

PRESENTED TO
MAYOR AND COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN

Michael D. Meyers	Mayor
Michael Feirer	Alderman, District 1 Chairman, Board of Public Works
Brad Parks	Alderman, District 2
Gerald Nelson	Alderman, District 3
Tim Kraus	Alderman, District 4
Jerry Bennington, Sr.	Alderman, District 5 Chairman, Finance, Budget and Personnel Committee
Russell Stauber	Alderman, District 6
Donald Krueger	Alderman, District 7
Ray Gougeon	Alderman, District 8
Tom Buttke	Alderman, District 9 Council President
Edward Beaudry, Jr.	Alderman, District 10

Michael F. Brehm	City Administrator
Keith R. Strey	Finance Director

October 12, 2004

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CITY OF MARSHFIELD, WISCONSIN**

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COMMUNITY STRATEGIES

City of Marshfield
City Hall Plaza
630 S. Central Avenue
P.O. Box 727
Marshfield, Wisconsin 54449-0727



Michael F. Brehm
City Administrator
(715) 387-6597
Fax (715) 384-9310

October 12, 2004

Honorable Michael Meyers and members
of the Common Council
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

Subject: Administrator's Recommended 2005 Budget

Mayor Meyers and members of the Common Council:

The following is a presentation of the 2005 Program of Services. The budget is the most important planning process undertaken by city government. This process determines the amount of resources that the city will invest in operating programs and capital projects. These investments are critical to the financial stability of our community, the quality of life for our citizens, the safety of our community and the future success and economic growth that we will experience as a community.

These investments should not be looked at as single-year investments, but long-term investments that should pay dividends in a better quality of life for our citizens, a safer community where we do not fear for the safety of our children, a community where good jobs are available for our citizens, and a community where public services are provided in an effective and efficient manner because of the investments we have made in equipment, technology and training for our employees.

Submitted for your review and consideration is the Recommended 2005 Budget. Details of the budget recommendations are contained in the summaries following this letter. I will not go through each of the recommendations in detail, since we will be reviewing the recommended budget over the next three weeks. The 2005 recommended budget is based upon a 13.0% increase in the overall city's assessed valuation. This is primarily due as a result of a portion of the Marshfield Clinic's properties now becoming taxable (\$89,716,100 or 9.0%). This growth in the assessed valuation would provide an additional \$1,197,149 in tax levy without changing the tax rate. But increases in the cost to deliver services (\$290,836), indebtedness obligations (\$64,587), health insurance costs (\$172,343), unavailable fund balances (\$2,518,754), and a 2005 budget parameter that directs that the budget be developed with no change in the city's tax rate, while still maintaining existing services, proved challenging. The additional \$1,197,149 in taxes obviously is not enough to enable the city to continue to provide the same level of existing services, maintain the infrastructure, and invest in new capital expenditures.

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As previously mentioned, one of the Common Council's objectives in the parameters that it approved earlier this year was that the 2005 budget should be developed so that there is no change in the city's tax rate. My recommended 2005 budget does not meet that parameter. The city's tax rate in 2001 was \$11.29027. The city's tax rate declined in each of the three subsequent budget years. The city's tax rate for the recommended 2005 budget is \$10.61801, an increase of \$1.36396 or 14.7%.

The reasons for this increase are several:

- Maintaining the same level of services but yet reducing the city's tax rate;
- Increases in the city's assessed valuation are not adequate to maintain the same level of services;
- The tax rate was not increased to meet future borrowing amortization schedules; therefore, the existing levy was used for these obligations; as a result, the existing levy available for other services was reduced;
- Fund balances that were applied in previous years to help meet the parameters are no longer available in 2005; and
- Relatively stagnant state shared revenues.

Consideration should be given to the affect on maintaining the present level of existing services, staff needs, debt obligation requirements, replacing outdated equipment and implementation of the CIP programs. In order to try and meet the Common Council's parameter, I applied several specific strategies.

The primary strategies includes:

- Continue long-term borrowing to fund the projects approved in the C.I.P program. The amount of \$2,013,000 is included as general obligation long-term debt proceeds. This is \$20,000 more than the borrowing amount approved in the CIP program. This difference represents the cost of debt issuance. The detailed 2005 borrowing is shown in the Debt Service Funds section. All borrowings will impact the city's tax rate or user fees in future years as these debt obligations come due.
- Several requests for Capital Outlay are recommended to be increased, eliminated or reduced and are identified in Appendices E and F.
- I am also recommending that \$1,000,000 of the city's General Fund balance be applied to reduce the tax levy for the 2005 budget. This will reduce the city's General Fund's unreserved, undesignated balance on December 31, 2005 to an estimated amount of \$4,630,657 which is within the policy limits adopted by the Common Council. It should be pointed out that this \$1,000,000 will not be available for budget years subsequent to 2005.
- A request for a Senior Center Coordinator at the Senior Center was not recommended. This position was proposed to be funded from several sources. One of the major sources declined to participate in 2005.

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- The budget also includes \$154,700 in the Cable Television Special Revenue Fund for expansion of the Channel 10 facilities. Funds will come from accumulating franchise fees.
- A request for one additional employee within the Finance Department was not recommended. This request will be re-examined in 2005 with a recommendation formulated prior to preparation of the 2006 budget.
- Continue to include the costs of the 2005 sanitary sewer capital projects in the Wastewater Utility's budget to more properly reflect the cost of providing sanitation services. Again, \$704,000 is anticipated to be borrowed in 2005 by issuance of sewer mortgage revenue bonds per the 2004 – 2008 adopted CIP program.

The General Fund Budget for the year 2005 is \$18,619,166, virtually the same as the 2004 adopted budget. The main reason that the 2005 budget remained the same is that I am recommending that the public fire protection charge of \$663,400 be placed on the water bill effective January 1, 2005. The Public Service Commission requires it to be on the water bill unless the governing body makes an exception. Within a month, I will be submitting a resolution for your consideration to formally do this, using the Wisconsin Rapids method. This is a weighted formula allocating the PFP charge using values and equivalent meters. The impact of this is to reduce the city's tax rate by \$0.59 plus.

The budget does not include the \$400,000 for concrete patching arterials as approved in the 2004 – 2008 CIP program. In discussing this with staff we're finding that the older concrete streets, like St. Joseph Avenue from Upham to Ives extended, are very difficult to patch. Because of faulting transverse and longitudinal joints, it's difficult to get a good riding pavement after patching. Even the segment of McMillan Street that was patched this year has noticeably poorer ride even though the payment is only 20 years old. As such, streets like St. Joseph Avenue are more suited to an asphalt overlay. We plan to reevaluate our concrete patching program as part of the next CIP process. An amount of \$60,500 was added to the asphalt overlay program from the concrete patching budget. The budget also includes \$288,804 for milling/overlay and crackfilling of our existing streets.

The budget maintains a strong emphasis on sustaining the quality and the level of service that the community has come to expect. In addition, we are able to make an investment in the city's future in the following areas:

- By addressing concerns about maintaining our infrastructure I am recommending \$3,724,463 in funding to address maintenance needs in our infrastructure including \$1,899,274 for street improvements, \$750,000 for sanitary sewer construction/reconstruction, \$697,914 for water main construction, and \$377,275 for storm sewer construction. In addition, I am proposing \$150,000 in Parks and Recreation projects.
- To continue our investment in the City Hall Plaza Building I am recommending an appropriation of \$150,000 for a generator to provide electrical power during a power outage.

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- To continue our investment in our future through education, I am recommending \$199,000 for additional enhancements to the UW College, Marshfield/Wood County campus.

Overall, the 2005 budget is an aggressive budget based upon sound fiscal management policies and proven strategies. The total 2005 budget for all city funds is \$33,704,931. This is a decrease of \$958,411 or 2.8% less than fiscal year 2004. This decrease in the budget reflects the cost of providing basic services, an aggressive capital improvement program, and the transfer of the public fire protection charge from the tax roll to the water bill. The tax rate necessary to finance the recommended 2005 budget is \$10.62 based on assessed valuation. Specific details on revenues and expenditures are identified in fund summaries within this document. When reviewing the budget, please keep in mind that this budget is predicated upon a projected tax base yet to be finalized. The final assessed valuation data will not be known until early November so, at the present time, a projected tax rate will be used for adoption of this budget.

A sincere thanks goes to my staff and the staff of the Finance Department along with city Department/Division heads and their staff for their hard work and cooperation in preparing these budget documents. I welcome any questions you may have as we move to the next phase of the budget process

Respectfully submitted,



Michael F. Brehm
City Administrator

City of Marshfield

Budget Development and Management Process

The budget is a financial and operating plan that matches planned revenues and expenditures with the services provided city residents, businesses and industries based on established budgetary policies. It expresses in dollar amounts the city's work programs for the upcoming fiscal year. When adopted, it becomes a major guidance document for department managers for the operation of their various responsibilities, functions and activities. Strong efforts have been made to provide as complete information as practicable for budget analysis by the Common Council; to provide clear direction through budget detail to operating managers; and to allow effective administrative overview and monitoring of activity expenditures.

The city's budget year coincides with the calendar year. By Statute the budget must include revenues and expenditures in a three year comparison plus information on debt service, fund balances and other information deemed appropriate.

The budget document begins with a transmittal letter from the City Administrator. This letter capsulizes the contents of the budget and major issues addressed during the budget development process. The Introductory and Summary Section describes the budget process, gives an overview of the city's organization structure and presents a summary of budget revenues and expenditures. All other sections include standard formatted details of specific resources, operations, and special programs.

The city follows these procedures in developing, adopting, controlling and updating its annual budget for each fiscal calendar year:

Development/Adoption

1. The Common Council establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions, and taxpayer expectations.
2. Each operating manager submits preliminary budget requests to the Administrator based on those guidelines, including expenditures, applicable revenues, services, and work programs for the ensuing year. Requests are reviewed, amended and updated throughout the development process.
3. With staff input, the Administrator submits a total recommended budget to the Council which includes final department requests, Administrator's recommended expenditures and the means of financing them and required tax levy.
4. Copies of the recommended budget are made available for public review in the Library and by request from the Finance Department.

5. The Council schedules "open to the public" budget workshops with the Mayor, Administrator, and the city staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.
6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

Control/Updating

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue and Capital Projects and other funds as appropriate.
2. General (operating) Fund appropriations are made at the following major expenditure program levels:

General Government
Public Safety
Public Works
Health and Human Services
Culture, Recreation & Education
Conservation & Development
Miscellaneous Other Uses

- All other funds are appropriated at the total expenditure level. Expenditures cannot exceed appropriations without approval of two-thirds of the Council and publication of a Class I Public Notice.
3. Internal city policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from (a) Salaries/Wages, (b) Capital Outlay, (c) between "departments" and major cost center accounts and from the Contingency account require approval of the Finance, Budget and Personnel Committee and a two-thirds vote of the Council.
 4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.
 5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits monthly reports in writing to the Finance, Budget and Personnel Committee and Council and makes analyses of the fiscal condition of the city's various funds and appropriations and recommendations related thereto.
 6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for re-appropriation in the succeeding fiscal year.
 7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

CITY OF MARSHFIELD

Mission Statement

The mission of the City of Marshfield is to provide for the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner.

Values

- Integrity:** follow through, honesty, trust, respect for individuals, empathy
- Vision:** commitment to progress, future growth, improvement, anticipate needs, planning
- Diversity:** appreciate, considerate of gender, race and thought, receptive to new ideas
- Safety:** concern for health and welfare of employees and public (examples: environment, traffic)
- Perseverance:** keep at it, listen, change takes time
- Partnerships:** work together with vendors, customers, and other organizations
- Organizational teamwork:** share information, committed to community goals, involve all, cooperation sharing ideas
- Responsiveness:** accurate, prompt and fair manner, respond to community needs
- Citizenship:** all have responsibility to the community
- Learning:** education and training for employees and public
- Accountability:** all individuals should take responsibility for their own actions for the success of the organization

CITY OF MARSHFIELD

BUDGET COMPARISON BY PROGRAM CATEGORY

ADOPTED 2004 AND RECOMMENDED 2005 BUDGETS

<u>PROGRAM CATEGORY</u>	<u>2004 BUDGET (1)</u>	<u>2005 BUDGET</u>	<u>\$ CHANGE +/-</u>	<u>% CHANGE +/-</u>
General Government	\$ 2,888,889	\$ 3,021,652	\$ 132,763	4.6%
Public Safety	8,146,423	7,666,786	(479,637)	-5.9%
Public Works	10,425,456	10,463,694	38,238	0.4%
Health & Human Services	147,344	153,052	5,708	3.9%
Culture, Recreation, & Education	3,041,180	3,109,910	68,730	2.3%
Conservation and Development	934,708	883,143	(51,565)	-5.5%
Capital Outlay	3,198,267	3,370,592	172,325	5.4%
Debt Service	4,392,247	4,457,834	65,587	1.5%
Other Financing Uses	1,488,828	578,268	(910,560)	-61.2%
TOTAL	\$ 34,663,342	\$ 33,704,931	\$ (958,411)	-2.8%

(1) As amended, to date, by 2004 budget resolutions

CITY OF MARSHFIELD

CITY MIL RATES AND TAX YIELDS

FIVE YEAR (2000 – 2004) & 2005 RECOMMENDED

<u>BUDGET YEAR</u>	<u>MIL RATE</u>	<u>CITY LEVY (2)</u>	<u>LEVY</u>	
			<u>INCREASE</u> <u>\$</u>	<u>(DECREASE)</u> <u>%</u>
1999	\$10.71806 ¹	\$7,579,460	\$708,733	10.32%
2000	\$10.98486	\$7,843,067	\$263,607	3.48%
2001	\$11.29027	\$8,575,920	\$732,853	9.34%
2002	\$11.15403	\$8,758,475	\$182,555	2.13%
2003	\$11.13296	\$8,987,132	\$228,657	2.61%
2004	\$9.25405 ¹	\$9,223,326	\$236,194	2.63%
2005	\$10.61801	\$11,956,357	\$2,733,031	29.63%

¹Rate reduction due to city-wide revaluation by Assessor's Office

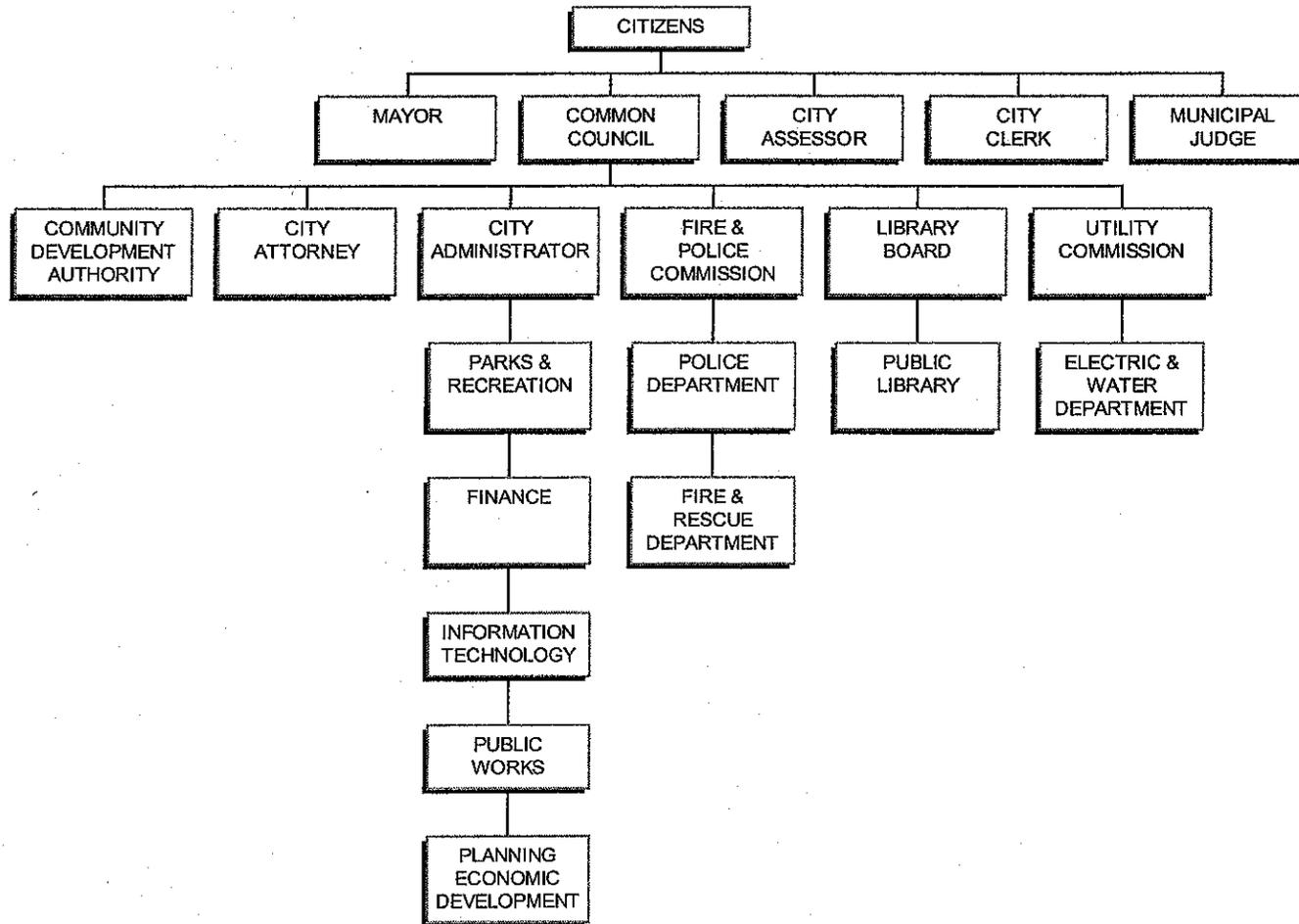
²Includes City's share of TID levies

PARAMETERS FOR PREPARATION OF THE 2005 BUDGET REQUESTS
CITY OF MARSHFIELD, WISCONSIN

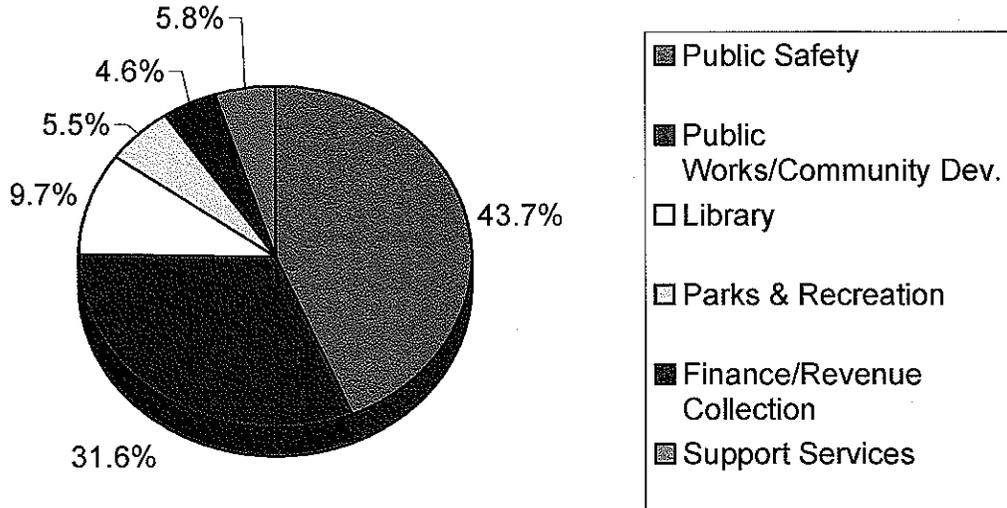
1. Pursue expenditure and revenue strategies that consider the present range of services provided to our citizens. All services should be evaluated by individual departments, and recommendations made to any possible reduction in non-essential services, to be considered by the Common Council prior to adoption of this budget.
2. Pursue alternative revenue resources which meet standards of equity among all citizens and service recipients and which are susceptible to efficient administration with regard both to the cost of administration and the propensity for delinquency.
3. The use of outside consulting services should be limited to occasions when it is considered more cost-effective, or timely, to do so than to accomplish the same in-house.
4. The city should consider additional areas in which services can be provided on a contractual basis.
5. City departments are encouraged to continue to seek community partners to provide services and address needs.
6. Maintain enterprise activities (wastewater utility and emergency medical services) and internal service activities (vehicles and equipment) on a fully self-supporting basis in accordance with proprietary fund accounting principles.
 - a) Also, evaluate the effects of expending only those monies accumulated in the "Machinery & Equipment Fund", without borrowing funds to meet particular needs.
7. Pursue expenditure and revenue strategies that foster geographic and demographic equity within the city.
8. The 2005 budget will be developed so that there is no increase in the city's tax rate.
9. Once it is presented to the Common Council, any suggested additions to the recommended City Administrator's budget, which would affect the tax levy, will be offset by a suggested corresponding reduction elsewhere, either through budget reductions or revenue increases.

ORGANIZATIONAL CHART

CITY OF MARSHFIELD ORGANIZATION CHART



ALLOCATION OF HUMAN RESOURCES BY FUNCTION 2005 BUDGET



Functions	2004 Current		2005 Recommended	
	FTE'S	%	FTE'S	%
Public Safety	88	43.3%	88	43.7%
Public Works/Community Dev.	64.5	31.8%	63.5	31.6%
Library	19.23	9.5%	19.48	9.7%
Parks & Recreation	11	5.4%	11	5.5%
Finance/Revenue Collection	10.3	5.1%	9.3	4.6%
Support Services	9.95	4.9%	9.95	4.9%
	202.98	100%	201.23	100%

Schedule
 Authorized Full-Time and Permanent Part-Time Positions
 Current 2004 and Recommended 2005 Budgets
 Expressed in Full-Time Equivalent (FTE) Positions

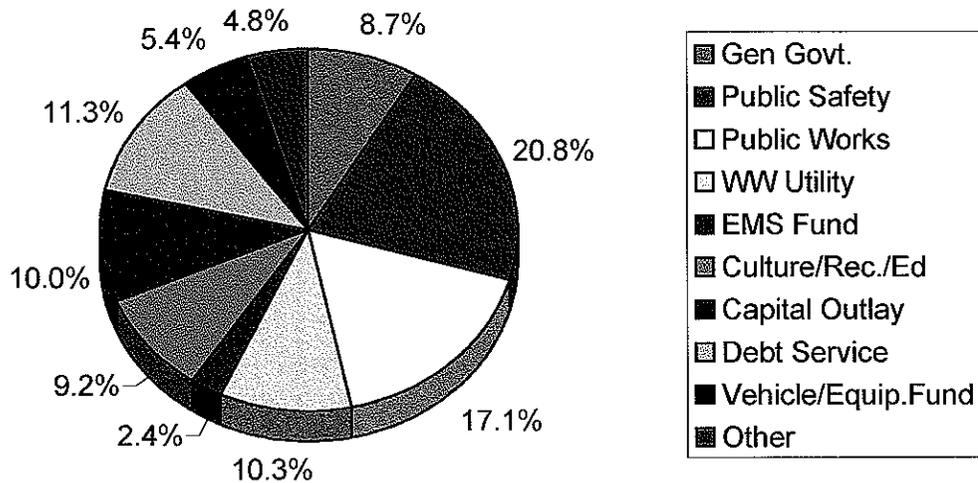
FUNCTION	DEPARTMENT/ DIVISION	2004 FTE	2005 FTE	NET CHANGE FTE
Public Safety	Police	53	53	0
	Fire and Rescue	27.3	27.3	0
	EMS	7.7	7.7	0
		<u>88</u>	<u>88</u>	<u>0</u>
Public Works/ Community Development	Public Works Admin	2	2	0
	Building Services	6	6	0
	Engineering	6	6	0
	Street Services	35	34	-1 (1)
	City Planner	3	3	0
	Wastewater Utility	10.5	10.5	0
	Cemetery	2	2	0
	<u>64.5</u>	<u>63.5</u>	<u>-1</u>	
Library	Library	19.23	19.48	0.25
Parks and Recreation	Parks and Recreation	11	11	0
Finance and Revenue Collection	Assessor	4	4	0
	Finance	6.3	5.3	-1 (2)
		<u>10.3</u>	<u>9.3</u>	<u>-1</u>
Support Services	Mayor's Office	1.2	1.2	0
	City Admin/H.R.	3	3	0
	City Clerk	2	2	0
	Information Systems	3	3	0
	Municipal Court	0.75	0.75	0
		<u>9.95</u>	<u>9.95</u>	<u>0</u>
	Total	<u>202.98</u>	<u>201.23</u>	-1.75

(1) Streets - 1 EOI position eliminated

(2) Finance - .0.5 FTE Account Clerk I position eliminated; 0.5 FTE Account Clerk I position moved to EMS budget

FUND SUMMARIES

CITY OF MARSHFIELD ADMINISTRATOR'S RECOMMENDED 2005 BUDGET BY CATEGORY \$33,704,931



PROGRAM CATEGORY	BUDGET	% OF TOTAL
Gen Govt.	\$2,936,736	8.7%
Public Safety	7,014,943	20.8%
Public Works	5,752,336	17.1%
WW Utility	3,475,826	10.3%
EMS Fund	816,038	2.4%
Culture/Rec./Ed	3,109,910	9.2%
Capital Outlay	3,370,592	10.0%
Debt Service	3,815,419	11.3%
Vehicle/Equip.Fund	1,798,668	5.4%
Other	1,614,463	4.8%
	\$33,704,931	100%

CITY OF MARSHFIELD
SUMMARY OF 2004 BUDGET FOR ALL FUNDS

All Funds (Except Electric & Water Utility)	2004		2005 Departmental Requests	2005 Administrator's Recommended Budget
	2003 Actual	2004 Budget		
Expenditures				
General Government	\$ 2,517,680	\$ 2,803,260	\$ 2,672,949	\$ 2,936,736
Public Safety	7,043,703	7,532,844	7,433,062	7,826,070
Public Works	5,120,594	5,435,332	5,544,176	6,021,813
Health and Human Services	139,355	147,344	144,089	198,714
Culture, Recreation and Education	2,753,376	3,041,180	3,125,887	3,134,673
Conservation and Development	961,748	934,708	892,976	905,387
Capital Outlay	4,018,923	3,165,102	3,608,042	3,230,273
Debt Service	7,050,687	3,747,623	6,797,263	3,815,419
Other Financing Uses	1,898,482	1,488,828	1,488,262	563,318
Enterprise Fund	3,308,959	3,374,640	3,298,248	3,475,200
Storm Water Utility	92,433	593,869	683,065	631,163
EMS Fund	778,157	751,486	723,047	825,276
Internal Service Fund	1,455,982	1,647,126	1,641,662	1,798,668
Total Expenditures	\$ 37,140,078	\$ 34,663,342	\$ 38,052,728	\$ 35,744,337
Revenues				
General Property Tax Levy	\$ 8,871,268	\$ 8,417,007	\$ 8,417,007	\$ 13,490,956
Taxes (Other Than General Property)	1,870,493	1,987,658	1,996,959	1,635,704
Special Assessments	415,819	485,000	450,500	445,000
Intergovernmental	8,141,905	7,840,796	8,104,089	7,660,085
Licenses and Permits	358,383	268,015	278,800	313,600
Fines, Forfeits and Penalties	144,742	147,000	247,000	252,240
Public Charges for Services	592,699	526,241	583,304	605,897
Intergovernmental Charges for Services	211,201	233,974	187,787	162,629
Miscellaneous	902,339	985,778	951,684	922,071
Other Financing Sources	8,705,140	6,751,548	5,797,872	4,003,378
Enterprise Fund	4,100,981	4,293,968	4,277,368	4,417,616
Storm Water Utility	35,887	692,478	762,469	612,023
EMS Fund	747,044	775,000	745,100	805,000
Internal Service Fund	1,292,110	1,537,875	1,537,875	1,804,083
Total Revenues	\$ 36,390,011	\$ 34,742,338	\$ 34,337,814	\$ 37,130,282
Tax Levy for City Purposes Including TID Levy	8,987,132	9,223,326		14,324,569
Tax Rate for City Purposes Per \$1,000 of A.V.	\$ 11.13296	\$ 9.25405		\$ 12.72114
FUND BALANCES JANUARY 1:				
Reserved	\$ 7,460,437		\$ 5,932,009	\$ 4,426,009
Unreserved: Designated	3,332,990		2,616,976	24,273
Undesignated	17,937,866		18,433,011	18,816,800
TOTAL FUND BALANCES JANUARY 1	\$ 28,731,293		\$ 26,981,996	\$ 23,267,082
Adjustments to Fund Balances:				
Wastewater Utility amortization of contributed capi	0		0	0
Fund Balance applied	(999,231)		0	(952,060)
Total Adjustments	(999,231)		0	(952,060)
FUND BALANCES DECEMBER 31:				
Reserved	\$ 5,932,009		\$ 4,426,009	\$ 4,439,390
Unreserved: Designated	2,616,976		24,273	222,754
Undesignated	18,433,011		18,816,800	19,065,972
TOTAL FUND BALANCES DECEMBER 31	\$ 26,981,996		\$ 23,267,082	\$ 23,700,967
				\$ 23,322,834

**CITY OF MARSHFIELD 2005 BUDGET
ESTIMATED TAX LEVY COMPARISONS**

	<u>2002</u> <u>Levy for</u> <u>2003</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>	<u>2003</u> <u>Levy for</u> <u>2004</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>	<u>Administrator's</u> <u>2004</u> <u>Recommended</u> <u>2005</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>
<u>WOOD COUNTY</u>						
Local	8,187,655.66	38.39%	8,382,611.46	38.87%	10,972,407.87	44.48%
School	6,668,176.29	31.26%	7,189,893.85	33.35%	7,345,026.54	29.78%
MSTC	1,380,586.61	6.47%	1,433,638.53	6.65%	1,464,571.42	5.94%
County	4,807,820.70	22.55%	4,240,850.30	19.67%	4,296,906.18	17.42%
State	168,446.34	0.79%	175,686.30	0.81%	180,956.89	0.73%
T.I.D.	115,933.34	0.54%	138,841.15	0.64%	405,884.46	1.65%
Total Wood County	21,328,618.94	100.00%	21,561,521.59	100.00%	24,665,753.36	100.00%
<u>MARATHON COUNTY</u>						
Local	683,543.34	41.87%	701,873.54	38.90%	798,993.13	42.90%
School	489,942.87	30.01%	584,694.04	32.41%	542,138.72	29.11%
MSTC	101,438.32	6.21%	116,585.85	6.46%	108,100.48	5.81%
County	345,358.74	21.15%	386,586.98	21.43%	398,184.59	21.38%
State	12,376.56	0.76%	14,287.10	0.79%	14,715.71	0.79%
Total Marathon County	1,632,659.83	100.00%	1,804,027.51	100.00%	1,862,132.63	100.00%

Tax Rate per \$1,000 A.V. on the Total Levy

Gross Tax Rates:		
Wood County	\$ 28.59615	\$ 23.41518
Marathon County	26.59135	23.78570
State Tax Credits:		
Wood County	1.25869	1.02292
Marathon County	0.90227	0.87881
Net Tax Rates:		
Wood County	27.33746	22.39226
Marathon County	25.68908	22.90689
		22.57699
		23.86055

CITY OF MARSHFIELD 2005 BUDGET
EIGHT YEAR SUMMARY
VALUATION, TAX RATES AND TAX LEVIES

<u>Year of Budget</u>	<u>Assessed Valuation</u>	<u>Equalized Ratio</u>	<u>Gross Tax Rate</u>	<u>City Tax Rate</u>	<u>Total Levy</u>	<u>Local Levy</u>
1998:						
Wood County	511,141,535	78.58	34.17054	13.00002	17,465,983.92	6,644,847.71
Marathon County	17,375,320	81.42	33.33424	13.00002	579,193.04	225,879.44
1999:						
Wood County	683,234,244	101.74	26.97968	10.71806	18,433,439.71	7,322,947.31
Marathon County	23,932,760	105.75	26.27928	10.71806	628,935.53	256,512.82
2000:						
Wood County	687,392,180	100.76	26.79872	10.98486	18,421,222.43	7,550,904.00
Marathon County	26,596,850	101.28	26.66873	10.98486	709,304.11	292,162.58
2001:						
Wood County	717,503,400	97.33	27.18574	11.29027	19,505,864.65	8,100,808.53
Marathon County	42,081,620	105.45	25.73927	11.29027	1,083,150.13	475,111.75
2002:						
Wood County	728,648,420	92.96	27.74397	11.15403	20,215,614.85	8,127,369.88
Marathon County	56,580,600	88.04	28.52381	11.15403	1,613,903.22	631,104.90
2003:						
Wood County	745,845,530	88.55	28.59615	11.13296	21,328,619.17	8,303,589.00
Marathon County	61,398,140	99.93	26.59135	11.13296	1,632,659.91	683,543.34
2004:						
Wood County	920,835,270	105.64	23.41518	9.25405	21,561,521.59	8,521,452.61
Marathon County	75,845,040	106.11	23.78570	9.25405	1,804,027.51	701,873.54
2005 Administrator's Recommended:						
Wood County	1,050,795,980	99.50	23.47340	10.61801	24,665,753.36	11,157,363.48
Marathon County	75,248,850	99.80	24.74632	10.61801	1,862,132.63	798,993.13

CITY OF MARSFIELD 2005 BUDGET
 FUND BALANCES-ESTIMATED, RESERVED, DESIGNATED, UNDESIGNATED AND AVAILABLE WORKING CAPITAL

Fund #	Description		Estimated Fund Balances 12/31/2004	Restricted Reserved Appropriations	Delinquent Taxes & Receivables	Available Working Capital	Overdrafts in Other Funds
101	General:	Reserved	\$ 13,145	\$ 13,145	\$ -	\$ -	\$ -
		Designated	499,577	-	-	499,577	-
		Undesignated	5,630,657	-	1,011,229	488,961	4,130,466
202	Room Tax	Undesignated	72,752	-	-	72,752	-
203	Convention & Visitors Bureau	Undesignated	170,096	-	-	170,096	-
203	Convention & Visitors Bureau	Reserved	2,247	2,247	-	-	-
208	CDBG - Residential	Reserved	305,245	305,245	-	-	-
210	Economic Development	Reserved	713,395	713,395	-	-	-
210	Economic Development	Designated	809,247	-	701,572	107,675	-
211	Commercial Rehab.	Designated	3,833	-	-	3,833	-
213	Residential Rehab.	Reserved	175,293	175,293	-	-	-
214	Business Improvement District	Undesignated	(1,086)	-	65	(65)	(1,086)
216	Residential Revolving	Designated	167,197	-	137,031	30,166	-
218	Law Enforcement Restricted Rev	Undesignated	4,693	-	-	4,693	-
220	Taxi System Fund	Designated	75,334	-	56,419	18,915	-
225	Utility Dividend Fund	Undesignated	602,729	-	-	602,729	-
231	E. Industrial Park Improvement	Designated	119,144	-	-	119,144	-
235	Cable Television	Designated	163,851	-	-	163,851	-
302	State Trust Fund Loan	Reserved	(661)	(661)	-	-	(661)
303	Long-term Notes	Reserved	(6,701)	(6,701)	-	6,701	(6,701)
306	Refunding Bonds	Reserved	3,696	3,696	-	-	-
401	Street Construction	Designated	(129,417)	-	-	-	(129,417)
403	Urban Development	Designated	24,299	-	-	24,299	-
407	Storm Sewer Construction	Undesignated	(43,966)	-	-	-	(43,966)
412	Fire Protection Fund	Designated	-	-	-	-	-
414	Sanitary Sewer Const O/L Fund	Designated	(0)	-	-	-	(0)
415	Airport Outlay	Designated	20,445	-	-	20,445	-
420	Parks & Rec Capital Proj Fund	Designated	109,429	-	-	109,429	-
422	Water Main Const O/L Fund	Designated	(139,844)	-	-	-	(139,844)
425	TID #3 (Tower Hall)	Undesignated	(29,315)	-	-	-	(29,315)
426	TID #2 (Purdy)	Undesignated	69,873	-	-	69,873	-
428	TID #4 (Downtown)	Undesignated	(2,079,584)	-	-	-	(2,079,584)
429	TID #6 (Figi Project)	Designated	(33,326)	-	-	-	(33,326)
430	TID #5 (Mill Creek)	Designated	(1,557,536)	-	-	-	(1,557,536)
432	TID #7 (Yellowstone I.P.)	Undesignated	(752)	-	-	-	(752)
437	City Hall Remodeling Fund	Designated	(108,280)	-	-	-	(108,280)
440	UW Bldg/Remodeling Project	Designated	320	-	-	320	-
601	W.U.	Reserved	2,354,210	2,354,210	-	-	-
		Undesignated	14,342,336	-	510,907	13,831,430	-
603	Storm Water Utility	Undesignated	19,140	-	-	19,140	-
605	Emergency Medical Serv Fund	Undesignated	59,225	-	135,357	(76,132)	-
701	I.S.F.	Reserved	708,798	708,798	-	-	-
801	Cemetery	Reserved	157,342	157,342	-	-	-
			<u>\$ 23,267,082</u>	<u>\$ 4,426,010</u>	<u>\$ 2,552,580</u>	<u>\$ 16,287,831</u>	<u>\$ 0</u>

GENERAL FUND RESERVES

GENERAL FUND SUMMARY

The General Fund accounts for all revenues and expenditures not allocated to a special purpose fund as required by law. The major activities of city government, as well as the city's appropriation to several agencies, are budgeted in the General Fund.

PROPERTY TAXES are the most important locally-generated component of the city's revenue sources. All required funding that cannot be generated from State aids, licenses, fees, et. al. must be derived from the property tax levy. The tax rate is expressed in terms of "mills", with one mill equivalent to one dollar of tax for every one thousand dollars of assessed value. The City Assessor's Office is in the final stages of completing this year's values. Based on these values, the City of Marshfield's assessment ratio is estimated to be 100% of the equalized (market) value. In addition to revenues generated from the City-wide property tax, this category also includes Payments in Lieu of Taxes (PILOTs) which are received from the Marshfield Electric and Water Department, the Community Development Authority, and Wood County. Together, all sources of revenue in this category titled TAXES finance \$8,190,035 or 44% of the recommended 2005 General Fund budget. This represents the same portion of the General Fund budget coming from property taxes as in the 2004 adopted budget.

SPECIAL ASSESSMENTS are collected from properties benefiting from city capital improvements, including curb and gutter, concrete paving, and water mains. Special assessments are also levied for delinquent payment of utility bills, weed cutting, and snow removal. These assessments are due annually and become a lien against the property. In 2005, \$445,000 is projected from this source, representing 2.4% of the General Fund budget.

INTERGOVERNMENTAL REVENUES comprise \$7,243,822, or 38.9% of the financing for the recommended 2005 General Fund budget. State-shared revenue is projected to total \$4,725,952 in 2005, which represents 65.2% of all Intergovernmental Revenue and 25.4% of the entire 20045 General Fund budget. It is our largest revenue source besides the property taxes collected. Each biennium, the State Legislature appropriates a portion of State tax collections and returns it to the municipalities. This appropriation is based on a formula which takes into account the community's tax effort, the equalized value of the property in the community, and the population. The state funding level has remained the same for 2005. Individual changes in the components of the formulas, plus the funding decrease, have resulted in an estimated decrease in the city's share of state-shared revenue by \$1,355 for 2005.

Additionally, \$503,635 is projected to be received from the State of Wisconsin in 2005 from the Expenditure Restraint Program (ERP). This is a voluntary program which encourages municipalities to hold their General Fund expenditures in line with inflation. The revenue source is used to finance general City services. This revenue source is being projected to increase by \$12,758 from 2004 levels.

Revenues from **LICENSES AND PERMITS** are projected to finance \$158,800, or 0.8% of the recommended 2005 General Fund budget. The main source for this revenue category is Building Permits and Inspection fees. Building Permits and Inspection fees are received as contractors, private citizens, and developers apply for permission to construct facilities in Marshfield. The public interest is served as

inspectors verify adherence to the various building codes of the city to protect the public's health and safety.

FINES, FORFEITURES, AND PENALTIES include revenue from penalties and costs assessed persons through the Municipal Court of the city, as well as parking violations. In 2005, this revenue category is expected to yield \$189,000.

When feasible, various **PUBLIC CHARGES FOR SERVICES** are collected to offset the city's cost of providing basic city services. These charges, often termed "user fees," will provide an estimated \$478,997 to the 2005 General Fund coffers. Without these revenues collected from direct recipients of city services, either the property tax levy would have to be increased, or services would have to be curtailed or discontinued.

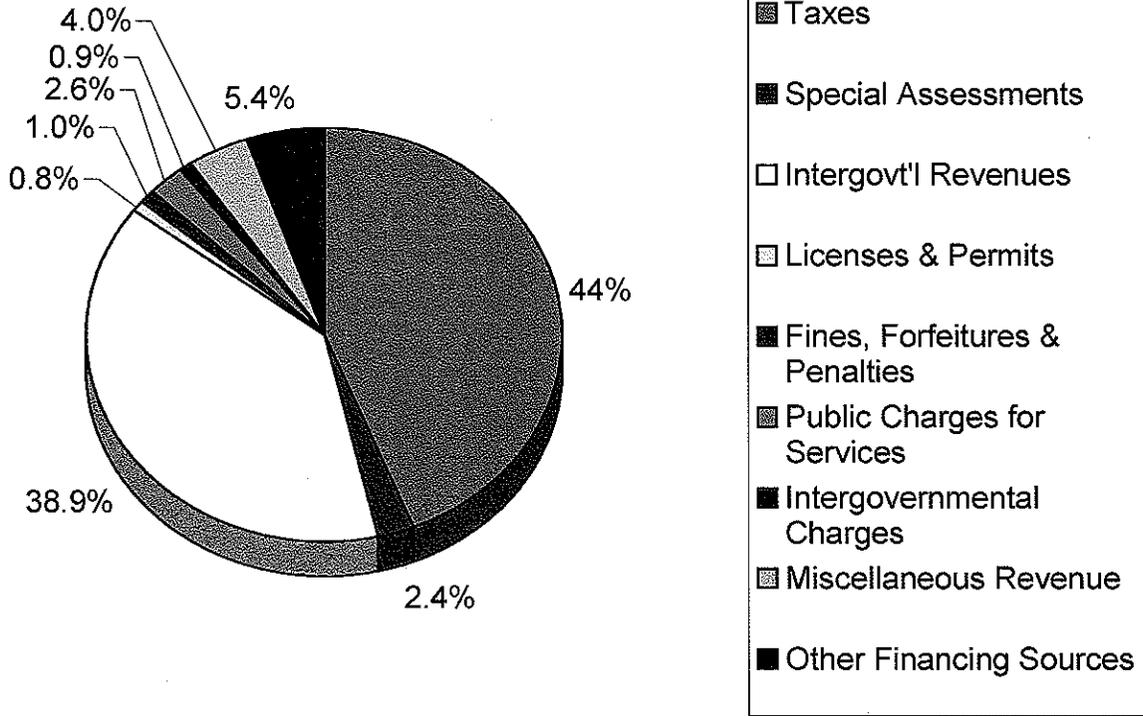
Governmental accounting standards require the City of Marshfield and other governments to account for various charges to other units of local government. For example, the city's Fire and Rescue Department provides fire and ambulance service, under contract, to twelve surrounding towns and villages. Revenues from the other jurisdictions are credited to the General Fund and are reflected in the revenue category titled **INTERGOVERNMENTAL CHARGES FOR SERVICES**. In 2005, these revenues are estimated to produce \$162,629.

Various **MISCELLANEOUS REVENUE** is received from a variety of sources and credited to the General Fund, including interest from the investment of idle funds and rent from tenants who have leased space in city buildings such as the City Hall Plaza Building and the Airport Terminal building. For 2005, \$748,533 in revenue is projected in miscellaneous revenue.

OTHER FINANCING SOURCES include transfers from other funds to offset expenditures that have been borne by general property taxes in the General Fund and undesignated/designated fund balances applied. These monies, totaling \$1,002,350, represent residual cash from excess revenues and unexpended expenditures from prior year budgets and monies specifically designated for certain projects. This appropriation of cash represents 5.4% of the recommended 2005 General Fund budgets.

In summary, the recommended 2005 General Fund budget of \$18,619,166 is financed from the following sources:

2005 GENERAL FUND BUDGET \$18,619,166 WHERE THE MONEY COMES FROM



SOURCE	AMOUNT	% OF TOTAL
Taxes	\$8,190,035	44.0%
Special Assessments	445,000	2.4%
Intergovt'l Revenues	7,243,822	38.9%
Licenses & Permits	158,800	0.8%
Fines, Forfeitures & Penalties	189,000	1.0%
Public Charges for Services	478,997	2.6%
Intergovernmental Charges	162,629	0.9%
Miscellaneous Revenue	748,533	4.0%
Other Financing Sources	1,002,350	5.4%
Total Current Year Revenue	\$18,619,166	100.0%

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
GENERAL FUND						
TAXES						
GENERAL PROPERTY TAXES 101.41000.0000.41110	6,173,778.67	6,785,385.00	6,785,385.00	8,659,579.00	7,197,895.00	
MOBILE HOME FEES 101.41000.0000.41140	65,975.74	74,500.00	63,000.00	65,000.00	65,000.00	
GEN SALES & RETAILERS DISCNT 101.41000.0000.41220	134.39	140.00	135.00	140.00	140.00	
TXS FR REG MUNIC OWNED UTILS 101.41000.0000.41310	789,673.00	775,933.00	804,407.00	805,000.00	805,000.00	
TAXES FROM WOOD COUNTY 101.41000.0000.41321	55,383.17	54,000.00	55,624.00	56,000.00	56,000.00	
TAXES FROM PUBLIC HOUS AUTH 101.41000.0000.41322	57,149.00	56,934.00	56,000.00	55,000.00	55,000.00	
TAXES FROM MFLD CLINIC 101.41000.0000.41323	353,532.44	412,504.00	412,504.00			
TAXES FR OTH TAX EXEMPT ENT 101.41000.0000.41329	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
INTEREST & PENALTIES ON TXS 101.41000.0000.41800	1,565.47	865.00	1,000.00	1,000.00	1,000.00	
TOTALS: TAXES	7,507,191.88	8,170,261.00	8,188,055.00	9,651,719.00	8,190,035.00	
SPECIAL ASSESSMENTS						
WATER MAIN SPECIAL ASSESSMNT 101.42000.0000.42110	26,855.54	15,000.00	15,000.00	15,000.00	15,000.00	
PAVING SPECIAL ASSESSMENTS 101.42000.0000.42310	310,225.11	375,000.00	350,000.00	350,000.00	350,000.00	
STREET OPENING SPEC ASSESSMT 101.42000.0000.42320	78,738.49	95,000.00	80,000.00	75,000.00	75,000.00	
STORM SEWER SPECIAL ASSESSMT 101.42000.0000.42420			5,500.00	5,000.00	5,000.00	
TOTALS: SPECIAL ASSESSMENTS	415,819.14	485,000.00	450,500.00	445,000.00	445,000.00	
INTERGOVERNMENTAL REVENUES						
STATE SHARED REVENUES 101.43000.0000.43410	5,037,151.67	4,727,307.00	4,727,307.00	4,687,307.00	4,725,952.00	
STATE FIRE INSURANCE TAX 101.43000.0000.43420	33,603.25	33,603.00	35,812.00	35,812.00	35,812.00	
OTHER STATE SHARED TAXES 101.43000.0000.43430	574,635.82	551,514.00	565,378.00	565,000.00	574,635.00	
ST GRANTS, LAW ENFORCE IMPRV 101.43000.0000.43521	14,642.00	6,080.00	7,000.00	8,360.00	8,360.00	
STATE GRANTS-OTH LAW ENFORCE 101.43000.0000.43523	2,383.75					
ST GRANTS, OTH PUBLIC SAFETY	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
101.43000.0000.43529						
ST GRANTS, LOCAL TRANSP AID	1,194,831.68	1,188,676.00	1,189,277.00	1,200,000.00	1,200,000.00	
101.43000.0000.43531						
ST GRANTS, OTHER HIGHWAY AID	110,911.95	109,977.00	155,013.00	215,000.00	215,000.00	
101.43000.0000.43533						
LOCAL ROAD IMPROVEMENT PROGR		52,000.00		52,154.00		
101.43000.0000.43534						
STATE GRANTS-RECYCLING	80,376.32	80,000.00	80,476.00	80,000.00	80,000.00	
101.43000.0000.43545						
STATE PYMTS FOR MUNICPL SERV	106,869.00	100,000.00	99,298.00	99,000.00	99,000.00	
101.43000.0000.43610						
OTH ST P-JUVENILE ACC INC GR		5,164.00	5,164.00			
101.43000.0000.43694						
GR FROM LOC GOVTS, FIRE PROT	9,599.00	10,000.00	10,000.00	10,000.00	10,000.00	
101.43000.0000.43705						
GR FR LOC GOVTS, LIBRARIES	222,550.00	220,917.00	220,917.00	246,343.00	246,343.00	
101.43000.0000.43720						
GR FR LOCAL GOVTS, AIRPORTS	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	
101.43000.0000.43730						
GRANTS FR LOC GOVTS, POLICE	9,532.04	10,000.00	14,718.00	8,000.00	8,000.00	
101.43000.0000.43795						
OTH LOC GOVT GRANTS-PLANNING		30,533.00	79,162.00	30,000.00	30,000.00	
101.43000.0000.43797						
SOUTH CENTRAL LIBRARY SYSTEM						
GR FR LOC GOVTS, LIBRARIES	6,068.50	1,720.00	3,024.00	1,720.00	1,720.00	
101.43000.1001.43720						
TOTALS: SOUTH CENTRAL LIBRARY	6,068.50	1,720.00	3,024.00	1,720.00	1,720.00	
TOTALS: INTERGOVERNMENTAL REVENU	7,412,154.98	7,136,491.00	7,201,546.00	7,247,696.00	7,243,822.00	
LICENSES AND PERMITS						
LIQUOR & MALT BEV LICENSES	20,890.91	21,500.00	23,000.00	27,000.00	27,000.00	
101.44000.0000.44110						
OTH BUSINESS & OCC LICENSES	16,508.50	13,000.00	12,500.00	13,500.00	13,500.00	
101.44000.0000.44129						
BICYCLE LICENSES	650.00	600.00	500.00	500.00	500.00	
101.44000.0000.44210						
DOG AND CAT LICENSES	10,306.39	8,000.00	8,000.00	8,000.00	8,000.00	
101.44000.0000.44220						
BLDG PERMITS & INSPECTN FEES	146,571.40	100,000.00	100,000.00	105,000.00	105,000.00	
101.44000.0000.44300						
PLAN COMMISSION FEES	4,652.00	6,000.00	3,600.00	3,600.00	3,600.00	
101.44000.0000.44410						
BOARD OF APPEALS FEES	1,450.00	1,200.00	1,200.00	1,200.00	1,200.00	
101.44000.0000.44420						
TOTALS: LICENSES AND PERMITS	201,029.20	150,300.00	148,800.00	158,800.00	158,800.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FINES FORFEITS AND PENALTIES						
COURT PENALTIES AND COSTS	2,294.93	2,000.00	2,000.00	2,000.00	2,000.00	
101.45000.0000.45110						
MUNICPL LAW & ORD VIOLATIONS	102,728.00	108,000.00	208,000.00	211,240.00	148,000.00	
101.45000.0000.45112						
PARKING VIOLATIONS	39,719.00	37,000.00	37,000.00	39,000.00	39,000.00	
101.45000.0000.45130						
TOTALS: FINES FORFEITS AND PENAL	144,741.93	147,000.00	247,000.00	252,240.00	189,000.00	
PUBLIC CHARGES FOR SERVICES						
CLERK'S FEES	22,058.50	14,000.00	20,000.00	22,000.00	22,000.00	
101.46000.0000.46110						
FINANCE DEPARTMENT FEES	634.00	500.00	600.00	600.00	600.00	
101.46000.0000.46120						
MUNICIPAL COURT FEES	82.00	25.00	82.00	75.00	75.00	
101.46000.0000.46140						
NON-TRANSP ENGINEERING FEES	5,006.30	10,000.00	5,000.00	8,000.00	8,000.00	
101.46000.0000.46150						
ASSESSOR'S FEES	867.66	600.00	500.00	500.00	500.00	
101.46000.0000.46160						
LAW ENFORCEMENT FEES	8,970.91	10,000.00	9,000.00	9,000.00	9,000.00	
101.46000.0000.46210						
FIRE PROTECTION FEES	9,393.59	7,725.00	7,725.00	11,000.00	11,000.00	
101.46000.0000.46220						
HIGHWAY MAINT & CONSTR FEES	11,456.35	2,500.00	2,500.00	2,500.00	2,500.00	
101.46000.0000.46311						
SNOW & ICE CONTROL FEES	2,950.00	5,200.00	5,620.00	5,200.00	5,200.00	
101.46000.0000.46312						
TRAFFIC CONTROL FEES	12,759.15	2,800.00	2,800.00	2,800.00	2,800.00	
101.46000.0000.46313						
SIDEWLKS (NEW CO OR REPL W/O	478.08	2,000.00	1,000.00	1,000.00	1,000.00	
101.46000.0000.46323						
PARKING	26,152.64	20,000.00	20,000.00	21,000.00	21,000.00	
101.46000.0000.46330						
AIRPORT	6,766.41	3,800.00	4,400.00	4,400.00	4,400.00	
101.46000.0000.46340						
WEED AND NUISANCE CONTROL	3,560.51	1,200.00	1,738.00	1,200.00	1,200.00	
101.46000.0000.46440						
CEMETERY	94,509.50	87,408.00	87,408.00	93,109.00	93,109.00	
101.46000.0000.46540						
PEST AND ANIMAL CONTROL	3,854.43	3,500.00	3,500.00	3,500.00	3,500.00	
101.46000.0000.46591						
AGING	1,087.61	731.00	731.00	30,731.00	731.00	
101.46000.0000.46610						

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LIBRARY	47,463.40	56,106.00	56,150.00	56,906.00	56,906.00	
101.46000.0000.46710						
OTH LIBR REVS-SUBSCRPTN FEES	6,619.50	8,000.00	9,780.00	9,500.00	9,500.00	
101.46000.0000.46711						
LIBRARY-FIRST CALL SERVICES	2,745.48					
101.46000.0000.46712						
PARKS	29,870.46	41,701.00	40,000.00	41,256.00	41,256.00	
101.46000.0000.46720						
ADULT ATHLETIC LEAGUE	15,039.79	21,723.00	21,723.00	20,341.00	20,341.00	
101.46000.0000.46733						
SWIMMING AREAS	30,323.61	36,831.00	32,000.00	35,093.00	35,093.00	
101.46000.0000.46734						
TENNIS/RACQUETBALL CENTER	25,943.44	35,901.00	32,070.00	34,346.00	34,346.00	
101.46000.0000.46735						
RECREATION PROGRAMS	40,839.69	42,532.00	37,500.00	35,952.00	35,952.00	
101.46000.0000.46738						
FAIRS, EXHIBITS, CELEBRATION	35,024.37	35,800.00	35,800.00	35,800.00	35,800.00	
101.46000.0000.46741						
OAK AVENUE COMMUNITY CENTER	2,925.59	7,360.00	7,360.00	8,400.00	8,400.00	
101.46000.0000.46745						
OTHER CULTURE AND RECREATION	11,109.95	10,843.00	10,843.00	12,838.00	12,838.00	
101.46000.0000.46750						
FORESTS	2,063.73	1,025.00	650.00	650.00	650.00	
101.46000.0000.46810						
COMM FROM VENDING MACHINES	1,382.33	1,300.00	1,300.00	1,300.00	1,300.00	
101.46000.0000.46910						
TOTALS: PUBLIC CHARGES FOR SERVI	461,938.98	471,111.00	457,780.00	508,997.00	478,997.00	
INTERGOVT CHGS FOR SERVICES						
STATE LAW ENFORCEMENT SERV	2,160.00	2,000.00				
101.47000.0000.47221						
OTHER SERVICES TO STATE GOVT	7,825.96	3,900.00	4,668.00	4,760.00	4,760.00	
101.47000.0000.47290						
OTH LOC GOVT, LAW ENFOR SERV	21,004.50	2,000.00	2,000.00	2,000.00	2,000.00	
101.47000.0000.47321						
OTH LOC GOVT, FIRE SERVICES	513.50	3,100.00	2,000.00	3,100.00	3,100.00	
101.47000.0000.47322						
OTH LOC GOVT, DISPATCH CENTER	13,564.60	13,500.00	13,500.00	14,100.00	14,100.00	
101.47000.0000.47324						
OTH LOC GOVT, TRANSP-HWY/ST	87,915.42	80,000.00	80,000.00	80,000.00	80,000.00	
101.47000.0000.47331						
CLERK EL & WAT ADMIN CHARGES	720.00	720.00	720.00	720.00	720.00	
101.47000.0000.47411						
PROPRIETARY FUND ADMIN CHGS	21,118.98	27,728.00	26,500.00	27,500.00	27,500.00	
101.47000.0000.47413						

CITY OF MARSHFIELD
***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FINANCE DPT-EL & WAT ADM CHG 101.47000.0000.47414	28,813.08	30,380.00	30,000.00	1,323.00	1,323.00	
ELEC INSP-ELEC & WATER CHGS 101.47000.0000.47416	17,546.16	18,247.00	18,000.00	18,549.00	18,549.00	
MISCELLANEOUS ENGINEERING 101.47000.0000.47421	10,019.00	10,399.00	10,399.00	10,577.00	10,577.00	
TOTALS: INTERGOVT CHGS FOR SERVI	211,201.20	191,974.00	187,787.00	162,629.00	162,629.00	
MISCELLANEOUS REVENUE						
INTEREST ON GENERAL INVESTMT 101.48000.0000.48110	331,275.82	450,815.00	400,000.00	400,000.00	400,000.00	
INTEREST ON SPEC ASSESSMENTS 101.48000.0000.48130	60,590.04	60,000.00	55,000.00	55,000.00	55,000.00	
CITY HALL PLAZA RENT 101.48000.0000.48210	226,390.80	232,821.00	235,740.00	240,635.00	240,635.00	
SHOE FACTORY RENT 101.48000.0000.48230	4,920.00	4,920.00	4,920.00	4,920.00	4,920.00	
AIRPORT BLDGS & LAND RENT 101.48000.0000.48250	5,646.22	5,739.00	5,739.00	5,852.00	5,852.00	
AIRPORT TERMINAL BLDG RENT 101.48000.0000.48251	22,532.40	16,342.00	16,167.00	15,721.00	15,721.00	
OTHER LEASES 101.48000.0000.48280	2,001.00	2,000.00	2,002.00	2,001.00	2,001.00	
SALE OF LAW ENF EQUIP & PROP 101.48000.0000.48301	12,907.89	11,000.00	11,000.00	11,000.00	11,000.00	
SALE OF FIRE EQUIPMENT 101.48000.0000.48302	9.52					
SALE OF OTH EQUIP & PROPERTY 101.48000.0000.48309	2,935.70	2,500.00	1,413.00	550.00	550.00	
SALE OF ZOO EQUIPMENT & PROP 101.48000.0000.48317	4,435.00	3,500.00	3,500.00	4,000.00	4,000.00	
FIRE DONAT/CONTR FR PR OR/IN 101.48000.0000.48502	2,475.00	1,213.00	1,000.00			
LAW ENF DON/CON FR PR ORG/IN 101.48000.0000.48503	100.00	100.00	100.00	100.00	100.00	
LIBRARY DON/CON FR PR ORG/IN 101.48000.0000.48508	2,737.56	2,738.00	2,738.00	2,738.00	2,738.00	
PARKS DONAT & CONTR FR PR OR 101.48000.0000.48509	31.72	5,500.00	5,500.00			
ZOO DONAT & CONTR FR PR ORG 101.48000.0000.48513				6,016.00	6,016.00	
MIS DONAT/CONT FR PRIV OR/IN 101.48000.0000.48515	387.53	500.00				
OTHER MISCELLANEOUS REVENUE 101.48000.0000.48900	474.03					

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TOTALS: MISCELLANEOUS REVENUE	679,850.23	799,688.00	744,819.00	748,533.00	748,533.00	
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED		990,418.00		736,876.00	1,000,000.00	
101.49000.0000.49300						
TRANSF FR UTIL DIVIDEND FUND						
TRANSF FR SPECIAL REVENUE FD	33,100.00					
101.49000.0225.49220						
TOTALS: TRANSF FR UTIL DIVIDEN	33,100.00					
TRANSF FR SAN SWR CO O/L FND						
TRANSF FR CAPITAL PROJ FUND	4,949.00	72,859.00	72,859.00			
101.49000.0414.49240						
TOTALS: TRANSF FR SAN SWR CO O	4,949.00	72,859.00	72,859.00			
TRNF FR WATER MAIN CO O/L FD						
TRANSF FR CAPITAL PROJ FUND	55,000.00					
101.49000.0422.49240						
TOTALS: TRNF FR WATER MAIN CO	55,000.00					
TRANSF FROM CEM PERP CARE FD						
TRANSF FR TRUST & AGENCY FND	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	
101.49000.0801.49280						
TOTALS: TRANSF FROM CEM PERP C	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	
TRANSF FR PAYROLL DEDUCT FND						
TRANSF FR TRUST & AGENCY FND	2,154.02					
101.49000.0820.49280						
TOTALS: TRANSF FR PAYROLL DEDU	2,154.02					
TOTALS: OTHER FINANCING SOURCES	97,647.94	1,065,677.00	75,179.00	739,276.00	1,002,350.00	
TOTALS: GENERAL FUND	17,131,575.48	18,617,502.00	17,701,466.00	19,914,890.00	18,619,166.00	

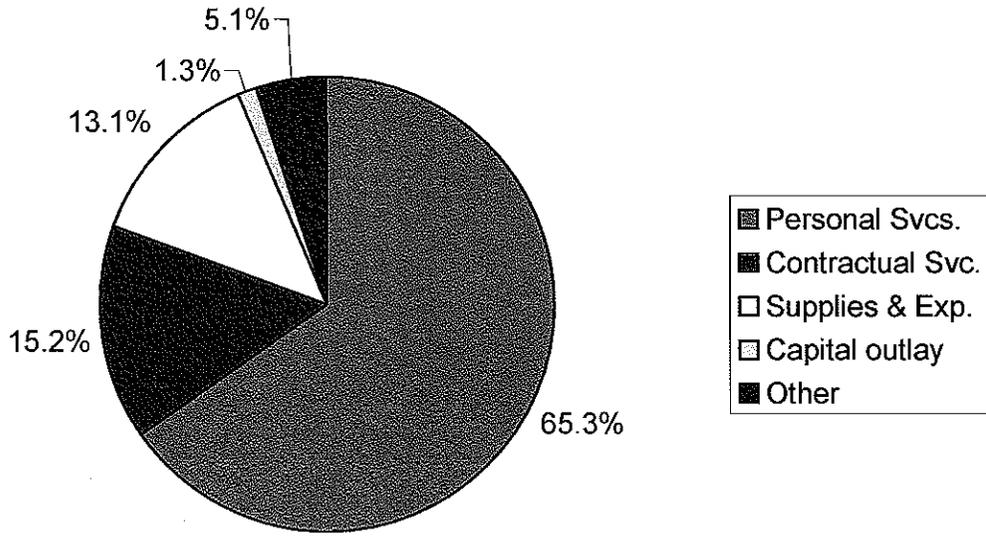
CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	121,800.00					
TOTALS: PROJECT	121,800.00					
TOTALS: OTHER FINANCING USES	121,800.00					
TOTALS: GENERAL FUND	17,158,988.95	18,616,786.00	18,564,604.00	19,914,890.00	18,619,166.00	

GENERAL FUND EXPENDITURES

GENERAL FUND - 101

**2005 GENERAL FUND BUDGET
\$18,619,166
WHERE THE MONEY IS SPENT**



<u>USE</u>	<u>AMOUNT</u>	<u>%</u>
Personal Svcs.	\$ 12,149,978	65.3%
Contractual Svc.	2,823,598	15.2%
Supplies & Exp.	2,439,118	13.1%
Capital outlay	249,700	1.3%
Other	956,772	5.1%
TOTAL	\$ 18,619,166	100.0%

GENERAL GOVERNMENT



COMMON COUNCIL
101-51110

MISSION STATEMENT:

The mission of the City of Marshfield is to provide for the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner.

