

ASHLAND CITY COUNCIL MEETING
Tuesday, December 11, 2018 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

- A. Roll Call
- B. Moment of Silence
- C. Pledge of Allegiance

2. APPROVAL OF AGENDA (Voice)

3. APPROVAL OF MINUTES

- A. November 13, 2018 Council and Committee of the Whole Meetings

4. CITIZEN PARTICIPATION PERIOD (Clerk reads rules prior to public comments)

5. MAYOR'S REPORT

- A. Announcements
- B. Appointments

6. CONSENT AGENDA

- A. Planning and Development November 2018 report

7. OLD BUSINESS

- A. Discussion and Possible Action to Approve the 2019 Water and Wastewater Utility Budgets

8. NEW BUSINESS

- A. Approve a Resolution to Repeal and Replace Resolution 17475 to Approve for the 2019 Non-Represented Employees Salary/Hourly Wage Schedule
- B. Approve an Ordinance to Amend Chapter 194 (2015-1848), Ashland City Ordinances, Procurement of Goods and Services, and Approve Change Orders for Public Construction Projects
- C. Approve a Resolution by the Common Council for the City of Ashland, Wisconsin to Amend the 2019 General Fund Budget for Correction to the Tax Increment Levy

- D.** Approve the 219-2020 Contract with Wisconsin Professional Police Association Local 209
- E.** Approve the 2019-2020 Contract with International Association of Firefighters
- F.** Approve Mandatory Joint Powers Agreement between Ashland County and the City of Ashland for the Ashland County 911 Emergency System
- G.** Approve the Agreement between Ashland County, Wisconsin and Bayfield County, Wisconsin for EMS Services
- H.** Approve to Award Non-Commercial Solid Waste and Recyclable Collection Contract to Eagle Waste
- I.** Approve to Waive Bidding Requirement and Purchase Heavy Rip Rap from Olson Bros. Contractors of Brule, WI for \$10,000 to Fix the Eroding Shoreline at Kreher RV Park
- J.** Approve a Resolution to Declare Replacing Two Failing Wastewater Utility HVAC Systems and Emergency per Wisconsin State Statute 62.15(1b), and Approve to Award a Contract to the Lowest Solicited Bid
- K.** Approve an Ordinance to Amend Chapter 750 (1770), Ashland City Ordinances, Property Maintenance
- L.** Approve the 2019 Council and Committee of the Whole Meeting Calendar
- M.** Approve a Resolution to Designate Public Depositories
- N.** Approve a Resolution to Designate the Official City Newspaper
- O.** Approve an Ordinance to Repeal Chapter 165 (2017-1900) and Recreate Chapter 165, Ashland City Ordinances, Comprehensive Fee Schedule
- P.** Approve 2019 Property Insurance Carrier and Renewal Quote, and 2019 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Government Crime/Fidelity ISO, Business Auto, Workers Compensation, and Commercial Umbrella Insurance Carrier and Renewal Quote
- Q.** Approve the State Municipal Agreement (SMA) for WisDOT Transportation Alternatives Program (TAP) for the City of Ashland, Ashland Rails to Trails System (ARTS) Improvements

9. 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: November 13, 2018 Council and Committee of the Whole Meetings

RECOMMENDATION: INSERT SUMMARY STATEMENT

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES:

EXHIBITS:

1. November 13, 2018 Council Minutes
2. November 13, 2018 Com of Whole Minutes

EXPENDITURES REQUIRED:

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the mayor and/or clerk to schedule items directly for Council action when a timely decision is needed by the City. The City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances.

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: INSERT ITEM RECOMMENDATION

SUMMARY STATEMENT:
INSERT CLEARANCES HERE

ASHLAND CITY COUNCIL MEETING

Tuesday, November 13, 2018 - 5:30 P.M.

Ashland City Hall Council Chambers

Page 1

PRESENT: Holly George, Richard Ketring, Sarah Jackson, Ana Tochtermann (arrive 5:35), David Mettill, Kevin Haas, Charles Ortman, Elizabeth Franek, Dick Pufall and Jackie Moore

ABSENT: Kate Ullman

ALSO PRESENT: Mayor Debra Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Finance Director Julie Vaillancourt, Police Captain Bill Hagstrom, Fire Chief Wayne Chenier, Public Works Interim Director Sharon Campbell, Parks and Recreation Director Sara Hudson, Planning and Development Interim Director Megan McBride, Utility Manager Chanz Green, and other concerned citizens

Agenda Item 1: Call to Order

Roll call was taken, a moment of silence was held, and the Pledge of Allegiance was recited.

Agenda Item 2: Approval of Agenda

Moore moved, Pufall seconded a motion to approve the agenda as presented. The motion carried unanimously by voice vote.

Agenda Item 3: Approval of Minutes of the October 18, 2018 Committee of the Whole Budget Work Session, and the October 23, 2018 Council and Committee of the Whole Meetings

George moved, Moore seconded a motion to approve the minutes of the October 18, 2018 Committee of the Whole Budget work session, and the October 23, 2018 Council and Committee of the Whole meetings. The motion carried unanimously by voice vote.

Agenda Item 4: Citizen Participation Period

Ted, who recently moved to Ashland, noticed a boat staying at the marina belongs to someone who is listed as a registered child molester, and asked the City to not renew his monthly lease.

Agenda Item 5: Mayor's Report

Agenda Item 5A: Recognitions

Beauty Spot Awards

Residential Awards

Hannah Sorensen, David Garrington, Opal Teeter, 223 Stuntz Ave.

David Mettill, 608 Chapple Ave.

Dale and Shirley Carli, 906 2nd Ave. W.

Cheri and David Bruch, 908 6th Ave. W.

Minda and Brian Gohr, 811 4th Ave. W.

ASHLAND CITY COUNCIL MEETING
Tuesday, November 13, 2018 - 5:30 P.M.
Ashland City Hall Council Chambers
Page 2

Business Awards

Gabriele's German Cookies, Chocolates and Gifts, 413 Main St. W.
Bay Area Animal Hospital and Bay Area Pet Spa and Resort, 3601 U.S. Hwy. 2
Best Western The Hotel Chequamegon, 101 Lake Shore Drive W.
Superior Choice Credit Union, 319 Ellis Ave.
St. Luke's Chequamegon Clinic, 2201 Lake Shore Drive E.

Beautification Council

James Dunn of DNR

Agenda Item 5B: Announcements

The General Election on November 6, 2018 resulted in several changes throughout the State. Superior Days will be held in February, 2019, and Council members are welcome to attend. A Community Issues Identification meeting was to be held at WITC-Ashland on November 14. A meeting was held on November 12 regarding the Kreher Park Redevelopment Project, and future meetings will be announced once scheduled. The Mayor recently toured the Water Utility and recommended if anyone wishes or hasn't done so in the past, to do the same.

Agenda Item 6: Consent Agenda

Agenda Item 6A: Operator's Licenses

Ginger S. Castle, Angela J. Coyle, Ronette L. Silva, Amanda J. Tutor , Cindy L. Katzmark

Agenda Item 6B: Miscellaneous Minutes

Agenda Item 6C: Planning and Development Report – October, 2018

Moore moved, George seconded a motion to approve the Consent Agenda. The motion carried unanimously by voice vote.

Agenda Item 7: New Business

Agenda Item 7A: Public Hearing on the Proposed 2019 City of Ashland Budget (Mayor)

Pursuant to Section 65.90, Wisconsin Statutes, the City must hold a public hearing prior to adoption of the 2019 budget. Statute further states that a notice must be published containing the budget and the date and location of the public hearing at least 15 days prior to the hearing.

ASHLAND CITY COUNCIL MEETING
Tuesday, November 13, 2018 - 5:30 P.M.
Ashland City Hall Council Chambers
Page 3

The City's notice of the public hearing was published in the Daily Press on October 27, 2018, which is the official newspaper of the City as designated by the Council, seventeen days prior to the advertised November 13, 2018 hearing date. The notice contained the time, date and place of the public hearing as well as a summary of the 2019 budget.

A public hearing is held to receive public comment on the 2019 budget. The public hearing is not an opportunity for Council discussion or comments on the budget. The opportunity for Council discussion, or replies to the comments of the public during the hearing, would be provided during the discussion on the budget after the close of the public hearing.

George moved, Haas seconded a motion to move into Public Hearing. The motion carried unanimously by roll call vote.

As no citizens wished to speak, Ketring moved, Franek seconded a motion to close the Public Hearing. The motion carried unanimously by voice vote.

Agenda Item 7B: Approve a Resolution to Adopt the 2019 Non-Represented Employees Salary/Hourly Wage Schedule (Finance)

Employee compensation issues were discussed by Council previously at the August 8, 2017 meeting, in which City staff was directed to compile a compensation study.

As part of the 2019 budget development, Department Heads were instructed to prepare budgets with a 2% wage increase for all employees.

Mr. Kucera began as the City Administrator after the first draft of the 2019 budget was compiled. The Administrator reviewed the budgets and City employee compensation information and made recommendations for increases in various employee positions for 2019. The majority of the non-represented employees' salary/hourly wages are proposed to increase by 2%. The Administrator's recommendation for other increases/decreases was noted on exhibit C, the column highlighted in green "2019 % Change". The 2019 budget includes the wages stated on exhibit C.

The Administrator recommended approval of the 2019 Salary/Hourly wage schedule.

George moved, Tochtermann seconded a motion to approve the Resolution to adopt the 2019 non-represented employees' salary/hourly wage schedule. The motion carried unanimously by roll call vote. **(File #17475)**

Agenda Item 7C: Approve a Resolution by the Common Council for the City of Ashland, Wisconsin to Adopt the 2019 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets (Finance)

The City Administrator presented a balanced 2019 proposed budget to the Committee of the Whole. The Committee of the Whole deliberated the 2019 budget at the October 9 and October 18, 2018 budget work sessions. At the October 18, 2018 meeting, the Committee of the Whole recommended the 2019 proposed budgets for public hearing.

Budget highlights include the following key elements:

- Continues to provide for capital expenditures
- Maintains service levels for City provided programs
- The City Attorney is a contracted position for 2019
- The Human Resource/Safety position had been reduced to part-time for 2019
- The Building Inspector position has been replaced by a full-time Property Maintenance position and contracted services for building inspections
- Minimum of 2% wage increase for staff
- Employee Benefit Levels Unchanged
 - Health Insurance High Deductible HSA Plan—premium increase is 7.36%
- Continues funding for economic development efforts:
 - AADC funding increased from \$16,000 to \$25,000
 - Part-time intern for Planning & Development Department

After recommendation of the 2019 proposed budget at the October 18, 2018 Committee of the Whole meeting, the manufacturing assessment rolls were completed by the Wisconsin Department of Revenue. This decreased assessed value by \$25,174 and changed the mill rate from 9.7645 to 9.7651. No other changes were made to the budget that was presented at the October 18, 2018 meeting. The 2019 budget was within the Wisconsin Department of Revenue limits for Gross Levy and Expenditure Restraint.

Changes from the 2018 budget to 2019 proposed budget:

Assessed value decreased by (\$1,763,300) to \$413,813,750
Gross levy increased by \$16,438 to \$4,040,950
The City mill rate, per \$1000 of assessed value, increased by 0.0810 to 9.7651

The proposed 2019 Budget was funded via a variety of revenue streams, user charges, and property taxes. The total proposed 2019 budget was as follows:

Total General Fund Expenditures & Transfers to Other Funds:	\$10,726,545
Net Debt Service Levy	1,150,834
Tax Increment Financing Levy	167,210

ASHLAND CITY COUNCIL MEETING
Tuesday, November 13, 2018 - 5:30 P.M.
Ashland City Hall Council Chambers
Page 5

Direct Levy to Capital Project Funds	<u>40,000</u>
Total 2019 proposed budget	<u>\$12,084,589</u>

Franek moved, Haas seconded a motion to approve the Resolution by the Common Council for the City of Ashland, Wisconsin to adopt the 2019 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets. The motion carried unanimously by roll call vote. **(File #17476)**

Agenda Item 7D: Approve a Resolution Adopted by the Common Council for the City of Ashland, Wisconsin to Establish the 2018 Tax Levy (Payable in 2019) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds (Finance)

Approval of the resolution for the establishment of the Tax Levy is required to fund the proposed 2019 Budget which was considered under a separate action by the Council. The Tax Levy Resolution is perhaps more important than the Budget Resolution in that the tax bills that will be issued by the City are based upon this resolution.

The Tax Levy Resolution was prepared based on the 2019 Budget and to be in compliance with Wisconsin State laws for the maximum levy limit and expenditure restraint.

2019 proposed budget:

Assessed value of property decreased from 2018 by (\$1,763,300) to \$413,813,750
Gross levy increased by \$16,438 from 2018 to \$4,040,950
The City mill rate, per \$1000 of assessed value, increases from 2018 by 0.0810 to 9.7651

The 2019 budget will be funded by a tax levy of \$9.7651 per \$1,000 of valuation.

The 2019 budget summary had been provided as part of the meeting agenda item 7C.

Staff recommended Council approve the 2018 Tax Levy (Payable in 2019) as provided in the Resolution.

Mettile moved, George seconded a motion to approve the Resolution adopted by the Common Council for the City of Ashland, Wisconsin to establish the 2018 Tax Levy (payable in 2019) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds. The motion carried unanimously by roll call vote. **(File #17477)**

Agenda Item 7E: Approve a Resolution to Exempt the City of Ashland from the Ashland County Library Levy (Finance)

Each year, Ashland County adopts a Library Levy which is used to offset a portion of the costs that each library in the County incurs for serving non-municipal patrons. The idea is to have those County residents that do not support a local library through their municipal property tax help fund the libraries in their County. Wisconsin State Statute 43.64(2) allows the City to exempt itself (City

residents) from the County's Library Levy. To qualify for the exemption, the City's Budget for library services must be greater than the amount that the City's share of the County library levy would be, and the City Council must annually adopt a resolution declaring the exemption.

Staff recommended the adoption of the Resolution to exempt City residents from being taxed twice for library services. Council requested a memo from the Finance Department to better explain the library levy.

Moore moved, Haas seconded a motion to approve a Resolution to exempt the City of Ashland from the Ashland County Library Levy. The motion carried unanimously by roll call vote. **(File #17478)**

Agenda Item 7F: Approve a Resolution to Issue a Conditional Use Permit to Allow Tool and Equipment Rental, General Retail and Equipment Service and Repair at 1310 Lake Shore Drive East in the Mixed Residential/Commercial (MRC) District, Parcel #201-01174-0000, Applicant: Carlson Equipment Rental (Planning and Development)

Carlson Rental Equipment requested a Conditional Use Permit for the following conditional uses at 1310 Lake Shore Drive East:

- Tool and equipment rental;
- General retail; and
- Equipment repair and service (future use)

The applicant wished to utilize the existing building and outdoor areas to the east and north for rental and sale of light/medium industrial and construction equipment. They also indicated future interest in expanding the existing building to accommodate servicing of their rental inventory as well as contracted repair of customer equipment. The future building expansion associated with this proposed equipment repair/service use would require Site Plan approval from the Planning Commission prior to construction.

The existing building would not undergo any structural alterations with this change in use nor would any of the existing blacktop be changed. The applicant wanted to place new equipment for display on the north side of the property facing US Hwy. 2. The display equipment would be affixed to the ground for security and shall not encroach into the public right-of-way or impede pedestrian traffic in any way. The only other proposed change to the site would be installation of a fence on the east side of the building which would enclose additional larger inventory items. The applicant shall obtain a Fence Permit from the Planning & Development Department prior to installation to ensure that it met UDO standards, provide adequate screening as outlined in the UDO, and be compatible with the surrounding neighborhood.

UDO parking regulations apply as a result of the change in use. There were 14 existing striped parking spaces on the west side of the lot, including one accessible space. Based on the square footages for each use, a maximum of 15 parking spaces would currently be allowed on site, so no alterations were

ASHLAND CITY COUNCIL MEETING

Tuesday, November 13, 2018 - 5:30 P.M.

Ashland City Hall Council Chambers

Page 7

needed to meet UDO parking requirements at the time. This development was exempt from UDO landscaping requirements as only a change in use was being proposed without alteration/expansion of the existing building structure or pavement area. Outdoor storage items shall be properly screened by a six (6) foot high sight-obscuring fence that will also be used for security of the equipment.

Mettile moved, Ortman seconded a motion to approve a Resolution to issue a Conditional Use Permit to allow tool and equipment rental, general retail and equipment service and repair at 1310 Lake Shore Drive East in the Mixed Residential/Commercial (MRC) District, Parcel #201-01174-0000, to applicant Carlson Equipment Rental. The motion carried unanimously by voice vote. **(File #17479)**

Agenda Item 7G: Approve a Request from Ashland County to Waive Building Permit Fees for an Expansion of the Ashland County Health and Human Services Building at 630 Sanborn Avenue, Parcel #201-04730-0000 (Planning & Development)

The value of the project reported on the Building Permit application was \$171,180 and the permit fee was calculated as \$5/\$1000 of value. Therefore, the Building Permit fee comes to \$855.90. The request to waive the building permit fees was made on the Building Permit application.

The Council recently approved waiving a Building Permit fee for Ashland County in the amount of \$572.50.

Moore moved, Haas seconded a motion to approve the request from Ashland County to waive building permit fees for an expansion of the Ashland County Health and Human Services building at 630 Sanborn Avenue, Parcel #201-04730-0000. The motion failed 0-10 by voice vote.

Agenda Item 7H: Approve a Resolution to Set a Public Hearing Date for the Vacation of Undeveloped Public Right-of-Way Adjacent to Lots 14 through 16, and Lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland, Wisconsin (Planning and Development)

Per Wisconsin state statutes, the City Council is required to set the public hearing date for all rights-of-way discontinuance/vacation with a resolution identifying the City's intention to discontinue the rights-of-way at least 40 days prior to the public hearing. The Plan Commission would review this item at their December 4, 2018 meeting and were to provide a recommendation for Council to consider along with any public comments received at the Common Council Public Hearing on January 8, 2019.

Moore moved, Mettelle seconded a motion to approve a Resolution to set a public hearing date for the vacation of undeveloped public right-of-way adjacent to Lots 4 through 16, and Lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland, Wisconsin. The motion carried unanimously by voice vote. **(File #17480)**

Agenda Item 7I: Approve to Retroactively Waive Bid Advertising Requirements and Solicit Bids per Ashland City Ordinance Chapter 194.02: Purchases of \$15,000 or Less, and Approve the Purchase of Six Bike Fixation Stations to Fulfill an AARP Grant (Parks and Recreation)

The Parks and Recreation Director overlooked to request to have the Mayor or City Administrator waive bids for this project. Saris was the sole supplier for fixation stations. The project was fully funded by an AARP Grant in cooperation with NCSA.

Per Ashland City Ordinance, Sec. 194.02: Purchases of \$15,000 or less. Purchases of \$15,000 or less may be authorized by the Department Director if sufficient funds are budgeted, but if the cost is over \$5,000 then bids or proposals must be sought by advertisement or by solicitation, in which case three bids or proposals must be obtained unless the City Administrator waives the advertising or solicitation requirement, or any part thereof. The City Administrator may review any purchase or proposed purchase under this section, and may override the Department Director's authority under this section if the City Administrator deems such action in the public interest. This section applies to the purchase of tangible personal property and to services, including construction contracts for \$15,000 or less.

Ortman moved, Ketring seconded a motion to approve to retroactively waive bid advertising requirements and solicit bids per Ashland City Ordinance Chapter 194.02: Purchases of \$15,000 or Less, and approve the purchase of six bike fixation stations to fulfill an AARP Grant.

The motion carried unanimously by voice vote.

Agenda Item 7J: Approve a Class A Combination Alcohol Beverage Retail License Application for Jay Ma Ambaji, Inc. (Including Officers and Agent Patrick Hunt) for Star Liquor at 821 Main Street West (Clerk)

The City issues Alcohol Beverage licenses. The premises are inspected by the Fire Department and Police Department. Per Chapter 923, Ashland City Ordinances, all licensees are required to be current on property taxes and other billings from the City (fines, utility bills, fees, etc.).

Dionysus LLC was the current holder of the Class A Combination Alcohol Beverage Retail license for Star Liquor at 821 Main Street West. However, Dionysus LLC was surrendering the license contingent upon the City of Ashland granting the license to Jay Ma Ambaji, Inc.

Jay Ma Ambaji, Inc. applied for a Class A Combination Alcohol Beverage Retail license for Star Liquor at 821 Main Street West. It was recommended to approve the license and its Officers and Agent Patrick Hunt.

Mettile moved, Franek seconded a motion to approve a Class A Combination Alcohol Beverage Retail License application for Jay Ma Ambaji, Inc., including officers and Agent Patrick Hunt, for Star Liquor at 821 Main Street West. The motion carried unanimously by voice vote.

ASHLAND CITY COUNCIL MEETING
Tuesday, November 13, 2018 - 5:30 P.M.
Ashland City Hall Council Chambers
Page 9

Agenda Item 8: Adjournment

Mettille moved, Moore seconded a motion to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant
City Clerk

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 1

PRESENT: Holly George, Richard Ketring, Sarah Jackson, Ana Tochtermann, Kevin Haas, David Mettill, Charlie Ortman, Elizabeth Franek, Dick Pufall, Jackie Moore

ABSENT: Kate Ullman

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, Police Captain Bill Hagstrom, Public Works Interim Director Sharon Campbell, Planning and Development Interim Director Megan McBride, Utility Supervisor Chanz Green

Agenda Item 1: Roll Call

Roll call was taken by the Clerk.

Agenda Item 2: Council President's Report

Council President Mettill reminded Council to submit any questions regarding the budget process.

Agenda Item 3: City Administrator's Report

Kucera reported that the offer to John Butler for the Public Works Director position has been accepted, and he is to begin working January 7, 2019. Also, the offer to Jennifer Bouley for the Human Resources Director position has been accepted and she is to begin working for the City in two weeks.

Agenda Item 4: Discussion and Possible Action to Approve the 2019 Water and Wastewater Utility Budgets (Public Works)

The City of Ashland operates two municipal utilities – a Water Utility and a Wastewater Utility. Both are operated as enterprise funds of the City meaning that they are intended to be stand-alone enterprises that cover the expenditures of operations via user fees (water and wastewater bills). They are not intended to be subsidized by tax dollars. To be able to maintain services, the Public Works and Finance Departments will review the need for a rate increase for both the Water and Wastewater Utilities during 2019 as capital projects that have been and/or will be identified as high importance continue to develop and funding sources will be reviewed.

ASHLAND WATER UTILITY ENTERPRISE FUND

The Ashland Water Utility is a separate enterprise fund of the City of Ashland. The Utility provides water treatment and distribution services to customers within the City. It is a regulated Utility meaning that it operates under the rates and tariff established by the Public Service Commission of Wisconsin (PSCW). The Wisconsin Department of Natural Resources regulates the Utility on matters of public health.

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 2

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Manager. The Utility Manager has recently been filled after being vacant since October of 2016.

All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The accounting records of the Utility are maintained in accordance with the Uniform System of Accounts prescribed by the PSCW. The expenses associated with the Water Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Water Utility for 2019 is \$126,712 for this service.

The Water Utility pays a PILOT fee to the City annually. The PILOT fee is property in lieu of taxes granted by the State to municipalities. The 2019 fee is \$394,528.

The Utility operates and maintains a 2 million gallon per day computer automated microfiltration surface Water Plant with 192 filters, elevated tower, standpipe, booster station, and distribution system. The WTP processes approximately 227 million gallons a year. As water is finished at the plant, it enters the clear well. Then via 3 high service pumps, water is sent to the standpipe (near Lake Superior Elementary School) and elevated tower (Beaser Avenue south of Maple Lane) whereupon it enters the distribution system and flows into the two pressure zones that comprises the City's distribution system. The distribution system components include 59 miles of piping, 1,363 valves, 530 hydrants, 8 distribution pumps, 3 storage facilities, over 3,500 water meters and 3,475 curb stops.

Almost half of the distribution system is nearing 140 years of service which brings some unique issues to the management of the system. Items include lead water services to many of the City's older households. The City has been replacing those portions of lead services within the public right-of-way on capital projects. In 2017 and 2018, the City was awarded grants totaling \$600,000 from the Wisconsin DNR for the replacement of lead services on the private side. Approximately 185 homeowners will take advantage of the grant by the end of this year. Monies not expended from the grants will be carried forward and can be used in 2019. The City has many fire hydrants that are deficient and are on undersized mains. The City has been replacing these ancient hydrants as streets and their accompanying utility infrastructure are replaced. Improvements must continue to be made to provide safe drinking water for the City and provide ample fire protection.

The 2019 Water budget maintains municipal water service within the utilities service area. The budget does provide for:

- Amortization of the water filters
- Equipment Replacement
- Facility Improvements

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 3

- Valve Replacement
- Tower and Standpipe Inspections

Products & Services:

- Delivery of potable drinking water to customers that satisfy the requirements of the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin and federal regulators.
- Operation and maintenance of the Utility's Water Treatment Plant, distribution system, elevated storage tanks, and booster stations.
- Maintaining adequate fire flows within those portions of the community served by the Utility.
- Reading, maintenance and replacement of meters.
- Monthly billing of water service.

Staffing:

The municipal Utilities of the City have had an authorized staffing level of twelve Operators and one Utility Manager. Employees are distributed between the Water and the Wastewater Utilities.

The Water Utility budget provides for five Operators. In addition, the budget provides for 50% of the annual salary of the Utility Manager, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk.

User Rate Studies:

The Public Service Commission of Wisconsin approved overall water revenue increases of 36% in 2013, 3% in 2015, and 18.8% for 2017. The 2019 budget provides for a rate of return of 4.74% which is just under the 5% rate of return approved by the PSCW. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2019 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified.

ASHLAND WASTEWATER UTILITY ENTERPRISE FUND

The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 4

a Utility Manager. The Utility Manager position has recently been filled after being vacant since October of 2016.

All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The expenses associated with the Wastewater Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Wastewater Utility for 2019 is \$103,257 for this service.

The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years. The permit was last approved in 2017.

The Utility operates and maintains the Wastewater Treatment Plant and collection system consisting of gravity flow sewers, force mains, and lift stations. The plant is designed to process up to 3.8 million gallons of wastewater each day. As it returns water to the lake, testing has shown the plant's effluent is consistently cleaner than the lake water itself. The current WWTP is 27 years old and is nearing the end of the design life of wastewater plants for several components and structures. Although there is no immediate need to add on to or replace the plant, its operating cost will continue to increase as equipment wears out or requires more frequent repairs and/or replacement. Increasingly stringent requirements placed upon the Plant's wastewater discharge permit (such as increased phosphorous or mercury removal) may require changes in processing equipment, or additions and redesign of the Plant itself in upcoming years.

In 2017, the Common Council approved the Supervisory Control and Data Acquisition (SCADA) system improvement project. SCADA assists the staff in the operation of the wastewater and water systems. The SCADA project will be completed in early 2019. It is an industrial computer system consisting of both hardware and software components. The operators control processes, monitor both plant operations, and collect data for reporting using the SCADA system that ties all the various sites around the City together.

The collection system is made up of approximately 60 miles of pipe and 12 lift stations. Wastewater is gravity fed to the lift stations and then pumped to the WWTP via force mains. ***A priority for the Utility in 2019 will be to address infiltration and inflow.*** Internally, staff will begin televising meter districts to find where problems are occurring and isolate the areas that have the worst inflow and infiltration. The Utility will also contract with an outside contractor to assist with smoke testing and die testing. After the information is collected, a project will be designed to begin addressing the problem within areas identified with an anticipated project start date in 2020.

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 5

The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War, 1918. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration into the collection system occasionally causes the WWTP to exceed its operating capacity. Improvements must continue to be made to provide reliable wastewater collection for the City and reduce the backup of sewage into basements.

Products & Services:

- Collection of wastewater from properties served within the service area of the Utility
- Treatment of wastewater collected by the Utility to standards required of regulatory agencies
- Treatment of landfill leachate
- Treatment of septage hauled from private on-site waste systems
- Public and private water testing
- Land application of sludge

Staffing:

The 2019 Wastewater Utility budget provides for six Operators and a Laboratory Technician. In addition, the budget provides for 50% of the annual salary of the Utility Manager, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk. Currently, there is one vacant position in the Utility. The Utility Manager will be assessing the need to fill this vacancy based on staff demand for various projects including the infiltration and inflow.

The 2019 Wastewater budget maintains municipal sanitary service within the Utilities service area. The budget does provide for:

- Lift station rehabilitation
- Labor hours and maintenance of the sanitary sewer collection system

User Rate Studies:

Because the Wastewater Utility is not regulated by the PSCW, the Council can adjust the rates of the Utility anytime the need requires. Previous Wastewater rate increases were 15% May 14, 2002, 5.9% May 28, 2013, 17.8% May 26, 2016, and 4.4% May 24, 2017. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2019 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 6

Asset Replacement:

Unlike the Water Utility, the Wastewater Utility maintains an equipment replacement fund pursuant to the covenants contained within the State of Wisconsin Clean Water Fund agreements. This fund is for equipment replacement and major maintenance related to equipment. It does not include building, collection system, and other non-mechanical items. Therefore, the 2019 budget includes a provision for Collection System and Other Asset Replacement.

Finance Director Julie Vaillancourt presented the budget and answered questions for Council. George moved, Ketring seconded a motion to approve the 2019 Water and Wastewater Utility Budgets, and move the item to the next Council meeting for final approval. The motion carried unanimously by voice vote.

Agenda Item 5: Update and Discussion on Financing Ashland Police Department Facility Building (Mayor)

The purpose of this discussion was to provide an update to the Council on where things stand with the planning and financing of the new police facility, to consider options, and to provide guidance and direction to Administration going forward.

One of the bedrocks of a flourishing community is maintenance of public safety. City of Ashland Police Department patrol operations are currently housed in the basement level of City Hall, and administrative services, including customer service and investigation, are housed on the third floor of City Hall. This arrangement is grossly inadequate to meet the 21st century demands on the department to address current community public safety needs. A long term sustainable solution is necessary to enable our professional police staff to operate efficiently and safely in the decades to come. On numerous occasions, the patrol operations office areas in the basement have become flooded due to heavy rain events. Mold has developed at times. Space is inadequate, especially when outside agencies (i.e.; the FBI, State of WI DCI, and others) are brought in on joint collaborative operations. Separate restrooms and shower facilities for men and women are not available. Relocation of police operations into a modern facility will allow for improved and increased efficiency of operations and provide for a professional work environment for all employees of the department. Further, employee morale is proven to increase when the conditions of the work environment improve.

On September 29, 2015, the City Council approved the 2016-2020 Strategic Plan of the City. One of the strategic priorities includes facility improvements to City Hall, Police, and Vaughn Public Library. The goal for a new police facility as a top strategic priority was reaffirmed by the City Council at Council retreats in 2016 and 2017.

Since 2015, many alternative options for a police facility have been explored at length, including a joint law enforcement center venture with the County, as well as consideration and study of a

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 7

number of alternative locations. For reasons of long term sustainability and permanence, as well as size and availability, these options were studied and rejected.

At the March 14, 2017 Committee of the Whole meeting, a motion was made by Teague, seconded by George to direct the City Administrator to prepare an RFP to secure an architectural firm to prepare up to three options as to how to proceed to develop a sustainable Ashland Police Department located centrally in the City of Ashland. The motion carried unanimously by voice vote. At the March 28, 2017 Council meeting, Moore moved, George seconded a motion to proceed with the development of a Police Department building. The motion carried unanimously on a roll call vote.

At the September 26, 2017 Council meeting, George moved, Doersch seconded a motion to approve awarding a contract to C&S/Bray for the architectural and design work for the new Police station. The final roll call vote was taken on the motion made to approve awarding the contract to C&S Design & Engineering/Bray Architects for design work of a new Police station and directing the City Administrator and Mayor to execute the required contractual documents. The motion passed 6-4 by roll call vote; Ketrings, Kinney, Williamson, and Pufall opposed.

After award of contract in September, 2017, the Police Department Internal Planning team met on September 28, October 6, November 2, and December 7 with members of the C&S Design team. Tours arranged by C&S Design were taken in October, 2017 of the following police facilities by members of the committee: DeForest, Mount Pleasant, St. Francis, and Mount Horeb. The facilities selected for the tour were located in communities similar in size to Ashland and were designed by Bray Associates Architects, Inc. A space needs analysis was conducted by Ashland Police Chief Jim Gregoire and Captain Bill Hagstrom in association with Bray Associates Architects, Inc. and C&S Design, Inc.

In addition to the space needs analysis, members of the internal committee have toured potential sites in Ashland and a data and field investigation for each site was conducted by C&S Design. Seven site options in the core City of Ashland area have been studied and preliminary designs and cost estimates have been prepared. After careful consideration of pros and cons for each site, the Police Department Internal Planning Team voted unanimously to recommend that the 11th Avenue West site plan be selected as the most viable site for the new police facility.

At the January 9, 2018, City Council meeting, Ortman moved, George seconded a motion to approve a Resolution to select the 11th Avenue West site plan for a new police facility and authorization to direct C&S Design and Engineering, Inc. to proceed with architectural plans for the site recommended by the Police Department Internal Planning Team. The motion carried 7-2 by roll call vote; opposed were Kinney and Pufall.

Since January 9, 2018, architectural and pre-construction work has proceeded pursuant to the contract signed with C&S Design/Bray. These services include:

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 8

- Design Development
 - Approval of schematic design
 - Design development improvements
 - Development and approval of design documents
- Construction Documents Phase
 - Formulation of construction documents, drawings, and specifications

The goal has been to plan for construction to begin in 2019. Previous discussions have also focused on the desirability of structuring financing the new police facility in a manner that will not negatively impact the tax burden for taxpayers.

One option being considered that is legally available to the City is creation and collaboration with a Community Development Authority (CDA) or a Redevelopment Authority (RDA). The advantage of using this approach are that these entities would not be subject to the debt limit formulas affecting the tax levy as is the City. The Mayor and City Finance Director have spoken with Jake Lichter of Quarles and Brady, a municipal financial advisory company, about the feasibility of pursuing this option in Ashland.

Exhibits are provided with this Agenda Bill that provides the statutory authority for this process as well as information from the League of Municipalities explaining how an RDA functions and an example from the City of Stoughton, Wisconsin of an Ordinance establishing an RDA.

The Mayor engaged in a preliminary discussion with the Ashland Housing Authority in October, 2018, to discuss their willingness to expand their mission to become a CDA to include community development projects in their wheelhouse. After thoughtful discussion, it was determined that it would not be in the current best interest of the community for the Housing Authority to dilute its mission, time, and energy in this manner.

A remaining option is for the City to authorize creation of an independent Redevelopment Authority, initially to facilitate construction of a police facility with the opportunity to enable other redevelopment projects in the future.

Listed below is a barebones outline of how it would work for the police facility:

1. This would be an independent board with required meetings.
2. The next step, if Council is willing, would be to authorize creation of the RDA, to create by-laws, and to appoint seven members interested in redevelopment to serve on the RDA. Once the RDA is legally formed, the next step is for the RDA to make a finding that the proposed lot (former Brownfield site) for the APD is blighted. This would require a public hearing. The City Council would then also need to find by a 2/3 vote that the lot is blighted currently.

COMMITTEE OF THE WHOLE MEETING

Tuesday, November 13, 2018

Ashland City Hall Council Chambers

Page 9

3. Once the lot is declared blighted, the City can then give authority to the RDA to pursue grants/loans through the USDA or other sources. The RDA is the applicant for these sources of income.
4. The City of Ashland would enter into a binding agreement with the RDA that would protect the interest of both the City and the Redevelopment Authority and clearly spell out liability for each party. Under the proposed arrangement, the City would temporarily transfer ownership of the police facility site to the RDA. The PD building would be constructed using loan/grant proceeds received by the RDA in its name. The APD would lease the constructed facility from the RDA at an amount sufficient to service the debt and expenses on any loan on the property. Once the debt is satisfied, the property can be returned to City ownership. (The City followed a similar process a few years ago for the former Roffers site along Beaser Avenue, when the City temporarily transferred title of the land to the Housing Authority which enabled the Housing Authority to secure a grant for remediation cleanup from the EPA which the City of Ashland was not eligible to receive. Following the cleanup, title was transferred back to the City.)

Council was asked to consider whether or not to pursue the Creation of a Redevelopment Authority in the City of Ashland for the initial purpose outlined above.

Mayor Lewis spoke of the intention and details of the development of the Authority and asked Councilors for input and direction. She explained that the Ashland Housing Authority was approached with this plan but they declined. The City's finance advisors then recommended the City develop a separate authority itself, and Lewis explained this process.

George moved, Haas seconded a motion to form a Redevelopment Authority to initially pursue funding for the future Police Department facility. After much discussion, Council felt there were several questions that needed to be answered before moving forward, and the motion failed 1-9 by voice vote.

Haas moved, George seconded a motion to postpone this item to the next Committee of the Whole meeting, December 11, 2018, for further discussion and potential presentation by a representative of Quarles & Brady. The motion carried unanimously by voice vote.

