

City  
Administrator's  
Recommended  
Budget

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**2020**

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Dear Mayor McManus and City Council members:

On behalf of our staff, I'm pleased to offer the proposed 2020 budget for your review and consideration! Preparing this budget has been very tough over the past few years, due to challenges meeting state levy limits, qualifying for the State Expenditure Restraint Program (ERP), relatively flat state aid, rising health insurance costs, and the increasing cost of doing business. But this year has been even more challenging, due to the structural budget deficit situation related to our recent TID adjustments. But as always, staff has worked hard to meet this challenge, and to prepare a budget that complies with levy limits, qualifies the City for a 2021 ERP payment (roughly \$400,000), and holds the tax rate increase to about 2%. Please know that every effort has been made to find cost reductions where possible, while striving to maintain the high quality programs and services that our citizens expect and deserve.

I want to thank everyone who helped to prepare the budget document, including Ron, Amy, our leaders, and support staff. These individuals and all of our dedicated employees work hard to serve our citizens, and you can be very proud of the work they do for the City each day. I'm pleased to be part of this truly outstanding team that we have at the City of Marshfield!

A few years ago, we made great changes to the format of this budget document, and we believe that it's now more clear and understandable. But we always want to improve, so please give me your questions, comments, and suggestions, so we can make any desired improvements for the 2021 budget document. (NOTE: The supplemental pages provide greater detail, and these will be available for your review soon after you have received this budget.)

Please call or e-mail me, or contact the appropriate department head, so we can address your questions or concerns on any items included within the proposed 2019 budget. Thank you very much!

Sincerely,

Steve Barg  
City Administrator

## EXECUTIVE SUMMARY

### **Budget Development**

The budget is a financial and operating plan matching planned revenues and expenses with the services provided to city residents, businesses and industries, based upon our established budgetary policies. It expresses in dollar amounts the City's work programs for the upcoming fiscal year. Once adopted, this becomes a major guiding document for department managers for operation of their responsibilities, functions and activities.

The City operates on a calendar-year budget. By state law, the budget must show revenues and expenses over 3 years, plus information on debt service, fund balances, and anything else deemed appropriate.

The City uses the following procedures in developing, adopting, using, and updating its annual budget for each fiscal year:

1. The Council sets budget objectives, targets and overall guidelines, taking into account desired service levels, economic conditions, and taxpayer expectations.
2. Each manager submits a preliminary budget request to the Administrator based on established guidelines, including expenses, revenues, and services. Requests are reviewed and revised in the budget process.
3. After working with the staff, the City Administrator sends a recommended budget to the Council which includes department requests, Administrator's recommended expenses, the means of financing, and required tax levy.
4. Copies of the recommended budget are made available for public review at the Library, on the City's website and by request from the Finance Department or City Administrator.
5. The Council set budget workshops (open to the public) with the Mayor, the City Administrator, and staff. A public hearing is held to solicit input from residents and taxpayers. At that time, anyone interested may speak on any budget issues of interest.
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 includes total expenses for the following funds: General (operating), Special Revenue, Debt Service, Capital Projects, and other funds as appropriate.
2. General 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 expense level. Expenses cannot exceed the amount that has been appropriated without approval of two-thirds of the Council, and the publication of a Class I public notice.

3. Internal city policies include budget controls beyond the required level. Budget revisions and updating may take place during the course in order 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 the approval of the Finance, Budget and Personnel Committee and a two-thirds vote of the Council.

4. Budgets serve as policy guides and operating fiscal plans for department managers throughout the year.
5. Detailed budget reports are provided monthly to all department managers. The Finance Director gives monthly written reports to the Finance, Budget and Personnel Committee and Council, and analyzes the fiscal condition of its funds, appropriations and recommendations.
6. Appropriations and department budgets not encumbered by purchase orders, contracts, or other formal obligations at year-end, lapse and may be reappropriated, unless otherwise designated by resolution.
7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

**The Budget in Brief**

The proposed 2020 budget meets the state expenditure restraint program requirements, and state levy limits. 2020 expenses for all funds is \$46,970,636, which is 6.5% above 2019, largely due to costs associated with the aquatic center project. NOTE: The total revenues and expenses are not equal in all funds, since this includes enterprise funds. Even within General Fund, slight differences may exist, due to rounding of certain items, such as payroll taxes.

The budget reflects the cost associated with providing basic services and an aggressive economic development program. The tax rate needed for the proposed 2020 budget is \$9.45 per \$1,000 of assessed value.

**Financial Assessment**

To help you understand where we stand as you consider the proposed budget, I'd like to provide a "snapshot" of our current finances, looking at our debt, reserves, and tax rate.

**Debt management**

While excessive debt is troubling, a certain amount of debt is usually considered to be essential for major capital improvements, and to ensure that the cost of projects with long-term benefits are paid by current and and future taxpayers. Total General Obligation debt, and measuring it as a percentage of the maximum allowed by State law, offers a good indication of a city's fiscal health. In general, the City has positioned itself pretty well, and we can tell our citizens that we are ready for the challenges that may lie ahead if the current financial constraints continue in future years. However, as indicated in the table below, our debt as a percentage of the state-allowed maximum has risen noticeably during the past few years. A majority of this borrowing has been for infrastructure work and in support of economic development projects, but this increasing debt level must be watched very carefully over the next few years. The following table shows our debt as a percentage of the maximum permitted under state law over the past 10 years:

<u>Year</u>	<u>Debt as a percentage the maximum allowed</u>	
2020	Proposed	57%
2019	Estimated	53%
2018		60%
2017		58%
2016		50%
2015		48%
2014		51%
2013		48%
2012		48%
2011		41%

**NOTE:** Approximately 40% of the General Obligation debt is payable by the City's TIF Districts, an economic development tool that produces additional tax base for the City.

### **General fund reserves**

Sometimes referred to as the City's "savings account", maintaining an acceptable level of General Fund reserves are critical to ensure financial health and well-being, especially in difficult financial times. Minimum acceptable General Fund reserve balances are set by Common Council approved City Policy 4.310. This policy was established to provide a framework for utilization of the unassigned General Fund balance. The policy requires unassigned General Fund balance to be kept between 25% and 30% of **budgeted** General Fund expenditures, excluding one-time purchases. Due to the reclassification of TID advances as non-spendable General Fund reserve balance, as of December 31, 2018; our unassigned General Fund balance was \$2,541,875, or approximately 11% of total general fund expenditures. The change in methodology doesn't give us a previous year comparable. Staff is working with the Mayor and Council on implementing a plan to increase the fund balance over the next few years.

### **Tax rate**

Another indication of financial management is the changes in the tax rate over time. For many years (back into the last decade), the Council didn't increase the tax rate and only limited tax hikes have been authorized since then (\$.31 or 3.5% total in the past 9 years). If our estimates of assessed value hold, and if the budget is approved as presented, the City's tax rate will rise by 2% (about \$.19) to \$9.45/\$1,000 of assessed value. Even with this increase, the total tax rate increase over the last 10 years would be a total of 5.5%. Lower tax rates are seen favorably, as long as the City offers quality programs and services expected by taxpayers, businesses and others. But it makes sense to consider slight tax increases as allowed by State law to keep up with rising costs, and as directed by Council in the past to maintain our roads and to adhere to our compensation plan.

### **Personnel**

The recommended 2020 budget contains an amount equal to a 1% increase in the wage scale for all non-represented staff, effective as of July 1, 2020, below the 1.7% CPI for the previous 12 months. It includes funds for step increases to advance employees up to market rate and beyond as appropriate, and the 2<sup>nd</sup> (and final) bump on January 1, 2020 for those employees who have been in their current positions for at least 10 years. The Council voted last year to end the employee merit program, but the Council authorized these funds (\$10,000) for the development of an employee appreciation/recognition program, which has produced some very positive results in 2019, and staff is seeking to continue this successful program in 2020.

The proposed budget contains no new staff positions. In fact, there's one reduction from 2019, as we are not planning to replace our appraiser who left the City this year. Having said this, extra funds have been included in assessing budget (professional services) as more compensation has been requested by our assessing contractor, due to taking on more duties as a result of this change.

### **Additional information**

More information on the proposed budget is available in supplemental documents found on our website at [www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us).

**Total Revenues (All Funds)**

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	2018 <u>Actual</u>	2019 Estimated <u>Budget</u>	2020 Department <u>Request</u>	2020 Administrator's <u>Recommended</u>
<b>FINANCIAL SOURCES</b>				
<b>Local Taxes</b>				
General Property Tax Levy	12,791,855	12,852,237	13,109,229	13,617,014
Taxes (Other than General Property)	4,507,595	4,853,952	5,817,626	5,817,626
Special Assessments	475,434	355,388	235,000	235,000
<b>Other Revenues</b>				
Intergovernmental	8,856,102	8,425,132	8,427,032	8,843,104
Licenses and Permits	567,073	492,750	514,097	550,097
Fines, Forfeits, and Penalties	212,894	155,000	187,000	237,000
Public Charges for Services	663,958	591,603	807,796	817,796
Intergovernmental Charges for Services	218,174	216,735	230,340	230,340
Miscellaneous	2,666,503	966,348	2,299,264	2,493,876
Other Financing Sources	14,108,338	6,108,257	7,450,264	8,387,264
<b>Enterprise Revenues</b>				
Wastewater Utility	6,813,674	6,565,261	6,550,190	6,550,190
Emergency Medical Services	2,269,274	1,943,151	2,032,261	2,032,261
Internal Service Fund	<u>1,996,004</u>	<u>2,008,073</u>	<u>2,138,049</u>	<u>2,138,049</u>
Total Revenues	<u>\$56,146,878</u>	<u>\$45,533,887</u>	<u>\$49,798,148</u>	<u>\$51,949,617</u>

**Total Expenses (All Funds)**

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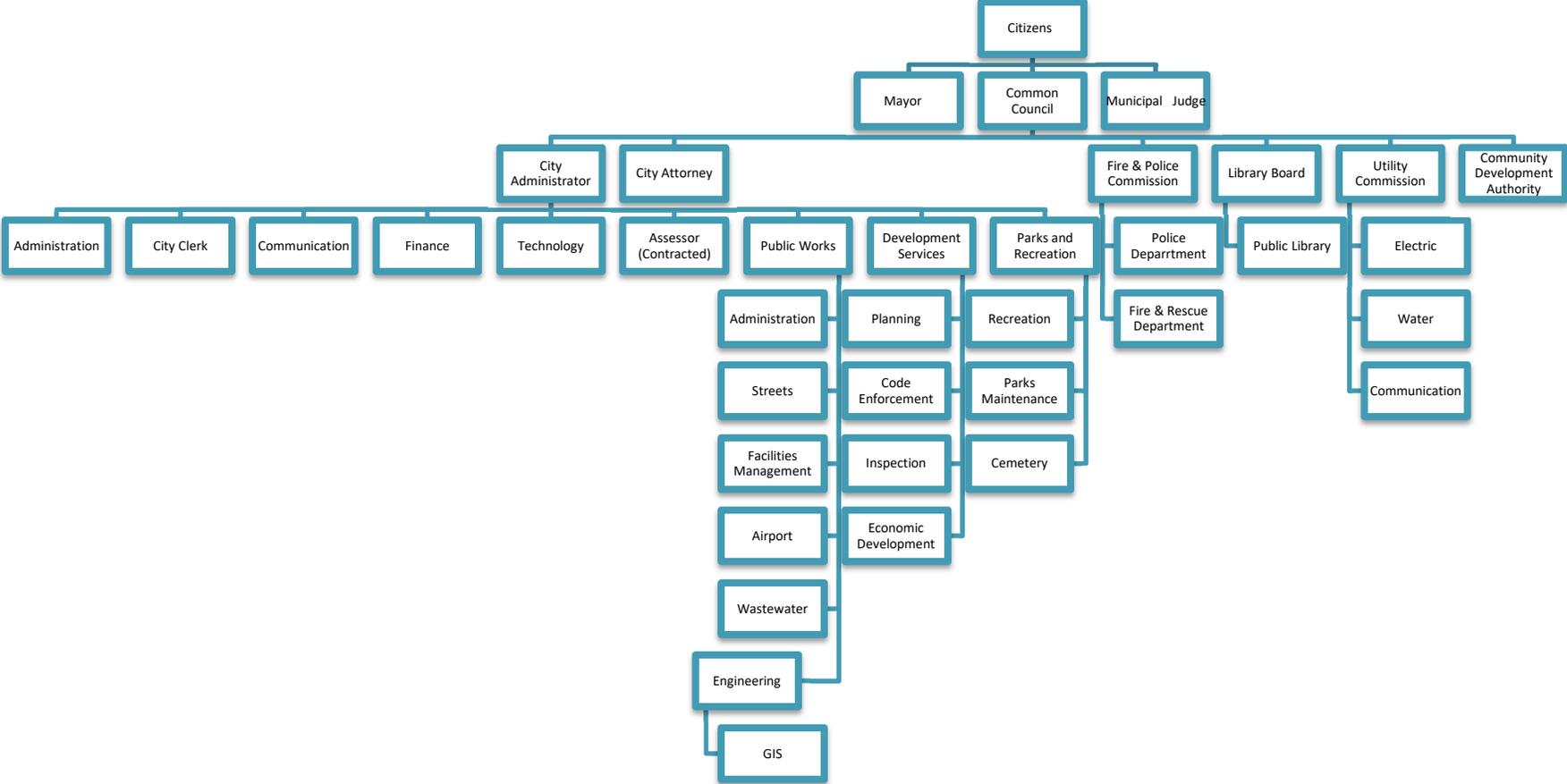
	2018 Actuals	2019 Revised Budget	2019 Estimated Budget	2020 Administration Recommendation
<b>General Government</b>	\$4,756,907	\$3,013,742	\$2,802,088	\$3,023,901
<b>Public Works</b>	6,278,664	6,209,665	6,398,698	5,287,163
<b>Public Safety</b>	8,463,443	8,858,438	8,960,490	9,416,425
<b>Parks, Recreation, Education &amp; Culture</b>	3,885,039	4,030,025	4,020,311	4,227,845
<b>Economic Development</b>	260,997	318,712	324,831	672,065
<b>Special Revenue Funds</b>	1,602,780	1,583,893	1,479,561	1,967,414
<b>Debt Service</b>	5,562,777	5,955,137	4,060,857	3,537,647
<b>Capital Projects</b>	21,429,626	7,121,674	2,621,283	10,955,412
<b>Enterprise</b>	5,548,457	5,666,999	5,443,978	5,794,544
<b>Internal Service</b>	1,920,111	1,950,716	1,848,692	2,043,222
<b>Perpetual Care</b>	-	800	-	45,000
<b>Totals</b>	<b>\$59,708,801</b>	<b>\$44,709,800</b>	<b>\$37,960,789</b>	<b>\$46,970,639</b>

**Total Expenses (All Funds)**

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	2018	2019	2020	
	<u>Actual</u>	<u>Revised</u>	<u>Administrator's</u>	<u>Percentage</u>
			<u>Recommended</u>	
Expenditures				
51000 Wages & Benefits	\$17,236,985	\$18,545,925	\$19,222,582	40.92%
52000 Contractual Services	11,367,741	7,854,993	12,139,230	25.84%
53000 Supplies and Expense	4,773,977	4,679,322	4,788,180	10.19%
54000 Building Materials	737,589	846,962	472,187	1.01%
55000 Fixed Charges	2,228,522	2,290,343	2,201,813	4.69%
56000 Debt Service	5,312,925	6,059,796	5,359,935	11.41%
57000 Grants Contrib Indm & Other	4,342,937	1,195,347	1,367,350	2.91%
58000 Capital Outlay	4,566,753	1,371,473	872,047	1.86%
59000 Cost Reallocations	9,293,499	1,865,644	547,315	1.17%
Total Expenditures	<u>\$59,860,928</u>	<u>\$44,709,805</u>	<u>\$46,970,639</u>	<u>100%</u>

# City of Marshfield



## 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, etc. 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 92% 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 Utilities, Wood County, the Community Development Authority, and others.

2020 Recommended \$12,308,414 / 54.4% of General Fund Budget.

2019 Adopted: \$11,992,846 / 53.3% of General Fund Budget.

**SPECIAL ASSESSMENTS** are collected from properties benefiting from city capital improvements, including storm sewer, concrete paving, street openings 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, if unpaid. In

2020 Recommended \$220,000 / 0.9% of General Fund Budget.

2019 Adopted: \$223,500 / 1.0% of General Fund Budget.

**INTERGOVERNMENTAL REVENUES** are comprised primarily of State Shared Revenues, State Grants, Local Transportation Aids, Highway Aids, and State Payments for Municipal Services, as well as miscellaneous State payments.

\$380,000 is projected to be received from the State from the Expenditure Restraint Program, a voluntary program for municipalities that hold General Fund expenditures in line with inflation.

2020 Recommended \$7,692,011 / 34.0% of General Fund Budget.

2019 Adopted: \$7,481,666 / 33.2% of General Fund Budget.

**LICENSES AND PERMITS.** 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 approval to build 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.

2020 Recommended \$298,000 / 1.3% of General Fund Budget.

2019 Adopted: \$294,500 / 1.3% of General Fund Budget.

**FINES, FORFEITURES, AND PENALTIES**

include revenue from penalties and costs assessed to persons through the Municipal Court, as well as parking violations.

2020 Recommended \$129,000 / 0.6% of General Fund Budget.

2019 Adopted: \$129,000 / 1.0% of General Fund Budget.

**PUBLIC CHARGES FOR SERVICES** are collected to offset the cost of providing basic city services, often termed "user fees". Without these revenues collected from direct recipients of city services, either the property tax levy would have to be increased, or services would need to be curtailed or discontinued.

2020 Recommended \$580,757 / 2.6% of General Fund Budget.

2019 Adopted: \$580,757 / 2.4% of General Fund Budget

**INTERGOVERNMENTAL CHARGES FOR SERVICES.** 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 Street Division does maintenance services for the Wastewater Utility; also various other Enterprise Funds are charged administrative fees for staff time that involves their operations. Revenues from the other jurisdictions are reflected here.

2020 Recommended \$40,340 / 0.2% of General Fund Budget.

2019 Adopted: \$45,628 / 0.2% of General Fund Budget.

**MISCELLANEOUS** includes interest income, rent from tenants in city buildings such as the City Hall Plaza Building, Second Street Community Center Building , Airport Terminal building, and miscellaneous smaller amounts.

2020 Recommended \$549,696 / 2.4% of General Fund Budget.

2019 Adopted: \$754,173 / 3.4% of General Fund Budget.

**OTHER FINANCING SOURCES** include transfers from other funds to offset those expenditures that are borne by general property taxes in the General Fund, undesignated/designated fund balances applied, and borrowing for General Fund projects. These monies, totaling \$600,800, represent residual cash from excess revenues and unexpended expenditures from prior year budgets and monies specifically designated for certain projects.

2020 Recommended \$777,000 /3.4% of General Fund Budget.

2019 Adopted: \$1,010,800 / 4.5% of General Fund Budget.

The recommended General Fund budget of **\$22,627,405** represents an increase of only 1.0% over the adopted 2019 General Fund budget of \$22,403,005. A breakdown of the proposed revenues/expenses is as follows:

## General Fund Summary

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### Revenues

	2018 Actual	2019 Adopted Budget	2020 Administrator's Recommended
Taxes	\$11,817,638	\$11,992,846	\$12,308,414
Special Assessments	334,842	223,500	200,000
Intergov't'l Revenues	7,433,690	7,481,666	7,692,011
Licenses and Permits	268,841	294,500	298,000
Fines, Forfeitures Penalties	189,630	129,000	216,000
Public Charges for Services	511,649	580,757	545,696
Intergovernmental Charges	48,844	45,628	40,340
Miscellaneous Revenue	874,019	754,173	549,944
Other Financing Sources	2,796,268	1,010,800	777,000
	<u>\$24,275,421</u>	<u>\$22,512,870</u>	<u>\$22,627,405</u>

### Expenses

	2018 Adopted Budget	2019 Adopted Budget	2020 Administrator's Recommended
Wages & Benefits	\$14,260,789	\$14,946,864	\$15,563,720
Contractual Services	3,683,378	3,713,637	3,090,413
Supplies & Expense	2,814,878	2,705,711	2,949,318
Building Materials	424,348	420,321	363,521
Fixed Charges	387,120	399,752	395,735
Other	139,529	177,972	184,850
Capital Outlay	237,586	38,748	79,748
	<u>\$21,947,628</u>	<u>\$22,403,005</u>	<u>\$22,627,305</u>

## General Fund Summary

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	2018 <u>Actual</u>	2019 <u>Adopted Budget</u>	2019 <u>Revised Budget</u>	2020 <u>Administrator's Recommended</u>
General Government	\$3,319,425	\$3,460,083	\$3,460,083	\$3,296,420
Public Safety	8,709,783	9,096,289	9,123,872	9,325,602
Public Works	5,750,187	5,476,380	5,476,380	5,080,414
Health and Human Services	233,082	220,872	220,872	287,236
Culture, Recreation, and Education	3,504,560	3,636,236	3,636,236	3,710,677
Conservation and Development	427,311	513,145	513,145	927,056
Capital Outlay	0	0	0	0
Debt Service	3,280	0	0	0
Other Financing Sources	<u>1,849,540</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$23,797,168</u>	<u>\$22,403,005</u>	<u>\$22,430,588</u>	<u>\$22,627,405</u>

**General Fund - Change in 10 Largest Budgets**

Function	2019 Revised Budget	2020 Admin Recommend	\$ Increase	Increase %
1 Law Enforcement	5,324,122	5,571,170	247,048	4.6%
2 Fire Protection	2,415,993	2,701,694	285,701	11.8%
3 Library	1,607,600	1,641,074	33,474	2.1%
4 Information Technology	1,019,375	1,022,611	3,236	0.3%
5 Highway & Street Maintenance	1,330,353	997,439	(332,914)	-25.0%
6 Snow and Ice Removal	927,541	980,976	53,435	5.8%
7 Fire Prevention	780,925	780,603	(322)	0.0%
8 Park Operations and Maintenance	688,571	698,754	10,183	1.5%
9 Dev. Services - net increase = \$17,511	312,212	665,565	17,511	2.7%
- Dev. Services - combined budgets	291,425			
- Dev. Services - combined budgets	44,417			
10 Finance	553,883	547,545	(6,338)	-1.1%

**Notes:**

These budgets approximate 68% of General Fund expenses in the 2020 Admin Recommended Budget.

Development Services combined 3 budgets from 2019-2020.

IT absorbs many costs for items used in other departments.

Some Highway & Street Maintenance projects moved to 401 / Debt Financing – See Debt Summary.

## General Government

While the Common Council is charged with setting city policies, integral to a consistent flow of city operations are those who carry out these policies, provide legal advice, and support vital recordkeeping functions. Their contributions are usually behind the scenes, but they provide key elements to the efficient functions of the City.

## Mayor

The Mayor, elected for a two-year term in even-numbered years, serves as liaison between city government and citizens.

