Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Monday, October 21, 2019
6:00 p.m.
Council Chambers of City Hall, 505 Third Street

1. Call to Order
2. Discussion and Possible Action on Minutes from October 7, 2019.
3. Discussion and Possible Action on Claims in the amount of $1,869,299.85
4. Discussion and Possible Action on Approving the Operator License applications submitted by Arrayan Young (Pending SafeServ Certificate).
5. Discussion and Possible Action on the 2020 Budget Review
6. Items for Future Agendas
7. Adjournment

Rich O'Connor, Mayor

Posted in City Hall lobbies and emailed to Hudson Star Observer on October 18, 2019. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Tuesday, October 7, 2019

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:31 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Bill Alms, Joyce Hall, and Randy Morrissette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick, Alison Egger, Jim Webber, Michael Mroz, Jennifer Rogers, Geoff Willems, Scott St. Martin, Sarah Atkins Hoggatt, Kip Peters, Bryan Watson and others.

MINUTES: MOTION by Hall, second by Alms, to approve the minutes of the September 16, 2019 Finance Committee meeting. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Hall, second by Alms, to recommend the payment of the following claims:

COUNCIL CLAIMS – September 16, 2019

Fund		A/P Amounts	P/R Amounts	Totals
100	General	584,414.91	262,702.70	847,117.61
225	Impact Collection	3,792.64		3,792.64
416	TID 1-6	9,913.61		9,913.61
450	Capital Projects	36.25		36.25
451	2017 & 2018 Cap Projects	13,309.59		13,309.59
452	2019 & 2020 Cap Projects	265,866.19		265,866.19
620	Parking	7,414.86	3,170.18	10,585.04
630	Ambulance	11,702.53	72,501.00	84,203.53
640	Storm Sewer	15,273.15	2,732.78	18,005.93
	Totals	**911,723.73**	**341,106.66**	**1,252,830.39**

Ayes (4). MOTION CARRIED.

OPERATOR LICENSES: MOTION by Hall, second by Alms to recommend approval of the issuance of (7) Operator Licenses for the period of October 8, 2019 to June 30, 2021 to: Lynn Cadwell, Juan Campos, Tracy Chase, Claire Luedtke, Ashley Prellwitz (Pending SafeServe Certificate), David Yeager, and Sara Vande Vrede, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

ST. CROIX SAILING SCHOOL: MOTION by Hall, second by Alms to recommend approval of the lease agreement with St. Croix Sailing School for the use of park property at 18 Buckeye Street. Ayes (4). MOTION CARRIED.

BOAT LAUNCH IMPROVEMENTS: MOTION by Hall, second by Morrissette to authorize city staff to proceed with the Request for Proposal for the Boat Launch Improvements. Ayes (4). MOTION CARRIED.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Tuesday, October 7, 2019

BALLFIELDS AT GRANDVIEW PARK: MOTION by Alms, second by Hall to recommend approval of the use of Grandview Park Improvement Funds for upgrades to the ballfields at Grandview Park. Ayes (4). MOTION CARRIED.

TAX COLLECTION AGREEMENT WITH ST CROIX COUNTY: MOTION by Morrissette, second by Hall to approve the tax collection agreement with St. Croix County for the 2019 tax year. Ayes (4). MOTION CARRIED.

DIESEL DOG COMPANIES: MOTION by Alms, second by Hall to approve the fuel bid award to Diesel Dog Companies. Ayes (4). MOTION CARRIED.

FUTURE AGENDA ITEMS: NONE

ADJOURNMENT: MOTION by Hall, second by Alms, to adjourn at 6:40 p.m.
Ayes (4). MOTION CARRIED.

Alison Egger
Finance Director

CITY OF HUDSON

SUBMITTED TO: Finance Committee
DATE: October 21, 2019
SUBMITTED BY: Kathy Edwards, Accountant

COUNCIL CLAIMS - October 21, 2019				
Fund		**A/P Amounts**	**P/R Amounts**	**Totals**
100	General	109,315.33	112,294.89	221,610.22
235	Room Tax & Comm Subs	1,000.00		1,000.00
280	Parking	5,839.50		5,839.50
290	Police Donations	147.82		147.82
310	Debt Services	832,730.00		832,730.00
416	Tid 1-6	8,062.94		8,062.94
451	2017 & 2018 Cap Projects	15,000.00		15,000.00
452	2019 & 2020 Cap Projects	768,106.98		768,106.98
620	Parking	2,247.16	1,598.14	3,845.30
630	Ambulance	8,887.61	755.71	9,643.32
640	Storm Sewer	1,485.99	1,827.78	3,313.77
				0.00
	Totals	**$1,752,823.33**	**$116,476.52**	**$1,869,299.85**

SUBMITTED TO: Finance/Common Council
DATE: October 21, 2019
SUBMITTED BY: Karen Duchow, Deputy Clerk
REGARDING: Application(s) for Operator Licenses

ISSUE:
Applications for Operator Licenses are on file in the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:
Approve the issuance for 1 new Regular Operator Licenses for the period of October 22, 2019 to June 30, 2021 to the following applicant:

Arrayan Young – Pending SafeServ Certificate

CITY OF HUDSON

2020 BUDGET INFORMATION

CITY OF
HUDSON

SUBMITTED TO: Finance Committee
DATE: October 21, 2019
SUBMITTED BY: Aaron S. Reeves, City Administrator
REGARDING: 2020 Proposed Budget

Attached are a number of documents related to the proposed 2020 budget. A quick summary is that the current budget proposes a 4% tax levy increase which would equate to a 1.21% increase in the Mill Rate to $5.42003. The City experienced continued strong growth adding $45,160,500 in Assessed Valuation over the past year. The estimated CPI increase for 2020 is around 2%. I will detail the major changes for the Operating Budget and Debt Fund below.

Operating Budget and Levy

The proposed operating expenditures for 2020 increases by 3.25%. The major increases in the operating budget are:

- Inclusion of new City Engineer.
- A proposed increase in salary for the Accountant position related to increased HR work. This is still under review as I work through the various HR tasks and who will be doing what but I included $10,000 in the budget to allow room for an adjustment. This will be brought to the Council for discussion and possible approval once my review is complete.
- $94,261 for a new GIS position that will be shared between numerous City Departments. The actually levy impact for this position is $30,164. The rest of the expense will be paid out of Utility funds.
- $35,000 for a Police Department Community Services Officer.
- $15,000 for a Police Department Dive Team.
- $4,660 moving Community Development Administrative Assistant to Executive Assistant.
- $6,450 pay increase to the Fire Chief for assuming the Emergency Manager Duties. The former EMS Director was paid this amount for these duties and the Fire Chief assumed that he would be paid this as well when he assumed the duties but I cannot find any record that this was approved by the Council so I'm including in the budget for further discussion.
- Almost $100,000 increase in the Fire Budget. A portion of this is because the Department will have two buildings for roughly 6 months of the year while the construction of the new facility is completed as well as having a new facility almost three times the size of the current one.
- $25,000 increase in Ice Control Chemicals based on the State Salt Contract.

- 2% COLA increase to all non-union employees.
- 5% increase in Health Insurance costs.
- An estimated 5% increase in all other City insurance costs. This is just an estimate at this time. The City is getting competitive quotes on our insurance coverage and hope to have this estimate come down prior to final adoption of the 2020 budget.

While the Operating Budget is increasing by 3.25% the property tax levy for the operating budget only increased by 1.64%. This is based on a number of items:

- The City is not levying for EMS operations saving $236,300.
- The new City Engineer is included in the operating budget as an expense but the City is anticipating that we will be billing out a majority of his salary to outside parties.
- The City will transfer in $32,687 from the EMS fund to help cover our continuing personnel costs related to closing out the EMS service. This will not be done in the 2021 budget.

Not included in the proposed 2020 Operating budget is a new Police Officer requested by the PD for a total cost of $95,437. If the Finance Committee wishes to include this position it can be added to the budget.

Also not included is the National League of Cities membership for $1,500. If the Finance Committee wishes to include this I can add it to the budget but in my opinion the membership is really only beneficial if the Council takes advantage of attending either their annual NLC Summit or Legislative Days. To do this I would recommend adding at least $6,000 to the Mayor & Council budget to pay for the conference attendance by a few Council members each year.

Debt Service Levy

The Debt Service levy increased by 10.49%. This is based on the issuance of $5,960,000 of G.O. Bonds in 2019 for the construction of a new Fire Hall and other smaller projects along with $2,200,000 G.O. Note to fund the 2019-2020 CIP projects.

The Department Heads have worked hard to provide a budget that will meet the needs of the citizens of Hudson in a cost effective manner. Staff looks forward to discussing the proposed 2020 budget with the Finance Committee and receiving their input on any necessary changes.

2020 GENERAL FUND BUDGET
LEVY CALCULATION

	2019 Levy for 2020 Budget	2018 Levy for 2019 Budget	Impact on Levy	%
Total Operating Expenditures	$ 10,050,176	$ 9,734,210	$ 315,966	3.25%
Less Non-Property Tax Revenue	$ (3,458,067)	$ (3,194,514)	$ (263,553)	8.25%
Less Transfers In from Other Funds	$ (48,670)	$ (101,672)	$ 53,002	-52.13%
Property Tax Levy for Operations	**$ 6,543,439**	**$ 6,438,025**	**$ 105,414**	**1.64%**
Property Tax Levy for Debt	$ 2,586,959	$ 2,341,400	$ 245,559	10.49%
Total Levy	**$ 9,130,398**	**$ 8,779,425**	**$ 350,973**	**4.00%**
Assessed Valuation (Adjusted for TID)	$ 1,669,393,029	$ 1,626,005,880		**2.67%**
Proposed Mill Rate	**$ 5.46929**	**$ 5.39938**	**$ 0.06991**	**1.29%**

	2019 Mill Rate for 2020 Operations	2018 Mill Rate for 2019 Operations	Net Effect on Mill Rate	%
Property Tax Mill Rate for Operations	$ 3.91965	$ 3.95941	$ (0.03976)	-1.00%
Property Tax Mill Rate for Debt	$ 1.54964	$ 1.43997	$ 0.10967	7.62%
Property Tax Total Mill Rate	**$ 5.46929**	**$ 5.39938**	**$ 0.06991**	**1.29%**

ASSESSED VALUATION ADJUSTMENT CALCULATION

	2019 Levy for 2020 Budget	2018 Levy for 2019 Budget
Municipal Debt Limit - TID Out	$ 2,108,618,200	$ 1,894,670,100
Ratio of Statement fo Changes in TID Value	79.17%	85.82%
Adjusted Assessed Value	$ 1,669,393,029	$ 1,626,005,880

2019 GENERAL FUND BUDGET
LEVY CALCULATION

	2018 Levy for 2019 Budget	2017 Levy for 2018 Budget	Impact on Levy	%
Total Operating Expenditures	$ 9,734,210	$ 9,295,054	$ 439,156	4.72%
Less Non-Property Tax Revenue	$ (3,194,514)	$ (3,059,189)	$ (135,325)	4.42%
Less Transfers In from Other Funds	$ (101,672)	$ (85,000)	$ (16,672)	19.61%
Property Tax Levy for Operations	**$ 6,438,024**	**$ 6,150,865**	**$ 287,159**	4.67%
Property Tax Levy for Debt	$ 2,341,401	$ 2,350,607	$ (9,206)	-0.39%
Total Levy	**$ 8,779,425**	**$ 8,501,472**	**$ 277,953**	**3.27%**
Assessed Valuation	$ 1,639,404,000	$ 1,611,711,100		**1.72%**
Proposed Mill Rate	**$ 5.35525**	**$ 5.27481**	**$ 0.08044**	**1.53%**

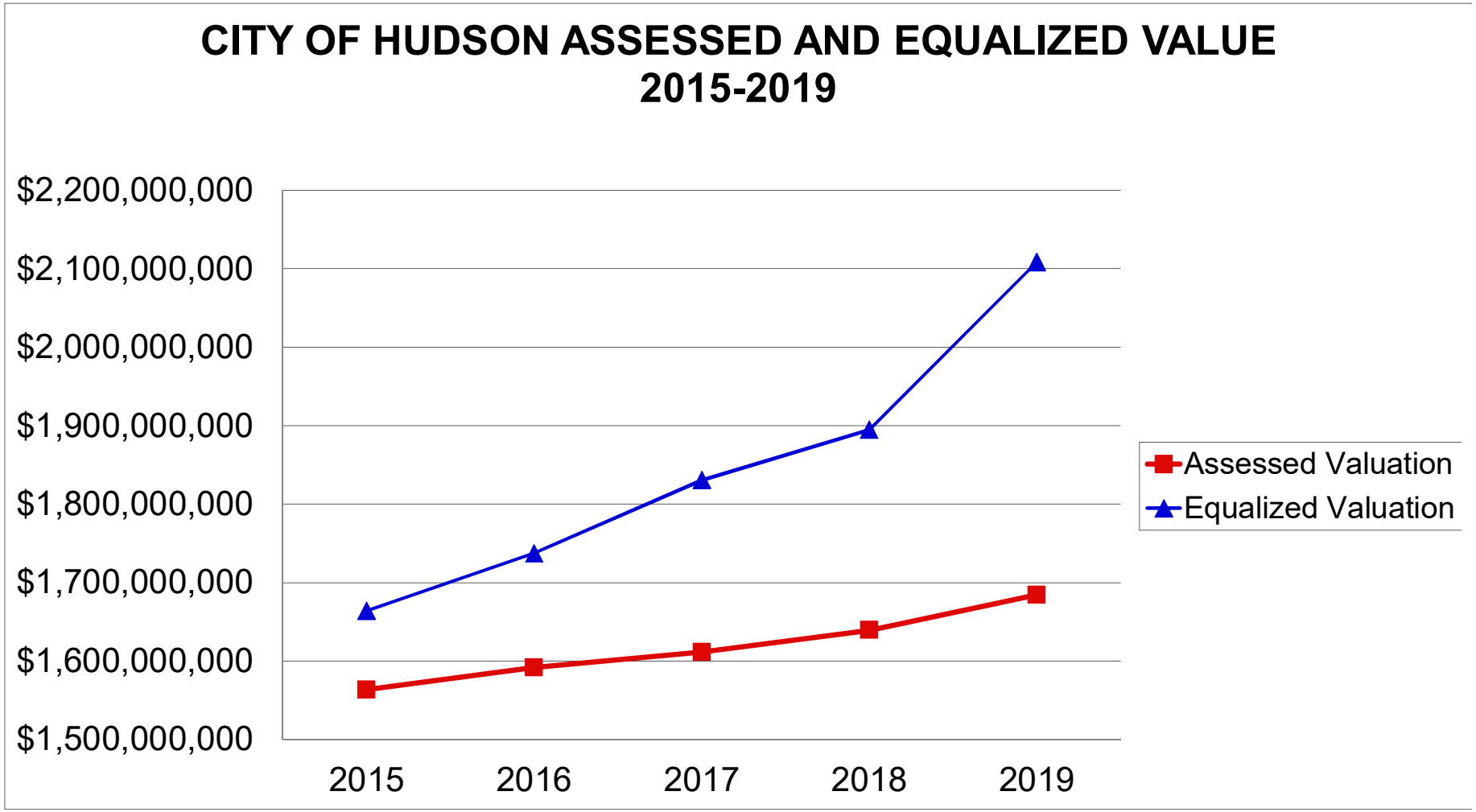
	2018 Mill Rate for 2019 Operations	2017 Mill Rate for 2018 Operations	Net Effect on Mill Rate	%
Property Tax Mill Rate for Operations	$ 3.92705	$ 3.81636	$ 0.11069	2.90%
Property Tax Mill Rate for Debt	$ 1.42820	$ 1.45845	$ (0.03025)	-2.07%
Property Tax Total Mill Rate	**$ 5.35525**	**$ 5.27481**	**$ 0.08044**	**1.53%**

CITY OF HUDSON
Valuation Trends 2013-2019

Assessment Year	Assessed Valuation	Equalized Valuation	Assessment Ratio
2013	$1,489,772,320	$1,463,092,700	101.82%
2014	$1,532,694,370	$1,587,551,300	96.54%
2015	$1,563,572,320	$1,664,033,200	93.96%
2016	$1,591,920,700	$1,737,318,700	91.63%
2017	$1,611,700,000	$1,830,570,100	88.04%
2018	$1,639,404,000	$1,894,844,300	86.52%
2019	$1,684,564,500	$2,108,618,200	79.89%

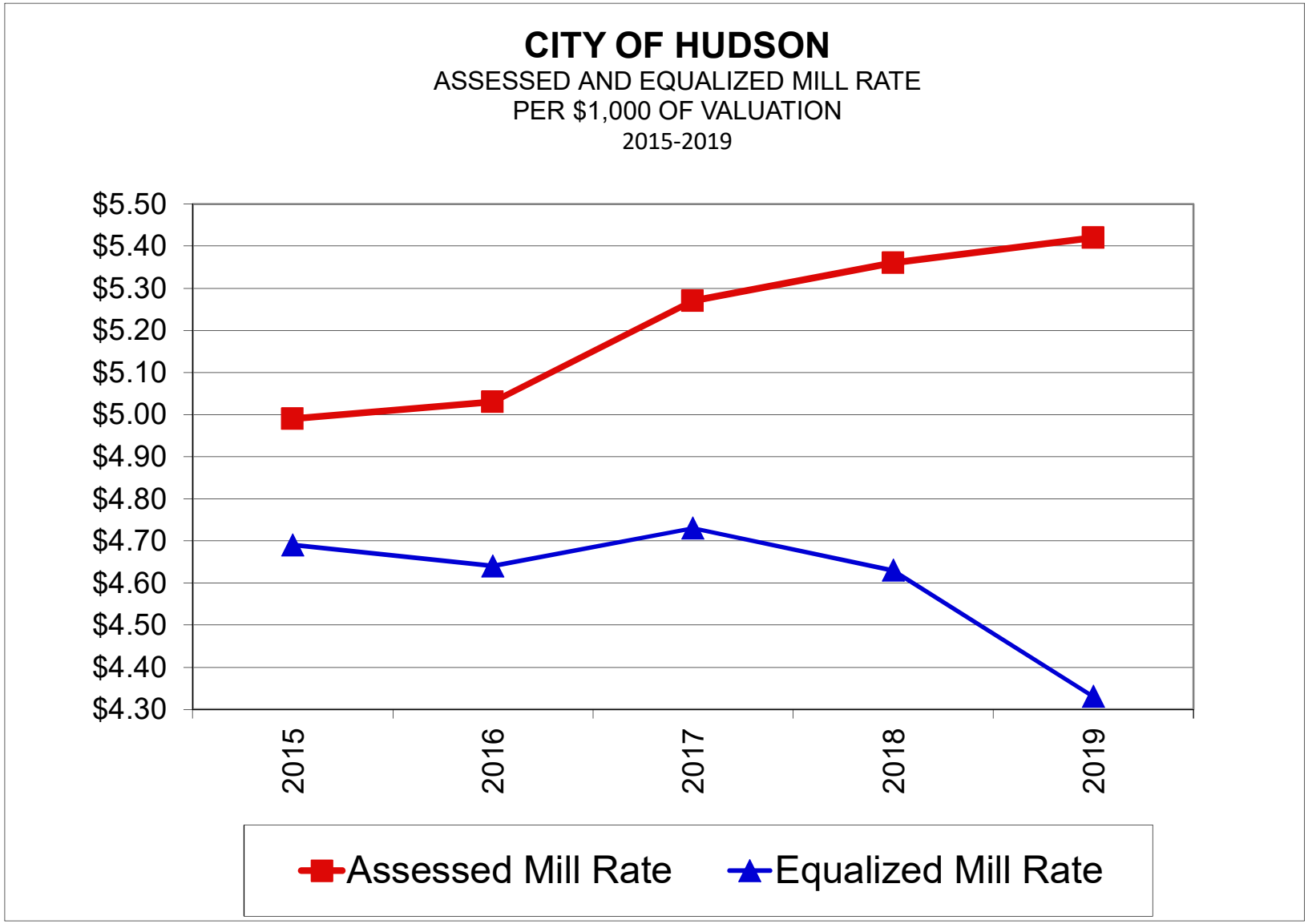
Assessed Valuation is the value upon which tax bills are calculated each year.
These values are established through the assessment process.

Equalized Valuation is a value established by the State and is intended to provide an estimate of the fair market value of a property in a municipality. This value is based on, among other things, the dollar amount of actual real estate sales in a community. The equalized valuation is also used by other taxing jurisdictions to distribute their tax levy.


CITY OF HUDSON ASSESSED AND EQUALIZED VALUE
2015-2019
$2,200,000,000
$2,100,000,000
$2,000,000,000
$1,900,000,000
$1,800,000,000
$1,700,000,000
$1,600,000,000
$1,500,000,000
2015
2016
2017
2018
2019
Assessed Valuation
Equalized Valuation

CITY OF HUDSON
ASSESSED & EQUALIZED MILL RATE
2015-2019

Tax Year	Budget Year	Assessed Mill Rate	Equalized Mill Rate
2015	2016	$4.99	$4.69
2016	2017	$5.03	$4.64
2017	2018	$5.27	$4.73
2018	2019	$5.36	$4.63
2019	2020	$5.42	$4.33


CITY OF HUDSON
ASSESSED AND EQUALIZED MILL RATE
PER $1,000 OF VALUATION
2015-2019
$5.50
$5.40
$5.30
$5.20
$5.10
$5.00
$4.90
$4.80
$4.70
$4.60
$4.50
$4.40
$4.30
2015
2016
2017
2018
2019
Assessed Mill Rate
Equalized Mill Rate

CITY OF HUDSON
2020 GENERAL FUND BUDGET
PROPOSED REVENUE SOURCES

Department	2020 Proposed	2019 Approved	Proposed Increase (Decrease)
Building Inspection	$ 275,000.00	$ 250,000	$ 25,000
Municipal Building	$ 139,150.00	$ 139,150	$ -
Taxes - Non Property	$ 571,600.00	$ 571,600	$ -
State Shared Revenue	$ 160,937.00	$ 160,937	$ -
State Transportation Aid	$ 839,420.00	$ 732,669	$ 106,751
Other Intergovernmental Revenue	$ 186,960.00	$ 179,960	$ 7,000
Licenses and Permits	$ 56,780.00	$ 51,780	$ 5,000
Public Charges for Services	$ 18,900.00	$ 18,800	$ 100
Intergovernmental Charges	$ 23,400.00	$ 23,400	$ -
Miscellaneous Revenue	$ 106,110.00	$ 116,000	$ (9,890)
Short-Term Borrowing	$ -	$ -	$ -
Fines, Forfeitures & Penalties	$ 120,000.00	$ 145,000	$ (25,000)
Fire Department	$ 500,285.00	$ 433,393	$ 66,892
Parks	$ 95,000.00	$ 110,500	$ (15,500)
Community Development	$ 60,450.00	$ 50,000	$ 10,450
Animal Control	$ 7,150.00	$ 7,250	$ (100)
Police	$ 16,275.00	$ 16,275	$ -
School Liaison Reimbursement	$ 175,000.00	$ 175,000	$ -
Recycling	$ 4,000.00	$ 5,000	$ (1,000)
Public Works	$ 101,650.00	$ 7,800	$ 93,850
Total Non-Property Tax Revenue	**$ 3,458,067.00**	**$ 3,194,514**	**$ 263,553**
General Property Taxes for Operations	**$ 6,543,439**	**$ 6,150,865**	**$ 392,574**
Transfer In from Health Insurance Reserve	**$ 15,983.00**	**$ 51,672**	**$ (35,689)**
Transfer In from EMS Fund for EMS Expenses	**$ 32,687.00**	**$ -**	**$ 32,687**
Budget Carryforward 2018 Water Utility Payment in Lieu		**$ 50,000**	**$ (50,000)**
Transfer in from Undesignated Capital Projects Fund	**$ -**	**$ 85,000**	**$ (85,000)**
General Property Taxes for Debt	**$ 2,586,959.00**	**$ 2,341,401**	**$ 245,558**
Total General Fund Revenue	**$ 12,637,135**	**$ 11,873,452**	**$ 763,683**

REVENUE

		ACTUAL REVENUE			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
BUILDING INSPECTION						
100.05.44300.000	BUILDING PERMITS & INSP FEES	$ 506,309	$ 308,129	$ 277,328	$ 250,000	$ 275,000
	BUILDING INSPECTION	**$ 506,309**	**$ 308,129**	**$ 277,328**	**$ 250,000**	**$ 275,000**
FIRST STREET BUILDING						
100.08.48200.000	RENTS	$ 135,036	$ 137,222	$ 92,763	$ 139,150	$ 139,150
	MUNICIPAL BUILDING	**$ 135,036**	**$ 137,222**	**$ 92,763**	**$ 139,150**	**$ 139,150**
TAXES - NON PROPERTY						
100.10.41310.000	PYMT IN LIEU OF TAXES - WATER	$ 468,041	$ 508,319	$ 273,021	$ 500,000	$ 500,000
100.10.41311.000	PYMT IN LIEU OF TAXES - SEWER	$ 60,901	$ 64,695	$ 35,525	$ 60,000	$ 60,000
100.10.41320.000	PYMT IN LIEU OF TAXES - HOU AUTH	$ 10,000	$ 10,000	$ -	$ 10,000	$ 10,000
100.10.41800.000	INTEREST, PENALTIES & OTHER TX	$ 1,251	$ 105	$ 855	$ 1,600	$ 1,600
	TAXES - NON PROPERTY	**$ 540,193**	**$ 583,119**	**$ 309,401**	**$ 571,600**	**$ 571,600**
INTERGOVERNMENTAL REVENUE						
100.10.43410.000	STATE SHARED REVENUE	$ 177,081	$ 223,531	$ 33,154	$ 160,937	$ 160,937
100.10.43420.000	STATE FIRE INSURANCE TAX	$ 70,418	$ 70,427	$ -	$ 70,000	$ 77,000
100.10.43511.000	STATE EXEMPT COMPUTER AID	$ 29,350	$ 29,781	$ 30,502	$ 30,000	$ 30,000
100.10.43530.000	STATE TRANSPORTATION AID	$ 623,180	$ 714,044	$ 362,050	$ 732,669	$ 839,420
100.10.43515.000	STATE PERSONAL PROPERTY AID	$ -	$ -	$ -	$ 79,860	$ 79,860
100.10.43610.000	STATE MUNICIPAL SERVICES	$ 131	$ 169	$ 143	$ 100	$ 100
	INTERGOVERNMENTAL REVENUE	**$ 900,160**	**$ 1,037,952**	**$ 425,849**	**$ 1,073,566**	**$ 1,187,317**