Agenda Item 6: Adjournment

Moore moved, Haas seconded a motion to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant
City Clerk

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Mayor

EXHIBITS:

EXPENDITURES REQUIRED:

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The Mayor is recommending approval of the appointments as follows:

2018-2019 Election Inspectors

Katelyn Roling

April Reder

Rose Spieler-Sandberg

Lissa Radke

Barb Majetich

Kayla Lampson

SUBJECT: Planning and Development November 2018 report

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES:

EXHIBITS: 1. Planning November 2018 Permit Report

EXPENDITURES REQUIRED:

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

CITY OF ASHLAND, WISCONSIN

Year to Date Permit Evaluation Report

Permit type	Value of work	Total permit fee
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Commercial-Additions,Remodeling,Alterations

Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (13 detail records)

Sum	\$8,188,434.00	\$13,832.50
Percent	68.57%	42.08%

Commercial-Miscellaneous

Summary for 'Permit type' = Commercial-Miscellaneous (8 detail records)

Sum	\$88,326.00	\$340.00
Percent	0.74%	1.03%

Commercial-New Construction

Summary for 'Permit type' = Commercial-New Construction (4 detail records)

Sum	\$1,546,675.00	\$4,475.00
Percent	12.95%	13.61%

Demolition/Moving

Summary for 'Permit type' = Demolition/Moving (16 detail records)

Sum	\$569,670.00	\$2,720.00
Percent	4.77%	8.28%

Electrical

Summary for 'Permit type' = Electrical (3 detail records)

Sum	\$18,858.00	\$150.00
Percent	0.16%	0.46%

Misc Zoning Fees

Summary for 'Permit type' = Misc Zoning Fees (35 detail records)

Sum		\$3,475.00
Percent		10.57%

Permit type	Value of work	Total permit fee
Residential-Accessory Structures		
Summary for 'Permit type' = Residential-Accessory Structures (17 detail records)		
Sum	\$118,199.00	\$582.00
Percent	0.99%	1.77%
Residential-Miscellaneous		
Summary for 'Permit type' = Residential-Miscellaneous (21 detail records)		
Sum	\$66,828.00	\$910.00
Percent	0.56%	2.77%
Residential-Remodeling,Alterations,Additions		
Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (112 detail records)		
Sum	\$1,344,591.25	\$5,184.00
Percent	11.26%	15.77%
Sign		
Summary for 'Permit type' = Sign (18 detail records)		
Sum		\$1,200.00
Percent		3.65%
Grand Total	\$11,941,581.25	\$32,868.50

City of Ashland, Wisconsin

Department of Planning and Development, Monthly Report

Permit report for the month of November 2018

Permit type **Commercial-Additions,Remodeling,Al**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6844	Vertical Bridge	3201 Farm Road	Colocation to existing telecommunications tower to instal 2 antennas, 1 radio remote unit and 1 hybrid power bundle. Also install	\$45,000.00	\$112.50 Check	4969.1	11/7/2018
Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (1 detail record)							
Sum				\$45,000.00	\$112.50		

Permit type **Demolition/Moving**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6837	Andrea Kasper	721 Prentice Ave	Demo 16' x 20'wood garage, no foundation or utilities	\$1,500.00	\$10.00 Check	2372	11/2/2018
6849	William D Sunic	605 Ellis Ave	Demolish single stall garage located on the southwest portion of the property	\$200.00	\$10.00 Cash	2202	11/15/2018
6852	Anthony Ante	608 2nd Avenue West	Demolish 18' x 25' shed on east side of property		\$10.00 Cash	2195	11/19/2018
6858	Northern States Power Co.	122 N. 14th Ave. West	Demolish inoperable smoke stack #4 which is approximately 75ft tall and 8ft in diameter	\$500,000.00	\$2,500.00 Check	726	11/28/2018
6860	William Passer	1709 5th Street East	Demolish approx. 600sq ft garage on north side of property (no utilities or electrical)	\$1,000.00	\$10.00 Cash	3558	11/29/2018
6861	Sarah Adams	3603 4th St. E.	Demolish 22' x 22' garage and remove slab, Contractor: Bark River Remodeling	\$1,800.00	\$10.00	871	11/30/2018
Summary for 'Permit type' = Demolition/Moving (6 detail records)							
Sum				\$504,500.00	\$2,550.00		

Permit type Misc Zoning Fees

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6843	Vertical Bridge	3201 Farm Road	Development Permit for colocation of equipment by Nsighttel Wireless, LLC		\$75.00 Check	4969.1	11/7/2018

Summary for 'Permit type' = Misc Zoning Fees (1 detail record)

Sum	\$75.00
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Permit type Residential-Accessory Structures

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6853	Benjamin and Denise Hyde	413 14th Avenue East	Place 200sq ft storage canopy on southwest corner of property		\$25.00 Check	1822	11/19/2018
6859	Brad Dryer	10th Street and 14th Avenue East	Construct new 24' x 26' garage	\$15,000.00	\$30.00	5084	11/29/2018

Summary for 'Permit type' = Residential-Accessory Structures (2 detail records)

Sum	\$15,000.00	\$55.00
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Permit type Residential-Miscellaneous

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6845	Patricia Chase	1000 Chapple Avenue	Install small, white vinyl fence on north side of property 6ft in height. Contractor: David Johnson	\$4,300.00	\$25.00 Cash	2809	11/9/2018
6848	Keith Newago, Custodian	619 3rd Avenue West	Permit for existing fence built in 2012		\$50.00 Check	2227	11/14/2018

Summary for 'Permit type' = Residential-Miscellaneous (2 detail records)

Sum	\$4,300.00	\$75.00
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Permit type Residential-Remodeling,Alterations,A

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6835	Steven and Deborah Wammer	1115 9th Avenue West	23sq ft of roofing install, no tear off required	\$8,700.00	\$30.00 Check	3082	11/1/2018

Permit type Residential-Remodeling,Alterations,A

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6839	Harold Eastman	622 Prentice Ave.	Roof - replace old shingles with new shingles		\$0.00	2151	11/2/2018
6840	Jon and Lori Koller	513 Chapple Ave.	Remove and replace existing siding with same style materials in different colors (blue and gray)	\$50,000.00	\$30.00	787	11/2/2018
6841	Jon and Lori Koller	513 Chapple Ave.	Replace windows on home and porch, interior repairs from water damage	\$53,000.00	\$196.00	787	11/2/2018
6842	Jon and Lori Koller	513 Chapple Ave.	Replacing existing roof on home with similar color shingles, remove chimney as part of project	\$10,000.00	\$30.00	787	11/2/2018
6846	Trudeau Construction Inc	419 Chapple Ave.	Early Start Permit			783.2	11/9/2018
6847	JARROD DAHL & JAZMIN HI	1323 6th St. W.	Remove replace asphalt shingles on roof. Contractor: Ezra Smith	\$10,000.00	\$30.00	416	11/9/2018
6851	James & Joan E. Bratley	906 Water St.	Replace some windows, remove handicap ramp, re-side entire house	\$5,000.00	\$55.00	1107	11/16/2018
6854	Christine Hagen	907 Water St.	Tear off old roofing shingles and put on new shingles	\$5,000.00	\$30.00	1072	11/21/2018
6856	Joe and Jolene Sobotka	410 11th Avenue East	Renovate interior after fire, install 8 windows, replace 100 s.f. siding	\$40,000.00	\$160.00	1837	11/27/2018
6857	Wendy MacArthur&Linda Sorens	1923 6th St. W.	Install new windows on second floor, foam board insulation and vinyl siding	\$23,500.00	\$94.00	472	11/27/2018
Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (11 detail records)							
Sum				\$205,200.00	\$655.00		

Permit type Sign

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
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Permit type Sign

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6838	Northern States Power	2400 Farm Road	Install new 46.6sq ft Xcel Energy interally illuminated sign on the western building elevation facing Farm Road		\$50.00 Check	4940	11/2/2018
6850	BBG, LLC	900 Main St. W.	New 8sf projecting sign on the northwest building façade		\$50.00 Check	192	11/15/2018

Summary for 'Permit type' = Sign (2 detail records)

Sum					\$100.00		
Grand Total				\$774,000.00	\$3,622.50		

City of Ashland, Wisconsin

Monthly Property Report

Property report for the month of November 2018

Maintenance concern Accessory Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
11/5/2018	2368	Chris Luebben	310 7th St. East	\$0.00
		Action taken	Sent first letter giving until 06/30/2019 to complete garage protective coating/treatment & window replacement	
11/7/2018	2729	Chris Luebben	605 11th Street East	\$0.00
		Action taken	Sent 1st letter to owner Larry Cicero to demolish old chicken coop/shed	
11/7/2018	2729	Chris Luebben	605 11th Street East	\$0.00
		Action taken	Sent 1st letter to owner Larry Cicero to demolish old chicken coop/shed	
11/13/2018	2015	Chris Luebben	519 Willis Ave.	\$0.00
		Action taken	Sent first letter giving until 11/30/18 to fill out & return 2 bldg permit apps for 2 new accessory structures	
11/19/2018	2532	Chris Luebben	802 3rd Ave. West	\$0.00
		Action taken	Sent first letter giving until 06/30/2019 to add protective coating to the garage & re-paint the garage doors	
11/20/2018	2221	Chris Luebben	608 4th ave West	\$0.00
		Action taken	Sent first letter giving until 7/1/2019 to treat the garage, paint the garage door, & re-shingle	
11/28/2018	2235		616 Vaughn Avenue	\$0.00
		Action taken		
11/29/2018	2692	Chris Luebben	901 Willis Avenue	\$0.00
		Action taken	Sent first letter w/bldg. permit application requiring a new permit for the completion of the siding on the garage	

Maintenance concern Garbage

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
11/8/2018	3424	Chris Luebben	Kenwood Terrace Mobile	\$0.00
		Action taken	Sent first letter giving until 11/26/18 to remove/store tires	
11/15/2018	2674	Chris Luebben	922 Prentice Avenue	\$0.00
		Action taken	Sent first letter giving until 12/3/18 to cleanup the porch area	

11/16/2018	2271	Chris Luebben	723 Vaughn Avenue	\$0.00
		Action taken	Sent first letter giving until 12/3/18 to store/dispose of old tires, couch on porch; fill out & return Bldg Permit app for porch	
11/20/2018	1080	Chris Luebben	609 St. Claire Street	\$0.00
		Action taken	Sent first letter giving until 11/12/18 to remove wood table & couch from lawn	
11/21/2018	2134	Chris Luebben	622 Willis ave	\$0.00
		Action taken	Sent first letter giving until 12/5/18 to remove appliance and old tires from yard	

Maintenance concern Other

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
11/19/2018	1227	Chris Luebben	708 St. Claire St.	\$0.00
		Action taken	Sent first letter requiring landlord to have smoke or carbon monoxide detectors & that furnace was acting up	
11/21/2018	2338	Chris Luebben	123 8th street east	\$0.00
		Action taken	Sent progress letter as a reminder that Stephen Schraufnagel needs to do a final inspection	
11/28/2018	2131	Chris Luebben	600 7th Avenue East	\$0.00
		Action taken	Sent letter asking property owner to not direct sump pump water run-off into City street due to ice build-up & driving hazard	

Maintenance concern Principal Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
11/6/2018	793	Chris Luebben	North Lake Shore Drive E	\$0.00
		Action taken	Sent first letter requesting Owner call to discuss repair or demo by 11/21/18.	
11/21/2018	1722	Chris Luebben	408 3rd St. E.	\$0.00
		Action taken	Sent first letter giving until 12/28/18 to do repapirs - has until 7/1/2019 to repair/replace the roof.	
11/28/2018	1156	Chris Luebben	1411 Front Street East	\$0.00
		Action taken	I emailed Stephen Schraufnagel & asked him to do an inspection. I will wait for his report.	

Maintenance concern Vehicle

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
11/29/2018	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	Sent letter giving until 12/12/18 to license the Jeep or move it to an enclosed structure	
11/29/2018	3847	Chris Luebben	1100 Chapple Ave.	\$0.00
		Action taken	Sent first letter giving until 12/14/18 to renew plates or move vehicle to an enclosed structure	

SUBJECT: Discussion and Possible Action to Approve the 2019 Water and Wastewater Utility Budgets

RECOMMENDATION: Approval of the 2019 Water and Wastewater Utility budgets.

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director, Finance Director, Administrator
Committee of the Whole *approved unanimously on November 13, 2018*

EXHIBITS:

1. Updated 2019 Water Utility and Wastewater Utility Budgets
2. 2019 Utility Non-Represented Employee Wage Schedule

EXPENDITURES REQUIRED: \$2,067,975 Fund 690 Water Utility Enterprise Fund
(including depreciation)
\$2,051,386 Fund 680 Water Utility Enterprise Fund
(including depreciation)

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: \$2,067,975 Fund 690 Water Utility Enterprise Fund
(including depreciation)
\$2,051,386 Fund 680 Water Utility Enterprise Fund
(including depreciation)

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that the provisions of Ordinance 923.10 have been complied with

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The budgets of the Ashland municipal utilities are intended to carry out the objectives of Chapter 4 Utilities and Community Facilities of the City's Comprehensive Plan of Record. To promotes safe, reliable, environmentally responsible, and cost effective delivery of utilities to residents, businesses, and industries. The City will continue to maintain, repair, and upgrade water and sewer lines as needed. In particular, the City will continue to reduce inflow and infiltration into the City's wastewater system.

SUMMARY STATEMENT:

The City of Ashland operates two municipal utilities – a Water Utility and a Wastewater Utility. Both are operated as enterprise funds of the City meaning that they are intended to be stand-alone enterprises that cover the expenditures of operations via user fees (water and wastewater bills). They are not intended to be subsidized by tax dollars. To be able to maintain services, the Public Works and Finance Departments will review the need for a rate increase for both the Water and Wastewater Utilities during 2019 as capital projects that have been and/or will be identified as high importance continue to develop and funding sources will be reviewed.

ASHLAND WATER UTILITY ENTERPRISE FUND

The Ashland Water Utility is a separate enterprise fund of the City of Ashland. The Utility provides water treatment and distribution services to customers within the City. It is a regulated Utility meaning that it operates under the rates and tariff established by the Public Service Commission of Wisconsin (PSCW). The Wisconsin Department of Natural Resources regulates the Utility on matters of public health.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Manager. The Utility Manager has recently been filled after being vacant since October of 2016.

All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The accounting records of the Utility are maintained in accordance with the Uniform System of Accounts prescribed by the PSCW. The expenses associated with the Water Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Water Utility for 2019 is \$126,712 for this service.

The Water Utility pays a PILOT fee to the City annually. The PILOT fee is property in lieu of taxes granted by the State to municipalities. The 2019 fee is \$394,528.

The Utility operates and maintains a 2 million gallon per day computer automated microfiltration surface Water Plant with 192 filters, elevated tower, standpipe, booster station, and distribution system. The WTP processes approximately 227 million gallons a year. As water is finished at the plant, it enters the clear well. Then via 3 high service pumps, water is sent to the standpipe (near Lake Superior Elementary School) and elevated tower (Beaser Avenue south of Maple Lane) whereupon it enters the distribution system and flows into the two pressure zones that comprises the City's distribution system. The distribution system components include 59 miles of piping, 1,363 valves, 530 hydrants, 8 distribution pumps, 3 storage facilities, over 3,500 water meters

and 3,475 curb stops.

Almost half of the distribution system is nearing 140 years of service which brings some unique issues to the management of the system. Items include lead water services to many of the City's older households. The City has been replacing those portions of lead services within the public right-of-way on capital projects. In 2017 and 2018, the City was awarded grants totaling \$600,000 from the Wisconsin DNR for the replacement of lead services on the private side. Approximately 185 homeowners will take advantage of the grant by the end of this year. Monies not expended from the grants will be carried forward and can be used in 2019. The City has many fire hydrants that are deficient and are on undersized mains. The City has been replacing these ancient hydrants as streets and their accompanying utility infrastructure are replaced. Improvements must continue to be made to provide safe drinking water for the City and provide ample fire protection.

The 2019 Water budget maintains municipal water service within the utilities service area. The budget does provide for:

- Amortization of the water filters
- Equipment Replacement
- Facility Improvements
- Valve Replacement
- Tower and Standpipe Inspections

Products & Services:

- Delivery of potable drinking water to customers that satisfy the requirements of the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin and federal regulators.
- Operation and maintenance of the Utility's Water Treatment Plant, distribution system, elevated storage tanks, and booster stations.
- Maintaining adequate fire flows within those portions of the community served by the Utility.
- Reading, maintenance and replacement of meters.
- Monthly billing of water service.

Staffing:

The municipal Utilities of the City have had an authorized staffing level of twelve Operators and one Utility Manager. Employees are distributed between the Water and the Wastewater Utilities.

The Water Utility budget provides for five Operators. In addition, the budget provides for 50% of the annual salary of the Utility Manager, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk.

User Rate Studies:

The Public Service Commission of Wisconsin approved overall water revenue increases of 36% in 2013, 3% in 2015, and 18.8% for 2017. The 2019 budget provides for a rate of return of 4.74% which is just under the 5% rate of return approved by the PSCW. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2019 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified.

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ASHLAND WASTEWATER UTILITY ENTERPRISE FUND

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The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Manager. The Utility Manager position has recently been filled after being vacant since October of 2016.

All financial accounting, customer contacts, and meter reading for the Utility are carried out by the City's Finance Department. The expenses associated with the Wastewater Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The cost to the Wastewater Utility for 2019 is \$103,257 for this service.

The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years. The permit was last approved in 2017.

The Utility operates and maintains the Wastewater Treatment Plant and collection system consisting of gravity flow sewers, force mains, and lift stations. The plant is designed to process up to 3.8 million gallons of wastewater each day. As it returns water to the lake, testing has shown the plant's effluent is consistently cleaner than the lake water itself. The current WWTP is 27 years old and is nearing the end of the design life of wastewater plants for several components and structures. Although there is no immediate need to add on to or replace the plant, its operating cost will continue to increase as equipment wears out or requires more frequent repairs and/or replacement. Increasingly stringent requirements placed upon the Plant's wastewater discharge permit (such as increased phosphorous or mercury removal) may require changes in processing equipment, or additions and redesign of the Plant itself in upcoming years.

In 2017, the Common Council approved the Supervisory Control and Data Acquisition (SCADA) system improvement project. SCADA assists the staff in the operation of the wastewater and water systems. The SCADA project will be completed in early 2019. It is an industrial computer system consisting of both hardware and software components. The operators control processes, monitor both plant operations, and collect data for reporting using the SCADA system that ties all the various sites around the City together.

The collection system is made up of approximately 60 miles of pipe and 12 lift stations. Wastewater is gravity fed to the lift stations and then pumped to the WWTP via force mains. ***A priority for the Utility in 2019 will be to address infiltration and inflow.*** Internally, staff will begin televising meter districts to find where problems are occurring and isolate the areas that have the worst inflow and infiltration. The Utility will also contract with an outside contractor to assist with smoke testing and die testing. After the information is collected, a project will be designed to begin addressing the problem within areas identified with an anticipated project start date in 2020.

The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War, 1918. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration into the collection system occasionally causes the WWTP to exceed its operating capacity. Improvements must continue to be made to provide reliable wastewater collection for the City and reduce the backup of sewage into basements.

Products & Services:

- Collection of wastewater from properties served within the service area of the Utility
- Treatment of wastewater collected by the Utility to standards required of regulatory agencies
- Treatment of landfill leachate
- Treatment of septage hauled from private on-site waste systems
- Public and private water testing
- Land application of sludge

Staffing:

The 2019 Wastewater Utility budget provides for six Operators and a Laboratory Technician. In addition, the budget provides for 50% of the annual salary of the Utility Manager, 20% of the salary of the Public Works Director, 25% of the salary of the Public Works Administrative Manager, and 25% of the wage of the Public Works/Utility Clerk. Currently, there is one vacant position in the Utility. The Utility Manager will be assessing the need to fill this vacancy based on staff demand for various projects including the infiltration and inflow.

The 2019 Wastewater budget maintains municipal sanitary service within the Utilities service area. The budget does provide for:

- Lift station rehabilitation
- Labor hours and maintenance of the sanitary sewer collection system

User Rate Studies:

Because the Wastewater Utility is not regulated by the PSCW, the Council can adjust the rates of the Utility anytime the need requires. Previous Wastewater rate increases were 15% May 14, 2002, 5.9% May 28, 2013, 17.8% May 26, 2016, and 4.4% May 24, 2017. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2019 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified

Asset Replacement:

Unlike the Water Utility, the Wastewater Utility maintains an equipment replacement fund pursuant to the covenants contained within the State of Wisconsin Clean Water Fund agreements. This fund is for equipment replacement and major maintenance related to equipment. It does not include building, collection system, and other non-mechanical items. Therefore, the 2019 budget includes a provision for Collection System and Other Asset Replacement.

DECEMBER 11, 2018 COUNCIL MEETING AGENDA ITEM 7A – NOTES FOR EXHIBIT A & B

The Finance Director indicated at the Committee of the Whole meeting November 13, 2018 that a review of the estimated revenues for the utilities for 2018 and 2019 would be completed before the December 11, 2018 Council meeting and any changes to the revenue estimates would be reflected in the budgets for approval by Council.

The changes in the **water utility budget** from the one presented at the Committee of the Whole meeting November 13, 2018 are:

- The water utility “total operating revenue” has decreased by (\$19,445) for the 2018 estimate and has decreased by (\$20,810) for the 2019 budget.
- No expenditures have been adjusted.
- The 2019 estimated rate of return decreased by (0.19) to 4.55% which is under the PSC authorized rate of return of 5%.
- The 2019 amount of net income available for other uses after the calculation of net income required for debt service payments decreased by (\$20,810) to \$208,966.

The changes in the **wastewater utility budget** from the one presented at the Committee of the Whole meeting November 13, 2018 are:

- The wastewater utility “total operating revenue” has increased by \$53,190 for the 2018 estimate and has decreased by (\$23,130) for the 2019 budget.
- No expenditures have been adjusted.
- The 2019 calculated adjusted net income available after debt service and capital assets reserve decreased by (\$23,130) to \$336,314.

City of Ashland
2019 Budget Preliminary
Water Utility Enterprise Fund

A

Operating Revenues:

Sales of Water
 Fire Protection Service
 Other Operating Revenues
 Estimated Increase in Revenue Stream

Total Operating Revenues

Non-Operating Income (Expense):

Operating Expenses:

Source of Supply / Pumping

Maintenance of Intake
 Power & Fuel for Pumping
 Pumping Labor & Expense
 Misc. Pumping Expenses
 Maint. of Pumping Buildings & Grounds
 Maint. of Pumping Equipment

Total SOS/Pumping Expense

Water Treatment

Treatment Operation Supervision
 Treatment Chemicals
 Treatment Labor & Expense
 Treatment Expense - Lead/Copper Testing
 Maint. of Treatment Buildings & Grounds
 Maintenance of Treatment Equipment

Total Treatment Expense

Distribution Operation

Distribution System Supervision
 Storage Facilities Expense
 Line Operation Labor & Expense
 Meter Testing & Setting Expense
 Misc. Dist. System Expense
 Dist. System Rental Expense

Total Dist. System Operation Expense

Distribution Maintenance

Maint. of Dist. Buildings & Grounds
 Maintenance of Storage Reservoirs
 Maintenance of Mains
 Maintenance of Services
 Maintenance of Meters
 Maintenance of Hydrants
 Maint. of Misc. Distribution Equipment

Total Dist. System Maint. Expense

Customer Accounts

Customer Accounts Supervision
 Meter Reading Expenses
 Customer Records & Collection Expense
 Misc. Customer Service Expense

Total Customer Accounts Expense

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	PERCENT CHANGE
\$1,408,861	\$1,425,479	\$1,705,609	\$1,737,700	\$1,729,765	\$1,733,735	-0.23%
613,351	631,645	659,775	663,320	663,450	668,510	0.78%
18,060	20,587	17,507	15,930	18,410	17,230	8.16%
			0		0	NA
\$2,040,272	\$2,077,711	\$2,382,891	\$2,416,950	\$2,411,625	\$2,419,475	0.10%
(\$125,145)	\$252,898	\$339,543	(\$126,213)	(\$61,528)	(\$125,666)	NA
\$1,195	\$4,762	\$5,330	\$6,732	\$2,322	\$7,041	4.59%
56,669	54,015	62,746	59,165	58,145	60,628	2.47%
42,450	35,305	51,296	46,916	47,430	52,456	11.81%
877	727	1,276	1,200	2,400	2,400	100.00%
2,308	9,063	4,733	6,732	1,410	6,169	-8.36%
10,120	15,355	10,585	88,386	8,140	14,387	-83.72%
\$113,619	\$119,227	\$135,967	\$209,131	\$119,847	\$143,081	-31.58%
\$0	\$0	\$0	\$0	\$0	\$0	NA
48,336	47,073	44,338	49,434	47,140	50,917	3.00%
66,555	76,641	81,148	74,429	74,960	85,802	15.28%
0	205	0	0	660	0	NA
12,433	21,318	9,524	19,809	4,050	14,498	-26.81%
67,830	64,130	65,317	71,304	67,500	71,499	0.27%
\$195,154	\$209,367	\$200,326	\$214,976	\$194,310	\$222,716	3.60%
\$0	\$0	\$0	\$0	\$0	\$0	NA
2,183	3,292	5,338	8,709	2,910	6,505	-25.31%
76,392	91,964	84,012	98,041	84,990	122,379	24.82%
3,802	9,228	7,989	5,709	6,495	6,993	22.50%
0	0	0	0	0	0	NA
0	0	0	0	0	0	NA
\$82,377	\$104,484	\$97,339	\$112,459	\$94,395	\$135,877	20.82%
\$14,694	\$13,757	\$15,088	\$19,891	\$12,285	\$21,677	8.98%
1,986	9	21	5,250	25	5,250	0.00%
123,233	63,864	73,820	145,905	103,443	124,763	-14.49%
37,383	33,174	65,508	78,082	68,789	67,458	-13.61%
4,152	5,851	8,195	13,285	10,440	9,477	-28.67%
21,779	17,109	40,049	73,390	33,550	33,472	-54.39%
2,523	415	854	7,232	2,130	2,308	-68.08%
\$205,750	\$134,179	\$203,535	\$343,034	\$230,662	\$264,404	-22.92%
\$11,145	\$10,598	\$10,950	\$10,975	\$11,030	\$11,385	3.74%
17,446	18,209	17,541	19,230	27,110	19,670	2.29%
24,269	22,701	23,074	26,295	26,180	29,350	11.62%
25,946	25,752	25,386	26,805	26,790	30,160	12.52%
\$78,806	\$77,260	\$76,950	\$83,305	\$91,110	\$90,565	8.71%

City of Ashland
2019 Budget Preliminary
Water Utility Enterprise Fund

A

Administrative & General

Administrative & General Salaries
Office Supplies & Expense
Outside Professional Services
Property Insurance
Injuries & Damages
Employee Benefits
Regulatory Commission Expense
Misc. General Expense
Rents
Maintenance of General Plant

Total Admin. & General Expense

Total Direct Operating Expenses

Other Operating Expenses (Credits)

Joint O&M Charged to AWWU (CR)
Depreciation Expense
Taxes Expense

Total Other Operating Expense

Total Operating Expenses

Net Operating Income (Loss)

Net Income (Loss)

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	PERCENT CHANGE
\$171,745	\$197,946	\$162,792	\$197,820	\$163,680	\$191,920	-2.98%
24	676	847	1,500	720	1,500	0.00%
62,757	36,222	65,876	37,500	37,460	62,000	65.33%
4,108	5,448	5,499	6,000	6,000	6,000	0.00%
6,822	6,351	5,502	9,000	6,900	9,000	0.00%
67,276	78,630	84,814	64,570	83,440	85,010	31.66%
1,061	8,825	530	1,350	530	1,350	0.00%
2,326	4,289	1,862	2,000	1,320	2,000	0.00%
1,227	1,237	1,264	1,270	1,300	1,270	0.00%
0	0	0	0	0	0	NA
317,346	339,624	328,987	321,010	301,350	360,050	12.16%
\$993,052	\$984,141	\$1,043,104	\$1,283,914	\$1,031,673	\$1,216,692	-5.24%
\$0	\$0	\$0	\$0	\$0	\$0	NA
389,476	418,379	440,645	417,842	440,166	440,166	5.34%
341,771	371,337	383,953	384,310	384,310	394,528	2.66%
\$731,247	\$789,716	\$824,598	\$802,152	\$824,476	\$834,694	4.06%
\$1,724,299	\$1,773,857	\$1,867,702	\$2,086,066	\$1,856,149	\$2,051,386	-1.66%
\$315,973	\$303,855	\$515,189	\$330,884	\$555,476	\$368,089	11.24%
\$190,828	\$556,752	\$854,732	\$204,671	\$493,948	\$242,423	18.45%

Adjust Net Income for Contributions in Aid of Construction - CIAC

CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.

CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.

The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
Net Income (Loss)	\$ 190,828	\$ 556,752	\$ 854,732	\$ 204,671	\$ 493,948	\$ 242,423
Remove-Contribution in aid of construction	(63,334)	(434,101)	(594,255)	(1,350)	(85,000)	(1,350)
Add depreciation on contributed asset	91,957	96,108	99,805	96,108	99,805	99,805
Net Income (Loss) removing CIAC	<u>\$ 221,466</u>	<u>\$ 220,775</u>	<u>\$ 362,299</u>	<u>\$ 301,447</u>	<u>\$ 510,771</u>	<u>\$ 342,897</u>

CALCULATE THE PSC AUTHORIZED RATE OF RETURN AND COMPARE TO ACUTAL/BUDGETED RESULTS

Calculate Average Net Investment Base and Authorized Net Operating Income

Add: Plant In Service- Utility Financed

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
Beginning of year	13,969,811	14,006,356	16,007,742	15,915,028	16,726,839	17,046,839
End of year	14,006,356	16,007,742	16,726,839	16,085,028	17,046,839	17,296,839
Average Plant in Service	\$13,988,084	\$15,007,049	\$16,367,291	\$16,000,028	\$16,886,839	\$17,171,839

Add: Materials and Supplies Inventory

Beginning of year	115,918	117,441	117,736	117,441	132,309	120,000
End of year	117,441	117,736	132,309	117,441	120,000	120,000
Average Materials and Supplies	\$116,680	\$117,589	\$125,023	\$117,441	\$126,155	\$120,000

Less: Accumulated Depreciation- Utility Financed

Beginning of year	4,982,497	5,285,403	5,564,437	5,266,075	5,941,528	6,281,889
End of year	5,285,403	5,564,437	5,941,528	5,627,980	6,281,889	6,622,250
Average Accumulated Depreciation	\$5,133,950	\$5,424,920	\$5,752,983	\$5,447,028	\$6,111,709	\$6,452,070

Less: Regulatory Liability

Beginning of year	129,592	115,193	100,794	100,793	86,395	71,996
End of year	115,193	100,794	86,395	86,393	71,996	57,597
Average Regulatory Liability	\$122,393	\$107,994	\$93,595	\$93,593	\$79,196	\$64,797

Calculated Average Net Investment Base

\$8,848,421	\$9,591,724	\$10,645,736	\$10,576,849	\$10,822,090	\$10,774,973
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PSC Authorized Rate of Return

5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
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AUTHORIZED Net Operating Income

\$442,421	\$479,586	\$532,287	\$528,842	\$541,104	\$538,749
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Reconcile Net Operating Income to the PSC Annual Report

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
Net Operating Income (Loss)-Utility books	315,973	303,855	515,189	330,884	555,476	368,089
Depreciation on Contributed Assets	91,957	96,108	99,805	96,108	99,805	99,805
Pension liability adjustments	7,611	18,891	20,436	0	20,440	20,440
Water hook-ups	0	2,621	0	1,600	7,172	1,600
Variances	(37)	(171)	4	0	0	0

Net Operating Income for PSC report

\$415,504	\$421,304	\$635,434	\$428,592	\$682,893	\$489,934
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Actual / Budgeted Rate of Return Percentage

Calculated Average Net Investment Base	8,848,421	9,591,724	10,645,736	10,576,849	10,822,090	10,774,973
Actual / Budgeted Net Operating Income	415,504	421,304	635,434	428,592	682,893	489,934

Actual/Budget Rate of Return

4.696%	4.392%	5.969%	4.052%	6.310%	4.547%
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4.7% 4.39% 5.97%

Net Operating Income Comparison

PSC Authorized Net Operating Income
Utility Actual/Budgeted Net Oper Income
Operating Income UNDER (Over) PSC authorized

442,421	479,586	532,287	528,842	541,104	538,749
415,504	421,304	635,434	428,592	682,893	489,934
\$26,917	\$58,283	(\$103,147)	\$100,250	(\$141,789)	\$48,815

CALCULATION OF NET INCOME REQUIREMENT FOR DEBT SERVICE PAYMENTS

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
<u>Net Operating Inc Adjustments</u>						
Net OPERATING Income (Loss)	315,973	303,855	515,189	330,884	555,476	368,089
Add misc non-operating items	20,075	14,412	12,810	25,902	13,213	13,502
Add general fund loan repayment	13,314	13,314	13,313	13,313	13,313	13,312
Add back depreciation	389,476	418,379	440,645	417,842	440,166	440,166
Add back amortization	39,694	88,705	79,555	44,541	79,561	69,941
Adjusted Net Income	\$778,532	\$838,664	\$1,061,513	\$832,482	\$1,101,729	\$905,010

Calculation of minimum Net Income Requirement

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
Principal and Interest Payments						
1999 Rev Bond-Tower/Booster-Refunded 2017	239,987	239,991	163,608	0	0	0
2017 Refunding Rev Bonds for 1999 USDA issue	0	0	45,118	219,826	219,826	218,326
2001 Revenue Bond-Microfilter	137,694	137,672	137,651	137,631	137,631	137,610
2008 Rev Bond-USH2 PhI & Turner	26,558	26,555	26,553	26,551	26,551	26,549
2009 Rev Bond-USH2 Phase II	21,110	21,108	21,106	21,104	21,104	21,101
2009A GO Refunding Bonds	64,085	51,253	50,337	33,501	33,501	17,276
2009B GO BAB Bonds	136,948	143,953	142,027	146,079	146,079	145,207
2016 USDA-RD Revenue Bond-6th St W	0	0	66,685	66,711	66,711	66,698
Unfunded Pension Liability	3,223	3,223	2,868	0	0	0
Total Principal & Interest Payments	\$629,605	\$623,755	\$655,953	\$651,403	\$651,403	\$632,767
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%
Minimum Net Income Requirement	\$692,566	\$686,131	\$721,548	\$716,543	\$716,543	\$696,044

Compare minimum Net Income Requirement to Actual / Budgeted Net Income

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET
Calc. Minimum Net Income Requirement	692,566	686,131	721,548	716,543	716,543	696,044
Adjusted Net Income	778,532	838,664	1,061,513	832,482	1,101,729	905,010
Adj Net Income Over (Under) requirement	\$85,967	\$152,534	\$339,964	\$115,938	\$385,186	\$208,966
Cash flow available for other purposes	\$85,967	\$152,534	\$339,964	\$115,938	\$385,186	\$208,966
Fixed assest replacement, emergency situations, recouping of negative cash balance, etc.						