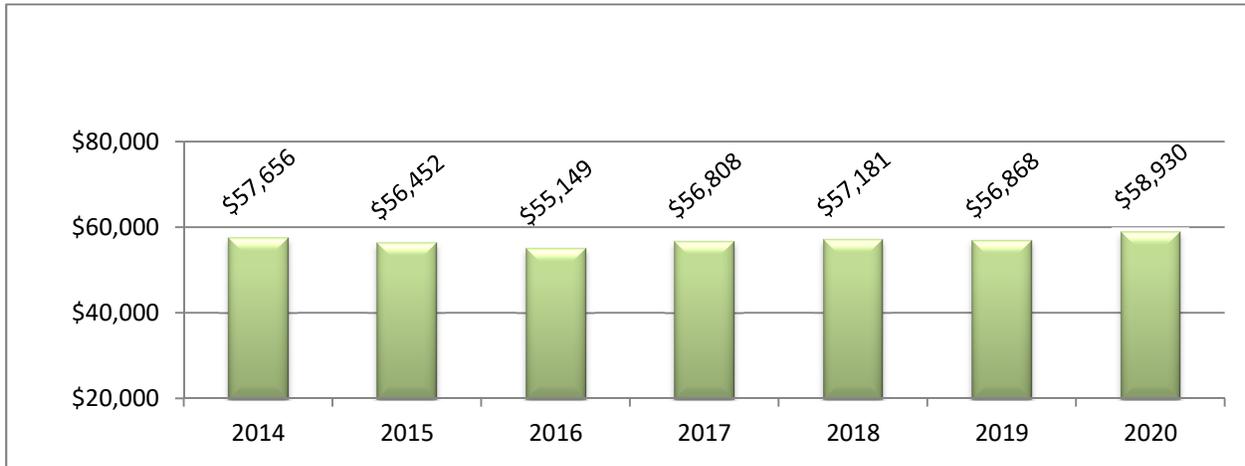
<b>Summary of Services Provided</b>	
Mayor	
	Chief executive officer of the city and represent the citizens of Marshfield at government, business, and social functions.
	Presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority.
	Signs all documents and contracts for the city
	Issues proclamations for special events as requested
	Hears citizen comments and complaints
	Appoints members to council and citizen committees and boards with the confirmation of the Common Council

**Mayor Budget Summary**

1015141104

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$57,181</u>	<u>\$57,437</u>	<u>\$56,868</u>	<u>\$58,930</u>

Expenditure History/Projections



## Common Council

The Common Council provides the City of Marshfield the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner. 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.

<b>Summary of Services Provided</b>	
Common Council	
	Is the policy making and governing body of the City of Marshfield.
	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.
	Appoints the City Administrator and City Attorney

**Common Council Budget Summary**

1015111006

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$66,221</u>	<u>\$76,970</u>	<u>\$74,945</u>	<u>\$73,520</u>

**Expenditures History/Projections**



## City Administrator

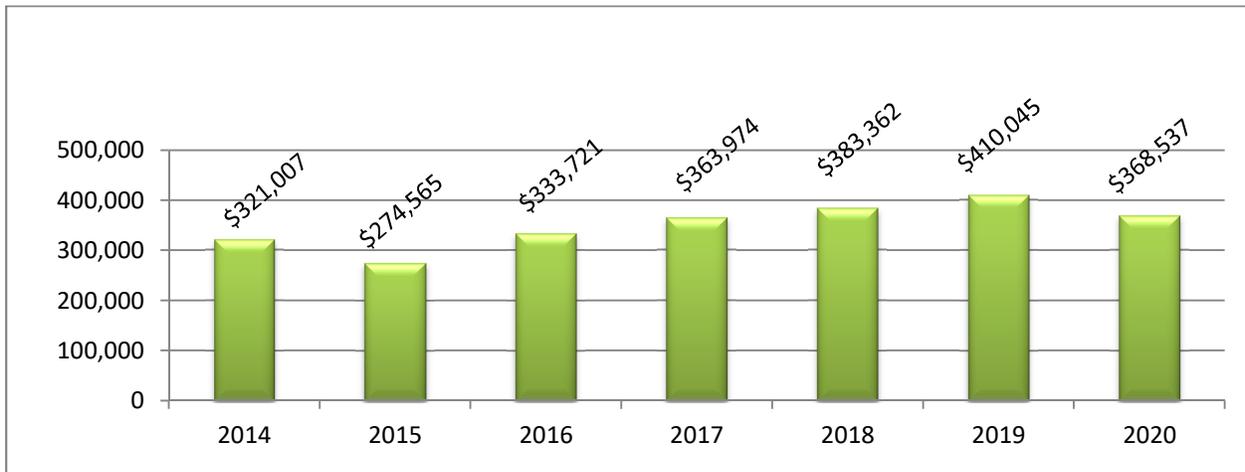
The City Administrator is appointed by, and serves at the pleasure of, the Mayor and Common Council. The City Administrator's Office consists of professional, administrative, and clerical support staff to effectively coordinate city services. The City Administrator directly supervises the following departments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

<b>Summary of Services Provided</b>	
<b>City Administrator</b>	
	Develops and recommends alternative solutions to community programs for Council consideration; prepares meeting agendas and appropriate background materials for the Common Council, Council committees, and other city committees.
	Represents the city before legislative or intergovernmental bodies, and negotiates with outside parties on behalf of the Common Council.
	Directs preparation and administration of the annual budgets.
	Administers a system of human resources management to fulfill the requirements of federal, state, and local laws governing employment.
	Interprets the city's Personnel Policies and Procedures and/or labor agreements to define appropriate personnel actions.

**City Administrator Budget Summary**  
1015141205

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$383,362</u>	<u>\$408,646</u>	<u>\$410,045</u>	<u>\$368,537</u>

**Expenditure History/Projections**



## City Attorney

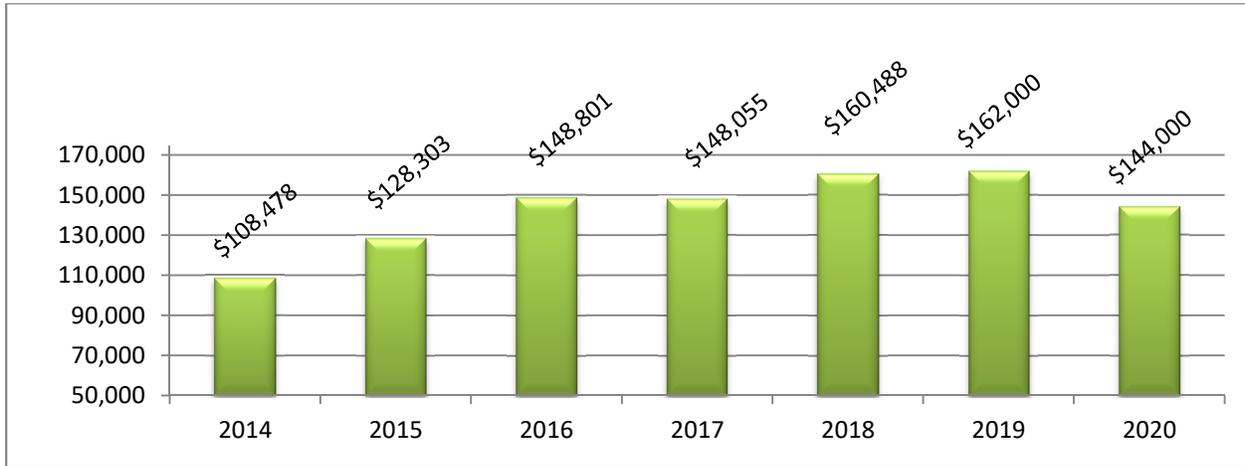
The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common council for a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

<b>Summary of Services Provided</b>	
<b>City Attorney</b>	
	Drafts ordinances, bonds, and other instruments as may be required by city officers. Also draft pleading, documents, and briefs relating to litigation. Drafts contracts, resolutions, and municipal codes
	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.
	Consults with and advises the Mayor, Common Council, Fire and Police Commission, Library Board, and City Plan Commission, the City Administrator and all city departments.
	Researches and writes legal opinions for the Mayor, the City Administrator and city departments.
	Acts as parliamentarian at Common Council meetings and advises the Common Council at all Council meetings.
	Represents the city in traffic violation cases and other ordinance violation cases.

**City Attorney Budget Summary**  
1015131003

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$160,488</u>	<u>\$135,000</u>	<u>\$162,000</u>	<u>\$144,000</u>

**Expenditures History/Projections**



## City Clerk

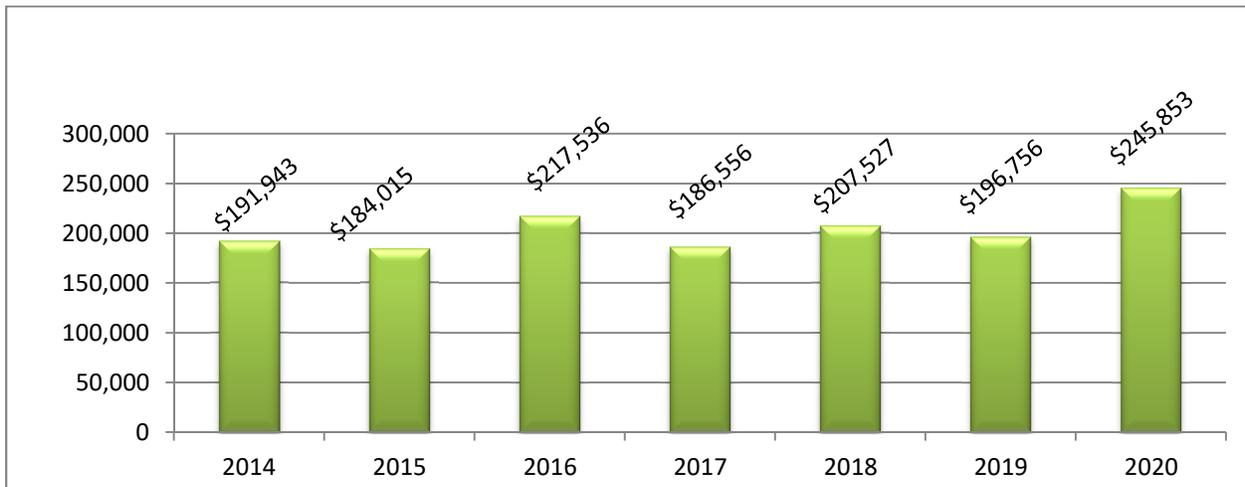
The Office of the City Clerk is responsible for a myriad of services and is comprised of three core functions: official records, elections, and purchasing. The mission of the City Clerk's office is to maintain care and custody of the corporate seal and all papers and records of the City.

<b>Summary of Services Provided</b>	
City Clerk	
	Acts as secretary and distributes agenda information for Judiciary, License; Finance, Budget and Personnel; Cable TV; Zoning Board of Appeals; Board of Review; Common Council; and Board of Health. In addition, this office develops the agenda for Judiciary, License; Cable TV; Zoning Board of Appeals; and Board of Review.
	Licensing – Issuance of numerous city licenses. (Liquor, Food, Cigarette, Electrical, Transient Merchants, Carnival, Room Tax, Mobile Home Courts, Wastehaulers, etc.)
	Elections – conducts and administers all elections in compliance with State Statutes
	Special Assessments – Responsible for invoicing the property owners for special assessments and keeping track of the loans. Also responsible for placing the outstanding payments on the property owner's tax bill each year until it is paid in full.
	Official Documents – updates and maintains Ordinances, Resolutions and Budget Resolutions. Prepares official legal notices for posting and publication. Maintains official city records and acts as official keeper of the City Seal. Notary Public.
	Procures office supplies and paper for city offices
	Claims – Processes claims filed against the City of Marshfield

**City Clerk Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Clerk's Office, 1015142006	\$153,470	\$173,212	\$171,825	\$179,642
Elections, 1015144006	51,336	38,111	20,931	61,211
Purchasing, 1015155006	<u>2,721</u>	<u>6,500</u>	<u>4,000</u>	<u>5,000</u>
Operating Expenditure Total	<u>\$207,527</u>	<u>\$217,823</u>	<u>\$196,756</u>	<u>\$245,853</u>

**Expenditure History/Projections**



## Finance Department

The Finance Department provides administrative support and financial information services to the public and city departments, maintains financial information in accordance with generally accepted accounting principles, and ensures compliances 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.

<b>Summary of Services Provided</b>	
Finance Department	
	Responsible for all accounting and financial reporting, including general ledger, payroll, accounts payable/disbursements, fixed assets management, debt management, direct fund surveillance, taxi service, and compiling the Comprehensive Annual Financial Report (CAFR).
	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.
	Monitors and reviews the condition of all city budgets and recommends remedial or corrective budget action when necessary.
	Reviews, analyzes, and presents findings on a wide range of city and legislative issues, as well as city management, financial, personnel and administrative policies to the City Administrator and Common Council.
	Responsible for all internal and external audits
	Collects and deposits all general city revenues, dog and cat license fees, as well as taxes for Wood County and Marathon Counties.
	Coordinates all city insurance programs

**Finance Budget Summary**

1015151008

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$498,608</u>	<u>\$553,883</u>	<u>\$519,000</u>	<u>\$547,545</u>

**Expenditure History/Projections**



## Technology Department

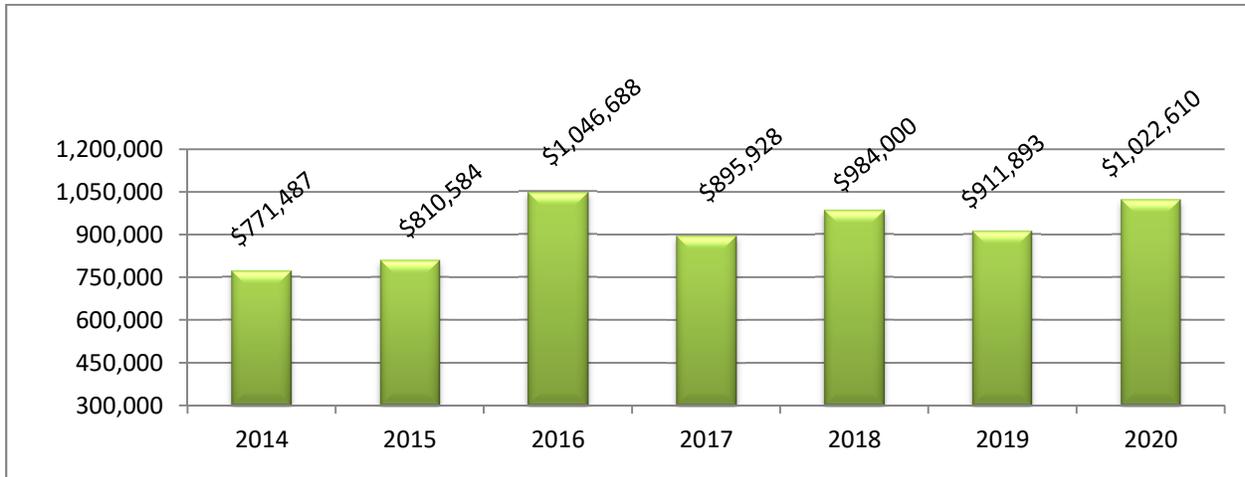
The Technology Department provides for the highest quality cost effective information services for customers in a professional and responsive manner. The department collaboratively provides access to high-quality knowledge system and strives to facilitate cutting edge technologies to exceed customer expectation.

<b>Summary of Services Provided</b>	
Technology Department	
	Provide reliable technological services as cost effectively as possible. Assure uninterrupted service and continuity of business operations including emergency and protective services
	Define and resolve technology problems, and recommend preventative measure whenever possible. Develop and recommend long-term planning addressing technological advances and needs to individual users as well as inter/intra-City departments.
	Suggest improvements in productivity through the use of technology.
	Provide sound technology policies and procedures; ensure compliance with all pertinent regulations and initiatives and State and Federal technology guidelines.
	Plan, organize, manage and control all use of technology throughout entire city.
	Provide training to improve user technology skills, and to increase City user productivity and accuracy on City systems whenever possible.

**Technology Department Budget Summary**  
1015145007

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$984,000</u>	<u>\$1,019,374</u>	<u>\$911,893</u>	<u>\$1,022,610</u>

**Expenditure History/Projections**



## Assessor's Department

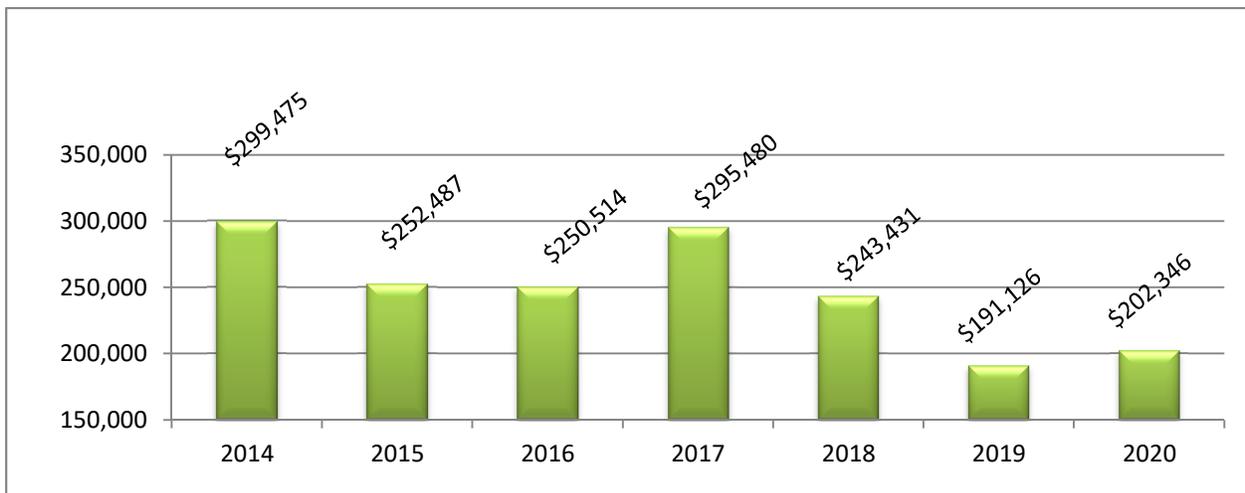
The Assessor's Department prepares the annual assessment roll (the official record of all taxable and exempt property within the City of Marshfield) while providing the best possible service. Assessed values determine the amount of general property tax charged to each property owner, while the information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

<b>Summary of Services Provided</b>	
<b>Assessor's Department</b>	
	Establish assessed values for the real estate and personal property assessment rolls in compliance with Chapter 70, Wisconsin Statutes, the Wisconsin Property Assessment Manual, and the Uniform Standards of Professionally Acceptable Appraisal Practices.
	Work directly with property owners throughout the year and especially during open book conference, providing efficient service and accurate information for customers.
	Defend the assessed values during the appeals process
	Work with sales and assessment statistical analysis annually to help determine the need for citywide revaluations
	Incorporate new requirements from the Wisconsin Department of Revenue into standardized procedures.
	Take a proactive approach in working with legislators on proposed legislation affecting the assessment process.

**Assessor's Department Budget Summary**  
1015153009

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$243,431</u>	<u>\$250,375</u>	<u>\$191,126</u>	<u>\$202,346</u>

**Expenditure History/Projections**



## Various Non-Departmental Budgets

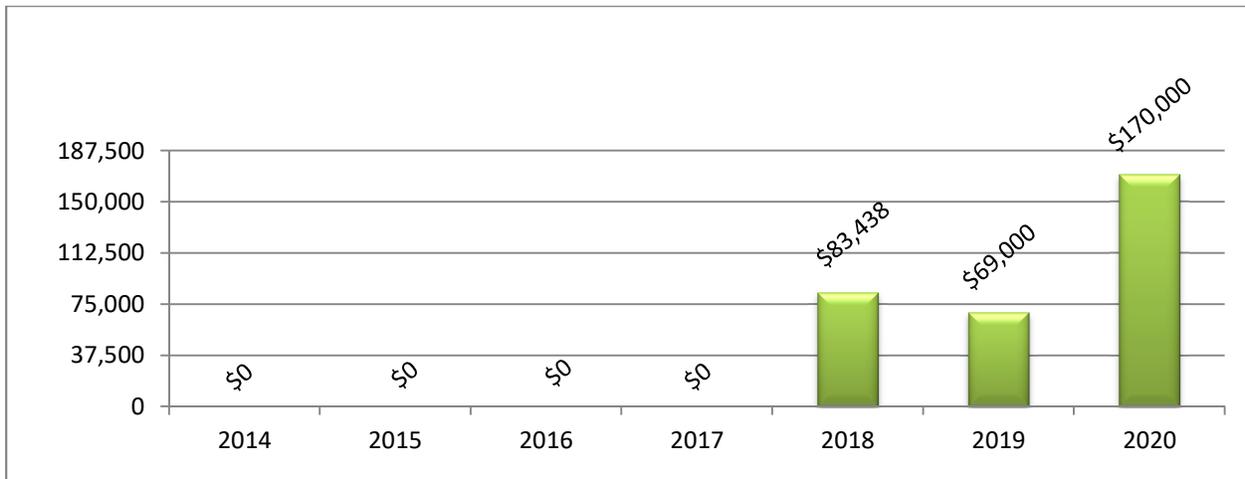
Non-departmental accounts are budgets that do not relate specially to any one department. They are summarized below:

<b>Summary of Services Provided</b>	
<b>Contingency Account</b>	This budget includes provisions for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared
<b>Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables</b>	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 WI Statutes. This account also covers the cost of collection, collection agency fees, and the actual amounts approved to be written off as uncollectible for taxes, special assessments, and receivables.
<b>Non-Departmental Insurance and Bonds</b>	This account includes premiums on general, umbrella, professional and automobile liability insurance; fire, theft, general and comprehensive insurance; boiler insurance; volunteer's insurance, and employee bonds

**Contingency Budget Summary**  
1015156008

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$83,438</u>	<u>\$75,000</u>	<u>\$69,000</u>	<u>\$170,000</u>

**Expenditures History/Projections**

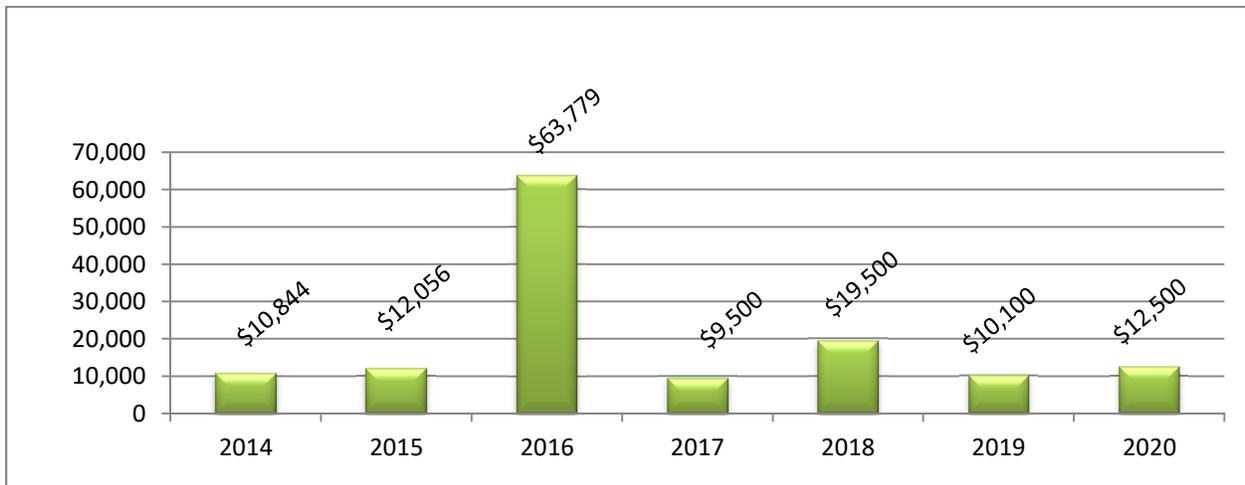


**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables Budget Summary**

1015191008

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$19,500</u>	<u>12,500</u>	<u>\$10,100</u>	<u>\$12,500</u>

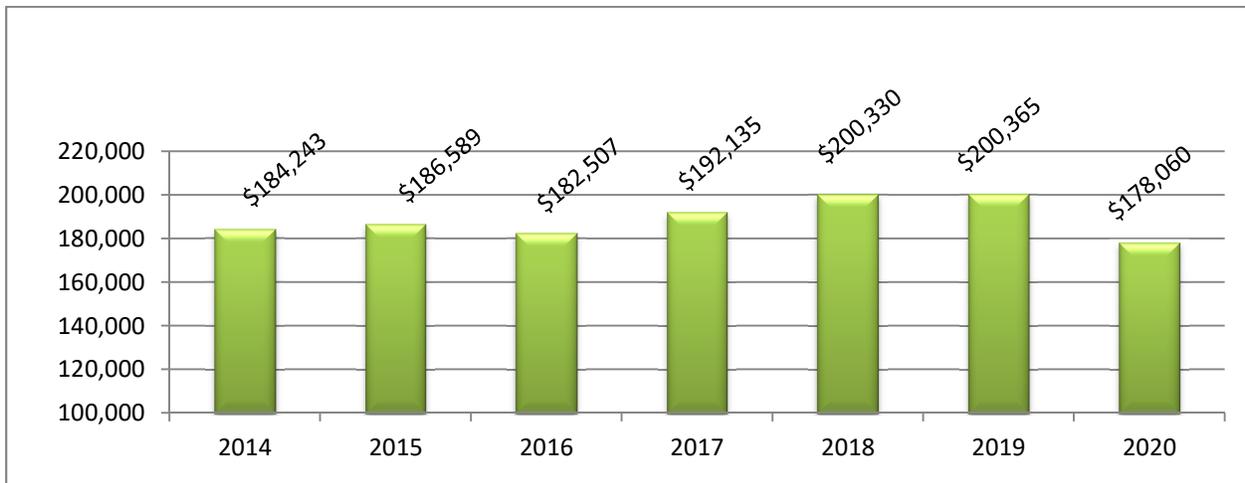
**Expenditures History/Projections**



**Non-Departmental Insurance and Bonds Budget Summary**  
1015193008

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$200,330</u>	<u>\$206,734</u>	<u>\$200,365</u>	<u>\$178,060</u>

**Expenditures History/Projections**



## Public Works

The backbone of any City's quality of service is its infrastructure. Although these services are often taken for granted, they are vital to maintain a sound infrastructure. The Public Works Department is tasked with providing and maintaining the infrastructure of the City. Safe and efficient streets, reliable storm sewer and sanitary sewer systems, effective and competitive wastewater treatment, and sound municipal buildings are essential to creating and maintaining a vibrant and economically growing community.

