	13,740	23,811	15,000	13,507	25,000	30,000	100.00%
100	52210	812	OFFICE EQUIP/FURNITURE	550	0	1,986	500	299	500	500	0.00%
TOTAL CAPITAL EXPEND:				**$11,119**	**$13,740**	**$25,797**	**$15,500**	**$13,806**	**$25,500**	**$30,500**	**96.77%**
TOTAL FIRE				**$1,082,791**	**$1,122,411**	**$1,264,663**	**$1,445,425**	**$607,232**	**$1,294,625**	**$1,565,340**	**8.30%**

AMBULANCE

DESCRIPTION	AMB 2019 Actual	AMB 2020 Actual	AMB 2021 Actual	AMB 2022 Budget	AMB 2022 Actual to June 30	AMB 2022 Estimate	AMB 2023 Budget	Percent Change
PERSONNEL COSTS								
100 52300 111 SALARIES & WAGES	818,369	668,444	689,645	732,175	386,981	695,000	770,490	5.23%
100 52300 112 OVERTIME WAGES	63,035	66,121	57,959	55,000	22,974	60,000	59,000	7.27%
100 52300 113 UPGRADE & SHIFT DIFFERE	445	2,589	3,851	500	824	4,660	1,500	200.00%
100 52300 125 WAGES-PAID ON CALL	5,724	3,583	5,143	5,100	3,387	5,100	11,860	132.55%
100 52300 127 OUT-OF TOWN TRANSFERS	20,900	13,000	11,000	17,900	4,125	14,000	17,900	0.00%
100 52300 131 LONGEVITY PAY	4,783	4,589	4,465	4,045	1,162	3,600	3,600	-11.00%
100 52300 132 HOLIDAY PAY	36,044	24,064	25,673	41,510	1,384	36,000	43,750	5.40%
100 52300 136 CLOTHING PAYOUT	3,022	3,979	4,617	3,300	1,181	3,300	3,300	0.00%
100 52300 137 CLOTHING REIMBURSEMEN	3,550	1,216	1,939	3,300	1,110	3,300	3,300	0.00%
100 52300 151 SOCIAL SECURITY	14,391	11,949	12,035	12,660	6,388	12,100	13,665	7.94%
100 52300 152 EMPLOYER RETIREMENT	150,339	133,868	135,233	144,620	71,464	140,900	168,350	16.41%
100 52300 153 HSA CONTRIBUTION	23,695	25,776	27,637	25,500	15,134	28,000	22,500	-11.76%
100 52300 154 MED/DENT INSURANCE	153,171	174,532	190,328	172,060	103,289	180,000	162,235	-5.71%
100 52300 155 LIFE INSURANCE	922	896	923	920	559	1,000	1,310	42.39%
100 52300 156 WORKER'S COMP INSURAN	41,639	31,083	30,514	33,450	0	32,500	33,880	1.29%
100 52300 159 OTHER EMPLOYEE CONT	10,960	10,681	8,926	9,500	3,800	9,120	9,500	0.00%
TOTAL PERSONNEL COSTS	**$1,350,989**	**$1,176,370**	**$1,209,888**	**$1,261,540**	**$623,762**	**$1,228,580**	**$1,326,140**	**5.12%**
SERVICES								
100 52300 213 OTHER PROFESSIONAL SE	103,175	101,107	95,398	104,375	53,318	103,000	104,375	0.00%
100 52300 221 WATER/SEWER	4,351	4,352	4,139	5,100	1,357	4,800	5,100	0.00%
100 52300 222 ELECTRICITY	7,678	6,882	6,998	8,400	4,084	8,000	8,400	0.00%
100 52300 224 NATURAL GAS	4,599	3,952	5,054	5,900	3,380	5,890	5,900	0.00%
100 52300 225 TELEPHONE	2,410	2,225	995	2,500	971	2,410	3,500	40.00%
100 52300 290 SERVICE CONTRACTS	1,053	3,199	2,109	5,100	2,070	5,100	5,100	0.00%
TOTAL SERVICES:	**$123,266**	**$121,717**	**$114,693**	**$131,375**	**$65,180**	**$129,200**	**$132,375**	**276.05%**
MATERIALS/SUPPLIES/MAINTENANCE								
100 52300 311 POSTAGE	0	80	46	200	19	100	200	0.00%
100 52300 313 PRINT/COPY	954	711	684	1,200	278	1,200	1,200	0.00%
100 52300 319 OFFICE SUPPLIES	120	238	200	250	0	250	250	0.00%
100 52300 320 PUBLISHING/ADVERTISING	0	0	15	150	0	150	150	0.00%
100 52300 322 SUBSCRIPTIONS	0	0	72	100	0	100	100	0.00%
100 52300 324 MEMBERSHIP DUES	600	630	600	750	780	1,300	750	0.00%
100 52300 337 CERTIFICATION - CONT ED	9,150	7,046	11,123	11,000	6,437	10,000	11,000	0.00%
100 52300 339 TRAVEL/TRAINING-OTHER	0	318	1,721	1,750	864	1,750	2,500	42.86%
100 52300 340 OPERATING SUPPLIES	42,177	44,313	48,421	51,000	24,545	48,000	57,000	11.76%
100 52300 342 GAS & OIL	22,621	14,859	19,041	20,500	15,722	30,000	30,000	46.34%
100 52300 343 MEAL EXPENSE	3,596	2,634	3,093	4,500	2,067	4,500	4,500	0.00%
100 52300 344 JANITORIAL	1,193	1,677	1,802	1,250	876	1,250	1,250	0.00%
100 52300 350 R&M - TRANSPORTATION	15,745	12,874	10,997	13,000	6,736	13,000	14,000	7.69%
100 52300 352 R&M - EQUIP/MACHINERY/T	2,994	1,007	2,636	3,000	2,205	3,000	3,300	10.00%
100 52300 354 R&M-TEL/DATA COMM	890	1,553	1,586	2,500	1,463	1,800	2,500	0.00%
100 52300 357 R&M-MAINTENANCE OTHER	166	150	224	750	38	750	750	0.00%
100 52300 390 MISCELLANEOUS	351	90	269	300	154	300	300	0.00%
TOTAL MAT/SUPPLIES/MAINT:	**$100,557**	**$88,180**	**$102,530**	**$112,200**	**$62,184**	**$117,450**	**$129,750**	**15.64%**
CAPITAL EXPENDITURES								
100 52300 810 CAPITAL EQUIPMENT	1,446	1,500	1,953	3,000	0	1,500	4,000	33.33%
100 52300 812 OFFICE EQUIP/FURNITURE	550	0	0	500	496	500	750	50.00%
TOTAL CAPITAL EXPEND:	**$1,996**	**$1,500**	**$1,953**	**$3,500**	**$496**	**$2,000**	**$4,750**	**35.71%**
TOTAL AMBULANCE	**$1,576,808**	**$1,387,767**	**$1,429,064**	**$1,508,615**	**$751,622**	**$1,477,230**	**$1,593,015**	**5.59%**

CITY OF ASHLAND
2023 BUDGET
PUBLIC FIRE PROTECTION - HYDRANT RENTAL CHARGE

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual To June 30	2022 Estimate	2023 Budget	Percent Change
SERVICES								
100 52220 535 HYDRANT RENTAL	19,069	19,141	19,217	19,300	19,094	19,220	19,300	0.00%
TOTAL SERVICES:	19,069	19,141	19,217	19,300	19,094	19,220	19,300	0.00%
TOTAL FIRE PROTECTION:	$19,069	$19,141	$19,217	$19,300	$19,094	$19,220	$19,300	0.00%

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

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
2023 BUDGET
BUILDING INSPECTION/WEIGHTS & MEASURES

VACANT - PLANNING & DEVELOPMENT DIRECTOR

BUILDING INSPECTION PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Plan Review	Inspections	Permitting/ Licensing	Code Enforcement	Housing Program	Administrative Assistance
Building Inspection Revenues:								
General Funds	$ 95,304	$92,165	$3,900	$9,100	$15,362	$40,758	$7,682	$15,363
Government & Grants	-	-	-	-	-	-	-	-
Blding Permits/Weed & Nuisance	52,000	52,000	14,100	32,900	970	2,575	485	970
Donations	-	-	-	-	-	-	-	-
Total Revenues	147,304	144,165	18,000	42,000	16,332	43,333	8,167	16,333
Building Inspection Expenses:								
Personnel	$ 77,545	$ 74,395	-	-	14,878	37,198	7,440	14,879
Services	65,810	65,820	18,000	42,000	1,164	2,910	582	1,164
Material and Supplies	1,449	1,450	-	-	290	725	145	290
Capital Expenditures	2,500	2,500	-	-	-	2,500	-	-
Total Expenses	147,304	144,165	18,000	42,000	16,332	43,333	8,167	16,333
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Plan Review		**$ 3,900**	**Funding request**
Contract Services	0.3		
Inspections		**$9,100**	**Funding request**
Contract Services	0.7		
Permitting/ Licensing		**$15,362**	**Funding request**
Full time equivalent EEs	0.2		
Code Enforcement		**$40,758**	**Funding request**
Full time equivalent EEs	0.5		
Housing Program		**$7,682**	**Funding request**
Full time equivalent EEs	0.1		
Administrative Assistance		**$15,363**	**Funding request**
Full time employees	0.2		

CITY OF ASHLAND
2023 BUDGET
BUILDING INSPECTION/WEIGHTS & MEASURES

DESCRIPTION			2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS										
100	52410	111 SALARIES & WAGES	34,272	37,414	30,454	41,600	21,200	41,600	44,130	6.08%
100	52410	151 SOCIAL SECURITY	2,521	2,813	2,295	3,020	1,535	3,020	3,220	6.62%
100	52410	152 EMPLOYER SHARE RE	2,320	2,525	1,870	2,705	1,378	2,705	3,000	10.91%
100	52410	157 HSA CONTRIBUTIONS	1,375	1,500	875	3,000	750	1,500	3,000	0.00%
100	52410	154 MEDICAL & DENTAL	6,681	8,026	4,534	25,670	3,580	7,160	19,400	-24.43%
100	52410	155 LIFE INSURANCE	211	254	129	40	55	110	160	300.00%
100	52410	156 WORKER'S COMPENSA	1,500	1,491	1,136	1,510	0	1,510	1,485	-1.66%
TOTAL PERSONNEL COSTS:			**48,880**	**54,023**	**41,293**	**77,545**	**28,498**	**57,605**	**74,395**	**-4.06%**
SERVICES										
100	52410	210 PROFESSIONAL SERVI	60,871	60,037	65,762	60,000	20,664	60,000	60,000	0.00%
100	52410	225 TELEPHONE	209	210	214	210	181	210	220	4.76%
100	52420	299 OTHER SERVICES/W &	5,600	5,600	5,600	5,600	5,600	5,600	5,600	0.00%
TOTAL SERVICES:			**66,680**	**65,847**	**71,576**	**65,810**	**26,445**	**65,810**	**65,820**	**0.02%**
MATERIALS & SUPPLIES										
100	52410	319 OFFICE SUPPLIES	117	28	25	50	0	50	50	0.00%
100	52410	320 ADVERTISING	149	49	0	100	0	100	100	0.00%
100	52410	339 TRAVEL/TRAINING	395	75	0	1,000	175	500	1,000	0.00%
100	52410	340 SUPPLIES	89	174	0	50	0	50	50	0.00%
100	52410	342 GAS & OIL	85	0	0	100	0	100	100	0.00%
100	52410	350 R&M TRANSPORTATIO	0	0	69	100	0	100	100	0.00%
100	52410	390 MISCELLANEOUS EXPE	0	0	0	50	0	50	50	0.00%
TOTAL MAT. & SUPPLIES:			**834**	**326**	**94**	**1,450**	**175**	**950**	**1,450**	**0.00%**
CAPITAL EXPENDITURES										
100	52410	840 CONDEMNATION/DEMO	5,000	0	4,007	2,500	1,250	2,500	2,500	0.00%
100	52410	960 CONDEMNATION/PRELIM EXP				0			0	NA
TOTAL CAPITAL EXPEND:			**5,000**	**0**	**4,007**	**2,500**	**1,250**	**2,500**	**2,500**	**0.00%**
TOTAL BUILDING INSPECT/WEIGHTS & MEAS			**$121,394**	**$120,196**	**$116,970**	**$147,305**	**$56,368**	**$126,865**	**$144,165**	**-2.13%**