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Operating Revenues:

Sales of Water

680	46451	4600	UN-METERED/BULK SALES
680	46451	4611	METERED RESIDENTIAL
680	46451	4612	METERED COMMERCIAL
680	46451	4613	METERED INDUSTRIAL
680	46451	4614	METERED PUBLIC AUTHORITY
680	46451	4615	METERED MULTI-FAMILY

Total Sales of Water

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
2,163	2,228	9,869	7,900	266	21,795	7,900	0.00%
812,174	824,284	933,998	941,775	458,693	917,220	917,220	-2.61%
337,348	351,392	440,321	453,400	233,143	461,090	474,120	4.57%
63,627	34,567	44,698	52,030	20,133	42,170	42,170	-18.95%
62,320	81,705	102,423	105,895	54,931	106,510	106,510	0.58%
131,229	131,303	174,299	176,700	94,927	180,980	185,815	5.16%
\$1,408,861	\$1,425,479	\$1,705,609	\$1,737,700	\$862,093	\$1,729,765	\$1,733,735	-0.23%

Fire Protection Service

680	46451	4620	PRIVATE FIRE PROTECTION
680	46451	4630	PUBLIC FIRE PROTECTION

Total Fire Protection

35,424	35,447	50,760	50,760	25,389	51,050	51,950	2.34%
577,927	596,198	609,015	612,560	305,040	612,400	616,560	0.65%
\$613,351	\$631,645	\$659,775	\$663,320	\$330,429	\$663,450	\$668,510	0.78%

Other Operating Revenues

680	46452	4700	FORFEITED DISCOUNTS
680	46452	4710	MISC. SERVICE REVENUES
680	46452	4740	OTHER WATER REVENUES

Total Other Revenues

10,734	12,113	10,656	8,700	4,593	11,080	10,000	14.94%
4,170	5,750	4,230	4,530	1,011	4,710	4,530	0.00%
3,156	2,724	2,621	2,700	0	2,620	2,700	0.00%
\$18,060	\$20,587	\$17,507	\$15,930	\$5,604	\$18,410	\$17,230	8.16%

ESTIMATED INCREASE IN REVENUE STREAM

Total Operating Revenues

			0			0	N/A
\$2,040,272	\$2,077,711	\$2,382,891	\$2,416,950	\$1,198,126	\$2,411,625	\$2,419,475	0.10%

Non-Operating Income (Expense):

680	46452	4711	CIAC
680	46453	4150	MERCH, CONTRACT WORK
680	46453	4180	NON-OPERATING RENTAL
680	46453	4190	INTEREST INCOME
680	46453	4191	IRS BAB INTEREST SUBSIDY
680	46453	4270	INTEREST EXP. ON LT DEBT
680	46453	4300	INTEREST EXP. ON G.O. DEBT
680	46453	4340	MISC. CREDITS TO SURPLUS
680	48910		INSURANCE DIVIDENDS/MISC

Total Non-Operating Income/(Exp)

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
							N/A
63,334	434,101	594,255	1,350	1,931	85,000	1,350	0.00%
2,700	0	0		0	0		N/A
3,421	3,592	3,771	3,500	0	3,770	3,500	0.00%
3,463	2,662	3,595	4,000	0	3,500	4,000	0.00%
8,900	7,323	5,444	3,402	2,245	3,402	3,402	0.00%
(175,964)	(170,032)	(175,105)	(141,737)	(70,229)	(148,013)	(136,638)	-3.60%
(32,590)	(25,583)	(17,884)	(11,728)	(4,981)	(11,728)	(3,880)	-66.92%
0		(74,534)	0	0	0	0	N/A
1,591	835	0	15,000	0	2,541	2,600	-82.67%
(\$125,145)	\$252,898	\$339,543	(\$126,213)	(\$71,034)	(\$61,528)	(\$125,666)	-0.43%

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Operating Expenses:

Source of Supply / Pumping

Maintenance of Intake

680 61300 111 WAGES
 680 61300 112 OVERTIME WAGES
 680 61300 151 SOCIAL SECURITY
 680 61300 152 EMPLOYER RETIREMENT
 680 61300 157 H.S.A. CONTRIBUTION
 680 61300 154 MEDICAL & DENTAL INS
 680 61300 155 LIFE INSURANCE
 680 61300 156 WORKERS COMPENSATION
 680 61300 400 NON-LABOR M&S

Total

Power & Fuel for Pumping

680 62300 222 ELECTRICITY
 680 62300 224 NATURAL GAS
 680 62300 227 PROPANE
 680 62300 342 GAS & DIESEL FUEL/GENERATOR

Total

Pumping Labor & Expense

680 62400 111 WAGES
 680 62400 112 OVERTIME WAGES
 680 62400 125 WAGES TEMPORARY
 680 62400 151 SOCIAL SECURITY
 680 62400 152 EMPLOYER RETIREMENT
 680 62400 157 H.S.A. CONTRIBUTION
 680 62400 154 MEDICAL & DENTAL INS
 680 62400 155 LIFE INSURANCE
 680 62400 156 WORKERS COMPENSATION
 680 62400 400 NON-LABOR M&S

Total

Misc. Pumping Expenses

680 62600 400 NON-LABOR M&S

Total

Maint. of Pumping Buildings & Grounds

680 63100 111 WAGES
 680 63100 112 OVERTIME WAGES
 680 63100 125 WAGES TEMPORARY
 680 63100 136 CLOTHING ALLOWANCE
 680 63100 151 SOCIAL SECURITY
 680 63100 152 EMPLOYER RETIREMENT
 680 63100 157 H.S.A. CONTRIBUTION
 680 63100 154 MEDICAL & DENTAL INS
 680 63100 155 LIFE INSURANCE
 680 63100 156 WORKERS COMPENSATION
 680 63100 400 NON-LABOR M&S

Total

Maint. of Pumping Equipment

680 63300 111 WAGES
 680 63300 112 OVERTIME WAGES
 680 63300 151 SOCIAL SECURITY
 680 63300 152 EMPLOYER RETIREMENT
 680 63300 157 H.S.A. CONTRIBUTION
 680 63300 154 MEDICAL & DENTAL INS
 680 63300 155 LIFE INSURANCE
 680 63300 156 WORKERS COMPENSATION
 680 63300 400 NON-LABOR M&S

Total

Total SOS/Pumping Expense

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
820	3,030	3,459	3,751	997	1,520	3,854	2.73%
0	0	0	0	0	0	0	N/A
42	235	248	287	72	110	307	7.10%
56	200	233	251	67	100	273	8.50%
46	152	194	231	42	60	235	1.93%
202	987	1,027	1,510	273	460	1,673	10.78%
1	4	5	6	1	2	8	35.75%
28	154	164	195	0	70	191	-2.16%
0	0	0	500	0	0	500	0.00%
\$1,195	\$4,762	\$5,330	\$6,732	\$1,452	\$2,322	\$7,041	4.59%
50,488	49,530	56,444	53,000	22,170	51,220	54,325	2.50%
5,953	4,407	5,853	5,500	4,289	5,825	5,638	2.50%
0	0	0	430	0	0	430	0.00%
228	78	449	235	653	1,100	235	0.00%
\$56,669	\$54,015	\$62,746	\$59,165	\$27,112	\$58,145	\$60,628	2.47%
28,477	21,988	31,258	27,509	13,972	29,270	30,315	10.20%
3	0	159	628	74	200	502	-20.05%
221	53	680	0	0	0	0	N/A
2,086	1,554	2,209	2,152	969	2,030	2,418	12.33%
1,608	1,452	2,135	1,885	941	1,980	2,145	13.79%
1,207	1,321	1,457	1,691	750	1,650	1,849	9.34%
7,332	7,346	11,601	11,076	4,963	10,530	13,162	18.83%
19	29	7	43	14	40	62	45.63%
1,088	1,276	1,589	1,432	0	1,220	1,503	4.96%
409	286	201	500	427	510	500	0.00%
\$42,450	\$35,305	\$51,296	\$46,916	\$22,110	\$47,430	\$52,456	11.81%
877	727	1,276	1,200	1,307	2,400	2,400	100.00%
\$877	\$727	\$1,276	\$1,200	\$1,307	\$2,400	\$2,400	100.00%
1,283	5,462	1,543	3,751	597	870	3,340	-10.97%
0	0	0	0	0	0	0	N/A
0	0	775	0	0	0	0	N/A
0	0	0	0	0	0	0	N/A
110	369	165	287	42	60	266	-7.18%
87	357	105	251	40	60	236	-5.97%
85	247	102	231	31	40	204	-11.66%
328	1,825	584	1,510	174	260	1,450	-3.99%
2	6	3	6	1	0	7	17.65%
59	272	89	195	0	40	166	-15.20%
354	525	1,366	500	9	80	500	0.00%
\$2,308	\$9,063	\$4,733	6,732	\$894	\$1,410	6,169	-8.36%
3,535	4,564	5,031	6,252	2,832	4,080	5,395	-13.71%
0	66	0	0	121	270	0	N/A
258	320	351	478	200	300	430	-10.03%
240	305	335	419	198	290	382	-8.86%
177	265	232	384	209	280	329	-14.38%
879	1,732	1,461	2,517	1,165	1,620	2,342	-6.95%
3	8	7	10	6	10	11	14.03%
132	251	217	326	0	180	268	-17.81%
4,896	7,844	2,952	78,000	999	1,110	5,230	-93.29%
\$10,120	\$15,355	\$10,585	88,386	\$5,730	\$8,140	14,387	-83.72%
\$113,619	\$119,227	\$135,967	\$209,131	\$58,605	\$119,847	\$143,081	-31.58%

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Water Treatment

Treatment Chemicals

680 64100 410 TREATM' CHEMICALS
Total

2015	2016	2017	2018	2018 Actual	2018	2019	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
48,336	47,073	44,338	49,434	16,424	47,140	50,917	3.00%
\$48,336	\$47,073	\$44,338	\$49,434	\$16,424	\$47,140	\$50,917	3.00%

Treatment Labor & Expense

680 64200 111 WAGES
680 64200 112 OVERTIME WAGES
680 64200 131 LONGEVITY
680 64200 125 WAGES TEMPORARY
680 64200 136 CLOTHING REIMB
680 64200 137 CLOTHING ALLOW
680 64200 151 SOCIAL SECURITY
680 64200 152 EMPLOYER RETIREMENT
680 64200 157 H.S.A. CONTRIBUTION
680 64200 154 MEDICAL & DENTAL INS
680 64200 155 LIFE INSURANCE
680 64200 156 WORKERS COMPENSATION
680 64200 400 NON-LABOR M&S
Total

25,845	32,888	35,110	28,759	17,134	32,910	34,425	19.70%
720	809	924	1,651	482	910	1,296	-21.51%
500	517	540	2,200	0	540	3,825	73.86%
1,612	925	0	0	0	0	0	N/A
400	1,344	1,050	2,250	0	1,400	2,250	0.00%
0	0	0		0	0		N/A
2,104	2,645	2,704	2,495	1,237	2,460	2,746	10.06%
1,865	2,345	2,423	2,185	1,180	2,330	2,436	11.49%
1,409	2,251	1,894	1,768	901	1,830	2,100	18.77%
8,909	11,616	12,223	11,579	6,621	12,460	14,946	29.08%
20	35	37	45	16	40	71	58.18%
1,270	1,752	1,828	1,497	0	1,430	1,707	14.01%
21,901	19,514	22,415	20,000	12,203	18,650	20,000	0.00%
\$66,555	\$76,641	\$81,148	\$74,429	\$39,774	\$74,960	\$85,802	15.28%

Treatment Expense - Lead/Copper Testing

680 64210 400 NON-LABOR M&S
Total

0	205	0	0	654	660	0	N/A
\$0	\$205	\$0	\$0	\$654	\$660	\$0	N/A

Maint. of Treatment Buildings & Grounds

680 65100 111 WAGES
680 65100 112 OVERTIME WAGES
680 65100 125 WAGES TEMPORARY
680 65100 151 SOCIAL SECURITY
680 65100 152 EMPLOYER RETIREMENT
680 65100 157 H.S.A. CONTRIBUTION
680 65100 154 MEDICAL & DENTAL INS
680 65100 155 LIFE INSURANCE
680 65100 156 WORKERS COMPENSATION
680 65100 400 NON-LABOR M&S
Total

7,206	12,535	3,038	5,002	544	1,440	6,936	38.68%
0		0	0	0	0	0	N/A
0	42	0	0	0	0	0	N/A
521	895	216	383	38	100	553	44.59%
490	827	207	335	36	100	491	46.47%
421	494	86	308	22	90	423	37.60%
1,886	4,024	790	2,014	202	490	3,012	49.55%
8	13	4	8	1	0	14	83.27%
708	625	68	260	0	60	344	32.09%
1,193	1,863	5,117	11,500	1,028	1,770	2,724	-76.31%
\$12,433	\$21,318	\$9,524	\$19,809	\$1,871	\$4,050	\$14,498	-26.81%

Maintenance of Treatment Equipment

680 65200 111 WAGES
680 65200 112 OVERTIME WAGES
680 65200 125 WAGES TEMPORARY
680 65200 151 SOCIAL SECURITY
680 65200 152 EMPLOYER RETIREMENT
680 65200 157 H.S.A. CONTRIBUTION
680 65200 154 MEDICAL & DENTAL INS
680 65200 155 LIFE INSURANCE
680 65200 156 WORKERS COMPENSATION
680 65200 400 NON-LABOR M&S
Total

8,290	6,812	8,172	12,504	3,083	5,690	9,505	-23.98%
468	12	67	465	14	560	365	-21.51%
74	15	0	0	0	0	0	N/A
635	477	572	992	210	420	758	-23.58%
595	451	560	869	207	420	673	-22.59%
437	391	378	769	171	360	580	-24.57%
2,520	2,375	2,536	5,034	1,208	2,380	4,127	-18.03%
8	12	10	20	3	10	20	0.46%
18	330	381	651	0	260	471	-27.60%
54,785	53,255	52,642	50,000	29,789	57,400	55,000	10.00%
\$67,830	\$64,130	\$65,317	\$71,304	\$34,685	\$67,500	\$71,499	0.27%

Total Treatment Expense

\$195,154	\$209,367	\$200,326	\$214,976	\$93,408	\$194,310	\$222,716	3.60%
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City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Distribution Operation

Storage Facilities Expense

680	66100	111	WAGES
680	66100	112	OVERTIME WAGES
680	66100	151	SOCIAL SECURITY
680	66100	152	EMPLOYER RETIREMENT
680	66100	157	H.S.A. CONTRIBUTION
680	66100	154	MEDICAL & DENTAL INS
680	66100	155	LIFE INSURANCE
680	66100	156	WORKERS COMPENSATION
680	66100	400	NON-LABOR M&S

Total

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
							N/A
1,440	2,032	3,264	5,002	1,221	1,700	3,597	-28.09%
0		101	0	34	30	0	N/A
106	146	238	383	90	120	287	-25.03%
98	134	228	335	84	120	255	-24.05%
39	91	97	308	64	90	219	-28.65%
294	593	984	2,014	361	460	1,562	-22.46%
1	2	3	8	1	0	7	-4.97%
65	102	160	260	0	70	178	-31.51%
140	192	261	400	263	320	400	0.00%
\$2,183	\$3,292	\$5,338	\$8,709	\$2,118	\$2,910	\$6,505	-25.31%

Line Operation Labor & Expense

680	66200	111	WAGES
680	66200	112	OVERTIME WAGES
680	66200	125	WAGES TEMPORARY
680	66200	131	LONGEVITY
680	66200	136	CLOTHING REIMB
680	66200	151	SOCIAL SECURITY
680	66200	152	EMPLOYER RETIREMENT
680	66200	157	H.S.A. CONTRIBUTION
680	66200	154	MEDICAL & DENTAL INS
680	66200	155	LIFE INSURANCE
680	66200	156	WORKERS COMPENSATION
680	66200	400	NON-LABOR M&S

Total

45,284	50,347	46,995	55,030	29,920	50,060	69,348	-1.50%
41	66	7	66	58	60	119	81.15%
56	142	153	0	0	0	0	N/A
0	315	635	0	0	630	0	N/A
0	450	450	0	0	450	0	N/A
3,306	3,610	3,404	4,151	2,124	3,600	5,501	4.14%
3,075	3,368	3,256	3,667	1,774	3,170	4,857	4.59%
2,330	3,628	2,971	3,390	1,798	2,880	3,775	-2.43%
14,285	20,495	17,924	21,869	9,711	17,350	24,297	7.62%
28	87	128	93	26	50	149	20.39%
2,165	2,414	2,347	2,776	0	2,070	7,334	-3.17%
5,822	7,042	5,743	7,000	4,170	4,670	7,000	0.00%
\$76,392	\$91,964	\$84,012	\$98,041	\$49,581	\$84,990	\$122,379	24.82%

Meter Testing & Setting Expense-Customers

680	66300	111	WAGES
680	66300	112	OVERTIME WAGES
680	66300	151	SOCIAL SECURITY
680	66300	152	EMPLOYER RETIREMENT
680	66300	157	H.S.A. CONTRIBUTION
680	66300	154	MEDICAL & DENTAL INS
680	66300	155	LIFE INSURANCE
680	66300	156	WORKERS COMPENSATION
680	66300	400	NON-LABOR M&S
680	66300	925	INTERDEPARTMENTAL

Total

3,247	8,368	6,478	5,002	3,411	7,480	5,652	13.00%
0	49	58	0	0	0	0	N/A
238	599	465	383	239	530	451	17.81%
221	555	444	335	228	500	400	19.35%
143	393	313	308	166	410	345	12.12%
886	3,006	2,288	2,014	1,136	2,600	2,454	21.85%
2	5	5	8	3	10	12	49.33%
147	407	293	260	0	310	280	7.63%
2,720	5,073	5,658	4,500	0	1,150	4,500	0.00%
(3,802)	(9,227)	(8,048)	(7,100)	0	(6,495)	(7,100)	N/A
\$3,802	\$9,228	\$7,989	\$5,709	\$5,183	\$6,495	\$6,993	\$0

Total Dist. System Operation Expense

\$82,377	\$104,484	\$97,339	\$112,459	\$56,882	\$94,395	\$135,877	20.82%
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City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Distribution Maintenance

Maint. of Dist. Buildings & Grounds

680	67100	111	WAGES
680	67100	112	OVERTIME WAGES
680	67100	125	WAGES TEMPORARY
680	67100	151	SOCIAL SECURITY
680	67100	152	EMPLOYER RETIREMENT
680	67100	157	H.S.A. CONTRIBUTION
680	67100	154	MEDICAL & DENTAL INS
680	67100	155	LIFE INSURANCE
680	67100	156	WORKERS COMPENSATION
680	67100	400	NON-LABOR M&S

Total

2015	2016	2017	2018	2018 Actual	2018	2019	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
							N/A
7,366	8,056	7,026	8,753	3,647	5,700	9,762	11.53%
199	94	70	0	0	0	0	N/A
2,237	417	3,612	4,320	129	2,620	4,406	2.00%
716	603	774	1,000	271	610	779	-22.14%
514	538	474	586	244	390	691	17.80%
439	500	244	538	229	310	596	10.67%
2,396	2,915	2,162	3,524	1,244	1,880	4,239	20.27%
7	10	7	14	4	10	20	47.39%
449	414	504	456	0	345	484	6.23%
371	210	217	700	393	420	700	0.00%
\$14,694	\$13,757	\$15,088	\$19,891	\$6,161	\$12,285	\$21,677	8.98%

Maintenance of Storage Reservoirs

680	67200	111	WAGES
680	67200	151	SOCIAL SECURITY
680	67200	152	EMPLOYER RETIREMENT
680	67200	157	H.S.A. CONTRIBUTION
680	67200	154	MEDICAL & DENTAL INS
680	67200	155	LIFE INSURANCE
680	67200	156	WORKERS COMPENSATION
680	67200	400	NON-LABOR M&S

Total

0			0	0		0	N/A
0			0	0		0	N/A
0			0	0		0	N/A
0			0	0		0	N/A
0			0	0		0	N/A
0			0	0		0	N/A
0			0	0		0	N/A
1,986	9	21	5,250	8	25	5,250	0.00%
\$1,986	\$9	\$21	\$5,250	\$8	\$25	\$5,250	0.00%

Maintenance of Mains

680	67300	111	WAGES
680	67300	112	OVERTIME WAGES
680	67300	125	TEMPORARY LABOR
680	67300	151	SOCIAL SECURITY
680	67300	152	EMPLOYER RETIREMENT
680	67300	157	H.S.A. CONTRIBUTION
680	67300	154	MEDICAL & DENTAL INS
680	67300	155	LIFE INSURANCE
680	67300	156	WORKERS COMPENSATION
680	67300	400	NON-LABOR M&S

Total

43,473	29,763	27,404	38,120	14,127	29,754	50,927	33.60%
3,521	837	585	988	412	736	776	-21.51%
66	216	2,012	0	608	2,020	0	N/A
3,401	2,181	2,121	2,992	1,061	2,301	3,012	0.68%
3,193	2,013	1,880	2,620	974	2,053	2,672	1.99%
1,925	2,210	1,256	1,922	691	1,624	2,304	19.87%
12,825	11,049	8,613	12,586	5,139	10,183	16,396	30.27%
51	62	40	49	25	63	78	59.65%
1,984	1,687	1,363	1,628	0	1,110	1,873	15.06%
52,794	13,846	28,546	85,000	4,530	53,602	46,725	-45.03%
\$123,233	\$63,864	\$73,820	\$145,905	\$27,566	\$103,443	\$124,763	-14.49%

Maintenance of Services

680	67500	111	WAGES
680	67500	112	OVERTIME WAGES
680	67500	125	WAGES TEMPORARY
680	67500	151	SOCIAL SECURITY
680	67500	152	EMPLOYER RETIREMENT
680	67500	157	H.S.A. CONTRIBUTION
680	67500	154	MEDICAL & DENTAL INS
680	67500	155	LIFE INSURANCE
680	67500	156	WORKERS COMPENSATION
680	67500	400	NON-LABOR M&S

Total

19,715	16,634	24,602	33,761	9,569	29,074	26,975	-20.10%
203	246	378	907	570	686	712	-21.51%
60	98	17	0	0	90	0	N/A
1,432	1,207	1,730	2,652	695	2,081	2,151	-18.88%
1,354	1,115	1,691	2,323	679	1,993	1,909	-17.82%
951	857	1,404	2,076	600	1,294	1,646	-20.72%
6,552	5,756	8,483	13,593	3,797	9,813	11,712	-13.84%
19	17	40	53	16	43	56	5.59%
896	831	1,183	1,758	0	1,000	1,338	-23.90%
6,201	6,413	25,980	20,960	6,541	22,717	20,960	0.00%
\$37,383	\$33,174	\$65,508	78,082	\$22,466	\$68,789	67,458	-13.61%

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

				2015	2016	2017	2018	2018 Actual	2018	2019	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
Maintenance of Meters											
680	67600	111	WAGES	4,399	6,501	7,990	8,753	9,110	11,240	8,221	-6.08%
680	67600	112	OVERTIME WAGES	0		52	0	52	70	0	N/A
680	67600	151	SOCIAL SECURITY	319	458	559	670	654	800	656	-2.08%
680	67600	152	EMPLOYER RETIREMENT	299	429	547	586	614	760	582	-0.80%
680	67600	157	H.S.A. CONTRIBUTION	155	324	394	538	499	690	502	-6.81%
680	67600	154	MEDICAL & DENTAL INS	1,305	2,407	2,880	3,524	2,710	3,530	3,569	1.28%
680	67600	155	LIFE INSURANCE	2	8	15	14	10	20	17	24.12%
680	67600	156	WORKERS COMPENSATION	201	311	382	456	0	470	408	-10.54%
680	67600	400	NON-LABOR M&S	1,624	1,264	3,616	1,065	1,873	3,300	5,000	369.48%
680	67600	925	INTERDEPARTMENTAL	(4,152)	(5,851)	(8,240)	(2,320)	0	(10,440)	(9,477)	N/A
Total				\$4,152	\$5,851	\$8,195	\$13,285	\$15,522	\$10,440	\$9,477	-28.67%
Maintenance of Hydrants											
680	67700	111	WAGES	10,912	7,748	14,399	22,507	5,793	16,870	16,185	-28.09%
680	67700	112	OVERTIME WAGES	0	34	22	0	0	860	0	N/A
680	67700	125	WAGES TEMPORARY	1,619	1,590	608	0	0	580	0	N/A
680	67700	151	SOCIAL SECURITY	934	668	1,069	1,722	413	1,300	1,291	-25.03%
680	67700	152	EMPLOYER RETIREMENT	751	515	980	1,508	388	1,190	1,145	-24.05%
680	67700	157	H.S.A. CONTRIBUTION	585	448	616	1,384	250	910	987	-28.65%
680	67700	154	MEDICAL & DENTAL INS	2,925	2,676	4,294	9,062	1,935	6,080	7,027	-22.46%
680	67700	155	LIFE INSURANCE	6	8	20	35	4	20	33	-4.97%
680	67700	156	WORKERS COMPENSATION	584	405	818	1,172	0	760	803	-31.51%
680	67700	400	NON-LABOR M&S	3,463	3,017	17,223	36,000	711	4,980	6,000	-83.33%
Total				\$21,779	\$17,109	\$40,049	\$73,390	\$9,494	\$33,550	\$33,472	-54.39%
Maint. of Misc. Distribution Equipment											
680	67800	111	WAGES	0			3,751			771	-79.45%
680	67800	112	OVERTIME WAGES	0			0			0	N/A
680	67800	151	SOCIAL SECURITY	0			287	0		61	-78.58%
680	67800	152	EMPLOYER RETIREMENT	0			251	0		55	-78.30%
680	67800	157	H.S.A. CONTRIBUTION	0			231	0		47	-79.61%
680	67800	154	MEDICAL & DENTAL INS	0			1,510	0		335	-77.84%
680	67800	155	LIFE INSURANCE	0			6	0		2	-72.85%
680	67800	156	WORKERS COMPENSATION	0			195	0		38	-80.43%
680	67800	400	NON-LABOR M&S	2,523	415	854	1,000	1,617	2,130	1,000	0.00%
Total				\$2,523	\$415	\$854	\$7,232	\$1,617	\$2,130	\$2,308	-68.08%
Total Dist. System Maint. Expense				\$205,750	\$134,179	\$203,535	\$343,034	\$82,833	\$230,662	\$264,404	-22.92%

City of Ashland Water Utility Enterprise Fund

2019 Budget Detail

A

Customer Accounts

Customer Accounts Supervision

680 90100 925 INTERDEPARTMENTAL CHARGES
Total

Meter Reading Expenses

680 90200 400 NON-LABOR M&S
 680 90200 925 INTERDEPARTMENTAL CHARGES
Total

Customer Records & Collection Expense

680 90300 925 INTERDEPARTMENTAL CHARGES
Total

Misc. Customer Service Expense

680 90500 400 NON-LABOR M&S
 680 90500 925 INTERDEPARTMENTAL CHARGES
Total

Total Customer Accounts Expense

Administrative & General

Administrative & General Salaries

680 92000 111 WAGES
 680 92000 112 OVERTIME WAGES
 680 92000 125 TEMPORARY LABOR
 680 92000 131 LONGEVITY
 680 92000 138 ADMIN/GENERAL ACCR SICK/VAC
 680 92000 151 SOCIAL SECURITY
 680 92000 152 EMPLOYER RETIREMENT
 680 92000 157 H.S.A. CONTRIBUTION
 680 92000 154 MEDICAL & DENTAL INS
 680 92000 155 LIFE INSURANCE
 680 92000 156 WORKERS COMPENSATION
 680 92000 190 POST-EMPLOYMENT HEALTH INS
 680 92000 400 ADMIN/GENERAL MATERIALS
 680 92000 925 INTERDEPARTMENTAL CHARGES
Total

Office Supplies & Expense

680 92100 400 OFFICE SUPPLIES MATERIALS
 680 92100 925 INTERDEPARTMENTAL CHARGES
Total

Outside Professional Services

680 92300 210 PROFESSIONAL SERVICES
 680 92300 295 INTERDEPARTMENTAL CHARGES
Total

Property Insurance

680 92400 511 LOCAL GOVT. PROP INS FUND
Total

Injuries & Damages

680 92500 513 LIABILITY INSURANCE
Total

2015 ACTUAL	2016 ACTUAL	2018 Projected	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
							N/A
\$11,145	\$10,598	\$10,950	\$10,975	\$5,502	\$11,030	\$11,385	3.74%
\$11,145	\$10,598	\$10,950	\$10,975	\$5,502	\$11,030	\$11,385	3.74%
1,893	2,345	2,254	2,500	8,396	10,350	2,500	0.00%
15,553	15,864	15,287	16,730	8,387	\$16,760	17,170	2.63%
\$17,446	\$18,209	\$17,541	\$19,230	\$16,783	\$27,110	\$19,670	2.29%
24,269	22,701	23,074	26,295	13,161	\$26,180	29,350	11.62%
24,269	22,701	23,074	26,295	13,161	26,180	29,350	11.62%
323	1,173	778	1,000	175	920	1,000	0.00%
25,623	24,579	24,608	25,805	12,933	\$25,870	29,160	13.00%
\$25,946	\$25,752	\$25,386	\$26,805	\$13,108	\$26,790	\$30,160	12.52%
\$78,806	\$77,260	\$76,950	\$83,305	\$48,554	\$91,110	\$90,565	8.71%

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
62,703	69,286	46,858	82,072	22,703	51,520	72,765	-11.34%
0	100	276	0	84	160	0	N/A
352	609	0		543	540		N/A
481	374	420	531	0	420	796	49.93%
511	(9)	1,097		0	1,100		N/A
4,504	5,027	3,566	6,108	1,691	3,380	5,484	-10.22%
4,276	3,907	2,890	5,534	1,295	2,820	4,818	-12.94%
3,540	3,310	2,095	3,600	890	1,850	2,850	-20.83%
19,708	17,217	9,151	20,650	4,514	9,660	14,829	-28.19%
374	337	219	472	68	150	209	-55.77%
2,257	2,886	690	2,853	0	1,940	2,205	-22.71%
0	25,313	14,618	0	0	14,620	5,000	#DIV/0!
7,969	5,593	8,048	6,500	4,600	6,160	6,500	0.00%
65,070	63,996	72,866	69,500	34,767	69,360	76,465	10.02%
\$171,745	\$197,946	\$162,792	\$197,820	\$71,155	\$163,680	\$191,920	-2.98%

24	676	187	500	713	720	500	0.00%
0	0	661	1,000	0	0	1,000	0.00%
\$24	\$676	\$847	\$1,500	\$713	\$720	\$1,500	0.00%

60,356	32,560	62,150	31,500	19,795	33,460	56,000	77.78%
2,401	3,662	3,726	6,000	0	4,000	6,000	0.00%
\$62,757	\$36,222	\$65,876	\$37,500	\$19,795	\$37,460	\$62,000	65.33%

4,108	5,448	5,499	6,000	0	6,000	6,000	0.00%
\$4,108	\$5,448	\$5,499	\$6,000	\$0	\$6,000	\$6,000	0.00%

6,822	6,351	5,502	9,000	0	6,900	9,000	0.00%
\$6,822	\$6,351	\$5,502	\$9,000	\$0	\$6,900	\$9,000	0.00%

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

Administrative & General Continued:

Employee Benefits

680 92600 131 LONGEVITY
 680 92600 133 RETIREMENT PAYOUT
 680 92600 152 PENSION
 680 92600 157 H.S.A. CONTRIBUTION
 680 92600 154 HEALTH/DENTAL
 680 92600 191 POST -EMPLOYMENT HSA
 680 92600 400 MATERIALS

Total

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
0	0	0	1,570	0	0	1,570	0.00%
	0	0		0	0		N/A
7,611	18,891	20,436	0	0	20,440	20,440	#DIV/0!
0			0	0		0	N/A
55,665	56,739	61,378	60,000	28,915	60,000	60,000	0.00%
4,000	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
				0			N/A
\$67,276	\$78,630	\$84,814	\$64,570	\$30,415	\$83,440	\$85,010	31.66%

Regulatory Commission Expense

680 92800 210 REGULATORY COMMISSION EXP
 680 92800 400 REGULATORY COMMISSION EXP

Total

0	0	0	200	0	0	200	0.00%
1,061	8,825	530	1,150	521	530	1,150	0.00%
\$1,061	\$8,825	\$530	\$1,350	\$521	\$530	\$1,350	0.00%

Misc. General Expense

680 93000 400 NON-LABOR M&S

Total

2,326	4,289	1,862	2,000	239	1,320	2,000	0.00%
\$2,326	\$4,289	\$1,862	\$2,000	\$239	\$1,320	\$2,000	0.00%

Rents

680 93100 539 RENTALS/LEASES

Total

1,227	1,237	1,264	1,270	1,297	1,300	1,270	0.00%
\$1,227	\$1,237	\$1,264	\$1,270	\$1,297	\$1,300	\$1,270	0.00%

Total Admin. & General Expense

\$317,346	\$339,624	\$328,987	\$321,010	\$124,135	\$301,350	\$360,050	12.16%
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Other Operating Expenses (Credits)

Depreciation Expense

680 40300 000 DEPRECIATION- UTILITY FINANCED
 680 40300 471 DEPRECIATION ON CONTRIBUTED
 680 40300 925 INTERDEPARTMENTAL CHARGES

Total

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Projected	2019 BUDGET	PERCENT CHANGE
313,566	338,066	375,479	338,066	0	375,000	375,000	10.93%
91,957	96,108	99,805	96,108	0	99,805	99,805	3.85%
(16,047)	(15,795)	(34,639)	(16,332)	0	(34,639)	(34,639)	N/A
\$389,476	\$418,379	\$440,645	\$417,842	\$0	\$440,166	\$440,166	5.34%

Taxes Expense

680 40800 0000 PROPERTY TAX EQUIVALENT
 680 40800 925 INTERDEPARTMENTAL CHARGES

Total

348,183	378,282	390,519	391,530	194,043	391,530	401,940	2.66%
(6,412)	(6,945)	(6,566)	(7,220)	0	(7,220)	(7,412)	N/A
\$341,771	\$371,337	\$383,953	\$384,310	\$194,043	\$384,310	\$394,528	2.66%

Total Other Operating Expense

\$731,247	\$789,716	\$824,598	\$802,152	\$194,043	\$824,476	\$834,694	4.06%
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Total Operating Expenses

\$1,724,299	\$1,773,857	\$1,867,702	\$2,086,066	\$658,460	\$1,856,149	\$2,051,386	-1.66%
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Net Operating Income (Loss)

\$315,973	\$303,855	\$515,189	\$330,884	\$539,666	\$555,476	\$368,089	11.24%
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Net Income (Loss)

\$190,828	\$556,752	\$854,732	\$204,671	\$468,632	\$493,948	\$242,423	18.45%
190,828	556,752	854,732	204,671	468,632			

City of Ashland Water Utility Enterprise Fund
2019 Budget Detail

A

WATER UTILITY EXPENSE
ANALYSIS BY OBJECT CODE

			2015	2016	2017	2018	2018 Actual	2018	2019	PERCENT
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
										N/A
680	111	WAGES	273,995	286,014	272,627	350,277	138,660	279,177	357,972	2.20%
	112	OVERTIME WAGES	5,155	2,313	2,698	4,704	1,900	4,542	3,769	-19.88%
	125	TEMPORARY WAGES	6,297	4,107	7,891	4,320	1,280	5,850	4,406	2.00%
	131	LONGEVITY	981	1,206	1,595	4,300	0	1,590	6,190	43.94%
	136	CLOTHING REIMBURSEMENT	400	1,794	1,500	2,250	0	1,850	2,250	0.00%
	138	ACCR SICK/VAC	511	(9)	1,097	0	0	1,100	0	N/A
	151	SOCIAL SECURITY	20,712	20,994	20,391	27,421	10,006	20,201	27,152	-0.98%
	152	EMPLOYER RETIREMENT	26,333	37,402	38,824	23,943	8,948	38,715	44,458	85.69%
	157	H.S.A. CONTRIBUTION	13,889	16,882	13,732	19,675	7,313	14,367	18,991	-3.48%
	154	MEDICAL & DENTAL INS	138,897	152,758	148,378	185,587	74,068	149,755	187,131	0.83%
	155	LIFE INSURANCE	551	643	550	886	199	468	776	-12.47%
	156	WORKERS COMPENSATION	12,051	14,117	12,076	16,371	0	11,334	19,591	19.66%
	190	POST -EMPLOYMENT	0	25,313	14,618	0	0	14,620	5,000	#DIV/0!
	191	POST -EMPLOYMENT H.S.A.	4,000	3,000	3,000	3,000	1,500	3,000	3,000	0.00%
		TOTAL LABOR EXPENSE	\$503,772	\$566,534	\$538,975	\$642,735	\$243,874	\$546,569	\$680,685	5.90%
	210	PROFESSIONAL SERVICES	60,356	32,560	62,150	31,700	19,795	33,460	56,200	77.29%
	222	ELECTRICITY	50,488	49,530	56,444	53,000	22,170	51,220	54,325	2.50%
	224	NATURAL GAS	5,953	4,407	5,853	5,500	4,289	5,825	5,638	2.50%
	227	PROPANE	0	0	0	430	0	0	430	0.00%
	295	ENGINEERING SERVICES	2,401	3,662	3,726	6,000	0	4,000	6,000	0.00%
	342	GAS/DIESEL FOR FUEL GENERATOR	228	78	449	235	653	1,100	235	0.00%
	400	MATERIALS/R&M	175,655	144,601	187,747	337,725	81,165	195,894	198,039	-41.36%
	410	CHEMICALS	48,336	47,073	44,338	49,434	16,424	47,140	50,917	3.00%
	511	LOCAL GOVT PROP INS FUND	4,108	5,448	5,499	6,000	0	6,000	6,000	0.00%
	513	LIABILITY INSURANCE	6,822	6,351	5,502	9,000	0	6,900	9,000	0.00%
	539	RENTALS/ LEASES	1,227	1,237	1,264	1,270	1,297	1,300	1,270	0.00%
	925	INTERDEPARTMENTAL CHARGES	133,706	122,660	131,157	140,885	74,750	132,265	147,953	5.02%
		TOTAL OTHER EXPENSES	\$489,280	\$417,607	\$504,129	\$641,179	\$220,543	\$485,104	\$536,007	-16.40%
		SUBTOTAL	\$993,052	\$984,141	\$1,043,104	\$1,283,914	\$464,417	\$1,031,673	\$1,216,692	-5.24%
40300	0000	DEPRECIATION	389,476	418,379	440,645	417,842	0	440,166	440,166	5.34%
40800	0000	TAXES	341,771	371,337	383,953	384,310	194,043	384,310	394,528	2.66%
		TOTAL OPERATING EXPENSES	\$1,724,299	\$1,773,857	\$1,867,702	\$2,086,066	\$658,460	\$1,856,149	\$2,051,386	-1.66%
Should be -0-			0	0	0	(0)	0	0	0	

City of Ashland
2019 Budget Preliminary
Wastewater Utility Enterprise Fund

B

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	Percent Change
<u>Operating Revenues:</u>							
Bulk Waste Treatment	\$61,362	\$63,497	\$84,283	\$62,000	\$62,792	\$62,000	0.00%
Metered Customer Revenues	1,677,948	1,842,894	2,020,313	2,053,380	2,106,570	2,131,950	3.83%
Other Operating Revenues	46,384	67,004	69,417	37,000	55,544	37,000	0.00%
Estimated Increase in Revenue Stream	0	0	0	0	0	0	0.00%
Total Operating Revenues	\$1,785,694	\$1,973,395	\$2,174,013	\$2,152,380	\$2,224,906	\$2,230,950	3.65%
<u>Non-Operating Income (Expense):</u>	(\$7,161)	\$896,193	\$35,586	\$9,414	\$255,920	\$9,414	0.00%
<u>Operating Expenses:</u>							
<u>Collection System</u>							
Collection System Supervision	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Collection Operation Labor & Expense	67,413	60,058	79,720	44,528	75,360	71,196	59.89%
Power & Fuel for Lift Stations	48,530	61,405	65,475	60,300	66,640	68,235	13.16%
Misc. Collection System Expense	14,142	16,425	18,317	18,000	17,110	18,000	0.00%
Maint. of Collection System	37,879	19,093	72,290	107,494	21,542	54,412	-49.38%
Maint. of Lift Stn. Buildings & Grounds	11,328	10,480	5,017	6,036	7,150	9,174	51.99%
Maint. of Lift Stn Equipment	44,916	33,018	15,308	21,537	37,960	26,697	23.96%
Maint. of Misc. Collection Equipment	6,710	3,756	3,111	5,135	2,435	5,026	-2.12%
Total Collection System Expense	\$230,918	\$204,235	\$259,238	\$263,029	\$228,197	\$252,740	-3.91%
<u>Wastewater Treatment</u>							
Treatment Operation Supervision	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Treatment Operation Labor & Expense	130,826	99,281	86,074	148,292	78,810	131,222	-11.51%
Power & Fuel for WWTP	95,709	101,140	101,659	105,000	93,710	105,000	0.00%
Laboratory & Testing Expense	108,257	106,463	118,047	121,161	122,300	126,121	4.09%
Sludge Treatment/Disposal Expenses	34,095	50,904	22,969	49,021	26,650	42,649	-13.00%
Misc. Treatment Plant Expense	41,889	58,855	59,660	54,779	56,524	44,567	-18.64%
Disinfection Expense	1,040	2,588	3,101	14,760	3,910	12,372	-16.18%
Maint. of Treatment Buildings & Grounds	37,838	35,073	44,761	26,899	31,380	35,928	33.56%
Maintenance of Treatment Equipment	107,430	83,681	54,888	56,875	52,455	64,691	13.74%
Maint. of Misc. Plant Equipment	11,172	10,253	10,995	13,699	10,315	12,961	-5.38%
Utility Locates	0	0	0	23,956	12,440	23,372	-2.43%
Total Wastewater Treatment Expense	\$568,255	\$548,238	\$502,154	\$614,441	\$488,494	\$598,884	-2.53%
<u>Customer Accounts</u>							
Customer Billing & Accounting	\$67,906	\$61,485	\$64,549	\$67,491	\$67,810	\$72,880	7.99%
Meter Reading Expenses	\$13,775	12,143	14,059	12,804	12,830	13,110	2.39%
Uncollectible Accounts Expense	\$0	0	0	0	0	0	0.00%
Joint Meter Expenses	\$14,574	21,881	22,823	17,064	22,850	17,064	0.00%
Total Customer Accounts Expense	\$96,255	\$95,509	\$101,431	\$97,358	\$103,490	\$103,054	5.85%