The Common Council is the policy making and governing body of the City of Marshfield. The Council is comprised of the Mayor and ten members elected on a non-partisan basis by aldermanic district - one-half in even-numbered years and one-half in odd-numbered years. The Common Council has the management and control of city property, finances, highways and other facilities, and acts for its commercial benefit and powers to license, regulate, borrow money, levy taxes, appropriate funds, fine, imprison, and confiscate. The Common Council appoints the City Administrator and elects the City Attorney and Deputy Emergency Government Director.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

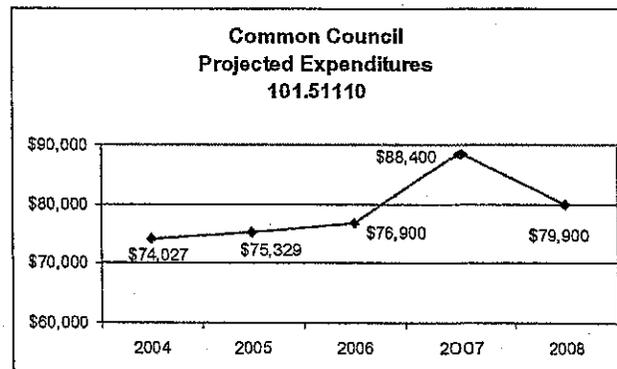
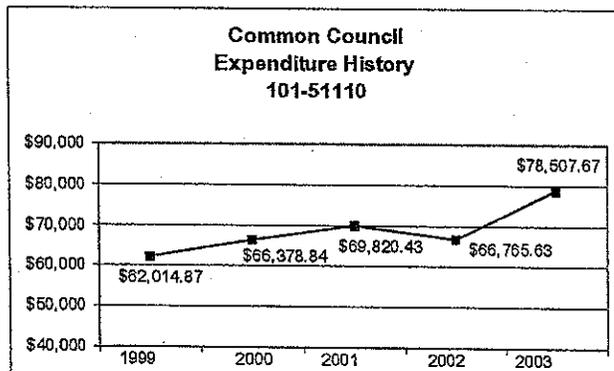
The recommended 2005 budget for the Common Council is \$75,329, an increase of \$4,792 or 6.8% from the 2004 budget of \$70,537.

The city's membership dues for participation in the League of Wisconsin Municipalities (\$4,260), Wisconsin Alliance of Cities (\$3,693) and Sister City Program (\$300) are reflected in the category of Supplies and Expenses. Also shown is this budget is \$3,100 for the quarterly update of the municipal code. This accounts for the majority of the increase. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	Actual <u>2003</u>	Budget <u>2004</u>	Estimated <u>2004</u>	Recommended <u>2005</u>
Total	\$78,508	\$70,537	\$74,027	\$75,329

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
GENERAL FUND						
COUNCIL						
PROJECT						
PERSONAL SERVICES	48,884.85	51,520.00	51,520.00	51,787.00	51,787.00	51,787.00
CONTRACTUAL SERVICES	11,317.35		3,000.00	3,100.00	3,100.00	3,100.00
SUPPLIES AND EXPENSES	18,305.47	19,017.00	19,507.00	20,501.00	20,442.00	20,442.00
TOTALS: PROJECT	78,507.67	70,537.00	74,027.00	75,388.00	75,329.00	75,329.00
TOTALS: COUNCIL	78,507.67	70,537.00	74,027.00	75,388.00	75,329.00	75,329.00



HISTORIC PRESERVATION COMMITTEE
101-51130

MISSION STATEMENT:

The Historic Preservation Committee was established by ordinance in 1993 to serve the following purposes:

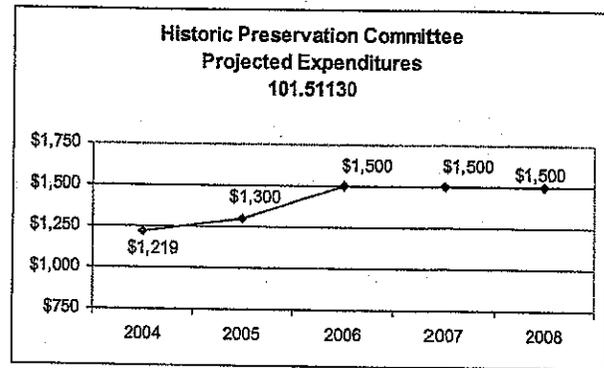
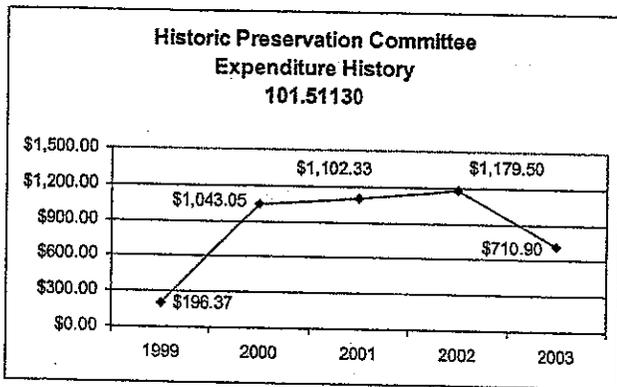
- 1) develop appropriate criteria and standards for identifying and evaluating historic structures, sites and districts;
- 2) collect necessary data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites, and districts;
- 3) recommend the designation of historical structures, sites, and districts within the city limits;
- 4) cooperate with federal, state, and local agencies in the nomination of locally designated historic structures, sites and districts to the National Register of Historic Places;
- 5) recommend legislation and programs which provide economic incentives for historic preservation;
- 6) review Certificates of Appropriateness and to adopt policies and procedures for this function;
- 7) recommend appropriate markers or plaques for historic structures, sites and districts;
- 8) receive and solicit gifts and contributions for historic preservation in the city, to be placed in a special account; and
- 9) promote among the citizens of Marshfield continuing public awareness and support for the heritage of the city, as exemplified by its historic structures, sites and districts.

The seven-member Historic Preservation Committee has requested \$1,300 in 2005, to finance the purchase and placing of plaques on structures and other places that are listed in the local Register of Historic Places, as well as to permit committee members to attend historic preservation workshops and meetings sponsored by the State Historic Preservation Division and/or the Wisconsin Association of Historic Preservation Commissions. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
Total	\$711	\$ 1,300	\$1,219	\$1,300

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
HISTORIC PRESERV COMMITTEE						
PROJECT						
CONTRACTUAL SERVICES				5,000.00		
SUPPLIES AND EXPENSES	710.90	1,300.00	1,219.00	1,300.00	1,300.00	
TOTALS: PROJECT	710.90	1,300.00	1,219.00	6,300.00	1,300.00	
TOTALS: HISTORIC PRESERV COMMITT	710.90	1,300.00	1,219.00	6,300.00	1,300.00	



MUNICIPAL COURT
101-51210

MISSION STATEMENT

The Marshfield Municipal Court system was established by ordinance in the summer of 1996 to be initiated in the fiscal year of 1997. The intent of the Municipal Court system is to provide the citizens of Marshfield with a local court that is more accessible to the citizens of Marshfield. The court system is intended to return additional revenues to the community while providing more direct access to the court's judge and clerk.

WORK PROGRAMS AND SERVICES:

1. To provide a community based court system appropriate for Marshfield city residents' needs.
2. Provide day and night court sessions appropriate to the needs of the Marshfield area community.
3. Provide additional revenues to the City of Marshfield, through forfeitures and court costs, previously allocated to the Wood County Circuit Court system.
4. Using software, compatible with the existing Police Department record system, for court related records of citations issued by authorized officials of the City of Marshfield to include ordinance, police, fire and inspection enforcement personnel.
5. To provide for a community-based court system through which municipal proceedings such as search warrants, inspection warrants, arrest warrants, property condemnation, health and fire inspections or other ordinance related concerns can be judicially addressed.
6. Provide Juvenile Court remedies to curb truancy.
7. Provide programs in lieu of forfeitures for juveniles, i.e. smoking diversion program, community services, and alcohol diversion program.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Municipal Court is \$50,680, a decrease of \$4,709 or 8.5%, below the 2004 budget of \$55,389. For the past several years, this budget has included money for a juvenile accountability program in collaboration with the YMCA. In 2004, a state grant was obtained to fund the program with a cost to the City of \$574. Due to lack of funding at the state level, this program has been discontinued.

Revenues projected in 2005 from the Municipal Court are \$148,000.

SCHEDULE OF DEPARTMENT EXPENSES:

	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Total	\$44,074	\$55,389	\$55,389	\$50,680

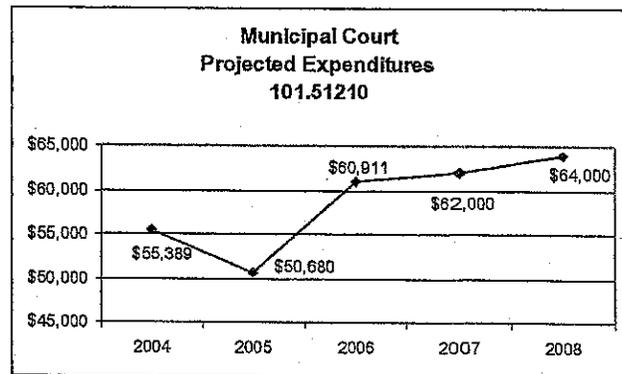
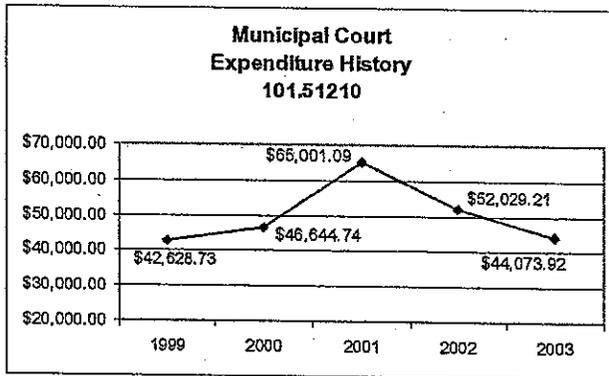
DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Judge	Elected	0	N/A (1)
Court Clerk *	B/2/3	<u>.75</u>	<u>.75</u>
Total		.75	.75

* Non-Represented

(1) Estimated to work 10 hours per week

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
MUNICIPAL COURT						
PROJECT						
PERSONAL SERVICES	41,787.93	43,010.00	43,010.00	43,775.00	43,694.00	
CONTRACTUAL SERVICES	291.62	2,589.00	2,589.00	2,634.00	2,634.00	
SUPPLIES AND EXPENSES	1,894.37	4,002.00	4,002.00	4,302.00	4,302.00	
FIXED CHARGES	100.00	50.00	50.00	50.00	50.00	
GRANTS CONTRIB INDEMNITIES		5,738.00	5,738.00			
TOTALS: PROJECT	44,073.92	55,389.00	55,389.00	50,761.00	50,680.00	
TOTALS: MUNICIPAL COURT	44,073.92	55,389.00	55,389.00	50,761.00	50,680.00	



CITY ATTORNEY
101-51310

MISSION STATEMENT:

The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common Council for a two-year term, beginning on May 1 of odd-numbered years. In April, 2003, the Council appointed a City Attorney for a term ending April 30, 2005.

SERVICES AND WORK PROGRAMS:

1. Drafts ordinances, bonds, and other instruments as may be required by city officers.
2. Examines the tax and assessment rolls and other tax proceedings, and advises city officers in regard thereto.
3. Defends actions brought against any officer or employee of the Police Department and the Fire and Rescue Department growing out of any acts done in the course of his or her employment or out of any alleged breach of his or her duty as such officer or employee, except for:
 - a. actions brought to determine the rights of such officer or employee to hold or retain his or her office or position; and
 - b. actions brought by the city against such officer or employee thereof.
4. Prepares, researches, and presents lawsuits affecting the city including both prosecution and defense.
5. Drafts pleadings, documents, and briefs relating to litigation.
6. Drafts contracts and resolutions and municipal codes.
7. Consults with and advises the City Administrator, all city departments, the Mayor, Common Council, Fire and Police Commission, Library Board, and City Plan Commission.
8. Researches and writes legal opinions for the City Administrator, city departments, and the Mayor.
9. Advises the Common Council at all Council meetings and Council committee meetings.
10. Acts as parliamentarian at Common Council meetings.
11. Represents the city in traffic violation cases and other ordinance violation cases.

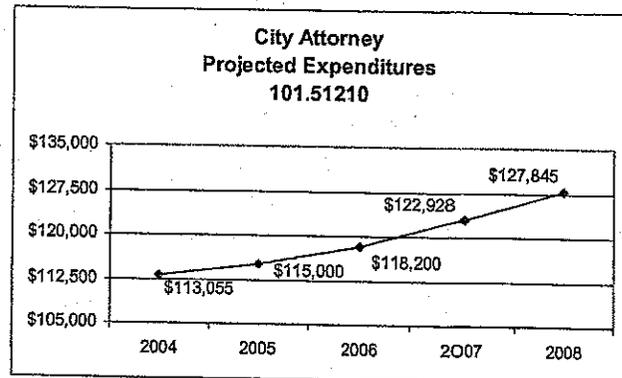
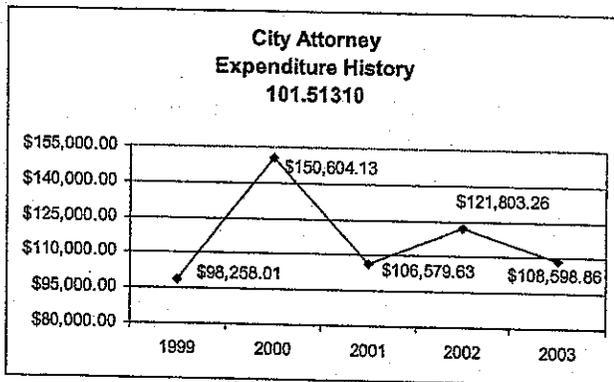
PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the City Attorney's Office totals \$115,000, an increase of \$2,044 or 1.8% from the 2004 budget of \$112,956. The increase is attributable to a fee increase on May 1, 2005 when the current contract expires.

The recommended budget in the Professional Services category is \$112,000. Per our current contract with the City Attorney, attorney fees are paid on a per hour basis. Also included is \$1,000 in office and miscellaneous expenses, and \$1,000 for publications and subscriptions. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

Cost Category	Actual <u>2003</u>	Budget <u>2004</u>	Estimated <u>2004</u>	Recommended <u>2005</u>
Total	\$108,599	\$112,956	\$113,055	\$115,000

GRAPHS:

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY ATTORNEY						
PROJECT						
PERSONAL SERVICES		500.00	500.00	500.00	500.00	
CONTRACTUAL SERVICES	106,874.21	109,956.00	110,055.00	112,000.00	112,000.00	
SUPPLIES AND EXPENSES	1,724.65	2,500.00	2,500.00	2,500.00	2,500.00	
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	108,598.86	112,956.00	113,055.00	115,000.00	115,000.00	
TOTALS: CITY ATTORNEY	108,598.86	112,956.00	113,055.00	115,000.00	115,000.00	



OFFICE OF THE MAYOR
101-51411

MISSION STATEMENT:

The Mayor is the chief executive officer of the city and represents the citizens of Marshfield at government, business, and social functions. The Mayor presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority; signs all documents and contracts for the city; issues proclamations for special events as requested; hears citizen comments and complaints; and appoints members to council and citizen committees and boards with the confirmation of the Common Council. The Mayor, elected for a two-year term in even-numbered years, serves as liaison between city government and citizens.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Office of the Mayor totals \$77,163; an increase of \$2,134 or 2.8% from the 2004 budget of \$75,029. The recommended 2005 budget includes funding for the Mayor's salary of \$22,500 and \$150/month in-town expense allowance, as well as secretarial support (.7 FTE). Since January 1, 1995, forty hours (annually) of the secretary's time is being charged to the Dairyfest budget (101.55345) in recognition of the allocation of time to logistical coordination of the Mayor's Dairyfest Breakfast. All other expenditures are typical for this activity. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

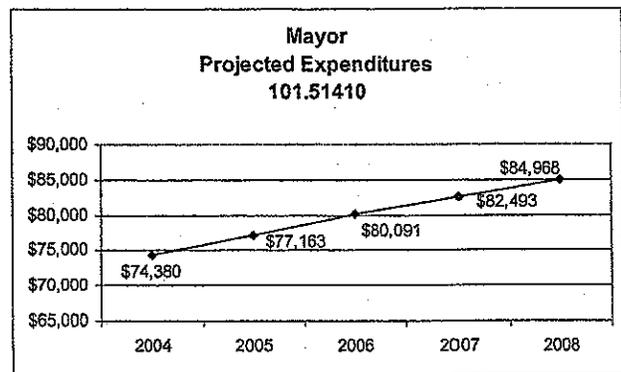
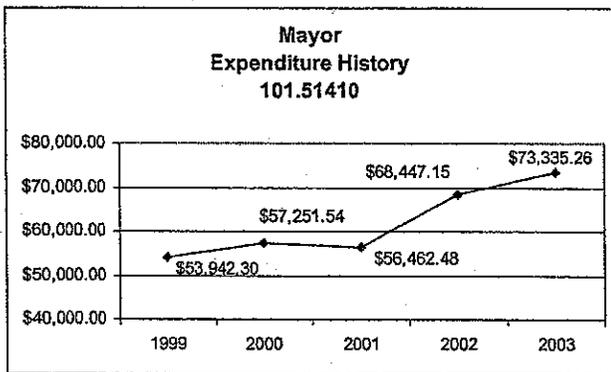
<u>Cost Category</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Personal Services	\$68,907	\$71,251	\$71,251	\$73,651
Contractual Services	857	1,053	575	737
Supplies	3,351	2,425	2,404	2,575
Grants, Contributions & Indemnities	220	300	150	200
Total	\$73,335	\$75,029	\$74,380	\$77,163

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Mayor	Elected	0.5	0.5
Secretary to the Mayor	B/2/3 *	0.7	0.7
Total		1.2	1.2

*Non-represented

GRAPHS



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
MAYOR						
PROJECT						
PERSONAL SERVICES	68,907.43	71,251.00	71,251.00	74,246.00	73,651.00	
CONTRACTUAL SERVICES	857.20	1,053.00	575.00	737.00	737.00	
SUPPLIES AND EXPENSES	3,350.63	2,425.00	2,404.00	2,575.00	2,575.00	
GRANTS CONTRIB INDEMNITIES	220.00	300.00	150.00	200.00	200.00	
TOTALS: PROJECT	73,335.26	75,029.00	74,380.00	77,758.00	77,163.00	
TOTALS: MAYOR	73,335.26	75,029.00	74,380.00	77,758.00	77,163.00	



**CITY ADMINISTRATOR'S OFFICE
101-51412**

MISSION STATEMENT:

The mission of the City Administrator's Office is to provide organizational leadership which fosters teamwork and builds the city's capacity to provide quality services; assist the Common Council in developing and refining policy direction, and to translate that policy direction into city programs and operations; prepare for the city's future through planning and sound financial management; encourage all employees to maintain a focus on customer satisfaction; and provide a centralized program of human resources administration and performance management, including recruitment, selection, and training to ensure the most efficient and effective management of human resources.

The City Administrator is appointed by, and serves at the pleasure of, the Mayor and Common Council. The City Administrator's Office consists of professional, administrative, and clerical support staff to effectively coordinate city services. The City Administrator directly supervises the following departments or functions: 1) Public Works; 2) Parks and Recreation; 3) Information Technology; 4) Finance; 5) Planning and Economic Development; 6) Hillside Cemetery; and 7) Human Resources.

SERVICES AND WORK PROGRAMS:

1. Staff Support and Research for the Mayor and Common Council
 - A. Develops and recommends alternative solutions to community problems for Council consideration; prepares meeting agendas and appropriate background materials for the Common Council, Council committees, and other city committees
 - B. Plans and develops new programs to meet the future needs of the city
 - C. Represents the city before legislative or intergovernmental bodies, and negotiates with outside parties in behalf of the Common Council
2. General Management
 - A. Directs preparation and administration of the annual budgets
 - B. Plans, directs, and coordinates departments reporting directly to the City Administrator
 - C. Directs and coordinates economic development activities for the city.
3. Human Resources Management
 - A. Administers a system of human resources management to fulfill the requirements of federal, state, and local laws governing employment
 - B. Interprets the City's Personnel Policies and Procedures and/or labor agreements to define appropriate personnel actions
 - C. Negotiates labor agreements and/or coordinates negotiations with outside legal

- counsel
- D. Reviews existing personnel policies and procedures and recommends changes to increase operating efficiency, more fully comply with applicable laws, or otherwise improve the system of personnel management
 - E. Communicates city policies and direction to city employees through the monthly employee newsletter, Penletter; face to face meetings; and other written communications

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the City Administrator's Office is \$293,216, an increase of \$13,351 from the 2004 budget of \$279,865. The increase can be attributed to costs for outside legal counsel and personnel costs. This budget finances both general administrative expenses and costs related to the management of human resources. This budget is supported entirely by tax levy. All other expenditures are typical of this activity.

Again, the single most important area of leadership to be provided by the City Administrator in 2005 is economic development. It is recognized that the city's tax burden is too high and must be reduced; to accomplish this the city must increase its tax base. One way of working toward that goal is to provide financial incentives to the private sector, not only for new businesses, but more importantly, to assist our existing businesses in expanding. The local commercial revolving loan fund also assists in working toward that goal.

Other important projects for which leadership will be required by the City Administrator in 2005 is to update the city's 1994 comprehensive plan and the continued implementation of the city-wide GIS system.

The work program for human resources management in 2005 will include

- 1) continued emphasis and in-service training in performance management, including skills development in conducting performance appraisals;
- 2) negotiating various union labor agreements; and
- 3) uniform health insurance plans for all employees.

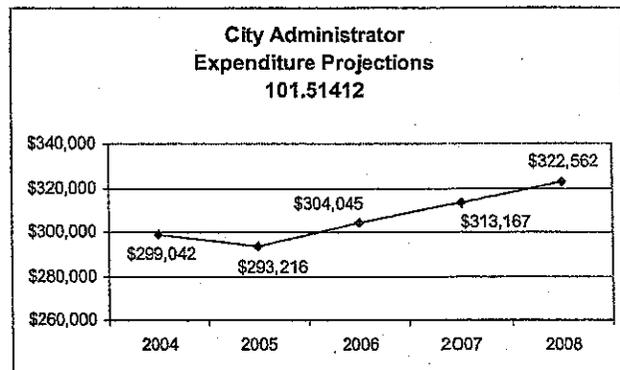
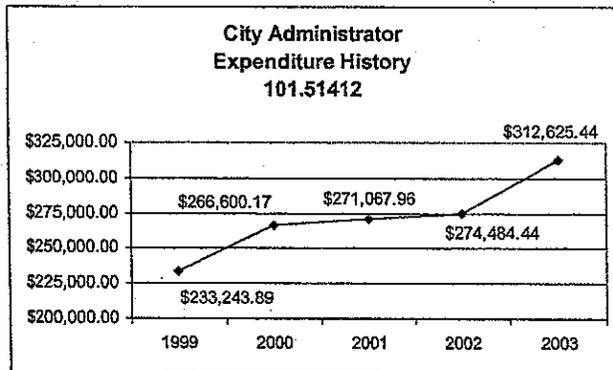
SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Total	\$312,625	\$279,865	\$299,042	\$293,216

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
City Admin.	E/8/3	1.0	1.0
Human Resources Specialist	C/4/3	1.0	1.0
Secretary to the Administrator	B/2/3 *	1.0	1.0
* Non-represented			
Total		3.0	3.0

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY ADMINISTRATOR						
PROJECT						
PERSONAL SERVICES	227,161.69	241,481.00	235,385.00	250,280.00	248,306.00	
CONTRACTUAL SERVICES	67,316.37	21,254.00	45,917.00	26,895.00	26,895.00	
SUPPLIES AND EXPENSES	17,993.68	16,655.00	17,265.00	17,765.00	17,765.00	
GRANTS CONTRIB INDEMNITIES	153.70	475.00	475.00	250.00	250.00	
TOTALS: PROJECT	312,625.44	279,865.00	299,042.00	295,190.00	293,216.00	
TOTALS: CITY ADMINISTRATOR	312,625.44	279,865.00	299,042.00	295,190.00	293,216.00	



CITY CLERK/ELECTIONS/PURCHASING
101-51420/51440/51550

MISSION STATEMENT:

The mission of the City Clerk's Office is to maintain care and custody of the corporate seal and all papers and records of the city; attend the meetings of the Common Council and keep a full record of its proceedings; keep and maintain a record of all licenses and permits granted and record all bonds in appropriate books; draw and sign all orders upon the Treasury and keep a full account thereof; maintain all papers and records in the office open to inspection at all reasonable hours; administer oaths and affirmations; administer all elections in the City of Marshfield; provide agendas and act as secretary to the Cable Television Committee, Finance/Budget/Personnel Committee, Judiciary, License, and Cemetery Committee, Zoning Board of Appeals, and Board of Review; publish all legal documents as required by state law or city ordinance; and procure quality supplies, materials, and equipment for the city at the least expense possible and to the best advantage of the city.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The City Clerk prepares and administers three budgets, including the City Clerk's Office, Elections, and Purchasing. The recommended 2005 budget for the City Clerk's Office totals \$137,565, an increase of \$6,264 or 4.8% more than the 2004 budget of \$131,301. Increases in personal service costs accounted for most of this increase. All other expenses are typical of this activity. The majority of the cost of these budgets is supported by tax levy.

The recommended 2005 Elections budget of \$35,748 is \$1,071 or 3.1% more than the 2004 budget of \$34,677. There are two scheduled elections in 2005 as compared to four in 2004. In 2005, elections are scheduled on February 15 and April 5. In 2005, there is a request for 3 accessible voting machines at a cost of \$15,000 (\$5,000 each). The Help America Vote Act of 2002 (HAVA) requires that every polling place in the state have a voting system that enables individuals with disabilities to cast their ballot privately and independently. The state must meet this requirement by January 1, 2006. Wisconsin has qualified for federal funding to help meet this requirement. It is expected the available funding will cover the cost of acquiring one piece of accessible voting equipment per polling place and the cost of testing and delivering the equipment.

The recommended 2005 Purchasing budget of \$9,063 is \$468 or 4.9% less than the 2004 budget of \$9,531.

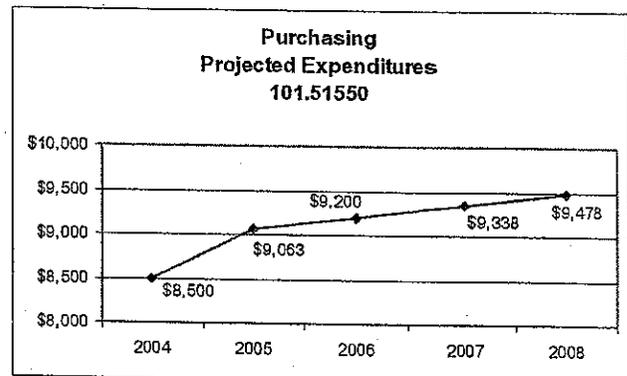
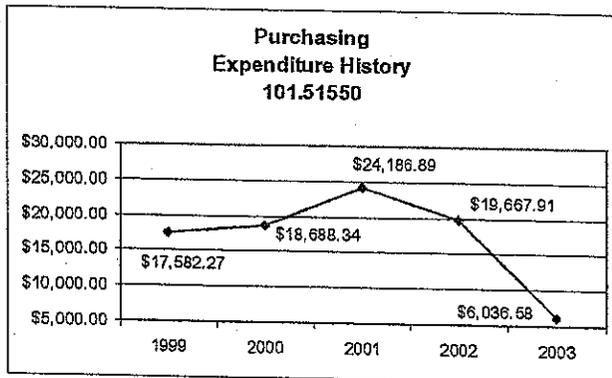
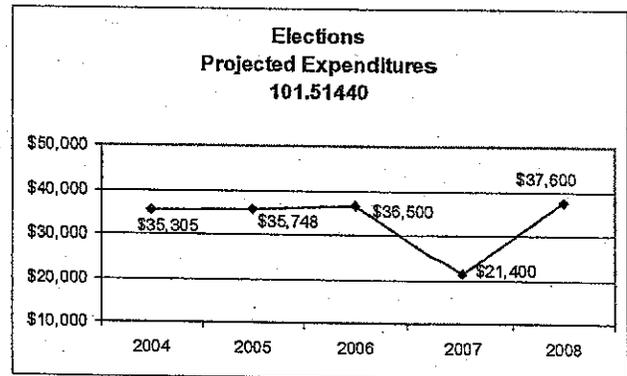
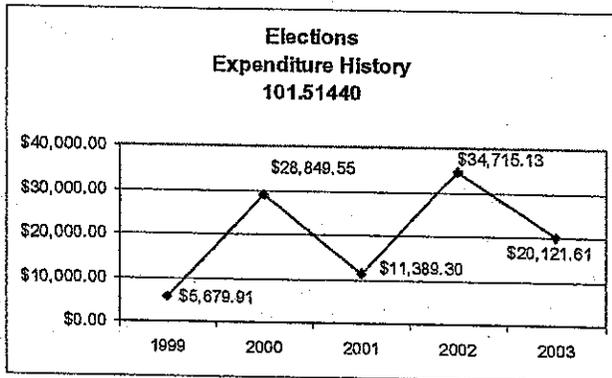
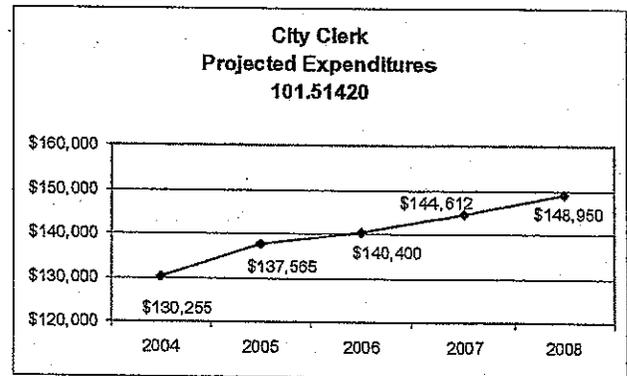
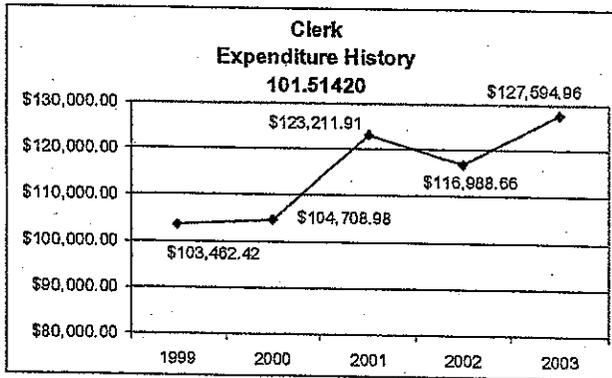
SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Center</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Clerk's Office	\$127,595	\$131,301	\$130,255	\$137,565
Elections	20,122	34,677	35,305	35,748
Purchasing	6,037	9,531	8,500	9,063
Total	\$153,754	\$175,509	\$174,060	\$182,376

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
City Clerk	Elected	1.0	1.0
Deputy City Clerk	AFSCME	1.0	1.0
Total		2.0	2.0

GRAPHS:



CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CLERK						
PROJECT						
PERSONAL SERVICES	115,029.88	121,365.00	121,365.00	127,466.00	126,170.00	
CONTRACTUAL SERVICES	291.49	610.00	275.00	280.00	280.00	
SUPPLIES AND EXPENSES	7,116.84	9,326.00	8,615.00	11,115.00	11,115.00	
CAPITAL OUTLAY	5,156.75					
TOTALS: PROJECT	127,594.96	131,301.00	130,255.00	138,861.00	137,565.00	
TOTALS: CLERK	127,594.96	131,301.00	130,255.00	138,861.00	137,565.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ELECTIONS						
PROJECT						
PERSONAL SERVICES	14,980.45	26,201.00	27,115.00	12,871.00	12,871.00	
CONTRACTUAL SERVICES	1,446.48	1,800.00	1,500.00	3,000.00	3,000.00	
SUPPLIES AND EXPENSES	3,694.68	6,676.00	6,690.00	4,877.00	4,877.00	
CAPITAL OUTLAY				12,000.00	15,000.00	
TOTALS: PROJECT	20,121.61	34,677.00	35,305.00	32,748.00	35,748.00	
TOTALS: ELECTIONS	20,121.61	34,677.00	35,305.00	32,748.00	35,748.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PURCHASING (OFFICE SUPPLIES)						
PROJECT						
SUPPLIES AND EXPENSES	6,036.58	9,531.00	8,500.00	9,063.00	9,063.00	9,063.00
TOTALS: PROJECT	6,036.58	9,531.00	8,500.00	9,063.00	9,063.00	9,063.00
TOTALS: PURCHASING (OFFICE SUPPL)	6,036.58	9,531.00	8,500.00	9,063.00	9,063.00	9,063.00



INFORMATION TECHNOLOGY
101-51450

MISSION STATEMENT:

The Information Technology Department provides support and services to all City Departments for:

1. Data Processing - servers, desktop PCs, peripherals, operating systems and application software
2. Networking Infrastructure - metal cables and connections, fiber optic cables and connections, wireless connectivity, and hubs and switches
3. Internet - city web page and e-Commerce
4. Electronic Communications - email, voicemail and facsimile (fax)
5. Telephony - landline telephones, cellular telephones and wireless telephones.
6. Imaging & Document Management - imaging devices, electronic storage of images, xerography (copiers)
7. Mobile Computing - Personal Digital Assistants, Notebooks and Telework processes.
8. Find and support other electronic technologies that can improve staff productivity

PROGRAMS AND SERVICES:

The Information Technology Department is responsible for the following programs and services:

- A. Data Processing - servers, desktop PCs, peripherals, operating systems and application software
- B. Networking Infrastructure - metal cables and connections, fiber optic cables and connections, wireless connectivity, and hubs and switches
- C. Internet - city web page and e-Commerce
- D. Electronic Communications - email, voicemail and facsimile (fax)
- E. Telephony - landline telephones, cellular telephones and wireless telephones.
- F. Imaging & Document Management - imaging devices, electronic storage of images, xerography (copiers)
- G. Mobile Computing - Personal Digital Assistants, Notebooks and Telework processes.
- H. Find and support other technologies that can improve staff productivity

The department works with users of city technology to:

1. Provide reliable technological services as cost effectively as possible.
2. Define and resolve technology problems, and recommend preventative measures whenever possible.
3. Provide proper documentation or licensing for all city owned technology.
4. Suggest improvements in productivity through the use of technology.

5. Provide counseling and recommendations on technology topics .
6. Provide sound technology policies and procedures; ensure compliance.
7. Provide training to improve user technology skills, and to increase city user productivity and accuracy on city systems whenever possible.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended budget for 2005 including Program Improvements is \$584,364 which represents a \$37,669 or 6.9% increase over the approved 2004 budget of \$546,695. While our staffing levels remain constant, we have experienced a 4.2% increase in personal services costs, yet these costs remain 5.3% below 2003 levels. The remaining increases are attributed to the following additions to the IT budget for 2005: implementation and maintenance of the city-wide GIS project; State imposed Statewide Voter Registration system; and software upgrades required due to software obsolescence and product support discontinuation. The 2005 budget also includes \$3,916 in additional costs for continuation and extension of already implemented PSPC recommendations. This budget is funded entirely by tax levy.

The IT budget acts as a clearinghouse for all technologies for ALL City Departments. Because of this, some of the costs of growth and enhanced service offerings from various departments settle in the IT budget. Projects of significant contribution to the 2005 budget are: \$3,621 in support for the new Parks & Recreation registration software including online Internet registration; \$10,755 for the City Clerk's Statewide Voter Registration System (SVRS); and \$23,592 in on-going support and extension of GIS including participation in the State's GPS-based Height Modernization initiative. The IT department also has inherited fiscal responsibility for various technologies previously maintained in other departments' budgets, such as copiers/scanners/faxes, remote facility data connections, telephony services, Dictaphone technologies, and GPS equipment. Although it is in the best interests of the city to centralize and manage these services under the IT department, there is an obvious consequential shifting of these costs into the IT budget.

The Technology budget as well as many of our projects are increasingly being driven by outside forces, such as State-mandated programs and initiatives, or manufacturer obsolescence and discontinuation of certain technologies and products. Both of these challenges have precipitated our 2005 requested improvements as follows:

1) Office Suite Upgrades from Office 97 to Office 2003 - \$41,160

This upgrade is needed because Microsoft has discontinued support for Office 97 as of January 16, 2004. This means Microsoft no longer provides patches, security fixes or service packs for our current version of Office. If new vulnerabilities, such as viruses, are found or created for Office 97 they will not be patched and will be open for exploitation by outside elements. The Office 97 package we use contains a word processor, spreadsheet and database application, all of which could become unusable if a vulnerability were to compromise our system. This could open the City of Marshfield to unknown liabilities and security risks.

Office 2003 would improve reliability and security through timely support, patches, security fixes and service packs from Microsoft. Office 2003 is the newest version of the Office suite and Microsoft anticipates supporting this version at least through December 2013.

This upgrade was postponed in the 2004 budget in order to meet budget parameters, as noted above, all support expired for this product on January 16, 2004.

2) Statewide Voter Registration System - SVRS (CL) - \$10,755

The Help America Vote Act of 2004 (HAVA) was enacted by Congress to make sweeping reforms and improvements to voting systems and voter access in all states. HAVA includes requirements for a single, centralized, voter registration database. In the spring of 2003, the State Elections Board undertook a study to determine what it would take to implement a Statewide Voter Registration System (SVRS) in Wisconsin. In November of 2003, the State Elections Board began the process of selecting a vendor to provide the SVRS. This process is expected to conclude in the summer of 2004 when a vendor will be selected and implementation will begin. The deadline for implementing HAVA is December 21, 2005.

To implement HAVA and the State's SVRS plan, municipalities would be responsible for the following functions and tasks:

- Voter Contact - working with voters to manage registration forms, etc.
- Initial hardware (local workstation)
- Initial hardware installation
- Ongoing hardware maintenance and replacement
- Networking (high-speed network connection)
- Training; initial and ongoing (system upgrades and clerk turnover)
- Ongoing staffing for data entry

Because of the need to have a high-speed network connection for the SVRS, fiber optic cables will need to be installed to the OACC and Wildwood Station to allow for voter registration on election days. This process will need to take place in 2005 so that we are ready to go by January 1, 2006.

The electors who are currently voting at the New Armory will be notified in 2005 that their polling location will be changed to the Wildwood Station. This change is being made for security reasons and the fact that we will be running the fiber optic cable to a municipal owned facility. There is also the fact that if the New Armory would go on alert, that facility could be shut down and then we would not have a polling location.

Non-capital Requests

A by-product of this technology evolution process is the increasing hardware demands to run these improved/upgraded technologies. Specifically, with the deployment of the GIS, required operating system upgrades, and a general migration to more robust software packages (Financial software upgrade, Parks & Recreation Facility/Program Registration database upgrade, Crime Information Bureau - Enforcer/Vendata upgrade); the increased hardware requirements necessary to run these applications has placed additional emphasis on the adherence to the existing PC equipment replacement cycle. Included in the 2005 budget is \$43,726 to replace PC equipment, this equates to 33 PCs at a cost of \$24,717; 3 laptops at a cost of \$4,263; 25 monitors at a cost of \$11,250; and 4 network laser printers at a cost of \$3,496.

A replacement cycle helps keep equipment costs more consistent from year to year as well as optimizes user efficiency by limiting interruptions to workflow from malfunctioning equipment and downtime from repairs. In 2004, we have added an additional six-workstation locations throughout the city. According to an industry-wide study performed by the global information technology and telecommunications intelligence and advisory firm IDC, and published in June 2004; the recommended refresh or replacement cycle is, "two to three years for portables, and three to four years for desktops"¹. A survey in September 2004 of Marshfield area organizations revealed the following local findings;

¹ IDC Insight, *The Corporate Refresh Cycle Grinds into Motion*, filing information 5/03 published June 2004

ENTITY	CPUs	Peripherals (monitors/printers)	Network Electronics (hubs/switches)
	replacement cycle in years		
School District of Marshfield	3.5 - 4.5	3.5 - 4.5	3.0
Marshfield Electric & Water	4-5	as needed	n/a
Marshfield Clinic	4.0	as needed	n/a
Felker Brothers, Inc.	3.0	3.0	3.0
Marshfield Door Systems ²	4.0	4.0 ³	7.0
City of Marshfield	4.0	4.0	n/a

As is the city's current practice, most of these organizations also use a tiered replacement plan, e.g. older equipment is moved to lower need locations. The following chart is an aging of units currently in active daily use across CityNet:

(model year)	1 yr. old	2yrs. old	3 yrs. old	4 yrs. old	5 yrs. old	6 yrs. old	>7 yrs. old
CPUs	23	23	29	18	10	30	0
Notebook	1	3	3	3	2	0	1
Monitors	3	3	30	18	32	22	25
Printers	1	2	8	4	11	8	16

This equates to approximately 30% of CPUs, 23% of notebooks, 59% of monitors, and 71% of printers beyond our currently adopted and industry recommended replacement cycle. This is an area of significant concern for our department, as we do not budget for workstation equipment maintenance and at this stage we have exhausted our availability of spare units able to run our current applications. Equipment failures at this time result in lost productivity and reduced service. This dilemma is compounded as we add software products and enhancements such as GIS and Cisco Attendant Console, which require increased hardware specifications.

While a four-year equipment replacement cycle remains the industry standard and bears out locally, with the 2005 proposed monitor purchases we hope to be able to extend the replacement cycle for monitors to five years. This would be contingent upon and due to a shift in technology to LCD rather than CRT monitors. Upon review and research, the technology used for LCD displays has proven to be more durable as well as far more energy efficient than CRT monitors that are still a majority of City displays. With the 2005 purchase of one quarter, or 25 LCD displays, we are confident that we will have integrated enough of these newer technology LCD displays to amend the current replacement cycle for monitors and adopt a five-year cycle henceforth.

General software replacement has typically been postponed until end of product life cycle for upgrades; such as with the 2004 upgrade to Windows 2003 and the proposed 2005 Improvement 1, *Office Suite Upgrades from Office 97 to Office 2003*. However, it must be noted that although this approach delays the expenditure, it comes at the cost of forfeiting lucrative competitive upgrades and incentives. By using this end-of-life approach, although we have staved off the Office suite upgrade for four (4) years, we have done so at a lost opportunity cost of \$19,544 or 47%. Although less common, this same time risk factor can also exist at the hardware level. For example, by postponing the upgrade of our telecommunications system for two years, we forfeited a \$19,118.20 trade-in credit, or a 14% potential project cost-savings.

² Marshfield Door Systems has just adopted this replacement cycle in 2004.

³ Replacement years represents monitors only, printers have been found to be too volatile and are instead placed on maintenance/support contracts.

Investing in these technologies however, whether software or hardware, not only improves staff productivity and leverages City resources as referenced in the 2003 PSPC report⁴, but also enhances the level of services we are providing to citizens. Through such offerings as: Parks & Recreation program registration; minutes and agendas, road closings, and property assessment data available on the Internet; GIS data for developers; faster, more efficient computerized voter registration; and VoIP phone services allowing Automated Attendant services, off-site call forwarding, and remote message retrieval, to name only a few, the city is better servicing its citizens and customers.

⁴ Staffing Needs Analysis Study for the City of Marshfield, Section E, pp. 8, *Summary of Potential Efficiencies Through Computer Technology*

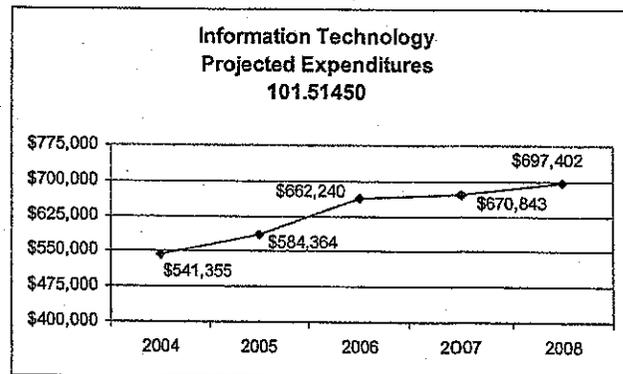
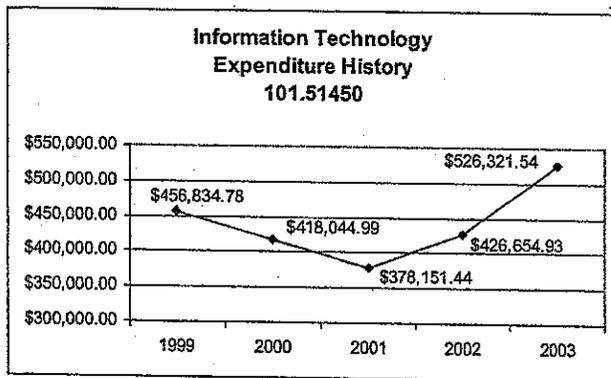
SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
TOTAL	\$526,322	\$546,695	\$541,355	\$584,364

DEPARTMENT STAFFING (FTE):

	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Information Technology Lead Analyst	C/4/4	1.0	1.0
Information Technology Analyst	C/4/2	<u>2.0</u>	<u>2.0</u>
TOTAL		3.0	3.0

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INFORMATION SYSTEMS						
PROJECT						
PERSONAL SERVICES	242,862.02	226,123.00	199,654.00	237,490.00	235,636.00	
CONTRACTUAL SERVICES	64,121.09	42,616.00	67,603.00	51,370.00	45,454.00	
SUPPLIES AND EXPENSES	123,577.20	170,929.00	175,562.00	463,637.00	235,497.00	
FIXED CHARGES	54,469.17	68,496.00	68,496.00	71,743.00	67,777.00	
CAPITAL OUTLAY	41,292.06	38,531.00	30,040.00	11,251.00		
TOTALS: PROJECT	526,321.54	546,695.00	541,355.00	835,491.00	584,364.00	
TOTALS: INFORMATION SYSTEMS	526,321.54	546,695.00	541,355.00	835,491.00	584,364.00	



FINANCE DEPARTMENT
101-51510

MISSION STATEMENT:

The mission of the Finance Department is to provide administrative support and information services to the public and city departments, maintain financial information in accordance with generally accepted accounting principles, and to ensure compliance to legal and prudent fiscal requirements in all financial and procedural operations. In addition, the Department is responsible for the collection, investing, and disbursement of all city funds and MEDA economic development commercial loan administration.

SERVICES AND WORK PROGRAMS:

- I. Accounting and Financial Reporting System
 - A. General Ledger - Enters budget adjustments; prepares and enters journal entries; produces and reconciles fiscal reports
 - B. Payroll - Reviews payroll transactions; reviews and processes employees' time cards; verifies and distributes pay; reports payroll information; posts payroll data to general ledger; prepares all Federal, State, Workers Comp. Insurance and Retirement reports.
 - C. Accounts Payable/Disbursements - Audits and reconciles all purchase orders and payment vouchers; processes and releases payments; posts disbursements to the general ledger
 - D. General City Accounts Receivable - Audits and reconciles all receipts; processes all payments to subsidiary accounts receivable records; provides weekly outstanding receivable lists to City Clerk and collection staff; posts receipts and invoices to the general ledger
 - E. Fixed Asset Management - Accounts for city property; maintains city's fixed asset accounting system
 - F. Debt Fund Surveillance - Administers debt policies; reviews and assists in the preparation of the official statements prepared by city's independent financial advisor
 - G. Direct Fund Surveillance - Administers certain other governmental funds and files reports; serves as focal point for grants management; prepares machinery & equipment, emergency medical service and wastewater rate studies and recommends said rates for Common Council consideration.
 - H. Taxi Service - Responsible for Taxi service capital assistance and operating grant management.
 - I. Comprehensive Annual Financial Report (CAFR) - Prepares the CAFR in accordance with all applicable rules and regulations.
 - J. Responsible for selection and implementation of financial software to meet the department's needs.

- II. Budget
 - A. Works with city departments and summarizes their initial budget requests so that the City Administrator can prepare a recommended annual operating and capital budget for consideration by the Common Council
 1. Establishes procedures, forms, schedules, and directions for use by city departments and outside agencies in submitting annual budget requests; reviews operating

- 2. budget requests; recommends appropriation levels
 - 2. Works to improve the communication of budget information to the Common Council and the general public by upgrading the format and organization of budget documents and reports
 - 3. Conducts budget informational meetings and provides ongoing support for department managers and staff to explain city budget policies and procedures, the budget development schedule, expenditure control, revenue tracking and other budget topics.
- B. Monitors and reviews the condition of all city budgets and recommends remedial or corrective budget action when necessary
- 1. Prepares written and delivers oral presentations, when requested, on the monthly status of the budgets to the City Administrator and Common Council.
 - 2. Reviews and processes budget adjustment requests from City departments.
- C. Reviews, analyzes, and presents findings on a wide range of city and legislative issues to the City Administrator and Common Council.
- D. Reviews and recommends city management, financial, personnel and administrative policies.

III. Audits

A. Internal Audits

- 1. Performs financial audits of city departments, or specific functions thereof, checking compliance with legal and administrative requirements and including evaluations of the adequacy of internal control systems, in response to management's concerns and requests.
- 2. Makes cash counts and other inventories or verifications, as necessary, including reconciliations with appropriate records, reports, or other evidence of accountability, and assesses the potential for loss or abuse of city resources.
- 3. Prepares and submits formal reports to the City Administrator and Common Council regarding findings and recommendations stemming from audit activities.
- 4. Maintains liaison with city officials and responds to requests for advice, problem resolution, information, analysis, or other assistance.
- 5. Performs follow-up reviews of actions taken regarding previous findings and/or recommendations.

B. External Audits

- 1. Preparation and solicitation of request for proposals, evaluation of proposals and recommendation of a proposal to the City Administrator and Common Council.
- 2. Monitors audit contract.
- 3. Pre- and post-audit conferences with auditors.
- 4. Performs follow-up reviews of actions taken or being taken regarding previous external findings or similar recommendations.

IV. Cash Management

A. Cash Collections

- 1. Collect and deposit all general city revenues and reimbursements.
- 2. Collect and deposit all dog and cat license fees.
- 3. Prepare required collection and deposit reports for internal and external agencies.

B. Tax Collections

1. Prepare tax rate work sheets for Wood and Marathon Counties to ensure proper tax rates are used to generate county prepared tax statements.
2. Prepare Statement of Taxes and other tax collection reports for the State of Wisconsin.
3. Collect tax payments for taxing jurisdictions within the city for all real and personal property located within the city limits.
4. Prepare tax settlement reports for Wood and Marathon Counties.
5. Distribute tax collections to all local taxing jurisdictions in accordance with applicable statutes.

C. Investing

1. Invest excess or restricted city funds to ensure safety of principal and maximization of earnings while ensuring liquidity needs are met.
2. Develop and administer investment policies to meet all objectives and requirements.
3. Prepare cash flow analysis to assist with maintaining proper liquidity and maximizing yield.

V. Risk Management

A. Coordinates all city insurance programs

1. Assists in developing underwriting bid specifications, solicits bids, negotiates and recommends insurance coverage.
2. Acts as the contact person between city departments and the various insurance companies providing coverage to the city.
3. Notifies insurance companies of any changes in coverage.
4. Notifies independent insurance appraisal firm of changes in property quantities.
5. Coordinates and conducts accident/loss investigation when asked by insurance companies.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Finance Department is \$400,371, a decrease of \$55,526 or 12.2% below the 2004 budget of \$455,897. Most of this decrease is in personal service costs and contractual services. One-half (0.5 FTE) of one full-time Account Clerk I position has been allocated to the Emergency Medical Services budget. Another 0.5 FTE Account Clerk I position was eliminated.

An amount of \$10,909 is budgeted in line item 5210 (Professional Services) to finance 2004 audit expenses. Not included in the budget this year was \$10,000 for the implementation of GASB 34 accounting requirements. A request for an additional position (accountant) was made by staff but not included in the administrator's recommended budget. The budget includes \$1,800 in capital outlay for a new fire proof filing cabinet. This budget is funded primarily by tax levy but also fees.

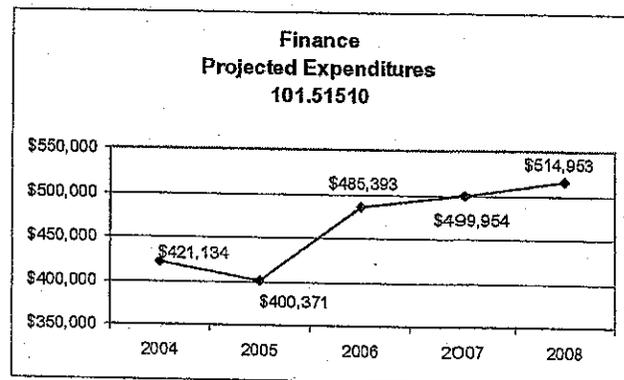
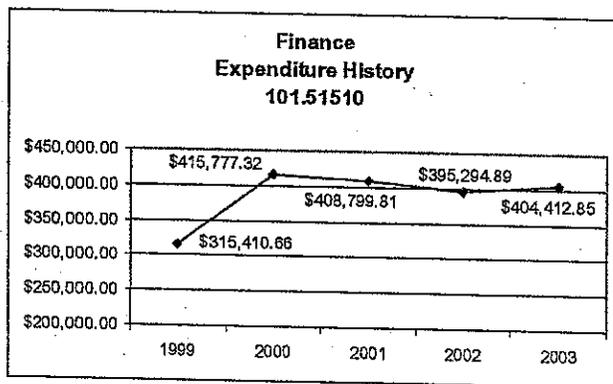
SCHEDULE OF DEPARTMENT EXPENDITURES:

	Actual <u>2003</u>	Budget <u>2004</u>	Estimated <u>2004</u>	Recommended <u>2005</u>
Total	\$404,413	\$455,897	\$421,134	\$400,371

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	Authorized <u>2004</u>	Recommended Authorization <u>2005</u>
Finance Director	D/6/4	1.0	1.0
Assistant Finance Director	C/4/4	1.0	1.0
Account Clerk II	AFSCME	2.8	2.8
Account Clerk I	AFSCME	1.5	0.5
Total		6.3	5.3

GRAPHS:



CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FINANCE						
PROJECT						
PERSONAL SERVICES	366,930.35	402,119.00	353,716.00	434,857.00	363,573.00	
CONTRACTUAL SERVICES	17,126.66	31,518.00	47,175.00	13,593.00	13,593.00	
SUPPLIES AND EXPENSES	19,512.84	21,410.00	19,400.00	21,955.00	20,555.00	
FIXED CHARGES	843.00	850.00	843.00	850.00	850.00	
CAPITAL OUTLAY				1,800.00	1,800.00	
TOTALS: PROJECT	404,412.85	455,897.00	421,134.00	473,055.00	400,371.00	
TOTALS: FINANCE	404,412.85	455,897.00	421,134.00	473,055.00	400,371.00	



CITY ASSESSOR
101-51530

MISSION STATEMENT:

The mission of the Assessor's Department is to prepare the annual assessment roll (the official record of all taxable and exempt property within the City of Marshfield) while providing the best possible service. Assessed values determine the amount of general property tax charged to each property owner, while the information gathered provides a historical record and reference base for municipal operations. The primary goal is to reconcile fair and equitable assessments, emphasizing objective, dependable, and effective mass appraisal techniques.

Assessed values are established (or property exemptions granted) as of January 1st, according to Chapter 70, Wisconsin Statutes. Each year's tax roll is absolute. After the Assessor formally signs the tax roll affidavit, the values can only be changed by the local Board of Review, upon appeal to the State Department of Revenue, or through circuit court litigation. Exemption determinations are appealed to the local governing body under Wisconsin Statute 74.33. When an appeal is disallowed, the appellant may commence Circuit Court action.

Wisconsin Laws, Chapter 39 (1975) define State certification requirements for assessment personnel to legally perform prescribed duties for the 1,897 jurisdictions in Wisconsin. The City of Marshfield requires an Assessor II certification sign the tax roll. Continuing accredited education in appraisal, property tax law, and a supervisory management, along with mandatory attendance at annual Department of Revenue training sessions, will satisfy recertification requirements while assuring avenues for proficiency and professionalism.

The Assessor's staff works pro-actively in conjunction with professional organizations and the Wisconsin Department of Revenue regarding proposed legislation or procedural changes affecting the taxation process. Work programs and services are subject to review by the Department of Revenue, and must comply with the "Wisconsin Property Assessment Manual", Wisconsin Laws", and the "Uniform Standards of Professionally Acceptable Appraisal Practices". Non-compliance may result in certification revocation.

The Assessor's staff observes the Code of Ethics of the International Association of Assessing Officers and the Codes of Ethical Behavior defined by Wisconsin Statute, Section 19.59. The code establishes clear and precise ethical and professional guidelines for assessing officers to discharge their duties to the public, while providing standards to judge professional conduct.

SERVICES AND WORK PROGRAMS:

- A. Establish assessed values for the annual real estate and personal property tax rolls in compliance with Chapter 70, Wisconsin Statutes, the Wisconsin Property Assessment Manual, and the Uniform Standards of Professionally Acceptable Appraisal Practices.
1. Discover and define property.
 - a. Locate, inspect and classify city property.
 - b. Update maps for splits, surveys, zoning changes, etc.
 - c. Work with recorded information and surveys to identify and list new parcels.
 - d. Identify beneficial ownership rights and zoning restrictions.
 - e. Determine the taxability or exemption of property.
 2. Data collection and analysis.
 - a. List and photograph residential and commercial physical property characteristics and condition.
 - b. Identify problems with functionality.
 - c. Identify economic factors.
 - 1) National, regional, local and neighborhood influences.
 - 2) Economic, governmental, social influences.
 3. Estimate the cost, income and market approaches to value for assessable property. Reconcile the three approaches into the most probable market value estimate - assessed value.
 4. Review manufacturing roll.
 - a. Send building permits, deeds, photographs to the Department of Revenue Manufacturing Assessor.
 - b. Work to eliminate the potential of duplicate assessments.
 - 1) Compare manufacturing real estate parcels against the local roll.
 - 2) Compare personal property rolls.
 - 3) Compare leasehold company locations.
 5. Print preliminary assessment rolls by county for public review during open book.
 - a. Real Estate Roll
 - 1) In order by parcel number.
 - 2) In order by owner's name.
 - 3) In order by property address.
 - b. Personal Property Roll
 6. Print and mail notices of assessed value change at least 15 days prior to the Board of Review hearings in accord with 70.365.
 - a. To owners of real estate parcels where any assessed value change occurred
 - b. To all owners of personal property accounts.
 7. Hold open book conferences to obtain additional information about problems affecting values that may not have been apparent.