Building Inspection

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
2023 BUDGET
ANIMAL CONTROL

WILLIS HAGSTROM, CHIEF OF POLICE

ANIMAL CONTROL PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Animal Control	Police Programs			
Animal Control Revenues:							
General Funds	$ 76,946	$ 79,799	50,816	28,983	-	-	-
Government & Grants	-	-	-	-	-	-	-
Program Fees	3,000	3,000	3,000	-	-	-	-
Donations	-	-	-	-	-	-	-
Total Revenues	79,946	82,799	53,816	28,983	-	-	-
Animal Control Expenses:							
Personnel	$ 57,646	$ 60,499	39,322	21,177	-	-	-
Services	17,850	17,850	11,602	6,248	-	-	-
Material and Supplies	4,450	4,450	2,892	1,558	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	79,946	82,799	53,816	28,983	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Animal Control		**$ 50,816**	**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		**$ 28,983**	**Funding request**
Full time equivalent EEs	0.35	Programs:	General Patrol
			Counter Service
			0

CITY OF ASHLAND
2023 BUDGET
ANIMAL CONTROL

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 54150 111 SALARIES & WAGES	36,837	37,651	37,948	38,865	19,211	38,865	40,415	3.99%
100 54150 131 LONGEVITY	1,099	1,369	1,524	1,560	0	1,560	1,620	3.85%
100 54150 137 CLOTHING ALLOWANCE	450	248	450	450	294	450	450	0.00%
100 54150 151 SOCIAL SECURITY	2,752	2,841	2,846	3,060	1,375	3,060	3,160	3.27%
100 54150 152 EMPLOYER SHARE RETIREMENT	2,513	2,634	2,686	2,630	1,260	2,630	2,860	8.75%
100 54150 157 HSA CONTRIBUTION	2,125	1,500	1,500	1,500	750	1,500	1,500	0.00%
100 54150 154 MEDICAL & DENTAL	9,486	8,026	7,962	7,945	4,080	8,160	8,920	12.27%
100 54150 155 LIFE INSURANCE	97	120	126	150	65	130	160	6.67%
100 54150 156 WORKER'S COMPENSATION	1,675	1,572	1,491	1,485	0	1,485	1,415	-4.71%
TOTAL PERSONNEL COSTS:	**57,034**	**55,961**	**56,533**	**57,645**	**27,035**	**57,840**	**60,500**	**4.95%**
SERVICES								
100 54150 213 OTHER PROF SERVICES - KENNE	16,000	16,000	16,084	16,000	9,333	16,000	16,000	0.00%
100 54150 219 OTHER ANIMAL SHELTER	2,053	1,351	1,928	1,500	0	1,000	1,500	0.00%
100 54150 290 ANIMAL DISPOSAL	0	110	179	350	220	850	350	0.00%
TOTAL SERVICES:	**18,053**	**17,461**	**18,191**	**17,850**	**9,553**	**17,850**	**17,850**	**0.00%**
MATERIALS & SUPPLIES								
100 54150 339 TRAVEL/TRAINING	189	0	189	350	0	350	350	0.00%
100 54150 340 OPERATING SUPPLIES	0	0	99	300	0	300	300	0.00%
100 54150 342 GAS & OIL	1,255	1,127	947	1,300	516	1,100	1,300	0.00%
100 54150 350 R&M TRANSPORATION VEHICLES	0	447	160	2,500	133	1,000	2,500	0.00%
TOTAL MAT. & SUPPLIES:	**1,444**	**1,574**	**1,395**	**4,450**	**649**	**2,750**	**4,450**	**0.00%**
TOTAL ANIMALCONTROL	**$76,531**	**$74,996**	**$76,119**	**$79,945**	**$37,237**	**$78,440**	**$82,800**	**3.57%**

Animal Control

CITY OF ASHLAND
2023 BUDGET
PEST CONTROL

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget
SERVICES							
100 54151 217 OTHER PROF SERVICES	7,761	8,094	7,865	8,500	8,615	8,615	9,000
TOTAL SERVICES:	7,761	8,094	7,865	8,500	8,615	8,615	9,000
TOTAL PEST CONTROL	$7,761	$8,094	$7,865	$8,500	$8,615	$8,615	$9,000

PROGRAM INFORMATION

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

CITY OF ASHLAND
2023 BUDGET
MT. HOPE CEMETERY

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget
CONTRIBUTIONS							
100 54910 791 MT. HOPE CEMETERY	61,000	61,000	61,000	61,000	30,500	61,000	63,000
TOTAL CONTRIBUTIONS:	**61,000**	**61,000**	**61,000**	**61,000**	**30,500**	**61,000**	**63,000**
TOTAL MT. HOPE CEMETERY	**$61,000**	**$61,000**	**$61,000**	**$61,000**	**$30,500**	**$61,000**	**$63,000**

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 WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
PUBLIC WORKS DEPARTMENT

Core Operations:

Description:

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

Outcomes:

Approximately 7,900 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, Water Utility, Wastewater Utility, Facilities, Parks/Grounds and Engineering Divisions fall under the direction of the Public Works Director. The Public Works Director performs professional, administrative and complex technical duties regarding planning, organizing and directing all public works activities within the City. The Public Works/Utility Administrative Manager is responsible for public relations, department budget, oversight of payroll and monitoring budget expenditures. The Public Works Clerk acts as the receptionist, provides customer service and project related administrative support, prepares accounts payable, issues department billings and maintains records and applicable reports for the Streets, Facilities, Parks/Grounds and Engineering Divisions. The Utility Billing Specialist/Administrative Assistant assists with general reception duties, provides related customer service and project related administrative support, prepares accounts payable, issues department billings and maintains records and applicable reports. In addition, the Utility Billing Specialist/Administrative Assistant prepares bimonthly utility bills for approximately 3200 utility accounts and manages associated collection processes.

Outcomes:

To develop long term department planning, public relations, civic and community support, and follow through with maintenance activities and capital project delivery 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/Civil Engineer 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 biannual street and sidewalk inspections. The GIS Specialist was previously a full time position. Since 2021, the City has contracted for services to manage the City's GIS system for both internal and external customers and collects data to be used for datasets.

Outcomes:

To maintain and update the current GIS system to help reduce research time for internal customers. The Engineering division is essential in planning and managing projects to maintain and improve infrastructure for the future of the City.

Roadway Maintenance:

Description:

Public Works personnel are responsible for maintaining the city's infrastructure. Fleet maintenance for all city owned vehicles is completed by 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 duties performed for the safety of visitors and residents of the City. 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:

To provide and maintain safe and reliable infrastructure. Roadway maintenance is important for safety and economic development of the community and vehicle/equipment maintenance in order to ensure the reliability of City services.

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 traffic and 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. Regular maintenance of city sidewalks is also a requirement of the City's liability insurance.

Storm Sewer:

Description:

Storm Sewer maintenance includes sweeping the City streets on a regular basis from April through November. As time allows, Public Works personnel jet and clean the storm sewer system, including mains, manholes, and catch basins and provide required repair/maintenance. Jetting and cleaning of storm sewer mains and catch basis is a best management practice for improving water quality of the storm water system that ultimately empties into Lake Superior. 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:

As the City's storm water empties into Lake Superior. it is extremely important to protect the environment. Therefore, as time allows, 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

	2022 Total Budget	2023 Total Budget	Admin	Engineering GIS	Roadway Maint	Street Lighting	Sidewalk	Storm Sewer	Parking Facilities
PW Revenues:									
General Funds	$ 1,009,868	$ 1,122,799	$176,362	$107,087	$526,506	$174,964	$ 22,139	$ 114,262	$ 1,479
Program Fees	63,980	56,300			54,600	-			1,700
Connecting HWY aid	76,591	76,591	-	-	76,591	-	-	-	-
Gnrl Trans Aid-80%	501,850	501,850	-	-	501,850	-	-	-	-
Total Revenues	1,652,289	1,757,540	176,362	107,087	1,159,547	174,964	22,139	114,262	3,179
PW Expenses:									
Personnel	$965,474	$ 996,775	$ 133,577	$ 61,907	$ 679,047	$ 20,664	$ 17,139	$ 81,262	$ 3,179
Services	181,450	182,400	32,850	39,550	3,700	96,300	-	10,000	-
Material and Supplies	505,365	578,365	9,935	5,630	476,800	58,000	5,000	23,000	-
Capital Expenditures	-	-	-	-	-	-	-	-	-
Total Expenses	1,652,289	1,757,540	176,362	107,087	1,159,547	174,964	22,139	114,262	3,179
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Admin **$ 176,362 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 **$107,087 Fundig Request**

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

Roadway Maint **$526,506 Fundig Request**

Full time equivalent EEs 7.94 Programs: Snow Removal; Spray Patching; Alley Maint.; Rural Rd Maint.; Sign Installation; Painting &Striping

Programs: Tree Cutting & Trimming; Road Maint; ParksInter-Departmental; Special Events; Alley Maint.; PW Equip & Vehicle Maint; W Utility Equip Maint; PD Equip Maint; Tree Cutting & Trimming; WW Utility Equip Maint; AFD Equip Maint; Facilities Equip Maint; Building Maint; Marina; CIP Projects

StreetLighting **$174,964 Fundig Request**

Full time equivalent EEs 0.3 Programs: Light Maint; Locates

Sidewalk **$ 22,139 Fundig Request**

Full time equivalent EEs 0.35 Programs: Snow Removal

Storm Sewer **$ 114,262 Fundig Request**

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

Parking Facilities **$ 1,479 Fundig Request**

Full time equivalent EEs 0.02 Programs: Snow Removal & Maint

PW - ADMINISTRATIVE & GENERAL DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 53100 111 SALARIES/PERMANENT/RE	106,745	103,670	108,993	100,243	40,441	76,422	103,695	3.44%
100 53100 112 OVERTIME WAGES	229	16	0	0	36	36	0	NA
100 53100 125 WAGES/TEMP/OTHER	7,962	2,332	1,306	0	0	0	0	NA
100 53100 131 LONGEVITY PAY	1,979	2,058	2,100	1,525	289	289	0	-100.00%
100 53100 151 SOCIAL SECURITY	8,849	8,028	8,304	8,039	3,075	5,451	8,039	0.00%
100 53100 152 EMPLOYER SHARE RETIRE	7,348	7,231	7,533	7,195	2,650	4,588	7,195	0.00%
100 53100 154 MEDICAL & DENTAL	25,772	28,712	29,233	28,420	10,096	18,896	11,257	-60.39%
100 53100 155 LIFE INSURANCE	345	401	454	418	83	118	225	-46.07%
100 53100 156 WORKER'S COMPENSATIO	2,835	2,263	2,115	1,748	0	2,281	1,365	-21.89%
100 53100 157 HSA CONTRIBUTION	4,457	4,841	4,862	4,800	1,937	3,137	1,800	-62.50%
TOTAL PERSONNEL COSTS:	**$166,521**	**$159,552**	**$164,900**	**$152,388**	**$58,607**	**$111,218**	**$133,577**	**-12.34%**
SERVICES								
100 53100 213 OTHER PROFESSIONAL SE	0	0	0	0	0	0	0	NA
100 53100 216 SAFETY PROGRAM	0	0	63	200	0	0	200	0.00%
100 53100 221 WATER	4,638	4,660	5,837	6,000	1,815	6,000	6,000	0.00%
100 53100 222 ELECTRIC	9,560	7,814	7,938	9,700	4,446	9,500	9,500	-2.06%
100 53100 224 NATURAL GAS	10,287	5,463	8,089	9,600	8,281	12,700	11,000	14.58%
100 53100 225 TELEPHONE	4,388	5,099	5,676	4,500	2,349	4,600	4,500	0.00%
100 53100 290 CONTRACTUAL SERVICES	1,186	935	1,289	1,650	461	1,842	1,650	0.00%
TOTAL SERVICES:	**$30,058**	**$23,971**	**$28,892**	**$31,650**	**$17,352**	**$34,642**	**$32,850**	**3.79%**
MATERIALS & SUPPLIES								
100 53100 311 POSTAGE	0	6	0	200	0	0	200	0.00%
100 53100 313 PRINTING/COPYING	2,123	1,657	1,835	2,000	847	2,000	2,000	0.00%
100 53100 319 OFFICE SUPPLIES	992	561	750	1,085	330	1,085	1,085	0.00%
100 53100 320 ADVERTISING/PUBLISHING	551	705	704	1,450	765	1,530	1,450	0.00%
100 53100 324 MEMBERSHIP DUES	420	380	390	700	400	400	700	0.00%
100 53100 332 AUTO ALLOWANCE	0	0	0	0	0	0	0	NA
100 53100 339 TRAVEL/TRAINING	564	158	190	2,000	0	500	2,000	0.00%
100 53100 340 OPERATING SUPPLIES	533	533	363	1,200	0	600	1,200	0.00%
100 53100 344 JANITORIAL SUPPLIES	114	10	238	200	50	100	200	0.00%
100 53100 353 R & M FURNITURE/OFFICE	97	145	180	100	0	100	100	0.00%
100 53100 355 R & M BUILDINGS	750	2,234	373	0	204	500	0	NA
100 53100 390 MISCELLANEOUS EXPENS	512	432	963	1,000	3,442	3,600	1,000	0.00%
TOTAL MAT. & SUPPLIES:	**$6,657**	**$6,821**	**$5,986**	**$9,935**	**$6,038**	**$10,415**	**$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:	**$203,236**	**$190,344**	**$199,778**	**$193,973**	**$81,997**	**$156,275**	**$176,362**	**-9.08%**