**City of Ashland
2019 Budget Preliminary**

B

Wastewater Utility Enterprise Fund

Administrative & General

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	Percent Change
Administrative & General Salaries	\$183,868	\$181,767	\$152,002	\$185,725	\$145,555	\$173,480	-6.59%
Office Supplies & Expense	640	1,551	1,673	1,200	2,670	1,200	0.00%
Outside Professional Services	13,230	51,212	32,581	27,700	11,300	27,700	0.00%
Property Insurance	12,817	14,937	13,873	19,675	13,900	19,675	0.00%
Injuries & Damages	19,941	16,764	17,937	21,000	18,000	21,000	0.00%
Employee Benefits	58,789	74,828	69,702	53,000	69,510	53,000	0.00%
Regulatory Expense	8,355	8,460	9,370	8,000	9,210	8,000	0.00%
Misc. General Expense	517	0	28	390	0	390	0.05%
Maintenance of General Plant	2,800	2,868	2,652	2,685	2,700	2,685	0.00%
Rents	1,227	1,237	1,264	1,227	1,300	1,227	0.00%
Total Admin. & General Expense	\$302,184	\$353,624	\$301,082	\$320,602	\$274,145	\$308,357	-3.82%
Clearing accounts balance	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Total Direct Operating Expenses	\$1,197,612	\$1,201,606	\$1,163,905	\$1,295,431	\$1,094,326	\$1,263,035	-2.50%
Other Operating Expenses (Credits)							0.00%
Depreciation Expense	\$735,244	\$742,217	\$804,940	\$746,332	\$804,939	\$804,940	7.85%
Taxes Expense	0	0	0	0	0	0	0.00%
Total Other Operating Expense	\$735,244	\$742,217	\$804,940	\$746,332	\$804,939	\$804,940	7.85%
Total Operating Expenses	\$1,932,856	\$1,943,823	\$1,968,845	\$2,041,763	\$1,899,265	\$2,067,975	1.28%
Net Operating Income (Loss)	(\$147,162)	\$29,572	\$205,168	\$110,617	\$325,641	\$162,975	47.33%
Net Income (Loss)	(\$154,323)	\$925,765	\$240,754	\$120,031	\$581,561	\$172,389	43.62%

Adjust Net Income for Contributions in Aid of Construction - CIAC

CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.
 CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.
 The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 ESTIMATE	2019 BUDGET	
Net Income (Loss)	(154,323)	925,765	240,754	120,031	581,561	172,389	43.62%
Remove-Contribution in aid of construction	(14,966)	(807,100)	(55,015)	(22,500)	(276,740)	(22,500)	0.00%
Depreciation on CIAC not available	0	0	0	0	0	0	0.00%
Net Income (Loss) removing CIAC	(\$169,289)	\$118,665	\$185,739	\$97,531	\$304,821	\$149,889	53.68%

Calculation of Adjusted Net Income available for Debt Service Payments & Capital Assets

Calculate Adjusted Net Income Available for Debt Service & Capital Assets

	2015	2016	2017	2018	2018	2019	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Gross Operating Revenues	\$1,785,694	\$1,973,395	\$2,174,013	\$2,152,380	\$2,224,906	\$2,230,950	17.62%
Add: Interest/Dividend Revenues	15,043	128,481	13,466	12,416	13,487	12,416	-35.80%
Less: Operating Expenses	(1,932,856)	(1,943,823)	(1,968,845)	(2,041,763)	(1,899,265)	(2,067,975)	0.00%
Add: Depreciation	735,244	742,217	804,940	746,332	804,939	804,940	12.93%
Add: Amortization	0	0	0	0	0	0	-100.00%
Add: Pension & OPEB liability adjustment	9,134	28,730	18,600	0	18,600	0	0.00%
Subtotal - Cash Flow	612,259	929,000	1,042,174	869,365	1,162,667	980,331	0.00%
Less: Debt Payments	(314,846)	(332,707)	(338,951)	(363,457)	(329,423)	(212,267)	17.09%
Less: Provision-Collection sys/Other Assets	(200,000)	(259,000)	(259,000)	(259,000)	(259,000)	(259,000)	0.00%
Less: Equipment Replacement Reserve fund	(130,000)	(135,000)	(142,850)	(140,000)	(172,750)	(172,750)	14.68%
Adjusted Cash Flow Income (Loss)	(\$32,587)	\$202,293	\$301,373	\$106,908	\$401,494	\$336,314	0.00%

Calculation of Debt Service Payments using debt ratio of 110%

	2015	2016	2017	2018	2018	2019	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Principal and Interest Payments							
2014 CWF Bonds - Force Main	\$10,605	\$38,434	\$38,932	\$38,924	\$38,924	\$38,915	-0.02%
1998/99 Clean Water Fund Bonds	168,801	168,746	168,690	168,633	168,633	0	-100.00%
2009A GO Refunding Bonds	66,130	52,889	51,943	34,570	34,570	17,827	-48.43%
2009B GO BAB Bonds	65,065	68,393	67,477	69,403	69,403	68,988	-0.60%
2016 CWF Bonds - 6th St W	0	0	8,133	10,927	11,603	11,627	6.41%
2018 USDA-RD SCADA	0	0	0	41,000	6,290	74,910	82.71%
Unfunded Pension Liability	4,245	4,245	3,776	0	0	0	0.00%
Total Principal and Interest Payments	\$314,846	\$332,707	\$338,951	\$363,457	\$329,423	\$212,267	-41.60%
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%	
Calculated Minimum Net Income	\$346,331	\$365,978	\$372,846	\$399,803	\$362,365	\$233,494	-41.60%

Compare Adjusted Net Income Calculation to Debt Service Payments @110%

	2015	2016	2017	2018	2018	2019	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Adjusted Net Income available for debt payments	612,259	929,000	1,042,174	869,365	1,162,667	980,331	0.00%
Calculated Minimum Debt Coverage Net Income	(346,331)	(365,978)	(372,846)	(399,803)	(362,365)	(233,494)	17.09%
Adj Net Income Over minimum calculated	\$265,928	\$563,022	\$669,328	\$469,563	\$800,301	\$746,837	0.00%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Operating Revenues:

Waste Treatment

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
690 46411 4600 UN-METERED/BULK TREATMENT	61,362	63,497	84,283	62,000	33,601	62,792	62,000	0.00%
690 46411 4611 METERED RESIDENTIAL	874,054	945,496	1,022,373	1,030,630	513,502	1,016,500	1,016,500	-1.37%
690 46411 4612 METERED COMMERCIAL	685,001	762,503	847,396	862,790	453,682	894,120	919,500	6.57%
690 46411 4613 METERED INDUSTRIAL	29,698	33,729	35,796	40,920	19,932	37,050	37,050	-9.46%
690 46411 4614 METERED PUBLIC AUTHORITY	74,288	83,429	98,172	101,710	75,376	142,190	142,190	39.80%
690 46411 4615 METERED SUBURBAN	14,907	17,737	16,576	17,330	6,651	16,710	16,710	-3.58%
Metered Revenue	1,677,948	1,842,894	2,020,313	2,053,380	1,069,143	2,106,570	2,131,950	3.83%
Total Waste Treatment	\$1,739,310	\$1,906,391	\$2,104,596	\$2,115,380	\$1,102,744	\$2,169,362	\$2,193,950	3.71%

Other Operating Revenues

690 46412 4700 FORFEITED DISCOUNTS	7,406	8,919	8,208	7,000	3,787	7,574	7,000	0.00%
690 46412 4710 MISC. SERVICE REVENUES	38,978	58,085	61,209	30,000	23,985	47,970	30,000	0.00%
Total Other Revenues	\$46,384	\$67,004	\$69,417	\$37,000	\$27,772	\$55,544	\$37,000	0.00%

ESTIMATED INCREASE IN REVENUE STREAM

						0	N/A
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Total Operating Revenues

\$1,785,694	\$1,973,395	\$2,174,013	\$2,152,380	\$1,130,516	\$2,224,906	\$2,230,950	3.65%
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Non-Operating Income (Expense):

	2015 ESTIMATE	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
								N/A
690 46412 4711 CIAC	14,966	807,100	55,015	22,500	0	276,740	22,500	0.00%
690 46413 4190 INTEREST INCOME	8,480	7,788	10,880	7,700	0	0	7,700	0.00%
690 46413 4270 INTEREST EXP. ON LT DEBT	(26,836)	(24,678)	(22,952)	(19,192)	(9,265)	(23,175)	(19,192)	0.00%
690 46413 4280 AMORT. OF DEBT EXP.	0	0	0	0	0	0	0	N/A
690 46413 4300 INTEREST EXP. ON G.O. DEBT	(19,134)	(14,710)	(9,943)	(6,310)	(2,666)	(11,132)	(6,310)	0.00%
690 46413 4301 INTEREST SUBSIDY	4,228	3,478	2,586	1,616	1,067	2,587	1,616	0.00%
690 46413 4340 MISC. CREDITS TO SURPLUS	8,800	0	0	0	0	0	0	N/A
690 48910 0000 INSURANCE DIVIDENDS/MISC	2,335	117,215	0	3,100	0	10,900	3,100	0.00%
Total Non-Operating Income/(Exp)	(\$7,161)	\$896,193	\$35,586	\$9,414	(\$10,864)	\$255,920	\$9,414	0.00%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Operating Expenses:

Collection System

Collection Operation Labor & Expense

690	82100	111	WAGES
690	82100	112	OVERTIME WAGES
690	82100	125	WAGES/TEMP
690	82100	136	CLOTHING ALLOWANCE
690	82100	151	SOCIAL SECURITY
690	82100	152	EMPLOYER RETIREMENT
690	82100	157	HSA CONTRIBUTION
690	82100	154	MEDICAL & DENTAL INS
690	82100	155	LIFE INSURANCE
690	82100	156	WORKERS COMPENSATION
690	82100	290	SERVICES
690	82100	400	NON-LABOR M&S
Total			

2015 ESTIMATE	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
38,654	37,285	48,019	25,042	21,160	48,180	42,608	70.14%
50	66	29	831	34	140	263	-68.42%
46	469	274	0	0	0	0	N/A
0	445	900		655	1,100		N/A
2,800	2,811	3,601	1,979	1,623	3,670	3,314	67.45%
2,630	2,256	3,313	1,734	1,464	3,320	2,874	65.78%
2,174	1,630	2,303	1,228	782	1,890	2,144	74.53%
10,645	8,483	12,558	6,848	5,625	12,430	13,073	90.88%
35	34	85	39	1	10	106	172.03%
1,973	2,097	2,724	1,325	0	2,000	1,315	-0.75%
0	0	0	0	0	0	0	N/A
8,406	4,482	5,914	5,500	1,624	2,620	5,500	0.00%
\$67,413	\$60,058	\$79,720	\$44,528	\$32,968	\$75,360	\$71,196	59.89%

Power & Fuel for Lift Stations

690	82200	222	ELECTRICITY
690	82200	224	NATURAL GAS
690	82200	342	GAS & DIESEL FUEL
Total			

40,549	53,217	57,515	52,000	22,306	57,480	58,917	13.30%
7,430	7,324	7,109	7,500	6,444	8,310	8,518	13.57%
551	864	851	800	0	850	800	0.00%
\$48,530	\$61,405	\$65,475	\$60,300	\$28,750	\$66,640	\$68,235	13.16%

Misc. Collection System Expense

690	82300	400	NON-LABOR M&S
Total			

14,142	16,425	18,317	18,000	8,430	17,110	18,000	0.00%
\$14,142	\$16,425	\$18,317	\$18,000	\$8,430	\$17,110	\$18,000	0.00%

Maint. of Collection System

690	82500	111	WAGES
690	82500	112	OVERTIME WAGES
690	82500	125	WAGES/TEMP
690	82500	151	SOCIAL SECURITY
690	82500	152	EMPLOYER RETIREMENT
690	82500	157	HSA CONTRIBUTION
690	82500	154	MEDICAL & DENTAL INS
690	82500	155	LIFE INSURANCE
690	82500	156	WORKERS COMPENSATION
690	82500	400	NON-LABOR M&S
Total			

19,086	8,267	21,223	46,015	4,791	8,897	11,508	-74.99%
404	171	563	67	731	880	21	-68.42%
30	614	7,230	12,960	0	0	13,219	2.00%
1,421	669	2,147	4,517	402	713	895	-80.18%
1,328	557	1,480	3,087	369	655	776	-74.86%
886	283	950	2,257	285	458	579	-74.35%
4,577	1,503	5,374	12,584	1,525	2,548	3,531	-71.94%
33	6	17	72	3	4	29	-60.02%
1,014	495	1,691	2,436	0	300	355	-85.41%
9,100	6,528	31,615	23,500	5,149	7,087	23,500	0.00%
\$37,879	\$19,093	\$72,290	\$107,494	\$13,255	\$21,542	\$54,412	-49.38%

Maint. of Lift Stn. Buildings & Grounds

690	82600	111	WAGES
690	82600	112	OVERTIME WAGES
690	82600	125	WAGES/TEMP
690	82600	151	SOCIAL SECURITY
690	82600	152	EMPLOYER RETIREMENT
690	82600	157	HSA CONTRIBUTION
690	82600	154	MEDICAL & DENTAL INS
690	82600	155	LIFE INSURANCE
690	82600	156	WORKERS COMPENSATION
690	82600	400	NON-LABOR M&S
Total			

6,543	6,389	2,274	3,130	1,198	4,000	5,178	65.43%
0	66	121	67	0	0	21	-68.42%
394	405	468	0	0	50	0	N/A
511	511	210	245	89	300	403	64.71%
445	426	163	214	80	270	349	63.07%
297	210	109	154	23	170	261	69.70%
1,358	1,048	684	856	297	1,090	1,589	85.59%
5	4	2	5	1	10	13	164.49%
357	424	166	166	0	170	160	-3.51%
1,418	997	820	1,200	219	1,090	1,200	0.00%
\$11,328	\$10,480	\$5,017	\$6,036	\$1,907	\$7,150	\$9,174	51.99%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Collection System

				2015	2016	2017	2018	2018 Actual	2018 Yr End	2019	PERCENT
				ESTIMATE	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE
<u>Maint. of Lift Stn Equipment</u>											
690	82700	111	WAGES	15,485	16,063	5,999	9,391	4,625	11,410	12,779	36.08%
690	82700	112	OVERTIME WAGES	109	221	269	226	0	0	71	-68.42%
690	82700	125	WAGES/TEMP	158	360	0	0	0	0	0	N/A
690	82700	151	SOCIAL SECURITY	1,140	1,230	462	736	340	840	994	35.12%
690	82700	152	EMPLOYER RETIREMENT	1,061	1,073	425	644	310	760	862	33.77%
690	82700	157	HSA CONTRIBUTION	846	532	122	461	332	630	643	39.59%
690	82700	154	MEDICAL & DENTAL INS	3,821	3,140	1,103	2,568	1,350	3,140	3,921	52.67%
690	82700	155	LIFE INSURANCE	20	14	2	15	5	10	32	117.57%
690	82700	156	WORKERS COMPENSATION	772	1,064	322	497	0	480	395	-20.62%
690	82700	400	NON-LABOR M&S	21,504	9,321	6,604	7,000	43	20,690	7,000	0.00%
Total				\$44,916	\$33,018	\$15,308	\$21,537	\$7,005	\$37,960	\$26,697	23.96%

Maint. of Misc. Collection Equipment

690	82800	111	WAGES	4,256	2,203	1,702	3,130	330	1,360	3,028	-3.26%
690	82800	112	OVERTIME WAGES	50	0	69	0	0	0	0	N/A
690	82800	125	TEMPORARY WAGES	11	428	238	0	0	190	0	N/A
690	82800	151	SOCIAL SECURITY	316	196	146	239	24	110	236	-1.63%
690	82800	152	EMPLOYER RETIREMENT	293	145	120	210	22	90	204	-2.61%
690	82800	157	HSA CONTRIBUTION	159	119	155	154	19	120	152	-0.76%
690	82800	154	MEDICAL & DENTAL INS	987	397	564	856	117	480	929	8.53%
690	82800	155	LIFE INSURANCE	2	3	2	5	0	0	8	54.67%
690	82800	156	WORKERS COMPENSATION	226	155	115	166	0	65	93	-43.57%
690	82800	400	NON-LABOR M&S	410	110	0	375	0	20	375	0.00%
Total				\$6,710	\$3,756	\$3,111	\$5,135	\$512	\$2,435	\$5,026	-2.12%

Total Collection System Expense	\$230,918	\$204,235	\$259,238	\$263,029	\$92,827	\$228,197	\$252,740	-3.91%
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Wastewater Treatment

				2015	2016	2017	2018	2018 Actual	2018 Yr End	2019	PERCENT
				ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE
<u>Treatment Operation Labor & Expense</u>											
690	83100	111	WAGES	42,504	34,669	21,139	55,563	9,768	20,930	44,940	-19.12%
690	83100	112	OVERTIME WAGES	583	888	673	1,609	473	1,140	508	-68.42%
690	83100	125	TEMPORARY WAGES	347	910	65	0	0	0	0	N/A
690	83100	131	LONGEVITY PAY	0	0	0	2,246	0	0	2,299	2.35%
690	83100	136	CLOTHING ALLOWANCE	200	529	962	0	136	590	0	N/A
690	83100	151	SOCIAL SECURITY	3,154	2,728	1,679	4,545	768	1,680	3,496	-23.09%
690	83100	152	EMPLOYER RETIREMENT	2,939	2,112	1,543	3,981	695	1,520	3,031	-23.86%
690	83100	157	HSA CONTRIBUTION	2,009	1,722	1,105	2,725	449	970	2,261	-17.03%
690	83100	154	MEDICAL & DENTAL INS	12,424	7,027	6,001	15,195	2,636	5,460	13,788	-9.26%
690	83100	155	LIFE INSURANCE	37	29	13	86	2	10	112	29.32%
690	83100	156	WORKERS COMPENSATION	2,310	2,213	1,354	2,941	0	940	1,387	-52.82%
690	83100	400	NON-LABOR M&S	8,167	11,961	6,976	10,900	1,847	5,430	10,900	0.00%
690	83100	410	TREATMENT CHEMICALS: ALU	56,152	34,493	44,564	48,500	28,058	40,140	48,500	0.00%
Total				\$130,826	\$99,281	\$86,074	\$148,292	\$44,832	\$78,810	\$131,222	-11.51%

Power & Fuel for WWTP

690	83200	222	ELECTRICITY	70,482	82,606	76,543	78,500	31,315	72,530	78,500	0.00%
690	83200	224	NATURAL GAS	24,875	18,241	23,950	26,200	17,577	20,010	26,200	0.00%
690	83200	342	GAS & DIESEL FUEL/GENERATOR	352	293	1,166	300	0	1,170	300	0.00%
690	83200	400	POWER FOR WWTP	0	0	0	0	0	0	0	N/A
Total				\$95,709	\$101,140	\$101,659	\$105,000	\$48,892	\$93,710	\$105,000	0.00%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Wastewater Treatment

Laboratory & Testing Expense

690	83300	111	WAGES
690	83300	112	OVERTIME WAGES
690	83300	131	LONGEVITY
690	83300	136	CLOTHING ALLOWANCE
690	83300	151	SOCIAL SECURITY
690	83300	152	EMPLOYER RETIREMENT
690	83300	157	HSA CONTRIBUTION
690	83300	154	MEDICAL & DENTAL INS
690	83300	155	LIFE INSURANCE
690	83300	156	WORKERS COMPENSATION
690	83300	213	OUTSIDE SERVICES
690	83300	400	NON-LABOR M&S

Total

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
61,800	61,782	62,791	64,171	30,673	65,310	67,561	5.28%
66	0	0	1,476	0	0	466	-68.42%
488	681	991	0	505	1,010	0	N/A
200	450	450	0	0	450	0	N/A
4,728	4,759	4,818	5,022	2,356	4,970	5,255	4.65%
4,248	4,159	4,359	4,398	2,089	4,450	4,557	3.60%
2,106	2,203	3,517	3,147	1,809	3,940	3,399	8.00%
8,824	8,280	17,360	17,549	8,406	18,520	20,728	18.12%
51	55	57	100	28	90	168	68.33%
3,279	3,748	3,801	3,396	0	2,750	2,086	-38.59%
5,665	4,193	3,890	4,500	2,412	5,100	4,500	0.00%
16,802	16,153	16,013	17,400	6,817	15,710	17,400	0.00%
\$108,257	\$106,463	\$118,047	\$121,161	\$55,095	\$122,300	\$126,121	4.09%

Sludge Treatment/Disposal Expenses

690	83400	111	WAGES
690	83400	112	OVERTIME WAGES
690	83400	125	TEMPORARY WAGES
690	83400	151	SOCIAL SECURITY
690	83400	152	EMPLOYER RETIREMENT
690	83400	157	HSA CONTRIBUTION
690	83400	154	MEDICAL & DENTAL INS
690	83400	155	LIFE INSURANCE
690	83400	156	WORKERS COMPENSATION
690	83400	400	NON-LABOR M&S
690	83400	410	PRESS CHEMICALS: POLYMER

Total

13,637	10,932	10,723	25,206	4,779	9,870	21,081	-16.36%
29	56	45	452	0	0	143	-68.42%
0	1,377	1,119	0	0	0	0	N/A
992	918	878	1,963	356	730	1,281	-34.71%
929	725	732	1,719	320	660	1,111	-35.37%
315	421	280	921	165	430	829	-10.03%
3,249	2,028	2,507	5,136	1,073	2,390	5,054	-1.60%
8	8	1	29	0	0	41	40.24%
710	729	698	994	0	410	509	-48.84%
5,570	20,713	1,648	8,300	0	5,510	8,300	0.00%
8,656	12,997	4,338	4,300	6,644	6,650	4,300	0.00%
\$34,095	\$50,904	\$22,969	\$49,021	\$13,337	\$26,650	\$42,649	-13.00%

Misc. Treatment Plant Expense

690	83500	111	WAGES
690	83500	112	OVERTIME WAGES
690	83500	125	TEMPORARY WAGES
690	83500	151	SOCIAL SECURITY
690	83500	152	EMPLOYER RETIREMENT
690	83500	157	HSA CONTRIBUTION
690	83500	154	MEDICAL & DENTAL INS
690	83500	155	LIFE INSURANCE
690	83500	156	WORKERS COMPENSATION
690	83500	400	NON-LABOR M&S

Total

11,338	11,391	13,263	9,391	28,458	33,703	12,416	32.21%
0	0	34	0	116	97	0	N/A
0	2,029	0	0	0	0	0	N/A
814	996	974	718	2,101	2,488	966	34.44%
771	753	901	629	1,915	2,264	837	33.10%
674	412	611	461	1,216	1,432	625	35.62%
3,359	2,185	3,337	2,568	7,201	8,176	3,809	48.33%
14	8	5	15	24	34	31	111.39%
585	725	810	497	0	1,400	383	-22.88%
24,334	40,356	39,725	40,500	6,721	6,930	25,500	-37.04%
\$41,889	\$58,855	\$59,660	\$54,779	\$47,752	\$56,524	\$44,567	-18.64%

Disinfection Expense

690	83600	111	WAGES
690	83600	151	SOCIAL SECURITY
690	83600	152	EMPLOYER RETIREMENT
690	83600	157	HSA CONTRIBUTION
690	83600	154	MEDICAL & DENTAL INS
690	83600	155	LIFE INSURANCE
690	83600	156	WORKERS COMPENSATION
690	83600	400	NON-LABOR M&S

Total

657	754	2,022	3,130	1,458	2,870	1,544	-50.66%
47	56	147	239	109	210	120	-49.83%
45	50	138	210	98	190	104	-50.33%
15	9	124	154	46	80	78	-49.39%
241	144	558	856	185	550	474	-44.65%
0	0	0	5	0	0	4	-21.12%
35	46	112	166	0	10	48	-71.22%
0	1,529	0	10,000	0	0	10,000	0.00%
\$1,040	\$2,588	\$3,101	\$14,760	\$1,896	\$3,910	\$12,372	-16.18%

Maint. of Treatment Buildings & Grounds

690	83700	111	WAGES
690	83700	112	OVERTIME WAGES
690	83700	125	WAGES/TEMP
690	83700	151	SOCIAL SECURITY
690	83700	152	EMPLOYER RETIREMENT
690	83700	157	HSA CONTRIBUTION
690	83700	154	MEDICAL & DENTAL INS
690	83700	155	LIFE INSURANCE
690	83700	156	WORKERS COMPENSATION
690	83700	400	NON-LABOR M&S

Total

15,203	13,243	11,831	7,826	6,429	9,350	13,627	74.13%
0	0	4	0.00	0	0	0.00	N/A
4,037	2,033	1,812	0	775	3,830	0	N/A
1,410	1,129	948	599	529	980	1,060	77.07%
1,034	874	753	524	431	640	919	75.30%
684	537	439	384	303	420	686	78.63%
3,840	2,589	2,433	2,140	1,517	2,110	4,181	95.36%
20	19	19	12	18	20	34	178.41%
1,001	900	812	414	0	550	421	1.57%
10,609	13,749	25,710	15,000	3,529	13,480	15,000	0.00%
\$37,838	\$35,073	\$44,761	\$26,899	\$13,531	\$31,380	\$35,928	33.56%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Wastewater Treatment

Maintenance of Treatment Equipment

690	83800	111	WAGES
690	83800	112	OVERTIME WAGES
690	83800	125	WAGES/TEMP
690	83800	131	LONGEVITY
690	83800	136	CLOTHING ALLOWANCE
690	83800	151	SOCIAL SECURITY
690	83800	152	EMPLOYER RETIREMENT
690	83800	157	HSA CONTRIBUTION
690	83800	154	MEDICAL & DENTAL INS
690	83800	155	LIFE INSURANCE
690	83800	156	WORKERS COMPENSATION
690	83800	400	NON-LABOR M&S
Total			

2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
58,920	49,366	28,900	28,173	12,122	31,120	33,614	19.31%
101	339	175	1,170	136	280	370	-68.42%
278	3,091	306	0	0	0	0	N/A
524	524	1,050	0	0	1,050	0	N/A
0	450	450	2,700	0	450	2,700	0.00%
4,199	3,958	2,280	2,245	895	2,390	2,615	16.48%
4,047	3,345	2,078	1,966	822	2,180	2,267	15.32%
3,556	2,285	1,729	1,382	689	1,490	1,691	22.39%
19,023	10,423	7,218	7,704	2,887	6,280	10,313	33.86%
146	106	89	44	35	80	84	90.76%
3,096	3,251	1,993	1,491	0	1,345	1,038	-30.40%
13,540	6,543	8,620	10,000	611	5,790	10,000	0.00%
\$107,430	\$83,681	\$54,888	\$56,875	\$18,197	\$52,455	\$64,691	13.74%

Maint. of Misc. Plant Equipment

690	83900	111	WAGES
690	83900	112	OVERTIME WAGES
690	83900	125	WAGES/TEMP
690	83900	151	SOCIAL SECURITY
690	83900	152	EMPLOYER RETIREMENT
690	83900	157	HSA CONTRIBUTION
690	83900	154	MEDICAL & DENTAL INS
690	83900	155	LIFE INSURANCE
690	83900	156	WORKERS COMPENSATION
690	83900	400	NON-LABOR M&S
Total			

7,057	6,370	6,621	7,826	3,301	6,350	7,268	-7.13%
0	0	67	0	0	0	0	N/A
115	165	629	0	0	270	0	N/A
529	486	537	599	244	490	565	-5.56%
480	420	455	524	221	430	490	-6.51%
220	276	191	384	118	160	366	-4.73%
1,360	1,094	1,786	2,140	943	1,500	2,230	4.19%
4	5	0	12	0	0	18	48.49%
363	397	434	414	0	275	224	-45.83%
1,044	1,040	275	1,800	605	840	1,800	0.00%
\$11,172	\$10,253	\$10,995	\$13,699	\$5,432	\$10,315	\$12,961	-5.38%

Utility Locates

690	88300	111	WAGES
690	88300	112	OVERTIME WAGES
690	88300	151	SOCIAL SECURITY
690	88300	152	EMPLOYER RETIREMENT
690	88300	157	HSA CONTRIBUTION
690	88300	154	MEDICAL & DENTAL INS
690	88300	155	LIFE INSURANCE
690	88300	156	WORKERS COMPENSATION
690	88300	400	NON-LABOR M&S
		925	INTERDEPARTMENTAL -WATER
Total			

			31,303	4,931	15,370	30,283	-3.26%
			751	0	10	237	-68.42%
			2,452	346	1,080	2,356	-3.94%
			2,148	330	1,030	2,043	-4.89%
			1,535	232	890	1,524	-0.76%
			8,561	1,891	5,640	9,291	8.53%
			49	69	160	75	54.67%
			1,657	0	640	935	-43.57%
				0	60		N/A
			(24,500)		(12,440)	(23,371)	-4.61%
\$0	\$0	\$0	\$23,956	\$7,799	\$12,440	\$23,372	-2.43%
\$568,255	\$548,238	\$502,154	\$614,441	\$256,763	\$488,494	\$598,884	-2.53%

Total Wastewater Treatment Expense

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

Customer Accounts

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
Customer Billing & Accounting								
690 84000 925 INTERDEPARTMENTAL CHARG	67,906	61,485	64,549	67,491	33,800	67,810	72,880	7.99%
Total	\$67,906	\$61,485	\$64,549	\$67,491	\$33,800	\$67,810	\$72,880	7.99%

Meter Reading Expenses

690 84200 925 INTERDEPARTMENTAL CHARG	13,775	12,143	14,059	12,804	6,418	12,830	13,110	2.39%
Total	\$13,775	\$12,143	\$14,059	\$12,804	\$6,418	\$12,830	\$13,110	2.39%

Joint Meter Expenses

690 84400 925 INTERDEPARTMENTAL CHARG	14,574	21,881	22,823	17,064	0	22,850	17,064	0.00%
Total	\$14,574	\$21,881	\$22,823	\$17,064	\$0	\$22,850	\$17,064	0.00%

Total Customer Accounts Expense

\$96,255	\$95,509	\$101,431	\$97,358	\$40,218	\$103,490	\$103,054	5.85%
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Administrative & General

	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
690 85000 111 WAGES	70,770	67,857	57,900	82,072	26,046	57,920	72,765	-11.34%
690 85000 112 OVERTIME WAGES	0	43	319	0	0	0	0	N/A
690 85000 125 WAGES/TEMP	231	231	0	0	0	0	0	N/A
690 85000 131 LONGEVITY	481	374	420	531	0	420	796	49.93%
690 85000 136 CLOTHING ALLOWANCE	0	65	0	0	0	0	0	N/A
690 85000 138 ACCR SICK/VACATION	2,410	1,874	3,180	0	0	3,180	0	N/A
690 85000 151 SOCIAL SECURITY	5,220	5,009	4,513	6,108	1,900	3,840	5,404	-11.53%
690 85000 152 EMPLOYER RETIREMENT	4,574	4,273	3,870	5,534	1,548	3,270	4,818	-12.94%
690 85000 157 HSA CONTRIBUTION	3,708	3,626	2,814	3,600	1,138	2,170	3,600	0.00%
690 85000 154 MEDICAL & DENTAL INS	21,230	16,943	12,711	20,650	5,368	10,630	22,633	9.60%
690 85000 155 LIFE INSURANCE	384	356	258	498	87	180	209	-58.07%
690 85000 156 WORKERS COMPENSATION	2,276	3,218	1,955	2,853	0	2,175	1,414	-50.42%
690 85000 190 POST-EMPLOYMENT HEALTH I	16,684	18,579	1,360	1,541	0	1,000	1,541	0.00%
690 85000 295 ADMIN ENGINEERING	0	0	0	0	0	0	0	N/A
690 85000 400 NON-LABOR M&S	2,755	3,328	7,743	2,631	610	1,170	2,631	0.00%
690 85000 925 INTERDEPARTMENTAL CHARG	53,145	55,991	54,959	59,707	29,990	59,600	57,670	-3.41%
Total	\$183,868	\$181,767	\$152,002	\$185,725	\$66,687	\$145,555	\$173,480	-6.59%

Office Supplies & Expense

690 85100 925 INTERDEPARTMENTAL CHARGES								N/A
690 85100 400 NON-LABOR M&S	640	1,551	1,673	1,200	1,173	2,670	1,200	0.00%
Total	\$640	\$1,551	\$1,673	\$1,200	\$1,173	\$2,670	\$1,200	0.00%

Outside Professional Services

690 85200 213 AUDIT FEES	1,959	0	0	2,700	0	50	2,700	
690 85200 210 ATTORNEY & ENGINEERING ST	9,117	47,534	21,690	20,000	3,698	7,450	20,000	0.00%
690 85200 213 PROFESSIONAL SERV ENGINEE	2,154	3,678	10,891	5,000	0	3,800	5,000	0.00%
Total	\$13,230	\$51,212	\$32,581	\$27,700	\$3,698	\$11,300	\$27,700	0.00%

Property Insurance

690 85310 511 LOCAL GOVT. PROP INS FUND	11,897	13,917	13,873	18,000	0	13,900	18,000	0.00%
690 85310 514 OTHER CARRIERS	920	1,020	0	1,675	0	0	1,675	0.00%
Total	\$12,817	\$14,937	\$13,873	\$19,675	\$0	\$13,900	\$19,675	0.00%

Injuries & Damages

690 85320 513 LIABILITY INSURANCE	19,941	16,764	17,937	21,000	0	18,000	21,000	0.00%
690 85320 158 UNEMPLOYMENT COMP.								N/A
690 85320 369 OTHER CLAIMS/DEDUCTIBLES								N/A
Total	\$19,941	\$16,764	\$17,937	\$21,000	\$0	\$18,000	\$21,000	0.00%

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

				2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 Actual Jan to June	2018 Yr End Estimate	2019 BUDGET	PERCENT CHANGE
<u>Employee Benefits</u>											
690	85400	131	LONGEVITY				0			0	N/A
690	85400	133	RETIREMENT PAYOUT	0	0		0			0	N/A
690	85000	138	ACCR SICK/VACATION				0			0	N/A
690	85400	152	PENSION	9,134	28,730	18,600	0		18,600	0	N/A
690	85400	157	HSA CONTRIBUTION	0	0		0			0	N/A
690	85400	154	RETIREE HEALTH/DENTAL	49,655	46,098	51,102	53,000	24,532	50,910	53,000	0.00%
690	85400	155	LIFE								N/A
690	85400	158	RETIREE'S HRA								N/A
690	85400	190	POST EMPLOYMENT								N/A
690	85400	400	MATERIALS								N/A
Total				\$58,789	\$74,828	\$69,702	\$53,000	\$24,532	\$69,510	\$53,000	0.00%
<u>Regulatory Expense</u>											
690	85500	210	PROFESSIONAL SERVICES								
690	85500	400	NON-LABOR M&S	8,355	8,460	9,370	8,000	9,207	9,210	8,000	0.00%
Total				\$8,355	\$8,460	\$9,370	\$8,000	\$9,207	\$9,210	\$8,000	0.00%
NON-LABOR M&S											
<u>Misc. General Expense</u>											
690	85600	400		517	0	28	390	0	0	390	0.05%
690	85600	930	MISC. GEN TRANS TO OTHER FUNDS								N/A
Total				\$517	\$0	\$28	\$390	\$0	\$0	\$390	0.05%
<u>Maintenance of General Plant</u>											
690	85700	400	NON-LABOR M&S								N/A
690	85700	925	INTERDEPARTMENTAL CHARGES	2,800	2,868	2,652	2,685	0	2,700	2,685	0.00%
Total				\$2,800	\$2,868	\$2,652	\$2,685	\$0	\$2,700	\$2,685	0.00%
<u>Rents</u>											
690	85800	539	RENTALS/LEASES	1,227	1,237	1,264	1,227	1,297	1,300	1,227	0.00%
690	85800	925	INTERDEPARTMENTAL CHARGES								N/A
Total				\$1,227	\$1,237	\$1,264	\$1,227	\$1,297	\$1,300	\$1,227	0.00%
Total Admin. & General Expense				\$302,184	\$353,624	\$301,082	\$320,602	\$106,594	\$274,145	\$308,357	-3.82%
<u>Other Operating Expenses (Credits)</u>											
<u>Depreciation Expense</u>											
690	40300		DEPRECIATION ON PLANT	719,197	726,422	770,301	730,000	354,386	770,300	770,300	5.52%
690	40300		INTERDEPARTMENTAL CHARGES	16,047	15,795	34,639	16,332	0	34,639	34,640	112.10%
Total				\$735,244	\$742,217	\$804,940	\$746,332	\$354,386	\$804,939	\$804,940	7.85%
<u>Taxes Expense</u>											
690	40800	151	SOCIAL SECURITY								N/A
690	40800	925	INTERDEPARTMENTAL CHARGES								N/A
Total				\$0	\$0	\$0	\$0	\$0		\$0	N/A
Total Other Operating Expense				\$735,244	\$742,217	\$804,940	\$746,332	\$354,386	\$804,939	\$804,940	7.85%
Total Operating Expenses				\$1,932,856	\$1,943,823	\$1,968,845	\$2,041,763	\$850,788	\$1,899,265	\$2,067,975	1.28%
Net Operating Income (Loss)				(\$147,162)	\$29,572	\$205,168	\$110,617	\$279,728	\$325,641	\$162,975	47.33%
Net Income (Loss)				(\$154,323)	\$925,765	\$240,754	\$120,031	\$268,864	\$581,561	\$172,389	43.62%
				(154,323)	925,767	240,754	120,031	268,864			