## Public Works

The Department of Public Works is responsible for the installation, maintenance, and operation of a broad range of infrastructure and facilities, including 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; Engineering; Street; and the Wastewater Utility.

<b>Summary of Services Provided</b>	
<b>Public Works Administration</b>	
	Plans, directs, and administers the Public Works Department activities and work programs.
	Directs preparation of all operating and capital budget requests and 5-year Capital Improvement Program requests for the Department of Public Works.
	Serves on the management team that provides information and recommendations to the Mayor and Common Council, regarding orderly residential, commercial, industrial, and public facility growth and development.
	Serves as a resource to City staff, city residents, general public, developers, state and federal agencies, and others with regard to a wide variety of public works related issues.
	Participates as a member of the Plan Commission, Industrial Park Authority, the Mill Creek Business Park Covenant Committee, and MACCI Transportation Committee to represent the interests of the City and the Department of Public Works.
<b>Engineering Division</b>	
	Provides for the professional engineering, design, planning, budgeting, surveying, construction and management of the City's infrastructure; including streets, sidewalks, drainage ways, storm sewers, sanitary sewers, utility coordination and traffic signals.
	Administers the City's storm water management plan in conformance with the requirements of the Wisconsin Department of Natural Resources and secures permits needed for public construction.
	Calculates estimated and final special assessments for assessable projects.
	Holds informational meetings to engage the public and solicit input from citizens regarding projects undertaken by the public works department.
	Provides support to other City departments and government agencies.
	Reviews individual and large scale developments for compliance with City codes and standards.
	Administers a permit system for work in the public right-of-way as well as issues permits for curb cuts, road closures oversize/overweight vehicles and other permits as needed.
	Maintains public works records.
<b>Street Division</b>	
	Undertakes highway, street and alley maintenance and construction.
	Undertakes sanitary and storm sewer maintenance and construction.
	Performs snow and ice control and removal.
	Performs urban forestry planning, operations, maintenance, reforestation and grant writing.
	Performs traffic control and related signage and marking operations.
	Manages Machinery and Equipment programs, which include the purchase, repair and maintenance of the city-owned fleet vehicles and equipment, and operation of the City's fueling depot.
	Manages recycling and refuse pickup and disposal contracts, public relations and education programs and grant writing.
	Maintains public parking facilities, greenways, detention basins, and conservancy areas.

## Public Works

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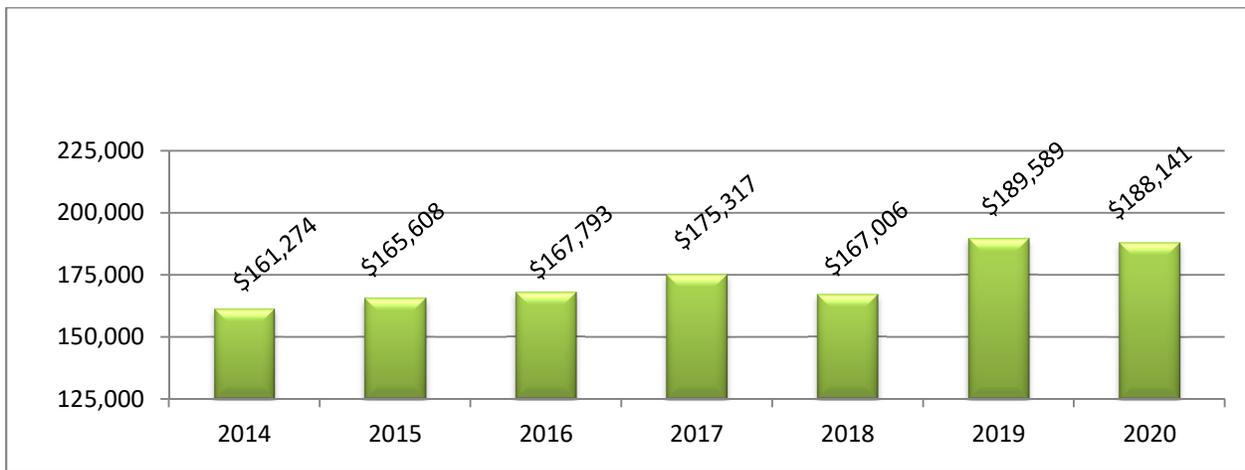
Maintains various buildings and grounds related to Street Division operations.
Provides other public services including but not limited to: Dairyfest activities, Hub City Days activities, fairgrounds maintenance, Christmas decoration/American flag/banner installations and removals.
Enforces the City's noxious weed ordinance through the office of Weed Commissioner.
Assists and supports other city departments and divisions as requested.
<b>Facilities</b>
Supplies technical support and help on bid documents for City Hall and other city departments on their construction plans and maintenance issues for their respective buildings.
<b>Airport</b>
Provide and maintain a safe, user-friendly, and well-maintained airport for both business and private aircraft.
Maintain and improve lighting and landing system, runways, taxiways and ramps, mowing and brush control, snow removal.
Greet and help airport visitors and users
Work closely with governmental units and personnel to obtain maximum help and efficiency from federal, state, county, and local agencies

**Public Works Administration Budget Summary**

1015311030

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$167,006</u>	<u>\$189,625</u>	<u>\$189,589</u>	<u>\$188,141</u>

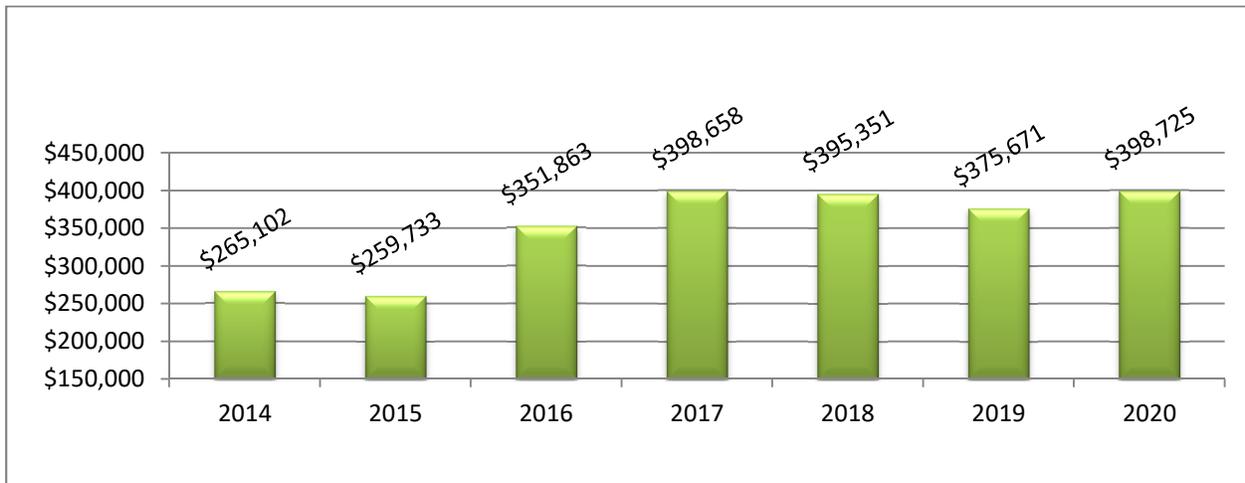
**Expenditures History/Projections**



**Engineering Budget Summary**

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Engineering Administration, 1015312031	\$375,624	\$350,790	\$360,391	\$368,798
New Sidewalk O/L W/O St Recon, 1015343231	<u>19,727</u>	<u>30,000</u>	<u>15,280</u>	<u>29,927</u>
Operating Expenditure Total	<u>\$395,351</u>	<u>\$380,790</u>	<u>\$375,671</u>	<u>\$398,725</u>

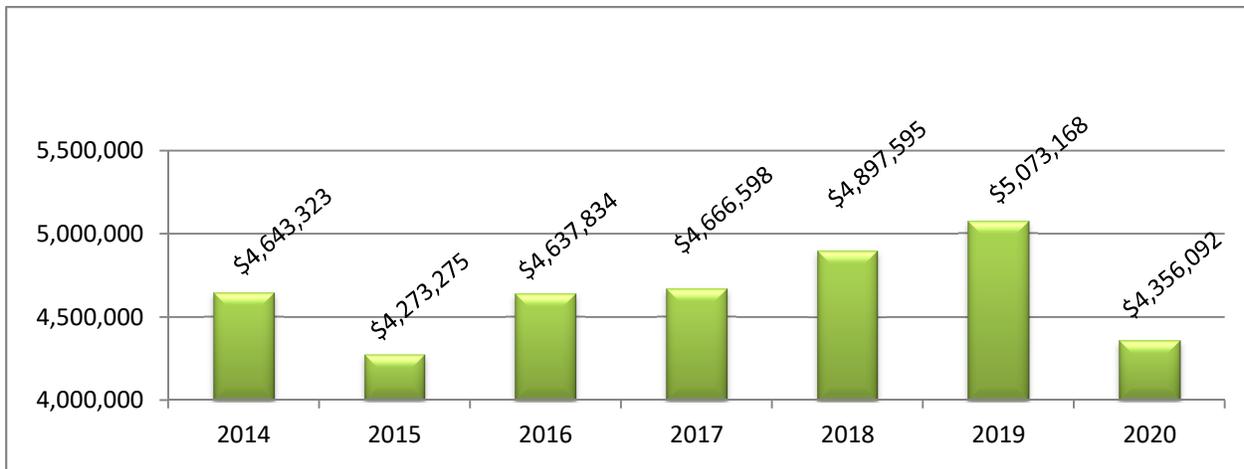
**Expenditure History/Projections**



**Street Division Budget Summary**

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Street Division Administration, 1015315032	\$110,277	\$107,622	\$107,166	\$109,218
Highway & Street Maintenance 1015331132	1,390,637	1,353,641	1,329,672	1,013,114
Snow & Ice Control, 1015331232	1,096,890	927,543	1,240,456	980,976
Highway & Street Cleaning, 1015331332	181,486	195,836	200,880	188,090
Traffic Control, 1015331432	221,729	220,595	219,093	229,020
Street Lighting, 1015342030	214,819	220,000	220,000	220,000
Sidewalk Mnt. & Rep w/St Recon., 1015343132	68,507	97,856	99,097	92,699
Storm Water Management, 1015344132	598,194	614,784	608,736	502,098
Parking Facilities, 1015345032	95,630	101,595	122,917	48,901
Refuse & Garbage Collection, 1015362032	524,099	525,156	525,156	540,955
Recycling, 1015363532	373,969	376,594	376,432	402,353
Christmas Decorations, 1015534132	17,081	15,929	14,168	16,772
Parades, Holidays & Signs, 1015534232	<u>4,277</u>	<u>9,696</u>	<u>9,395</u>	<u>11,896</u>
Operating Expenditure Total	<u>\$4,897,595</u>	<u>\$4,766,847</u>	<u>\$5,073,168</u>	<u>\$4,356,092</u>

**Expenditures History/Projections**

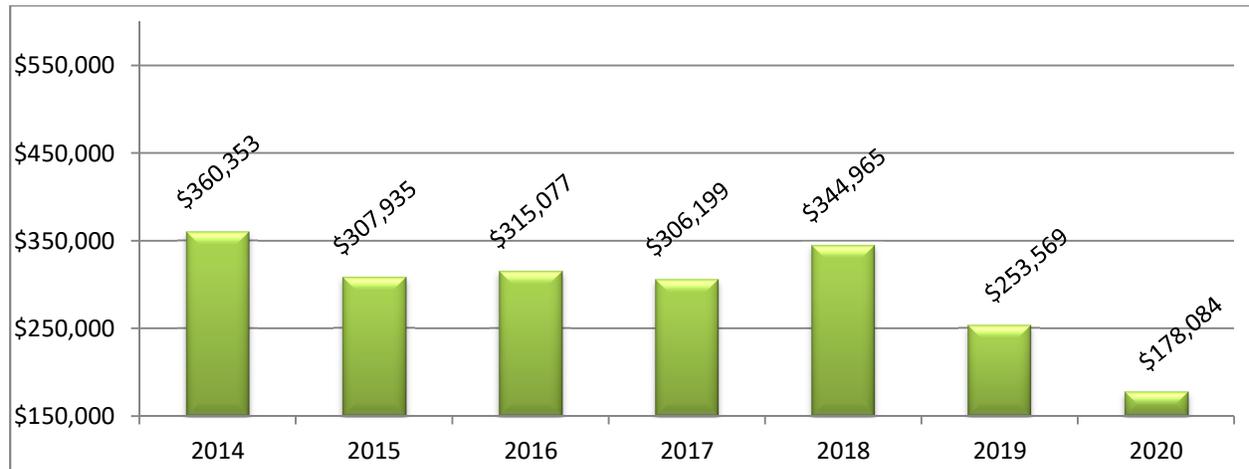


**Facilities Budget Summary**

1015162023

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$344,965</u>	<u>\$371,822</u>	<u>\$253,569</u>	<u>\$178,084</u>

**Expenditure History/Projections**

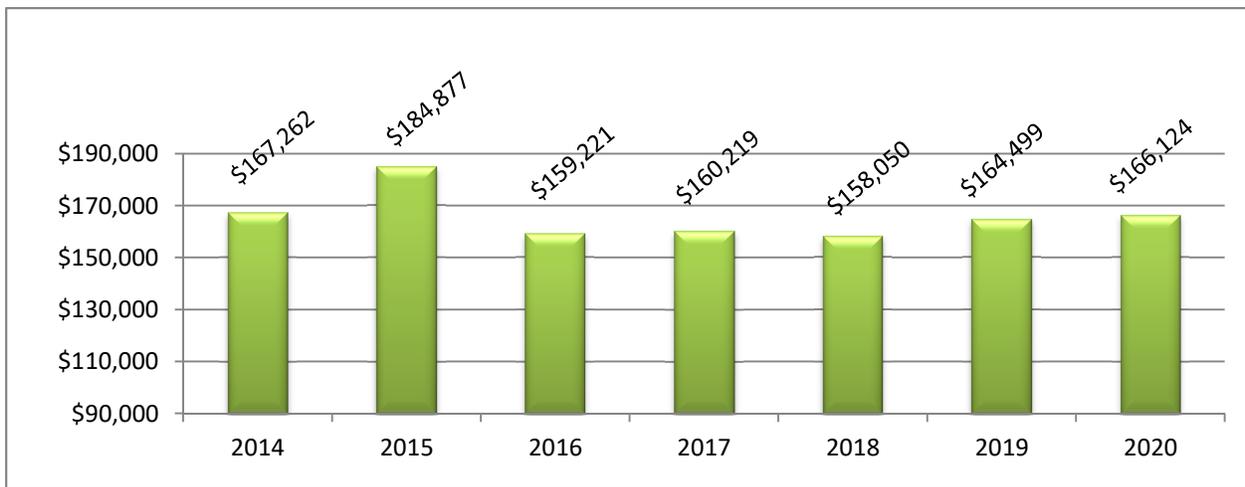


**Airport Budget Summary**

1015351033

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$158,050</u>	<u>\$164,739</u>	<u>\$164,499</u>	<u>\$166,124</u>

**Expenditures History/Projections**



## Public Safety

One of the top priorities of municipal government is to serve and protect its citizens, businesses, and visitors of the City. Marshfield has first-class Police and Fire and Rescue Departments that fulfill this mission on a daily basis. Staffed with the finest, highly-trained personnel and the latest technology, the City's public safety is second to none. In addition, the Municipal Court was established in 1997 to provide the citizens a court structure that better meets the community's needs.

## Police

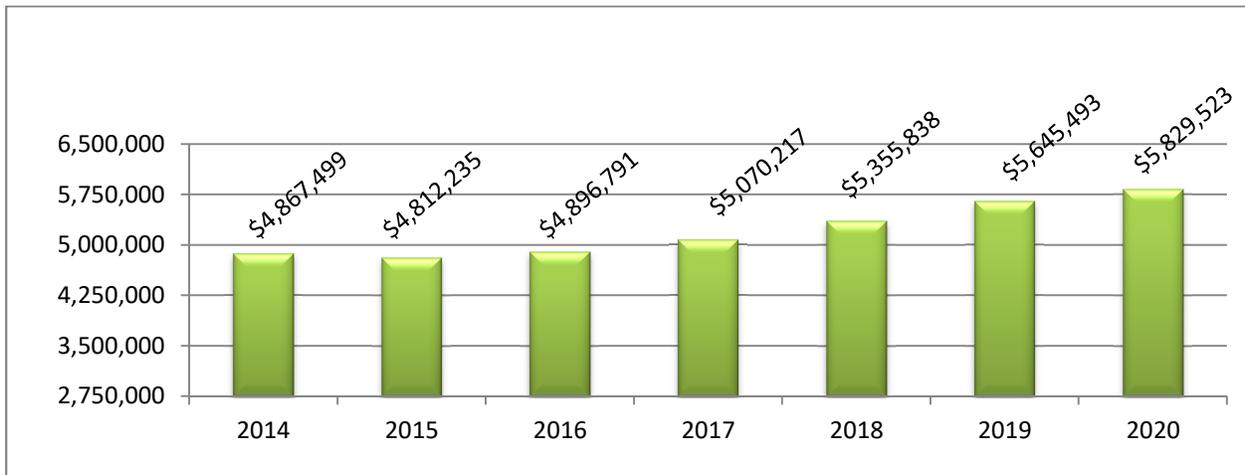
The Marshfield Police Department is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention, detection services, ordinance enforcement, emergency management, and school crossing guard program possible.

<b>Summary of Services Provided</b>	
<b>Law Enforcement</b>	
	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
	Separate organization components into Police Operations (uniform patrol, investigative personnel, policy school liaison officers, crime prevention/traffic safety officer) and Staff Service supervision/management (secretarial/central records).
<b>Ordinance Control</b>	
	Provides the citizens of Marshfield with an efficient, effective, and humane manner of monitoring and controlling animals. Additionally, ordinance personnel provide an equitable system for the enforcement of vehicle parking and other miscellaneous municipal code violations.
<b>School Crossing Guards</b>	
	Provides maximum safety to school children who are traveling to or from school areas at designated school crossings. Crossing guards provide protection and safety for students as they cross at hazardous intersections.

**Police Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Law Enforcement, 1015211020	\$5,114,423	\$5,324,121	\$5,395,062	\$5,571,169
Ordinance Control, 1015213020	164,916	173,146	169,928	178,097
School Crossing Guards, 1015214020	<u>76,499</u>	<u>80,503</u>	<u>80,503</u>	<u>80,257</u>
<b>Operating Expenditure Total</b>	<b><u>\$5,355,838</u></b>	<b><u>\$5,577,770</u></b>	<b><u>\$5,645,493</u></b>	<b><u>\$5,829,523</u></b>

**Expenditures History/Projections**



## Fire & Rescue Department

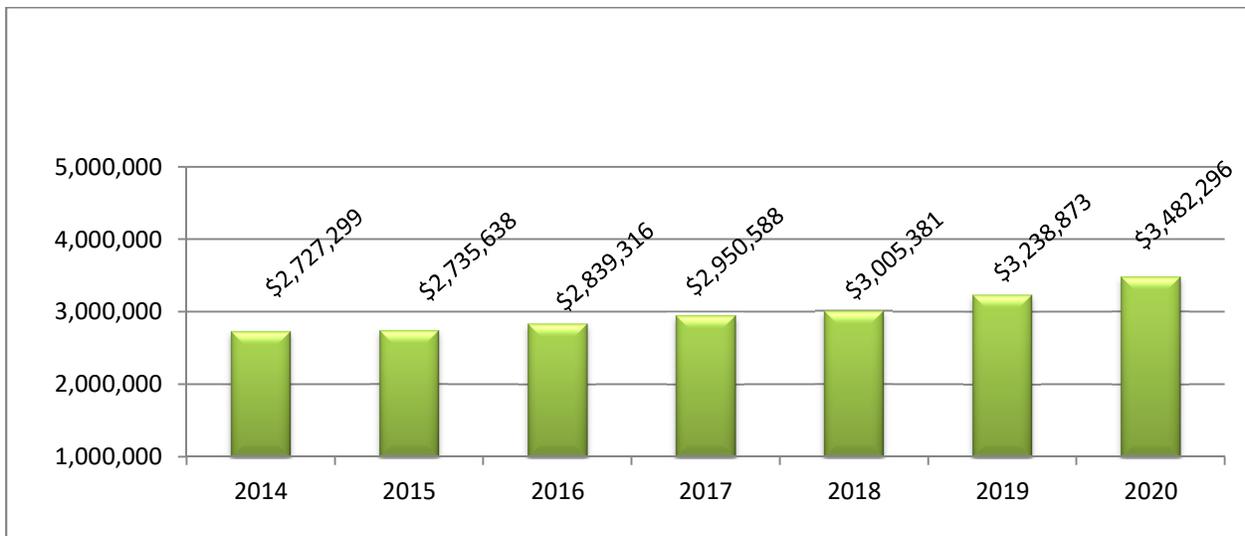
The Fire and Rescue Department's responsibilities include emergency response for the purpose of rescuing endangered persons, combatting and suppressing fires, and the mitigation/intervention of hazardous material release for all who live, work, visit or invest in the City of Marshfield and surrounding areas. In addition, the department educates the public in an effort to reduce fire-related deaths and human suffering, as well as minimizing property loss due to fires.

<b>Summary of Services Provided</b>	
<b>Fire Prevention</b>	Includes fire inspections for city businesses and multifamily residents, approximately 2,500 annually; fire prevention perspective of development plan reviews for new construction; fire prevention education; juvenile fire safety program; fire investigation services for Marshfield and Wood County; underground and above ground storage tank program (UST/AST) coordination; sprinkler plan review; and emergency site plan development and updating for local businesses.
<b>Fire Protection</b>	Includes fire suppression for the City of Marshfield (13.3 square miles); hazardous materials response for the northern half of Wood County; fire protection education/internship for students from three technical college districts; fire protection for special events; special response rescue for Central Wisconsin (Confined space, trench collapse, elevated extrication, and collapse); and 4 foam suppression units for Central Wisconsin flammable liquid fires/releases

**Fire and Rescue Department Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Fire Protection, 1015221021	\$2,301,422	\$2,415,993	\$2,469,557	\$2,701,694
Fire Prevention, 1015225021	<u>703,959</u>	<u>780,924</u>	<u>769,316</u>	<u>780,602</u>
Operating Expenditure Total	<u>\$3,005,381</u>	<u>\$3,196,917</u>	<u>\$3,238,873</u>	<u>\$3,482,296</u>

**Expenditure History/Projections**



## Emergency Management

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, fires, floods, or any other natural or man-made disasters.