PW - ENGINEERING & GIS

DESCRIPTION				2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS											
100	53102	111	SALARIES/PERMANENT/RE	107,472	55,886	32,445	45,986	1,309	5,141	39,260	-14.63%
100	53102	125	WAGES/TEMP/OTHER	0	0	13,397	2,742	16,980	17,980	0	-100.00%
100	53102	131	LONGEVITY PAY	3,825	1,219	530	0	0	0	0	NA
100	53102	136	CLOTHING ALLOWANCE	449	28	0	0	0	0	0	NA
100	53102	151	SOCIAL SECURITY	8,489	3,996	3,386	3,492	1,399	1,690	2,991	-14.37%
100	53102	152	EMPLOYER SHARE RETIRE	7,335	3,851	1,769	2,989	0	249	2,670	-10.69%
100	53102	154	MEDICAL & DENTAL	4,743	24,494	10,205	17,445	0	1,454	13,893	-20.36%
100	53102	155	LIFE INSURANCE	388	105	37	295	0	25	275	-6.89%
100	53102	156	WORKER'S COMPENSATIO	2,749	360	560	1,685	0	140	1,319	-21.72%
100	53102	157	HSA CONTRIBUTION		3,000	1,500	4,500	0	375	1,500	-66.67%
TOTAL PERSONNEL COSTS:				**$135,450**	**$92,939**	**$63,829**	**$79,134**	**$19,688**	**$27,054**	**$61,907**	**-21.77%**
SERVICES											
100	53102	213	PROFESSIONAL SERVICES	0	0	16,416	25,000	11,830	35,000	25,000	0.00%
100	53102	225	TELEPHONE	2,290	2,421	1,965	2,550	815	1,843	2,550	0.00%
100	53102	290	SERVICE CONTRACTS	15,342	13,841	10,000	12,000	3,333	10,000	12,000	0.00%
TOTAL SERVICES:				**$17,632**	**$16,262**	**$28,381**	**$39,550**	**$15,978**	**$46,843**	**$39,550**	**0.00%**
MATERIALS & SUPPLIES											
100	53102	311	POSTAGE	0	0	0	30	0	30	30	0.00%
100	53102	313	PRINTING/COPYING	16	206	0	1,500	0	125	1,500	0.00%
100	53102	319	OFFICE SUPPLIES	106	0	50	400	0	50	400	0.00%
100	53102	324	MEMBERSHIP DUES	55	55	0	350	0	350	350	0.00%
100	53102	339	TRAVEL/TRAINING	675	553	0	1,000	0	100	1,000	0.00%
100	53102	340	OPERATING SUPPLIES	1,112	68	0	1,000	250	500	1,000	0.00%
100	53102	342	GAS & OIL	185	20	0	400	0	33	400	0.00%
100	53102	345	SMALL TOOLS & EQUIP	4,675	0	0	500	0	0	500	0.00%
100	53102	350	R&M VEHICLE	0	0	180	300	0	0	300	0.00%
100	53102	390	MISCELLANEOUS EXPENS	0	0	0	150	0	0	150	0.00%
TOTAL MAT. & SUPPLIES:				**$6,823**	**$902**	**$230**	**$5,630**	**$250**	**$1,188**	**$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				**$159,905**	**$110,103**	**$92,440**	**$124,314**	**$35,916**	**$75,085**	**$107,087**	**-13.86%**

PUBLIC WORKS-ROADWAY MAINTENANCE

DESCRIPTION	2019	2020	2021	2022	2022 Actual	2022	2023	Percent
PERSONNEL COSTS	Actual	Actual	Actual	Budget	to June 30	Estimate	Budget	Change
100 53311 111 SALARIES & WAGES	401,229	408,528	405,713	389,186	223,629	389,186	409,479	5.21%
100 53311 112 OVERTIME WAGES	23,706	4,469	2,492	11,812	2,621	7,000	11,812	0.00%
100 53311 125 WAGES/TEMP/OTHER	15,652	6,645	18,212	3,855	7,396	11,000	17,350	350.11%
100 53311 131 LONGEVITY PAY	9,869	10,564	8,134	8,130	0	81,300	10,205	25.52%
100 53311 136 CLOTHING ALLOWANCE	3,823	3,950	4,102	4,500	0	4,500	4,500	0.00%
100 53311 151 SOCIAL SECURITY	32,578	31,164	31,865	30,458	16,895	30,458	33,076	8.60%
100 53311 152 EMPLOYER SHARE RETIRE	28,832	28,642	28,016	26,438	14,706	29,412	29,143	10.23%
100 53311 154 MEDICAL & DENTAL	112,364	121,310	121,609	115,148	66,952	133,904	131,381	14.10%
100 53311 155 LIFE INSURANCE	1,438	1,554	1,297	1,360	794	1,588	1,650	21.31%
100 53311 156 WORKER'S COMPENSATIC	19,286	17,782	16,362	15,047	0	15,047	14,989	-0.39%
100 53311 157 HSA CONTRIBUTION	16,514	16,834	15,627	15,462	8,732	17,464	15,462	0.00%
TOTAL PERSONNEL COSTS:	**$665,291**	**$651,442**	**$653,429**	**$621,396**	**$341,725**	**$720,859**	**$679,047**	**9.28%**
SERVICES								
100 53311 216 SAFETY PR	1,204	646	1,267	550	48	550	550	0.00%
100 53311 227 PROPANE & FUEL OIL	80	0	103	950	32	100	150	-84.21%
100 53311 290 CONTRACTUAL SERVICES	3,183	3,392	2,227	3,000	1,194	3,000	3,000	0.00%
TOTAL SERVICES:	**$4,467**	**$4,038**	**$3,597**	**$4,500**	**$1,274**	**$3,650**	**$3,700**	**-17.78%**
MATERIALS & SUPPLIES								
100 53311 339 TRAVEL/TRAINING	938	0	170	500	375	500	2,500	400.00%
100 53311 340 OTHER OPERATING SUPPL	262,877	183,670	272,386	265,500	23,686	237,500	315,500	18.83%
100 53311 342 GAS & OIL	73,724	36,926	60,084	63,000	47,330	98,000	82,500	30.95%
100 53311 345 SMALL TOOLS/EQUIP	4,126	5,052	4,447	10,800	2,000	6,800	10,800	0.00%
100 53311 350 R & M TRANS VEHICLES	6,450	7,271	6,586	6,500	2,335	6,500	6,500	0.00%
100 53311 351 R&M HEAVY EQUIPMENT	35,191	27,126	43,766	30,000	27,849	35,000	37,500	25.00%
100 53311 352 R&M EQUIP/MACH/TOOLS	3,465	1,168	818	3,000	591	3,000	3,000	0.00%
100 53311 353 R & M FURNITURE/OFFICE	325	320	70	500	0	500	500	0.00%
100 53311 357 R & M EQUIP/MAINT-OTHEI	22,350	9,387	11,750	18,000	15,387	27,000	18,000	0.00%
100 53311 533 RENT-EQUIPMENT	43	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**$409,488**	**$270,920**	**$400,077**	**$397,800**	**$119,553**	**$414,800**	**$476,800**	**19.86%**
CAPITAL EXPENDITURES								
100 53311 815 SHOP EQUIPMENT	0	0	0	0	0	0	0	NA
100 53311 817 SMALL TOOLS	0	0	0	0	0	0	0	NA
TOTAL CAPITAL EXP:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**NA**
TOTAL PW-ROADWAY MAINTENANCE:	**$1,079,246**	**$926,400**	**$1,057,103**	**$1,023,696**	**$462,552**	**$1,139,309**	**$1,159,547**	**13.27%**

PUBLIC WORKS-STREET LIGHTING

DESCRIPTION	2019	2020	2021	2022	2022 Actual	2022	2023	Percent
PERSONNEL COSTS	Actual	Actual	Actual	Budget	to June 30	Estimate	Budget	Change
100 53420 111 SALARIES & WAGES	7,696	16,744	7,060	12,446	4,777	9,554	13,095	5.21%
100 53420 112 OVERTIME WAGES	0	0	76	351	76	100	351	0.00%
100 53420 125 WAGES/TEMP/OTHER	157	18	0	123	0	0	0	-100.00%
100 53420 151 SOCIAL SECURITY	576	1,228	525	974	361	974	1,058	8.60%
100 53420 152 EMPLOYER SHARE RETIRE	504	1,130	482	845	315	845	932	10.23%
100 53420 154 MEDICAL & DENTAL	3,279	5,829	3,203	3,682	1,522	3,044	4,202	14.10%
100 53420 155 LIFE INSURANCE	51	79	50	44	16	50	53	21.31%
100 53420 156 WORKER'S COMPENSATIO	353	649	266	481	0	481	479	-0.39%
100 53420 157 HSA CONTRIBUTION	532	729	442	494	124	494	494	0.00%
TOTAL PERSONNEL COSTS:	**$13,149**	**$26,406**	**$12,104**	**$19,442**	**$7,191**	**$15,542**	**$20,664**	**6.29%**
SERVICES								
100 53420 222 ELECTRIC	89,298	88,110	92,424	95,000	41,532	83,064	95,000	0.00%
100 53420 290 CONTRACTUAL SERVICES	1,153	1,153	1,285	750	0	1,285	1,300	73.33%
TOTAL SERVICES:	**$90,451**	**$89,263**	**$93,709**	**$95,750**	**$41,532**	**$84,349**	**$96,300**	**0.57%**
MATERIALS & SUPPLIES								
100 53420 340 OPERATING SUPPLIES	13,957	34,610	1,070	58,000	18,296	58,000	58,000	0.00%
100 53420 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**$13,957**	**$34,610**	**$1,070**	**$58,000**	**$18,296**	**$58,000**	**$58,000**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-STREET LIGHTING:	**$117,557**	**$150,279**	**$106,883**	**$173,192**	**$67,019**	**$157,891**	**$174,964**	**1.02%**

PUBLIC WORKS-SIDEWALK MAINTENANCE

DESCRIPTION	2019	2020	2021	2022	2022 Actual	2022	2023	Percent
PERSONNEL COSTS	Actual	Actual	Actual	Budget	to June 30	Estimate	Budget	Change
100 53431 111 SALARIES & WAGES	3,083	1,055	2,454	10,053	4,883	9,766	10,577	5.21%
100 53431 112 OVERTIME WAGES	935	0	276	284	276	300	284	0.00%
100 53431 125 WAGES/TEMP/OTHER	450	213	153	100	13	26	448	350.11%
100 53431 151 SOCIAL SECURITY	301	123	214	787	370	740	854	8.60%
100 53431 152 EMPLOYER SHARE RETIRE	238	97	182	683	335	670	753	10.23%
100 53431 154 MEDICAL & DENTAL	800	240	1,031	2,974	2,619	3,000	3,394	14.10%
100 53431 155 LIFE INSURANCE	1	2	4	35	6	35	43	21.31%
100 53431 156 WORKER'S COMPENSATIO	172	50	80	389	0	389	387	-0.39%
100 53431 157 HSA CONTRIBUTION	33	22	154	399	343	400	399	0.00%
TOTAL PERSONNEL COSTS:	**$6,013**	**$1,802**	**$4,548**	**$15,703**	**$8,845**	**$15,326**	**$17,139**	**9.14%**
SERVICES								
TOTAL SERVICES:	**$4,886**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**NA**
MATERIALS & SUPPLIES								
100 53431 340 OPERATING SUPPLIES	423	2,104	863	5,000	0	1,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	**$423**	**$2,104**	**$863**	**$5,000**	**$0**	**$1,000**	**$5,000**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-SIDEWALK MAINTENANCE:	**$11,321**	**$3,906**	**$5,411**	**$20,703**	**$8,845**	**$16,326**	**$22,139**	**6.93%**