8. Mail notices to open book contacts for corrections, amended values, or values not changed during open book.
 9. Complete and print the official assessment rolls.
 - a. Sign and have notarized the official Assessor's roll affidavits.
 - b. Deliver the official roll to the City Clerk.
 - c. Upload or deliver official rolls to the Wood County Treasurer and Marathon County Tax Lister.
 10. Appeals Procedure.
 - a. Prepare Board of Review defense testimony equivalent to any testimony necessary for further appeal to Circuit Court under a Writ of Certiorari.
 - b. Prepare 70.85 defense testimony for appeals to the Department of Revenue.
 - c. Prepare Court defense for litigation as necessary.
 - d. Communicate with City Administrator and Council regarding status of major appeals.
 11. Compile and distribute reports.
 - a. Computer Exemption Reports
 - b. Tax Increment District Reports
 - c. Assessor's Tax Roll Estimates
 - d. Assessor's Final Reports
 - e. Statement of Assessments
 - f. In Lieu Of Tax Reports
 - g. Business Improvement District Reports
 - h. Annual Statistics Reports
 - i. Archived Tax Roll Information
 - j. Inter-Department Land-Based Informational Reports
 - k. Mobile Home Lottery Reports, Statements, and Collection Lists.
- B. Establish annual assessed values for Mobile Homes in Parks in accord with Wisconsin Statute 66.058.
1. Track, review, and analyze mobile home sales in parks.
 2. Work with sales data to develop annual assessments.
 3. Mail out lottery credit forms to mobile home owners in December.
 4. Develop an annual tax and statement for a monthly payment, and mail each January to the mobile home owners.
 5. Provide copies of the statements with a collection summary report to the park operators.
 6. Give a copy of the statements along with the collection summaries to the City Finance Director for collections.
 7. Review each park monthly for homes that have moved in or out of the park.
- C. Equalization.
1. Process real estate transfer returns for the Wisconsin Department of Revenue.
 2. Analyze sales/ratio and dispersion analysis reports to determine aggregate ratio estimates and uniformity between classes.
 3. Review State equity reports in February to estimate ratios for calculating new construction.
 4. Communicate with Equalization Supervisor regarding local economic conditions.

5. Review TIF district values and equalized increments.
6. Request State equalization reviews when necessary.

D. Tax Laws.

1. Work with Assessor's Associations to review proposed legislation affecting tax laws and assessment procedures.
2. Promote positive legislation.
3. Keep local officials notified of proposed legislation, which would affect local tax rates.
4. Work with state officials to deter negative impact legislative proposals.

E. Staff certification education and training.

1. Accredited certification education through professional associations.
2. Mandatory Wisconsin Department of Revenue meetings.
3. Computer software training.
4. Staff technical and procedural updates.
5. Personal development and motivational seminars.
6. Public relations training.
7. USPAP Standards updates and training.

F. Servicing.

1. Promote and help develop computer sharing of information between all city departments.
2. Define confidential versus public records.
3. Promote independent research of non-confidential information by frequent users.
4. Reserve staff time for department operations, charging fees to offset municipal costs.
5. Provide visual basic information (picture sales data) for public education and awareness.
6. Internet access to open records.
78,656 hits – 7/9/03
158,010 hits – 8/3/04
7. Internet fast facts relative to economic development – update annually.
8. Internet appeals information.
9. Internet sales information.

G. Department goals.

1. Generate annual tax roll in conformance with state laws and USPAP regulations.
2. Set-up & distribute departmental report and archive of information.
3. Continue providing Internet access to GVS service information.
4. Work with the City and Consulting Attorneys on litigation.
5. Public education through informational materials on the assessment process in Wisconsin.
6. Review and provide input on pending legislation that affects the assessment process.
7. Plan for future city-wide reevaluations.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended 2005 budget for the City Assessor's office totals \$277,676, a decrease of \$61,116 or 18% below the 2004 budget of \$338,792. Most of this decrease is attributable to completion of the residential revaluation field rotations. Also, \$25,000 was included in the 2004 budget to establish values on all tax-exempt properties. Also included in the 2005 budget is \$4,343 for state mandated manufacturing assessment fees. This budget is funded entirely by tax levy.

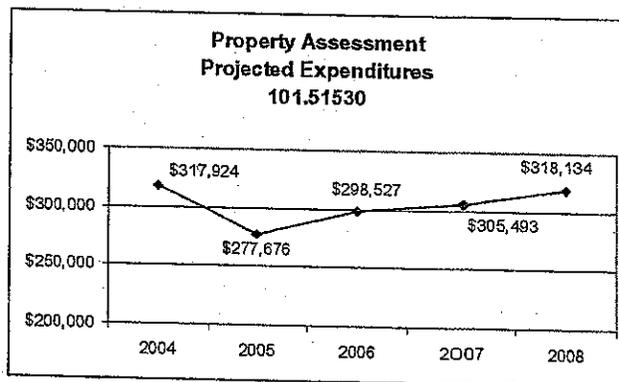
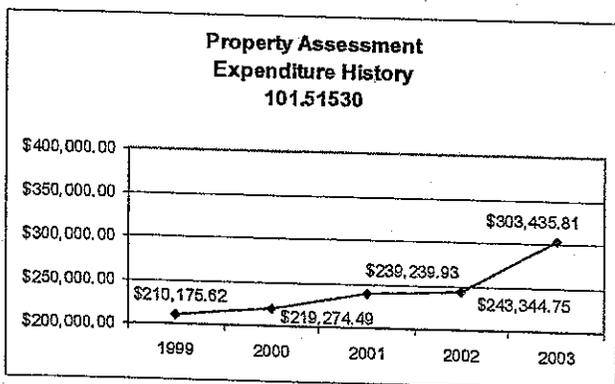
Schedule of Department Expenditures:

<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
\$303,436	\$338,792	\$317,924	\$277,676

Department Staffing (FTE):

<u>Position Title</u>	<u>Classification/</u> <u>Representation</u>	<u>Authorized</u> <u>2004</u>	<u>Recommended</u> <u>Authorization</u> <u>2005</u>
City Assessor	Elected	1.0	1.0
Deputy City Assessor	B/3/1	1.0	1.0
Property Appraiser	AFSCME	1.0	1.0
Secretary	AFSCME	1.0	1.0
Total		4.0	4.0

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PROPERTY ASSESSMENT						
PROJECT						
PERSONAL SERVICES	228,991.13	251,536.00	223,456.00	255,023.00	252,945.00	
CONTRACTUAL SERVICES	56,128.48	74,149.00	81,768.00	9,644.00	9,644.00	
SUPPLIES AND EXPENSES	15,833.10	13,107.00	12,700.00	15,087.00	15,087.00	
CAPITAL OUTLAY	2,483.10					
TOTALS: PROJECT	303,435.81	338,792.00	317,924.00	279,754.00	277,676.00	
TOTALS: PROPERTY ASSESSMENT	303,435.81	338,792.00	317,924.00	279,754.00	277,676.00	

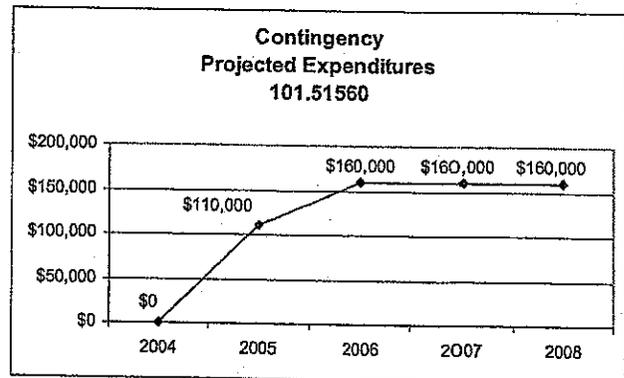
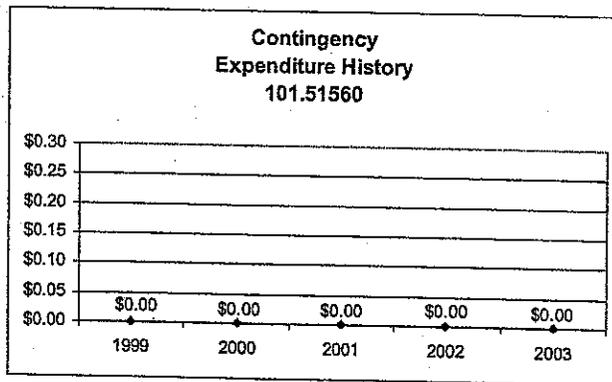


SUMMARY VARIOUS NON-DEPARTMENTAL BUDGETS

The following pages of the budget document contain appropriations that do not relate specifically to any one department. Rather, these budgets include various non-departmental accounts. They are summarized below:

1) CONTINGENCY ACCOUNT (101-51560)

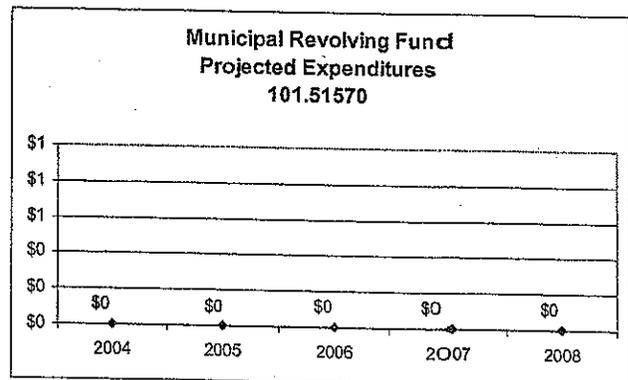
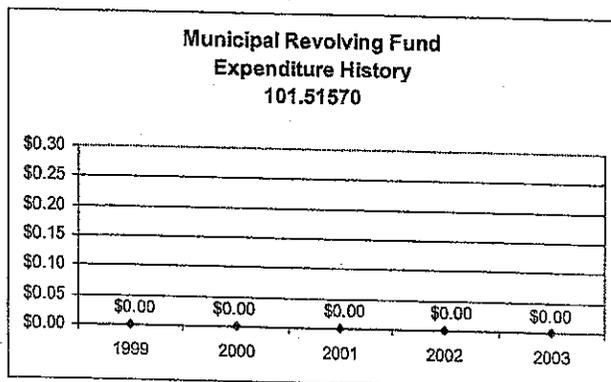
This budget totaling \$110,000 includes provision for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared. \$10,000 is specifically designated for unemployment compensation payments. This budget is funded entirely by tax levy.



2) MUNICIPAL REVOLVING FUND (101-51570)

This account was established by the Common Council to act as an internal revolving loan fund to other city departments to finance large capital purchases. The effect of this mechanism is to spread the cost of capital purchases over several years, instead of one year, thus minimizing/leveling out the fiscal impact on the budget, tax levy, and tax rate. The original appropriation of \$100,000 was increased to \$200,000 several years ago. There are no outstanding loans on this account.

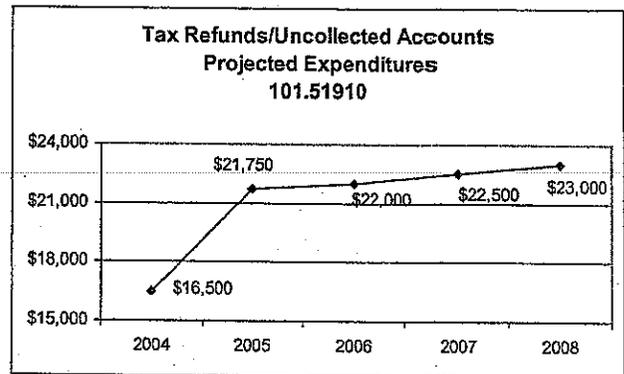
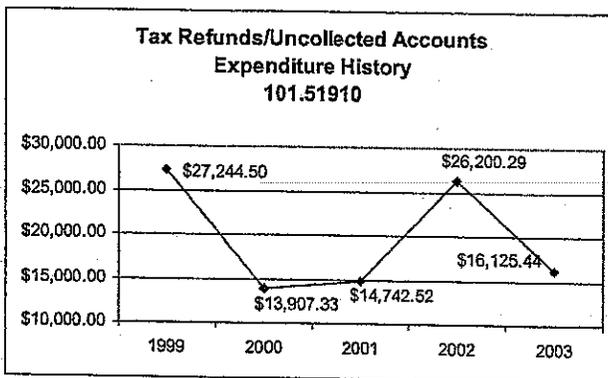
The 2005 budget reflects no appropriations in this budget.



3) ILLEGAL TAXES, TAX REFUNDS AND UNCOLLECTIBLE TAXES, SPECIAL ASSESSMENTS AND RECEIVABLES (101-51910)

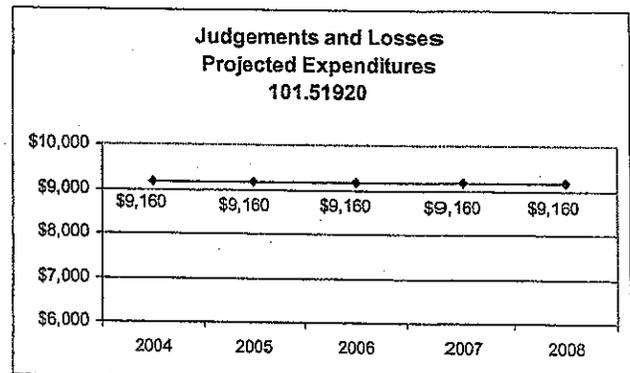
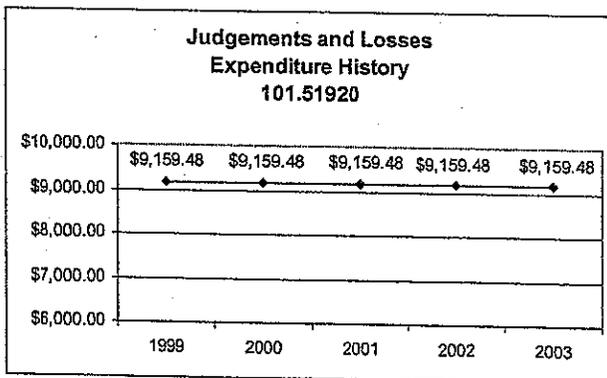
This budget covers illegal real estate taxes charged back to the City by the County and tax refunds authorized by the Common Council under Section 74.135 of the statutes. This account also covers the cost of collection, collection agency fees, and the actual amounts that are approved to be written off as uncollectible for taxes, special assessments, and receivables.

The recommended 2005 budget for this cost center totals \$21,750, an increase of \$750 or 3.6% over the 2004 budget of \$21,000. The recommended budget includes \$1,750 for collection agency fees; \$5,000 for erroneous taxes placed on the tax roll; \$2,000 for uncollectible delinquent personal property taxes to be written off; and \$13,000 for other accounts receivables to be written off. This budget is funded entirely by tax levy.



4) JUDGMENTS AND LOSSES (101-51920)

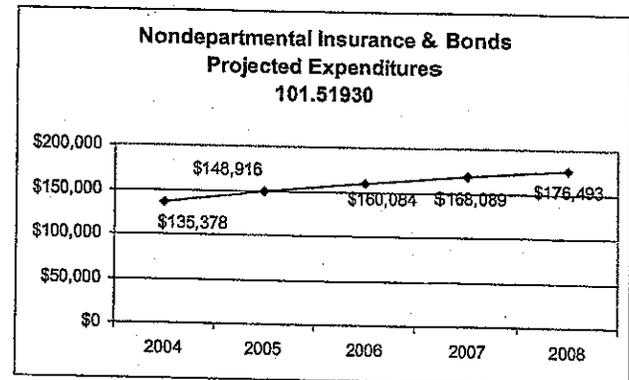
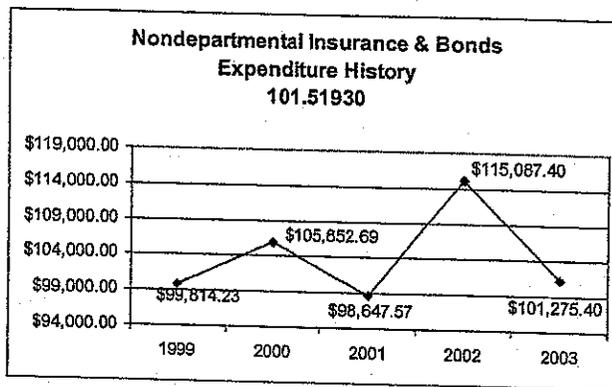
This budget finances payments to spouses for special death and disability benefits for police and firefighting personnel, as originally authorized under Section 66.191 of the Wisconsin statutes. The recommended 2005 budget of \$9,160 is the same amount as the 2004 adopted budget. It represents death benefits paid to spouses of two deceased firefighters. This budget is funded entirely by tax levy.



5) NON-DEPARTMENTAL INSURANCE AND BONDS (101-51930)

This account includes premiums on general, umbrella, professional and automobile liability insurance; fire, theft, general and comprehensive insurance; boiler insurance; volunteers' insurance, Sister City insurance, and employee bonds. The recommended 2005 budget is \$148,916, an increase of \$33,276 or 28.8% from the 2004 adopted budget of \$115,640. This budget is funded entirely by tax levy.

The premiums for coverage at the Airport, Wastewater Utility, Library, Vehicles/Equipment Internal Service Fund, Emergency Medical Service Fund, and the Fairgrounds Commission are not included here, but instead, are included with their respective budgets.



6) OTHER FINANCING USES (101-59000)

The 2005 budget reflects no appropriations in this budget.

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CONTINGENCY						
PROJECT						
PERSONAL SERVICES		10,000.00	10,000.00	10,000.00	10,000.00	
GRANTS CONTRIB INDEMNITIES		106,869.00		150,000.00	100,000.00	
TOTALS: PROJECT		116,869.00	10,000.00	160,000.00	110,000.00	
TOTALS: CONTINGENCY		116,869.00	10,000.00	160,000.00	110,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TAX REFUNDS/UNCOLLECT. ACCTS						
PROJECT						
CONTRACTUAL SERVICES	1,640.21	1,000.00	1,500.00	1,750.00	1,750.00	
SUPPLIES AND EXPENSES		5,000.00		5,000.00	5,000.00	
GRANTS CONTRIB INDEMNITIES	14,485.23	15,000.00	15,000.00	15,000.00	15,000.00	
TOTALS: PROJECT	16,125.44	21,000.00	16,500.00	21,750.00	21,750.00	
TOTALS: TAX REFUNDS/UNCOLLECT. A	16,125.44	21,000.00	16,500.00	21,750.00	21,750.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
JUDGMENTS AND LOSSES						
PROJECT						
GRANTS CONTRIB INDEMNITIES	9,159.48	9,160.00	9,160.00	9,160.00	9,160.00	9,160.00
TOTALS: PROJECT	9,159.48	9,160.00	9,160.00	9,160.00	9,160.00	9,160.00
TOTALS: JUDGMENTS AND LOSSES	9,159.48	9,160.00	9,160.00	9,160.00	9,160.00	9,160.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
NONDEPTMENTAL INSUR & BONDS						
PROJECT						
FIXED CHARGES	101,275.40	115,640.00	135,378.00	148,916.00	148,916.00	
TOTALS: PROJECT	101,275.40	115,640.00	135,378.00	148,916.00	148,916.00	
TOTALS: NONDEPTMENTAL INSUR & BO	101,275.40	115,640.00	135,378.00	148,916.00	148,916.00	

POLICE



POLICE DEPARTMENT
 (LAW ENFORCEMENT,
 ORDINANCE ENFORCEMENT,
 SCHOOL CROSSING GUARDS, DISPATCH CENTER)
 101-52110/52130/52140/52601

MISSION STATEMENTS:

Law Enforcement: The Marshfield Police Department, is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention and detection services possible. The Police Department provides these services while maintaining law and order, promoting police community relations, and protecting civil rights and human dignity.

Ordinance Enforcement: The mission of the Ordinance Enforcement Division is to provide the citizens of Marshfield with an efficient, effective, and humane manner of monitoring and controlling animals. Additionally, ordinance personnel provide an equitable system for enforcement of vehicle parking and other miscellaneous Municipal Code violations.

School Crossing Guards: The School Crossing Guard Program provides maximum safety to school age children who are enroute or departing the school areas. Crossing guards provide protection and safety for students as they cross at hazardous intersections. Crossing guards are empowered to stop traffic and report violators so that proper enforcement can be administered. The School Crossing Guard program allows for an early interaction between a friendly law enforcement authority and the young impressionable school-age children.

Dispatch Center: The Marshfield Central Dispatch's mission is to offer optimal police, fire and rescue emergency and non-emergency dispatch services to the citizens of Marshfield, surrounding townships, and other agencies. This center will continually strive to improve progressive communication systems. We will identify community needs and resolve communication problems, thereby ensuring timeliness of responding units and accuracy of the information received and disseminated.

SERVICES AND WORK PROGRAMS:

Law Enforcement:

1. Organization
 - A. Maintain an effective organizational structure by adopting modern law enforcement principles. Formulate and continuously update department policies which establish standards for the provision of services.
 - B. Separate organization components into Police Operations (uniform patrol, investigative personnel, police school liaison officers, and crime prevention/traffic safety officer) and Staff Services (secretarial/central records).
2. Police Operations
 - A. The uniform patrol division is the primary police function practicing concepts of positive community contact and investigative activity. Patrol officers respond to a

variety of calls for service 24 hours per day, 365 days per year.

1. Allocate officers and resources to protect the community from violations of federal, state and local laws and apprehending violators.
 2. Provide officers with leadership and participation opportunities so as to promote a strong police-community partnership.
 3. Identify specific areas of the city to include schools, business districts and intersections with high accident or incident rates in order to direct selective prevention or enforcement techniques, thereby creating a safer environment.
- B. The investigative division employs modern crime prevention techniques and conducts in-depth investigations into serious criminal activities. They further provide resources through the police school liaison and traffic safety/crime prevention programs to promote positive interaction between the community youth and their police.
1. Conduct comprehensive and fair investigations into criminal activity to protect individual civil rights and identify, arrest, and pursue prosecution of criminal perpetrators.
 2. Share information and resources with neighboring communities to affect a regional effort in crime reduction and increased prosecution of transient criminals.
 3. Encourage and promote citizen involvement in volunteer crime prevention programs and education to address and accommodate community needs.
 4. Participate in student education and preventative activities by involvement in traffic safety/crime prevention and police school liaison programs.
3. Staff Services
- A. Maintain an information storage and retrieval system with the speed and accuracy necessary to meet the community demands.
 - B. Provide computer assistance to pinpoint areas of unusual or high criminal activity that may need selective enforcement.
 - C. Provide resources for retrieval of records as required by the "Freedom of Information" act.
 - D. Provide documents to courts, prosecutors, and other agencies for investigative or prosecution needs.
 - E. Continue partnership with Wood County law enforcement agencies for the sharing of information.
4. Training
- A. Provide a minimum of 50 hours of quality training to each officer in order to be an effective community resource and an efficient police service.
 - B. Promote employee professional growth by supporting the individual pursuits of college level programs.
 - C. Identify future leaders and provide those employees with quality leadership training and educational opportunities.

Ordinance Enforcement:

To fulfill the Ordinance Enforcement Division's mission, the ordinance personnel will:

- A. Monitor and investigate matters of health, licensing, and humane concerns of the animal population. Inspect premises at the request of homeowners for housing

- more than two animals of the same species.
- B. Monitor and enforce all municipal parking regulations and restrictions.
- C. Monitor and enforce designated municipal ordinances relating to garbage complaints, abandoned vehicles, and the removal and depositing of snow.
- D. Provide citizen assistance through the inspection of archery ranges and approval of permits.
- E. Participate in student and community education in animal awareness for protection and safety.
- F. Provide personnel training to enhance employee knowledge and job performance.
- G. Provide humane officer training for certification as state law mandates.
- G. Provide employee appraisal system to identify performance strengths and weaknesses.
- H. Cooperate with North Wood County and Marathon County Humane Societies.

School Crossing Guard Program:

To fulfill the school crossing guard mission, we are committed to the following services:

1. Serve the community by providing students with safety at designated school crossings.
2. Provide adequate training for school crossing guards.
3. Furnish necessary safety equipment (reflective vests, stop signs, safety cones) to alert motorists of the presence of school children.

Dispatch Center:

1. Planning
 - A. Provide 24 hour emergency and non-emergency communications systems for police, fire, and rescue services to the City of Marshfield. Fire and rescue service extends to 3 villages and 6 townships in Wood County. This dispatch service covers in excess of 179 square miles and a population of over 27,000.
 - B. Maintain communication with other governmental agencies. Activate emergency management warning alerts for Marshfield and surrounding townships.
 - C. Maintain Enhanced 911 for fast identification of 911 callers.
 - D. Develop and maintain comprehensive guidelines for effective communications planning.
 - E. Evaluate the department's communications to provide the best service and protection possible within current budget constraints.
2. Organization/Staffing
 - A. Staff and schedule personnel to be available for receipt of complaints and requests for information.
 - B. Ensure the highest level of performance by maintaining one certified dispatcher on duty 24 hours a day or two certified dispatchers during peak hours, 365 days a year.
3. Information System Retrieval
 - A. Maintain an efficient information entry, storage and retrieval system with the speed and accuracy necessary to meet the informational and protective needs of the community.
 - B. Maintain and continuously update a fully-computerized "Standard Operating Procedures" manual that provides proper guidance to dispatch personnel.

4. Training
- A. Promote and support the employees' individual professional growth through encouragement and appreciation of new ideas, innovation, and expanded training.
 - B. Strive for leadership excellence by exploring new dispatch fields of learning.
 - C. Improve upon the formal recruit dispatcher training program.
 - D. Conduct employee appraisals to identify performance strengths and weaknesses.
 - E. Provide T.I.M.E. I and T.I.M.E. II schools for new hires as mandated by the Crime Information Bureau.
 - F. Provide annual T.I.M.E. recertification/validation and 16 hours of in-service training to all dispatchers.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the areas listed above (Law Enforcement, Ordinance Enforcement, School Crossing Guards, and Dispatch Center) total \$4,350,302 an increase of \$99,687 or 2.3% above the 2004 combined budgets of \$4,250,615. The majority of this increase is due to personal service costs, contractual services, and supplies and expenses.

A request for additional funds to field train a new officer prior to the retirement of the existing officer (\$15,964) has been requested, but it has not been recommended.

Contractual services has gone up due to office carpet replacement (\$1,500), radar repair/annual recertification (\$1,600), replacement of the parking lot curb (\$3,000), and additional cost of fax lines and modems that were never previously budgeted but incurred (\$3,300). Supplies and expenses has gone up due to portable radio replacement, UPS batteries, taser supplies, gas mask carriers and training gear. All other expenditures are typical for these activities.

Recommended 2005 capital outlay in these budgets include the following:

Three squad cars	\$ 68,511
One Kustom radar unit	1,349
Two mobile squad radios	<u>7,600</u>
TOTAL	\$ 77,460

The Ordinance Enforcement, School Crossing Guards and Dispatch Center 2005 budgets include no requests for capital outlay.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Law Enforcement	\$3,402,960	\$3,602,788	\$3,602,712	\$3,678,113
Ordinance Enforcement	120,347	123,560	122,982	129,659
School Crossing Guards	49,345	55,844	47,089	59,715
Dispatch Center	<u>429,662</u>	<u>468,423</u>	<u>464,899</u>	<u>482,815</u>
Total	\$4,002,314	\$4,250,615	\$4,237,682	\$4,350,302

These budgets are funded by tax levy, state grants, charges for services, sale of equipment and donations. The School Crossing Guards are funded entirely by tax levy.

The Common Council, earlier this year, has supported the evaluation of a Central Dispatch Service for the entire Wood County. This process is ongoing. If the concept is approved, the earliest implementation would be is July 1, 2005; a more realistic date would be January 1, 2006. The Committee, appointed by the Common Council to participate in this study, has pledged support to pay one-third of the start-up costs, estimated to be \$335,000. This is contingent on final approval of the Common Council. The recommended 2005 budget does not include any appropriation for these start-up costs. The recommended budget also assumes that if a Central Dispatch Service were to be implemented, it would occur on January 1, 2006.

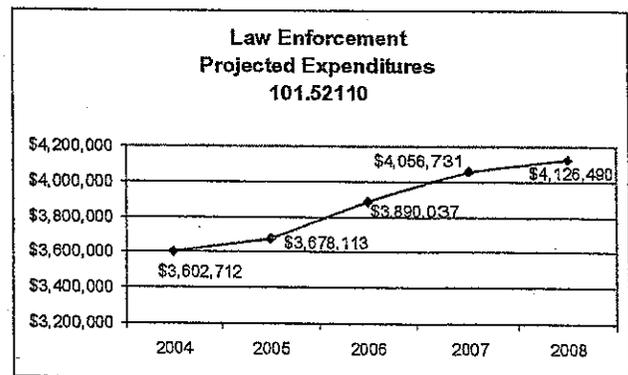
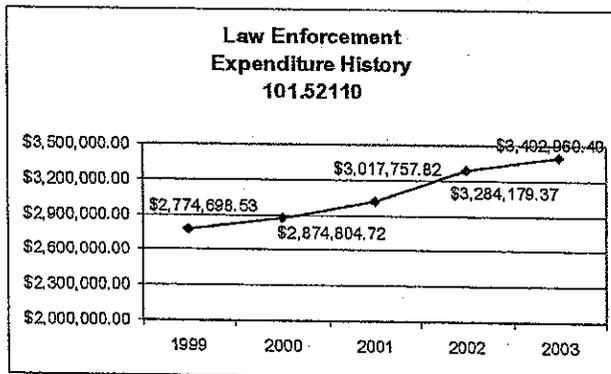
DEPARTMENT STAFFING (FTE):

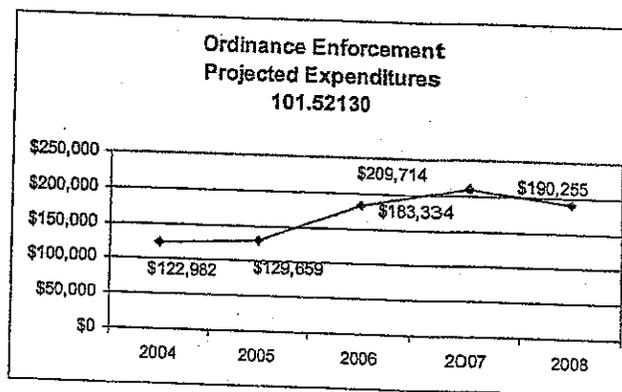
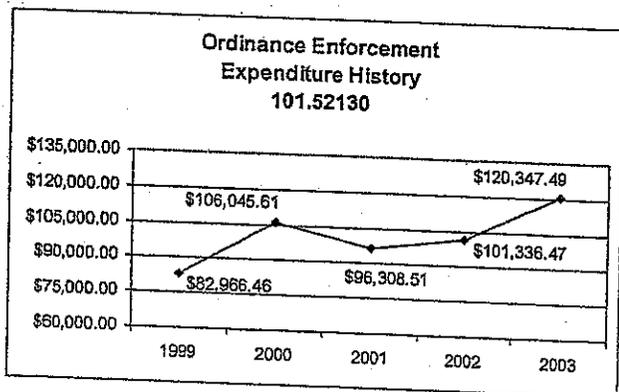
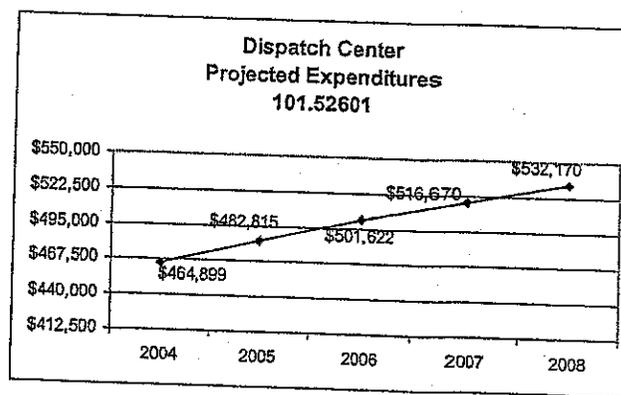
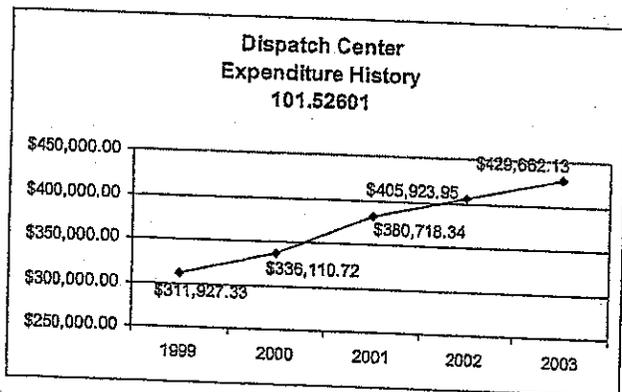
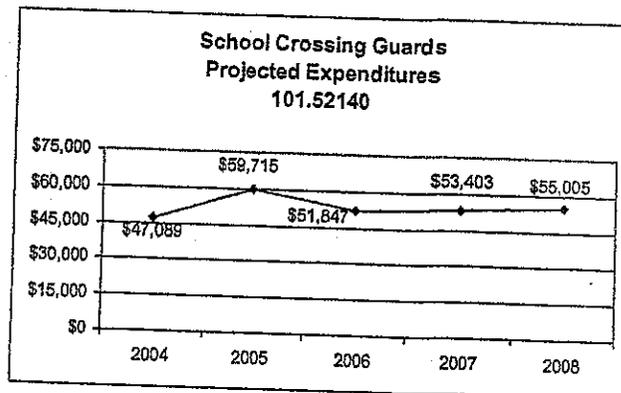
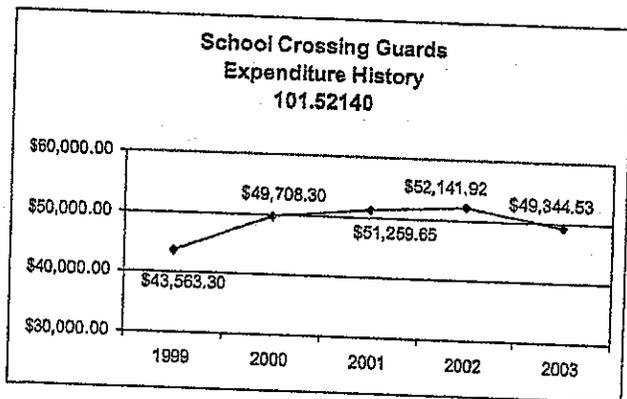
<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Police Chief	D/6/3	1.0	1.0
Police Lieutenant	C/5/2	2.0	2.0
Police Sergeant	C/4/4	4.0	4.0
Staff Services Supervisor	C/4/3	1.0	1.0
Police Detective	MPPA	3.0	3.0
Police Technician	MPPA	1.0	1.0
School Liaison Officer	MPPA	2.0	2.0
Police Officer	MPPA	25.0	25.0
Dispatcher	MDOEOA	8.0	8.0
Ordinance Enforcement Officer	MDOEOA	2.0	2.0
Secretary to the Police Chief	B/2/3	1.0	1.0
Secretary	AFSCME	3.0	3.0
Total		53.0	53.0

MPPA - Marshfield Professional Police Association

MDOEOA - Marshfield Dispatchers and Ordinance Enforcement Officers Association

GRAPHS:





CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LAW ENFORCEMENT						
PROJECT						
PERSONAL SERVICES	3,130,576.50	3,294,666.00	3,289,710.00	3,444,532.00	3,397,622.00	
CONTRACTUAL SERVICES	78,727.68	81,244.00	80,921.00	89,297.00	89,022.00	
SUPPLIES AND EXPENSES	119,089.97	103,838.00	113,165.00	119,828.00	112,209.00	
FIXED CHARGES	565.00	6,350.00	2,350.00	1,800.00	1,800.00	
CAPITAL OUTLAY	74,001.25	116,690.00	116,566.00	112,904.00	77,460.00	
TOTALS: PROJECT	3,402,960.40	3,602,788.00	3,602,712.00	3,768,361.00	3,678,113.00	
TOTALS: LAW ENFORCEMENT	3,402,960.40	3,602,788.00	3,602,712.00	3,768,361.00	3,678,113.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ORDINANCE ENFORCEMENT PROJECT						
PERSONAL SERVICES	100,936.32	106,129.00	105,751.00	112,245.00	110,768.00	
CONTRACTUAL SERVICES	10,583.48	10,152.00	10,202.00	10,912.00	10,912.00	
SUPPLIES AND EXPENSES	5,577.85	7,279.00	7,029.00	7,979.00	7,979.00	
FIXED CHARGES	3,249.84					
TOTALS: PROJECT	120,347.49	123,560.00	122,982.00	131,136.00	129,659.00	
TOTALS: ORDINANCE ENFORCEMENT	120,347.49	123,560.00	122,982.00	131,136.00	129,659.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
SCHOOL CROSSING GUARDS PROJECT						
PERSONAL SERVICES	47,728.01	54,901.00	46,146.00	57,376.00	58,803.00	
SUPPLIES AND EXPENSES	1,616.52	943.00	943.00	912.00	912.00	
TOTALS: PROJECT	49,344.53	55,844.00	47,089.00	58,288.00	59,715.00	
TOTALS: SCHOOL CROSSING GUARDS	49,344.53	55,844.00	47,089.00	58,288.00	59,715.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DISPATCH CENTER						
PROJECT						
PERSONAL SERVICES	404,577.98	447,642.00	442,436.00	466,029.00	461,618.00	
CONTRACTUAL SERVICES	8,370.94	7,703.00	7,482.00	8,479.00	8,442.00	
SUPPLIES AND EXPENSES	10,462.71	6,304.00	7,881.00	5,981.00	5,981.00	
FIXED CHARGES	6,100.00	6,774.00	7,100.00	6,774.00	6,774.00	
CAPITAL OUTLAY	150.50					
TOTALS: PROJECT	429,662.13	468,423.00	464,899.00	487,263.00	482,815.00	
TOTALS: DISPATCH CENTER	429,662.13	468,423.00	464,899.00	487,263.00	482,815.00	



**EMERGENCY MANAGEMENT
101-52910**

MISSION:

Emergency Management coordinates preparedness and warning of potential disasters for the City of Marshfield. In the event of an emergency, Emergency Management will assist the Fire and Police Departments in obtaining the required resources to resolve the emergency. Emergency Management prepares for and coordinates all emergency functions under the command of the Police and Fire Departments to assist them in minimizing injuries and damage. Emergency management assists with stabilizing the area and repairing damage resulting from disasters caused by severe weather, hazardous material spills, fire, flood or any other natural or man-made disasters.

WORK PROGRAMS AND SERVICES

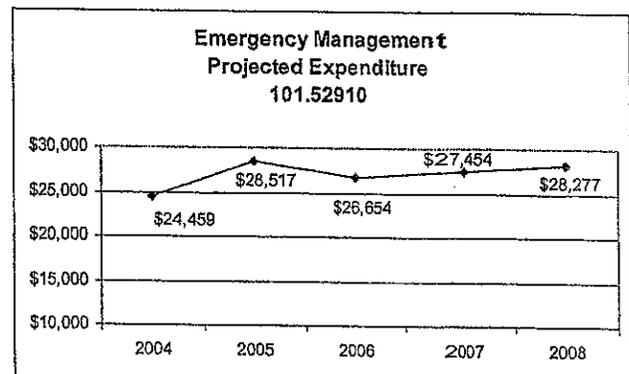
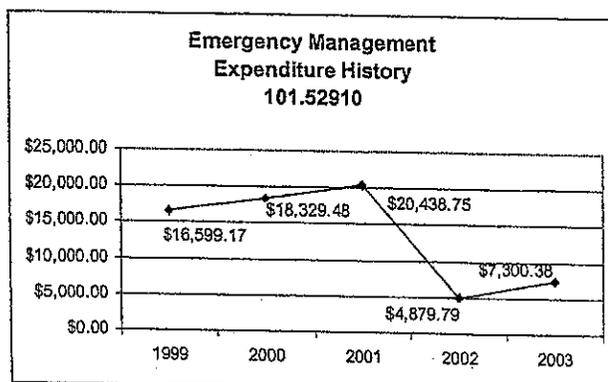
The Police and Fire Chiefs are responsible for the organization, administration, and operation of emergency government for the City of Marshfield. This responsibility entails the following tasks:

- 1) Maintain an updated plan for the emergency preparedness of the City of Marshfield;
- 2) Coordinate participation of the municipality in Emergency Management training programs and exercises as required;
- 3) Performing administrative duties necessary for the rendering of reports and procurement of federal funds;
- 4) Coordinate the activities of the City's Emergency Management Operation in the case of a "state of emergency" proclaimed by the Governor;
- 5) Attend training sessions when conducted by the State or County;
- 6) Be responsible for coordinating emergency efforts between the City and County Emergency Management;
- 7) Establish a maintenance and replacement program to keep the warning sirens operable, and develop and implement a visual internal inspection of each siren semi-annually.
- 8) Assist the Fire and Police Department to maintain a streamlined Emergency Operations Manual.

BUDGET COMMENTS:

The recommended 2005 budget for Emergency Management is \$28,517; a decrease of \$1,012 or 3.4% under the 2004 original budget of \$29,529. The decrease can be attributed primarily to a decrease in Siren Testing and Repair costs. Included in this budget is \$13,000 for the purchase and installation of an emergency warning siren to replace the 1989 model at Wood Ave/Hillside Cemetery (CIP Project EM-N-5501). Other expenditures are typical for this activity. This budget is supported entirely by tax levy.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
EMERGENCY MANAGEMENT PROJECT						
PERSONAL SERVICES	3,041.67	7,459.00	7,459.00	7,498.00	7,498.00	7,498.00
CONTRACTUAL SERVICES	4,223.41	6,520.00	4,900.00	4,969.00	4,969.00	4,969.00
SUPPLIES AND EXPENSES	35.30	550.00	350.00	450.00	450.00	450.00
CAPITAL OUTLAY		15,000.00	11,750.00	15,600.00	15,600.00	15,600.00
TOTALS: PROJECT	7,300.38	29,529.00	24,459.00	28,517.00	28,517.00	28,517.00
TOTALS: EMERGENCY MANAGEMENT	7,300.38	29,529.00	24,459.00	28,517.00	28,517.00	28,517.00

FIRE AND RESCUE



**FIRE AND RESCUE DEPARTMENT
FIRE PROTECTION AND FIRE PREVENTION
101-52210/52250**

FIRE PROTECTION (includes Hazardous Materials):

Mission Statement:

The mission of the Fire Protection and Hazardous Materials Division is to reduce the loss of lives, injuries, and property loss through aggressive intervention during emergencies. This mission is carried out through emergency response for the purpose of rescuing endangered persons, combatting and suppressing fires, and mitigating/intervening of hazardous materials releases. The mission of the Fire Protection and Hazardous Materials Division extends to all who live, work, visit or invest in the City of Marshfield and surrounding communities.

Services:

A. Fire and Rescue Services

The Fire Protection and Hazardous Materials Division provides those services that directly pertain to the rescue of endangered persons, and suppression of fires. Although in many instances we may not encounter fire, without the intervention of the department the situation may become progressively worse and deteriorate into an undesirable state resulting in injury, death, or property loss.

B. Training

This work program is the infrastructure of a number of work programs which translates to efficient and quality services to our customers. It is in this work program that education, skills, and abilities are taught, reinforced, and modernized to our existing workforce for the delivery of services to our customers. All training is designed to exceed minimum requirements prescribed by applicable standards. The training curriculum contains state-of-the-art methodologies, concepts and technology.

C. Hazardous Materials Response

This work program is designed to provide the city and Wood County with a select group of Fire Department individuals with specialized training in the area of hazardous materials. They are given the task to intervene, in the event of a release, during the manufacture, storage, use or transportation of hazardous materials in and through the areas in which we protect. This team's mission is to protect life and property; however, with the advent of hazardous materials and its world awareness, property has been redefined to mean more than buildings and structures, most importantly the environment.

D. Confined Space Rescue

This work program is designed for the protection of our personnel when providing rescue and emergency services in confined spaces. Their mission is to evaluate and expedite a rescue from an area of limited mobility, using the skills and equipment specifically procured for such an incident. This program coordinates with our Hazardous Materials Program so that all facets of emergency

response needs are met for the citizens and workers in the City of Marshfield. Hazardous materials/confined space rescue is becoming a required area for fire and rescue departments and the Marshfield Fire and Rescue Department has taken the lead in instituting a highly trained team.

FIRE PREVENTION:

Mission Statement:

The mission of the Fire Prevention Division is to educate the public in an effort to reduce fire related deaths and human suffering, as well as to minimize property loss due to fires. This mission is accomplished through fire prevention inspections of public and private buildings, underground or above ground petroleum storage facilities, review of building plans, streets, and subdivisions for the incorporation of fire safety planning; public education programs to promote fire safe behaviors; and fire investigations to identify existing or potential fire hazards associated with buildings or specific behaviors or events. The mission of the Fire Prevention Division extends to all that live, work, visit or invest in the City of Marshfield and surrounding communities.

Services:

A. Inspection/Code Development

Fire prevention and education is a community's first line of defense against the devastating effects of fire. Through aggressive code enforcement (inspection program), a minimum level of fire safety can be established to prevent the ignition of materials or to minimize the effects of fire and smoke should ignition occur. With our society and environment ever changing, fire prevention specialists continually evaluate the effectiveness of current codes and ordinances against the hazards that are almost continuously developed by our constantly changing technologies.

B. Fire Investigation

Fires in the home or workplace bring about severe emotional distress as well as an economic burden, however, in the aftermath of a fire, fire officials have a unique opportunity to study the ignition characteristics, behavior patterns of involved occupants, and materials that contribute to the propagation of a fire through a structure. Fire investigations assist in the development of codes and ordinances designed to limit the effects of fire and to prevent their occurrence. Information obtained is analyzed and incorporated into public education programs to raise the level of awareness of fire safety. Fire investigation also serves the purpose of identifying those persons who advance their purpose through the destructive use of fire, and to assist local police in the apprehension of such individuals.

C. Underground/Above Ground Storage Tank Inspections

The threat of disaster (physical or environmental) from underground petroleum storage tanks and abandoned storage tanks has been recognized at the federal and local levels. This work program provides trained fire service personnel to ensure that underground storage tanks are properly installed and removed, severely reducing the potential for physical or environmental disaster. Underground storage tank (U.S.T.) inspectors assist local citizens, business and industry in the installation or removal of underground tanks. This assistance is provided through the inspection of the installation/removal process to ensure that approved equipment and methods are utilized, thus reducing the potential for an accident or release.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the Fire and Rescue Department (Fire Protection and Fire Prevention) total \$2,345,502, an decrease of \$627,884 or 21.1% below the combined 2004 budgets of \$2,973,386. In August of 2001, approval was given to move the Ambulance services portion of this department from the governmental fund to an enterprise fund. This was done in order to more accurately portray the true cost of the ambulance operations to outside observers. The Ambulance Services budget can now be found under Proprietary Fund 605.

The largest increases in these budgets were in the categories of personal services and supplies and expenses, \$106,828. The majority of this increase was due to salaries, health insurance and turnout gear replacement to meet current NFPA standards. The majority of this gear was purchased in 1992. These increases were more than offset by reductions in nonrepeat capital outlay items (\$79,800) and the removal of the public fire protection charge from the budget (\$663,400). The public fire protection charge is required by the PSC to be on the water bill unless the local governing body opts to pay it. The budget also includes \$6,200 for the continued updating of the training facility (CIP FD-K-5803). All other expenditures are typical for this activity. This budget is funded by tax levy, State Aids, fees, and services provided to local units of government.

The Fire and Rescue Department staff had requested a number of items that they felt would be beneficial to the Department. The following were some of the items that were requested by staff, but were not included in the budget requests:

Replacement of Kitchen Cabinets	\$ 3,779
Replace Van 6	<u>25,000</u>
Total	\$28,779

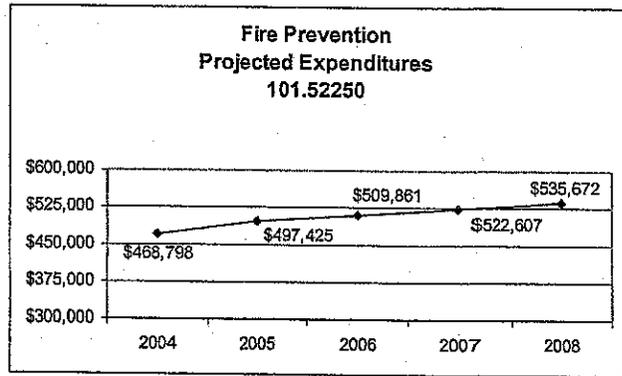
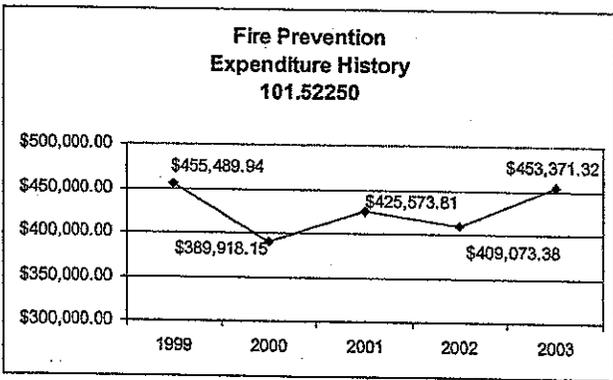
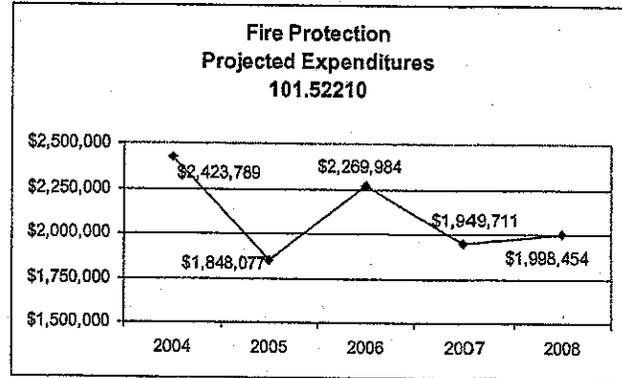
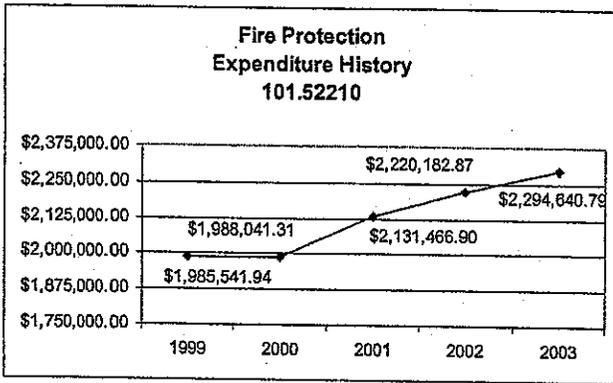
SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
Fire Protection	\$2,294,641	\$2,498,821	\$2,423,789	\$1,848,077
Fire Prevention	<u>453,371</u>	<u>474,565</u>	<u>468,798</u>	<u>497,425</u>
TOTAL	\$2,748,012	\$2,973,386	\$2,892,587	\$2,345,502

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized</u> <u>2004</u>	<u>Recommended</u> <u>Authorization 2005</u>
Fire Chief	D/6/3	1.0	1.0
Deputy Fire Chief	C/5/2	4.3	4.3
EMT/Firefighters	Local 1021 – IAFF	21.0	21.0
Secretary to Fire Chief	B/2/3	1.0	1.0
Total		27.3	27.3

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FIRE PROTECTION PROJECT						
PERSONAL SERVICES	1,564,573.43	1,666,773.00	1,595,457.00	1,722,687.00	1,708,671.00	
CONTRACTUAL SERVICES	686,128.35	705,494.00	701,267.00	714,018.00	50,426.00	
SUPPLIES AND EXPENSES	34,904.95	40,554.00	40,139.00	85,622.00	82,780.00	
DEBT SERVICE			926.00			
CAPITAL OUTLAY	9,034.06	86,000.00	86,000.00	9,979.00	6,200.00	
TOTALS: PROJECT	2,294,640.79	2,498,821.00	2,423,789.00	2,532,306.00	1,848,077.00	
TOTALS: FIRE PROTECTION	2,294,640.79	2,498,821.00	2,423,789.00	2,532,306.00	1,848,077.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FIRE PREVENTION PROJECT						
PERSONAL SERVICES	435,668.71	453,911.00	448,681.00	482,132.00	477,693.00	
CONTRACTUAL SERVICES	5,650.87	8,216.00	7,496.00	8,564.00	8,372.00	
SUPPLIES AND EXPENSES	12,051.74	12,438.00	12,313.00	11,360.00	11,360.00	
DEBT SERVICE			308.00			
CAPITAL OUTLAY				25,000.00		
TOTALS: PROJECT	453,371.32	474,565.00	468,798.00	527,056.00	497,425.00	
TOTALS: FIRE PREVENTION	453,371.32	474,565.00	468,798.00	527,056.00	497,425.00	

BUILDING SERVICES



**DEPARTMENT OF PUBLIC WORKS
BLDG. SERVICES AND INSPECTION DIVISION
101-52410/52411**

MISSION STATEMENT:

The Building Services and Inspection Division of the Department of Public Works conducts inspections of newly constructed and existing buildings and their component plumbing, mechanical, and electrical systems to ensure minimum standards to safeguard life, health, and public welfare. This is accomplished by regulation and control of the design, construction, quality of materials, use and/or occupancy, location, and maintenance of all buildings, structures, and related equipment throughout the city. The division provides information to the public regarding building standards and available land uses by zoning classifications and provides inspection services under various public nuisance ordinances to assure public health, safety, and welfare.

Additionally, the Building Services and Inspection Division provides custodial/maintenance and housekeeping services to various municipal facilities of the City of Marshfield to provide a safe and decent workplace for employees and the public. This is accomplished with municipal employees and with private contractors. **PLEASE NOTE THAT THE BUDGETS FOR CUSTODIAL/MAINTENANCE/HOUSEKEEPING SERVICES ARE LOCATED IN OTHER SECTIONS OF THIS DOCUMENT, AS FOLLOWS:**

<u>Building</u>	<u>Section</u>
City Hall Plaza	Public Facilities
Civic Center Plaza	Public Facilities
Oak Ave. Community Center	Parks/Recreation/Education
Police Safety Bldg.	Public Safety/Law Enforcement
City Garage	Vehicle/Equipment Internal Service Fund

SERVICES AND WORK PROGRAMS

1. Assures building code, electrical code, and plumbing code compliance
 - A. Performs pre-construction review of plans for code compliance
 - B. Field inspects all phases of construction for code compliance
 - C. "Field investigates" to assure compliance with the permit requirement
 - D. Issues occupancy permits on all new construction and additions to existing buildings
 - E. Conducts reviews of codes and recommends changes as necessary

2. Assures building premises, occupancy, and maintenance code compliance
 - A. Investigates all complaints and conducts inspections
 - B. Prepares all necessary documentation including preparation of summons and complaints for court action

- C. Conducts FMHA inspections and all necessary forms under this code
3. Assures various miscellaneous local code compliance
- A. Conducts investigation and inspections under various sections of the municipal code relating to miscellaneous nuisances, health, safety, and welfare
 - B. Issues written orders for compliance
 - C. Obtains court action when necessary to gain compliance
 - D. Conducts periodic reviews of codes and recommend changes as necessary
4. Processes and maintains records of applications for permits and applications
- A. Collects fees for permits, certificates, and issues permits
 - B. Reviews plat plans and preliminary project plans
 - C. Reviews all building, plumbing, and electrical plans
 - D. Issues all necessary written reports on permits, inspections, etc.
5. Assist Zoning Administrator in plan review to assure zoning code compliance
- A. Provides zoning code inspections and issues orders when necessary
 - B. Provides inspection service relating to public complaints and takes appropriate action
 - C. Assist Zoning Administrator on zoning change, conditional use, and non-conforming uses applications
 - D. Assist in providing information for reports to the Zoning Board of Appeals
6. Provides janitorial, maintenance, and groundskeeping services at various municipal buildings through municipal employees
- A. Schedules and supervises custodial/housekeeping labor at various buildings
 - B. Orders all custodial/housekeeping/maintenance supplies and equipment and dispenses them to various buildings and other departments
 - C. Reviews and makes recommendations to the Board of Public Works on the status of various service contracts, staffing, and related subjects
 - D. Schedules all preventive maintenance work on buildings and equipment
 - E. Assists other departments on building maintenance functions
7. Administers outside service contracts for maintenance and janitorial services and prepares specifications for bidding maintenance and repair work
- A. Administers and review janitorial service contract and recommends changes as necessary
 - B. Administers and reviews service contracts with various outside contractors
 - C. Prepares bidding specifications and obtains prices for various maintenance and construction projects

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Building Services and Inspection Division (excluding building maintenance/custodial expenses found elsewhere) is \$290,622, an increase of \$11,308 or 4% from the combined 2004 budgets of \$279,314.

The largest increases in these budgets are in the category of personal services costs. 80% of the cost of the plumbing inspector is shown here. The remaining 20% is shown in the Wastewater Utility Enterprise Fund 601. For the past several years, 25% of the cost of the plumbing inspector has been shown in the Wastewater Utility Enterprise Fund. The Marshfield Electric and Water Utility is paying 25% of the electrical inspection costs, or \$18,549 in 2005. There are no capital outlay requests in 2005. All other expenditures are typical of this activity. Both of these budgets are funded by tax levy (\$167,073), permit fees (\$105,000) and the sharing of the electrical inspection costs (\$18,549).

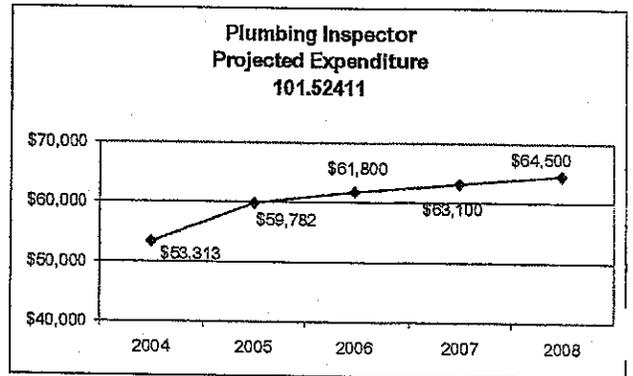
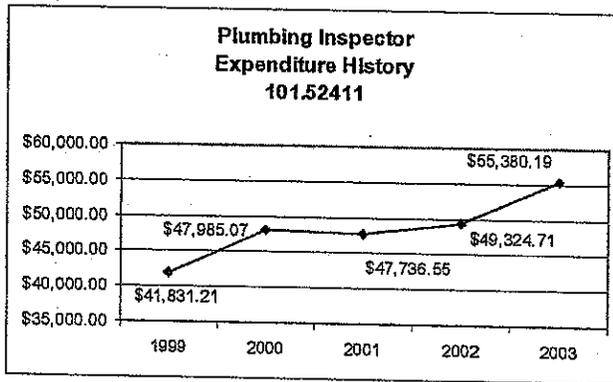
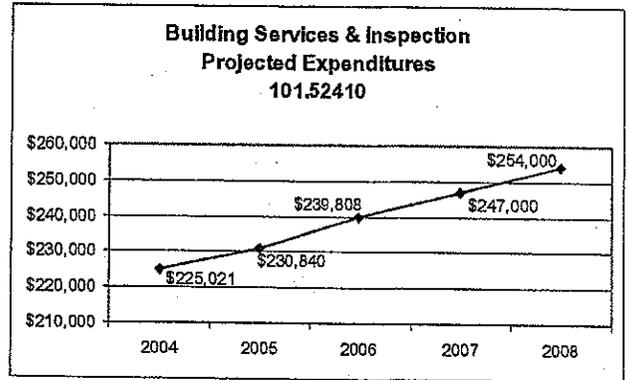
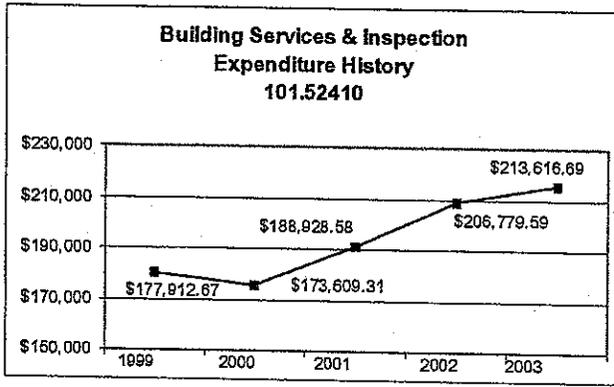
SCHEDULE OF EXPENDITURES:

Cost Category	Actual 2003	Budget 2004	Estimated 2004	Recommended 2005
Building Svcs & Inspection	\$213,617	\$225,301	\$225,021	\$230,840
Plumbing Inspector	55,380	54,013	53,313	59,782
Total	\$268,997	\$279,314	\$278,334	\$290,622

STAFFING (FTE):

Position Title	Classification/ Representation	Authorized 2004	Recommended Authorization 2005
Bldg. Services Supervisor	C/4/4	1.0	1.0
Secretary	AFSCME	1.0	1.0
Plumbing Inspector	B/2/3	1.0	1.0
Electrical Inspector/ Asst. Bldg. Inspector	B/3/1	1.0	1.0
Total		4.0	4.0

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
BLDG SERVICES & INSPECTION						
PROJECT						
PERSONAL SERVICES	196,328.41	205,721.00	205,721.00	213,747.00	211,835.00	
CONTRACTUAL SERVICES	6,319.66	9,725.00	9,700.00	9,700.00	9,700.00	
SUPPLIES AND EXPENSES	10,968.62	9,855.00	9,600.00	9,305.00	9,305.00	
TOTALS: PROJECT	213,616.69	225,301.00	225,021.00	232,752.00	230,840.00	
TOTALS: BLDG SERVICES & INSPECTI	213,616.69	225,301.00	225,021.00	232,752.00	230,840.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PLUMBING INSPECTOR PROJECT						
PERSONAL SERVICES	53,011.44	51,673.00	51,673.00	57,901.00	57,292.00	
CONTRACTUAL SERVICES	211.70	140.00	140.00	190.00	190.00	
SUPPLIES AND EXPENSES	2,157.05	2,200.00	1,500.00	2,300.00	2,300.00	
TOTALS: PROJECT	55,380.19	54,013.00	53,313.00	60,391.00	59,782.00	
TOTALS: PLUMBING INSPECTOR	55,380.19	54,013.00	53,313.00	60,391.00	59,782.00	

**PUBLIC WORKS
ADMIN. /
ENGINEERING**

**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION/ENGINEERING
DIVISION
101-53110/53120**

DEPARTMENT MISSION:

The Department of Public Works is responsible for the installation, maintenance, and operation of a broad range of infrastructure and facilities. This includes streets, traffic control, sanitary and storm sewers, greenways, vehicles/equipment, public buildings, parking lots, and the wastewater treatment facility. These duties are handled through four divisions: Building Services and Inspection; Engineering; Street; and Wastewater Treatment.

