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Administrator's
Recommended
Budget

2017

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



Steve Barg
City Administrator
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steve.barg@ci.marshfield.wi.us

Dear Mayor and Council members:

On behalf of our staff, I'm pleased to offer the proposed 2017 budget for your review and consideration! Once again, it has been a challenging year, due to the continuation of the Expenditure Restraint Program issue we faced last year, and other constraints that we've been dealing with now for several years (levy freeze, etc.). But as always, our staff has worked diligently as a team in order to meet this challenge. We believe this budget maintains the high quality municipal services that our citizens expect, and addresses facility/equipment/infrastructure needs to the greatest degree possible, given the tough circumstances, all with only a \$.05 cent tax increase (about .5%) that the Council authorized in May.

As always, I want to thank and commend everyone who helped prepare this budget document, including Keith, Amy, our leaders, and support staff. These individuals and all of our dedicated employees work so hard to serve our citizens, and you can be proud of the work they do for the City every day. I'm pleased to be part of this excellent team that we have here at the City of Marshfield!

Although it has been several years since we made rather significant changes to the format of this budget document, we are always seeking to enhance and improve it. Please give me your questions, comments, and suggestions, so we can make any desired changes or improvements for the 2018 budget document.

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 2017 budget. Thank you very much!

Sincerely,

Steve Barg
City Administrator

CITY PROFILE

Originally referred to a “Hub City,” due to the many trains that traveled through, Marshfield continues to be a hub for businesses and families alike. Marshfield’s central location, along with a municipal airport, a regional airport within 35 miles, plus the four-lane expansion of UW Hwy 10 offers easy access to larger, metro markets. Marshfield takes great pride in its unparalleled quality of life and its 2008 designation as one of the nation’s top 20 “Dream Towns” by Demographics Daily, based on healthy economics, moderate cost of living and strong educational systems. The community of roughly 19,000 features a historic downtown; high performing schools, the UW-Marshfield/Wood County campus; and Mid-State Technical College. A vibrant community life adds to Marshfield’s small town charm. Marshfield residents participate in a variety of festivals; and the city is home to the Central Wisconsin State Fair. The city also celebrates its heritage as one of the stops on the historic Yellowstone Trail, a 1920-era auto route that directed travelers to Yellowstone National Park. Recreation and a healthy lifestyle are important to Marshfield residents who enjoy an abundance of parks and trails as well as the city’s Wildwood Park and Zoo.

Organization

The City of Marshfield is guided by its mission to create an efficient, successful and sustainable organization providing insightful stewardship of the community, its heritage and its legacies. The city strives to deliver the highest quality, cost-effective and most responsive services possible to residents, taxpayers, visitors and investors, while maintaining an atmosphere of professionalism, integrity, responsiveness and accountability.

The City’s recent accomplishments include completion of the Everett Roehl Marshfield Public Library, construction of the Second Street Corridor in the downtown area, and addition of 2 Kodiak bears at the Wildwood Zoo. Plans are also underway to construct a new downtown park in 2017 which will serve as a gathering place and a great location for activities and events, drawing more interest to the City’s central business district.

The City of Marshfield is organized as a mayor-council plan under Chapter 62 of Wisconsin Statutes. The Mayor, who serves as the city’s chief executive officer, is elected to a two-year term in even-numbered years. The Common Council includes the Mayor and ten alderpersons, elected by district to two-year terms. Alderpersons representing odd-numbered districts are elected in even-numbered years and alderpersons representing even-numbered districts are elected in odd-numbered years.

In addition to electing a Mayor and Common Council, voters also elect a municipal judge to a four-year term.

Workforce

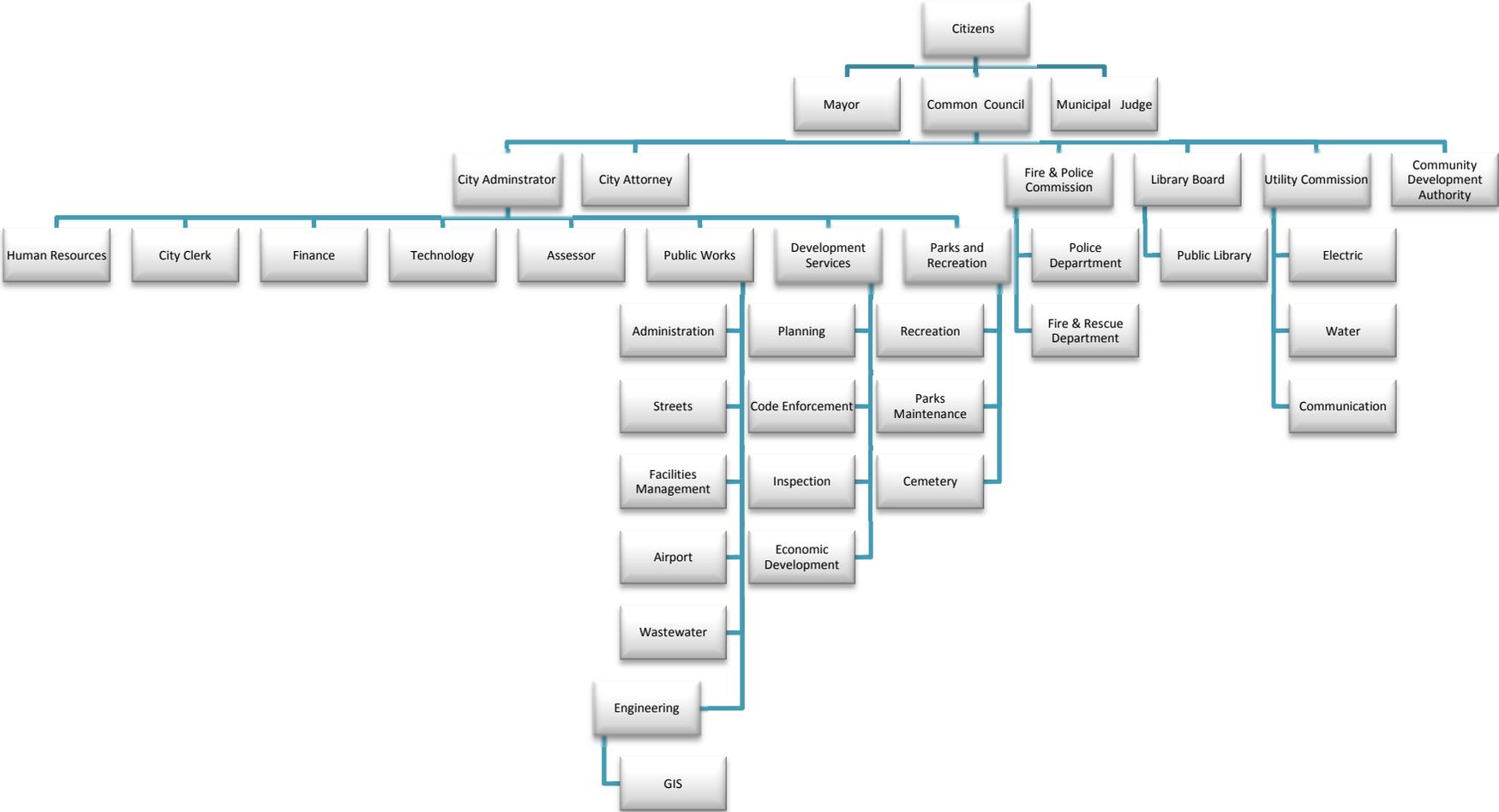
Healthcare is the dominant industry, anchored by the Marshfield Clinic, the largest private group medical practice in Wisconsin and one of the largest in the nation, and Saint Joseph’s Hospital, a 500-plus bed tertiary care teaching facility. However, the also City is home to many other major quality employers, including Roehl Transport, Marshfield Door Systems, and Felker Brothers.

PRESENTED TO
MAYOR AND COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN

Chris L. Meyer	Mayor
Michael Feirer	Aldersperson, District 1
Alanna Feddick	Aldersperson, District 2 Chairperson, Finance, Budget and Personnel Committee
Chris Jockheck	Aldersperson, District 3
Gordon Earll	Aldersperson, District 4 Council President
Ed Wagner	Aldersperson, District 5
Tom Witzel	Aldersperson, District 6
Jason Zaleski	Aldersperson, District 7
Rebecca Spiros	Aldersperson, District 8
Tom Buttke	Aldersperson, District 9 Chairperson, Board of Public Works
Peter Hendler	Aldersperson, District 10

Steve Barg	City Administrator
Keith R. Strey	Finance Director

City of Marshfield



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 2017 budget is based upon sound fiscal management policies and proven strategies. It meets our budget parameters, the State’s expenditure restraint program requirements, and the state levy limits. The 2017 expense budget for all city funds is \$43,799,643, an increase of \$1,600,863 or 3.8% more than the 2016 adopted budget of \$42,198,780. **(NOTE: Total revenue and expense won’t be equal in all funds, as this includes enterprise funds. Even in General Fund, there may be some slight differences between the two, due to the rounding of calculated items such as payroll taxes.)**

The budget reflects the cost of providing basic services and an aggressive economic

development program. The tax rate needed to finance the recommended 2017 budget is \$9.12 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 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 couple of years. A majority of this borrowing has been for infrastructure work and supporting economic development projects, but this increasing debt level must be watched very carefully over the next few years. Here is a table showing our debt as a percentage of the maximum permitted by State law:

<u>Year</u>		<u>Debt as a percentage the maximum allowed</u>
2017	Proposed	62%
2016	Estimated	58%
2015		50%
2014		48%
2013		51%
2012		48%
2011		48%
2010		41%
2009		41%
2008		32%

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 maintained between 25% and 30% of **budgeted** General Fund expenditures, excluding one-time purchases. Due to the diligence of current and past councils and staff, the City has consistently met this standard, and as of December 31, 2015, our **actual** Unassigned General Fund reserve balance stood at 30% (compared to 27% as of December 31, 2014), within the policy range. Estimated available fund balance was applied per policy when developing the 2017 budget.

Tax rate

Another indication of financial management can be measured by changes in the tax rate over time. In recent years, the Council has generally maintained or reduced our tax rate, laying a foundation for a competitive advantage with other cities in our area and across the state. If this budget approved as presented, there would be a small increase (about .5%) to roughly \$9.12 per \$1,000 of assessed value. Low tax rates are generally seen favorably, provided that the City still provides high quality programs and services expected by taxpayers. Still, it may well be appropriate to consider slight tax increases from time to time (as permitted by State law) in order to keep up with rising costs.

Personnel

The recommended 2017 budget contains an amount equal to a 1.5% salary increase for all non-represented employees, effective as of July 1, 2017, slightly above the current inflation rate of 1.1%. It also includes funds for step increases for those employees who

are below market rate under the approved compensation plan, subject to a successful performance review. In addition, \$10,000 is again included for merit pay – to be given to those going beyond their job requirements in ways that give added benefit to the City.

There were 2 proposed changes (Appendix B) to create permanent part-time positions: 1) Clerk's office, replacing casual/temporary position; and, 2) Fire Department, to provide cleaning services. Given the difficult budget constraints, neither has been included in the proposed budget, but \$10,000 was added to the Contingency budget, in case the Council desires to allocate funds later toward one or both of these positions.

Additional information

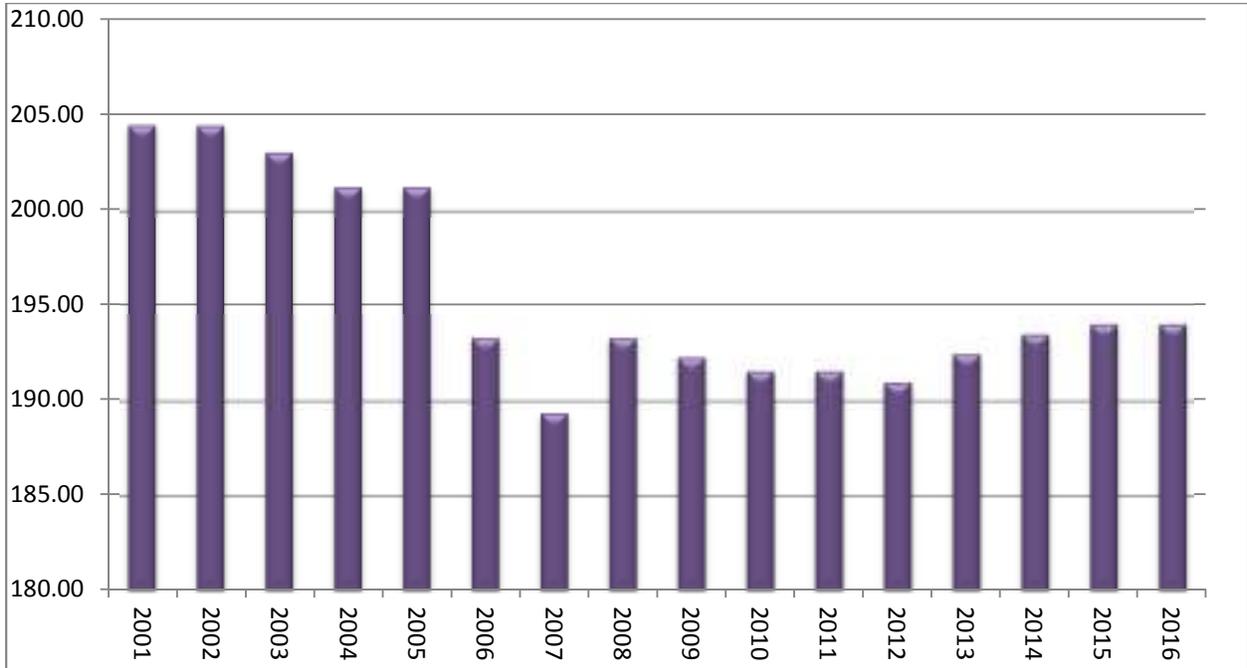
More information on the proposed budget is available in supplemental documents found on our website at www.ci.marshfield.wi.us.

Full-Time Position Comparison

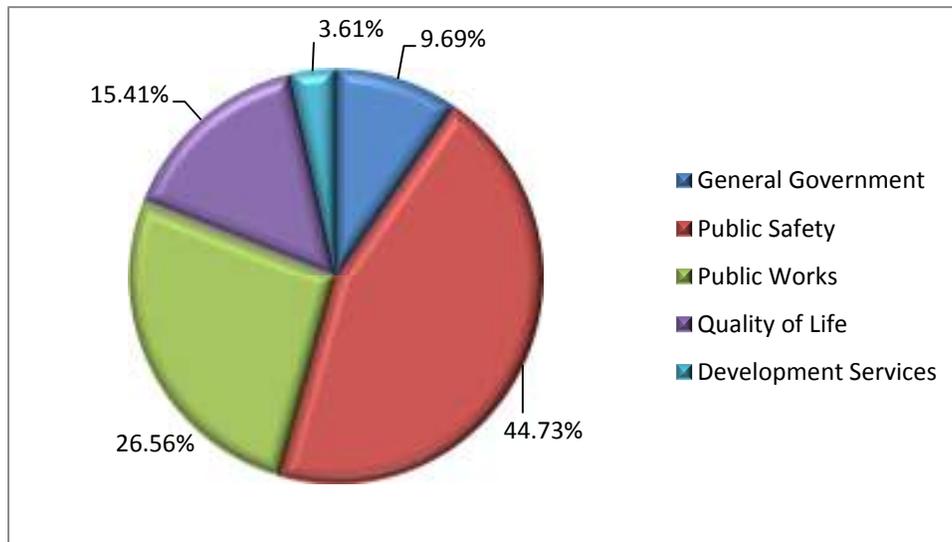
Function/Department	2013 Adopted	2014 Adopted	2015 Adopted	2016 Revised	2017 Rec.	Increase/ (Decrease)
General Government						
Mayor	1.0	1.0	1.0	1.0	1.0	-
Administrator/ Human Resources	2.5	2.5	2.5	2.5	2.5	-
Assessor	3.6	3.0	3.0	3.0	3.0	-
Clerk	2.0	2.0	2.0	2.0	2.0	-
Finance	5.3	6.3	6.3	6.3	6.3	-
Technology	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>	-
	17.4	17.8	17.8	18.8	18.8	
Public Safety						
Police	47.0	48.0	48.0	48.0	48.0	-
Fire and Rescue	28.3	28.3	28.3	28.3	28.3	-
Emergency	9.7	9.7	9.7	9.7	9.7	-
Medical Services						
Municipal Court	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.88</u>	<u>0.88</u>	-
	85.75	85.75	86.75	86.88	86.88	
Public Works						
Public Works						
Administration	2.0	2.0	2.0	2.0	2.0	-
Engineering	6.0	6.0	6.0	7.0	7.0	-
Street Division	31.0	31.0	31.0	31.0	31.0	-
Facilities	0	0	0	1	1	-
Building Services	5.0	5.0	5.0	0	0	-
Wastewater Utility	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	-
	54.5	54.5	54.5	51.5	51.5	
Quality of Life						
Library	19.48	19.35	19.35	18.87	18.87	-
Cemetery	2.0	2.0	2.0	2.0	2.0	-
Parks & Recreation	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	-
	30.48	30.35	30.35	29.87	29.87	-
Development Services						
Planning & Economic Development	3.0	4.0	4.0	3.0	3.0	-
Inspections	<u>0</u>	<u>0</u>	<u>0</u>	<u>4.0</u>	<u>4.0</u>	-
	3.0	4.0	4.0	7.0	7.0	
Total	191.13	192.40	193.40	194.05	194.05	-

Full-Time Position Comparison

Total City



2017 Levels



Summary of Full-Time Position Adjustments

Changes approved by Council in 2016

Function/Department	Additions/ (Deletions)	Position Descriptions
None		

Changes Recommended in 2017 Budget

None, see Appendix B for proposed .5 position in Clerk's Office and .5 in the Fire and Rescue. The City Administrator is not recommending funding for either of these positions within the 2017 budget. However, \$10,000 has been added to contingency should the Finance, Budget & Personnel Committee and Common Council wish to consider one or both of these positions at a later date.

Debt Analysis

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.

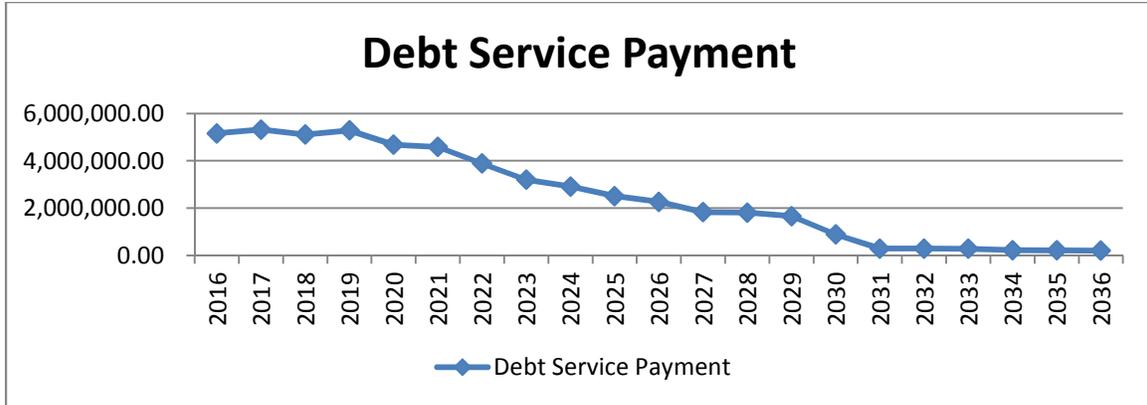
The City's current equalized valuation is \$1,461,314,300; therefore, our statutory debt limit is \$73,065,715. As of January 1, 2017, the outstanding general obligation debt including an additional \$2,540,800 of debt to be issued in late 2016 is estimated to be \$42,658,744. This represents an estimated net legal debt margin of \$30,406,971, or 58% of our maximum statutory debt capacity.

Including the recommended \$3,910,000 in 2017 infrastructure debt shown later in this section, approved development agreement debt of \$2,000,000 TID #9 (Forward Financial project) and \$675,000 for Hume Avenue Street Opening (Nicolet Lumber) as well as scheduled 2017 principal payments totaling \$4,156,570, the City's projected outstanding debt as of December 31, 2017 increases to \$45,087,174. This represents an estimated net legal debt margin of \$27,978,541, or 62% of our maximum statutory debt capacity.