PUBLIC WORKS-STORM SEWER MAINTENANCE

DESCRIPTION PERSONNEL COSTS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
100 53441 111 SALARIES & WAGES	36,252	36,187	34,873	47,870	7,591	32,000	50,366	5.21%
100 53441 112 OVERTIME WAGES	53	307	0	1,000	0	150	1,000	0.00%
100 53441 125 WAGES/TEMP/OTHER	1,330	2,664	1,020	474	0	200	2,134	350.11%
100 53441 151 SOCIAL SECURITY	2,722	2,844	2,595	3,746	550	2,500	4,068	8.60%
100 53441 152 EMPLOYER SHARE RETIRE	2,378	2,463	2,354	3,252	493	2,150	3,585	10.23%
100 53441 154 MEDICAL & DENTAL	10,315	10,237	10,654	14,163	2,045	9,500	16,160	14.10%
100 53441 155 LIFE INSURANCE	190	175	224	167	34	150	203	21.31%
100 53441 156 WORKER'S COMPENSATIC	1,672	1,514	1,343	1,851	0	1,851	1,844	-0.39%
100 53441 157 HSA CONTRIBUTION	1,728	1,417	1,634	1,902	232	1,900	1,902	0.00%
TOTAL PERSONNEL COSTS:	**$56,638**	**$57,808**	**$54,697**	**$74,426**	**$10,945**	**$50,401**	**$81,262**	**9.18%**
SERVICES								
100 53441 221 WATER	0	0	0	0	0	0	0	NA
100 53441 290 CONTRACT SERVICES	0	0	0	10,000	0	6,030	10,000	
TOTAL SERVICES:	**$0**	**$0**	**$0**	**$10,000**	**$0**	**$6,030**	**$10,000**	**0.00%**
MATERIALS & SUPPLIES								
100 53441 340 OPERATING SUPPLIES	13,633	16,257	1,173	24,000	758	10,758	18,000	-25.00%
100 53441 351 R&M HEAVY EQUIPMENT	1,905	5,769	5,100	5,000	1,435	5,000	5,000	0.00%
TOTAL MAT. & SUPPLIES:	**$15,538**	**$22,026**	**$6,273**	**$29,000**	**$2,193**	**$15,758**	**$23,000**	**-20.69%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	$0	$0	$0	$0	$0	$0	$0	NA
TOTAL PW-STORM SEWER MAINT:	**$72,177**	**$79,834**	**$60,970**	**$113,426**	**$13,138**	**$72,189**	**$114,262**	**0.74%**

PUBLIC WORKS-PARKING FACILITIES

DESCRIPTION PERSONNEL COSTS	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
100 53450 111 SALARIES & WAGES	2,241	745	1,734	1,915	1,970	2,100	2,015	5.21%
100 53450 112 OVERTIME WAGES	0	0	0	54	0	0	54	0.00%
100 53450 125 WAGES/TEMP/OTHER	273	52	139	19	0	150	85	350.11%
100 53450 151 SOCIAL SECURITY	189	59	140	150	143	170	163	8.60%
100 53450 152 EMPLOYER SHARE RETIRE	118	46	117	130	128	150	143	10.23%
100 53450 154 MEDICAL & DENTAL	123	179	464	561	724	750	561	0.00%
100 53450 155 LIFE INSURANCE	0	3	3	7	6	10	8	21.31%
100 53450 156 WORKER'S COMPENSATIC	102	40	70	74	0	150	74	-0.39%
100 53450 157 HSA CONTRIBUTION	0	19	71	76	101	150	76	0.00%
TOTAL PERSONNEL COSTS:	**$3,046**	**$1,143**	**$2,738**	**$2,986**	**$3,072**	**$3,630**	**$3,179**	**6.48%**
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:	**$3,046**	**$1,143**	**$2,738**	**$2,986**	**$3,072**	**$3,630**	**$3,179**	**6.48%**
PUBLIC WORKS-COMBINED BUDGI	**$1,646,487**	**$1,462,009**	**$1,525,323**	**$1,652,289**	**$672,539**	**$1,620,705**	**$1,757,540**	**6.37%**

CITY OF ASHLAND
2023 BUDGET
PUBLIC WORKS TRANSPORTATION

DESCRIPTION		2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
100 53521 791	BAY AREA RURAL TRANSIT	30,000	30,000	31,000	31,000	31,000	31,000	33,000	6.45%
TOTAL BART:		**30,000**	**30,000**	**31,000**	**31,000**	**31,000**	**31,000**	**33,000**	**6.45%**
TOTAL P.W. TRANSPORTATION:		**$30,000**	**$30,000**	**$31,000**	**$31,000**	**$31,000**	**$31,000**	**$33,000**	**6.45%**

PROGRAM INFORMATION

Operations Request: **$33,000 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

Transportation

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
PUBLIC WORKS DEPARTMENT – SANITATION

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 Republic Services at no cost or via 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.

Weekly residential Solid Waste and bi-weekly recycling weekly curbside services are contracted through Republic Services but Public Works staff provides day to day coordination of these services, such as alternative collection due to service disruption or the replacement of containers.

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 contract out waste collection services 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 Wisconsin 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 Wisconsin 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 at the Public Works Garage at no cost. The Department manages and utilizes the materials for future projects. Regular groundwater monitoring protects the environment in and around the area.

SANITATION PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	City Wide Garbage Collection	Landfill Maintanence			
PW Revenues:							
General Funds	$ 52,292	$ 74,197	$ 47,105	$ 27,092	$ -	$ -	$ -
Government & Grants	-	-	-	-	-	-	-
Program Fees	351,800	350,000	309,696.72	40,303	-	-	-
Reimbursement	-	-	-	-	-	-	-
Total Revenues	404,092	424,197	356,802	67,395	-	-	-
PW Expenses:							
Personnel	$ 26,541	$ 28,644	18,059	10,585	-	-	-
Services	342,941	368,443	324,743	43,700	-	-	-
Material and Supplies	34,610	27,110	14,000	13,110	-	-	-
Capital Expenditures	-	-	-	-	-	-	-
Total Expenses	404,092	424,197	356,802	67,395	-	-	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

City Wide Garbage Collection			**$47,105**	**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	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 53620 111 SALARIES/PERMANENT/REGULAR	12,369	11,075	12,918	10,771	6,187	12,374	11,332	5.21%
100 53620 112 OVERTIME WAGES	0	0	0	0	0	0	0	NA
100 53620 125 WAGES/TEMP/OTHER	2,824	3,760	2,714	107	1,689	3,378	480	350.11%
100 53620 151 SOCIAL SECURITY	1,131	1,110	1,161	843	585	1,170	915	8.60%
100 53620 152 EMPLOYER SHARE RETIREMENT	810	733	868	732	402	804	807	10.23%
100 53620 154 MEDICAL & DENTAL	2,118	1,980	4,261	3,187	1,979	3,958	3,636	14.10%
100 53620 155 LIFE INSURANCE	25	22	27	38	19	38	46	21.31%
100 53620 156 WORKER'S COMPENSATION	670	580	591	416	0	416	415	-0.39%
100 53620 157 HSA CONTRIBUTION	232	222	511	428	240	480	428	0.00%
TOTAL PERSONNEL COSTS:	**20,177**	**19,482**	**23,051**	**16,521**	**11,101**	**22,618**	**18,059**	**9.31%**
SERVICES								
100 53620 290 CONTRACTUAL SERVICES	303,664	304,821	312,271	325,541	132,651	318,360	324,743	-0.25%
TOTAL SERVICES:	**303,664**	**304,821**	**312,271**	**325,541**	**132,651**	**318,360**	**324,743**	**-0.25%**
MATERIALS & SUPPLIES								
100 53620 313 PRINTING / COPYING	0	0	0	4,000	0	0	4,000	0.00%
100 53620 340 OPERATING SUPPLIES	10,359	9,793	12,723	10,000	4,778	10,000	10,000	0.00%
100 53620 390 MISCELLANEOUS	0	0	0	0	0	0	0	NA
TOTAL MAT. & SUPPLIES:	**10,359**	**9,793**	**12,723**	**14,000**	**4,778**	**10,000**	**14,000**	**0.00%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PW-REFUSE & GARBAGE COLLECTION:	**$334,200**	**$334,096**	**$348,045**	**$356,062**	**$148,530**	**$350,978**	**$356,801**	**0.21%**

PUBLIC WORKS-LANDFILL OPERATION

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 53631 111 SALARIES & WAGES	3,006	3,983	4,128	6,462	1,362	3,700	6,799	5.21%
100 53631 112 OVERTIME WAGES	169	18	133	0	0	0	0	NA
100 53631 125 WAGES/TEMP/OTHER	1,073	444	546	64	38	500	288	350.11%
100 53631 151 SOCIAL SECURITY	318	331	354	505	103	325	505	0.00%
100 53631 152 EMPLOYER SHARE RETIREMENT	197	270	288	439	89	250	439	0.00%
100 53631 154 MEDICAL & DENTAL	351	556	1,333	2,021	261	1,000	2,021	0.00%
100 53631 155 LIFE INSURANCE	4	4	13	23	2	18	27	21.31%
100 53631 156 WORKERS COMP	186	172	179	250	0	250	249	-0.39%
100 53631 157 HSA CONTRIBUTION	47	69	190	257	29	100	257	0.00%
TOTAL PERSONNEL COSTS:	**5,351**	**5,847**	**7,164**	**10,020**	**1,884**	**6,143**	**10,585**	**5.64%**
SERVICES								
100 53631 222 ELECTRIC	566	843	1,038	1,200	315	1,200	1,200	0.00%
100 53631 290 CONTRACTUAL SERVICES	2,601	2,947	25,631	16,200	26,092	42,200	42,500	162.35%
TOTAL SERVICES:	**3,167**	**3,790**	**26,669**	**17,400**	**26,407**	**43,400**	**43,700**	**151.15%**
MATERIALS & SUPPLIES								
100 53631 311 POSTAGE	0	0	0	10	0	0	10	0.00%
100 53631 340 OPERATING SUPPLIES	7,842	27,303	10,095	20,000	65	23,000	12,500	-37.50%
100 53631 390 MISCELLANEOUS	0	0	0	600	0	0	600	0.00%
TOTAL MAT. & SUPPLIES:	**7,842**	**27,303**	**10,095**	**20,610**	**65**	**23,000**	**13,110**	**-36.39%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PW-LANDFILL OPERATION:	**$16,360**	**$36,940**	**$43,928**	**$48,030**	**$28,356**	**$72,543**	**$67,395**	**40.32%**
TOTAL PUBLIC WORKS-SANITATION	**$ 350,560**	**$ 371,036**	**$ 391,973**	**$ 404,092**	**$ 176,886**	**$ 423,521**	**$ 424,197**	**4.98%**

COMMUNITY PROGRAMS

	2022 Total Budget	2023 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

WORKING COPY DRAFT - 10/6/2022

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
COMMUNITY EVENTS								
100 55330 791 EVENTS	1,900	2,000	2,000	2,250	994	2,250	2,250	0.00%
TOTAL COMMUNITY EVENTS:	**1,900**	**2,000**	**2,000**	**2,250**	**994**	**2,250**	**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	18,000	15,300	15,300	15,300	10,300	15,300	15,300	0.00%
TOTAL SENIOR CITIZEN CTR:	**18,000**	**15,300**	**15,300**	**15,300**	**10,300**	**15,300**	**15,300**	**0.00%**
TOTAL COMMUNITY PROGRAMS:	**29,900**	**27,300**	**27,300**	**27,550**	**16,294**	**27,550**	**27,550**	**0.00%**

Account Number	Explanation	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget
	EVENTS							
100-55330 791	Flag Replacement	0	0	0	250	0	250	250
100-55150 791	Supplies/ Flowers Beautification Council	1,900	2,000	2,000	2,000	994	2,000	2,000
	TOTAL EVENTS	**1,900**	**2,000**	**2,000**	**2,250**	**994**	**2,250**	**2,250**
	PROGRAMS							
100-55120-795	HISTORICAL SOCIETY	10,000	10,000	10,000	10,000	5,000	10,000	10,000
100-55120-793	NUTRITION-TITLE VII	6,400	3,700	3,700	3,700	3,700	3,700	3,700
100-55120-796	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	**28,000**	**25,300**	**25,300**	**25,300**	**15,300**	**25,300**	**25,300**
TOTAL COMMUNITY PROGRAMS		**$ 29,900**	**$ 27,300**	**$ 27,300**	**$ 27,550**	**$ 16,294**	**$ 27,550**	**$ 27,550**

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
PARKS AND GROUNDS MAINTENANCE

Core Operations:

Grounds staff are responsible for the facilities and grounds maintenance in 23 parks encompassing 191.96 acres, a multi-use trail system of over 12 miles and 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. Parks staff, in coordination with the Public Works Division, complete capital projects on an annual basis in various parks, as identified in collaboration with the Parks and Recreation Director.

Description:

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 year-round. Personnel seasonally place park benches and trash receptacles throughout the city.

