
City of Lambertville

2020 Budget Presentations
Part Two - November 14th 2019

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3. Next steps

The vision of a new budget process

- **A City government** which leverages the expertise of its staff to build a responsible, long-term, and transparent budget.
- **A City budget** which can both be easily accessed, and used to derive valuable information from, by all stakeholders including the public.
- **A public** that is able to use the City's budget to get more educated about, involved, and taking ownership over what's happening in their community.

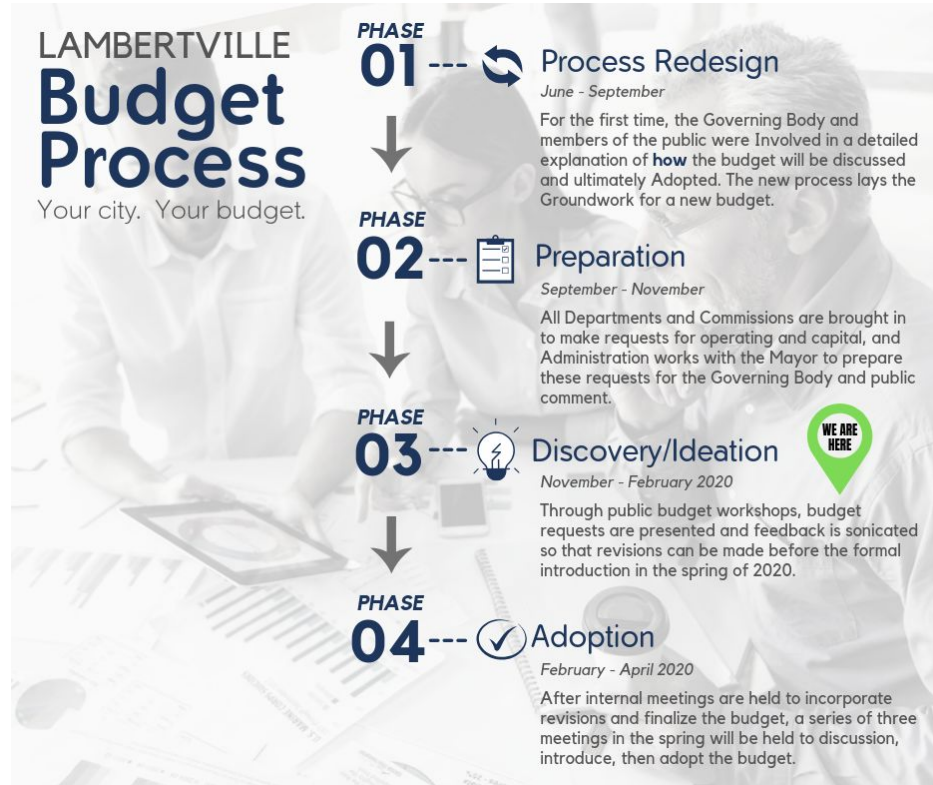
The **challenges** of a new budget process

1. There is no existing capital plan or long-term analysis/forecasting, which must be created from scratch
2. Various operating expenses have been charged to capital accounts. This will take several years to reverse and will have an impact on taxes.
3. Amount of fund balance (surplus) used to cover expenses has been going up while the balance available has been declining for the past five years
4. Many existing expenses are distributed across various accounts in such a way that generating insightful financial reports is nearly impossible
5. Many operating budgets don't have regular or annual expenses budgeted for, and many accounts are barely able to provide for existing departmental needs
6. There is a lack of documentation and written agreements in place for various payees
7. Appropriations and revenues are tied too closely together for several departments, making accurate budgeting challenging and contributing to a revenue-focused budgeting culture

The **opportunities** of a new budget process

- **Department Heads** can take more ownership over planning and implementing their budgets and departments, and the City can better leverage their expertise
- **The Business Administrator** is able to bring all fragmented pieces together under a unified financial (and capital) plan and within a single budgeting framework, which helps inform other policy/program areas, for the first time, and helps focus stakeholder attention in the highest priority areas
- **The Mayor** is able to share an unprecedented level of budget/finance information to the community, going from only the state-mandated documentation to one of the most transparent budgets in the state
- **The Governing Body** can access significantly greater information about the City's operations and long-term plans, giving much more context with which to make ultimate decisions about the budget
- **The Public** can access clear and organized budget information for the first time, helping provide new educational and engagement opportunities

The timeline of a new budget process



The timeline of a new budget process

Early August 2019	Governing Body goal setting process - workshop where Governing Body sets goals/priorities for the coming year
Early August 2019	DCCB's are briefed on new budget process and provided summary sheet of the timeline and steps for new process
September 2019	Capital planning (for six years) begun, including facility reviews, vehicle inventories, infrastructure evaluation, etc
Mid October 2019	All operating and capital requests due from DCCB's
Mid/Late October 2019	Administration discusses and finalizes requests with DCCB's, helps create facility/capital requests and plans
End of October 2019	Mayor and Administrator finalize requests for Governing Body, and Mayor holds several budget meetings with various community groups/neighborhoods
November 2019	Two public budget workshops held, Nov 12 and Nov 14th, where DCCB's present a "year in review" as well as operating and capital requests
November/December 2019	Preliminary 2020 Overview and Proposed Programs presented by Mayor and Administrator in subsequent Governing Body meetings
December 2019	Feedback (from governing and/or public) from budget workshops taken back and Administrator and Mayor finalize anticipated 2020 budget introduction
January/February 2020	Budget is reviewed by Financial Team, and ready for introduction as soon as state/county/etc numbers become available
Late February/Early March 2020	In three sequential governing body meetings: <ul style="list-style-type: none"> • Municipal Budget Discussion • Municipal Budget First Reading/Introduction (and explanation) • Municipal Budget Public Hearing and Second Reading/ Adoption
End of March 2020/Early April	2020 Municipal Budget Adopted
Early April 2020	Bond ordinance (if needed) for 2020 capital items introduced/adopted
April 2020	2020 Capital spending, road resurfacing, etc will begin

Detailed Timeline of Capital Improvement Plan

- DCCB Review and Creation of Capital Requests - September - October 2019
- Introduction of Initial Capital Requests - November 2019
- Discussion/prioritization of submitted capital requests - December 2019 - February 2020
- Creation of final Capital Improvement Plan - March/April 2020
- Bond ordinances (if applicable) and procurement - April/May 2020

Please note: The detail of the full six-year Capital Improvement Plan being developed is primarily a City document, not a statutory requirement. The final plan itself does not commit the City to, or authorize, any spending, borrowing, or debt.

Presentation Goals

These presentations are:

- Submitted Operating and Capital requests, with some explanation/context from Administration.
- This is an introduction of all of the possible operating and capital expenses anticipated for 2020
- An opportunity for the Governing Body and public to ask questions and/or provide key early-stage feedback that helps guide subsequent budget planning and prioritization
- **The starting point** of 2020 budget discussions with the Governing Body

These presentations are not:

- An overview or summary of the 2020 Budget
- Final review or authorization of any operating or capital items or the creation of a capital plan
- A discussion of 2020 statutory/fixed costs, or of anticipated revenues
- A prioritization of any submitted or requested item
- The discussion of proposed finance/budgeting solutions, programs or policies T

The above items are discussed at subsequent Governing Body budget meeting.