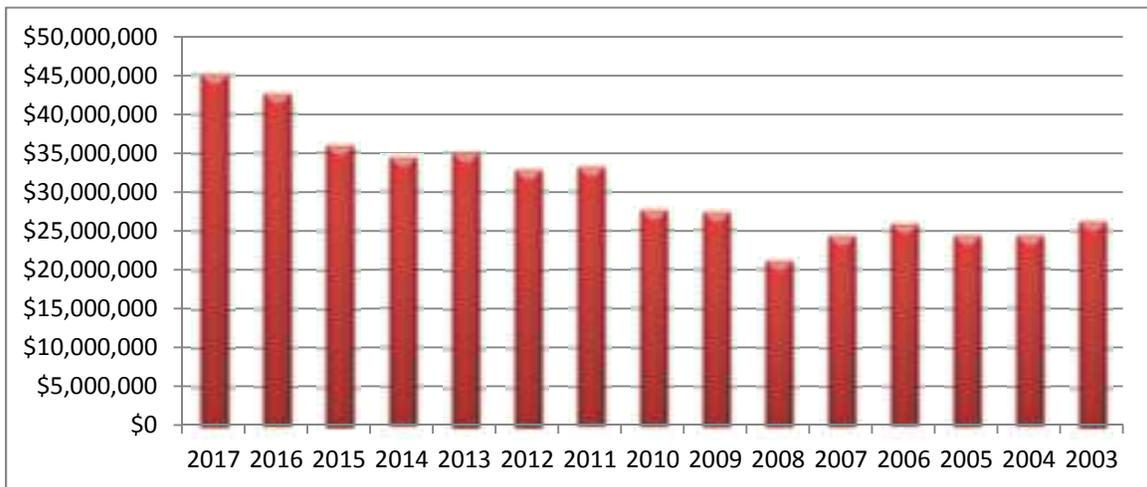
Schedule of Debt Service Requirements
Projected as of 10/2016

CIP Proj. #	Fund #	Project Description	Cost
EN-B-2074	401	E 29th - Washington to Hume - Reconstruct	\$ 60,000
EN-D-2067	401	E 17th Street - Maple to Peach - Reconstruct Engineering	60,085
EN-F-2039	401	Asphalt Street Surfacing & Mill-in-Place - 2017	1,778,456
EN-F-2109	401	4th & Peach Traffic Signal Upgrade	252,000
SW-G-6749	401	E 17th Street - Maple to Peach - Storm Sewer Engineering	14,459
SW-G-6775	401	McMillan Street at Galvin Ave - Culvert Extension	105,000
SW-G-6776	401	Laemle Ave - 21st to 1,200 ft North - Storm Sewer	290,000
N/A	401	Allocated Debt Issue Expense	41,514
PL-K-6000	405	Library/Community Center Remodeling	1,000,000
UW-K-7336	405	UW - 2017 Facility Repair Projects	15,000
N/A	405	Allocated Debt Issue Expense	16,459
PR-L-1647	420	Wildwood McMillan Trail	125,000
N/A	420	Allocated Debt Issue Expense	2,027
N/A	101	Road Slag Seal Resurfacing	150,000
N/A	101	Allocated Debt Issue Expense	0
			<u>\$3,910,000</u>

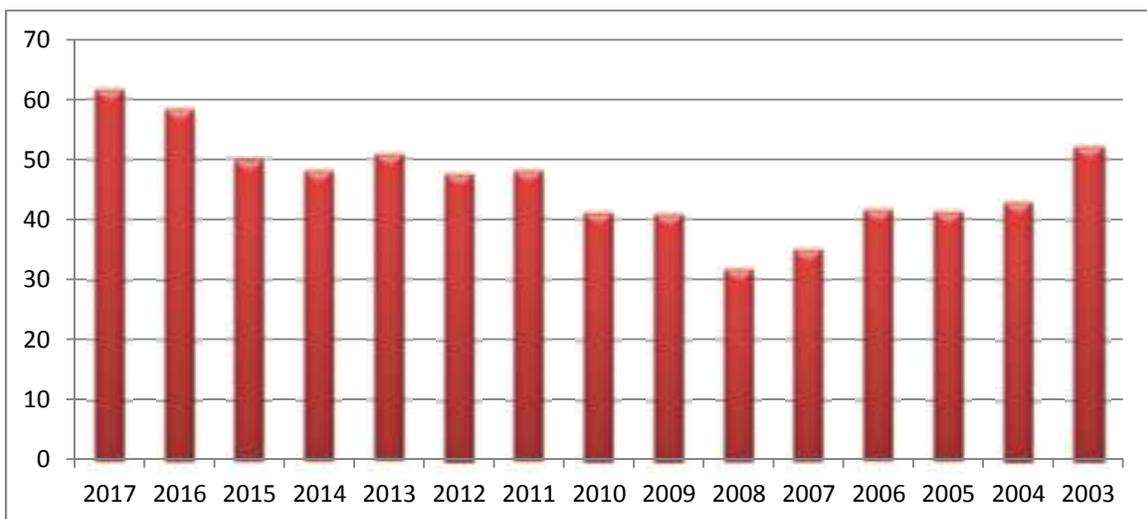
Debt Analysis



Outstanding Debt



Percentage of Statutory Debt Capacity



Total Revenues (All Funds)

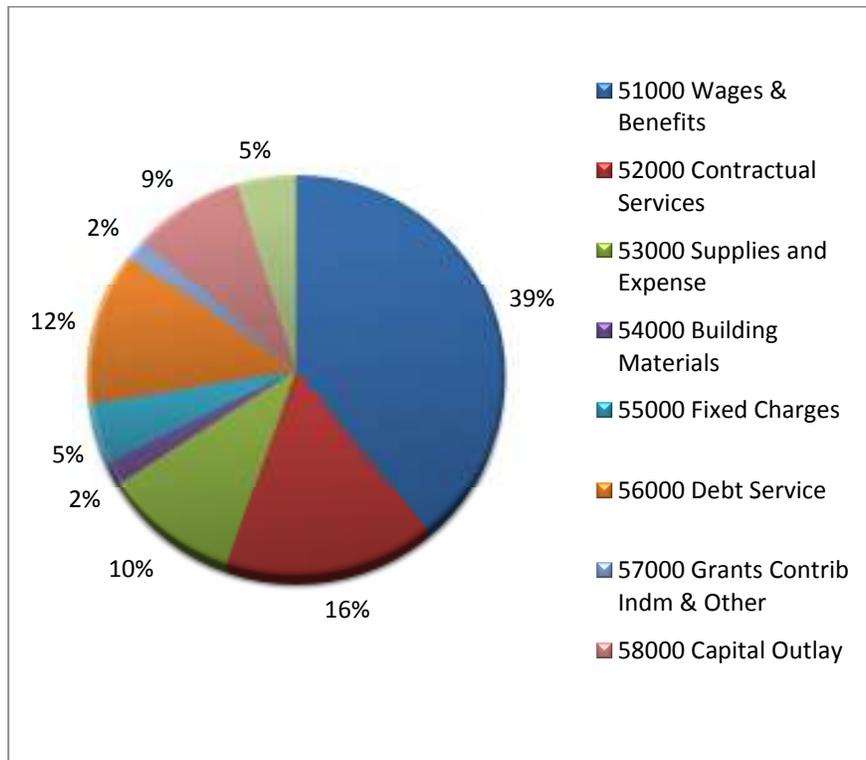
	2015 <u>Actual</u>	2016 <u>Estimated Budget</u>	2017 <u>Department Request</u>	2017 <u>Administrator's Recommended</u>
FINANCIAL SOURCES				
<i>Local Taxes</i>				
General Property Tax Levy	\$12,127,010	\$12,366,520	\$14,661,104	\$12,601,499
Taxes (Other than General Property)	3,918,440	3,943,989	4,081,630	4,081,630
Special Assessments	462,002	345,700	346,000	346,000
<i>Other Revenues</i>				
Intergovernmental	7,990,231	7,957,007	7,768,291	7,869,706
Licenses and Permits	454,486	439,000	449,000	469,000
Fines, Forfeits, and Penalties	182,142	165,000	176,000	180,000
Public Charges for Services	709,156	622,200	667,515	692,515
Intergovernmental Charges for Services	315,535	234,791	239,280	239,280
Miscellaneous	2,851,803	793,323	2,796,167	2,796,167
Other Financing Sources	8,567,879	11,894,687	7,001,456	7,401,456
<i>Enterprise Revenues</i>				
Wastewater Utility	6,936,350	6,614,571	6,869,224	6,869,224
Emergency Medical Services	1,255,717	1,279,429	1,317,839	1,317,839
Internal Service Fund	1,546,050	2,029,190	1,978,190	1,978,190
Total Revenues	<u>\$47,316,801</u>	<u>\$48,685,407</u>	<u>\$48,351,696</u>	<u>\$46,842,506</u>

Total Expenses (All Funds)

	2015 Actuals	2016 Revised Budget	2016 Estimated Budget	2017 Administration Recommendation
Public Works	\$10,875,434	\$11,894,798	\$11,776,620	\$11,763,101
Public Safety	9,212,059	9,201,090	9,071,118	9,570,444
Quality of Life	5,254,381	4,400,054	4,480,960	4,222,518
General Government	2,652,005	2,945,483	2,794,730	2,927,323
Economic Development	911,332	1,060,273	1,042,130	1,203,558
Communication	207,593	230,041	221,705	285,898
Cemetery	169,102	175,320	173,735	186,782
Debt	5,444,589	4,902,844	4,902,419	5,249,246
Capital Projects	<u>9,739,534</u>	<u>11,722,402</u>	<u>13,255,169</u>	<u>8,390,771</u>
Totals	<u>\$44,466,028</u>	<u>\$46,532,305</u>	<u>\$47,718,586</u>	<u>\$43,799,643</u>

Total Expenses (All Funds)

	2015 <u>Actual</u>	2016 <u>Total Estimated</u>	2017 <u>Administrator's Recommended</u>
Expenditures			
51000 Wages & Benefits	\$16,102,633	\$16,622,225	\$17,255,662
52000 Contractual Services	8,663,442	7,904,509	6,952,053
53000 Supplies and Expense	3,950,534	4,641,965	4,565,925
54000 Building Materials	1,099,214	779,278	797,230
55000 Fixed Charges	2,156,725	2,127,033	2,097,426
56000 Debt Service	5,756,488	5,174,155	5,469,891
57000 Grants Contrib Indm & Other	1,101,016	1,790,424	779,352
58000 Capital Outlay	3,616,338	6,660,979	3,814,265
59000 Cost Reallocations	2,019,640	2,018,017	2,067,845
Total Expenditures	<u><u>\$44,466,030</u></u>	<u><u>\$47,718,585</u></u>	<u><u>\$43,799,649</u></u>



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 100% of the equalized (market) value. In addition to revenues generated from the city-wide property tax, this category also includes Payments in Lieu of Taxes (PILOTs) which are received from the Marshfield Utilities, Wood County, the Community Development Authority, and others. Together, all sources of revenue in this category titled TAXES finance \$11,517,943 or 54.1% of the recommended 2017 General Fund budget. This represents a decrease over last year, as the originally adopted 2016 budget showed taxes representing 55.2% of all 2016 General Fund budgets.

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 2017, \$280,000 is projected from this source, representing 1.3% of the General Fund budget.

INTERGOVERNMENTAL REVENUES

comprise \$7,257,804, or 34.0% of the financing for the recommended 2017 General Fund budget. This amount represents a decrease of \$29,470 from the adopted 2016 budget, primarily due to the end of COPS grant funding in 2016. State-shared revenue is projected to total \$4,398,522 in 2017, representing 60.6% of all Intergovernmental Revenue and 20.6% of the entire 2017 General Fund budget. It is our largest revenue source besides property taxes. Each biennium, the State Legislature returns a portion of State tax collections to municipalities. This appropriation is based on a formula which takes into account the community's tax effort, the equalized value of the property in the community, and the population.

Additionally, \$400,689 is projected to be received from the State of Wisconsin in 2017 from the Expenditure Restraint Program (ERP). This is a voluntary program which encourages municipalities to hold their General Fund expenditures in line with inflation. The revenue source is used to finance general services, and it is projected to increase by \$16,263, or 4.2%, from the 2016 revised amount.

Revenues from **LICENSES AND PERMITS** are projected to finance \$221,000 or 1.0% of the recommended 2017 General Fund budget. The main source for this revenue category is Building Permits and Inspection fees. Building Permits and Inspection fees are received as contractors, private citizens,

and developers apply for 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.

FINES, FORFEITURES, AND PENALTIES

include revenue from penalties and costs assessed to persons through the Municipal Court of the city, as well as parking violations. In 2017, this revenue category is expected to yield \$166,000, or 0.8% of the recommended General Fund budget.

When feasible, various **PUBLIC CHARGES FOR SERVICES** are collected to offset the cost of providing basic city services. These charges, often termed "user fees," will produce an estimated \$614,015, or 2.9% of the recommended General Fund budget. 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.

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 credited to the General Fund and are reflected in the revenue category titled **INTERGOVERNMENTAL CHARGES FOR SERVICES**. In 2017, these revenues are estimated to produce \$52,280, or 0.2% of the recommended General Fund budget.

MISCELLANEOUS REVENUE is received from a variety of sources and credited to the General Fund, including interest from the investment of idle funds and rent from tenants leasing space in city buildings such as the City Hall Plaza Building and Airport Terminal building. For 2017, \$571,479 of miscellaneous revenue is projected or 2.7% of the recommended General Fund budget.

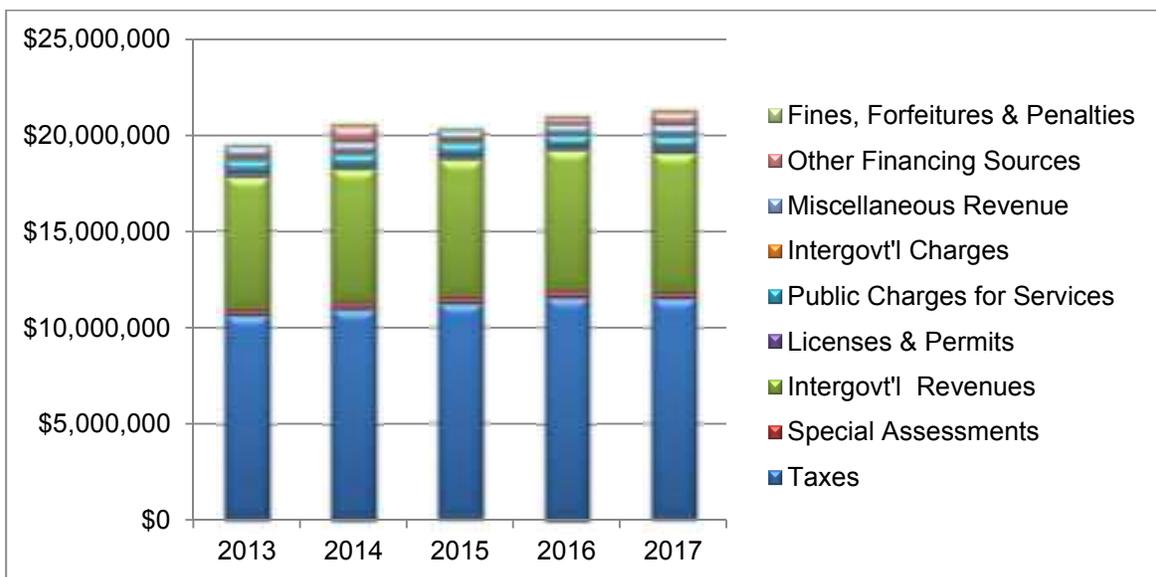
OTHER FINANCING SOURCES include transfers from other funds to offset those expenditures that are borne by general property taxes in the General Fund and undesignated/designated fund balances applied. These monies, totaling \$650,300, represent residual cash from excess revenues and unexpended expenditures from prior year budgets and monies specifically designated for certain projects. This appropriation of cash represents 3.0% of the recommended 2017 General Fund budget.

In summary, the recommended 2017 General Fund budget of \$21,330,821 is financed from the following sources:

General Fund Summary

Revenues

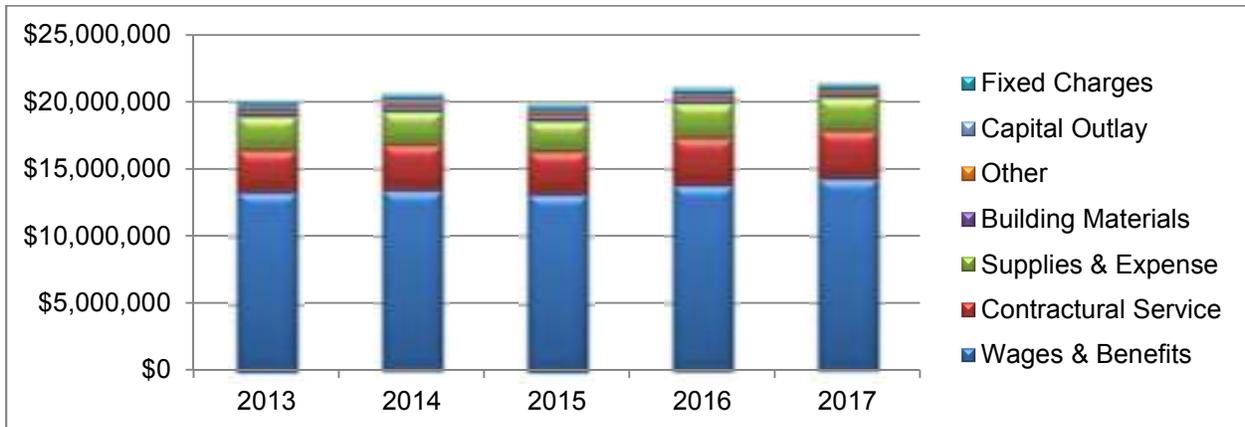
	2015 Actual	2016 Adopted Budget	2017 Administrator's Recommended
Taxes	\$11,240,577	\$11,575,599	\$11,517,943
Special Assessments	283,474	327,000	280,000
Intergov't'l Revenues	7,188,705	7,287,274	7,257,804
Licenses and Permits	211,837	186,100	221,000
Fines, Forfeitures Penalties	182,142	163,000	166,000
Public Charges for Services	618,855	569,792	614,015
Intergovernmental Charges	133,921	53,577	52,280
Miscellaneous Revenue	526,485	504,172	571,479
Other Financing Sources	571	335,300	650,300
	<u>\$20,386,567</u>	<u>\$21,001,814</u>	<u>\$21,330,821</u>



General Fund Summary

Expenses

	2015 Adopted Budget	2016 Adopted Budget	2017 Administrator's Recommended
Wages & Benefits	\$13,104,248	\$13,782,740	\$14,252,212
Contractual Services	3,176,380	3,509,116	3,563,081
Supplies & Expense	2,222,243	2,517,562	2,479,907
Building Materials	493,917	476,542	388,587
Fixed Charges	385,759	433,479	361,525
Other	173,842	211,690	196,277
Capital Outlay	191,629	70,687	89,237
	<u>\$19,748,018</u>	<u>\$21,001,816</u>	<u>\$21,330,826</u>



General Fund Summary

	2015 <u>Actual</u>	2016 Adopted Budget	2016 Revised Budget	2017 Administrator's Recommended
General Government	\$2,973,874	\$3,262,632	\$3,150,632	\$3,417,724
Public Safety	7,928,724	8,205,498	8,291,994	8,156,290
Public Works	5,241,123	5,304,345	5,304,345	5,351,160
Health and Human Services	180,749	198,578	220,578	234,725
Culture, Recreation, and Education	3,109,000	3,224,129	3,224,129	3,298,381
Conservation and Development	462,801	579,970	584,970	504,016
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other Financing Sources	<u>170,600</u>	<u>15,383</u>	<u>15,383</u>	<u>0</u>
Total Revenues	<u>\$20,066,871</u>	<u>\$20,790,535</u>	<u>\$20,792,031</u>	<u>\$20,962,296</u>

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 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;

Borrowed funds 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.)

Wastewater Utility (fees/debt) generated from Utility customers and then immediately 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.

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.