Outcomes:

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

PARKS PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Grounds Maintenance	Parks Maintenance	Administration	Program
Parks Revenues:						
Transfer from general fund	$ 71,509	$ 98,607	$ 72,217	$ 19,444	$ 6,946	$ -
Government & Grants	-	-	-	-	-	-
Program Fees	150,000	150,000	109,860	29,577	10,563	-
Transfer from Waterfront	17,700	20,000	14,648	3,944	1,408	-
Total Revenues	239,209	268,607	196,725	52,965	18,917	-
Parks Expenses:						
Personnel	$ 148,644	$ 179,602	131,538	35,415	12,649	-
Services	43,590	40,530	29,684	7,992	2,854	-
Material and Supplies	46,975	48,475	35,503	9,558	3,414	-
Capital Expenditures	-	-	-	-	-	-
Total Expenses	239,209	268,607	196,725	52,965	18,917	-
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Grounds Maintenance		**$ 72,217 Funding request**
Full time equivalent EEs	2.6	Service: Maintain 350 acres of green space 7-LTE's mid April to mid October

Parks Maintenance		**$ 19,444 Funding request**
Full time equivalent EEs	0.7	Service: Maintain all property in the open and assist with facilities maintenance some snow plowing

Administration		**$ 6,946 Funding request**
Full time equivalent EEs	0.25	Service: Order supplies

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 55200 111 SALARIES & WAGES	48,697	49,334	51,821	52,658	28,293	56,000	78,110	48.33%
100 55200 112 OVERTIME WAGES	-	-	189	-	494	520	-	NA
100 55200 125 WAGES/TEMP/OTHER	43,676	29,692	46,445	66,480	7,735	52,500	66,480	0.00%
100 55200 131 LONGEVITY PAY	2,481	2,531	2,581	2,106	-	2,106	2,191	4.01%
100 55200 137 CLOTHING/UNIFORM ALLOWANCE	-	432	446	450	-	450	675	50.00%
100 55200 151 SOCIAL SECURITY	7,184	6,227	7,715	9,126	2,768	7,300	11,080	21.41%
100 55200 152 EMPLOYER SHARE RETIREMENT	3,395	3,510	3,689	3,560	1,871	4,000	5,460	53.40%
100 55200 154 MEDICAL & DENTAL	7,214	7,549	7,961	7,943	4,080	8,000	8,751	10.18%
100 55200 155 LIFE INSURANCE	293	290	361	378	201	400	423	12.03%
100 55200 156 WORKER'S COMPENSATION	4,675	3,229	3,805	4,443	-	4,443	4,932	11.00%
100 55200 157 HSA CONTRIBUTION	1,500	1,443	1,505	1,500	750	1,500	1,500	0.00%
100 55200 158 RETIREE HRA DEDUCTIBLE	-	-	-	-	-	-	-	NA
TOTAL PERSONNEL COSTS:	**119,526**	**104,237**	**126,518**	**148,644**	**46,192**	**137,219**	**179,602**	**20.83%**
SERVICES								
100 55200 213 OTHER PROFESSIONAL SERVICES	180	180	4,820	5,000	0	6,000	5,000	0.00%
100 55200 216 SAFETY PROGRAM	20	29	29	250	-	200	250	0.00%
100 55200 221 WATER	10,544	7,834	8,313	12,240	930	9,000	9,180	-25.00%
100 55200 222 ELECTRIC	20,333	17,248	21,282	22,000	5,072	22,000	22,000	0.00%
100 55200 224 NATURAL GAS	1,785	1,547	1,516	1,900	1,450	2,200	1,900	0.00%
100 55200 225 TELEPHONE	2,583	2,201	2,491	2,200	1,151	2,100	2,200	0.00%
100 55200 290 CONTRACTUAL SERVICES	-	-	-	-	-	-	-	NA
TOTAL SERVICES:	**35,446**	**29,039**	**38,451**	**43,590**	**8,603**	**41,500**	**40,530**	**-7.02%**
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	63,536	27,056	41,748	31,375	15,689	31,500	31,375	0.00%
100 55200 342 GAS & OIL	6,711	5,406	9,024	7,500	5,555	10,000	9,000	20.00%
100 55200 345 SMALL TOOLS & EQUIP	894	1,870	862	1,000	631	1,000	1,000	0.00%
100 55200 350 R & M TRANS VEHICLES	4,771	3,789	2,851	2,500	1,148	2,500	2,500	0.00%
100 55200 352 R&M EQUIP/MACH/TOOLS	354	-	-	1,600	1,351	1,600	1,600	0.00%
100 55200 357 R & M EQUIP/MAINT-OTHER	612	-	-	2,000	337	1,000	2,000	0.00%
100 55200 390 MISC EXPENSE	600	650	541	500	473	500	500	0.00%
TOTAL MAT. & SUPPLIES:	**77,740**	**38,771**	**55,026**	**46,975**	**25,184**	**48,100**	**48,475**	**3.19%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXP:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL PW-PARKS OPERATION & MAINT:	**232,712**	**172,047**	**219,995**	**239,209**	**79,979**	**226,819**	**268,607**	**12.29%**

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
PARKS AND RECREATION DEPARTMENT

The City of Ashland Parks and Recreation Department has existed for over 45 years. While its name has varied, its purpose has stayed the same: to *meet the needs for recreational resources by improving the quality of life for the regional residents 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 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 AFD Toy Drive, Cheeky Monkey Boo Bash Party, Color Run, Loose Caboose Kids Foot Race, Snowshow Stomp, Kids Day at the Farmers Market, SPARK Fest, Rain Barrel Sale, and other events at little to no cost to the partnering entities yet serving our community members.

Ove the past year, APR was able to host the Snowshoe Stomp, Chequamegon Bay Kite Fest, Ashland Bike Rodeo, Movies in the Park, and various sports clinics . Over the past year, APR has been able to host 12 weeks of summer Day Camps, gymnastics, tennis, U10-U14 Girls Softball, U16 Boys Baseball (formerly Babe Ruth), U6 Baseball, Flag Football, Pickleball, Skateboard Class (collaborative program with SPARK), No School Days programming and new in 2022 a composite middle and high mountin bike team participating in the Wisconsin MTB league.

Over the past year the BCC has hosted the Whistlestop half and marathon and Cruisin the Corridor packet pick up, community job fairs, Chequamegon Bay Karate Club, Lifeline Screening, and SPARK.

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 the front office at 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 reservations. 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 2022, APR staff worked to secure funding for the Ashland Oredock Redevelopment : Diamond Access and ADA access to the Oredock and Waterfront Trail Rehabiliation, a new swingset at Kreher Park, design and engineering documents for the Waterfront Trail Reconstruction (22nd Ave W to 15th Ave W), and revitizing the City of Ashland's Urban Forestry Program by updating the City's tree inventory. City of Ashland was once again recognized as a Bird City and in 2022 once again became a Tree City USA.

In 2022, the City staff also supported efforts of community member to revitialize the East End Community Park. This venture lead to raising $50,000 to resurface the old tennis courts and refurbish them into a basketball and multiuse court, plus other park improvements.

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 2023 outcomes for each.

Kids Programs

Description: These programs are designed for kid's ages 0 – 18 years old. These programs include: Fun N Run, Girls Softball, Baseball, Flag Football, School Ages Programs, Tennis, and pickleball. 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. There are approximately 135 participate currenly in in the fall 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.

Outcomes: In 2023 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 football, softball, baseball and gymnastics.

Community Programs

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

East End Skating Rink – The East End Skating Rink and warming house is open for approximately 8 weeks 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, fests, etc to assist in marketing programs and recreation opportunities in Ashland.

Outcomes: In 2023 APR will continue to work with community entities to provide quality, cost effective and affordable events for the community.

APR will continue to look for volunteers to increase the hours the East End Warming house is open.

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, National Parks and Recreation Association 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, Kreher Park/Superfund Site Redevelopment: Water Access and other parks/trail projects

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, Ashland Rotary, and Wisconsin Coastal Beaches Working Group, Interntional Joint Commission -Water Quality Board, and the WPRA Board of Directors. The 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 Wiscoinsn 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

	2022 Total Budget	Total 2023 Budget	Administration	Adult Programs	Committee Management	Community Programs	Kids Programs
APR Recreation Revenues:							
General Funds	$ 217,225	$ 245,890	$ 106,202	$ 2,652	$ 4,152	$ 24,265	$ 108,619
Government & Grants	-	-	-	-	-	-	-
Program Fees	82,800	82,800	2,500	1,500	-	13,100	65,700
Donations	-	-	-	-	-	-	-
Total Revenues	300,025	328,690	108,702	4,152	4,152	37,365	174,319
APR Recreation Expenses:							
Personnel	$ 280,475	$ 303,740	100,460	3,837	3,837	34,527	161,079
Services	2,600	3,100	1,011	40	40	359	1,650
Material and Supplies	16,150	21,050	6,979	264	264	2,382	11,161
Capital Expenditures	800	800	252	11	11	97	429
Total Expenses	300,025	328,690	108,702	4,152	4,152	37,365	174,319
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Administration — $ 106,202 **Funding request**

Full time equivalent EE's: 1.31

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

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

Adult Programs — $ 2,652 **Funding request**

Full time equivalent EE's: 0.05

Committee Management — $ 4,152 **Funding request**

Full time equivalent EE's: 0.05

Community Programs — $ 24,265 **Funding request**

Full time equivalent EE's: 0.45

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

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

Kids Programs — $ 108,619 **Funding request**

Full time equivalent EE's: 2.1

Programs: Fun N Run; Flag Football; Girls Softball; School Aged Programs; Gymnastics; Basketball

Programs: Baseball; Preschool Programs

CITY OF ASHLAND
2023 BUDGET
APR RECREATION PROGRAMS

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS								
100 55310 111 SALARIES/PERM/REGULAR	137,798	149,565	149,901	152,250	76,292	152,250	158,325	3.99%
100 55310 125 WAGES/TEMP/OTHER	22,351	15,996	23,678	19,600	14,286	25,000	26,900	37.24%
100 55310 131 LONGEVITY PAY	2,526	2,997	4,064	4,200	0	4,200	4,360	3.81%
100 55310 151 SOCIAL SECURITY	10,598	11,161	11,921	12,400	5,853	12,310	13,910	12.18%
100 55310 152 EMPLOYER SHARE RETIREI	9,172	10,276	10,342	10,170	4,943	10,170	11,065	8.80%
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	61,764	69,442	66,003	67,655	33,828	67,655	74,820	10.59%
100 55310 155 LIFE INSURANCE	347	349	371	365	193	365	480	31.51%
100 55310 156 WORKER'S COMPENSATION	5,423	4,988	5,094	4,835	0	4,835	4,880	0.93%
TOTAL PERSONNEL COSTS:	**258,979**	**273,774**	**280,374**	**280,475**	**139,895**	**285,785**	**303,740**	**8.29%**
SERVICES								
100 55310 213 OTHER PROF SERVICES	409	3,855	0	300	0	0	300	0.00%
100 55310 215 SPECIAL EVENTS & PROGR	246	0	0	300	0	300	300	0.00%
100 55310 225 TELEPHONE	1,842	3,120	2,526	2,000	856	2,000	2,500	25.00%
TOTAL SERVICES:	**2,497**	**6,975**	**2,526**	**2,600**	**856**	**2,300**	**3,100**	**19.23%**
MATERIALS & SUPPLIES								
100 55310 311 POSTAGE	895	80	245	500	0	250	500	0.00%
100 55310 313 PRINTING	3,492	2,180	2,102	2,000	448	1,000	2,000	0.00%
100 55310 319 OFFICE SUPPLIES	360	4	206	500	111	400	500	0.00%
100 55310 320 ADVERTISING/PUBLISHING	220	115	427	200	191	200	200	0.00%
100 55310 322 MAGAZINES/NEWSPAPERS	125	0	0	100	0	50	100	0.00%
100 55310 324 MEMBERSHIP DUES	335	600	899	450	325	450	450	0.00%
100 55310 332 AUTO ALLOWANCE	288	8	50	100	178	250	100	0.00%
100 55310 339 TRAVEL/TRAINING	3,175	671	3,594	2,000	2,112	3,000	2,000	0.00%
100 55310 340 OPERATING SUPPLIES	9,329	5,631	7,150	7,000	3,471	6,000	7,000	0.00%
100 55310 355 R&M - BUILDINGS	0	0	0	800	0	0	800	0.00%
100 55310 390 MISCELLANEOUS EXPENSE	166	301	86	400	156	400	400	0.00%
100 55310 394 BANK SERVICE CHARGES	2,325	1,420	3,196	2,100	2,554	6,300	7,000	233.33%
100 55310 532 RENTALS	100	0	0	0	0	0	0	NA
TOTAL MATERIALS & SUPPLIES	**20,810**	**11,010**	**17,955**	**16,150**	**9,546**	**18,300**	**21,050**	**30.34%**
CAPITAL EXPENDITURES								
100 55310 812 OFFICE EQUIPMENT/FURNI	60	0	0	600	0	0	600	0.00%
100 55310 813 TELE/DATA COMM EQUIPME	0	0	0	200	0	0	200	0.00%
TOTAL CAPITAL EXPEND:	**60**	**0**	**0**	**800**	**0**	**0**	**800**	**0.00%**
TOTAL LEISURE SERVICES:	**$282,346**	**$291,759**	**$300,855**	**$300,025**	**$150,297**	**$306,385**	**$328,690**	**9.55%**