Presentation Format

For 2020 all Departments, Commissions, Committees, and Boards have prepared, and are presenting, their budget to the Governing Body and public.

Each presentation will roughly follow the following format:

- 2019 Year in Review and 2020 Goals
- Operating Budget
 - Operating Budget Summary
 - Operating Budget Requests
 - Discussion/Feedback
- Capital Budget
 - Capital Budget Summary
 - Capital Budget Requests
 - Discussion/Feedback
- Additional Question/Answers and Review of Feedback

Important Information

Before moving forward, it's important to at a minimum, to have already watched and/or reviewed:

- Summary and full PDF of August Introductory Presentation
- All other prior budget presentations

Please remember: What follows are only the initial requests, subject and likely to change as the budget is further developed. This includes the names and types of budget accounts presented, some of which are being re-organized for 2020. At various points numbers may be estimated or projected. If you have any questions, or encounter any errors, please reach out to us.

Lambertville Municipal Court

2019 Year in Review and 2020 Goals

Accomplishments in 2019

- Rated #1 in Hunterdon County as a full time court with the lowest backlog of cases processed
- Successfully administered all aspects of court while Judgeship is in state of transition for 12 months.
- Provided quality of service with a noted increase of 35% in cases filed from previous year
- Restructured Park Mobile user error procedure that resulted in reduction of customer complaints.
- Full record destruction completed, including file cabinets and closets undergoing a reorganization in order to optimize space needed.
- Apply for grant money to keep operating costs low and assist with a limited operating budget
- Trained new Violations Clerk to support office in most critical functions.

2019 Year in Review and 2020 Goals

Goals for 2020

- To work collaboratively with the new Judge to continue to provide quality services that meet and exceed public expectations.
- To work with the Police Department to secure e-ticketing which will replace the current outdated manual procedure.
- To research collection of outstanding moneys due.
- To secure a credit card payment option.
- To provide continued training to the Violations Clerk in the Municipal Court Administrator's Certification Program (see insert #2 & 3).

Operating Budget Overview

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-43-490-000	MUNICIPAL COURT	Header										
0-01-43-490-100	MUNICIPAL COURT S&W	Line Item Control	\$77,530.00	\$64,690.15	\$76,517.00	\$75,916.98	\$73,272.00	\$72,618.42	\$75,423.00	\$73,139.02	\$69,444.00	\$66,030.44
0-01-43-490-200	MUNICIPAL COURT OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-43-490-222	COURT Postage & Delivery Charges	Sub Account	\$1,550.00	\$1,650.00	\$1,550.00	\$1,507.62	\$1,825.00	\$1,477.93	\$2,500.00	\$2,145.00	\$2,500.00	\$1,470.00
0-01-43-490-223	COURT Printing & Binding	Sub Account	\$250.00	\$0.00	\$1,350.00	\$0.00	\$2,300.00	\$1,514.00	\$1,450.00	\$2,219.00	\$850.00	\$1,815.00
0-01-43-490-224	COURT Cleaning & Maint of Buildings	Sub Account	\$1,550.00	\$542.69	\$1,550.00	\$1,460.36	\$1,500.00	\$1,527.18	\$1,000.00	\$1,428.89	\$1,000.00	\$1,197.24
0-01-43-490-228	COURT Professional/Consult & Spec Serv	Sub Account	\$2,800.00	\$1,699.50	\$1,754.00	\$3,861.88	\$1,709.50	\$1,451.25	\$2,000.00	\$2,313.02	\$2,700.00	\$1,810.36
0-01-43-490-233	COURT Books & Publications	Sub Account	\$50.00	\$0.00	\$150.00	\$0.00	\$0.00	\$99.00	\$500.00	\$0.00	\$500.00	\$2,107.00
0-01-43-490-236	COURT Office/Computer Supplies	Sub Account	\$1,150.00	\$2,233.06	\$1,150.00	\$765.06	\$750.00	\$867.75	\$2,050.00	\$716.75	\$2,050.00	\$1,041.39
0-01-43-490-241	COURT Conferences & Meetings	Sub Account	\$150.00	\$130.00	\$125.00	\$75.00	\$100.00	\$75.00	\$200.00	\$70.00	\$150.00	\$45.00
0-01-43-490-244	COURT Professional Association Dues	Sub Account	\$100.00	\$35.00	\$100.00	\$60.00	\$50.00	\$60.00	\$150.00	\$35.00	\$150.00	\$180.00
0-01-43-490-245	COURT Travel	Sub Account	\$100.00	\$25.52	\$75.00	\$114.45	\$75.00	\$23.54	\$150.00	\$57.24	\$150.00	\$686.56
0-01-43-490-256	COURT Safety Equipment & Supplies	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00
0-01-43-490-259	COURT Computer/Data Processing Equip	Sub Account	\$700.00	\$715.80	\$650.00	\$639.12	\$325.00	\$639.12	\$500.00	\$310.35	\$500.00	\$250.00
0-01-43-490-276	COURT Phone/Communications Charges	Sub Account	\$100.00	\$0.00	\$100.00	\$70.00	\$200.00	\$0.00	\$200.00	\$140.00	\$150.00	\$208.50
	Totals		\$86,030.00	\$71,721.72	\$85,071.00	\$84,470.47	\$82,106.50	\$80,353.19	\$86,273.00	\$82,574.27	\$80,294.00	\$76,841.49

Operating Requests for 2020

Account Name	Account Number	Allocated in 2018?	Spent in 2018?	Allocated in 2019?	Spent in 2019?	2020 Request	What is the justification or explanation?
COURT S&W	0-01-43-490-100	\$76,002.00	\$75,916.98	\$77,530.00	\$53,170.75	\$82,530.00	The court ticket and complaint numbers increased in 2019 by 35 percent. See attachment. Therefore, I am requesting additional hours to keep up with the case load.
Postage & Delivery Charges	0-01-43-490-222	\$1,550.00	\$1,507.62	\$1,550.00	\$1,650.00	\$2,375.00	Due to case load increase in the court, postage usage will increase as well.
Conferences & Meetings	0-01-43-490-241	\$125.00	\$75.00	\$150.00	\$75.00	\$300.00	The Municipal Court Administrator's Association requires the Violations Clerk to complete Principles level 2 training. Additional conferences and meetings must be attended in order to pass this class.
Travel	0-01-43-490-245	\$75.00	\$114.45	\$100.00	\$25.52	\$300.00	Required classes for the Violation Bureau are held in Trenton.
Totals		\$77,752.00	\$77,614.05	\$79,330.00	\$54,921.27	\$85,505.00	