Capital Improvement Program

On May 10, 2016 the Common Council approved the following projects for year 2016 in the 2017-2021 CIP

Borrowed - Nonrecurring Projects

UW-K-7325	UW Marshfield/Wood County	Remodel/Renovate Science Areas (STEM Cap. Proj)	1,000,000
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Borrowed Funds - Recurring Projects

EN-B-2074	Engineering	E 29th - Washington to Hume - Reconstruct Asphalt Street	60,000
EN-D-2140	Engineering	Surfacing & Mill-in-Place - 2017	1,718,000
EN-F-2109	Engineering	4th Street & Peach Avenue - Traffic Signal Upgrade	252,000
FM-K-3962	Facilities Management	City Hall Plaza Brick Waterproofing	40,000
FM-K-3968	Facilities Management	Forward Financial Building - Purchase & Remodel	75,000
PR-L-1647	Parks & Recreation	Wildwood-McMillan Connector Trail	125,000
PR-L-2854	Parks & Recreation	Parks Asphalt Maintenance Program	20,000
SW-G-6775	Stormwater	McMillan Street at Galvin Ave - Culvert Extension	105,000
SW-G-6776	Stormwater	Laemle Ave - 21st to 1,200 ft North - Storm Sewer	290,000
UW-K-7336	UW Marshfield/Wood County	2017 Projects	15,000

Donations/Private Funds

DS-N-2866	Development Services	Downtown Community Square	900,000
FM-K-3969	Facility Management	Community Center Remodel	1,000,000
PR-L-1647	Parks & Recreation	Wildwood-McMillan Connector Trail	125,000

Fees - Wastewater Utility

EN-D-2067	Engineering	E 17th Street - Maple to Peach - Reconstruction	40,000
EN-J-1796	Engineering	Sanitary Sewer Lining - City Wide	538,000

Capital Improvement Program

<i>EN-J-2205</i>	Engineering	Wood Ave - Blodgett to North - Sanitary Sewer	297,000
Fund Balance			
<i>DS-N-2866</i>	Development Services	Downtown Community Square	400,000
Operating Funds			
<i>EN-D-2067</i>	Engineering	E 17th Street - Maple to Peach - Reconstruction Asphalt Street	1,304,000
<i>EN-D-2140</i>	Engineering	Surfacing & Mill-in-Place - 2017	60,000
<i>EN-F-2250</i>	Engineering	McMillan & St Joes - Traffic Signals or Roundabout	25,000
<i>EN-N-2142</i>	Engineering	Sidewalk Reconstruction - 2017 Ordered Repairs	30,000
<i>FG-K-5600</i>	Fairgrounds	Round Barn Improvements	25,000
<i>PR-L-2821</i>	Parks & Recreation	Roof Replacement	15,000
<i>PR-L-2847</i>	Parks & Recreation	Zoo Welcome Center and Cougar Exhibit	25,000
Room Tax			
<i>PR-L-2857</i>	Parks & Recreation	Braem Park Tennis Courts	140,000

*\$3,869 available for improvements. Balance to Debt Service for fairground improvement loan

Capital Improvement Program

The following projects have been modified in the 2017 recommended Budget.

		<u>Deleted</u>	<u>Decreased</u>	<u>Added</u>	<u>Increased</u>
FM-K-3962	City Hall Plaza Brick Waterproofing	40,000			
FM-K-3968	Forward Financial Building - Purchase & Remodel	75,000			
FM-K-3969	Community Center Remodel				\$1,000,000
EN-D-2140	Surfacing & Mill-in-Place - 2017				98,719
EN-D-2067	E. 17 th St. - Maple Ave. to Peach Ave.		1,229,613		
EN-F-2250	McMillan & St. Joes - Traffic Study	25,000			
PR-L-2824	Wildwood Zoo/Maintenance Building			25,000	
PR-L-2827	Braem Park Tennis Courts		<u>85,000</u>		
PR-L-2821	Columbia Park Bandshell	15,000			
PR-L-2847	Zoo Welcome Center & Cougar Exhibit				<u>15,000</u>
UW-K-7325	Remodel/Renovate Science Areas (STEM)	<u>1,000,000</u>			
	Totals	<u>\$1,155,000</u>	<u>\$1,314,613</u>	<u>\$25,000</u>	<u>\$1,113,719</u>

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 2017 projects totaling \$2,788,515, including the following:

Street Construction (5331132) (5733131) (5733131) (573531):

Asphalt Paving and Mill-in-Place, (EN-D-2140) \$1,812,033
 Overlay

- Chestnut Ave - Ives to Kalsched
- Laurel St - Vets Pkwy to Wood
- Maple Ave - Depot to Arnold
- Upham St. - Chestnut to Oak
- Walnut - Doege to Ives

Mill-In-Place

- 8th St. - Linden to Holly
- 12th St. - Central to Maple
- Arnold St. - Hinman to Cul-de-sac
- Carmen Dr. - Palmetto to Waushara
- Cherry Ave - Franklin to Grant
- Forest St. - Cherry to Plum
- Hawthorn Ave. - Cul-de-sac to Cul-de-sac
- Hawthorn Ave. - 5th to Adler
- Hume Court - Hume to Cul-de-sac
- Katherine Ct. - Carmen to Cul-de-sac
- Laird St. - Adams to North Hills
- Plum Ave. - Franklin to Grant

E. 17th St. - Maple Ave. to Peach Ave. (EN-D-2067) 74,387
 E. 29th St. - Washington Ave. to Hume (EN-B-2074) 59,995
 McMillan St. @ Galvin Ave. - Culvert Extension (SW-G-6775) 104,970
 Laemle Ave - 21st St. to 2100 - Storm Sewer (SW-G-6776) 289,949

Pits and Quarries (5358032) 153,726

Traffic Control (5733431)

4th St. & Peach Ave. Traffic Signal Upgrade (EN-F-2109) 251,941

Debt Issue Expense (5829108) 41,514

Total Infrastructure Construction Fund (#401) **\$2,788,515**

The **General Public Facilities Fund (#405)** includes appropriations for certain recommended projects in 2017 totaling \$2,031,459, including the following:

Urban Development (5662070)

Community Center Remodel (FM-K-3969) 2,000,000

UW Marshfield/Wood County Campus (5765064)

Capital Projects Summary

2017 Projects (UW-K-7336) 15,000

Debt Issue Expense (55829108) 16,459

Total General Public Facilities Fund \$2,031,459

The **Protective Services Capital Project Fund (#410)** includes appropriations totaling \$144,159 for the following

Law Enforcement Outlay (5721020)

One (1) Detective Vehicle 28,500

Three(3) replacement squads 115,659

Total Protective Services Capital Project Fund \$144,159

The **Parks & Recreation Capital Project Fund (#420)** includes appropriations totaling \$442,027 for the following:

Parks Outlay (762061)

Wildwood Station McMillan Marsh Trail (PR-L-1647) \$250,000

Asphalt Surface Maintenance (PR-L-2854) 20,000

Braem Park Tennis Courts (PR-L-2860) 55,000

Other Culture & Recreation Outlay (5763062) (5763063)

Round Barn Improvements (FG-K-5600) 3,869

Wildwood Zoo Maintenance Building (PR-L-2824) 25,000

Zoo Welcome Center and Cougar Exhibit (PR-L-2847) 40,000

Debt Issue Expense (5829108) 2,027

Debt Service Fund Transfer (5900008) 46,131

Total Parks & Recreation Capital Project Fund \$442,027

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) and Tax Incremental District No. 9 (Central Avenue & Ives Street)**, 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 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:

TID #2 (Purdy Project – Fund #426)

Audit/TIF Review Services & WI DOR Fee \$376

Transfer to Debt Service Fund 50,000

TOTAL \$50,376

Capital Projects Summary

TID #4 (Downtown – Fund #428)

Audit/TIF Review Services & WI DOR Fee	\$526
Downtown Square Project	1,299,816
Transfer to Debt Service Fund	<u>743,688</u>

TOTAL **\$2,044,030**

TID #5 (Mill Creek Business Park – Fund #430)

Audit/TIF Review Services & WI DOR Fee	\$526
Transfer to Debt Service Fund	<u>614,089</u>

TOTAL **\$614,615**

TID #7 (Yellowstone Industrial Park – Fund #432)

Audit/TIF Review Services & WI DOR Fee	\$526
Transfer to Debt Service Fund	<u>241,266</u>

TOTAL **\$241,792**

TID #9 (Central Avenue & Ives Street – Fund #434)

Audit/TIF Review Services & WI DOR Fee	\$376
Transfer to Debt Service Fund	<u>32,245</u>

TOTAL **\$32,621**

TID #10 (Marshfield Mall Area - Fund #435)

Audit/TIF Review Services & WI DOR Fee	\$526
Transfer to Debt Service Fund	<u>126</u>

TOTAL **\$652**

TID #11 (Veterans Parkway/Hwy 10 Interchange - Fund #436)

Audit/TIF Review Services & WI DOR Fee	\$526
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TOTAL **\$526**

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.

DEBT SERVICE FUND REVENUES

The 2017 Debt Service Fund budget includes \$5,249,246 in revenues consisting of:

- \$3,244,171 Tax Levy
- \$1,681,414 TIF transfers
- \$150,000 Fund Balance Applied
- \$127,530 Net Build America Bond IRS Refunds
- \$46,131 Fairgrounds debt payment

DEBT SERVICE FUND EXPENDITURES

DEBT SERVICE PAYMENTS

The sum of \$5,248,046 is needed in order to meet 2017 principal and interest payments on outstanding debt:

- \$4,110,090 for principal
- \$1,137,956 for interest

The internal service fund and enterprise funds are responsible for their portions of total general obligation debt service as well as other forms of debt used by those funds. Accordingly, the appropriate debt service is included in those funds.

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. No funds are necessary for this purpose in the 2017 debt service funds. Instead, the estimated cost of borrowing (\$60,000) is planned to come from initial borrowing proceeds which is allocated to the various capital project funds benefiting from the debt proceeds.

FISCAL CHARGES

This is for fees and expenses charged by fiscal agents to retire bonds, notices, and coupons. The recommended 2017 budget is \$1,200.

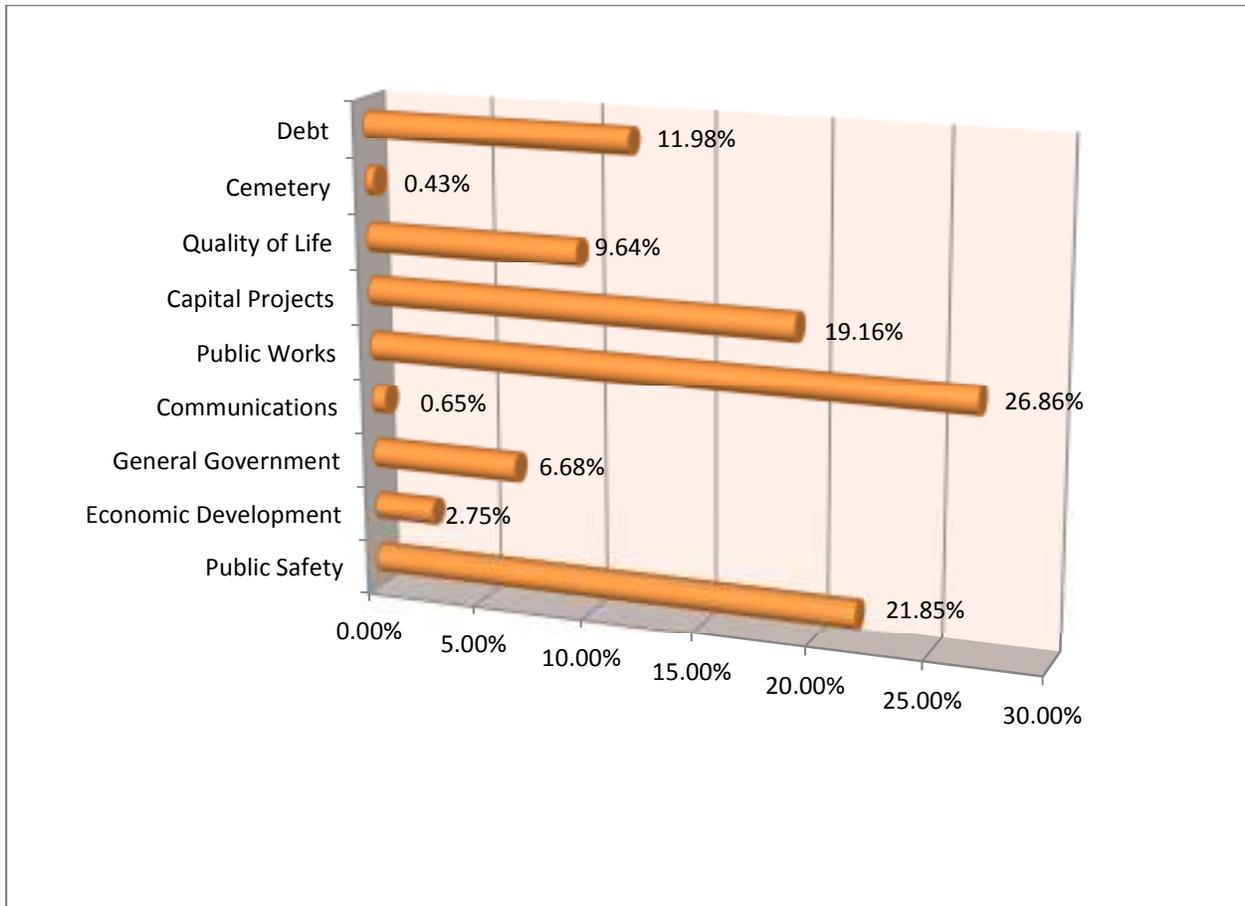
Debt

Debt Service Summary

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$5,444,589</u>	<u>\$4,902,844</u>	<u>\$4,902,419</u>	<u>\$5,249,246</u>

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.

Summary of Services Provided	
Public Works Administration	
	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.
Engineering Division	
	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.
Wastewater Utility	
	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.

Public Works

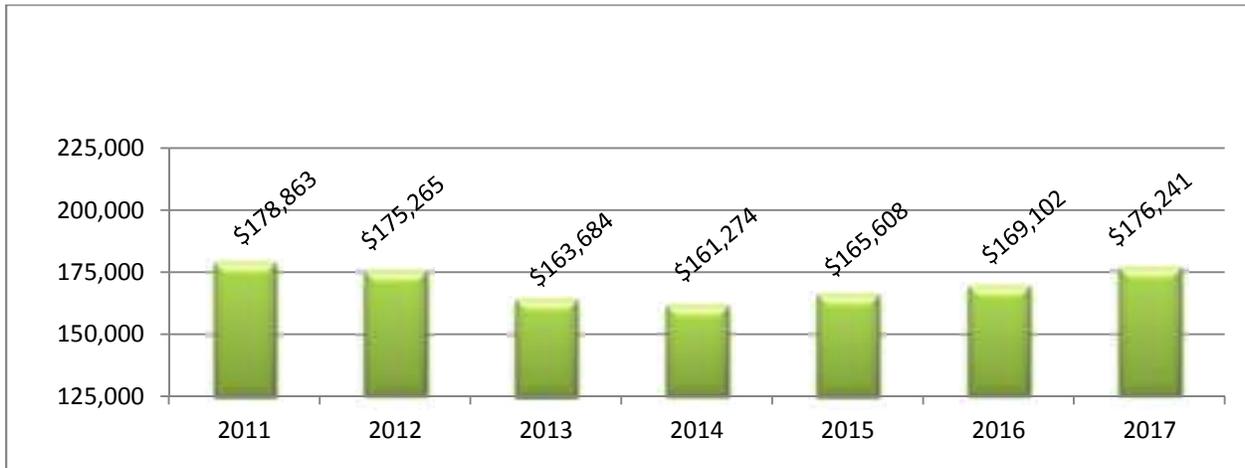
Manages a grease and sand trap inspection program.
Maintains backflow preventers in city facilities.
Maintains "Sewer Only" meters for properties not connected to municipal water supply.
Provides information and education to the public and elected officials regarding the importance of wastewater treatment, clearwater elimination, new regulations and other matters related to operation of the wastewater treatment plant.
Street Division
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.
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.
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.
Facilities
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.
Airport
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

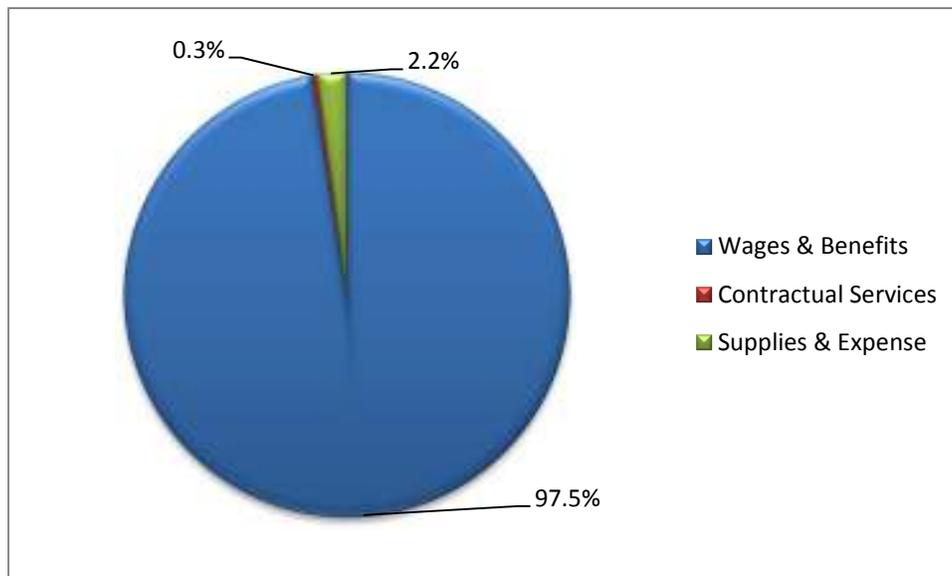
1015311030

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$165,608</u>	<u>\$169,101</u>	<u>\$169,102</u>	<u>\$176,241</u>
Full-Time Positions	2	2	2	2

Expenditures History/Projections



2017 Recommended Budget

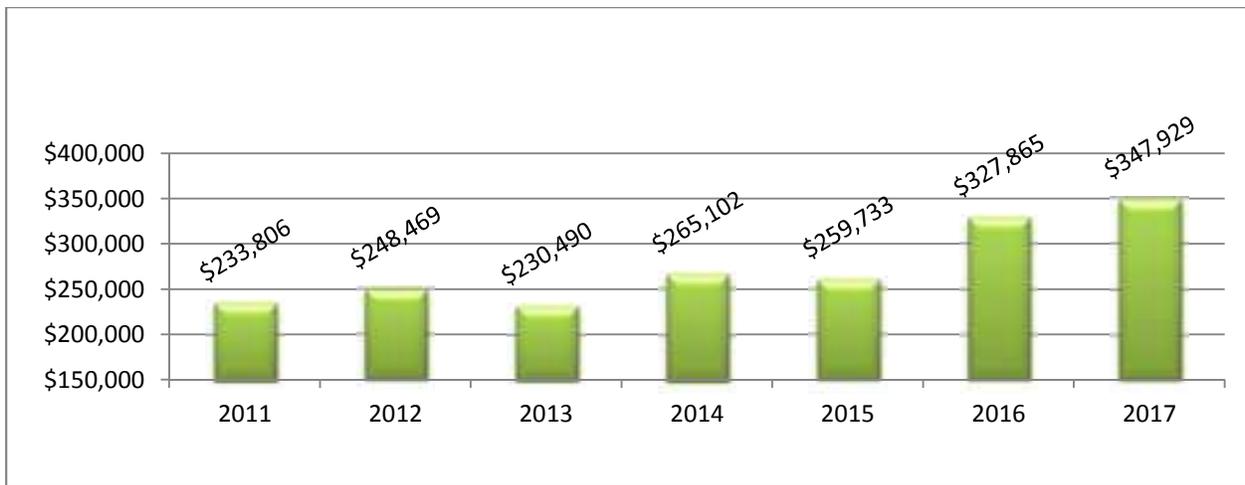


Engineering Budget Summary

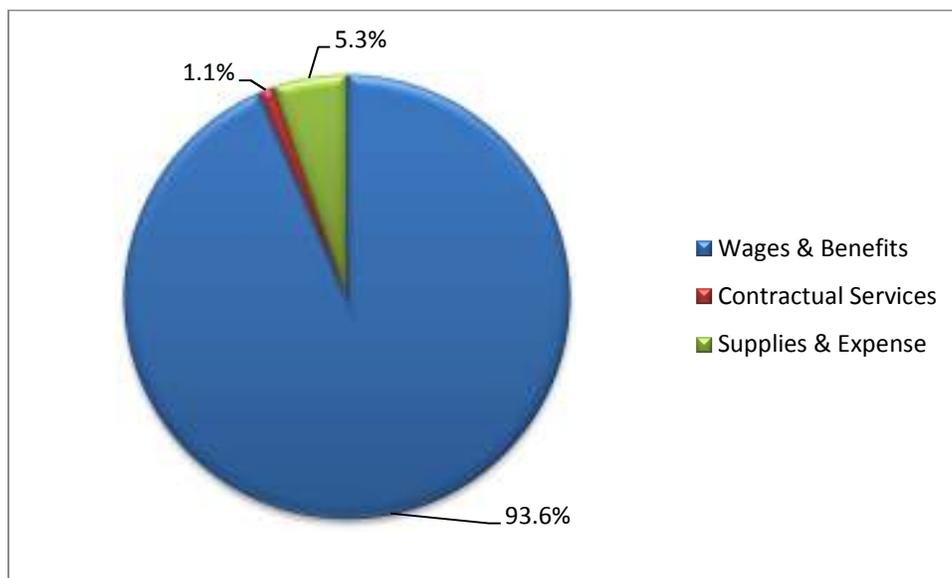
1015312031

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Engineering Administration, 1015312031	\$255,373	\$325,777	\$327,865	\$317,945
New Sidewalk O/L W/O St Recon, 1015343231	4,360	0	0	29,984
Operating Expenditure Total	<u>\$259,733</u>	<u>\$325,777</u>	<u>\$327,865</u>	<u>\$347,929</u>
Full-Time Positions	6	7	7	7