DEPARTMENT PROGRAMS AND SERVICES:

1. Building Services and Inspection Division Operations
 - A. Enforcement of building, electrical, and plumbing codes and related record keeping
 - B. Enforcement of weights/measures rules
 - C. Enforcement of various Municipal Codes (nuisance, health or welfare)
 - D. Maintenance of public buildings
2. Engineering Division Operations
 - A. Design, coordination and supervision of public construction projects
 - B. Provide city and other government agency support
 - C. Review individual or large scale developments
 - D. Maintain records
3. Street Division Operations
 - A. Maintenance of streets - including asphalt/concrete construction; cleaning; snow removal; terrace trees; and traffic control
 - B. Construction and maintenance of sanitary/storm sewers and greenways
 - C. Maintain machinery and equipment
 - D. Miscellaneous services, including holiday preparations, fairgrounds maintenance, weed commissioner, and recycling coordinator duties
4. Wastewater Treatment Operations
 - A. Process wastewater - including laboratory operations, sludge management, and industrial monitoring
 - B. Maintain facilities and infrastructure, including the treatment facility, lift stations, and collection system
 - C. Identify and remove clearwater inflow/infiltration in the sanitary sewer system
 - D. General administration - including training, data collection, and public relations

ENGINEERING DIVISION MISSION STATEMENT:

The Engineering Division of the Department of Public Works is responsible for the planning, budgeting, design, supervision, and coordination of all public construction and maintenance projects. These projects include street openings, traffic control, concrete paving, hot mix surfacing, sanitary sewers, greenways, storm sewers, street maintenance, sidewalks, parking lots, buildings, and

wastewater treatment plant construction. The division also provides information to the public regarding public land/structures, existing sanitary sewer, storm sewer, water mains, and their corresponding service laterals; street construction plans; aerial photographs with topographic information; and city plats/certified survey maps.

WORK PROGRAMS/SERVICES:

Services

1. Coordination of public construction projects
 - a. Plan, design and supervise public construction
 - b. Obtain easements as needed
 - c. Submit sanitary sewer plans for DNR approval
 - d. Conduct public information meetings for concrete paving projects
 - e. Hold public hearings and complete assessment reports on assessable projects
 - f. Approve consultant fees and contractor contracts
 - g. Collect construction as-built information

2. Provide city and other government agency support
 - a. Advise Mayor, Common Council, Boards, Commissions, Administrator and Departments
 - b. Serve as contact for county, state and federal agencies
 - c. Prepare grant requests
 - d. Review and approve purchases after preparing technical specifications for equipment and materials
 - e. Investigate citizen concerns relating to public works services and facilities

3. Review of individual or large scale developments
 - a. Insure accordance with city ordinances and policies, state and federal regulations (possible traffic, storm water or utility conflicts)
 - b. Set line and grade for culverts, sidewalks and driveways
 - c. Review certified surveys and land subdivision plats for approval
 - d. Review sanitary sewer and road plans for new subdivisions
 - e. Process utility permits
 - f. Obtain traffic counts as needed
 - g. Conduct sidewalk repair inspections
 - h. Inspect sanitary sewer/street construction by private developers

4. Maintain records
 - a. Revise and update city master maps
 - b. Update house numbers book
 - c. Maintain a city bench mark system
 - d. Maintain record of block corners
 - e. Maintain utility and street construction plans
 - f. Maintain various plat and survey information

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Department of Public Works totals \$417,944, an increase of \$14,238 or 3.5% from the adopted 2004 budget of \$403,706. Increases in personal service costs accounted for most of the increase (\$13,042) and increased staff training costs for the software enhancement to the Micro Station V8 (\$3,000). These were offset by decreases in the categories of supplies and expense and fixed charges. There are no capital outlay requests in 2005. All other expenditures are typical of this activity. These budgets are funded by tax levy and permit fees.

Cost saving measures recently implemented by the Public Works Administration and Engineering include the following:

Engineering:

2004 Cost Saving Measures

- ◆ The robotic total station continues to provide cost savings. This equipment was purchased in 2002 at a cost of \$28,000. It has allowed the Engineering Division to reduce the size of the survey crew from 2 or 3 people to 1 or 2 people. The budget for engineering students has been reduced from \$28,842 in 2001 to \$6,338 in 2004.
- ◆ Change of traffic signal bulbs from incandescent to LED bulbs. The Engineering Division purchased LED bulbs in March of 2003 from the Electric Utility from a grant of \$76,126.50.
 - Electrical cost savings average approximately \$9,260 per year.
 - Maintenance and supply cost reduction for changing incandescent bulbs on an annual basis is estimated at approximately \$4,000 per year.
- ◆ Sanitary sewer lining has allowed the city to rehabilitate sanitary sewer mains without having to reconstruct the road surface. More than 6 miles of sanitary sewer has rehabilitated by this method. The estimated savings by this rehab method exceeds \$3 million (6 miles x 5,280 ft/mile x \$100 per foot for street reconstruction = \$3,168,000).
- ◆ Cell phone plan upgrade to the state plan. The cost savings for this change exceeds \$600 per year (reduction of base fee of \$7.00 x 6 phones x 12 months = \$504 and a reduction in per minute costs from 10¢ to 9¢ per minute).

SCHEDULE OF PROGRAM EXPENDITURES:

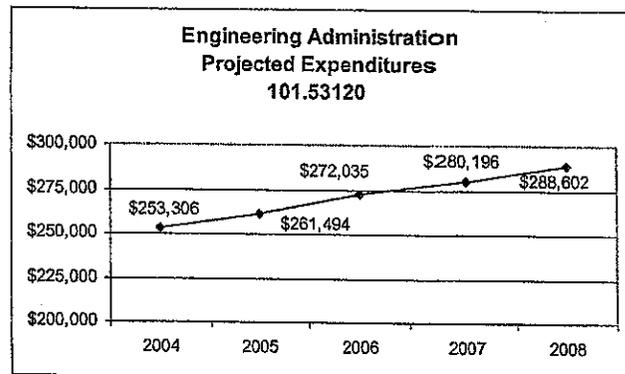
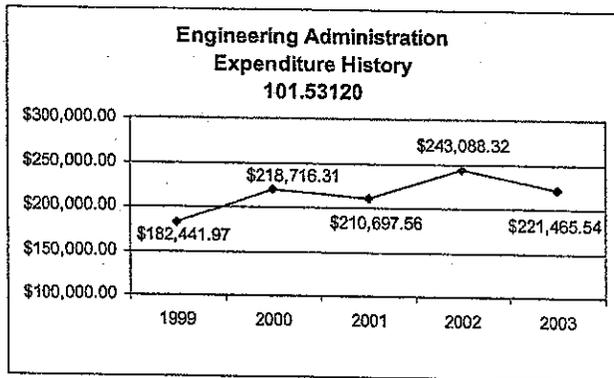
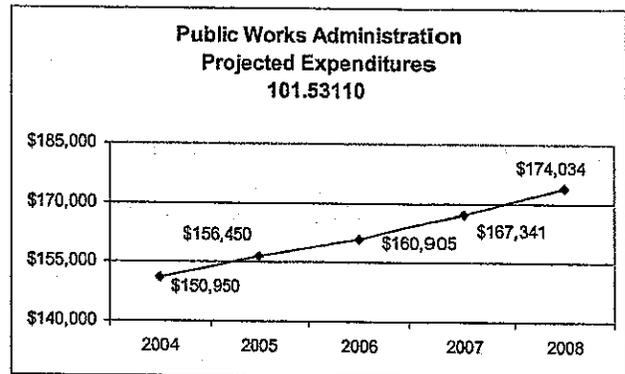
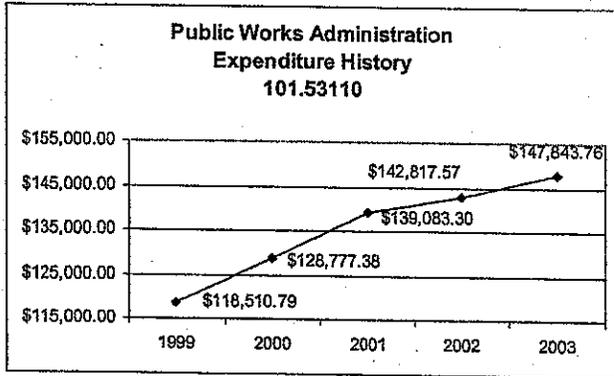
<u>Cost Category</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
P.W. Administration	\$147,844	\$150,570	\$150,950	\$156,450
Engineering Administration	221,465	253,136	253,306	261,494
Total	\$369,309	\$403,706	\$404,256	\$417,944

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Director of Public Works	D/6/4	1.0	1.0
City Engineer	C/5/2	1.0	1.0
Assistant City Engineer	C/4/4	1.0	1.0
City Surveyor	C/4/3	1.0	1.0
Civil Engineer II	C/4/3	1.0	1.0
Civil Engineer I	C/4/1	1.0	1.0
Engineering Tech II	AFSCME	1.0	1.0
Secretary	AFSCME	1.0	1.0
Total		8.0	8.0

* A significant portion of Engineering Division staff salaries/benefits is allocated (i.e. charged) to specific project budgets. Only the residual salary and benefit costs are borne by these two budgets.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PUBLIC WORKS ADMINISTRATION						
PROJECT						
PERSONAL SERVICES	143,411.53	147,300.00	147,300.00	154,717.00	153,200.00	
CONTRACTUAL SERVICES	343.53	420.00	300.00	300.00	300.00	
SUPPLIES AND EXPENSES	4,088.70	2,850.00	3,350.00	2,950.00	2,950.00	
TOTALS: PROJECT	147,843.76	150,570.00	150,950.00	157,967.00	156,450.00	
TOTALS: PUBLIC WORKS ADMINISTRAT	147,843.76	150,570.00	150,950.00	157,967.00	156,450.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ENGINEERING ADMINISTRATION						
PROJECT						
PERSONAL SERVICES	196,516.52	230,513.00	231,159.00	240,413.00	237,655.00	
CONTRACTUAL SERVICES	2,046.12	2,284.00	2,408.00	4,780.00	4,780.00	
SUPPLIES AND EXPENSES	20,452.90	19,339.00	19,339.00	19,059.00	19,059.00	
BUILDING MATERIALS						
FIXED CHARGES	2,450.00	1,000.00				
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY			400.00			
COST REALLOCATIONS						
TOTALS: PROJECT	221,465.54	253,136.00	253,306.00	264,252.00	261,494.00	
TOTALS: ENGINEERING ADMINISTRATI	221,465.54	253,136.00	253,306.00	264,252.00	261,494.00	

FACILITIES



**PUBLIC FACILITIES
PUBLIC WORKS/BLDG. SERVICES DIVISION
101-51620/51640
(INCLUDES CITY HALL PLAZA BUILDING
AND CIVIC CENTER PLAZA BLDG.)**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the two facilities listed below total \$283,785, a decrease of \$13,687 or 4.6% from the 2004 budgets of \$297,472. Below is a discussion of the budgets and work programs by facility:

City Hall Plaza Building:

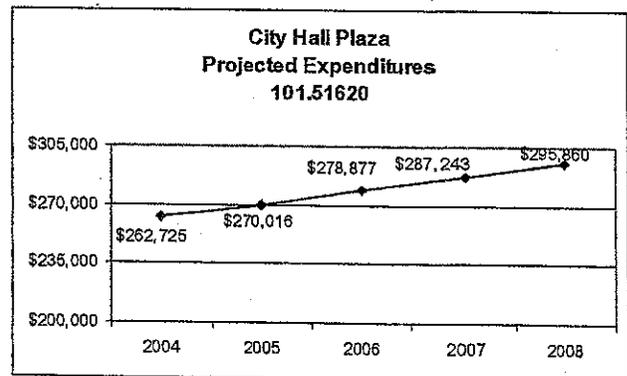
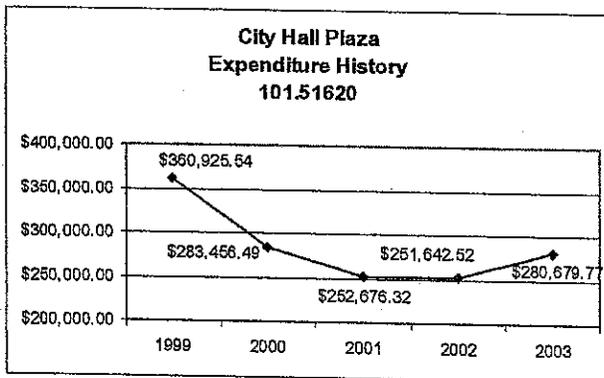
The recommended 2005 budget for the City Hall Plaza Building is \$270,016, which reflects a decrease of \$13,644 or 4.8% from the 2004 budget of \$283,660. Although personnel service costs went up \$2,850, this was offset by a reduction in contractual services costs of \$16,004. There are no capital outlay requests in this budget. All other expenditures are typical for this activity.

It is important to note that the percentage of the City Hall Plaza budget financed by rental revenue from tenants has remained relatively stable since 1994. The chart below illustrates the relationship between total expenditures in the City Hall Plaza budget from 1995 through 2005 to rental receipts from tenants in the same time frame. The balance of this budget is funded entirely by tax levy (\$29,381).

<u>Year</u>	<u>Total Expend.</u>	<u>(less Capital Outlay)</u>	<u>Net Expend.</u>	<u>Rental Income</u>	<u>% of Net Exp. financed with rental income</u>
1995	\$293,909	(\$ 40,801)	\$253,108	\$184,018	72.7%
1996	\$249,146	(\$ -0-)	\$249,146	\$188,264	75.6%
1997	\$377,468	(\$127,130)	\$250,338	\$191,700	76.6%
1998	\$260,545	(\$ 12,450)	\$248,095	\$174,952	70.5%
2000	\$360,926	(\$140,621)	\$220,305	\$181,441	82.4%
2001	\$252,676	(\$ -0-)	\$252,676	\$201,622	79.8%
2003	\$280,680	(\$ 25,000)	\$255,680	\$226,391	88.5%
2004*	\$262,725	(\$ -0-)	\$262,725	\$235,740	89.7%
2005**	\$270,016	(\$ -0-)	\$270,016	\$240,635	89.1%

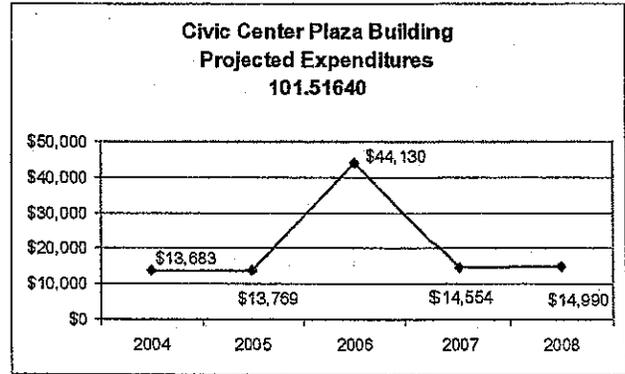
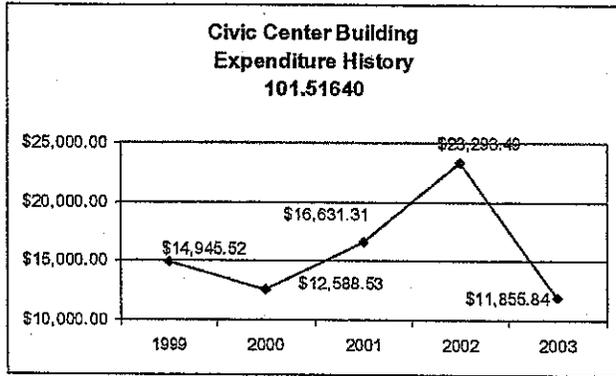
* Estimated 2004

** Projected 2005



Civic Center Plaza Building:

The recommended 2005 budget for the Civic Center Plaza Building is \$13,769, a decrease of \$43 below the 2004 budget of \$13,812. There are no capital outlay requests in this budget. All other expenditures are typical for this activity. This budget is funded by tax levy.



SCHEDULE OF EXPENDITURES:

<u>Cost Center</u>	<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
City Hall Plaza	\$280,680	\$283,660	\$262,725	\$270,016
Civic Center Plaza	11,856	13,812	13,683	13,769
TOTAL	\$292,536	\$297,472	\$276,408	\$283,785

FUNCTION STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized</u> <u>2004</u>	<u>Recommended</u> <u>Authorization</u> <u>2005</u>
Custodian	AFSCME	2.0	2.0

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY HALL PLAZA						
PROJECT						
PERSONAL SERVICES	56,964.39	60,403.00	60,403.00	63,991.00	63,253.00	
CONTRACTUAL SERVICES	191,804.06	213,782.00	193,402.00	197,778.00	197,778.00	
SUPPLIES AND EXPENSES	6,898.93	8,850.00	8,260.00	8,325.00	8,325.00	
BUILDING MATERIALS		600.00	600.00	600.00	600.00	
FIXED CHARGES	12.39	25.00	60.00	60.00	60.00	
CAPITAL OUTLAY	25,000.00					
TOTALS: PROJECT	280,679.77	283,660.00	262,725.00	270,754.00	270,016.00	
TOTALS: CITY HALL PLAZA	280,679.77	283,660.00	262,725.00	270,754.00	270,016.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CIVIC CENTER PLAZA BUILDING PROJECT						
CONTRACTUAL SERVICES	11,188.57	13,062.00	12,983.00	13,019.00	13,019.00	
SUPPLIES AND EXPENSES	667.27	750.00	700.00	750.00	750.00	
TOTALS: PROJECT	11,855.84	13,812.00	13,683.00	13,769.00	13,769.00	
TOTALS: CIVIC CENTER PLAZA BUILD	11,855.84	13,812.00	13,683.00	13,769.00	13,769.00	

STREET DIVISION



**STREET DIVISION
BUDGET SUMMARY**

MISSION:

The mission of the Street Division of the Department of Public Works is to provide the best level of service to the citizens of Marshfield in all facets of our operation consistent with available resources and good business practices. We accomplish this by sustaining an environment of team-oriented management, comprehensive training, an open exchange of ideas, and a philosophy of continuous improvement.

WORK PROGRAMS:

A. Street Maintenance

1. Patching, cracksealing, and chipsealing of streets provide for the longest life possible for existing streets. This includes both asphalt and concrete streets.
2. The construction of new streets and the reconstruction of existing streets and alleys is a large part of our annual scheduled work.
3. Storm water ditching is a continual process to assure proper drainage in all areas, thus extending the life of our streets.
4. By sweeping streets, we eliminate dirt and dust and remove the everyday debris that occurs. This keeps the debris from entering the storm sewer system, which is a large concern of the WIDNR.
5. Maintain all publicly-owned alleys, sidewalks, and the mowing of city-owned property.

B. Sanitary and Storm Sewer Maintenance, Construction, and Reconstruction

1. To assure the public a healthy environment by maintaining and upgrading the sanitary and storm sewer systems.
2. By maintaining and upgrading our sanitary and storm sewer systems we minimize or eliminate sewer backups due to heavy rains.
3. By keeping storm sewer systems maintained, we greatly reduce street flooding and property damage.
4. The construction of new sewers and the reconstruction of existing sewers, both sanitary and storm, are done as part of our overall work programs.
5. The mowing of greenways is also part of the overall storm sewer maintenance program. Besides aesthetics, it is a very important component of the over proper functioning of the greenway system.
6. Detention basins are also a very important component of the storm water control system. These basins are mowed, cleared of debris, and reseeded as needed.

Snow Removal

1. In our snow removal operations, we mobilize our crews as quickly as possible to make sure our street systems and parking areas are open and remain open at all times. The initial mobilization and plowing is done in eight hours or less. This includes all streets and alleys. Parking lots are contracted out.
2. Our deicing program provides ice free streets within hours of beginning the process.
3. By picking up the snow, we maintain the total available area of the streets and parking lots by not leaving snow banks or wind-rows. The removal of the plowed snow from curb lines also adds in storm water drainage by opening up storm water inlets. This eliminates infiltration into the sanitary

sewer system thus reducing wastewater operation costs.

D. Forestry

1. Our forestry programs have achieved for the City of Marshfield the prestigious award of "Tree City USA" for the past twenty years and the "Tree City Growth" award twice.
2. The maintenance we achieve from our of tree trimming and removal of diseased and declining trees has almost eliminated property damage caused by falling limbs and trees.
3. Our tree restoration program has grown in popularity; and through Department of Natural Resources Grant Funds, we have been able to accommodate within two to three years of the request.

E. Traffic

1. The sign department makes, installs, and maintains all street and parking lots signs. They also make signs for other city departments and governmental units.
2. Centerlines, crosswalks, parking stalls, etc. are painted by the sign shop staff. Almost all of our street painting is done by the Street Division personnel.
3. The major portion of traffic light maintenance is done by the sign staff.

F. Machinery and Equipment Program

1. The largest portion of city-owned vehicles are maintained and serviced by our mechanics. These vehicle range from lawnmowers to backhoes and bulldozers.
2. Specifications are written and quotations let for budgeted equipment.
3. The fuel distribution center for city-owned vehicles is located at the Garage facility; those receiving fuel and fuel additives include the Street Division, Parks and Recreation Department, Building Services Division, Community Development Authority, Fire and Rescue Department, Police Department, Library, Wastewater Utility, Mid-State Technical College, Engineering Division, University Center, and Cemetery.
4. Rental rates are compiled and then submitted to the Common Council for consideration.

G. Recycling

1. The duties of Recycling Coordinator are performed through the administrative staff of the Street Division.
2. The duties include working with private contractors through contracts on the collection of recyclable materials.
3. Works with and through public and private organizations to promote the public's understanding of all aspects of recycling.
4. The Recycling Coordinator confers with Wisconsin DNR officials to obtain a clear understanding of applicable laws and regulations, and prepares the annual grant applications for DNR recycling funds.

H. Parking Facilities

1. City-owned parking lots are maintained through the processes of cracksealing, slurry sealing, milling, and reconstruction.
2. All lots are kept free of snow and ice at all times on a contractual basis; sidewalks on the perimeter of city-owned lots are also maintained and kept free of snow and ice.
3. As part of regular sweeping operations, all lots are swept on a rotating schedule.
4. All lots have green space, which includes grass, flowers, and trees, which are maintained through the Street Division.

I. Refuse and Garbage

1. The contracts for refuse and garbage pickup and disposal are part of Street Division responsibility to oversee and maintain.
2. Contact with the refuse vendors involves forwarding complaints, discussing scheduling problems, public relations, and advertising.
3. Public relations are coordinated through the Street Division on all aspects of the refuse program.

J. Garage and Sheds

1. With the use of street labor and also contracted services, we maintain and repair all Street Division buildings and grounds.

K. Related Services

1. Dairyfest is an event in which we coordinate and place the barricading and detours of traffic for the breakfast, parade, and other activities.
2. Christmas decorations, banners, and flags are put up, maintained and taken down each year.
3. The office of Weed Commissioner is also assigned to the Street Division. This duty has dramatically increased with the opening of new subdivisions.
4. Maintenance of roadways and parking areas at the Fairgrounds is part of Street Division responsibilities. This includes road repairs and storm water drainage.

BUDGET AND PROGRAM HIGHLIGHTS:

The recommended 2005 budgets of the Street Division continue a strong emphasis on maintenance of our existing infrastructure, including streets; storm sewers; parking lots, sidewalks, and rights-of-way; and greenways, forestry, and recycling. Two accounts, Street Cleaning and Storm Sewer Maintenance, have been transferred back to Fund 101, General since a storm water utility was not created. These expenditures were previously shown in Fund 603, Storm Water Utility. These budgets are primarily funded by tax levy, state aids, and miscellaneous fees.

The combined recommended 2005 General Fund budgets of the Street Division total \$5,058,219, a decrease of \$311,620 or 5.8% below the 2004 budgets, totaling \$5,369,839. Highlights of the recommended 2005 budgets are as follows:

Street Division Administration:

The recommended 2005 budget for administration totals \$114,980, a decrease of \$28,607 or 19.9% below the 2004 budget of \$143,587. The majority of this decrease is due to a reallocation of staff's time to more accurately reflect the cost center in which they work. There are no capital outlay items requested for 2005.

Highway and Street Maintenance:

The bulk of the City's street maintenance program is financed in the Highway and Street Maintenance budget (101.53311). The wages and benefits of approximately 6.4 full-time equivalent (FTE) Street Division employees are allocated to this budget. Additional engineering staff is also allocated here for specific projects. Continuation of the street chipsealing program is recommended in 2005 at an estimated cost of \$120,000, an increase of \$30,000. This extends the surface life of asphalt streets. A list of specific streets scheduled for contracted chipsealing in 2005 is in the process of being developed. A very aggressive asphalt reconstruction, milling, and overlay program, CIP Project EN-D-1747, is recommended in 2005, with a budget of \$294,490 included to reconstruct, mill and overlay the following street sections:

<u>Location</u>	<u>Length (ft.)</u>	<u>Width (ft.)</u>	<u>Cost</u>
Juno – Becker to Filmore	745	22	\$11,324.61
Hume – 4 th to Veteran's	1,875	36	67,544.24
Washington – 17 th to Washington Ct.	1,985	36	71,531.56
Ives – Cedar to Peach	982	36	35,405.48
Peach – Upham to McMillan	1,337	36	48,184.12
St. Joseph's Avenue – Upham to Ives St. Extended	1,260	48	60,500.00
TOTAL			\$294,490.01

The \$294,490 is \$49,569 less than the 2004 budgeted appropriation.

Continuation of the contracted rubberized crackfilling program is recommended in 2005 at an estimated cost of \$60,000, the same as last year.

There is \$21,875 included in this budget for contractual service for mowing Veteran's Parkway. In the 2004 budget there was \$523,952 included for concrete patching. There is no appropriation in 2005. This method of repair is being further evaluated. This is CIP Project EN-B-1745.

Also included in the 2005 budget is \$23,000 for operation of the Peach Avenue lift station; the same as last year.

The budget also includes \$46,375 for the alleys of Vine/Cherry – Cleveland/Doege.

Snow & Ice Control:

The \$89,874 increase in this budget is primarily due to personal costs associated with the additional lane miles added by the opening of Veterans Parkway, and the extension of STH 13 to Mann Road and the associated frontage road.

Traffic Control:

The recommended 2005 Traffic Control budget is \$47,892 more than the 2004 budget of \$151,588 due primarily because of the transfer of one FTE position from the Street Maintenance budget.

Street Lighting:

The 2005 budget is \$166,360, an increase of \$3,560 more than the 2004 budget of \$162,800. This increase is primarily due to the new lights installed on North Central Avenue and on Veterans' Parkway. This was offset by a reduction in the cost of new lights installed by the MEWD.

Storm Sewer Maintenance:

This budget was transferred back from the Storm Water Utility Fund #603 for 2005 since a stormwater utility was not created. The 2005 budget is \$469,979, an increase of \$57,194 or 13.9% more than the 2004 budget of \$412,785. This increase is primarily due to personal service costs and contractual services. The City is now required to landfill its street sweepings.

Parking Facilities:

The 2005 budget is \$80,824, an increase of \$20,588 more than the 2004 budget of \$60,236. This increase is primarily due to contractual services costs associated with snow removal on city-owned lots. City labor previously available for this has been shifted to other cost centers associated with Veteran's Parkway and North Central Avenue.

This budget also includes \$1,500 for flowers for various lots.

Recycling:

The recommended 2005 recycling budget of \$295,776 finances continuation of the curbside recycling program. This budget also includes a \$2,500 contribution toward Wood County's Clean Sweep program.

Further, the budget also includes financing to continue the community compost site operations on South Hume Avenue, spring and fall yardwaste curbside collections, and spring and fall brush curbside collection.

Unfortunately, the State of Wisconsin's financial commitment is not keeping pace with the city's recycling program costs. In 2005, it is projected that State DNR grant funds totaling \$80,000 will cover only 27% of the total recycling program budget, with the remainder financed by the city through the property tax levy.

Forestry:

An appropriation of \$15,000 is recommended in this budget to finance the replacement of trees (CIP Project ST-N-6107).

Christmas Decorations:

There are no appropriations in the 2005 for new Christmas decorations, flags, or banners.

SCHEDULE OF PROGRAM EXPENDITURES:

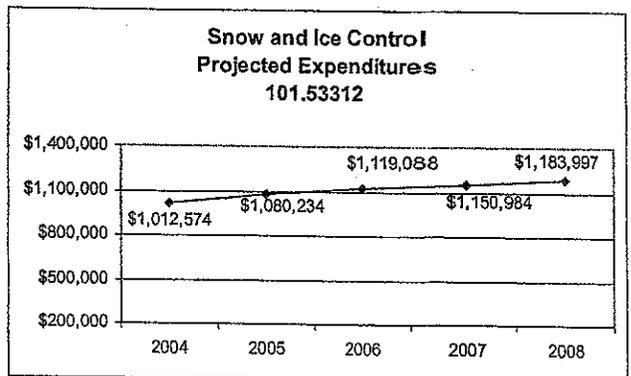
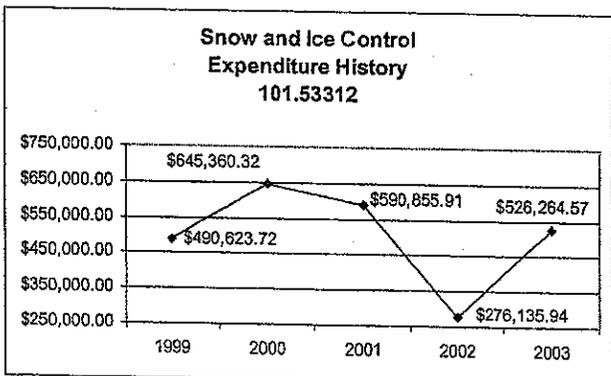
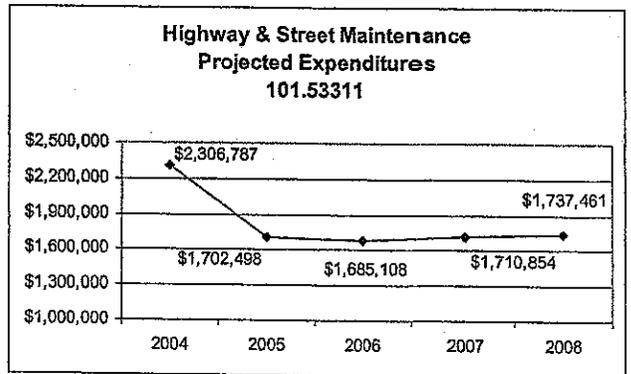
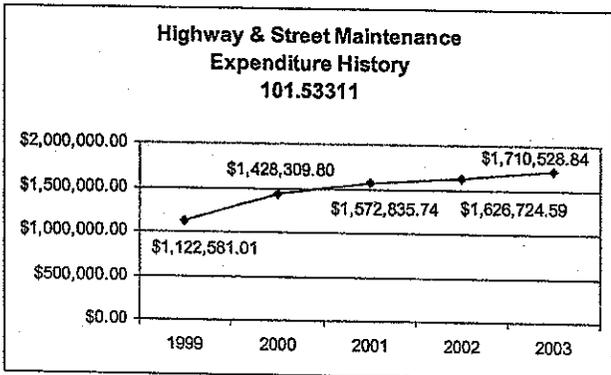
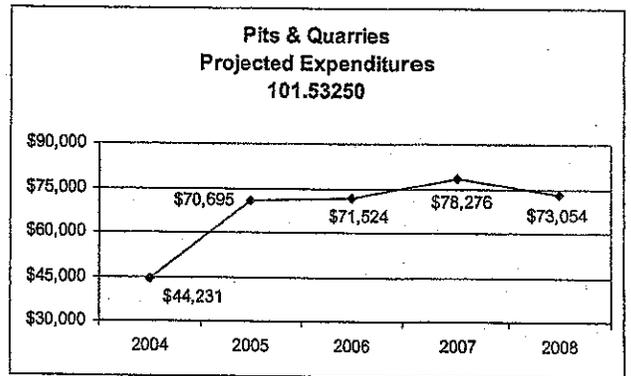
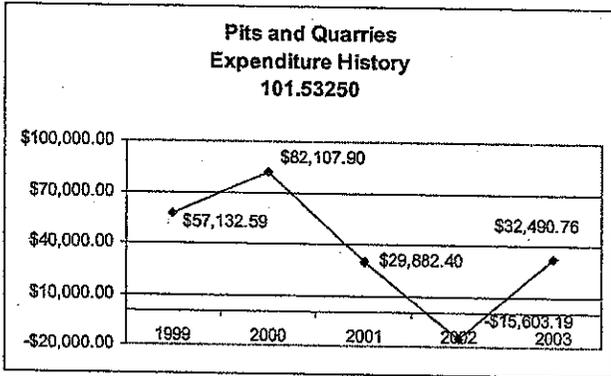
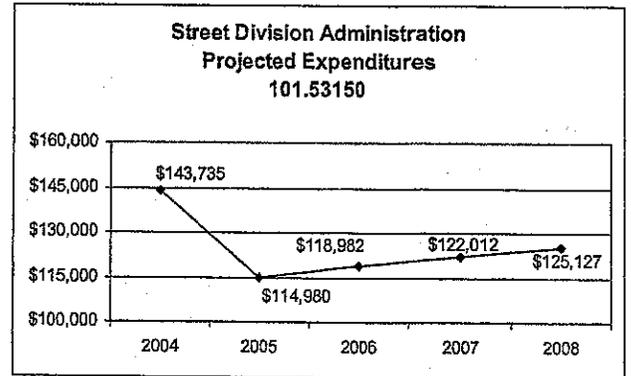
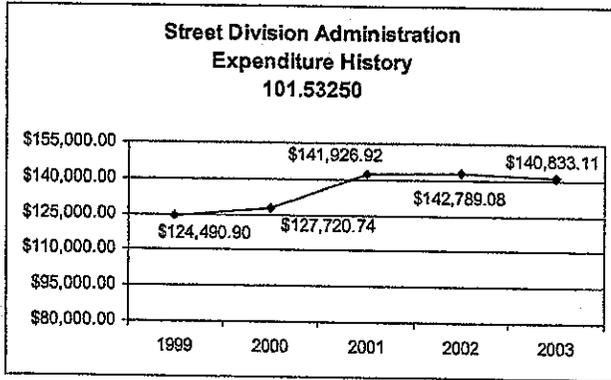
<u>Cost Category</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Street Div.				
Admin.	\$140,833	\$143,587	\$143,735	\$114,980
Pits and Quarries	32,491	69,429	44,231	70,695
Hwy./Street				
Maint.	1,710,529	2,247,259	2,306,787	1,702,498
Snow & Ice				
Control	526,265	990,360	1,012,574	1,080,234
Hwy./Street				
Cleaning	115,625	147,919*	150,704*	155,068
Traffic Cont.				
O & M	208,559	151,588	144,579	199,480
St. Lighting	109,865	162,800	150,000	166,360
Sidewalk Maint. &				
Repair w/St.				
Recon.	33,448	63,062	63,214	64,803
New Sidewalk				
O/L w/o St.				
Recon.	19,696	36,315	36,494	42,550
Storm Sewer				
Maint.	422,206	412,785*	428,632*	469,979
Parking Fac.	51,159	60,236	60,326	80,824
Recycling	277,817	282,900	283,166	295,776
Refuse/Garbage				
Pickup/ Disposal	310,860	317,520	317,663	325,920
Christmas				
Decorations	17,489	20,443	20,443	21,347
Parades,				
Holidays	12,328	18,796	18,799	19,737
Dairyfest	14,045	15,845	17,339	16,945
Forestry	157,446	179,387	180,272	184,301
Greenways	42,925	49,608	49,852	46,722
Total	\$4,203,586	\$5,369,839	\$5,428,810	\$5,058,219

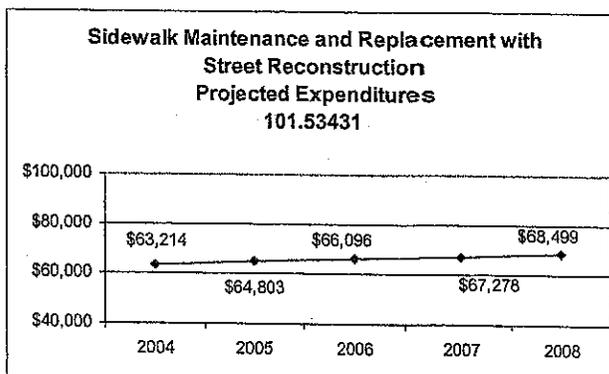
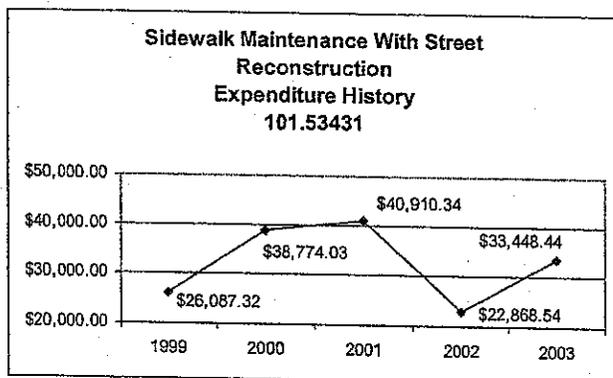
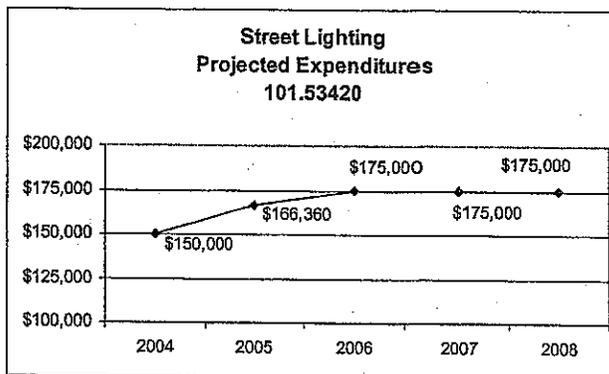
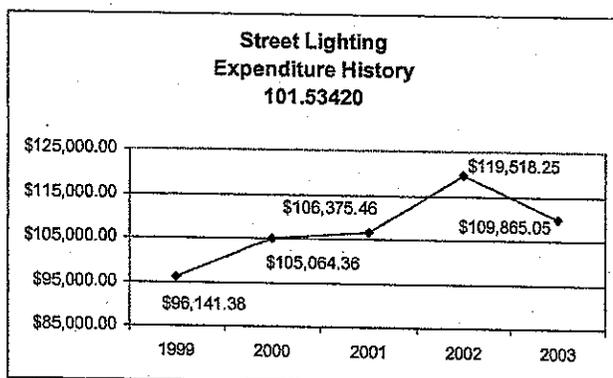
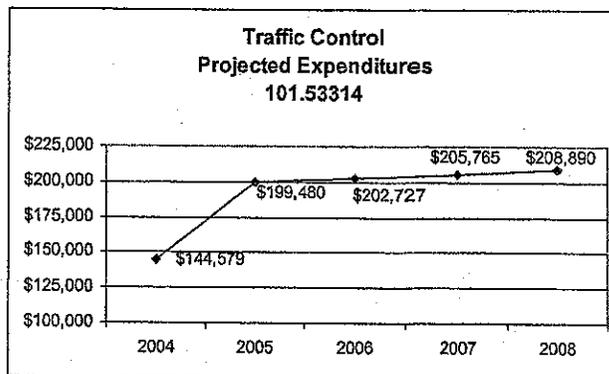
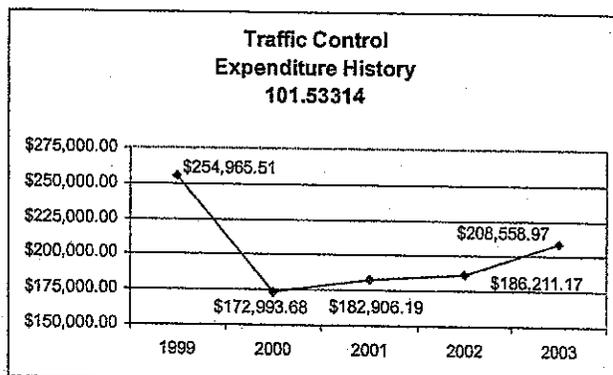
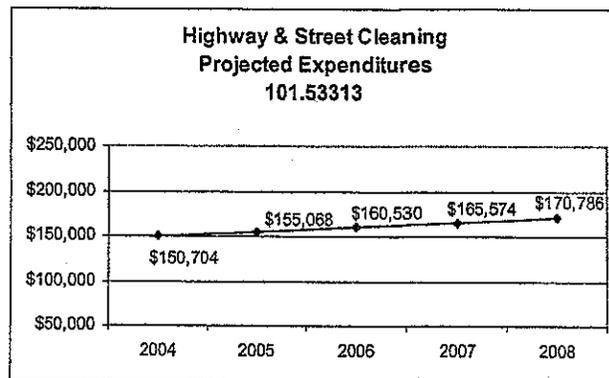
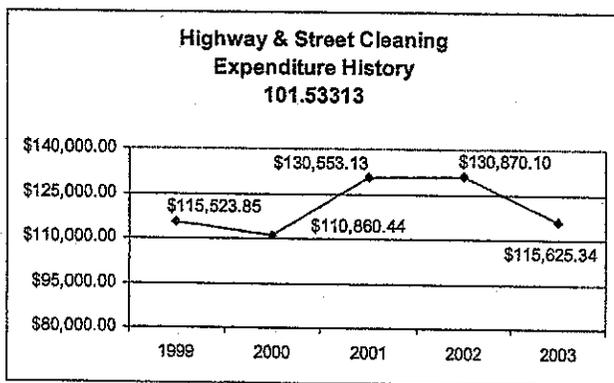
*Shown in Fund 603, Storm Water Utility, in 2004 in anticipation of the creation of a Storm Water Utility which was not approved. Shown here for comparative purposes.

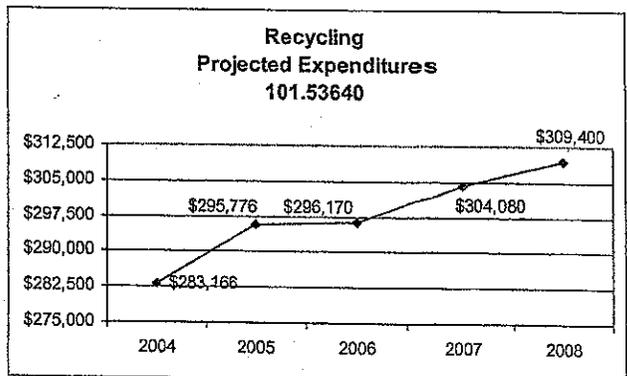
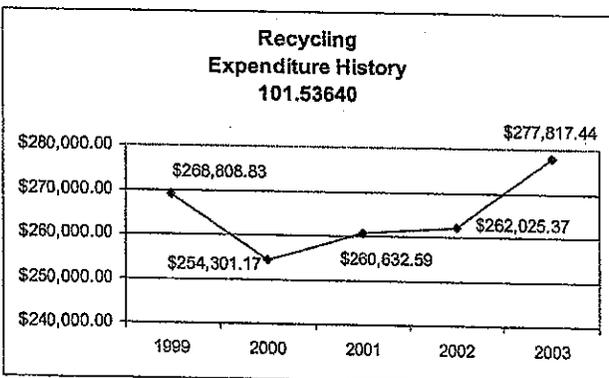
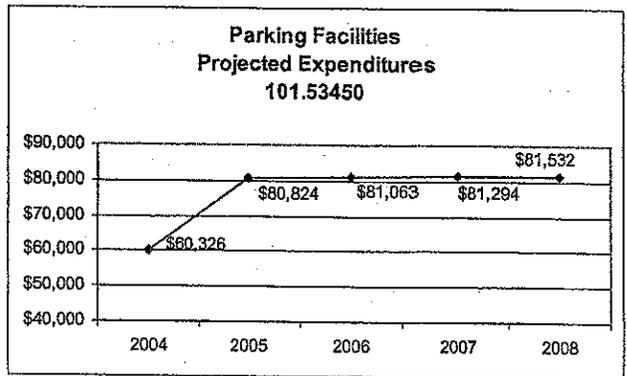
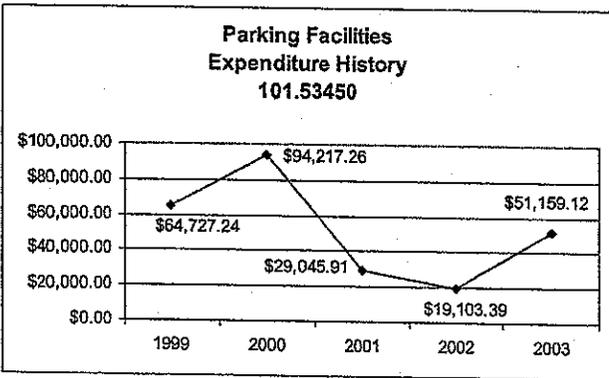
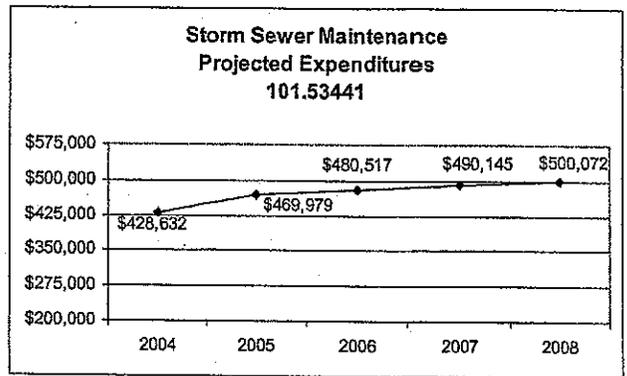
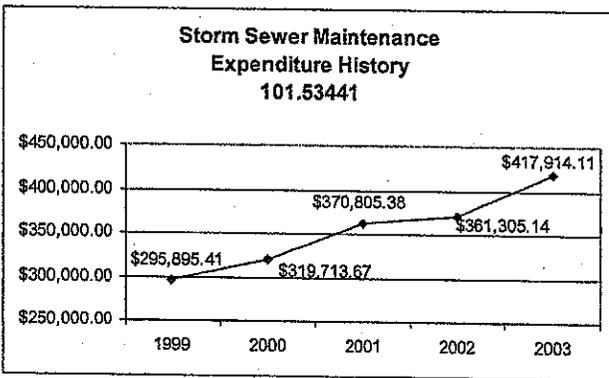
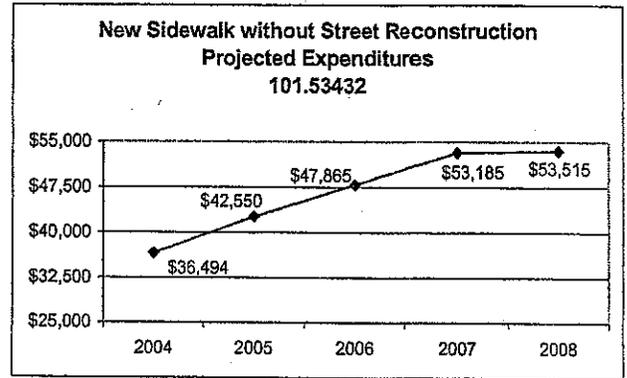
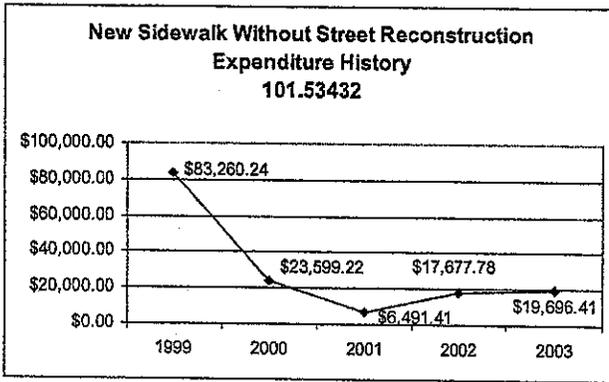
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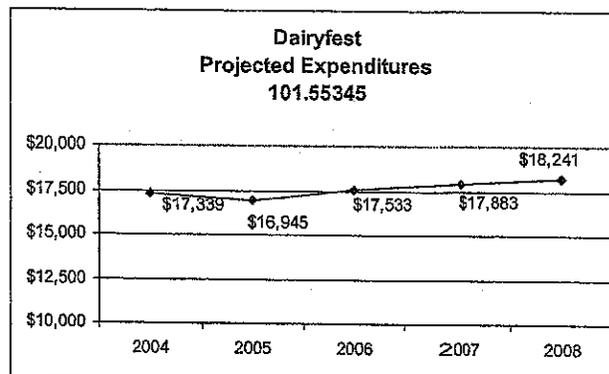
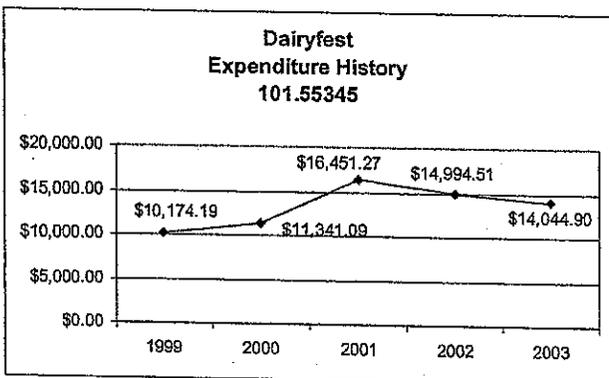
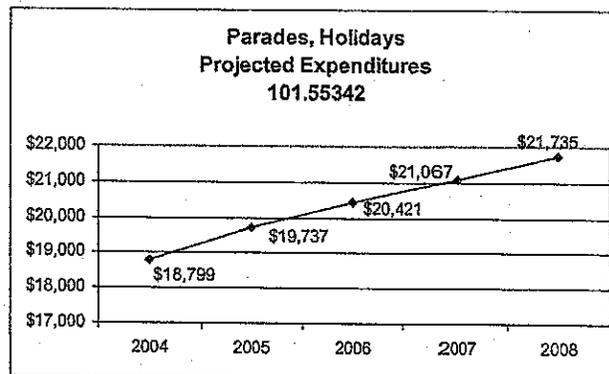
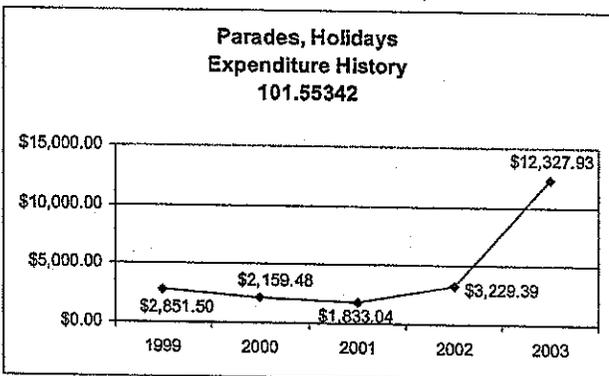
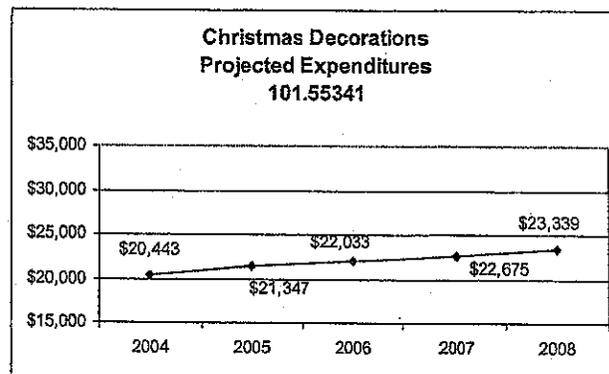
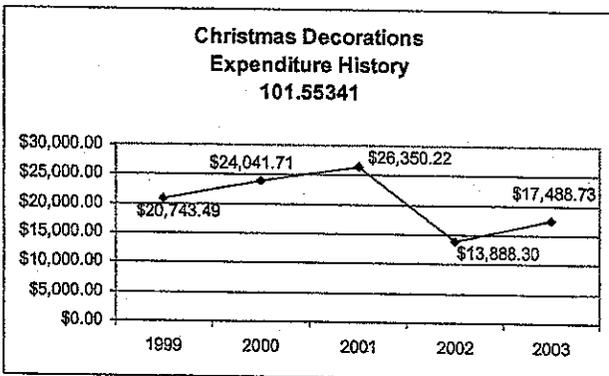
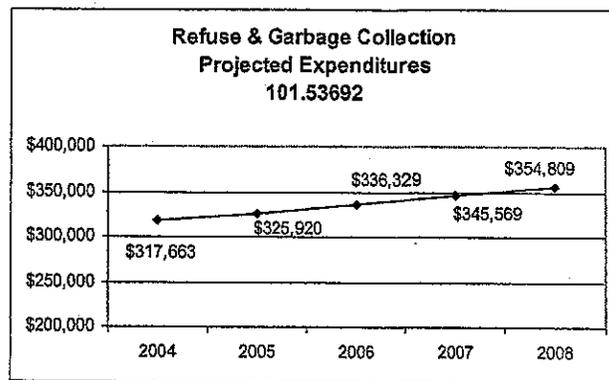
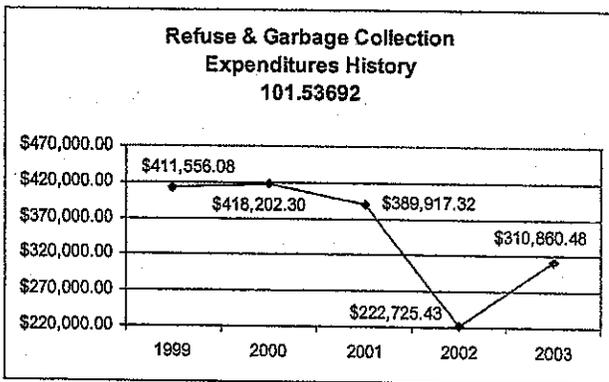
<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Street Supt.	C/5/2	1.0	1.0
Asst. St. Supt.	C/4/3	2.0	2.0
Account Clerk I	B/2/3	1.0	1.0
Stock Clerk	AFSCME	1.0	1.0
Stock Room Helper	AFSCME	1.0	1.0
Sign Person	AFSCME	1.0	1.0
Sewer Crew-Grader	AFSCME	1.0	1.0
Sewer Crew-Tile Helper	AFSCME	1.0	1.0
Sewer Crew-Tile Layer	AFSCME	1.0	1.0
Sign Person Helper	AFSCME	1.0	1.0
Welder/Fabricator	AFSCME	1.0	1.0
Mechanic	AFSCME	1.0	1.0
Night Person	AFSCME	1.0	1.0
EO IV/Tracked Backhoe Oper.	AFSCME	1.0	1.0
EOIII/Grader Oper.	AFSCME	2.0	2.0
EOIII/Loader Oper.	AFSCME	2.0	2.0
EOIII/Bulldozer Operator	AFSCME	1.0	1.0
EOIII/Rubber Tired Backhoe Oper	AFSCME	1.0	1.0
EOII/Truck Oper - 26,001-45,000 GVW	AFSCME	1.0	1.0
EOII/Truck Oper - 45,001 & above GVW	AFSCME	5.0	5.0
EOII/Sweeper Oper	AFSCME	2.0	2.0
EOI/Laborer	AFSCME	4.0	3.0
Concrete Finisher	AFSCME	2.0	2.0
Total		35.0	34.0