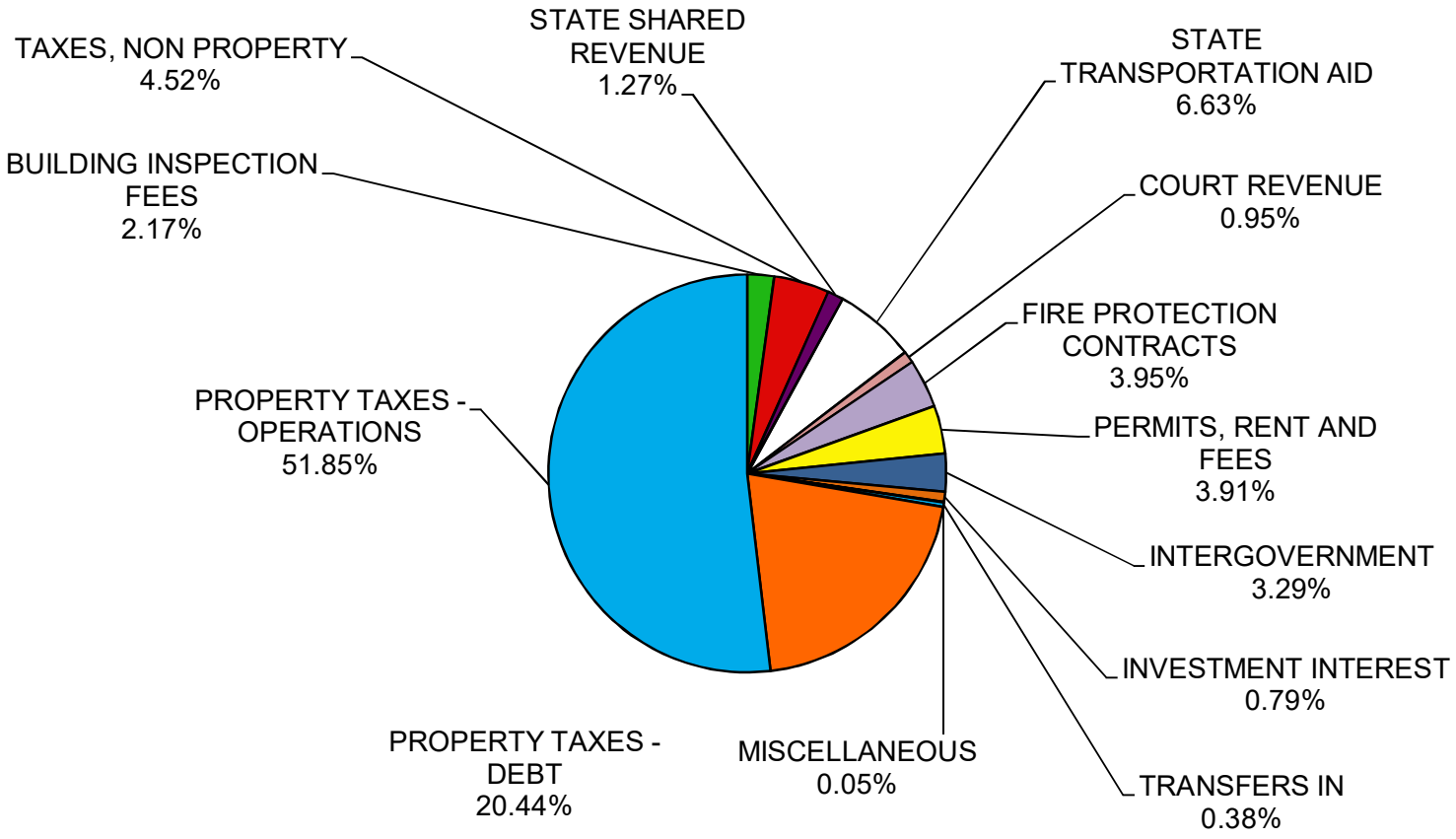
REVENUE (CONTINUED)						
		ACTUAL REVENUE			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
LICENSES AND PERMITS						
100.10.44110.000	LIQUOR & MALT BEVERAGE LICENSE	$ 39,240	$ 41,010	$ 20,815	$ 35,000	$ 40,000
100.10.44111.000	OPERATORS LICENSE	$ 8,755	$ 6,145	$ 4,210	$ 8,000	$ 7,000
100.10.44121.000	CIGARETTE LICENSE	$ 2,216	$ 2,300	$ 2,700	$ 2,300	$ 2,300
100.10.44122.000	AMUSEMENT DEVICE LICENSE	$ 785	$ 765	$ 1,080	$ 800	$ 800
100.10.44123.000	AMUSEMENT OPERATORS LICENSE	$ 125	$ 405	$ 75	$ 300	$ 300
100.10.44124.000	SECOND HAND JEWELRY LICENSE	$ 745	$ 383	$ 688	$ 400	$ 400
100.10.44125.000	BOWLING ALLEY LICENSE	$ 80	$ 80	$ 80	$ 80	$ 80
100.10.44126.000	TAXI/REFUSE LICENSE	$ 1,935	$ 2,336	$ 550	$ 1,000	$ 2,000
100.10.44127.000	DIRECT SELLERS LICENSE	$ 4,300	$ 1,640	$ 1,500	$ 1,500	$ 1,500
100.10.44220.000	CAT LICENSES	$ 810	$ 845	$ 736	$ 800	$ 800
100.10.44240.000	FIREWORKS PERMITS	$ 1,200	$ 1,200	$ 1,200	$ 1,200	$ 1,200
100.10.44970.000	LARGE ASSEMBLY APPS	$ 500	$ 400	$ 300	$ 400	$ 400
	LICENSES AND PERMITS	**$ 60,691**	**$ 57,509**	**$ 33,934**	**$ 51,780**	**$ 56,780**
PUBLIC CHARGES FOR SERVICES						
100.10.46110.000	LICENSE PUBLICATION FEES	$ 315	$ 363	$ 250	$ 300	$ 300
100.10.46111.000	COPIES	$ 81	$ 89	$ 266	$ -	$ 100
100.10.46121.000	TAX EXEMPT PROPERTY FEE	$ -	$ 325	$ -	$ -	$ -
100.10.46125.000	ASSESSMENT SEARCHES	$ 4,700	$ 7,075	$ 2,900	$ 6,000	$ 6,000
100.10.46850.000	ADMINISTRATIVE CHG - SCBP	$ 12,448	$ 15,540	$ 3,108	$ 12,500	$ 12,500
	PUBLIC CHARGES FOR SERVICES	**$ 17,544**	**$ 23,392**	**$ 6,524**	**$ 18,800**	**$ 18,900**
INTERGOVERNMENTAL CHARGES						
100.10.47420.000	ADM CHG - LIBRARY	$ 13,752	$ 13,752	$ 9,168	$ 15,000	$ 15,000
100.10.47430.000	ADM CHG - CABLE	$ 8,400	$ 8,400	$ 5,600	$ 8,400	$ 8,400
	INTERGOVERNMENTAL CHARGES	**$ 22,152**	**$ 22,152**	**$ 14,768**	**$ 23,400**	**$ 23,400**

REVENUE (CONTINUED)						
		ACTUAL REVENUE			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
MISCELLANEOUS REVENUE						
100.10.48100.000	INTEREST	$ 76,608	$ 124,642	$ 27,005	$ 100,000	$ 100,000
100.10.48190.000	LATE FEES - PENALTIES/INTEREST	$ 2,611	$ 1,283	$ 313	$ 2,000	$ 2,000
100.10.48200.000	RENTS	$ 8,025	$ 5,125	$ 1,825	$ 7,200	$ 2,400
100.10.48210.000	RENTS - PUBLIC SAFETY BLDG	$ 5,820	$ 5,820	$ 3,880	$ 5,800	$ 1,710
100.10.48300.000	SALE OF CITY PROPERTY	$ 150	$ 498,140	$ -	$ -	$ -
100.10.48400.000	INSURANCE REIMBURSEMENTS	$ -	$ 129,333	$ 156,852	$ -	$ -
100.10.48600.000	MISCELLANEOUS REVENUES	$ 1,152	$ 96	$ 275	$ 1,000	$ -
	MISCELLANEOUS REVENUE	**$ 94,366**	**$ 764,439**	**$ 190,150**	**$ 116,000**	**$ 106,110**
OTHER FINANCING SOURCES						
100.10.49220.000	INTERFUND TRANSFERS	$ 20,000	$ 85,000	$ -	$ -	$ -
	OTHER FINANCING SOURCES	**$ 20,000**	**$ 85,000**	**$ -**	**$ -**	**$ -**
FINES, FORFEITURES & PENALTIES						
100.14.45110.000	COURT PENALTIES	$ 55,584	$ 84,452	$ 65,382	$ 110,000	$ 85,000
100.14.45111.000	COURT COSTS	$ 40,807	$ 37,733	$ 29,502	$ 35,000	$ 35,000
100.14.45120.000	COUNTY FORFEITURES	$ -	$ 369	$ 961	$ -	$ -
	FINES, FORFEITURES & PENALTIES	**$ 96,391**	**$ 122,554**	**$ 95,845**	**$ 145,000**	**$ 120,000**
FIRE DEPARTMENT						
100.20.43650.000	STATE GRANT	$ 7,050	$ 5,078	$ -	$ -	$ -
100.20.44300.000	FIRE INSPECTION FEES	$ 4,060	$ 2,780	$ 3,780	$ 3,000	$ 3,000
100.20.47320.000	FIRE PROTECTION CONTRACTS	$ 377,087	$ 415,275	$ 430,392	$ 430,393	$ 497,285
100.20.48300.000	SALE OF CITY PROPERTY	$ 9,598	$ 4,038	$ -	$ -	$ -
100.20.48500.000	DONATIONS	$ 250	$ 250	$ -	$ -	$ -
100.20.48600.000	MISCELLANEOUS REVENUE	$ -	$ -	$ -	$ -	$ -
	FIRE DEPARTMENT	**$ 398,045**	**$ 427,421**	**$ 434,172**	**$ 433,393**	**$ 500,285**

REVENUE (CONTINUED)						
		ACTUAL REVENUE			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PARKS						
100.25.46720.000	PARK CHARGES - TAX EXEMPT	$ 11,444	$ 18,471	$ 6,320	$ 15,000	$ 15,000
100.25.46721.000	PARK CHARGES - TAXABLE	$ 14,055	$ 15,710	$ 12,494	$ 15,000	$ 15,000
100.25.46722.000	SAIL BOAT MOORING	$ 15,295	$ 15,289	$ 14,501	$ 16,000	$ 16,000
100.25.46723.000	BOAT LAUNCH	$ 42,078	$ 33,444	$ 15,125	$ 50,000	$ 35,000
100.25.46726.000	BOAT LAUNCH RESIDENT PASS	$ 3,692	$ 2,798	$ 3,420	$ 4,000	$ 5,000
100.25.46727.000	BOAT LAUNCH NONRES PASS	$ 6,639	$ 6,643	$ 519	$ 7,000	$ 6,000
100.25.48600.000	GENERAL PARKS	$ 3,000	$ 5,000	$ -	$ 3,500	$ 3,000
	PARKS	**$ 96,203**	**$ 97,355**	**$ 52,379**	**$ 110,500**	**$ 95,000**
COMMUNITY DEVELOPMENT						
100.30.44410.000	FILING FEES CHARGES	$ 4,218	$ 12,650	$ 15,100	$ 25,000	$ 20,000
100.30.44420.000	FEES - VAR/VAC/REZ/SUP/CUP	$ 2,763	$ 10,550	$ 6,000	$ 15,000	$ 15,000
100.30.44450.000	FILING FEES - SUBDIV/CSM	$ 3,014	$ 18,200	$ 13,550	$ 5,000	$ 10,000
100.30.44910.000	SIGN PERMITS	$ 2,940	$ 2,730	$ 2,610	$ 3,000	$ 3,000
100.30.44920.000	FENCE PERMITS	$ 1,980	$ 1,440	$ 1,360	$ 2,000	$ 2,000
100.30.46111.000	COPIES	$ 392	$ 140	$ 28	$ -	$ 50
100.30.48500.000	PRIVATE DONATIONS	$ -	$ -	$ -	$ -	$ -
100.30.48630.000	ENGINEERING CHARGEBACK	$ -	$ -	$ -	$ -	$ 10,400
	COMMUNITY DEVELOPMENT	**$ 15,307**	**$ 45,710**	**$ 38,648**	**$ 50,000**	**$ 60,450**
ANIMAL CONTROL						
100.34.44210.000	DOG LICENSES	$ 6,780	$ 6,959	$ 5,966	$ 7,000	$ 7,000
100.34.45220.000	ANIMAL RESTITUTION	$ 490	$ 147	$ -	$ 250	$ 150
	ANIMAL CONTROL	**$ 7,270**	**$ 7,106**	**$ 5,966**	**$ 7,250**	**$ 7,150**

REVENUE (CONTINUED)						
		ACTUAL REVENUE			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
POLICE						
100.35.43520.000	STATE POLICE TRAINING GRANTS	$ 3,840	$ 4,160	$ -	$ 5,000	$ 5,000
100.35.43650.000	STATE OTHER GRANTS	$ -	$ -	$ 693	$ -	$ -
100.35.46111.000	COPIES & SERVICES	$ 773	$ 638	$ 591	$ 600	$ 600
100.35.46225.000	OVERTIME REIMBURSEMENT	$ 3,860	$ 8,712	$ 5,330	$ 5,000	$ 5,000
100.35.46227.000	CASUAL CALL REIMBURSEMENT	$ -	$ -	$ -	$ -	$ -
100.35.46910.000	PUBLICATION EDUCATION FEE	$ 375	$ 692	$ 70	$ 375	$ 375
100.35.47325.000	SCHOOL LIAISON OFFICER	$ 165,979	$ 169,521	$ -	$ 175,000	$ 175,000
100.35.47327.000	LABOR REIMBURSEMENT	$ 281	$ 3,404	$ -	$ 300	$ 300
100.35.48600.000	MISCELLANEOUS	$ 1,469	$ 702	$ 3,911	$ 1,000	$ 1,000
100.35.49400.000	SALE OF GENERAL FIXED ASSETS	$ 3,348	$ -	$ 6,561	$ 4,000	$ 4,000
	POLICE	**$ 179,925**	**$ 187,829**	**$ 17,156**	**$ 191,275**	**$ 191,275**
RECYCLING						
100.38.43740.000	COUNTY RECYCLING GRANT	$ 4,918	$ 2,941	$ 3,687	$ 5,000	$ 4,000
	RECYCLING	**$ 4,918**	**$ 2,941**	**$ 3,687**	**$ 5,000**	**$ 4,000**
PUBLIC WORKS						
100.40.43561.000	STATE DNR GRANT	$ -	$ -	$ -	$ -	$ -
100.40.44950.000	BREAKING PERMITS	$ 450	$ 700	$ 250	$ 300	$ 300
100.40.44960.000	DUMPSTER PERMITS	$ 375	$ 600	$ 125	$ 500	$ 500
100.40.44980.000	SNOW EVENT PERMITS	$ 175	$ 125	$ 25	$ -	$ -
100.40.46228.000	CITY ENGINEER REIMBURSE	$ -	$ -	$ -	$ -	$ 93,600
100.40.46440.000	MISCELLANEOUS CHARGES	$ 1,513	$ 4,374	$ 729	$ 500	$ 750
100.40.48400.000	REIMBURSEMENTS	$ 1,199	$ 11,759	$ 2,822	$ -	$ 2,000
100.40.48500.000	DONATIONS	$ 500	$ 500	$ -	$ 500	$ 500
100.40.48600.000	DONATIONS - TREES	$ 1,615	$ 1,258	$ 850	$ 1,000	$ 1,000
100.40.48600.000	MISCELLANEOUS	$ 3,260	$ 3,963	$ 2,376	$ 5,000	$ 3,000
	PUBLIC WORKS	**$ 9,087**	**$ 23,279**	**$ 7,177**	**$ 7,800**	**$ 101,650**

CITY OF HUDSON
2020 REVENUE SOURCES



CITY OF HUDSON				
REVENUE BY MAJOR CATEGORY				
Category	2020 Proposed	2019 Approved	Increase (Decrease)	% Increase (Decrease)
Property Taxes for Operations	$ 6,561,438	$ 6,438,024	$ 123,414	1.92%
Property taxes for Debt	$ 2,586,959	$ 2,341,401	$ 245,558	10.49%
Non-Property Taxes	$ 571,600	$ 571,600	$ -	0.00%
State Transportation Aid	$ 839,420	$ 732,669	$ 106,751	14.57%
Permits, Fees and Rents	$ 770,355	$ 654,555	$ 115,800	17.69%
Fire Contracts	$ 500,285	$ 430,393	$ 69,892	16.24%
Intergovernmental Aid/Reimbursemen	$ 389,360	$ 383,360	$ 6,000	1.57%
State Shared Revenue	$ 160,937	$ 160,937	$ -	0.00%
Fines & Forfeitures	$ 120,000	$ 145,000	$ (25,000)	-17.24%
Interest, Miscellaneous	$ 106,110	$ 116,000	$ (9,890)	-8.53%
Transfer In	$ 48,670	$ 101,672	$ (53,002)	-52.13%
Total	**$ 12,655,134**	**$ 12,075,611**	**$ 579,523**	**4.80%**

2020 GENERAL FUND BUDGET
PROPOSED EXPENDITURES

Department	2020 Proposed	2019 Approved	Proposed Increase (Decrease)	
Assessment of Properties	$ 110,100	$ 110,100	$ -	
Building Inspection	$ 252,328	$ 223,158	$ 29,170	
Technology	$ 288,667	$ 241,233	$ 47,434	Windows 10
Mayor & Council	$ 69,950	$ 69,400	$ 550	
First Street Building	$ 210,691	$ 207,963	$ 2,728	
City Administrator	$ 156,562	$ 142,651	$ 13,911	EMS Portion of Wages Back (EMS Funds to be Transferred in to Revenue to cover EMS Expenses)
Clerk - Treasurer	$ 420,875	$ 404,530	$ 16,345	Accountant Increase/Approved Additional Hours for Receptionist/EMS Audit/EMS Portion of Wages Back (EMS Funds to be Transferred in to Revenue to cover EMS Expenses)
Elections	$ 39,025	$ 15,500	$ 23,525	5 Elections
Municipal Court	$ 122,681	$ 119,927	$ 2,754	
Legal Services	$ 100,800	$ 101,000	$ (200)	
Labor Relations	$ 19,000	$ 19,000	$ -	
Weights & Measures	$ 6,000	$ 6,000	$ -	
Municipal Insurances	$ 252,725	$ 240,690	$ 12,035	5% Increase - Final Not Received Yet
Ambulance Subsidy	$ -	$ 236,300	$ (236,300)	
Fire	$ 930,156	$ 831,455	$ 98,701	2 Building for 6 Months/PT Increase
Parks	$ 449,979	$ 451,589	$ (1,610)	
Community Development	$ 357,378	$ 318,167	$ 39,211	Admin Pay Increase/GIS Position (City Engineer Revenue to help cover Admin Pay)
Animal Control	$ 8,700	$ 8,700	$ -	
Police	$ 3,687,431	$ 3,536,919	$ 150,512	2.5% Increase Union Contract/Steps/Dive Team
Recycling	$ 7,052	$ 6,883	$ 169	
Public Works	$ 1,962,790	$ 1,857,413	$ 105,377	GIS Position/Ice Control Chemicals/City Engineer Percentage/Emerald Ash Borer (City Engineer Revenue to help cover City Engineer Wages)
Ward Avenue Building	$ 13,800	$ 9,150	$ 4,650	Repairs
General Contingency	$ 40,000	$ 40,000	$ -	
Comprehensive Plan update	$ 25,000	$ 25,000	$ -	
Transfer to Debt Service - Revenue from partners share of Fire Truck	$ 61,265	$ 61,265	$ -	
Library Contribution	$ 357,221	$ 350,217	$ 7,004	
Operational Expenditures	**$ 9,950,176**	**$ 9,634,210**	**$ 315,966**	
Short-Term Capital Items				
Police Squad Vehicles	$ 90,000	$ 90,000	$ -	
Undesignated Short-Term	$ -	$ -	$ -	
PC/Printer Replacement	$ 10,000	$ 10,000	$ -	
Total Short-Term Capital	**$ 100,000**	**$ 100,000**	**$ -**	
Total General Fund Expenditures	**$ 10,050,176**	**$ 9,734,210**	**$ 315,966**	
Debt Levy	**$ 2,586,959**	**$ 2,341,400**	**$ 245,559**	
Total Expenditures	**$ 12,637,135**	**$ 12,075,610**	**$ 561,525**	

ASSESSMENT OF PROPERTY

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.05.51530.121	SALARY-WAGES FULL-TIME	$ 16,681	$ 8,526	$ -	$ -	$ -
100.05.51530.122	SALARY-WAGES OVERTIME	$ 551	$ -	$ -	$ -	$ -
100.05.51530.125	SALARY-WAGES PART TIME	$ -	$ 3,003	$ -	$ -	$ -
100.05.51530.151	FICA	$ 1,235	$ 836	$ -	$ -	$ -
100.05.51530.152	RETIREMENT	$ 1,172	$ 255	$ -	$ -	$ -
100.05.51530.154	HEALTH & LIFE INSURANCE	$ 5,732	$ 3,239	$ 2,334	$ -	$ -
	PERSONNEL TOTAL	**$ 25,371**	**$ 15,859**	**$ 2,334**	**$ -**	**$ -**
CONTRACTUAL SERVICES						
100.05.51530.217	OTHER PROFESSIONAL SERVICES	$ 39,702	$ 38,709	$ 77,043	$ 102,500	$ 102,500
100.05.51530.225	TELEPHONE	$ 438	$ 889	$ 542	$ 300	$ 300
100.05.51530.298	MAINTENANCE AGMT & LEASES	$ 3,706	$ 3,810	$ 3,235	$ 3,800	$ 3,800
100.05.51530.299	OTHER CONTRACTIONAL SERVICES	$ 3,400	$ 2,700	$ -	$ 3,000	$ 3,000
	CONTRACTUAL SERVICES TOTAL	**$ 47,246**	**$ 46,108**	**$ 80,820**	**$ 109,600**	**$ 109,600**
SUPPLIES & EXPENSES						
100.05.51530.311	POSTAGE	$ -	$ -	$ -	$ -	$ -
100.05.51530.312	OFFICE SUPPLIES	$ 232	$ 310	$ -	$ 500	$ 500
100.05.51530.332	VEHICLE ALLOWANCE	$ -	$ -	$ -	$ -	$ -
100.05.51530.339	TRAVEL & CONFERENCES	$ -	$ 90	$ -	$ -	$ -
100.05.51530.399	ACTIVITY SUPPLIES	$ 22	$ -	$ -	$ -	$ -
	SUPPLIES & EXPENSES TOTAL	**$ 254**	**$ 400**	**$ -**	**$ 500**	**$ 500**
	ASSESSMENT OF PROPERTY TOTAL	**$ 72,871**	**$ 62,367**	**$ 83,154**	**$ 110,100**	**$ 110,100**

BUILDING INSPECTION

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
PERSONNEL							
100.05.52400.121	SALARY-WAGES FULL-TIME	$ 118,134	$ 122,509	$ 89,391		$ 146,532	$ 151,102
100.05.52400.151	FICA	$ 8,686	$ 8,993	$ 6,438		$ 11,210	$ 11,559
100.05.52400.152	RETIREMENT	$ 8,030	$ 8,203	$ 5,855		$ 9,598	$ 9,897
100.05.52400.154	HEALTH INSURANCE	$ 27,108	$ 26,928	$ 30,540		$ 38,468	$ 62,420
	PERSONNEL TOTAL	**$ 161,958**	**$ 166,633**	**$ 132,224**		**$ 205,808**	**$ 234,978**
CONTRACTUAL SERVICES							
100.05.52400.212	LEGAL SERVICES	$ 350	$ -	$ -		$ 650	$ 650
100.05.52400.225	TELEPHONE	$ 2,029	$ 2,450	$ 1,517		$ 2,000	$ 2,500
100.05.52400.298	MAINTENANCE AGMT & LEASES	$ 2,309	$ 2,477	$ 2,682		$ 3,000	$ 3,000
100.05.52400.299	OTHER CONTRACTIONAL SERVICES	$ -	$ 1,183	$ 286		$ 1,500	$ 1,000
	CONTRACTUAL SERVICES TOTAL	**$ 4,688**	**$ 6,110**	**$ 4,485**		**$ 7,150**	**$ 7,150**
SUPPLIES & EXPENSES							
100.05.52400.312	OFFICE SUPPLIES	$ 796	$ 723	$ 22		$ 700	$ 700
100.05.52400.324	MEMBERSHIPS & SUBSCRIPTIONS	$ 1,000	$ 884	$ 105		$ 1,000	$ 1,000
100.05.52400.339	TRAVEL & CONFERENCES	$ 2,077	$ 780	$ 1,001		$ 2,000	$ 2,000
100.05.52400.346	CLOTHING ALLOWANCE	$ -	$ 452	$ -		$ 1,000	$ 1,000
100.05.52400.351	SUPPLIES - MOTOR FUELS	$ 1,070	$ 1,079	$ 568		$ 1,500	$ 1,500
100.05.52400.352	SUPPLIES - VEHICLES	$ 881	$ 1,421	$ 484		$ 1,500	$ 1,500
100.05.52400.399	ACTIVITY SUPPLIES	$ 2,676	$ 3,003	$ 1,893		$ 2,500	$ 2,500
	SUPPLIES & EXPENSES TOTAL	**$ 8,500**	**$ 8,342**	**$ 4,073**		**$ 10,200**	**$ 10,200**
	BUILDING INSPECTION TOTAL	**$ 175,146**	**$ 181,085**	**$ 140,782**		**$ 223,158**	**$ 252,328**

2020 Budget Narrative

Information Technology Department

Prepared By

Bryan Watson

Technology Director

Contractual Services

The IT department like to purchase a managed services agreement to streamline several of the programs we use and duties. This would combine our remote access software, help desk, network inventory software, knowledgebase, and management of our anti-virus and firewall programs into one program. This service would also provide many other beneficial features and programs, such as cybersecurity awareness and phishing training for all city employees, network security assessment, automatic software patching, and more.

With the purchase of new servers in 2017, two-year service agreements were purchased along with them. Those service agreements will come to an end on May 18th, 2020 and our servers will no longer be covered in the event of a hardware failure. Without these service agreements, we would be required to purchase new hardware should a failure occur and be down for weeks while a new server node is purchased, shipped, and configured.

To do the above mentioned, I have added $21,235 to the Maintenance, Agreements, and Leases budget line. (We budgeted $62,505 for 2019, $50,505 was approved. The $12,000 difference was paid for by Water Utility with a budget adjustment. The $21,235 is based off the $62,505)

Supplies & Expenses

In order to upgrade or add technology in conference rooms in City Hall and the Police Department, $4,000 has been added to the Office Supplies budget.

To help with the increased number of Adobe Acrobat Pro licenses and to help upgrade computers still using Windows 7, $4,000 has been added to the Software budget. Microsoft will no longer support Windows 7 on January 14th, 2020. This means no new security updates will be made, leaving Windows 7 vulnerable to attacks.

To help with the cost of using personal vehicles for City work, $1,200 has been added to the Travel & Conferences budget. It is difficult to track the mileage of the numerous short trips between City buildings made each week. It is my recommendation that a stipend of $50 per month per IT department employee be created to help offset this cost to employees.