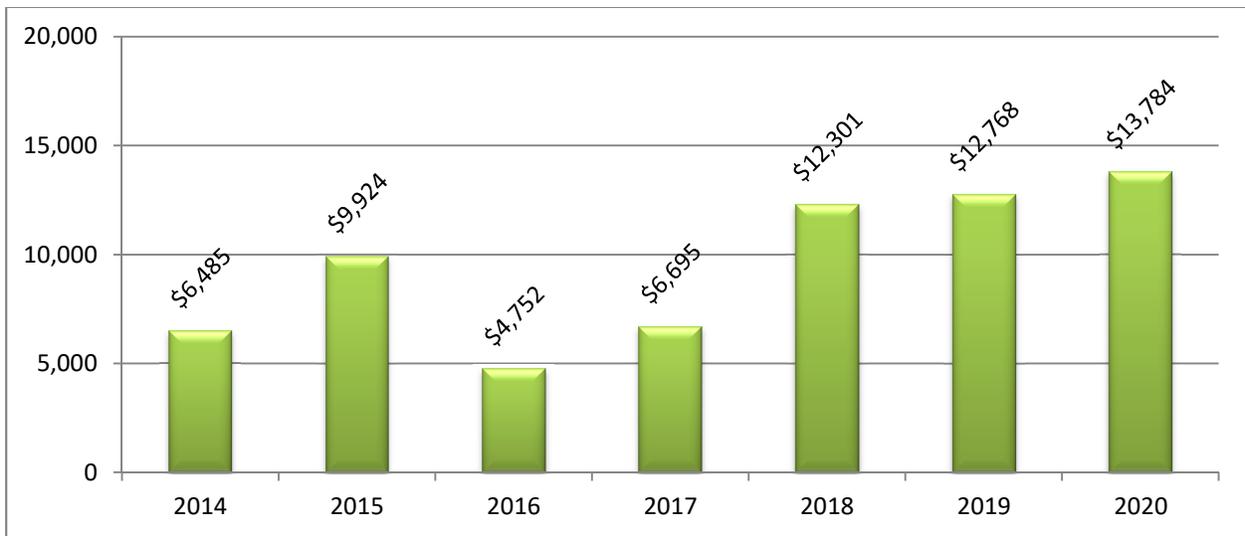
<b>Summary of Services Provided</b>	
Emergency Management	
	Maintain an updated plan for emergency preparedness of the City of Marshfield
	Coordinate participation of the municipality in Emergency Management training programs and exercises as required
	Performing administrative duties necessary for the rendering of reports and procurement of federal funds
	Coordinate the activities of the City's Emergency Management Operation in case of a "state of emergency" proclaimed by the Governor
	Attend training sessions under the Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) mandates and other appropriate training
	National Incident Management System (NIMS) mandates and other appropriate training
	Responsible for coordinating emergency efforts between the City's and County's Emergency Management
	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

**Emergency Management Budget Summary**

1015291020

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$12,301</u>	<u>\$13,342</u>	<u>\$12,768</u>	<u>\$13,784</u>

**Expenditures History/Projections**



## Municipal Court

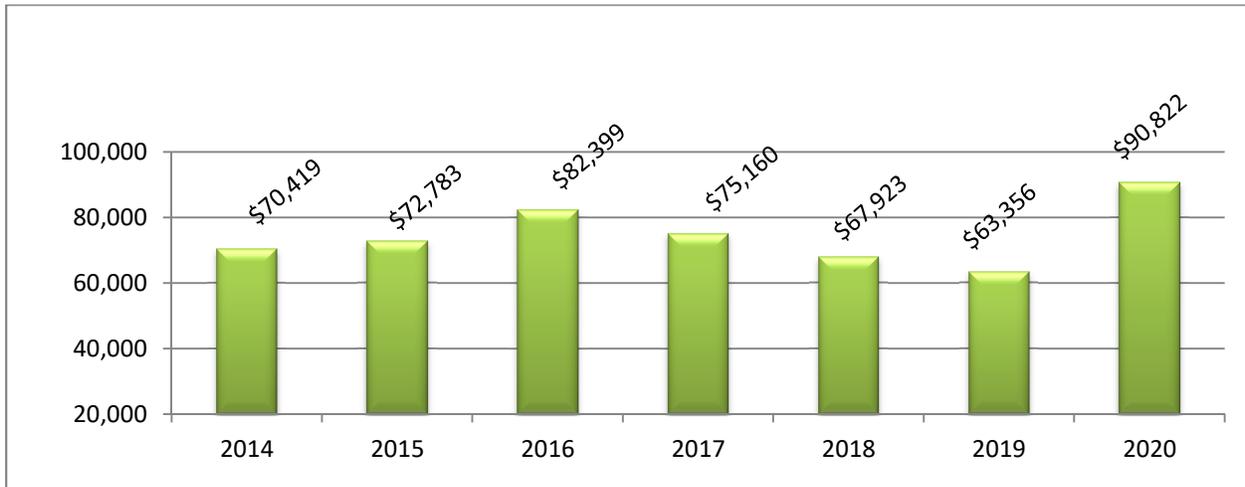
The Marshfield Municipal Court system was established to recover revenues and fees currently retained by the Wood County Circuit Court system for the service they provide. The Municipal Court system will further relieve the need for a fourth judge within the Wood County Circuit Court System and is intended to provide local control for Marshfield judicial actions. In 2016, the Village of Spencer joined the Municipal Court through a joint services agreement. It is anticipated that the Village of Stratford will join the Municipal Court in 2018.

<b>Summary of Services Provided</b>	
<b>Municipal Court</b>	Provides day and night court sessions appropriate to the needs of the Marshfield and Spencer communities. The Municipal court also provides for a community-based court system through which municipal proceedings such as search warrants, inspection warrants, arrest warrants, property condemnation, health and fire inspection or other ordinance related concerns can be judicially addressed. In addition, the program provides in lieu of forfeitures for juveniles (i.e. smoking diversion program, community services, and alcohol diversion program). The Juvenile Court remedies to curb truancy.

**Municipal Court Budget Summary**  
**1014121002**

	<u>Actual</u> <u>2018</u>	<u>Budget</u> <u>2019</u>	<u>Estimated</u> <u>2019</u>	<u>Recommended</u> <u>2020</u>
Operating Expenditure Total	<u>\$67,923</u>	<u>\$70,408</u>	<u>\$63,356</u>	<u>\$90,822</u>

**Expenditures History/Projections**



The Municipal Court 250-5110-02 is shown under Special Revenue Funds

## Parks, Recreation, Education & Culture

Every community is judged on its quality of life. This does not happen by accident. Careful and consistent planning, execution and commitment ensure the community is balanced – economically, leisurely, and culturally.

## Parks and Recreation

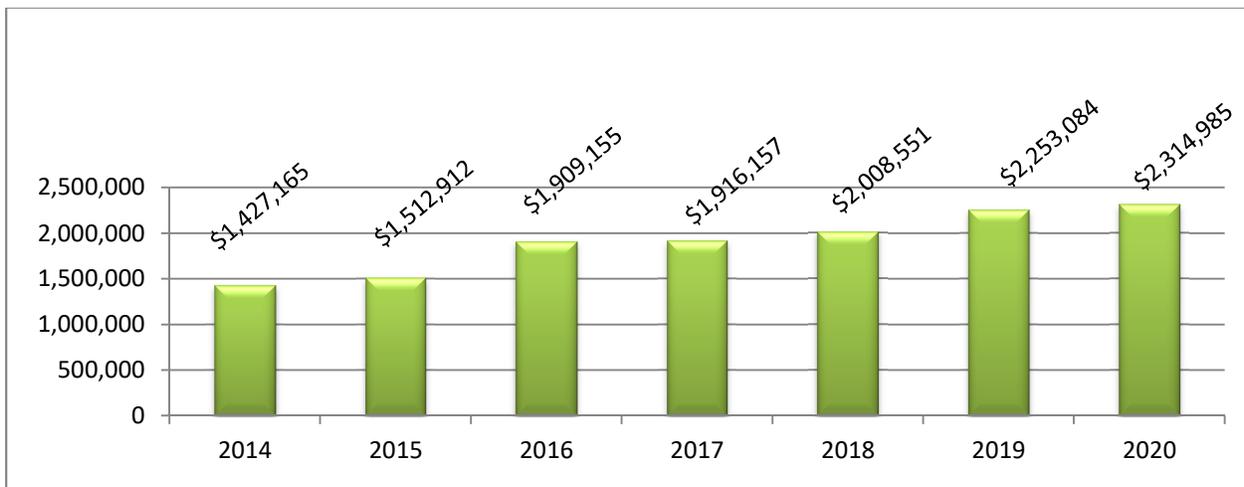
The Parks and Recreation Department's mission is to provide quality recreation opportunities for the citizens of Marshfield that are both accessible and affordable, and to plan, promote, acquire, develop, and maintain parks and recreation facilities that enhance the City of Marshfield and meet the recreational needs of the community.

<b>Summary of Services Provided</b>	
<b>Parks and Recreation</b>	
	Manages and maintains the Wildwood Zoo, Oak Avenue Community Center, Wildwood Station Building, Marshfield Skate Park, Hefko Swimming Pool, Tennis/Racquetball Center, community athletic fields, 280 acres of park land in 19 parks, over twelve miles of pedestrian/bicycle trails and high quality community athletic facilities including six soccer fields, three softball fields, four baseball fields, and eight tennis courts.
	Provides management and maintenance services for the City owned facilities at the Marshfield Fairgrounds Park and works cooperatively with the Central Wisconsin State Fair Association and Marshfield Fair Commission to improve the facilities and increase utilization of the Marshfield Fairgrounds Park.
	Provides activities for all ages in aquatics, athletics, trips, instructional programs, and special events. Provides support services and program assistance to a variety of non-city recreation organizations whose programs serve the citizens of Marshfield.
	Provides management and maintenance services for the Marshfield Senior Center and works cooperatively with the Marshfield Senior Citizens Council, Marshfield Committee on Aging, Senior Citizens Employment and Training, and the Aging and Disability Resource Center of Central Wisconsin to provide activities and services for older adults including social recreation activities, educational programs, and special events.

**Parks and Recreation Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Parks/Recreation Administration, 1015531062	\$274,354	\$330,596	\$329,813	\$304,588
Oak Avenue Community Center, 1015519162	29,529	28,724	28,724	29,406
Second Street Community Center, 1015519562	84,318	105,361	112,747	118,228
Parks Operation/Maintenance, 1015521061	862,340	958,011	958,011	959,506
Recreation Programs, 1015532162	46,361	69,843	69,843	60,956
Tennis/Racquetball, 1015532762	12,919	0	0	0
Adult Athletic League, 1015532862	1,728	0	0	8,364
Zoo Operation/Maintenance, 1015541063	319,778	335,419	335,419	334,503
Aquatic Facilities, 1015542062	97,077	123,562	123,061	126,131
Aging/Senior Center	12,109	21,533	21,533	37,222
Fairgrounds, 1015548062	101,723	79,500	79,500	81,090
Forestry, 1015690532	<u>166,315</u>	<u>194,433</u>	<u>194,433</u>	<u>254,991</u>
<b>Operating Expenditure Total</b>	<b><u>\$2,008,551</u></b>	<b><u>\$2,246,982</u></b>	<b><u>\$2,253,084</u></b>	<b><u>\$2,314,985</u></b>

**Expenditures History/Projections**



## Library

Marshfield Public Library provides citizens in the Marshfield area with a comprehensive collection of books and other media that record human knowledge, ideas and culture. The library's main objectives are to organize materials in an easily accessible manner, to provide qualified staff to offer guidance and encouragement in use of materials, and to make the library a reliable source of information and reference.

<b>Summary of Services Provided</b>	
Library	
	Popular materials center provides current, high-demand, high-interest materials of recognized quality to persons of various ages in all desired formats.
	Reference Center provides library users with convenient, timely access to information needed for daily living and decision-making. The service is provided via any communication mode - on-site, electronic and telephone.
	Independent learning center 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 sustained program of learning independent of any education provider.
	As a Children's door to learning, the Library provides materials, child and parent services, and programs to enhance interest in learning.

**Library Budget Summary**

1015511060

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$1,660,539</u>	<u>\$1,607,600</u>	<u>\$1,594,604</u>	<u>\$1,641,074</u>

**Expenditure History/Projections**



## UW Stevens Point/Marshfield campus

UW Stevens Point/Marshfield campus is one of 13 locally-owned campuses, which, collectively, are the UW Colleges, the liberal arts transfer institution of the University of Wisconsin System. The campus was built and is maintained by the City of Marshfield and Wood County.

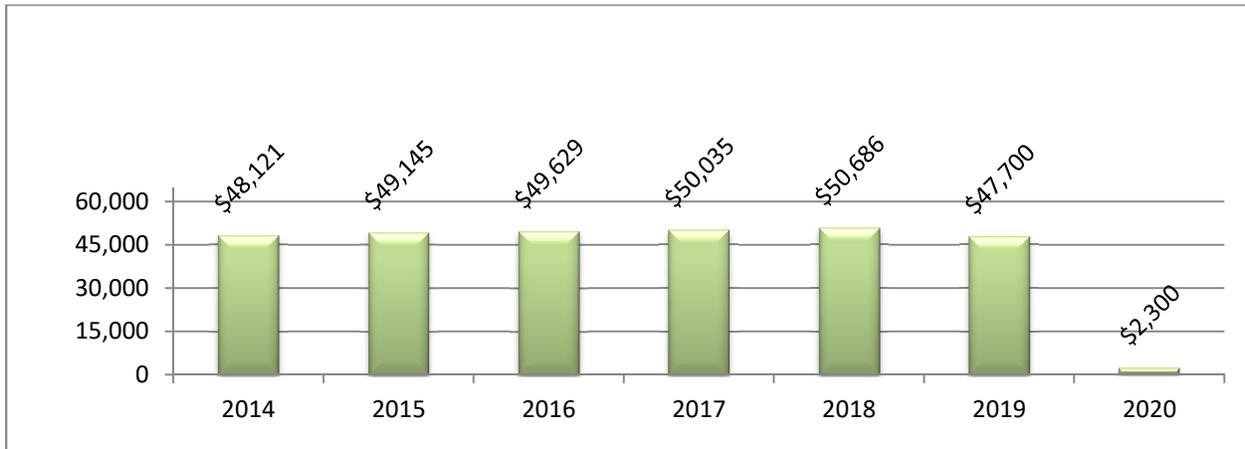
<b>Summary of Services Provided</b>	
UW Marshfield/Wood County	
	UW Stevens Point/Marshfield campus vision reflects the Wisconsin Idea, a philosophy embraced by the University of Wisconsin System, which holds that the boundaries of the university should be the boundaries of the state, and that research conducted at the University of Wisconsin System should be applied to solve problems and improve health, quality of life, the environment and agriculture for all citizens of the state.
	The University of Wisconsin College is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing resources of the University to the people of the state and the communities that provide and support its campuses.

**UW Stevens Point/Marshfield campus Budget Summary**

1015561064

	Actual 2018	Budget 2019	Estimated 2019	Recommended 2020
Operating Expenditure Total	<u>\$50,686</u>	<u>\$47,672</u>	<u>\$47,700</u>	<u>\$2,300</u>

**Expenditure History/Projections**

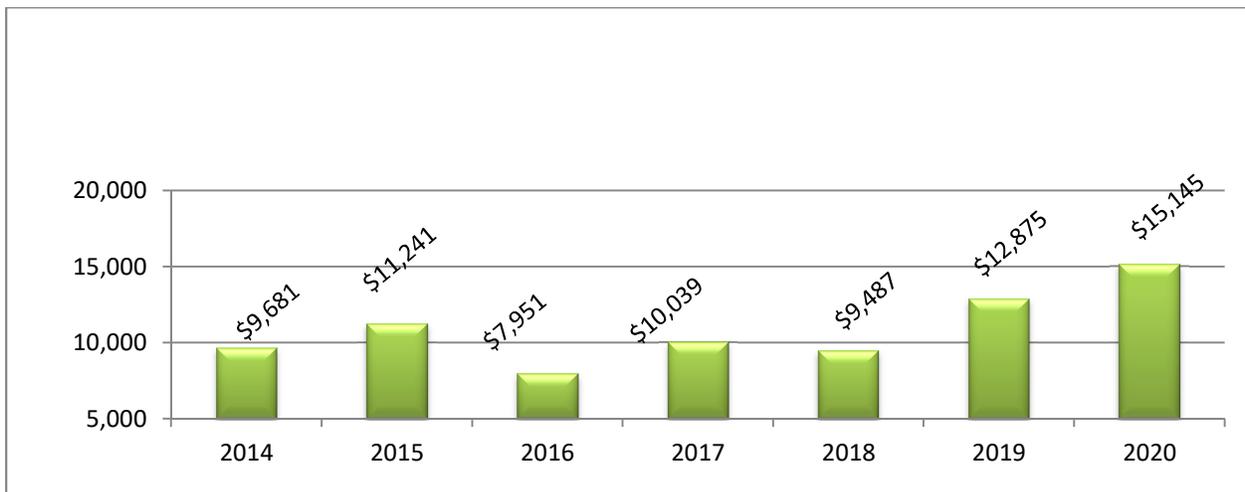


**Dairyfest Budget Summary**

1015534504

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$9,487</u>	<u>\$15,425</u>	<u>\$12,875</u>	<u>\$15,145</u>

**Expeniture History/Projections**

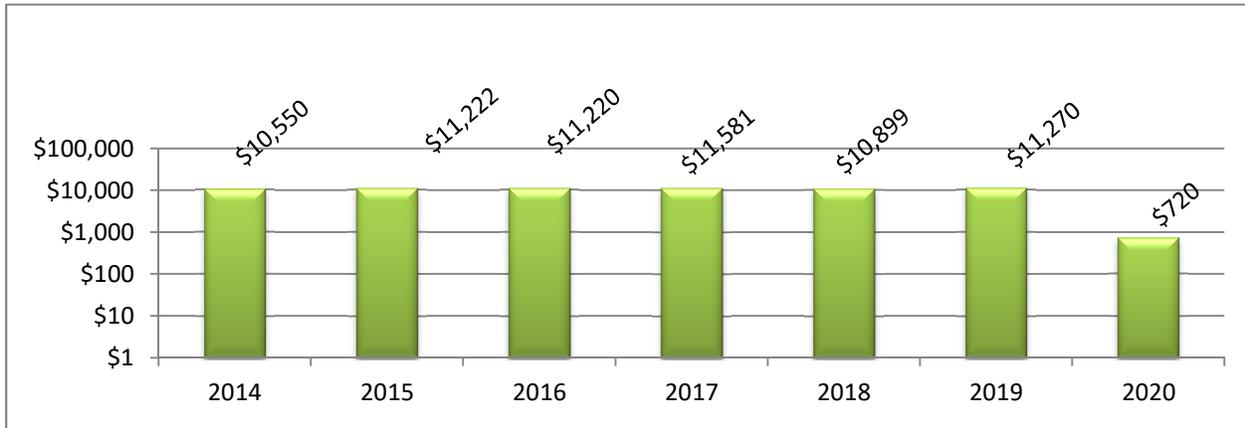


**Celebrations and Entertainment Budget Summary**

1015534908

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Palm Sunday Chorus	\$750	\$750	\$750	\$0
School Patrol	5,000	5,000	5,000	\$0
Civic Band	4,800	4,800	4,800	\$0
ASCAP & BMI License	<u>349</u>	<u>720</u>	<u>720</u>	<u>720</u>
Operating Expenditure Total	<u>\$10,899</u>	<u>\$11,270</u>	<u>\$11,270</u>	<u>\$720</u>

**Expenditure History/Projections**

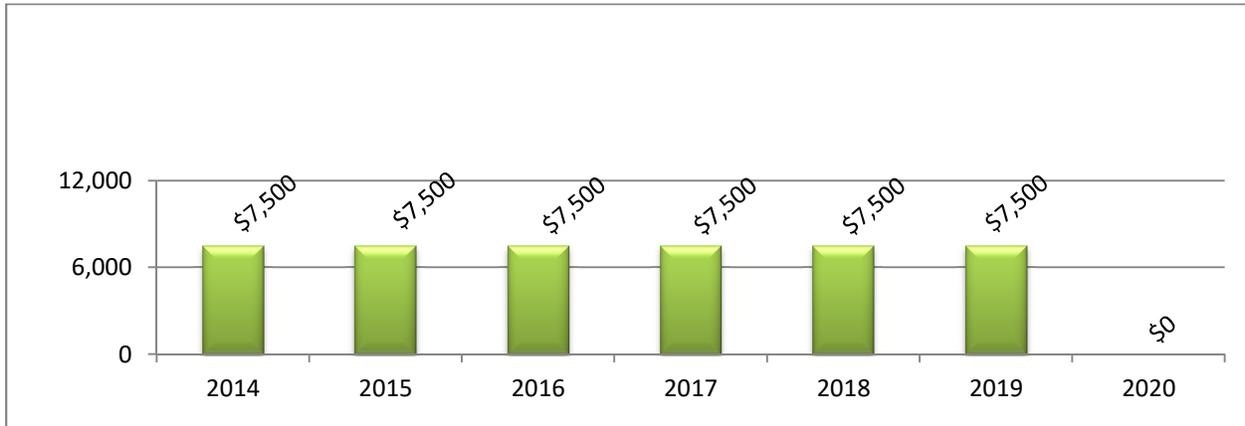


**Upham Mansion Budget Summary**

1015512008

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$0</u>

**Expenditure History/Projections**



## Cemetery

The mission of the Hillside Cemetery is to assist with interments; provide care and maintenance of the grounds and equipment; keep accurate records; and serve as a resource for individuals seeking locations of burial sites of loved ones.