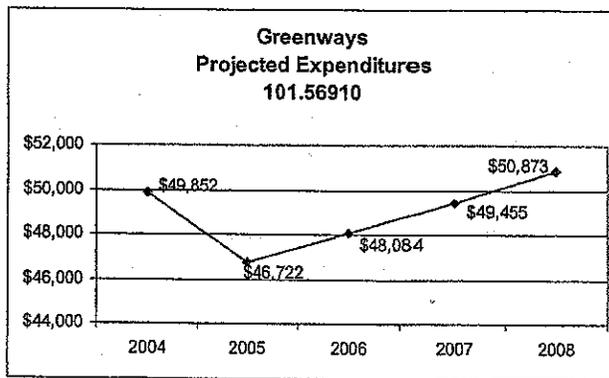
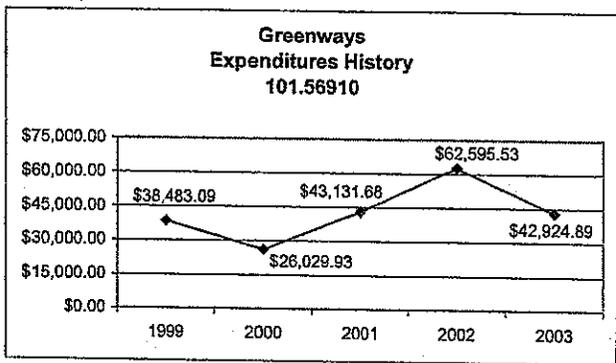
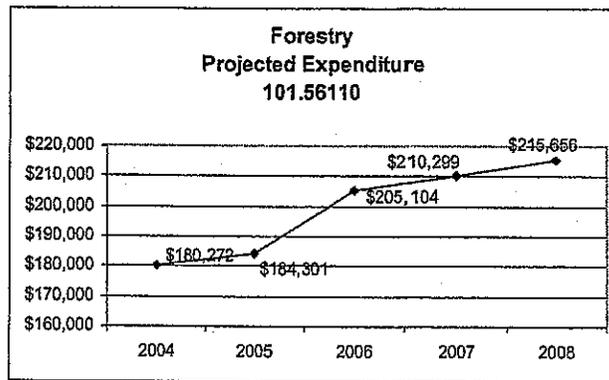
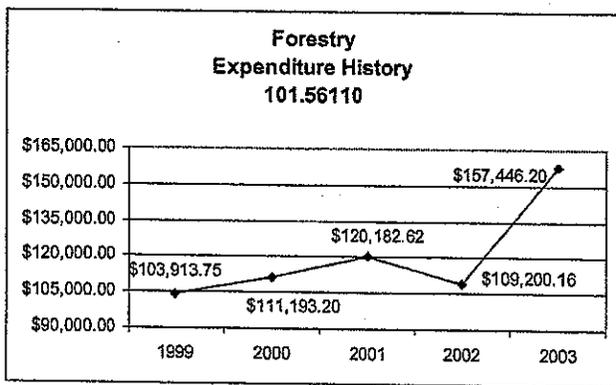
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CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STREET DIVISION ADMINSTRTN						
PROJECT						
PERSONAL SERVICES	112,025.12	118,257.00	118,257.00	90,956.00	89,900.00	
CONTRACTUAL SERVICES	1,320.48	630.00	778.00	630.00	630.00	
SUPPLIES AND EXPENSES	27,487.51	24,700.00	24,700.00	24,450.00	24,450.00	
TOTALS: PROJECT	140,833.11	143,587.00	143,735.00	116,036.00	114,980.00	
TOTALS: STREET DIVISION ADMINSTR	140,833.11	143,587.00	143,735.00	116,036.00	114,980.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PITS AND QUARRIES						
PROJECT						
PERSONAL SERVICES	9,624.42	10,966.00	10,971.00	11,416.00	11,314.00	
CONTRACTUAL SERVICES	37,068.20	38,000.00	38,701.00	38,000.00	38,000.00	
SUPPLIES AND EXPENSES	11,487.60	10,225.00	10,228.00	11,043.00	11,043.00	
BUILDING MATERIALS	(25,689.46)	10,238.00	(15,669.00)	10,338.00	10,338.00	
TOTALS: PROJECT	32,490.76	69,429.00	44,231.00	70,797.00	70,695.00	
TOTALS: PITS AND QUARRIES	32,490.76	69,429.00	44,231.00	70,797.00	70,695.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
HIGHWAY & STREET MAINTENANCE PROJECT						
PERSONAL SERVICES	483,103.35	533,257.00	555,986.00	481,462.00	465,861.00	
CONTRACTUAL SERVICES	642,037.02	1,109,992.00	1,122,254.00	1,183,961.00	579,386.00	
SUPPLIES AND EXPENSES	339,182.88	391,911.00	411,943.00	412,103.00	412,103.00	
BUILDING MATERIALS	226,667.58	203,909.00	208,414.00	234,185.00	234,185.00	
FIXED CHARGES	19,538.01	8,190.00	8,190.00	10,963.00	10,963.00	
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	1,710,528.84	2,247,259.00	2,306,787.00	2,322,674.00	1,702,498.00	
TOTALS: HIGHWAY & STREET MAINTEN	1,710,528.84	2,247,259.00	2,306,787.00	2,322,674.00	1,702,498.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
SNOW AND ICE CONTROL						
PROJECT						
PERSONAL SERVICES	221,113.49	401,589.00	401,739.00	416,390.00	408,356.00	
CONTRACTUAL SERVICES	11,941.13	2,050.00	21,494.00	2,050.00	2,050.00	
SUPPLIES AND EXPENSES	207,183.99	477,156.00	477,156.00	514,953.00	514,953.00	
BUILDING MATERIALS	86,025.96	97,565.00	97,565.00	154,875.00	154,875.00	
FIXED CHARGES			2,620.00			
CAPITAL OUTLAY		12,000.00	12,000.00			
TOTALS: PROJECT	526,264.57	990,360.00	1,012,574.00	1,088,268.00	1,080,234.00	
TOTALS: SNOW AND ICE CONTROL	526,264.57	990,360.00	1,012,574.00	1,088,268.00	1,080,234.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
HIGHWAY & STREET CLEANING PROJECT						
PERSONAL SERVICES	74,543.24				88,972.00	
SUPPLIES AND EXPENSES	41,082.10				66,096.00	
TOTALS: PROJECT	115,625.34				155,068.00	
TOTALS: HIGHWAY & STREET CLEANIN	115,625.34				155,068.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TRAFFIC CONTROL						
PROJECT						
PERSONAL SERVICES	90,023.26	44,069.00	49,060.00	93,515.00	93,104.00	
CONTRACTUAL SERVICES	47,641.42	43,344.00	43,344.00	48,972.00	48,972.00	
SUPPLIES AND EXPENSES	60,057.29	64,175.00	52,175.00	57,404.00	57,404.00	
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	10,837.00					
COST REALLOCATIONS						
TOTALS: PROJECT	208,558.97	151,588.00	144,579.00	199,891.00	199,480.00	
TOTALS: TRAFFIC CONTROL	208,558.97	151,588.00	144,579.00	199,891.00	199,480.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STREET LIGHTING						
PROJECT						
CONTRACTUAL SERVICES	109,865.05	162,800.00	150,000.00	166,360.00	166,360.00	166,360.00
TOTALS: PROJECT	109,865.05	162,800.00	150,000.00	166,360.00	166,360.00	166,360.00
TOTALS: STREET LIGHTING	109,865.05	162,800.00	150,000.00	166,360.00	166,360.00	166,360.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
SIDEWALK MNT & REP W/ST RECO PROJECT						
PERSONAL SERVICES	20,154.01	20,494.00	20,646.00	21,247.00	21,099.00	
CONTRACTUAL SERVICES	1,100.00	17,500.00	17,500.00	17,500.00	17,500.00	
SUPPLIES AND EXPENSES	8,252.10	14,196.00	14,196.00	15,332.00	15,332.00	
BUILDING MATERIALS	3,942.33	10,872.00	10,872.00	10,872.00	10,872.00	
TOTALS: PROJECT	33,448.44	63,062.00	63,214.00	64,951.00	64,803.00	
TOTALS: SIDEWALK MNT & REP W/ST	33,448.44	63,062.00	63,214.00	64,951.00	64,803.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
NEW SIDEWALK O/L W/O ST RECO PROJECT						
PERSONAL SERVICES	2,463.49	11,315.00	11,494.00	12,633.00	12,550.00	
CONTRACTUAL SERVICES	17,185.16	25,000.00	25,000.00	30,000.00	30,000.00	
SUPPLIES AND EXPENSES	47.76					
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	19,696.41	36,315.00	36,494.00	42,633.00	42,550.00	
TOTALS: NEW SIDEWALK O/L W/O ST	19,696.41	36,315.00	36,494.00	42,633.00	42,550.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER MAINTENANCE PROJECT						
PERSONAL SERVICES	223,616.10				225,262.00	
CONTRACTUAL SERVICES	8,378.84				47,172.00	
SUPPLIES AND EXPENSES	158,941.98				139,784.00	
BUILDING MATERIALS	22,184.95				48,324.00	
FIXED CHARGES	4,792.24				9,437.00	
TOTALS: PROJECT	417,914.11				469,979.00	
TOTALS: STORM SEWER MAINTENANCE	417,914.11				469,979.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKING FACILITIES						
PROJECT						
PERSONAL SERVICES	7,056.64	3,786.00	3,786.00	4,102.00	4,086.00	
CONTRACTUAL SERVICES	41,487.39	50,910.00	50,910.00	70,975.00	70,975.00	
SUPPLIES AND EXPENSES	2,615.09	5,290.00	5,290.00	5,513.00	5,513.00	
BUILDING MATERIALS		250.00	340.00	250.00	250.00	
TOTALS: PROJECT	51,159.12	60,236.00	60,326.00	80,840.00	80,824.00	
TOTALS: PARKING FACILITIES	51,159.12	60,236.00	60,326.00	80,840.00	80,824.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
RECYCLING						
PROJECT						
PERSONAL SERVICES	48,143.08	46,112.00	46,235.00	53,367.00	53,021.00	
CONTRACTUAL SERVICES	203,314.04	210,757.00	210,757.00	216,524.00	216,524.00	
SUPPLIES AND EXPENSES	23,860.32	23,531.00	23,674.00	23,731.00	23,731.00	
GRANTS CONTRIB INDEMNITIES	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
TOTALS: PROJECT	277,817.44	282,900.00	283,166.00	296,122.00	295,776.00	
TOTALS: RECYCLING	277,817.44	282,900.00	283,166.00	296,122.00	295,776.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
REFUSE & GARBAGE COLLECTION						
PROJECT						
CONTRACTUAL SERVICES	310,860.48	317,520.00	317,663.00	325,920.00	325,920.00	
TOTALS: PROJECT	310,860.48	317,520.00	317,663.00	325,920.00	325,920.00	
TOTALS: REFUSE & GARBAGE COLLECT	310,860.48	317,520.00	317,663.00	325,920.00	325,920.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CHRISTMAS DECORATIONS PROJECT						
PERSONAL SERVICES	9,198.18	10,403.00	10,403.00	10,716.00	10,652.00	
SUPPLIES AND EXPENSES	8,290.55	10,040.00	10,040.00	10,695.00	10,695.00	
TOTALS: PROJECT	17,488.73	20,443.00	20,443.00	21,411.00	21,347.00	
TOTALS: CHRISTMAS DECORATIONS	17,488.73	20,443.00	20,443.00	21,411.00	21,347.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARADES, HOLIDAYS PROJECT						
PERSONAL SERVICES	5,669.28	10,262.00	10,265.00	10,595.00	10,536.00	
SUPPLIES AND EXPENSES	6,658.65	8,534.00	8,534.00	9,201.00	9,201.00	
TOTALS: PROJECT	12,327.93	18,796.00	18,799.00	19,796.00	19,737.00	
TOTALS: PARADES, HOLIDAYS	12,327.93	18,796.00	18,799.00	19,796.00	19,737.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DAIRYFEST						
PROJECT						
PERSONAL SERVICES	11,398.72	11,952.00	13,446.00	13,024.00	13,000.00	
SUPPLIES AND EXPENSES	2,646.18	3,893.00	3,893.00	3,945.00	3,945.00	
TOTALS: PROJECT	14,044.90	15,845.00	17,339.00	16,969.00	16,945.00	
TOTALS: DAIRYFEST	14,044.90	15,845.00	17,339.00	16,969.00	16,945.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FORESTRY						
PROJECT						
PERSONAL SERVICES	88,904.09	112,203.00	112,312.00	117,101.00	116,335.00	
CONTRACTUAL SERVICES	386.00	3,125.00	3,375.00			
SUPPLIES AND EXPENSES	56,159.11	49,059.00	49,345.00	52,966.00	52,966.00	
BUILDING MATERIALS	150.00		90.00			
CAPITAL OUTLAY	11,847.00	15,000.00	15,150.00	15,000.00	15,000.00	
TOTALS: PROJECT	157,446.20	179,387.00	180,272.00	185,067.00	184,301.00	
TOTALS: FORESTRY	157,446.20	179,387.00	180,272.00	185,067.00	184,301.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
GREENWAYS						
PROJECT						
PERSONAL SERVICES	15,993.73	21,147.00	21,148.00	21,238.00	21,202.00	
CONTRACTUAL SERVICES	51.00			3,145.00	3,145.00	
SUPPLIES AND EXPENSES	26,550.16	28,461.00	28,704.00	22,375.00	22,375.00	
BUILDING MATERIALS	330.00					
TOTALS: PROJECT	42,924.89	49,608.00	49,852.00	46,758.00	46,722.00	
TOTALS: GREENWAYS	42,924.89	49,608.00	49,852.00	46,758.00	46,722.00	

AIRPORT

**MUNICIPAL AIRPORT
101-53510/53511****MISSION STATEMENT:**

The mission of the Marshfield Municipal Airport is to provide and maintain a safe, user friendly, and well-maintained airport for all business and private aircraft. The lighting and landing systems, good runways, pleasant grounds, and pilot needs are all being met, maintained and improved upon constantly. The constant upkeep and improvement at our airport are sound investments in that not only are investment dollars being protected, but they act as a stimulus to encourage established and new businesses to remain and to come to our city. Constant upkeep allows equipment to work more efficiently, and buildings to look, function, and present an encouraging atmosphere for future economic growth of the airport/city.

WORK PROGRAM:

- A. Grounds
 - 1. Mow for weed, grass, and brush management
 - 2. Prompt snow removal.
 - 3. Maintain and improve landing and lighting systems.
- B. Building and Equipment Maintenance
 - 1. Maintain and improve all city owned buildings
 - 2. Maintain all grounds equipment
- C. Governmental
 - 1. Work closely with governmental units and personnel to obtain maximum help and working efficiency.

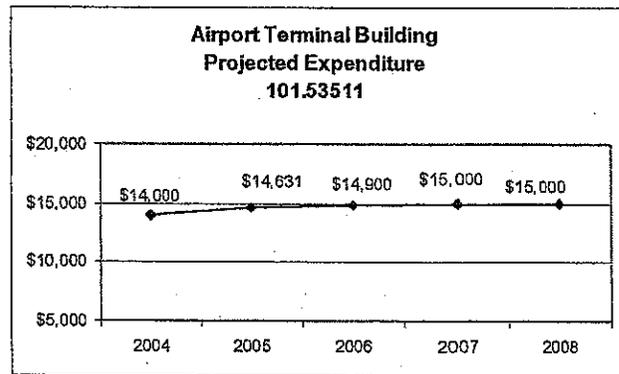
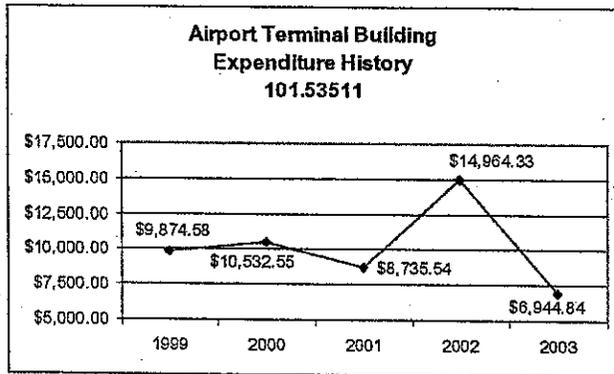
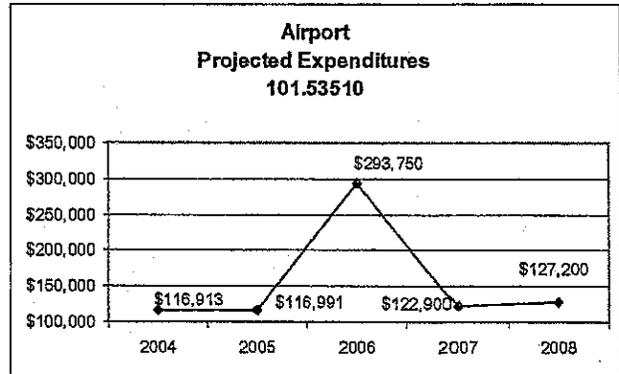
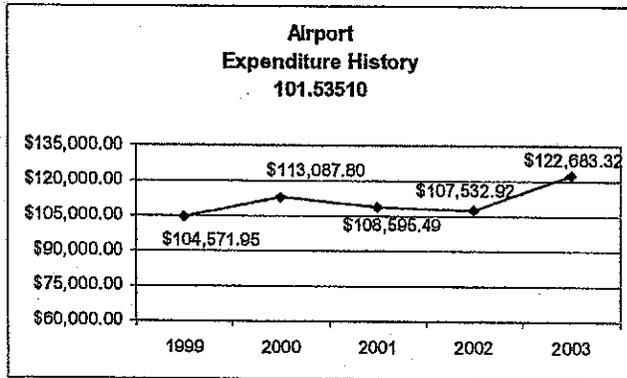
PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the Airport totaling \$131,622 remained relatively the same as the 2004 combined budgets of \$131,789. Estimated revenue to support airport operations is \$29,973 in 2005. These revenues are from leases/rents, county aid, and fuel flow fees. The remaining budget is funded by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Center</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Airport Operations	\$122,683	\$116,804	\$116,913	\$116,991
Terminal Building	<u>6,945</u>	<u>14,985</u>	<u>14,000</u>	<u>14,631</u>
Total	\$129,628	\$131,789	\$130,913	\$131,622

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AIRPORT						
PROJECT						
PERSONAL SERVICES	215.21					
CONTRACTUAL SERVICES	104,657.05	97,536.00	101,280.00	99,024.00	99,287.00	
SUPPLIES AND EXPENSES	9,018.27	6,750.00	5,675.00	6,750.00	6,750.00	
FIXED CHARGES	8,792.79	12,518.00	9,958.00	10,954.00	10,954.00	
TOTALS: PROJECT	122,683.32	116,804.00	116,913.00	116,728.00	116,991.00	
TOTALS: AIRPORT	122,683.32	116,804.00	116,913.00	116,728.00	116,991.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AIRPORT TERMINAL BUILDING PROJECT						
CONTRACTUAL SERVICES	6,650.80	12,485.00	11,500.00	11,631.00	11,631.00	
SUPPLIES AND EXPENSES	294.04	2,500.00	2,500.00	3,000.00	3,000.00	
TOTALS: PROJECT	6,944.84	14,985.00	14,000.00	14,631.00	14,631.00	
TOTALS: AIRPORT TERMINAL BUILDIN	6,944.84	14,985.00	14,000.00	14,631.00	14,631.00	

AGING



**AGING
101-54610**

BUDGET SUMMARY:

The recommended 2005 budget for the Aging cost center is \$6,668, which is a decrease of \$253 or 3.7% from the 2004 budget of \$6,921. All of this decrease is the result of eliminating the \$500 contribution to the Marshfield Senior Citizens Council. This budget is partially offset by revenue (\$731) generated from fitness classes, golf lessons, vending and facility rental. The balance of the budget is funded by tax levy.

A request for a Senior Center Coordinator was not included in the recommended budget. The cost was \$44,426 with \$30,000 of funding coming from grants. The grant application was not successful.

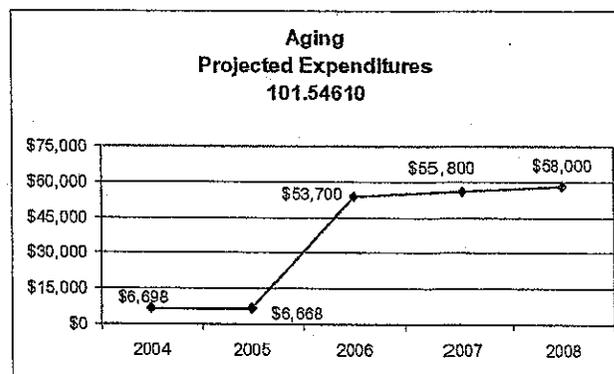
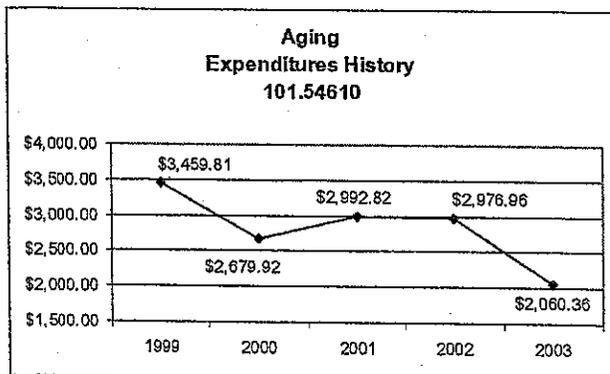
This budget finances certain program costs associated with operation of the Marshfield Senior Community Center at First and Maple Streets.

A \$500 appropriation request from the Marshfield Senior Citizens Club is not recommended in the 2005 budget under the Grants, Contributions and Indemnity Category. Their financial reserves are adequate to fund their activities.

OPERATIONAL COSTS BUDGETED ELSEWHERE

The operating costs for the facility (e.g. utilities, repairs and maintenance) are budgeted in a separate section of this budget (Public Facilities) under the title "Civic Center Plaza Building". In 2005, these costs are projected at \$13,769.

GRAPHS:



CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AGING						
PROJECT						
PERSONAL SERVICES	927.49	5,221.00	4,997.00	49,694.00	5,268.00	
CONTRACTUAL SERVICES	482.51					
SUPPLIES AND EXPENSES	150.12	1,200.00	1,201.00	1,400.00	1,400.00	
FIXED CHARGES	.24					
GRANTS CONTRIB INDEMNITIES	500.00	500.00	500.00	500.00		
TOTALS: PROJECT	2,060.36	6,921.00	6,698.00	51,594.00	6,668.00	
TOTALS: AGING	2,060.36	6,921.00	6,698.00	51,594.00	6,668.00	

CEMETER Y



HILLSIDE CEMETERY
101-54910

MISSION STATEMENT:

The mission of the Hillside Cemetery is to assist with interments; provide care and maintenance of the grounds and equipment; maintain accurate records; and serve as a resource for individuals seeking locations of burial sites of loved ones. The Cemetery also strives to continue to look for ways to narrow the gap between operating revenues and expenditures to minimize the property tax subsidy for operations.

SERVICES AND WORK PROGRAMS:

1. Interment Services
 - A. Cleans and maintains the Vaughn-Hansen Chapel
 - B. Digs graves as requested and authorized
 - C. Levels sites and brings grounds back to original condition as soon as possible

2. Provides Care and Maintenance of Grounds/Equipment
 - A. Mows lawns; removes snow on roads and sidewalks
 - B. Levels sites
 - C. Resods and/or reseeds as needed to maintain an attractive grass cover
 - D. Prunes trees and trims shrubs as needed
 - E. Maintains machinery

3. Maintains Records
 - A. Keeps an accurate record of sites sold or available for sale
 - B. Shows and sells sites to prospective buyers
 - C. Records and plats interments

4. Resource/Family Assistance
 - A. Provides information to individuals on locations of interments

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for Hillside Cemetery totals \$146,384; an increase of \$5,961 or 4.2% from the adopted 2004 budget of \$140,423. The majority of this increase is due to personal services costs. Included in this budget is a replacement of a lawn tractor at a cost of \$8,975. Additionally, \$95,459 in revenue from cemetery operations and interest income is anticipated to finance activities in the operating fund.

SCHEDULE OF DEPARTMENT EXPENDITURES:

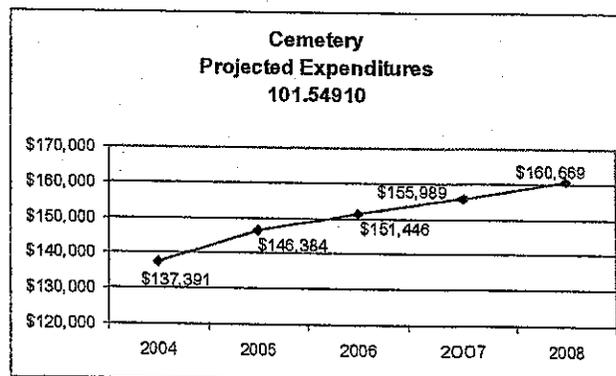
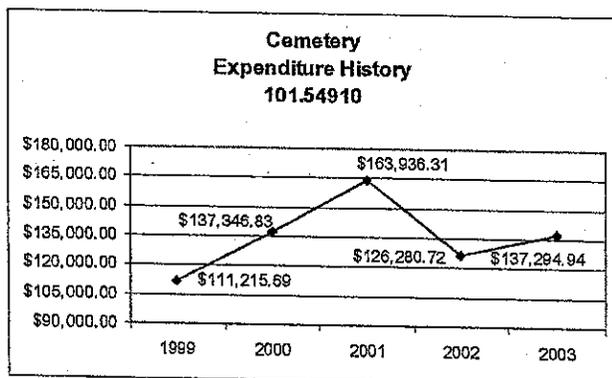
	Actual 2003	Budget 2004	Estimated 2004	Recommended 2005
Total	\$137,295	\$140,423	\$137,391	\$146,384

DEPARTMENT STAFFING (FTE):

Position Title	Classification/ Representation	Authorized 2004	Recommended Authorization 2005
Cemetery Sexton	B/3/1*	1.0	1.0
Laborer	B/2/1*	1.0	1.0
Total		2.0	2.0*

* Non-Represented

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CEMETERY						
PROJECT						
PERSONAL SERVICES	112,601.37	120,122.00	117,405.00	124,516.00	123,780.00	
CONTRACTUAL SERVICES	9,571.58	6,872.00	7,070.00	7,064.00	7,064.00	
SUPPLIES AND EXPENSES	4,825.82	5,139.00	4,901.00	5,229.00	5,229.00	
BUILDING MATERIALS	255.99	717.00	717.00	717.00	717.00	
FIXED CHARGES	39.18	573.00	573.00	619.00	619.00	
CAPITAL OUTLAY	10,001.00	7,000.00	6,725.00	8,975.00	8,975.00	
TOTALS: PROJECT	137,294.94	140,423.00	137,391.00	147,120.00	146,384.00	
TOTALS: CEMETERY	137,294.94	140,423.00	137,391.00	147,120.00	146,384.00	

LIBRARY



PUBLIC LIBRARY
101-55110

MISSION STATEMENT:

The Marshfield Public Library is a public service agency dedicated to providing the residents of Marshfield, the Town of McMillan, and the surrounding areas with a well-rounded collection of books and other media that record human knowledge, ideas, and culture. One of the library's prime responsibilities is to organize said materials in a way that will permit ready access to them. The library also makes available qualified staff to offer guidance and encouragement in the use of materials and to make the library an easily accessible and reliable source of information and reference.

LIBRARY ROLES:

On September 16, 1986 the Board of Trustees adopted the following roles, in priority order, for the Marshfield Public Library. The roles were reviewed and reconfirmed on April 12, 1994.

A POPULAR MATERIALS CENTER which provides materials of recognized quality to persons of all ages for reading, viewing, and listening. The library features current, high demand, high-interest materials in a variety of formats for persons of all ages.

A REFERENCE CENTER which provides library users with convenient, timely access to information needed for daily living and decision making. The library actively provides timely, accurate, and useful information for community area residents in their pursuit of job-related and personal interests. The library also promotes on-site and telephone reference/information services to aid users in locating needed information.

AN INDEPENDENT LEARNING CENTER which provides materials and services for adults to pursue such endeavors as citizenship education, cultural interests, job-related competencies, and self-improvement. The library supports individuals of all ages pursuing a sustaining program of learning independent of any education provider.

As secondary priorities, the library adopts the secondary, but still important, roles of:

A PRESCHOOL CHILD'S DOOR TO LEARNING which provides materials, child and parent services, and programs to enhance an interest in books and learning.

A FORMAL EDUCATION SUPPORT CENTER which works closely with educational institutions in the Marshfield area to share resources and assist students with their library needs.

The library provides community meeting rooms, programs, and information, and assists patrons with their scholarly research through interlibrary loan service. However, the library roles of COMMUNITY CENTER, COMMUNITY INFORMATION CENTER, and SCHOLARLY RESEARCH CENTER currently receive the lowest priority.

Work Programs:

1. Circulation
 2. Collection development
 3. Direct services to the public
 4. Administration
1. Circulation involves all processes and procedures related to the use of materials outside of the library by City residents, Town of McMillan residents, and area residents covered under South Central Library System contracts, Wood County contract, and subscriptions for residents/households in Marathon and Clark counties and includes the following:
- a. Charging and Discharging Items: Checking out and tracking all materials lent to library users and clearing these records when materials are returned.
 - b. Collection Maintenance: Shelving, re-shelving, filing and refiling of library materials in their appropriate location. Collection maintenance also entails keeping materials in order on the shelves.
 - c. Deposit Collections: Preparing collections of materials used in schools, health care facilities, other public libraries in Wood County and senior citizen housing.
 - d. Overdues/Delinquent Records: Maintaining accurate records and issuance of notices that are necessary to collect fines and/or charges related to material use. Also entails working with a collection agency on difficult cases.
 - e. Registration: Recording of basic information about individuals who wish to borrow materials from the library and the maintenance of such records.
 - f. Reports: Tracking and preparing reports reflecting circulation to the variety of areas that we serve.
2. Collection Development. Based upon the library's mission statement, the roles adopted, and the Materials Selection Policy, materials are selected, ordered, processed and made readily available for the library user. Collection development includes the following:
- a. Selection: Involves choosing materials that support the roles adopted by the library according to the criteria set forth in the Marshfield Public Library's Material Selection Policy.
 - b. Acquisitions: This is the process of acquiring materials intended for public use. Involves organized methods of ordering and receiving materials.
 - c. Cataloging: Includes organizing and classifying materials according to accepted library science practices that assures the public will be able to readily locate items owned by the library.
 - d. Processing: Includes processes such as jacketing, barcoding, affixing labels, and other tasks that prepare the physical book or item for public use.
 - e. Weeding: Involves the removal of materials from the collection set forth in the Selection Policy.
 - f. Inventory: Involves the maintenance of a database file (collection inventory based on location) of all collection materials owned by library.

- g. Upkeep: Includes adjustments to database, repairing material in-house and sending materials to the bindery for more extensive repair or initial binding.
3. Direct Services to the Public.
- a. Reference/Information Service: Involves the reference interview process and the location of information for library users and assisting them in the use of the library's informational resources.
 - b. Interlibrary Loan: Interlibrary loan is both a service and a process. It entails acquiring information or materials for local library users from other libraries in the area, the state and the nation.
 - c. Library Instruction: Includes formal and informal training for the public which will assist them in using the library more effectively. Library instruction is provided for adults and children and happens as a part of a tour, a class visit, and/or daily on a one-to-one basis. It may include instruction on use of a particular item in the collection, use of reference book collection, internet, microfilm reader/printers, etc.
 - d. Reader's Advisory Service: Involves the recommendation of specific items or authors to library users based on a knowledge of the library collection and the reader's interests.
 - e. Programming: Includes programs for adults and children that are educational, informational or cultural in nature. Programs are meant to enhance the library's role as an information source and to promote library collections.
 - f. Extension Service: Includes any service that makes the resources of the Marshfield Public Library accessible to people who would otherwise be unable to use them. Examples include deliveries to the homebound, and the provision of deposit collections to various organizations.
 - g. Exhibits: Involves exhibits and displays of education or informational interest to the public, both adults and children.
 - h. Creation of Catalogs, Databases, Indexes, Finding Tools: Includes the creation of information that helps users make the best use of library owned resources. Includes in-house database as well as dial-in access by computer to our catalog.
4. Administration. The function of administration is the managing of the library's resources in an effective and efficient manner. Administration is responsible for obtaining the resources necessary to accomplish our mission and objectives and provide support for library services to the citizens of Marshfield and the Town of McMillan as well as surrounding areas that we contact to serve. It involves the following components:
- a. Finance and accounting: Includes the preparation and presentation of the library's budget request, careful monitoring of the expenditures and the maintenance of such records as are needed to demonstrate wise use of funds to the Library Board of Trustees, to the Marshfield Common Council, to the Wood County Board of Supervisors, to the Wood County Library Board, to the South Central Library System, to the State of Wisconsin and to the public.
 - b. Maintenance: Includes keeping the facility and property safe and clean for the use of the public and for the staff, maintaining equipment and keeping the building functioning by performing preventative maintenance, cleaning and repair services.

- c. **Personnel:** Includes hiring personnel, assigning duties, overseeing training and continuing education of employees, evaluating staff performance, disciplining staff as required, administering personnel policies and maintaining appropriate records.
- d. **Planning:** Includes a continuous cycle of evaluation, information gathering, goal and objective setting, developing strategies, establishing priorities and implementing services. The process is guided by the Director but involves the public, the staff, and the Board. Each year the library staff and Board develop a Five-Year Plan to guide development and set goals and objectives.
- e. **Technology:** Includes management of Dynix library system, staff LAN (local area network) and public LAN, HVAC computer systems and planning. Includes all ancillary areas to enhance operations of the systems such as Internet connections, connection with City system, cabling, communication lines, communication protocols, purchase of computers and peripherals. Each year, in order to ensure that we can have access to the special rates for T-1 line, we develop a three-year technology plan. The plan then serves multiple purposes, insuring the grant rate and providing a clear pathway for technology development in the Library.
- f. **Public Relations:** Involves communicating the services and resources to the public and encouraging maximum use of the library.
- g. **Security:** Includes such services as are needed to assure the safety of library users and staff, and the protection of the investment made by the public in library facilities, equipment and materials.
- h. **Marketing:** Includes the negotiation for provision of library service to residents of Marathon and Clark counties, promotion of subscription charges, and obtaining funding for serving out-of-county residents who are not part of our library system area.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 Library budget is \$1,278,864, an increase of \$31,137, or 2.5% above the 2004 budget of \$1,247,727. The majority of this increase is in personal service costs (\$51,028) and property and casualty insurance (\$3,809). These increases were offset by reductions in capital outlays (\$31,649).

Over 75% of this budget is funded by tax levy; the balance of the budget is offset by revenue from Wood County, the Town of McMillan, the South Central Library System and subscription fees from Clark and Marathon County residents.

Recommended 2005 capital outlay purchases include the following:

2 LAN servers	\$ 5,290
Security System – CIP LI-K-5902	<u>11,375</u>
	\$16,665

In the past two years, the Library has explored many things to position itself for this budget session.

1. Fines for overdue material were increased
2. Subscription fees for Clark and Marathon County users are adjusted annually to reflect the actual cost of service.
3. Many of the library material budgets have been reduced to held steady.
4. Maintenance contracts have been modified.
5. Building and library supply vendors have been aggressively sought to decrease operating expenses.

6. A pay phone replaced a public use free local phone.
7. Fees are charged for internet use by those ineligible for a card and out-of-state visitors.
8. Internet management software was installed to minimize the amount of staff time required to manage public Internet use.
9. Installation of print management software to increase revenue from Internet printing is planned.
10. Comparison shopping is standard for equipment purchases.
11. Collaborative purchases and service delivered by the South Central Library system minimize our costs. Our membership in the system brings us over \$265,000 in services.

SCHEDULE OF DEPARTMENT EXPENDITURES:

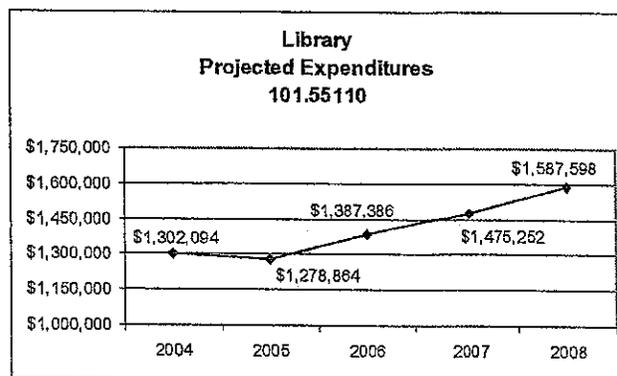
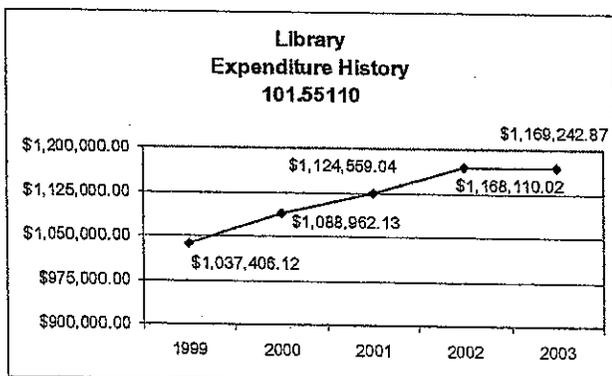
	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
Total	\$ 1,169,243	\$1,247,727	\$1,302,094	\$1,278,864

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Library Director	M-3 Library Plan	1.0	1.0
Librarian II	M-2 Library Plan	1.0	1.0
Librarian I	M-1 Library Plan	2.0	2.0
Lib. System Analyst	M-1 Library Plan	1.0	1.0
Custodian	12 – Library MN Plan	1.0	1.0
Library Asst. III/Admin Asst.	5- Library NM Plan	1.0	1.0
Library Asst. III	5 – Library NM Plan	1.0	0.0
Library Asst. II	4 – Library NM Plan	3.0	3.25
Library Asst. I	3 – Library NM Plan	.48	.48
Lib. Spec. III	8 – Library NM Plan	4.25	5.25
Lib. Spec. I	6 – Library NM Plan	<u>3.5</u>	<u>3.5</u>
Total		19.23	19.48

NM Plan: Non-Management Pay Plan

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LIBRARY						
PROJECT						
PERSONAL SERVICES	815,067.59	857,975.00	845,857.00	926,578.00	909,003.00	
CONTRACTUAL SERVICES	109,257.31	110,682.00	118,743.00	114,556.00	114,244.00	
SUPPLIES AND EXPENSES	217,443.12	214,414.00	216,999.00	218,801.00	218,801.00	
BUILDING MATERIALS						
FIXED CHARGES	11,893.92	13,604.00	17,042.00	17,413.00	17,413.00	
DEBT SERVICE	2,737.56	2,738.00	2,738.00	2,738.00	2,738.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	12,843.37	48,314.00	100,715.00	16,665.00	16,665.00	
COST REALLOCATIONS						
TOTALS: PROJECT	1,169,242.87	1,247,727.00	1,302,094.00	1,296,751.00	1,278,864.00	
TOTALS: LIBRARY	1,169,242.87	1,247,727.00	1,302,094.00	1,296,751.00	1,278,864.00	

PARKS /
RECREATION /
EDUCATION



**PARKS AND RECREATION
DEPARTMENT
SUMMARY**

MISSION STATEMENT:

The Marshfield Parks & Recreation Department is a service organization dedicated to providing quality recreation opportunities for the citizens of Marshfield that are both accessible and affordable and to plan, promote, acquire, develop, and maintain parks and recreation facilities to enhance the City of Marshfield and meeting the recreational needs of the community.

SERVICES AND WORK PROGRAMS:

A. Administration

- Provide an efficient, well-trained staff to administer parks and recreation services as a direct provider and as a facilitator
- Provide information and referral services on various community leisure services
- Analyze community interests and needs in order to develop programs and facilities
- Market and publicize community parks and recreation services
- Coordinate opportunities for public involvement in activities and events sponsored by community/civic organizations
- Provide cooperative swim program lessons with the Marshfield Area YMCA
- Provide management services associated with maintenance and utilization of city owned properties at the fairgrounds
- Provide leadership and direction to implement orderly and planned development of new leisure facilities and the renovation of existing facilities
- Effectively manage and supervise the collection of user fees
- Attend and participate in meetings of the city government and associated organizations
- Develop and monitor operational budgets, revenues, and expenditures
- Administer contract service agreements
- Manage and supervise department personnel

B. Programs

- Plan, organize, and evaluate a year-round recreation program for all ages and interests
- Provide youth activities in preschool programs, aquatics, athletics, arts and drama, trips, instructional programs, and special events
- Provide adult activities in aquatics, athletics, instructional programs, special events, and fitness
- Provide activities and services for older adults including social recreation activities, educational programs, arts and drama, and special events
- Provide support services for programs and activities sponsored by clubs, schools, and civic organizations

C. Facilities

- Acquire, develop, and maintain a system of park and recreation facilities, which meet the needs of the community in accordance with standards developed by the National Recreation and Parks Association
- Operate and maintain athletic fields for baseball, softball, soccer, and other athletic activities which include one lighted regulation baseball diamond, three lighted softball diamonds, two youth baseball diamonds, and seven soccer fields; assist in the preparation and maintenance of the baseball fields at the Senior High School
- Operate and maintain an outdoor municipal swimming pool and provide public use of the indoor Senior High School pool for recreational swimming
- Provide and maintain outdoor court facilities for tennis, basketball, and horseshoes including 10 lighted tennis courts, 13 lighted horseshoe courts, three basketball courts, and a disc golf course
- Provide and maintain outdoor ice skating rinks
- Develop, operate, and maintain community and neighborhood parks which provide amenities including playgrounds, shelters, picnic facilities, flower beds, and restrooms that comply with the Americans with Disabilities Act
- Manage and maintain woodland and urban forest areas within city parks
- Assist in operation and maintenance of a Senior Community Center which provides activity and meeting space necessary for senior and community programs and services
- Operate and maintain an indoor tennis court and an indoor racquetball court to help meet the needs of the community for this service
- Operate and maintain a community zoo for the purpose of providing education, recreation, and conservation of wildlife and natural areas striving to meet the standards for animal care identified by the American Zoo and Aquarium Association
- Coordinate utilization and maintenance of city owned fairground properties
- Schedule and maintain the Wildwood Station building in Wildwood Park, a year round facility available for use by the public for meetings, family gatherings, and special events.
- Manage and maintain the skate park facility at Braem Park
- Manage and maintain city-wide pedestrian/bicycle trails including:
Wildwood Station Trail (1 mile), Veterans' Parkway Trail (2 miles), and Mill Creek Trail (2 miles)
- Manage and maintain Oak Avenue Community Center

PROGRAM SUMMARY AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the Parks and Recreation Department total \$1,386,214, an increase of \$7,785 or 0.6%, above the combined 2004 budgets of \$1,378,429.

Highlights of the recommended 2005 budget include the following:

1. Administration, 101.55310:

Administration expenditures decreased by \$790 with the majority of the decrease being personal service costs (\$1,063). These reductions in costs were offset by increases in supplies and expenses. Increased revenues reflect the non-resident fees collected in the youth recreation programs now being credited to this account as an administrative services charge. This budget is funded by the tax levy, fees and advertising.

2. Oak Avenue Community Center:

The recommended 2005 budget for the Oak Avenue Community Center is \$40,599, an increase of \$294 above the 2004 budget of \$40,299. The majority of this increase is in contractual services (\$9,000). It includes money to repaint the gym floor, lock replacements and the heater trap replacement. This increase is offset by a reduction in non-recurring capital outlay. All other expenditures are typical for this activity. This budget is funded by tax levy, building rental

fees and adult athletics (for the gym floor).

3. Parks, 101.55210:

Personal service costs increased \$3,849 due to the elimination of a seasonal maintenance staff position. This was offset by increases in health insurance and workers compensation. Contracting for fence repair and heating/plumbing has increased the contractual services category by \$4,000. Mowing continues to be contracted out for Hackman Field, the Fairgrounds softball fields and Griese Park soccer fields. The UW will now mow all of their own fields in 2005 at a savings of \$4,700. The warming house will be closed at S.J. Miller Park in 2005 saving \$3,000.

The 2005 budget includes \$3,000 for contractual services to trim trees and for new tree plantings. The 2005 budget also includes \$4,500 for ten replacement Webcoat tables.

Rental equipment costs were increase \$2,500 to reflect a change where equipment will be rented from outside vendors when the rates are more cost effective.

This budget is funded primarily by tax levy and some user fees.

4. Recreation Programs, 101.55321:

The recommended 2005 budget is \$66,966, a decrease of \$6,293 from the 2004 budget of \$73,259. This decrease is primarily the result of reducing the program supervisor hours and eliminating an ice rink supervisor at the Steve J. Miller ice rink. All other expenditures are typical for this kind of activity. No capital outlay is requested for 2005.

The Youth Program portion of this budget provides activities that deal with various youth programs throughout the year. Revenues are reduced to reflect estimated participation levels and a reduction with non-resident which are now shown as administrative revenues. This budget is subsidized by the WPRA Ticket program monies, used to offer youth and teen trips at a reduced cost, and ticket sales to other sponsored events. An additional \$3,000 of accumulated fund balance was used to offset this budget. The balance of the budget is subsidized by tax levy.

5. Tennis/Racquetball Center, 101.55327:

The recommended 2005 budget totals \$34,031, an decrease of \$1,956 or 5.4% below the adopted 2004 budget of \$35,987. This decrease is primarily due to a downturn in usage. No capital outlay is requested for 2005.

Revenue projections for 2005 are \$34,346 which will offset operating costs. Revenues include \$1,137 from the implementation of a non-resident fee for the use of the facility. The non-resident fees were implemented in 2004.

6. Adult Athletic Leagues, 101.55328:

This budget, totaling \$20,338, provides activities that include the men's basketball league and the volleyball leagues. Personal service costs increased \$1,604 due to an additional facility supervisor being required at the Junior High School. Estimated 2005 revenues total \$20,341.

7. Zoo, 101.55410:

The recommended 2005 budget is \$223,310, an increase of \$14,930 or 7.2% above the 2004 budget of \$208,380.

Costs increased in both the personal services category, \$5,526, and supplies and expenses, \$8,059. The increase in supplies and expenses is due to animal feed and supplies. The increase in personal services costs are attributable to health insurance and workers compensation. The budget does include \$6,016 for the zoo education coordinator position with off-setting revenues from the Zoological Society. The raptor exhibits have expanded as well as the elk and deer herds. All other expenditures are typical for this kind of activity.

There are no capital equipment requests in the 2005 budget.

The majority of this budget is funded by tax levy; additional revenue comes from vending machines and a grant.

8. Aquatics, 101.55420:

The aquatic budget includes the costs to operate both the Hefko outdoor swimming pool and the indoor swimming programs offered at the Senior High School. In addition, the cost to the city to have the YMCA provide swim lessons for city residents is also shown in this budget. The aquatics budget was developed with the assumption that a new or renovated outdoor swimming pool facility will not be completed. The expenditures for the aquatic budget are \$83,485 with projected revenues of \$35,093. Personal service costs were reduced by \$956 due to schools staying open longer, into June, and closing the pool prior to the fair. Contractual services were decreased \$3,995 due to decreases in utility and heating costs. There are no capital equipment requests in 2005.

This budget is funded by tax levy (55%) and user fees (45%). Revenues include a projected increase in swim passes for 2005.

9. Fairgrounds, 101.55480:

This budget increases the expenditures by \$2,202 to \$65,719 but the revenues remain the same at \$35,800. Personal service costs increased \$2,572. Contractual service costs were decreased \$758 primarily due to contracted mowing services (\$3,100). There are no capital outlay requests in 2005. Other expenditures are typical for this kind of activity.

\$25,000 has been requested in the 420 Capital Improvement Budget for the Fair Commission to assist with major improvements at the Fairgrounds.

The budget is funded by tax levy (46%) and fees/rental (54%).

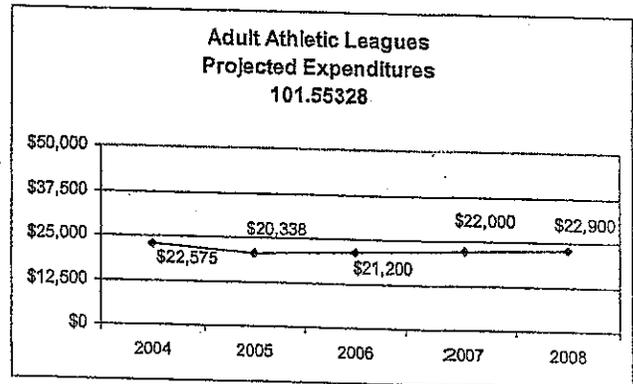
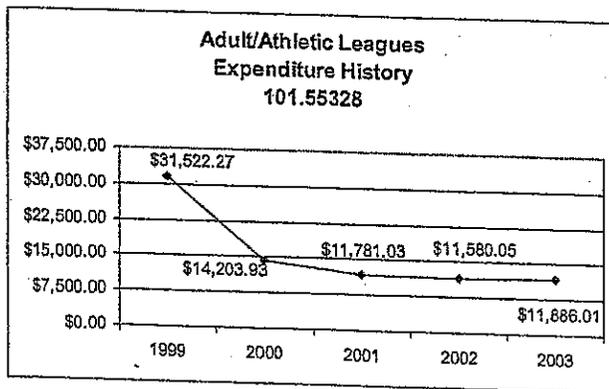
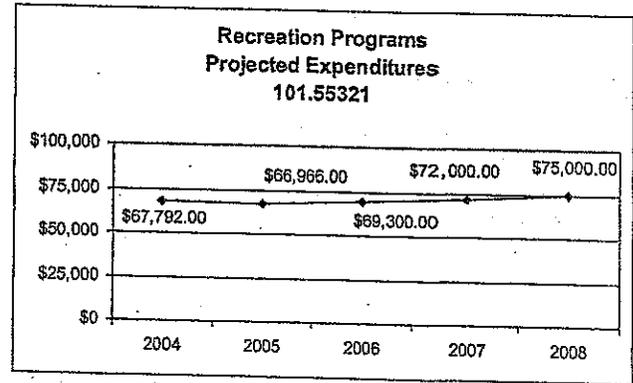
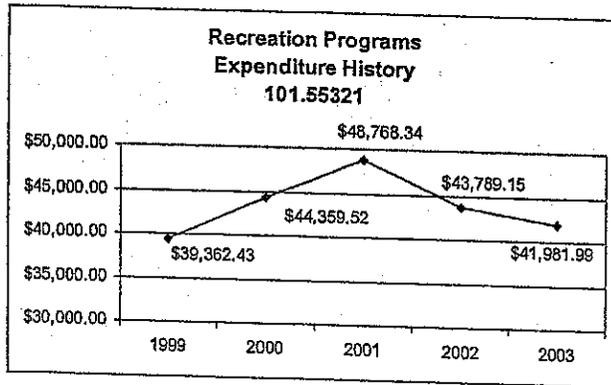
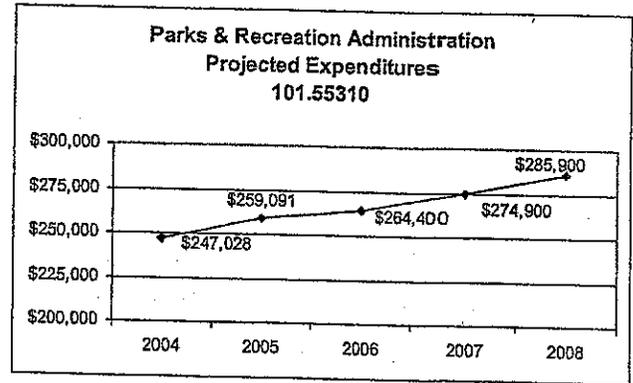
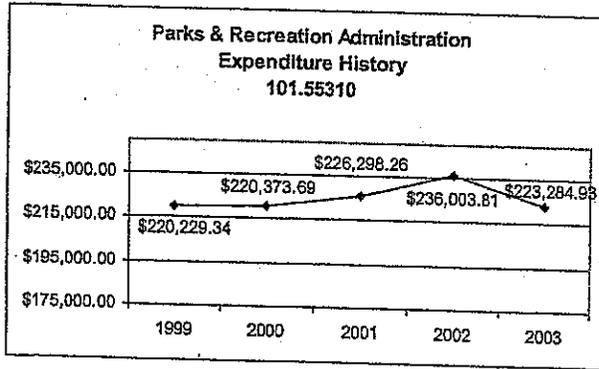
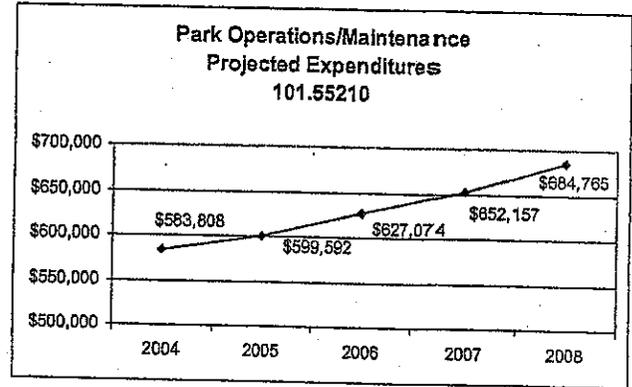
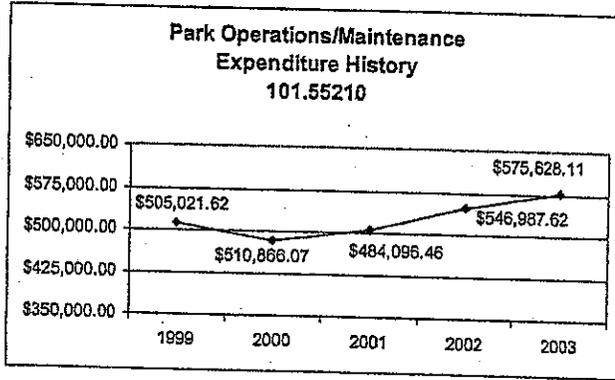
<u>SCHEDULE OF DEPARTMENT EXPENDITURES:</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
1. Parks/Recreation Administration	\$223,285	\$259,881	\$247,028	\$259,091
2. Oak Avenue Community Center	31,291	40,299	40,480	40,593
3. Parks Operation/Maintenance	575,628	593,046	583,808	599,592
4. Recreation Programs	41,982	73,259	67,792	66,966
5. Tennis/Racquetball	29,407	35,987	32,066	34,031
6. Adult Athletic Leagues	11,886	22,575	22,575	20,338
7. Zoo Operation/Maintenance	194,975	208,380	202,544	223,310
8. Aquatic Facilities	84,750	81,485	76,861	76,574
9. Fairgrounds	<u>58,741</u>	<u>63,517</u>	<u>63,517</u>	<u>65,719</u>
TOTAL	\$1,251,945	\$1,378,429	\$1,336,671	\$1,386,214

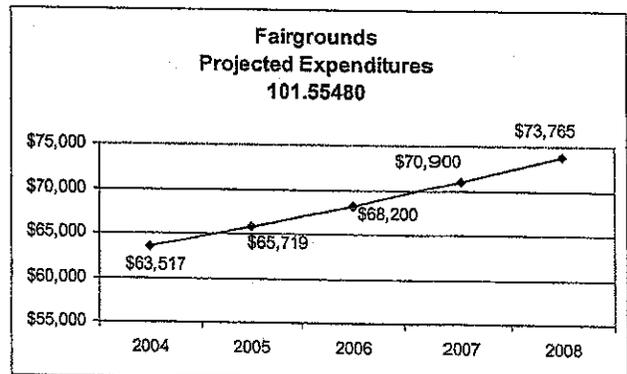
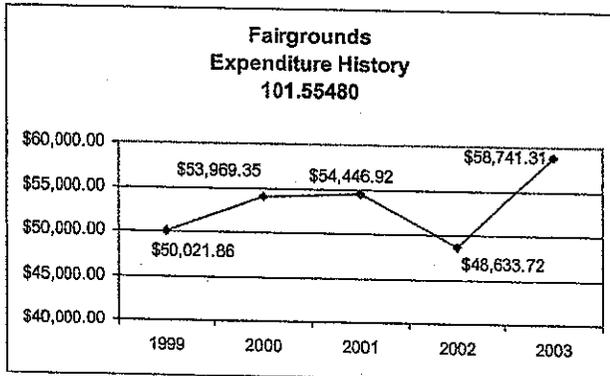
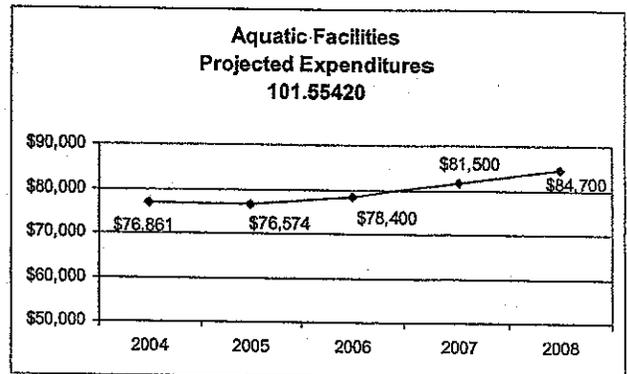
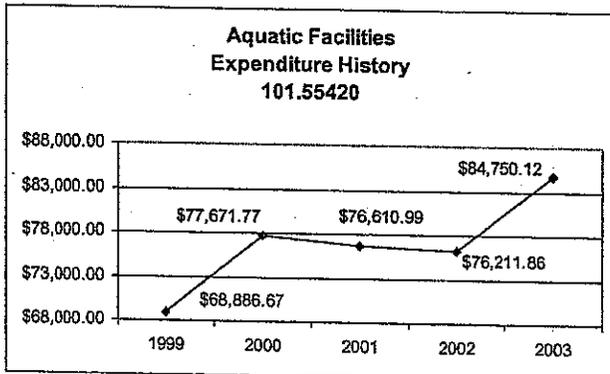
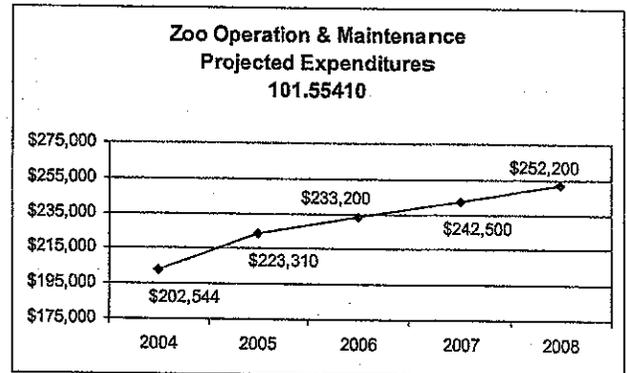
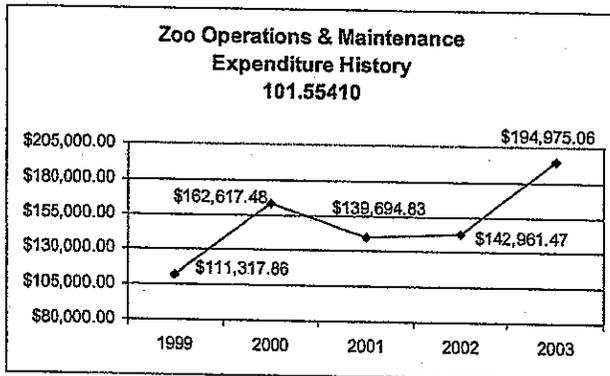
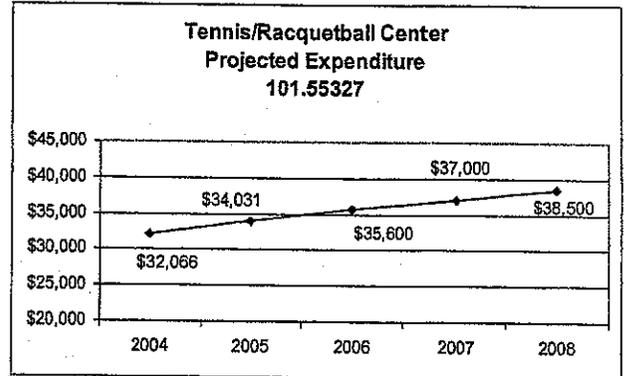
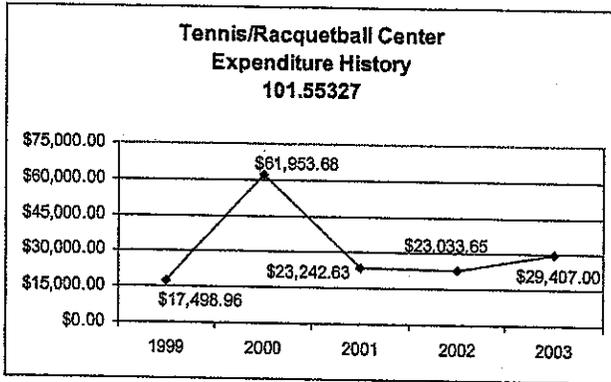
Operational efficiencies and cost reductions include:

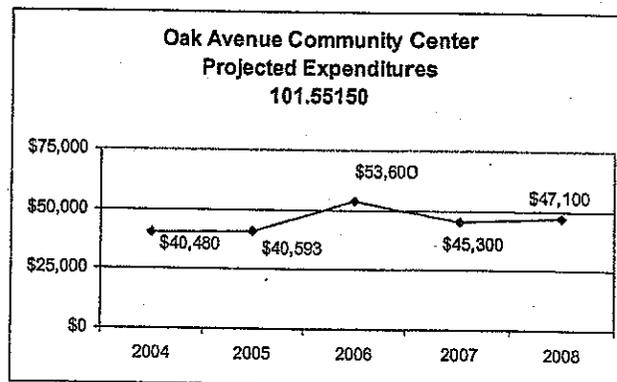
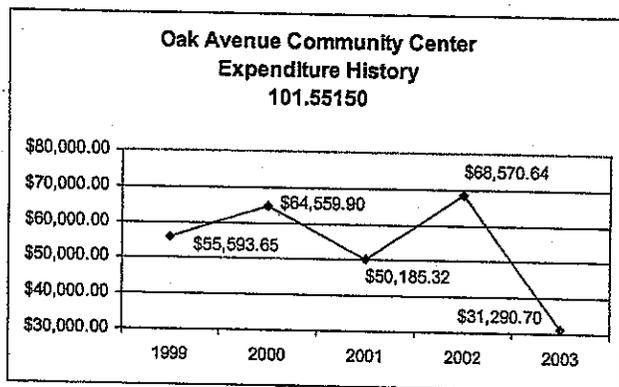
- Centralized park maintenance facilities
- Contracting mowing services
- Energy consumption reductions
- Increased user fees

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/ Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Parks/Recreation Director	D/6/1	1.0	1.0
Parks/Recreation Supervisor II	C/4/2	1.0	1.0
Parks/Recreation Maintenance Supervisor	C/4/2	1.0	1.0
Secretary	AFSCME	2.0	2.0
Equipment Operator III	AFSCME	1.0	1.0
Equipment Operator II	AFSCME	2.0	2.0
Equipment Operator I	AFSCME	3.0	3.0
TOTAL		11.0	11.0

GRAPHS:







CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS & RECREATION ADMINSTRN						
PROJECT						
PERSONAL SERVICES	212,031.27	244,204.00	231,276.00	245,066.00	243,141.00	
CONTRACTUAL SERVICES	2,341.87	4,323.00	4,323.00	3,979.00	3,979.00	
SUPPLIES AND EXPENSES	8,911.79	11,354.00	11,429.00	11,971.00	11,971.00	
TOTALS: PROJECT	223,284.93	259,881.00	247,028.00	261,016.00	259,091.00	
TOTALS: PARKS & RECREATION ADMIN	223,284.93	259,881.00	247,028.00	261,016.00	259,091.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARK OPERATIONS/MAINTENANCE						
PROJECT						
PERSONAL SERVICES	323,270.58	322,578.00	322,250.00	329,832.00	326,427.00	
CONTRACTUAL SERVICES	112,984.04	126,339.00	121,381.00	130,171.00	129,859.00	
SUPPLIES AND EXPENSES	131,954.10	121,589.00	118,621.00	126,075.00	126,075.00	
BUILDING MATERIALS	5,027.16	11,840.00	10,840.00	13,956.00	13,956.00	
FIXED CHARGES	651.15	800.00	816.00	3,275.00	3,275.00	
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	1,741.08	9,900.00	9,900.00			
COST REALLOCATIONS						
TOTALS: PROJECT	575,628.11	593,046.00	583,808.00	603,309.00	599,592.00	
TOTALS: PARK OPERATIONS/MAINTENA	575,628.11	593,046.00	583,808.00	603,309.00	599,592.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OAK AVENUE COMMUNITY CENTER						
PROJECT						
PERSONAL SERVICES	785.80	4,450.00	4,311.00	4,490.00	4,490.00	4,490.00
CONTRACTUAL SERVICES	21,916.95	23,964.00	23,964.00	31,646.00	31,646.00	31,646.00
SUPPLIES AND EXPENSES	2,019.57	2,250.00	2,600.00	2,950.00	2,950.00	2,950.00
BUILDING MATERIALS		105.00	105.00			
FIXED CHARGES	175.82	1,530.00	1,500.00	1,507.00	1,507.00	1,507.00
CAPITAL OUTLAY	6,392.56	8,000.00	8,000.00			
TOTALS: PROJECT	31,290.70	40,299.00	40,480.00	40,593.00	40,593.00	40,593.00
TOTALS: OAK AVENUE COMMUNITY CEN	31,290.70	40,299.00	40,480.00	40,593.00	40,593.00	40,593.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
RECREATION PROGRAMS						
PROJECT						
PERSONAL SERVICES	32,669.01	54,982.00	50,859.00	47,400.00	47,400.00	47,400.00
CONTRACTUAL SERVICES	1,412.88	3,224.00	2,155.00	2,520.00	2,520.00	2,520.00
SUPPLIES AND EXPENSES	6,612.36	10,328.00	10,428.00	9,703.00	9,703.00	9,703.00
FIXED CHARGES	987.74	4,375.00	4,000.00	6,993.00	6,993.00	6,993.00
GRANTS CONTRIB INDEMNITIES	300.00	350.00	350.00	350.00	350.00	350.00
TOTALS: PROJECT	41,981.99	73,259.00	67,792.00	66,966.00	66,966.00	66,966.00
TOTALS: RECREATION PROGRAMS	41,981.99	73,259.00	67,792.00	66,966.00	66,966.00	66,966.00

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TENNIS/RACQUETBALL CENTER PROJECT						
PERSONAL SERVICES	12,637.22	18,778.00	14,715.00	17,616.00	17,559.00	
CONTRACTUAL SERVICES	15,787.76	16,369.00	16,369.00	15,760.00	15,632.00	
SUPPLIES AND EXPENSES	982.02	840.00	982.00	840.00	840.00	
TOTALS: PROJECT	29,407.00	35,987.00	32,066.00	34,216.00	34,031.00	
TOTALS: TENNIS/RACQUETBALL CENTE	29,407.00	35,987.00	32,066.00	34,216.00	34,031.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ADULT ATHLETIC LEAGUES						
PROJECT						
PERSONAL SERVICES	10,660.51	12,915.00	12,915.00	14,519.00	14,519.00	
CONTRACTUAL SERVICES		4,200.00	4,200.00			
SUPPLIES AND EXPENSES	1,225.50	1,380.00	1,380.00	1,347.00	1,347.00	
FIXED CHARGES		4,080.00	4,080.00	4,472.00	4,472.00	
TOTALS: PROJECT	11,886.01	22,575.00	22,575.00	20,338.00	20,338.00	
TOTALS: ADULT ATHLETIC LEAGUES	11,886.01	22,575.00	22,575.00	20,338.00	20,338.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ZOO OPERATION & MAINTENANCE						
PROJECT						
PERSONAL SERVICES	124,536.25	147,917.00	143,462.00	154,276.00	153,443.00	
CONTRACTUAL SERVICES	27,357.15	26,803.00	26,303.00	28,648.00	28,648.00	
SUPPLIES AND EXPENSES	35,130.33	30,960.00	30,509.00	39,019.00	39,019.00	
BUILDING MATERIALS	2,861.33	2,700.00	2,270.00	2,200.00	2,200.00	
FIXED CHARGES	90.00					
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	5,000.00					
COST REALLOCATIONS						
TOTALS: PROJECT	194,975.06	208,380.00	202,544.00	224,143.00	223,310.00	
TOTALS: ZOO OPERATION & MAINTENA	194,975.06	208,380.00	202,544.00	224,143.00	223,310.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AQUATIC FACILITIES						
PROJECT						
PERSONAL SERVICES	42,620.53	44,780.00	40,206.00	43,824.00	43,824.00	
CONTRACTUAL SERVICES	21,614.04	28,706.00	28,706.00	24,711.00	24,711.00	
SUPPLIES AND EXPENSES	9,267.66	6,339.00	6,289.00	6,164.00	6,164.00	
BUILDING MATERIALS	141.00					
FIXED CHARGES	914.89	1,660.00	1,660.00	1,875.00	1,875.00	
CAPITAL OUTLAY	10,192.00					
TOTALS: PROJECT	84,750.12	81,485.00	76,861.00	76,574.00	76,574.00	
TOTALS: AQUATIC FACILITIES	84,750.12	81,485.00	76,861.00	76,574.00	76,574.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FAIRGROUNDS						
PROJECT						
PERSONAL SERVICES	16,945.37	14,821.00	14,821.00	17,462.00	17,393.00	
CONTRACTUAL SERVICES	26,278.31	36,093.00	34,180.00	35,335.00	35,335.00	
SUPPLIES AND EXPENSES	5,929.63	6,503.00	8,416.00	6,840.00	6,840.00	
BUILDING MATERIALS	2,622.00	3,400.00	3,400.00	3,675.00	3,675.00	
FIXED CHARGES	1,966.00	2,700.00	2,700.00	2,476.00	2,476.00	
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	5,000.00					
COST REALLOCATIONS						
TOTALS: PROJECT	58,741.31	63,517.00	63,517.00	65,788.00	65,719.00	
TOTALS: FAIRGROUNDS	58,741.31	63,517.00	63,517.00	65,788.00	65,719.00	



CELEBRATIONS AND ENTERTAINMENT
101-55349

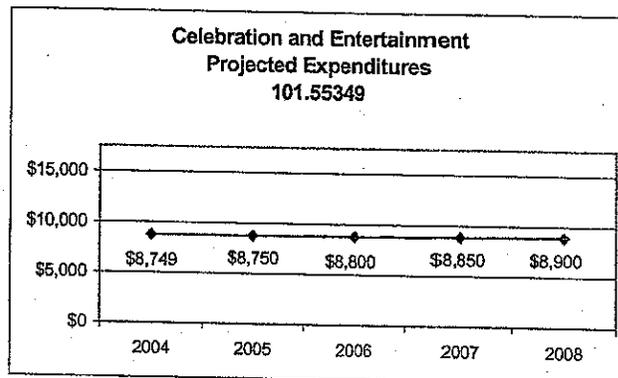
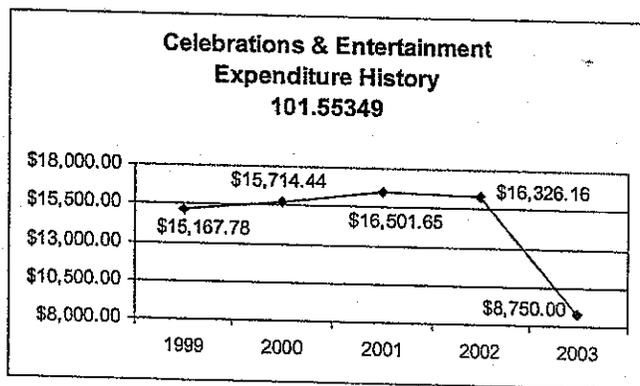
SUMMARY:

The recommended 2005 Celebrations and Entertainment budgets total \$8,750, which is the same as the 2004 budget. This budget is supported entirely by tax levy.