City of Ashland
2019 Detail
Wastewater Utility Enterprise Fund

B

WASTEWATER - OBJECT CODE SUMMARY		2015	2016	2017	2018	2018 Actual	2018 Yr End	2019	PERCENT
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Estimate	BUDGET	CHANGE
Labor									
111	WAGES	365,910	326,571	294,407	401,370	160,069	326,640	380,202	-5.27%
112	OVERTIME WAGES	1,392	1,850	2,368	6,650	1,490	2,547	2,100	-68.42%
125	TEMPORARY WAGES	5,647	12,112	12,141	12,960	775	4,340	13,219	2.00%
131	LONGEVITY	1,493	1,579	2,461	2,776	505	2,480	3,094	11.44%
136	CLOTHING ALLOW	400	1,939	2,762	2,700	791	2,590	2,700	0.00%
138	ACCR SICK/VACATION	2,410	1,874	3,180	0	0	3,180	0	N/A
151	SOCIAL SECURITY	27,281	25,456	23,340	32,206	12,082	24,491	28,960	-10.08%
152	EMPLOYER RETIREMENT	33,958	49,898	38,930	27,523	10,714	40,329	25,243	-8.28%
157	HSA DEDUCTIBLE	17,649	14,265	14,449	18,945	7,606	15,250	18,836	-0.58%
154	MEDICAL & DENTAL INS	144,593	111,382	125,296	159,212	65,553	131,854	168,544	5.86%
155	LIFE INSURANCE	759	647	550	984	273	608	961	-2.31%
156	WORKERS COMPENSATION	17,997	19,462	16,987	19,413	0	13,510	10,764	-44.55%
190	POST EMPLOYMENT	16,684	18,579	1,360	1,541	0	1,000	1,541	0.00%
								0	N/A
	TOTAL LABOR	\$636,172	\$585,614	\$538,231	\$686,282	\$259,858	\$568,819	\$656,164	-4.39%
Other Expenses									
210	PROFESSIONAL SERVICES	9,117	47,534	21,690	20,000	3,698	7,450	20,000	0.00%
213	OUTSIDE SERVICES	9,778	7,871	14,781	12,200	2,412	8,950	12,200	0.00%
222	ELECTRICITY	111,031	135,823	134,058	130,500	53,621	130,010	137,417	5.30%
224	NATURAL GAS	32,305	25,565	31,059	33,700	24,021	28,320	34,718	3.02%
295	ENGINEERING SERVICES	0	0	0	0	0	0	0	N/A
342	GAS/DIESEL FOR FUEL GENERA	903	1,157	2,017	1,100	0	2,020	1,100	0.00%
400	MATERIALS/R&M	147,313	163,246	181,051	181,696	46,585	115,417	166,696	-8.26%
410	CHEMICALS	64,808	47,490	48,902	52,800	34,702	46,790	52,800	0.00%
511	LOCAL GOVT PROP INS FUND	11,897	13,917	13,873	18,000	0	13,900	18,000	0.00%
513	LIABILITY INSURANCE	19,941	16,764	17,937	21,000	0	18,000	21,000	0.00%
514	INSURANCE OTHER	920	1,020	0	1,675	0	0	1,675	0.00%
539	RENTALS/ LEASES	1,227	1,237	1,264	1,227	1,297	1,300	1,227	0.00%
925	INTERDEPARTMENTAL CHARG	152,200	154,368	159,042	135,250	70,208	153,350	140,038	3.54%
930	MISC GEN TRANS TO OTHER FU	0	0	0	0	0	0	0	N/A
	TOTAL OTHER EXPENSES	\$561,440	\$615,992	\$625,674	\$609,149	\$236,544	\$525,507	\$606,871	-0.37%
	SUB TOTAL	\$1,197,612	\$1,201,606	\$1,163,905	\$1,295,431	\$496,402	\$1,094,326	\$1,263,035	-2.50%
	DEPRECIATION	\$735,244	\$742,217	\$804,940	\$746,332	\$354,386	\$804,939	\$804,940	7.85%
	TOTAL OPERATING EXPENSE	\$1,932,856	\$1,943,823	\$1,968,845	\$2,041,763	\$850,788	\$1,899,265	\$2,067,975	1.28%
Balance check - to be -0-		0	0	0	0	0	0	0	

City of Ashland - Non-Represented Utility Employees - Proposed

2019 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS (Included in the 2019 budget)	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2019	2018 Base Wage Rate + Cert	2018 Annual Wage	2019 % Change	2019 Base Increase (Decrease)	2019 Base Wage Rate	2019 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2019 Annual Longevity	2019 Annual Wage
Water & Wastewater Utilities													
Utility Manager - (Per letter of hire-increase Jan 1 & July 1 = average 3.33% for 2019. 12/31/19 base = \$30.05)	Exempt	10/9/2018	1.22	\$28.85	\$60,008	3.33%	\$0.96	\$29.81	\$62,005	0%	\$0.00	\$0	\$62,005
Water/Wastewater Op I / Foreman	Non-exempt	1/30/2007	12.92	\$26.06	\$54,205	3.84%	\$1.00	\$27.06	\$56,285	2%	\$0.54	\$1,123	\$56,285
Water/Wastewater Op III/ Foreman	Non-exempt	6/26/2009	10.51	\$25.71	\$53,477	3.89%	\$1.00	\$26.71	\$55,557	2%	\$0.53	\$1,102	\$55,557
Water/Wastewater Lab Technician I	Non-exempt	8/8/2006	13.40	\$24.29	\$50,523	6.01%	\$1.46	\$25.75	\$53,560	2%	\$0.52	\$1,082	\$53,560
Water/Wastewater Operator III	Non-exempt	8/22/2012	7.35	\$23.20	\$48,256	2.37%	\$0.55	\$23.75	\$49,400	1%	\$0.24	\$499	\$49,400
Water/Wastewater Operator III	Non-exempt	11/28/2016	3.09	\$23.02	\$47,882	3.17%	\$0.73	\$23.75	\$49,400	0%	\$0.00	\$0	\$49,400
Water/Wastewater Operator III	Non-exempt	11/17/2014	5.12	\$22.99	\$47,819	3.31%	\$0.76	\$23.75	\$49,400	1%	\$0.24	\$499	\$49,400
Water/Wastewater Operator III	Non-exempt	6/8/2015	4.56	\$23.05	\$47,944	3.04%	\$0.70	\$23.75	\$49,400	0%	\$0.00	\$0	\$49,400
Water/Wastewater Operator IV	Non-exempt	12/5/2016	3.07	\$22.99	\$47,819	0.04%	\$0.01	\$23.00	\$47,840	0%	\$0.00	\$0	\$47,840
Water/Wastewater Operator IV	Non-exempt	5/29/2002	17.59	\$22.64	\$47,091	1.59%	\$0.36	\$23.00	\$47,840	3%	\$0.69	\$1,435	\$47,840
Water/Wastewater Op II/Electrical Maintenance	Non-exempt	9/5/2017	2.32	\$24.02	\$49,962	0.00%	\$0.00	\$24.02	\$49,962	0%	\$0.00	\$0	\$49,962

Hourly wages for 2019 based upon successful completion/maintaining of utility operating certifications.

Longevity prorated based on anniversary date

Utility Wage Schedule

Historically the wage schedule for Utility Operators was comprised of a base wage plus additional amounts for obtaining various utility operating DNR certifications. The utility certification schedule was created in 1999 and has not been updated since then. In 2016 the DNR changed the certification descriptions, and the new descriptions did not correspond to the current wage schedule that was in place. Also in 2018 the DNR added an additional Waste Water certification requirement that the Operators will be required to get as well. Staff met to review the wage schedule and created a new combined wage/certification schedule that allows for increases in pay based upon obtaining DNR certifications. Utility Operators are required to maintain continuing education credits.

City of Ashland - Non-Represented Utility Employees - Proposed

2019 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS (Included in the 2019 budget)	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2019	2018 Base Wage Rate + Cert	2018 Annual Wage	2019 % Change	2019 Base Increase (Decrease)	2019 Base Wage Rate	2019 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2019 Annual Longevity	2019 Annual Wage
Water & Wastewater Utilities													
Utility Manager - (Per letter of hire-increase Jan 1 & July 1 = average 3.33% for 2019. 12/31/19 base = \$30.05)	Exempt	10/9/2018	1.22	\$28.85	\$60,008	3.33%	\$0.96	\$29.81	\$62,005	0%	\$0.00	\$0	\$62,005
Water/Wastewater Op I / Foreman	Non-exempt	1/30/2007	12.92	\$26.06	\$54,205	3.84%	\$1.00	\$27.06	\$56,285	2%	\$0.54	\$1,123	\$56,285
Water/Wastewater Op III/ Foreman	Non-exempt	6/26/2009	10.51	\$25.71	\$53,477	3.89%	\$1.00	\$26.71	\$55,557	2%	\$0.53	\$1,102	\$55,557
Water/Wastewater Lab Technician I	Non-exempt	8/8/2006	13.40	\$24.29	\$50,523	6.01%	\$1.46	\$25.75	\$53,560	2%	\$0.52	\$1,082	\$53,560
Water/Wastewater Operator III	Non-exempt	8/22/2012	7.35	\$23.20	\$48,256	2.37%	\$0.55	\$23.75	\$49,400	1%	\$0.24	\$499	\$49,400
Water/Wastewater Operator III	Non-exempt	11/28/2016	3.09	\$23.02	\$47,882	3.17%	\$0.73	\$23.75	\$49,400	0%	\$0.00	\$0	\$49,400
Water/Wastewater Operator III	Non-exempt	11/17/2014	5.12	\$22.99	\$47,819	3.31%	\$0.76	\$23.75	\$49,400	1%	\$0.24	\$499	\$49,400
Water/Wastewater Operator III	Non-exempt	6/8/2015	4.56	\$23.05	\$47,944	3.04%	\$0.70	\$23.75	\$49,400	0%	\$0.00	\$0	\$49,400
Water/Wastewater Operator IV	Non-exempt	12/5/2016	3.07	\$22.99	\$47,819	0.04%	\$0.01	\$23.00	\$47,840	0%	\$0.00	\$0	\$47,840
Water/Wastewater Operator IV	Non-exempt	5/29/2002	17.59	\$22.64	\$47,091	1.59%	\$0.36	\$23.00	\$47,840	3%	\$0.69	\$1,435	\$47,840
Water/Wastewater Op II/Electrical Maintenance	Non-exempt	9/5/2017	2.32	\$24.02	\$49,962	0.00%	\$0.00	\$24.02	\$49,962	0%	\$0.00	\$0	\$49,962

Hourly wages for 2019 based upon successful completion/maintaining of utility operating certifications.

Longevity prorated based on anniversary date

Utility Wage Schedule

Historically the wage schedule for Utility Operators was comprised of a base wage plus additional amounts for obtaining various utility operating DNR certifications. The utility certification schedule was created in 1999 and has not been updated since then. In 2016 the DNR changed the certification descriptions, and the new descriptions did not correspond to the current wage schedule that was in place. Also in 2018 the DNR added an additional Waste Water certification requirement that the Operators will be required to get as well. Staff met to review the wage schedule and created a new combined wage/certification schedule that allows for increases in pay based upon obtaining DNR certifications. Utility Operators are required to maintain continuing education credits.

SUBJECT: Approve a Resolution to Repeal and Replace Resolution 17475 to Approve for the 2019 Non-Represented Employees Salary/Hourly Wage Schedule

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Finance Department

EXHIBITS:

1. Proposed Resolution
2. New 2019 Salary/Hourly Wage Schedule

EXPENDITURES REQUIRED: Per the 2019 Budget

AMOUNT BUDGETED: Per the 2019 Budget

APPROPRIATION REQUIRED: Per the 2019 Budget

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N/A

SUMMARY STATEMENT:

The 2019 Salary/Hourly wage schedule that was adopted by Resolution 17475 by the Council at the November 13, 2018 meeting contained a clerical error. The wage listed for the new Public Works Director was stated at \$80,000 annually and should be listed as \$84,000 annually. This clerical correction should be made per Ordinance 78 that requires the establishment of standardized rates of compensation.

Ashland City Ordinances, Chapter 78.01, Compensation Schedule and Salary Allocations of the Non-Union, Non-Elected Officers and Employees

The "Salary Allocation List and Salary Schedule for Non-Union, Non-elected City of Ashland Officers and Employees (12/80)" hereinafter referred to as the "Compensation Plan" is incorporated by reference in this Ordinance as if fully forth herein at length with amendments added according to Section 78.03 of this Ordinance; and is specifically adopted by the Ordinance for the establishment of standardized rates of compensation for non-union and non-elected officers and employees of the City of Ashland, Wisconsin. A copy of the Compensation

Plan shall be kept on file by the Office of the City Clerk.

RESOLUTION

No. _____

**APPROVE A RESOLUTION TO REPEAL AND REPLACE RESOLUTION NO. 17475
TO APPROVE THE 2019 NON-REPRESENTED EMPLOYEES SALARY/HOURLY
WAGE SCHEDULE**

BE IT RESOLVED by the Common Council of the City of Ashland to repeal Resolution No. 17475 which was passed unanimously by Council to adopt the 2019 non-represented employee salary/hourly wage schedule at the November 13, 2018 Council meeting, and replace it with the revised 2019 Non-Represented Employees Salary/Hourly Wage Schedule.

PASSED: December 11, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

City of Ashland - Non-Represented Employees - Proposed

2019 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS (Included in the 2019 budget)	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2019	2018 Base Wage Rate	2018 Annual Wage	2019 % Change	2019 Base Increase (Decrease)	2019 Base Wage Rate	2019 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2019 Annual Longevity	Employee earned Certification Pay	2019 Annual Cert. Wage	2019 Proposed Total Annual Wage
General Government															
City Administrator	Exempt	8/27/2018	1.34	\$46.15	\$96,000	0%	\$0.00	\$46.15	\$96,000	0%	\$0.00	\$0	NA	NA	96,000
City Clerk	Exempt	2/6/2017	2.89	\$24.52	\$51,002	2%	\$0.49	\$25.01	\$52,021	0%	\$0.00	\$0	NA	NA	52,021
Deputy Clerk	Non-exempt	5/25/1979	40.61	\$21.94	\$45,635	2%	\$0.44	\$22.38	\$46,550	5%	\$1.12	\$2,330	NA	NA	48,880
Elections Clerk/Secretary/Receptionist	Non-exempt	8/22/1994	25.36	\$19.09	\$39,707	2%	\$0.38	\$19.47	\$40,498	5%	\$0.97	\$2,018	NA	NA	42,516
Human Resource/Safety Director - Part-time	Exempt	1/1/2019	0.99	\$30.60	\$63,648	2%	\$0.61	\$31.21	\$32,458	0%	\$0.00	\$0	NA	NA	32,458
Technology Coordinator (Increase Jan 1 & July 1 = average 15.47% for 2019. 12/31/19 base = \$28.09)	Exempt	5/21/2012	7.61	\$23.28	\$48,422	15.47%	\$3.60	\$26.88	\$55,910	1%	\$0.27	\$562	NA	NA	56,472
* Finance Director	Exempt	12/1/2010	9.08	\$30.60	\$63,648	2%	\$0.61	\$31.21	\$64,917	1%	\$0.31	\$645	NA	NA	65,562
* City Treasurer/Comptroller	Exempt	8/30/2004	15.33	\$27.47	\$57,138	2%	\$0.55	\$28.02	\$58,282	3%	\$0.84	\$1,747	NA	NA	60,029
* Payroll/Benefits Specialist Temp plus \$1.25 reorg process	Non-exempt	5/7/2007	12.65	\$20.09	\$41,787	2%	\$0.40	\$20.49	\$42,619	2%	\$0.41	\$853	NA	NA	43,472
* Accounting/Office Assistant (Treasurer's Office)	Non-exempt	6/6/2018	1.57	\$17.14	\$35,651	2%	\$0.34	\$17.48	\$36,358	0%	\$0.00	\$0	NA	NA	36,358
* Customer Service Clerk/Meter Reader	Non-exempt	7/15/2013	6.46	\$18.45	\$38,376	2%	\$0.37	\$18.82	\$39,146	1%	\$0.19	\$395	NA	NA	39,541
Facilities and Grounds Foreman Temp wage increase \$1 due to vacant PW Director position	Non-exempt	8/29/2016	3.34	\$24.02	\$49,962	2%	\$0.48	\$24.50	\$50,960	0%	\$0.00	\$0	NA	NA	50,960
Facilities Maintenance Technician	Non-exempt	6/21/2018	1.53	\$17.50	\$36,400	2%	\$0.35	\$17.85	\$37,128	0%	\$0.00	\$0	NA	NA	37,128
Facilities Maintenance Technician	Non-exempt	5/5/2008	11.65	\$17.95	\$37,336	2%	\$0.36	\$18.31	\$38,085	2%	\$0.37	\$770	NA	NA	38,855
Public Safety															
Fire Chief (Increase Jan 1 & July 1 = average 5.11% for 2019. 12/31/19 base = \$37.64)	Exempt	5/18/1992	27.62	\$35.24	\$73,299	5.11%	\$1.80	\$37.04	\$77,043	5%	\$1.85	\$3,848	NA	NA	80,891
Police Chief (Increase Jan 1 & July 1 = average 5.11% for 2019. 12/31/19 base = \$37.64)	Exempt	3/3/1997	22.83	\$35.24	\$73,299	5.11%	\$1.80	\$37.04	\$77,043	4%	\$1.48	\$3,078	NA	NA	80,121
Police Captain (Increase Jan 1 & July 1 = average 5.75% for 2019. 12/31/19 base = \$32.31)	Exempt	1/1/1996	24.00	\$30.00	\$62,400	5.75%	\$1.73	\$31.73	\$65,998	4%	\$1.27	\$2,642	NA	NA	68,640
Police Records Clerk	Non-exempt	8/15/1978	41.38	\$20.09	\$41,787	2%	\$0.40	\$20.49	\$42,619	5%	\$1.02	\$2,122	NA	NA	44,741
Police & Fire Office Assistant	Non-exempt	5/18/2009	10.62	\$19.09	\$39,707	2%	\$0.38	\$19.47	\$40,498	2%	\$0.39	\$811	NA	NA	41,309
Humane Officer	Non-exempt	5/1/2000	19.67	\$17.95	\$37,336	2%	\$0.36	\$18.31	\$38,085	3%	\$0.55	\$1,144	NA	NA	39,229
Building Inspector change to Property Maintenance (\$17 effective 1/1/19)	Non-exempt	1/1/2019	0.99	\$26.58	\$55,286	-36%	(\$9.58)	\$17.00	\$35,360	0%	\$0.00	\$0	NA	NA	35,360
Public Works															
Public Works Director-Streets/Utilities	Exempt	1/1/2019	0.99	\$42.71	\$88,837	-5.44%	(2.32)	\$40.39	\$84,001	0%	\$0.00	\$0	NA	NA	84,001
Public Works Admin Manager-St/Utilities Temp wage increase \$5 due to vacant PW Director position	Exempt	5/24/1999	20.61	\$27.44	\$57,075	2%	\$0.55	\$27.99	\$58,219	4%	\$1.12	\$2,330	NA	NA	60,549
Public Works Office Clerk-Streets/Utilities (\$20.52 effective 1/1/19) Temp wage increase \$2 due to vacant PW Director position	Non-exempt	8/11/2008	11.39	\$19.73	\$41,038	4%	\$0.79	\$20.52	\$42,682	2%	\$0.41	\$853	NA	NA	43,535
Public Works Streets Foreman Temp wage increase \$1 due to vacant PW Director position	Non-exempt	5/19/2003	16.62	\$25.65	\$53,352	2%	\$0.51	\$26.16	\$54,413	3%	\$0.78	\$1,622	NA	NA	56,035

City of Ashland - Non-Represented Employees - Proposed

2019 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS (Included in the 2019 budget)	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2019	2018 Base Wage Rate	2018 Annual Wage	2019 % Change	2019 Base Increase (Decrease)	2019 Base Wage Rate	2019 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2019 Annual Longevity	Employee earned Certification Pay	2019 Annual Cert. Wage	2019 Proposed Total Annual Wage
Public Works Street Operator I	Non-exempt	5/14/2018	1.63	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	0%	\$0.00	\$0	NA	NA	47,674
Public Works Street Operator I	Non-exempt	3/10/2010	9.81	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	1%	\$0.23	\$478	NA	NA	48,152
Public Works Street Operator I	Non-exempt	1/2/2003	16.99	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	3%	\$0.69	\$1,435	NA	NA	49,109
Public Works Street Operator I	Non-exempt	7/28/2008	11.42	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	2%	\$0.46	\$957	NA	NA	48,631
Public Works Street Operator I	Non-exempt	1/8/2018	1.97	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	0%	\$0.00	\$0	NA	NA	47,674
***Public Works Street Operator I w/ Street Sweeper + .20/hr	Non-exempt	1/10/1984	35.97	\$22.47	\$46,738	2%	\$0.45	\$22.92	\$47,674	5%	\$1.15	\$2,392	NA	NA	50,066
Public Works Senior Civil Technician	Non-exempt	9/8/1982	37.31	\$26.34	\$54,787	2%	\$0.53	\$26.87	\$55,890	5%	\$1.34	\$2,787	NA	NA	58,677
Public Works Geographic Info System (GIS) Coordinator	Exempt	7/14/2008	11.46	\$24.01	\$49,941	2%	\$0.48	\$24.49	\$50,939	2%	\$0.49	\$1,019	NA	NA	51,958
Public Works Operator I / Street Light Tech	Non-exempt	3/3/2014	5.83	\$24.02	\$49,962	2%	\$0.48	\$24.50	\$50,960	1%	\$0.25	\$520	NA	NA	51,480
Public Works Fleet Foreman	Non-exempt	7/17/1995	24.46	\$24.02	\$49,962	2%	\$0.48	\$24.50	\$50,960	4%	\$0.98	\$2,038	NA	NA	52,998
Public Works Head Mechanic	Non-exempt	4/18/2011	8.70	\$24.02	\$49,962	2%	\$0.48	\$24.50	\$50,960	1%	\$0.25	\$520	NA	NA	51,480
Leisure Activities															
Parks Sub Foreman	Non-exempt	11/16/1992	27.12	\$23.39	\$48,651	2%	\$0.47	\$23.86	\$49,629	5%	\$1.19	\$2,475	NA	NA	52,104
APR - Parks and Recreation Director	Exempt	1/16/2006	13.95	\$27.44	\$57,075	2%	\$0.55	\$27.99	\$58,219	2%	\$0.56	\$1,165	NA	NA	59,384
APR-Leisure Services Gymnastics Coordinator	Non-exempt	8/13/2014	5.38	\$17.95	\$37,336	2%	\$0.36	\$18.31	\$38,085	1%	\$0.18	\$374	NA	NA	38,459
APR-Leisure Services Activities Coordinator	Non-exempt	1/1/2001	19.00	\$19.09	\$39,707	2%	\$0.38	\$19.47	\$40,498	3%	\$0.58	\$1,206	NA	NA	41,704
Conservation & Development															
Planning and Development Director	Exempt	4/1/2019	0.75	\$34.84	\$72,467	2%	\$0.70	\$35.54	\$73,923	0%	\$0.00	\$0	NA	NA	73,923
Assistant Planner (\$20 effective 1/1/2019) Temporary increase \$7 due to vacant Planner position	Non-exempt	10/9/2017	2.22	\$18.64	\$38,771	7.29%	\$1.36	\$20.00	\$41,600	0%	\$0.00	\$0	NA	NA	41,600
Vaughn Public Library															
Library Director	Exempt	11/27/2017	2.09	\$28.44	\$59,155	2%	\$0.57	\$29.01	\$60,341	0%	\$0.00	\$0	NA	NA	60,341
Library Assistant	Non-exempt	7/25/1994	25.44	\$18.45	\$38,376	2%	\$0.37	\$18.82	\$39,146	5%	\$0.94	\$1,955	NA	NA	41,101
Library Assistant	Non-exempt	7/28/1988	31.43	\$18.45	\$38,376	2%	\$0.37	\$18.82	\$39,146	5%	\$0.94	\$1,955	NA	NA	41,101
Library Assistant	Non-exempt	5/2/1988	31.66	\$18.45	\$38,376	2%	\$0.37	\$18.82	\$39,146	5%	\$0.94	\$1,955	NA	NA	41,101
Library Clerk - Regular Part-Time	Non-exempt	5/15/2017	2.63	\$14.32	\$17,184	2%	\$0.29	\$14.61	\$17,532	0%	\$0.00	\$0	NA	NA	17,532
JFK Airport and Ashland Marina - as approved by the Statutory Commissions															
Airport Manager	Exempt	5/31/2018	1.58	\$22.84	47,500	2%	\$0.46	\$23.30	\$48,457	0%	\$0.00	\$0	NA	NA	48,457
Marina Manager (percent of increase for 2019 to be provided)	Exempt	5/6/2002	17.65	\$27.03	56,222		\$0.00	\$27.03	\$56,222	3%	\$0.81	\$1,685	NA	NA	57,907

* Position descriptions and salary levels to be reviewed with phase IIB of reorganization plan

*** Public Works Street Operator I - receives an additional 0.20 per hour for Street Sweeper duties - 6-8 months per year

Temporary wage increases due to vacant Department Director positions

Longevity prorated based on
anniversary date

SUBJECT: Approve an Ordinance to Amend Chapter 194 (2015-1848), Ashland City Ordinances, Procurement of Goods and Services, and Approve Change Orders for Public Construction Projects

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: City Administrator, City Attorney

EXHIBITS:

1. Proposed Ordinance
2. Office of Management and Budget (OMB) Uniform Guidance Procurement Standards 2 CFR 200.318 through 200.326

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N/A

SUMMARY STATEMENT:

The City receives Federal funding through various grants each year. In 2017, the City expended \$822,373 in Federal grant dollars. In 2018, Federal dollars expended is estimated to be close to \$1 million, which includes the Wastewater SCADA System, 6th Street East Reconstruction, and the Bayview Pier Reconstruction.

Office of Management and Budget (OMB) Uniform Guidance procurement standards 2 CFR 200.318 through 200.326 became effective as of January 1, 2018. City staff met in early January, 2018 to review the new standards and has been following the guidelines outlined in this guidance for 2018 project procurements that have expended federal dollars.

Federal procurement standards and procedures are to be part of the City's procurement ordinance. To accomplish this, Section 194.08 is the proposed addition to the City of Ashland Ordinances, Chapter 194. No other changes to Chapter 194 are being proposed at this time.

Proposed addition: Sec. 194.08 Federal procurement standards.

(a) Procurement of goods and services that pertain to the expending of Federal grant dollars shall follow guidelines per the Office of Management and Budget (OMB) Uniform Guidance procurement standards 2 CFR 200.318 through 200.326 or Sections 194.01 through 194.07 of this Chapter whichever is more restrictive.

**ORDINANCE TO AMEND CHAPTER 194 (2015-1848), ASHLAND CITY
ORDINANCES, PROCUREMENT OF GOODS AND SERVICES AND APPROVAL OF
CHANGE ORDERS FOR PUBLIC CONSTRUCTION PROJECTS**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 11, 2018, for the purpose of amending the procurement of goods and services and approval of change orders for public construction projects to comply with procurements utilizing federal grant dollars per Office of Management and Budget (OMB) Uniform Guidance procurement standards 2 CFR 200.318 through 200.326 or Sections 194.01 through 194.08.

SECTION I:

Section 194.08 shall be created as follows:

Sec. 194.08 Federal procurement standards.

(a) Procurement of goods and services that pertain to the expending of federal grant dollars shall follow guidelines per the Office of Management and Budget (OMB) Uniform Guidance procurement standards 2 CFR 200.318 through 200.326 or Sections 194.01 through 194.08 of this Chapter whichever is more stringent.

SECTION II:

This ordinance shall take effect upon passage and publication.

PASSED: December 11, 2018
PUBLISHED:

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

AGENDA ITEM 8B – EXHIBIT B – 12/11/2018

Office of Management and Budget (OMB) Uniform Guidance procurement standards 2 CFR 200.318 through 200.326

PROCUREMENT STANDARDS

[⬆ Back to Top](#)

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

[⬆ Back to Top](#)

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

[Back to Top](#)

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

⬆ Back to Top

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement:

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in

determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

⬆ Back to Top

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

⬆ Back to Top

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

⬆ Back to Top

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

⬆ Back to Top

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

[⬆ Back to Top](#)

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

[⬆ Back to Top](#)

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

[⬆ Back to Top](#)

SUBJECT: Approve a Resolution by the Common Council for the City of Ashland, Wisconsin to Amend the 2019 General Fund Budget for Correction to the Tax Increment Levy

RECOMMENDATION: Approve the resolution by the Common Council for the City of Ashland, Wisconsin to amend the 2019 General Fund budget for correction to the tax increment levy to be in compliance with the Wisconsin constitution's uniformity clause whereby all taxpayers must be uniformly taxed.

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: City Administrator

EXHIBITS:

1. Proposed Resolution
2. Proposed 2019 Budget Amendment Summary Work Sheet
3. Budget Amendment Notice

EXPENDITURES REQUIRED: \$12,090,622

AMOUNT BUDGETED: \$12,084,589 Council Approved Budget 11-13-18

APPROPRIATION REQUIRED: \$ 6,033 General Fund/Fund Balance

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The budget is being amended to correct the application of State of Wisconsin Personal Property Tax Aid (PPTA) which is new for 2019. This PPTA is split between the General Fund and the Tax Increment Districts. This PPTA is applied as a deduction in the calculation for the 2019 levy limit. The Finance Director utilized the same methodology to calculate the tax required to be levied for the tax increment districts. The Treasurer found during the preparation of the Statement of Taxes that the tax increment levy calculation should not include a deduction for the PPTA for the tax increment levy.

This amendment will **NOT** change the 2019 gross levy or mill rate. The amendment will reallocate the gross

levy between the tax increment levy and the net levy available for general fund expenditures. Due to this correction, general fund expenditures will be over revenue sources by \$6,033. This amended budget will result in the tax levy being below the calculated levy limit by \$6,033. The original budget tax levy was set at the maximum tax levy limit.

	Original	Amended	
Total General Fund Expenditures:			
& Transfers to Other Funds	\$10,726,545	\$10,726,545	(no change)
Net Debt Service Levy	1,150,834	1,150,834	(no change)
Tax Increment Financing Levy	167,210	173,243	(increase \$6,033)
Direct Levy to Capital Project Funds	<u>40,000</u>	<u>40,000</u>	(no change)
Total 2019 budget	<u>\$12,084,589</u>	<u>\$12,090,622</u>	

The Finance Director is requesting a General Fund – Fund Balance appropriation of \$6,033 for the 2019 budget.

RESOLUTION

No. _____

**RESOLUTION BY THE COMMON COUNCIL FOR THE CITY OF ASHLAND,
WISCONSIN TO AMEND THE 2019 GENERAL FUND BUDGET FOR
CORRECTION TO THE TAX INCREMENT LEVY**

WHEREAS, the Common Council for the City of Ashland, Wisconsin approved the 2019 Municipal Budget unanimously at their regular meeting on November 13, 2018; and,

WHEREAS, the Common Council for the City of Ashland, Wisconsin, at the December 11, 2018 meeting, has deliberated the formation of the 2019 Municipal Budget amendment; and

WHEREAS, the Common Council for the City of Ashland, Wisconsin has concluded that budget appropriation adjustments are necessary for the General Fund to be in compliance with the Wisconsin constitution's Uniformity Clause whereby all taxpayers must be uniformly taxed.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby adopts the 2019 Budget Amendment for appropriation adjustments as summarized within the Summary Worksheet, Proposed 2019 Budget Amendment to Correct TIF Levy.

PASSED: December 11, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

**CITY OF ASHLAND
2019 BUDGET
SUMMARY WORKSHEET**

PROPOSED 2019 BUDGET AMENDMENT TO CORRECT TIF LEVY - HIGHLIGHTED AMOUNTS CHANGED

Property Tax Levy

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	2018-19 \$	%
Assessed Value	407,171,600	409,102,030	412,459,670	415,577,050	415,577,050	413,813,750	(1,763,300)	-0.42%
Mill Rate	9.6389	9.7034	9.7495	9.6842	9.6842	9.7651	0.0810	0.84%
Gross Levy	\$ 3,924,672	\$ 3,969,672	\$ 4,021,290	\$ 4,024,512	\$ 4,024,512	\$ 4,040,950	\$ 16,438	0.41%

Less Restricted Levy:

TIF Levy	(173,315)	(166,615)	(185,714)	(134,761)	(134,761)	(173,243)	(38,482)	28.56%
Debt Service Levy								NA
Total G.O. Debt Service	(1,227,950)	(1,167,544)	(1,154,705)	(1,164,405)	(1,164,405)	(1,150,834)	13,571	-1.17%
Debt Service Reserve Applied	60,904	498	-	-	-	-	-	NA
Net Debt Service Levy	(1,167,046)	(1,167,046)	(1,154,705)	(1,164,405)	(1,164,405)	(1,150,834)	13,571	-1.17%
Total Restricted Levy	(1,340,361)	(1,333,661)	(1,340,419)	(1,299,166)	(1,299,166)	(1,324,077)	(24,911)	1.92%
Net Expendable Levy	\$ 2,584,311	\$ 2,636,011	\$ 2,680,871	\$ 2,725,346	\$ 2,725,346	\$ 2,716,873	\$ (8,473)	-0.31%

Less Direct Expense Levy:

SR - Recycling	(11,500)	-	-	-	-	-	-	NA
CP - Public Works Capital Equip.								NA
CP - Fire Capital Equip.	-	(42,000)	(55,000)	(55,000)	(55,000)	-	55,000	-100.00%
CP 462 Police Capital Equip.	(30,000)	(10,000)	(25,000)	(40,000)	(40,000)	(40,000)	-	0.00%
CP 463 Computer Capital Equip.							-	NA
CP 491 / TA 810 - Landfill LTC							-	NA
Total Direct Expense Levy	\$ (41,500)	\$ (52,000)	\$ (80,000)	\$ (95,000)	\$ (95,000)	\$ (40,000)	\$ 55,000	-57.89%

Net Levy Available for General Fund	\$ 2,542,811	\$ 2,584,011	\$ 2,600,871	\$ 2,630,346	\$ 2,630,346	\$ 2,676,873	46,527	1.77%
Post-Levy Property Tax Adjustments	79	83	83	-	84	-	-	NA
Non-Tax General Fund Revenues	7,645,707	7,842,434	7,788,125	7,921,109	7,837,408	8,043,639	122,530	1.55%
Appropriation of Fund Balance	-			-		6,033	6,033	NA
Total General Fund Revenues	\$ 10,188,597	\$ 10,426,528	\$ 10,389,079	\$ 10,551,455	\$ 10,467,838	\$ 10,726,545	\$ 175,090	1.66%

Uses of General Funds

General Fund Transfer to Other Funds

SR 200 - Transfer to Other Special Revenue	(1,000)	-	-	-	-	-	-	NA
SR 215 - Vaughn Library	(344,998)	(331,827)	(312,000)	(316,000)	(316,000)	(316,000)	-	0.00%
SR 229 - Insured Loss Deductible	(2,397)	(15,000)	(5,000)	(5,000)	(5,000)	-	5,000	-100.00%
SR 245 - Planning & Redevelopment	(40,000)	(51,700)	(50,000)	(12,000)	(12,000)	(14,000)	(2,000)	16.67%
SR 246 - Home Improvement Programs	-	-	-	-	-	(5,000)	(5,000)	NA
SR 260 - Recycling	(118,980)	(73,058)	(72,500)	(73,000)	(73,000)	(75,600)	(2,600)	3.56%
SR 277 - Wetland Mitigation	(15,500)	(7,000)	(12,500)	(12,000)	(12,000)	(11,000)	1,000	-8.33%
SR 233 - Police Programs	-	-	-	(1,000)	(1,000)	-	1,000	-100.00%
CP 414 - Tax Increment Dist #10			(13,000)					
CP 450 - Building Facilities.	(30,000)	(75,000)	-	(26,850)	(26,850)	-	26,850	-100.00%
CP 454 - Parks & Rec. Capital Equip.	(12,000)	(48,000)	(5,000)	(5,000)	(5,000)	-	5,000	-100.00%
CP 455 - Land Acquisition	(4,551)	-	-	-	-	-	-	NA
CP 460 - Public Works Capital Equip.	(95,000)	(51,300)	(70,292)	(45,000)	(45,000)	-	45,000	-100.00%
CP 461 - Fire/Amb Capital Equip.	(75,000)	(50,000)	(20,827)	-	-	-	-	NA
CP 462 - Police Dept Capital Equip.	-	-	-	-	-	-	-	NA
CP 463 - Computer Capital Equip.	-	-	(23,500)	(10,950)	(10,950)	-	10,950	-100.00%
CP 470 - Capital Street Improvements	(129,245)	(113,792)	(128,361)	(121,850)	(121,850)	(241,105)	(119,255)	97.87%
CP 472 - State/Federal Highways	-						-	NA
CP 480 - Urban Forestry	(10,000)	(10,000)	-	-	-	-	-	NA
CP 481 - Parks & Rec	(15,000)	(15,000)	(12,500)	(10,000)	(10,000)	-	10,000	-100.00%
EF 610 - JFK Airport	(33,463)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	-	0.00%
CP 470 - Storm Water	(15,000)	(15,000)	(15,000)	(10,000)	(10,000)	-	10,000	-100.00%
IS 750 - Post Retirement Benefits Reserve	(199,424)	(100,000)	(50,000)	(15,000)	(15,000)	(85,000)	(70,000)	466.67%
CP 491 / TA 810 - Landfill (LTC)	(15,000)	(15,000)	(15,000)	(5,000)	(5,000)	(5,000)	-	0.00%
Total Transfers to Other Funds	\$ (1,156,558)	\$ (1,016,677)	\$ (850,480)	\$ (713,650)	\$ (713,650)	\$ (797,705)	\$ (84,055)	11.78%
Net Available for General Fund Operations	\$ 9,032,039	\$ 9,409,851	\$ 9,538,599	\$ 9,837,805	\$ 9,754,188	\$ 9,928,840	\$ 91,035	0.93%