CITY OF ASHLAND
2023 BUDGET
MUNICIPAL BAND

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
MATERIALS & SUPPLIES								
100 55320 390 MISCELLANEOUS EXPENSE	4,557	0	5,056	4,950	1,000	4,950	5,000	1.01%
TOTAL MAT. & SUPPLIES:	**4,557**	**0**	**5,056**	**4,950**	**1,000**	**4,950**	**5,000**	**1.01%**
CAPITAL EXPENDITURES								
TOTAL CAPITAL EXPEND:	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
TOTAL MUNICIPAL BAND:	**$4,557**	**$0**	**$5,056**	**$4,950**	**$1,000**	**$4,950**	**$5,000**	**1.01%**

$5,000 Funding request

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
2023 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
2023 BUDGET
PLANNING AND DEVELOPMENT

VACANT - PLANNING & DEVELOPMENT DIRECTOR

PLANNING & DEVELOPMENT - SUMMARY

	2022 Total Budget	Total 2023 Budget	Planning & Zoning	Economic Development	Sustainability	Administrative
Planning & Development Revenues:						
General Funds	$ 230,520	$251,675	$132,293	$80,656	$22,131	$16,595
Government & Grants	-	-	-	-	-	-
Program Fees	6,000	4,000	4,000	-	-	-
Donations	-	-	-	-	-	-
Total Revenues	236,520	255,675	136,293	80,656	22,131	16,595
Planning & Development Expenses:						
Personnel	$ 171,055	$ 179,900	$ 120,267	$ 24,846	$ 19,879	$ 14,908
Services	5,240	13,400	8,962	1,848	1,481	1,109
Material and Supplies	6,825	6,975	4,664	962	771	578
Capital Expenditures	-	-	-	-	-	-
Contributions	53,400	55,400	2,400	53,000	-	-
Total Expenses	236,520	255,675	136,293	80,656	22,131	16,595
Net Revenue (Expense)	$ -	$ -	$ -	$ -	$ -	$ -

PROGRAM INFORMATION

Planning &Zoning — **$ 132,293 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 — **$ 80,656 Funding request**

Full time equivalent EEs 0.25

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

Sustainability — **$ 22,131 Funding request**

Full time equivalent EEs 0.2

Programs: Sustainability Planning & Admin

Administrative — **$ 16,595 Funding request**

Full time equivalent EEs 0.25

Programs: Grant Writing/ Admin; Dept. Admin

CITY OF ASHLAND
2023 BUDGET
PLANNING AND DEVELOPMENT

DESCRIPTION				2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PERSONNEL COSTS											
100	56900	111	SALARIES	63,744	87,875	96,901	106,905	36,366	73,000	130,000	21.60%
100	56900	112	OVERTIME	0	0	0	0	0	0	0	NA
100	56900	125	WAGES/TEMP/OTHER	8,507	13,515	13,649	9,600	888	1,778	9,600	0.00%
100	56900	131	LONGEVITY	0	0	0	170	0	0	0	-100.00%
100	56900	151	SOCIAL SECURITY	5,430	7,703	8,380	8,750	2,752	5,505	10,580	20.91%
100	56900	152	EMPLOYER RETIREMENT	4,187	5,927	6,534	6,965	2,017	4,034	8,840	26.92%
100	56900	157	HSA CONTRIBUTION	125	375	1,250	4,500	937	1,900	3,000	-33.33%
100	56900	154	MEDICAL/DENTAL	1,168	3,175	7,457	33,830	4,856	9,712	17,510	-48.24%
100	56900	155	LIFE INSURANCE	51	54	63	100	22	50	120	20.00%
100	56900	156	WORKERS COMPENSATION	164	200	217	235	0	200	250	6.38%
TOTAL PERSONNEL COSTS:				**83,376**	**118,824**	**134,451**	**171,055**	**47,838**	**96,179**	**179,900**	**5.17%**
SERVICES											
100	56900	213	OTHER PROF SERVICES	435	4,758	5,911	2,000	2,000	40,000	10,000	400.00%
100	56900	225	TELEPHONE	1,350	1,737	1,761	1,740	734	1,760	1,900	9.20%
100	56900	250	PROPERTY MAINTENANCE	2,500	4,870	4,875	1,500	0	1,500	1,500	0.00%
TOTAL SERVICES:				**4,285**	**11,365**	**12,547**	**5,240**	**2,734**	**43,260**	**13,400**	**155.73%**
MATERIALS & SUPPLIES											
100	56900	311	POSTAGE	0	0	0	150	0	0	150	0.00%
100	56900	313	PRINTING / COPYING	5,956	1,152	997	1,500	357	1,000	1,500	0.00%
100	56900	319	OFFICE SUPPLIES	633	25	159	150	265	365	300	100.00%
100	56900	320	ADVERTISING	745	1,458	2,657	1,750	481	1,500	1,750	0.00%
100	56900	324	MEMBERSHIP DUES	200	0	0	375	0	0	375	0.00%
100	56900	339	TRAVEL/TRAINING	1,434	460	80	2,750	3,026	3,200	2,750	0.00%
100	56900	342	GAS & OIL	51	0	0	50	26	50	50	0.00%
100	56900	350	R&M TRANSPORTATION EQUIP	0	0	0	0	0	0	0	NA
100	56900	390	MISCELLANEOUS	167	42	140	100	67	100	100	0.00%
TOTAL MATERIALS & SUPPLIES:				**9,185**	**3,137**	**4,033**	**6,825**	**4,222**	**6,215**	**6,975**	**2.20%**
CONTRIBUTIONS											
100	56730	791	ECON DEV - AADC CONTRIBUTI	25,000	50,000	50,000	51,000	25,500	51,000	53,000	3.92%
100	56740	791	SUPERIOR DAYS	0	0	0	0	0	0		NA
100	56760	791	HISTORIC PRESERVATION	150	120	629	400	0	200	400	0.00%
100	55330	791	FARMERS MARKET	0	0	1,921	2,000	0	2,000	2,000	0.00%
TOTAL CONTRIBUTIONS:				**25,150**	**50,120**	**52,550**	**53,400**	**25,500**	**53,200**	**55,400**	**3.75%**
TOTAL PLANNING AND DEVELOPMENT:				**$121,995**	**$183,446**	**$203,581**	**$236,520**	**$80,294**	**$198,854**	**$255,675**	**8.10%**

CITY OF ASHLAND WISCONSIN
2023 BUDGET PROGRAM NARRATIVE
VAUGHN PUBLIC LIBRARY

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 livable wages, hours and benefits for our employees. The goal is to offer an excellent library experience through high quality personnel interactions. The 2023 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.

Outreach

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 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, effective 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 month 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

2023 BUDGET - LIBRARY BOARD

VAUGHN PUBLIC LIBRARY - SR FUND 215

SARAH ADAMS, DIRECTOR

VAUGHN PUBLIC LIBRARY PROGRAMS - SUMMARY

	2022 Total Budget	Total 2023 Budget	Customer Service	Community Outreach	Collections	Personnel	Finance	Facility Management
VPL Revenues & Fund Balance:								
Transfer from general fund	$ 312,000	$ 316,000	$ 160,104	$ 64,404	$ 63,803	$ 9,029	$ 9,630	$ 9,030
Government & Grants	148,478	137,763	69,800	28,077	27,815	3,936	4,199	3,936
Program Fees	2,000	2,000	1,016	406	403	57	61	57
Interest/Dividends/Contrib	6,675	325	165	67	65	9	10	9
Appropriation of Fund Balance	4,196	61,109	30,963	12,454	12,337	1,746	1,863	1,746
Total Revenues & Fund Balance	473,349	517,197	262,048	105,408	104,423	14,777	15,763	14,778
VPL Expenses:								
Personnel	$ 314,552	$ 356,100	180,421	72,581	71,900	10,174	10,851	10,173
Services	20,000	20,300	10,282	4,139	4,099	581	620	579
Material and Supplies	22,050	22,050	11,159	4,499	4,454	633	675	630
Building and Equip Maintenance	72,347	74,347	37,659	15,153	15,015	2,127	2,266	2,127
Capital Expenditures	44,400	44,400	22,495	9,051	8,966	1,269	1,353	1,266
Total Expenses	473,349	517,197	262,016	105,423	104,434	14,784	15,765	14,775
Net Revenue (Expense)	$ -	$ -	$ 32	$ (15)	$ (11)	$ (7)	$ (2)	$ 3

PROGRAM INFORMATION

Customer Service — **$ 160,104 Funding request**

Full time equivalent employees 2.66

Volunteers 0

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

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

Community Outreach — **$ 64,404 Funding request**

Full time equivalent employees 1.07

Volunteers 0

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

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

Collections $ 63,803 **Funding request**

Full time equivalent employees 1.06

Volunteers 0

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

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

Personnel $ 9,029 **Funding request**

Full time equivalent employees 0.15

Volunteers 0

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

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

Finance $ 9,630 **Funding request**

Full time equivalent employees 0.16

Volunteers 0

Services Provi(Attend workshops, webinars and staff workshops

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

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

Facility Management $ 9,030 **Funding request**

Full time equivalent employees 0.15

Volunteers 0

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

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

CITY OF ASHLAND
2023 BUDGET - LIBRARY BOARD
VAUGHN PUBLIC LIBRARY - SR FUND 215

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
215 51610 213 OTHER PROFESSIONAL SERVIC	4,033	4,234	3,076	3,000	2,122	2,500	3,000	0.00%
215 51610 221 WATER/SEWER	2,442	1,752	1,940	2,850	775	1,900	2,850	0.00%
215 51610 222 ELECTRICITY	9,617	8,830	9,628	10,500	3,904	9,798	10,500	0.00%
215 51610 224 NATURAL GAS	5,189	4,593	6,083	6,000	5,776	5,639	8,000	33.33%
215 51610 344 JANITORIAL SUPPLIES	2,295	692	3,148	1,000	221	1,000	1,000	0.00%
215 51610 345 SMALL TOOLS	40	14	347	0	66	40	0	NA
215 51610 349 OTHER OPERATING SUPPLIES	93	100	70	200	5	151	200	0.00%
215 51610 352 R&M EQUIPMENT	0	0	198	100	0	0	100	0.00%
215 51610 355 R&M BUILDINGS	8,849	4,026	3,468	5,000	2,583	4,000	5,000	0.00%
215 51610 812 OFFICE EQUIPMENT	0			0	0		0	NA
215 51610 925 INTERDEPARTMENTAL CHARGE	43,840	42,455	41,480	43,697	20,651	36,388	43,697	0.00%
TOTAL MAINTENANCE COSTS:	**76,398**	**66,696**	**69,438**	**72,347**	**36,103**	**61,416**	**74,347**	**2.76%**
PERSONNEL COSTS								
215 55110 111 SALARIES/PERM/REGULAR	207,626	195,343	191,364	184,586	94,469	197,000	214,220	16.05%
215 55110 112 OVERTIME			1,166		959	430		NA
215 55110 125 WAGES/TEMP/REG	11,201	6,479	5,722	7,642	1,112	6,157	16,575	116.89%
215 55110 131 LONGEVITY PAY	5,644	4,282	4,195	5,013	2,184	4,200	3,110	-37.96%
215 55110 133 RETIREMENT PAYOUT	0	15,534	0	20,400	0	0	20,400	0.00%
215 55110 151 SOCIAL SECURITY	16,618	16,998	14,767	13,911	7,166	14,950	18,820	35.29%
215 55110 152 EMPLOYER SHARE RETIREMEN	13,099	13,130	12,963	12,942	5,121	12,850	13,665	5.59%
215 55110 157 HSA CONTRIBUTION	10,000	9,000	9,000	9,000	4,500	9,000	9,250	2.78%
215 55110 154 MEDICAL & DENTAL	67,376	68,293	71,996	73,471	34,168	73,000	58,900	-19.83%
215 55110 155 LIFE INSURANCE	923	673	750	985	404	750	705	-28.43%
215 55110 156 WORKER'S COMPENSATION	465	460	396	400	0	420	455	13.75%
215 55110 158 UNEMPLOYMENT	0	0	0	0	0	0	0	
TOTAL PERSONNEL COSTS:	**332,952**	**330,192**	**312,319**	**328,350**	**150,083**	**318,757**	**356,100**	**8.45%**
SERVICES								
215 55110 213 PROFESSIONAL SERVICES	15,560	14,395	14,658	17,700	16,083	17,700	18,000	1.69%
215 55110 215 SPECIAL EVENTS & PROGRAMM	0	0	0	0	0	1,500	0	NA
215 55110 225 TELEPHONE	702	502	515	800	452	845	800	0.00%
215 55110 290 MAINT CONTRACTS	0	114	0	1,500	0	350	1,500	0.00%
TOTAL SERVICES:	**16,262**	**15,011**	**15,173**	**20,000**	**16,535**	**20,395**	**20,300**	**1.50%**