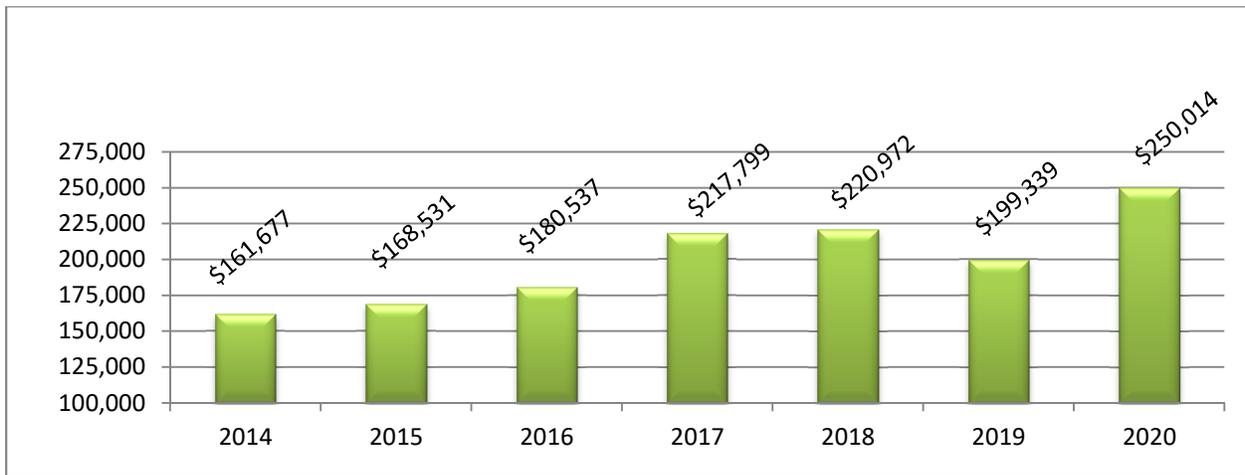
<b>Summary of Services Provided</b>	
<b>Cemetery</b>	
	Clean and maintain the Vaughn-Hansen Chapel; dig graves as required and authorized; level sites and brings grounds back to original condition as soon as possible.
	Mow lawns and remove snow on roads and sidewalks, level sites, re-sod and/or re-seed as needed to maintain an attractive grass cover; prune trees and trims shrubs as needed; maintain machinery.
	Keep an accurate record of sites sold or available for sale; show and sell sites to prospective buyers; record and plant interments
	Provide information on individuals on locations of interments

**Cemetery Budget Summary**

1015491051

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$220,972</u>	<u>\$199,339</u>	<u>\$199,339</u>	<u>\$250,014</u>

**Expenditure History/Projections**



The Cemetery Perpetual Care Fund, 8015900008, is shown under the Perpetual Care section

## Historic Preservation

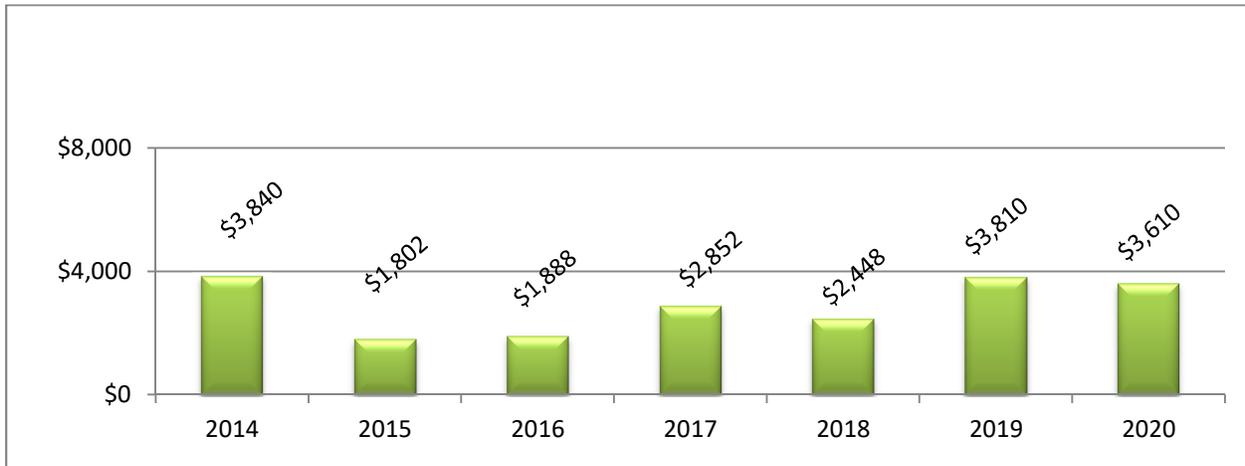
One of the key elements to a successful community is the willingness of its citizens to volunteer their time and be active in local decision making. The City of Marshfield has several Community Committees whose members donate hundreds of hours of time to help our community thrive.

<b>Summary of Services Provided</b>	
<b>Historic Preservation Committee</b>	
	The Historic Preservation Committee was established by ordinance in 1993 to 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.

**Historic Preservation Budget Summary**  
1015113070

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$2,448</u>	<u>\$4,110</u>	<u>\$3,810</u>	<u>\$3,610</u>

**Expenditure History/Projections**



## Economic Development

Economic Development plays an integral part in the health of any community. It is important to encourage and promote city-wide economic development activities that help create a business climate that enhances development. The various entities in this section work closely together to promote growth in the City of Marshfield.

## Development Services

Development Services Department engages in and coordinates processes to ensure planned, orderly development for the City of Marshfield. To be effective, this should be accomplished in a manner that is consistent with the goals and objectives of existing plans and policies.

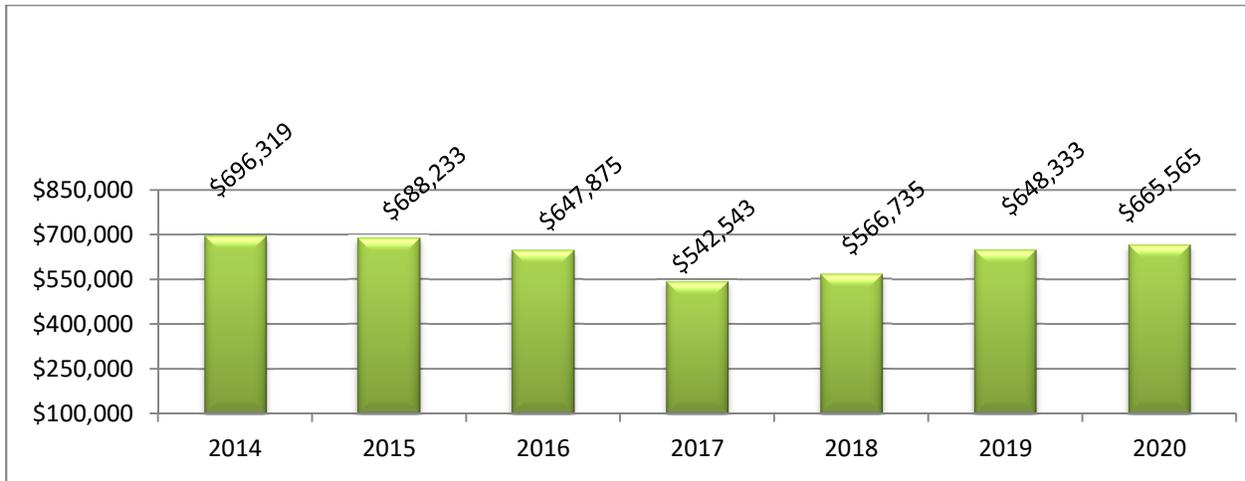
<b>Summary of Services Provided</b>	
<b>Development Services</b>	
	Working in partnership with other community organizations, the Planning & Economic Development Department promotes economic development within the city by teaming in partnership with existing and proposed businesses. Marketing and promotion of City owned properties and financial assistance programs are a function of the Department.
	Utilizing GIS as the central hub of City information, assures that information is easily accessible for staff and the general public. Working with all departments to assure information is updated on a regular basis and placed in the proper location, drastically reduces the amount of time spent and trips made to city offices to gather information.
<b>Building Services Division</b>	
	Completes plan reviews and issues permits for new buildings or additions to existing buildings.
	Completes plan reviews and issues permits for remodeling projects for existing buildings or structures.
	Provides inspections and code enforcement for plumbing, electrical, heating, air conditioning, gas piping, and structural systems installed in buildings throughout the City of Marshfield.
	Provides code enforcement regarding design, quality of materials, location, use and/or occupancy, maintenance of all buildings, or similar structures throughout the City of Marshfield.
	Provides the technical information needed by the public regarding State of Wisconsin building standards and codes.
	Provides inspection services and local enforcement to mitigate public nuisances to assure public health, safety, and welfare.
	Supplies technical support for police and fire departments on issues regarding building uses.
	Supplies technical support and help on bid documents for other city departments on their construction plans and maintenance issues for their respective buildings.

**Development Services Budget Summary**

1015690170

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Development Services, 1015690170	\$252,472	\$312,212	\$306,331	\$665,565
Inspection, 1015241023	271,151	291,425	297,960	0
Plumbing Inspector, 1015241135	43,112	44,417	44,042	0
Operating Expenditure Total	<u>\$566,735</u>	<u>\$648,054</u>	<u>\$648,333</u>	<u>\$665,565</u>

**Expenditures History/Projections**



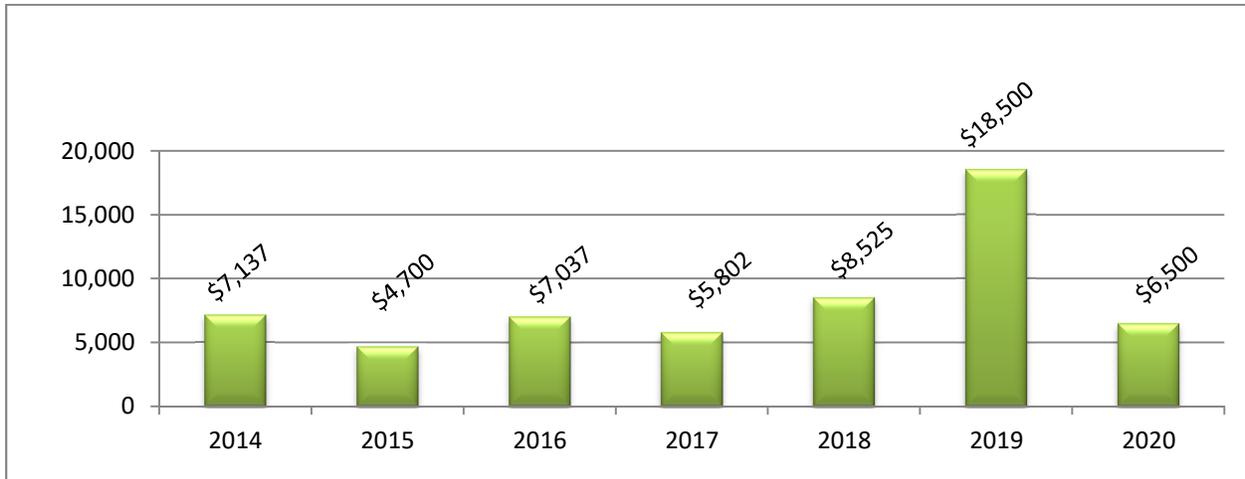
## **Industrial Park Operations**

The Industrial Park Operating 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. This budget is not intended to be used for development of the City's industrial parks.

**Industrial Park Operations Budget Summary**  
1015672030

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$8,525</u>	<u>\$6,500</u>	<u>\$18,500</u>	<u>\$6,500</u>

**Expenditures History/Projections**



## Special Revenue Funds

Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service for capital projects.

## Room Tax

Room tax funds are generated by lodging facilities and submitted to the City for supporting tourism and promotion. Currently, a majority of the funds are given to the Marshfield Convention & Visitors Bureau, who conducts various special events and activities designed to bring people to our community. Some of the monies are kept by the City for designated uses related to parks and recreation, including amenities such as the Wildwood Zoo, sporting facilities, and park/trail improvements.

<b>Summary of Services Provided</b>	
Room Tax	
	The Common Council passed Ordinance 1308 on September 27, 2016, Beginning January 1, 2017 the City shall retain only such room tax for purposes other than tourism promotion and tourism development as provided for in §66.0615(dm) Wis. Stats

## Special Revenue Funds

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### **Room Tax Summary**

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Park Operations/Maintenance, 2025521061	\$8,930	\$0	\$0	\$0
Convention & Visitors Bureau 2025519065	428,971	275,000	346,500	275,000
Zoo Operation & Maintenance, 2025541063	0	0	0	0
Debt Issue Expense, 2025829108	2,511	1,160	1,161	0
Other Financing Uses, 2025900008	<u>0</u>	<u>140,000</u>	<u>0</u>	<u>140,000</u>
Operating Expenditure Total	<u>\$440,412</u>	<u>\$416,160</u>	<u>\$347,661</u>	<u>\$415,000</u>

## Residential Rehabilitation

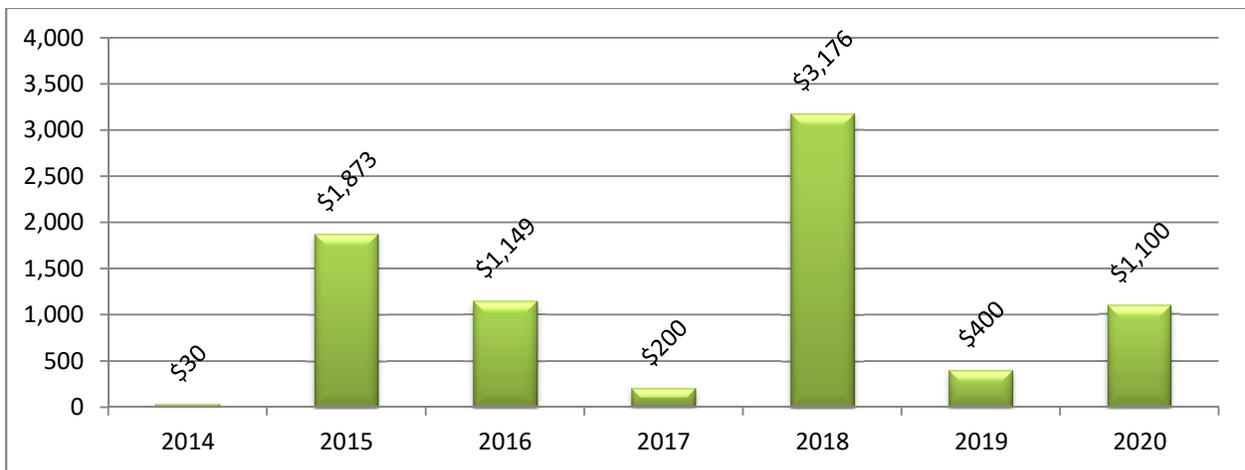
In 1992, the City of Marshfield received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons.

<b>Summary of Services Provided</b>	
Residential Rehabilitation	
	Rehabilitate and conserve the existing housing stock
	Make decent, safe and sanitary housing more affordable for LMI households
	Increase the supply of decent, safe, and sanitary housing for LMI persons
	Increase the energy efficiency of housing units occupied by LMI persons

**Residential Rehabilitation Budget Summary**  
2045661008

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$3,176</u>	<u>\$1,250</u>	<u>\$400</u>	<u>\$1,100</u>

**Expenditures History/Projections**



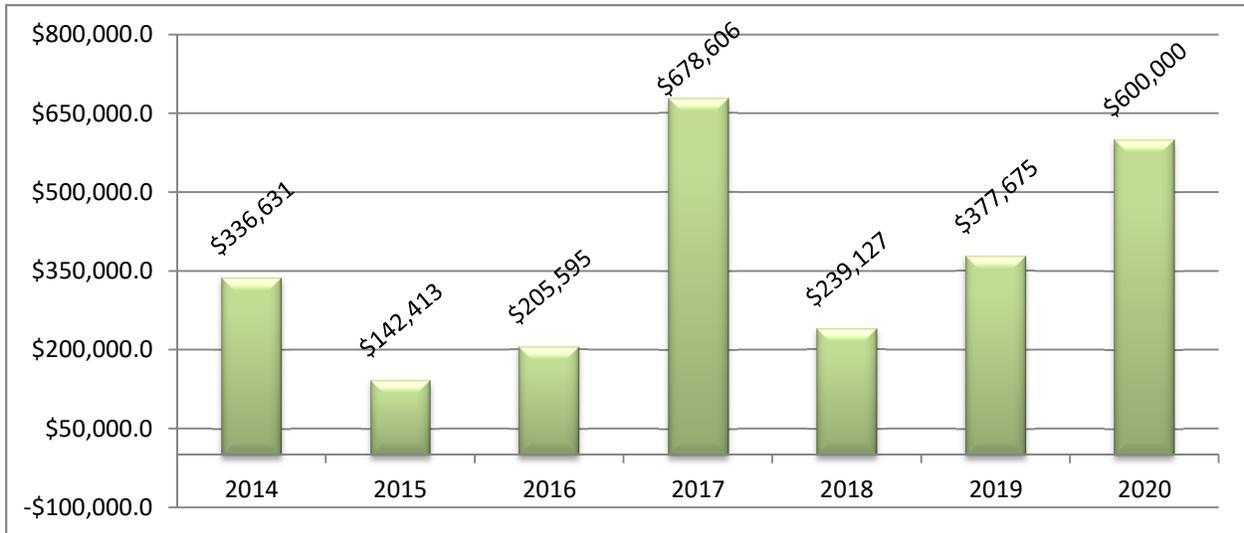
## Economic Development Fund

<b>Summary of Services Provided</b>	
MACCI (Business Development Director)	
	The City of Marshfield provides continued funding for the Business Development Director position at MACCI. This position assists both the MACCI Executive Director and the City's Planning and Economic Development Department.
Main Street Contribution	
	Marshfield has been a Main Street community since 1990. This program was formed to offer an opportunity for projects that increase investment and tax base in the downtown area, and that encourage a broad array of service for downtown clients and customers.

**Economic Development Fund Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Economic Development Board 2055673070	\$100,194	\$280,000	\$248,500	\$122,500
Housing Incentive Program, 2055673070	114,481	96,875	96,875	250,000
Façade Program 2055673070	17,225	50,000	25,000	20,000
Industrial Land Acquisition 2055673070	0	0	0	150,000
Wenzel Family Plaza Programming	0	0	0	50,000
Debt Issue Expense, 2055829108	0	0	0	0
Safe Routes to School, 2055690170	<u>7,227</u>	<u>7,500</u>	<u>7,300</u>	<u>7,500</u>
Operating Expenditure Total	<u>\$239,127</u>	<u>\$434,375</u>	<u>\$377,675</u>	<u>\$600,000</u>

**Expenditures History/Projections**



## **Public Safety Funds**

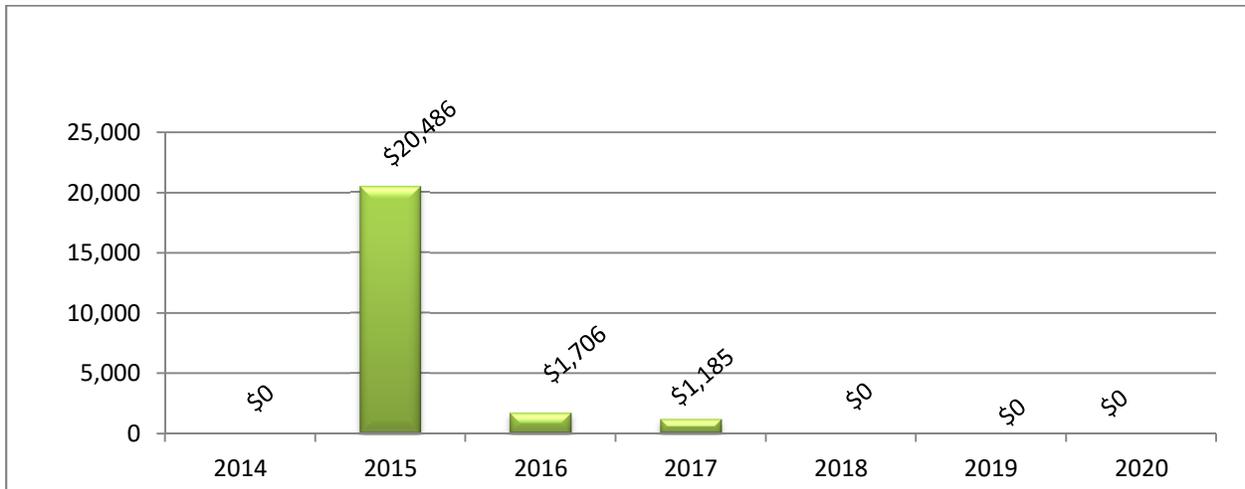
This fund accounts for eligible grants for Law Enforcement and Fire and Rescue service operation. This also includes federal and state drug seizure funds and miscellaneous donations.

**Public Safety Funds Budget Summary**

2065211020

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**Expenditure History/Projections**



## **Business Improvement District Fund**

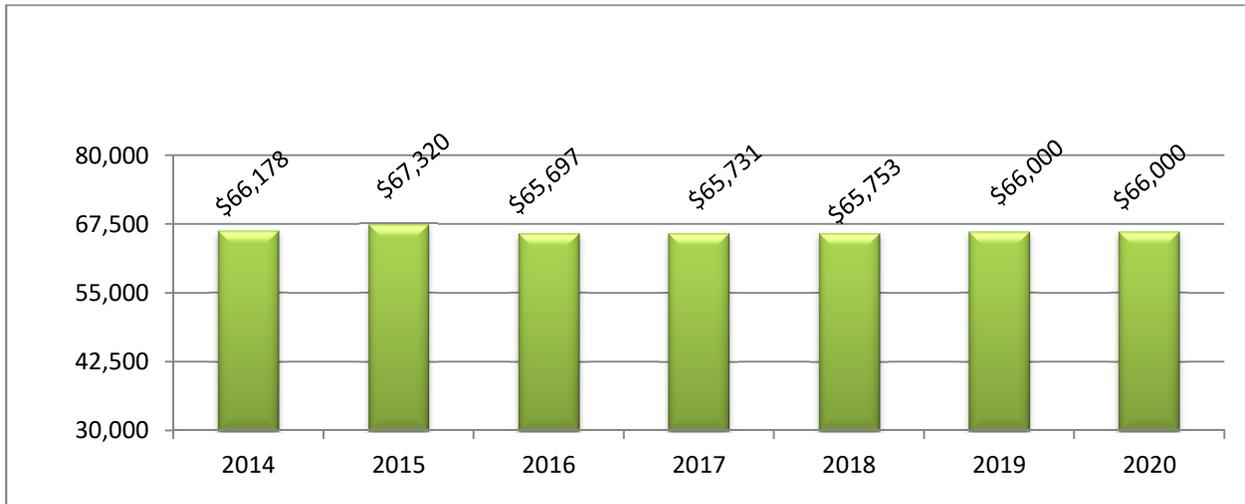
In 1990, the Common Council created the Downtown Marshfield Business Improvement District. The purpose of the district is to provide a mechanism of self-assessment to property owners within the Business Improvement District, with these funds intended for purposes that enhance and improve the downtown area. The District is governed by a 7-member board.

### Business Improvement District Budget Summary

2145670108

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$65,753</u>	<u>\$66,000</u>	<u>\$66,000</u>	<u>\$66,000</u>

### Expenditures History/Projections



## Taxi

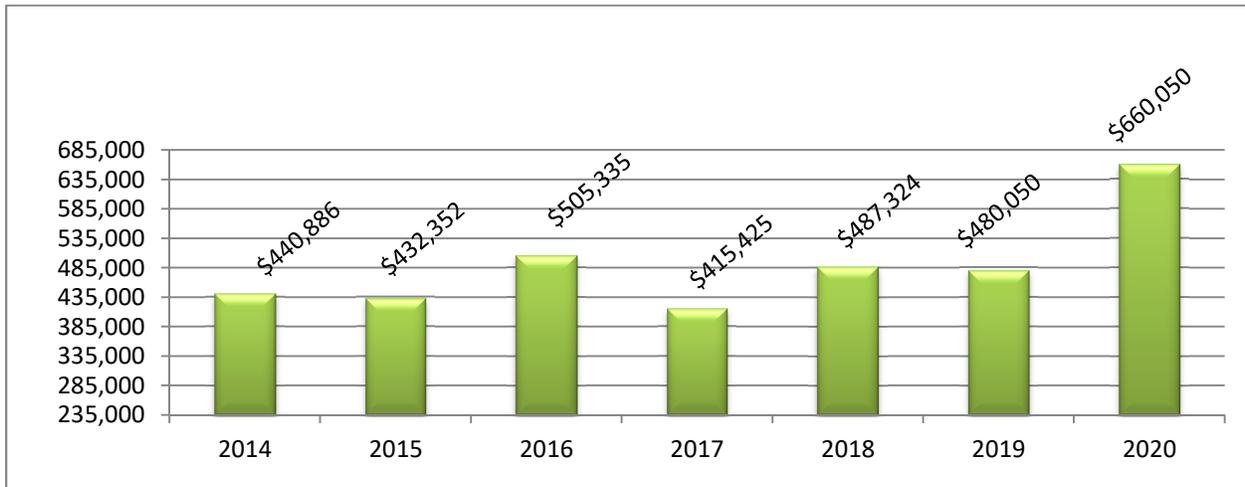
The City of Marshfield receives state mass transit operating and capital assistance aids under Section 85.20 of Wisconsin Statutes, and under Section 5311 of the Urban Mass Transportation Act. The purpose is to offer assistance to surface public transportation system operating out of urbanized areas. This is a shared-ride program.