**CITY OF ASHLAND
2019 BUDGET
SUMMARY WORKSHEET**

PROPOSED 2019 BUDGET AMENDMENT TO CORRECT TIF LEVY - HIGHLIGHTED AMOUNTS CHANGED

General Fund Operations

GENERAL GOVERNMENT

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget	2018-19 \$	%
Mayor	(35,607)	(25,401)	(28,383)	(32,000)	(32,000)	(32,000)	-	0.00%
City Council	(50,117)	(42,707)	(39,277)	(42,720)	(41,795)	(42,720)	-	0.00%
City Administrator	(112,891)	(114,319)	(120,050)	(126,070)	(94,075)	(141,100)	(15,030)	11.92%
Police & Fire Commission	(6,626)	(5,506)	(3,704)	(5,300)	(5,300)	(5,300)	-	0.00%
City Attorney	(80,509)	(67,255)	(61,827)	(64,430)	(101,830)	(70,000)	(5,570)	8.65%
City Clerk	(69,310)	(70,045)	(69,881)	(84,980)	(84,395)	(88,200)	(3,220)	3.79%
Human Resources (Personnel)	(71,300)	(66,008)	(87,550)	(93,010)	(81,325)	(57,695)	35,315	-37.97%
Elections	(43,676)	(67,757)	(47,376)	(70,760)	(67,460)	(57,970)	12,790	-18.08%
Technology Services	(268,397)	(246,074)	(274,460)	(301,460)	(299,150)	(282,875)	18,585	-6.16%
Other City Hall	(153,399)	(133,543)	(143,743)	(145,280)	(145,148)	(148,390)	(3,110)	2.14%
Finance	(457,615)	(419,224)	(443,953)	(453,770)	(448,255)	(484,800)	(31,030)	6.84%
Assessor	(24,210)	(24,745)	(31,137)	(61,350)	(61,285)	(61,350)	-	0.00%
Buildings & Facilities Maintenance	(350,656)	(300,471)	(379,913)	(456,060)	(370,162)	(424,939)	31,121	-6.82%
Misc, Insurance & Contingency	(106,836)	(113,257)	(118,970)	(119,500)	(119,500)	(123,500)	(4,000)	3.35%
Budget Development Contingency	-	-	-	-	-	-	-	NA
TOTAL GENERAL GOVERNMENT	\$ (1,831,149)	\$ (1,696,312)	\$ (1,850,224)	\$ (2,056,690)	\$ (1,951,680)	\$ (2,020,839)	\$ 35,851	-1.74%

PUBLIC SAFETY

Police	(1,906,031)	(1,877,998)	(2,024,005)	(2,001,480)	(1,993,196)	(2,081,765)	(80,285)	4.01%
Fire	(1,319,421)	(1,387,186)	(1,336,826)	(1,572,970)	(1,439,105)	(1,440,305)	132,665	-8.43%
Ambulance	(1,056,163)	(1,195,643)	(1,389,188)	(1,194,905)	(1,322,103)	(1,383,985)	(189,080)	15.82%
Public Fire Protection Fee	(14,761)	(16,551)	(19,779)	(20,100)	(19,900)	(20,100)	-	0.00%
Building Inspection	(51,611)	(95,903)	(96,878)	(100,105)	(55,451)	(103,895)	(3,790)	3.79%
TOTAL PUBLIC SAFETY	\$ (4,347,987)	\$ (4,573,281)	\$ (4,866,676)	\$ (4,889,560)	\$ (4,829,755)	\$ (5,030,050)	\$ (140,490)	2.87%

HEALTH & SOCIAL SERVICES

Animal Control	(88,258)	(77,473)	(79,035)	(84,660)	(83,560)	(86,950)	(2,290)	2.70%
Pest Control	(6,906)	(7,761)	(7,761)	(7,800)	(7,761)	(7,800)	-	0.00%
Mt. Hope Cemetery	(55,000)	(55,000)	(61,000)	(61,000)	(61,000)	(61,000)	-	0.00%
TOTAL HEALTH & SOCIAL SERVICES	\$ (150,164)	\$ (140,234)	\$ (147,796)	\$ (153,460)	\$ (152,321)	\$ (155,750)	\$ (2,290)	1.49%

PUBLIC WORKS

Public Works	(1,680,241)	(1,674,723)	(1,586,829)	(1,608,130)	(1,638,568)	(1,570,481)	37,649	-2.34%
Transportation	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	0.00%
Sanitation	(344,944)	(359,911)	(336,823)	(353,210)	(352,609)	(366,531)	(13,321)	3.77%
TOTAL PUBLIC WORKS	\$ (2,055,185)	\$ (2,064,634)	\$ (1,953,652)	\$ (1,991,340)	\$ (2,021,177)	\$ (1,967,012)	\$ 24,328	-1.22%

LEISURE ACTIVITIES

Community Programs	(43,360)	(30,738)	(26,139)	(26,450)	(26,200)	(26,450)	-	0.00%
Parks	(258,627)	(245,682)	(217,097)	(223,665)	(229,035)	(245,339)	(21,674)	9.69%
Recreation Programs (APR)	(284,118)	(271,440)	(275,833)	(280,340)	(275,055)	(292,960)	(12,620)	4.50%
Municipal Band	(5,025)	(4,600)	(5,123)	(4,950)	(3,552)	(4,950)	-	0.00%
TOTAL LEISURE ACTIVITIES	\$ (591,130)	\$ (552,460)	\$ (524,192)	\$ (535,405)	\$ (533,842)	\$ (569,699)	\$ (34,294)	6.41%

CONSERVATION & DEVELOPMENT

Planning and Development	(202,599)	(184,176)	(200,129)	(211,350)	(198,210)	(185,490)	25,860	-12.24%
TOTAL CONSERVATION & DEVELOPMENT	\$ (202,599)	\$ (184,176)	\$ (200,129)	\$ (211,350)	\$ (198,210)	\$ (185,490)	\$ 25,860	-12.24%

Total General Fund Expenditures for Operations	\$ (9,178,214)	\$ (9,211,097)	\$ (9,542,669)	\$ (9,837,805)	\$ (9,686,985)	\$ (9,928,840)	\$ (91,035)	0.93%
Total Uses of General Funds	\$ (10,334,772)	\$ (10,227,774)	\$ (10,393,149)	\$ (10,551,455)	\$ (10,400,635)	\$ (10,726,545)	\$ (175,090)	1.66%
Net (Expenditures) over Revenue	\$ (146,175)	\$ 198,754	\$ (4,070)	\$ (0)	\$ 67,203	\$ 0	\$ (1)	na

CITY OF ASHLAND - 2019 AMENDED BUDGET SUMMARY
 Common Council approved per Wis. State Statute 65.90(5)(a) _____

General Fund Detail

Sources of Funds	ADOPTED	AMENDED	Adopted	PROPOSED
	2019 Budget	2019 Budget	to Amended Percent Change	
Revenues:				
Taxes:				
General Property Taxes	\$2,682,906	\$2,676,873	-0.22%	
Other Taxes	486,360	486,360		
Special Assessments	0	0		
Intergovernmental Revenues	4,567,444	4,567,444		
Licenses & Permits	154,410	154,410		
Fines, Forfeitures & Penalties	30,000	30,000		
Public Charges for Service	1,753,730	1,753,730		
Intergovernmental Charges for Service	844,025	844,025		
Miscellaneous Revenues	69,420	69,420		
Other Financing Sources	138,250	138,250		
Total General Fund Revenues	10,726,545	10,720,512	-0.06%	
Fund Balance Applied	0	6,033		
Total Sources of General Funds	\$10,726,545	\$10,726,545	0.00%	
Uses of Funds				
Expenditures:				
General Government	\$2,020,839	\$2,020,839		
Public Safety	5,030,050	5,030,050		
Public Works	1,967,012	1,967,012		
Health & Human Services	155,750	155,750		
Culture, Recreation & Education	569,699	569,699		
Conservation & Development	185,490	185,490		
Total General Fund Expenditures	9,928,840	9,928,840	0.00%	
Other Financing Uses:				
Transfers to Special Revenue Funds	421,600	421,600		
Transfers to Debt Service Funds	0	0		
Transfers to Capital Projects Funds	246,105	246,105		
Transfers to Enterprise Funds	45,000	45,000		
Transfers to Internal Service Funds	85,000	85,000		
Total Other Financing Uses	797,705	797,705	0.00%	
Current Year Fund Balance Reserved	0	0		
Total Uses of General Funds	\$10,726,545	\$10,726,545	0.00%	

The amended budget corrects the appropriation of the tax levy for the tax increment districts and applies \$6,033 of fund balance to expenditures and other financing uses

Governmental & Internal Service Funds

	Est. Fund Bal. 12/31/18	Total Revenues	Total Expenditures	Est. Fund Bal. 12/31/19	Property Tax Contribution
General Fund	\$4,642,190	\$10,726,545	\$11,148,145	\$4,220,590	\$2,676,873
Special Revenue Funds	(385,425)	1,674,857	2,177,214	(887,782)	173,243
Debt Service Funds	308,468	1,582,812	1,590,515	300,765	1,150,834
Capital Projects Funds	2,257,795	1,213,785	2,417,405	1,054,175	40,000
Enterprise Funds	27,438,950	5,120,673	4,870,321	27,689,302	0
Internal Service Funds	238,290	239,000	370,450	106,840	0
Total	\$34,500,268	\$20,557,672	\$22,574,050	\$32,483,890	\$4,040,950

Mill Rate Calculation

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	Percent Change
Amount to be Raised by Taxes	\$3,969,672	\$4,021,290	\$4,024,512	\$4,040,950	0.41%
Assessed Value	409,102,030	412,459,670	415,577,050	413,813,750	-0.42%
Mill Rate (\$ per \$1,000 assessed value)	9.7034	9.7495	9.6842	9.7651	0.84%

SUBJECT: Approve the 219-2020 Contract with Wisconsin Professional Police Association Local 209

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Police Department

CLEARANCES: City's Labor Bargaining Team, WPPA

EXHIBITS: 1. WPPA Police 2019-2020 Union Contract

EXPENDITURES REQUIRED: Included in the 2019 Budget

AMOUNT BUDGETED: Included in the 2019 Budget

APPROPRIATION REQUIRED: None

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: Approval

SUMMARY STATEMENT:

The City and the WPPA Local 209 Bargaining Teams met and reached a tentative agreement. The City's bargaining team consisted of the City Administrator, Police Chief, and Human Resources Director. The Union's bargaining committee consisted of their professional representative and several members of the Police Department. A tentative agreement was arrived at during the negotiation sessions. WPPA Local 209 ratified the agreement.

The agreement incorporates new language to address membership and dues in compliance with state law. The agreement provides health insurance and will begin on the 1st of the month following 30 days of employment which matches the City's policy for other employees. The reference to "days" in the grievance procedure was changed from calendar days to business days. The agreement provides compensatory time in excess of the maximum accumulation shall be paid out at 1 and ½ times the hourly rate of pay. It provides Kelley hours are prorated based on the portion of the year an employee works. Unused Kelley hours shall be paid out at the end of the calendar year or at separation/retirement if the employee is unable to use them. The agreement allows the use of sick leave for funerals, which is consistent with the City's Employee Handbook. It clarifies

retired employees who cancel City Health Insurance will not be allowed to rejoin. Annual uniform allowance was increased from \$525.00 to \$550.00. Uniform allowance will be prorated upon termination of employment. Reference to the Safety Committee was eliminated. The agreement recognizes the City is paying 100% of body armor costs and employees are required to wear it. A Detective Sergeant position will be created when the current Lieutenant position is vacated. Special Assignment pay will be paid only for assignments more than 90 days instead of more than 30 days. Special Assignments will require a minimum two year commitment and will be reposted after four years. The agreement calls for a 2% wage increase effective 1/1/2019, a 1.5% wage increase effective 1/1/2020, and a 1/5% wage increase effective 7/1/2020.

AGREEMENT
BETWEEN
THE CITY OF ASHLAND
AND
ASHLAND PROFESSIONAL POLICE OFFICERS' ASSOCIATION
WPPA/LEER, LOCAL 209
ASHLAND CITY POLICE DEPARTMENT
January 1, 2019 - December 31, 2020

(Personnel Union Contracts WPPA Police 2019 - 2020 Union Contract)

TABLE OF CONTENTS

Article 1	Recognition & Unit of Representation	1
Article 2	Negotiations	1
Article 3	Rules and Regulations	2
Article 4	Management Rights	2
Article 5	Conduct of Business	2
Article 6	Association Bulletin Board	2
Article 7	Dues Deduction	2
Article 8	Probationary and Employment Status	3
Article 9	Seniority	4
Article 10	Layoff-Hiring	4
Article 11	Job Posting and Transfers	4
Article 12	Grievance Procedure	5
Article 13	Work Day & Work Week, Overtime	7
Article 14	Call In Pay	9
Article 15	Vacations	9
Article 16	Holidays	10
Article 17	Sick Leave, Absence From Work	10
Article 18	Funeral Leave	11
Article 19	Worker's Compensation	11
Article 20	Wisconsin Retirement Fund	11
Article 21	Wage Rates	12
Article 22	Life, Health, Dental Insurance	12

Article 23	Longevity Pay	12
Article 24	Uniform Allowance	13
Article 25	Pay Period	13
Article 26	Legal Agreement	13
Article 27	Reserve Training	14
Article 28	Response Time	14
Article 29	Post and Employment Health Plan	14
Article 30	Miscellaneous (Body Armor/EAP)	14
Article 31	Duration	15
Agreement	Signatures	15
Addendum I	Classification and Wage Rates	16

AGREEMENT

THIS AGREEMENT is effective on January 1, 2019, by and between the City of Ashland, hereinafter referred to as the "Employer," and the Ashland Professional Police Officers' Association/WPPA Law Enforcement Employee Relations Division, party of the second part, hereinafter referred to as the "Association."

WHEREAS, in order to increase general efficiency, to maintain the existing harmonious relationship between the Employer and the employees, to promote the morale, well-being and security of said employees, to maintain a uniform minimum scale of wages, hours and conditions of employment among the employees and to facilitate a peaceful adjustment of all grievances and disputes which may arise this contract is entered into.

NOW, THEREFORE, the parties hereto, each in consideration of the agreements herein contained of the other, hereby agree as follows:

ARTICLE 1 - RECOGNITION AND UNIT OF REPRESENTATION

1.01 The employer recognizes the Association as the exclusive collective bargaining representative for all sworn law enforcement personnel employed by the City of Ashland, excluding the Chief of Police and the Operations Captain for the purpose of conferences and negotiations with the above named municipal employer, or its lawfully authorized representatives, on questions of wages, hours, and conditions of employment and the adjustment of complaints and grievances of the employees.

ARTICLE 2 - NEGOTIATIONS

2.01 Negotiations shall proceed in the following manner: The party requesting negotiations shall notify the other party in writing of its requests by the 15th day of August of the year during which this Contract shall expire. Within thirty (30) days of the request for such meeting, an initial meeting of the parties shall be called by the party upon whom the request is made. At such meeting, the party making the request shall explain its requests and present any supporting arguments in its behalf. The party upon whom the requests are made shall have the opportunity to study such requests and make an offer or counter-offer to the requesting party within fifteen (15) days thereafter and negotiations shall continue in a reasonable manner with a view towards an amicable settlement.

2.02 The Employer agrees that all reasonable time spent in the conduct of grievances, negotiations and matters concerning collective bargaining shall not be deducted from the pay of delegated employee representatives of the Association. The Association will give advance notice to the Chief of the date, time, and the names of employees that will be involved in such meetings.

ARTICLE 3 - RULES AND REGULATIONS

3.01 The Employer shall adopt and publish rules which may be amended from time to time, provided, however, that such rules and regulations shall be first submitted to the Association for its consideration and amendments prior to adoption.

3.02 Provided no action is taken by the Association to amend or alter said rules within thirty (30) days of submission of the Association, they shall become effective on the thirtieth (30) day of submission to the Association. In the event of a dispute between the Association and the Employer as to such proposed rules or regulations, the dispute shall be referred to the grievance procedure for settlement.

ARTICLE 4 - MANAGEMENT RIGHTS

4.01 The rights, powers, duties and opportunities of management are not to be affected by the terms of this Agreement, except in those respects specifically referred to herein or which may be reasonably implied from the language of this Agreement.

ARTICLE 5 - CONDUCT OF BUSINESS

5.01 The Association agrees to conduct its business off the job as much as possible. This Article shall not operate as to prevent a steward or officer from the proper conduct of any grievance in accordance with the procedures outlined in this Agreement, or to prevent certain routine business such as the posting of Association notices and bulletins.

5.02 Business agents or representatives of the Association having business with the officers or individual members of the Association may confer with such Association officers or members during the course of the work day for a reasonable time; provided such conference does not interfere with the delivery of police services.

5.03 The Employer hereby agrees not to deduct such reasonable time from the pay of such employee.

ARTICLE 6 - ASSOCIATION BULLETIN BOARD

6.01 The Association is hereby granted permission to post notices, announcements, and other legitimate materials on the designated Association bulletin board on the premises. All notices must be relevant to Association business.

ARTICLE 7 – DUES DEDUCTION

7.01 The Employer agrees to deduct the monthly dues in the amount certified by the

WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

7.02 The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 30th of each month.

7.03 Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

7.04 No employee shall be required to join the Association, but membership shall be made available to all employees in the bargaining unit who apply consistently with either the WPPA or Local Association By-Laws. The Employer agrees to notify the WPPA office in Madison in writing of the name of any new hire into the bargaining unit. No employee shall be denied membership because of race, creed, color, sex, or other legally protected status.

7.05 It is expressly understood and agreed that WPPA/LEER will refund to the Employer or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the employer harmless against any and all third-party claims, demands, suits, order, judgements or any other forms of liability against or incurred by the Employer, including all costs of defense and attorney's fees, which may arise out of Employer's compliance with this Article.

ARTICLE 8 - PROBATIONARY AND EMPLOYMENT STATUS

8.01 All newly hired employees shall be required to take the basic police training course during the first year of service. All newly hired employees shall be considered probationary for the first twelve (12) months of their employment with the Employer. Such probationary employees may be disciplined or discharged without recourse to the grievance procedure contained in this Agreement. Satisfactory completion of probation shall be certified by the Police and Fire Commission.

8.02 For the purpose of benefit calculation, the "starting date of employment" of an employee who has satisfactorily completed probation shall date from his/her original date of employment, and he/she shall be entitled to all benefits accrued to regular employees. Hospitalization insurance coverage is available to employees on the first (1st) day of the month following completion of thirty (30) days of employment, or in accordance with the current hospitalization contract.

ARTICLE 9 - SENIORITY

9.01 It shall be the policy of the Employer to recognize seniority. Seniority shall consist of the total calendar time elapsed since the date of original employment as a regular full-time police officer, provided, however, that no time prior to a discharge for cause or quit shall be included, and provided that seniority shall not be diminished by temporary layoff or leaves of absence or contingencies beyond the control of the parties to this Agreement.

9.02 A seniority list shall be delivered to the President of the Association between the first and tenth day of each year.

9.03 If a bargaining unit employee takes a non-bargaining unit position with the City of Ashland Police Department, but not sever the employee/Employer relationship, the employee shall have six (6) calendar months to return to their former position with no **loss** of bargaining unit benefit. The probationary period for appointment to a non-bargaining unit position shall not exceed six (6) calendar months unless mutually agreed by the Employer, Association and WPPA/LEER. If the Employer returns the employee to their former position during the probationary period, the employee shall suffer no loss in the bargaining unit benefit.

ARTICLE 10 - LAYOFF, HIRING

10.01 Whenever it becomes necessary to lay off employees, employees shall be laid off in inverse order of their seniority and whenever so laid off shall possess re-employment rights as hereinafter defined.

10.02 Whenever it becomes necessary to employ additional personnel, former employees of the Employer who have been laid off, within two (2) years prior thereto shall be entitled to be re-employed in preference to all other persons.

ARTICLE 11 - JOB POSTING AND TRANSFERS

11.01 Whenever a vacancy or new job is created, it shall be posted on the bulletin board for a period of five (5) calendar days. Each employee interested in applying for the job and who meets the minimum requirements shall endorse his/her name on such notice in the space provided. Promotions of employees shall be as follows:

All interested employees meeting the minimum qualifications shall take a written test. The test given will be consistent with the requirements of the job, and all questions will be job related. All the employees that pass the written test and attain

the minimum score, shall be considered for the promotion. The written test shall constitute from 0-25 points.

11.02 The employees who pass the written test by obtaining more than a minimum score as provided in Section 11.01 herein, in addition to the test score, employees shall receive additional points as follows:

- A. The written recommendations of the Chief of Police shall be worth from 0-25 points. Said recommendations of the Chief of Police shall be grievable.
- B. An oral interview for each employee will be conducted by a panel of five (5) individuals, of which the five individuals will be selected jointly by the Police Department Association President and the Chief of Police. The oral interview shall constitute 0-25 points.
- C. Seniority for those applicants being considered will be determined by their number of full years of service to the City of Ashland Police Department. Each full year will constitute one (1) seniority point.

11.03 The employee receiving the most total points should be given the position. The employer shall fill the position within 90 calendar days of the date of the initial posting. Said employee shall serve a probationary period of six (6) months duration on the new job.

11.04 The written recommendation of the Chief of Police shall be made available upon request to each individual applicant after the results of the procedure contained herein are completed.

11.05 Each step of the procedure contained herein shall be confidential and the results of the employee's point standings shall not be made available to the Police and Fire Commission or the Chief of Police until the entire procedure has been completed.

ARTICLE 12 - GRIEVANCE PROCEDURE

12.01 The parties agree that the prompt and just settlement of grievances is of mutual interest and concern. The grieving employee shall first bring the complaint to the steward or Grievance Committee of the Association. If it is determined after investigation by the Association that a grievance does exist, it shall be processed in one of the two manners described below. The negotiations of the grievance shall begin within fifteen (15) business days of the date of the incident or the date the aggrieved employee first learned of the incident.

12.02 There shall be two grievance procedures: one for disciplinary and discharge action and one for all other grievances regarding the application or interpretation of this Agreement.

- A) Grievances regarding disciplinary or discharge action:

1. The Employer agrees that employees will be discharged and/or disciplined for just cause only.
2. The Grievance Committee shall first attempt to resolve the matter with the Chief of Police.
3. If the grievance is not resolved within seven (7) business days of the attempt in Step 2 above, said grievance shall be reduced in writing and submitted to the Police and Fire Commission within ten (10) business days. The grievant and/or Grievance Committee shall set forth to the best of their knowledge the applicable facts and the sections of the contract alleged to have been violated. The Police and Fire Commission shall respond to the grievance in writing with copies to the grievant and the Grievance Committee within ten (10) business days of receipt of the written grievance.
4. If the grievance is not resolved under Step 3 above, the parties shall individually or jointly request the Wisconsin Employment Relations Commission to submit a list of five (5) arbitrators. The selection of the arbitrators shall be affected by the parties alternately striking names from the list until only one name remains. The employer shall be first to strike a number from the list. The arbitrator, after hearing both sides of the issue, shall put his decision in writing to the parties, which shall be final and binding on both parties. The policy of "winner take all" shall prevail and the loser shall pay the entire cost of the arbitration and preparation of the transcript. Each party shall be responsible for their own legal costs and other expenses involved in the preparation of their individual case.

B) Grievances of matters regarding the application or interpretation of this Agreement:

1. The Association Grievance Committee shall first attempt to resolve the matter with the Chief of Police.
2. If the grievance is not resolved within seven (7) ~~calendar~~ business days of the attempt in Step 1 above, said grievance shall be reduced in writing and submitted to the Ashland City Council Committee of the Whole within ten (10) business days. The Ashland City Council Committee of the Whole shall act on the grievance at their next regularly scheduled meeting and shall respond to the grievance in writing with copies to the grievant and Grievance Committee within ten (10) business days of their action on the grievance.
3. If the grievance is not resolved under Step 2 above, the parties shall individually or jointly request the Wisconsin Employment Relations Commission to appoint an arbitrator from their staff. The arbitrator, after hearing both sides of the issue, shall

put his/her decision in writing to the parties that shall be final and binding upon both parties. Expenses, if any, shall be shared equally by the parties. Each party shall bear their own expenses involving the preparation and presentation of their case. If a transcript is prepared, the parties shall share the expense of the arbitrator's transcript and each shall bear the costs of its copy.

12.03 Any aggrieved employee shall have the right of the presence of a steward when his/her work performance, conduct, or other matters affecting his/her status as an employee is subject to discussions for the record in either procedure contained herein.

12.04 The arbitrator shall neither add to, delete from, nor modify the express terms or conditions of the Agreement in either procedure contained herein.

12.05 The time limits set forth in this Article may be extended by mutual agreement.

12.06 The parties mutually agree that Saturdays, Sundays, and contractually recognized holidays shall be excluded in the calculation of time limits in this Article.

ARTICLE 13 - WORK DAY AND WORK WEEK, OVERTIME

13.01 The regular work day for Patrol Officers shall be 12 hours each day. The regular work schedule for patrol officers shall be 4 days on, then 4 days off. With the exception of two (2) patrol officers whose regular shift will be four (4) consecutive shifts from 3:00 p.m. to 3:00 a.m., the "regular" shift shall be two (2) consecutive shifts from 6:30 a.m. to 6:30 p.m., 24 hours off, followed by two (2) consecutive shifts from 6:30 p.m. to 6:30 a.m. Then the cycle shall repeat itself. The "regular" work hours of the shift may be modified by the Chief or Operations Captain as needed. The work cycle of four (4) days on and four (4) days off may be adjusted by the Chief or Operations Captain as needed for the annual squad/sergeant change. The work day for other non-patrol division officers shall be 8 hours each day, with 5 days on followed by two days off. Then the cycle shall repeat itself. This work day will be from 8:00 a.m. to 4:00 p.m. The shift for the officer assigned to narcotics investigation shall be determined by work need.

13.02 Work shifts include a one-half (1/2) hour lunch period, however officers are subject to call during the lunch period without additional compensation.

13.03 Work schedules shall be posted for one (1) month in advance. Officers may, upon request, check the work schedules further in advance. If changes in the posted schedules are necessary, officers must be notified as far in advance as possible, but in no event less than eight (8) hours in advance except in the case of sickness or emergency.

13.04 Overtime payments will be made for all time worked outside of the work schedule. All such time shall be compensated at the employee's option either in pay at the rate of one and one half (1½) times the normal rate of pay or as compensatory time at the rate of one and one half (1½) hours off for each hour worked. Employees shall be entitled to receive said overtime

payments in any combination of pay or compensatory time of their choosing but must declare their intention to request pay or compensatory time off when filing the record of hours worked outside the regular work schedule. A Premium Pay Request Form shall be used to indicate that intention. If compensatory time is chosen, it shall be scheduled upon mutual agreement between the Chief of Police or his designee and the employee involved.

1. Employees whose regular workweek is defined as forty-eight (48) hours shall be able to accumulate a maximum of ninety-six (96) hours of compensatory time.
2. Employees whose regular workweek is defined at forty (40) hours shall be able to accumulate a maximum of eighty (80) hours of compensatory time.
3. Compensatory Time in excess of the maximum accumulation shall be paid out at one and one-half (1 ½) times the officer's hourly rate.
4. Regardless of the duration of the employee's regular workweek, bargaining unit members may not carry over more than forty (40) hours of compensatory time into the next calendar year.
5. All compensatory time-off requests that do not affect minimum staffing shall be granted, barring a bona fide emergency situation. Routine absences, for example: sick leave, vacation leave or other scheduled absences shall not constitute a bona fide emergency situation.
6. In cases of a bona fide financial emergency, the employee may request payment for accrued compensatory time at any time during the calendar year. Payment shall be made on the regular payroll following approval by the Chief or his designee.

13.05 No part-time or seasonal employee shall work overtime unless all regular employees are working overtime or are unavailable to work.

13.06 Overtime opportunity other than school related functions shall be offered to the bargaining unit members by seniority ranking. School related overtime will be offered to the School Resource Officers first and then to the bargaining unit members by seniority ranking.

13.07 The most senior patrol officer shall be designated shift commander when the sergeant is absent. Said employee shall receive the sergeant rate of pay for the number of hours worked in that position.

13.08 Employees shall have twelve hours off between shifts. This limitation shall not apply to time worked as a result of emergencies, court appearances or voluntary shift changes made at the employee's request. Overtime compensation shall be paid according to Article 13.

13.09 Effective 1/1/90, each officer shall attend up to a total of 4 hours per year for departmental

meetings. Call-in provisions of the Contract do not apply to departmental meetings.

13.10 Patrol Officers who work the 12-hour shifts will be given 108 hours of time off referred to as “Kelly Days” each year. Kelly Days shall be taken at the request of the employee with approval of the Chief of Police or designee. The 108 Kelley hours are prorated based on the portion of year new employees work. If a training date, unforeseen time-off requests, or emergency requests for time-off are made, the Officer’s Kelly Day may be changed to another day off. Vacation and compensatory time take priority over a Kelly Day. An Officer is not allowed to “carry over” any Kelly hours into the next year.

13.11 Any unused Kelley hours shall be paid out at the officer’s regular rate of pay at the end of the calendar year. Officers shall make a good faith effort to use all Kelley hours prior to the end of the year. Any Kelley day balance shall be paid out upon separation/retirement.

13.12 For training to be compensable, it must be authorized by the Chief of Police or his designee. Travel time shall only be paid to the driver pursuant to Fair Labor Standards Act regulation.

If an employee attends training in lieu of a regularly scheduled work day, at the conclusion of training held within the corporate limits of the City of Ashland, the employee shall return to work to complete the regular work day shift assignment.

Effective January 1, 2016, those bargaining unit employees scheduled to attend training and ride with another officer of the City of Ashland’s Police Department shall receive compensatory time at the straight time rate for all time spent in travel to and from the City of Ashland Police Department Headquarters. Training held thirty (30) miles outside of the corporate limits of the City of Ashland shall be considered the same as the length of a regularly scheduled duty day.

ARTICLE 14 - CALL-IN PAY

14.01 When an officer is required to appear in court, or is called to work on his/her regular off duty time, he/she shall be compensated at the overtime rate for the actual number of hours worked, with a minimum of two (2) hours for such duty.

14.02 Any officer working the 3:00 p.m. to 3:00 a.m. or 6:30 p.m. to 6:30 a.m. shift, who is required to appear in Court prior to 12:00 noon the following day, shall be compensated at the overtime rate for the actual number of hours worked with a minimum of three (3) hours for such duty.

14.03 Officers scheduled to appear in court shall contact the department before 7:00 p.m. on the day prior to said scheduled appearance to confirm the schedule. If an officer is informed that his/her presence is still scheduled, and he/she is then subsequently informed after 7:00 p.m. of

the preceding day that his/her court appearance has been postponed or canceled, said officer shall be compensated a minimum of two (2) hours pursuant to Section 14.01 above.

ARTICLE 15 - VACATIONS

15.01 Vacation benefits shall be awarded on January 1 each year according to the Schedule established in the City of Ashland Handbook of Terms and Conditions of Employment.

15.02 The selection of vacation periods shall be according to seniority rights and employees will be allowed to take split vacations, for any vacation time over ninety-six (96) hours only.

15.03 In case of termination, retirement or death of an employee, the employee or the employee's estate or designated beneficiary shall receive his/her vacation pay. Such vacation pay shall be computed on a pro-rata basis, in accordance with the number of months worked during the year. Such payment shall be based upon the current earnings of such employee.

15.04 If for any reason a bargaining unit member cannot take his/her vacation benefit, up to 40 hours annually may be carried over into the succeeding calendar year with the permission of the Police Chief and Mayor. Any hours that are carried over under this provision must be used no later than June 30 of each year. Those hours that are not used by June 30 will be lost.

ARTICLE 16 - HOLIDAYS

16.01 All employees shall receive a holiday vacation. This vacation will be eighty-eight (88) hours after each year of service. Eight (8) hours shall be in pay only, not time off.

16.02 Employees may elect to receive time-off with pay for eighty (80) hours of the eighty-eight (88) holiday hours or a cash payment for these hours at a rate of one- and one-half times their regular rate of pay. Holiday pay shall be made on or about November 15th of each year.

16.03 Holiday vacation for the first year of service shall be determined by the number of city paid holidays occurring during the employee's tenure.

ARTICLE 17 - SICK LEAVE, ABSENCE FROM WORK

17.01 Sick leave may be used by employees for illness or injury not covered by Worker's Compensation and in the event of serious illness in the employee's family. Sick leave for serious illness in the family shall be upon approval of the Chief of Police, which shall not unreasonably be denied. The City shall comply with the provisions of the Family Medical Leave Act.

17.02 Sick leave shall be accumulated in the following manner: 1) Employees, assigned to non-

patrol functions, shall earn sick leave at the rate of eight (8) hours for each month of employment up to ninety-six (96) hours per year. Employees, assigned to patrol functions, shall earn twelve (12) hours for each month of employment, up to one hundred and forty-four (144) hours per year; 2) Unused sick leave shall carry over and be added to the next year's accumulation until a maximum of nine hundred and sixty (960) hours of unused sick leave have been accumulated.

17.03 Upon retirement (per Wisconsin Retirement System) or forced retirement due to disability, the employee shall be paid for seventy-five (75%) percent of the unused sick leave remaining in the employee's account. If an employee dies while in the employ of the Employer, his/her estate shall be paid for seventy-five (75%) percent of the unused sick leave remaining in the employee's account. (also see 22.05)

ARTICLE 18 - FUNERAL LEAVE

18.01 In the event of death in the immediate family, an employee or officer may request funeral leave from his/her supervisor and will be granted three (3) working days with pay for the purpose of arranging for and attending the funeral. Immediate family, for purposes of this section, shall include the employee's or officer's spouse, children, parents, brother, sister, mother-in-law, grandparents, spouse's grandparents, grandchildren, or any relative of the employee **or** officer who has resided with the employee or officer immediately preceding the person's death.

In the event of a death in the extended family of an employee or officer, the employee may request funeral leave from his/her supervisor and will be granted funeral leave of up to one (1) day with pay for attending the funeral. Extended family includes the regular full-time employee's or officer's aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Should an employee require additional time off due to the death of a member of his/her family, the supervisor may grant such time off. This may be taken without pay or vacation, compensatory time **and/or sick leave** may be used. In the case of other funerals which an employee or officer has an obligation to attend, time off **or sick leave** with pay may be granted by the Department Director/Supervisor. This time off will be granted strictly to attend the funeral and the employee or officer shall work the remainder of the day. A total of seven (7) hours can be granted each year. This time cannot be accumulated from year to year.

ARTICLE 19 – WORKER'S COMPENSATION

19.01 All employees shall be covered by Worker's Compensation insurance. In the event an employee suffers compensatory injury or illness in the course of performing his/her duties, he/she shall be paid the difference between any payment under Worker's Compensation and his/her regular pay. Time paid for in this Section shall not be charged to sick leave and shall not exceed twenty-four (24) working weeks.

ARTICLE 20 - WISCONSIN RETIREMENT FUND

20.01 Employees subject to Wisconsin Retirement System, Chapter 111.70, Section 66.90 of the Wisconsin State Statutes are required to pay a percentage contribution of their salary as set by the fund. Said share up to a maximum of seven percent (7%), shall be paid to said fund by the City.

20.02 All employees hired on or after July 1, 2011, shall comply with the statutory requirements of 2011 Wisconsin Act 32 requiring said employees to pay the employee required contributions to the Wisconsin Retirement Fund.

ARTICLE 21 - WAGE RATES

21.01 The wage rates shall be in effect for the period of the Contract and shall automatically become a part of this working agreement, see addendum. The jobs of employees and the prevailing wage shall be listed.

ARTICLE 22 - LIFE, HEALTH, DENTAL INSURANCE

22.01 The City agrees to pay eighty-five (85%) percent of the cost of Group Health Insurance and ninety (90%) percent of the dental insurance premiums. Employees are to pay fifteen (15%) percent of the premium of Group Health and ten (10%) percent of the premium of dental insurance. The City shall implement a Flexible Benefit Section 125 Cafeteria plan at no cost to the employee. If Section 125 Cafeteria plans are abolished, the health insurance co-pay shall revert to 90/10. Any education in benefit level is subject to negotiation.

22.02 No employee or dependent will be deleted from health insurance coverage if the carrier is changed.

22.03 Retiree's Health Insurance:

For Employees Hired On or After January 1, 1987: Only upon forced retirement due to disability to the employee, the employer shall pay the full cost for the employee's individual health insurance policy until covered by Medicare.

22.04 An employee retiring on the normal retirement date for reasons other than disability may continue to carry the City Group health insurance coverage after retirement at the employee's own expense. **Retired Employees who cancel City health coverage will not be allowed to rejoin.**

22.05 **Terminal-Sick** leave benefits for each employee maybe used at the employee's option at normal retirement to pay the cost of the employee's health insurance coverage until the amount

of the terminal sick leave is exhausted.

22.06 The City shall participate in the group life insurance program of the Department of Employee Trust Funds and shall pay the employee's premium for this insurance.

ARTICLE 23 - LONGEVITY PAY

23.01 The longevity program for the personnel covered by this Agreement shall be as follows:

After five (5) years of service	One (1%) percent
After ten (10) years of service	Two (2%) percent
After fifteen (15) years of service	Three (3%) percent
After twenty (20) years of service	Four (4%) percent
After twenty-five (25) years of service	Five (5%) percent

Percentages are applied to base salary only, excluding overtime benefits or other fringes. Longevity pay is calculated on a monthly basis. Longevity payments shall be made on the first payday of each month or annually on the first payroll in November, at the employee's option.

ARTICLE 24 - UNIFORM ALLOWANCE

24.01 All employees shall receive \$550/year beginning in 2019 to aid in maintaining appearances as ordered by the Chief of Police. The Uniform Allowance (\$550) shall be paid in full upon hire to new employees. Before December 15 of each calendar year, employees shall submit receipts to the Chief of Police for items qualifying for uniform allowance reimbursement. This includes replacement and maintenance of uniforms and off-duty weapons approved by the Chief and consistent with department policy. Any remaining uniform allowance shall be paid to the employee as taxable income before December 31.

24.02 Upon separation, termination or retirement the Uniform Allowance will be paid on a prorated basis for the year.

24.03 In the event a police officer's clothing is ripped, stolen, torn or damaged in the course of performing his/her regular duties, the City agrees to replace those items of clothing in addition to the regular clothing allowance. The City agrees to provide insurance coverage for equipment that is lost, stolen or damaged for such equipment that can be insured.

24.04 The City is to purchase one (1) pair of pants, one (1) shirt, one (1) jacket and one (1) hat in its discretion as to design and specification for newly hired police officers. The uniform is to be returned to the City of Ashland if the officer does not successfully complete the probationary period.