In summary, the funding levels are as follows:

	<u>Budgeted</u> <u>2004 Contributions</u>	<u>Recommended</u> <u>2005 Contributions</u>
Palm Sunday Chorus	\$750	\$750
School Patrol	3,500	3,500
Civic Band	<u>4,500</u>	<u>4,500</u>
TOTAL	\$8,750	\$8,750

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CELEBRATIONS & ENTERTAINMENT						
PROJECT						
GRANTS CONTRIB INDEMNITIES	8,750.00	8,750.00	8,749.00	8,750.00	8,750.00	8,750.00
TOTALS: PROJECT	8,750.00	8,750.00	8,749.00	8,750.00	8,750.00	8,750.00
TOTALS: CELEBRATIONS & ENTERTAIN	8,750.00	8,750.00	8,749.00	8,750.00	8,750.00	8,750.00



UW COLLEGE - MARSHFIELD/WOOD COUNTY
101-55610

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

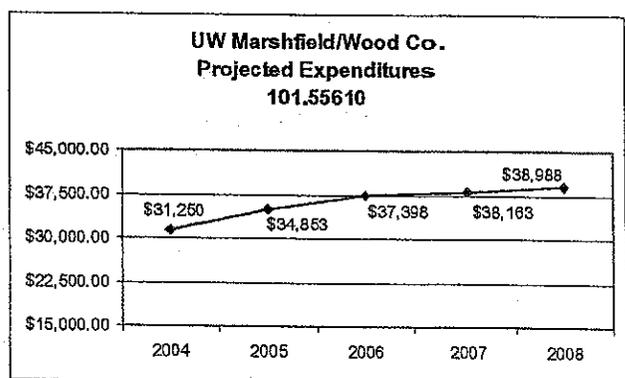
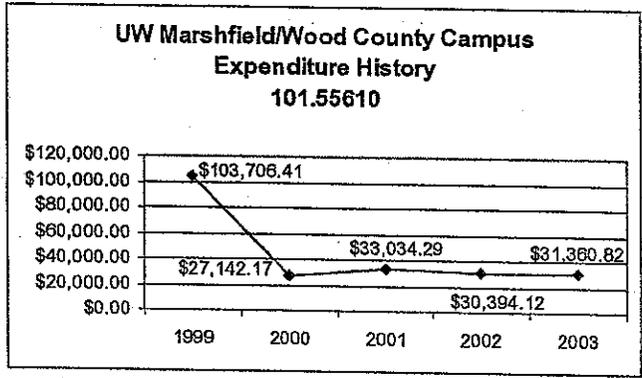
The recommended 2005 appropriation for the University of Wisconsin - Marshfield/Wood County is \$34,853, an increase of \$3,578 or 11.4% above the 2004 City appropriation of \$31,275.

Of the total appropriation, \$12,003 is earmarked for the City's proportionate share (50%) of insurance and bookkeeping expenses. An additional \$21,550 is recommended to finance the City's share of ongoing maintenance to the structures and attached facilities. An additional \$1,300 is budgeted for garbage pickup billed directly to the city.

Funding to complete enhancements to the facility totaling \$199,000 is shown in capital projects fund #440. The enhancement include CIP Projects UW-K-7301, new air conditioning condensers for the Felker Building (\$65,000); UW-K-7302 Library remodeling (\$125,000); and UW-K-7304, Energy Efficiency Enhancements (\$9,000).

There is a private donation of \$50,000 for the Library remodeling project and \$9,000 in energy credits available for the Energy Efficiency Enhancements Project. The balance of this budget is funded by tax levy. Wood County also appropriates an equal amount for this facility since it is jointly owned with the county.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UW MARSHFIELD/WOOD CO CAMPUS PROJECT						
CONTRACTUAL SERVICES	1,115.82	1,200.00	1,175.00	1,300.00	1,300.00	
GRANTS CONTRIB INDEMNITIES	30,245.00	30,075.00	30,075.00	33,553.00	33,553.00	
TOTALS: PROJECT	31,360.82	31,275.00	31,250.00	34,853.00	34,853.00	
TOTALS: UW MARSHFIELD/WOOD CO CA	31,360.82	31,275.00	31,250.00	34,853.00	34,853.00	



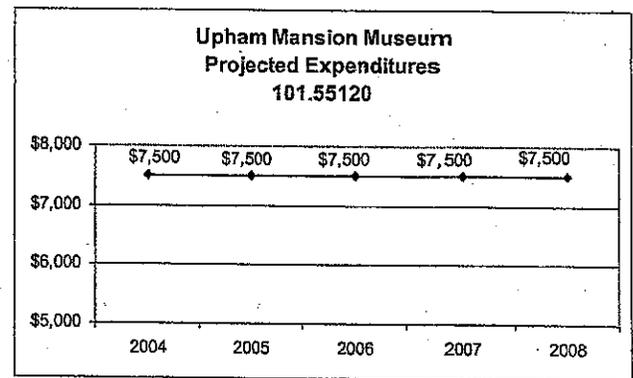
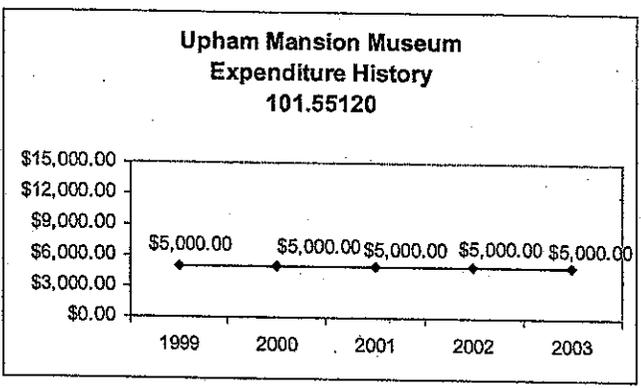
**UPHAM MANSION
101-55120**

SUMMARY:

The recommended 2005 City appropriation to the Upham Mansion is \$7,500, which is the same as the 2004 budget.

The restored home of former Wisconsin Governor William Henry Upham, the mansion is listed on the National Register of Historic Places and serves as a center of program activity for the North Wood County Historical Society.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UPHAM MANSION MUSEUM PROJECT						
GRANTS CONTRIB INDEMNITIES	5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
TOTALS: PROJECT	5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
TOTALS: UPHAM MANSION MUSEUM	5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00

CONSERVATION DEVELOPMENT

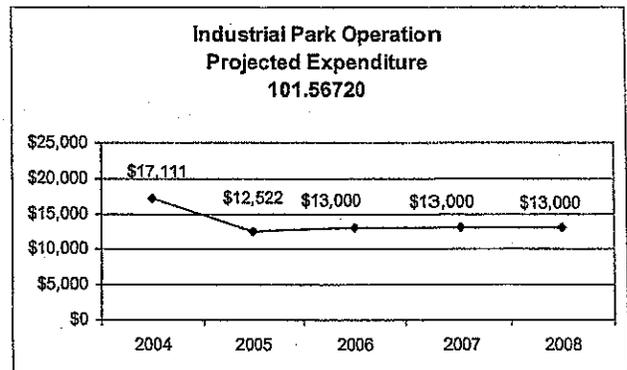
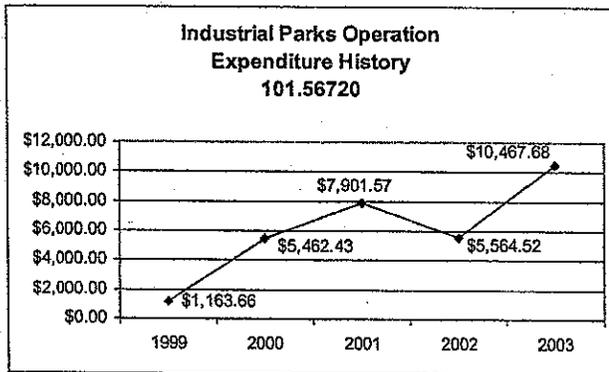


**INDUSTRIAL PARK OPERATION AND
DEVELOPMENT
101-56720**

SUMMARY:

The Industrial Park Operation and Development budget includes appropriations for the ongoing maintenance of the East Industrial Park, Mill Creek Business Park, Yellowstone Industrial Park and the Air Industrial Park. The recommended 2005 budget of \$12,522 includes monies for personnel costs for engineering/surveying (\$1,997); professional services associated with the sale of land (\$5,000); electricity (\$900); mowing and landscape maintenance in the parks (\$4,500); postage for agendas and meetings (\$25); and filing fees for land transactions (\$100). This budget is not intended to be used for development of the City's industrial parks. This budget is funded entirely by tax levy.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INDUSTRIAL PARK OPER & DEVEL PROJECT						
PERSONAL SERVICES	8,397.54	1,613.00	8,876.00	2,012.00	1,997.00	
CONTRACTUAL SERVICES	1,979.41	14,400.00	6,100.00	10,400.00	10,400.00	
SUPPLIES AND EXPENSES	90.73	125.00	2,135.00	125.00	125.00	
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	10,467.68	16,138.00	17,111.00	12,537.00	12,522.00	
TOTALS: INDUSTRIAL PARK OPER & D	10,467.68	16,138.00	17,111.00	12,537.00	12,522.00	



PLANNING AND ECONOMIC DEVELOPMENT
101-56901

MISSION STATEMENT:

The mission of the Department of Planning & Economic Development is to provide the City Council, City Plan Commission, and other boards and commissions and citizens with expertise and recommendations in the areas of city planning, neighborhood and special areas planning, city development and redevelopment, zoning site plan review, subdivision plat review, historic preservation, land use-related ordinance development, growth and development monitoring and land use management, and begin the process for updating the comprehensive plan.

The Department's mission for economic development is to encourage and promote city-wide economic development activities by providing professional assistance and support programs that help create a business climate that enhances development. This department also coordinates development activities between the public and private sectors to stimulate development in a planned and orderly way.

STATEMENT OF WORK PROGRAMS AND SERVICES

The Director of Planning & Economic Development engages in and coordinates processes to ensure the planned, coordinated development of the City of Marshfield. In 2005 the work program of this Department will be to:

- A. Encourage planned development within the city consistent with the goals and objectives of the 1994 Comprehensive Plan by:
- Providing for improved physical development of the city
 - Coordinating public and private activities relating to development
 - Continuing to refine and implement the city's comprehensive plan
 - Updating city ordinances pertaining to development
 - Developing appropriate computer systems to enable more efficient processing and improved analysis of permits and applications
 - Assist neighborhood associations and downtown improvement districts in implementation of area plans and revitalization activities
 - Encouraging community awareness of long-range planning issues and policies
 - Coordinate activities and groups involved in downtown redevelopment
- B. Encourage economic development within the city by:
- Help existing businesses expand and solve problems with retention and expansion issues
 - Recruit new businesses to locate in the City of Marshfield
 - Administer the city's loan programs
 - Assist businesses with the city permit process and regulations
 - Manage Mill Creek Business Park
 - Keep an up-to-date file on commercial and industrial buildings and zoning districts
 - Coordinate the city's economic development efforts with other local, state and federal organizations

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budget for the Director of Planning and Economic Development, is \$483,597; an increase of \$253,558 from the 2004 budget of \$230,039. The majority of the increase is attributable to the continued implementation in 2005 of city-wide GIS (\$93,000); the Comprehensive Plan update to include the Downtown Plan and the Parks and Recreation Plan (\$139,400); and increases in personnel costs (\$20,250). The Comprehensive Plan was last updated in 1994; by statutory requirement, it must be updated to comply with the Smart Growth legislation. The comprehensive plan must be adopted as a whole plan, with nine required elements, following statutory requirements and procedures (Sec. 66.1001(4)(c)). The Parks and Recreation plan and the Downtown plan both need to be updated and there are substantial cost savings to completing these two plans as part of the comprehensive plan, since they are required elements. In addition to the personnel cost associated with the GIS Technician, an additional \$22,068 is included in the 2005 IT budget for licenses, software maintenance agreement and the GIS internet interface. Other expenditures are typical for this kind of activity. The funding sources for the GIS system continues to be utility contributions and tax levy.

Planning departments typically do not have many areas from which to cut costs, as their budgets are almost exclusively personnel costs and consulting costs. The 2005 budget is 48% personnel costs and 49% consulting costs.

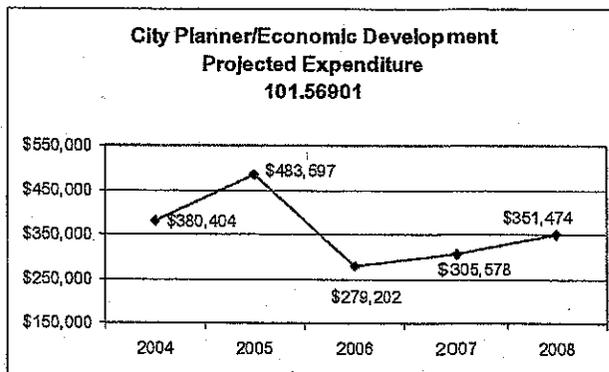
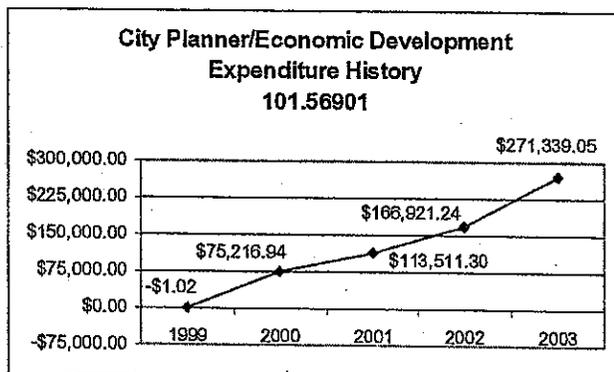
Increased efficiencies (current and proposed) would include, in part:

- ◆ Consolidation and update of Zoning Ordinance basic regulations (permitted uses, setbacks, etc.) into two Excel spreadsheet tables, also placed on web site;
- ◆ Ongoing development of planning and zoning procedural brochures (how to apply for a zoning change, variance, or conditional use permit);
- ◆ Update of presently disjointed and paper-only forms and permit applications;
- ◆ Most critically, the development and launch of the GIS will greatly reduce staff time in several areas and in many departments;
- ◆ Development of the DRT continues to be time saving for the Planning Department and builds inter-departmental cooperation; and
- ◆ Update of the comprehensive and downtown plans.

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/Representation</u>	<u>Authorized 2004</u>	<u>Recommended Authorization 2005</u>
Director of Planning and Economic Development	C/5/2*	1.0	1.0
Planner/Zoning Administrator	C/4/4*	1.0	1.0
GIS Technician	C/4/1*	1.0	1.0
TOTAL		3.0	3.0

<u>SCHEDULE OF DEPARTMENT EXPENDITURES:</u>	<u>Actual 2003</u>	<u>Budget 2004</u>	<u>Estimated 2004</u>	<u>Recommended 2005</u>
TOTAL	\$271,339	\$230,039	\$380,404	\$483,597

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY PLANNER/ECON DEVELOPER						
PROJECT						
PERSONAL SERVICES	122,275.17	211,193.00	214,553.00	232,954.00	231,443.00	231,443.00
CONTRACTUAL SERVICES	2,302.00	4,471.00	3,098.00	143,711.00	143,711.00	143,711.00
SUPPLIES AND EXPENSES	19,363.70	14,375.00	14,232.00	14,875.00	14,875.00	14,875.00
FIXED CHARGES			614.00	568.00	568.00	568.00
CAPITAL OUTLAY	127,398.18		147,907.00	112,875.00	93,000.00	93,000.00
TOTALS: PROJECT	271,339.05	230,039.00	380,404.00	504,983.00	483,597.00	483,597.00
TOTALS: CITY PLANNER/ECON DEVELO	271,339.05	230,039.00	380,404.00	504,983.00	483,597.00	483,597.00

SPECIAL REVENUE FUNDS - 200



**ROOM TAX FUND
PARK/ZOO IMPROVEMENTS
FUND 202**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2005 budgets for the Room Tax Fund total \$275,000, all of which will be generated from 2005 room tax revenue. Revenues from the 4% room tax are divided equally between the Marshfield Convention and Visitor's Bureau and Park/Zoo projects. The Common Council passed Ordinance 874 on July 27, 1999, increasing the room tax from 4% to 6%. Of the additional 2% room tax, 30% is allocated to the city and 70% is allocated to the Marshfield Convention and Visitor's Bureau. In 2005, \$145,000 will be transferred from the Room Tax Fund (202) to the Marshfield Convention and Visitors Bureau Fund (203) to finance their 2005 programs and grants. The balance of the room tax revenue - \$130,000 - supports park/recreation development.

The 2005 budget includes CIP Project PR-L-2803 (\$50,000) for Zoo sidewalk and bridge improvements, CIP Project PR-L-2820 (\$10,000) for the cougar building improvements and CIP Project PR-L-2821 (\$15,000) for Columbia Park bandshell renovation. Other expenditures, totaling \$40,000, are for playground development/renovation (CIP Project PR-L-2804 - \$25,000) and to replace the zoo pasture fencing (CIP Project PR-L-2823 - \$15,000). An additional \$15,000 is requested for stream bank stabilization (CIP Project PR-L-2818). This money is transferred to Capital Projects Fund #420. The following is a summary of the sources and uses of funds for the 2005 budget:

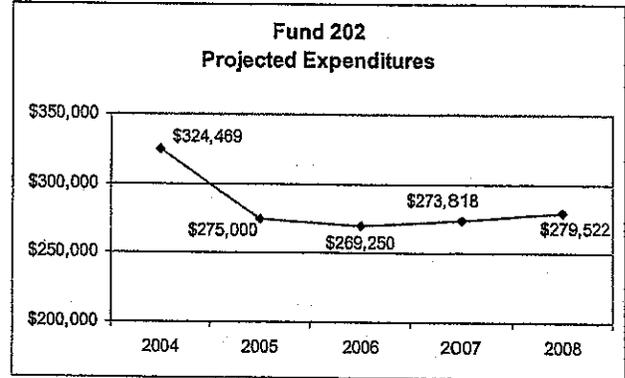
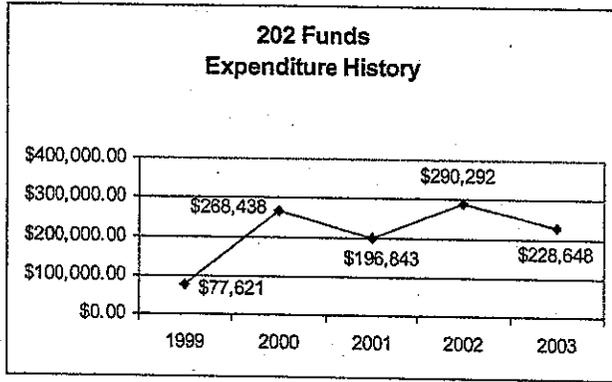
Sources

2005 Room Tax	\$255,867
Fund Balance Applied	<u>19,133</u>
TOTAL	\$275,000

Uses

1. PR-L-2803, Zoo sidewalk and bridge improvements	\$50,000
2. PR-L-2820, Cougar building improvements	10,000
3. PR-L-2821, Columbia Park bandshell renovation	15,000
4. PR-L-2804, Playground development/renovation	25,000
5. PR-L-2823, Zoo pasture fencing	15,000
6. PR-L-2818, Stream bank stabilization	15,000
7. Transfer to Convention & Visitor's Bureau	<u>145,000</u>
TOTAL	\$275,000

GRAPHS



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS OUTLAY-ROOM TAX FUND						
TAXES						
PUBLIC ACCOMMODATION TAXES 202.41000.0000.41210	241,645.18	253,513.00	245,847.00	255,867.00	255,867.00	
TOTALS: TAXES	241,645.18	253,513.00	245,847.00	255,867.00	255,867.00	
INTERGOVERNMENTAL REVENUES						
ST GRANTS, CULTURE RECR EDUC 202.43000.0000.43570				40,000.00		
TOTALS: INTERGOVERNMENTAL REVENU				40,000.00		
TOTALS: PARKS OUTLAY-ROOM TAX FUND	241,645.18	253,513.00	245,847.00	295,867.00	255,867.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS OUTLAY-ROOM TAX FUND						
PARK OPERATIONS/MAINTENANCE						
PROJECT						
CONTRACTUAL SERVICES	3,549.89					
BUILDING MATERIALS	132.15					
CAPITAL OUTLAY	43,042.72	99,847.00	178,469.00	115,000.00	115,000.00	
TOTALS: PROJECT	46,724.76	99,847.00	178,469.00	115,000.00	115,000.00	
TOTALS: PARK OPERATIONS/MAINTENA	46,724.76	99,847.00	178,469.00	115,000.00	115,000.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	181,923.33	153,666.00	146,000.00	145,000.00	160,000.00	
TOTALS: PROJECT	181,923.33	153,666.00	146,000.00	145,000.00	160,000.00	
TOTALS: OTHER FINANCING USES	181,923.33	153,666.00	146,000.00	145,000.00	160,000.00	
TOTALS: PARKS OUTLAY-ROOM TAX FUND	228,648.09	253,513.00	324,469.00	260,000.00	275,000.00	



CONVENTION AND VISITORS BUREAU FUND FUND 203

MISSION STATEMENT

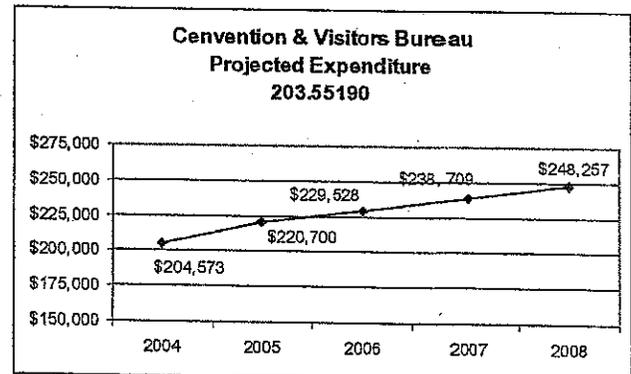
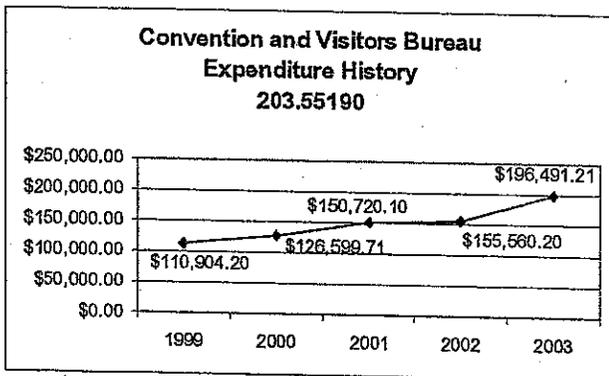
The mission of the Marshfield Convention and Visitors Bureau is to assist community organizations, businesses and individuals in promoting Marshfield and attracting visitors to the city and local hotels/motels.

The Bureau is authorized and funded under Section 2-104 of the Municipal Code of the City of Marshfield. The Bureau is not permitted to influence legislation, to support political parties, or to endorse any candidate for public office. No part of the funds can be used for the direct benefit of the Bureau.

The recommended 2005 budget for the Convention and Visitors Bureau totals \$220,700 of which \$145,000 will be generated from 2004 room tax revenue. The balance of funding comes from program fees and interest income.

The recommended 2005 budget increased \$8,132 above the 2004 appropriation of \$212,568. In addition to routine administrative costs, the budget supports such events as Dance Weekend, Dairyfest Craft Fair, Maple Fall Fest, Yellowstone Trail, Arts Weekend, Quilt Show, Amish and Mennonite tours, to name a few.

GRAPHS



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CONVENTION & VISITORS BUR FD						
MISCELLANEOUS REVENUE						
INTEREST ON GENERAL INVESTMT 203.48000.0000.48110	482.45	1,000.00	400.00	500.00	500.00	
OTHER MISCELLANEOUS REVENUE 203.48000.0000.48900	80,149.11	68,000.00	76,305.00	78,500.00	78,500.00	
TOTALS: MISCELLANEOUS REVENUE	80,631.56	69,000.00	76,705.00	79,000.00	79,000.00	
OTHER FINANCING SOURCES						
TRANSF FR PARKS O/L RM TX FD						
TRANSF FR SPECIAL REVENUE FD 203.49000.0202.49220	136,923.33	143,666.00	136,000.00	145,000.00	145,000.00	
TOTALS: TRANSF FR PARKS O/L RM	136,923.33	143,666.00	136,000.00	145,000.00	145,000.00	
TOTALS: OTHER FINANCING SOURCES	136,923.33	143,666.00	136,000.00	145,000.00	145,000.00	
TOTALS: CONVENTION & VISITORS BUR	217,554.89	212,666.00	212,705.00	224,000.00	224,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CONVENTION & VISITORS BUR FD						
VISITORS & PROMOTION BUREAU						
PROJECT						
PERSONAL SERVICES	45,870.47	50,738.00	49,384.00	53,100.00	53,100.00	53,100.00
CONTRACTUAL SERVICES	3,129.58	4,900.00	3,800.00	4,100.00	4,100.00	4,100.00
SUPPLIES AND EXPENSES	26,893.62	40,850.00	35,400.00	38,000.00	38,000.00	38,000.00
FIXED CHARGES	7,580.00	7,580.00	7,580.00	8,000.00	8,000.00	8,000.00
GRANTS CONTRIB INDEMNITIES	113,017.54	108,500.00	108,409.00	117,500.00	117,500.00	117,500.00
TOTALS: PROJECT	196,491.21	212,568.00	204,573.00	220,700.00	220,700.00	220,700.00
TOTALS: VISITORS & PROMOTION BUR	196,491.21	212,568.00	204,573.00	220,700.00	220,700.00	220,700.00
TOTALS: CONVENTION & VISITORS BUR	196,491.21	212,568.00	204,573.00	220,700.00	220,700.00	220,700.00



**OTHER SPECIAL REVENUE FUNDS
FUNDS 208/211/213/218/225/231**

There are no recommended 2005 budgets for the Community Development Block Grant Fund (208), Commercial Rehabilitation Revolving Loan Fund (211), Residential Rehabilitation Revolving Loan Fund (213), Law Enforcement Restricted Revenue Fund (218), Utility Dividend Fund (225) and the East Industrial Park Fund (231). Fund #211 anticipates 2005 revenues of \$20 from interest on various savings/subsidy accounts.

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
C.D.B.G. FUND						
MISCELLANEOUS REVENUE						
OTHER MISCELLANEOUS REVENUE	(21,600.00)		7,180.00			
208.48000.0000.48900						
TOTALS: MISCELLANEOUS REVENUE	(21,600.00)		7,180.00			
TOTALS: C.D.B.G. FUND	(21,600.00)		7,180.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
C.D.B.G. FUND						
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	22,400.00		7,180.00			
TOTALS: PROJECT	22,400.00		7,180.00			
TOTALS: OTHER FINANCING USES	22,400.00		7,180.00			
TOTALS: C.D.B.G. FUND	22,400.00		7,180.00			



**ECONOMIC DEVELOPMENT FUND
FUND 210**

The recommended 2005 budget of \$105,920 includes a contribution of \$50,000 to MACCI for economic development. This appropriation provides continued funding for an additional staff person at MACCI who assist both the MACCI Executive Director and the City Planning and Economic Development Department. Traditionally, MACCI has been the lead agency for spearheading the city's economic development initiatives. Together with the city's Planning and Economic Development Department, these funds will allow us to increase activity and communication between the city and business community on development issues, and maintaining a shared vision for economic development. It is a good way to allocate scarce resources in a more efficient manner and keep economic development focus in the private sector, while allowing direct local government involvement. MACCI's annual budget is \$311,600 which is paid entirely by the private sector. This does not include the in-kind services and volunteers that are engaged in MACCI's activities throughout the year.

The majority of this appropriation is financed by the interest income earned from investments within this fund.

MAIN STREET CONTRIBUTION

SUMMARY/PROGRAM OBJECTIVES:

The City of Marshfield applied to the Wisconsin Department of Development for designation as a Main Street community in May, 1990. On June 20, 1990, Governor Thompson announced that Marshfield had been designated a Wisconsin Main Street Community.

The Marshfield community formed a Main Street Program to provide an opportunity for projects that would:

- Increase the investment and tax base in the downtown area
- Encourage a broader array of services for downtown clients and customers
- Identify gaps in our retail district
- Help existing businesses expand
- Recruit new businesses
- Provide an organizational framework for long-term economic restructuring
- Hire a full-time Program Manager to coordinate Main Street activities and volunteers
- Encourage, where appropriate, the restoration of commercial buildings to reflect the history of the city's commercial development
- Increase social and cultural activities in our central business district
- Enhance the appearance of our downtown through public and private efforts

RECOMMENDED 2005 APPROPRIATION:

The Main Street Program is an ongoing commitment to downtown revitalization. It is a program and not a project because successful downtowns require a steady, deliberate, and long-term approach rather than a "quick-fix." Many of the building rehabilitations in the downtown area over the past few years have occurred because of free or low-cost design assistance from the Main Street Program. Many of the successful promotions in the downtown area have occurred because of the work of the Main Street Program, including its many volunteers.

Main Street Marshfield has requested an appropriation of \$25,000 for 2005, which is identical to the amount appropriated in 2004. The city's appropriation of \$25,000 represents 13.6% of Main Street Marshfield's 2005 budget of \$183,504. In addition to the city's contribution, \$48,800 is anticipated from assessments levied by the Downtown Business Improvement District Board, and the remainder is projected to be derived from downtown and non-downtown contributions, fundraising efforts, and sponsorships for special events.

MEDA CONTRIBUTION

OVERVIEW

Economic growth is the foundation for many positive results in our community. Without economic development, our community cannot retain jobs, create jobs, and finance the quality of life that we all desire.

PURPOSE

The purpose of the Marshfield Economic Development Association of the Marshfield Area Chamber Foundation is to foster and promote economic development in the City of Marshfield, Wood and Marathon Counties; encourage and facilitate the growth and expansion of existing industries and businesses; encourage and assist the location of manufacturing, industrial and commercial firms in the city; and create growth in jobs and the tax base. Succinctly, MEDA's mission is to be responsible for enhancing the quality of life in the Marshfield area through business development.

2005 STRATEGIES

- Facilitate the relocation of knowledge-based (technology based) businesses to Marshfield and the retention and expansion of existing businesses within our markets.
- Continue to work with the Marshfield Clinic and Saint Joseph's Hospital to bring health care related businesses to Marshfield.
- Continue to work on the revitalization of the downtown.
- Bring back Central Wisconsin graduates.
- Encourage entrepreneurial spirit.
- Increase local and regional marketing efforts.
- Improve the aesthetics of buildings and grounds along Veteran's Parkway.

These goals are benchmarked on a monthly basis by the MACCI Board of Directors and MEDA committee.

2005 WORK PROGRAM OBJECTIVES

1. Coordinate Mill Creek Business Park marketing and tenant recruitment
 - * Identify local expansion needs
 - * Locate supporting businesses
 - * Continue work with private sector in the development of a bio-tech incubator
 - * Dissect current labor markets
 - * Assess competition

2. Identify funding sources for overall economic development
 - * Assess the need for a public/private venture
 - * Market revolving loan fund
 - * Analyze grant opportunities
 - * Assist local businesses with submittal of CDBG-ED and other low interest loan programs, along with Tech Zone Income Tax Credit applications.
3. Assist in housing development based on 2004 housing market assessment.
4. Work with city and DOT regarding identifying available lots along Veterans Parkway in East Side Industrial Park.
5. Sell remaining 2 lots in Air Business Park (7.07 acres)
6. Market and seek tenant(s) for Norwood spec building and the Norwood Industrial Park.
7. Work with UW Ag Research Station and government partners in the Heifer Research Station and proposed USDA Research Facility.
8. Identify appropriate tenant for Yellowstone Industrial Park which will facilitate a funding source for infrastructure development.
9. Provide support to the Wis-DOT and the Wisconsin Transportation Development Association to maintain and/or expand the present state and federal funding for transportation and work to advance the four-lane construction of US Highway 10 between Marshfield and Stevens Point, Business 13 reconstruction, and Highway 13 north major projects on schedule, and assist the city with the implementation of various bicycle multi-modal developments.
10. Participate with the Central Wisconsin Area Economic Development Council to implement prioritized strategies.
11. Conduct wage/salary and marketing surveys and publish the results; update the Community Profile, Industries brochure, and related publications; participate in demographic surveys.
12. Continue efforts through the Central Wisconsin S-T-C Partnership to assure that a local skilled labor force is available for industry and business through labor force recruitment and retainment efforts. (Funded through grants and the private sector.)
13. Continue efforts to fill vacant industrial and commercial buildings.
14. Provide technical assistance to businesses through business plan development and financial management.
15. Assist businesses with strategic plan development, marketing, regulatory, environmental issues.
16. Work with Department of Commerce on state and federal programs.
17. Provide entrepreneurial assistance with start-up business assessment and business plan development.
18. Develop and maintain liaisons with referral networks.
19. Conduct economic research and targeted economic development strategies.
20. Coordinate direct mail, media, web site, trade show and call trip campaigns.

- 21. Assist in the implementation of the downtown development plan.
- 22. Encourage appropriate business mix throughout Marshfield.

STRUCTURE

The Marshfield Economic Development Association (MEDA), an operational committee of the Marshfield Area Chamber of Commerce & Industry, and a financial account under the Chamber Foundation, is comprised of MACCI's Executive Director and Business Development Director, Mayor, City Administrator, City Planner/Economic Development Director, one Council representative, one Wood County Board Supervisor, Main Street representative, Marshfield Electric & Water Department Director, Marshfield Area Chamber of Commerce and Industry President or representative, Community Development Authority Director, and nine additional business and industry leaders.

Sub-committees, chaired by MEDA members, are formed on an "as needed basis" and draw on community members for project specific missions. MEDA membership shall be periodically reviewed to allow for new committee membership involvement. MEDA administers funds appropriated by both the City of Marshfield and Wood County and private donations.

RECOMMENDED 2005 APPROPRIATION:

The recommended 2005 appropriation to the Marshfield Economic Development Association is \$25,000, which is identical to the amount appropriated in 2004.

OTHER ITEMS

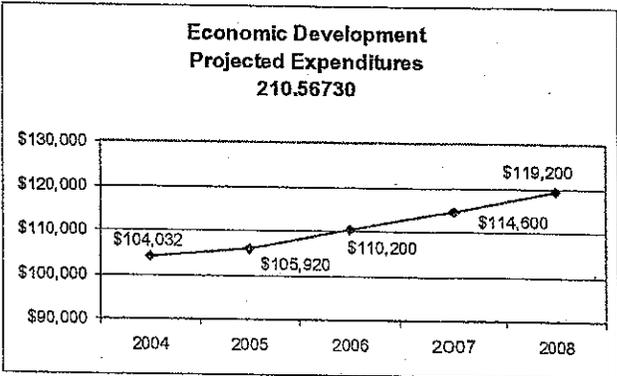
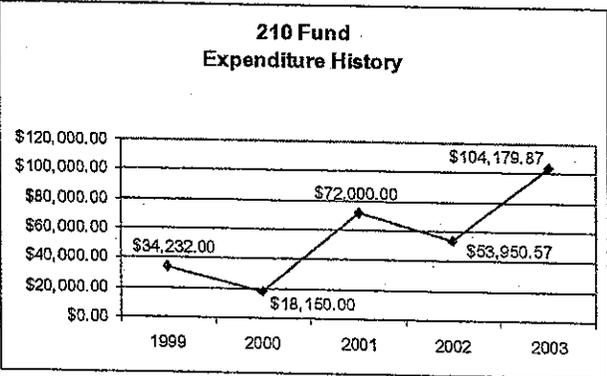
To assist our local business and industry in their expansion efforts and to attract new industry, the Marshfield Economic Development Association (MEDA) and the City of Marshfield have established a revolving loan fund. This fund provides successful applicants with loans as low as 4 percent interest. These are high-risk loans to subsidize new businesses. Sometimes these businesses are not successful.

To succeed in securing these funds, the business or industry must create jobs for existing businesses, create new jobs through location of new companies to Marshfield, or retain jobs in the City which would otherwise be lost. The following distribution priorities have been established:

- Developments within an identified business/industrial park.
- Industrial developments which continue to use existing industrial property in the City.
- Commercial development in the city's identified downtown area.
- Commercial development within an identified shopping center.
- Isolated commercial or office developments within the City.

The budget also includes \$5,420 in Personal Service costs allocated to this fund from the Finance Department. This cost allocation is related to the staff time directly spent supporting the MEDA Revolving Loan Program. The Finance Department currently manages 12 approved commercial loans through this program.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ECONOMIC DEVELOPMENT FUND						
TAXES						
GENERAL PROPERTY TAXES 210.41000.0000.41110	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
TOTALS: TAXES	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
MISCELLANEOUS REVENUE						
INTEREST ON GENERAL INVESTMT 210.48000.0000.48110	9,833.51	15,000.00	8,600.00	9,000.00	9,000.00	9,000.00
REVOLVING LOAN INTEREST 210.48000.0000.48170	29,271.62	31,760.00	33,000.00	25,791.00	25,791.00	25,791.00
TOTALS: MISCELLANEOUS REVENUE	39,105.13	46,760.00	41,600.00	34,791.00	34,791.00	34,791.00
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED 210.49000.0000.49300		9,323.00		21,170.00	21,170.00	21,170.00
TOTALS: OTHER FINANCING SOURCES		9,323.00		21,170.00	21,170.00	21,170.00
TOTALS: ECONOMIC DEVELOPMENT FUND	89,105.13	106,083.00	91,600.00	105,961.00	105,961.00	105,961.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
ECONOMIC DEVELOPMENT FUND						
ECONOMIC DEVELOPMENT						
PROJECT						
PERSONAL SERVICES	4,179.87	5,583.00	3,532.00	5,461.00	5,420.00	
CONTRACTUAL SERVICES	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
SUPPLIES AND EXPENSES		500.00	500.00	500.00	500.00	
GRANTS CONTRIB INDEMNITIES	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	
TOTALS: PROJECT	104,179.87	106,083.00	104,032.00	105,961.00	105,920.00	
TOTALS: ECONOMIC DEVELOPMENT	104,179.87	106,083.00	104,032.00	105,961.00	105,920.00	
TOTALS: ECONOMIC DEVELOPMENT FUND	104,179.87	106,083.00	104,032.00	105,961.00	105,920.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
COMM REHAB REVOLV LOAN FUND						
LICENSES AND PERMITS						
LIQUOR & MALT BEV LICENSES	9,000.00					
211.44000.0000.44110						
TOTALS: LICENSES AND PERMITS	9,000.00					
MISCELLANEOUS REVENUE						
COM REH REV LOAN FD INTEREST	22.04	25.00	20.00	20.00	20.00	
211.48000.0000.48160						
TOTALS: MISCELLANEOUS REVENUE	22.04	25.00	20.00	20.00	20.00	
OTHER FINANCING SOURCES						
TRANSFER FROM GENERAL FUND						
TRANSFER FROM GENERAL FUND	9,000.00					
211.49000.0101.49210						
TOTALS: TRANSFER FROM GENERAL	9,000.00					
TOTALS: OTHER FINANCING SOURCES	9,000.00					
TOTALS: COMM REHAB REVOLV LOAN FUN	18,022.04	25.00	20.00	20.00	20.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
COMM REHAB REVOLV LOAN FUND						
COMMERCIAL REHAB REVOLV LNS						
PROJECT						
GRANTS CONTRIB INDEMNITIES	19,700.00		500.00			
TOTALS: PROJECT	19,700.00		500.00			
TOTALS: COMMERCIAL REHAB REVOLV	19,700.00		500.00			
TOTALS: COMM REHAB REVOLV LOAN FUN	19,700.00		500.00			

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
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RESID REHAB REVOLV LOAN FUND

CDBG. ADMINISTRATION

PROJECT

CONTRACTUAL SERVICES 450.00

TOTALS: PROJECT 450.00

TOTALS: CDBG. ADMINISTRATION 450.00

TOTALS: RESID REHAB REVOLV LOAN FU 450.00



**BUSINESS IMPROVEMENT DISTRICT FUND
FUND 214**

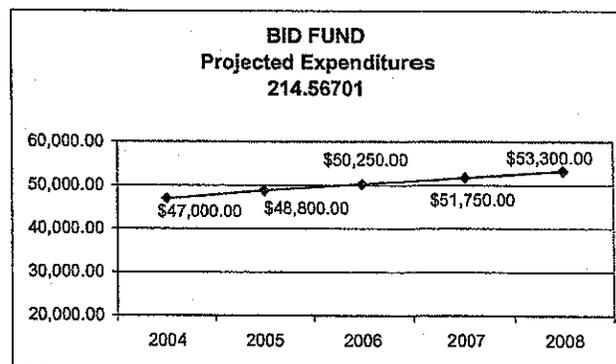
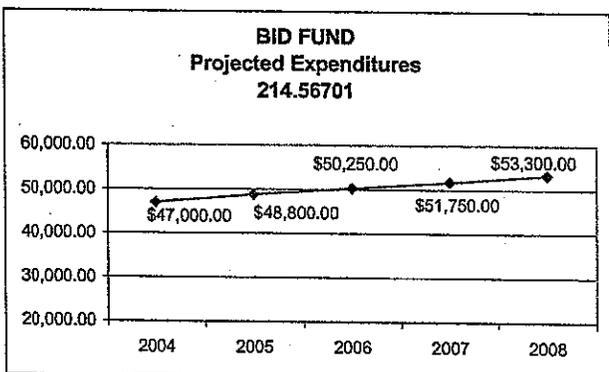
OVERVIEW:

In 1990, the Common Council created the Downtown Marshfield Business Improvement District. The purpose of the district is to provide a mechanism of self-assessment to property owners within the Business Improvement District. The District is governed by a 7-member Board which is currently comprised of Mr. Bill Mitten, Chairman; and Messrs. Charles Rentmeester, Marty Reinhart, Carl Meissner, Tom Karau, Don Kaiser, and Alderman Tim Kraus.

The initial assessments were levied in December, 1990 for the 1991 Budget. Since inception of the District, the assessment rate has been in the range of \$1.11 to \$1.53 per thousand dollars of assessed valuation. All initial assessments, as well as assessments in succeeding years, have been disbursed to Main Street Marshfield, Inc., a not for profit downtown revitalization program.

The amount shown in the recommended B.I.D. 2005 budget is \$48,800. This is the amount of revenue that will be generated by establishing an estimated assessment rate at \$1.52 per \$1,000 in estimated assessed valuation.

GRAPHS:



CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
BID FUND						
PUBLIC CHARGES FOR SERVICES						
ECONOMIC DEVELOPMENT	35,296.69	46,980.00	46,980.00	48,800.00	48,800.00	
214.46000.0000.46850						
TOTALS: PUBLIC CHARGES FOR SERVI	35,296.69	46,980.00	46,980.00	48,800.00	48,800.00	
MISCELLANEOUS REVENUE						
INTEREST ON SPEC ASSESSMENTS	189.18	200.00	150.00	150.00	150.00	
214.48000.0000.48130						
TOTALS: MISCELLANEOUS REVENUE	189.18	200.00	150.00	150.00	150.00	
TOTALS: BID FUND	35,485.87	47,180.00	47,130.00	48,950.00	48,950.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
BID FUND						
MAIN STREET PROGRAM						
PROJECT						
GRANTS CONTRIB INDEMNITIES	36,691.33	46,980.00	47,000.00	48,800.00	48,800.00	48,800.00
TOTALS: PROJECT	36,691.33	46,980.00	47,000.00	48,800.00	48,800.00	48,800.00
TOTALS: MAIN STREET PROGRAM	36,691.33	46,980.00	47,000.00	48,800.00	48,800.00	48,800.00
TOTALS: BID FUND	36,691.33	46,980.00	47,000.00	48,800.00	48,800.00	48,800.00



**RESIDENTIAL REVOLVING LOAN FUND
FUND 216**

In early 1992, the City of Marshfield applied for and received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons. The program objectives for the 1992 grant program were:

- 1) to rehabilitate and conserve the existing housing stock;
- 2) to make decent, safe and sanitary housing more affordable for LMI households;
- 3) to increase the supply of decent, safe, and sanitary housing units for LMI persons;
and
- 4) to increase the energy efficiency of housing units occupied by LMI persons.

This is the money which is received through loan payments from the original CDBG grant.

The recommended 2005 budget is \$150. This represents the costs associated with the grant program: loan satisfactions, legal services, and miscellaneous supplies.

\$400 is anticipated as revenues from investments in 2005.

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
REVOLVING LOAN FUND						
MISCELLANEOUS REVENUE						
INTEREST ON GENERAL INVESTMT 216.48000.0000.48110	311.08	450.00	400.00	400.00	400.00	
TOTALS: MISCELLANEOUS REVENUE	311.08	450.00	400.00	400.00	400.00	
OTHER FINANCING SOURCES						
TRANSF FR C.D.B.G. FUND						
TRANSF FR SPECIAL REVENUE FD 216.49000.0208.49220	22,400.00		7,180.00			
TOTALS: TRANSF FR C.D.B.G. FUN	22,400.00		7,180.00			
TOTALS: OTHER FINANCING SOURCES	22,400.00		7,180.00			
TOTALS: REVOLVING LOAN FUND	22,711.08	450.00	7,580.00	400.00	400.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
REVOLVING LOAN FUND						
CDBG, ADMINISTRATION						
PROJECT						
CONTRACTUAL SERVICES	26.00	100.00	50.00	50.00	50.00	
SUPPLIES AND EXPENSES		250.00	50.00	100.00	100.00	
TOTALS: PROJECT	26.00	350.00	100.00	150.00	150.00	
TOTALS: CDBG, ADMINISTRATION	26.00	350.00	100.00	150.00	150.00	
TOTALS: REVOLVING LOAN FUND	26.00	350.00	100.00	150.00	150.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LAW ENFORCEMENT RESTR REV FD						
PUBLIC CHARGES FOR SERVICES						
LAW ENF-FEDER SHARED PROCEED	17,078.89					
218.46000.0000.46211						
TOTALS: PUBLIC CHARGES FOR SERVI	17,078.89					
TOTALS: LAW ENFORCEMENT RESTR REV	17,078.89					

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LAW ENFORCEMENT RESTR REVENUE FUND						
LAW ENFORCEMENT						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	17,078.89					
COST REALLOCATIONS						
TOTALS: PROJECT	17,078.89					
TOTALS: LAW ENFORCEMENT	17,078.89					
TOTALS: LAW ENFORCEMENT RESTR REV	17,078.89					



**TAXI SYSTEM
220-53522**

MISSION STATEMENT:

The City of Marshfield is receiving state mass transit operating and capital assistance aids under Section 85.20 of the Wisconsin statutes and under Section 18 of the Urban Mass Transportation Act of 1964, as amended. The purpose of this program is to promote the general public good by providing financial assistance to surface public transportation systems operating in areas other than urbanized areas. This program has a reduce fare for the elderly and handicapped as well as a shared rider program.

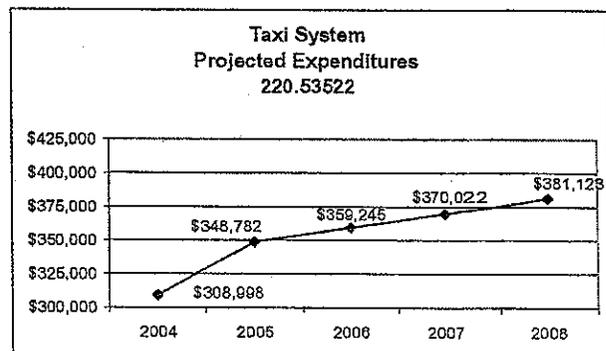
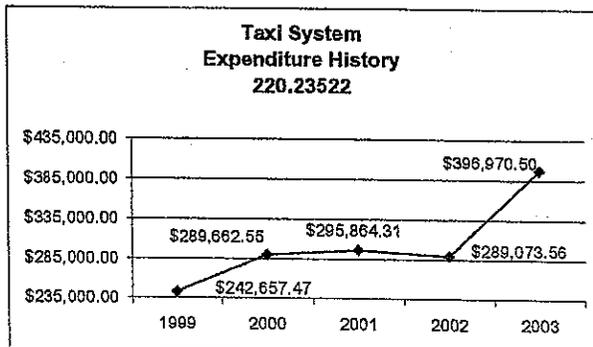
SERVICES AND WORK PROGRAMS:

The taxi system provides service for about 84,000 transports to the citizens of Marshfield. It operates during the hours of 6:00 a.m. to 12:00 midnight, 7 days a week. There are 12 taxis for daily service as well as a chair lift van for people in wheel chairs. This is a state and federally funded program. For capital purchases, 80% of the cost is returned to the city by a state grant. A taxi grant is also applied for each year to cover the cost of operations. Grants for capital equipment are applied for on a periodic basis based upon an equipment replacement schedule. The city must provide a shared rider program with cost being \$0.75 for each additional passenger going to and from the same location. For 2005, the cost will be \$.80 for each additional passenger.

SUMMARY:

The recommended 2005 appropriation for the Taxi System is \$348,782. Fares for 2005 will increase \$.10 for regular riders and \$.05 for special riders. The 2005 rates will then be \$3.30 and \$1.65 respectively. The 2005 fare for the shuttle bus will be \$15.00, which is a \$4.50 increase. This increase is due the closing of the Greyhound terminal in Stevens Point. The shuttle bus now transports their riders to Tomah, WI. The 2005 budget includes a request for one taxicab/radio totaling \$25,000. The city's tax levy in this fund for 2005 is \$5,510 with the remaining \$343,272 being funded by state and federal appropriations.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TAXI SYSTEM FUND						
INTERGOVERNMENTAL REVENUES						
ST GRANTS, OTH TR AID (TAXI) 220.43000.0000.43537	381,315.40	313,233.00	307,793.00	343,272.00	343,272.00	
TOTALS: INTERGOVERNMENTAL REVENU	381,315.40	313,233.00	307,793.00	343,272.00	343,272.00	
MISCELLANEOUS REVENUE						
OTHER MISCELLANEOUS REVENUE 220.48000.0000.48900	50.00					
TOTALS: MISCELLANEOUS REVENUE	50.00					
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED 220.49000.0000.49300		5,445.00		5,510.00	5,510.00	
TOTALS: OTHER FINANCING SOURCES		5,445.00		5,510.00	5,510.00	
TOTALS: TAXI SYSTEM FUND	381,365.40	318,678.00	307,793.00	348,782.00	348,782.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TAXI SYSTEM FUND						
TAXI SYSTEM						
PROJECT						
SUPPLIES AND EXPENSES	82.33					
GRANTS CONTRIB INDEMNITIES	309,790.17	295,678.00	308,998.00	323,782.00	323,782.00	
CAPITAL OUTLAY	87,098.00	23,000.00		25,000.00	25,000.00	
TOTALS: PROJECT	396,970.50	318,678.00	308,998.00	348,782.00	348,782.00	
TOTALS: TAXI SYSTEM	396,970.50	318,678.00	308,998.00	348,782.00	348,782.00	
TOTALS: TAXI SYSTEM FUND	396,970.50	318,678.00	308,998.00	348,782.00	348,782.00	



**UTILITY DIVIDEND FUND
FUND 225**

The Utility Dividend Fund was established to account for the receipts and disbursements received from the Marshfield Electric and Water Utility. A dividend is not anticipated from the utility in 2005; therefore none is included in the recommended 2005 budget. The estimated fund balance on December 31, 2004 is \$602,729. There are no recommended 2005 expenditures included in this fund.

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UTILITY DIVIDEND FUND						
OTHER FINANCING SOURCES						
TRANSF FR URBAN DEVELOP FUND						
TRANSF FR CAPITAL PROJ FUND		100,000.00	100,000.00			
225.49000.0403.49240						
TOTALS: TRANSF FR URBAN DEVELO		100,000.00	100,000.00			
TRANSF FR ELEC & WATER UTIL						
TRANSF FR ENTERPRISE FUND	528,634.00					
225.49000.0602.49260						
TOTALS: TRANSF FR ELEC & WATER	528,634.00					
TOTALS: OTHER FINANCING SOURCES	528,634.00	100,000.00	100,000.00			
TOTALS: UTILITY DIVIDEND FUND	528,634.00	100,000.00	100,000.00			

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UTILITY DIVIDEND FUND						
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	625,802.00	150,000.00	150,000.00			
TOTALS: PROJECT	625,802.00	150,000.00	150,000.00			
TOTALS: OTHER FINANCING USES	625,802.00	150,000.00	150,000.00			
TOTALS: UTILITY DIVIDEND FUND	625,802.00	150,000.00	150,000.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
E INDUSTRIAL PK IMPROVEMT FD						
MISCELLANEOUS REVENUE						
SALE OF CONSERV & DEV EQ/PRO 231.48000.0000.48318	14,521.70					
TOTALS: MISCELLANEOUS REVENUE	14,521.70					
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED 231.49000.0000.49300		120,000.00				
TOTALS: OTHER FINANCING SOURCES		120,000.00				
TOTALS: E INDUSTRIAL PK IMPROVEMT	14,521.70	120,000.00				

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
E INDUSTRIAL PK IMPROVEMT FD						
AIR INDUSTRIAL PARK						
PROJECT						
CONTRACTUAL SERVICES	1,360.00					
TOTALS: PROJECT	1,360.00					
TOTALS: AIR INDUSTRIAL PARK	1,360.00					

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS		120,000.00	120,000.00			
TOTALS: PROJECT		120,000.00	120,000.00			
TOTALS: OTHER FINANCING USES		120,000.00	120,000.00			
TOTALS: E INDUSTRIAL PK IMPROVEMT	1,360.00	120,000.00	120,000.00			



CABLE TELEVISION COMMITTEE
235-51120

MISSION STATEMENT:

The mission of the Cable Television Committee is to act in an advisory capacity to the Common Council. The Committee shall make rules for its own proceedings, formulate a budget for its operations, shall formulate policies regarding cable TV franchises, shall advise and recommend such policies to the Common Council from time to time. It shall be responsible for enforcing franchise agreements made with cable TV companies, shall process citizen's complaints and shall recommend action in connection therewith to the Common Council and shall recommend such other duties and shall have such other responsibilities as may be imposed upon it from time to time by the Common Council. The committee shall hold any hearing deemed necessary in connection with such policies, including the adjustment of franchise fees, and shall determine the method of and procedures of holding such hearings and to represent the interests of the city cable subscribers in all negotiations with the Cable Company and the City of Marshfield.

SERVICES AND WORK PROGRAM:

The Cable Television Committee 1) oversees provisions of Cable Franchise; 2) acts as a collecting agency for subscriber complaints and disputes; 3) represents city in negotiations with cable company; and 4) provides a source for public access cablecasting. Staff support to the Cable TV Committee is provided by the City Clerk's Office.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

This budget is "revenue driven," meaning that it has a dedicated source of financing (i.e. cable television franchise fees) underwriting budgeted expenditures. No property tax revenues are utilized to finance this budget. In 2005, the recommended expenditure budget is \$305,650 and is funded by the estimated 2005 revenues anticipated from the cable television franchise fees (\$154,800), by applying \$150,750 of fund balance, and miscellaneous fees (\$100).

There is \$47,700 in capital outlay purchases in 2005, including 3 S-VHS decks, 1 DVD playback unit, playback interface, DVD recorder, digital still camera, teleprompter, digital video camera and accessories, remote zoom controls, Beachtech audio adapter, 2 DV recorder players DV 6000, 5 DV players DV 3000, audio mixer, digital server, SVHS dubbing VCR, mic splitter, digital desk, digital console, tripod & fluid head, and a microphone for Channel 99.