Expenditure History/Projections



2017 Recommended Budget

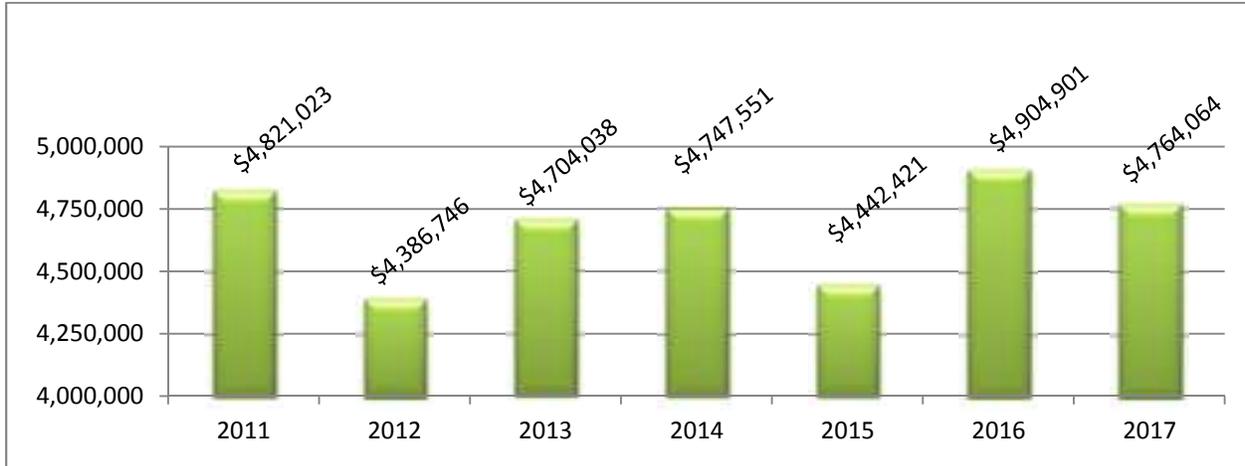


Street Division Budget Summary

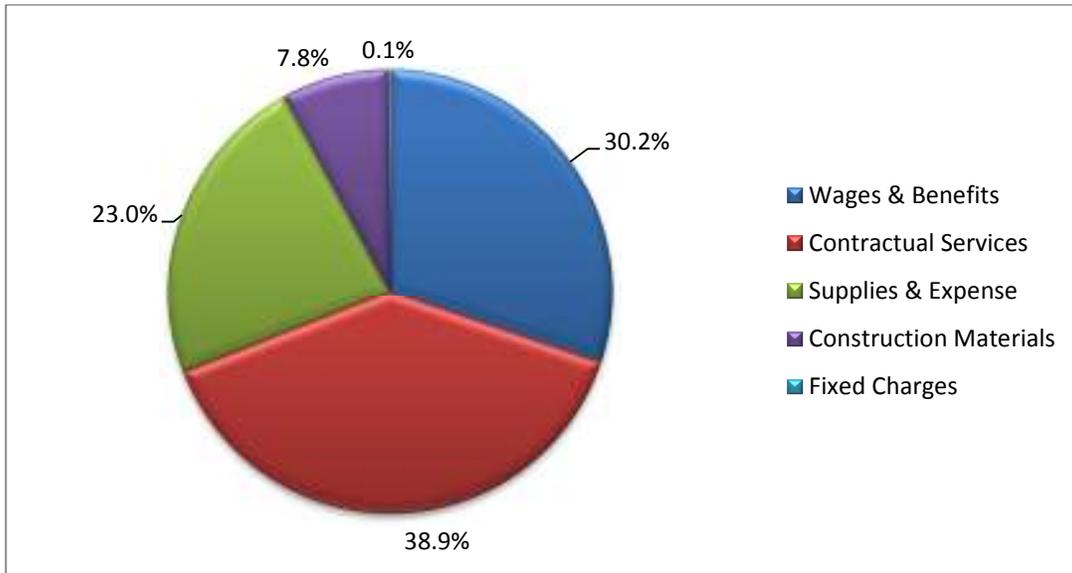
	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Street Div. Administration, 1015315032	\$96,072	\$103,100	\$104,465	\$106,775
Hwy/Street Main., 1015331132	1,269,164	1,257,830	1,262,278	1,302,775
Snow & Ice Control, 1015331232	685,155	1,000,884	964,156	799,253
Hwy/Street Cleaning, 1015331332	167,758	176,037	144,608	167,827
Traffic Control O & M, 1015331432	201,722	188,180	188,789	189,791
Street Lighting, 1015342030	215,449	230,000	225,583	225,000
Sidewalk Maint. & Rpr w/St Recon., 1015343132	76,803	102,115	102,565	100,499
Storm Sewer Management, 1015344132	565,083	581,228	592,207	596,296
Parking Facilities, 1015345032	58,373	100,261	101,459	99,190
Refuse/Garbage Pickup/Disposal, 1015362032	537,922	559,020	559,020	559,020
Recycling, 1015363532	382,872	391,142	391,508	393,794
Christmas Decorations, 1015534132	14,112	15,654	15,811	16,172
Parades, Holidays & Signs, 1015534232	2,790	8,414	8,550	8,112
Forestry, 1015690532	<u>169,146</u>	161,266	218,902	<u>199,560</u>
Forestry, 2405690532		<u>50,000</u>	<u>25,000</u>	
Operating Expenditure Total	<u>\$4,442,421</u>	<u>\$4,925,131</u>	<u>\$4,904,901</u>	<u>\$4,764,064</u>
Full-Time Positions	31	31	31	31

Street Division Budget Summary

Expenditures History/Projections



2017 Recommended Budget



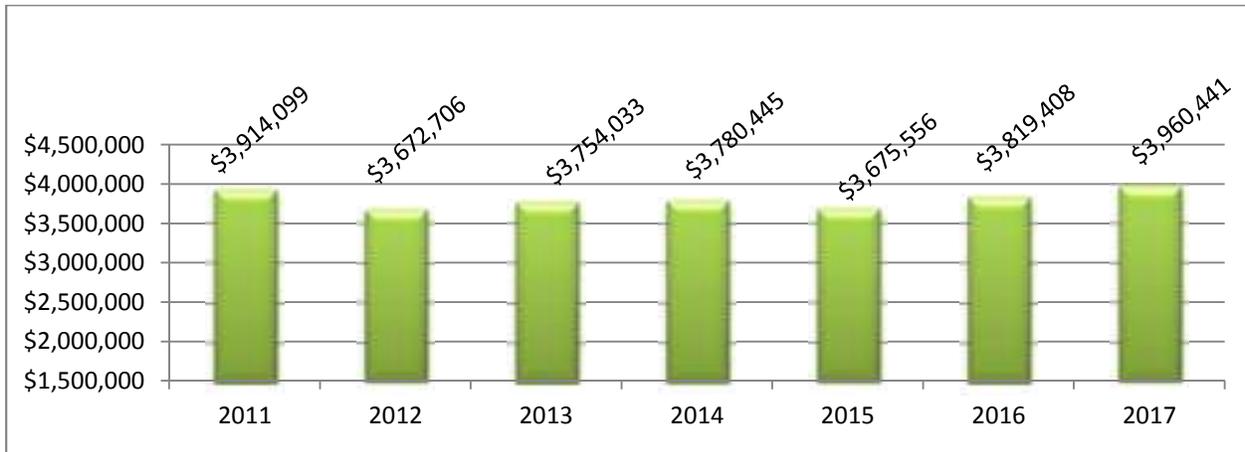
Public Works

Wastewater Budget Summary

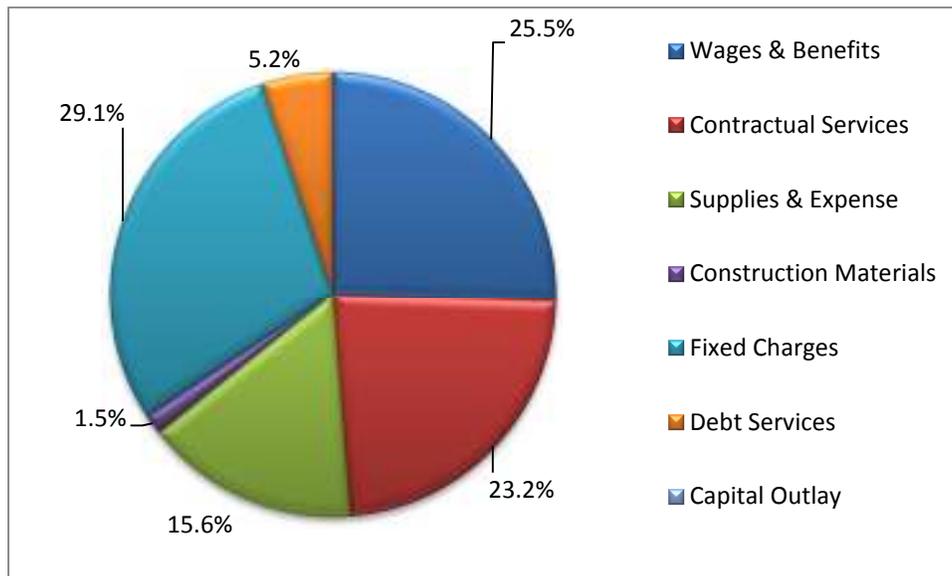
All 601 funds

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$3,675,556</u>	<u>\$3,892,542</u>	<u>\$3,819,408</u>	<u>\$3,960,441</u>
Full-Time Positions	10.5	10.5	10.5	10.5

Expenditures History/Projections



2017 Recommended Budget



Public Works

Capital Outlay Purchases

Collection System Maintenance

EN-J-1796, City Wide Lining	\$428,000
EN-J-1909, Maple Ave - Depot to Arnold	110,000
EN-J-2205, Wood Ave - Blodgett to North	297,000
EN-D-2067, E. 17 th - Maple to Peach	<u>40,000</u>
	<u>\$875,000</u>

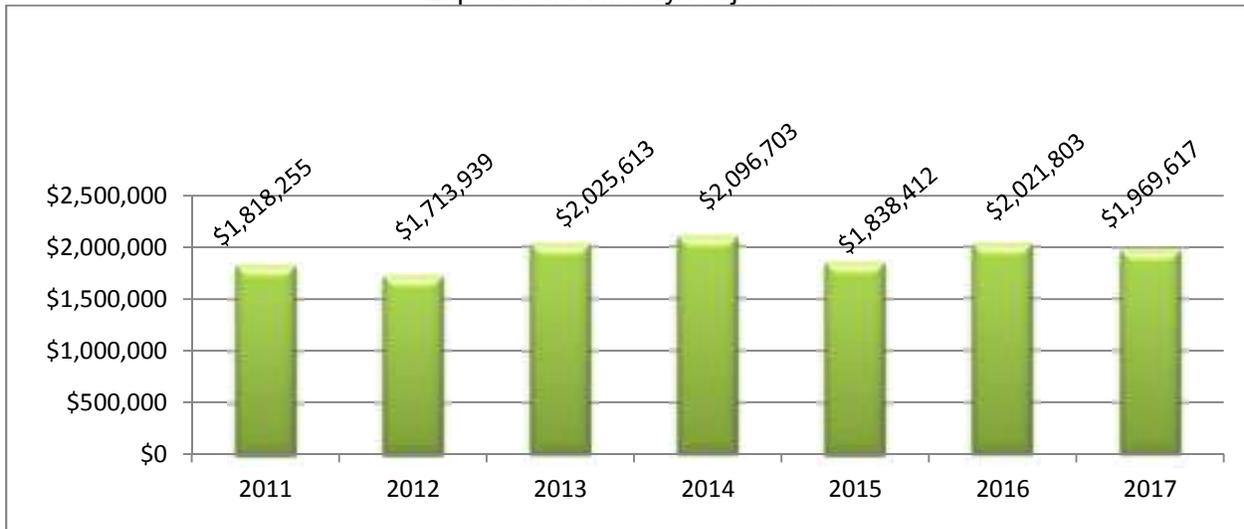
Transportation

Replace M118 Utility Vehicle	\$32,587
Replace M126, Assistant Superintendent's truck	<u>27,122</u>
	<u>\$59,709</u>

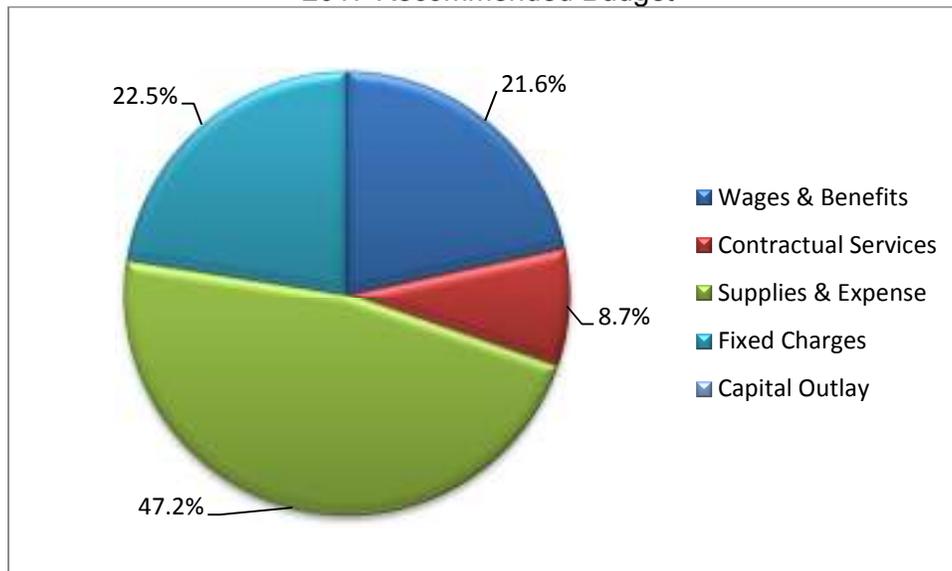
Vehicle & Equipment Internal Service Fund Budget Summary

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Building and Shop Operations, 7015149137	\$119,594	\$135,711	\$136,558	\$138,935
Machinery Operations, 7015149237	893,402	1,052,625	1,052,411	1,050,498
Gas and Diesel Fuel, 7015149337	255,218	421,134	421,134	370,584
Depreciation, 7015366508	424,146	<u>405,900</u>	<u>411,700</u>	<u>409,600</u>
Other Financing Uses 7015900008	143,500			
Other Nonoperating Expenses 70159600008	<u>2,552</u>			
Operating Expenditure Total	<u>\$1,838,412</u>	<u>\$2,015,370</u>	<u>\$2,021,803</u>	<u>\$1,969,617</u>

Expenditure History/Projections



2017 Recommended Budget



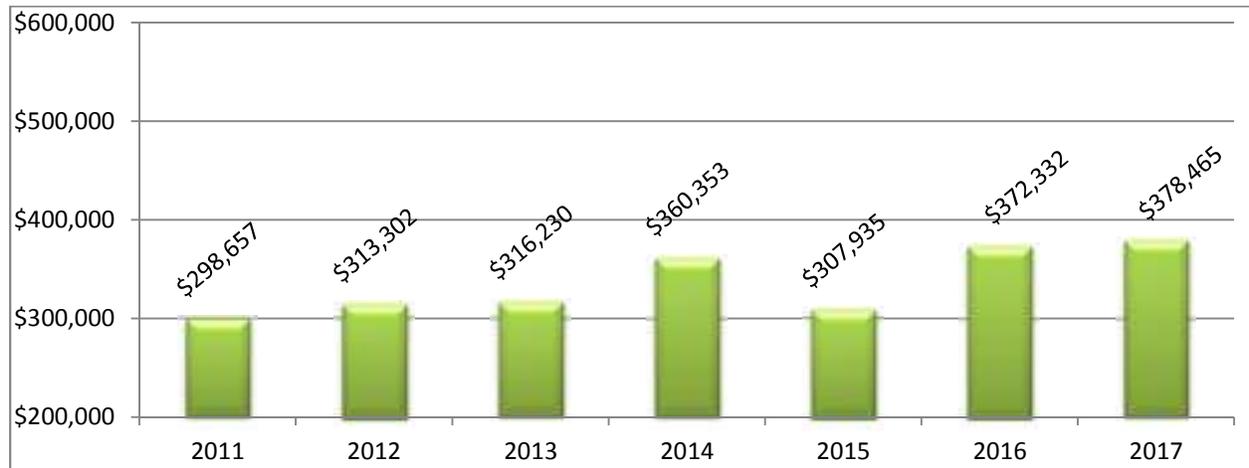
Capital Outlays are noted in Appendix A

Facilities Budget Summary

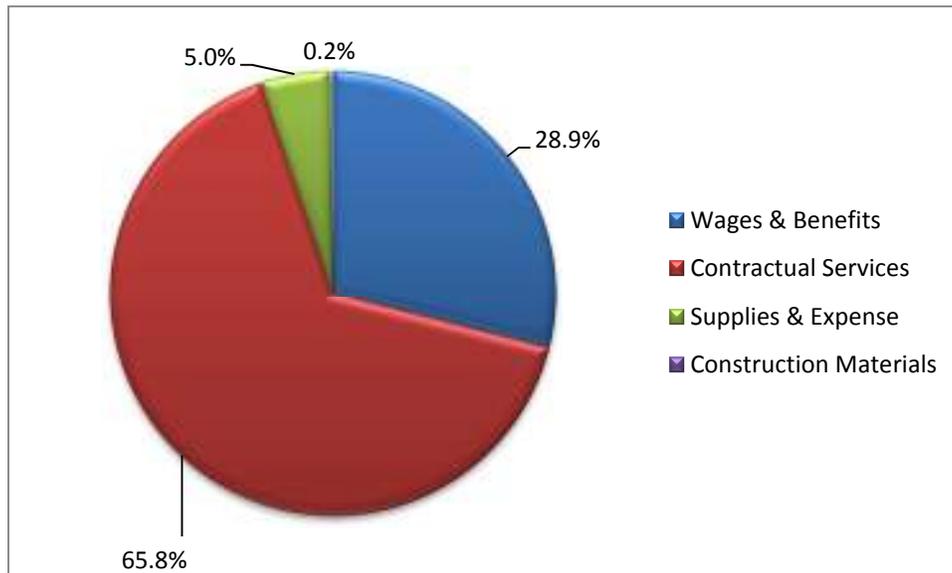
1015162023

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$307,935</u>	<u>\$407,210</u>	<u>\$372,332</u>	<u>\$378,465</u>
Full-Time Positions	0	1	1	1