ARTICLE 25 - PAY PERIOD

25.01 Employees shall be paid on every other Thursday. Paychecks shall be available prior to 2:00 p.m. on each pay day.

ARTICLE 26 - LEGAL AGREEMENT

26.01 If any article or part of the Agreement shall be held invalid or illegal, the same shall not affect the rest of this Agreement which shall continue in force and the parties shall immediately meet to negotiate a legal settlement of the clause in question.

ARTICLE 27 - RESERVE TRAINING

27.01 Employees who are members of a reserve component of the military forces of the United States or State of Wisconsin shall promptly notify their Department Head/Supervisor and be granted a maximum two (2) calendar week paid leave of absence if required to participate in summer training duties. In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on a military leave of absence may continue his/her participation in the insurance group, if the employee pays the full cost of such participation.

ARTICLE 28 – RESPONSE TIME

28.01 Employees shall be allowed to reside anywhere within a forty-five (45) minute response time to the Ashland Police Department.

ARTICLE 29 - POST EMPLOYMENT HEALTH PLAN

29.01 Post Employment Health Plan. The City of Ashland, Wisconsin (“employer”) agrees to participate in the Post Retirement Health Plan for Collectively Bargained Public Employee (“plan”) in accordance with the terms and conditions of the Plan’s Participation Agreement, a copy of which is attached to this agreement. The parties hereto designate Public Employees Benefits Services Corporation (“PEBSCO”) to act as Plan Administrator, or its successors appointed in accordance with the Plan and Trust documents. The Employer agrees to contribute the Plan on behalf of the following category of employees: Ashland Professional Police Association, Local No. 209, WPPA/LEER.

29.02 For the term of this Agreement, the Employer shall contribute for each eligible employee the amount specified in “Addendum I”, a copy of which is attached to this Agreement, **and if there are any future wage “Catch-up” arguments the parties shall take into consideration the value of this contribution.** In order to minimize the risk of this Plan being found discriminatory under section 105(h) of the Internal Revenue Code of 1986, as amended (“code”),

the Administrator may request that a contribution amount to a highly compensated eligible employee's account be reduced to the maximum amount contributed on behalf of a non-highly compensated eligible employee. If such a request is made, the reduction amount shall be paid to the employee in the form of wages.

ARTICLE 30 - MISCELLANEOUS

30.01 The City will provide body armor for those officers ~~who wish to wear it.~~ The City will pay one hundred percent (100%) of the cost of such body armor. Upon termination the body armor will revert to the City. ~~And the officer will receive as a cash payment, the twenty-five percent that he/she contributed toward body armor.~~

30.02 The City and Association agree that an Employee Assistance Program is in their mutual best interest and hereby support the program.

ARTICLE 31 - DURATION

31.01 This Agreement shall be in full force and effect from January 1, 2019, to and including December 31, 2020. The Agreement shall be automatically renewed from year to year thereafter, unless the party desiring to modify, alter, or otherwise amend the Agreement or any of its provisions, gives to the other party written notice on or before August 15, of the final year of the then existing term.

WITNESS

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, by their duly authorized representatives and committees, this _____, 2018.

FOR ASHLAND CITY:

**FOR ASHLAND PROFESSIONAL
POLICE OFFICERS' ASSOCIATION/
LAW ENFORCEMENT EMPLOYEE
RELATIONS DIVISION:**

CITY ADMINISTRATOR

PRESIDENT

CITY CLERK

REPRESENTATIVE

ADDENDUM I

Police Department Salaries

<u>Position</u>	<u>Rate per Hour</u>			
	Current	2.0% 01/01/19	1.5% 01/01/20	1.5% 07/01/20
Lieutenant	\$29.04	\$29.62	\$30.06	\$30.51
Sergeant and FTO (while engaged in FTO duties)	\$26.40	\$26.93	\$27.33	\$27.74
Detective Sergeant*	When this position becomes active the starting pay will be \$1.00 higher than the Police Officer hourly wage and will follow the current agreement <i>Rate per Hour</i> increase schedule.			
Police Officer	\$24.49	\$24.98	\$25.35	\$25.73
Special Assignment	\$25.17	\$25.67	\$26.06	\$26.45
Probationary Officer	\$23.30	\$23.77	\$24.13	\$24.49
Employer Contribution/ PEHP Account	\$50.00/Month			

- Special Assignment pay shall be made for the time an officer is performing the assignment, but not for the time the officer is training for the assignment. Special assignment pay will be given only for assignments that are for more than ninety (90) days.
- Special assignments for less than ninety (90) days shall be made at the Chief's discretion. There shall be no rollover of ninety (90) day assignments.
- Special assignments of more than ninety (90) days shall be posted. The selection process shall include a review of past performance appraisals and an interview by the Police Chief, Captain(s) and Supervisor(s). The Police Chief will select the best candidate.
- Special assignments will be reposted after 4 years. Officers currently serving in the position shall be able to re-post but will be required to go through the selection process.
- Special assignments will require a minimum 2-year commitment to the position from the selected employee.

*The position of Detective Sergeant will be created once the current Lieutenant position is vacated. When the Lieutenant position is vacated the position will be permanently replaced with the position of Detective Sergeant. Upon filling the Detective Sergeant position, the hourly wage will begin at \$1.00 higher than the Police Officer position and will progress along the current *Rate per Hour* increase schedule outlined in the current agreement.

SUBJECT: Approve the 2019-2020 Contract with International Association of Firefighters

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: City's Labor Bargaining Team, IAFF

EXHIBITS: 1. IAFF-875 Tentative Agreement and 2019-2020 Wage Schedule

EXPENDITURES REQUIRED: Included in the 2019 Budget

AMOUNT BUDGETED: Included in the 2019 Budget

APPROPRIATION REQUIRED: None

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The City and the IAFF Local 875 Bargaining Teams met and reached a tentative agreement. The City's bargaining team consisted of the City Administrator, Fire Chief, and Human Resources Director. The Union's bargaining committee consisted of their professional representative and several members of the Fire Department. A tentative agreement was arrived at during the negotiation sessions. Local 875 ratified it on November 28, 2018.

The agreement incorporates new language to address membership and dues in compliance with state law. It clarifies who is covered by the agreement and the work schedule. It eliminates reference to the POC program, which has been terminated. It provides if compensatory time is granted, the approval will not be retracted due to staff changes. Employees who were hired as and are being paid at an EMT level, but have paramedic certification, will be paid at the paramedic rate when performing paramedic duties. The section on Auxillary Firefighters is being replaced with Transfer EMT provisions. The City will begin a process to insititute a Transfer EMT program. The settlement calls for a 2% wage increase effective 1/1/2019, a 1.5% wage increase effective 1/1/2020, and a 1/5% wage increase effective 7/1/2020.

IAFF Local 875
and
City of Ashland
Tentative Agreement
for
2019-2020 Successor Agreement

All terms and conditions of the 2017-2018 Agreement between the parties shall remain unchanged except as proposed below:

ARTICLE I - RECOGNITION

1.01 The Employer recognizes the Union as the exclusive bargaining agent for all employees of the Fire Department except the Fire Chief, Assistant Fire Chief, ~~and Auxiliary Fire Fighters~~ Transfer EMTs, Executive and Confidential employees.

ARTICLE II - UNION MEMBERSHIP AND DUES DEDUCTION

2.01 ~~Any member present or future employee who is not a member of the Union and has completed his/her probationary period shall, as a condition of employment, pay the Union a monthly service charge as a contribution toward the administration of this agreement.~~ No employee shall be required to join the Union, but membership in the Union shall be made available to all employees in the bargaining unit who apply consistently with the Constitution and By-Laws of the Union. No employee shall be denied membership in the Union because of race, creed, color, sex or other legally protected class status.

2.02 ~~The employer agrees to deduct, once each month, dues and assessments in an amount certified to be current by the Secretary-Treasurer of the Local Union from the pay of those employees who individually request in writing that such deduction be made. The total amount of deductions shall be remitted by the Employer to the Treasurer of the Union. This authorization shall remain in full force and effect during the term of this Agreement.~~ The Employer agrees to deduct monthly dues in the amount certified by the Local Union Secretary-Treasurer, from the pay of employees who individually sign a dues deduction authorization form where the employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Union fees and/or assessments.

2.03 The Employer shall deduct the dues, as described above, each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such deductions have been made, to the Local Union Secretary-Treasurer, in one lump sum not later than the 15th of each month.

2.04 Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer and the Local Union Secretary-Treasurer with the understanding that the deduction will cease as reasonably practical after receipt of written notice of revocation.

2.05 It is expressly understood and agreed that the Local Union Secretary-Treasurer will refund to the Employer or the employee involved, any dues erroneously deducted by the Employer and paid to the Local Union Secretary-Treasurer. The Local Union shall indemnify and hold the Employer harmless against any and all third party claims, demands, suits, orders, judgements or any other forms of liability against or incurred by the Employer, including all costs of defense and ~~attorneys~~ attorney's fees, which may arise out of Employer's compliance with this Article.

ARTICLE IV - WORK SCHEDULE

4.01 The basic work week for the ~~following categories of employees~~ bargaining unit members shall consist of fifty-six (56) hour average work week. The basic duty tour shall be ~~to be worked in~~ twenty-four (24) hours. ~~Duty tours separated by twenty-four (24) hours off-duty~~ shall be scheduled in a repetitive twelve (12) day cycle.

~~1. Assistant Chief~~

~~2. Captains~~

~~3. Lieutenants~~

~~4. Drivers and Ambulance positions~~

~~5. Fire Fighters~~

The normal work day (0700 hours-1600 hours) and normal work week (Mon.-Fri.), for training and other regular routine duties, shall be expanded to allow the Chief to assign bargaining unit members to training on Saturday mornings (0900 hours-1200 hours). Bargaining unit members who choose to participate in personal physical fitness activity during the normal work week (Mon.-Fri.) may do so beginning at 1530 hours. Except as otherwise provided herein, holidays and periods outside the normal work day and work week shall be limited to response to emergency and non-emergency calls and items necessary thereto.

ARTICLE V - SALARY, CALLBACK, OVERTIME, TRAINING, AND DIFFERENTIAL PAY

~~5.04 POC Mentor: POC Mentors shall receive \$0.60 per hour served in this capacity. *Definitions of POC Mentor will be agreed upon by the Fire Chief and the Executive Board/ Negotiations Board of IAFF Local 875.~~

~~5.05~~ 5.04 Training. For training to be compensable, it must be authorized by the Fire Chief or his designee. Employees attending training shall be compensated in accordance with the Fair Labor Standards Act (FLSA). If an employee attends training in lieu of a regularly scheduled work day, at the conclusion of training, when practical, the employee shall return to complete his/her assigned shift.

~~5.06~~ 5.05 Compensatory Time. An employee may elect to take compensatory time on a 1.5 to 1 ratio in lieu of overtime pay for any approved training not covered by duty wages. An employee may accumulate up to 24 hours of compensatory time. Any accrued ~~overtime~~ compensatory time not used by the end of the calendar year will be paid out as overtime wages. An employee may only take compensatory time upon notice no less than 48 hours before the start of a shift during which the compensatory time is to be taken and with the ~~provisional~~ approval of the Chief or his designee, which shall only be denied if at the time of scheduling the taking of the compensatory time for the time requested would unduly disrupt operations. Scheduling Approval/Denial of compensatory time shall occur within 24 hours of the request. ~~The employee must call in between 6:15 and 6:30 a.m. to re-confirm that the compensatory time will not unduly disrupt operations, and may only take the compensatory time if final approval is granted at that time.~~

ARTICLE VI - TEMPORARY ASSIGNMENTS

6.02 Temporary assignment to paramedic shall occur when daily on-duty staffing levels drop below 5 career staff and the FF/EMT (with paramedic certification) is forced to cover primary ambulance duty. A FF/EMT (with paramedic certification) who is forced to act as a paramedic when sent on an off-duty transfer with an EMT-Basic partner shall also be granted temporary assignment.

6.03 Employees temporarily assigned to higher classifications, including EMT to Paramedic, for a period of one (1) hour or more shall be paid at the rate required of that classification for the period of their assignment. In no case shall an employee's rate of pay be reduced by such an assignment.

ARTICLE XVI - VACATIONS

16.01 Employees shall be eligible for vacations on the following anniversary date of employment:

Change the vacation allowance at 10 years from 8 days to 9 days.

Change the vacation allowance at 21 years from 14 days to 15 days.

ARTICLE XVIII - BENEFITS

18.03 Pension Fund Contribution: Employees hired prior to July 1, 2011, shall contribute 3% of the employee required contribution to the Wisconsin Retirement Fund. The employer shall pay the remainder of the employee contribution and the employer required contribution. All employees hired on or after July 1, 2011, shall comply with the state requirements of 2011 Act 32-10 requiring said employees to pay the employee required contributions to the Wisconsin Retirement Fund.

ARTICLE XX - UNIFORM ALLOWANCE

20.01 Effective January 1, 2006, between December 1 and December 15 of each calendar year, employees may submit receipts to the Fire Chief for items qualifying for uniform allowance reimbursement, up to a maximum of \$525.00. Prior to December 31 of that same calendar year, employees shall receive a non-taxable clothing reimbursement check equal to the total of the receipts submitted. Any remaining uniform allowance shall be paid to the employee as taxable income prior to December 31. ~~Safety shoes shall be a required part of the uniform effective September 1, 1993.~~

ARTICLE XXIII - ~~AUXILIARY FIRE FIGHTERS~~ TRANSFER EMT

Delete current Article in its entirety and replace with the following:

23.01 All bargaining unit members agree to work cooperatively with Transfer EMTs for the purpose of securing medical transfer opportunities which would otherwise be turned down by the Fire Department due to an on-duty shortage of, or the unavailability of off-duty full-time staff personnel.

(A) A Transfer EMT is defined as any qualified person, hired by the City of Ashland, to assist with medical transfers and is not a member of the bargaining unit.

23.02 The Employer shall not use Transfer EMTs as a means of reducing approved staffing levels for the Fire Department.

23.03 The Employer shall not use Transfer EMTs in any manner inconsistent with Article XXVIII.

ARTICLE XXVI - RESIDENCY

26.01 Employees covered under the terms of this agreement shall be required to reside within a fifteen (15) miles ~~radius~~ of the City limits in accordance with 66.0502 Wis. Stats.

ARTICLE XXVIII - RIGHT OF FIRST REFUSAL

28.01 Except as otherwise provided herein, no work historically performed by permanent and probationary members of the bargaining unit shall be conveyed in whole or in part outside the bargaining unit. Any employment or work opportunity historically performed by permanent and probationary members of the bargaining unit, whether caused by an employee's absence, temporary or permanent vacancy, emergency or non-emergency call-in, shall be first offered to full-time permanent and probationary bargaining unit members. In the event that no full-time permanent or probationary bargaining unit member accepts the offer of work, then, and only then, may the work be offered to any ~~Auxiliary fire fighter~~ Transfer EMT, part-time employee or individual not a member of the bargaining unit. ~~If an EMS-POC program is developed, the Fire Chief may assign all hospital transfers over 150 miles to EMS-POCs.~~

ARTICLE XXIX - TERMS OF AGREEMENT

29.04 This agreement shall become effective as of January 1, ~~2017~~ 2019 and shall remain in full force and effect to and including December 31, ~~2018~~ 2020. ~~If, however, the employer does not have contracts to provide fire and ambulance services for the calendar year 2018 to all four towns with which it currently contracts to provide such services (Eileen, Gingles, Pilsen, Sanborn), then this contract will expire on December 31, 2017.~~

WAGE SCHEDULE

IAFF Local 875 Bargaining Unit Members Wage Increase Schedule				
POSITION	2018 Wages	2019 2.0% Increase Effective: 1/1/2019	2020 1.5% Increase Effective: 1/1/2020	2020 1.5% Increase Effective: 7/1/2020
Firefighter/EMT <1 Year	\$15.60	\$15.91	\$16.15	\$16.39
Firefighter/EMT >1 Year	\$17.29	\$17.64	\$17.91	\$18.18
Firefighter/Paramedic <1 Year	\$16.30	\$16.63	\$16.88	\$17.13
Firefighter/Paramedic >1 Year	\$17.93	\$18.29	\$18.56	\$18.84
MPO/EMT	\$17.63	\$17.98	\$18.25	\$18.52
MPO/Ambulance Attendant Paramedic	\$18.41	\$18.78	\$19.06	\$19.35
Lieutenant/EMT	\$18.54	\$18.91	\$19.19	\$19.48
Lieutenant/Paramedic	\$19.37	\$19.76	\$20.06	\$20.36
Captain/EMT	\$19.07	\$19.45	\$19.74	\$20.04
Captain/Paramedic	\$19.92	\$20.32	\$20.63	\$20.94

SUBJECT: Approve Mandatory Joint Powers Agreement between Ashland County and the City of Ashland for the Ashland County 911 Emergency System

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Mayor, City Attorney, Police Chief

EXHIBITS:

1. Joint Powers Agreement
2. Correspondence from Ashland County Sheriff's Office, 11-21-2018

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

The Intergovernmental Cooperation Plan contained within Chapter 9 of the City's Comprehensive Plan of Record requires the City to cooperate with overlapping and neighboring jurisdictions to provide quality, cost effective, and efficient services including fire protection, emergency medical, and law enforcement.

SUMMARY STATEMENT:

Section 265.35(9), Wisconsin Statutes, requires that emergency service providers enter into an annual Joint Powers agreement with the agency operating the 911 Call Center for the community. The Joint Powers agreement authorizes the 911 Call Center to dispatch municipal fire, ambulance, or law enforcement vehicles to incidents within or outside the boundaries of the municipality.

Joint Powers Agreement
Between Ashland County
and the
City of Ashland

Ashland County 911 Emergency System

WHEREAS, Ashland County and the municipalities located within the boundaries of Ashland County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including firefighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9)(a), Wis. Stats. "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Ashland County, public agencies shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Ashland County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements and condition contained herein, it is hereby jointly agreed between Ashland County and the City of Ashland as follows:

1. That effective January 1, 2019 this agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2019.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Ashland County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Section 256.35(9)(c), Wis. Stats.

Dated this _____ day of _____, 2018.

Heather Schutte
Ashland County Clerk

Deb Lewis
Mayor
City of Ashland



ASHLAND COUNTY SHERIFF'S OFFICE

Sheriff Michael W. Brennan

November 21, 2018

City of Ashland
601 Main St W
Ashland, WI 54806

Ms. Oliphant,

Enclosed is the Joint Powers Agreement for calendar year 2019 to be signed. Wisconsin State Statute 256.35(9) requires Joint Powers Agreements between Ashland County and the City of Ashland to be filed annually.

Changes have been made from the prior agreement to reflect the dates of the new term. No substantive policy change to the nature of the Agreement has been made.

Please sign and return the Agreement within 30 days and after being signed by the Ashland County Clerk, a copy will be forwarded to you and also filed with the Wisconsin Department of Justice as required by statute.

Your cooperation and timely response is greatly appreciated. Please contact me if you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read "David McGuire". The signature is fluid and cursive, with the first and last names being the most prominent.

David McGuire
Public Safety Communications Director
Ashland County Sheriff's Office
(715) 685-7640 x478
david.mcguire@ashlandcountysheriff.us

220 6th St E Ashland, WI 54806
Telephone: (715) 685-7640 - Fax: (715) 682-7039
www.AshlandCountySheriff.us

SUBJECT: Approve the Agreement between Ashland County, Wisconsin and Bayfield County, Wisconsin for EMS Services

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: Mayor, City Attorney

EXHIBITS:

1. Coverage Agreement, 11.29.18
2. Correspondence, Bayfield-Ashland Counties EMS Council

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

Wisconsin Administrative Code DHS 110.04(15) & 110.34(10) requires EMS coverage agreements in place with ambulance service providers operating within or adjacent to its primary service area.

The Bayfield-Ashland Counties EMS Council drafted a back-up coverage agreement. The agreement was reviewed by the Mayor, City Attorney and Fire Chief.

The Fire Department/EMS requests approval of the agreement for EMS Services as mandated by the Wisconsin Administrative Code.

COVERAGE AGREEMENT

BAYFIELD-ASHLAND COUNTIES AMBULANCE SERVICES

Based on the following recitals and other good and valuable consideration, this agreement is made and entered into by and between the City of Ashland, ("Ashland"), Town of Barnes, a Wisconsin Town ("Barnes"), Bayfield Community Ambulance, ("Bayfield Ambulance"), Great Divide Ambulance Board of Directors ("Great Divide"), Town of Iron River, ("Iron River"), Town of LaPointe ("LaPointe"), Mason Area Ambulance Association ("Mason"), City of Mellen ("Mellen"), Red Cliff Band of Lake Superior Chippewa ("Red Cliff"), Town of Clover ("Clover") and City of Washburn ("Washburn").

RECITALS

WHEREAS, Wisconsin Administrative Code DHS §110.04(15) requires an ambulance provider to have a "written agreement between two neighboring ambulance service providers that each will cover the other's 9-1-1 area when the other knows in advance that it will be unable to do so;" and

WHEREAS, this written 9-1-1 coverage agreement below applies to the parties listed above.

NOW, THEREFORE, the above parties agree as follows:

1. Provision of services. Each participating ambulance service agrees to cover other 9-1-1 ambulance service areas when a service knows in advance that it will be unable to do so or staffing is not available. The size of 9-1-1 service areas may require notification of more than one ambulance service to adequately cover the response area.
2. Coverage not automatic. Nothing in this agreement shall be construed to imply that the requested service has an obligation to provide ambulance coverage in another area if providing additional coverage would jeopardize their primary service area. If an ambulance service agrees to provide coverage and its resources become limited due to unforeseen circumstances, it will notify the closest most appropriate ambulance service to respond to their coverage area through its mutual aid agreements.
3. Billing. The responding/transporting ambulance service agrees to bill the patient and/or their respective health insurance for rendered care and/or transportation to a hospital at their usual and customary fees. After the tenth response in a calendar year, the responding/transporting ambulance service may bill the requesting ambulance a \$200 service fee within 30 days of the response when mutual aid does not apply. The requesting ambulance will pay the service fee within 60 days of receipt of the bill. This bill is not intended to be billed to the patient.
4. Non-subscriber fee. The City of Ashland will charge a non-subscriber fee for each EMS response to the Townships of Marengo and White River.
5. No Waiver of Local Ordinance. Nothing in this coverage agreement shall be construed to contradict or waive existing municipal ordinances related to EMS services provided by the City of Ashland or other local municipalities.

6. Termination. This agreement has been developed through the Bayfield-Ashland Counties EMS Council, Inc. An individual Ambulance Service can terminate participation in this agreement by providing at least six months advance written notice of its intent to terminate to the other signatories to this Agreement. Lack of participation by any individual Ambulance Service shall not terminate the intent, participation and effectiveness of the Coverage Agreement between the remaining Ambulance Services.
7. No Preclusion. This agreement does not preclude any Ambulance Service from developing or entering into additional agreements.

_____ Date _____
Authorizing Signature

Title

For: _____

Bayfield-Ashland Counties EMS Council

Emergency Medical Services

ASHLAND – BARNES – BAYFIELD – GLIDDEN – GREAT DIVIDE – IRON RIVER – MADELINE ISLAND –
MASON – MELLEN – RED CLIFF – SOUTH SHORE – WASHBURN

Date: September 10, 2018

To: Peggy Kman, Director
Iron River Ambulance

From: Jan Victorson, Director
Bayfield County Emergency Management
Secretary, Bayfield-Ashland Counties EMS Council

Subject: Back-up Coverage Agreement

The attached back-up/coverage agreement was developed by services within the Bayfield-Ashland Counties EMS Council to fill the Ambulance Service Operational Plan requirement for a “back-up agreement”.

The EMS Provider Operational Plan is the legal document under which an EMS provide operates. The intent was to develop one document that could be used by any or all services within the Council to meet Operational Plan requirements rather than each service attempting to write its own agreement and meet this requirement on its own.

This agreement differs from a Mutual Aid Agreement. Mutual aid implies that all resources have already been used in a response or multiple responses. The back-up coverage agreement is intended to provide 9-1-1 coverage when a service knows in advance it will be unable to do so.

We are aware that we seldom know in advance that staff is unable to cover our 9-1-1 service area. Again, this back-up coverage agreement is intended to fulfill the requirement in the Wisconsin Ambulance Service Operational Plan to have a written back-up coverage agreement on file.

The first paragraph of the document quotes the Wisconsin Administrative Code that requires “a written agreement”.

Several services in the Council have already taking this to their Corporation Counsel, City/Town Councils, or oversight agency for review. This agreement has also been reviewed by Ray Lemke of the State EMS Office.

Again, this back-up coverage agreement is intended to fill a requirement of the Operational Plan. It was approved at the September meeting of the Bayfield-Ashland Counties EMS Council for use by each service as applicable.

SUBJECT: Approve to Award Non-Commercial Solid Waste and Recyclable Collection Contract to Eagle Waste

RECOMMENDATION: As Recommended by Staff

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: City Administrator

EXHIBITS:

EXPENDITURES REQUIRED: To be determined

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: The Treasurer's Office has confirmed that Ordinance 923.10 has been complied with.

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: Goal #2 of Chapter 5 of the City's Comprehensive Plan of Record (Utilities and Community Facilities) notes that "*Cost effective, efficient delivery of community services that can meet the needs of future growth and development, utilizing public/private partnerships when appropriate.*" Objective 4.4 of the chapter states "*Guarantee that the community continues to be served by adequate waste disposal and recycling facilities.*"

SUMMARY STATEMENT:

The City's curbside non-commercial solid waste and recyclable collection contract expires on December 31st. The City has the option to extend the agreement, originally in place on January 1, 2014, for an additional five years at an increase of 2% per year for the term of the contract.

Any changes as discussed with Eagle Waste & Recycling, Inc. will be outlined within the contract regarding future possible recycling rates. These will be reviewed by the City Administrator when the contract is completed and received.

As the City has been highly satisfied with Eagle Waste's service and competitive pricing, it is the recommendation that Council approve Eagle Waste & Recycling, Inc. as the City's non-commercial solid waste and recycling collection provider

SUBJECT: Approve to Waive Bidding Requirement and Purchase Heavy Rip Rap from Olson Bros. Contractors of Brule, WI for \$10,000 to Fix the Eroding Shoreline at Kreher RV Park

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator, Finance Director, Public Works

EXHIBITS:

1. Cost Estimate, 11-30-2018
2. Photos and Map of Location of Washout

EXPENDITURES REQUIRED: \$10,000

AMOUNT BUDGETED:

\$ 5,000.00 Fund 453 Waterfront Fund
\$ 5,000.00 Fund 481 Parks and Ground Capital Budget 2018
\$10,000.00 Total

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that Ordinance 923.10 has been complied with.

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The City's Parks and Recreation and Public Works Departments are seeking to waive bidding requirements and approval to purchase \$10,000 worth of heavy rip rap from Olson Bros. Contractors of Brule to fix the shoreline at the Kreher RV Park. This purchase will give the City approximately eighteen loads of rip rap to be delivered to the City at \$28.23/ton. Olson Bros. Contractors is honoring the price they gave the City for rip rap this past spring.

This section of shoreline has been slowly eroding but the October 10, 2018, storm caused more damage and a

section of the Waterfront Trail has now been washed away.

City staff wish to fix this short section of eroded shoreline yet this winter and then place the rest of the rip rap for the final revetment along the shoreline during the next construction season. The rip rap will be stored at Public Works until it is used as to not interfere with the campground usage.

Funds for this purchase will be coming from Fund 453 Waterfront Development Fund, and unused money in Fund 481 Parks and Grounds Capital Budget for 2018 (the new playground equipment for Bay City Park was less than expected).

Below for reference is Chapter 194, Ashland City Ordinances, as it applies to this request.

Sec. 194.02. Purchases of \$15,000 or less. *Purchases of \$15,000 or less may be authorized by the Department Director if sufficient funds are budgeted, but if the cost is over \$5,000 then bids or proposals must be sought by advertisement or by solicitation, in which case three bids or proposals must be obtained unless the City Administrator waives the advertising or solicitation requirement, or any part thereof. The City Administrator may review any purchase or proposed purchase under this section, and may override the Department Director's authority under this section if the City Administrator deems such action in the public interest. This section applies to the purchase of tangible personal property and to services, including construction contracts for \$15,000 or less.*

OLSON BROS. CONTRACTORS OF BRULE, WI., INC.

P.O. BOX 134

BRULE, WI 54820

(715) 372-4818

E-MAIL: olsonbrosbrule@cheqnet.net

November 30, 2018

City of Ashland Public Works Dept.

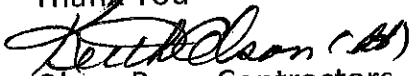
Atten: Greg (Curly) Ledin

Olson Bros. will honor our previous price of \$28.23 per ton heavy rip-rap delivered to Ashland.

The rip-rap will be delivered to locations directed by Greg Ledin.

\$10,000.00 will purchase approximately 18 loads.

Thank You



Olson Bros. Contractors

Keith Olson, President



Kreher RV Park Washout



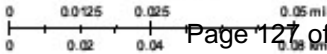
12/3/2018, 1:54:15 PM

Lines

Override 1

Parcel Labels

1:1,128



SUBJECT: Approve a Resolution to Declare Replacing Two Failing Wastewater Utility HVAC Systems and Emergency per Wisconsin State Statute 62.15(1b), and Approve to Award a Contract to the Lowest Solicited Bid

RECOMMENDATION: As required by Wisconsin State Statute 62.15(1b), the City Council is being asked to 1) approve a resolution to declare the two Wastewater Utility HVAC systems replacement an emergency due to threatened damage during the winter months and 2) approve the lowest solicited bid for the two HVAC System repairs.

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Mayor

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: \$25,000 - \$50,000 - primary estimate

AMOUNT BUDGETED: -0-

APPROPRIATION REQUIRED: To be determined at meeting

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: Ordinance 51 (Council Rules) permits the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The Mayor has elected to consent to allow for this agenda item to be scheduled directly for Council action pursuant to the authority granted to her in Section 51.26 (b)(8) of Ashland City Ordinances. Due to the potential threatened damage of not having heat in the wastewater treatment plant during the winter months, the Mayor has approved this matter to go directly to Council.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The Wastewater Utility was planning to bid the replacement of the HVAC systems in the spring as part of a larger project that encompasses roof replacements and electrical upgrades. Current failure of the HVAC systems for the pre-treatment building and the UV building (ultra-violet treatment) requires immediate replacement of the HVAC systems due to the threat of damage during the winter season. It may take up to two weeks for the new HVAC systems to arrive after contractor approval.

Wisconsin State Statutes 62.15(1) requires competitive bidding for municipal contracts involving public construction with an estimated cost exceeding \$25,000 and shall be let by contract to the lowest responsible bidder. This process also includes a Class II advertisement for bids.

Under sub. 62.15(1b) of the Wisconsin State Statutes, certain powers are allowed for an emergency as it pertains to public construction:

EXCEPTION AS TO PUBLIC EMERGENCY. The provisions of sub. 62.15(1) and sub. 281.41 are not mandatory for the repair and reconstruction of public facilities when damage or threatened damage thereto creates an emergency, as determined by Resolution of the Board of Public Works or Board of Public Utility Commissioners, in which the public health or welfare of the city is endangered. Whenever the City Council determines by majority vote at a regular or special meeting that an emergency no longer exists, this subsection no longer applies.

As allowed by State Statute 62.15(1b), the City Council is being asked to declare the failed HVAC systems at the Wastewater Utility buildings a threatened emergency and forgo the requirements of Wis. St 62.15(1), and approve the contractor with the lowest solicited bid.

RESOLUTION

No. _____

**APPROVE A RESOLUTION TO DECLARE REPLACING TWO FAILING
WASTEWATER UTILITY HVAC SYSTEMS AN EMERGENCY PER WISCONSIN
STATE STATUTE 62.15(1B), AND APPROVE TO AWARD A CONTRACT TO THE
LOWEST SOLICITED BID**

Whereas, the heating, venting, and air conditioning (HVAC) system has failed at the Wastewater Pretreatment Building and the Wastewater Ultra-Violet (UV) Treatment Building; and,

Whereas, entering the winter season, there is threatened damage at the Wastewater Pretreatment and UV Buildings due to improperly functioning heating systems which has created an emergency in which the public health or welfare of the City is threatened with endangerment; and,

Whereas, under Wisconsin Statute 62.15(1b), the emergency will need to be declared over by the Council once it no longer exists (i.e., the HVAC is functioning.

NOW, THEREFORE, BE IT RESOLVED, that the Common Council for the City of Ashland, Wisconsin hereby agrees that the threatened damage caused by failing HVAC systems at the Wastewater Utility buildings creates an emergency per Wisconsin Statute 62.15(1b) and per City of Ashland Ordinance 194.06(c) which allows in emergencies, the solicitation of contractor bids for the replacement of the two HVAC systems.

PASSED: December 11, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Approve an Ordinance to Amend Chapter 750 (1770), Ashland City Ordinances, Property Maintenance

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development, City Attorney

EXHIBITS:

1. Proposed Draft Ordinance
2. Draft of Ordinance Showing Changes

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The first amendment to remove the penalty of imprisonment for unlawful occupation or use of a structure which has been deemed uninhabitable is per recommendation by the City Attorney. Since this course of action has never been pursued and instead fines can be levied to gain compliance staff concurs that removing the language related to imprisonment is the best course of action.

The second amendment to include language specifying that property maintenance standards for exterior structures apply to both principal and accessory structures is a point of clarification. Since this is not explicitly stated elsewhere in the ordinance staff is requesting this amendment to ensure property owners understand that garages, sheds, etc. also must be maintained in good repair and to have clear verbiage to include in communications with owners.

**ORDINANCE TO AMEND CHAPTER 750 (1770), ASHLAND CITY ORDINANCES,
PROPERTY MAINTENANCE**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 11, 2018, for the purpose of amending the consequences for illegal occupation for a structure and to clarify standards for the exterior of accessory structures in the City of Ashland, by amending Chapter 750, Ashland City Ordinances.

Section I:

Section 750, A, 11, k, Illegal occupation or use of structure, shall be repealed and recreated as follows:

- k. Illegal occupation or use of structure.** Any person who rents, leases, or occupies a structure that has been condemned for human habitation, occupancy, or use under this Ordinance shall be fined not less than five dollars (\$5) nor more than fifty dollars (\$50) per day of violation.

Section II:

Section 750, C, 1, General maintenance of exterior structure, shall be repealed and recreated as follows:

1. **General maintenance of exterior structure.** Every foundation, exterior wall, roof, and other exterior surface of any principal or accessory structure in the City of Ashland shall be maintained and repaired in a workmanlike manner and shall be capable of excluding rodents.

Section III:

Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Councilperson

PASSED: December 11, 2018
PUBLISHED:

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

Ordinance No. _____

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 11, 2018, for the purpose of amending Chapter 750, Ashland City Ordinances.

1. Section 750, A, 11, k Illegal Occupation or Use of Structure:

k. Illegal occupation or use of structure. Any person who rents, leases, or occupies a structure that has been condemned for human habitation, occupancy, or use under this Ordinance shall be fined not less than five dollars (\$5) nor more than fifty dollars (\$50) per day of violation. ~~or imprisoned not more than thirty (30) days for each week of the violation, or both.~~

2. Section 750, C, 1 General Maintenance of Exterior Structure:

1. General maintenance of exterior structure. Every foundation, exterior wall, roof, and other exterior surface ~~of any principal or accessory structure in the City of Ashland~~ shall be maintained and repaired in a workmanlike manner and shall be capable of excluding rodents

4. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

PASSED:

PUBLISHED:

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Approve the 2019 Council and Committee of the Whole Meeting Calendar

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Mayor

EXHIBITS: 1. Proposed 2019 Council and Committee of the Whole Meeting Calendar

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The proposed Council Calendar for 2019 includes consideration of the following dates:

- Council meetings held second and last Tuesdays of the month, per ordinance unless otherwise noted
- Reorganizational meeting in April on the third Tuesday, per Wisconsin Statute
- One retreat tentatively in early May*
- Two budget work sessions tentatively scheduled in October

There are 21 Regular Council Meeting dates noted on the 2019 Proposed Calendar which includes the April 16, 2018 Reorganizational Meeting and the November 12, 2018 Budget Public Hearing Meeting.

*The Proposed Council Retreat date is tentative and may be scheduled to a later date in the spring. This meeting is generally held at a location other than the City Hall Council Chambers and involves the City's Department Heads as well.

The Clerk is requesting approval from Council on the proposed 2018 Council Meeting Calendar.

2019 City Council Meeting Calendar

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

City Council Meetings

21 Regular meetings

Plan Commission Meetings

Budget Worksessions

Oct 3 & 17

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Budget Hearing

Tu Nov 12

Election Dates

Feb 19 & Apr 2

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

City Hall Closed

Council Reorganization Mtng

Tu Apr 16

Proposed Council Retreat

Th May 2

SUBJECT: Approve a Resolution to Designate Public Depositories

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Treasurer

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

Annually the City must designate official public depositories according to Wisconsin State Statute 34.05. The City wishes to use these banks located within the corporate limits of the City of Ashland.

- Associated Bank
- BMO Bank
- Chippewa Valley Bank
- Northern State Bank

The City would also like to use Bremer Bank in Washburn for depositing of public monies and declare them as official public depositories. The City started using Bremer Bank of Washburn as a depository for public funds for the Vaughn Public Library Renovation Fund for depositing of public moneys, proceeds from library fundraisers and donated monies that are designated for other library items. The Bank also provides the City as alternative investing opportunity for investing public funds.

It is recommended that the City also declare the *Wisconsin Local Government Investment Pool* as a public depository because it provides another investment opportunity for short-term cash investing needs. The WLG Investment Pool will be a safe tool for investing when local banks cannot offer the best rates.

The City also wishes to use *Hometown Bank* in Fond du Lac, Wisconsin as a depository for public funds. As part of the collection process, funds collected by LifeQuest are first deposited into Hometown Bank (The City is the account holder) and then deposited into the City's local account.

It is recommended that Council approve the listed depositories for use of holding and investing public funds for the City of Ashland.