DESCRIPTION	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2022 Budget	Percent Change
MATERIALS & SUPPLIES								
215 55110 311 POSTAGE	796	706	29	800	116	800	800	0.00%
215 55110 319 OFFICE SUPPLIES	445	0	0	0	116	500	0	NA
215 55110 320 ADVERTISING/PUBLISHING	233	0	0	0	0	0	0	NA
215 55110 322 MAGAZINES/NEWSPAPER SUBS	6,465	6,131	7,481	6,000	3,014	5,000	6,000	0.00%
215 55110 324 MEMBERSHIP DUES	303	53	244	450	0	300	450	0.00%
215 55110 326 ADVERTISING/PUBLISHING	1,748	20	290	750	155	750	750	0.00%
215 55110 339 TRAVEL/TRAINING	1,310	203	2,016	800	385	800	800	0.00%
215 55110 340 OPERATING SUPPLIES - PRINTI	1,526	4,546	4,670	6,250	2,411	6,225	6,250	0.00%
215 55110 342 SUMMER READING	0	0	0	1,500	45	0	1,500	0.00%
215 55110 343 PRESCHOOL STORYTIME	586	242	9	500	0	500	500	0.00%
215 55110 344 PROGRAMMING	1,049	417	1,414	1,500	526	1,000	1,500	0.00%
215 55110 345 SMALL TOOLS	59	0	0	0	0	0	0	NA
215 55110 346 YOUNG ADULT	241	0	0	500	0	400	500	0.00%
215 55110 347 SUMMER READING	1,766	320	651	1,700	277	1,000	1,700	0.00%
215 55110 349 OTHER OPERATING SUPPLIES	3,642	76	100	0	0	0	0	NA
215 55110 511 STATE FIRE INS - CONTENTS	871	1,123	1,411	1,300	0	1,300	1,300	0.00%
TOTAL MATERIALS & SUPPLIES	**21,040**	**13,837**	**18,315**	**22,050**	**7,045**	**18,575**	**22,050**	**0.00%**
REPAIRS & MAINTENANCE:								
215 55110 353 R&M-FURNITURE/OFFICE EQUIF	0	0	0	0	0	0	0	NA
TOTAL REPAIRS & MAINTENANCE	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**NA**
CAPITAL EXPENDITURES								
215 55110 806 ADULT A/V	11,111	10,611	6,793	10,000	3,488	11,502	10,000	0.00%
215 55110 807 JUVENILE/YA A/V	1,208	618	395	1,000	22	1,200	1,000	0.00%
215 55110 808 E-BOOKS	2,165	1,935	2,543	1,200	2,543	2,543	1,200	0.00%
215 55110 812 OFFICE EQUIPMENT/FURNITURI	512	0	0	8,000	0	0	8,000	0.00%
215 55110 813 TELE/DATA COMM EQUIPMENT	1,352	6,859	7,890	4,500	3,457	4,500	4,500	0.00%
215 55110 816 ADULT BOOKS	15,667	11,806	15,680	12,000	4,774	13,000	12,000	0.00%
215 55110 817 JUVENILE/YA BOOKS	7,237	4,699	3,721	4,500	1,807	4,500	4,500	0.00%
215 55110 818 LARGE PRINT BOOKS	3,730	1,735	746	3,200	815	3,200	3,200	0.00%
TOTAL CAPITAL EXPEND:	**42,982**	**38,263**	**37,768**	**44,400**	**16,906**	**40,445**	**44,400**	**0.00%**
TOTAL VAUGHN PUBLIC LIBRARY:	**$489,634**	**$463,999**	**$453,013**	**$487,147**	**$226,672**	**$459,588**	**$517,197**	**6.17%**
215 43790 LIBRARY FINANCING CONTRIBU	159,468	156,368	161,140	148,478	148,442	161,140	137,766	-7.21%
215 46710 LIBRARY FINES & FEES	2,186	893	238	2,000	252	2,000	2,000	0.00%
215 48110 INTEREST	1,497	551	88	325	0	350	325	0.00%
215 48900 OTHER CONTRIBUTIONS	6,982		72	6,350	0			-100.00%
215 48910 INSURANCE DIVIDENDS	76	118	103	0	81	0	0	NA
215 49210 GENERAL FUND TRANSFER	316,000	322,320	314,262	312,000	156,000	312,000	316,000	1.28%
TOTAL LIBRARY REVENUES	**486,209**	**480,250**	**475,903**	**469,153**	**304,775**	**475,490**	**456,091**	**-2.78%**
APPROPRIATION OF FUND BALANCE	**3,425**	**0**	**0**	**17,994**	**0**	**0**	**61,106**	**239.59%**
NET REVENUES (EXPENSES)	**$ -**	**$ 16,251**	**$ 22,890**	**$ -**	**$ 78,103**	**$ 15,902**	**$ -**	**NA**

CITY OF ASHLAND WISCONSIN
JFK MEMORIAL AIRPORT
2023 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.

CITY OF ASHLAND
2023 BUDGET
JFK AIRPORT - ENTERPRISE 610

		2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
OPERATING REVENUES									
SALES REVENUE									
610 46340	FUEL SALES	186,561	113,340	156,536	135,000	44,303	145,000	145,000	7.41%
610 46100	MISC SALES & CALL OUT CHARGES	1,965	3,105	6,325	9,420	1,140	9,420	9,420	0.00%
TOTAL SALES	(Includes Vehicle Rent)	**188,526**	**116,445**	**162,861**	**144,420**	**45,443**	**154,420**	**154,420**	**6.92%**
COST OF SALES		68%	72%	70%	70%	78%	70%	70%	
610 53511 341	COST OF FUEL	127,300	81,353	109,531	94,500	34,401	101,500	101,500	7.41%
610 53511 394	BANK SERVICE CHARGES	5,364	3,645	4,661	3,850	1,323	4,000	4,000	3.90%
610 53511 530	RENTAL VEHICLE LEASE	761	4,289	4,289	4,300	2,144	4,287	4,300	0.00%
TOTAL COST OF SALES		**133,425**	**89,287**	**118,481**	**102,650**	**37,868**	**109,787**	**109,800**	6.97%
GROSS PROFIT ON SALES		**55,101**	**27,158**	**44,380**	**41,770**	**7,575**	**44,633**	**44,620**	**6.82%**
OTHER OPERATING REVENUE									
610 48200	RENTS	13,052	12,136	9,854	10,300	8,737	10,300	10,300	0.00%
610 43530	STATE GRANT	0	9,778	6,674	0	0	13,548	10,000	NA
610 48110	INTEREST ON INVESTMENTS	1,056	304	40	300	0	40	300	0.00%
610 47339	OTHER LOCAL GOVT CONT.	10,000	10,000	10,000	15,000	15,000	10,000	15,000	0.00%
610 48500	DONATIONS	0	25	0	0	0	0	0	NA
610 48910	INSURANCE DIVIDENDS/EQUIP SALE	1,612	2,542	3,150	1,230	1,303	1,303	1,300	5.69%
610 34100	***USE OF FUND BALANCE***	20,567	4,565	0	0	0	0	0	NA
TOTAL OTHER OPER REVENUE		**46,287**	**39,350**	**29,718**	**26,830**	**25,040**	**35,191**	**36,900**	**37.53%**
TOTAL OPERATING REVENUE		**101,388**	**66,508**	**74,098**	**68,600**	**32,615**	**79,824**	**81,520**	**18.83%**
OPERATING EXPENSES									
PERSONNEL EXPENSES									
610 53511 111	SALARIES & WAGES	54,223	29,160	60,937	62,475	31,850	63,700	66,400	6.28%
610 53511 112	OVERTIME WAGES	305	0	0	0	0	0	0	NA
610 53511 125	WAGES TEMP/OTHER	20,358	40,983	16,512	10,150	8,512	12,000	12,000	18.23%
610 53511 131	LONGEVITY PAY	0	0	0	0	0	0	650	NA
610 53511 137	CLOTHING ALLOWANCE	151	0	0	200	0	0	200	0.00%
610 53511 138	ACCRUED SICK/VACATION	1,552	(1,899)	2,076	1,500	0	1,500	1,500	0.00%
610 53511 151	SOCIAL SECURITY	5,838	5,218	6,101	5,545	3,082	6,164	6,040	8.93%
610 53511 152	EMPLOYER SHARE RETIREMENT	3,748	1,896	4,031	4,060	2,070	4,140	4,560	12.32%
610 53511 154	MEDICAL & DENTAL	1,406	1,313	1,291	1,410	704	1,408	1,410	0.00%
610 53511 155	LIFE INSURANCE	270	286	298	300	159	318	350	16.67%
610 53511 156	WORKER'S COMPENSATION	6,107	5,453	6,338	5,775	0	5,750	6,290	8.92%
610 53511 191	POST EMPLOYMENT BENEFITS	3,741	735	45	0	0	0	0	NA
TOTAL PERSONEL EXPENSES		**97,699**	**83,145**	**97,629**	**91,415**	**46,377**	**94,980**	**99,400**	**8.73%**

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
PROFESSIONAL SERVICES								
610 53511 213 PROFESSIONAL SERVICES	0	0	0	200	0	200	200	0.00%
610 53511 290 CONTRACTED SERVICES	3,181	2,098	2,806	2,200	0	2,100	2,200	0.00%
TOTAL PROFESSIONAL SERVICES:	**3,181**	**2,098**	**2,806**	**2,400**	**0**	**2,300**	**2,400**	**0.00%**
UTILITY SERVICES								
610 53511 221 WATER/SEWER	1,170	910	925	1,000	538	1,000	1,000	0.00%
610 53511 222 ELECTRICITY	9,584	9,217	9,643	9,500	5,778	9,650	9,650	1.58%
610 53511 225 TELEPHONE	2,462	2,618	3,014	2,740	1,425	3,000	3,000	9.49%
610 53511 227 PROPANE (HEAT)	2,703	1,892	3,177	3,000	386	3,000	3,000	0.00%
TOTAL UTILITY SERVICES:	**15,919**	**14,637**	**16,759**	**16,240**	**8,127**	**16,650**	**16,650**	**2.52%**
SUPPLIES & OPERATING EXPENSES								
610 53511 319 OFFICE SUPPLIES	160	177	457	250	0	250	250	0.00%
610 53511 320 ADVERTISING/PUBLISHING	55	87	117	280	0	100	150	-46.43%
610 53511 332 AUTO ALLOWANCE	187	0	0	0	0	0	0	NA
610 53511 339 TRAVEL/TRAINING	934	0	0	500	0	0	500	0.00%
610 53511 342 GAS & OIL (Equipment)	6,414	3,462	3,739	5,000	6,220	8,000	6,500	30.00%
610 53511 344 JANITORIAL SUPPLIES	48	97	18	200	22	100	100	-50.00%
610 53511 345 SMALL TOOLS/EQUIP	1,968	251	2,088	1,000	1,352	1,355	1,000	0.00%
TOTAL SUPPLIES & OPERATING EXPENSES:	**9,766**	**4,074**	**6,419**	**7,230**	**7,594**	**9,805**	**8,500**	**17.57%**
REPAIRS & MAINTENANCE								
610 53511 351 EQUIPMENT REPAIRS	6,460	9,431	10,044	6,000	1,857	6,000	6,000	0.00%
610 53511 355 BLDG REPAIRS & MAINT.	708	6,651	1,522	1,000	0	1,000	1,000	0.00%
610 53511 356 ROAD & RUNWAYS/LAND CLEARING	4,451	0	683	3,500	593	3,500	3,500	0.00%
610 53511 357 OTHER REPAIRS & MAINT.	1,745	142	5,935	500	1,059	1,200	500	0.00%
TOTAL REPAIRS & MAINTENANCE:	**13,364**	**16,224**	**18,184**	**11,000**	**3,509**	**11,700**	**11,000**	**0.00%**
MISCELLANEOUS & INSURANCE EXPENSE								
610 53511 390 MISCELLANEOUS EXPENSE	401	1,488	533	1,000	958	1,000	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	1,873	2,157	2,273	2,160	0	2,300	2,300	6.48%
610 53511 512 VEHICLE INSURANCE	621	1,338	2,008	1,400	0	2,010	2,050	46.43%
610 53511 513 LIABILITY INSURANCE	564	3,504	5,917	3,535	0	6,000	6,000	69.73%
TOTAL MISC. & INSURANCE EXPENSE	**11,459**	**16,487**	**18,731**	**16,095**	**958**	**19,310**	**19,350**	**20.22%**
TOTAL OPERATING EXPENSES	**151,388**	**136,665**	**160,528**	**144,380**	**66,565**	**154,745**	**157,300**	**8.95%**
NET OPERATING INCOME (DEFICIT)	**(50,000)**	**(70,157)**	**(86,430)**	**(75,780)**	**(33,950)**	**(74,921)**	**(75,780)**	**0.00%**