TECHNOLOGY

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.06.51450.121	SALARY-WAGES FULL-TIME	$ 73,382	$ 69,218	$ 63,126	$ 100,279	$ 112,113
100.06.51450.125	SALARY-WAGES PART TIME	$ -	$ -	$ -		
100.06.51450.151	FICA	$ 5,267	$ 4,969	$ 4,519	$ 7,671	$ 8,577
100.06.51450.152	RETIREMENT	$ 4,988	$ 4,634	$ 4,135	$ 6,568	$ 7,343
100.06.51450.154	HEALTH INSURANCE	$ 28,338	$ 32,824	$ 26,654	$ 38,710	$ 44,129
	PERSONNEL TOTAL	**$ 111,975**	**$ 111,645**	**$ 98,434**	**$ 153,228**	**$ 172,162**
CONTRACTUAL SERVICES						
100.06.51450.214	COMPUTER PROGRAMMING SERV.	$ 1,969	$ -	$ -	$ -	$ -
100.06.51450.217	OTHER PROFESSIONAL SERVICES	$ -	$ 7,512	$ 630	$ 5,000	$ 6,500
100.06.51450.225	TELEPHONE/INTERNET SERVICE	$ 15,188	$ 12,798	$ 6,323	$ 15,000	$ 15,000
100.06.51450.298	MAINTENANCE AGMT & LEASES	$ 37,652	$ 27,748	$ 35,263	$ 50,505	$ 73,505
	CONTRACTUAL SERVICES TOTAL	**$ 54,809**	**$ 48,058**	**$ 42,216**	**$ 70,505**	**$ 95,005**
SUPPLIES & EXPENSES						
100.06.51450.312	OFFICE SUPPLIES	$ 5,565	$ 8,601	$ 1,937	$ 4,000	$ 4,000
100.06.51450.324	MEMBERSHIPS & SUBSCRIPTIONS	$ 367	$ 42	$ 92	$ 200	$ 200
100.06.51450.332	VEHICLE ALLOWANCE	$ -	$ -	$ -	$ -	$ -
100.06.51450.338	TRAINING	$ -	$ -	$ 2,690	$ 2,500	$ 2,500
100.06.51450.339	TRAVEL & CONFERENCES	$ 458	$ -	$ -	$ 1,000	$ 1,000
100.06.51450.349	OTHER OPERATING SUPPLIES	$ -	$ 595	$ 273	$ 300	$ 1,000
100.06.51450.396	SOFTWARE	$ 1,417	$ 6,233	$ 4,603	$ 8,000	$ 12,000
100.06.51450.399	ACTIVITY SUPPLIES	$ 1,331	$ 619	$ -	$ 1,500	$ 800
	SUPPLIES & EXPENSES TOTAL	**$ 9,138**	**$ 16,090**	**$ 9,595**	**$ 17,500**	**$ 21,500**
	INFORMATION TECHNOLOGY TOTAL	**$ 175,922**	**$ 175,793**	**$ 150,245**	**$ 241,233**	**$ 288,667**

MAYOR AND COUNCIL

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
PERSONNEL							
100.07.51100.125	SALARY-WAGES PART TIME	$ 34,527	$ 42,885	$ 34,760		$ 52,500	$ 52,500
100.07.51100.151	FICA	$ 2,641	$ 3,281	$ 2,659		$ 4,200	$ 4,200
	PERSONNEL TOTAL	**$ 37,168**	**$ 46,166**	**$ 37,419**		**$ 56,700**	**$ 56,700**
SUPPLIES & EXPENSES							
100.07.51100.321	PUBLICATION OF LEGAL NOTICES	$ 4,251	$ 4,752	$ 3,816		$ 4,700	$ 4,700
100.07.51100.324	MEMBERSHIPS & SUBSCRIPTIONS	$ 4,994	$ 6,708	$ 5,545		$ 7,000	$ 7,000
100.07.51100.339	TRAVEL & CONFERENCES	$ -	$ 101	$ 137		$ 1,000	$ 1,000
100.07.51100.399	ACTIVITY SUPPLIES	$ 624	$ 143	$ 651		$ -	$ 550
	SUPPLIES & EXPENSES TOTAL	**$ 9,869**	**$ 11,704**	**$ 10,149**		**$ 12,700**	**$ 13,250**
	MAYOR & COUNCIL TOTAL	**$ 47,037**	**$ 57,870**	**$ 47,568**		**$ 69,400**	**$ 69,950**

FIRST STREET BUILDING

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.08.51610.121	SALARY-WAGES FULL-TIME	$ 41,592	$ 45,448	$ 28,397	$ 44,746	$ 45,661
100.08.51610.122	SALARY-WAGES OVERTIME	$ 743	$ 760	$ 562	$ 450	$ 450
100.08.51610.125	SALARY-WAGES PART TIME	$ 156	$ 36	$ -	$ -	$ -
100.08.51610.151	FICA	$ 3,048	$ 3,333	$ 2,081	$ 3,457	$ 3,527
100.08.51610.152	RETIREMENT	$ 2,878	$ 3,094	$ 1,897	$ 2,960	$ 3,020
100.08.51610.154	HEALTH INSURANCE	$ 26,397	$ 26,650	$ 19,208	$ 27,650	$ 29,033
	PERSONNEL TOTAL	**$ 74,814**	**$ 79,321**	**$ 52,145**	**$ 79,263**	**$ 81,691**
CONTRACTUAL SERVICES						
100.08.51610.217	OTHER PROFESSIONAL SERVICES	$ 4,557	$ 4,215	$ 17,022	$ 8,500	$ 8,500
100.08.51610.218	LAUNDRY - CLEANING	$ 1,877	$ 1,673	$ 1,272	$ 2,500	$ 2,500
100.08.51610.221	UTILITIES - WATER AND SEWER	$ 2,745	$ 2,805	$ 2,259	$ 3,000	$ 3,000
100.08.51610.222	UTILITIES - ELECTRIC	$ 47,301	$ 49,874	$ 28,412	$ 48,500	$ 48,500
100.08.51610.224	UTILITIES - GAS	$ 10,843	$ 15,014	$ 7,161	$ 12,000	$ 12,000
100.08.51610.225	TELEPHONE	$ 5,526	$ 6,045	$ 3,403	$ 5,000	$ 5,000
100.08.51610.247	SERVICE REPAIR - BUILDINGS	$ 18,176	$ 8,048	$ 6,799	$ 10,000	$ 10,000
100.08.51610.248	SERVICE REPAIR - UTILITIES	$ -	$ -	$ 193	$ -	$ -
100.08.51610.249	SERVICE REPAIR- OTHER	$ 956	$ 2,563	$ 256	$ -	$ -
100.08.51610.298	MAINTENANCE AGMT & LEASES	$ 29,780	$ 31,124	$ 24,254	$ 31,000	$ 31,000
	CONTRACTUAL SERVICES TOTAL	**$ 121,761**	**$ 121,361**	**$ 91,031**	**$ 120,500**	**$ 120,500**
SUPPLIES & EXPENSES						
100.08.51610.344	JANITORIAL SUPPLIES	$ 3,927	$ 5,390	$ 4,608	$ 5,200	$ 5,500
100.08.51610.349	OTHER OPERATING SUPPLIES	$ 1,365	$ 1,100	$ 552	$ 1,000	$ 1,000
100.08.51610.350	SUPPLIES - BUILDING	$ 1,908	$ 1,968	$ 2,531	$ 2,000	$ 2,000
100.08.51610.354	LANDSCAPING MATERIALS	$ 45	$ 252	$ -	$ -	$ -
100.08.51610.357	SUPPLIES - OTHER	$ -	$ -	$ 287	$ -	$ -
	SUPPLIES & EXPENSES TOTAL	**$ 7,245**	**$ 8,710**	**$ 7,978**	**$ 8,200**	**$ 8,500**
BUILDING MAINTENANCE						
100.08.51610.454	ICE CONTROL CHEMICALS	$ -	$ -	$ -	$ -	$ -
	BUILDING MAINTENANCE TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	FIRST STREET BUILDING TOTAL	**$ 203,820**	**$ 209,392**	**$ 151,154**	**$ 207,963**	**$ 210,691**

CITY ADMINISTRATOR

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.11.51410.121	SALARY & WAGES	$ 61,179	$ 69,829	$ 74,449	$ 106,512	$ 110,907
100.11.51410.151	FICA	$ 4,512	$ 5,043	$ 5,542	$ 8,148	$ 8,484
100.11.51410.152	RETIREMENT	$ 4,158	$ 4,675	$ 3,864	$ 6,977	$ 7,264
100.11.51410.154	HEALTH INSURANCE	$ 13,536	$ 13,543	$ 16,400	$ 21,014	$ 23,807
	PERSONNEL TOTAL	**$ 83,385**	**$ 93,090**	**$ 100,255**	**$ 142,651**	**$ 150,462**
CONTRACTUAL SERVICES						
100.11.51410.225	TELEPHONE	$ -	$ -	$ -	$ -	$ 600
	CONTRACTUAL SERVICES TOTAL	**$ -**	**$ -**	**$ -**	**$ -**	**$ 600**
SUPPLIES & EXPENSES						
100.11.51410.312	OFFICE SUPPLIES	$ 186	$ -	$ -	$ -	$ -
100.11.51420.324	MEMBERSHIPS/SUBSCRIPTIONS					$ 1,500
100.11.51420.339	TRAVEL & CONFERENCES					$ 4,000
	SUPPLIES & EXPENSES TOTAL	**$ 186**	**$ -**	**$ -**	**$ -**	**$ 5,500**
	CITY ADMINISTRATOR TOTAL	**$ 83,571**	**$ 93,090**	**$ 100,255**	**$ 142,651**	**$ 156,562**

CLERK AND FINANCE

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.12.51420.121	SALARY-WAGES FULL-TIME	$ 147,250	$ 169,409	$ 118,942	$ 194,181	$ 218,932
100.12.51420.125	SALARY-WAGES PART TIME	$ -	$ 627	$ 11,045	$ 20,530	$ 23,558
100.12.51420.151	FICA	$ 10,722	$ 12,464	$ 9,625	$ 16,425	$ 18,550
100.12.51420.152	RETIREMENT	$ 10,010	$ 11,367	$ 8,514	$ 14,064	$ 15,883
100.12.51420.154	HEALTH INSURANCE	$ 54,136	$ 57,588	$ 36,623	$ 63,595	$ 48,339
	PERSONNEL TOTAL	**$ 222,118**	**$ 251,455**	**$ 184,749**	**$ 308,795**	**$ 325,262**
CONTRACTUAL SERVICES						
100.12.51420.212	LEGAL SERVICES	$ -	$ -	$ -	$ -	$ -
100.12.51420.213	PROFESSIONAL SERVICES - AUDIT	$ 11,699	$ 11,790	$ 7,596	$ 12,530	$ 14,193
100.12.51420.214	COMPUTER PROGRAMMING SERV.	$ 15,879	$ 16,514	$ 2,812	$ 17,300	$ 17,300
100.12.51420.217	OTHER PROFESSIONAL SERVICES	$ 13,423	$ 11,630	$ 12,229	$ 13,600	$ 13,600
100.12.51420.225	TELEPHONE	$ 2,031	$ 1,643	$ 1,006	$ 1,800	$ 1,800
100.12.51420.298	MAINTENANCE AGMT & LEASES	$ 5,950	$ 8,396	$ 4,107	$ 9,270	$ 9,270
100.12.51420.299	OTHER CONTRACTUAL SERVICES	$ 15,915	$ 13,887	$ 13,193	$ 18,960	$ 16,000
	CONTRACTUAL SERVICES TOTAL	**$ 64,897**	**$ 63,860**	**$ 40,943**	**$ 73,460**	**$ 72,163**
SUPPLIES & EXPENSES						
100.12.51420.311	POSTAGE	$ 6,817	$ 7,726	$ 2,906	$ 7,200	$ 7,200
100.12.51420.312	OFFICE SUPPLIES	$ 5,360	$ 6,362	$ 2,824	$ 7,000	$ 7,000
100.12.51420.321	PUBLICATION OF LEGAL NOTICES	$ 1,196	$ 2,048	$ 1,227	$ 2,450	$ 2,450
100.12.51420.322	PRINTING	$ -	$ 533	$ 230	$ -	$ 500
100.12.51420.324	MEMBERSHIPS/SUBSCRIPTIONS	$ 471	$ 681	$ 946	$ 625	$ 800
100.12.51420.339	TRAVEL & CONFERENCES	$ 1,255	$ 1,566	$ 3,864	$ 4,500	$ 5,000
100.12.51420.399	ACTIVITY SUPPLIES	$ 175	$ 484	$ 367	$ 500	$ 500
	SUPPLIES & EXPENSES TOTAL	**$ 15,274**	**$ 19,400**	**$ 12,364**	**$ 22,275**	**$ 23,450**
	CLERK/TREASURER TOTAL	**$ 302,289**	**$ 334,715**	**$ 238,056**	**$ 404,530**	**$ 420,875**

ELECTIONS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.13.51440.121	SALARY-WAGES FULL-TIME	$ -	$ -	$ -	$ -	$ -
100.13.51440.122	SALARY-WAGES OVERTIME	$ 68	$ -	$ -	$ -	$ -
100.13.51440.125	SALARY-WAGES PART TIME	$ 9,318	$ 20,045	$ 4,246	$ 8,000	$ 30,000
100.13.51440.151	FICA	$ 35	$ 34	$ -	$ -	$ -
100.13.51440.152	RETIREMENT	$ 4	$ -	$ -	$ -	$ -
100.13.51440.154	HEALTH INSURANCE	$ 26	$ -	$ -	$ -	$ -
	PERSONNEL TOTAL	**$ 9,451**	**$ 20,079**	**$ 4,246**	**$ 8,000**	**$ 30,000**
CONTRACTUAL SERVICES						
100.13.51440.225	TELEPHONE	$ 1,187	$ 265	$ 148	$ -	$ 275
100.13.51440.298	MAINTENANCE AGMT & LEASES	$ 1,478	$ 1,938	$ 1,350	$ 4,500	$ 2,500
	CONTRACTUAL SERVICES TOTAL	**$ 2,665**	**$ 2,203**	**$ 1,498**	**$ 4,500**	**$ 2,775**
SUPPLIES & EXPENSES						
100.13.51440.311	POSTAGE	$ 678	$ 1,927	$ 383	$ 800	$ 2,500
100.13.51440.321	PUBLICATION OF LEGAL NOTICES	$ 483	$ 553	$ 221	$ 700	$ 750
100.13.51440.399	ACTIVITY SUPPLIES	$ 743	$ 3,017	$ 431	$ 1,500	$ 3,000
	SUPPLIES & EXPENSES TOTAL	**$ 1,904**	**$ 5,497**	**$ 1,035**	**$ 3,000**	**$ 6,250**
	ELECTIONS TOTAL	**$ 14,020**	**$ 27,779**	**$ 6,779**	**$ 15,500**	**$ 39,025**

MUNICIPAL COURT

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.14.51200.121	SALARY-WAGES FULL-TIME	$ 44,998	$ 49,098	$ 32,074	$ 49,885	$ 53,002
100.14.51200.125	SALARY-WAGES PART TIME	$ 28,450	$ 29,649	$ 18,831	$ 31,566	$ 31,823
100.14.51200.151	FICA	$ 5,499	$ 5,903	$ 3,815	$ 6,231	$ 6,489
100.14.51200.152	RETIREMENT	$ 4,993	$ 4,966	$ 2,903	$ 4,493	$ 4,697
100.14.51200.154	HEALTH INSURANCE	$ 11,041	$ 11,051	$ 7,968	$ 11,400	$ 11,970
	PERSONNEL TOTAL	**$ 94,981**	**$ 100,667**	**$ 65,591**	**$ 103,575**	**$ 107,981**
CONTRACTUAL SERVICES						
100.14.51200.214	COMPUTER PROGRAMMING SERV	$ 6,949	$ 5,155	$ 5,310	$ 6,000	$ 5,500
100.14.51200.217	OTHER PROFESSIONAL SERVICES	$ 581	$ 1,306	$ 1,328	$ 2,359	$ 2,000
100.14.51200.225	TELEPHONE	$ 2,283	$ 1,313	$ 726	$ 1,700	$ 1,700
100.14.51200.298	MAINTENANCE AGMT & LEASES	$ -	$ 410	$ 727	$ -	$ -
	CONTRACTUAL SERVICES TOTAL	**$ 9,813**	**$ 8,184**	**$ 8,091**	**$ 10,059**	**$ 9,200**
SUPPLIES & EXPENSES						
100.14.51200.311	POSTAGE	$ 1,340	$ 1,156	$ 702	$ 1,500	$ 1,500
100.14.51200.312	OFFICE SUPPLIES	$ 936	$ 1,072	$ 1,027	$ 1,900	$ 1,900
100.14.51200.324	MEMBERSHIPS & SUBSCRIPTIONS	$ 1,102	$ 1,732	$ 890	$ 1,000	$ 1,000
100.14.51200.339	TRAVEL & CONFERENCES	$ 299	$ -	$ 244	$ 1,393	$ 1,000
100.14.51200.399	ACTIVITY SUPPLIES	$ -	$ 228	$ 30	$ 500	$ 100
	SUPPLIES & EXPENSES TOTAL	**$ 3,677**	**$ 4,188**	**$ 2,893**	**$ 6,293**	**$ 5,500**
	JUDICIAL TOTAL	**$ 108,471**	**$ 113,039**	**$ 76,575**	**$ 119,927**	**$ 122,681**

LEGAL SERVICES

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.15.51300.212	LEGAL SERVICES	$ 95,478	$ 100,130	$ 76,016	$ 100,000	$ 100,000
	CONTRACTUAL SERVICES TOTAL	**$ 95,478**	**$ 100,130**	**$ 76,016**	**$ 100,000**	**$ 100,000**
SUPPLIES & EXPENSES						
100.15.51300.339	TRAVEL & CONFERENCES	$ 800	$ 502	$ 414	$ 1,000	$ 800
	SUPPLIES & EXPENSES TOTAL	**$ 800**	**$ 502**	**$ 414**	**$ 1,000**	**$ 800**
	LEGAL TOTAL	**$ 96,278**	**$ 100,632**	**$ 76,430**	**$ 101,000**	**$ 100,800**

LABOR RELATIONS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.16.51411.217	LABOR ATTORNEY	$ 3,784	$ 7,689	$ 7,955	$ 5,000	$ 7,000
100.16.51411.291	LAB TESTS & PHYSICALS	$ 4,081	$ 1,989	$ 270	$ 4,000	$ 2,000
100.16.51411.299	SAFETY TRNG & OTHER CONTR.	$ 8,602	$ 9,000	$ -	$ 10,000	$ 10,000
	CONTRACTUAL SERVICES TOTAL	**$ 16,467**	**$ 18,678**	**$ 8,225**	**$ 19,000**	**$ 19,000**
	LABOR RELATIONS TOTAL	**$ 16,467**	**$ 18,678**	**$ 8,225**	**$ 19,000**	**$ 19,000**

WEIGHTS & MEASURES

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.17.54100.299	OTHER CONTRACTUAL SERV	$ 6,000	$ 6,000	$ 6,000	$ 6,000	$ 6,000
	CONTRACTUAL SERVICES TOTAL	**$ 6,000**	**$ 6,000**	**$ 6,000**	**$ 6,000**	**$ 6,000**
	WEIGHTS & MEASURES TOTAL	**$ 6,000**	**$ 6,000**	**$ 6,000**	**$ 6,000**	**$ 6,000**

MUNICIPAL INSURANCE

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
MUNICIPAL INSURANCE						
100.18.51540.510	WORKERS COMPENSATION	$ 89,193	$ 76,875	$ 78,309	$ 80,500	$ 84,525
100.18.51540.511	PUBLIC LIABILITY AND UMBRELLA	$ 28,359	$ 24,769	$ 25,316	$ 24,000	$ 25,200
100.18.51540.512	AUTO FLEET	$ 65,729	$ 75,261	$ 87,327	$ 78,400	$ 82,320
100.18.51540.513	PUBLIC OFFICIALS.	$ 5,199	$ 4,443	$ 4,604	$ 4,700	$ 4,935
100.18.51540.515	EQUIPMENT BREAKDOWN	$ -	$ -	$ -	$ -	$ -
100.18.51540.516	CRIME/BOND	$ 3,646	$ 3,646	$ 3,646	$ 4,000	$ 4,200
100.18.51540.517	PROPERTY INSURANCE	$ 24,358	$ 27,089	$ 22,655	$ 28,000	$ 29,400
100.18.51540.518	ERRORS & OMISSIONS	$ 1,710	$ 9,070	$ 3,155	$ 3,090	$ 3,245
100.18.51540.519	UNEMPLOYMENT COMP	$ 1,954	$ 10,148	$ -	$ -	$ -
100.18.51540.520	COBRA - HEALTH INS RETIREES	$ 18,993	$ 26,259	$ 14,492	$ 18,000	$ 18,900
100.18.51540.521	POLLUTION LIAIBILITY	$ -	$ -	$ -	$ -	$ -
	MUNICIPAL INSURANCE TOTAL	**$ 239,141**	**$ 257,560**	**$ 239,504**	**$ 240,690**	**$ 252,725**

MUNICIPAL AMBULANCE SUBSIDY

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.19.52300.299	OTHER CONTRACTUAL SERVICES	$ 190,176	$ 233,648	$ 117,955	$ 236,300	$ -
	CONTRACTUAL SERVICES TOTAL	**$ 190,176**	**$ 233,648**	**$ 117,955**	**$ 236,300**	**$ -**
	MUNICIPAL AMBULANCE TOTAL	**$ 190,176**	**$ 233,648**	**$ 117,955**	**$ 236,300**	**$ -**

Hudson Fire Department
Proposed 2020 Operations Budget Narrative

CONTRACTUAL SERVICES

100.20.52200.221 Utilities – Water and Sewer
We are requesting an additional $231. Due to supporting two buildings for a few months overlap, this category needs to be increased. We are predicting to spend $550 at Walnut location and $1,000 at Ward location for 2020 for a total budget of $1,500.

100.20.52200.222 Utilities - Electric
We are requesting an additional amount of $7,963. Due to supporting two buildings for a few months overlap and the increased size of the Ward building, this category needs to be increased. We are predicting to spend $4,400 at Walnut location and $12,000 at Ward location for 2020 for a total budget of $16,400.

100.20.52200.224 Utilities - Gas
We are requesting an additional amount of $4,800. Due to supporting two buildings for a few months overlap and the increased size of the Ward building, this category needs to be increased. We are predicting to spend $2,500 at Walnut location and $7,500 at Ward location for 2020 for a total budget of $10,000.

100.20.52200.225 Telephone
We are requesting an additional amount of $3,100. Due to supporting two buildings for a few months overlap and the increased office space for additional phone lines and internet usage, this category needs to be increased. We are predicting to spend $3,100 at Walnut location and $6,900 at Ward location for 2020 for a total budget of $10,000.

100.20.52200.226 Ward Ave Shed Building
We are requesting an amount of $2.400. This is a new category and account number that will need to be created. This is due to supporting the metal building on Ward Ave., sharing in the cost of utilities with Police and the Dive Team.

100.20.52200.247 Svc Repair Buildings
We are requesting an additional amount of $3,155. Due to supporting two buildings for a few months overlap and the increased size of the Ward building, this category needs to be increased. This is for cleaning the buildings and for pest control of the buildings. Both prices have increased due to having a larger sized building that they will service. We are predicting to spend $3,000 at Walnut location and $10,000 at Ward location for 2020 for a total budget of $13,000. The Ward location also includes the elevator maintenance amount of approximately $3,000, which is a median price of City Hall and the Library.

SUPPLIES AND EXPENSES

100.20.52200.324 Memberships & Subs
We are requesting an additional $700. This would fund the Explorers Post annual fee through the Boy Scouts of America so they can remain a post each year at the Hudson Fire Department. The Mission of the Explorer Program is to “deliver character-building experiences and mentorship that allow youth to achieve their full potential in both life and

work". By funding their annual fee, we are mentoring future potential Firefighters for the Hudson community. The Police Department currently pays for their Police Explorer annual renewal fee.

CAPITAL EXPENDITURES

100.20.52200.813 Office Equipment
We are requesting an additional $1,000. We need to have computers for our officers to utilize to submit their reports to Image Trend, our fire reporting software.

100.20.52200.819 Other Capital Equipment
We are requesting $45,400 to fund the following:

- $2,100 to replace 4 pagers. This replacement cycle is in effect to keep the pagers under warranty.
- $4,800 to replace turnout gear. With a maximum usage of 10 years under NFPA compliance, we are in need to catch up on turnout gear purchases to remain compliant. This would provide an extra 2 sets for 2020 to help bring us into compliance.
- $1,000 to replace Heart Start Monitor for the new station
- $37,500 – replace the 1992 1-ton Chevy Utility truck with a ¾ ton regular cab with a plow. With the new station, we may need to be plowed prior to getting plowed out or clean-up between plowings. In addition to plowing, this truck would haul equipment, SCBA's, hoses, etc. to and from fire scenes and would be used for general utility purposes. The total amount is the cost of the truck, plow, and outfitting the vehicle for utility functions.

TRAINING EXPENDITURES

100.20.52201.299 – Other Contractual Services
We are requesting an additional $4,000 to cover the cost of EMS training to contract with Regions.

EMERGENCY MANAGEMENT

100.40.52500 – Disaster Control Category
100.40.52600 – Emergency Govern-Sirens
These categories are for the Emergency Manager to monitor and budget for. It is suggested that it be removed from the Public Works department and moved to its own department for purposes of managing the account. This will afford whoever is Emergency Manager to manage the funds separate from their individual departments.

I am recommending the following amounts to remain in the following line items, not under 40-Public Works but under a different number for its own department:

100.40.52500.349 – Other Operating Supplies $2,000
100.40.52600.222 – Utilities – Electric $200
100.40.52600.249 – SVC Repair – Other - $6,800
100.40.52600.339 – Travel & Conference - $2,000

Hudson Fire Department
Proposed 2020 Personnel Budget Narrative

100.20.52200.125 Salary Wages – Part Time
We are requesting an additional amount of $31,632. This is due to the account being underfunded in 2018 and the increase in calls that we've received in 2019. The 2019 budget will be overbudget due to call volume. Increasing by the above amount will cover the deficit we'll experience in 2019 and cover the increase in call volume that we've seen over the years. This is based on 485 calls a year, our average attendance of 19 firefighters attending a call, and the pay rate of $25.50 a call.

100.20.52200.151 FICA
We are requesting an additional amount of $2,444 to cover the increase in wages for the increase in call volume.

100.20.52201.125 Fire Training – Part Time Wages
We are requesting an additional amount of $14,160. This is $4,160 for quarterly EMS responder training plus an additional amount of $10,000 to keep the budget balanced. We have had increased training, and in 2020 we will be taking on more EMS training due to St. Croix EMS leaving. Since adding Rescue to the Fire Department from EMS in 2015 we have not added to this training budget but our requirements have increased having to add rope rescue, extrication, and confined space to our training schedule. Along with newly state mandated officer and driver training, and new employees who are doing additional training for professional development, an increase in this category would cover the additional expenses.

100.20.52201.151 FICA
We are requesting an additional amount of $1,083 to cover the increase in wages for the increase in training.

100.20.52205.121 Fire Administration Wages - FT
We are requesting an additional unknown amount that would need to be decided by Human Resources, City Administration and/or Council for the following:

1) Fire Chief's job description and salary be reviewed where the minimum qualifications align most closely with the Police Chief and we are seeking parity for compensation.

2) Fire Chief has recently taken on the role of Emergency Director with no additional pay compensation. In the past, the role of Emergency Director has been under the job description of EMS Director. Due to taking on new and additional responsibilities with this position, we are requesting the money in the Emergency Wages account **100.40.52600.121** of $6,480 be the compensation for this position. In the past when others have taken on additional responsibilities, they have been compensated appropriately. See Emergency Management section on the next page.

100.20.52205.122 – Fire Administration - Overtime
We are requesting an amount of $2,000 to cover overtime hours for the Administrative Assistant and the Fire Inspector. This is to cover the setup for the new location as it will

take many hours to move and set-up new offices. We are also currently using comp time for overtime needs for night meetings and special events which is cutting into day to day operations when comp time is used.

100.20.52205.125 – Fire Administration Wages - PT
We are requesting an amount of $5,500 to be able to use staff for special projects and implementing Lexipol, our SOG software. In additional to other projects that need to get done in the department, we can utilize this amount for a stipend basis at roughly 4+ hours a week.

EMERGENCY MANAGEMENT

100.40.52500 – Disaster Control Category
100.40.52600 – Emergency Govern-Sirens
These categories are for the Emergency Manager to monitor and budget for. It is suggested that it be removed from the Public Works department and moved to its own department for purposes of managing the account. This will afford whoever is Emergency Manager to manage the funds separate from their individual departments.

I am recommending the following amounts to remain in the following line items but not under 40-Public Works but under a different number for its own department:

100.40.52600.121 – Salary Wages Full-Time $6,480
100.40.52600.151 – FICA - $496
100.40.52600.152 – Retirement $424
100.40.52600.154 – Health Insurance $2,765

There is a proposed personnel increase of 5% for health insurance and 2.5% for wages which are not included in our presented budget numbers.