Capital Requests

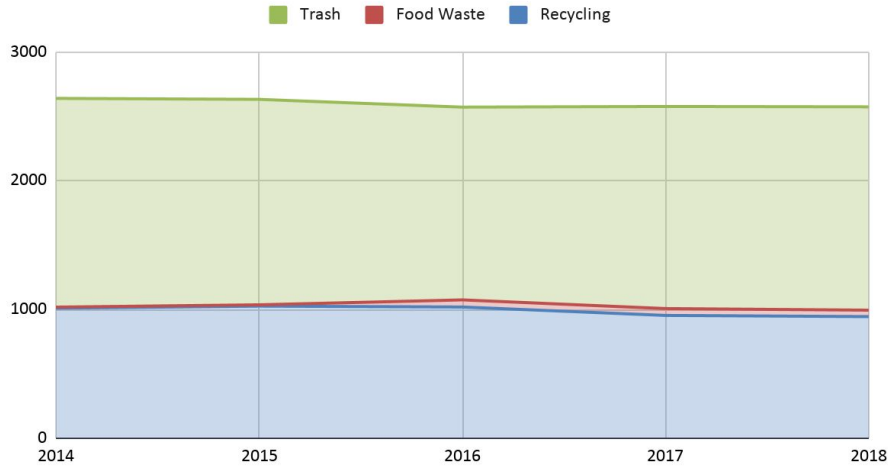
No capital items outside of any included maintenance/updates as part of the Justice Center's Facility Plan

Additional Question/Answers and Review of Feedback

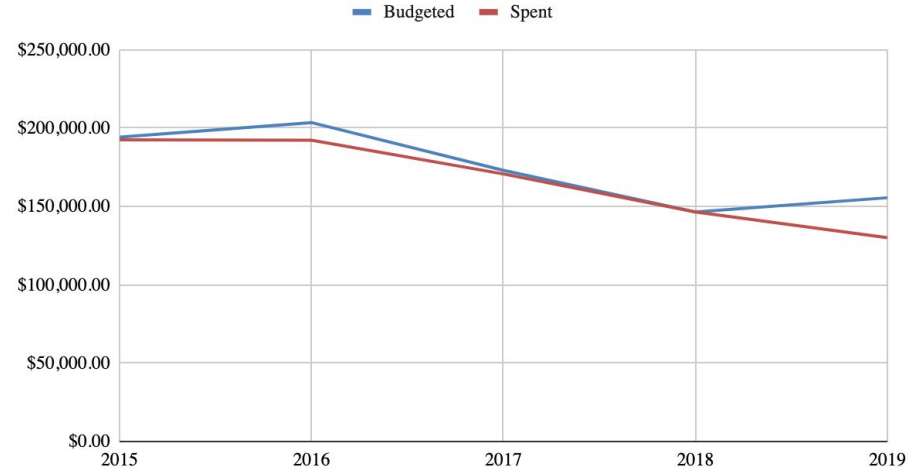
Lambertville Department of Public Works

2019 Year in Review and 2020 Goals

Recycling, Food Waste, Trash and Total Tonnage



DPW - Budgeted and Spent



2019 Year in Review and 2020 Goals

Challenge: 2019 saw a significant staffing shortage with the collapse of the New Jersey Department of Corrections Residential Community Release Program run through Clinton House. For many years, this program of placing per-diem workers in laborer positions provided over 80 hours per week of labor, and now provides the City zero hours per week after months of decline and inconsistency.

Opportunity: Administration is reorganizing the department at the same or lower cost and with more skilled and consistent permanent part-time staffing.

Summary of Operating Budget 1/2

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-26-290-000	PUBLIC WORKS	Header										
0-01-26-290-100	PUBLIC WORKS S&W	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-290-101	PUBLIC WORKS - Regular Earnings	Sub Account	\$114,230.00	\$77,980.60	\$109,330.00	\$109,571.10	\$133,490.00	\$134,249.78	\$134,806.00	\$128,232.28	\$139,281.00	\$134,634.34
0-01-26-290-102	PUBLIC WORKS - Overtime	Sub Account	\$8,000.00	\$2,323.12	\$7,230.00	\$6,988.73	\$3,699.59	\$2,907.05	\$5,465.00	\$862.18	\$12,000.00	\$15,895.38
0-01-26-290-103	PUBLIC WORKS - Snow Removal	Line Item Control	\$3,060.00	\$2,976.99	\$3,000.00	\$3,000.00	\$4,650.41	\$4,650.41	\$8,535.00	\$8,533.95	\$3,000.00	\$3,000.00
0-01-26-290-200	PUBLIC WORKS OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-290-225	PUBLIC WORKS Maint of Motor Vehicles	Sub Account	\$3,100.00	\$510.66	\$3,100.00	\$3,331.64	\$3,050.00	\$1,187.75	\$6,000.00	\$4,503.24	\$6,000.00	\$3,839.35
0-01-26-290-226	PUBLIC WORKS Maintenance of Other Equip	Sub Account	\$1,000.00	\$159.05	\$1,000.00	\$1,447.37	\$1,000.00	\$788.10	\$1,700.00	\$1,034.08	\$2,500.00	\$910.11
0-01-26-290-229	PUBLIC WORKS Other Contractual Items	Sub Account	\$750.00	\$609.00	\$750.00	\$1,439.39	\$1,500.00	\$537.00	\$1,250.00	\$1,554.15	\$500.00	\$1,000.00
0-01-26-290-232	PUBLIC WORKS Clothing & Uniforms	Sub Account	\$1,000.00	\$1,085.35	\$1,000.00	\$605.80	\$500.00	\$854.03	\$750.00	\$272.90	\$1,000.00	\$463.07
0-01-26-290-234	PUBLIC WORKS Vehicle Parts & Accessories	Sub Account	\$2,500.00	\$2,876.89	\$1,500.00	\$887.56	\$2,500.00	\$2,472.45	\$3,900.00	\$2,540.18	\$4,550.00	\$3,312.70
0-01-26-290-235	PUBLIC WORKS Janitorial Supplies	Sub Account	\$500.00	\$291.89	\$500.00	\$286.52	\$325.00	\$286.84	\$350.00	\$213.11	\$500.00	\$239.21
0-01-26-290-237	PUBLIC WORKS Electrical Supplies	Sub Account	\$100.00	\$404.22	\$100.00	\$102.08	\$150.00	\$42.35	\$200.00	\$174.97	\$200.00	\$114.72
0-01-26-290-238	PUBLIC WORKS Hardware & Minor Tools	Sub Account	\$800.00	\$163.65	\$300.00	\$885.23	\$525.00	\$175.02	\$550.00	\$484.77	\$700.00	\$406.16
0-01-26-290-239	PUBLIC WORKS General Machinery Parts	Sub Account	\$2,000.00	\$170.85	\$639.00	\$638.48	\$2,600.00	\$763.87	\$1,450.00	\$3,529.12	\$700.00	\$508.17
0-01-26-290-241	PUBLIC WORKS Conferences & Meetings	Sub Account	\$150.00	\$0.00	\$150.00	\$58.30	\$200.00	\$0.00	\$150.00	\$191.57	\$250.00	\$0.00
0-01-26-290-242	PUBLIC WORKS Education & Training	Sub Account	\$150.00	\$250.00	\$150.00	\$955.62	\$150.00	\$0.00	\$150.00	\$115.00	\$250.00	\$0.00
0-01-26-290-244	PUBLIC WORKS Professional Assoc Dues	Sub Account	\$100.00	\$90.00	\$100.00	\$90.00	\$100.00	\$90.00	\$150.00	\$60.00	\$150.00	\$60.00
0-01-26-290-246	PUBLIC WORKS Food	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$200.00	\$0.00
0-01-26-290-250	PUBLIC WORKS Equip/Snow Plowing Equip	Sub Account	\$9,000.00	\$4,913.30	\$9,000.00	\$9,429.83	\$10,000.00	\$11,947.94	\$10,000.00	\$12,108.14	\$10,000.00	\$19,814.54
0-01-26-290-256	PUBLIC WORKS Safety Equip & Supplies	Sub Account	\$1,500.00	\$0.00	\$1,500.00	\$511.85	\$500.00	\$2,696.99	\$500.00	\$511.80	\$600.00	\$200.54
0-01-26-290-258	PUBLIC WORKS Other Equipment & Supplies	Sub Account	\$7,000.00	\$7,073.96	\$6,500.00	\$6,080.74	\$7,000.00	\$6,893.40	\$6,000.00	\$8,017.32	\$7,900.00	\$7,176.23
0-01-26-290-259	PUBLIC WORKS Road Repairs	Sub Account	\$350.00	\$918.37	\$350.00	\$138.40	\$550.00	\$193.11	\$1,500.00	\$485.45	\$2,000.00	\$943.75
0-01-26-290-260	PUBLIC WORKS Storm Related Expenses	Sub Account	\$250.00	\$0.00	\$250.00	\$0.00	\$500.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00
0-01-26-290-300	OUTSIDE CAP - SNOW STORM	Line Item Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,975.00	\$18,795.00	\$0.00	\$0.00
	Totals		\$155,540.00	\$102,797.90	\$146,449.00	\$146,448.64	\$172,990.00	\$170,736.09	\$203,531.00	\$192,219.21	\$194,281.00	\$192,518.27