Expenditure History/Projections



2017 Recommended Budget

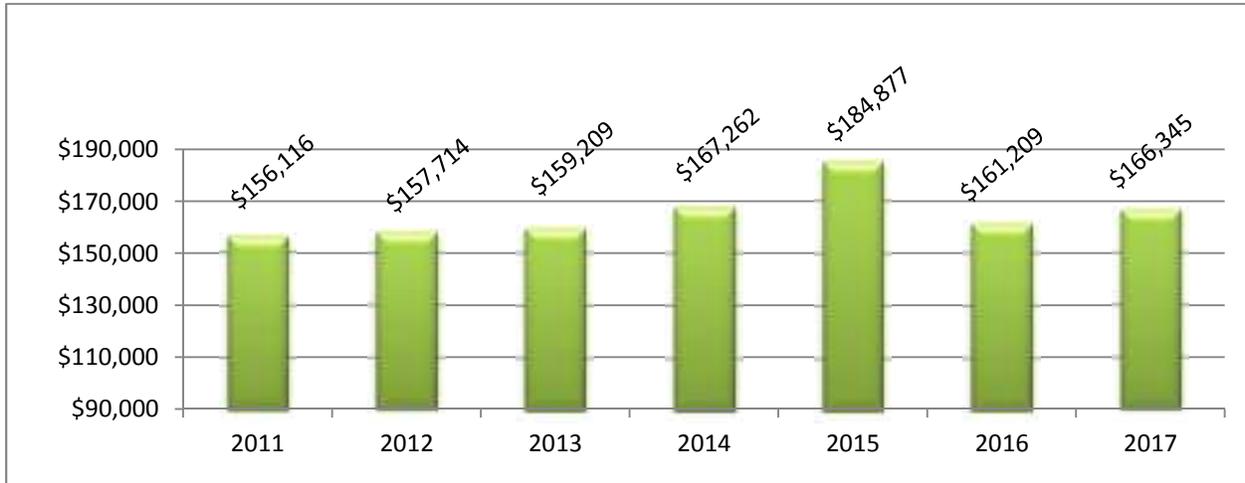


Airport Budget Summary

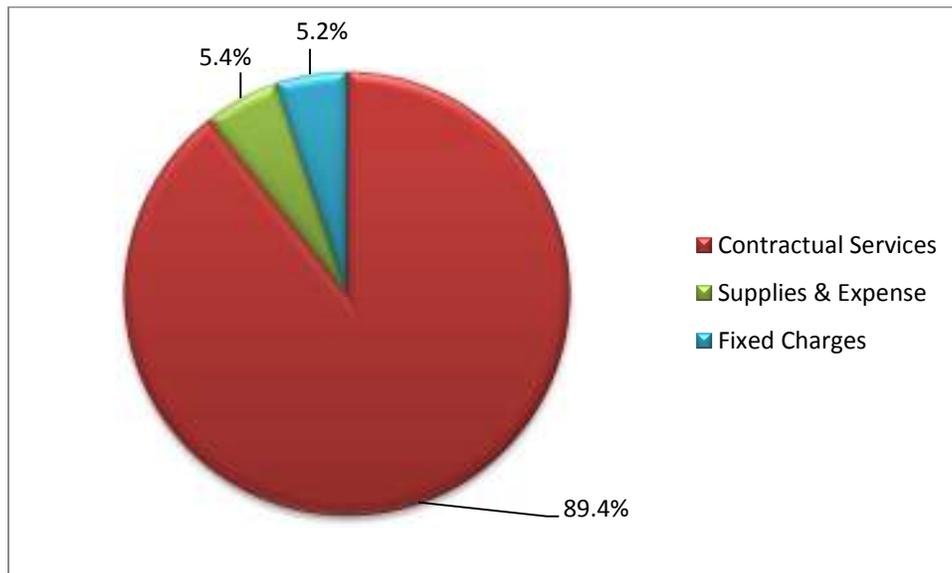
1015351033

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$184,877</u>	<u>\$159,669</u>	<u>\$161,209</u>	<u>\$166,345</u>

Expenditures History/Projections

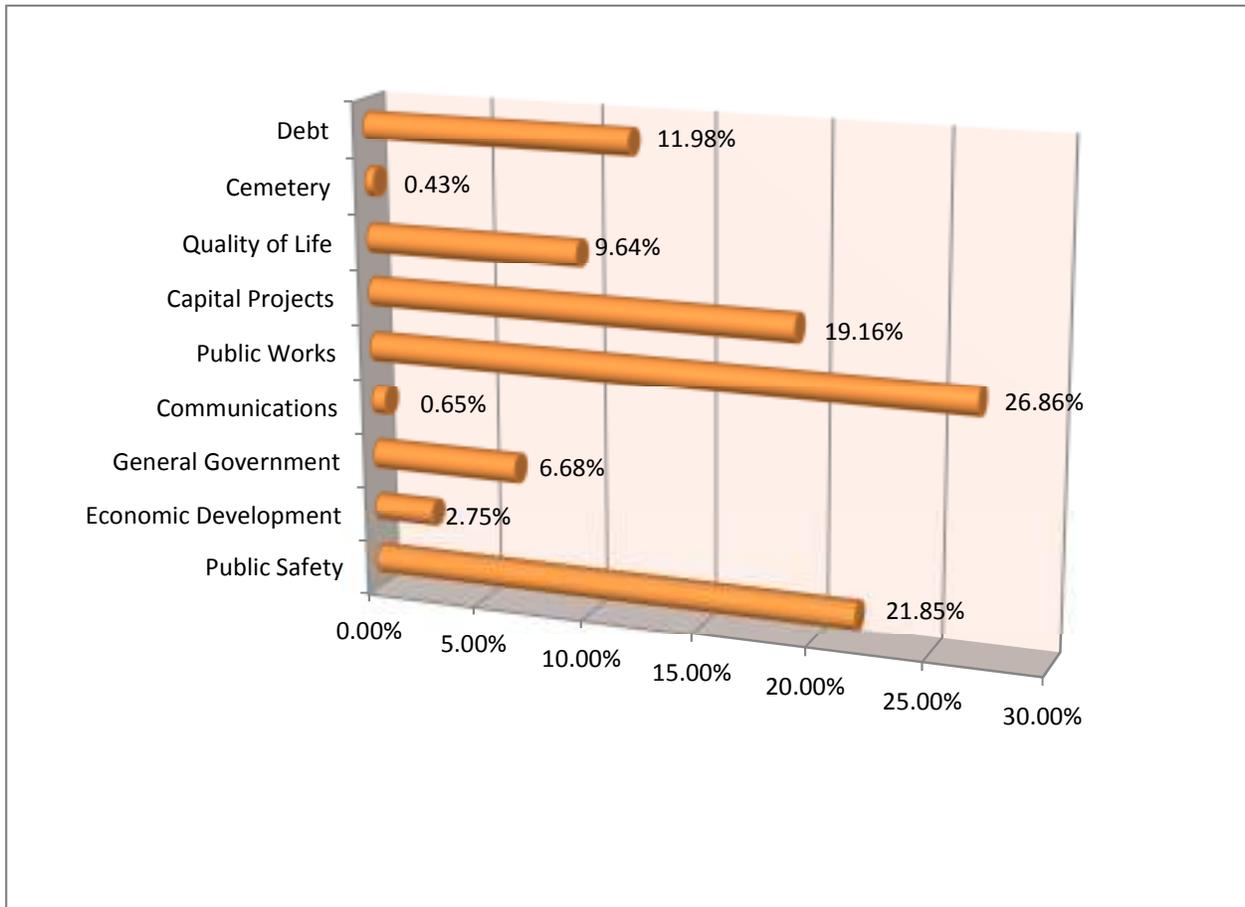


2017 Recommended Budget



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

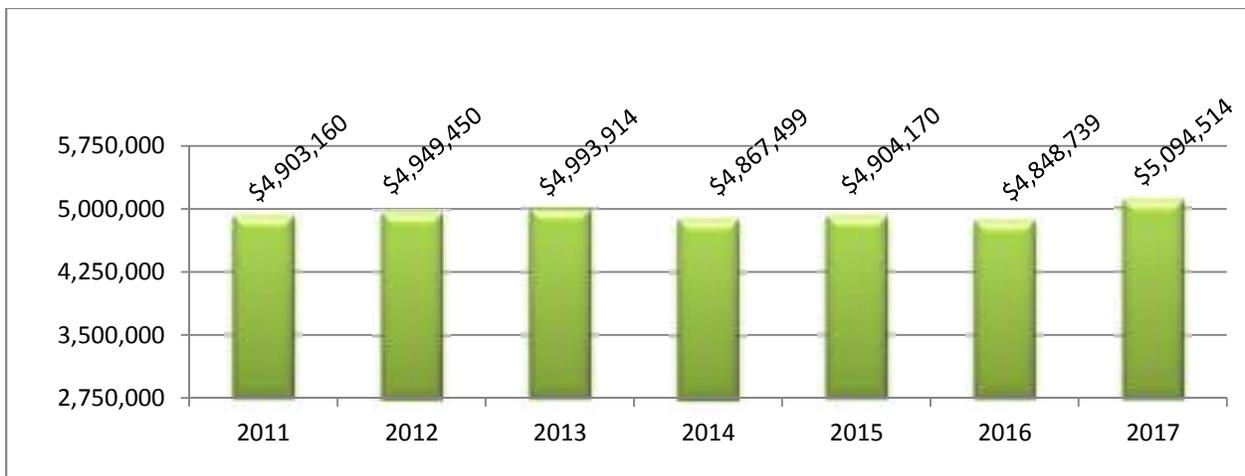
The Marshfield Police Department is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention, detection services, ordinance enforcement, emergency management, and school crossing guard program possible.

Summary of Services Provided	
Law Enforcement	
	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).
Ordinance Control	
	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.
School Crossing Guards	
	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.

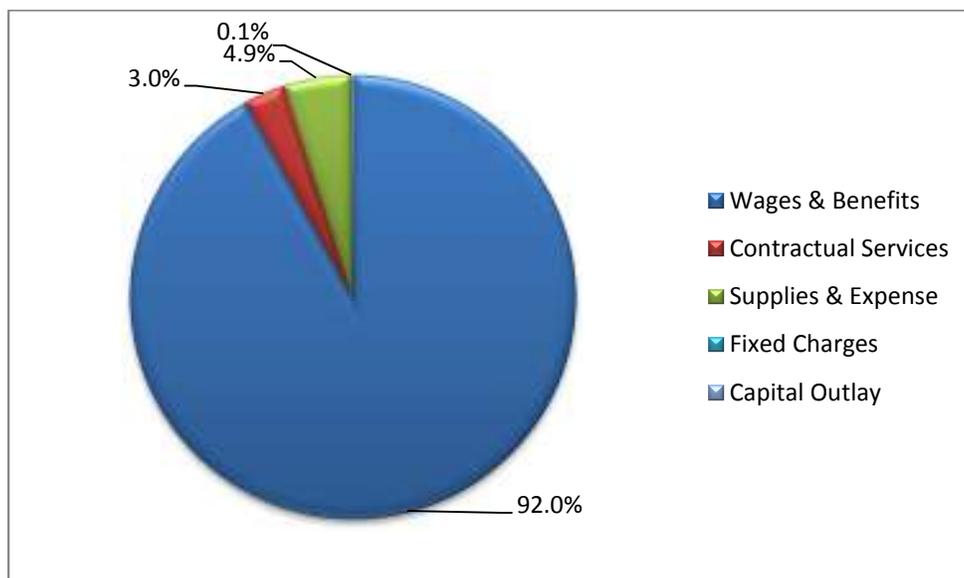
Police Budget Summary

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Law Enforcement, 1015211020	\$4,653,695	\$4,749,324	\$4,615,905	\$4,851,435
Ordinance Control, 1015213020	187,486	171,772	169,840	179,438
School Crossing Guards, 1015214020	<u>62,989</u>	<u>63,080</u>	<u>62,994</u>	<u>63,641</u>
Operating Expenditure Total	<u>\$4,904,170</u>	<u>\$4,984,176</u>	<u>\$4,848,739</u>	<u>\$5,094,514</u>
Full-time Positions	48	48	48	48

Expenditures History/Projections



2017 Recommended Budget



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.

Summary of Services Provided	
Fire Prevention	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.
Fire Protection	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

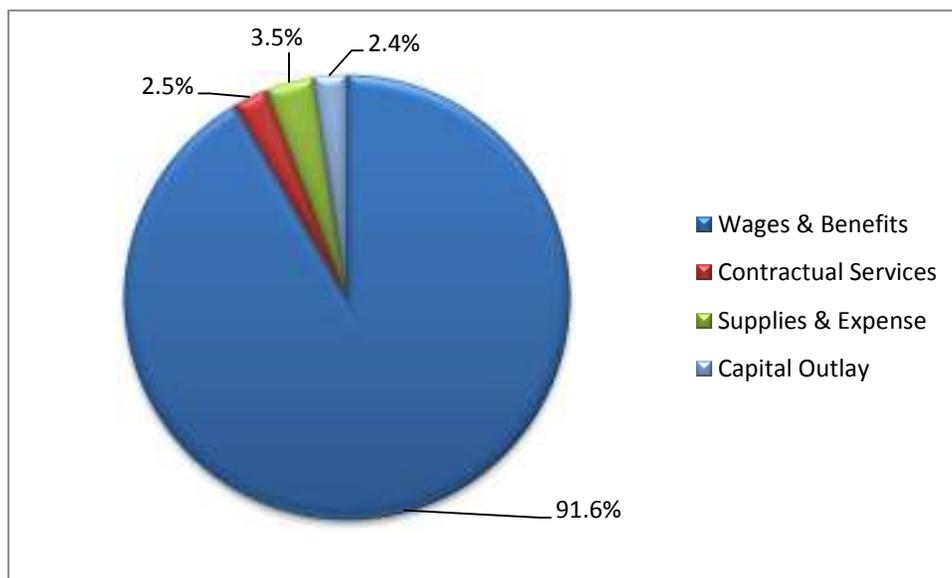
Fire and Rescue Department Budget Summary

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Fire Protection, 1015221021	\$2,097,295	\$2,183,929	\$2,186,360	\$2,343,020
Fire Prevention, 1015225021	<u>638,343</u>	<u>655,607</u>	<u>670,038</u>	<u>714,902</u>
Operating Expenditure Total	<u>\$2,735,638</u>	<u>\$2,839,536</u>	<u>\$2,856,398</u>	<u>\$3,057,922</u>
Full-time Positions	28.3	28.3	28.3	28.3

Expenditure History/Projections



2017 Recommended Budget



Emergency Medical Services

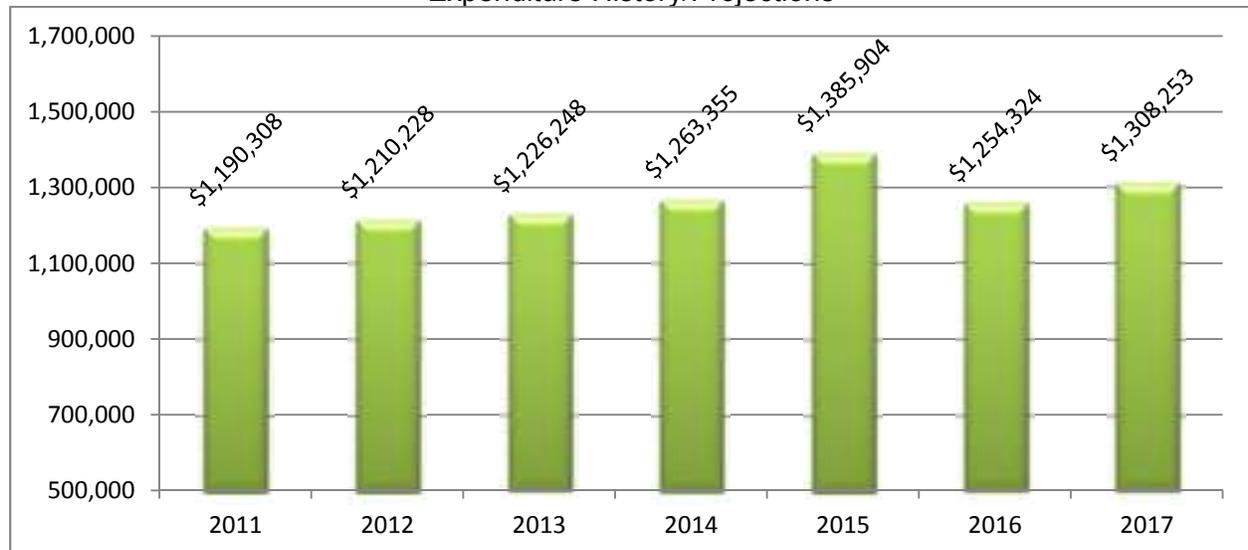
The Emergency Medical Services Division provides quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and 13 surrounding towns and villages. They provide emergency and non-emergency transports, neo-natal transports, special pediatric transports and citizens'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

Summary of Services Provided
Emergency Medical Services
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); neonatal transports, pediatric transports, and paramedic intercepts for St. Joseph's Hospital Spirit of Marshfield program; emergency medical service education/internship for students from three technical college districts.

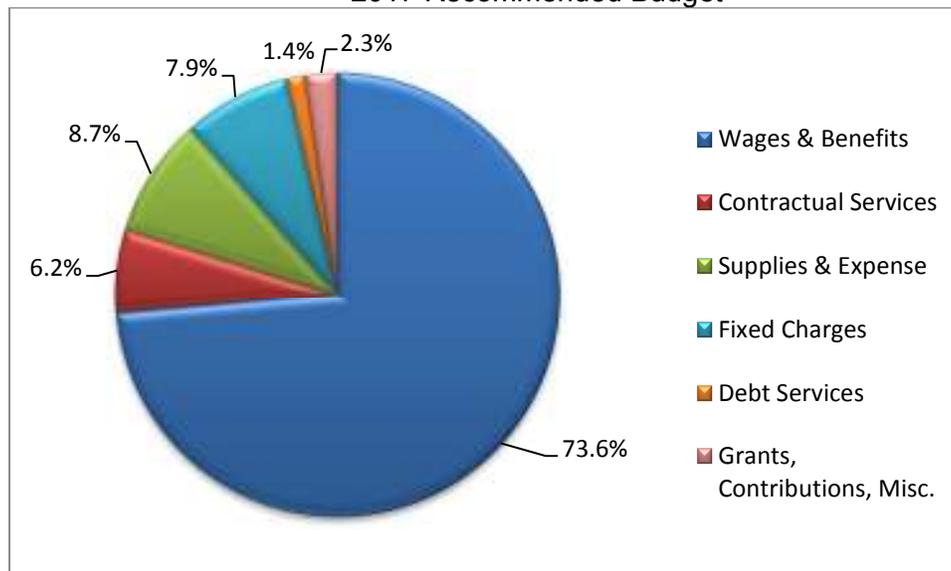
Emergency Medical Services Budget Summary

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Billing and Collection, 6055151008	\$108,426	\$116,387	\$115,763	\$119,164
Emergency Medical Services, 6055231022	1,163,097	1,030,827	1,027,945	1,080,428
Depreciation, 6055366508	97,148	89,000	93,900	93,000
Interest on Debt, 6055821008	15,492	15,109	15,109	14,416
Interest , Long-Term Notes Payable 60555823008	1,741	1,607	1,607	1,245
Other Nonoperating Expenses 60559600008	0	0	0	0
Operating Expenditure Total	<u>\$1,385,904</u>	<u>\$1,252,930</u>	<u>\$1,254,324</u>	<u>\$1,308,253</u>
Full-time Positions	9.7	9.7	9.7	9.7

Expenditure History/Projections



2017 Recommended Budget



Capital Outlay Purchases

Critical Care Paramedic class (tuition, books and OT)	\$59,594
Replacement Laryngoscope Sets	<u>6,000</u>
	\$65,594

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.