<b>Summary of Services Provided</b>	
Taxi	
	Provides service for approximately 100,000 transports to the citizens of Marshfield by operating during the hours of 6 a.m. to 12:00 midnight Sunday through Thursday, and 6 a.m. to 3 a.m. on Friday and Saturday.
	Currently operates 12 taxis for daily service

**Taxi Budget Summary**  
2205352234

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$487,324</u>	<u>\$410,050</u>	<u>\$480,050</u>	<u>\$660,050</u>

**Expenditures History/Projections**



## Communications

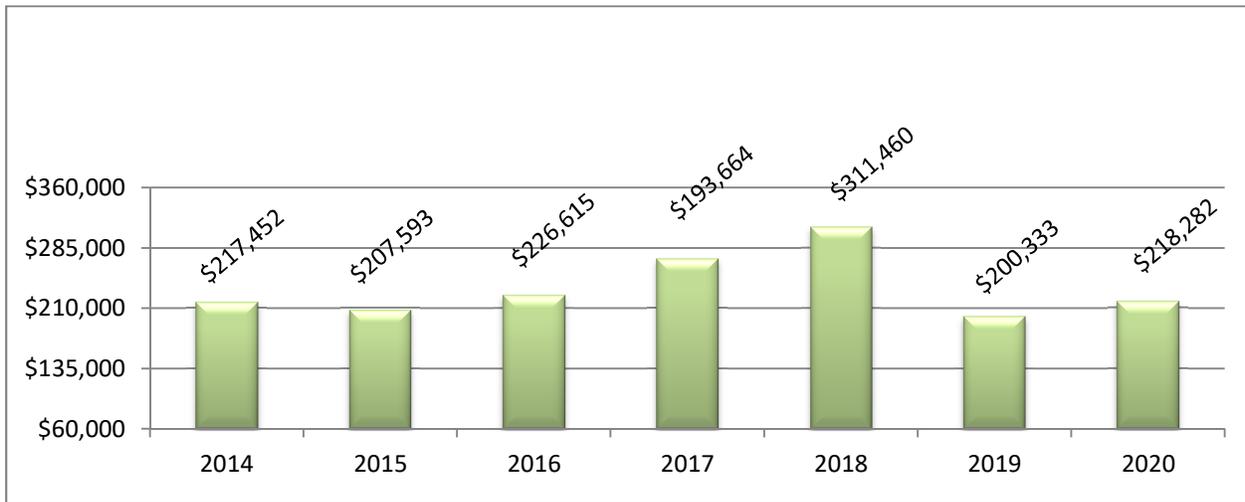
Cable Access serves the residents of the City of Marshfield that have Cable television.

<b>Summary of Services Provided</b>	
Cable Access	
	By producing and showing governmental bodies in action Cable Access makes the community more aware of the governing process.
	Cable Access is available for any city resident to become trained in the use of T.V. Equipment and to produce programs for public viewing.

**Communications Budget Summary**  
2355112001

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$311,460</u>	<u>\$236,618</u>	<u>\$200,333</u>	<u>\$218,282</u>

**Expenditure History/Projections**



**Municipal Court Budget Summary**

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Municipal Court General, 2505121002	\$5,480	\$16,287	\$4,288	\$4,024
Municipal Court General, 2555121002	<u>1,597</u>	<u>3,153</u>	<u>3,153</u>	<u>2,958</u>
Operating Expenditure Total	<u>\$7,077</u>	<u>\$19,440</u>	<u>\$7,441</u>	<u>\$6,982</u>

**Expenditures History/Projections**



## Debt Service

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Debt Service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for principal and interest

## Debt Analysis

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Long-term borrowing is controlled, in large part, with the Capital Improvement Program (CIP) process that assists in the long-term management of the City's debt. A schedule of the recommended long-term borrowing and the future debt service requirements are shown later in this section.

Section 67.03 (1)(b) of the Wisconsin Statutes sets the maximum amount of debt that a municipality may incur. The limit is 5% of equalized value as certified by the State's Department of Revenue.

The City's current equalized valuation is \$1,701,656,000 (2019 Statement of Changes in Equalized Value by Class and Item); therefore, our statutory debt limit is \$85,082,000.

As of January 1, 2020, the outstanding general obligation debt will total \$45,195,000 prior to any 2020 borrowing. This represents an estimated net legal debt margin of

\$39,887,800 available and 53.1% of the City's maximum statutory debt capacity.

Debt totals include those portions attributable to the TID's.

Including the "Administrator's Recommended Budget Long-Term Borrowing for 2020" and 2020 principal payments, the City's projected outstanding debt as of December 31, 2020 is estimated at \$48,632,000 and 57.2% of the City's maximum statutory debt capacity.

**Administrator's Recommended Budget  
Long-Term Borrowing for 2020**

Sidewalk Reconstruction - Annual Ordered Repairs 131-2207	30,000
Annual Seal Coat & Crackfilling - City Streets 132-6115	400,000
2020 Aerial Photo and Planimetrics 131-2318	109,000
<b>Fund 101</b>	<u>539,000</u>
Housing Incentive Program 170-6013	250,000
Asphalt Street Surface and Mill-in-Place 2020 401-2216	1,982,000
Cleveland Street - Walnut to Doege - Reconstruct 401-2241	387,000
Cleveland St - Walnut to Doege - Water Services 401-2242	34,000
Cleveland St - Central to Walnut - Street 401-2300	124,000
Cleveland St - Walnut to Doege - Storm Sewer 401-6777	148,000
Cleveland St - Central to Walnut - Storm Sewer 401-6783	20,000
Slag Seal	225,000
Enterprise Business Software 107-8203	142,000
<b>Fund 401</b>	<u>3,312,000</u>
UW Stevens Point - 2020 Projects 405-7339	12,000
<b>Fund 405</b>	<u>12,000</u>
FD - Radios for New Employees 121-5823	9,000
FD - Engine 4 Repair 121-5825	13,000
16th/Chestnut Em Warning Siren Replacement 410-5511	18,000
FD - Station Alerting System	40,000
FD - Car 5 Replacement 410-5809	41,000
Baltus Property	260,000
<b>Fund 410</b>	<u>381,000</u>
Replace Medium Intensity 415-3812	18,000
<b>Fund 415</b>	<u>18,000</u>
Hefko Pool 420-2727	3,000,000
Cemetery - Road Maintenance 420-4406	15,000
<b>Fund 420</b>	<u>3,015,000</u>
Debt Issuance Costs	60,000
<b>Long Term Debt Total</b>	<u><u>7,337,000</u></u>

## Debt Service

The Debt Service Fund is used to accumulate funds for payment of principal and interest payments for General Obligation Debt and other debt.

Does not include debt service payments recorded within activities of the Internal Service Fund and Enterprise Type Funds.

TID Principal and Interest is now recorded in those individual funds, separately from the City debt service listed below.

### DEBT SERVICE FUND REVENUES

The 2020 Debt Service Fund budget includes \$3,537,646 in revenues consisting of:

- \$3,490,214 Tax Levy
- \$25,000 Reimbursement from the County for Fairgrounds Debt
- \$22,432 Premium available

### DEBT SERVICE FUND EXPENDITURES

#### DEBT SERVICE PAYMENTS

The sum of \$3,537,646 is needed in order to meet principal and interest payments on outstanding debt:

- \$2,814,135 for principal
- \$723,511 for interest and fiscal charges

#### DEBT ISSUE EXPENSE

This account includes professional fees and other costs associated with issuing general obligation long-term debt, such as legal counsel, financial consultants, rating agency fees, and miscellaneous cost for postage and travel related to the closing. The estimated cost of borrowing is planned to come from initial borrowing proceeds which is allocated to the various funds benefiting from the debt proceeds.

#### FISCAL CHARGES

Fees and expenses charged by fiscal agents to retire bonds, notices, and coupons.

**Debt Service Summary**

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Operating Expenditure Total	<u>\$5,155,587</u>	<u>\$5,602,485</u>	<u>\$3,776,000</u>	<u>\$3,537,646</u>

## Capital Project Fund

Capital Project Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for major capital outlays by the general government, including the acquisition or construction of capital facilities and other capital assets.

## Capital Fund Projects

Capital Project Funds are intended for 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 **Infrastructure Construction Fund (#401)** includes appropriations for certain recommended 2019 projects totaling \$4,347,045, including the following:

<b>Street Construction (5331132) (5733131) (5733131) (5749031) (57349031):</b>	
Asphalt Paving and Mill-in-Place – 2020 (401-2216)	\$1,982,000
Asphalt Paving and Mill-in Place -2021 Engineering only (401-2239)	60,119
Annual Seal Coat & Crackfilling – City Streets (132-6115)	350,000
Railroad Track Maintenance	15,000
Housing Incentive Program – 2020 (170-6013)	500,000
Cleveland Street – Walnut Ave. to Doege St. – Water Services (401-2241)	33,991
Cleveland Street (Walnut Ave to Doege St.) (401-6777)	147,859
Cleveland Street (Central Avenue to Walnut Ave) (401-6783)	19,991
Alley – Central/Maple – 5 <sup>th</sup> /6 <sup>th</sup>	6,742
Cleveland Street (Walnut Ave. to Doege St) (401-2241)*	554,735
Cleveland St. (Central Ave. to Walnut Ave.) (401-230)*	210,694
<b>Information Technology (5145007)</b>	
Enterprise Business Software (107-8203)	142,000
<b>Economic Development (5690170)</b>	
2020 Aerial Photo and Planimetrics (205-6016)*	159,000
<b>Pits and Quarries (5358032)</b>	154,967
<b>Debt Issue Expense (5829108)</b>	<u>10,000</u>
<b>Total Infrastructure Construction Fund (#401)</b>	<b>\$4,347,045</b>

\* Additional funding is shown in 601 (Wastewater)

The **General Public Facilities Fund (#405)** includes appropriations for certain recommended projects in 2019 totaling \$22,000, including the following:

<b>UW Marshfield/Wood County Campus (5765064)</b>	
2020 Projects (405-7339)	\$12,000
<b>Debt Issue Expense (55829108)</b>	<u>10,000</u>
<b>Total General Public Facilities Fund</b>	<b>\$22,000</b>

The **Protective Services Capital Project Fund (#410)** includes appropriations totaling \$643,909 for the following

<b>Emergency Management (5291020)</b>	
Siren Replacement 16 <sup>th</sup> /Chestnut (410-5511)	\$18,000
<b>Law Enforcement (5721020)</b>	
PD Investigative Vehicle	35,000
PD Squad Cars	126,000

**Capital Projects Summary**

Radio Lease	64,431
Property Purchase	260,000
<b>Fire Protection/Prevention (5722021)</b>	
Replacement Car #5 (410-5809)	41,000
Fire Protection Radio Lease	24,739
Fire Prevention Radio Lease	24,739
Fire Station Alerting Systems	40,000
<b>Debt Issue Expense (5829108)</b>	<u>10,000</u>
<b>Total Protective Services Capital Project Fund</b>	<b><u>\$643,909</u></b>

The **Airport Capital Project Fund (#415)** includes appropriations totaling \$28,000 for the following:

<b>Airport (5735133)</b>	
Replace Medium Intensity Approach Lighting Systems (415-3812)	18,000
<b>Debt Issue Expense (5892108)</b>	10,000
<b>Total Airport Capital Project Fund</b>	<b><u>\$28,000</u></b>

The **Parks & Recreation Capital Project Fund (#420)** includes appropriations totaling \$3,875,629 for the following:

<b>Other Culture &amp; Recreation Outlay (5763062) (5763063)</b>	
Hefko Swimming Pool (420-2727)	\$3,600,000
Park Identification Signs (420-2745)	10,000
Parks – Asphalt Program (420-2761)	25,000
Weber Park Land Acquisition (420-2772)	50,000
Bream Park – Softball Field (420-2787)	25,000
Steve J Miller Park – Scoreboards (420-2788)	20,000
Griese Park Scoreboards (420-2789)	20,000
2 <sup>nd</sup> St. Street Community Center Improvements (420-2793)	25,000
Fairgrounds Improvements (42-5611)	25,000
Trails – WWP WWS Brm Wbr Et Mi Ga Gr	10,000
<b>Principal and Interest (5813008)</b>	23,620
<b>Principal and Interest (5823008)</b>	2,009
<b>Debt Service Fund Transfer (5929108)</b>	<u>40,000</u>
<b>Total Parks &amp; Recreation Capital Project Fund</b>	<b><u>\$3,875,629</u></b>

The **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. 7 Fund (Yellowstone Industrial Park), Tax Incremental District No. 9 (Central Avenue & Ives Street), Tax Incremental District No. 10,(Marshfield Mall Area), and Tax Incremental District #11 (Veterans Parkway/Hwy 10 Interchange)** were established to receive tax increments resulting from increased valuation of properties above the base value established when the TIF districts were created. The tax increment is applied to the principal and interest obligations on

**Capital Projects Summary**

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debt incurred from development agreements. The tax increment also pays for the annual audit cost of these TIF districts.

Appropriations to these budgets are as follows:

<b>TID #2 (Purdy Project – Fund #426)</b>	
Professional Services	1,839
Donor Transfer TID #2 to TID #7	122,214
<b>TOTAL</b>	<b>124,053</b>

<b>TID #4 (Downtown – Fund #428)</b>	
Professional Services	\$13,850
Principal and Interest	620,742
<b>TOTAL</b>	<b>\$634,592</b>

<b>TID #5 (Mill Creek Business Park – Fund #430)</b>	
Professional Services	\$10,850
Principal and Interest	295,728
<b>TOTAL</b>	<b>\$306,578</b>

<b>TID #7 (Yellowstone Industrial Park – Fund #432)</b>	
Professional Services	\$15,100
Principal and Interest	337,664
<b>TOTAL</b>	<b>\$352,764</b>

<b>TID #9 (Central Avenue &amp; Ives Street – Fund #434)</b>	
Professional Services	5,850
Principal and Interest	287,785
<b>TOTAL</b>	<b>\$293,635</b>

<b>TID #10 (Marshfield Mall Area - Fund #435)</b>	
Professional Services	\$2,600
Principal and Interest	60,357
Financial Incentives	200,000
<b>TOTAL</b>	<b>\$262,957</b>

<b>TID #11 (Veterans Parkway/Hwy 10 Interchange - Fund #436)</b>	
Professional Services	\$2,000
Principal and Interest	\$62,250
<b>TOTAL</b>	<b>\$64,250</b>

## Enterprise Funds

Enterprise funds are used to report the business-type activities of governmental entities, such as utilities. These funds are used to report operations that are financed and operated in a manner similar to private businesses.

## Enterprise Funds

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The Wastewater Treatment Facility treats the liquid wastewater generated by the residential, business, and industrial users of the sanitary sewer system in order to remove the biochemical oxygen demand, the suspended solids, and the other contaminants which could be harmful to humans, animals, or the environment in general.

<b>Summary of Services Provided</b>	
<b>Wastewater Utility</b>	
	Treats liquid wastewater generated within the City to meet or exceed discharge parameters and rules set forth by federal and state regulatory agencies.
	Maintains treatment facilities, lift stations, the collection system and other equipment to protect the City's investment in wastewater treatment.
	Inspects properties and structures to identify sources of clearwater infiltration into the sanitary sewer system. Issues corrective orders when necessary.
	Provides documentation to regulatory agencies regarding treatment plant performance and compliance with discharge parameters.
	Maintains the sanitary sewer collection system through regular cleaning, closed circuit TV inspections, manhole inspections and other techniques.
	Manages a mercury, copper, phosphorus and chloride monitoring and abatement program.
	Manages a grease and sand trap inspection program.
	Maintains backflow preventers in city facilities.
	Maintains "Sewer Only" meters for properties not connected to municipal water supply.
	Provides information and education to the public and elected officials regarding the importance of wastewater treatment, clearwater elimination, new regulations and other matters related to operation of the wastewater treatment plant.

**Enterprise Funds**

**Wastewater Budget Summary**

All 601 funds

	Actual 2018	Budget 2019	Estimated 2019	Recommended 2020
Operating Expenditure Total	<u>4,083,543</u>	<u>\$3,882,614</u>	<u>\$3,790,857</u>	<u>\$4,022,389</u>

**Expenditures History/Projections**



**Capital Outlay Purchases**

2020 Aerial Photo and Planimetrics (131-2318)	\$50,000
Cleveland Street – Walnut to Doege – Reconstruction (401-2241)	48,000
Cleveland Street – Central to Walnut – Street (401-2300)	105,000
Sanitary Sewer Line – City Wide (601-1796)	336,000
W. Cleveland St. – Walnut to Oak – Sanitary Sewer (601-2144)	156,000
Cleveland St – Central to Walnut Sanitary Reconstruction (601-2299)	82,000
Lincoln – Blodgett to Briarwood – Sanitary Sewer (601-2314)	148,000
Pine Ave – Blodgett to Cleveland Sanitary Reconstruction (601-2319)	45,000
Manville Lift Station Replacement (601-7409)	30,000
Oak Ave – Blodgett to Cleveland Sanitary Sewer	45,000
Phosphorus Removal Improvements (601-7410)	695,000
<b>Total</b>	<b>\$1,740,000</b>

## Emergency Medical Services

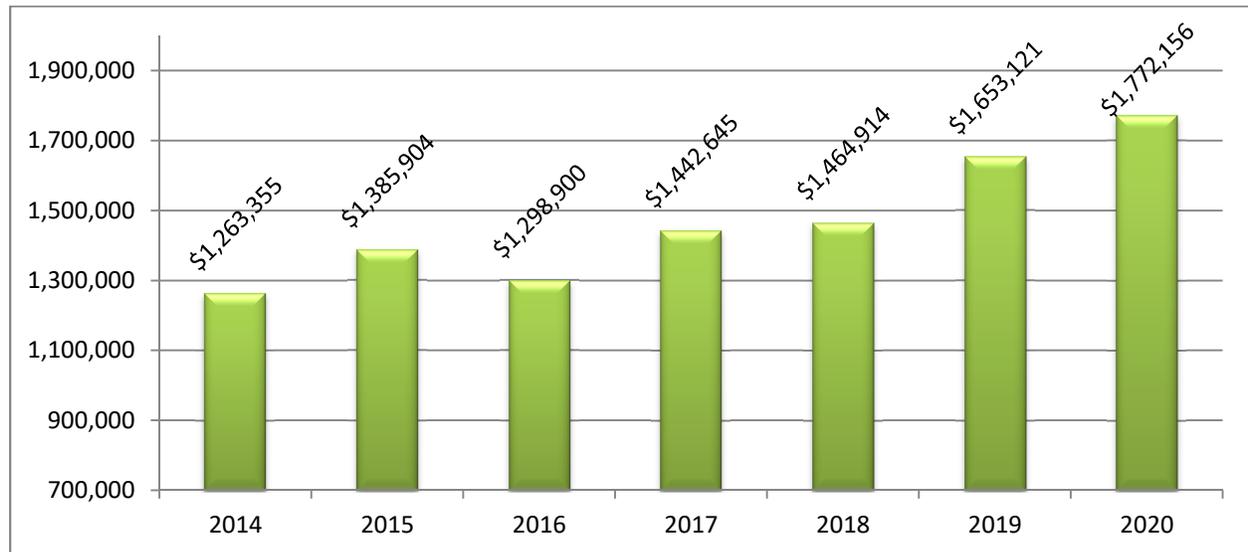
The Emergency Medical Services Division provides quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and 13 surrounding towns and villages. They provide emergency and non-emergency transports, neo-natal transports, special pediatric transports and citizens' assists.

<b>Summary of Services Provided</b>	
<b>Emergency Medical Services</b>	
	Includes advanced life support (ALS) and basic life support (BLS) services for the City of Marshfield and thirteen Townships and Villages in the Central Wisconsin Area (314 Square Miles); emergency medical service education/internship for students from three technical college districts.

**Emergency Medical Services Budget Summary**

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Billing and Collection, 6055151008	\$151,588	\$194,597	\$185,000	\$197,233
Emergency Medical Services, 6055231022	1,195,511	1,478,750	1,292,757	1,444,590
Depreciation, 6055366508	87,762	98,000	88,000	93,000
Interest on Debt, 6055821008	13,450	12,820	87,364	37,333
Interest, Long-Term Notes Payable 6055823008	477	218	0	0
Other Nonoperating Expenses 60559600008	<u>16,127</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$1,464,914</u>	<u>\$1,784,385</u>	<u>\$1,653,121</u>	<u>\$1,772,156</u>

**Expenditure History/Projections**



**Capital Outlay Purchases**

Radios for new employees (121-5823)	\$9,000
Station Alerting System	40,000
Ambulance 97 Remount (605-5811)	110,000
Lifepak 1000 AEDs (605-5815)	18,000
Ambulance 97 Power Load (605-5825)	<u>35,000</u>
<b>Total</b>	<b><u>\$212,000</u></b>

**Summary of Services Provided**

Vehicle and Equipment Internal Service Fund

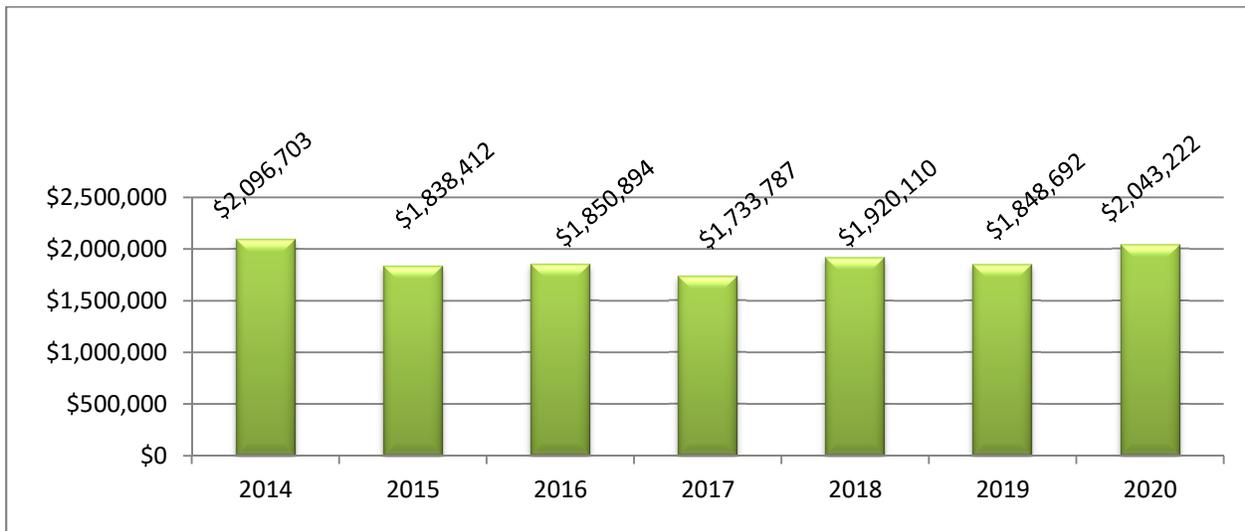
Internal Service Funds are used by state and local governments to account for the financing of goods and services provided by one department or agency to other departments on a cost-reimbursement basis.