Summary of Operating Budget 1/2

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-26-305-000	SOLID WASTE COLLECTION	Header										
0-01-26-305-100	SOLID WASTE COLLECTION S&W	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-305-101	SOLID WASTE COLLECTION S&W	Sub Account	\$110,840.00	\$95,036.78	\$108,665.00	\$109,336.74	\$103,543.00	\$103,536.86	\$103,839.00	\$103,339.95	\$98,053.00	\$98,634.89
0-01-26-305-102	SOLID WASTE OT	Sub Account	\$1,500.00	\$611.28	\$1,500.00	\$827.55	\$2,000.00	\$1,011.13	\$2,000.00	\$911.84	\$1,500.00	\$447.57
0-01-26-305-200	SOLID WASTE COLLECTION OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-305-222	SOLID WASTE Postage & Delivery Charges	Sub Account	\$0.00	\$3,483.98	\$0.00	-\$3,483.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-305-223	SOLID WASTE Printing & Binding	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-26-305-225	SOLID WASTE Maint of Motor Vehicles	Sub Account	\$10,000.00	\$13,413.15	\$10,000.00	\$9,942.03	\$17,400.00	\$10,657.22	\$23,000.00	\$21,742.07	\$25,000.00	\$32,155.37
0-01-26-305-229	SOLID WASTE Other Contractual Items	Sub Account	\$162,100.00	\$161,240.64	\$160,700.00	\$161,893.65	\$116,550.00	\$121,611.74	\$126,000.00	\$124,310.09	\$148,000.00	\$134,593.06
0-01-26-305-232	SOLID WASTE Clothing & Uniforms	Sub Account	\$500.00	\$452.62	\$650.00	\$190.00	\$500.00	\$741.26	\$1,500.00	\$222.90	\$1,500.00	\$433.20
0-01-26-305-234	SOLID WASTE Vehicle Parts & Accessories	Sub Account	\$5,000.00	\$5,596.03	\$9,000.00	\$8,037.16	\$5,500.00	\$9,211.98	\$6,500.00	\$5,369.77	\$5,000.00	\$8,578.65
0-01-26-305-235	SOLID WASTE Janitorial Supplies	Sub Account	\$500.00	\$322.46	\$500.00	\$498.29	\$500.00	\$507.59	\$500.00	\$654.40	\$700.00	\$467.46
0-01-26-305-238	SOLID WASTE Hardware & Minor Tools	Sub Account	\$200.00	\$10.77	\$200.00	\$196.44	\$500.00	\$84.53	\$500.00	\$258.66	\$300.00	\$382.16
0-01-26-305-239	SOLID WASTE General Machinery Parts	Sub Account	\$200.00	\$0.00	\$250.00	\$41.88	\$1,000.00	\$160.28	\$2,275.00	\$692.50	\$2,000.00	\$70.50
0-01-26-305-258	SOLID WASTE Other Equipment & Supplies	Sub Account	\$3,000.00	\$837.44	\$1,800.00	\$3,239.97	\$1,500.00	\$2,206.38	\$2,025.00	\$1,241.00	\$1,500.00	\$1,695.13
0-01-26-305-299	SOLID WASTE Misc & Other Admin Costs	Sub Account	\$1,500.00	\$1,513.20	\$500.00	\$2,028.67	\$2,000.00	\$250.00	\$500.00	\$1,769.90	\$500.00	\$1,495.84
	Totals		\$295,340.00	\$282,518.35	\$293,765.00	\$292,748.40	\$250,993.00	\$249,978.97	\$268,639.00	\$260,513.08	\$284,053.00	\$278,953.83

Operating Requests for 2020

Account Name	Account Number	Allocated in 2018?	Spent in 2018?	Allocated in 2019?	Spent in 2019?	2020 Request	What is the justification or explanation?
Snow Removal	0-01-26-290-103	\$3,000.00	\$3,000.00	\$3,060.00	\$2,976.99	\$9,000.00	Depends on weather. Every year for the past eight years approx 150 tons of salt is purchased at approximately \$60/ton through Hunterdon County co-op (\$9,000). The total required cost was never budgeted properly.
Equipment / Snow Plowing Equipment	0-01-26-290-250	\$9,000.00	\$9,429.83	\$9,000.00	\$4,913.30	\$9,000.00	Modified to keep as is for now. Expected to go down but keeping at same level for one more year
Road Repairs	0-01-26-290-259	\$350.00	\$138.40	\$350.00	\$918.37	\$3,350.00	Adding 3000 to do more road repairs (potholes, crack sealing, etc) and catch up on catch basin repairs before they become more expensive
Solid waste contractual	0-01-26-305-229	\$160,700.00	\$161,893.65	\$162,100.00	\$161,240.64	\$187,100.00	Total volume in 2019 increased, increasing costs at the same tipping fees. Tipping fees are on a contract for recycling that are market rate and went up in 2019 and will continue to go up likely in 2020 as well as the recycling industry continues to "shift"
Totals		\$173,050.00	\$174,461.88	\$174,510.00	\$170,049.30	\$208,450.00	