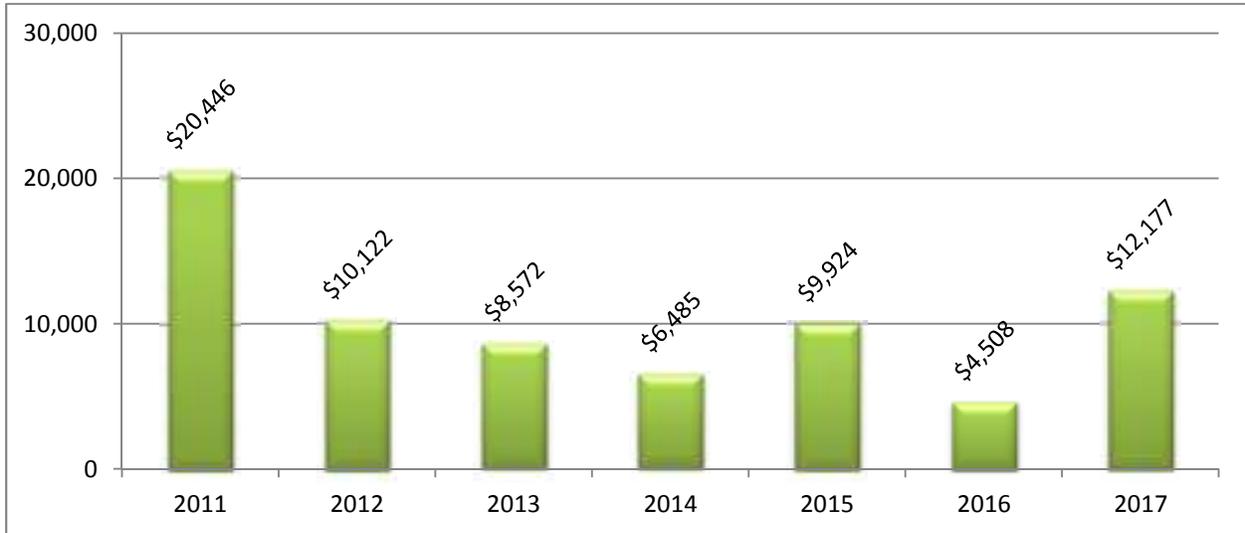
Summary of Services Provided	
Emergency Management	
	Maintain an updated plan for emergency preparedness of the City of Marshfield
	Coordinate participation of the municipality in Emergency Management training programs and exercises as required
	Performing administrative duties necessary for the rendering 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

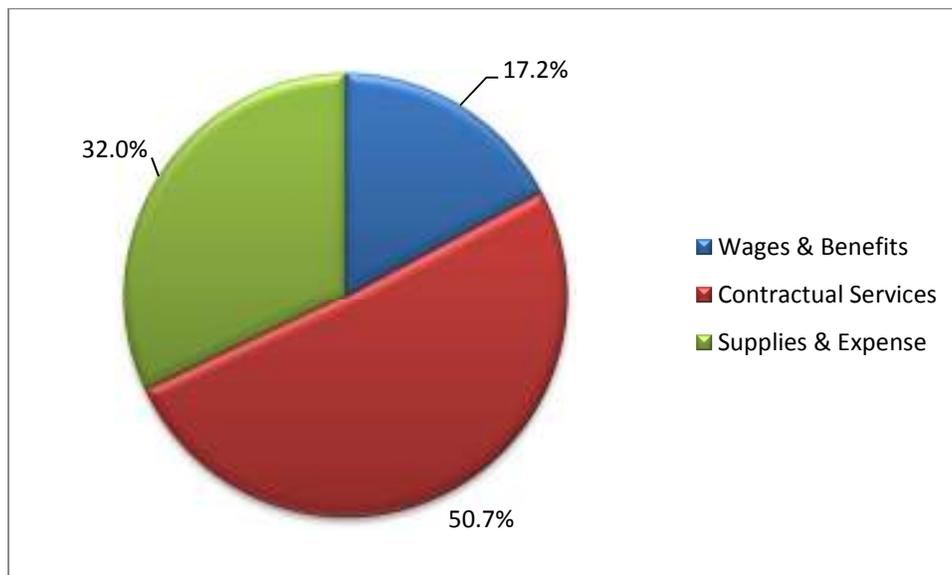
1015291020

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$9,924</u>	<u>\$11,560</u>	<u>\$4,508</u>	<u>\$12,177</u>

Expenditures History/Projections



2017 Recommended Budget



Municipal Court

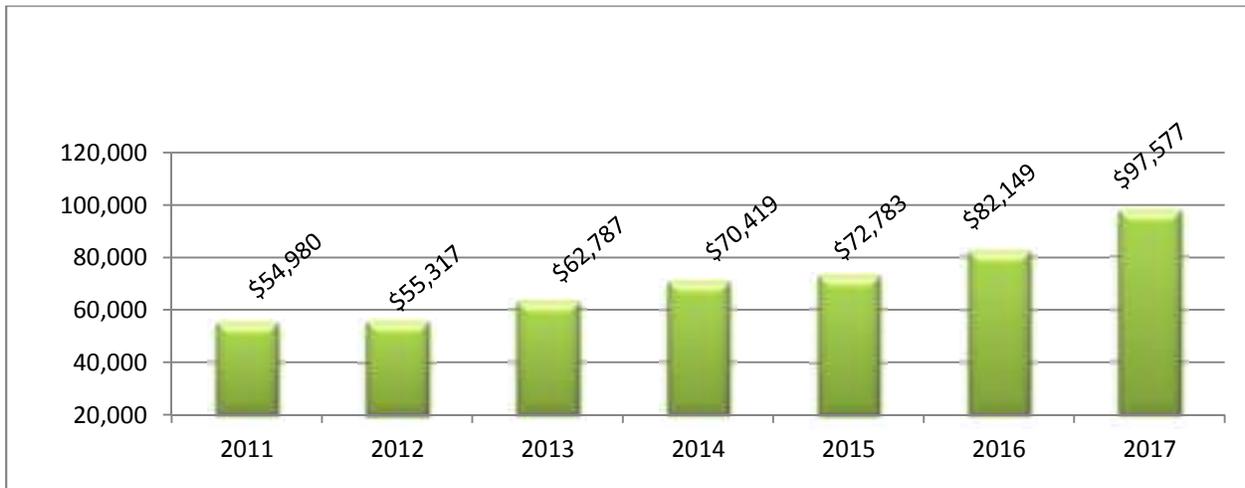
The Marshfield Municipal Court system was established to recover revenues and fees currently retained by the Wood County Circuit Court system for the service they provide. The Municipal Court system will further relieve the need for a fourth judge within the Wood County Circuit Court System and is intended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

Summary of Services Provided	
Municipal Court	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.

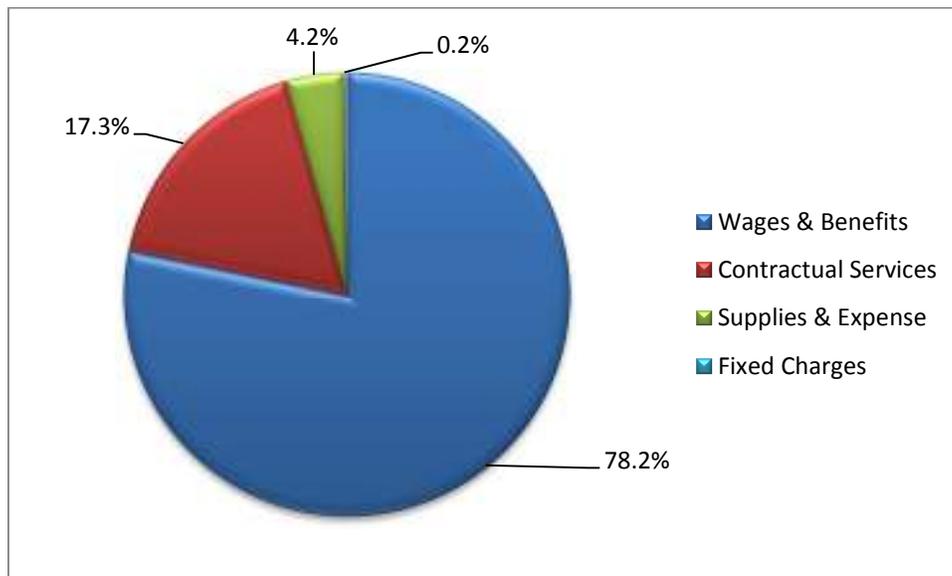
Municipal Court Budget Summary
1015121002

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$72,783</u>	<u>\$82,117</u>	<u>\$82,149</u>	<u>\$97,577</u>
Full-time Positions	.75	.75	.75	.88

Expenditures History/Projections



2017 Recommended Budget



Public Safety Funds

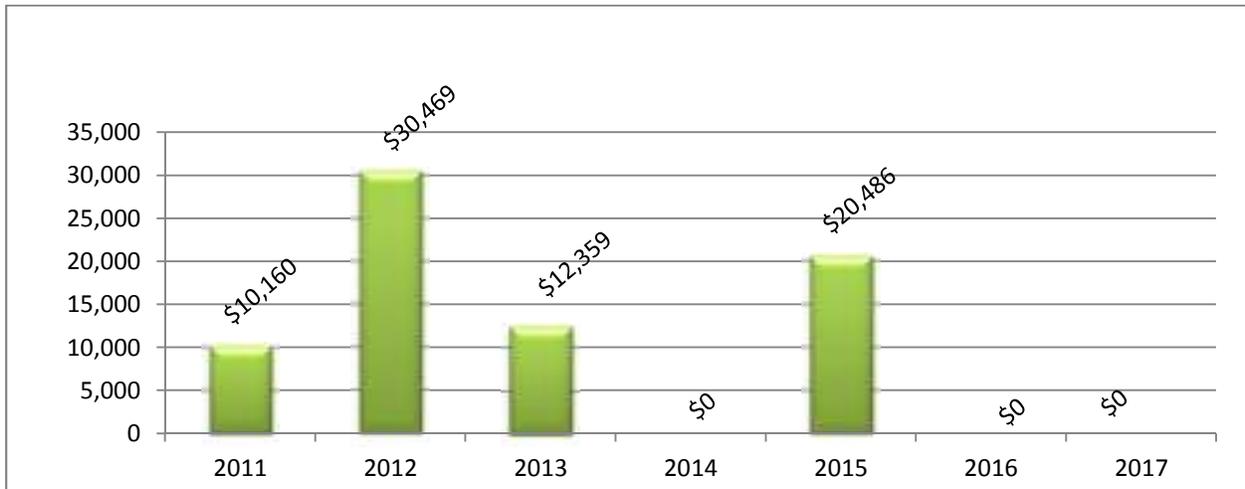
This fund accounts for eligible grants for Law Enforcement and Fire and Rescue service operation. This also includes federal and state drug seizure funds and miscellaneous donations.

Public Safety Funds Budget Summary

2065211020

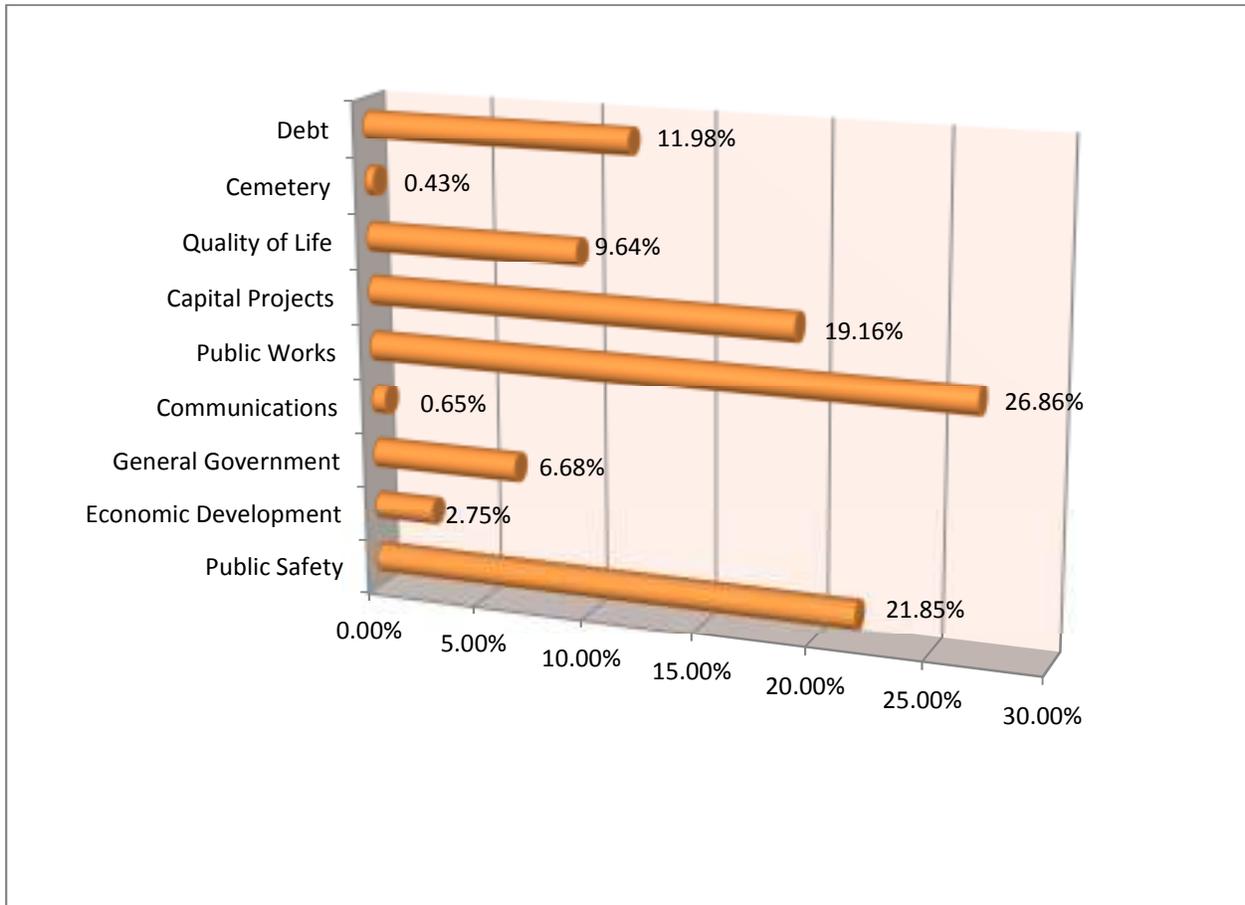
	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$20,468</u>	<u>\$5,405</u>	<u>\$0</u>	<u>\$0</u>

Expenditure History/Projections



Quality of Life

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.

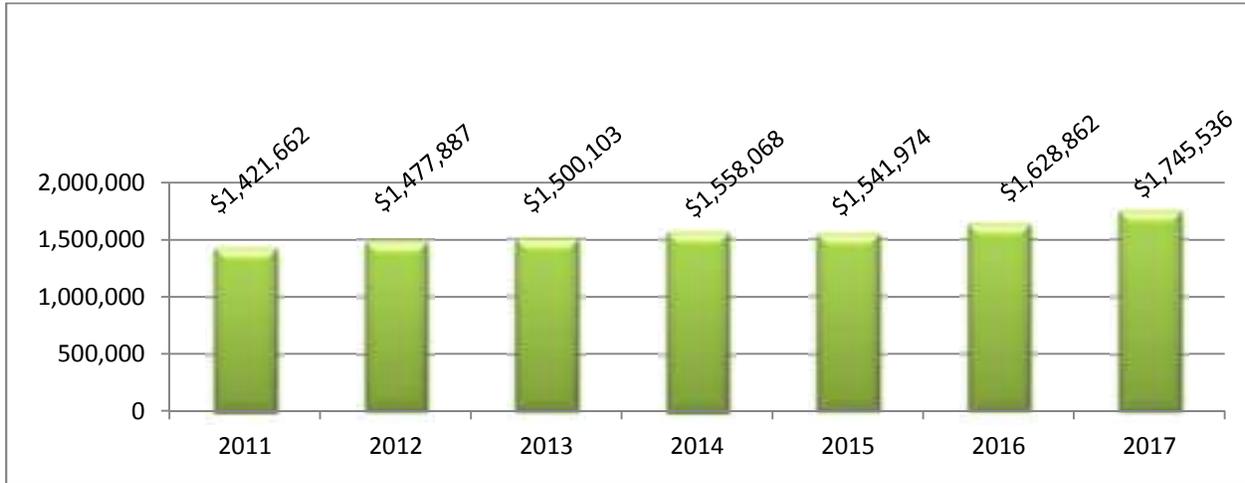
Summary of Services Provided	
Parks and Recreation	
	Manages and maintains the Wildwood Zoo, Oak Avenue Community Center, Wildwood Station Building, Marshfield Skate Park, Hefko Swimming Pool, Tennis/Racquetball Center, community athletic fields, 280 acres of park land in 19 parks, over twelve miles 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

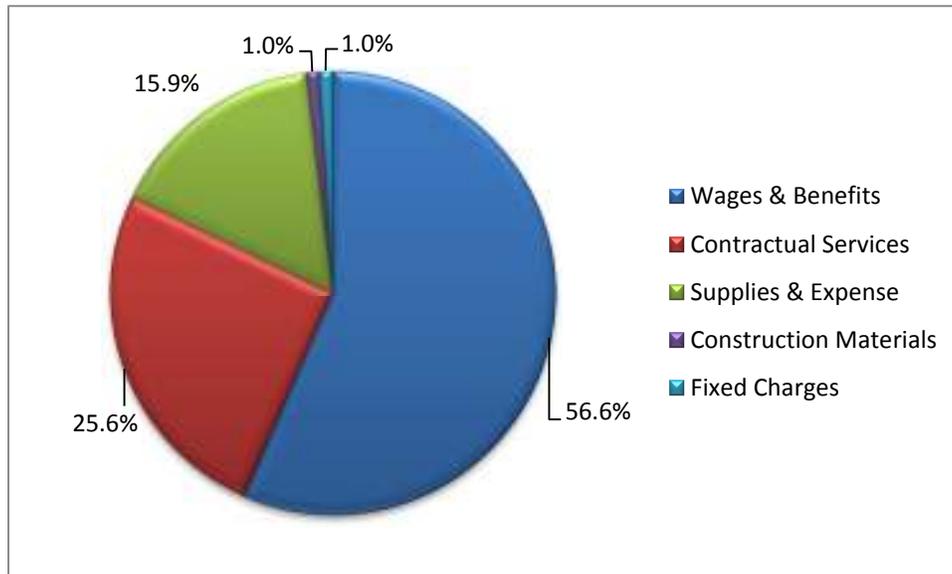
	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Parks/Recreation Administration, 1015531062	\$263,613	\$265,829	\$265,912	\$274,731
Oak Avenue Community Center, 1015519162	22,194	30,176	30,271	32,784
Second Street Community Center, 1015519562				54,999
Parks Operation/Maintenance, 1015521061	733,491	800,083	800,084	816,526
Recreation Programs, 1015532162	42,988	42,264	39,177	41,730
Tennis/Racquetball, 1015532762	13,630	16,295	16,295	16,577
Adult Athletic League, 1015532862	8,175	11,457	9,468	10,794
Zoo Operation/Maintenance, 1015541063	264,298	277,250	277,345	290,685
Aquatic Facilities, 1015542062	91,562	94,768	91,367	101,518
Special Recreation Programs, 1015532662	138	600	250	600
Fairgrounds, 1015548062	<u>101,883</u>	<u>98,693</u>	<u>98,693</u>	<u>104,592</u>
Operating Expenditure Total	<u>\$1,541,972</u>	<u>\$1,637,415</u>	<u>\$1,628,862</u>	<u>\$1,745,536</u>
Full-Time Positions	9	9	9	9

Parks and Recreation Budget Summary

Expenditures History/Projections



2017 Recommended Budget



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.

Summary of Services Provided	
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

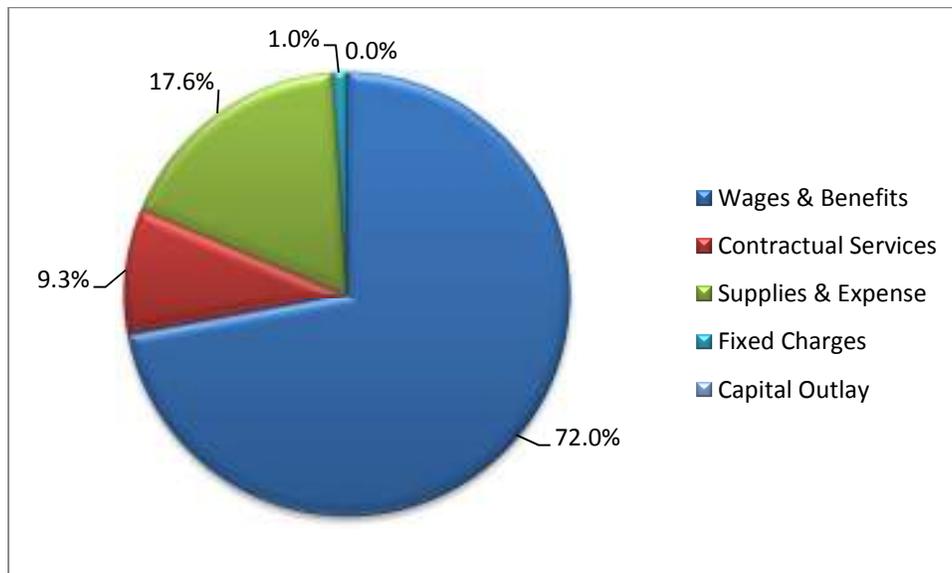
1015511060

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Operating Expenditure Total	<u>\$1,512,449</u>	<u>\$1,557,229</u>	<u>\$1,591,122</u>	<u>\$1,574,262</u>
Full-Time Positions	19.35	18.87	18.92	18.88

Expenditure History/Projections



2017 Recommended Budget



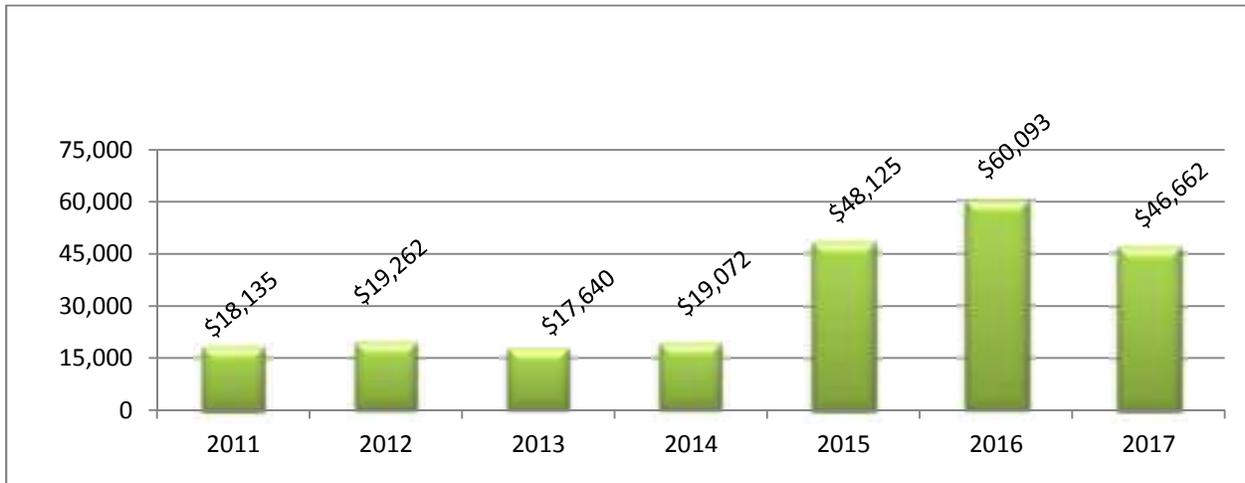
Aging/Senior Center

Summary of Services Provided
Aging/Senior Center
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.