FIRE DEPARTMENT					
SUMMARY					
	ACTUAL EXPENDITURES			BUDGET	
	2017	2018	AS OF 8/31/2019	2018 APPROVED	2019 PROPOSED
FIRE SUPPRESSION	**$ 408,171**	**$ 427,670**	**$ 287,599**	**$ 429,172**	**$ 490,383**
FIRE TRAINING	**$ 49,001**	**$ 55,805**	**$ 36,934**	**$ 47,810**	**$ 68,152**
FIRE OFFICERS	**$ 28,940**	**$ 30,683**	**$ 20,929**	**$ 31,292**	**$ 31,895**
DEFERRED COMPENSATION	**$ 13,812**	**$ 13,632**	**$ 9,326**	**$ 21,730**	**$ 22,161**
FIRE MECHANIC WAGES	**$ 7,448**	**$ 7,360**	**$ 4,924**	**$ 10,082**	**$ 10,264**
ADMINISTRATION	**$ 253,782**	**$ 281,413**	**$ 186,532**	**$ 291,369**	**$ 307,301**
FIRE DEPARTMENT - TOTAL	**$ 761,154**	**$ 816,563**	**$ 546,244**	**$ 831,455**	**$ 930,156**

FIRE DEPARTMENT
FIRE SUPPRESSION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.20.52200.121	SALARY-WAGES FULL-TIME	$ -	$ -	$ -		
100.20.52200.122	SALARY-WAGES OVERTIME	$ -	$ -	$ -	$ -	$ -
100.20.52200.125	SALARY-WAGES PART TIME	$ 164,599	$ 214,358	$ 151,291	$ 203,350	$ 239,682
100.20.52200.151	FICA	$ 12,593	$ 16,400	$ 11,575	$ 15,556	$ 18,336
100.20.52200.152	RETIREMENT	$ 2,594	$ 2,836	$ 1,795	$ 3,700	$ 3,700
100.20.52200.154	HEALTH INSURANCE	$ 40	$ 55	$ 30	$ -	$ -
	PERSONNEL	**$ 179,826**	**$ 233,649**	**$ 164,691**	**$ 222,606**	**$ 261,718**
CONTRACTUAL SERVICE						
100.20.52200.212	OTHER PROFESSIONAL SERVICES	$ 975	$ -	$ -	$ 1,000	$ 1,000
100.20.52200.221	UTILITIES - WATER AND SEWER	$ 1,058	$ 1,109	$ 846	$ 1,319	$ 1,550
100.20.52200.222	UTILITIES - ELECTRIC	$ 8,437	$ 8,806	$ 4,716	$ 8,437	$ 18,800
100.20.52200.224	UTILITIES - GAS	$ 3,180	$ 5,066	$ 2,589	$ 5,200	$ 10,000
100.20.52200.225	TELEPHONE	$ 6,932	$ 7,367	$ 3,656	$ 6,900	$ 10,000
100.20.52200.241	SERVICE REPAIR - VEHICLES	$ 25,095	$ 26,409	$ 23,788	$ 25,390	$ 25,390
100.20.52200.242	SERVICE REPAIR - MACH/EQUIP	$ 5,075	$ 4,296	$ 1,962	$ 5,500	$ 5,500
100.20.52200.247	SERVICE REPAIR - BUILDINGS	$ 8,539	$ 7,566	$ 5,337	$ 9,845	$ 13,000
100.20.52200.291	LAB TESTS & PHYSICALS	$ 1,920	$ 1,305	$ 676	$ 2,500	$ 2,500
100.20.52200.293	OTHER CONT - FIRE EQUIP TESTING	$ 7,367	$ 12,494	$ 2,565	$ 16,550	$ 13,000
100.20.52200.298	MTCE. AGREEMENTS/LEASES	$ -	$ 915	$ 2,582	$ 5,980	$ 5,980
100.20.52200.299	OTHER CONTRACTUAL SERVICE	$ 2,901	$ 4,008	$ 2,949	$ 3,000	$ 3,000
	CONTRACTUAL SERVICE	**$ 71,479**	**$ 79,341**	**$ 51,666**	**$ 91,621**	**$ 109,720**

FIRE DEPARTMENT

FIRE SUPPRESSION (CONTINUED)

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
SUPPLIES & EXPENSES						
100.20.52200.311	POSTAGE	$ 424	$ 372	$ 361	$ 780	$ 780
100.20.52200.312	OFFICE SUPPLIES	$ 1,579	$ 814	$ 197	$ 1,378	$ 1,378
100.20.52200.324	MEMBERSHIPS & SUBSCRIPTIONS	$ 1,696	$ 1,616	$ 1,763	$ 1,750	$ 2,450
100.20.52200.332	VEHICLE ALLOWANCE	$ 170	$ 100	$ 47	$ 1,000	$ 1,000
100.20.52200.339	TRAVEL & CONFERENCES	$ 4,239	$ 3,544	$ 3,063	$ 5,500	$ 5,500
100.20.52200.344	JANITORIAL SUPPLIES	$ 669	$ 778	$ 187	$ 1,000	$ 1,000
100.20.52200.346	UNIFORM ALLOWANCE	$ 4,317	$ 4,223	$ 715	$ 4,750	$ 4,750
100.20.52200.348	SUPPLIES - EDUCATIONAL	$ 3,049	$ 2,627	$ -	$ 2,700	$ 2,700
100.20.52200.349	OTHER OPERATING SUPPLIES	$ 2,935	$ 4,438	$ 107	$ 3,600	$ 3,600
100.20.52200.351	SUPPLIES - MOTOR FUELS	$ 8,188	$ 10,782	$ 5,454	$ 9,000	$ 9,000
100.20.52200.352	SUPPLIES - VEHICLES	$ 1,294	$ 3,535	$ 947	$ 4,000	$ 4,000
100.20.52200.353	SUPPLIES - MACHINERY/EQUIPMENT	$ 1,582	$ 2,182	$ 2,073	$ 4,000	$ 4,000
100.20.52200.362	SMALLTOOLS	$ 470	$ 650	$ 573	$ 650	$ 650
100.20.52200.391	SAFETY EQUIPMENT	$ 23,079	$ 17,973	$ 11,838	$ 18,000	$ 18,000
100.20.52200.392	RESCUE EQUIPMENT	$ -	$ -	$ 1,764	$ 3,500	$ 3,500
100.20.52200.399	ACTIVITY SUPPLIES	$ 538	$ 1,252	$ 674	$ 1,500	$ 1,500
	SUPPLIES & EXPENSES	**$ 54,229**	**$ 54,886**	**$ 29,763**	**$ 63,108**	**$ 63,808**
FIXED CHARGES						
100.20.52200.511	PUBLIC LIABILITY & REPLACE INS	$ 5,136	$ 5,260	$ -	$ 6,500	$ 6,500
	FIXED CHARGES	**$ 5,136**	**$ 5,260**	**$ -**	**$ 6,500**	**$ 6,500**
CAPITAL EXPENDITURES						
100.20.52200.813	OFFICE EQUIPMENT	$ 1,686	$ 464	$ -	$ 2,237	$ 3,237
100.20.52200.819	OTHER CAPITAL EQUIPMENT	$ 95,815	$ 54,070	$ 41,479	$ 43,100	$ 45,400
100.20.52200.829	OTHER CAPITAL IMPROVEMENTS	$ -	$ -	$ -	$ -	$ -
	FIXED CHARGES	**$ 97,501**	**$ 54,534**	**$ 41,479**	**$ 45,337**	**$ 48,637**
	FIRE SUPPRESSION - SUBTOTAL	**$ 408,171**	**$ 427,670**	**$ 287,599**	**$ 429,172**	**$ 490,383**

FIRE DEPARTMENT
FIRE TRAINING

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.20.52201.125	SALARY-WAGES PART TIME	$ 39,475	$ 47,239	$ 31,322	$ 36,842	$ 52,022
100.20.52201.151	FICA	$ 3,021	$ 3,614	$ 2,396	$ 2,818	$ 3,980
100.20.52201.152	RETIREMENT	$ 509	$ 483	$ 280	$ 650	$ 650
	PERSONNEL	**$ 43,005**	**$ 51,336**	**$ 33,998**	**$ 40,310**	**$ 56,652**
CONTRACTUAL SERVICE						
100.20.52201.299	OTHER CONTRACTUAL SERVICE	$ 4,729	$ 3,237	$ 2,032	$ 5,000	$ 9,000
	CONTRACTUAL SERVICE	**$ 4,729**	**$ 3,237**	**$ 2,032**	**$ 5,000**	**$ 9,000**
SUPPLIES & EXPENSES						
100.20.52201.349	OTHER OPERATING SUPPLIES	$ 724	$ 525	$ 827	$ 2,000	$ 2,000
100.20.52201.399	ACTIVITY SUPPLIES	$ 543	$ 707	$ 77	$ 500	$ 500
	SUPPLIES & EXPENSES	**$ 1,267**	**$ 1,232**	**$ 904**	**$ 2,500**	**$ 2,500**
	FIRE TRAINING - SUBTOTAL	**$ 49,001**	**$ 55,805**	**$ 36,934**	**$ 47,810**	**$ 68,152**

FIRE DEPARTMENT
FIRE OFFICERS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.20.52202.125	SALARY-WAGES PART TIME	$ 26,387	$ 28,010	$ 19,148	$ 28,000	$ 28,560
100.20.52202.151	FICA	$ 2,019	$ 2,143	$ 1,465	$ 2,142	$ 2,185
100.20.52202.152	RETIREMENT	$ 534	$ 530	$ 316	$ 1,150	$ 1,150
	FIRE OFFICERS - SUBTOTAL	**$ 28,940**	**$ 30,683**	**$ 20,929**	**$ 31,292**	**$ 31,895**

FIRE DEPARTMENT
DEFERRED COMPENSATION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
100.20.52203.125	SALARY-WAGES PART TIME	$ 12,832	$ 12,665	$ 8,665	$ 20,000	$ 20,400
100.20.52203.151	FICA	$ 980	$ 967	$ 661	$ 1,530	$ 1,561
100.20.52203.152	RETIREMENT	$ -	$ -	$ -	$ 200	$ 200
	DEFERRED COMPENSATION - SUBTOTAL	**$ 13,812**	**$ 13,632**	**$ 9,326**	**$ 21,730**	**$ 22,161**

FIRE DEPARTMENT
MECHANIC WAGES

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
100.20.52204.125	SALARY-WAGES PART TIME	$ 6,842	$ 6,773	$ 4,545	$ 9,087	$ 9,269
100.20.52204.151	FICA	$ 524	$ 518	$ 348	$ 695	$ 695
100.20.52204.152	RETIREMENT	$ 82	$ 69	$ 31	$ 300	$ 300
	FIRE MECHANIC WAGES - SUBTOTAL	**$ 7,448**	**$ 7,360**	**$ 4,924**	**$ 10,082**	**$ 10,264**

FIRE DEPARTMENT
ADMINISTRATION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
100.20.52205.121	SALARY-WAGES FULL-TIME	$ 175,623	$ 188,979	$ 122,541	$ 205,366	$ 209,544
100.20.52205.122	SALARY-WAGES OVERTIME					$ 2,000
100.20.52205.125	SALARY-WAGES PART-TIME	$ -	$ 9,604	$ 6,997	$ -	$ 5,500
100.20.52205.151	FICA	$ 13,091	$ 14,670	$ 9,515	$ 15,710	$ 16,604
100.20.52205.152	RETIREMENT	$ 17,215	$ 19,569	$ 12,516	$ 19,843	$ 20,680
100.20.52205.154	HEALTH INSURANCE	$ 47,853	$ 48,591	$ 34,963	$ 50,450	$ 52,973
	FIRE ADMINISTRATION - SUBTOTAL	**$ 253,782**	**$ 281,413**	**$ 186,532**	**$ 291,369**	**$ 307,301**

PARKS					
SUMMARY					
	ACTUAL EXPENDITURES			BUDGET	
	2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
ADMINISTRATION	**$ 106,159**	**$ 128,929**	**$ 73,693**	**$ 113,517**	**$ 116,375**
GENERAL PARKS MAINTENANCE	**$ 203,863**	**$ 207,548**	**$ 127,514**	**$ 239,062**	**$ 235,940**
LAKEFRONT PARK	**$ 53,840**	**$ 39,781**	**$ 29,286**	**$ 45,354**	**$ 45,208**
GRANDVIEW PARK	**$ 41,257**	**$ 49,641**	**$ 32,436**	**$ 53,656**	**$ 52,456**
PARKS DEPARTMENT - TOTAL	**$ 405,119**	**$ 425,899**	**$ 262,929**	**$ 451,589**	**$ 449,979**

PARKS
ADMINISTRATION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.25.55200.121	SALARY-WAGES FULL-TIME	$ 69,923	$ 87,022	$ 47,022	$ 74,846	$ 77,350
100.25.55200.122	SALARY-WAGES OVERTIME	$ 552	$ 1,033	$ 294	$ 260	$ 260
100.25.55200.151	FICA	$ 5,014	$ 6,276	$ 3,390	$ 5,746	$ 5,937
100.25.55200.152	RETIREMENT	$ 4,791	$ 5,897	$ 3,101	$ 4,919	$ 5,083
100.25.55200.154	HEALTH INSURANCE	$ 23,792	$ 27,516	$ 17,723	$ 24,996	$ 26,245
	PERSONNEL	**$ 104,072**	**$ 127,744**	**$ 71,530**	**$ 110,767**	**$ 114,875**
CONTRACTUAL SERVICES						
100.25.55200.215	ENGINEERING SERVICES	$ -	$ -	$ -	$ -	$ -
100.25.55200.225	TELEPHONE	$ 137	$ -	$ -	$ 650	$ -
100.25.55200.298	MAINTENANCE AGREEMENTS/LEASES	$ 913	$ 944	$ 516	$ 1,300	$ 1,000
100.25.55200.299	OTHER CONTRACTUAL SERVICES	$ 210	$ -	$ 1,500	$ -	$ -
	CONTRACTUAL SERVICES	**$ 1,260**	**$ 944**	**$ 2,016**	**$ 1,950**	**$ 1,000**
SUPPLIES & EXPENSES						
100.25.55200.312	OFFICE SUPPLIES	$ 827	$ 241	$ 147	$ 800	$ 500
	SUPPLIES & EXPENSES	**$ 827**	**$ 241**	**$ 147**	**$ 800**	**$ 500**
	PARKS ADMINISTRATION - SUBTOTAL	**$ 106,159**	**$ 128,929**	**$ 73,693**	**$ 113,517**	**$ 116,375**

PARKS

GENERAL PARKS MAINTENANCE

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.25.55205.121	SALARY-WAGES FULL-TIME	$ 41,724	$ 41,227	$ 20,955	$ 40,073	$ 40,883
100.25.55205.122	SALARY-WAGES OVERTIME	$ 1,242	$ 1,834	$ 360	$ 2,000	$ 2,000
100.25.55205.125	SALARY-WAGES PART TIME	$ 75,346	$ 77,365	$ 53,755	$ 101,909	$ 101,909
100.25.55205.151	FICA	$ 8,903	$ 9,077	$ 5,665	$ 11,015	$ 11,077
100.25.55205.152	RETIREMENT	$ 2,877	$ 2,856	$ 1,394	$ 2,756	$ 2,809
100.25.55205.154	HEALTH INSURANCE	$ 19,194	$ 18,493	$ 11,552	$ 19,079	$ 20,032
	PERSONNEL	**$ 149,286**	**$ 150,852**	**$ 93,681**	**$ 176,832**	**$ 178,710**
CONTRACTUAL SERVICES						
100.25.55205.221	UTILITIES - WATER AND SEWER	$ 3,006	$ 3,627	$ 2,421	$ 2,800	$ 2,800
100.25.55205.222	UTILITIES - ELECTRIC	$ 7,023	$ 7,569	$ 5,063	$ 6,000	$ 6,000
100.25.55205.224	UTILITIES - GAS	$ 1,914	$ 2,196	$ 1,347	$ 2,000	$ 2,000
100.25.55205.225	TELEPHONE	$ 880	$ 871	$ 542	$ 1,000	$ 1,000
100.25.55205.241	SERVICE REPAIR - VEHICLES	$ 21	$ -	$ 150	$ -	$ -
100.25.55205.242	SERVICE REPAIR - MACH/EQUIP	$ -	$ 30	$ 473	$ -	$ -
100.25.55205.247	SERVICE REPAIR - BUILDINGS	$ 1,119	$ 2,861	$ -	$ 1,000	$ 1,000
100.25.55205.248	SERVICE REPAIR - UTILITIES	$ 248	$ -	$ -	$ -	$ -
100.25.55205.299	OTHER CONTRACTUAL SERVICES	$ 6,383	$ 6,658	$ 2,514	$ 10,000	$ 7,000
	CONTRACTUAL SERVICES	**$ 20,594**	**$ 23,812**	**$ 12,510**	**$ 22,800**	**$ 19,800**

PARKS

GENERAL PARKS MAINTENANCE (CONTINUED)

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
SUPPLIES & EXPENSES						
100.25.55205.311	POSTAGE - MOORINGS	$ 78	$ 56	$ 129	$ 100	$ 100
100.25.55205.344	JANITORIAL SUPPLIES	$ 1,189	$ 2,689	$ 2,412	$ 2,500	$ 2,500
100.25.55205.346	UNIFORM ALLOWANCE	$ 100	$ 932	$ 424	$ 700	$ 700
100.25.55205.349	OTHER OPERATING SUPPLIES	$ 6,753	$ 4,632	$ 2,965	$ 8,000	$ 6,000
100.25.55205.350	SUPPLIES - BUILDING	$ 3,238	$ 4,170	$ 1,941	$ 3,000	$ 3,000
100.25.55205.351	SUPPLIES - MOTOR FUELS	$ 6,030	$ 7,555	$ 3,603	$ 8,580	$ 8,580
100.25.55205.352	SUPPLIES - VEHICLES	$ 1,430	$ 81	$ 685	$ 1,000	$ 1,000
100.25.55205.353	SUPPLIES - MACHINERY/EQUIP PARTS	$ 1,829	$ 1,720	$ 2,219	$ 2,500	$ 2,500
100.25.55205.354	LANDSCAPING MATERIALS	$ 523	$ 1,331	$ 607	$ 1,600	$ 1,600
100.25.55205.355	SUPPLIES - UTILITIES	$ 512	$ 525	$ 532	$ 1,000	$ 1,000
100.25.55205.357	SUPPLIES - OTHER	$ 323	$ 13	$ 282	$ 150	$ 150
100.25.55205.361	CHEMICALS	$ 630	$ 46	$ 77	$ 1,000	$ 1,000
100.25.55205.362	SMALLTOOLS	$ 1,463	$ 2,147	$ 604	$ 1,500	$ 1,500
100.25.55205.363	ROADWAY SUPPLIES SIGNS	$ 1,857	$ 973	$ 246	$ 750	$ 750
100.25.55205.391	SAFETY EQUIPMENT	$ 569	$ 1,026	$ 78	$ 750	$ 750
100.25.55205.399	ACTIVITY SUPPLIES	$ 6,159	$ 4,535	$ 3,219	$ 5,000	$ 5,000
	SUPPLIES & EXPENSES	**$ 32,683**	**$ 32,431**	**$ 20,023**	**$ 38,130**	**$ 36,130**
BUILDING MAINTENANCE						
100.25.55205.451	CRUSHED ROCK	$ -	$ 51	$ -	$ -	$ -
100.25.55205.452	SAND	$ 1,300	$ 402	$ 1,300	$ 1,300	$ 1,300
	BUILDING MAINTENANCE	**$ 1,300**	**$ 453**	**$ 1,300**	**$ 1,300**	**$ 1,300**
	GENERAL PARKS MAINTENANCE - SUBTOTAL	**$ 203,863**	**$ 207,548**	**$ 127,514**	**$ 239,062**	**$ 235,940**

PARKS

LAKEFRONT PARK

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.25.55208.121	SALARY-WAGES FULL-TIME	$ 9,053	$ 8,257	$ 6,976	$ 7,558	$ 7,711
100.25.55208.125	SALARY-WAGES PART TIME	$ 4,390	$ 5,784	$ 2,808	$ 4,299	$ 4,299
100.25.55208.151	FICA	$ 991	$ 1,048	$ 722	$ 907	$ 919
100.25.55208.152	RETIREMENT	$ 650	$ 553	$ 457	$ 495	$ 505
100.25.55208.154	HEALTH INSURANCE	$ 4,331	$ 3,241	$ 3,490	$ 3,595	$ 3,774
	PERSONNEL	**$ 19,415**	**$ 18,883**	**$ 14,453**	**$ 16,854**	**$ 17,208**
CONTRACTUAL SERVICE						
100.25.55208.221	UTILITIES - WATER AND SEWER	$ 1,360	$ 1,501	$ 804	$ 1,500	$ 1,500
100.25.55208.222	UTILITIES - ELECTRIC	$ 5,410	$ 4,728	$ 2,676	$ 5,000	$ 5,000
100.25.55208.248	SERVICE REPAIR - UTILITIES	$ 175	$ 411	$ -	$ 500	$ -
100.25.55208.299	OTHER CONTRACTUAL SERVICES	$ 18,047	$ 10,119	$ 6,302	$ 12,000	$ 13,000
	CONTRACTUAL SERVICE	**$ 24,992**	**$ 16,759**	**$ 9,782**	**$ 19,000**	**$ 19,500**
SUPPLIES & EXPENSES						
100.25.55208.344	JANITORIAL SUPPLIES	$ 2,009	$ 390	$ 1,229	$ 3,000	$ 2,500
100.25.55208.349	OTHER OPERATING SUPPLIES	$ 2,771	$ 1,345	$ 800	$ 3,000	$ 2,500
100.25.55208.350	SUPPLIES - BUILDING	$ 663	$ 184	$ 1,113	$ 500	$ 500
100.25.55208.354	LANDSCAPING MATERIALS	$ 598	$ 595	$ 363	$ 1,000	$ 1,000
100.25.55208.355	SUPPLIES - UTILITIES	$ 2,500	$ 1,305	$ 725	$ 1,200	$ 1,200
100.25.55208.361	CHEMICALS & ROADWAY SUPPLIES	$ 118	$ 312	$ -	$ -	$ -
	SUPPLIES & EXPENSES	**$ 8,659**	**$ 4,131**	**$ 4,230**	**$ 8,700**	**$ 7,700**
BUILDING MATERIALS						
100.25.55208.451	CRUSHED ROCK	$ 774	$ 8	$ 821	$ 800	$ 800
	BUILDING MAINTENANCE	**$ 774**	**$ 8**	**$ 821**	**$ 800**	**$ 800**
	LAKEFRONT PARK - SUBTOTAL	**$ 53,840**	**$ 39,781**	**$ 29,286**	**$ 45,354**	**$ 45,208**

PARKS

GRANDVIEW PARK

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.25.55404.121	SALARY-WAGES FULL-TIME	$ 5,901	$ 8,175	$ 3,668	$ 6,395	$ 6,525
100.25.55404.122	SALARY-WAGES OVERTIME	$ 119	$ 204	$ -	$ -	$ -
100.25.55404.125	SALARY-WAGES PART TIME	$ 1,510	$ 1,868	$ 1,425	$ 7,163	$ 7,163
100.25.55404.151	FICA	$ 553	$ 753	$ 377	$ 1,037	$ 1,047
100.25.55404.152	RETIREMENT	$ 409	$ 561	$ 240	$ 419	$ 427
100.25.55404.154	HEALTH INSURANCE	$ 3,079	$ 3,920	$ 1,850	$ 3,042	$ 3,194
	PERSONNEL	**$ 11,571**	**$ 15,481**	**$ 7,560**	**$ 18,056**	**$ 18,356**
CONTRACTUAL SERVICES						
100.25.55404.221	UTILITIES - WATER AND SEWER	$ 4,963	$ 7,902	$ 2,309	$ 5,000	$ 5,000
100.25.55404.222	UTILITIES - ELECTRIC	$ 11,786	$ 7,476	$ 6,936	$ 12,000	$ 10,000
100.25.55404.299	OTHER CONTRACTUAL SERVICES	$ 2,918	$ 4,258	$ 3,902	$ 4,500	$ 5,000
	CONTRACTUAL SERVICES	**$ 19,667**	**$ 19,636**	**$ 13,147**	**$ 21,500**	**$ 20,000**
SUPPLIES & EXPENSES						
100.25.55404.344	JANITORIAL SUPPLIES	$ 1,063	$ 1,490	$ 1,356	$ 1,500	$ 1,500
100.25.55404.349	OTHER OPERATING SUPPLIES	$ 949	$ 3,026	$ -	$ 3,000	$ 3,000
100.25.55404.350	SUPPLIES - BUILDING	$ -	$ 784	$ 238	$ 500	$ 500
100.25.55404.355	SUPPLIES - UTILITIES	$ 552	$ 762	$ 848	$ 600	$ 600
100.25.55404.356	SUPPLIES - OTHER	$ -	$ 612	$ -	$ -	$ -
100.25.55404.399	ACTIVITY SUPPLIES	$ 7,455	$ 7,850	$ 9,287	$ 8,500	$ 8,500
	SUPPLIES & EXPENSES	**$ 10,019**	**$ 14,524**	**$ 11,729**	**$ 14,100**	**$ 14,100**
	GRANDVIEW PARK - SUBTOTAL	**$ 41,257**	**$ 49,641**	**$ 32,436**	**$ 53,656**	**$ 52,456**

2020 Budget Narrative
Community Development

In 2019 the Community Development Department continued to provide quality service to the City. Included in this budget narrative is a list of projects, activities, and accomplishments realized during this calendar year.

It is important to note that since the year 2000, the department has only added one position (Associate Planner 2018) while the city grew from a population of 8,775 to 13,744 (36% increase). The rapid growth has continued, and the last 12 months will likely end up being the most active calendar year of development ever in the City of Hudson. Understanding the strain on existing services and the staffing needs of other departments, the Community Development Department did not request any additional staffing in 2019. In 2020, Community Development is partnering with the Public Works/Parks Department and the Utilities Department to request approval of an Associate Planner – GIS Analyst position.

The information below is an overview of projects and relevant day to day activities year to date (1-1-2019 to 9-30-2019).