Capital Requests

Name of Capital Project		Purchase Year	2017	2018	2019	2020	2021	2022	2023	2024	2025
Department of Public Works											
	Replacement of Gasoline & Fuel Tanks	2020	\$0	\$0	\$0	\$30,400	\$0	\$0	\$0	\$0	\$0
	Storage Building	2020	---	---	---	---	---	---	---	---	---
	Repairs To Garbage & Recycling Trucks	2020	\$30,000	\$40,000	\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
	Repair To Fence & Gates	2020	---	---	---	---	---	---	---	---	---
	Repairs To Public Works Garage	2021	---	---	---	---	---	---	---	---	---
	Video Surveillance Public Works Department	2021	---	---	---	---	---	---	---	---	---
	New Sewer Line Put In	2021	---	---	---	---	---	---	---	---	---
	East Garage Expansion	2021	---	---	---	---	---	---	---	---	---
	West Garage Expansion	2022	---	---	---	---	---	---	---	---	---
	Snow Melter	2021	\$0	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0
	New Mason Dump	2022	\$0	\$0	\$0	\$0	\$0	\$95,000	\$0	\$0	\$0
	DPW Facility Deferred Maintenance/Updates	Multi				\$384,750	\$652,500	\$0	\$0	\$0	\$0
DPW Totals						\$455,150	\$942,500	\$135,000	\$40,000	\$40,000	\$40,000

Additional Question/Answers and Review of Feedback

Lambertville Office of Tax Collection

2019 Year in Review and 2020 Goals

Please click here to find the minutes from the 11/12/19 Meeting where you can find additional detail.

Operating Budget Overview

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-20-145-000	TAX COLLECTOR	Header										
0-01-20-145-100	TAX COLLECTOR S&W	Line Item Control	\$21,830.00	\$19,720.34	\$21,553.00	\$21,552.98	\$21,044.00	\$20,973.27	\$21,838.00	\$20,443.47	\$24,110.00	\$24,036.11
0-01-20-145-200	TAX COLLECTOR OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-145-221	TAX Advertising/Legal Printing	Sub Account	\$250.00	\$119.54	\$250.00	\$132.36	\$300.00	\$240.72	\$700.00	\$87.64	\$700.00	\$553.93
0-01-20-145-222	TAX Postage & Delivery Charges	Sub Account	\$1,500.00	\$249.31	\$1,800.00	\$1,250.00	\$2,000.00	\$2,680.36	\$1,800.00	\$1,604.78	\$1,800.00	\$1,626.81
0-01-20-145-223	TAX Printing & Binding	Sub Account	\$1,200.00	\$1,160.20	\$500.00	\$1,007.47	\$850.00	\$798.47	\$1,000.00	\$740.39	\$400.00	\$309.00
0-01-20-145-228	TAX Vital	Sub Account	\$0.00	\$100.00	\$100.00	\$100.00	\$200.00	\$100.00	\$0.00	\$200.00	\$1,500.00	\$2,305.00
0-01-20-145-233	TAX Books & Publications	Sub Account	\$50.00	\$0.00	\$50.00	\$0.00	\$160.00	\$0.00	\$350.00	\$0.00	\$50.00	\$0.00
0-01-20-145-236	TAX Office/Computer Supplies	Sub Account	\$450.00	\$1,194.30	\$450.00	\$355.70	\$440.00	\$428.04	\$700.00	\$1,237.81	\$450.00	\$362.59
0-01-20-145-241	TAX Conferences & Meetings	Sub Account	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00
0-01-20-145-242	TAX Education & Training	Sub Account	\$150.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
0-01-20-145-244	TAX Professional Association Dues	Sub Account	\$100.00	\$75.00	\$100.00	\$75.00	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00
0-01-20-145-245	TAX Travel	Sub Account	\$50.00	\$0.00	\$50.00	\$38.15	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$0.00
0-01-20-145-246	TAX Food	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-145-259	TAX Computer/Data Processing Equipment	Sub Account	\$3,700.00	\$3,481.60	\$3,400.00	\$3,624.12	\$3,500.00	\$3,210.12	\$2,650.00	\$3,488.83	\$1,300.00	\$1,131.43
0-01-20-145-299	TAX Liquidation TTL & Foreclosure Prop	Line Item Control	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
	Totals		\$29,830.00	\$26,100.29	\$28,353.00	\$28,135.78	\$29,294.00	\$28,430.98	\$30,088.00	\$27,802.92	\$30,660.00	\$30,424.87

Operating Requests for 2020

Account Name	Account Number	Allocated in 2018?	Spent in 2018?	Allocated in 2019?	Spent in 2019?	2020 Request	What is the justification or explanation?
Postage	9-01-20-145-22 2	\$2,500.00	\$1,250.00	\$1,500.00	\$1,251.00	\$1,650.00	Increased Postage stamp costs
Tax Printing	9-01-20-145-22 3	\$500.00	\$1,008.00	\$1,200.00	\$671.00	\$1,300.00	Increased costs of printing
Tax Advertising/Legal Printing	9-01-20-145-22 1	\$250.00	\$132.32	\$250.00	\$138.00	\$1,000.00	If we move forward with assignment of Municipal Liens
Tax Office/Computer Supplies	9-01-20-145-23 6	\$450.00	\$355.70	\$450.00	\$772.90	\$800.00	Additional office supply costs
Tax foreclosure	9-01-20-145-29 9	\$500.00	\$0.00	\$500.00	\$0.00	\$10,000.00	If City wants to foreclose the lien list this is my best guess on costs
Totals		\$4,200.00	\$2,746.02	\$3,900.00	\$2,832.90	\$14,750.00	

Capital Requests

No capital items outside of any included maintenance/updates as part of City Hall's Facility Plan

Additional Question/Answers and Review of Feedback

Lambertville Office of Tax Assessment

2019 Year in Review and 2020 Goals

Please click here to find the minutes from the 11/12/19 Meeting where you can find additional detail.