RESOLUTION

No. _____

RESOLUTION TO DESIGNATE PUBLIC DEPOSITORIES

WHEREAS, Wisconsin State Statute 34.05 states:

“...the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits subject to limitations of s. 66.0603 (1m), demand deposits or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure repayment of such deposits. A designation of a public depository by the governing board shall be a designation of the public depository for all treasurers of the governing board and for all public depositors for which each treasurer shall act.”; and

WHEREAS, the City of Ashland wishes to use all four banks located within the corporate limits of the City of Ashland (Associated Bank, BMO Harris Bank, Chippewa Valley Bank, Northern State Bank) and Hometown Bank in Fond du Lac, WI, Bremer Bank of Washburn, and Wisconsin Local Government Investment Pool for the depositing of public moneys; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that:

- Associated Bank, Ashland, WI
- BMO Harris Bank, Ashland, WI
- Chippewa Valley Bank, Ashland, WI
- Northern State Bank, Ashland, WI
- Hometown Bank, Fond du Lac, WI
- Bremer Bank, Washburn, WI
- Wisconsin Local Government Investment Pool

are hereby declared to be the official public depositories of the City of Ashland.

PASSED: December 11, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve a Resolution to Designate the Official City Newspaper

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: NA

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

Wisconsin State Statute 985.06 (2) requires cities of the 4th class to designate a newspaper, published in the city, as its official newspaper for publication of Council proceedings and legal notices for the coming year. The Ashland Daily Press has been the City's official newspaper for this purpose.

The Clerk requests that Council approve the Ashland Daily Press to be designated the City of Ashland's official newspaper.

RESOLUTION

No. _____

RESOLUTION TO DESIGNATE THE OFFICIAL CITY NEWSPAPER

WHEREAS, Wisconsin State Statute 985.06 (2) states:

“In cities of the fourth class, the council, at its first meeting or as soon as may be, shall designate one or more newspapers eligible under s. 985.03 and published in the city, if any, otherwise published in the county and having a general circulation in the city, for publication of the council proceedings and as the official city newspaper for the publication of the city’s legal notices for the ensuing year. The council shall fix the price at not to exceed the legal rate for like work”;

WHEREAS, The Daily Press meets all qualifications as established in s. 985.06 (2).

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Ashland hereby designates The Daily Press as the “Official Newspaper” of the City of Ashland for publication of official Council proceedings and legal notices for the ensuing year.

PASSED: December 11, 2018

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve an Ordinance to Repeal Chapter 165 (2017-1900) and Recreate Chapter 165, Ashland City Ordinances, Comprehensive Fee Schedule

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS:

1. Proposed Ordinance
2. Proposed Chapter 165 Comprehensive Fee Schedule 2019

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The attached ordinance amendment incorporates the following changes:

1. Updates to the ambulance fees as recommended by LifeQuest;
2. Addition of Accommodations Tax Permit Application fee;
3. Update of JFK Memorial Airport fees as approved by the Airport Commission;
4. Updated Planning and Development fees as guided by the Building Inspector and informed by Standard Permit Fees in other similar-sized Wisconsin communities;
5. Update of Marina storage rates, and boat launch and slip fees as approved by the Harbor Commission;
6. Increase in cigarette sellers' license and transient merchant fees;
7. Updates to the Parks and Recreation pavilion use, ballfield use, and City parks fees as approved by the Parks and Recreation Committee;
8. Addition of group fee use for Bretting Community Center as approved by the Parks and Recreation

Committee.

All revisions and deletions have been noted within the Proposed Changes.

All changes to the proposed ordinance will take effect on January 1, 2019.

The Clerk has requested Council to approve the revised comprehensive fee schedule.

ORDINANCE TO REPEAL CHAPTER 165 (2016-1864) AND RECREATE CHAPTER 165, ASHLAND CITY ORDINANCES, COMPREHENSIVE FEE SCHEDULE

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 11, 2018, for the purpose of repealing and recreating the Comprehensive Fee schedule.

SECTION 1:

Chapter 165 (2017-1900), and subsequent amendments thereto, shall be repealed upon adoption of this ordinance.

SECTION II:

Create Chapter 165 as follows:

CHAPTER 165. COMPREHENSIVE FEE SCHEDULE.

165.01 Adoption. The City of Ashland “Comprehensive Fee Schedule” is hereby adopted, as authorized by Wisconsin State Statutes. The Fee Schedule is attached to this Chapter as Exhibit 1.

165.02 Public Access. The City of Ashland “Comprehensive Fee Schedule” shall be permanently on file and open to public inspection in the office of the Clerk after its adoption.

SECTION III:

This ordinance shall take effect on January 1, 2019.

PASSED: December 11, 2018
PUBLISHED: _____

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Proposed Changes for 2019 Comprehensive Fee Schedule

ALL CHANGES IN RED

EXHIBIT 1: CITY OF ASHLAND COMPREHENSIVE FEE SCHEDULE

FEE OR CHARGE

Ambulance Fees	Recommended	Resident	Recommended	Non-Resident
Basic Life Support	\$ 850.00	\$ 825.00	\$1000.00	\$ 950.00
Advance Life Support 1	\$ 950.00	\$ 925.00	\$1100.00	\$ 1050.00
Advance Life Support 2	\$1100.00	\$1025.00	\$1250.00	\$ 1150.00
SCT Base Rate	\$1250.00	\$1150.00	\$1350.00	\$ 1250.00
Mileage	\$ 17.00	\$ 16.00	\$ 17.50	\$ 16.50
Oxygen		\$ 75.00		\$ 75.00
Spinal Immobilization		\$ 150.00		\$ 150.00
BLS on Scene Care		\$ 250.00		\$ 250.00
ALS on Scene Care		\$ 700.00		\$ 850.00

Apparatus Fees

Engines		\$ 400.00 per hour
Aerial Apparatus		\$ 550.00 per hour
Tanker		\$ 350.00 per hour
Command Vehicle		\$ 150.00 per hour
Ambulance	\$ 245.00	\$ 225.00 per hour
Ambulance for Local Events	\$ 95.00	\$ 75.00 per hour/per ambulance
*Non-Subscriber Ambulance Fee	\$1957.00	\$1,900.00 per call
Brush Truck		\$ 200.00 per hour
Ice Angel		\$ 400.00 per hour
Snowmobile/Rescue Trailer		\$ 175.00 per hour
Haz Mat Trailer		\$ 300.00 per hour
Extrication Equipment		\$ 150.00 per hour

*A non-subscriber fee will be charged to townships that do not currently have an agreement with the City of Ashland for fire protection and emergency medical services. This amount will be charged on top of the non-resident fees.

Accommodation Tax Permit Application fee \$ 5.00

Airport

Hangar Use		
Daily fee		\$ 25.00 + tax
Monthly fee		\$ 80.00 + tax
Lease		\$.10 per square foot + tax
Parking		\$ 15.00 per month + tax

Dog License

Neutered/Spayed	\$10.00	\$8.00
Unneutered/Unspayed	\$17.00	\$15.00

Cat License

Neutered/Spayed	\$ 8.00	\$6.00
Unneutered/Unspayed	\$13.00	\$11.00

Kennel Fees

First 12 Dogs	\$15.00	\$12.00
Each additional Dog over 12 Dogs	\$ 5.00	\$3.00

NSF Fee

Non-Sufficient Fund (NSF) Fee

\$25.00 per Check

Residential Garbage Collection

48 Gallon Container

\$ 9.50/month

64 Gallon Container

\$14.25/month

96 Gallon Container

\$19.00/month

Burning Permit Fees

Bonfire Permit [978.16(f)]

\$10

Burning for Agricultural Clearing [978.16(c)]

\$50

Burning for Industrial Clearing [978.16(c)]

\$50

Building Permits: All fees shall double if the work requiring a permit is commenced without a permit. Additionally, a \$100 - \$1,000 penalty may be enforced against any person, contractor, company, or agent who commences work on a project which does not have a valid building permit. **All permits, unless otherwise specified, shall be valid for one year (12 months) from the time of issuance.**

A. Residential Construction Permits1. New **UDC** Homes

Plan review fee

\$250

~~\$100.00~~

Building permit/ Inspections

\$250

~~\$200.00~~

Manufactured Home

\$300.00 Custom or Stick Built Home

State Seal

\$ 50

~~\$ 30.00~~

Electrical permit

\$ 75

~~\$ 50.00~~

Plumbing permit

\$ 5.00 per fixture - \$50 minimum

Occupancy permit

\$ 75

~~\$ 50.00~~

2. Alteration/Remodel or Additions (Except siding and roofing projects)

- *Miscellaneous repairs under \$5,000 in labor and materials, which do not involve structural alteration, do not require a permit.*

- *Projects over \$5,000 in labor and materials, ~~within a 12 months period~~, or structural alteration at any cost require a permit.*

\$5.00/\$1,000 ~~for first \$10,000~~ of project cost - Minimum fee is \$25.00~~\$4.00/\$1,000 for next \$10,000 to \$30,000 of project cost~~~~\$3.00/\$1,000 for next \$30,000 to \$50,000 of project cost~~~~\$2.00/\$1,000 for everything over \$50,000 of project cost~~

3. Roofing and Siding Projects (including replacement / repair of roof or siding)

- *Roof or siding projects with material cost under \$1,000 do not require a permit*

Roof projects with material cost over \$1,000 ~~within a 12 months period~~ \$40 ~~\$30.00 flat fee~~Siding projects with material cost over \$1,000 ~~within a 12 months period~~ \$40 ~~\$30.00 flat fee~~

4. Handicapped ramps

No fee with proof of disability but permit is still required

***Materials and labor are considered at market value, as if a paid contractor was installing.**

B. Commercial Construction Permits

(Note: a development permit and site plan review may be required for commercial projects.)

1. New Construction and Additions

- *Does not apply to unfinished storage buildings or airplane hangars*

~~\$0.25~~ ~~\$0.20~~ per square foot- Minimum fee is \$250.00

2. Alterations and Remodeling to existing structure (including handicapped ramps)

- *Certificate of Appropriateness maybe required on designated Historical Structures or within designated Historical Districts*
- *Miscellaneous repairs under \$5,000 in labor and materials, which do not involve structural alteration, do not require a permit. The cost of furniture and removable equipment/fixtures is excluded from project cost.*
- *Projects over \$5,000 in labor and materials ~~within a 12-months period~~, or structural alteration at any cost require a permit.*

\$5.00/\$1,000 for first \$1,000,000 of project cost - Minimum fee is \$50.00
~~\$4.00/\$1,000 for next \$1,000,000 to \$2,000,000 of project cost~~
~~\$3.00/\$1,000 for next \$2,000,000 to \$3,000,000 of project cost over \$1,000,000~~
~~\$2.00/\$1,000 for everything over \$3,000,000 of project cost~~

3. Roofing and Siding Projects (including replacement / repair of roof or siding)

**Roof or siding projects with material cost under \$1000 do not require a permit.*

Roof projects with material cost over \$1000 \$ 50.00

Siding projects with material cost over \$1000 \$ 50.00

4. Warehouse / self-storage / hangars

\$5.00 per 100 square feet - Minimum fee is \$50.00

5. Communication structures/towers

\$2.50 per \$1,000 of project cost – Minimum fee is \$50.00

~~6. Accessory structures under 200 square feet \$25.00 flat fee~~

~~7. Accessory Structures over 200 square feet
 \$5.00 per 100 square feet – Minimum fee is \$25.00~~

~~8. Decks \$25.00 flat fee~~

~~9. Commercial Fences
 Fences up to 50' in length \$ 25.00
 Fences 50' – 200' \$ 50.00
 Fences over 200' \$ 75.00~~

6. Occupancy Permit \$100.00 flat fee
 (Additional fee not required if issued in conjunction with a Building Permit.)

C. Permit Fees Pertaining to All Construction

1. Plumbing Permits
 New plumbing fixtures \$ 5.00 per fixture- \$25.00 Minimum
2. HVAC Permits
 HVAC (New) \$ 75.00 ~~\$25.00~~
 HVAC (Replacement) \$ 50.00 ~~\$25.00~~
 - *Residential HVAC replacement requires no permit if heating type & location of heating system is unchanged.*
 New outdoor furnace \$25.00
3. Electrical Permits
 Establish new service \$ 75.00 ~~\$50.00~~
 - *No permit required for replacement of existing service panel or wiring update.*
4. Renewal of Expired Building Permit 25% of original permit fee

5. Accessory structures under 200 square feet	\$ 25.00 flat fee
6. Accessory structures over 200 square feet	\$ 5.00 per 100 sq ft - \$25 minimum
7. Accessory structures – Storage canopy (of any size)	\$ 25.00
8. Decks	\$ 50.00
9. Fences	
Fences up to 50' in length	\$ 25.00
Fences 50' – 200'	\$ 50.00
Fences over 200'	\$ 75.00

D. Demolition and Moving Permits

1. Moving Permits	
Move small buildings or structures that are (under 600 sq ft)	\$10.00
Move large buildings or structures that are (over 600 square feet)	\$50.00
2. Demolition Permits	
Demolitions up to 600 square feet	\$ 15.00 \$10.00–
Demolitions over 600 square feet	
\$5.00/\$1,000 for first \$1,000,000 of project cost - Minimum fee is	\$30.00 \$25.00
\$4.00/\$1,000 for next \$1,000,000 to \$2,000,000 of project cost	
\$3.00/\$1,000 for next \$2,000,000 to \$3,000,000 of project cost	
\$2.00/\$1,000 for everything over \$3,000,000 of project cost	

E. Miscellaneous Permits

1. Early Start Permit (for footings and foundation)	
Residential	\$ 25.00
Commercial	\$100.00
2. Certificate of Appropriateness	No Fee
* Building Inspection Permit Fees are refundable if the permit is not issued.	

Planning, Zoning & Development Fees: All fees shall double if the work requiring a permit is commenced without a permit.

A. Development Permit Applications (i.e., Change of Use, Bed & Breakfast Establishment & Fill Permits)	\$ 75.00
B. Site Plan Review Applications:	
1. New Development less than 10,000 5,000 square feet	\$150.00
Review Fee for Amended Site Plan that requires Plan Commission review	\$ 75.00
Review fee for Amended/Revised Plan Set that requires City staff review	\$ 25.00
Review Fee for Amended/Revised Plan (independent of complete plan set) such as the Site Plan, Landscaping Plan, Utility Plan etc. Each plan requires a separate fee	\$ 35.00
New Development between 5,000 square feet & 1 acre	\$250.00
Review Fee for Amended Site Plan that requires Plan Commission Review	\$125.00

Review fee for Amended/Revised Plan Set that requires only City Staff Review (not Plan Commission)		\$ 50.00
Review Fee for each Amended/Revised Plan (independent of complete plan set) such as the Site Plan, Landscaping Plan, Utility Plan, etc. Each plan requires a separate fee.		\$ 75.00
2. New Development between 1 acre & 10 acres greater than 10,000 sq ft		\$350.00
Review fee for amended site plan that requires plan commission review		\$175.00
Review fee for amended/revised plan set that requires only city staff review (not plan commission)		\$ 75.00
Review fee for each amended/revised plan (independent of complete plan set) such as the site plan, landscaping plan, utility plan, etc. Each plan requires a separate fee.		\$100.00
3. New Development with more than 10 acres		\$500.00
Review fee for amended site plan that requires plan commission review		\$250.00
Review fee for amended/revised plan set that requires only city staff review (not Plan Commission)		\$100.00
Review fee for each amended/revised plan (independent of complete plan set) such as the site plan, landscaping plan, utility plan, etc. Each plan requires a separate fee.		\$150.00
C. If engineering services are required as part of the site plan review, the following fees apply to land disturbances greater than 10,000 square feet		
Erosion Control	\$100	\$ 75.00
Storm Water Management Plan Review	\$100	\$ 75.00
D. Conditional Use Permit Applications (Class I 2 Public Hearing Notice)		\$200.00
Republication Fee		\$ 50.00
E. Map (rezoning) and/or Text Amendment to Unified Development Ordinance Applications (Class II Public Hearing Notice)		\$200.00
Republication Fee		\$100.00
F. Variance and Appeal Request Applications (Class I Public Hearing Notice)		\$500.00
Republication Fee		\$100.00
G. Comprehensive Plan Amendment Applications		\$500.00
H. Right-of-Way Vacation / Discontinuance Applications (Class III Notice)		
Alley Vacation / Discontinuance Application		\$250.00
Street Vacation / Discontinuance Application		\$500.00
Republication Fee		\$150.00
I. Sale Price of Vacated / Discontinued City Right-of-Way		\$ 0.25 / sq. ft.
J. Land Transfers		
Public Notification Fee for Request to Purchase City Owned Property		\$150.00

Republication Fee	\$100.00
Down Payment for Request to Purchase City Owned Property	\$500.00
K. Request to Name or Rename Public Improvements	
Public Notification Fee for Request	\$150.00
Republication Fee	\$100.00
L. Special Planning Commission Meetings (requested by applicant)	\$400.00
M. Application for Certified Survey Map Review	\$ 50.00
1. Preliminary CSM Review	
Fee for first (one) lot	\$50.00
Fee for each lot in excess of one	\$10.00
2. Final CSM review fee (for corrections to preliminary map)	\$25.00
N. Application for Plat Map/ Subdivision Plat Review	
1. Preliminary Plat Review	
Principle Fee	\$150.00
Fee for each lot in excess of one	\$ 25.00
2. Final Plat Review	
Principle Fee	\$ 75.00
Fee for each lot in excess of one	\$ 5.00
O. Application for Planned Unit Development (PUD) Review	
1. General Development Plan (PUD-GDP)	
Principle Fee	\$150.00
Fee for each lot in excess of one	\$ 25.00
2. Specific Implementation Plan (PUD-SIP)	
Principle Fee	\$ 75.00
Fee for each lot in excess of one	\$ 5.00
P. Three Year Keeping of Animal Permit (i.e. Chickens, Rabbits, Beekeeping)	\$ 20.00
Q. Public Art Permit Application (i.e. Murals)	\$ 50.00
R. Sign Permits & Applications	
1. Permanent Signs	\$ 50.00
2. Permanent Electrically or Mechanically Energized Animated Sign (i.e. message boards) and Joint/Area Identification Sign Application	\$ 50.00
3. Temporary Sign Permit	\$ 10.00
4. A \$50 - \$500 penalty may be enforced against any person, contractor, company, or agent who commences installation or modification of a sign which does not have a valid sign permit.	
S. Billboard Licenses	
1. Per sign annual fee	\$50.00
2. License transfer fee	\$10.00
3. A \$50 - \$500 penalty may be enforced against any person, contractor, company, or agent who commences install of a billboard which does not have a valid billboard license.	

T. Assessment Record Copy Fee	
1. Self service copy or print (fee per page)	\$1.00
2. Full service copy or print (fee per page)	\$2.50
U. Comprehensive Plan Purchase	\$44.00
(Plan is available in a PDF format on the City's website; no fee charged)	
V. Unified Development Ordinance Purchase	
Unbound	\$20.00
Bound & Divided in Three-ring Binder	\$25.00
Digital Copy (on a CD)	\$15.00
(U.D.O. is available on the City's website; no fee charged)	
W. Community Survey Results Purchase	\$10.00
(Results are available in a PDF format on the City's website; no fee charged)	
X. Revocable Occupancy Permit	\$50.00
Y. Formal Zoning Determination	\$25.00
Z. Residential Rental Registration Fee	
Registration fee per building	\$10.00
AA. Mobile tower siting fees	
Class 2 colocation permit	\$500.00
New construction or substantial modification	\$3,000.00
BB. Weights and Measures Based on WI DSPS Census fee of estimate number of devices	
Current estimate per device	\$10.00

* Planning, Zoning and Development Permit and License Fees are refundable if the permit is not issued. The Application Fees and Republication Fees are nonrefundable.

FAXES – SENDING AND RECEIVING (sales tax included)

1 st Page	\$2.00
Each Additional Page	\$1.00/each

PRINTING AND COPYING FEES (sales tax included)

Black & White Copies/ Prints

8.5" x 11" Single-Sided Copy	\$0.20
8.5" x 11" Double-Sided Copy	\$0.30
8.5" x 14" Single-Sided Copy	\$0.30
11" x 17" Single-Sided Copy	\$0.40
11" x 17" Double-Sided Copy	\$0.60

Color Prints

8.5" x 11" Single-Sided Print	\$1.00
8.5" x 14" Single-Sided Print	\$1.50
11" x 17" Single-Sided Print	\$2.00
24" x 36" Single-Sided Print	\$9.00

<u>Computer Disc</u> (CD/DVD) or electronic file preparation (data, maps, exhibits)	\$15.00/each
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<u>Preparation Time</u> (Research, Reformatting, Plotting and Organization of Data)	
First half hour is free, thereafter:	\$17.50/half hour

Map/Exhibit Plotting or Printing Fee

8.5 x 11 (color)	\$ 2.00/first page \$1.00/each thereafter
8.5 x 11 (black and white)	\$ 1.00/first page \$.50/each thereafter
8.5 x 14 (color)	\$ 2.00 first page \$1.25/each thereafter
8.5 x 14 (black and white)	\$ 1.00/first page \$0.75/each thereafter
11 x 17	\$ 2.00 each
24 x 36	\$10.00/each
36 x 42	\$12.00/each
Large or custom sizes	\$ 1.50/sq ft
Premium Paper (Heavy Weight Glossy or Satin)	\$ 3.00/sq ft

PUBLIC WORKS SPECIAL CHARGES

Permanent Right-of-Way Application/Inspection Fees \$150.00*
*All Right-of-Way fees shall quadruple if the work requiring a permit is commenced without a permit unless approved as an emergency as defined in 501.02(g).

Temporary Obstructions on Sidewalk Application/Inspection Fees	\$30.00
Temporary Obstructions on Highways Application/Inspection Fees	\$30.00
Revocable Occupancy Application/Inspection Fees	\$50.00
Public Utility Right-of-way User Registration/Application	\$150.00
Administrative Fee for Invoicing	\$15.00 per invoice
Storage Fee per Ordinance 501 (tax included)	\$10.00 per day, per item stored
After Hours Inspection (After Hours is considered any time of day between 3 p.m. and 7 a.m. M-F and Saturday and Sunday)	\$100.00

*Overnight Parking Lots A, B, C, D, E (tax included) \$25.00 per month for month-to-month Lease
\$20.00 per month for yearly lease

*Overnight parking leases will only be available to those who verify necessity as determined by the City. Vehicle must have a current lease parking permit as established in 601.04(c) of the Ashland City Ordinances.

Spring Clean-up Event

Minimum Charge	\$10.00
Per Car Load	\$10.00
Per Pick-up or Small Trailer Load	\$10.00
Per Large Trailer Load	\$30.00

Marina Rates – Subject to State and Local Sales Tax

Slip Rates

\$50 per boat foot ~~with a minimum 22' fee~~ for full service slips

~~\$825~~ **\$850** flat rate for boat maximum 22' - **NO Electricity**

~~\$1050~~ **\$1075** flat 23' – 29';
~~\$1275~~ **\$1300** flat 30' – 36';
~~\$1500~~ **\$1525** flat 37' – 43';
~~\$1725~~ **\$1750** flat 44' – 50';
~~\$1950~~ **\$1975** flat 51' – 57'

\$50 per foot for Charters, Taxis, and any other boat for hire

\$150 surcharge on single slips (**no minimum service in single slips**)

Storage Rates

\$15 per boat foot for summer/winter storage if on a trailer or stand
~~\$18~~ **\$20** per boat foot for **Non-Tenant** summer/winter storage if on a trailer or stand

\$75 Trailer or cradle storage **\$150 Non-Tenant** trailer storage
\$40 stand storage summer/winter **\$ 40/ea.** Stand rental

Miscellaneous

\$5 for Pump Outs < 32' boat **\$10** for Pump Outs > 32' boat
~~\$70/hr~~ **\$80/hr** Service/Repair

Travel Lift

Travel Lift: Lift boat and/or splash - **\$9.00** per foot Non Tenant - **\$10.00** per foot

Hold Boat in Sling: **\$50**

Use of power washer for Tenants: 15 min free >15 min **\$10.00** "1/2 hour limit"

Use of Power Washer for Non Tenants: **\$25** "1/2 hr limit"

Transient Slip Rates

Daily: Breakwall **\$2** Slips **\$1/ft.**, minimum 25' for A, B, & C Docks

Daily Commercial: **\$2.00/ft.**

Weekly (7 Days): Slips: **\$1/ft.** min 24' (1 Free Night) A, B & C Docks

Monthly: Breakwall & Slips

\$450 25' Max
~~\$475~~ **\$500** 30' Max
~~\$500~~ **\$550** 35' Max
~~\$525~~ **\$600** 40' Max
~~\$550~~ **\$650** 45' Max
~~\$575~~ **\$700** 50' Max
~~\$600~~ **\$750** 55' Max
~~\$625~~ **\$800** 60' Max

Boat Launch

Annual Boat Launch Fees: **\$ 45.00 + tax = \$47.48 \$50 (includes tax)**
Senior Rate (65+), Military and Disabled: **\$ -35.00 + tax = \$36.93 \$40 (includes tax)**

Daily Boat Launch:	\$ 5.00
Daily Commercial Boat Launch (excluding fishing guides)	\$150.00
Daily Parking:	\$ 5.00
Overnight Parking:	\$ 5.00
RV Overflow Parking @ Sunset Launch or Hot Pond	\$ 25.00/night

Special Assessment Rates

Sidewalk Special Assessment Rates	40% of the Unit Rate
Special Assessment Letter (7 day service) Prepaid by Requestor	\$10.00
Special Assessment Letter (7 day service) Billed to Requestor	\$15.00
Special Assessment Letter (1 day service) Prepaid by Requestor	\$25.00
Special Assessment Letter (1 day service) Billed to Requestor	\$35.00

Wastewater Lab Fees

Laboratory Analysis for Each Unit

Coliform Bacteria Total	\$25.00
Coliform Bacteria Most Probable Number (MPN)	\$25.00
Coliform Bacteria Standard Plate Count (SPC)	\$25.00
Fecal Coliform Membrane Filter (MF)	\$25.00
E. Coli Bacteria Total	\$20.00
E. Coli Bacteria Most Probable Number (MPN)	\$25.00
Nitrate/Nitrite 3 Day	\$20.00
Nitrate/Nitrite RUSH 1 day	\$40.00
Biological Oxygen Demand (BOD)	\$40.00
Total Suspended Solids (TSS)	\$20.00
Phosphorus Total	\$15.00
pH	\$ 7.00
Temperature	\$ 4.00
Conductivity	\$ 8.00
Fluoride	\$20.00
Sanitary Sewer Service Charges as stated in Chapter 711, Ashland City Ordinances, Appendix A	

City Clerk Fees

Council Packet	\$10.00
Committee of the Whole Packet	\$ 5.00
Planning Commission Packet	\$ 5.00
Budget Book	\$25.00

Miscellaneous License Fees

Arcade License	\$ 25.00
Mobile Home Park License	\$ 2.00/each space
Pawnbroker License	\$210.00
Recycling Junk Dealer License	\$ 50.00
Cigarette and Tobacco License	\$75.00 \$ 50.00
Jukebox License	\$ 15.00/each machine
Coin Operated Game	\$ 20.00/each machine
Duplicate Coin Operated License	\$ 5.00/per license
Mobile Concession Street Vendor	\$ 50.00
Taxicab License	\$ 25.00/per vehicle
Taxicab License Transfer	\$ 25.00/per vehicle
Operator's License	\$ 20.00 (one year)
Operator's License	\$ 30.00 (two year)

Duplicate License (other than coin)	\$ 10.00/per license
Change of Agent	\$ 10.00
Publication Fee Per Liquor License	\$ 40.00
Transient Merchant/Solicitor	\$40.00 \$25.00 1 st day; \$5 each additional day

Special Meeting of 3rd Party

Council	\$900.00
Committee of the Whole	\$600.00

Public Records Requests

Requestor shall be charged a fee to defray the cost of locating and copying records in accordance with Ordinance 133. A deposit may be required prior to completing any request.

SVRS Data (includes sales tax)

SVRS Data Requests	\$25 + \$5 per 1000 voter records (\$5 for up to the first thousand, and then rounded to the nearest thousand thereafter)
Printed Data from SVRS	additional \$0.20 per single-sided page or \$0.30 for double-sided page, plus the cost of postage and shipping

Parks and Recreation Fees

Reservation of City Open/Green Spaces (requires \$100 refundable security deposit)	\$20.00 \$15.00 + tax
Reservation of the Ore Dock (requires \$100 refundable security deposit)	\$50.00 \$35.00 + tax
Reservation of the Central Railyard Concessions Building (requires \$100 refundable security deposit)	\$50.00 + tax
Non-Profit Park Reservation (requires \$100 refundable security deposit)	\$15.00 + tax (or community service)
Pavilion Reservation Rental	
Large facility: Bayview, Prentice Large Pavillion, Kreher, Maslowski	\$45.00 + tax
Small facility: Prentice Park Small Pavillion (requires \$100 refundable security deposit)	\$35.00 + tax
Rate for 1-50 People	\$35.00 plus tax
Rate for 50-100 People	\$40.00 plus tax
Rate for 101 + People	\$50.00 plus tax
Dumping Fee (suggested donation)	\$5.00/daily fee
Residential yearly fee	\$20.00
Ballfield Usage Fee	\$100.00 \$20.00/Team/league /league (or relevant community service)
Business in City Parks Daily Fee**	\$ 10.00 (includes + sales tax)
Business in City Parks Weekly Fee**	\$ 20.00 (includes + sales tax)
Business in City Parks Monthly Fee**	\$ 60.00 (includes + sales tax)
Business in City Parks Yearly Fee**	\$120.00 \$500.00 (includes + sales tax)
Special Event Fee** (requires \$100 refundable security deposit)	\$50.00 plus tax

Bretting Community Center Fees

BCC Daily Entry Fee	\$1.00
BCC Yearly Membership:	
Individual	\$25.00
Family	\$60.00
BCC (Game Room and Gym) Rental (includes sales tax)	
<u><i>During Business Hours</i></u>	
First Hour	\$75.00
Each Additional Hour	\$50.00
Half Hour	\$25.00
<u><i>During Non-business Hours</i></u>	
First Hour	\$50.00
Each Additional Hour	\$30.00
Half Hour	\$15.00
BCC (Game Room or Gym) Ashland Community Organization/Group Fee*	\$10.00/Class
<u>Daily Camping Rates (includes sales tax)</u>	
Kreher Park	\$30.00
Prentice Park	\$30.00
Prentice Park Tent	\$17.00
<u>Weekly Camping Rates (includes sales tax)</u>	
Kreher Park	\$180.00
Prentice Park	\$180.00
Prentice Park Tent	\$100.00
<u>Monthly Camping Rates (includes sales tax)</u>	
Kreher Park	\$690.00
Prentice Park	\$690.00
<u>Spring Special Event Camping Rates (includes sales tax)</u>	
Bayview Park parking lot Camping/Overnight Parking:	
Daily Rate	\$15.00
Weekly (6 nights + 1 night fee)	\$90.00
Hot Pond Camping/Overnight Parking:	
Daily Rate	\$10.00
Weekly Rate (6 nights + 1 night free)	\$60.00

* The BCC Community Fee was created for Ashland groups such as baseball, basketball, karate, Zumba and others who wish to use the gym or game room, are not a program run by APR, and are charging little to no fee for their participants to participate in the activity.

** The Business in the Parks fee has been established for private businesses making profit from doing business in City Parks. The Parks and Recreation Committee is working on the final draft of this policy.

*** Special Event Fee is a fee charged to organizations hosting a special event in/on City property. Events include, but are not limited to, parades, festivals, car shows, etc. Organizations may be charged additional fees for labor, equipment and supplies needed from the City Work Crew to assist in the set up and take down of events.

SUBJECT: Approve 2019 Property Insurance Carrier and Renewal Quote, and 2019 General Liability, Linebacker, Law Enforcement Liability, Data Compromise, Government Crime/Fidelity ISO, Business Auto, Workers Compensation, and Commercial Umbrella Insurance Carrier and Renewal Quote

RECOMMENDATION: As Recommended by Staff

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Administrator, Finance Director

EXHIBITS:

EXPENDITURES REQUIRED: Property \$ 73,855
General Liability \$273,707

Total \$347,562

AMOUNT BUDGETED: \$396,313 Budgeted for 2019 as Approved by Council

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: The Treasurer's Office has certified that the provisions of Ordinance 923 have been complied with.

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the mayor and/or clerk to schedule items directly for Council action when a timely decision is needed by the City. The City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The City of Ashland has been provided property insurance by Municipal Property Insurance Company (MPIC) and general liability, linebacker, law enforcement liability, data compromise, government crime/fidelity ISO, business auto, workers compensation and commercial umbrella insurance (general liability) by EMC Insurance through Great Lakes Insurance Agency.

There were changes within MPIC regarding the Pier and Wharf endorsement premium causing this line to increase from \$3,531 to \$51,176, thereby

increasing the total premium for property insurance from \$58,840 to \$110,669. After consideration of multiple options through MPIC, EMC, and Travelers Insurance, it was determined to continue with MPIC with a change of the deductible for the Pier and Wharf endorsement from \$1000/10% to \$50,000/25%, reducing the premium to \$21,933 and continuing with full coverage on all properties at the best rate. The final premium for MPIC Property Insurance figures to be \$73,855, an increase of \$15,015 from 2018.

The premium increase with MPIC was compensated by EMC's ability to decrease their base premium, and offer a 20% dividend to result in an approximate \$40,000 return to the City to bring the total under the budgeted and Council approved amount.

It is recommended Council approve the General Liability policy with EMC Insurance Company, the Property Insurance policy with MPIC for a combined premium of \$396,313.

SUBJECT: Approve the State Municipal Agreement (SMA) for WisDOT Transportation Alternatives Program (TAP) for the City of Ashland, Ashland Rails to Trails System (ARTS) Improvements

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator, Public Works Director, Parks & Rec Director

EXHIBITS:

1. B-TRAIL CONSTRUCTION ESTIMATE
2. C- TRAIL RESURFACING PROOJECT-ALL ONE MAP

EXPENDITURES REQUIRED: \$906,565 Current Engineers Estimate

AMOUNT BUDGETED:

\$720,000 WI DOT TAP Grant
\$ 25,000 Anonymous Donation

\$745,000 Total

APPROPRIATION REQUIRED: \$161,565 City Match

anticipating split between Fund 453 Waterfront Development and Fund 481 Parks Improvements

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: INSERT ITEM RECOMMENDATION

SUMMARY STATEMENT:

The City of Ashland has been awarded a WisDOT Transportation Alternatives Project (TAP) grant to resurface and replace the City's existing multi-use trail and Ashland Rails to Trails Systems (ARTS). Based on available funding and under the recommendation of the WisDOT staff, City staff has amended the original scope of the project to remove the State Highway 112 bike lanes and the Bay City Creek Trail creation. The City will seek alternative funding for these projects. The Common Council approved the acceptance of the TAP grant award at the September 25, 2018, meeting.

TRAIL OVERLAY & REPLACEMENT PROJECT					
CITY OF ASHLAND, WI					
TOTAL LENGTH 38000 FEET					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENSION
203.0100	REMOVING SMALL PIPE CULVERTS	EACH	10	\$300.00	\$3,000.00
204.0110	REMOVING ASPHALTIC PAVEMENT	SY	1500	\$4.00	\$6,000.00
205.0100	COMMON EXCAVATION	C.Y.	500	\$16.00	\$8,000.00
305.0100	DENSE GRADED BASE 3/4" (TRAIL)	TON	515	\$22.00	\$11,330.00
305.0200	DENSE GRADED BASE 3/4" (SHOULDERS)	TON	3800	\$23.00	\$87,400.00
465.0105	ASPHALTIC SURFACE	TON	5420	\$115.00	\$623,300.00
521.1012	STEEL APRON ENDWALLS FOR CULVERT PIPE - 12-IN	EACH	20	\$200.00	\$4,000.00
530.0112	CULVERT PIPE CORRUGATED POLY. 12-INCH	LF	200	\$35.00	\$7,000.00
602.0505	CURB RAMP DETECTABLE WARMING FIELD (YELLOW)	S.F.	320	\$45.00	\$14,400.00
602.0605	CONCRETE APPROACHES 6-INCH	S.F.	1000	\$10.00	\$10,000.00
606.0100	RIPRAP LIGHT	C.Y.	100	\$70.00	\$7,000.00
619.1000	MOBILIZATION	L.S.	1	\$7,000.00	\$7,000.00
634.0612	POSTS WOOD 6X6-INCH (12 FEET)	EACH	52	\$125.00	\$6,500.00
634.0814	POSTS TUBULAR STEEL 2X2INCH (14 FEET)	EACH	52	\$160.00	\$8,320.00
637.0202	SIGNS REFLECTIVE TYPE II	SF	600	\$18.50	\$11,100.00
643.0100	TRAFFIC CONTROL (PROJECT)	EACH	1	\$2,000.00	\$2,000.00
646.0116	PAVEMENT MARKING EPOXY 6-INCH (WHITE)	LF	1600	\$3.00	\$4,800.00
690.0150	SAWING EXISTING PAVEMENT	L.F.	1000	\$3.00	\$3,000.00
A. TOTAL ESTIMATED CONSTRUCTION COST					\$824,150.00
B. ENGINEERING, ADMIN., PERMITS, & INPSECTION (10%)					\$82,415.00
TOTAL A+B					\$906,565.00



DRAWN BY: <u>DPM</u> DATE: <u>10/17/2018</u>	REVISION NO.	DATE		THIS PLAN/MAP AND THE CORRESPONDING CAD DRAFTING FILE ARE GRAPHIC REPRESENTATIONS OF THE PROJECT FEATURES COMPILED FROM THE BEST AVAILABLE INFORMATION. ANY USE OR REUSE OF THIS INFORMATION FOR PURPOSES OTHER THAN THE ORIGINAL PROJECT IS DONE AT THE SOLE RISK OF THOSE PERFORMING THE USE OR REUSE. ANYONE USING THIS INFORMATION ON SUBSEQUENT PROJECTS SHALL ASSUME TOTAL RESPONSIBILITY FOR THE USE.	 City of Ashland Department of Public Works Engineering Division	WATERFRONT TRAIL AND 5TH ST. CORRIDOR TRAIL TRAIL RESURFACING AND REPLACEMENT PROJECT
CHECKED BY: _____ DATE: _____						
APPROVED BY: _____ DATE: _____						