CAPITAL ACTIVITY	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
CURRENT EXPENDITURES								
610 53511 810 EQUIP & MISC CAPITAL EXPENSE	0	0	0	0	0	0	0	NA
610 18600 3400 EQUIP NEW/USED	52,392	22,765	25,798	0	0	18,967	0	NA
610 18600 3200 LAND & LAND IMPROVEMETS	0	0	0	8,340	0	23,500	3,000	-64.03%
610 18600 3300 BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	NA
610 18600 0000 CONTRIBUTED ASSETS	0	0	0	0	0	0	0	NA
SUB-TOTAL	**52,392**	**22,765**	**25,798**	**8,340**	**0**	**42,467**	**3,000**	**-64.03%**
RESERVE FUNDS FOR CAPITAL PROJECTS	**0**	**0**	**0**	**70,000**		**70,000**	**60,000**	**-14.29%**
TOTAL CURRENT EXPENDITURES	**52,392**	**22,765**	**25,798**	**78,340**	**0**	**112,467**	**63,000**	**-19.58%**
SOURCES OF CURRENT CAPITAL FUNDS								
OPERATING AND CAPITAL FUNDS IN RESERVE								
FUNDS AVAILABLE FROM RESERVES	52,392	4,515	25,798	8,340	0	42,467	3,000	-64.03%
STATE/FEDERAL CONTRIBUTIONS	0	18,250	0	0	0	0	0	NA
OTHER CONTRIBUTIONS/FINANCING	0	0	0	0	0	0	0	NA
TOTAL SOURCES OF CURRENT CAPITAL FUNDS	**52,392**	**22,765**	**25,798**	**8,340**	**0**	**42,467**	**3,000**	**-64.03%**
TOTAL CAPITAL ACTIVITY REQUIREMENTS	**0**	**0**	**0**	**(70,000)**	**0**	**(70,000)**	**(60,000)**	**-14.29%**
AIRPORT PARTNERSHIP CONTRIBUTIONS								
OPERATING CONTRIBUTION (50/50 Split of Deficit)								
50% City of Ashland	25,000	31,742	34,500	37,890	17,250	34,500	37,890	0.00%
50% Ashland County	25,000	31,741	34,500	37,890	17,250	34,500	37,890	0.00%
TOTAL OPERATING CONTRIBUTION	**50,000**	**63,483**	**69,000**	**75,780**	**34,500**	**69,000**	**75,780**	**0.00%**
CAPITAL CONTRIBUTION (50/50 Split of Requirements)								
50% City of Ashland	0	0	36,300	35,000	0	35,000	30,000	-14.29%
50% Ashland County	0	0	36,300	35,000	0	35,000	30,000	-14.29%
TOTAL CAPITAL CONTRIBUTION	**0**	**0**	**72,600**	**70,000**	**0**	**70,000**	**60,000**	**-14.29%**
TOTAL PARTNERSHIP CONTRIBUTIONS								
City of Ashland	25,000	31,742	70,800	72,890	17,250	69,500	67,890	-6.86%
Ashland County	25,000	31,741	70,800	72,890	17,250	69,500	67,890	-6.86%
TOTAL OPERATING & CAPITAL CONTRIBUTIO	**50,000**	**63,483**	**141,600**	**145,780**	**34,500**	**139,000**	**135,780**	**-6.86%**

CITY OF ASHALND WISCONSIN
2023 BUDGET NARRATIVE
ASHLAND MARINA

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.

2023 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

ASHLAND MARINA - ENTERPRISE 620

		2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
OPERATING REVENUES									
SALES REVENUE									
620 46340	FUEL SALES	34,793	31,445	48,308	36,000	2,627	30,600	36,000	0.00%
620 46110	RETAIL SALES (Ship Store & Ice)	4,678	5,049	3,185	5,700	3,765	5,700	5,700	0.00%
TOTAL SALES		**39,471**	**36,494**	**51,493**	**41,700**	**6,392**	**36,300**	**41,700**	0.00%
COST OF SALES									
620 55480 342	COST OF FUEL	21,620	23,431	31,725	25,500	6,741	21,420	25,500	0.00%
620 55480 341	COST OF GOODS SOLD	4,920	4,304	7,036	4,000	1,262	5,000	4,000	0.00%
620 55480 394	BANK CARD SERVICE CHARGES	1,260	1,222	1,024	1,450	0	0	1,450	0.00%
TOTAL COST OF SALES		**27,800**	**28,957**	**39,785**	**30,950**	**8,003**	**26,420**	**30,950**	0.00%
	GROSS PROFIT ON SALES	**11,671**	**7,537**	**11,708**	**10,750**	**(1,611)**	**9,880**	**10,750**	0.00%
LEASE & OTHER OPERATING INCOME									
620 43300	FED GRANT-BAB INT SUBSIDY	512	0	0	0	0	0	0	NA
620 46100	MISC REVENUES	8,283	5,344	6,895	0	2,582	3,300	0	NA
620 46750	ANNUAL & TRANSIENT SLIP LEASE	119,240	119,817	147,013	135,000	83,818	133,950	135,000	0.00%
620 46751	BOAT LAUNCH FEES	6,145	7,740	7,236	6,500	2,718	4,900	6,500	0.00%
620 46752	STORAGE	35,720	36,718	40,868	35,000	6,750	35,000	35,000	0.00%
620 46754	BOAT HOIST	19,535	23,855	25,353	22,500	9,123	22,500	22,500	0.00%
620 46755	LABOR AND SERVICE FEES	0	0	0	800	0	0	800	0.00%
620 48110	INTEREST ON INVESTMENTS	925	274	149	90	0	90	90	0.00%
620 48309	OTHER EQUIPMENT/PROPERTY SALES	0	0	0	0	0	0	0	NA
620 48910	INSURANCE DIVIDENDS	0	981	780	540	640	640	540	0.00%
TOTAL OTHER OPER INCOME		**190,360**	**194,729**	**228,294**	**200,430**	**105,631**	**200,380**	**200,430**	0.00%
	OPERATING INCOME	**202,031**	**202,266**	**240,002**	**211,180**	**104,020**	**210,260**	**211,180**	0.00%
OPERATING EXPENSES									
PERSONNEL COSTS									
620 55480 111	SALARIES & WAGES	82,321	63,477	52,560	57,500	23,436	57,500	62,365	8.46%
620 55480 112	OVERTIME WAGES	0	0	250	275	0	250	275	0.00%
620 55480 125	WAGES/TEMPORARY/REGULAR	4,817	21,479	27,461	30,320	8,535	28,000	28,180	-7.06%
620 55480 131	LONGEVITY	1,419	2,119	1,650	2,520	0	2,400	2,495	-0.99%
620 55480 138	ACCR SICK/VACATION	0	14,428	2,094	0	0	0	0	
620 55480 151	SOCIAL SECURITY	6,778	7,783	6,446	6,900	2,446	6,900	7,120	3.19%
620 55480 152	EMPLOYER SHARE RETIREMENT	5,425	4,452	3,665	4,100	1,523	4,100	4,410	7.56%
620 55480 153	HSA CONTRIBUTION	0	0	0	0	0	0	0	NA
620 55480 154	MED/DENT	0	0	0	0	0	0	0	NA
620 55480 155	LIFE INSURANCE	84	97	155	207	97	200	210	1.45%
620 55480 156	WORKER'S COMPENSATION	3,874	3,460	3,113	3,290	0	3,290	3,130	-4.86%
620 55480 158	UNEMPLOYMENT COMPENSATION	6,553	6,190	2,590	6,500	0	6,500	6,500	0.00%
620 55480 190	POST-EMPLOYM HEALTH/PENSION	4,882	1,309	(3,072)	1,300	0	1,300	1,300	0.00%
TOTAL PERSONNEL COSTS:		**116,153**	**124,794**	**96,912**	**112,912**	**36,037**	**110,440**	**115,985**	2.72%
SERVICES									
620 55480 213	OTHER PROFESSIONAL SERVICES	1,142	182	72	1,000	0	1,000	1,000	0.00%
620 55480 221	WATER	1,877	1,415	1,293	1,800	458	1,700	1,800	0.00%
620 55480 222	ELECTRICITY	4,226	4,107	5,542	4,000	1,369	4,625	4,700	17.50%
620 55480 225	TELEPHONE	3,003	3,554	2,850	1,350	1,044	2,680	2,680	98.52%
620 55480 227	PROPANE	1,690	960	1,221	1,900	1,072	2,900	1,900	0.00%
TOTAL SERVICES:		**11,938**	**10,218**	**10,978**	**10,050**	**3,943**	**12,905**	**12,080**	20.20%

ASHLAND MARINA - ENTERPRISE 620

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
MATERIALS & SUPPLIES								
620 55480 311 POSTAGE	0	16	0	100	0	100	100	0.00%
620 55480 319 OFFICE SUPPLIES	362	1,162	454	600	47	600	600	0.00%
620 55480 320 ADVERTISING/PUBLISHING	1,987	1,427	104	2,000	283	350	2,000	0.00%
620 55480 339 TRAVEL/TRAINING	124	13	770	2,100	707	1,000	1,500	-28.57%
620 55480 340 OPERATING SUPPLIES	2,202	2,922	3,711	2,750	807	2,750	2,750	0.00%
620 55480 351 R & M - HEAVY EQUIPMENT	0	100	0	2,750	0	2,500	2,750	0.00%
620 55480 352 R & M - EQUIP/MACH/TOOLS	3,173	1,441	3,863	2,750	599	2,750	2,750	0.00%
620 55480 355 R & M - BUILDINGS	1,168	977	2,579	1,550	56	1,500	1,550	0.00%
620 55480 356 R & M - LAND IMPROVEMENTS	320	992	39	1,800	132	1,000	1,800	0.00%
620 55480 357 R & M - DOCKS	1,465	4,432	592	1,275	2,954	6,000	1,275	0.00%
620 55480 358 R &M- NAV AIDS	167	79	0	200	517	520	200	0.00%
620 55480 359 R & M FUEL	1,565	1,169	2,667	1,275	14	1,200	1,275	0.00%
620 55480 390 MISCELLANEOUS EXPENSE	3,188	1,181	290	1,600	243	1,200	1,600	0.00%
620 55480 511 STATE FIRE INS-BUILDINGS	5,394	6,599	7,730	5,400	0	7,730	7,730	43.15%
620 55480 513 LIABILITY INSURANCE	5,153	5,681	3,542	3,700	0	3,540	3,600	-2.70%
TOTAL MAT. & SUPPLIES:	**26,268**	**28,191**	**26,341**	**29,850**	**6,359**	**32,740**	**31,480**	5.46%
MARINA OPERATING EXPENSE:	**$154,359**	**$163,203**	**$134,231**	**$152,812**	**$46,339**	**$156,085**	**$159,545**	4.41%
NET OPERATING INCOME	**47,672**	**39,063**	**105,771**	**58,368**	**57,681**	**54,175**	**51,635**	-11.54%
OTHER EXPENDITURES								
620 40300 0 DEPRECIATION	74,467	74,004	69,853	74,000	0	70,000	70,000	-5.41%
620 58290 690 DEBT ISSUANCE COSTS	0	9,150	0	0	0	0	0	
620 46413 430 INTEREST EXPENSE GO DEBT	860	8,000	10,505	10,260	0	10,257	9,240	-9.94%
620 46452 4711 CONTRIB IN AID OF CONSTRUCTION	(36,900)	0	(306,510)	0	0	0	0	NA
620 48440 0000 INSURANCE CLAIMS	0	0	0	0	(34,505)	(34,505)	0	NA
620 46452 4711 TRANSFER FROM WATERFRONT 453	(170,030)	(47,560)	0	0	0	0	0	NA
TOTAL OTHER EXPENDITURES:	**(131,603)**	**43,594**	**(226,152)**	**84,260**	**(34,505)**	**45,752**	**79,240**	-5.96%
NET INCOME (LOSS)	**179,275**	**(4,531)**	**331,923**	**(25,892)**	**92,186**	**8,423**	**(27,605)**	6.62%
	179,275	(4,531)	331,923		92,186			

CASH FLOW TO COVER DEBT PAYMENTS:	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2022 Actual to June 30	2022 Estimate	2023 Budget	Percent Change
NET OPERATING INCOME	47,672	39,063	105,771	58,368	57,681	54,175	51,635	-11.54%
LESS: PRINCIPAL AND INTEREST PAYMENT	(63,938)	0	(47,805)	(47,260)	(47,257)	(47,257)	(47,240)	-0.04%
ADJUSTED NET INCOME (LOSS)	**(16,266)**	**39,063**	**57,966**	**11,108**	**10,424**	**6,918**	**4,395**	-60.43%