Operating Budget Overview

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-20-150-000	TAX ASSESSOR	Header										
0-01-20-150-100	TAX ASSESSOR S&W	Line Item Control	\$33,760.00	\$28,566.74	\$33,098.00	\$33,097.96	\$32,450.00	\$32,448.26	\$31,813.00	\$31,812.05	\$31,189.00	\$31,188.30
0-01-20-150-200	TAX ASSESSOR OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-150-222	ASSESSOR Postage & Delivery Charges	Sub Account	\$1,300.00	\$1,344.40	\$1,250.00	\$1,211.05	\$1,250.00	\$1,252.07	\$1,500.00	\$1,220.79	\$1,500.00	\$1,292.94
0-01-20-150-223	ASSESSOR Printing/Binding	Sub Account	\$2,100.00	\$192.97	\$1,564.00	\$2,059.35	\$1,800.00	\$2,084.55	\$1,700.00	\$227.78	\$600.00	\$383.63
0-01-20-150-228	ASSESSOR Prof/Consult & Special Services	Sub Account	\$100.00	\$200.00	\$100.00	\$0.00	\$1,900.00	\$0.00	\$500.00	\$2,293.85	\$1,800.00	\$2,208.50
0-01-20-150-229	ASSESSOR Other Contractual Items	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$0.00	\$0.00
0-01-20-150-233	ASSESSOR Books & Publications	Sub Account	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
0-01-20-150-236	ASSESSOR Office/Computer Supplies	Sub Account	\$500.00	\$992.98	\$200.00	\$70.70	\$350.00	\$1,800.37	\$150.00	\$394.87	\$100.00	\$59.54
0-01-20-150-242	ASSESSOR Education & Training	Sub Account	\$300.00	\$101.40	\$250.00	\$122.06	\$250.00	\$258.34	\$300.00	\$225.00	\$350.00	\$290.13
0-01-20-150-245	ASSESSOR Travel	Sub Account	\$150.00	\$112.12	\$50.00	\$0.00	\$100.00	\$0.00	\$125.00	\$29.16	\$150.00	\$93.15
0-01-20-150-259	ASSESSOR Computer/Data Processing Equip	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
0-01-20-150-276	ASSESSOR Phone/Communications Charges	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
	Totals		\$38,260.00	\$31,510.61	\$36,562.00	\$36,561.12	\$38,150.00	\$37,843.59	\$36,313.00	\$36,203.50	\$35,689.00	\$35,516.19
0-01-20-151-228	MAINTENANCE OF TAX MAP - OE	Line Item Control	\$2,000.00	\$0.00	\$150.00	\$87.61	\$2,000.00	\$262.50	\$4,806.00	\$4,805.74	\$1,500.00	\$438.85
	Totals		\$2,000.00	\$0.00	\$150.00	\$87.61	\$2,000.00	\$262.50	\$4,806.00	\$4,805.74	\$1,500.00	\$438.85

Operating Budget Requests for 2020

No operating budget changes for 2020

Capital Requests

No capital items outside of any included maintenance/updates as part of City Hall's Facility Plan

Additional Question/Answers and Review of Feedback

Lambertville Construction Office

2019 Year in Review and 2020 Goals

Frenchtown Inspections and permits

	Number of Permits scheduled	Number of permits processed
2019	475 (550)	106 (122)
2018	234	97
2017	411	108
2016	453	140
2015	528	128

Large projects -- Theater, River Mills, Country Classics Homes

Lambertville Inspections and permits

	Number of Permits scheduled	Number of permits processed
2019	1141 (1310)	325 (373)
2018	1338	373
2017	1422	408
2016	1111	390
2015	1364	324

Operating Budget Overview

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-22-000-000	Construction	Header	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-000	UNIFORM CONSTRUCTION CODE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-100	UNIFORM CONSTRUCTION CODE S&W	Sub Account	\$104,520.00	\$87,873.87	\$101,900.00	\$95,608.16	\$100,405.00	\$100,318.98	\$97,600.00	\$97,315.21	\$95,733.00	\$95,366.73
0-01-22-195-101	UNIFORM CONSTRUCTION FRENCHTOWN S&W	Sub Account	\$20,890.00	\$50,931.57	\$14,185.00	\$13,886.79	\$29,880.00	\$29,241.25	\$24,929.00	\$11,681.02	\$24,929.00	\$24,894.16
0-01-22-195-200	UNIFORM CONSTRUCTION CODE - OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-222	UCC Change Fund	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-223	UCC Printing & Binding	Sub Account	\$50.00	\$20.00	\$50.00	\$0.00	\$100.00	\$7.20	\$1,100.00	\$21.00	\$1,100.00	\$0.00
0-01-22-195-226	UCC Maint of Other Equipment	Sub Account	\$0.00	\$1,334.11	\$1,500.00	\$1,597.80	\$1,600.00	\$1,491.28	\$1,200.00	\$689.90	\$1,200.00	\$579.49
0-01-22-195-233	UCC Books & Publications	Sub Account	\$1,550.00	\$105.00	\$50.00	\$0.00	\$200.00	\$0.00	\$800.00	\$0.00	\$200.00	\$1,002.51
0-01-22-195-236	UCC Office/Computer Supplies	Sub Account	\$2,100.00	\$1,530.15	\$1,592.00	\$1,028.54	\$5,100.00	\$2,370.23	\$1,500.00	\$2,322.45	\$1,500.00	\$1,177.17
0-01-22-195-241	UCC Conferences & Meetings	Sub Account	\$300.00	\$534.46	\$250.00	\$291.30	\$200.00	\$249.46	\$200.00	\$439.76	\$200.00	\$0.00
0-01-22-195-242	UCC Educations & Training	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00
0-01-22-195-244	UCC Professional Association Dues	Sub Account	\$600.00	\$180.00	\$250.00	\$605.00	\$200.00	\$515.00	\$200.00	\$195.00	\$150.00	\$175.00
0-01-22-195-299	INSPECTION & CODE ENFORCEMENT OE	Line Item Control	\$10,200.00	\$7,000.00	\$10,200.00	\$10,175.00	\$9,350.00	\$9,250.00	\$11,375.00	\$10,025.00	\$12,296.00	\$11,375.00
0-01-22-195-300	FRENCHTOWN - OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-301	UCC Frenchtown	Sub Account	\$3,500.00	\$467.50	\$3,051.00	\$2,312.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-22-195-302	FRENCHTOWN - Office Supplies	Sub Account	\$250.00	\$31.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NEW	Vehicle Stipend											
	Totals		\$143,960.00	\$150,007.91	\$133,028.00	\$125,505.43	\$147,035.00	\$143,443.40	\$138,954.00	\$122,689.34	\$137,358.00	\$134,570.06