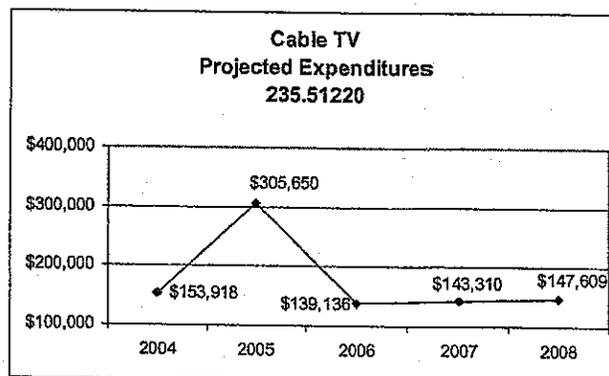
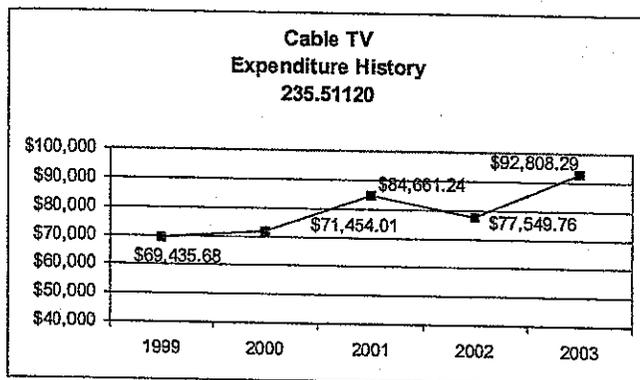
The budget also includes \$154,700 that is designated for expansion of the Channel 10 facilities. It is the plan of the Cable TV Committee to initially locate at least 1500 square feet of space outside of the City Hall Plaza. It will be used for daily operations, the construction of the first of two Channel 10 studios, editing bays, and tape and equipment storage. The studio will be used for taping of community interest programs. It will require lighting, cameras and other equipment necessary to produce Public Access programming. It will provide a reception area that will facilitate better contact with the public. The present entrance to the Cable TV office is many times inaccessible to the public due to meetings held in the Council Chambers. It will also provide badly needed space for training of community producers. The space will also provide an area for training of students interested in school to work type opportunities. Public Access will be looking for a facility that can meet its space requirements for the next 10 years. The \$154,700 request is a one-time expense and would be funded for the most part by reserve funds accumulated for this project over the last 7 years. The present Channel 10 Cable office space can no

longer provide the Public Access services requested by cable subscribers in the community. The added facility will allow the expansion of these services within the annual Public Access budget.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	Actual 2003	Budget 2004	Estimated 2004	Recommended 2005
Total	\$92,808	\$131,150	\$153,918	\$305,650

GRAPHS:



CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CABLE TELEVISION FUND						
LICENSES AND PERMITS						
CABLE FRANCHISE FEES 235.44000.0000.44121	148,353.68	117,715.00	130,000.00	154,800.00	154,800.00	
TOTALS: LICENSES AND PERMITS	148,353.68	117,715.00	130,000.00	154,800.00	154,800.00	
PUBLIC CHARGES FOR SERVICES						
CABLE FEES 235.46000.0000.46115	9.52	150.00	100.00	100.00	100.00	
TOTALS: PUBLIC CHARGES FOR SERVI	9.52	150.00	100.00	100.00	100.00	
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED 235.49000.0000.49300		15,000.00		154,700.00	150,750.00	
TOTALS: OTHER FINANCING SOURCES		15,000.00		154,700.00	150,750.00	
TOTALS: CABLE TELEVISION FUND	148,363.20	132,865.00	130,100.00	309,600.00	305,650.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CABLE TELEVISION FUND						
CABLE TELEVISION						
PROJECT						
CONTRACTUAL SERVICES	61,319.41	63,770.00	63,770.00	71,850.00	71,850.00	71,850.00
SUPPLIES AND EXPENSES	12,372.70	15,980.00	38,748.00	18,900.00	18,900.00	18,900.00
FIXED CHARGES	58.98	500.00	500.00	12,500.00	12,500.00	12,500.00
CAPITAL OUTLAY	19,057.20	50,900.00	50,900.00	202,400.00	202,400.00	202,400.00
TOTALS: PROJECT	92,808.29	131,150.00	153,918.00	305,650.00	305,650.00	305,650.00
TOTALS: CABLE TELEVISION	92,808.29	131,150.00	153,918.00	305,650.00	305,650.00	305,650.00
TOTALS: CABLE TELEVISION FUND	92,808.29	131,150.00	153,918.00	305,650.00	305,650.00	305,650.00

DEBT SERVICE
FUNDS - 300

DEBT SERVICE FUNDS SUMMARY

ANALYSIS:

Section 67.03 (1) (b) of the Wisconsin statutes prescribes a limitation on the amount of indebtedness that can be incurred by a municipality. The limitation is five percent (5%) of the equalized valuation of the City as certified by the Wisconsin Department of Revenue.

The City of Marshfield's current equalized valuation is \$1,133,407,900; therefore our statutory debt limitation is \$56,670,395. As of January 1, 2005, the City's outstanding debt will stand at \$24,280,183. This amount will represent 42.8% of our maximum debt, providing a debt margin of \$32,390,212.

Including the recommended \$1,993,000 in 2005 debt as shown on the next page and the scheduled 2005 principal payments totaling \$2,972,367, the City's projected outstanding debt as of December 31, 2005 decreases to \$23,300,815. This amount would represent 41.1% of our maximum debt, providing a debt margin of \$33,369,580 without projecting any change in equalized valuation for 2005.

Long-term borrowing in the City of Marshfield is controlled through the Capital Improvement Program (CIP) process that assists in the long-term management of the City's debt. A schedule of future debt service requirements is shown on the next page. The projected 2005 long-term borrowing is also shown on the next page. No long-term borrowing is recommended for the Internal Service Fund in 2005.

2003 DEBT SERVICE REQUIREMENTS:

A sum of \$3,791,619 is recommended in the three debt service funds to meet 2005 principal and interest payments on outstanding debt. Of this amount, \$2,824,211 is budgeted for principal payments and \$967,408 is budgeted for interest payments. The vehicle/equipment internal service fund is responsible for a portion of the total general obligation debt service for debt proceeds utilized for that fund. Accordingly, the appropriate amounts for this debt service are included in the internal service fund rather than the debt service funds.

1) DEBT ISSUE EXPENSE (303-58291)

This account includes the professional fees and other costs associated with the issuance of general obligation long-term debt such as fees for legal counsel, financial consultants, rating agency fees, and miscellaneous cost for postage and travel associated with the closing. No funds are recommended for this purpose in the 2005 debt service funds. Rather, the cost of borrowing will come from the initial borrowing proceeds and be included in the various capital project funds benefiting from the debt proceeds.

2) FISCAL CHARGES (303-58292) & (306-58292)

This account includes fees and expenses charged by fiscal agents to retire bonds, notes, and coupons and to either cremate the cancelled bonds, notes, and coupons, or to return them to the city. The combined recommended 2005 budgets are \$3,750.

PROJECTED 2005 LONG-TERM BORROWING:

Long-term borrowing is projected in 2005 to finance the following projects, as planned in the City's 2004-2008 Capital Improvement Program and Administrator's Recommended Budget:

CIP Proj. #	Fund #	Project Description	Cost
EN-C-1636	401	Galvin Avenue Reconstruction - 4th to Becker	\$1,403,000
EN-H-1774	407	Galvin Avenue Storm Sewer - 4th to Becker	100,000
EN-N-1720	422	Water Main - STH 13 North	490,000
			<u>\$1,993,000</u>

Schedule of Debt Service Requirements
Total General Obligation Debt

Budget Year	Debt Outstanding- Beginning of Year	Principal Requirements	Interest Requirements	Total Requirements	Debt Outstanding- End of Year
2003	21,248,814.06	2,778,579.72	1,221,485.09	4,000,064.81	26,160,234.34
2004	23,161,524.81	2,786,342.05	1,157,934.83	3,944,276.88	24,280,182.76
2005	24,280,182.76	2,972,367.33	1,054,358.23	4,026,725.56	21,307,815.43
2006	21,307,815.43	2,997,589.41	862,800.03	3,860,389.44	18,310,226.02
2007	18,310,226.02	2,905,226.02	751,016.73	3,656,242.75	15,405,000.00
2008	15,405,000.00	2,570,000.00	643,221.26	3,213,221.26	12,835,000.00
2009	12,835,000.00	2,470,000.00	540,666.25	3,010,666.25	10,365,000.00
2010	10,365,000.00	2,055,000.00	446,363.76	2,501,363.76	8,310,000.00
2011	8,310,000.00	1,710,000.00	367,466.26	2,077,466.26	6,600,000.00
2012	6,600,000.00	1,360,000.00	303,467.51	1,663,467.51	5,240,000.00
2013	5,240,000.00	725,000.00	258,825.01	983,825.01	4,515,000.00
2014	4,515,000.00	740,000.00	225,506.26	965,506.26	3,775,000.00
2015	3,775,000.00	705,000.00	191,922.50	896,922.50	3,070,000.00
2016	3,070,000.00	685,000.00	158,701.25	843,701.25	2,385,000.00
2017	2,385,000.00	515,000.00	128,793.75	643,793.75	1,870,000.00
2018	1,870,000.00	410,000.00	103,751.25	513,751.25	1,460,000.00
2019	1,460,000.00	330,000.00	83,101.25	413,101.25	1,130,000.00
2020	1,130,000.00	365,000.00	63,602.50	428,602.50	765,000.00
2021	765,000.00	400,000.00	42,061.25	442,061.25	365,000.00
2022	365,000.00	365,000.00	20,805.00	385,805.00	0.00
TOTALS		<u>\$29,845,104.53</u>	<u>\$8,625,849.97</u>	<u>\$38,470,954.50</u>	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STATE TRUST FUND LOAN FUND						
TAXES						
GENERAL PROPERTY TAXES 302.41000.0000.41110	287,927.00	292,885.00	292,885.00	661.00	661.00	
TOTALS: TAXES	287,927.00	292,885.00	292,885.00	661.00	661.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 302.49000.0000.49120			1,738,943.00			
TRANSFER FROM TID#3 FUND						
TRANSF FR CAPITAL PROJ FUND 302.49000.0425.49240	22,441.93	22,442.00	22,442.00			
TOTALS: TRANSFER FROM TID#3 FU	22,441.93	22,442.00	22,442.00			
TRANSFER FROM TID#2 FUND						
TRANSF FR CAPITAL PROJ FUND 302.49000.0426.49240	70,200.00	70,200.00	70,200.00			
TOTALS: TRANSFER FROM TID#2 FU	70,200.00	70,200.00	70,200.00			
TOTALS: OTHER FINANCING SOURCES	92,641.93	92,642.00	1,831,585.00			
TOTALS: STATE TRUST FUND LOAN FUND	380,568.93	385,527.00	2,124,470.00	661.00	661.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STATE TRUST FUND LOAN FUND						
PRINCIPAL, ST TRUST FUND LNS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	261,600.88	264,179.00	1,982,888.00			
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	261,600.88	264,179.00	1,982,888.00			
TOTALS: PRINCIPAL, ST TRUST FUND	261,600.88	264,179.00	1,982,888.00			

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, ST TRUST FUND LNS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	128,415.51	112,883.00	133,776.00			
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	128,415.51	112,883.00	133,776.00			
TOTALS: INTEREST, ST TRUST FUND	128,415.51	112,883.00	133,776.00			
TOTALS: STATE TRUST FUND LOAN FUND	390,016.39	377,062.00	2,116,664.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LONG-TERM DEBT FUND						
TAXES						
GENERAL PROPERTY TAXES 303.41000.0000.41110	1,960,682.00	416,936.00	416,936.00	2,092,441.00	2,092,441.00	
TOTALS: TAXES	1,960,682.00	416,936.00	416,936.00	2,092,441.00	2,092,441.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 303.49000.0000.49120	3,214,557.45		1,317,037.00			
FUND BALANCES APPLIED 303.49000.0000.49300		1,377,076.00				
TRANSF FR FIRE PROTECTION FD TRANSF FR CAPITAL PROJ FUND 303.49000.0412.49240	1,246.00					
TOTALS: TRANSF FR FIRE PROTECT	1,246.00					
TRANSF FR TID #4 FUND TRANSF FR CAPITAL PROJ FUND 303.49000.0428.49240	111,790.61	117,710.00	117,710.00	189,627.00	189,627.00	
TOTALS: TRANSF FR TID #4 FUND	111,790.61	117,710.00	117,710.00	189,627.00	189,627.00	
TRANSF FR TID #6 FUND(FIGIS) TRANSF FR CAPITAL PROJ FUND 303.49000.0429.49240	63,807.82	64,056.00	64,056.00	2,198.00	2,198.00	
TOTALS: TRANSF FR TID #6 FUND	63,807.82	64,056.00	64,056.00	2,198.00	2,198.00	
TRANSF FR TID #5 FD (MILL CR TRANSF FR CAPITAL PROJ FUND 303.49000.0430.49240	610,989.82	615,495.00	615,495.00	113,360.00	113,360.00	
TOTALS: TRANSF FR TID #5 FD (M	610,989.82	615,495.00	615,495.00	113,360.00	113,360.00	
TRANSF FR WASTEWATER UTILITY TRANSF FR ENTERPRISE FUND 303.49000.0601.49260	475,000.00	475,000.00	475,000.00	475,000.00	475,000.00	
TOTALS: TRANSF FR WASTEWATER U	475,000.00	475,000.00	475,000.00	475,000.00	475,000.00	
TOTALS: OTHER FINANCING SOURCES	4,477,391.70	2,649,337.00	2,589,298.00	780,185.00	780,185.00	
TOTALS: LONG-TERM DEBT FUND	6,438,073.70	3,066,273.00	3,006,234.00	2,872,626.00	2,872,626.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PRINCIPAL, LONG-TERM NTS PBL						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	5,289,898.52	2,071,568.00	2,071,568.00	2,108,418.00	2,108,418.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	5,289,898.52	2,071,568.00	2,071,568.00	2,108,418.00	2,108,418.00	
TOTALS: PRINCIPAL, LONG-TERM NTS	5,289,898.52	2,071,568.00	2,071,568.00	2,108,418.00	2,108,418.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
G O REFUNDING BONDS FUND						
TAXES						
GENERAL PROPERTY TAXES 306.41000.0000.41110	11,318.00	197,279.00	197,279.00	736,484.00	764,588.00	
TOTALS: TAXES	11,318.00	197,279.00	197,279.00	736,484.00	764,588.00	
MISCELLANEOUS REVENUE						
OTHER MISCELLANEOUS REVENUE 306.48000.0000.48900		45,155.00	45,155.00	46,727.00	46,727.00	
TOTALS: MISCELLANEOUS REVENUE		45,155.00	45,155.00	46,727.00	46,727.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, BNDS 306.49000.0000.49110	199,180.86					
FUND BALANCES APPLIED 306.49000.0000.49300		41,804.00		31,804.00	3,700.00	
TRANSFER FROM TID#3 FUND TRANSF FR CAPITAL PROJ FUND 306.49000.0425.49240				15,737.00	15,737.00	
TOTALS: TRANSFER FROM TID#3 FU				15,737.00	15,737.00	
TRANSFER FROM TID#2 FUND TRANSF FR CAPITAL PROJ FUND 306.49000.0426.49240				94,996.00	94,996.00	
TOTALS: TRANSFER FROM TID#2 FU				94,996.00	94,996.00	
TRANSF FR TID #4 FUND TRANSF FR CAPITAL PROJ FUND 306.49000.0428.49240	3,686.54					
TOTALS: TRANSF FR TID #4 FUND	3,686.54					
TOTALS: OTHER FINANCING SOURCES	202,867.40	41,804.00		142,537.00	114,433.00	
TOTALS: G O REFUNDING BONDS FUND	214,185.40	284,238.00	242,434.00	925,748.00	925,748.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
LONG-TERM DEBT FUND						
PRINCIPAL, G.O. BONDS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	240,000.00	255,000.00	1,535,000.00	145,000.00	145,000.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	240,000.00	255,000.00	1,535,000.00	145,000.00	145,000.00	
TOTALS: PRINCIPAL, G.O. BONDS	240,000.00	255,000.00	1,535,000.00	145,000.00	145,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, G.O. BONDS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	156,388.75	180,620.00	198,906.00	137,141.00	137,141.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	156,388.75	180,620.00	198,906.00	137,141.00	137,141.00	
TOTALS: INTEREST, G.O. BONDS	156,388.75	180,620.00	198,906.00	137,141.00	137,141.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, LONG-TERM NTS PYBL						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	712,643.55	556,585.00	556,585.00	472,616.00	472,616.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	712,643.55	556,585.00	556,585.00	472,616.00	472,616.00	
TOTALS: INTEREST, LONG-TERM NTS	712,643.55	556,585.00	556,585.00	472,616.00	472,616.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEBT ISSUE EXPENSE						
PROJECT						
CONTRACTUAL SERVICES	74,297.48		17,790.00			
TOTALS: PROJECT	74,297.48		17,790.00			
TOTALS: DEBT ISSUE EXPENSE	74,297.48		17,790.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FISCAL CHARGES						
PROJECT						
DEBT SERVICE	2,528.00	2,500.00	2,600.00	2,750.00	2,750.00	
TOTALS: PROJECT	2,528.00	2,500.00	2,600.00	2,750.00	2,750.00	
TOTALS: FISCAL CHARGES	2,528.00	2,500.00	2,600.00	2,750.00	2,750.00	
TOTALS: LONG-TERM DEBT FUND	6,475,756.30	3,066,273.00	4,382,449.00	2,865,925.00	2,865,925.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
G O REF BONDS, SER 1993 FUND						
PRINCIPAL, G.O. BONDS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	10,000.00	51,558.00	51,558.00	570,793.00	570,793.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	10,000.00	51,558.00	51,558.00	570,793.00	570,793.00	
TOTALS: PRINCIPAL, G.O. BONDS	10,000.00	51,558.00	51,558.00	570,793.00	570,793.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, G.O. BONDS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	145,295.17	232,305.00	232,305.00	357,651.00	357,651.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	145,295.17	232,305.00	232,305.00	357,651.00	357,651.00	
TOTALS: INTEREST, G.O. BONDS	145,295.17	232,305.00	232,305.00	357,651.00	357,651.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEBT ISSUE EXPENSE						
PROJECT						
CONTRACTUAL SERVICES	13,041.17					
TOTALS: PROJECT	13,041.17					
TOTALS: DEBT ISSUE EXPENSE	13,041.17					

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FISCAL CHARGES						
PROJECT						
DEBT SERVICE	350.00	375.00	375.00	1,000.00	1,000.00	
TOTALS: PROJECT	350.00	375.00	375.00	1,000.00	1,000.00	
TOTALS: FISCAL CHARGES	350.00	375.00	375.00	1,000.00	1,000.00	
TOTALS: G O REFUNDING BONDS FUND	168,686.34	284,238.00	284,238.00	929,444.00	929,444.00	

CAPITAL PROJECT FUNDS - 400



CAPITAL PROJECT FUNDS SUMMARY

The Capital Project Funds account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed with proprietary funds and trust funds.

The **Street Construction Fund** includes appropriations for various projects in 2005 totaling \$1,891,038. They include the following:

Street Openings (53315):

Adams Ave (McMillan to 650' North) \$ 12,956

Street Construction (57331):

South Central Avenue, EN-A-1710	6,238
Arnold Street (Peach to Elm), EN-D-1851	169,828
Galvin Avenue (Becker to 4 th), EN-C-1636	1,530,920
Galvin Avenue (Becker to McMillan), EN-C-1633	3,856
STH 13 (McMillan to Frey), EN-A-1770	31,061

New Sidewalk and/or Sidewalks without Street Construction (53432):

ADA curb ramp reconstruction, CIP EN-E-1750 71,865

New Sidewalk &/or Sidewalk Without Street Construction (57344)

New sidewalk installed on the 2005 paving project, EN-N-1782 52,500

Debt Issue Expense (58291)

20,050

Total – Fund 401 – Street Construction Fund

\$1,899,274

The **Storm Sewer Construction Fund** includes appropriations for various projects in 2005 totaling \$377,275. They include the following:

Storm Sewer With Paving (57345)

Galvin Avenue (Becker to Blodgett), EN-H-1774	\$ 369,271
Adams Avenue (McMillan to 650' North)	3,781

Storm Sewer Trunk (57346)

Storm Water Ordinance & Utility Implementation	1,952
Storm Water Master Plan	<u>2,271</u>

Total – Fund 407 – Storm Sewer Construction Fund

\$377,275

The **Airport Outlay Fund's** appropriation is for the following project:

Design new terminal building and ramp, AI-N-3802	\$2,000
--	---------

Total – Fund 415 – Airport Outlay Fund

\$2,000

In the **Parks & Recreation Capital Project Fund** there are appropriations totaling \$150,000 for the following projects:

Zoo raptor exhibit/education shelter, PR-L-2812	\$ 10,000
Zoo stream bank stabilization & pond improvements, PR-L-2818	15,000
Weber Park Development	100,000
Expo building renovations, FG-K-5602	22,500
Office building window replacement, FG;K-5604	2,500
Total – Fund 420 – Parks & Recreation Capital Project Fund	\$150,000

The **Water Main Construction Fund's** appropriations are for the following projects:

STH 13 (McMillan to Frey), CIP EN-N-1720	\$ 694,058
Adams Avenue (McMillan to 650' North)	3,856
Total – Fund 422 – Water Main Construction Fund	\$ 697,914

The **Tax Increment District No. 3 Fund (Tower Hall), Tax Increment District No. 2 Fund (Purdy School), Tax Increment District No. 4 Fund (Downtown), Tax Incremental District No. 5 Fund (Mill Creek Business Park), Tax Incremental District No. 6 Fund (Figi Project), and the Tax Incremental District No. 7 Fund (Yellowstone Industrial Park)**, were established for the purpose of receiving the tax increment resulting from the increased valuation of the properties above the respective base valuations established when the TIF districts were created. The tax increment is applied to pay the city's principal and interest obligations on its debt which was incurred as a result of development agreements approved the Common Council. The tax increment also pays for the annual audit cost of the TIF districts.

Appropriations to these budgets are as follows:

TID #3 (Tower Hall)	
Auditing Services	\$ 142
Transfer to Debt Service Fund	15,737
TOTAL	\$15,879
TID #2 (Purdy Project)	
Auditing Services	\$ 142
Transfer to Debt Service Fund	94,996
TOTAL	\$95,138
TID #4 (Downtown)	
Auditing Services	\$ 235
Transfer to Debt Service Fund	189,627
TOTAL	\$189,862

TID #6 (Figi's Project)	
Auditing Services	\$ 142
Transfer to Debt Service Fund	<u>2,198</u>
TOTAL	<u>\$2,340</u>
TID #5 (Mill Creek Business Park)	
Auditing Services	\$ 235
Transfer to Debt Service Fund	<u>113,360</u>
TOTAL	<u>\$113,595</u>
TID #7 (Yellowstone Industrial Park)	
Auditing Services	<u>\$235</u>
TOTAL	<u>\$235</u>

The **City Hall Remodeling Fund** includes an appropriation for the following project in 2005:

City Hall Plaza generator, BS-K-3908	\$150,000
<u>Total – Fund 437 – City Hall Remodeling Fund</u>	<u>\$150,000</u>

The **UW Building/Remodeling Project Fund** includes appropriations of \$199,000 for the following projects:

New air conditioning condensers, UW-K-7301	\$ 65,000
Remodel Library, UW-K-7302	125,000
Energy efficiency enhancements, UW-K-7304	<u>9,000</u>
<u>Total – Fund 440 – UW Building/Remodeling Project Fund</u>	<u>\$199,000</u>

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STREET CONSTRUCTION FUND						
TAXES						
GENERAL PROPERTY TAXES 401.41000.0000.41110	18,488.00	519,919.00	519,919.00	768,392.00	539,537.00	
TOTALS: TAXES	18,488.00	519,919.00	519,919.00	768,392.00	539,537.00	
INTERGOVERNMENTAL REVENUES						
ST GRANTS, OTHER HIGHWAY AID 401.43000.0000.43533	141,938.47		39,568.00			
LOCAL ROAD IMPROVEMENT PROGR 401.43000.0000.43534					52,154.00	
TOTALS: INTERGOVERNMENTAL REVENUE	141,938.47		39,568.00		52,154.00	
PUBLIC CHARGES FOR SERVICES						
HIGHWAY MAINT & CONSTR FEES 401.46000.0000.46311	68,487.31		70,444.00	40,000.00		
TOTALS: PUBLIC CHARGES FOR SERVI	68,487.31		70,444.00	40,000.00		
INTERGOVT CHGS FOR SERVICES						
OTH LOC GOVT. TRANSP-HWY/ST 401.47000.0000.47331		42,000.00			14,000.00	
TOTALS: INTERGOVT CHGS FOR SERVI		42,000.00			14,000.00	
MISCELLANEOUS REVENUE						
OTHER MISCELLANEOUS REVENUE 401.48000.0000.48900	5,252.98					
TOTALS: MISCELLANEOUS REVENUE	5,252.98					
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 401.49000.0000.49120	1,192,960.07	770,000.00	803,630.00	1,423,000.00	1,423,000.00	
TRANSF FR UTIL DIVIDEND FUND TRANSF FR SPECIAL REVENUE FD 401.49000.0225.49220	592,702.00					
TOTALS: TRANSF FR UTIL DIVIDEN	592,702.00					
TOTALS: OTHER FINANCING SOURCES	1,785,662.07	770,000.00	803,630.00	1,423,000.00	1,423,000.00	
TOTALS: STREET CONSTRUCTION FUND	2,019,828.83	1,331,919.00	1,433,561.00	2,231,392.00	2,028,691.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STREET CONSTRUCTION FUND						
STREET OPENINGS						
PROJECT						
PERSONAL SERVICES	47,905.01		56,329.00	13,050.00	12,956.00	
CONTRACTUAL SERVICES	171,663.32			260,000.00		
SUPPLIES AND EXPENSES	37,270.41					
BUILDING MATERIALS	10,576.40					
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	267,415.14		56,329.00	273,050.00	12,956.00	
TOTALS: STREET OPENINGS	267,415.14		56,329.00	273,050.00	12,956.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
NEW SIDEWALK O/L W/O ST RECO PROJECT						
PERSONAL SERVICES	122.13	6,103.00	6,081.00	6,911.00	6,865.00	
CONTRACTUAL SERVICES		50,000.00	50,000.00	65,000.00	65,000.00	
SUPPLIES AND EXPENSES	47.77		24,830.00			
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	169.90	56,103.00	80,911.00	71,911.00	71,865.00	
TOTALS: NEW SIDEWALK O/L W/O ST	169.90	56,103.00	80,911.00	71,911.00	71,865.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
HWY & STREET OUTLAY (LOCAL)						
PROJECT						
PERSONAL SERVICES	138,346.60	41,044.00	48,588.00	157,797.00	163,082.00	
CONTRACTUAL SERVICES	1,239,001.51	1,170,000.00	1,741,297.00	1,420,000.00	1,472,154.00	
SUPPLIES AND EXPENSES	55,086.55		300.00	106,667.00	106,667.00	
BUILDING MATERIALS	14,919.88					
FIXED CHARGES	2,875.00					
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	1,450,229.54	1,211,044.00	1,790,185.00	1,684,464.00	1,741,903.00	
TOTALS: HWY & STREET OUTLAY (LOC	1,450,229.54	1,211,044.00	1,790,185.00	1,684,464.00	1,741,903.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TRAFFIC CONTROL						
PROJECT						
PERSONAL SERVICES		1,764.00	1,993.00			
CONTRACTUAL SERVICES		8,000.00	8,000.00			
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT		9,764.00	9,993.00			
TOTALS: TRAFFIC CONTROL		9,764.00	9,993.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
NEW SIDEWALK O/L W/O ST RECO PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES				52,500.00	52,500.00	
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT				52,500.00	52,500.00	
TOTALS: NEW SDWLK O/L W/O ST REC				52,500.00	52,500.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEBT ISSUE EXPENSE						
PROJECT						
CONTRACTUAL SERVICES	14,088.31	20,000.00	13,866.00	20,000.00	20,000.00	20,000.00
SUPPLIES AND EXPENSES	26.92	50.00	46.00	50.00	50.00	50.00
TOTALS: PROJECT	14,115.23	20,050.00	13,912.00	20,050.00	20,050.00	20,050.00
TOTALS: DEBT ISSUE EXPENSE	14,115.23	20,050.00	13,912.00	20,050.00	20,050.00	20,050.00
TOTALS: STREET CONSTRUCTION FUND	1,731,929.81	1,296,961.00	1,951,330.00	2,101,975.00	1,899,274.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
URBAN DEVELOPMENT FUND						
INTERGOVERNMENTAL REVENUES						
ECONOMIC DEVELOPMENT GRANTS 403.43000.0000.43581	69,395.00		255,000.00			
TOTALS: INTERGOVERNMENTAL REVENUE	69,395.00		255,000.00			
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 403.49000.0000.49120	100,000.00					
TOTALS: OTHER FINANCING SOURCES	100,000.00					
TOTALS: URBAN DEVELOPMENT FUND	169,395.00		255,000.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
URBAN DEVELOPMENT FUND						
URBAN DEVELOPMENT						
PROJECT						
PERSONAL SERVICES	16,419.06	5,025.00	6,364.00			
CONTRACTUAL SERVICES	128,311.50	300,000.00	102,550.00			
SUPPLIES AND EXPENSES	2,287.91		1,000.00			
BUILDING MATERIALS			200.00			
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	142,963.71					
COST REALLOCATIONS						
TOTALS: PROJECT	289,982.18	305,025.00	110,114.00			
TOTALS: URBAN DEVELOPMENT	289,982.18	305,025.00	110,114.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS		100,000.00	100,000.00			
TOTALS: PROJECT		100,000.00	100,000.00			
TOTALS: OTHER FINANCING USES		100,000.00	100,000.00			
TOTALS: URBAN DEVELOPMENT FUND	289,982.18	405,025.00	210,114.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER CONSTRUCTION FUND						
TAXES						
GENERAL PROPERTY TAXES 407.41000.0000.41110	35,074.00	32,343.00	32,343.00	317,168.00	321,241.00	
TOTALS: TAXES	35,074.00	32,343.00	32,343.00	317,168.00	321,241.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 407.49000.0000.49120	250,000.00			100,000.00	100,000.00	
TRANSFER FROM GENERAL FUND 407.49000.0101.49210	112,800.00					
TOTALS: TRANSFER FROM GENERAL	112,800.00					
TOTALS: OTHER FINANCING SOURCES	362,800.00			100,000.00	100,000.00	
TOTALS: STORM SEWER CONSTRUCTION FU	397,874.00	32,343.00	32,343.00	417,168.00	421,241.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER CONSTRUCTION FUND						
STORM SEWER CONST (W/PAVING)						
PROJECT						
PERSONAL SERVICES	24,379.85		3,600.00	23,202.00	23,052.00	
CONTRACTUAL SERVICES	317,626.20		60,000.00	350,000.00	350,000.00	
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	342,006.05		63,600.00	373,202.00	373,052.00	
TOTALS: STORM SEWER CONST (W/PAV	342,006.05		63,600.00	373,202.00	373,052.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER CONSTR (TRUNK) PROJECT						
PERSONAL SERVICES	106.22		1,128.00		4,223.00	
CONTRACTUAL SERVICES	37,007.00					
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	37,113.22		1,128.00		4,223.00	
TOTALS: STORM SEWER CONSTR (TRUN	37,113.22		1,128.00		4,223.00	
TOTALS: STORM SEWER CONSTRUCTION FU	379,119.27		64,728.00	373,202.00	377,275.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FIRE PROTECTION FUND						
INTERGOVERNMENTAL REVENUES						
STATE GRANTS, OTHER FIRE						
412.43000.0000.43525		159,000.00	159,000.00			
TOTALS: INTERGOVERNMENTAL REVENU		159,000.00	159,000.00			
TOTALS: FIRE PROTECTION FUND		159,000.00	159,000.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
FIRE PROTECTION FUND						
FIRE PROTECTION OUTLAY						
PROJECT						
CAPITAL OUTLAY		159,000.00	159,000.00			
TOTALS: PROJECT		159,000.00	159,000.00			
TOTALS: FIRE PROTECTION OUTLAY		159,000.00	159,000.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	1,246.00					
TOTALS: PROJECT	1,246.00					
TOTALS: OTHER FINANCING USES	1,246.00					
TOTALS: FIRE PROTECTION FUND	1,246.00	159,000.00	159,000.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
SANITARY SEWER CONSTR O/L FD						
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED		72,859.00				
414.49000.0000.49300						
TOTALS: OTHER FINANCING SOURCES		72,859.00				
TOTALS: SANITARY SEWER CONSTR O/L		72,859.00				

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
SANITARY SEWER CONSTR O/L FD						
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	4,949.00	72,859.00	72,859.00			
TOTALS: PROJECT	4,949.00	72,859.00	72,859.00			
TOTALS: OTHER FINANCING USES	4,949.00	72,859.00	72,859.00			
TOTALS: SANITARY SEWER CONSTR O/L	4,949.00	72,859.00	72,859.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AIRPORT OUTLAY FUND						
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED						
415.49000.0000.49300		5,000.00		2,000.00	2,000.00	
TOTALS: OTHER FINANCING SOURCES		5,000.00		2,000.00	2,000.00	
TOTALS: AIRPORT OUTLAY FUND		5,000.00		2,000.00	2,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AIRPORT OUTLAY FUND						
AIRPORT OUTLAY						
PROJECT						
CAPITAL OUTLAY		5,000.00		2,000.00	2,000.00	
TOTALS: PROJECT		5,000.00		2,000.00	2,000.00	
TOTALS: AIRPORT OUTLAY		5,000.00		2,000.00	2,000.00	
TOTALS: AIRPORT OUTLAY FUND		5,000.00		2,000.00	2,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS & RECR CAPITAL PROJ FD						
TAXES						
GENERAL PROPERTY TAXES 420.41000.0000.41110	284,000.00	65,000.00	65,000.00	47,500.00		
TOTALS: TAXES	284,000.00	65,000.00	65,000.00	47,500.00		
INTERGOVERNMENTAL REVENUES						
ST GRANTS, CULTURE RECR EDUC 420.43000.0000.43570	103,400.00		112,125.00		40,000.00	
TOTALS: INTERGOVERNMENTAL REVENUE	103,400.00		112,125.00		40,000.00	
MISCELLANEOUS REVENUE						
PARKS DONAT & CONTR FR PR OR 420.48000.0000.48509	61,500.00	22,000.00		10,000.00	10,000.00	
TOTALS: MISCELLANEOUS REVENUE	61,500.00	22,000.00		10,000.00	10,000.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 420.49000.0000.49120	536,000.00					
FUND BALANCES APPLIED 420.49000.0000.49300		866,400.00			85,000.00	
TRANSF FR PARKS O/L RM TX FD TRANSF FR SPECIAL REVENUE FD 420.49000.0202.49220	45,000.00	10,000.00	10,000.00		15,000.00	
TOTALS: TRANSF FR PARKS O/L RM	45,000.00	10,000.00	10,000.00		15,000.00	
TRANSF FR UTIL DIVIDEND FUND TRANSF FR SPECIAL REVENUE FD 420.49000.0225.49220		150,000.00	90,000.00			
TOTALS: TRANSF FR UTIL DIVIDEN		150,000.00	90,000.00			
TOTALS: OTHER FINANCING SOURCES	581,000.00	1,026,400.00	100,000.00		100,000.00	
TOTALS: PARKS & RECR CAPITAL PROJ	1,029,900.00	1,113,400.00	277,125.00	57,500.00	150,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS & RECR CAPITAL PROJ FD						
STORM SEWER CONSTR (TRUNK)						
PROJECT						
PERSONAL SERVICES	712.58		100.00			
CONTRACTUAL SERVICES	12,778.08		65,000.00			
SUPPLIES AND EXPENSES	1,877.12		50.00			
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	236.58					
COST REALLOCATIONS						
TOTALS: PROJECT	15,604.36		65,150.00			
TOTALS: STORM SEWER CONSTR (TRUN	15,604.36		65,150.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
PARKS OUTLAY						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES	662.89					
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY	401,436.07	1,088,400.00	1,183,047.00	35,000.00	125,000.00	
COST REALLOCATIONS						
TOTALS: PROJECT	402,098.96	1,088,400.00	1,183,047.00	35,000.00	125,000.00	
TOTALS: PARKS OUTLAY	402,098.96	1,088,400.00	1,183,047.00	35,000.00	125,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER CULTURE & RECR OUTLAY PROJECT						
CAPITAL OUTLAY	25,000.00	25,000.00	25,000.00	22,500.00	25,000.00	25,000.00
TOTALS: PROJECT	25,000.00	25,000.00	25,000.00	22,500.00	25,000.00	25,000.00
TOTALS: OTHER CULTURE & RECR OUT	25,000.00	25,000.00	25,000.00	22,500.00	25,000.00	25,000.00
TOTALS: PARKS & RECR CAPITAL PROJ	442,703.32	1,113,400.00	1,273,197.00	57,500.00	150,000.00	150,000.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
WATER MAIN CONSTR O/L FUND						
TAXES						
GENERAL PROPERTY TAXES 422.41000.0000.41110		27,260.00	27,260.00	341,451.00	347,758.00	
TOTALS: TAXES		27,260.00	27,260.00	341,451.00	347,758.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 422.49000.0000.49120		215,000.00		490,000.00	490,000.00	
FUND BALANCES APPLIED 422.49000.0000.49300		49,634.00				
TOTALS: OTHER FINANCING SOURCES		264,634.00		490,000.00	490,000.00	
TOTALS: WATER MAIN CONSTR O/L FUND		291,894.00	27,260.00	831,451.00	837,758.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
WATER MAIN CONSTR O/L FUND						
WATER MAIN CONSTRUCTION						
PROJECT						
PERSONAL SERVICES	6,528.08	16,894.00	24,279.00	11,607.00	17,914.00	
CONTRACTUAL SERVICES	199,108.23	275,000.00		680,000.00	680,000.00	
SUPPLIES AND EXPENSES	36.82		300.00			
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	205,673.13	291,894.00	24,579.00	691,607.00	697,914.00	
TOTALS: WATER MAIN CONSTRUCTION	205,673.13	291,894.00	24,579.00	691,607.00	697,914.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	55,000.00					
TOTALS: PROJECT	55,000.00					
TOTALS: OTHER FINANCING USES	55,000.00					
TOTALS: WATER MAIN CONSTR O/L FUND	260,673.13	291,894.00	24,579.00	691,607.00	697,914.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #3 FUND (TOWER HALL)						
TAXES						
TAX INCREMENTS						
425.41000.0000.41121	17,081.76	17,936.00	17,290.00	15,869.00	15,869.00	15,869.00
TOTALS: TAXES	17,081.76	17,936.00	17,290.00	15,869.00	15,869.00	15,869.00
INTERGOVERNMENTAL REVENUES						
OTHER STATE SHARED TAXES						
425.43000.0000.43430	15.00	13.00	10.00	10.00	10.00	10.00
TOTALS: INTERGOVERNMENTAL REVENUE	15.00	13.00	10.00	10.00	10.00	10.00
TOTALS: TID #3 FUND (TOWER HALL)	17,096.76	17,949.00	17,300.00	15,879.00	15,879.00	15,879.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #3 FUND (TOWER HALL)						
URBAN DEVELOPMENT						
PROJECT						
CONTRACTUAL SERVICES	125.00	138.00	138.00	142.00	142.00	
TOTALS: PROJECT	125.00	138.00	138.00	142.00	142.00	
TOTALS: URBAN DEVELOPMENT	125.00	138.00	138.00	142.00	142.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	22,441.93	22,442.00	22,442.00	15,737.00	15,737.00	15,737.00
TOTALS: PROJECT	22,441.93	22,442.00	22,442.00	15,737.00	15,737.00	15,737.00
TOTALS: OTHER FINANCING USES	22,441.93	22,442.00	22,442.00	15,737.00	15,737.00	15,737.00
TOTALS: TID #3 FUND (TOWER HALL)	22,566.93	22,580.00	22,580.00	15,879.00	15,879.00	15,879.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #2 FUND (PURDY PROJECT)						
TAXES						
TAX INCREMENTS 426.41000.0000.41121	108,949.94	114,398.00	104,143.00	95,126.00	95,126.00	
TOTALS: TAXES	108,949.94	114,398.00	104,143.00	95,126.00	95,126.00	
INTERGOVERNMENTAL REVENUES						
OTHER STATE SHARED TAXES 426.43000.0000.43430	13.00	11.00	12.00	12.00	12.00	
TOTALS: INTERGOVERNMENTAL REVENUE	13.00	11.00	12.00	12.00	12.00	
TOTALS: TID #2 FUND (PURDY PROJECT)	108,962.94	114,409.00	104,155.00	95,138.00	95,138.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
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TID #2 (PURDY PROJECT)

URBAN DEVELOPMENT

PROJECT

CONTRACTUAL SERVICES	125.00	138.00	138.00	142.00	142.00	142.00
TOTALS: PROJECT	125.00	138.00	138.00	142.00	142.00	142.00
TOTALS: URBAN DEVELOPMENT	125.00	138.00	138.00	142.00	142.00	142.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	70,200.00	70,200.00	70,200.00	94,996.00	94,996.00	94,996.00
TOTALS: PROJECT	70,200.00	70,200.00	70,200.00	94,996.00	94,996.00	94,996.00
TOTALS: OTHER FINANCING USES	70,200.00	70,200.00	70,200.00	94,996.00	94,996.00	94,996.00
TOTALS: TID #2 FUND (PURDY PROJECT)	70,325.00	70,338.00	70,338.00	95,138.00	95,138.00	95,138.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #4 (DOWNTOWN PUB IMP) FD TAXES						
TAX INCREMENTS 428.41000.0000.41121	90,973.76	109,169.00	145,004.00	167,907.00	167,907.00	167,907.00
TOTALS: TAXES	90,973.76	109,169.00	145,004.00	167,907.00	167,907.00	167,907.00
INTERGOVERNMENTAL REVENUES						
OTHER STATE SHARED TAXES 428.43000.0000.43430	24,104.00	22,783.00	21,955.00	21,955.00	21,955.00	21,955.00
TOTALS: INTERGOVERNMENTAL REVENUE	24,104.00	22,783.00	21,955.00	21,955.00	21,955.00	21,955.00
TOTALS: TID #4 (DOWNTOWN PUB IMP)	115,077.76	131,952.00	166,959.00	189,862.00	189,862.00	189,862.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
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TID #4 (DOWNTOWN PUB IMPR) FUND

PARKING FACILITIES

PROJECT

PERSONAL SERVICES

CONTRACTUAL SERVICES

2,038.00

SUPPLIES AND EXPENSES

BUILDING MATERIALS

FIXED CHARGES

DEBT SERVICE

GRANTS CONTRIB INDEMNITIES

CAPITAL OUTLAY

COST REALLOCATIONS

TOTALS: PROJECT

2,038.00

TOTALS: PARKING FACILITIES

2,038.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
URBAN DEVELOPMENT						
PROJECT						
PERSONAL SERVICES	6,986.72					
CONTRACTUAL SERVICES	8,617.24	228.00	2,721.00	235.00	235.00	
SUPPLIES AND EXPENSES	11,458.18					
BUILDING MATERIALS	690.00					
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	27,752.14	228.00	2,721.00	235.00	235.00	
TOTALS: URBAN DEVELOPMENT	27,752.14	228.00	2,721.00	235.00	235.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	115,477.15	117,710.00	117,710.00	189,627.00	189,627.00	189,627.00
TOTALS: PROJECT	115,477.15	117,710.00	117,710.00	189,627.00	189,627.00	189,627.00
TOTALS: OTHER FINANCING USES	115,477.15	117,710.00	117,710.00	189,627.00	189,627.00	189,627.00
TOTALS: TID #4 (DWTWN PUB IMP) FD	145,267.29	117,938.00	120,431.00	189,862.00	189,862.00	189,862.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #6 FUND (FIGI PROJECT)						
TAXES						
TAX INCREMENTS	8,140.15	9,361.00	3,766.00			
429.41000.0000.41121						
TOTALS: TAXES	8,140.15	9,361.00	3,766.00			
INTERGOVERNMENTAL REVENUES						
OTHER STATE SHARED TAXES	3,841.00	3,265.00	2,340.00	2,340.00	2,340.00	
429.43000.0000.43430						
TOTALS: INTERGOVERNMENTAL REVENUE	3,841.00	3,265.00	2,340.00	2,340.00	2,340.00	
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED		24,761.00				
429.49000.0000.49300						
TOTALS: OTHER FINANCING SOURCES		24,761.00				
TOTALS: TID #6 FUND (FIGI PROJECT)	11,981.15	37,387.00	6,106.00	2,340.00	2,340.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #6 FUND (FIGI PROJECT)						
URBAN DEVELOPMENT						
PROJECT						
CONTRACTUAL SERVICES	125.00	138.00	138.00	142.00	142.00	
TOTALS: PROJECT	125.00	138.00	138.00	142.00	142.00	
TOTALS: URBAN DEVELOPMENT	125.00	138.00	138.00	142.00	142.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	63,807.82	64,056.00	64,056.00	2,198.00	2,198.00	2,198.00
TOTALS: PROJECT	63,807.82	64,056.00	64,056.00	2,198.00	2,198.00	2,198.00
TOTALS: OTHER FINANCING USES	63,807.82	64,056.00	64,056.00	2,198.00	2,198.00	2,198.00
TOTALS: TID #6 FUND (FIGI PROJECT)	63,932.82	64,194.00	64,194.00	2,340.00	2,340.00	2,340.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #5 FUND (MILL CREEK PRK)						
TAXES						
TAX INCREMENTS 430.41000.0000.41121	70,289.23	98,405.00	78,239.00	108,795.00	108,795.00	
TOTALS: TAXES	70,289.23	98,405.00	78,239.00	108,795.00	108,795.00	
INTERGOVERNMENTAL REVENUES						
OTHER STATE SHARED TAXES 430.43000.0000.43430	5,728.00	6,000.00	4,740.00	4,800.00	4,800.00	
TOTALS: INTERGOVERNMENTAL REVENUE	5,728.00	6,000.00	4,740.00	4,800.00	4,800.00	
MISCELLANEOUS REVENUE						
OTHER LEASES 430.48000.0000.48280	100.00	100.00	100.00	100.00	100.00	
SALE OF CONSERV & DEV EQ/PRO 430.48000.0000.48318	39,960.40		33,235.00			
TOTALS: MISCELLANEOUS REVENUE	40,060.40	100.00	33,335.00	100.00	100.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT. NTS 430.49000.0000.49120	308,172.00					
TRANSF FR E INDUS PK IMPR FD TRANSF FR SPECIAL REVENUE FD 430.49000.0231.49220		120,000.00	120,000.00			
TOTALS: TRANSF FR E INDUS PK I		120,000.00	120,000.00			
TOTALS: OTHER FINANCING SOURCES	308,172.00	120,000.00	120,000.00			
TOTALS: TID #5 FUND (MILL CREEK PR	424,249.63	224,505.00	236,314.00	113,695.00	113,695.00	

CITY OF MARSHFIELD
***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID #5 FUND (MILL CREEK PRK)						
URBAN DEVELOPMENT						
PROJECT						
CONTRACTUAL SERVICES	207.00	228.00	228.00	235.00	235.00	
TOTALS: PROJECT	207.00	228.00	228.00	235.00	235.00	
TOTALS: URBAN DEVELOPMENT	207.00	228.00	228.00	235.00	235.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
MILL CREEK BUSINESS PARK PROJECT						
PERSONAL SERVICES	7,233.53	10,000.00	360.00			
CONTRACTUAL SERVICES	1,348,538.92	110,000.00	31,000.00			
SUPPLIES AND EXPENSES	7,468.53					
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	1,363,240.98	120,000.00	31,360.00			
TOTALS: MILL CREEK BUSINESS PARK	1,363,240.98	120,000.00	31,360.00			

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
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DEBT ISSUE EXPENSE						
PROJECT						
CONTRACTUAL SERVICES	2,112.24					
TOTALS: PROJECT	2,112.24					
TOTALS: DEBT ISSUE EXPENSE	2,112.24					

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	610,989.82	615,495.00	615,495.00	113,360.00	113,360.00	113,360.00
TOTALS: PROJECT	610,989.82	615,495.00	615,495.00	113,360.00	113,360.00	113,360.00
TOTALS: OTHER FINANCING USES	610,989.82	615,495.00	615,495.00	113,360.00	113,360.00	113,360.00
TOTALS: TID #5 FUND (MILL CREEK PR	1,976,550.04	735,723.00	647,083.00	113,595.00	113,595.00	113,595.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
TID#7 FD(YELLOWSTONE IND PK)						
URBAN DEVELOPMENT						
PROJECT						
CONTRACTUAL SERVICES	207.00	228.00	228.00	235.00	235.00	
TOTALS: PROJECT	207.00	228.00	228.00	235.00	235.00	
TOTALS: URBAN DEVELOPMENT	207.00	228.00	228.00	235.00	235.00	
TOTALS: TID#7 FD(YELLOWSTONE IND P	207.00	228.00	228.00	235.00	235.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY HALL REMODELING FUND						
TAXES						
GENERAL PROPERTY TAXES 437.41000.0000.41110	35,000.00	30,000.00	30,000.00	303,280.00	258,280.00	
TOTALS: TAXES	35,000.00	30,000.00	30,000.00	303,280.00	258,280.00	
OTHER FINANCING SOURCES						
FUND BALANCES APPLIED 437.49000.0000.49300		125,000.00				
TOTALS: OTHER FINANCING SOURCES		125,000.00				
TOTALS: CITY HALL REMODELING FUND	35,000.00	155,000.00	30,000.00	303,280.00	258,280.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CITY HALL REMODELING FUND						
CITY HALL						
PROJECT						
SUPPLIES AND EXPENSES	66.83					
CAPITAL OUTLAY	147,365.00	155,000.00	155,000.00	195,000.00	150,000.00	
TOTALS: PROJECT	147,431.83	155,000.00	155,000.00	195,000.00	150,000.00	
TOTALS: CITY HALL	147,431.83	155,000.00	155,000.00	195,000.00	150,000.00	
TOTALS: CITY HALL REMODELING FUND	147,431.83	155,000.00	155,000.00	195,000.00	150,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UW BUILDING/REMODEL PROJ FND						
TAXES						
GENERAL PROPERTY TAXES 440.41000.0000.41110	15,000.00			174,000.00	199,000.00	
TOTALS: TAXES	15,000.00			174,000.00	199,000.00	
OTHER FINANCING SOURCES						
PROC OF LONG-TERM DEBT, NTS 440.49000.0000.49120		35,000.00	35,000.00			
FUND BALANCES APPLIED 440.49000.0000.49300		65,000.00				
TOTALS: OTHER FINANCING SOURCES		100,000.00	35,000.00			
TOTALS: UW BUILDING/REMODEL PROJ F	15,000.00	100,000.00	35,000.00	174,000.00	199,000.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
UW BUILDING/REMODEL PROJ FND UW MARSHFIELD/WOOD CO CAMPUS PROJECT						
CONTRACTUAL SERVICES	29,164.50					
CAPITAL OUTLAY		100,000.00	100,000.00	174,000.00	199,000.00	
TOTALS: PROJECT	29,164.50	100,000.00	100,000.00	174,000.00	199,000.00	
TOTALS: UW MARSHFIELD/WOOD CO CA	29,164.50	100,000.00	100,000.00	174,000.00	199,000.00	
TOTALS: UW BUILDING/REMODEL PROJ F	29,164.50	100,000.00	100,000.00	174,000.00	199,000.00	

**PROPRIETARY
FUNDS – 600, 700**

**WASTEWATER UTILITY
FUND 601****MISSION STATEMENT:**

The mission of the City of Marshfield Wastewater Utility is to treat the liquid wastewater generated by the residential, business, and industrial users of the sanitary sewer system in its facilities in order to remove the biochemical oxygen demand (BOD), the suspended solids, and the other contaminants which could be harmful to humans, animals, or the environment in general; operate its facilities equal to or greater than compliance with the limiting discharge parameters and rules set forth by the federal regulatory agency (EPA) and state regulatory agency (DNR); protect the investment of the users of the treatment facilities by keeping the treatment plant, lift stations, and collection system properly maintained; and keep the public informed regarding the importance of this service for the health of the community, informed regarding the financial status of the utility, informed regarding new regulations affecting the utility, educated regarding the control of inflow/infiltration, and informed regarding other related issues as needed.

2005 PROGRAM OBJECTIVES

The 2005 Wastewater Utility's budget emphasis continues to be the reconstruction, repair, cleaning, and televising of the collection system in an effort to control and/or reduce adverse clearwater entry into the collection system. This emphasis in recent years has significantly reduced sewer system overflows, surcharged lines, and basement backups. No new regulatory requirements are anticipated in 2005 that would increase operational costs. These budgets are funded entirely by user fees.

Further, \$750,000 has been budgeted as capital outlay to replace the following sanitary sewer lines and manholes:

CIP Projects

- STH 13 Frontage Road
- Galvin/4th – Becker
- City-wide lining

Non-CIP Projects

- Arnold/Peach – Elm
- Magee/7th – Spruce
- State/4th – 254 ft. north

Capital equipment requests include safety equipment for sanitary sewer construction (\$5,150) and the replacement of vehicle #118 with a used vehicle from the Electric Utility (\$4,000).

The following are some further cost reduction measures and work production efficiencies that have been implemented:

- Making several operational modifications averted a capital expenditure for screenings disposal at the Northeast Pump Station. These modifications also eliminated chronic pump plugging problems that were occurring monthly, which necessitated two employees working for one full day to unplug the pumps, and it eliminated emergency overtime labor in responding to fine

- screen plugging situations at the main plan. The estimated annual cost savings is \$7,000.
- Agricultural Research Station fields just north of the plant's perimeter fence were qualified and approved for biosolids spreading, which eliminated the need for our contract disposal hauler to have to use his semi-trucks for disposal operations. Thus, he gave us a special lower rate for the gallons hauled on these fields that resulted in a \$2,000 annual savings.
 - Agricultural Research Station staff began cropping 7 – 8 acres of grassed area inside our fenced property. This eliminated the need for our staff to "brush hog" mow this area, and thus, resulted in a \$1,000 annual saving.
 - We will be installing a "heat wheel" recovery system in our biosolids control building to replace the inefficient heat system now in place. Natural gas cost savings will be more than \$3,000 annually.
 - We will avert having to purchase an upgraded version of our SCADA alarm monitoring software by converting our computer operating systems from our current WINDOWS NT and 2000 versions to the WINDOWS XP version. A new SCADA software upgrade would have cost \$15,200.

SCHEDULE OF DIVISION EXPENDITURES
(EXCLUDING INFLOW/INFILTRATION PROGRAM INITIATIVE:

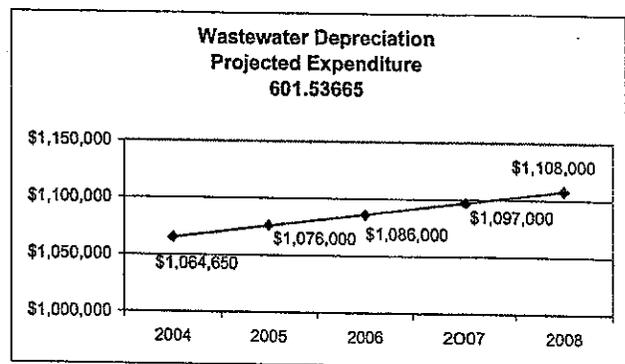
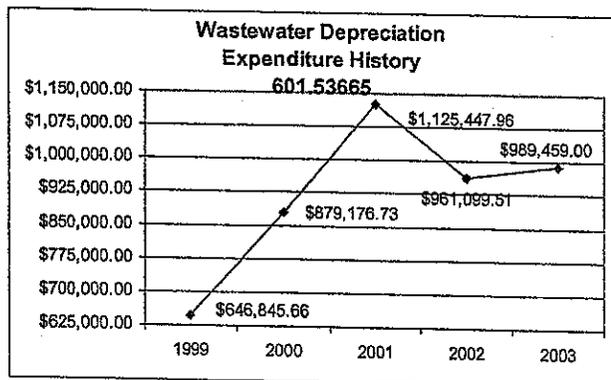
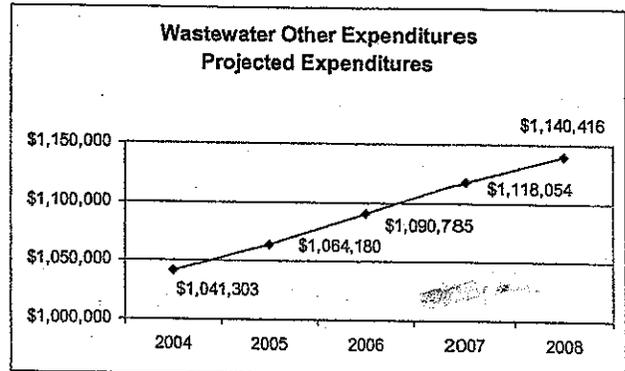
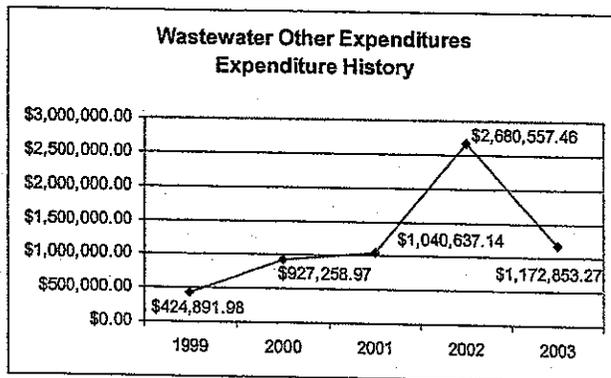
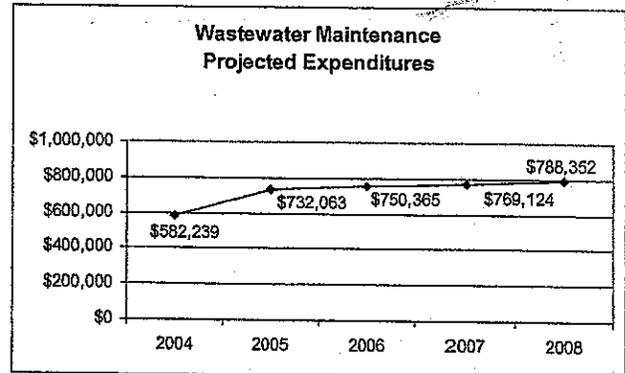
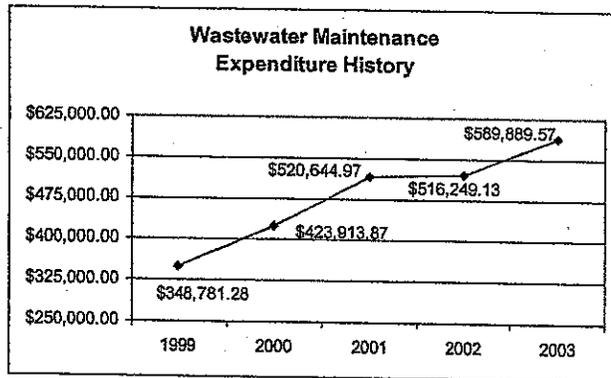
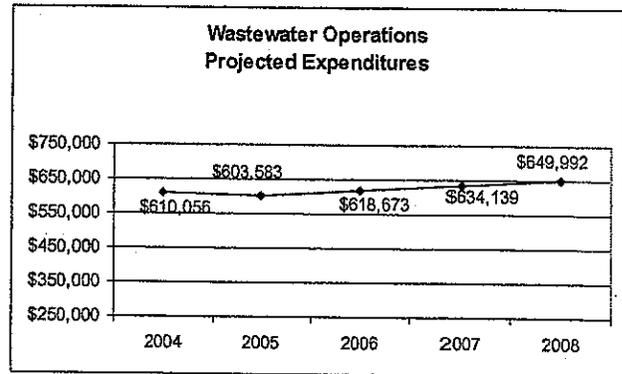
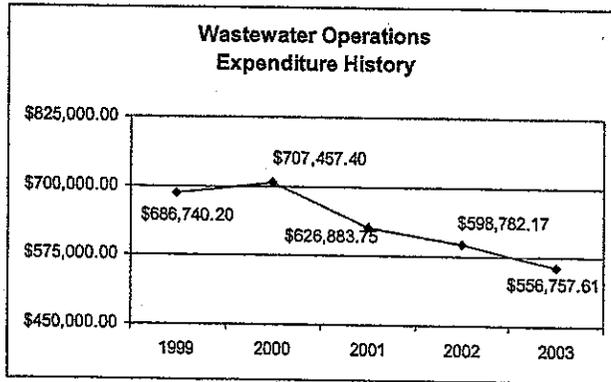
	<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
TOTAL	\$3,308,959	\$3,374,640	\$3,298,248	\$3,475,826

DEPARTMENT STAFFING TABLE
(FTE)*:

	<u>Classification/ Representation</u>	<u>Authorized</u> <u>2004</u>	<u>Recommended</u> <u>Authorization</u> <u>2005</u>
Utility Superintendent	C/5/2	1.0	1.0
Assistant Superintendent	C/4/2	1.0	1.0
Lab. Tech.	Teamsters/Local 662	1.0	1.0
Collection System Operators	Teamsters/Local 662	2.0	2.0
Plant Operators	Teamsters/Local 662	3.0	3.0
Sewer Maintenance Operators	Teamsters/Local 662	2.0	2.0
Secretary	AFSCME-Local 929	<u>0.5</u>	<u>0.5</u>
Total		10.5	10.5

* Not including one position (Plumbing Inspector) budgeted in the City's General Fund, yet partially assigned to the Wastewater Utility for the Inflow/Infiltration Program Initiative.