Planning & Development:
Concept Development Plans *(A prerequisite to obtaining a building permit for housing projects consisting of more than two dwelling units on a single lot of record or any type of commercial, industrial or public/quasi public buildings. Concept Development Plan applications and review procedure is managed by the Community Development Department. Applications are reviewed by Community Development Staff, City Engineer, Consulting Engineer, Public Works Director, Utility Director and Fire Chief. Concept Development Plans are approved or denied by the Plan Commission):*

- CocoBello Expansion – 411 Second Street
- Chandler Addition – 2700 Harvey Street
- San Pedro's Patio Addition – 426 Second Street & 212 Walnut Street
- Hudson Fire Station – 2121 Ward Avenue
- Luther Chevrolet Expansion – 1220 Crest View Drive
- Third Street Living – 614-620 Third Street
- Hudson Golf Clubhouse Remodel – 201 Carmichael Road
- Phillips-Medisize Building Phase 2 – 2202 Carmichael Road
- Mallory's Third Floor Patio – 690 Second Street
- Hudson Memorial Hospital EMS Garage – 2720 Center Drive

- Tripod Condos – 502 Third Street
- Hudson Memorial Hospital Emergency Dept. Expansion – 405 Stageline Road
- Winnesota Building – 3010 Enloe Street (in Process)

Final Development Plans: *(A prerequisite to obtaining a building permit for housing projects consisting of more than two dwelling units on a single lot of record or any type of commercial, industrial or public/quasi public buildings. Final Development Plan applications and review procedure is managed by the Community Development Department. Applications are reviewed by Community Development Staff, City Engineer, Consulting Engineer, Public Works Director, Utility Director and Fire Chief. Final Development Plans are approved or denied by the Plan Commission and the Common Council):*

- Chandler Addition – 2700 Harvey Street
- San Pedro's Patio Addition – 426 Second Street & 212 Walnut Street
- Hudson Fire Station – 2121 Ward Avenue
- Luther Chevrolet Expansion – 1220 Crest View Drive
- Third Street Living – 614-620 Third Street
- Hudson Golf Clubhouse Remodel – 201 Carmichael Road
- Phillips-Medisize Building Phase 2 – 2202 Carmichael Road
- Tripod Condos – 502 Third Street (in Process)
- Hudson Memorial Hospital Emergency Dept. Expansion – 405 Stageline Road (in Process)

Certified Survey Maps (CSM's):

- 435 Brick Circle CSM (Extraterritorial Zone)
- 499 Cty Road A CSM (Extraterritorial Zone)
- 815 Wisconsin Street CSM
- 1909 Shasta Drive CSM
- 236-1975-16-000 Maxwell Drive Extension CSM

Conditional Use Permits (CUP's): *(CUP's are reviewed and granted by the Common Council in any zoning district provided that the use is designated within Section 255-25 of the zoning code. Process includes a public hearing at Plan Commission which then forwards its recommendation to the Common Council to render a final approval or denial. Community Development Department staff reviews and administers all conditional use permits):*

- Rustic Road Sales Auction CUP Review – 1301 Gateway Circle
- The Maxwell Phase II – 236-1975-16-000 (Withdrawn)
- Plant Place Inc CUP Review – 1800 Ward Avenue
- Plaza 94 Master Sign Plan CUP Amendment – 1701-1801 Ward Avenue

- O-I-See Family Strategies CUP Review – 426 Oak Street
- Madison Avenue Wine & Spirits – 1510 Swasey Street
- Chateau de Aimer – 1031 Second Street (Withdrawn)
- Xcel Property Remediation – 5 St. Croix Street
- Development in Stormwater Drainage Area – 1909 Shasta Drive
- Mallory's Phone Booth – 690 Second Street (Withdrawn)
- St. Croix Meadows Redevelopment – Park Place Village
- Atwood Property – Bella Rose (in Process)
- Hudson GNG Indoor Recreation Facility – 2760 Enloe Street (in Process)
- Burke Property Garage Height – 508 Vine Street (in Process)
- The Dancing House – 2000 O'Neil Road, Suite 100 (in Process)

<u>Pre-Preliminary Plats & Preliminary Plats:</u> *(A subdivider of property submits to the Community Development department and to those agencies having the authority to object to plats under state statute to review and render decision on the subdivision of land. Plan Commission reviews and renders decisions on preliminary plats after review and recommendation by the Community Development Department):*

- St. Croix Meadows Redevelopment – Park Place Village
- Atwood Property – Bella Rose

<u>Final Plats:</u> *(Following preliminary plat approval, a subdivider applies for final plat approval which consummates the subdivision of land. Final Plats are first reviewed by the community development department followed by a recommendation from Plan Commission to the Common Council for final decision):*

- St. Croix Meadows Redevelopment – St. Croix Meadows
- St. Croix Meadows Redevelopment – Park Place Village
- Atwood Property – Bella Rose (in Process)

<u>Rezonings:</u> *(Rezoning process includes a public hearing with the Common Council. A petition/application is approved or denied first by action of the Plan Commission which forwards its recommendation to the Common Council for final action. All rezoning petitions/applications are reviewed and administered by the Community Development Department):*

- 236-1975-16-000 – Gerrard Development, LLC – The Maxwell Phase II (Withdrawn)
- Atwood Property – AR to PRD-3 and B-2
- St. Croix Meadows Redevelopment Lot 12 – Park Place, LLC – PCD1 to PRD3
- 236-2041-00-000 – LandVest, LLC – RM1 to RM2 (in Process)
- 821 & 825 Second Street & 828 First Street – R2 to B3 (in Process)

- 1031 Second Street – Chateau de Aimer – R1 to RT (in Process)
- Lot 31 Southpoint – LandDevCo of Hudson, LLC – B2 to RM2 (in Process)

Other:

- Variance – Third Street Living – 614-620 Third Street
- Variance – Gilbert Property – 2 Birkmose Park (in Process)
- Variance – River Front Properties Inc. – 106 Buckeye Street (in Process)
- Certificate of Compliance – Third Street Living – 614-620 Third Street
- Certificate of Compliance – Phillips-Medisize Phase 2 – 2202 Carmichael Road
- Certificate of Compliance – Tripod Condos – 502 Third Street
- Annexation – Atwood Property
- Annexation – Foster Property (in Process)
- Partial Discontinuance of Carmichael Road Right-of-Way
- Partial Discontinuance of Kinnickinnic Street (in Process)
- Downtown Overlay Review – Hudson Tap – 417 Second Street
- Downtown Overlay Review – Wells Fargo – 600 Second Street
- Downtown Overlay Review – San Pedro's Patio – 426 Second Street / 212 Walnut Street
- Downtown Overlay Review – Phipps Center for the Arts – 109 Locust Street
- Downtown Overlay Review – Holiday Station Signage – 210 Second Street
- Downtown Overlay Review – Valley Cartage Signage – 721 First Street
- Downtown Overlay Review – Third Street Living – 614-620 Third Street
- Downtown Overlay Review – Partners Title Signage – 401 Second Street
- Downtown Overlay Review – Ziggy's Signage – 302 Second Street
- Downtown Overlay Review – Hudson Public Library Signage – 700 First Street
- Downtown Overlay Review – TriPod Condos – 502 Third Street
- Beekeeping Permit – 737 Twelfth Street
- Beekeeping Permit – 708 Vine Street
- Home Occupation – 1100 Mont Croix Street, Unit 3
- Development Agreement – Atwood Property / Bella Rose (in Process)
- Development Agreement – Park Place Village (in Process)
- Development Agreement – Third Street Living (in Process)
- Sanitary Sewer Extension – St. Croix Street (in Process)
- Parking Meter System Signage and Implementation
- Code Update – Small Animal & Reptile Education Facilities (in Process)
- Downtown Parking Pay Stations (in Process)
- Therefore records digitization deployment
- GIS mapping efforts
- Code Update Discussion – Mobile Food Vendors
- Code Update Discussion – Airbnbs and Related Vacation Rentals
- 2019-2029 Comprehensive Plan Update (in Process)

- Study – Carmichael Road Conceptual Design (in Process)
- Study – Vine Street Traffic/Pedestrian Safety (in Process)
- Study – Heggen Street Bridge Expansion Study (in Process)
- Study – Floodway Delineation Study (in Process)
- Study – 2021 Hwy 35 Design Improvement Options (in Process)
- Bicycle and Pedestrian Committee
- Acting Secretary for the St Croix Business Park Board Corp.
- All other zoning and planning related items as detailed in Exhibit "B" and day to day inquiries and public assistance.

2019 Personnel Budget Request

As Director, I am committed to the long-term retention and professional growth of our team members. I respectfully request that Administrative Assistant Sorenson be reclassified from Community Development Clerk to Executive Assistant at her current step. In my 2019 Budget Narrative, I indicated that this request would be forthcoming in 2020. Without her organizational and project management skills, very little of what is accomplished in the planning and development area of this department would be possible. This increase of $4,660 annually would be covered entirely by supporting the City Engineer via development review chargebacks.

<u>Associate Planner – GIS Analyst Position</u>

Additionally, the Community Development Department, in partnership with the Public Works/Parks Department and Hudson Public Utilities Department are requesting the addition of an Associate Planner – GIS Analyst Position. In 2019, the City purchased and deployed a much needed and overdue ESRI GIS program. The current Associate Planner has spearheaded the initial deployment but in order to utilize the technology to a necessary level to serve the needs of multiple departments, a dedicated staff member is needed. Additional urgency for this position is the fact that our current third-party vendor (SEH) who supports the City's online mapping tool, will no longer be allowed to provide this critical service to the City as ESRI is requiring that these platforms be eliminated. For perspective, all the City's infrastructure (water, sewer, storm, etc.) is currently on that platform and utilized daily by staff in multiple departments. With the new software purchased in 2019, the City can easily transition this data to the City's program. The following are statements of need from the Parks, Public Works and Public Utilities Department's.

Parks Department

The Parks department would utilize a GIS Analyst to help track inventory, set-up maintenance of assets, and enhance public communication of what our parks system has to offer.

- Weed Control
- Playground inspections
- Equipment maintenance/replacement
- irrigation mapping

A GIS Analyst would help create workflows to increase efficiencies for our staff.

Public Works

The position would assist in data collection and management of our current GIS systems including stormwater, tree & sidewalk inventories, and pedestrian ramp assessments. Instead of having to hire out a consultant to do corrections of existing facilities and collect field data which the City does annually, these responsibilities could be performed in house. In 2019, the Water Utility and Stormwater Utility spent $27,711 in mapping expenses. The analyst would also assist with uploading all the new infrastructure that is being installed in the Lee, St. Croix Meadows, and Atwood developments.

Hudson Utilities:

- Updates to our mapping system including our printed paper maps. The Utilities Department is currently spending $15-20K per year for the City's consulting engineer to update.
- Ability to make real-time changes to GIS system as hydrants, valves, services and manholes are reconstructed and moved
- Ability to locate and gather coordinates on structures, manholes, valves, hydrants etc from projects completed by staff or developers
- To assist in creating yearly reports needed for DNR and PSC submissions.
- To assist the city engineer in development of plans for smaller utility projects. Short water main and sewer main replacement projects.

The Departments are requesting that this position be approved at the same salary schedule of the Associate Planner. The proposed overall budget for wages and benefits is $94,261. Funding for this position would come from the following: 32% Community Development, 33% Storm Water,25% Water, 10% Sewer.

COMMUNITY DEVELOPMENT

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.30.56300.121	SALARY-WAGES FULL-TIME	$ 161,813	$ 198,894	$ 144,061	$ 222,484	$ 251,142
100.30.56300.151	FICA	$ 11,717	$ 14,737	$ 10,669	$ 17,020	$ 19,212
100.30.56300.152	RETIREMENT	$ 11,000	$ 17,848	$ 9,436	$ 14,573	$ 16,450
100.30.56300.154	HEALTH INSURANCE	$ 52,104	$ 44,166	$ 32,078	$ 54,840	$ 59,874
	PERSONNEL TOTAL	**$ 236,634**	**$ 275,645**	**$ 196,244**	**$ 308,917**	**$ 346,678**
CONTRACTUAL SERVICES						
100.30.56300.212	LEGAL SERVICES	$ -	$ 1,380	$ -	$ -	$ -
100.30.56300.215	ENGINEERING SERVICES	$ 315	$ 2,335	$ 648	$ 1,000	$ 1,000
100.30.56300.225	TELEPHONE	$ 1,870	$ 1,996	$ 1,059	$ 600	$ 600
100.30.56300.229	ENGINEER/LEGAL CHARGEBACK	$ -	$ (3,242)	$ 210	$ -	$ -
100.30.56300.298	MAINTENANCE AGMT & LEASES	$ 1,233	$ 968	$ 374	$ 1,600	$ 1,300
100.30.56300.299	OTHER CONTRACTUAL SERVICES	$ 37,185	$ 18,938	$ -	$ 3,000	$ 3,000
	CONTRACTUAL SERVICES TOTAL	**$ 40,603**	**$ 22,375**	**$ 2,291**	**$ 6,200**	**$ 5,900**
SUPPLIES & EXPENSES						
100.30.56300.312	OFFICE SUPPLIES	$ 984	$ 998	$ 248	$ 1,300	$ 1,200
100.30.56300.321	PUBLICATION OF LEGAL NOTICES	$ 1,429	$ 2,487	$ 1,107	$ 500	$ 500
100.30.56300.324	MEMBERSHIPS/SUBSCRIPTIONS	$ -	$ -	$ 539	$ 600	$ 1,000
100.30.56300.332	VEHICLE ALLOWANCE	$ 109	$ 115	$ -	$ 650	$ 600
100.30.56300.339	TRAVEL AND CONFERENCES	$ 171	$ 1,322	$ 296	$ -	$ 1,500
	SUPPLIES & EXPENSES TOTAL	**$ 2,693**	**$ 4,922**	**$ 2,190**	**$ 3,050**	**$ 4,800**
	COMMUNITY DEVELOPMENT TOTAL	**$ 279,930**	**$ 302,942**	**$ 200,725**	**$ 318,167**	**$ 357,378**

ANIMAL CONTROL

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.34.54110.260	DOG PICK-UPS	$ 2,009	$ 2,805	$ 1,505	$ 2,200	$ 2,200
100.34.54110.261	CAT PICK-UPS	$ 1,015	$ 1,065	$ 975	$ 1,200	$ 1,200
100.34.54110.263	DRY RUNS	$ 660	$ 884	$ 110	$ 1,000	$ 1,000
100.34.54110.264	OTHER ANIMALS	$ 88	$ 62	$ -	$ -	$ -
100.34.54110.265	DOG BOARDING	$ 910	$ 1,786	$ 443	$ 1,000	$ 1,000
100.34.54110.266	CAT BOARDING	$ 2,772	$ 1,604	$ 781	$ 1,500	$ 1,500
100.34.54110.299	OTHER CONTRACTUAL SERV	$ 1,220	$ 1,340	$ 901	$ 1,000	$ 1,000
	PERSONNEL TOTAL	**$ 8,674**	**$ 9,546**	**$ 4,715**	**$ 7,900**	**$ 7,900**
SUPPLIES & EXPENSES						
100.34.54110.332	VEHICLE ALLOWANCE	$ 729	$ 685	$ 348	$ 800	$ 800
	SUPPLIES & EXPENSES TOTAL	**$ 729**	**$ 685**	**$ 348**	**$ 800**	**$ 800**
	ANIMAL CONTROL TOTAL	**$ 9,403**	**$ 10,231**	**$ 5,063**	**$ 8,700**	**$ 8,700**

- **Personnel**
  - Increase budget line item for patrol personnel by $94,204 to add an additional officer**. I am requesting this new position, but it is not currently in the budget proposal, it would need to be added to the budget by council.**
  - Increase the budget line item for part time officers (52101.125) $35,000 to make the budget line $35,000. To create a Community Service Officer Program. With the department acquiring the 2013 Chevrolet Tahoe from SCEMS, we would repurpose that vehicle as a CSO vehicle.

- **Budget changes for 2020**
  - ***52100 (Administration)***
  - 52100.214; Increase Computer Programming by $20,000 to a total of $48,000. The county is looking to upgrade it's Computer Aided Dispatch, and Records Management system (RMS). Currently, we are using an antiquated RMS which requires hours and hours of data entry, copying and pasting reports written by officers on Word documents, to be placed into the RMS. The officers spend a great deal of time writing reports as they often have to regurgitate the same information on many different reports associated with the same case. This new system will allow our department to go 80% paperless, have instant access to records with the click of a button, and save officers and staff considerable time generating reports and getting the reports into the RMS. The cost for this new system is $23,880. We currently pay $4,000 which is an increase of $19,880. This $23,880 would be paid every year for five years. After that, we would see an increase of 4% every year for maintenance costs. The company has allowed us to pay on a subscription plan and pay a smaller amount over five years as opposed to paying over $100,000 in one lump sum for the software upgrade.
- **52101 Patrol**
  - 52101.121; Increase the patrol personnel budget by $94,204 for the addition of one police patrol officer. This need is explained in the attached police officer position proposal.
  - 52101.125; Create a CSO program under the part-time line of the budget to $35,000. I am proposing the creation of a CCSO programs are much cheaper, the employees are part time and non-sworn positions. The job duties would allow them to do a variety of duties that do not require full time sworn officers to do. A detailed proposal for the CSO program is also attached.
  - 52101.391; Increase safety equipment budget line by $2,000 to a total of $15,000. This increase would allow us to replace broken / faulty / out of date equipment. We apply for various grants to also assist with this area, but things

that get used heavily do not last forever and they need to be replaced. This increase would also allow us to acquire new equipment that we need for example, Xtinguish units, AED'S, traffic cones, road flares, GPS pucks for squad cars, Laser radar units, less lethal and chemical munitions, etc. The grants that we do receive rarely cover the entire cost of equipment and will generally require a 50 /50 match. This increase would allow us to get our equipment needs where they need to be over time.

- 52101.399; Increase Activity Supplies budget by $2,000 to a total of $10,000. This item is where recruiting, community education, officer photos, and ID's, marketing, community messaging, badges and patches come from. We have not done enough marketing of the police department and community outreach because of the limited funding we have. I also want to start an award program and this increase would allow me to purchase the awards for officers and citizens.
- 52101.811; Increase the patrol vehicle budget $5,000 to $90,000 for the purpose of purchasing and building two squads per year to keep our fleet updated. This money would also be used to outfit a CSO vehicle.

- **Capital project requests**

  - I am requesting $40,000 to implement an automated license plate reader program. This money was approved as part of the 2019-2020 capital improvement plan. I would propose outfitting one squad car camera. We have seen an increase in retail crime over the past several years and having vehicles and fixed cameras at busy areas of the city, collecting data and photographic evidence would assist with the investigation and successful prosecution of these crimes and potentially many others. My long term plan would be to affix fixed base stations at high volume traffic areas such as Crest View Drive and Carmichael, or Crest View and Gateway, or Crest View and Badger in the future.

    The Automated License Plate Readers or ALPR, is a camera attached to a vehicle of light pole that takes images of vehicles and license plates as they pass by the camera. Very similar to what we are using for parking enforcement. The Vigilant system, also allows us access to the private sector cameras that have data in the system taken by private trucking companies, repossession companies, and other law enforcement agencies that use this system. The St. Croix County Sheriff's Office currently has one squad outfitted with this equipment so we would be

able to share that data as well. The data collection, and the sharing of that data will be extremely beneficial. The system can alert our police officers when a felony vehicle has passed a camera, stolen vehicles, felony drivers, etc in real time to allow our officers to locate offenders very quickly.

- **Dive Team (no number assigned) –**
  The Dive Team had fallen under SCEMS in the past. With SCEMS no longer in the City, and the City Council wanting to keep the dive team here, the Police department volunteered to take control for the dive team. I propose a budget of $15,000 to operate the dive team. This would be used to pay the paid volunteers at a rate of $10 per our when and if they are called out for a scene, plus cover the cost of the mandatory monthly training. The budget would also allow maintenance costs of the dive truck / trailer, maintenance of the boat, and replacing equipment as necessary. I project we would have a staff of 14 part time volunteers for this team, and the monthly mandatory training would be 2 hours per month.

Additional Police Officer position for budget year 2020

I am requesting an additional police officer position to be added to the department in 2020. I would propose this for the purpose of creating a Community Resource Officer. This would be different than the part time CSO program, but would works closely with the CSO's. Currently, we have supervisors, officers, and detectives that perform a number of other duties, taking them away from what they should be doing, which is supervising officers, being involved in proactive patrol strategies, or doing investigations. Some of these duties are:

- Social Media operations
- organizing community events such as shop with a cop, national night out, bike rodeos, neighborhood watch, working with the different charitable groups that host runs and other events in the parks, etc
- Fundraising efforts
- Community event relations, Housing associations, Rotary, lions, Knights of Columbus, etc
- Internship program
- Ride along program
- Citizens police academy
- Traffic Tamers
- Code Compliance
- Crime analytics
- Crime free multi housing operations
- Drug Take back
- Auctions for vehicles and property
- Assist with CSO program (if implemented)
- Assist with vehicle maintenance
- Training events
- Recruitment
- Animal Control
- Business Liaison to work with the chamber of commerce and its members to establish communication and relationships with the local businesses.

The creation of this position would allow one person the ability to carry out these duties full time and allow the officers, supervisors, and detectives that ll currently share these duties, time to do what they are supposed to be doing on a daily basis.

The amount of time spent on these different programs or efforts is estimated at about 50 hours per week, and I would anticipate if one person was responsible for these duties, there would be built in efficiencies but would still require 40 hours a week to accomplish the goals.

The cost of a full time police officer position with a family insurance plan is $94,204 for 2020.

Hudson Police Department

Community Service Officer Program Proposal

Prepared by Chief Geoff Willems

Executive Summary

The Hudson Police Department's current staffing levels do not allow officers to devote as much time as they could otherwise to community policing programs and service oriented calls. Additionally, officers are frequently burdened with high call volumes. Many other law enforcement agencies in the State of Wisconsin and other states, facing similar issues, have implemented community service officer programs as a cost-effective solution.

Community service officers (CSO's) are civilian employees of law enforcement agencies who are assigned to handle certain non-emergency duties and calls for service. This relieves sworn officers of the burden of handling these types of calls. Types of calls that community service officers can handle can be grouped into the following categories:

- Security checks of businesses, residences, and parks
- Traffic control
- Animal Control
- Parking enforcement
- Minor Municipal ordinance enforcement actions
- Paper Service
- Found property incidents
- Performing errands and other special duties for their employing agency

CSO's are generally required to be at least 18 years of age, and be enrolled or have recently graduated from a Criminal Justice or Police Science vocational program. Candidates must pass rigorous background checks and a hiring process. CSO's also have to complete a field training program similar to that of a sworn officers FTO process. Once trained, CSO's provide supplemental patrol and are dispatched to calls for service.

CSO's wear uniforms that are distinctly different from the uniforms of the sworn officers, and their vehicles are also clearly marked to differentiate them from sworn law enforcement personnel. CSO's have the power to issue parking tickets, municipal ordinance violations, but do not have arrest powers, and do not carry weapons. CSO's are part time employees without benefits, so they are very cost-effective solutions for departments that face high call volumes but cannot practically hire more sworn officers. Many departments also benefit from CSO programs in that these programs are generally considered to be an excellent training opportunity for future law enforcement officers. CSO programs also provide departments with the opportunity to develop and evaluate candidates for future sworn officer positions.

HPD CSO Program Proposal

I propose that the Hudson Police Department implement a CSO program. This program would bring many benefits to both the department and the community at an extremely reasonable estimated cost of **$30,000.** The department would have to make an estimated initial investment of $1,600 for equipment purchases as well as $40,000 for a CSO vehicle.

Introduction

Community Service Officer programs have been instituted at many law enforcement agencies in Wisconsin and other States including Minnesota, Illinois, California, and Florida. These programs are used by agencies to increase the amount of police service they are able to provide their communities and to relieve their sworn officers of some of the burden of high call volumes and workloads that these agencies face, all at a fraction of the cost of adding another sworn officer position. The purpose of this proposal is to review what the function of a Community Service Officer is, explain how Community Service Officers could benefit the Hudson Police Department and our community, and to provide a vision of what a CSO program would look like at the Hudson Police Department.

Current Staffing Problem

The Hudson Police Department is, for the most part adequately staffed to provide a basic level of police services to the community. However, our staffing levels are such that officers are frequently faced with high call volumes. Our current call volumes sometimes leave officers unable to provide a complete range of police services, especially community policing-oriented services that do not directly deal with criminal violations.

The police department budget currently has $20,000 budgeted for part time sworn police officers. These part time officers rarely work shifts and the Hudson Police Department has spent less than 10% of that budget over the last several years. I am proposing we re-allocate that $20,000 budget for a CSO program.

Many of the calls the Day shift and Afternoon shift handle require a sworn police officer to handle. Security checks, parking enforcement, animal complaints, municipal ordinance violations, vehicle escorts, vacation checks, park patrols, code compliance, and many other types of calls could be handled by CSO's in lieu of having to have sworn law enforcement personnel.

Assigning these types of calls to non-sworn employees would allow them to devote the time to these incidents that officers do not have during busy times of the day with high call volumes.

Additionally, freeing sworn personnel from having to respond to these non-criminal, service oriented calls would enable officers to spend more time dealing with traffic enforcement, criminal investigations, patrol, and detecting and deterring crimes. Police officers would be better able to spend their valuable time and expertise to focus on more crime oriented matters, community policing programs, and case completion. I believe this would allow the department to increase and improve its level of service to the community, and would have a positive impact on the quality of life in Hudson.

Community Service Officers, a solution

Other law enforcement agencies have dealt with similar challenges by creating a Community Service Officer program. A CSO program allows departments to use non-sworn employees to handle non-criminal, non-emergent calls for police service that do not require a sworn police officer. The concept of CSO program has been in existence for the past 5 decades, and has proven effective in increasing police service levels to communities, and in relieving some of the workload on sworn officers.

Many other agencies have found that CSO programs are cost-effective ways to increase police services offered to their communities without increasing the number of sworn staff in their ranks. Other agencies call their CSO's Interns, aides, or reserves, but all of these programs perform similar functions and duties. Wisconsin Law Enforcement agencies that have CSO programs include:

- **Appleton PD**
- **Grand Chute PD**
- **Oshkosh PD**
- **Neenah PD**
- **Menasha PD**
- **Green Bay PD**
- **UW-Oshkosh PD**
- **UW-Parkside PD**
- **West Bend PD**
- **Portage PD**
- **Whitewater PD**
- **Baraboo PD**
- **Port Washington PD**
- **Fitchburg PD**
- **Sturgeon Bay PD**

- **Marion PD**
- **Brodhead PD**
- **Wauwatosa PD**
- **LaCrosse PD**
- **Eau Claire PD**
- **Kaukauna PD**
- **Sheboygan PD**
- **Milton PD**
- **Wausau PD**
- **Fontana PD**
- **Richland Center PD**
- **Fond du Lac PD**
- **Superior PD**
- **River Falls PD**
- **Platteville PD**
- **Beloit PD**
- **Janesville PD**
- **Plover PD**
- **Shorewood Hills PD**
- **Prairie Du Chien PD**
- **Pewaukee PD**
- **Town of Bloomfield PD**
- **Elkhorn Pd**
- **Everest Metro PD (Wausau metro)**
- **Milwaukee PD**

Minnesota agencies that have implemented CSO programs include nearly every agency in the Twin Cities Metropolitan area.

An Explanation of the CSO Position

Community Service Officers are civilian employees of a law enforcement agency. CSO's are always required to be 18 years of age or older, and must meet the same high pre-employment standards for clean criminal and driving records as police officers. CSO's are generally required to be enrolled in a college criminal justice or police science program and the time they are hired. These CSO's are allowed to continue their employment as a CSO past their graduation date if the desire to do so.

CSO Role

CSO's perform a great variety of duties to serve and assist both citizens and the department. By performing non-emergency services and duties that do not require the full capabilities of a sworn officer, CSO's free officers to focus on their normal duties. The full range of potential duties that CSO's could perform for the Hudson Police Department will be discussed later in this proposal, under CSO Operations.

CSO Authority

CSO's would have the authority to issue municipal ordinance warnings and citations for specified violations of municipal code (such as animal complaints, code compliance, park ordinance violations, fireworks violations, generally any non-drug, non-alcohol, non-violent offense). CSO's would also have the power to issue parking tickets for violation of any state statute regarding parking or any city parking ordinances. CSO's would have the legal authority to direct traffic during special events, at accident scenes, or at any other time when traffic control is needed. When enforcing animal related complaints or ordinance violations, or assisting with such investigations, CSO officers will have the authority of humane officers as granted by state law.

CSO's as non-sworn members of the department, would not have any arrest powers. They would not have the authority to issue traffic tickets or make traffic stops. CSO's would not carry weapons, with the exception of OC pepper spray (after being trained and certified by a certified DAAT instructor) for personal defense against a vicious animal or as a last resort, against a violent person. CSO's will not carry handcuffs or any other restraint devices.

CSO's would not have the authority to detain persons, and would be required to summon a sworn officer for any situation that would present the threat of danger or conflict. CSO's would carry portable radios and be dispatched on the St. Croix County Sheriff's Department radio frequency. CSO's would have the authority to run driver license and vehicle checks when their duties require them to. CSO's would have the authority to have vehicles parked in violation of applicable city ordinances towed with supervisor approval.

CSO's would wear a uniform that clearly differentiates them from sworn officers. CSO' uniforms would be completely different in color from officer uniforms, and the patches and badges issued to CSO's would be plainly marked as Community Service Officers, in order to avoid members of the public confusing them as sworn officers.