Operating Budget Requests for 2020

Account Name	Account Number	Allocated in 2018?	Spent in 2018?	Allocated in 2019?	Spent in 2019?	2020 Request	What is the justification or explanation?
UCC S&W	9-01-22-195-100	\$101,674.00	\$101,898.16	\$104,520.00	\$87,873.87	\$111,225.00	In rounded numbers, CO salary is at 46,000, Electric Subcode should be 13,000, Plumbing Subcode is 15,000, TA salary for UCC is 32,000, and 3,000 for substitute inspectors, totaling 109,000 plus a 2% raise equals \$111225
UCC Frenchtown S&W	9-01-22-195-101	\$20,475.00	\$13,886.79	\$20,890.00	\$50,931.57	\$75,000.00	Frenchtown is much busier than in the past with several additional large new projects soon to start. Frenchtown Inspector \$10,000 - estimated Plumbing Subcode \$2500 - \$500 raise Electric Subcode \$2500 - \$500 raise Construction, Building Subcode, Fire Subcode Official \$50,000 - estimated Substitute Inspector \$2500 - Estimated Salary to Crystal \$7,500-10,000 - she has never been paid for the additional workload in Frenchtown, We are changing the salary structure, so this number is a placeholder. Revenue will make up for this increase completely.
UCC Printing and Binding	9-01-22-195-223	\$50.00	\$0.00	\$50.00	\$20.00	\$1,500.00	Our normal UCC forms order is approximately \$1200. We have spent as much as 2500 in the past though. These are ordered every year but have been charged to other accounts.
UCC maint of other Equipment	9-01-22-195-226	\$1,500.00	\$1,597.00	\$0.00	\$1,122.46	\$1,500.00	Maintenance of the office and centralized services should be included in the 12% indirect costs direct costs in support of UCC operations should be included here per NJAC 5:23-4.17(c)2.
UCC books and publications	9-01-22-195-233	\$50.00	\$0.00	\$1,550.00	\$105.00	\$2,500.00	Full volume of code books hasn't been purchased before and staff use books from other towns This is purchasing a complete set. Code books need to be purchased as soon as possible.
Office/Computer	9-01-22-195-236	\$2,500.00	\$890.74	\$2,100.00	\$1,530.15	\$500.00	Computers need to be upgraded (but will be charged to capital), hence the reduction.
UCC conferences and meetings	9-01-22-195-241	\$250.00	\$291.30	\$300.00	\$534.46	\$1,000.00	Conferences and meetings are required for CEU's. Some meetings have been paid for previously without reimbursement.
professional assn	9-01-22-195-244	\$250.00	\$291.30	\$600.00	\$180.00	\$750.00	Association membership is a key to staying up to date with code changes and issues.
Inspection & Code Enforcement OE	9-01-22-195-299	na	na	\$10,200.00	\$5,600.00	\$10,000.00	Appears to be an account for assistance with property/code enforcement, but we aren't sure. Keeping in for now.
New account	0-01-22-195-250	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	We have never been compensated for the use of our own vehicles. An annual stipend for their usage is being requested. I am requesting \$1500 per Official for a total of \$7500. (Building, Electric, Plumbing, Fire, Construction Officials)

Capital Requests

No capital items outside of any included maintenance/updates as part of City Hall's Facility Plan

Additional Question/Answers and Review of Feedback

Lambertville Public Library

2019 Year in Review and 2020 Goals



Lambertville Library 2019 highlights

2019 Year in Review and 2020 Goals

Why Lambertville Library exists

- Our purpose is to serve the public by connecting people and resources to advance literacy and life-long learning in the heart of Lambertville.
- Our vision is to be Lambertville's center for literacy and information resources that serve and empower our diverse community.
- Our mission is to provide accessible space and resources that inspire and assist the community to learn, explore, create, and connect.

2019 Year in Review and 2020 Goals

Ongoing offerings at Lambertville Library

- Continuously updated books, videos, audios, periodicals, and music CDs
- Knowledgeable, helpful, and enthusiastic staff
- Very successful year-round children's events:
 - 132 children's events (Jan thru Oct)
 - 8 events for teens (Jan thru Oct)
 - 1800 books read during summer reading program
- Venue for art exhibits by emerging artists
- Extensive art book collection
- Comprehensive inter-library loan service
- Free notary service
- Public event meeting space
- Wi-Fi, computers, printers
- Local history resources

2019 Year in Review and 2020 Goals

New Library initiatives in 2019

- Added museum pass program - free passes to seven museums
 - Academy of Natural Sciences, Buck's County Children's Museum, Elmwood Park Zoo, Grounds for Sculpture, Museum of the American Revolution, Pennsylvania Academy of the Fine Arts, Museum of Modern Art
- Started reading outreach program conducted in Spanish
- Established sister libraries between LFPL and SHRSB school libraries
- Granted limited library membership to all students in SHRSB
- Instituted Sunday hours in March 2019
- Partnered with Fisherman's Mark to provide client lunches during the summer
- Partnered with Environmental Commission as collection center for plastic recycling

2019 Year in Review and 2020 Goals

Constraints and Unmet Needs

- Significant maintenance and upgrades needed for:
 - Exterior façade, bathrooms, porches
- Interior space needed that is multi-purpose and converts easily for different uses.
- More space needed for:
 - Patrons, materials shelving, storage, staff work areas and computers
- Due to space constraints, when we add books, we need to remove books.

2019 Year in Review and 2020 Goals

The Future Lambertville Library

- LFPL is developing a five-year plan. To gather information, we surveyed the community and held visioning sessions. We received 132 survey responses, and two more visioning sessions with the community will happen this year.
- The Friends of Lambertville Library are reorganizing and will refocus on the Library. We are grateful to everyone who made this happen, and we look forward to working with our Friends in 2020.
- We have re-started our Teen Advisory Board. This is a key target group for our five-year plan.

Operating Budget Overview

Public Library Operating Budget, as per current statutory framework, does not go to City for review/approval

Capital Requests

Name of Capital Project		Purchase Year	Admin Status	2020	2021	2022	2023	2024	2025
Public Library									
Public Library Deferred Maintenance/Updates				\$759,600	\$1,443,600	\$226,800	\$459,270	\$0	\$0
Public Library Totals				\$759,600	\$1,443,600	\$226,800	\$459,270	\$0	\$0

Additional Question/Answers and Review of Feedback

Lambertville Office of City Clerk

2019 Year in Review and 2020 Goals

Worked with the New Administration to add:

Monthly Work Sessions to the Schedule

Hire a New Business Administrator

Amended the Lambertville City Code

Administrative Code

Meeting Agenda

Parking Meter Fees

Increased Construction Fees

Office Hours

COAH Task Force

Arts Improvement District Task Force

The Parklet

Closed Out Two Projects: Redevelopment of 28 Hancock Street and Canal View.