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
WASTEWATER UTILITY						
SANITARY SEWER SPEC ASSESSMT 601.00000.0000.42210	37,144.75	78,800.00	78,800.00	91,000.00	91,000.00	
OTH REGULATORY PERMITS/FEES 601.00000.0000.44900	150.00	350.00	650.00	650.00	650.00	
MEAS SERV TO GEN CUST-RESID 601.00000.0000.46411	2,203,559.96	2,217,071.00	2,217,071.00	2,283,583.00	2,283,583.00	
MEAS SERV TO GEN CUST-COMMER 601.00000.0000.46412	1,046,812.89	1,075,662.00	1,075,662.00	1,107,932.00	1,107,932.00	
MEAS SERV TO GEN CUST-INDUST 601.00000.0000.46413	563,601.61	635,978.00	635,978.00	655,057.00	655,057.00	
SEPTIC & HLDG TANK DISP FEES 601.00000.0000.46418	24,353.35	50,000.00	25,000.00	40,000.00	40,000.00	
NET GAIN ON DISPOSAL OF ASTS 601.00000.0000.47450	18,310.00					
MEAS SER TO GEN CST-PUB AUTH 601.00000.0000.47491	95,365.77	92,907.00	92,907.00	95,694.00	95,694.00	
INTEREST ON GENERAL INVESTMT 601.00000.0000.48110	.23	15,000.00	15,000.00	15,000.00	15,000.00	
INTEREST ON RESTR INVESTMNTS 601.00000.0000.48120	31,364.31	62,000.00	62,000.00	62,000.00	62,000.00	
INTEREST ON SPEC ASSESSMENTS 601.00000.0000.48130	3,251.11	300.00	300.00	400.00	400.00	
LABORATORY SERVICE FEES 601.00000.0000.48692	20,253.00	18,000.00	23,000.00	20,000.00	20,000.00	
PENALTY CHARGES 601.00000.0000.48693	3,702.27	2,500.00	6,000.00	6,000.00	6,000.00	
MISC OTHER OPERATING REVENUE 601.00000.0000.48699	51,674.52	45,000.00	45,000.00	40,000.00	40,000.00	
MISC OTHER NON-OPER REVENUE 601.00000.0000.48999	1,437.50	400.00		300.00	300.00	
TOTALS: WASTEWATER UTILITY	4,100,981.27	4,293,968.00	4,277,368.00	4,417,616.00	4,417,616.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
WASTEWATER UTILITY						
PROJECT						
PERSONAL SERVICES	841,510.30	747,438.00	701,813.00	757,408.00	752,934.00	
CONTRACTUAL SERVICES	456,452.05	533,782.00	544,140.00	522,483.00	530,083.00	
SUPPLIES AND EXPENSES	383,694.17	393,035.00	348,750.00	492,694.00	490,194.00	
BUILDING MATERIALS	2,737.80					
FIXED CHARGES	1,038,498.70	1,122,635.00	1,125,795.00	1,122,118.00	1,122,118.00	
DEBT SERVICE	584,460.43	577,750.00	577,750.00	580,497.00	580,497.00	
GRANTS CONTRIB INDEMNITIES	1,606.00					
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	3,308,959.45	3,374,640.00	3,298,248.00	3,475,200.00	3,475,826.00	
TOTALS: WASTEWATER UTILITY	3,308,959.45	3,374,640.00	3,298,248.00	3,475,200.00	3,475,826.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM WATER UTILITY						
TAXES						
GENERAL PROPERTY TAXES		667,478.00	667,478.00	612,023.00		
603.41000.0000.41110						
TOTALS: TAXES		667,478.00	667,478.00	612,023.00		
INTERGOVERNMENTAL REVENUES						
STATE GRANTS-STORMWATER	35,886.71		69,673.00			
603.43000.0000.43550						
TOTALS: INTERGOVERNMENTAL REVENUE	35,886.71		69,673.00			
PUBLIC CHARGES FOR SERVICES						
STORM SEWERS			318.00			
603.46000.0000.46324						
TOTALS: PUBLIC CHARGES FOR SERVI			318.00			
INTERGOVT CHGS FOR SERVICES						
OTH LOC GOVT, TRANSP-HWY/ST		25,000.00	25,000.00			
603.47000.0000.47331						
TOTALS: INTERGOVT CHGS FOR SERVI		25,000.00	25,000.00			
TOTALS: STORM WATER UTILITY	35,886.71	692,478.00	762,469.00	612,023.00		

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM WATER UTILITY						
HIGHWAY & STREET CLEANING						
PROJECT						
PERSONAL SERVICES		86,719.00	86,737.00	89,549.00		
CONTRACTUAL SERVICES			2,767.00			
SUPPLIES AND EXPENSES		61,200.00	61,200.00	66,096.00		
TOTALS: PROJECT		147,919.00	150,704.00	155,645.00		
TOTALS: HIGHWAY & STREET CLEANIN		147,919.00	150,704.00	155,645.00		

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER MAINTENANCE						
PROJECT						
PERSONAL SERVICES		217,383.00	223,213.00	226,550.00		
CONTRACTUAL SERVICES		9,671.00	12,758.00	47,172.00		
SUPPLIES AND EXPENSES		132,970.00	138,518.00	139,784.00		
BUILDING MATERIALS		43,324.00	44,106.00	48,324.00		
FIXED CHARGES	4,291.57	9,437.00	10,037.00	9,437.00		
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	4,291.57	412,785.00	428,632.00	471,267.00		
TOTALS: STORM SEWER MAINTENANCE	4,291.57	412,785.00	428,632.00	471,267.00		

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
STORM SEWER CONSTR (TRUNK) PROJECT						
PERSONAL SERVICES	695.55	23,085.00	23,149.00	4,251.00		
CONTRACTUAL SERVICES	87,445.49	10,080.00	80,080.00			
SUPPLIES AND EXPENSES			500.00			
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	88,141.04	33,165.00	103,729.00	4,251.00		
TOTALS: STORM SEWER CONSTR (TRK)	88,141.04	33,165.00	103,729.00	4,251.00		
TOTALS: STORM WATER UTILITY	92,432.61	593,869.00	683,065.00	631,163.00		



EMERGENCY MEDICAL SERVICES
605-51510/52310

Mission Statement

The mission of the Emergency Medical Services Division is to provide quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and thirteen surrounding towns and villages. Providing emergency and non-emergency transports, neo-natal transports, special pediatric transports, and citizens' assists carries out this mission.

The mission of the Emergency Medical Services Division is provided to all people regardless of race, sex, religion, color, creed, or national origin who live, work, or visit the City of Marshfield or surrounding communities.

Services:

A. Emergency Response

This service comprises the majority of the Department's work in EMS. This service includes responding to requests for medical intervention at the scenes of vehicular and industrial accidents, heart attacks, strokes, falls, assistance requests, and other acute medical emergencies. This service is provided at the paramedic level to the citizens of Marshfield and the contracted village and townships, and also to all persons who may travel through these areas.

B. Emergency Transports

This service is provided to all areas in which we are contracted for Emergency Medical Services. Requests for emergency transports require rapid response for the transportation of persons to the nearest medical facility as a result of a life threatening condition. The Department provides emergency medical transports for patients who need specialized medical treatment at other hospitals. Emergency transports have been provided to Milwaukee, Madison, and Rochester, MN, for specialized medical needs.

C. Contracted Emergency Transports

Saint Joseph's Hospital has contracted with Marshfield Fire and Rescue Department to provide emergency; Advanced Life Support (ALS) intercepts; neonatal transports and pediatric transports when the Spirit of Marshfield is unavailable. This contracted service has also enabled this department to also secure an ALS backup for those times when all our ALS rigs are on other calls.

D. Non-Emergency Transports

The transportation of persons to Saint Joseph's Hospital and the Marshfield Clinic for medical attention for non-life threatening conditions are a frequent occurrence. Many of our patients are from local nursing facilities and Community Based Residential Facilities (CBRF) who have no method of transportation to the hospital because of their medical condition. Because of the renowned medical facilities in Marshfield, we often transport patients that have been

flown in to the airport via air ambulances and require an ambulance to transport the patient to the hospital or clinic for treatment.

In all types of transports, we do not simply transfer patients; we provide professional medical care to ensure their safety until they reach their final destination. Without these services, there would not exist the quality of life we are accustomed to here in the Marshfield area.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended 2005 budgets for the Emergency Medical Services total \$816,038.

The city began providing an ambulance service in 1964. This service has grown today to a point where there are five ambulances and the necessary personnel to provide reliable service. In addition to serving the residents of the City of Marshfield, the city also has twelve (12) separate agreements with various surrounding towns and village to provide this same service. The city charges each of the contract communities a fee for making this service available and any residents of the contract towns and village who use the service are charged a user fee. In 2003, the total fees charged to individuals, businesses and local governments were \$760,245. Total estimated 2005 fees (\$770,000) are currently adequate to cover the expenses associated with this service.

The ambulance rates and contract amounts the city charges are intended to recover the cost of the ambulance service and are determined by rate studies. These rate studies factor in the cost of the personnel and supplies necessary to perform the ambulance service as well as the cost of equipment. A comprehensive rate analysis will be done in 2005 by the Finance Department.

By converting the ambulance budget to an enterprise fund, beginning in 2003, the associated budgets and financial statements more accurately portray the true cost of the ambulance operations to outside observers. It eliminates the differences in accounting between the rate studies and the current budget and financial reports prepared for the ambulance service. Thus, the ambulance rates are easier to justify to the users of the service as well as towns and villages that contract for this service.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual</u> <u>2003</u>	<u>Budget</u> <u>2004</u>	<u>Estimated</u> <u>2004</u>	<u>Recommended</u> <u>2005</u>
Billing and Collection	\$ 87,283	\$ 85,629	\$ 74,701	\$ 84,916
Ambulance	661,168	613,579	604,568	651,843
Depreciation	24,933	47,015	38,515	74,085
Interest on Debt	3,947	5,263	5,263	5,194
Debt Issue Expense	<u>826</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL	\$778,157	\$751,486	\$723,047	\$816,038

A request to replace kitchen cabinets for \$2,519 was not recommended. The recommended 2005 budget also includes \$15,000 for a potential charge from the Marshfield Clinic for a Medical Services Director.

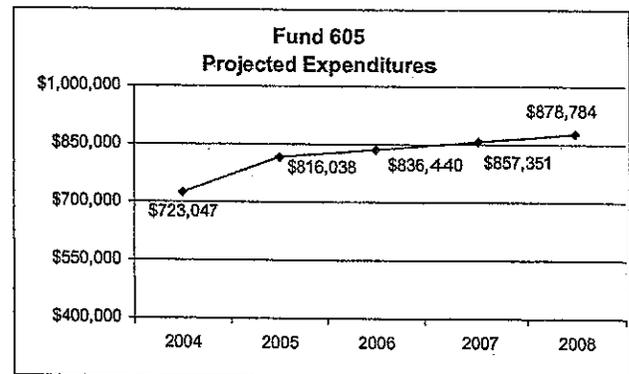
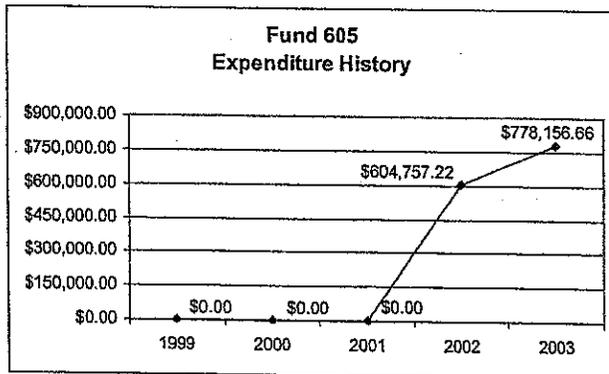
Capital outlay purchases in this fund are charged to an asset account, with their costs amortized over their useful life. As such, they are not budgeted per se in this fund. Nevertheless, below is a list of the major capital outlay purchases recommended for 2005.

- Replacement of 3 automatic defibrillators \$50,000

This budget is funded entirely by user fees.

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/</u> <u>Representation</u>	<u>Authorized</u> <u>2004</u>	<u>Recommended</u> <u>Authorization</u> <u>2005</u>
Deputy Fire Chief	C/5/2	0.7	0.7
EMT/Firefighter	Local 1021-IAFF	6.0	6.0
Account Clerk I	AFSCME	<u>1.0</u>	<u>1.0</u>
TOTAL		7.7	7.7

GRAPHS:



CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
EMERGENCY MEDICAL SERV FUND						
INTERGOVERNMENTAL REVENUES						
ST GRANTS, OTH PUBLIC SAFETY 605.43000.0000.43529	5,357.16	5,000.00	5,000.00	5,000.00	5,000.00	
TOTALS: INTERGOVERNMENTAL REVENUE	5,357.16	5,000.00	5,000.00	5,000.00	5,000.00	
PUBLIC CHARGES FOR SERVICES						
AMBULANCE FEES 605.46000.0000.46230	594,137.47	650,000.00	600,000.00	650,000.00	618,345.00	
MEDICARE/MEDICAID ADJUSTMENT 605.46000.0000.46231	(41,522.02)	(80,000.00)	(60,000.00)	(60,000.00)	(60,000.00)	
EMS SJH AGREEMENT 605.46000.0000.46235	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
TOTALS: PUBLIC CHARGES FOR SERVI	567,615.45	585,000.00	555,000.00	605,000.00	573,345.00	
INTERGOVT CHGS FOR SERVICES						
OTH LOC GOVT, AMBULANCE SERV 605.47000.0000.47323	174,052.00	185,000.00	185,025.00	195,000.00	196,704.00	
TOTALS: INTERGOVT CHGS FOR SERVI	174,052.00	185,000.00	185,025.00	195,000.00	196,704.00	
MISCELLANEOUS REVENUE						
MISCELLANEOUS INTEREST 605.48000.0000.48190	19.61		75.00			
TOTALS: MISCELLANEOUS REVENUE	19.61		75.00			
TOTALS: EMERGENCY MEDICAL SERV FUN	747,044.22	775,000.00	745,100.00	805,000.00	775,049.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
EMERGENCY MEDICAL SERV FUND						
FINANCE						
PROJECT						
PERSONAL SERVICES	43,199.10	46,102.00	45,709.00	51,581.00	50,999.00	
CONTRACTUAL SERVICES	2,558.49	7,420.00	7,470.00	7,836.00	7,836.00	
SUPPLIES AND EXPENSES	1,525.08	5,410.00	4,675.00	6,833.00	6,833.00	
FIXED CHARGES		1,697.00	1,697.00	1,748.00	1,748.00	
GRANTS CONTRIB INDEMNITIES	39,999.98	25,000.00	15,150.00	17,500.00	17,500.00	
TOTALS: PROJECT	87,282.65	85,629.00	74,701.00	85,498.00	84,916.00	
TOTALS: FINANCE	87,282.65	85,629.00	74,701.00	85,498.00	84,916.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
AMBULANCE						
PROJECT						
PERSONAL SERVICES	584,369.05	528,166.00	520,188.00	559,365.00	555,201.00	
CONTRACTUAL SERVICES	32,795.82	34,041.00	32,564.00	48,381.00	46,389.00	
SUPPLIES AND EXPENSES	40,009.19	46,853.00	46,633.00	47,310.00	44,810.00	
FIXED CHARGES	3,993.49	4,519.00	4,948.00	5,443.00	5,443.00	
DEBT SERVICE			235.00			
TOTALS: PROJECT	661,167.55	613,579.00	604,568.00	660,499.00	651,843.00	
TOTALS: AMBULANCE	661,167.55	613,579.00	604,568.00	660,499.00	651,843.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEPRECIATION						
PROJECT						
FIXED CHARGES	24,933.00	47,015.00	38,515.00	74,085.00	74,085.00	
TOTALS: PROJECT	24,933.00	47,015.00	38,515.00	74,085.00	74,085.00	
TOTALS: DEPRECIATION	24,933.00	47,015.00	38,515.00	74,085.00	74,085.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, G.O. BONDS						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	3,947.30	5,263.00	5,263.00	5,194.00	5,194.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	3,947.30	5,263.00	5,263.00	5,194.00	5,194.00	
TOTALS: INTEREST, G.O. BONDS	3,947.30	5,263.00	5,263.00	5,194.00	5,194.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEBT ISSUE EXPENSE						
PROJECT						
CONTRACTUAL SERVICES	826.16					
TOTALS: PROJECT	826.16					
TOTALS: DEBT ISSUE EXPENSE	826.16					
TOTALS: EMERGENCY MEDICAL SERV FUN	778,156.66	751,486.00	723,047.00	825,276.00	816,038.00	



**VEHICLE/EQUIPMENT
INTERNAL SERVICE FUND SUMMARY
FUND 701**

OVERVIEW:

Internal Service Funds are used by state and local governments to account for the financing of goods and services provided by one department or agency to other departments on a cost-reimbursement basis.

Although the use of internal service funds is not required by generally accepted accounting principles (GAAP), there is an increasing utilization of these funds by local governments. There are several advantages to their use, including:

- 1) the ability to accumulate the total cost of each activity;
- 2) the greater ease in costing and pricing services (in our immediate case, fleet and equipment management services); and
- 3) the ability to accumulate resources to replace equipment at appropriate intervals.

Normally, governments use the internal service fund classification to improve their management of resources. The primary reason for reestablishing the Vehicle/Equipment Internal Service Fund in 1991 was to add the capability to include depreciation costs in user charges, allowing for resources to be accumulated to replace existing equipment as it deteriorates or becomes obsolete.

Escalating equipment replacement costs have far outpaced our ability to accumulate the necessary funds to purchase the equipment when needed. Because of this inability to replace the equipment when needed the maintenance costs have also gone up. Significant funding provided last year for replacement of equipment should help reduce our maintenance costs. The 2005 budget request does not include any borrowing for machinery and equipment.

On December 23, 2003, the Common Council approved Resolution No. 2003-55, implementing a revised 2004 rental rate schedule for the Vehicle/Equipment Internal Service Fund to include depreciation costs as a component of the billing rates. The Finance Director's Office is in the process of analyzing the current rate structure, and will soon make recommendations for a revised rental rate structure for 2005.

Capital outlay purchases in the Vehicle/Equipment Fund are charged to an asset account, with their costs amortized over their useful life. As such, they are not budgeted per se in the Internal Service Fund. Nevertheless, below is a list of the major capital outlay purchases recommended for 2005:

Tandem axle dump truck/snow plow	\$114,985
Single axle dump truck w/snow plow & wing	87,800
Pick-up truck	27,650
Skid-steer loader	<u>19,950*</u>
 Total	 <u>\$250,385</u>
* for Parks and Recreation Department	

Each of these purchases will be charged to an asset account and amortized over their useful life.

There is \$176,306 appropriated in the Internal Service Fund for its share of the principal and interest due in 2005 on the long-term debt that was previously issued to purchase equipment and the fuel depot.

There is \$300,985 in this fund appropriated for gasoline and diesel fuel. This amount also includes \$4,575 for repairs to the fueling station and \$650 for an underground registration fee.

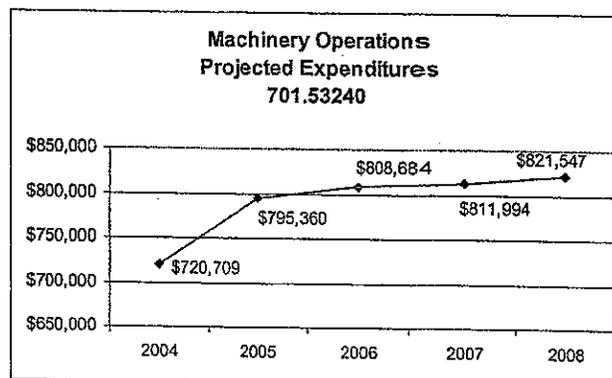
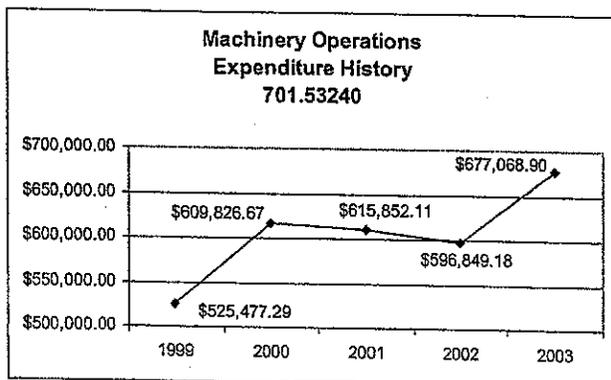
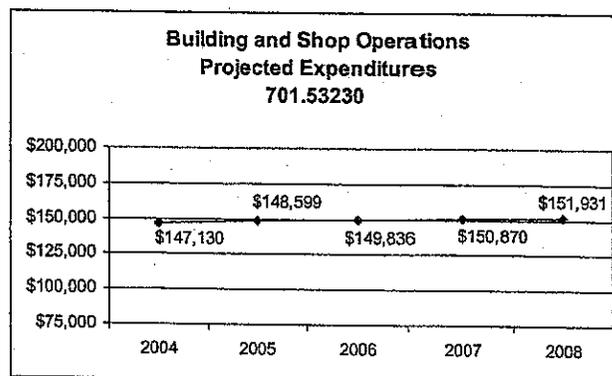
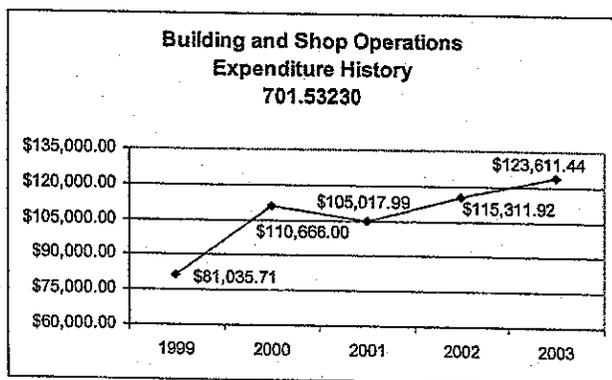
There is \$519,000 in this fund appropriated for depreciation expense.

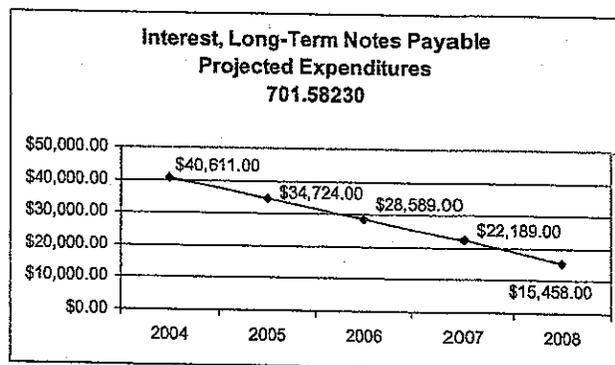
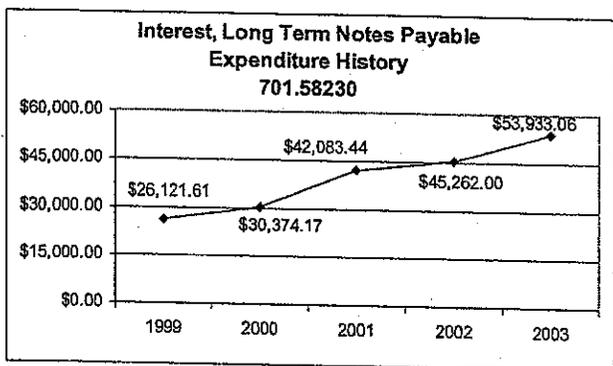
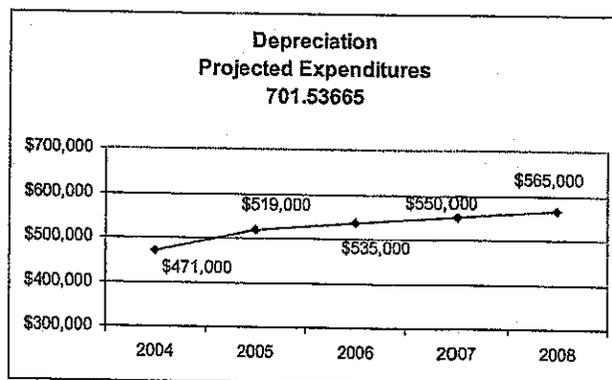
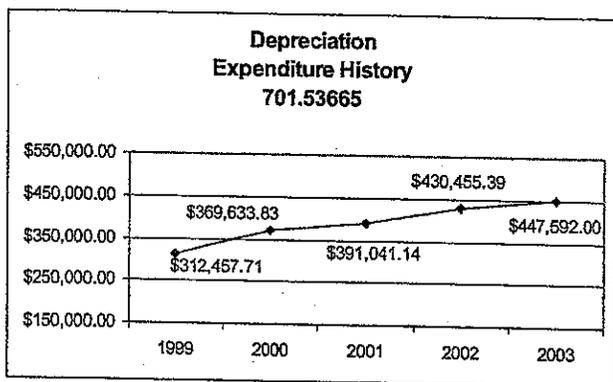
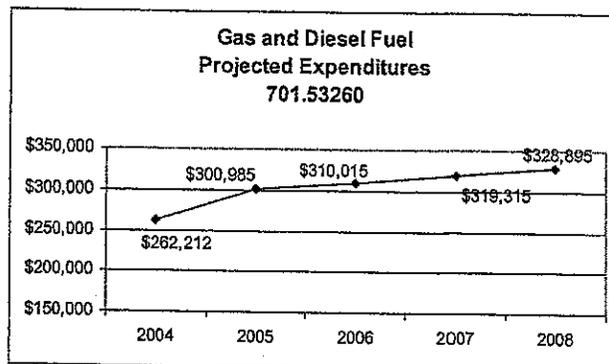
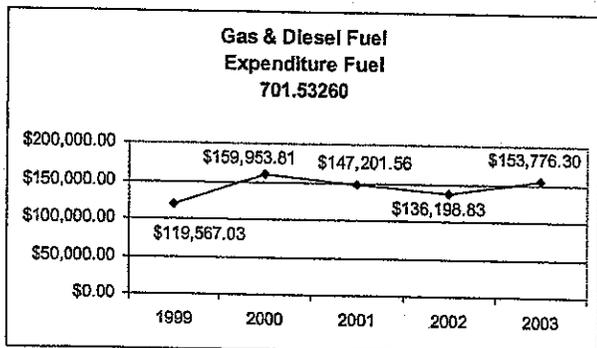
This budget is funded entirely by equipment and gasoline charges to other departments and outside agencies.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	Actual 2003	Budget 2004	Estimated 2004	Recommended 2005
Building and Shop Operations	\$ 123,612	\$ 145,971	\$ 147,130	\$ 148,599
Machinery Operations	677,069	720,217	720,709	795,360
Gas and Diesel Fuel	153,776	261,325	262,212	300,985
Depreciation	447,542	479,000	471,000	519,000
Interest, Long-term Notes	53,158	40,611	40,611	34,724
Net Loss on Disposition of Assets	775	-0-	-0-	-0-
TOTAL	\$1,455,982	\$1,647,126	\$1,641,662	\$1,798,668

GRAPHS:





CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
VEHICLE/EQ INTERNAL SERV FND						
INTERGOVT CHGS FOR SERVICES						
TRANSP MOTOR POOL CHARGES	1,122,205.80	1,274,650.00	1,274,650.00	1,501,198.00	1,501,198.00	
701.47000.0000.47424						
CENTRAL GAS AND DIESEL FUEL	160,186.27	261,325.00	261,325.00	300,985.00	300,985.00	
701.47000.0000.47426						
TOTALS: INTERGOVT CHGS FOR SERVI	1,282,392.07	1,535,975.00	1,535,975.00	1,802,183.00	1,802,183.00	
MISCELLANEOUS REVENUE						
SALE OF HWY EQUIP & PROPERTY	46.40					
701.48000.0000.48303						
SALE OF SALVAGE & WASTE PROD	4,671.82	1,900.00	1,900.00	1,900.00	1,900.00	
701.48000.0000.48316						
OTHER MISCELLANEOUS REVENUE	92.34					
701.48000.0000.48900						
TOTALS: MISCELLANEOUS REVENUE	4,810.56	1,900.00	1,900.00	1,900.00	1,900.00	
OTHER FINANCING SOURCES						
SALES OF GENERAL FIXED ASSTS	4,907.00					
701.49000.0000.49400						
TOTALS: OTHER FINANCING SOURCES	4,907.00					
TOTALS: VEHICLE/EQ INTERNAL SERV F	1,292,109.63	1,537,875.00	1,537,875.00	1,804,083.00	1,804,083.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
VEHICLE/EQ INTERNAL SERV FND						
BUILDING AND SHOP OPERATIONS						
PROJECT						
PERSONAL SERVICES	35,008.67	39,595.00	39,595.00	40,384.00	40,157.00	
CONTRACTUAL SERVICES	69,721.84	78,544.00	78,936.00	79,854.00	79,854.00	
SUPPLIES AND EXPENSES	9,589.84	16,705.00	16,705.00	16,705.00	16,705.00	
FIXED CHARGES	9,291.09	11,127.00	11,894.00	11,883.00	11,883.00	
TOTALS: PROJECT	123,611.44	145,971.00	147,130.00	148,826.00	148,599.00	
TOTALS: BUILDING AND SHOP OPERAT	123,611.44	145,971.00	147,130.00	148,826.00	148,599.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
MACHINERY OPERATIONS						
PROJECT						
PERSONAL SERVICES	309,169.45	288,772.00	289,262.00	334,760.00	331,267.00	
CONTRACTUAL SERVICES	42,353.51	50,017.00	50,017.00	45,345.00	50,070.00	
SUPPLIES AND EXPENSES	303,149.34	353,237.00	353,237.00	387,732.00	387,732.00	
FIXED CHARGES	22,396.60	28,193.00	28,193.00	26,291.00	26,291.00	
TOTALS: PROJECT	677,068.90	720,219.00	720,709.00	794,128.00	795,360.00	
TOTALS: MACHINERY OPERATIONS	677,068.90	720,219.00	720,709.00	794,128.00	795,360.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
GAS AND DIESEL FUEL						
PROJECT						
CONTRACTUAL SERVICES	2,097.74	4,575.00	5,102.00	4,575.00	4,575.00	4,575.00
SUPPLIES AND EXPENSES	151,678.56	256,750.00	257,110.00	296,410.00	296,410.00	296,410.00
TOTALS: PROJECT	153,776.30	261,325.00	262,212.00	300,985.00	300,985.00	300,985.00
TOTALS: GAS AND DIESEL FUEL	153,776.30	261,325.00	262,212.00	300,985.00	300,985.00	300,985.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
DEPRECIATION						
PROJECT						
FIXED CHARGES	447,592.00	479,000.00	471,000.00	519,000.00	519,000.00	
TOTALS: PROJECT	447,592.00	479,000.00	471,000.00	519,000.00	519,000.00	
TOTALS: DEPRECIATION	447,592.00	479,000.00	471,000.00	519,000.00	519,000.00	

CITY OF MARSHFIELD

***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
INTEREST, LONG-TERM NTS PYBL						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE	53,158.06	40,611.00	40,611.00	34,724.00	34,724.00	
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS						
TOTALS: PROJECT	53,158.06	40,611.00	40,611.00	34,724.00	34,724.00	
TOTALS: INTEREST, LONG-TERM NTS	53,158.06	40,611.00	40,611.00	34,724.00	34,724.00	

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
OTHER NONOPERATING EXPENSES						
PROJECT						
GRANTS CONTRIB INDEMNITIES	775.00					
TOTALS: PROJECT	775.00					
TOTALS: OTHER NONOPERATING EXPEN	775.00					
TOTALS: VEHICLE/EQ INTERNAL SERV F	1,455,981.70	1,647,126.00	1,641,662.00	1,797,663.00	1,798,668.00	

FIDUCIARY FUND

– 801



**CEMETERY PERPETUAL CARE FUND
FUND 801**

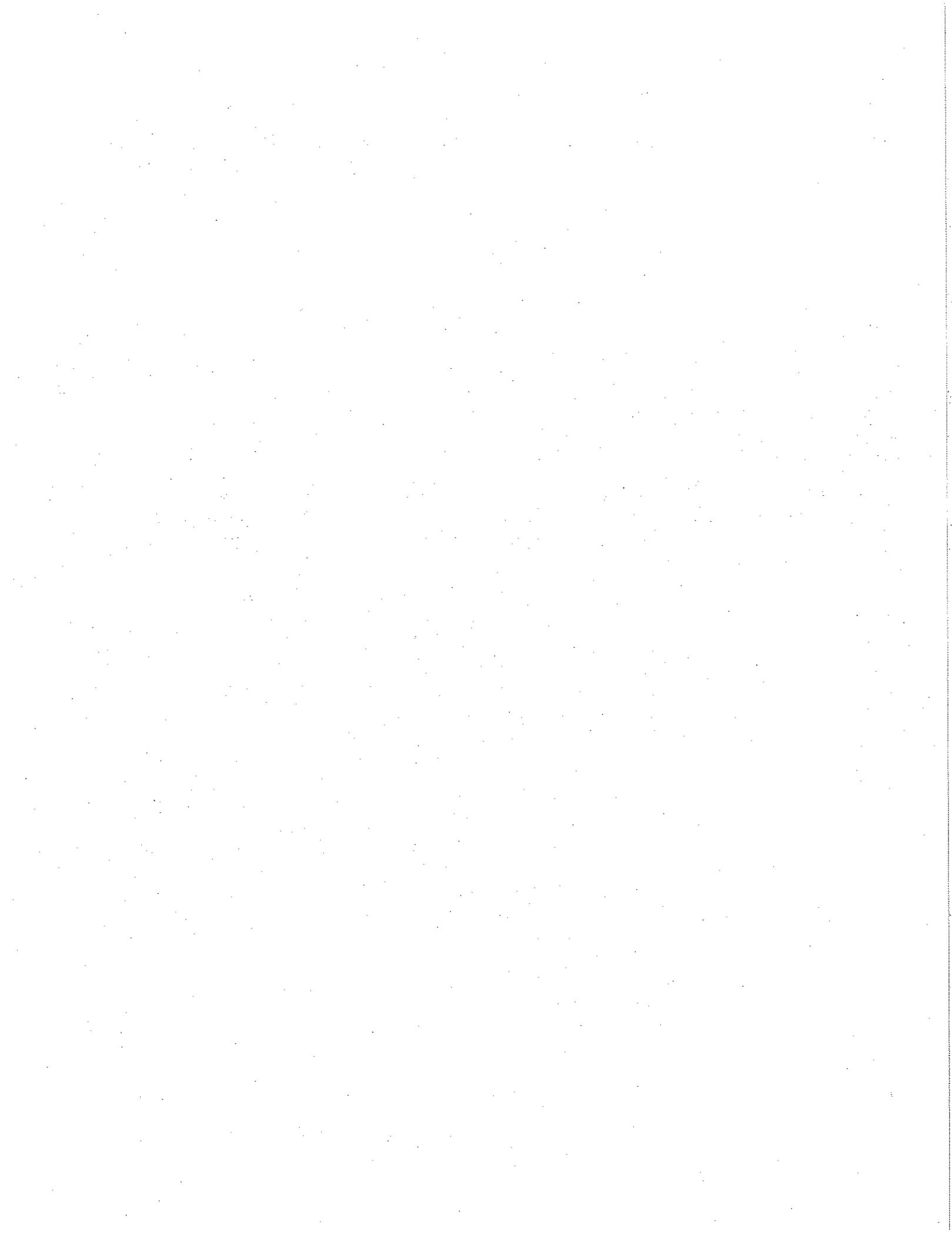
The recommended 2005 budget for the Cemetery Perpetual Care Fund is \$2,350. The interest earned from invested perpetual care monies, estimated to be \$2,350, is transferred to the General Fund to help defray expenses related to the maintenance of Hillside Cemetery. The offsetting revenue is shown under revenue account #101.49000.0801.49280.

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL REVENUE	2004 BUDGET	2004 TOTAL ESTIMATED REVENUE	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CEMETERY PERPETUAL CARE FUND						
PUBLIC CHARGES FOR SERVICES						
CEMETERY	9,887.50	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
801.46000.0000.46540						
TOTALS: PUBLIC CHARGES FOR SERVI	9,887.50	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
MISCELLANEOUS REVENUE						
CEM PERP CARE FUND INTEREST	2,444.92	2,400.00	2,320.00	2,350.00	2,350.00	2,350.00
801.48000.0000.48150						
TOTALS: MISCELLANEOUS REVENUE	2,444.92	2,400.00	2,320.00	2,350.00	2,350.00	2,350.00
TOTALS: CEMETERY PERPETUAL CARE FU	12,332.42	10,400.00	10,320.00	10,350.00	10,350.00	10,350.00

CITY OF MARSHFIELD
 ***** 2005 EXPENDITURE/REVENUE WORKSHEET *****

ACCOUNT TITLE/ ACCOUNT NUMBER	2003 ACTUAL EXPENDITURES	2004 BUDGET	2004 TOTAL ESTIMATED EXPENDITURES	2005 DEPARTMENTAL REQUESTS	2005 ADMINISTRATOR'S RECOMMENDED BUDGET	2005 PROPOSED BUDGET
CEMETERY PERPETUAL CARE FUND						
OTHER FINANCING USES						
PROJECT						
PERSONAL SERVICES						
CONTRACTUAL SERVICES						
SUPPLIES AND EXPENSES						
BUILDING MATERIALS						
FIXED CHARGES						
DEBT SERVICE						
GRANTS CONTRIB INDEMNITIES						
CAPITAL OUTLAY						
COST REALLOCATIONS	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	
TOTALS: PROJECT	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	
TOTALS: OTHER FINANCING USES	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	
TOTALS: CEMETERY PERPETUAL CARE FU	2,444.92	2,400.00	2,320.00	2,400.00	2,350.00	



APPENDICES

APPENDIX A

2005 BUDGET DEVELOPMENT CALENDAR REVISED 9-17-2004 OPERATING AND CAPITAL BUDGETS CITY OF MARSHFIELD, WISCONSIN

<u>Date</u>	<u>Action</u>
Tues May 11, 2004 7:00 p.m.	Presentation of 2003 fiscal audit report by the City's independent audit firm at regular Council meeting
Tues May 25, 2004 7:00 p.m.	2005 Budget Overview/Financial Forecast Presentation to the Common Council (regular Council meeting). Discussion/approval of 2005 Budget Development Parameters and Guidelines
Tues., July 6, 2004 10:00 a.m.	Departmental budget meeting to discuss 2005 budget parameters, review budget instructions, and distribute data necessary to prepare budget requests
Fri, Aug 6, 2004 5:00 p.m.	All 2005 capital and operating budget requests due in Finance Office (Fire and Police Commission and Library Board review of their respective budgets occur prior to this date)
Tues, Sept 7, 2004 Wed, Sept 8, 2004 Thurs, Sept.9, 2004 Fri, Sept. 10, 2004	City Administrator's budget hearings/review of 2005 budget requests with department/division/ agency heads
Tues Oct 12, 2004	City Administrator's recommended 2005 budget presented at regular Common Council meeting
Mon Oct 25, 2004 Time: 5:30 p.m.	Special budget work session of Common Council to review recommended 2005 budget
Mon Nov 1, 2004 Time: 6:00 p.m.	Special budget work session of Common Council to review recommended 2005 budget
Tues Nov 2, 2004 Time: 6:00 p.m.	Special budget work session of Common Council to review recommended 2005 budget; authorize publication of proposed 2005 budget for public hearing
Sat Nov 6, 2004	Publication of proposed 2005 budget
Tues Nov 23, 2004 6:30 p.m. 7:00 p.m.	Public Hearing on proposed 2005 budget Adoption of 2005 budget during Council meeting

APPENDIX B

GLOSSARY OF TERMS

Appropriation – An authorization made by the Common Council which permits officials to incur obligations and to expend city resources.

Assessed Valuation – The total taxable value placed on real estate, personal property, and utilities as a basis for levying taxes. 2004 taxes to support the 2005 City of Marshfield budgets will be levied on an estimated 2004 assessed valuation of \$1,126,044,830, an increase of 13.0% from one year ago. This large increase is the result of a major portion of the Marshfield Clinic's property becoming taxable.

Bond - A written promise to pay a specified sum of money called principal at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. Bonds are used for long-term debt.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given year. It is the primary means by which most of the expenditure and service delivery activities of a government are planned. The term "Recommended Budget" indicates the budget document presented by the City Administrator to the Mayor and Common Council for their review. The term "Adopted Budget" utilized throughout this document refers to official budgetary totals adopted by the Common Council.

Business Improvement District - A district created under state statute by petition to the city from owners of commercial property. The purpose is to allow property owners within the district to develop, manage, and promote their district and provide a method to fund these activities via a self-imposed assessment.

Capital Outlay - The purchase, acquisition, or construction of any item having a unit cost of \$1,000 or more. Typical capital outlay items include vehicles, construction equipment, and office equipment. Capital outlay appropriations (accounts) begin with the two digits (58__).

CIP - Capital Improvement Program. A long-term plan of capital expenditures. The City of Marshfield annually updates its 5-year CIP to guide physical development and renewal of the city within finite financial resources.

Contingency - Funds budgeted and set aside, but not appropriated or approved for a specific use. These funds are used to finance costs that were not anticipated when the budget was considered and approved.

Contractual Services - Expenditures related to daily routine operations such as utilities, postage, printing, repairs, etc. which are purchased from private contractors.

Debt Service - Payments of interest and repayment of principal to holders of the city's debt instruments (e.g. bonds).

Depreciation - That portion of the cost of a capital asset which is charged as an expense during a particular year.

Fiduciary Fund - A fund accounting for assets held by the city in a trustee or agency capacity. In the case of the City of Marshfield, this pertains to the Cemetery Perpetual Care Fund.

Fiscal Year - A twelve-month period designated as the operating year for an entity. For the city, the fiscal year is the same as the calendar year (also called the Budget Year). The fiscal year for the State of Wisconsin is July 1 - June 30.

Franchise Fee - A fee levied by the Common Council on businesses that use city property or right of way. This fee is usually charged as a percentage of gross receipts.

Fund - An independent accounting entity that has a set of self balancing accounts and that records all financial transactions for specific activities or government functions.

General Fund - The main operating fund of the city. It accounts for basic operating services such as Police, Fire and Rescue, Traffic Control, Streets, Parks and Recreation, Library, and administrative services.

Mill - One thousandth of a dollar or \$1.00 of tax per \$1,000 assessed valuation. The property tax levy is the total amount to be taxed against all property. The number of mills at which property is taxed is calculated by dividing the amount of taxes levied by the assessed valuation.

Non-Departmental - Program costs that do not relate to any one department, but represent costs of a general city-wide nature.

Ordinance - A formal legislative enactment by the Common Council which implements or amends local law.

Proprietary Fund - A fund type which pays for itself. Also known as an enterprise fund, proprietary funds establish revenue-based fees and charges based on recouping the cost of services provided. In the case of the City of Marshfield, the recommended 2005 budgets include three proprietary funds (the Wastewater Utility Enterprise Fund, the Emergency Medical Services Enterprise Fund, and the Vehicle/Equipment Internal Service Fund).

Special Assessments - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service determined to primarily benefit those properties.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. For example, the Room Tax Fund (202) is established to account for the City of Marshfield's room tax revenues and expenditures.

Tax Year - The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget. For example, taxes levied in 2004 will finance the 2005 budget.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as, special assessments.

Tax Incremental Financing District (T.I.F.) - A geographical area designated for public and private development. Public improvements within the T.I.F. District are initially financed by debt issued by the city. The debt is then repaid over time from taxes resulting from increased private development within the T.I.F. District which are segregated from taxes levied on the base year value within the district. The City of Marshfield currently has six active districts - the Tower Hall project, the Purdy School project, the Downtown redevelopment project, the Mill Creek Business Park project, the Figli's project, and the Yellowstone Industrial Park.

APPENDIX C

WAGE AND SALARY SCHEDULES CITY OF MARSHFIELD POSITIONS

2005 Wages and Salaries:

All non-represented employees (excluding Library personnel and elected officials) are subject to the Classification and Pay Plan previously adopted by the Common Council (see next page).

City personnel policy indicates that the midpoint of the pay range represents the market value of the job, i.e. the economic value that other employers, with whom the city competes for employees, place on the same or similar job. The integrity of the salary plan is maintained by adjusting the pay ranges according to economic trends. The most recent adjustments to the pay plan occurred on January 1, 2004 when various percentage adjustments were made to all minimum, midpoint, and maximum values.

Monies are included within the respective departmental budgets to implement 1) salary adjustments for non-represented employees who are progressing from the minimum value to the midpoint value of their respective pay range pursuant to personnel Policy 3.800; and 2) a 2.5% salary adjustment for non-represented employees who have reached or the midpoint value of their range, with such adjustments to occur on the employees' respective anniversary dates, contingent upon satisfactory performance as documented in a written performance appraisal.

Monies to finance a 2.5% compensation adjustment for Library employees are recommended within the Library budget. Within the constraints of its 2005 budget, the Library Board can proceed to authorize any and all compensation adjustments for its employees without further Council action.

The Wastewater collective bargaining agreement has been settled and it will expire on December 31, 2005. The Police and Dispatch/Ordinance Enforcement collective bargaining agreements have been settled and will expire on December 31, 2004. Three collective bargaining agreements (Public Works/Parks, Clerical/Technical and Firefighters) expired on December 31, 2003. Negotiation/mediation is continuing with these three units.

Monies to finance a reasonable 2004 wage adjustment for the five union groups are included as part of the appropriations in their respective departmental budgets.

CITY OF MARSHFIELD
CLASSIFICATION/COMPENSATION SCHEDULE FOR NON-REPRESENTED
POSITION CLASSIFICATIONS (2.1%)
Effective January 1, 2004

Position	Band, Grade, Subgrade	RECOMMENDED SCALE		
		Minimum	Midpoint	Maximum
City Administrator	E83	\$66,896	\$81,948	\$96,999
(Unused)	E82	64,716	79,277	93,837
(Unused)	E81	62,606	76,692	90,779
Finance Director	D64	58,093	70,873	83,653
Director of Public Works	D64	58,093	70,873	83,653
Police Chief	D63	56,205	68,570	80,935
Fire Chief	D63	56,205	68,570	80,935
(Unused)	D62	53,467	64,964	76,461
Parks and Recreation Director	D61	51,942	62,850	73,757
Dir.of Planning and Econ. Devel.	C52	50,034	60,291	70,548
Information Systems Director	C52	50,034	60,291	70,548
City Engineer.	C52	50,034	60,291	70,548
Street Superintendent	C52	50,034	60,291	70,548
Wastewater Util. Superintendent	C52	50,034	60,291	70,548
Deputy Fire Chief	C52	50,034	60,291	70,548
Police Lieutenant	C52	50,034	60,291	70,548
(Unused)	C51	46,780	56,138	65,495
Assistant City Engineer	C44	45,066	53,854	62,641
Assistant Finance Director	C44	45,066	53,854	62,641
Building Services Supervisor	C44	45,066	53,854	62,641
Planner/Zoning Administrator	C44	45,066	53,854	62,641
Police Sergeant	C44	45,066	53,854	62,641
Asst. Street Superintendent	C43	44,378	52,100	59,821
Civil Engineer II	C43	44,378	52,100	59,821
Police Staff Services Supervisor	C43	44,378	52,100	59,821
Human Resources Specialist	C43	44,378	52,100	59,821
City Surveyor	C43	44,378	52,100	59,821
Info. Systems Analyst	C42 (C43) *	44,378	52,100	59,821

CITY OF MARSHFIELD
CLASSIFICATION/COMPENSATION SCHEDULE FOR NON-REPRESENTED
POSITION CLASSIFICATIONS (2.1%)
Effective January 1, 2004

(continued)

Asst. Wastewater Superintendent	C42	42,357	50,192	58,028
Parks and Rec. Maintenance Sup.	C42	42,357	50,192	58,028
Parks and Rec. Supervisor	C42	42,357	50,192	58,028
Civil Engineer I	C41	41,222	48,642	56,063
GIS Coordinator	C41	41,222	48,642	56,063
Deputy Assessor	B31	38,869	45,477	52,085
Cemetery Sexton	B31	38,869	45,477	52,085
Plumbing Inspector	B23 (B31) *	38,869	45,477	52,085
Electrical Insp./Asst. Build. Insp.	B31	38,869	45,477	52,085
Accounting Clerk I	B23	26,633	31,027	35,422
Municipal Court Clerk	B23	26,633	31,027	35,422
Secretary to City Administrator	B23	26,633	31,027	35,422
Secretary to Police Chief	B23	26,633	31,027	35,422
Secretary to Fire Chief	B23	26,633	31,027	35,422
Secretary to Mayor	B23	26,633	31,027	35,422
(Unused)	B22	25,472	29,548	33,623
Cemetery Laborer	B21	24,366	28,142	32,918
(Unused)	A13	23,308	26,804	30,301
I				

* Indicates a classification to be paid in a market contingency range that is one grade level higher (current practice)

**AFSCME LOCAL 929: STREET DIVISION, PARK MAINTENANCE
AND BUILDING SERVICES**

<u>CLASSIFICATION</u>	<u>WAGE SCHEDULE</u>
	<u>12/31/03</u>

SHOP:

Welder & Fabricator	17.60
Mechanic	17.12
Sign Person	16.58
Stock Clerk	16.58
Stock Room Helper	16.58
Night Person	16.54
Sign Person Helper	16.24

EQUIPMENT OPERATOR IV:

Tracked Backhoe Operator	17.12
Aerial Bucket Truck Operator (paid when performed Excavator	17.12 17.12

EQUIPMENT OPERATOR III:

Grader Operator	16.84
Loader Operator	16.84
Rubber Tired Backhoe Operator (includes #45 & #46)	16.84
Bulldozer Operator	16.84
TV Crew Lead	16.84
Zoo Keeper	16.84
Cement Mason (May 1 - December 1)*	16.84
Cement Finisher (May 1 - December 1)*	16.84

* All other employees working on cement work from May 1 to December 1 will be paid this rate "when being performed". All cement work between December 1 and April 30 shall be paid this rate "when being performed".

EQUIPMENT OPERATOR II:

Truck Operator (45,001 & above GVW)	16.63
Roller Compactor Operator	16.38
Seaman Mixer/Bumford Operator	16.38
Sweeper Operator	16.38
Park/Pool Laborer	16.50
Truck Operator (26,001 - 45,000 GVW)	16.50
Bobcat Operator	16.38

EQUIPMENT OPERATOR I AND
LABORER:

Street Laborer 16.24
Park laborers 16.24

SEWER CREW:

Tile Layer 16.84
Tile Helper 16.84
Grader 16.54
TV Helper 16.50

This does not apply to employees who go to a higher classification or are employed for special type work.

CUSTODIANS AND HOUSEKEEPING PERSONNEL HOURLY RATES
(City Hall, Armory and Police Department)

12/31/03

Custodians 16.24
Housekeeping Personnel 13.44
Personnel

WASTEWATER UTILITY EMPLOYEES

JANUARY 1, 2004 HOURLY RATES (2.3%)

Job Classification	Start				Job Rate
Lab Technician	\$19.41				\$19.84
Job Classification	Start	End Probation	One Year	Two Years	Three Years
Operator	\$16.63	\$17.08	\$17.52	\$17.99	\$18.45

POLICE OFFICERS BARGAINING UNIT

01/01/04
2.3%

Corporal	A.	\$46,177
	H.	\$22.20
Detective	A.	\$46,177
	H.	\$22.20
Police Officer/ 3rd Year	A.	\$44,224
	H.	\$21.26
Police Officer/ 2nd Year	A.	\$42,214
	H.	\$20.30
Police Officer/ 1st Year	A.	\$39,224
	H.	\$18.86
Police Officer/ Starting	A.	\$37,237
	H.	\$17.90

FIREFIGHTERS

12-1-2003

	<u>Monthly</u>	<u>Annual</u>
Lieutenant	\$4 080	\$48,959
Firefighter III	\$3,563	\$42,755
Firefighter II	\$3,464	\$41,565
Firefighter I	\$3,382	\$40,582
Recruit Firefighter	\$2,242	\$38,903

DISPATCHERS/ORDINANCE ENFORCEMENT OFFICERS

<u>Dispatchers</u>	EFFECTIVE <u>1/1/2004</u>
New Hire	\$27,172
After 6 months	\$28,570
After 1 Year	\$30,041
After 2 Years	\$31,518
After 3 Years	\$33,067

Ordinance Enforcement Officers

New Hire	\$27,415
After 6 months	\$28,477
After 1 Year	\$29,581
After 2 Years	\$30,694
After 3 Years	\$31,857
After 4 Years	\$32,113
After 5 Years	\$32,369

**CLERICAL-TECHNICAL EMPLOYEES
CLASSIFICATIONS AND WAGES
EFFECTIVE JANUARY 1, 2003**

<u>Classification</u>	<u>Entry</u>	<u>6 mos.</u>	<u>12 mos.</u>	<u>18 mos.</u>	<u>30 mos.</u>
Acct. Clerk I	\$11.58	\$12.09	\$12.64	\$13.23	\$13.81
Secretary					
Dep. Treasurer					
Dep. Clerk					
Assess. Tech.	\$13.27	\$13.88	\$14.62	\$15.29	\$16.00
Acct. Clerk II					
Eng. Tech I					
Eng. Tech II	\$15.23	\$15.98	\$16.73	\$17.59	\$18.41

MARSHFIELD PUBLIC LIBRARY

**WAGE AND SALARY PLAN FOR 2003 -
Adopted October 14, 2003**

<u>Grade</u>	<u>Title</u>	<u>2004 Entry</u>	<u>2004 Top End</u>
1	Permanent Page	\$ 6.64	\$ 8.70 (31% spread)
2	Housekeeper	7.26	9.51
3	Lib. Asst. I	7.87	10.31
4	Lib. Asst. II	8.80	11.53
5	Lib. Asst. III	9.59	12.57
6	Lib. Spec. I	10.42	13.65
7	Lib. Spec. II	11.15	14.60
8	Lib. Spec. III	12.21	15.99
9	Not used	13.00	17.02
10	Not used	13.84	18.13
11	Not used	14.70	19.26
12	Custodian	15.41	20.19

NON-MANAGEMENT: Professional (MLS Degree)

<u>Grade</u>	<u>Title</u>	<u>2004 Entry</u>	<u>2004 Top End</u>
P-1	Librarian	\$34,900	\$42,229 (21% spread)

MANAGEMENT – (Bachelor's Degree)

<u>Grade</u>	<u>Title</u>	<u>2004 Entry</u>	<u>2004 Top End</u>
M-1	Library Systems Analyst	\$40,002	\$48,402 (21% spread)

MANAGEMENT - Yearly Salary

<u>Grade</u>	<u>Title</u>	<u>2004 Entry</u>	<u>2004 Top End</u>
M-1	Librarian I	\$40,002	\$48,402 (21% spread)
M-2	Librarian II	45,500	55,055
M-3	Director	58,501	70,786

**APPENDIX D
SCHEDULE OF CAPITAL OUTLAY PURCHASES
RECOMMENDED IN 2005 BUDGET**

<u>BUDGET</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Elections	3 accessible voting machines for the handicapped (\$5,000 each)	\$15,000
Finance	Fire proof filing cabinet	1,800
Police Department	Replacement of 3 marked squads	68,511
	2 mobile squad radios (\$3,800 each)	7,600
	1 Kustom Eagle radar unit	1,349
Fire Protection and Hazardous Material	Training center development, FD-K-5803	6,200
Emergency Management	Replace of warning siren at Wood/Hillside Cemetery, EM-N-5501	13,000
	Personnel identification maker	2,600
Cemetery	Toro lawn tractor, snow blower and cab	8,975
Street Division/Forestry	Tree replacement, ST-N-6107	15,000
Library	Replacement of 2 LAN servers	5,290
	Security System, LI-K-5902	11,375
City Planner/Econ. Dev.	Gis consulting, training and additional department applications	13,000
	System mapping for sanitary and storm sewer	80,000
Parks & Recreation Projects Fund	Playground development/renovation, PR-L-2804	25,000
	Columbia Park band shell renovations, PR-L-2821	15,000
	Zoo raptor exhibit/education shelter, PR-L-2812	10,000
	Cougar building improvements, PR-L-2820	10,000
	Zoo pasture fencing, PR-L-2823	15,000
	Zoo sidewalk & bridge improvements, PR-L-2803	50,000
	Stream bank stabilization, PR-L-2818	15,000
Taxi System	One taxi cab and radio	25,000
Cable Television	3 S-VHS decks	600
	1 DVD playback unit	200
	Playback interface	150
	DVD recorder	650
	Digital still camera	1,100
	Teleprompter	4,500
	Digital video camera and accessories	3,500
	Remote zoom controls	300
	Beachtech audio adapter	250
	2 DV recorder players DV 6000	7,200
	5 DV players DV 3000	8,000
	Audio mixer	1,500
	Digital server	9,000
	SVHS dubbing VCR	1,200
	Mic splitter	150
	Digital desk	2,500
	Digital console	3,900
	Tripod & fluid head	1,500
	Microphone for Channel 99	1,500
	Studio improvements	154,700

**APPENDIX D
SCHEDULE OF CAPITAL OUTLAY PURCHASES
RECOMMENDED IN 2005 BUDGET**

<u>BUDGET</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Airport	Design new terminal building and ramp, AI-N-3802	2,000
Fairgrounds	Expo building renovations, FG-K-5602	22,500
	Office building window replacement, FG-K-5604	2,500
City Hall Remodeling	City Hall Plaza generator, BS-K-3908	150,000
UW Building/Remodeling Fund	New air conditioning condensers, UW-K-7301	65,000
	Remodel Library, UW-K-7302	125,000
	Energy efficiency enhancements, UW-K-7304	9,000
EMS Fund	Replacement of 3 defibrillators	50,000
Wastewater	Safety equipment for sanitary sewer construction	5,150
	Replace #118 with used vehicle from Electric Department	4,000
Vehicle/Equipment Fund	Tandem axle dump truck/snow plow (Street Division)	114,985
	Single axle dump truck w/snow plow and snow wing (Street Division)	87,800
	Pick-up truck (Street Division)	27,650
	Skid - Steer Loader (Parks & Recreation)	19,950
		<u>\$1,302,635</u>

APPENDIX E
SCHEDULE OF REQUESTED CAPITAL OUTLAY PURCHASES
NOT RECOMMENDED IN 2005 BUDGET

<u>BUDGET</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Information Technology	Internet content/intrusion protection system	\$4,917
	Public presentation system	6,334
Law Enforcement	Replacement of 1 unmarked vehicle	23,000
	2 mobile squad radios	7,600
	1 Kustom Eagle radar unit	1,349
	1 Prolaser III radar unit	3,495
Fire Protection and Hazardous Material	Replacement of kitchen cabinets	3,779
	Replacement of car #6	25,000
Parks & Recreation	Zoo hay barn storage/animal control improvements	10,000
City Hall Remodeling	City Hall Plaza carpet replacement	15,000
	City Hall Plaza replace cooling tower	20,000
Wastewater	Replacement of SCADA alarm monitoring equip.	12,000
Vehicle/Equipment	One ton dump truck	38,425
	Toro utility vehicle	8,000
EMS Fund	Replacement of kitchen cabinets	2,519
	Replacement of 3 defibrillators	22,000 ¹
		<u><u>\$203,418</u></u>

¹ Reduced by this amount to \$50,000

APPENDIX F
SUMMARY OF 2005 CIP PROJECTS
REMOVED/REDUCED/ADDED/INCREASED
IN 2005 ADMINISTRATOR'S BUDGET

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>REMOVED</u>	<u>REDUCED</u>	<u>ADDED/ INCREASED</u>
EN-C-1636	Galvin Avenue Reconstruction (Becker to 4th)			\$ 52,154
EN-J-1777	Galvin Avenue (4th Street to Becker Rd.)		\$79,465	
EN-J-1796	Sanitary Sewer Lining - city wide		26,000	
EN-B-1745	Concrete patching - arterials	\$400,000		
AI-N-3802	Design of new terminal building and ramp		1,750	
EM-N-5501	Wood/Hillside Cemetery warning siren replacement		2,000	
PR-L-2817	Zoo hay barn storage/animal control improvements	10,000		
EN-D-1747	Asphalt paving			60,500
N/A	Adams Avenue (McMillan to 650' North)	260,000		
FG-K-5602	Expo Building renovations			2,500
BS-K-3913	City Hall Plaza carpet replacement	15,000		
BS-K-3919	City Hall Plaza cooling tower	30,000		
LI-K-5902	Library security system replacement		625	
		<u>\$715,000</u>	<u>\$ 109,840</u>	<u>\$ 115,154</u>

APPENDIX G
SUMMARY OF 2005 CIP PROJECTS
NOT SUBMITTED IN 2005 BUDGET

<u>DESCRIPTION</u>	<u>PROJECT #</u>	<u>AMOUNT</u>
None		\$
Total		<u>\$ 0</u>