CSO's will drive a marked patrol vehicle, but this vehicle will be clearly marked "Community Service" in large letters, to avoid confusion with standard patrol vehicles. The CSO vehicle will be equipped with emergency lights, but unlike officers, CSO's would have to be required to

operate their patrol vehicle in compliance with all Wisconsin State Traffic Laws, (with the exception of parking irrespective of state laws with emergency lights on, and proceeding through traffic controls when part of a vehicular escort). CSO's would be under the general supervision of the Patrol Division with their direct supervisor being the Patrol Sergeant, then Lieutenant. Sworn Patrol Officers will likely have supervisor authority of the CSO's.

Proposed CSO Operations

In this section of the proposal, I will outline how I propose to conduct the operations of a CSO unit at the Hudson Police Department. I will discuss my proposed CSO hiring process, the CSO training process, CSO supervision, CSO patrol duties, CSO vehicle operations, CSO hours of coverage, CSO Unit size, and CSO policy and procedures. I will begin, however, with a detailed list of potential duties for CSO's to perform at the Hudson Police Department. I believe that this list will show how effective a CSO program will be for the department.

<u>Potential HPD CSO Duties</u>

- Handling code compliance complaints such as violations of junked vehicles, uncut grass, un-shoveled sidewalks, and other zoning violation type calls. (These calls are currently being handled by a Patrol Sergeant)
- Performing security checks of homes whose owners are on vacation, businesses, extra patrol areas, and city parks
- Operate the traffic tamer program (using a radar log in problem areas)
- Animal control and animal related ordinance enforcement complaints
- Patrol City parks
- Perform traffic control at accidents/incidents
- Assist with parking enforcement
- Park ordinance enforcement
- Provide additional marked patrol vehicle presence during school zones
- Perform traffic and crowd control at fire scenes
- Debris clean up at accident scenes
- Assist with traffic/crowd control at community events (parades, festivals, 5k run walks)
- Vehicle escorts (funeral escorts)
- Handling traffic hazard calls such as debris or obstructions in the roadway, traffic sign down, traffic lights not working etc.
- Assist officers in providing scene security at crime scenes
- Assist officers with photograph logs at crime scenes
- Perform vehicle unlocks for motorists that lock their keys in their cars
- Perform errands for office staff (dropping off/picking up mail to and from City Hall and the Government Center offices.

- Assisting with servicing of vehicles and making sure they have the required equipment
- Perform minor follow-up such as gathering paperwork and other items from victims that were not able to produce said paperwork at the time of the complaint.
- Handling vehicle defect sign off's
- Serving process paper service
- Assist at medical calls
- Assist officers with information collection at accident scenes
- Provide supplemental patrols of the downtown and park district
- Bring equipment to officers when/if needed
- Transporting large/bulky items
- Assist with perimeter or evacuations as necessary
- Assist with canvassing neighborhoods for information gathering
- Attend community group meetings and participate as a member of the department
- Perform motorist assistance calls for stalled vehicles
- Perform foot patrols at athletic/community events
- Assist other officers in the training of new CSO's
- Delivering food/water/supplies/equipment to officers on extended deployment
- Handle found bike complaints
- Perform statistical analysis
- Set up speed trailer and radar counter
- Perform special duties such as seatbelt usage surveys, and stop sign /radar observation
- Handle abandon vehicle calls

CSO Hiring Process

I propose that the Hudson Police Department recruit for this position at the technical colleges in our area, specifically Chippewa Valley Tech (Eau Claire and River Falls), Wisconsin Indian Head Tech (New Richmond and Rice Lake). The most common CSO is a student actively pursuing a career in law enforcement; however, I would also recruit for anyone wanting part time employment.

I propose that HPD establish a hiring process consisting of a written department application, a written test, a formal interview with HPD Officers and supervisors, a required ride along, and a complete background check of the candidate. Applicants would be required to be at least 18 years old, and be held to the same standards for clean criminal and traffic records.

CSO Training

The department would establish a formal FTO process for CSO's. This would include traffic control class, review of city ordinances, state parking and humane laws, department operations, and applicable department policies. CSO's would also be trained on HPD paperwork and report forms. CSO's would be signed off on training on all tasks they were going to be required to handle.

CSO Supervision

The CSO Unit Manager and the Assistant CSO Unit Manager would provide general supervision for the CSO's. The supervisor or officer in charge of the shift working with the CSO would be the CSO's immediate supervisor for that shift. Any insubordination, policy violations, or other improper conduct by a CSO would be reported to the Unit Manager or Assistant Unit Manager, who would investigate the complaint and write up a disciplinary incident report to be forwarded to the Patrol Sergeant or Patrol Lieutenant for review.

CSO Patrol Duties

CSO's would be scheduled for regular patrol shifts, primarily Monday through Friday. CSO's would be assigned a patrol vehicle for their shifts. CSO's would perform general patrol of the city during their duty assignment, unless assigned to a call for service or special assignment. CSO patrols would emphasize on providing increased patrol presence in the city parks, and school zones.

CSO's could be assigned special duties as well. An example would be code compliance of zoning issues, being able to take a more proactive approach to this issue. Currently, a Day Patrol Sergeant deals with all code compliance related complaints, but due to other duties and assignments, does not have time to proactively take care of these issues. Currently, this is dealt with in an purely reactive approach, meaning the Sergeant gets a complaint about a property or issue before it is addressed.

The CSO vehicle would be equipped with a police radio, and on duty CSO's would be dispatched to any calls that fall within the approved range of duties and approved by the Chief of Police or his designee. CSO's would respond to these approved types of calls and handle the incident without the need for assistance of a sworn officer. CSO's would also be assigned special assignments by the shift sergeant or CSO unit manager at the direction of the patrol lieutenant or patrol sergeant.

CSO's would be assigned an office space or work station for them to use as an office area. Each CSO would have a mail box where incoming mail could be placed for their attention.

CSO Vehicle Operations

CSO's would need a vehicle to perform their patrols in, to respond to calls with, to transport animals with, to assist in traffic control measures, and to transport large equipment or pieces of evidence in. I would be asking for a pick-up truck with a topper for a CSO vehicle, however, a van or large SUV would be acceptable vehicles also.

The CSO vehicle would need to be equipped with emergency lights and a computer as well. We have spare light bars from older vehicles we could use for this purpose, but we would need to acquire an additional computer with applicable licenses. CSOs would need to operate the vehicle in compliance with State Law at all times unless involved in a vehicle escort, traffic control duty, or parked in violation of State law or City Ordinance (with the red and blue emergency lights activated). From time to time, CSO's would have to position their vehicles to block lanes of traffic, close down streets, and provide warning while they are performing certain duties.

The CSO vehicle would be marked with the words, "Hudson Police Department" in small lettering, so that citizens could see the CSO's are a part of the police department, and have the large lettered words, "COMMUNITY SERVICE" to differentiate CSO vehicle from Police vehicle. The CSO vehicle would also be a different color than the duty squad cars. Reflective Visibility markings would also be placed on this vehicle for extra visibility at night or during inclement weather. The CSO vehicle would need to be equipped with the following items:

- Capture stick for dogs, cats, or varmints
- Cat carrier for securing cats
- Kennel for securing dogs
- Traffic Vest for traffic visibility
- Flares and traffic cones
- Vehicle unlock kit
- Shovel, bucket, and broom for cleaning traffic crash debris
- A dog leash
- Dog treats
- A live trap for capturing wile rodents or stray cats
- A fire extinguisher

<u>CSO Hours of coverage</u>

I propose CSO coverage Monday through Friday, which are predominantly the needs of the department for heavy CSO types of calls. I propose the following coverage:

From Labor Day to Memorial Day (September-May, 38 weeks) CSO's would work 8 hours per day from 10:00 AM until 8:00 PM = 1,520 hours

From Memorial Day to Labor Day (June –August, 14 weeks) CSO's would work 12 hours a day from 9:00 AM until 9:00 PM = 840 hours

Budgetary needs:
Currently, there is $20,000 budgeted for Part Time officers. To date in 2018, we have used $82.50 or roughly one half of one percent. This has been steady over the past 4 years. I am proposing to acquire a CSO vehicle under capital expenses for 2019-2020 capital year in the amount of $45,000. I would then ask for an increase of $10,000 is added to this budget line to make it $30,000. I will break down the need for $30,000 below:

- 8 hours a day from Labor Day to Memorial Day - 1,520 hours * $12 per hour = $18,240
- 12 hours a day from Memorial day to Labor Day – 840 hours * $12 per hour = $10,080

Grand total = $28,320

I ask for $30,000 for the salaries as well as to supply the initial uniforms and equipment for CSO's

I would recommend the department hire three CSO's. This would allow for adequate shift coverage and fair scheduling, providing each officer to have 787 hours per year, but would allow flexibility if one or two of them had to work more hours, as they would have up to 1,100 hours a year to work and still stay part time.

CSO Policy and Procedure
The department would have to develop a policy and procedure manual to govern CSO's and their utilization. This would be done by the Chief of Police and the Patrol Lieutenant. The policy would cover areas such as; types of calls CSO's can handle, the powers and authority CSO's do and do not have, CSO equipment and uniforms, etc.

The department would also utilize procedures already in place to guide CSO's in how to handle certain calls for service.

CSO Equipment
CSO's would need certain equipment issued to them to allow them to perform their duties. Most CSO equipment items would be department –owned and issued, and CSO's would be required to purchase some items on their own.

DEPARTMENT ISSUED EQUIPMENT

- **Uniform Shirts** – CSO's would be issued 2 short sleeve and 2 longs sleeve shirts to wear on duty. The uniform shirts I propose would be gray in color. I propose gray because sworn officer uniform shirts are dark davy in color and this would distinctly separate them, but also give them a professional appearance.
- **Uniform Pants** – CSO'S would be issued two pairs of uniform pants. The pants would be black cargo pocketed uniform pants.
- **Jacket** – CSO's would be issued a jacket capable of protecting them in both cold and cool weather conditions. I would recommend the CSO's be issued a jacket similar to that of sworn officers, with a zip in-out liner. This would require the purchase of only one jacket that could also double as a fall and spring jacket with the liner removed.

- **Uniform Patches** – Patches for the CSO uniform would be substantially different in style and shape of the sworn officer patch. The patches would have in large lettering "COMMUNITY SERVICE" and in small lettering, Hudson Police Department.
- **Traffic chain and whistle** – each CSO would be issued a whistle to assist them in traffic control or direction.
- **Portable radio** – CSO's would be issued portable radios to allow them to have radio communications when they are outside of the CSO vehicle. The department currently has enough radios to furnish all three CSO'S a radio, as we have enough for up to 10 part time officers.
- **Radio holster** – CSO's would be issued a radio holster to carry their portable radio.
- **Glove holder** – CSO's would be issued a glove holder to carry exam gloves to protect them and possible patients from blood born pathogens is assisting with an EMS call.
- **OC Pepper Spray** – CSO's would be issued OC Pepper spray to protect them against vicious animals and as a last resort, from an assaultive person. The CSO would be certified by a department DAAT instructor.
- **OC Holster** – To carry the OC Pepper Spray
- **Name Plate** – To identify the CSO while in uniform
- **Flashlight** – To assist in vision during dark hours
- **Flashlight holder** – to hold the flashlight
- **Baseball cap** – CSO's are frequently outside for traffic control or other duties and at times, during inclement weather. These ball caps would be similar to the ones worn by sworn officers, but would be black in color and have the CSO patch on the front of the cap.
- **Winter hat** – CSO's would also be issued a knit watch cap for winter weather. The CSO patch would also be embroidered on this knit hat.
- **Badge** – I propose not having the CSO's wear a badge, but rather, embroidering the words, "COMMUNIT SERVICE OFFICER" in large letters and Hudson Police Department below in small letters on the left chest of the uniform shirt and jacket.
- **ID Card and department key –** CSO's would need access to the department and identification that they are a civilian member of the department.
- **CSO manual –** CSO'S would be issued a department-prepared manual with the CSO Policy and Procedures. Or they would be given access to the online policy manual for the department.
- **Rain coat –** CSO's would be issued a rain coat for rainy weather.
- **Traffic Vest –** CSO's would be issued a traffic vest to be OSHA compliant when out in traffic.

CSO's would also have to provide themselves with some equipment at their own expense:

- Ballistic vest if they wanted to
- Duty boots that meet department uniform and appearance standards
- Long underwear for cold weather
- Black turtle neck

CSO'S would be prohibited from carrying any additional equipment or wearing any other uniform items unless approved by the CSO Unit supervisor. CSO's would be strictly prohibited from carrying weapons other than the OC spray, and from carrying restraint, electronic, or impact devices.

Cost of CSO Program

The largest part of the cost to the CSO program would be the salaries at $28,320. I Propose the CSO wage to be $12 per hour. The other $1,680 would be used for CSO equipment. I would request a budget addition of $10,000 be increased to the Part Time Officer budget and that the part time officer program be discontinued.

Potential concerns about CSO program

As with any significant change to the traditional way of doing things, implementing a CSO program would most likely cause concern from both members of the department and the City administration. Below, I have listed and addressed some of the likely concerns that would arise from the implementation of a CSO program at the Hudson Police Department.

- **Safety concerns that CSO's may be mistaken for sworn officers –** CSO's would have distinctively different uniforms, drive distinctively different vehicles, have different patches, and not have badges. This would allow for CSO's to be easily recognized and if anything, be mistaken for a parking enforcement civilian officer. The large numbers of law enforcement agencies from around the country that have active CSO programs, and the lack of any major incidents of injury or assault to these CSO'S shows that safety concerns are not truly substantiated.

  Several large city law enforcement agencies with comparatively high rates of violent crime, such as Milwaukee PD and Minneapolis PD use CSO'S. If CSO's truly were that much more risk in such cities than other civilians, liability concerns would prevent departments in larger, more violent cities from having CSO programs. Additionally, police officers are in the greatest danger when they are on calls involving violence or a high potential for violence, and when detaining and arresting subjects. CSO's are not allowed to assist or be involved in calls involving violence and are only allowed to take service oriented calls for service.

- **CSO'S will take work away from officers, the city will try to replace sworn officers with CSO's**
  CSO's would only be a supplement to sworn officers, not a replacement. If budget cuts occurred in the future, the CSO program would be reduced or eliminated before officers were laid off or officer coverage was reduced. CSO's do not have the training and experience that sworn officers possess. Sworn officers have the versatility and capability of handling any law enforcement-related incident. CSO's have a very limited capability and could only handle service oriented incidents.

The City would be exposing itself to great liability risk and a public relations disaster if they thought about replacing sworn officers with CSO's. Citizens would not accept officers being replaced by CSO's, and the reductions in service and safety to the community that would result with such a move. CSO's would focus heavily on the community policing activities and daily errands, which take sworn officers away from doing proactive police work.

- **CSO programs benefit larger cities, but a small town like Hudson doesn't need CSO's**
  I would argue that a CSO program in smaller agencies is even more necessary than that of larger department due to the number of staff available to provide services. With 2-4 officers working at a given time in the City of Hudson, it makes it difficult to manage the service type calls with calls that actually need a sworn law enforcement officer. Additionally, CSO's offer a fraction of the cost less than a third, of adding full time staff. At $30,000 for an entire CSO program versus $98,000 for one full time police officer.

Benefits of a CSO Program

The first beneficiaries of a CSO program in the City of Hudson would be the sworn officers of the department. CSO's would relieve the officers of a significant percentage of their call burden every single day, freeing officers to spend more time focusing on more important calls for service, traffic enforcement, preventative patrols, and criminal investigations.

In research for this proposal, I used the Hudson Police Department call numbers from 2017. I have identified the following figures on numbers of incidents that CSO'S could have either handled for officers, or assisted officers in handling during 2017:

- **Traffic Accidents –** CSO's could have assisted on 646 traffic accidents
- **Traffic/ road incidents –** CSO'S could have handled or assisted with 275 disabled vehicle requests
- **Vehicle unlock –** CSO'S could have handled or assisted with 643 calls for public assist / vehicle unlock
- **Animal complaints –** CSO'S could have handled 412 Animal complaints or animal welfare complaints
- **Vehicle escorts –** CSO'S could have assisted or handled 92 funeral escorts
- **Code compliance violations –** CSO's could have handled 95 code compliance violations. Considering all of these were reactionary to a complaint, that number could be even higher if we had the capability to have CSO'S that could proactively enforce these issues.
- **Found Property –** CSO's could have handled or assisted with 254 property complaints.
- **Parking complaints –** CSO'S could have assisted or handled 271 parking complaints.
- **Paper service –** CSO'S could have assisted with 132 paper services.
- **Daily mail run –** During business hours, sworn officers make two trips per day to City hall and one to the District Attorney and Government Center to deliver mail and paperwork. CSO's could take on this task and assist with 780 units of activity for mail and paper delivery.

In total, CSO's could have assisted or outright handled 4,521 calls for service in 2017. As a department, there were 19,002 logged units of activity. This is 24% of the calls of the Hudson Police Department that could have been impacted by a CSO program. I think this is telling of just how impactful a CSO program at the Hudson Police Department can be for not only the department, but the community we serve.

I believe the community benefits from the increased patrols and increased presence on the streets and in City parks. Increased enforcement of city ordinances would result in a safer, more orderly community that looks and feels like a nice place to live, work, and play. Citizens would also benefit greatly from more time sworn officers have to issues that require sworn law enforcement personnel. CSO's could focus their time on service-oriented, non-criminal calls that officers would not then have to handle. The department would be able to increase the level of service it offers to the community, increase the level of service already being offered, and increase efficiency of that service.

Conclusion

I feel that a Community Service Officer Program would be a very cost-effective way for the Hudson Police Department to increase both the level of service, and the quality of service we offer. A Community Service Officer program will enable the department to better handle the increasing call volumes the Hudson Police department is experiencing due to the continued growth.

Community Service officers could greatly assist sworn police personnel by relieving them of some of the burden of high call loads by handling non-emergency, service-oriented calls. This would free officers to focus more activities related to the prevention and investigation of criminal activity. A Community Service Officer program would bring a great deal of benefits to the department and to the community at a very reasonable cost.

POLICE DEPARTMENT						
SUMMARY						
	ACTUAL EXPENDITURES				BUDGET	
	2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
ADMINISTRATION	**$ 578,909**	**$ 572,956**	**$ 387,442**		**$ 621,748**	**$ 639,968**
PATROL	**$ 1,880,574**	**$ 2,026,014**	**$ 1,305,589**		**$ 2,194,002**	**$ 2,275,177**
CRIMINAL INVESTIGATION	**$ 431,615**	**$ 426,682**	**$ 329,461**		**$ 501,016**	**$ 525,309**
POLICE & FIRE COMMISSION	**$ 2,233**	**$ 4,723**	**$ 4,000**		**$ 4,400**	**$ 4,400**
DIVE TEAM						**$ 14,984**
SCHOOL LIAISON	**$ 217,966**	**$ 213,308**	**$ 142,476**		**$ 215,753**	**$ 227,593**
POLICE DEPARTMENT - TOTAL	**$ 3,111,297**	**$ 3,243,683**	**$ 2,168,968**		**$ 3,536,919**	**$ 3,687,431**

POLICE ADMINISTRATION						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.35.52100.121	SALARY-WAGES FULL-TIME	$ 329,617	$ 330,697	$ 215,972	$ 351,091	$ 366,988
100.35.52100.122	SALARY-WAGES OVERTIME	$ 1,241	$ 1,659	$ 1,760	$ 1,500	$ 1,500
100.35.52100.151	FICA	$ 24,459	$ 24,553	$ 16,191	$ 26,973	$ 28,189
100.35.52100.152	RETIREMENT	$ 43,382	$ 43,079	$ 27,527	$ 45,052	$ 47,006
100.35.52100.154	HEALTH INSURANCE	$ 97,182	$ 88,556	$ 63,907	$ 91,350	$ 82,005
	PERSONNEL	**$ 495,881**	**$ 488,544**	**$ 325,357**	**$ 515,966**	**$ 525,688**
CONTRACTUAL SERVICES						
100.35.52100.214	COMPUTER PROGRAMMING	$ 19,264	$ 24,914	$ 10,656	$ 23,000	$ 48,000
100.35.52100.225	TELEPHONE	$ 19,385	$ 18,826	$ 14,005	$ 30,000	$ 20,000
100.35.52100.291	LAB TESTS & PHYSICALS	$ 4,824	$ 2,592	$ 1,383	$ 2,000	$ 2,000
100.35.52100.298	MTCE AGREEMENTS	$ 6,700	$ 6,857	$ 3,123	$ 7,200	$ 7,200
100.35.52100.299	OTHER CONTR. SERVICES	$ 7,200	$ 5,649	$ 6,806	$ 15,502	$ 9,000
	CONTRACTUAL SERVICES	**$ 57,373**	**$ 58,838**	**$ 35,973**	**$ 77,702**	**$ 86,200**
SUPPLIES & EXPENSES						
100.35.52100.311	POSTAGE	$ 229	$ 717	$ 83	$ 500	$ 500
100.35.52100.312	OFFICE SUPPLIES	$ 8,138	$ 7,115	$ 5,671	$ 6,000	$ 6,000
100.35.52100.321	PUBLICATION LEGAL NOT.	$ -	$ 220	$ -	$ 200	$ 200
100.35.52100.324	MEMBERSHIPS/SUBSCRIP.	$ 1,039	$ 796	$ 1,214	$ 1,280	$ 1,280
100.35.52100.338	TRAINING	$ 1,362	$ 2,733	$ 4,966	$ 6,000	$ 6,000
100.35.52100.339	TRAVEL & CONFERENCES	$ 1,002	$ 789	$ 330	$ 1,000	$ 1,000
100.35.52100.346	UNIFORM ALLOWANCE	$ 2,858	$ 1,608	$ 2,452	$ 2,100	$ 2,100
	SUPPLIES & EXPENSES	**$ 14,628**	**$ 13,978**	**$ 14,716**	**$ 17,080**	**$ 17,080**
FIXED CHARGES						
100.35.52100.518	ERRORS & OMMISSIONS INS	$ 11,027	$ 11,596	$ 11,396	$ 11,000	$ 11,000
	FIXED CHARGES	**$ 11,027**	**$ 11,596**	**$ 11,396**	**$ 11,000**	**$ 11,000**
	ADMINISTRATION - SUBTOTAL	**$ 578,909**	**$ 572,956**	**$ 387,442**	**$ 621,748**	**$ 639,968**

POLICE
PATROL

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.35.52101.121	SALARY-WAGES FULL-TIME	$ 1,162,981	$ 1,221,490	$ 764,069	$ 1,350,721	$ 1,414,329
100.35.52101.122	SALARY-WAGES OVERTIME	$ 64,282	$ 86,649	$ 83,551	$ 55,000	$ 55,000
100.35.52101.125	SALARY-WAGES PART TIME	$ 10,314	$ 97	$ -	$ -	$ 35,000
100.35.52101.151	FICA	$ 91,847	$ 97,462	$ 63,996	$ 107,538	$ 115,081
100.35.52101.152	RETIREMENT	$ 181,479	$ 179,692	$ 110,316	$ 183,013	$ 189,759
100.35.52101.154	HEALTH INSURANCE	$ 221,638	$ 225,213	$ 157,473	$ 320,850	$ 285,128
	PERSONNEL	**$ 1,732,541**	**$ 1,810,603**	**$ 1,179,405**	**$ 2,017,122**	**$ 2,094,297**
CONTRACTUAL SERVICES						
100.35.52101.242	SERV REP - OTHER MACH	$ 4,554	$ (199)	$ 691	$ 3,000	$ 3,000
100.35.52101.298	VEHICLE LEASES	$ 20,290	$ 22,761	$ 17,078	$ 25,050	$ 25,050
	CONTRACTUAL SERVICES	**$ 24,844**	**$ 22,562**	**$ 17,769**	**$ 28,050**	**$ 28,050**
SUPPLIES & EXPENSES						
100.35.52101.338	TRAINING	$ 12,771	$ 17,305	$ 13,127	$ 20,000	$ 20,000
100.35.52101.346	UNIFORM ALLOWANCE	$ 19,723	$ 45,299	$ 24,412	$ 17,600	$ 17,600
100.35.52101.351	SUPPLIES - MOTOR FUELS	$ 48,488	$ 58,416	$ 31,225	$ 61,230	$ 61,230
100.35.52101.353	SUPPLIES - MACH/EQUIP	$ 25,119	$ 37,162	$ 14,494	$ 29,000	$ 29,000
100.35.52101.391	SAFETY EQUIPMENT	$ 13,704	$ 23,260	$ 14,701	$ 13,000	$ 15,000
100.35.52101.399	ACTIVITY SUPPLIES	$ 3,384	$ 11,407	$ 10,456	$ 8,000	$ 10,000
	SUPPLIES & EXPENSES	**$ 123,189**	**$ 192,849**	**$ 108,415**	**$ 148,830**	**$ 152,830**
	PATROL - SUBTOTAL	**$ 1,880,574**	**$ 2,026,014**	**$ 1,305,589**	**$ 2,194,002**	**$ 2,275,177**

POLICE

CRIMINAL INVESTIGATION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.35.52102.121	SALARY-WAGES FULL-TIME	$ 271,400	$ 258,138	$ 186,784	$ 300,680	$ 315,611
100.35.52102.122	SALARY-WAGES OVERTIME	$ 15,817	$ 19,700	$ 17,103	$ 17,000	$ 17,000
100.35.52102.151	FICA	$ 20,126	$ 19,296	$ 14,633	$ 24,303	$ 25,445
100.35.52102.152	RETIREMENT	$ 45,416	$ 46,589	$ 33,018	$ 50,033	$ 52,323
100.35.52102.154	HEALTH INSURANCE	$ 73,458	$ 76,210	$ 65,718	$ 98,600	$ 103,530
	PERSONNEL	**$ 426,217**	**$ 419,933**	**$ 317,256**	**$ 490,616**	**$ 513,909**
SUPPLIES & EXPENSES						
100.35.52102.338	TRAINING	$ 2,981	$ 3,997	$ 8,695	$ 6,000	$ 6,000
100.35.52102.339	TRAVEL & CONFERENCES	$ 111	$ 357	$ -	$ 1,000	$ 1,000
100.35.52102.346	UNIFORM ALLOWANCE	$ 1,792	$ 2,067	$ 2,298	$ 2,400	$ 2,400
100.35.52102.391	SAFETY EQUIPMENT	$ -	$ 65	$ 517	$ -	$ 1,000
100.35.52102.399	ACTIVITY SUPPLIES	$ 514	$ 263	$ 695	$ 1,000	$ 1,000
	SUPPLIES & EXPENSES	**$ 5,398**	**$ 6,749**	**$ 12,205**	**$ 10,400**	**$ 11,400**
	CRIMINAL INVESTIGATION - SUBTOTAL	**$ 431,615**	**$ 426,682**	**$ 329,461**	**$ 501,016**	**$ 525,309**

POLICE
POLICE & FIRE COMMISSION

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICE						
100.35.52105.291	LAB TESTS & PHYSICALS	$ 1,920	$ 4,473	$ 3,877	$ 4,000	$ 4,000
	CONTRACTUAL SERVICE	**$ 1,920**	**$ 4,473**	**$ 3,877**	**$ 4,000**	**$ 4,000**
SUPPLIES & EXPENSES						
100.35.52105.349	OTHER OPERATING SUPP.	$ 313	$ 250	$ 123	$ 400	$ 400
	SUPPLIES & EXPENSES	**$ 313**	**$ 250**	**$ 123**	**$ 400**	**$ 400**
	POLICE & FIRE COMMISSION - SUBTOTAL	**$ 2,233**	**$ 4,723**	**$ 4,000**	**$ 4,400**	**$ 4,400**