Shared Service Agreements: Frenchtown, LMUA, LBFD#1, SHREC

2019 Year in Review and 2020 Goals

Licenses



- Retail Food, 66 Annual, 23 temporary
- Vending Machine, 5 Annual
- Landlord Registration 267
- Pet Licenses 500 estimate
- ABC Licenses – 13 establishments
- Parking Permits

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2019 Year in Review and 2020 Goals

Coordinator of Records



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- Storage and Filing of Government Records;
- OPRA Requests (approximately 100 per year)

Operating Budget Overview

Account Number	Account Description	Account Type	2019 Approp	2019 YTD	2018 Approp	2018 Actual	2017 Approp	2017 Actual	2016 Approp	2016 Actual	2015 Approp	2015 Actual
0-01-20-120-000	MUNICIPAL CLERK	Header	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-120-100	MUNICIPAL CLERK S&W	Line Item Control	\$111,260.00	\$94,143.73	\$109,076.00	\$109,075.93	\$106,935.00	\$106,857.90	\$104,552.00	\$104,407.56	\$102,313.00	\$102,220.05
0-01-20-120-200	MUNICIPAL CLERK OE	Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-120-221	CLERK Advertising	Sub Account	\$2,000.00	\$2,962.03	\$1,750.00	\$1,969.88	\$1,900.00	\$2,233.88	\$2,300.00	\$1,528.52	\$2,000.00	\$2,451.81
0-01-20-120-222	CLERK Postage & Delivery Charges	Sub Account	\$1,200.00	\$2,190.35	\$700.00	\$1,299.36	\$650.00	\$1,010.08	\$1,000.00	\$623.78	\$1,000.00	\$991.87
0-01-20-120-223	CLERK Printing & Binding	Sub Account	\$300.00	\$2,040.00	\$300.00	\$330.00	\$250.00	\$438.00	\$100.00	\$235.00	\$100.00	\$287.72
0-01-20-120-224	CLERK Cleaning & Maint of Buildings	Sub Account	\$100.00	\$0.00	\$100.00	\$0.00	\$500.00	\$0.00	\$100.00	\$547.72	\$100.00	\$92.78
0-01-20-120-225	CLERK Maint of Motor Vehicles	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$0.00
0-01-20-120-226	CLERK Maint of Other Equipment	Sub Account	\$50.00	\$75.00	\$0.00	\$70.00	\$0.00	\$0.00	\$50.00	\$0.00	\$100.00	\$0.00
0-01-20-120-227	CLERK Legal Services	Sub Account	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	-\$91.50	\$2,200.00	\$0.00	\$5,000.00	\$2,826.48
0-01-20-120-228	CLERK ProfessionalConsult & Spec. Serv	Sub Account	\$11,000.00	\$12,473.45	\$8,000.00	\$16,490.85	\$9,700.00	\$15,309.12	\$2,200.00	\$8,028.77	\$5,000.00	\$3,354.60
0-01-20-120-229	CLERK Other Contractual Items	Sub Account	\$4,000.00	\$19,944.67	\$8,800.00	\$4,468.44	\$9,500.00	\$9,058.77	\$9,050.00	\$9,403.48	\$8,000.00	\$9,450.64
0-01-20-120-233	CLERK Books & Publications	Sub Account	\$50.00	\$25.00	\$50.00	\$25.00	\$50.00	\$20.00	\$150.00	\$20.00	\$200.00	\$20.00
0-01-20-120-235	CLERK Janitorial & Husehold Supplies	Sub Account	\$50.00	\$10.30	\$50.00	\$31.35	\$50.00	\$0.00	\$75.00	\$0.00	\$100.00	\$10.60
0-01-20-120-236	CLERK Office/Computer Supplies	Sub Account	\$2,500.00	\$6,805.70	\$2,580.00	\$2,386.66	\$1,750.00	\$2,385.79	\$1,750.00	\$1,738.17	\$1,500.00	\$1,661.34
0-01-20-120-237	CLERK Electrical Supplies	Sub Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0-01-20-120-241	CLERK Conferences & Meetings	Sub Account	\$800.00	\$710.00	\$900.00	\$885.00	\$750.00	\$911.00	\$1,000.00	\$245.00	\$500.00	\$951.42
0-01-20-120-242	CLERK Education & Training	Sub Account	\$150.00	\$245.00	\$150.00	\$50.00	\$400.00	\$50.00	\$450.00	\$250.00	\$500.00	\$379.00
0-01-20-120-244	CLERK Professional Assocaition Dues	Sub Account	\$1,800.00	\$1,763.00	\$2,000.00	\$1,779.00	\$2,500.00	\$2,109.00	\$1,075.00	\$2,625.00	\$1,000.00	\$2,026.00
0-01-20-120-245	CLERK Travel	Sub Account	\$500.00	\$161.24	\$500.00	\$121.63	\$500.00	\$526.13	\$500.00	\$387.92	\$200.00	\$583.01
0-01-20-120-246	CLERK Election Expense	Sub Account	\$3,000.00	\$3,147.85	\$2,000.00	\$3,030.75	\$3,000.00	\$2,600.98	\$2,500.00	\$3,110.83	\$2,200.00	\$2,527.57
0-01-20-120-267	CLERK Other Expenses Outside CAP	Sub Account	\$4,368.00	\$0.00	\$4,368.00	\$0.00	\$4,368.00	\$0.00	\$4,368.00	\$0.00	\$4,368.00	\$0.00
0-01-20-120-300	CLERK Codification of Ordinances	Line Item Control	\$0.00	\$7,965.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,610.00	\$0.00
Totals			\$144,128.00	\$154,662.32	\$142,324.00	\$142,013.85	\$143,803.00	\$143,419.15	\$133,420.00	\$133,271.75	\$137,791.00	\$129,834.89

Operating Requests for 2020

Account Name	Account Number	Allocated in 2018?	Spent in 2018?	Allocated in 2019?	Spent in 2019?	2020 Request	What is the justification or explanation?
Municipal Clerk S&W	9-01-20-120-100	\$109,075.00	\$109,075.00	\$111,260.00	\$111,260.00	\$113,485.20	This represents a 2% raise for staff.
Clerk Advertising	9-01-20-120-200	\$1,750.00	\$1,969.88	\$2,000.00	\$2,843.51	\$3,000.00	This is dependent on the number of ordinances, the number of personnel advertisements needed, and is driven more by the action of the Governing Body.
Postage and Delivery Charges	9-01-20-120-222	\$700.00	\$1,299.36	\$1,200.00	\$1,935.38	\$1,200.00	Postage is also an unknown and dependent on the action of the Governing Body.
Printing and Binding	9-01-20-120-233	\$300.00	\$350.00	\$300.00	\$1,102.73	\$300.00	This may be low, but with all of the other charges to the Clerk line item it is difficult to say what the final number will be. This covers letterhead, envelopes, business cards, mass mailings for licensing and is necessary for the completion of our job.
Legal Services	9-01-20-120-227	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	This is to cover any assistance needed from professionals for tort claims or other questions and law suits that arise throughout the year.
Professional Consult & Spe. Serv	9-01-20-120-228/	\$8,000.00	\$16,490.85	\$11,000.00	\$15,528.85	\$5,000.00	This account may be eliminated entirely and merged with a new Admin OE account for professional services
Recodification		\$0.00		\$0.00	\$7,965.00	\$8,000.00	
Totals		\$120,825.00	\$130,185.09	\$126,760.00	\$133,670.47	\$131,985.20	

Capital Requests

No capital items outside of any included maintenance/updates as part of City Hall's Facility Plan

Additional Question/Answers and Review of Feedback

Next Steps

Part Three of Budget Presentations
on November 26th 7pm