**Internal Service Funds**

**Vehicle & Equipment Internal Service Fund Budget Summary**

	Actual <u>2018</u>	Budget <u>2019</u>	Estimated <u>2019</u>	Recommended <u>2020</u>
Building and Shop Operations, 7015149137	\$111,309	\$130,388	\$125,772	\$159,581
Machinery Operations, 7015149237	897,520	1,049,969	948,753	1,017,757
Gas and Diesel Fuel, 7015149337	329,735	336,859	350,667	402,884
Depreciation, 7015366508	422,689	433,500	423,500	428,000
Other Financing Uses 7015900008	143,500	0	0	35,000
Other Nonoperating Expenses 70159600008	<u>15,357</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$1,920,111</u>	<u>\$1,950,716</u>	<u>\$1,848,692</u>	<u>\$2,043,222</u>

**Expenditure History/Projections**



Internal Service Funds

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**Proposed new machinery/vehicle purchases from City's internal service fund  
(Does not include regular replacement of police/fire vehicles and equipment)**

Department/Division	Description	Amount
Street Division	Loader/Backhoe	\$220,583
Street Division	Tri Axel Dump Truck	260,000
Cemetery	Zero Turn Mower	8,000
Cemetery	Zero Turn Mower	8,000
Street Division	Concrete Saw	35,000
Street Division	¾ Ton Pick-up with Crew Cab	40,000
Engineering Dept.	Ford Ranger Pick-up	35,000
Street Division	¾ Ton Pick-up 4 x 4	40,000
Street Division	Forklift	25,000
Development Services	Bldg. Insp. Vehicle	35,000
Parks & Recreation Dept.	Athletic Field Line Painter	17,000
	Total	<u>\$723,583</u>



**MARSHFIELD**

The City in the Center

# City of Marshfield

## M and E Internal Service Fund (ISF) Equipment Replacement Program

Program Year **2020**  
Fund # **701.18500**  
CIP Budget **\$650,000**

Amount Requested by Street Division  
**\$723,583**

### Justification

Asset # 45	Unit #45 is 15 years old with over 9,500 hrs. The condition of the loader/backhoe is average. Over the life of the loader/backhoe, maintenance and repair cost are just over 50% the original purchase price. The Equipment Replacement Score for Unit #45 is 35 pts. which would put it in the <b>needs immediate consideration category</b> .	
Description	Loader/Backhoe	
Department	Street Division	
Replacement cost	\$220,583.00	
Priority	High	
Replacement Score	35	Unit # 45 would be replaced with a mid-size wheeled excavator. The Wheeled excavator would be more versatile on project sites. The wheeled excavator would also come with a plate compactor and a hammer for breaking up concrete. Purpose of the new wheeled excavator would be used on the concrete and sanitary crew. Used in removing concrete and backfilling and compacting sewer trenches. This unit would also help replace Unit #44



Asset # 66	Unit #66 is 21 years old with over 244,000 miles. The condition of the truck is below average to poor. Over the life of the truck, maintenance and repair cost are equal to the original purchase price. This last year we did a lot of repairs to the dump body of the truck. The dump body is still in poor condition with more work is needed in the near future. The equipment Replacement Score for Unit #66 is 47 pts. which would put it in the <b>Past consideration/Backlog category</b> . Replacement truck would be another tri-axel dump truck. Purpose of the truck is to haul fill/material during the summer and snow during the winter season	
Description	Tri Axle Dump Truck	
Department	Street Division	
Replacement cost	\$260,000.00	
Priority	High	
Replacement Score	47	



Asset # New to Fleet	Cemetery is looking at purchasing two zero turn mowers to mow around head stones in the cemetery. These two mowers would be new purchases into the M&E Internal Service Fund. The Cemetery would then start paying into the M&E ISF for these mowers.	
Description	Zero Turn Mower	
Department	Cemetery	
Replacement cost	\$8,000.00	
Priority	High	
Replacement Score		



<b>Asset #</b> 78	Unit #78 is 14 years old with just over 94,000 miles. The condition of the truck is below average to poor. The Equipment Replacement Score for Unit #78 is 32 pts. which would put it in the <b>needs immediate consideration category</b> .		
<b>Description</b>	3/4 ton Pick-up 4x4		
<b>Department</b>	Street Division		
<b>Replacement cost</b>	\$40,000.00		
<b>Priority</b>	High		
<b>Replacement Score</b>	32		



<b>Asset #</b> New to Fleet	This would be a new purchase for the garage area. We would be looking for a quality used forklift. The forklift would be rated to lift 4 to 6 ton. A forklift would provide for safe loading and unloading of trucks at the city garage. It would also give us a higher lifting capacity. Currently we use a skid steer or payloader to load and unload vendor trucks when the skid steer or payloader are not being used on a project site.		
<b>Description</b>	Forklift		
<b>Department</b>	Street Divisions		
<b>Replacement cost</b>	\$25,000.00		
<b>Priority</b>	High		
<b>Replacement Score</b>			



<b>Asset #</b> 2	Unit # 2 is 9 years old with just over 93,000 miles. The condition of unit #2 is average. The Equipment Replacement Score is 26 points which would put it in the <b>Qualifies for replacement category</b> . Development Services is starting to have multiple mechanical problems with Unit #2. Would look at replacing this vehicle with a 1/2 ton pick-up truck which would better fit the needs of the department.		
<b>Description</b>	Bdg. Insp. vehicle		
<b>Department</b>	Development Services		
<b>Replacement cost</b>	\$35,000.00		
<b>Priority</b>	High		
<b>Replacement Score</b>	26		



<b>Asset #</b> New to Fleet	The Parks, Rec. & Forestry dept. just learned recently from the Marshfield School District that they do not plan on marking athletic fields next year for the Parks dept. The School district has done this for many years for the Parks dept. but, with a new School athletic facility, the School district plans on going in a different direction. The Parks dept. will need a field line painter for the 2020 season.		
<b>Description</b>	Athletic Field Line Painter		
<b>Department</b>	Parks		
<b>Replacement cost</b>	\$17,000.00		
<b>Priority</b>	High		
<b>Replacement Score</b>			



<b>Asset #</b>	<b>New to Fleet</b>	<p>Cementary is looking at purchasing two zero turn mowers to mow around head stones in the cementary. These two mowers would be new purchases into the M&amp;E Intrernal Service Fund. The Cementary would then start paying into the M&amp;E ISF for these mowers.</p>
<b>Description</b>	Zero Turn Mower	
<b>Department</b>	Cementary	
<b>Replacement cost</b>	\$8,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>		



<b>Asset #</b>	142	<p>This concrete saw was purchased in Oct. 2017 for \$26,467. There was an error in purchasing this saw as it does not meet the specifications that are needed to saw full depth concrete. The saw does not have enough HP or RPM speed for the size of the blade that is needed to cut full depth concrete. Therefore the saw does not get used by staff. This saw would be resold and we should get a good price for the saw because it is only a couple of years old with low hours.</p>
<b>Description</b>	Concrete Saw	
<b>Department</b>	Streets	
<b>Replacement cost</b>	\$35,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	6	



<b>Asset #</b>	<b>New to Fleet</b>	<p>This would be a new 3/4 ton Crew Cab pick-up truck for the City Forester. In 2019, the City of Marshfield dedicated one full time position to be the City Forester. This position is currently using whatever vehicles are available at this time.</p>
<b>Description</b>	3/4 Ton Pick-up Crew Cab	
<b>Department</b>	Forestry	
<b>Replacement cost</b>	\$40,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>		



<b>Asset #</b>	81	<p>Unit #81 is 19 years old with just over 35,000 miles. The condition of the truck is below average to poor. The Equipment Replacement Score for Unit #81 is 31 pts. which would put it in the <b>needs immediate consideration category</b>.</p>
<b>Description</b>	Ford Ranger pick-up	
<b>Department</b>	Engineering Dept.	
<b>Replacement cost</b>	\$35,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	31	



## Perpetual Care Fund

The Perpetual Care Fund is a type of Permanent Fund where resources are restricted to use only earnings (not principal). The funds are used for the perpetual care of the City's cemetery.

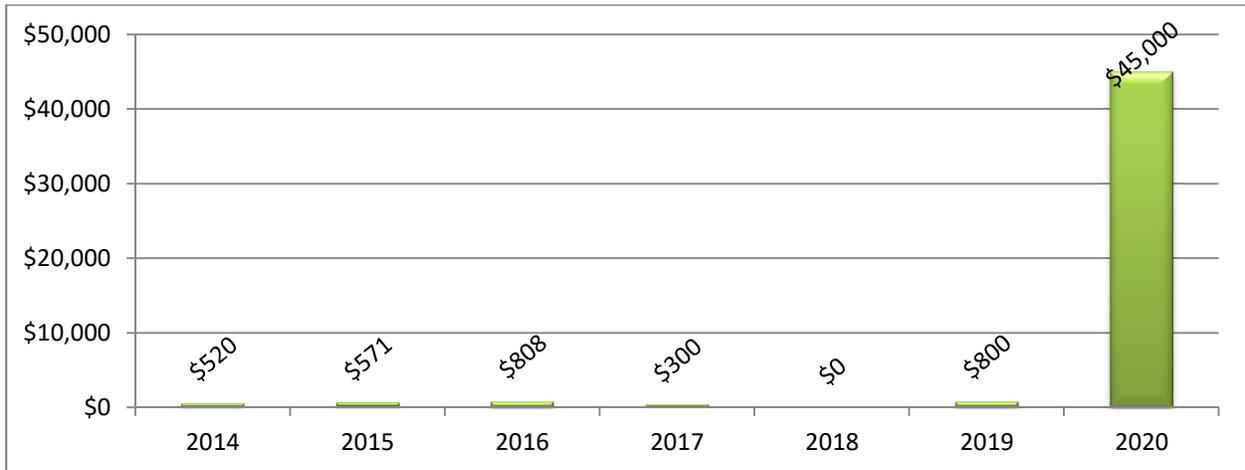
**Perpetual Care**

**Cemetery Perpetual Care Summary**

8015900008

	<u>Actual 2018</u>	<u>Budget 2019</u>	<u>Estimated 2019</u>	<u>Recommended 2020</u>
Operating Expenditure Total	<u>\$0</u>	<u>\$800</u>	<u>\$0</u>	<u>\$45,000</u>

Expenditure History/Projections



**Capital Outlay Purchases**

Columbarium (801-4404) \$45,000

**REQUESTS FOR 2020 CITY BUDGET FUNDS  
(organizations outside of city government)**

<u>Organization name</u>	<u>Purpose</u>	<u>Requested funding</u>
Palm Sunday Chorus, Inc.	Annual city-wide Palm Sunday event	\$ 750
Marshfield Area Coalition for Youth (MACY)	Youth programming and initiatives	1,000
Marshfield Civic Band	Summer concerts in Columbia Park	4,800
Unified School District of Marshfield	School safety patrol program costs	6,000
North Wood County Historical Society	Maintenance of Upham Mansion	7,500
North Central WI Workforce Development	Staffing for Marshfield Job Center	12,500
Marshfield Clinic Health Systems (MCHS)	Drug prevention/education program	20,000
UW-Stevens Point/Marshfield Campus	Operational costs/grounds mgmt. (a)	50,907
Central Wisconsin State Fair Board (CWSFB)	Operational/maintenance expenses (b)	<u>75,000</u>
<b>TOTAL AMOUNT REQUESTED</b>		<b>\$ 178,457</b>

- (a) The City has already committed to fund UWSP’s 2020 capital projects through the approved CIP
- (b) Our contract with CWSFB runs through 2020

July 24, 2019

Ron Aumann, Finance Director  
ron.aumann@ci.marshfield.wi.us  
City of Marshfield

Re: 2020 Palm Sunday Concert budget request

Dear Mr. Aumann,

Attached please find a copy of our Financial Statement for 2019 along with our budget for the 2020 Palm Sunday Chorus concert for your review. We can no longer hold our concert at Our Lady of Peace Church (after many, many years) because the organ and piano have been moved to the balcony making it impossible for us to sing with the instruments at such a distance. Christ Lutheran has graciously allowed us to use their sanctuary. Additional expenses are anticipated for reconfiguring our risers to fit their space and to do additional advertising for the new location.

The Palm Sunday Chorus continues to operate from donations from private businesses and individuals in the Marshfield community. We truly appreciate the donation we receive from the City of Marshfield to present this annual performance.

Thank you for your consideration for our request. I look forward to hearing from you if you have any questions. You can reach me at (715) 223-9087.

Sincerely,

Margaret Brubaker  
Treasurer

Attachments



July 10, 2019

Marshfield Area Coalition for Youth supported by Marshfield Clinic Health System (MCHS) - Center for Community Health Advancement (CCHA) is requesting continued support to fund efforts led by Marshfield and Columbus Leadership Alliance (MCLA).

MCLA (previously known as Youth Initiatives) is a committee of MACY. The committee formed in 2010 and is a recognized school club at Columbus Middle School, Columbus High School and Marshfield High School. MCLA focuses on educating and motivating young leaders to take an active role in substance use prevention, anti-bullying and reducing youth mental health disparities amongst their peers in Marshfield. Approximately 65 students are members of MCLA.

Formed in 1990, MACY strives to reduce and prevent underage drinking, prescription drug abuse, marijuana, heroin, and methamphetamine use. MACY consists of six committees overseen by a Steering Committee. Efforts are supported by MCHS - CCHA staff and over 200 coalition members representing over 35 organizations in Marshfield.

MACY is requesting \$1,000.00 from the City of Marshfield to fund MCLA activities.

Successes from 2018-2019 school year:

- Expansion of MCLA to Columbus Middle School adding 4 new members.
- Presentations: MCLA students conducted marijuana prevention activities at Marshfield Middle School reaching approximately 550 students.
- Awareness Weeks: MCLA students hosted 3 awareness weeks on anti-bullying, substance use prevention and mental health that included education, resources and activities for their peers reaching approximately 1,000 students.
- Mural: MCLA students in partnership with the Art Club at Marshfield High School lead efforts to design and paint two murals in the school to create a positive culture for their peers. The mural is anticipated to be complete for 2019-2020 school year.
- Academic and Career Planning (ACP) Lessons: MCLA students coordinated two ACP lesson topics, Marijuana and Vaping Prevention and Mindfulness, both lessons were taught by Marshfield High School teachers to all grade levels reaching over 1,000 students.
- Mindfulness and Meditation Practice: MCLA students coordinated two speakers to practice mindfulness and meditation with students during study hall, lunch and gym class in the fall and spring reaching approximately 400 students.

- Pour It Forward Events: Columbus MCLA students hosted 4 Pour It Forward events to serve hot chocolate to students that include positive messages on the cups as a method to remind students to “be a buddy, not a bully” reaching 200 students per event.

Thank you for your time and consideration.

Sincerely,

Marshfield Area Coalition for Youth



**2020 Marshfield and Columbus Leadership Alliance (MCLA) Budget**

MCLA is a committee of Marshfield Area Coalition for Youth (MACY) supported by Marshfield Clinic Health System. The committee is a recognized school club at Columbus Middle School, Columbus High School and Marshfield High School. MCLA focuses on educating and motivating young leaders to take an active role in substance use prevention, anti-bullying and reducing youth mental health disparities amongst their peers in Marshfield. Approximately 65 students are members of MCLA.

Item/Description	Quantity	Price per Person	Cost Estimate
<b>Pour it Forward (5 events)</b> <i>Anti-bullying initiative to serve hot beverages to students with positive messages on cups</i> <ul style="list-style-type: none"> <li><i>Hot Chocolate and Cups (\$100 per event)</i></li> </ul>	5	\$0.50	<b>\$500.00</b>
<b>Supplies for Activities &amp; Education</b> <ul style="list-style-type: none"> <li><i>Positive messages in Nutrition on Weekends Lunch Bags</i></li> <li><i>Sticky Notes to hang kind messages and reminders around school</i></li> <li><i>Yard signs with positive messaging</i></li> <li><i>Decals with positive sayings to place on bathroom stalls</i></li> <li><i>Educational materials and fact sheets for all bathroom stalls related to the groups priorities</i></li> <li><i>Labels for messages on the hot chocolate cups for Pour it Forward</i></li> </ul>	n/a	n/a	<b>\$500.00</b>
<b>Total</b>			<b>\$1,000.00</b>

Robert Johaneck, Music Director and Conductor  
Marshfield Civic Band  
1901 S. Cedar Avenue  
Marshfield, Wisconsin 54449

July 26, 2019

Department of Finance and Budget  
City of Marshfield

To Whom It My Concern:

This letter is a request for the budgeting of \$4,800.00 by the City of Marshfield in support of our band for the 2020 season.

This request represents a 0% increase over the past fifteen years.

On behalf of the band and myself, I wish to sincerely thank you for all of the years of continued support you have given the band, not just monetarily but also by providing the facilities and set-up necessary to help the people of Marshfield and Central Wisconsin enjoy and preserve live concert band performances.

Thank you for any consideration that you may give this request.

Very Sincerely,

A handwritten signature in cursive script that reads "Robert Johaneck". The signature is written in black ink and is positioned above the printed name.

Robert Johaneck



# Unified School District of Marshfield

**Subject:** Application to the City of Marshfield for donation to support the School District of Marshfield Student Safety Patrol program (ref. Policy Number 4.450)

**Purpose:** The purpose of this request is to support the current and ongoing operation of the School District of Marshfield (SDOM) Student Safety Patrol Program (hereafter designated as the "Program"). The Program has previously been supported through a donation received from the City of Marshfield over the past several years spanning multiple decades. The amount requested is \$6,000 (or, \$1500 per elementary school for four schools within the city limits). Each year, allocated money received by the City of Marshfield is utilized at Grant, Lincoln, Madison, and Washington Elementary Schools, to support the Program operation, purchase supplies, and to fund student Safety Patrol activities. Upon receipt, the allocated money will be divided between approximately 200 safety patrollers, which equates to \$30 per patroller. Each year the number of participants remains consistent, therefore SDOM anticipates approximately 200+ patrollers during the 2019-2020 school year.

**Brief:** The Program instills proactive safety measures for the school community as a whole, which allows 5<sup>th</sup> & 6<sup>th</sup> grade students to take accountability and attain leadership through modeling and carrying out safety skills. These procedures allow all students to attain and acquire skills that will help keep them safe throughout their life time. Younger students strive for and look up to the Program throughout their elementary career. In addition, while serving in the Program, students practice good citizenship and teamwork. Each year we have relied on the donated monetary funds to sustain the operation throughout the school year. Funds requested do not cover the full cost needed to operate the Program. The remaining amount is augmented through funding support from PTOs.

Student safety patrollers are trained student volunteers responsible for assisting drop-off and pick-up procedures. Student safety patrollers assist students as they cross the street by looking for breaks in traffic and directing students to cross. As you know the safety patrollers take on a great deal of responsibility by safely crossing their fellow students at the busy school zone intersections and maintain safety around the school bus areas. Some students take on an additional burden, as there is not an adult crossing guard in their designated area.

**Public Need and Necessity:** The benefit and return on investment in the activity of Safety Patrol, assists in a reduced need for law enforcement personnel presence at each elementary school to monitor student pedestrian traffic to and from school in the hours surrounding the start and end of each school day. Additional return on investment is seen by increased and expanded conditions of student safety, as well as prevention of hazardous pedestrian conditions and/or potentially injurious incidents. The Program helps parents feel their community and school environment is safer for their children when their children receive assistance from student partollers by crossing parking lots, streets and intersections safely.

**Expenditures:**

- Safety Gear: Vests and Rain Coats
- Safety Training Materials
- Activity Costs: Pizza, Bowling, Park Trips and Other Activities
- Participation Awards

Sincerely,

Nicole Laber  
Director of Human Resources

# MICHAEL D. MEYERS

2316 Madison Avenue  
Marshfield, Wisconsin 54449

August 21, 2019

Mr. Steve Barg, City Administrator  
City of Marshfield  
207 West Sixth Street  
Marshfield, WI 54449

Dear Steve,

On behalf of the Board of Directors of the North Wood County Historical Society, I wish to express our appreciation for the continued financial support of the W. H. Upham house shown by you and the City Council members again in 2019. Except for membership dues and other small donations, the city support does much to allow us to continue to present this house for the general public to enjoy and to learn from.

The Governor William H. Upham house is a historical monument and reminder of the pioneer spirit of Mr. Upham, who is without exception the most significant figure in the establishment and growth of our community. The house is one of only a few buildings to survive the devastating fire which destroyed the entire city in June, 1887.

We are again asking your partnership in the amount of \$7500. Our expenses throughout the year include upkeep and maintenance on this historic building, utilities and insurance. We feel very strongly that the efforts of NWCHS does much to educate children and adults of our local history, and enhance the quality of life for both our citizens, and visitors to our community as well. We continue strive to find innovative ways to increase the awareness of the house, and have recognized an increase in visitors each year.

As in the past, we appreciate your consideration.

Again, we thank you!

Most sincerely,



Mike Meyers  
Board Member



## NORTH CENTRAL WISCONSIN WORKFORCE DEVELOPMENT BOARD

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July 25, 2019

To: Marshfield City Council  
From: North Central Wisconsin Workforce Development Board  
Regarding: Funds for the Marshfield Job Center

This letter serves as an official request of \$12,500.00 to continue the operations of the Marshfield Job Center located in the community center.

### **Background**

Wood County previously provided funds for the job center. When those funds ceased, the City of Marshfield contributed \$12,500 per year since 2013 toward keeping a job center in the community. In 2017, the job center was relocated from United Way to the new 2<sup>nd</sup> Street Community Center. At that time, NCWWDB invested more than \$10,000 for the “buildout” of new space. The Wisconsin Department of Workforce Development invested \$50,000 for the re-location of computer infrastructure.

Today, NCWWDB continues to provide:

- \$4,500 a year in funding for operation of the Center
- A cell phone for the Job Center Staff’s use
- Paper and other supplies for use by job seekers and staff
- Annual rent of \$6,600 (subject to CPI increase)

The Wisconsin Department of Workforce Development continues to provide:

- Maintenance of computer terminals
- Assistance for computer/technical issues

The Marshfield Job Center is a vital resource to the city and the surrounding communities, as evidenced by its use. From January to June 2019, there were 751 individuals utilizing the services in the job center. The job center is open Tuesday-Thursday from 9:00am to 3:30pm. It is staffed by Kay Schaefer who provides assistance for individuals to access the computers for job search, career/labor market information and placement, resume preparation and reviews and interviewing skills. Kay also assists individuals with accessing the computer for Unemployment Insurance registrations. If an individual needs further employment and training assistance, she is able to connect them to more individualized services through the Workforce Innovation and Opportunity Act (WIOA) opportunities. In addition to the basic services provided by Kay in the Job Center Resource Room, there are two other workforce development partners located in the Marshfield Job Center – Forward Service Corporation (W-2) and North Central Community Action Agency. Both are important resources for city residents.

Due to the amount of individuals receiving Unemployment Insurance and the numerous dislocations in the greater Marshfield area (Figs, Shopko, Marshfield Clinic, ESE, and Office Max), the Wisconsin Department of Workforce Development started providing re-employment services workshops twice a month. Selected individuals are required to attend the workshops, plus complete specific assignments to become reemployed. Kay serves a vital role in providing assistance in accessing the computers for those assignments. Other itinerant services being provided at the job center include employment

services for individuals with disabilities through the Wisconsin Division of Vocational Rehabilitation. The job center also expands opportunities for employer hiring events, with marketing access to DWD's list of Unemployment Insurance and job search registrants.

Without the job center in Marshfield, residents and employers would need to travel to Wisconsin Rapids or Wausau for assistance. Access to a ready workforce is vital to the growth of the Marshfield community.

Please consider this request for the continued operations of the Marshfield Job Center.

Regards,



Executive Director  
North Central Wisconsin Workforce Development Board

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### **Additional Information Regarding Marshfield Job Center**

**Employer Engagement:** In 2019, the Resource Associate assisted 17 employers with their hiring needs. In addition, there were eight hiring events held at the Marshfield Job Center.

*The number listed above is taken from a monthly report directly from the Resource Associate. The Department of Workforce Development has additional data, but it is by county and unable to separate that data from the job center in Wisconsin Rapids.*

**Job Seeker Engagement:** July to September 2019, an additional 430 job seekers utilized the Marshfield Job Center. Aside from the traffic numbers (job seekers who utilized self-services) that were reported in late August, there were 18 individuals who enrolled in (staff-assisted) services.

3118 Post Road ☐ Stevens Point, WI 54481 ☐ Phone: 715-204-1640 ☐ Fax: 715-204-1649 ☐ Website: [www.ncwwdb.org](http://www.ncwwdb.org)

NCWWDB is an equal opportunity employer and service provider, and  
A proud partner of the americanjobcenter®network



July 26, 2019

### **Public Awareness Campaigns (Held Hostage by Heroin, Dose of Reality, and kNOw Meth)**

Marshfield Clinic Health System (MCHS) - Center for Community Health Advancement (CCHA) on behalf of Marshfield Area Coalition for Youth (MACY) is requesting continuation funding to sustain efforts related to substance abuse prevention, specifically prescription drug abuse, heroin use, marijuana use, and methamphetamine use in Marshfield.