POLICE
SCHOOL LIAISON

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 PROPOSED	2020 PROPOSED
PERSONNEL						
100.35.52110.121	SALARY-WAGES FULL-TIME	$ 140,987	$ 143,340	$ 94,798	$ 144,020	$ 152,511
100.35.52110.122	SALARY-WAGES OVERTIME	$ 96	$ 8,051	$ 6,277	$ 8,000	$ 8,000
100.35.52110.151	FICA	$ 10,187	$ 11,241	$ 7,511	$ 11,629	$ 12,279
100.35.52110.152	RETIREMENT	$ 24,831	$ 26,679	$ 17,456	$ 26,254	$ 27,720
100.35.52110.154	HEALTH INSURANCE	$ 41,865	$ 23,902	$ 16,434	$ 24,650	$ 25,883
	PERSONNEL	**$ 217,966**	**$ 213,213**	**$ 142,476**	**$ 214,553**	**$ 226,393**
SUPPLIES & EXPENSES						
100.35.52110.346	UNIFORM ALLOWANCE	$ -	$ 95	$ -	$ 1,200	$ 1,200
	SUPPLIES & EXPENSES	**$ -**	**$ 95**	**$ -**	**$ 1,200**	**$ 1,200**
	SCHOOL LIAISON - SUBTOTAL	**$ 217,966**	**$ 213,308**	**$ 142,476**	**$ 215,753**	**$ 227,593**

POLICE

DIVE TEAM

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
PERSONNEL							
	SALARY-WAGES FULL-TIME						
	SALARY-WAGES OVERTIME						
	SALARY - WAGES PART-TIME						$ 6,000
	FICA						$ 459
	RETIREMENT						
	HEALTH INSURANCE						
	PERSONNEL	**$ -**	**$ -**	**$ -**		**$ -**	**$ 6,459**
SUPPLIES & EXPENSES							
	TRAINING						$ 1,000
	SERVICE REPAIR - OTHER						$ 1,000
	UNIFORM ALLOWANCE						$ 1,000
	SAFETY EQUIPMENT						$ 5,025
	ACTIVITY SUPPLIES						$ 500
	SUPPLIES & EXPENSES	**$ -**	**$ -**	**$ -**		**$ -**	**$ 8,525**
	CRIMINAL INVESTIGATION - SUBTOTAL	**$ -**	**$ -**	**$ -**		**$ -**	**$ 14,984**

RECYCLING

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
PERSONNEL							
100.38.53635.121	SALARY-WAGES FULL-TIME	$ 2,621	$ 2,783	$ 1,766		$ 3,691	$ 3,766
100.38.53635.122	SALARY-WAGES OVERTIME	$ 480	$ 49	$ 25		$ -	$ -
100.38.53635.151	FICA	$ 222	$ 197	$ 124		$ 282	$ 288
100.38.53635.152	RETIREMENT	$ 212	$ 190	$ 117		$ 242	$ 247
100.38.53635.154	HEALTH INSURANCE	$ 1,323	$ 1,357	$ 1,040		$ 1,668	$ 1,751
	PERSONNEL TOTAL	**$ 4,858**	**$ 4,576**	**$ 3,072**		**$ 5,883**	**$ 6,052**
SUPPLIES & EXPENSES							
100.38.53635.349	OTHER OPERATING SUPPLIES	$ 958	$ 40	$ 716		$ 1,000	$ 1,000
	SUPPLIES & EXPENSES TOTAL	**$ 958**	**$ 40**	**$ 716**		**$ 1,000**	**$ 1,000**
	RECYCLING TOTAL	**$ 5,816**	**$ 4,616**	**$ 3,788**		**$ 6,883**	**$ 7,052**

505 Third Street
Hudson, Wisconsin 54016
ph: (715)-386-4765 fx: (715)386-3385
www.ci.hudson.wi.us

2020
Public Works
Proposed Budget Highlights

PART TIME PERSONNEL (no change from 2019)
30-32 Part time staff included for the following seasonal positions:

Summer
- Mowing operations
- Gardeners
- Boat Launch
- Watering Baskets, Gardens & Trees
- Lifeguards
- Shade Tree Laborer

Winter
- Snow Shoveling
- Ice Rink

PUBLIC WORKS – OPERATING BUDGET

City Hall
- 51600.222-221 – Utilities-Water and Sewer
  - Increased $300 to reflect expenditures in 2019
- 51600.225 – Telephone
  - Decreased $400 to reflect expenses in 2017 and 2018
- 51600.344 – Janitorial Supplies
  - Increased $1,200 to reflect expenses in 2017 and 2018

West Garage
- 53275.224 - Utilities-Gas
  - Increased $1,500 due to lack of used oil being dropped off at the shops. Have to use gas to supplement heat. We have enough to heat in December and January.

East Garage
- 53270.224 - Utilities-Gas
  - Increased $1,000 due to lack of used oil being dropped off at the shops. Have to use gas to supplement heat. We have enough to heat in December and January.

Street Maintenance
- 53300.363 – Roadway Supplies/Signs
  - Increased $5,000 to cover expenses related to street painting. Staff can paint 50% of the City with the new striping unit, increasing the amount of paint used. They had to stop painting the first week of August because the funds were all used. Newly budgeted amount will put painting of crosswalks and curbs on two-year cycle.

- 53300.454 – Ice Control Chemicals
    - Increased $25,000 as the state salt contract increased from $67.54 per ton in 2018-2019 to $71.59 per ton in 2019-2020. The City contract 1600 tons of salt each season with a reserve of 320 tons. The total cost for the contracted amount is $114,544.00. for a toto cover expenses related to spray patching in 2018. The department was overbudget by $7,900 as of 9/6/18. Focusing our resources on bigger street projects has left ancillary streets in poor conditions requiring more spray patching.

Shade Tree

- 56110.298 – Emerald Ash Borer
    - Increased $3,000 to cover the cost of treating 40 Ash trees via chemical injection on our Boulevards that were originally done in 2017. The City is treating 120 Ash trees in total, 10% of the public Ash tree population. They are on a 3-year cycle or 40 trees per year.

FIRST STREET BUILDING

No changes from 2019.

WARD AVENUE BUILDING

With Parks Operations moving out of the Buckeye Garage and into the West Ward Avenue building there will be adjustments to the operating budget to reflect this change.

- 51610.221 – Utilities – Water and Sewer
    - Increased $300
- 51610.224 – Utilities – Gas
    - Increased $2,000
- 51610.247 – Service Repair Buildings
    - Increased $3,000 to inspect, repair and clean air exchange units, which have no record of being done.

RECYCLING

No changes from 2019.

PUBLIC WORKS					
SUMMARY					
	ACTUAL EXPENDITURES			BUDGET	
	2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CITY HALL	$ 134,843	$ 141,339	$ 92,889	$ 138,313	$ 141,791
DISASTER CONTROL	$ -	$ -	$ 86	$ 2,000	$ -
DAMS	$ 1,817	$ 2,671	$ 600	$ 6,700	$ 4,000
EMERGENCY GOVERNMENT	$ 12,260	$ 7,328	$ 33	$ 19,165	$ 9,000
ADMINISTRATION	$ 156,630	$ 167,864	$ 90,425	$ 189,417	$ 243,312
MACHINERY	$ 212,165	$ 194,049	$ 124,588	$ 209,295	$ 211,160
EAST GARAGE	$ 32,513	$ 38,355	$ 19,089	$ 35,700	$ 36,700
WEST GARAGE	$ 3,148	$ 6,154	$ 5,597	$ 7,750	$ 9,500
STREET MAINTENANCE	$ 643,115	$ 745,390	$ 554,964	$ 697,301	$ 790,448
SNOW & ICE REMOVAL	$ 67,200	$ 146,631	$ 153,744	$ 217,249	$ 176,082
HWYS 94 & 35	$ 27,655	$ 31,389	$ 22,273	$ 29,000	$ 29,000
STREET LIGHTING	$ 146,845	$ 152,566	$ 76,724	$ 119,000	$ 119,000
STREET SIGNS & MARKINGS	$ 36,663	$ 21,723	$ 13,380	$ 18,200	$ 18,200
STOP & GO LIGHTS	$ 27,634	$ 41,807	$ 16,609	$ 21,100	$ 21,100
SIDEWALKS & CROSSWALKS	$ 986	$ 1,055	$ 167	$ 1,000	$ 1,000
CURB & GUTTER	$ 1,532	$ 1,375	$ -	$ 1,000	$ 1,000
LANDFILL	$ 2,592	$ 1,856	$ 1,134	$ 3,000	$ 3,000
MOWING OPERATIONS	$ 15,822	$ 9,233	$ 4,886	$ 7,600	$ 7,600
SHADE TREE/URBAN FORESTRY	$ 102,001	$ 96,661	$ 72,798	$ 134,623	$ 140,897
PUBLIC WORKS - TOTAL	$ 1,625,421	$ 1,807,446	$ 1,249,986	$ 1,857,413	$ 1,962,790

PUBLIC WORKS						
CITY HALL						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.51600.121	SALARY-WAGES FULL-TIME	$ 41,245	$ 43,301	$ 27,961	$ 43,710	$ 44,606
100.40.51600.122	SALARY-WAGES OVERTIME	$ 796	$ 2,335	$ 1,010	$ 1,050	$ 1,050
100.40.51600.125	SALARY-WAGES PART TIME	$ 4,262	$ 240	$ -	$ -	$ -
100.40.51600.151	FICA	$ 3,205	$ 3,169	$ 1,995	$ 3,424	$ 3,493
100.40.51600.152	RETIREMENT	$ 2,858	$ 3,056	$ 1,898	$ 2,932	$ 2,990
100.40.51600.154	HEALTH INSURANCE	$ 26,369	$ 26,524	$ 18,974	$ 27,097	$ 28,452
	PERSONNEL	**$ 78,735**	**$ 78,625**	**$ 51,838**	**$ 78,213**	**$ 80,591**
CONTRACTUAL SERVICES						
100.40.51600.217	OTHER PROFESSIONAL SERV	$ 20,008	$ 22,688	$ 15,585	$ 22,000	$ 22,000
100.40.51600.218	LAUNDRY - CLEANING	$ 1,151	$ 1,135	$ 818	$ 1,200	$ 1,200
100.40.51600.221	UTILITIES - WATER & SEWER	$ 2,405	$ 2,579	$ 2,349	$ 2,200	$ 2,500
100.40.51600.222	UTILITIES - ELECTRIC	$ 14,746	$ 15,921	$ 8,692	$ 16,000	$ 16,000
100.40.51600.224	UTILITIES - GAS	$ 4,940	$ 7,200	$ 3,545	$ 5,000	$ 5,000
100.40.51600.225	TELEPHONE	$ 841	$ 65	$ 14	$ 1,400	$ 1,000
100.40.51600.247	SERVICE REPAIR - BUILDINGS	$ 1,270	$ 4,849	$ 3,929	$ 4,500	$ 4,500
100.40.51600.299	SERVICE REPAIR - OTHER	$ 1,352	$ 814	$ -	$ -	$ -
	CONTRACTUAL SERVICES	**$ 46,713**	**$ 55,251**	**$ 34,932**	**$ 52,300**	**$ 52,200**

PUBLIC WORKS						
CITY HALL (CONTINUED)						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
SUPPLIES & EXPENSES						
100.40.51600.332	VEHICLE ALLOWANCE	$ 161	$ 190	$ 124	$ 300	$ 300
100.40.51600.344	JANITORIAL SUPPLIES	$ 3,986	$ 3,962	$ 3,076	$ 2,800	$ 4,000
100.40.51600.346	UNIFORM ALLOWANCE	$ 104	$ 200	$ 35	$ 100	$ 100
100.40.51600.349	OTHER OPERATING SUPPLIES	$ 1,234	$ 1,361	$ 729	$ 1,600	$ 1,600
100.40.51600.350	SUPPLIES - BUILDING	$ 3,596	$ 1,410	$ 1,560	$ 1,500	$ 1,500
100.40.51600.353	SUPPLIES - MACH/EQUIP	$ -	$ -	$ -	$ 500	$ 500
100.40.51600.354	LANDSCAPING MATERIALS	$ 101	$ 221	$ 157	$ 300	$ 300
100.40.51600.357	SUPPLIES - OTHER	$ 175	$ -	$ 169	$ 200	$ 200
100.40.51600.361	CHEMICALS	$ 38	$ 54	$ 13	$ 300	$ 300
100.40.51600.362	SMALL TOOLS	$ -	$ 65	$ 256	$ 200	$ 200
	SUPPLIES & EXPENSES	**$ 9,395**	**$ 7,463**	**$ 6,119**	**$ 7,800**	**$ 9,000**
	CITY HALL - SUBTOTAL	**$ 134,843**	**$ 141,339**	**$ 92,889**	**$ 138,313**	**$ 141,791**

PUBLIC WORKS						
DISASTER CONTROL						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.52500.121	SALARY-WAGES FULL-TIME	$ -	$ -	$ -	$ -	$ -
100.40.52500.122	SALARY-WAGES OVERTIME	$ -	$ -	$ -	$ -	$ -
100.40.52500.151	FICA	$ -	$ -	$ -	$ -	$ -
100.40.52500.152	RETIREMENT	$ -	$ -	$ -	$ -	$ -
100.40.52500.154	HEALTH INSURANCE	$ -	$ -	$ -	$ -	$ -
	PERSONNEL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CONTRACTUAL SERVICES						
100.40.52500.242	SERVICE REPAIR - MACH/EQ	$ -	$ -	$ -	$ -	$ -
	CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES & EXPENSES						
100.40.52500.349	OTHER OPERATING SUPPLIES	$ -	$ -	$ 86	$ 2,000	$ -
	SUPPLIES & EXPENSES	**$ -**	**$ -**	**$ 86**	**$ 2,000**	**$ -**
	DISASTER CONTROL SUBTOTAL	**$ -**	**$ -**	**$ 86**	**$ 2,000**	**$ -**

PUBLIC WORKS						
DAMS						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.40.52501.299	OTHER CONTRACTUAL SERV	$ 1,817	$ 2,671	$ 600	$ 6,700	$ 4,000
	DAMS SUBTOTAL	**$ 1,817**	**$ 2,671**	**$ 600**	**$ 6,700**	**$ 4,000**

PUBLIC WORKS						
EMERGENCY GOVERNMENT						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.52600.121	SALARY-WAGES FULL-TIME	$ 5,920	$ 4,953	$ -	$ 6,480	$ -
100.40.52600.151	FICA	$ 427	$ 458	$ -	$ 496	$ -
100.40.52600.152	RETIREMENT	$ 402	$ 416	$ -	$ 424	$ -
100.40.52600.154	HEALTH INSURANCE	$ 2,198	$ 1,466	$ -	$ 2,765	$ -
	PERSONNEL	**$ 8,947**	**$ 7,293**	**$ -**	**$ 10,165**	**$ -**
CONTRACTUAL SERVICES						
100.40.52600.222	UTILITIES - ELECTRIC	$ 56	$ 35	$ 33	$ 200	$ 200
100.40.52600.249	SERVICE REPAIR - OTHER	$ 3,257	$ -	$ -	$ 6,800	$ 6,800
	CONTRACTUAL SERVICES	**$ 3,313**	**$ 35**	**$ 33**	**$ 7,000**	**$ 7,000**
SUPPLIES AND EXPENSES						
100.40.52600.339	TRAINING	$ -	$ -	$ -	$ 2,000	$ 2,000
	CONTRACTUAL SERVICES	**$ -**	**$ -**	**$ -**	**$ 2,000**	**$ 2,000**
	EMERGENCY GOVERNMENT SUBTOTAL	**$ 12,260**	**$ 7,328**	**$ 33**	**$ 19,165**	**$ 9,000**

PUBLIC WORKS						
ADMINISTRATION						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53100.121	SALARY-WAGES FULL-TIME	$ 86,691	$ 101,550	$ 55,204	$ 87,821	$ 90,586
100.40.53100.122	SALARY-WAGES OVERTIME	$ 1,607	$ 1,590	$ 640	$ 1,740	$ 1,740
100.40.53100.129	SALARY-WAGES ENGINEERING	$ 12,797	$ 4,399	$ -	$ 36,045	$ 70,686
100.40.53100.151	FICA	$ 7,339	$ 7,759	$ 4,057	$ 9,609	$ 13,563
100.40.53100.152	RETIREMENT	$ 5,889	$ 13,446	$ 3,658	$ 8,227	$ 11,613
100.40.53100.154	HEALTH INSURANCE	$ 26,932	$ 31,102	$ 23,355	$ 37,825	$ 46,974
	PERSONNEL	**$ 141,255**	**$ 159,846**	**$ 86,914**	**$ 181,267**	**$ 235,162**
CONTRACTUAL SERVICE						
100.40.53100.212	LEGAL SERVICES	$ -	$ -	$ -	$ -	$ -
100.40.53100.215	ENGINEERING SERVICES	$ 9,480	$ 556	$ -	$ 1,000	$ 1,000
100.40.53100.225	TELEPHONE	$ 2,482	$ 1,070	$ 542	$ 2,000	$ 2,000
100.40.53100.229	ENG/LEGAL CHARGEBACKS	$ 913	$ 1,695	$ -	$ -	$ -
100.40.53100.298	MTCE AGMT & LEASES	$ 626	$ 608	$ 1,705	$ 1,500	$ 1,500
	CONTRACTUAL SERVICE	**$ 13,501**	**$ 3,929**	**$ 2,247**	**$ 4,500**	**$ 4,500**
SUPPLIES & EXPENSES						
100.40.53100.312	OFFICE SUPPLIES	$ 1,049	$ 1,349	$ 153	$ 1,500	$ 1,500
100.40.53100.324	MEMBERSHIPS & SUBSCR	$ 49	$ 57	$ 103	$ 150	$ 150
100.40.53100.339	TRAVEL & CONFERENCES	$ 581	$ 1,986	$ 968	$ 1,000	$ 1,000
100.40.53100.349	OTHER OPERATING SUPPLIES	$ 195	$ 697	$ 40	$ 1,000	$ 1,000
	SUPPLIES & EXPENSES	**$ 1,874**	**$ 4,089**	**$ 1,264**	**$ 3,650**	**$ 3,650**
COST REALLOCATIONS						
100.40.53100.901	SNOW REMOVAL CONTIN.	$ -	$ -	$ -	$ -	$ -
100.40.53100.902	FUEL CONTINGENCY	$ -	$ -	$ -	$ -	$ -
	COST REALLOCATIONS	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
	ADMINISTRATION - SUBTOTAL	**$ 156,630**	**$ 167,864**	**$ 90,425**	**$ 189,417**	**$ 243,312**

PUBLIC WORKS

MACHINERY & EQUIPMENT

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53240.121	SALARY-WAGES FULL-TIME	$ 58,820	$ 62,040	$ 39,690	$ 63,744	$ 65,041
100.40.53240.122	SALARY-WAGES OVERTIME	$ 138	$ 270	$ 138	$ -	$ -
100.40.53240.151	FICA	$ 4,312	$ 4,574	$ 2,923	$ 4,876	$ 4,976
100.40.53240.152	RETIREMENT	$ 4,008	$ 4,173	$ 2,609	$ 4,175	$ 4,260
100.40.53240.154	HEALTH INSURANCE	$ 26,339	$ 25,645	$ 17,934	$ 27,650	$ 29,033
	PERSONNEL	**$ 93,617**	**$ 96,702**	**$ 63,294**	**$ 100,445**	**$ 103,310**
CONTRACTUAL SERVICE						
100.40.53240.242	SERVICE REP - MACH EQ	$ 34,582	$ 35,865	$ 25,562	$ 36,750	$ 36,750
100.40.53240.299	OTHER CONTR SERVICES	$ 18,261	$ 7,223	$ 1,340	$ 10,000	$ 10,000
	CONTRACTUAL SERVICE	**$ 52,843**	**$ 43,088**	**$ 26,902**	**$ 46,750**	**$ 46,750**
SUPPLIES & EXPENSES						
100.40.53240.349	OTHER OPER SUPPLIES	$ 943	$ 1,738	$ 155	$ 3,000	$ 2,000
100.40.53240.352	SUPPLIES - VEHICLES	$ 20,215	$ 13,665	$ 14,178	$ 21,000	$ 21,000
100.40.53240.353	SUPPLIES - MACH/EQUIP	$ 39,742	$ 35,488	$ 17,673	$ 35,000	$ 35,000
100.40.53240.356	SUPPLIES - OTHER	$ 3,588	$ 2,635	$ 2,247	$ 1,600	$ 1,600
100.40.53240.362	SMALL TOOLS	$ 810	$ 708	$ 139	$ 500	$ 500
100.40.53240.363	SAFETY EQUIPMENT	$ 407	$ 25	$ -	$ 1,000	$ 1,000
	SUPPLIES & EXPENSES	**$ 65,705**	**$ 54,259**	**$ 34,392**	**$ 62,100**	**$ 61,100**
	MACHINERY & EQUIPMENT - SUBTOTAL	**$ 212,165**	**$ 194,049**	**$ 124,588**	**$ 209,295**	**$ 211,160**

PUBLIC WORKS
EAST GARAGE

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53270.121	SALARY-WAGES FULL-TIME	$ 471	$ -	$ -	$ -	$ -
100.40.53270.151	FICA	$ 35	$ -	$ -	$ -	$ -
100.40.53270.152	RETIREMENT	$ 32	$ -	$ -	$ -	$ -
100.40.53270.154	HEALTH INSURANCE	$ 505	$ 311	$ -	$ -	$ -
	PERSONNEL	**$ 1,043**	**$ 311**	**$ -**	**$ -**	**$ -**
CONTRACTUAL SERVICES						
100.40.53270.218	LAUNDRY - CLEANING	$ 4,785	$ 4,624	$ 4,027	$ 4,000	$ 4,000
100.40.53270.221	UTILITIES - WATER/SEWER	$ 1,364	$ 1,808	$ 1,605	$ 2,000	$ 2,000
100.40.53270.222	UTILITIES - ELECTRIC	$ 4,207	$ 4,464	$ 2,421	$ 4,500	$ 4,500
100.40.53270.224	UTILITIES - GAS	$ 1,957	$ 3,168	$ 1,062	$ 3,000	$ 4,000
100.40.53270.225	TELEPHONE	$ 2,956	$ 3,671	$ 2,142	$ 5,000	$ 5,000
100.40.53270.226	U FUEL EXPENSES	$ 344	$ 2,927	$ 57	$ 2,000	$ 2,000
100.40.53270.249	SERVICE REPAIR - OTHER	$ 6,494	$ 6,311	$ 1,832	$ 4,500	$ 4,500
	CONTRACTUAL SERVICES	**$ 22,107**	**$ 26,973**	**$ 13,146**	**$ 25,000**	**$ 26,000**

PUBLIC WORKS						
EAST GARAGE (CONTINUED)						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
SUPPLIES & EXPENSES						
100.40.53270.312	OFFICE SUPPLIES	$ 263	$ 196	$ 80	$ 750	$ 750
100.40.53270.344	JANITORIAL SUPPLIES	$ 395	$ 857	$ 337	$ 750	$ 750
100.40.53270.346	UNIFORM ALLOWANCE	$ 1,861	$ 1,815	$ 1,069	$ 1,200	$ 1,200
100.40.53270.349	OTHER OPER SUPPLIES	$ 3,166	$ 3,261	$ 2,532	$ 4,000	$ 4,000
100.40.53270.350	SUPPLIES - BUILDING	$ 3,461	$ 1,573	$ 1,807	$ 1,500	$ 1,500
100.40.53270.353	SUPPLIES - MACH/EQUIP	$ 392	$ 1,489	$ 208	$ 1,500	$ 1,500
100.40.53270.362	SMALLTOOLS	$ (175)	$ 710	$ (90)	$ 1,000	$ 1,000
100.40.53270.391	SAFETY EQUIPMENT	$ -	$ 1,170	$ -	$ -	$ -
	SUPPLIES & EXPENSES	**$ 9,363**	**$ 11,071**	**$ 5,943**	**$ 10,700**	**$ 10,700**
	EAST GARAGE SUBTOTAL	**$ 32,513**	**$ 38,355**	**$ 19,089**	**$ 35,700**	**$ 36,700**

PUBLIC WORKS						
WEST GARAGE						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.40.53275.222	UTILITIES - ELECTRIC	$ 628	$ 2,449	$ 1,106	$ 750	$ 1,000
100.40.53275.224	UTILITIES - GAS	$ -	$ 2,720	$ 1,582	$ 3,000	$ 4,500
100.40.53275.249	SERVICE REPAIR - OTHER	$ 1,710	$ -	$ 954	$ 3,000	$ 3,000
100.40.53275.350	SUPPLIES BUILDING	$ 810	$ 985	$ 1,955	$ 1,000	$ 1,000
	CONTRACTUAL SERVICES	**$ 3,148**	**$ 6,154**	**$ 5,597**	**$ 7,750**	**$ 9,500**
	WEST GARAGE SUBTOTAL	**$ 3,148**	**$ 6,154**	**$ 5,597**	**$ 7,750**	**$ 9,500**

PUBLIC WORKS						
STREET MAINTENANCE						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53300.121	SALARY-WAGES FULL-TIME	$ 281,728	$ 307,516	$ 211,942	$ 282,503	$ 308,597
100.40.53300.122	SALARY-WAGES OVERTIME	$ 11,056	$ 14,370	$ 12,005	$ 6,600	$ 18,600
100.40.53300.125	SALARY-WAGES PART TIME	$ 21,140	$ 24,676	$ 21,483	$ 26,690	$ 26,690
100.40.53300.151	FICA	$ 22,828	$ 25,365	$ 17,964	$ 24,106	$ 27,072
100.40.53300.152	RETIREMENT	$ 19,895	$ 21,550	$ 14,611	$ 19,032	$ 21,431
100.40.53300.154	HEALTH INSURANCE	$ 124,598	$ 126,340	$ 100,246	$ 122,370	$ 142,058
	PERSONNEL	**$ 481,245**	**$ 519,817**	**$ 378,251**	**$ 481,301**	**$ 544,448**
CONTRACTUAL SERVICES						
100.40.53300.215	ENGINEERING SERVICES	$ 124	$ 2,230	$ 1,238	$ 1,500	$ 1,500
100.40.53300.225	TELEPHONE	$ 6,539	$ 5,710	$ 4,365	$ 7,000	$ 7,000
100.40.53300.298	MISC CONTRACT SERVICE	$ -	$ -	$ -	$ -	$ -
100.40.53300.299	OTHER CONTR SERVICES	$ 15,340	$ 21,401	$ 8,446	$ 20,000	$ 20,000
	CONTRACTUAL SERVICES	**$ 22,003**	**$ 29,341**	**$ 14,049**	**$ 28,500**	**$ 28,500**
SUPPLIES & EXPENSES						
100.40.53300.339	TRAVEL & CONFERENCES	$ -	$ 588	$ 183	$ 500	$ 500
100.40.53300.349	OTHER OPER SUPPLIES	$ 5,279	$ 2,226	$ 899	$ 5,000	$ 5,000
100.40.53300.351	SUPPLIES - MOTOR FUELS	$ 43,825	$ 60,701	$ 46,010	$ 60,000	$ 60,000
100.40.53300.354	LANDSCAPING MATERIALS	$ 2,301	$ 452	$ 34	$ 1,500	$ 1,500
100.40.53300.363	ROADWAY SUPPLIES SIGNS	$ 4,629	$ 11,774	$ 12,106	$ 10,000	$ 15,000
100.40.53300.391	SAFETY EQUIPMENT	$ 1,331	$ 806	$ 671	$ 1,500	$ 1,500
	SUPPLIES & EXPENSES	**$ 57,365**	**$ 76,547**	**$ 59,903**	**$ 78,500**	**$ 83,500**
BUILDING MATERIALS						
100.40.53300.451	CRUSHED ROCK	$ 5,595	$ 1,849	$ 2,565	$ 4,000	$ 4,000
100.40.53300.454	ICE CONTROL CHEMICALS	$ 48,342	$ 76,170	$ 71,696	$ 75,000	$ 100,000
100.40.53300.481	BITUMINOUS MIXES	$ 28,565	$ 41,666	$ 28,500	$ 30,000	$ 30,000
	BUILDING MATERIALS	**$ 82,502**	**$ 119,685**	**$ 102,761**	**$ 109,000**	**$ 134,000**
	STREET MAINTENANCE SUBTOTAL	**$ 643,115**	**$ 745,390**	**$ 554,964**	**$ 697,301**	**$ 790,448**