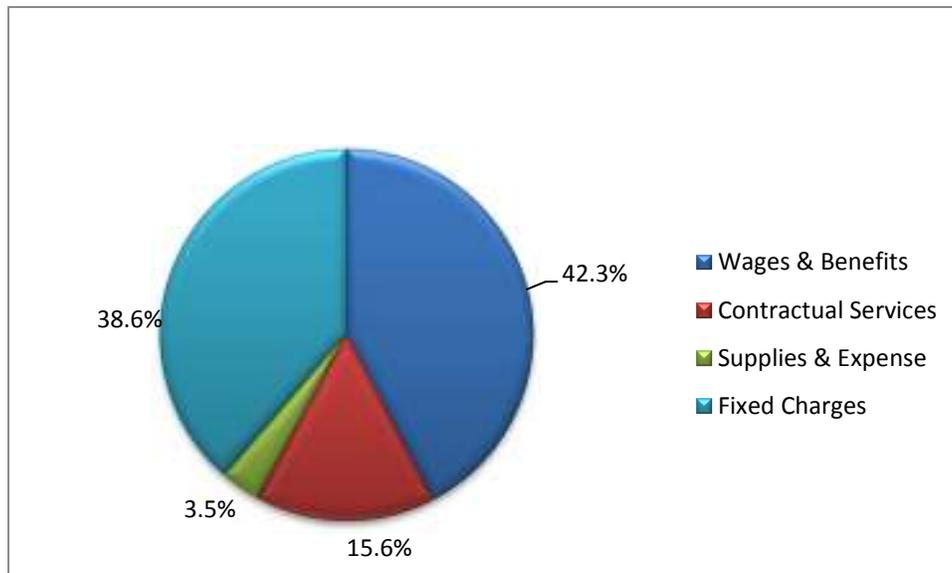
Aging/Senior Center Budget Summary
1015461050

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$48,125</u>	<u>\$59,993</u>	<u>\$60,093</u>	<u>\$46,662</u>

Expenditures History/Projections



2017 Recommended Budget



UW Marshfield/Wood County

UW Marshfield/Wood County 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.

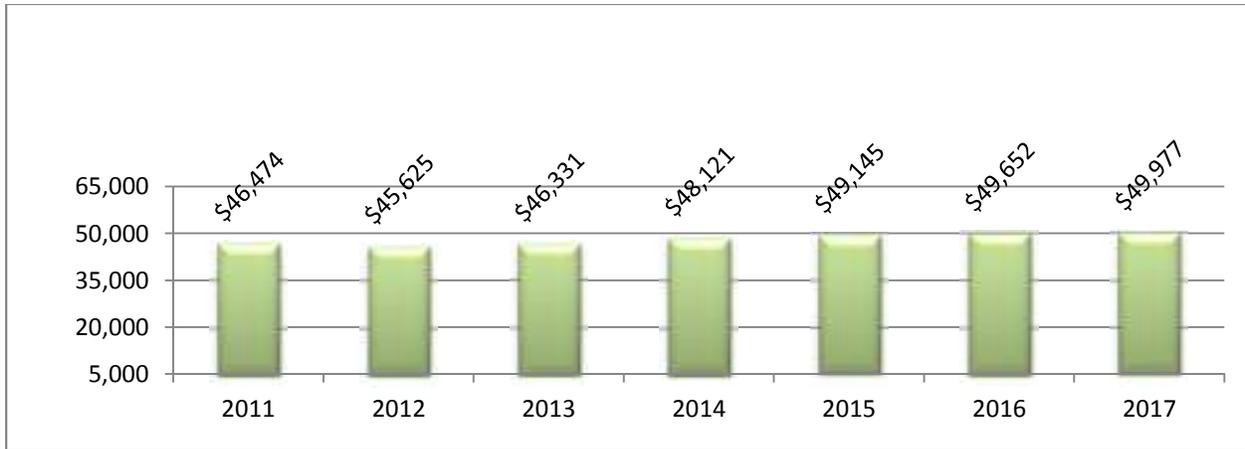
Summary of Services Provided	
UW Marshfield/Wood County	
	UW-Marshfield/Wood County's vision reflects the Wisconsin Idea, a philosophy embraced by the University of Wisconsin System, which holds that the boundaries of the university should be the boundaries of the state, and that research conducted at 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 Marshfield/Wood County Budget Summary

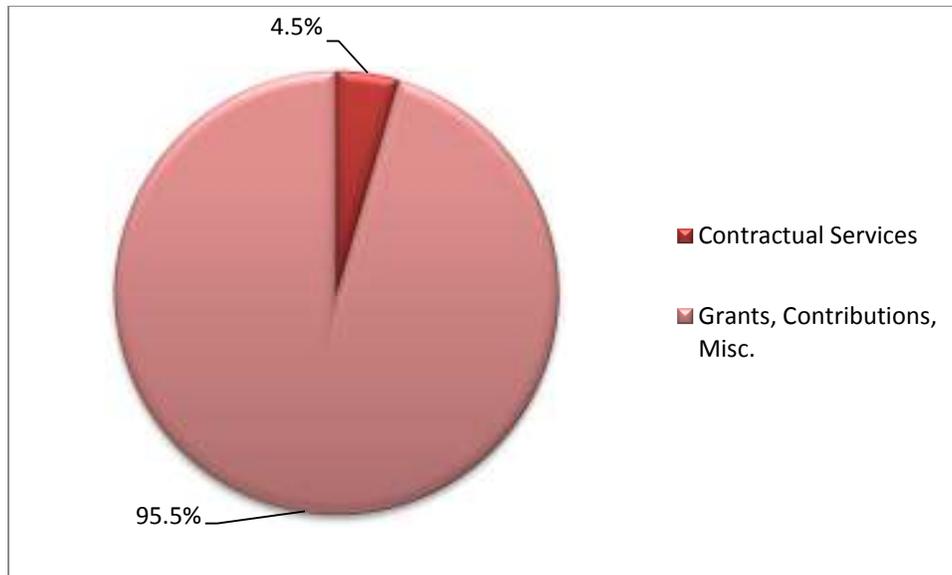
1015561064

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Operating Expenditure Total	<u>\$49,145</u>	<u>\$49,652</u>	<u>\$49,652</u>	<u>\$49,977</u>

Expenditure History/Projections



2017 Recommended Budget



Room Tax

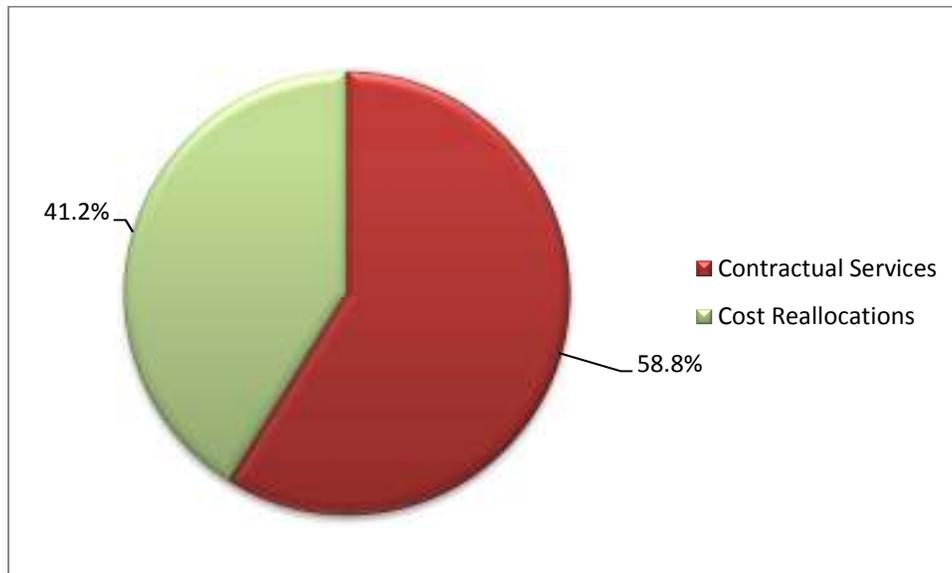
Room tax funds are generated by lodging facilities and submitted to the City for supporting tourism and promotion. Currently, a majority of the funds are given to the Marshfield Convention & Visitors Bureau, who conducts various special events and activities designed to bring people to our community. 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.

Summary of Services Provided	
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

Room Tax Summary

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Park Operations/Maintenance, 2025521061	\$197,976	\$51,210	\$101,259	\$0
Convention & Visitors Bureau 2025519065	0	0	188,000	200,000
Zoo Operation & Maintenance, 2025541063	1,302,401	0	79,000	0
Other Financing Uses, 2025900008	<u>\$140,000</u>	<u>\$293,000</u>	<u>\$255,000</u>	<u>\$140,000</u>
Operating Expenditure Total	<u>\$1,640,377</u>	<u>\$344,210</u>	<u>\$623,259</u>	<u>\$340,000</u>

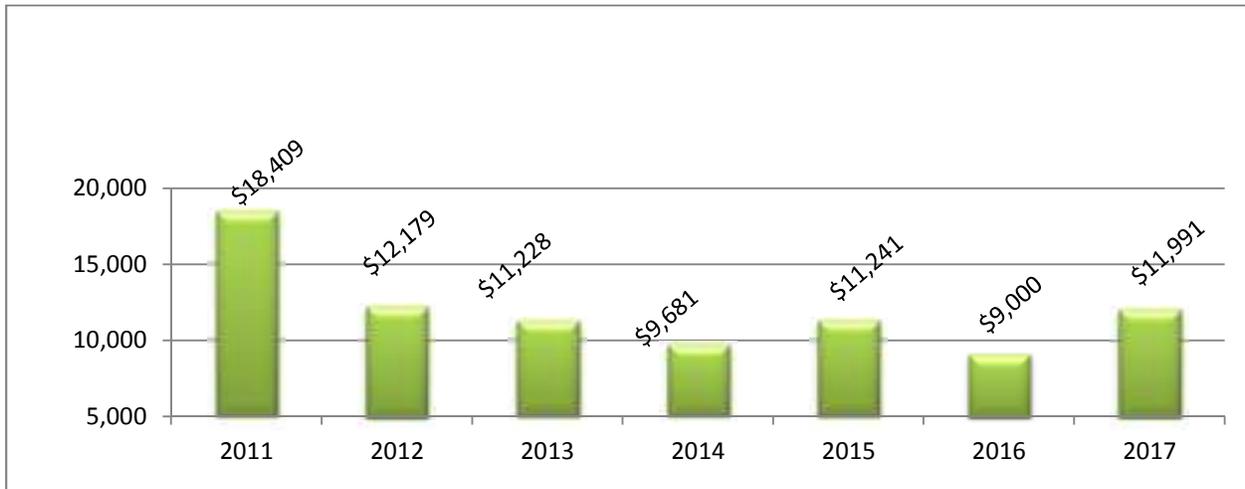
2017 Recommended Budget



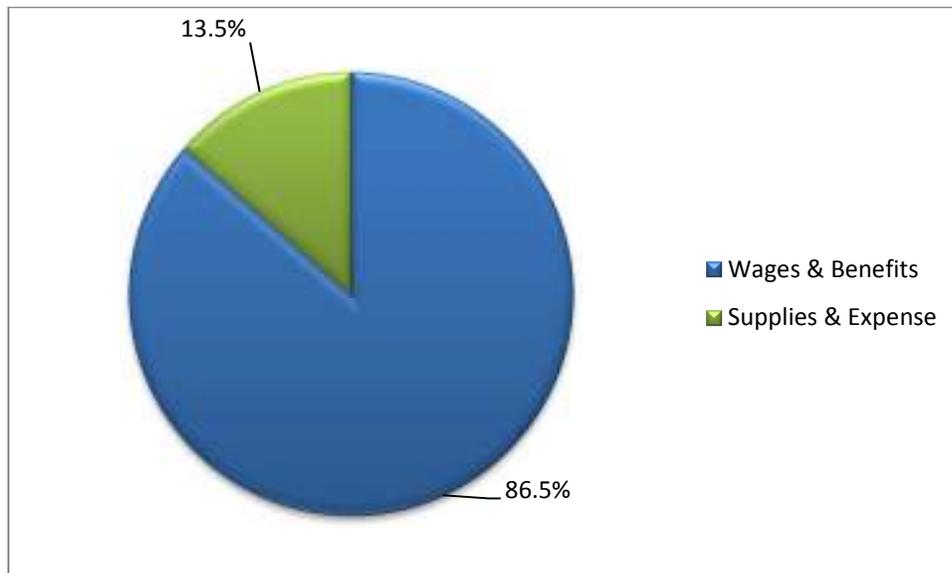
Dairyfest Budget Summary
1015534504

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$11,241</u>	<u>\$14,665</u>	<u>\$9,000</u>	<u>\$11,991</u>

Expeniture History/Projections



2017 Recommended Budget

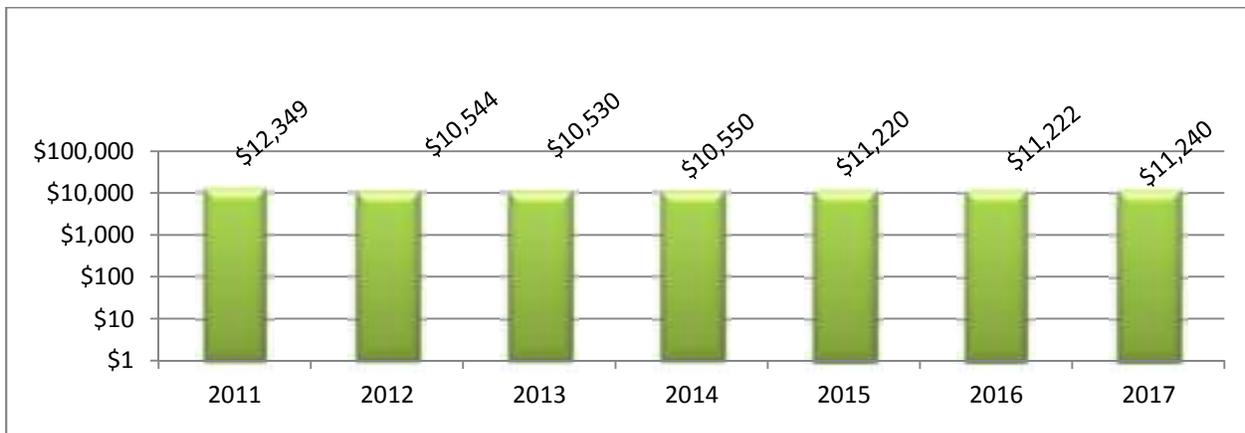


Celebrations and Entertainment Budget Summary

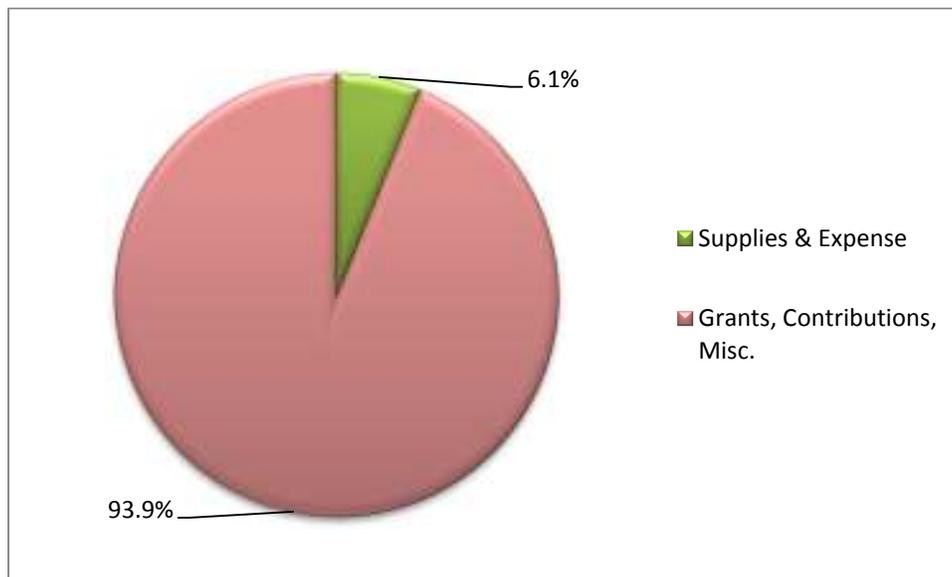
1015534908

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Palm Sunday Chorus	\$750	\$750	\$750	\$750
School Patrol	5,000	5,000	5,000	5,000
Civic Band	4,800	4,800	4,800	4,800
ASCAP & BMI License	<u>670</u>	<u>690</u>	<u>672</u>	<u>690</u>
Operating Expenditure Total	<u>\$11,220</u>	<u>\$11,240</u>	<u>\$11,222</u>	<u>\$11,240</u>

Expenditure History/Projections



2017 Recommended Budget

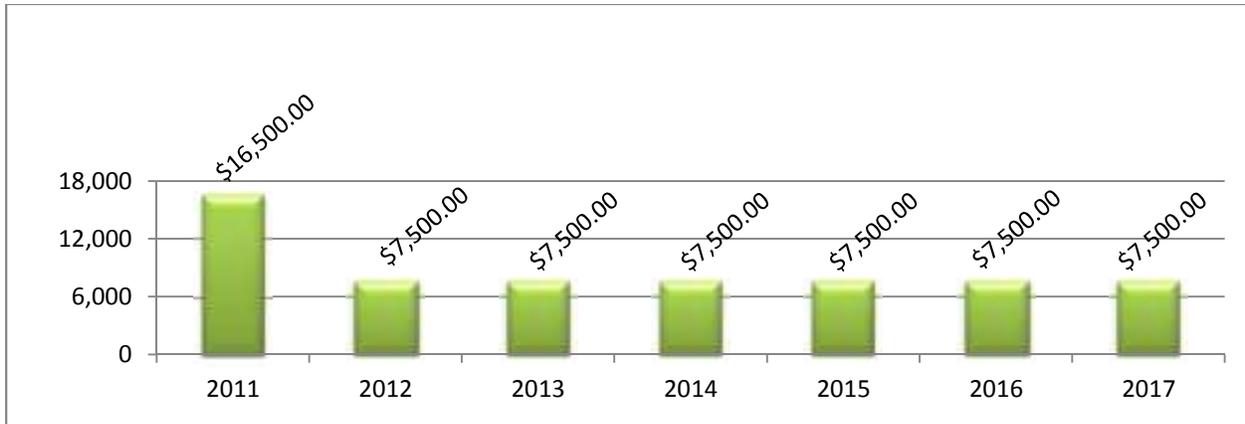


Upham Mansion Budget Summary

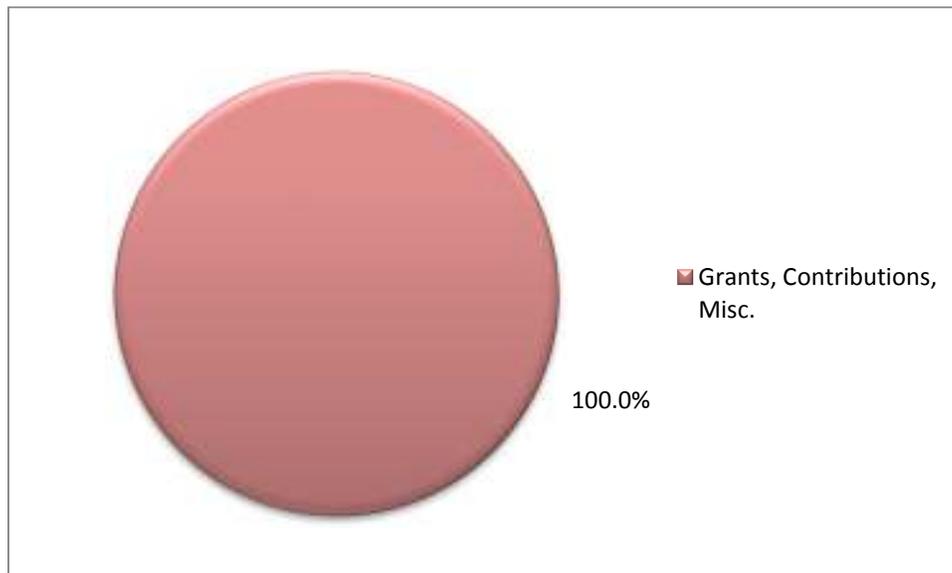
1015512008

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>

Expenditure History/Projections



2017 Recommended Budget



Taxi

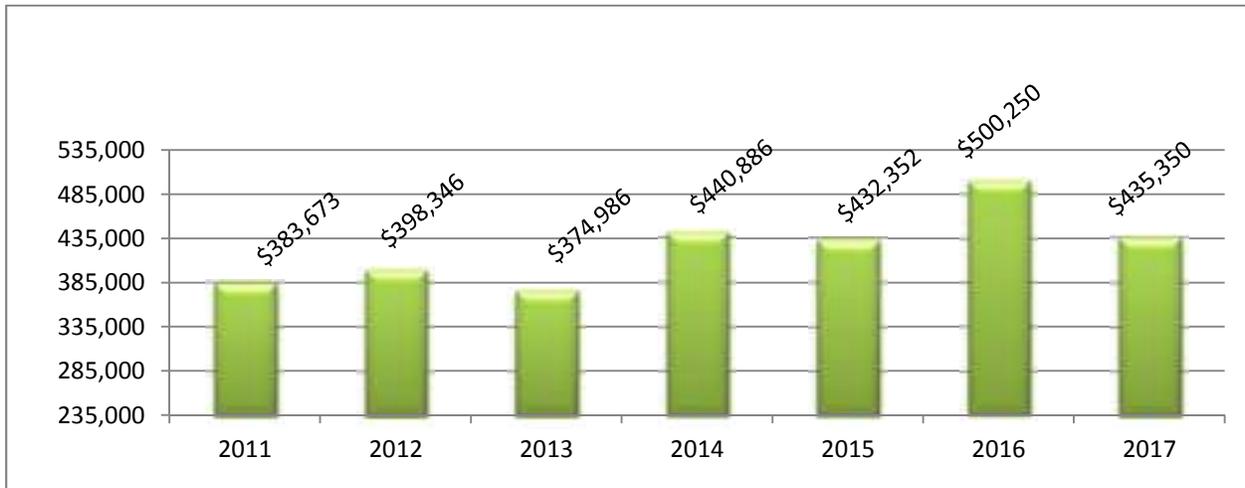
The City of Marshfield receives state mass transit operating and capital assistance aids under Section 85.20 of Wisconsin Statutes, and under Section 5311 of the Urban Mass Transportation Act. The purpose is to offer assistance to surface public transportation system operating out of urbanized areas.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