CCHA partners with MCHS centers and community coalitions to support community health improvement processes and plans. This work reflects MCHS's broad concept of health care, which includes looking beyond MCHS walls at medical and non-medical issues that can have a significant effect on quality of life for all residents of a community. CCHA supports evidence-based strategies that address health priorities identified by Wisconsin's health plan, "Healthiest Wisconsin 2010: A Partnership Plan to Improve the Health of the Public."

Formed in 1990, MACY strives to reduce and prevent underage drinking, prescription drug abuse, marijuana, heroin, and methamphetamine use. MACY consists of six committees overseen by a Steering Committee. Efforts are supported by MCHS - CCHA staff and over 200 coalition members representing over 35 organizations in Marshfield.

Formed in January 2015, MACY's Drug Task Force (DTF) is responsible for a comprehensive work plan around prescription drugs, heroin, marijuana and methamphetamine. Duties include: supporting the utilization of the Wisconsin Prescription Drug Monitoring Program, coordinating at least two prescription drug take-back events, supporting advertisement and maintenance of the permanent prescription drug drop boxes, creating a mental health and substance abuse resource guide, enhancing law enforcement efforts, creating public awareness campaigns, among others.

MACY is seeking support from the City of Marshfield, specifically for the Held Hostage by Heroin, Dose of Reality, and kNOw Meth campaigns. Raising awareness will help support our vision to help make Marshfield the best place to live and raise a family.

Prior initiatives supported by this funding have achieved the following outcomes:

#### **Raised awareness / delivered education**

- Media Campaign: DTF created a Facebook page to promote the Held Hostage by Heroin Campaign. Since its inception, over 500-prescription drug, methamphetamine, and heroin posts were shared, and 25 law enforcement briefs published in local newspapers. DTF has begun to develop media around methamphetamine.
- Created and disseminated a variety of materials including, Prescription Drug Disposal Location Bookmark, Wood County Mental Health and Substance Abuse Resource Guide, Fact Cards advertising community perception survey, Yard Signs with Marshfield drug facts, Prescription Painkiller Abuse and Heroin Use brochure, Wood County Adult Treatment Court brochure, and Marshfield's Prescription drug and Heroin epidemic infographic most recently including Methamphetamine snapshot.

- Distributed information, prescription lockboxes, and Deterra kits (home medication disposal kits) at three Central Wisconsin State Fairs and one Farm Technology Days event.
- Conducted 70 community presentations reaching 2,801 community members

**Enhanced direct community engagement**

- Increased Drug Task Force membership from 8 people to 18 people
- Total Prescription Drugs disposed of: 7,589.2 pounds in Marshfield
- Total sharps disposed of: 492 pounds in Marshfield

Additional evidence to support the effectiveness of the MACY DTF efforts supported by this funding can be found in the results of three Community Perception Surveys conducted since 2015 (2,099 responses):

- Community concern around heroin jumped from 73% (2015) to 80% (2017). Likewise, concern around illicit drugs jumped from 70% to 77%.
- In 2015, 44% of those who took the survey reported being aware of the prescription drug disposal at Marshfield Police Department. In 2017, that number increased to 88%.
- In 2015, 55% read or heard about dangers of illicit prescription drug use. In 2017, 90% had read/heard about the dangers.
- In 2015, 32% of those surveyed heard about MACY. In 2017, 77% had heard about MACY.

Thank you for your time and consideration.

Sincerely,

Marshfield Clinic Health System – Center for Community Health Advancement  
Marshfield Area Coalition for Youth - Drug Task Force

**Marshfield Area Coalition for Youth (MACY) Drug Take Force  
Cycle 4 Work Plan**

Formed in January 2015, MACY's Drug Task Force is responsible for a comprehensive work plan. Duties include: developing and implementing an annual prescription drug abuse, heroin use, marijuana use, and methamphetamine use plan; developing and administering an online Community Drug Survey; creating a substance abuse and mental health resource guide; supporting the utilization of the Wisconsin Prescription Drug Monitoring Program; coordinating prescription drug take-back events; promoting the permanent prescription drug drop boxes; enhancing law enforcement efforts; and creating public awareness campaigns.

Activity	Who is responsible?	Timeline	One-year Outputs	Outcomes Achieved
Develop and maintain public awareness campaigns <ul style="list-style-type: none"> <li>• <i>kNOw Meth, Dose of Reality, Held Hostage by Heroin campaign</i></li> </ul>	DTF, MCHS	January 2020 – December 2020	At least 2,000 materials incorporate appropriate logos	Increased awareness about the dangers of illicit prescription drug use from 56% to 69% (2017 Community Perception Survey)
Develop and maintain social media education on Facebook to include interactive polls & message boosting	DTF, MCHS,	January 2020 – December 2020	At least 12 (6 meth, 6 heroin) Facebook posts provide education	
Update printed materials <ul style="list-style-type: none"> <li>• <i>Brochures, Flyers, etc.</i></li> <li>• <i>Wood County Resource Guide</i></li> </ul>	DTF, MCHS	January 2020 – December 2020	Marketing materials (brochures, flyers, yard signs, etc.) created for public awareness campaigns	Increased awareness of prescription drug disposal at Marshfield Police Department from 44% to 88% (2017 Community Perception Survey)
Conduct presentations	DTF, MCHS	January 2020 – December 2020	At least six Drug Trends presentations conducted	Increased awareness about the dangers of heroin use from 55% to 90% (2017 Community Perception Survey)
Provide law enforcement updates through creative channels of communication (i.e: radio, tv, etc.)	MPD, MCHS	January 2020 – December 2020	Information disseminated monthly through creative channel of communication	Increased awareness of Marshfield Area Coalition for Youth from 32% to 77% (2017 Community Drug Survey)
Distribute materials <ul style="list-style-type: none"> <li>• Central Wisconsin State Fair (August 2020)</li> <li>• Other Presentations/Events</li> </ul>	DTF, MCHS	Ongoing	At least 2,000 public awareness campaign materials and promotional items distributed	A decrease in community perception that illicit prescription drug use (83%) and heroin use (81%) is a moderate or serious problem in Marshfield
				An initial baseline established for methamphetamine use (2017 Community Perception Survey)
			<b>Total: \$20,000</b>	

UNIVERSITY COMMISSION: UWSP MARSHFIELD CAMPUS

2020 - 2007 City and County Budget

BUDGET REQUEST 2020

	2020 Budget	2019 Budget	2018 Budget	2017 Budget	2016 Budget	2015 Budget	2014 Budget
<b>OPERATIONAL EXPENSES</b>							
<b>Maintenance of Structures &amp; Attached Fixtures</b>							
Interior painting supplies	\$350.00	\$350.00	\$350.00	\$600.00	\$1,000.00	\$1,000.00	\$1,000.00
Door hardware and repairs	\$250.00	\$250.00	\$250.00	\$500.00	\$500.00	\$500.00	\$500.00
Roof repairs	\$2,200.00	\$2,200.00	\$2,200.00	\$1,300.00	\$1,000.00	\$1,000.00	\$1,000.00
Chiller repairs - contracted	\$4,000.00	\$4,000.00	\$4,600.00	\$4,000.00	\$3,500.00	\$3,500.00	\$2,500.00
Boiler repairs - contracted	\$4,000.00	\$4,000.00	\$4,950.00	\$4,500.00	\$3,000.00	\$2,700.00	\$1,700.00
HVAC repair parts: motors, belts, pulleys, valves	\$2,200.00	\$2,200.00	\$1,850.00	\$1,500.00			
Elevator(s): repairs and parts	\$1,600.00	\$1,600.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00
Hot water heaters, air compressors: parts and repairs	\$1,100.00	\$1,100.00	\$750.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,350.00
Elevator(s) monthly inspection and maintenance contract	\$750.00	\$750.00	\$600.00	\$400.00	\$1,500.00	\$1,500.00	\$1,500.00
Fire extinguisher inspection and maintenance	\$950.00	\$950.00	\$950.00	\$850.00	\$1,000.00	\$1,000.00	\$1,000.00
Plumbing repairs, back flow prevention inspection	\$1,700.00	\$1,700.00	\$1,675.00	\$1,100.00	\$800.00	\$800.00	\$800.00
HVAC control system maintenance	\$1,200.00	\$1,200.00	\$1,200.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
HVAC system replacement air filters	\$2,350.00	\$2,350.00	\$1,625.00	\$1,050.00	\$1,000.00	\$1,000.00	\$1,000.00
Marshfield fire protection charge	\$14,912.00	\$11,118.00	\$8,300.00	\$7,800.00	\$8,900.00	\$8,300.00	\$8,300.00
Safety equipment (PPE) and tools	\$0.00	\$0.00	\$0.00	\$400.00	\$3,000.00	\$3,000.00	\$3,000.00
Fire alarm monitoring, sprinkler system inspection contracts	\$6,000.00	\$6,000.00	\$4,050.00	\$3,000.00	\$400.00	\$400.00	\$400.00
Door security system: parts and repairs	\$325.00	\$325.00	\$325.00	\$200.00	\$200.00	\$200.00	\$200.00
Miscellaneous maintenance and operational costs	\$0.00	\$0.00	\$285.00	\$800.00	\$2,000.00	\$2,000.00	\$2,000.00
<b>* Total Maintenance of Structures &amp; Attached Fixtures</b>	<b>\$ 43,887.00</b>	<b>\$ 40,093.00</b>	<b>\$ 35,660.00</b>	<b>\$ 32,050.00</b>	<b>\$31,850.00</b>	<b>\$ 30,950.00</b>	<b>\$27,950.00</b>
<b>Grounds Management (formerly Site Improvements)</b>							
Landscaping repairs and supplies	\$750.00	\$750.00	\$750.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,000.00
Gravel: Arboretum trails	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00
Buckthorn and tree removal: Arboretum	\$0.00	\$0.00	\$1,100.00	\$450.00	\$1,000.00	\$1,000.00	\$1,000.00
Lawn mowing and weed eating - contracted	\$8,000.00	\$8,000.00	\$10,250.00	\$10,000.00			
Tennis court maintenance	\$0.00	\$0.00	\$250.00	\$400.00			
<b>* Total Grounds Management</b>	<b>\$8,750.00</b>	<b>\$8,750.00</b>	<b>\$12,350.00</b>	<b>\$12,350.00</b>	<b>\$12,000.00</b>	<b>\$12,000.00</b>	<b>\$15,000.00</b>
<b>Maintenance of Site</b>							
Sidewalk and asphalt repairs	\$0.00	\$0.00	\$0.00	\$4,000.00			
Parking lot snow plowing and salting - contracted	\$18,000.00	\$18,000.00	\$19,100.00	\$18,000.00	\$22,000.00	\$22,000.00	\$20,000.00
<b>Total Maintenance of Site</b>	<b>\$ 18,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 19,100.00</b>	<b>\$ 22,000.00</b>	<b>\$22,000.00</b>	<b>\$ 22,000.00</b>	<b>\$20,000.00</b>
<b>General Operating</b>							
Contracted Bookkeeping	\$1,000.00	\$1,000.00	\$6,223.00	\$6,223.00	\$6,223.00	\$6,223.00	\$6,161.00
FICA	\$0.00	\$0.00	\$476.00	\$476.00	\$476.00	\$476.00	\$471.00
Surety bond	\$0.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Legal and financial review	\$5,500.00	\$5,500.00	\$5,155.00	\$5,155.00	\$5,155.00	\$5,155.00	\$5,155.00
Insurance - boiler and buildings and contents	\$24,277.00	\$22,000.00	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00	\$16,500.00
Office supplies & postage	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Personal computer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total General Operating</b>	<b>\$ 31,177.00</b>	<b>\$ 28,900.00</b>	<b>\$ 29,054.00</b>	<b>\$ 29,054.00</b>	<b>\$29,054.00</b>	<b>\$ 29,054.00</b>	<b>\$28,987.00</b>
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>\$ 101,814.00</b>	<b>\$ 95,743.00</b>	<b>\$ 96,164.00</b>	<b>\$ 95,454.00</b>	<b>\$94,904.00</b>	<b>\$ 94,004.00</b>	<b>\$91,937.00</b>

**OPERATIONAL REVENUE**

Appropriation from City of Marshfield	\$ 50,907.00	\$ 47,871.50	\$ 48,082.00	\$ 47,727.00	\$47,452.00	\$ 47,002.00	\$45,968.50
Appropriation from County of Wood	\$ 50,907.00	\$ 47,871.50	\$ 48,082.00	\$ 47,727.00	\$47,452.00	\$ 47,002.00	\$45,968.50
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00			
<b>TOTAL OPERATIONAL REVENUE</b>	<b>\$ 101,814.00</b>	<b>\$ 95,743.00</b>	<b>\$ 96,164.00</b>	<b>\$ 95,454.00</b>	<b>\$94,904.00</b>	<b>\$ 94,004.00</b>	<b>\$91,937.00</b>
Percent of Change	6.34%	-0.010%	0.74%	0.58%	0.96%	2.25%	3.90%
<b>Facility Enhancements (C.I.P. Projects)</b>							
Sidewalk and Asphalt Driveway and Parking Lot Repairs	\$24,000.00	\$52,000.00	\$170,000.00	\$30,000.00	\$20,000.00	\$0.00	\$5,000.00
		\$108,000.00	\$52,000.00		\$60,000.00	\$13,000.00	277028.00
		\$98,000.00			\$22,000.00	\$23,000.00	
					\$50,000.00	\$34,000.00	
					\$60,000.00	\$60,000.00	
						\$21,000.00	
						\$40,000.00	
						\$50,000.00	
						\$25,000.00	
						\$0.00	
						\$0.00	
						\$15,000.00	
<b>Total Facility Enhancements (C.I.P. Projects)</b>	<b>\$24,000.00</b>	<b>\$258,000.00</b>	<b>\$222,000.00</b>	<b>\$30,000.00</b>	<b>\$232,000.00</b>	<b>\$281,000.00</b>	<b>282028.00</b>
Capital Appropriation from City of Marshfield	\$ 12,000.00	\$129,000.00	\$111,000.00	\$ 15,000.00	\$116,000.00	\$140,500.00	141014.00
Capital Appropriation from Wood County	\$ 12,000.00	\$129,000.00	\$111,000.00	\$ 15,000.00	\$116,000.00	\$140,500.00	141014.00
<b>TOTAL BUDGET REQUEST</b>	<b>\$119,743.00</b>	<b>\$353,743.00</b>					
Total Appropriation from City of Marshfield	\$ 62,907.00	\$176,871.50	\$159,082.00	\$ 62,727.00	\$163,452.00	\$187,502.00	186982.50
Total Appropriation from Wood County	\$ 62,907.00	\$176,871.50	\$159,082.00	\$ 62,727.00	\$163,452.00	\$187,502.00	186982.50
Change from Previous Year	-295.42%	11.18%	640.00%	-87.07%	-17.44%	-0.36%	-12.95%

**New/expanded items (\$5000 or more) included in 2020 budget  
(outside of those already included in the approved CIP)**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Contingency	Increased to cover any possible adjustments	95,000 (a)
Snow & Ice	Increased due to under-budgeting in recent years	50,000
Cemetery	Increased motor pool charges (equipment use)	28,306
Library	Initial implementation of new compensation plan	22,930
Elections	Increase in expenses due to more elections	17,520
Assessing	Increase in professional services (less staff)	15,000 (b)
Municipal Court	Increase in professional services (new clerk)	15,000 (c)
Industrial Park	Rail track maintenance (East Industrial Park)	15,000 (d)
Technology	Panasonic Toughbook (3) for Fire Department	12,282
Parks & Recreation	Trail maintenance – crack sealing	10,000 (d)
City Attorney	Increased due to actual costs in recent years	9,000
Fire (Protection)	Fire gear for expected 2 new firefighters	8,700
Parks & Recreation	Resurface basketball court at Forest Ridge	7,000
Library	Increased due to rising HOOPLA demand	6,251
Wildwood Zoo	Increased operating supplies (animal feed)	6,000
Parks & Recreation	Replace Reeth's Field scoreboard controller	5,250
Administration	Implement hearing conservation program	<u>5,000</u>
	<b>TOTAL</b>	<b>\$328,239</b>

**Requested new/expanded items (\$5000 or more) not included in 2020 budget**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Technology	Cisco video conferencing upgrade	19,570
Technology	Cisco firewall upgrade	12,477
Fire (Protection)	OT (new training)	10,000
Fire (Prevention)	OT (new training)	10,000
Fire (Prevention)	Fire prevention robot	10,000
Fire (Protection)	Gear storage locker	9,000
Technology	Second intern position	6,160
Emergency Management	Nixle/Reverse 911	5,000
Development Services	Nuisance abatement funds	<u>5,000</u>
	<b>TOTAL</b>	<b>\$87,207</b>

- (a) Increased for possible funding of non-city requests and/or added health insurance costs
- (b) Appraiser position not replaced; increased payment to contract assessor may be expected
- (c) Court clerk expected to retire in 2020; replacement will overlap hours to allow for training
- (d) These projects are being financed through short-term borrowing approved by the Council

The Capital Improvement Program (CIP) process was established by the Common Council through City Policy #1.210. The CIP is only a planning tool, not an appropriation or budget document. While the CIP has no legal significance, it's a key link between the comprehensive plan, subsidiary plans with a 10-15 year planning horizon, and the annual budget. The CIP process is critical, because it helps ensure timely renewal/extension of the physical plant; control over long-term debt relative to financial capacity; and coordinated capital development.

### Financing the CIP

The City finances its 5-year CIP through a number of funding sources, including:

**Operating funds / Tax Levy / Fund Balance Applied** - generated from current year tax levies (and primarily budgeted in the City's General Fund) and related fund balances remaining from capital projects;

**Special Assessments** levied against certain properties to defray part of all of a specific improvement that is determined to primarily benefit those properties;

**Long Term Debt** - generated from long-term debt instruments, such as notes or bonds, issued for annual and nonrecurring capital projects, or projects located in TIF districts.

**Room Tax funds** are available to provide funding for various projects and activities that help promote Marshfield. (For more information on allowed uses, see Chapter 4.38 of the Marshfield Municipal Code.)

**Fees – Water and Wastewater Utility** - generated from Utility customers and applied to specific capital projects, or generated from Utility customers over a period of years to retire long-term debt issued on behalf of the Utility.

**Fees - EMS** - generated from EMS customers and applied to specific capital projects, or generated from Utility customers over a period of years to retire

**Non-Local revenue** received from the State of Wisconsin, federal agencies, or any other political jurisdictions;

**Cemetery Perpetual Care funds** from deposits made by individuals for future maintenance of their grave sites.

**Donations/Private funds** from Wildwood Park Zoological Society and other civic and cultural organizations, as well as individuals within the community.

**TIF District** - taxes generated from the new incremental values on lands within a defined geographic area.

**Economic Development Fund** – A special revenue fund used to promote Development activities.

**Machinery and Equipment Fund** – Purchased from the Internal Service Fund, from monies received primarily from Motor Pool charges.

**Grants** – Funds received from other governmental agencies.

Appendix C

On May 14, 2019 the Common Council approved the following projects for year 2018 in the 2020-2024 CIP

Replace Medium Intensity Approach Lighting System	Airport	415-3812	\$18,000
Cemetery - Road Maintenance	Cemetery	420-4406	15,000
Cemetery - Columbarium	Cemetery	801-4404	45,000
Housing Incentive Program	Development Services	170-6013	500,000
Industrial Land Acquisition	Development Services	170-6014	150,000
Creation of Industrial TID	Development Services	205-2017	16,000
Economic Development Action Plan Update	Development Services	205-6016	25,000
Rental Rehab RLF Program	Development Services	205-6018	50,000
Owner Rehab RFL Program	Development Services	205-6019	50,000
Downtown Façade Improvement Program	Development Services	205-6020	50,000
Wenzel Family Plaza Programming	Development Services	205-6021	50,000
Sidewalk Reconstruction - Annual Ordered Repairs	Engineering	131-2207	30,000
2020 Aerial Photo and Planimetrics	Engineering	131-2318	235,000
Asphalt Street Surface and Mill-in-Place 2020	Engineering	401-2216	1,982,000
Cleveland Street - Walnut to Doege - Reconstruct	Engineering	401-2241	603,000
Cleveland St - Walnut to Doege - Water Services	Engineering	401-2242	34,000
Cleveland St - Central to Walnut - Street	Engineering	401-2300	316,000
Audible Pedestrian Devices for Traffic Signals	Engineering	401-2316	10,000
Sanitary Sewer Lining - City Wide	Engineering	601-1796	336,000
W. Cleveland St - Walnut to Oak- Sanitary Sewer	Engineering	601-2144	156,000
Cleveland St - Central to Walnut-Sanitary Reconst	Engineering	601-2299	82,000
Pine Ave - Blodgett to Cleveland Sanitary Reconst.	Engineering	601-2319	45,000
Lincoln - Blodgett to Briarwood- Sanitary Sewer	Engineering	601-2327	148,000
Fairgrounds - Capital Improvements	Fair Commission	420-5611	25,000
FD - Structural Firefighter Turnout Gear	Fire & Rescue	121-5822	31,000

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FD - Radios for New Employees	Fire & Rescue	121-5823	18,000
FD - Engine 4 Repair	Fire & Rescue	121-5825	13,000
FD - Apparatus Floor Repair	Fire & Rescue	410-5808	108,000
FD - Car 5 Replacement	Fire & Rescue	410-5809	41,000
FD - Ambulance 97 Remount	Fire & Rescue	605-5811	110,000
FD - Lifepak 1000 AEDs	Fire & Rescue	605-5815	18,000
FD - Ambulance 97 Power Load	Fire & Rescue	605-5825	35,000
Hefko Pool	Parks & Recreation	420-2727	6,000,000
Park Identification Signs	Parks & Recreation	420-2745	10,000
Parks - Asphalt Program	Parks & Recreation	420-2761	25,000
Weber Park - Land Acquisition	Parks & Recreation	420-2772	50,000
Braem Park - Softball Field	Parks & Recreation	420-2787	25,000
Steve J. Miller Park - Scoreboards	Parks & Recreation	420-2788	20,000
Griese Park - Scoreboards	Parks & Recreation	420-2789	20,000
2nd St. Comm. Center - Improvements	Parks & Recreation	420-2793	25,000
16th/Chestnut Em Warning Siren Replacement	Police & Emergency Management	410-5511	18,000
PD - Investigative Vehicle	Police & Emergency Management	410-5714	35,000
PD - Patrol Squads	Police & Emergency Management	410-5716	126,000
Cleveland St - Walnut to Doege - Storm Sewer	Storm Water	401-6777	148,000
Cleveland St - Central to Walnut - Storm Sewer	Storm Water	401-6783	20,000
Annual Seal Coat & Crackfilling - City Streets	Streets	132-6115	400,000
Vehicles and Equipment Fund - Annual Purchases	Streets	701-6113	650,000
Street Division Space Needs Study	Streets	701-6114	25,000
Microsoft Office Upgrade	Technology/Communications	107-8200	55,000
VMware VDI Upgrade	Technology/Communications	107-8201	21,000
Microsoft SharePoint Upgrade	Technology/Communications	107-8202	27,000
Enterprise Business Software	Technology/Communications	107-8203	142,000

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Upgrade Cemetery Management System to CIMS Cloud	Technology/Communications	107-8213	15,000
UW - 2020 Projects	University	405-7339	12,000
Mannville Lift Station Replacement	Wastewater	601-7409	30,000
Phosphorus Removal Improvements	Wastewater	601-7410	<u>695,000</u>
	Total		<u>\$13,939,000</u>
<b>Projects Deleted in 2020 budget</b>			
FD - Apparatus Floor Repair	Fire & Rescue Dept.	410-5808	\$54,000
Audible Pedestrian Devices for Traffic Signals	Engineering	401-2316	<u>10,000</u>
			<u>\$64,000</u>
<b>Projects Added in 2020 budget</b>			
FD - Station Alerting System	Fire & Rescue Dept.		\$40,000
Oak Ave – Blodgett to Cleveland Sanitary Sewer	Wastewater		45,000
Asphalt Paving and Mill-in-Place (Engineering Costs)	Engineering	401-2239	<u>60,119</u>
			<u>\$145,119</u>