SNOW & ICE REMOVAL

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53301.121	SALARY-WAGES FULL-TIME	$ 26,291	$ 54,639	$ 57,782	$ 98,880	$ 80,708
100.40.53301.122	SALARY-WAGES OVERTIME	$ 16,796	$ 40,304	$ 46,326	$ 53,400	$ 41,400
100.40.53301.125	SALARY-WAGES PART TIME	$ 1,716	$ 3,236	$ -	$ -	$ -
100.40.53301.151	FICA	$ 3,291	$ 7,180	$ 7,662	$ 11,701	$ 9,341
100.40.53301.152	RETIREMENT	$ 2,928	$ 6,356	$ 6,819	$ 9,878	$ 7,998
100.40.53301.154	HEALTH INSURANCE	$ 16,178	$ 34,916	$ 35,155	$ 43,390	$ 36,635
	PERSONNEL	**$ 67,200**	**$ 146,631**	**$ 153,744**	**$ 217,249**	**$ 176,082**
	SNOW & ICE REMOVAL SUBTOTAL	**$ 67,200**	**$ 146,631**	**$ 153,744**	**$ 217,249**	**$ 176,082**

PUBLIC WORKS

HIGHWAYS 94 & 35

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
MATERIALS						
100.40.53303.454	ICE CONTROL CHEMICALS	$ 27,655	$ 31,389	$ 22,273	$ 29,000	$ 29,000
	HIGHWAYS 94 & 35 - SUBTOTAL	**$ 27,655**	**$ 31,389**	**$ 22,273**	**$ 29,000**	**$ 29,000**

PUBLIC WORKS

STREET LIGHTING

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53420.121	SALARY-WAGES FULL-TIME	$ 6,626	$ 4,902	$ 901	$ -	$ -
100.40.53420.122	OVERTIME	$ 1,661	$ 1,240	$ -	$ -	$ -
100.40.53420.151	FICA	$ 606	$ 452	$ 66	$ -	$ -
100.40.53420.152	RETIREMENT	$ 563	$ 411	$ 59	$ -	$ -
100.40.53420.154	HEALTH INSURANCE	$ 3,603	$ 2,559	$ 375	$ -	$ -
	PERSONNEL	**$ 13,059**	**$ 9,564**	**$ 1,401**	**$ -**	**$ -**
CONTRACTUAL SERVICES						
100.40.53420.222	UTILITIES - ELECTRIC	$ 125,880	$ 122,273	$ 71,897	$ 110,000	$ 110,000
100.40.53420.248	SERVICE REPAIR - UTILITIES	$ 1,654	$ 8,934	$ 2,137	$ 1,500	$ 1,500
	CONTRACTUAL SERVICES	**$ 127,534**	**$ 131,207**	**$ 74,034**	**$ 111,500**	**$ 111,500**
SUPPLIES & EXPENSES						
100.40.53420.349	OTHER OPER SUPPLIES	$ 1,375	$ -	$ 8	$ 1,000	$ 1,000
100.40.53420.355	SUPPLIES - UTILITIES	$ 4,877	$ 11,795	$ 1,281	$ 6,500	$ 6,500
	SUPPLIES & EXPENSES	**$ 6,252**	**$ 11,795**	**$ 1,289**	**$ 7,500**	**$ 7,500**
	STREET LIGHTING - SUBTOTAL	**$ 146,845**	**$ 152,566**	**$ 76,724**	**$ 119,000**	**$ 119,000**

PUBLIC WORKS						
STREET SIGNS & MARKINGS						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53421.121	SALARY-WAGES FULL-TIME	$ 18,433	$ 4,466	$ 331	$ -	$ -
100.40.53421.122	SALARY-WAGES OVERTIME	$ 79	$ -	$ -	$ -	$ -
100.40.53421.125	SALARY-WAGES PART TIME	$ -	$ -	$ -	$ -	$ -
100.40.53421.151	FICA	$ 624	$ 327	$ 24	$ -	$ -
100.40.53421.152	RETIREMENT	$ 578	$ 299	$ 22	$ -	$ -
100.40.53421.154	HEALTH INSURANCE	$ 4,539	$ 2,941	$ 155	$ -	$ -
	PERSONNEL	**$ 24,253**	**$ 8,033**	**$ 532**	**$ -**	**$ -**
SUPPLIES & EXPENSES						
100.40.53421.349	OTHER OPER SUPPLIES	$ 29	$ 100	$ 27	$ 800	$ 800
100.40.53421.363	ROADWAY SUPPLIES/SIGNS	$ 10,115	$ 13,380	$ 11,450	$ 15,000	$ 15,000
100.40.53421.398	SIGN CONTINGENCY	$ 237	$ 210	$ -	$ -	$ -
100.40.53421.399	ACTIVITY SUPPLIES	$ 2,029	$ -	$ 1,371	$ 2,400	$ 2,400
	SUPPLIES & EXPENSES	**$ 12,410**	**$ 13,690**	**$ 12,848**	**$ 18,200**	**$ 18,200**
	STREET SIGNS & MARKINGS - SUBTOTAL	**$ 36,663**	**$ 21,723**	**$ 13,380**	**$ 18,200**	**$ 18,200**

PUBLIC WORKS

TRAFFIC SIGNALS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53422.121	SALARY-WAGES FULL-TIME	$ 3,836	$ 7,396	$ 2,320	$ -	$ -
100.40.53422.122	SALARY-WAGES OVERTIME	$ 1,541	$ 4,173	$ 838	$ -	$ -
100.40.53422.151	FICA	$ 392	$ 852	$ 231	$ -	$ -
100.40.53422.152	RETIREMENT	$ 365	$ 775	$ 207	$ -	$ -
100.40.53422.154	HEALTH INSURANCE	$ 2,739	$ 4,319	$ 1,236	$ -	$ -
	PERSONNEL	**$ 8,873**	**$ 17,515**	**$ 4,832**	**$ -**	**$ -**
CONTRACTUAL SERVICES						
100.40.53422.222	UTILITIES - ELECTRIC	$ 5,835	$ 6,926	$ 3,919	$ 6,100	$ 6,100
100.40.53422.225	TELEPHONE	$ 5,070	$ 5,453	$ 3,002	$ 6,000	$ 6,000
100.40.53422.248	SERVICE REPAIR - UTILITIES	$ 525	$ 3,144	$ 1,100	$ 1,500	$ 1,500
100.40.53422.299	OTHER CONTR SERVICE	$ 2,064	$ 2,818	$ 1,997	$ 2,500	$ 2,500
	CONTRACTUAL SERVICES	**$ 13,494**	**$ 18,341**	**$ 10,018**	**$ 16,100**	**$ 16,100**
SUPPLIES & EXPENSES						
100.40.53422.349	OTHER OPER SUPPLIES	$ 232	$ -	$ -	$ -	$ -
100.40.53422.355	SUPPLIES - UTILITIES	$ 5,035	$ 5,951	$ 1,759	$ 5,000	$ 5,000
	SUPPLIES & EXPENSES	**$ 5,267**	**$ 5,951**	**$ 1,759**	**$ 5,000**	**$ 5,000**
	STOP & GO LIGHTS - SUBTOTAL	**$ 27,634**	**$ 41,807**	**$ 16,609**	**$ 21,100**	**$ 21,100**

PUBLIC WORKS
SIDEWALKS & CROSSWALKS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53430.121	SALARY-WAGES FULL-TIME	$ -	$ -	$ -	$ -	$ -
100.40.53430.125	SALARY-WAGES PART TIME	$ -	$ -	$ -	$ -	$ -
100.40.53430.151	FICA	$ -	$ -	$ -	$ -	$ -
100.40.53430.152	RETIREMENT	$ -	$ -	$ -	$ -	$ -
100.40.53430.154	HEALTH INSURANCE	$ -	$ -	$ -	$ -	$ -
	PERSONNEL	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
BUILDING MATERIALS						
100.40.53430.416	CONCRETE	$ 986	$ 1,055	$ 167	$ 1,000	$ 1,000
	BUILDING MATERIALS	**$ 986**	**$ 1,055**	**$ 167**	**$ 1,000**	**$ 1,000**
	SIDEWALKS & CROSSWALKS - SUBTOTAL	**$ 986**	**$ 1,055**	**$ 167**	**$ 1,000**	**$ 1,000**

PUBLIC WORKS
CURB & GUTTER

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53435.121	SALARY-WAGES FULL-TIME	$ 265	$ -	$ -	$ -	$ -
100.40.53435.151	FICA	$ 19	$ -	$ -	$ -	$ -
100.40.53435.152	RETIREMENT	$ 18	$ -	$ -	$ -	$ -
100.40.53435.154	HEALTH INSURANCE	$ 329	$ 203	$ -	$ -	$ -
	PERSONNEL	**$ 631**	**$ 203**	**$ -**	**$ -**	**$ -**
BUILDING MATERIALS						
100.40.53430.416	CONCRETE	$ 901	$ 1,172	$ -	$ 1,000	$ 1,000
	BUILDING MATERIALS	**$ 901**	**$ 1,172**	**$ -**	**$ 1,000**	**$ 1,000**
	CURB & GUTTER - SUBTOTAL	**$ 1,532**	**$ 1,375**	**$ -**	**$ 1,000**	**$ 1,000**

PUBLIC WORKS
LANDFILL

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
CONTRACTUAL SERVICES						
100.40.53630.299	OTHER CONTR SERVICES	$ 2,592	$ 1,856	$ 1,134	$ 3,000	$ 3,000
	LANDFILL - SUBTOTAL	**$ 2,592**	**$ 1,856**	**$ 1,134**	**$ 3,000**	**$ 3,000**

PUBLIC WORKS
MOWING OPERATIONS

		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.53640.125	SALARY-WAGES PART TIME	$ 10,136	$ 5,044	$ 656	$ -	$ -
100.40.53640.151	FICA	$ 928	$ 386	$ 50	$ -	$ -
100.40.53640.154	HEALTH INSURANCE	$ -	$ -	$ -	$ -	$ -
	PERSONNEL	**$ 11,064**	**$ 5,430**	**$ 706**	**$ -**	**$ -**
SUPPLIES & EXPENSES						
100.40.53640.349	OTHER OPER SUPPLIES	$ 113	$ 556	$ 262	$ 700	$ 700
100.40.53640.353	SUPPLIES - PARTS	$ 4,645	$ 3,247	$ 3,404	$ 6,100	$ 6,100
100.40.53640.361	CHEMICALS	$ -	$ -	$ 514	$ -	$ -
100.40.53640.362	SMALL TOOLS	$ -	$ -	$ -	$ 800	$ 800
	SUPPLIES & EXPENSES	**$ 4,758**	**$ 3,803**	**$ 4,180**	**$ 7,600**	**$ 7,600**
	MOWING OPERATIONS - SUBTOTAL	**$ 15,822**	**$ 9,233**	**$ 4,886**	**$ 7,600**	**$ 7,600**

SHADE TREE CONTROL/URBAN FORESTRY						
		ACTUAL EXPENDITURES			BUDGET	
		2017	2018	AS OF 8/31/2019	2019 APPROVED	2020 PROPOSED
PERSONNEL						
100.40.56110.121	SALARY-WAGES FULL-TIME	$ 42,631	$ 37,165	$ 25,494	$ 61,916	$ 63,878
100.40.56110.125	SALARY-WAGES PART TIME	$ 3,749	$ 2,670	$ 2,605	$ -	$ -
100.40.56110.151	FICA	$ 4,009	$ 2,953	$ 2,080	$ 4,737	$ 4,887
100.40.56110.152	RETIREMENT	$ 3,270	$ 2,499	$ 1,670	$ 4,055	$ 4,184
100.40.56110.154	HEALTH INSURANCE	$ 14,918	$ 9,738	$ 8,825	$ 20,665	$ 21,698
	PERSONNEL	**$ 68,577**	**$ 55,025**	**$ 40,674**	**$ 91,373**	**$ 94,647**
CONTRACTUAL SERVICES						
100.40.56110.298	EMERALD ASH BORER	$ 1,156	$ 2,523	$ 8,904	$ 14,000	$ 17,000
100.40.56110.299	OTHER CONTR SERVICES	$ 26,016	$ 35,547	$ 19,427	$ 25,000	$ 25,000
	CONTRACTUAL SERVICES	**$ 27,172**	**$ 38,070**	**$ 28,331**	**$ 39,000**	**$ 42,000**
SUPPLIES & EXPENSES						
100.40.56110.349	OTHER OPER SUPPLIES	$ 3,134	$ 1,996	$ 1,901	$ 2,000	$ 2,000
100.40.51610.353	SUPPLIES - PARTS	$ 1,478	$ 333	$ 1,196	$ 1,500	$ 1,500
100.40.56110.354	LANDSCAPRING MATERIALS	$ -	$ 1,114	$ -	$ 250	$ 250
100.40.56110.362	SMALL TOOLS	$ 1,640	$ 123	$ 696	$ 500	$ 500
	SUPPLIES & EXPENSES	**$ 6,252**	**$ 3,566**	**$ 3,793**	**$ 4,250**	**$ 4,250**
	SHADE TREE CONTROL - SUBTOTAL	**$ 102,001**	**$ 96,661**	**$ 72,798**	**$ 134,623**	**$ 140,897**

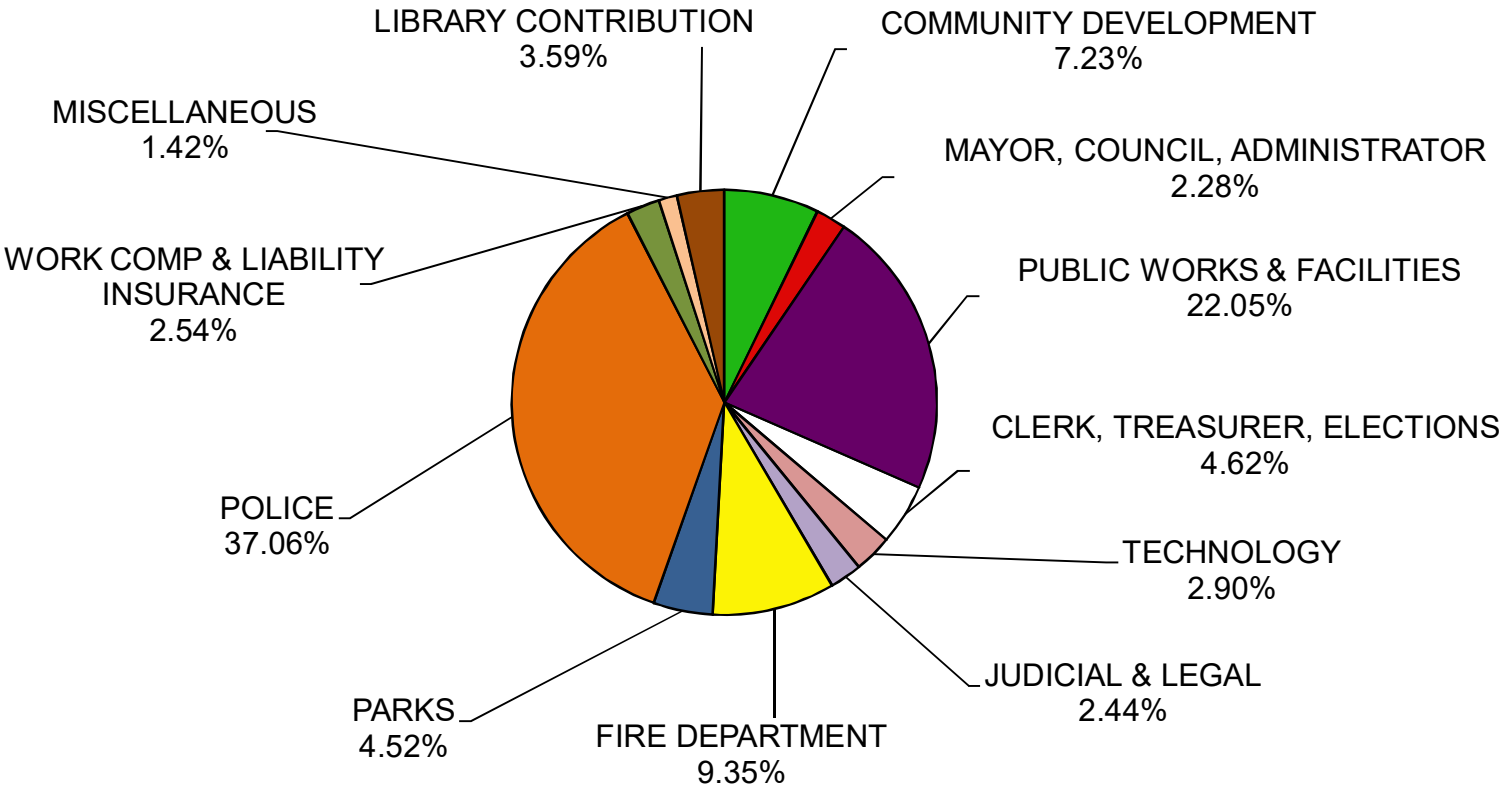
WARD AVENUE BUILDING

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
PERSONNEL							
100.41.51610.121	SALARY-WAGES FULL-TIME	$ -	$ -	$ -		$ -	$ -
100.41.51610.122	SALARY-WAGES OVERTIME	$ -	$ -	$ -		$ -	$ -
100.41.51610.125	SALARY-WAGES PART TIME	$ -	$ -	$ -		$ -	$ -
100.41.51610.151	FICA	$ -	$ -	$ -		$ -	$ -
100.41.51610.152	RETIREMENT	$ -	$ -	$ -		$ -	$ -
100.41.51610.154	HEALTH INSURANCE	$ -	$ -	$ -		$ -	$ -
	PERSONNEL TOTAL	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**
CONTRACTUAL SERVICES							
100.41.51610.217	OTHER PROFESSIONAL SERVICES	$ -	$ 10,759	$ -		$ -	$ -
100.41.51610.218	LAUNDRY - CLEANING	$ -	$ -	$ -		$ -	$ -
100.41.51610.221	UTILITIES - WATER AND SEWER	$ 526	$ 350	$ 270		$ 700	$ 1,000
100.41.51610.222	UTILITIES - ELECTRIC	$ 2,193	$ 2,275	$ 1,775		$ 2,800	$ 2,800
100.41.51610.224	UTILITIES - GAS	$ 2,141	$ 2,775	$ 2,345		$ 2,000	$ 4,000
100.41.51610.225	TELEPHONE	$ -	$ -	$ -		$ -	$ -
100.41.51610.247	SERVICE REPAIR - BUILDINGS	$ -	$ 1,652	$ 546		$ 3,000	$ 6,000
100.41.51610.248	SERVICE REPAIR - UTILITIES	$ -	$ -	$ -		$ -	$ -
100.41.51610.249	SERVICE REPAIR- OTHER	$ 376	$ -	$ -		$ -	$ -
100.41.51610.298	MAINTENANCE AGMT & LEASES	$ -	$ -	$ -		$ -	$ -
	CONTRACTUAL SERVICES TOTAL	**$ 5,236**	**$ 17,811**	**$ 4,936**		**$ 8,500**	**$ 13,800**

WARD AVENUE BUILDING (CONTINUED)

		ACTUAL EXPENDITURES				BUDGET	
		2017	2018	AS OF 8/31/2019		2019 APPROVED	2020 PROPOSED
SUPPLIES & EXPENSES							
100.41.51610.344	JANITORIAL SUPPLIES	$ -	$ -	$ -		$ 150	$ -
100.41.51610.349	OTHER OPERATING SUPPLIES	$ 376	$ -	$ 476		$ 500	$ -
100.41.51610.350	SUPPLIES - BUILDING	$ -	$ -	$ -		$ -	$ -
100.41.51610.354	LANDSCAPING MATERIALS	$ -	$ -	$ -		$ -	$ -
100.41.51610.357	SUPPLIES - OTHER	$ -	$ -	$ -		$ -	$ -
	SUPPLIES & EXPENSES TOTAL	**$ 376**	**$ -**	**$ 476**		**$ 650**	**$ -**
BUILDING MAINTENANCE							
100.41.51610.454	ICE CONTROL CHEMICALS	$ -	$ -	$ -		$ -	$ -
	BUILDING MAINTENANCE TOTAL	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**
	WARD AVENUE BUILDING TOTAL	**$ 5,612**	**$ 17,811**	**$ 5,412**		**$ 9,150**	**$ 13,800**

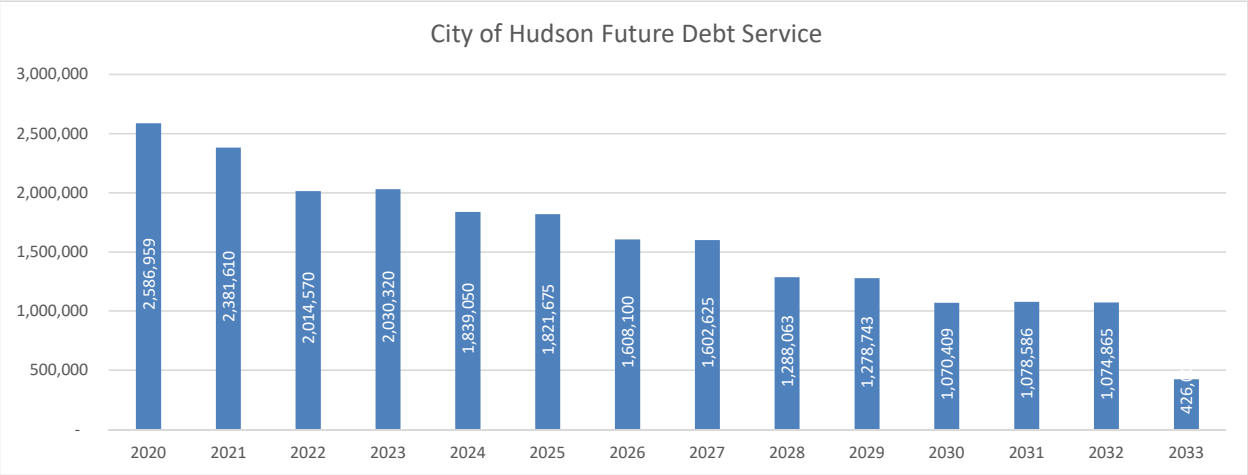
CITY OF HUDSON
2020
EXPENDITURE DISTRIBUTION FOR OPERATIONS



2020 GENERAL FUND BUDGET
BREAKDOWN OF PERSONNEL AND OPERATIONS CHANGES

Department	Personnel Change	Operations Change	Total Increase
Assessment of Properties	$ -	$ -	$ -
Building Inspection	$ 29,170	$ -	$ 29,170
Information Technology	$ 18,934	$ 28,500	$ 47,434
Mayor & Council	$ -	$ 550	$ 550
First Street Building	$ 2,428	$ 300	$ 2,728
City Administrator	$ 7,811	$ 6,100	$ 13,911
Clerk & Finance	$ 16,467	$ (122)	$ 16,345
Elections	$ 22,000	$ 1,525	$ 23,525
Municipal Court	$ 4,406	$ (1,652)	$ 2,754
Legal	$ -	$ (200)	$ (200)
Labor Relations	$ -	$ -	$ -
Weights & Measures	$ -	$ -	$ -
Municipal Insurances	$ -	$ 12,035	$ 12,035
Ambulance Subsidy	$ -	$ (236,300)	$ (236,300)
Fire Department	$ 72,602	$ 26,099	$ 98,701
Parks	$ 6,640	$ (8,250)	$ (1,610)
Community Development	$ 37,761	$ 1,450	$ 39,211
Animal Control	$ -	$ -	$ -
Police	$ 128,489	$ 22,023	$ 150,512
Recycling	$ 169	$ -	$ 169
Public Works	$ 70,227	$ 35,150	$ 105,377
Ward Avenue	$ -	$ 4,650	$ 4,650
Total	**$ 417,104**	**$ (108,142)**	**$ 308,962**

CITY OF HUDSON				
EXPENDITURES BY MAJOR CATEGORY				
Category	2020 Recommended	2019 Approved	Increase (Decrease)	% Increase (Decrease)
Personnel	$ 7,132,092	$ 6,714,988	$ 417,104	6.21%
Operations	$ 2,334,598	$ 2,442,740	$ (108,142)	-4.43%
Short-Term Capital Expenditures	$ 100,000	$ 100,000	$ -	0.00%
Comprehensive Plan Update	$ 25,000	$ 25,000	$ -	0.00%
Contingency	$ 40,000	$ 40,000	$ -	0.00%
Transfers	$ 61,265	$ 61,265	$ -	0.00%
Library Contribution	$ 357,221	$ 350,217	$ 7,004	2.00%
Debt Service	$ 2,586,959	$ 2,341,401	$ 245,558	10.49%
Total	**$ 12,637,135**	**$ 12,075,611**	**$ 561,524**	**4.65%**

Debt Service Levy for 2020 Budget

								2019
Balance January 1, 2020								$ -
Revenues								
Property Tax Levy 2019 for 2020 Collection							$ 2,586,959.00	
Interest Income							$ 10,000.00	
Water and Sewer Transfer In for Portion of 2016A Bonds							$ 74,322.00	
Storm Water Fund Transfer In for Portion of 2015A Bonds							$ 15,660.00	
								$ 2,686,941.00
Expenditures	**Issue Date**	**Final Pymt Date**	**original amount**	**1/1/2019 balance**	**Principal**	**Interest**		**Total Principal & Interest**
GO Promissory Notes 2011A	5/25/2011	5/1/2021	$ 3,530,000.00	$ 800,000.00	$ 365,000.00	$ 48,220.00		$ 413,220.00
GO Promissory Notes 2013B	10/9/2013	10/1/2023	$ 2,860,000.00	$ 825,000.00	$ 195,000.00	$ 20,790.00		$ 215,790.00
GO Promissory Notes 2015B	5/7/2015	4/1/2025	$ 1,885,000.00	$ 1,155,000.00	$ 175,000.00	$ 37,058.00		$ 212,058.00
GO Promissory Notes 2017B	6/1/2017	6/1/2027	$ 2,470,000.00	$ 2,185,000.00	$ 235,000.00	$ 65,550.00		$ 300,550.00
GO Promissory Notes 2019B						$ 445,698.00		$ 445,698.00
GO Bonds 2013A	10/9/2013	10/1/2033	$ 3,490,000.00	$ 2,585,000.00	$ 145,000.00	$ 94,570.00		$ 239,570.00
GO Bonds 2015A	5/7/2015	4/1/2035	$ 2,115,000.00	$ 1,790,000.00	$ 85,000.00	$ 56,480.00		$ 141,480.00
Less: Towns and Village Portion for Engine Truck					$ (10,000.00)	$ (7,414.00)		$ (17,414.00)
GO Bonds 2016A	4/12/2016	4/1/2036	$ 3,110,000.00	$ 2,735,000.00	$ 140,000.00	$ 69,996.00		$ 209,996.00
GO Bonds 2017A	6/1/2017	12/1/2032	$ 2,495,000.00	$ 2,250,000.00	$ 145,000.00	$ 64,650.00		$ 209,650.00
GO Bonds 2019A			$ 5,960,000.00	$ 5,960,000.00		$ 354,293.00		$ 354,293.00
Less: Towns and Village Portion Truck for Ladder Truck					$ (30,000.00)	$ (17,950.00)		$ (47,950.00)
Debt Service Charges						$ 10,000.00		
					$ 1,445,000.00	$ 1,241,941.00		$ 2,686,941.00
Balance December 31, 2020								-