Summary of Services Provided	
Taxi	
	Provides service for about 81,000 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

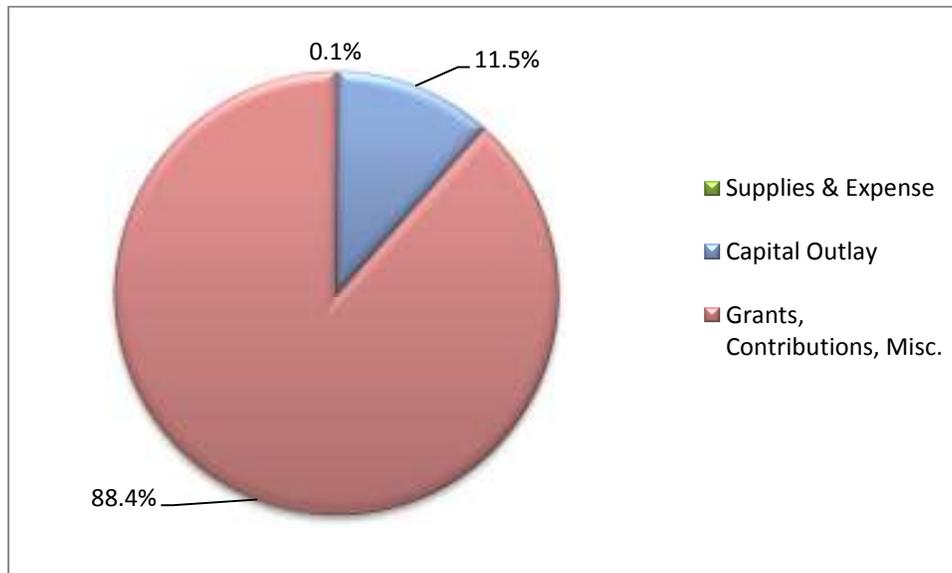
Taxi Budget Summary
2205352234

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$432,352</u>	<u>\$494,650</u>	<u>\$500,250</u>	<u>\$435,350</u>

Expenditures History/Projections

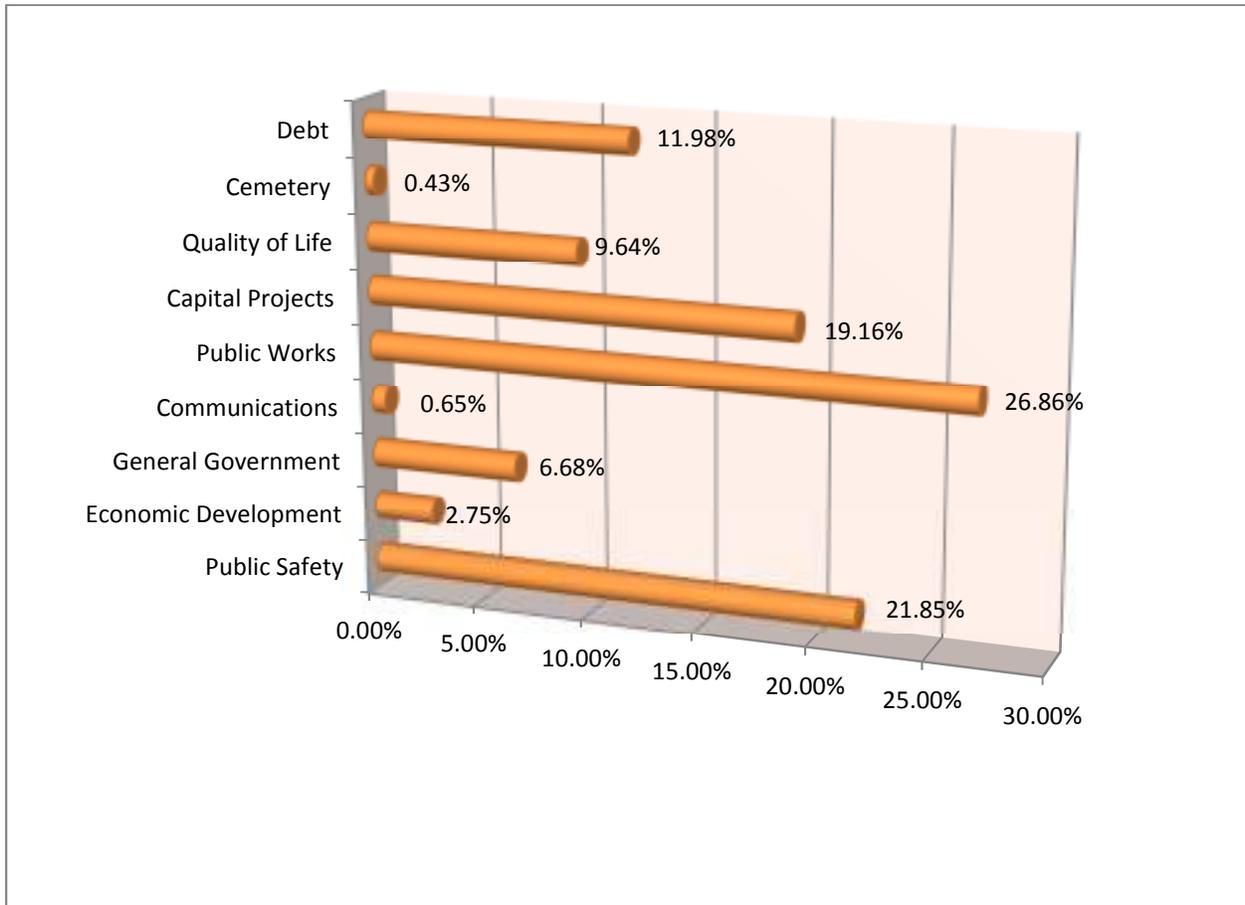


2017 Recommended Budget



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.

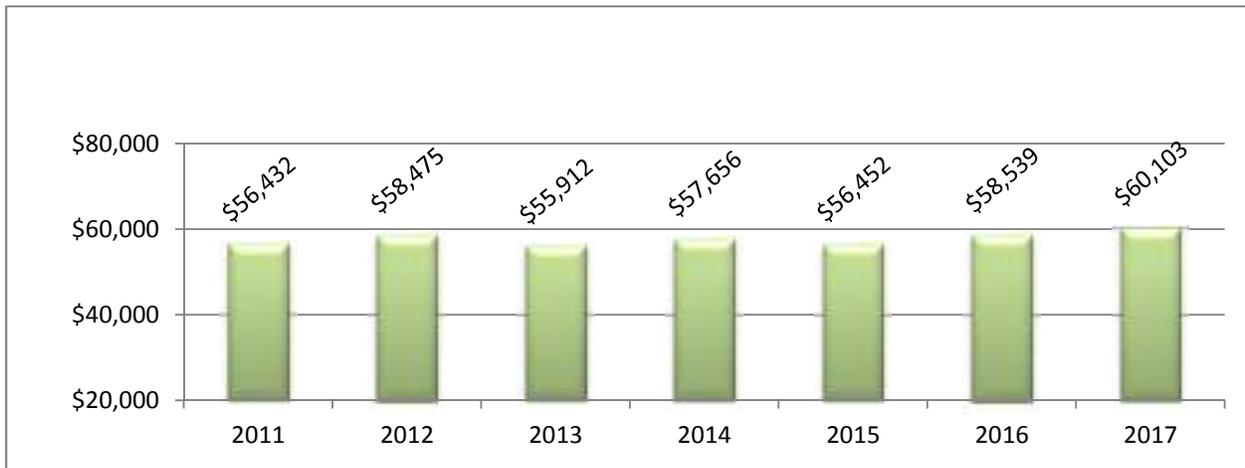
Summary of Services Provided	
Mayor	
	Chief executive officer of the city and represent the citizens of Marshfield at government, business, and social functions.
	Presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority.
	Signs all documents 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

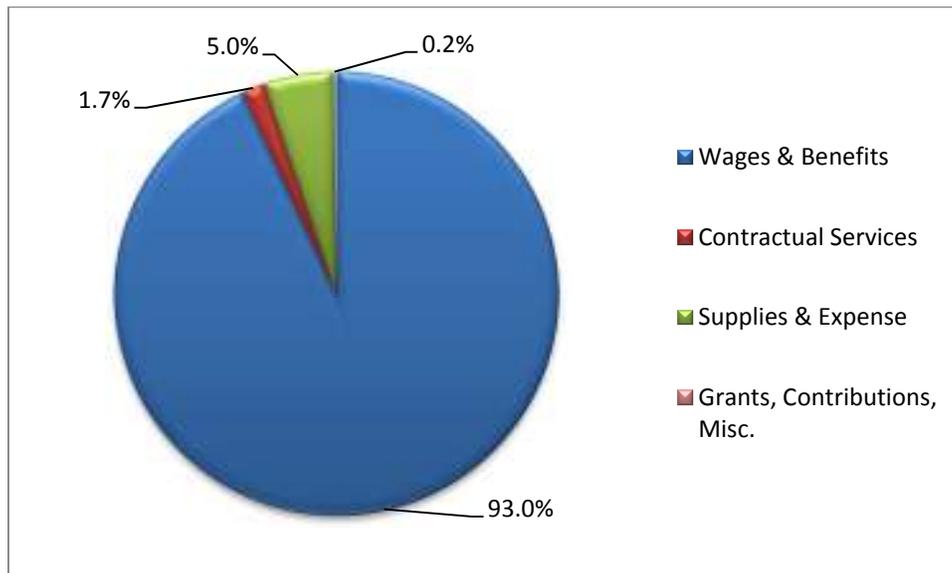
1015141104

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$56,452</u>	<u>\$60,905</u>	<u>\$58,539</u>	<u>\$60,103</u>
Full-Time Positions	1.0	1.0	1.0	1.0

Expenditure History/Projections



2017 Recommended Budget



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.

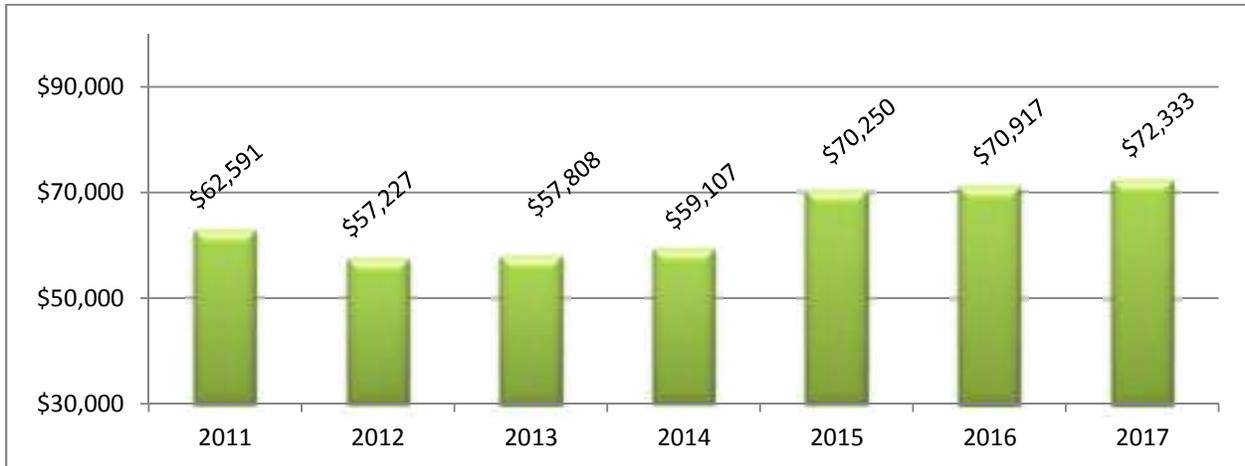
Summary of Services Provided	
Common Council	
	Is the policy making and governing body of the City of Marshfield.
	Has the management and control of city property, finances, highways and other facilities, and acts for its commercial benefit and powers to license, regulate, borrow money, levy taxes, appropriate funds, fine, imprison, and confiscate.
	Appoints the City Administrator and City Attorney

Common Council Budget Summary

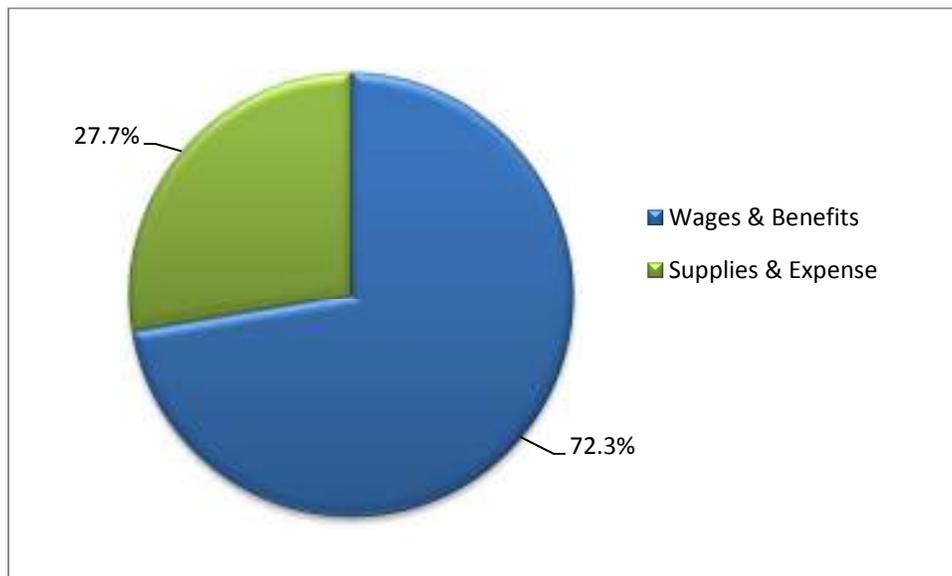
1015111006

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$70,250</u>	<u>\$72,074</u>	<u>\$70,917</u>	<u>\$72,333</u>

Expenditures History/Projections



2017 Recommended Budget



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.

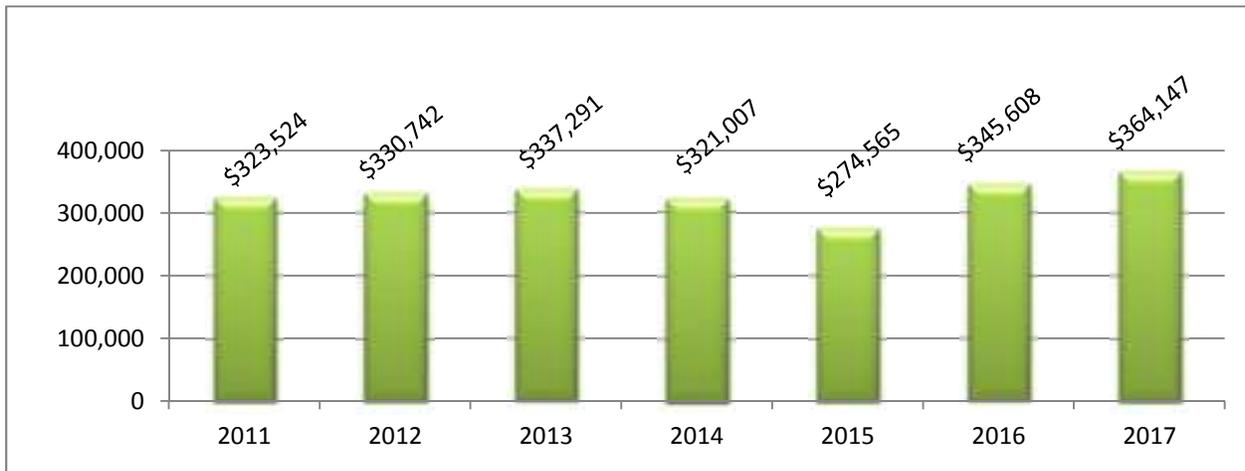
Summary of Services Provided	
City Administrator	
	Develops and recommends alternative solutions to community programs for Council consideration; prepares meeting agendas and appropriate background materials for the Common Council, Council committees, and other city committees.
	Represents the city before 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

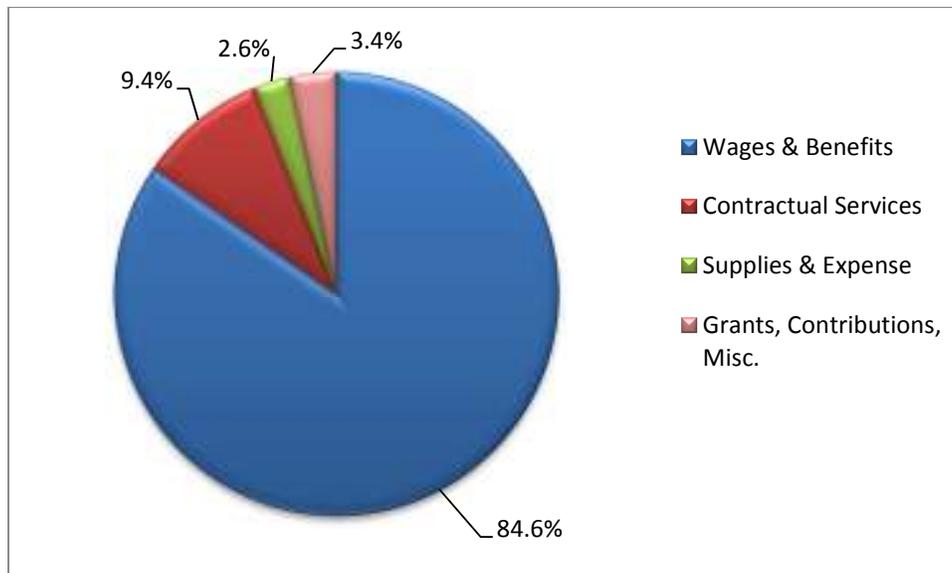
1015141205

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Operating Expenditure Total	<u>\$274,565</u>	<u>\$342,281</u>	<u>\$345,608</u>	<u>\$364,147</u>
Full-Time Positions	2.5	2.5	2.5	2.5

Expenditure History/Projections



2017 Recommended Budget



City Attorney

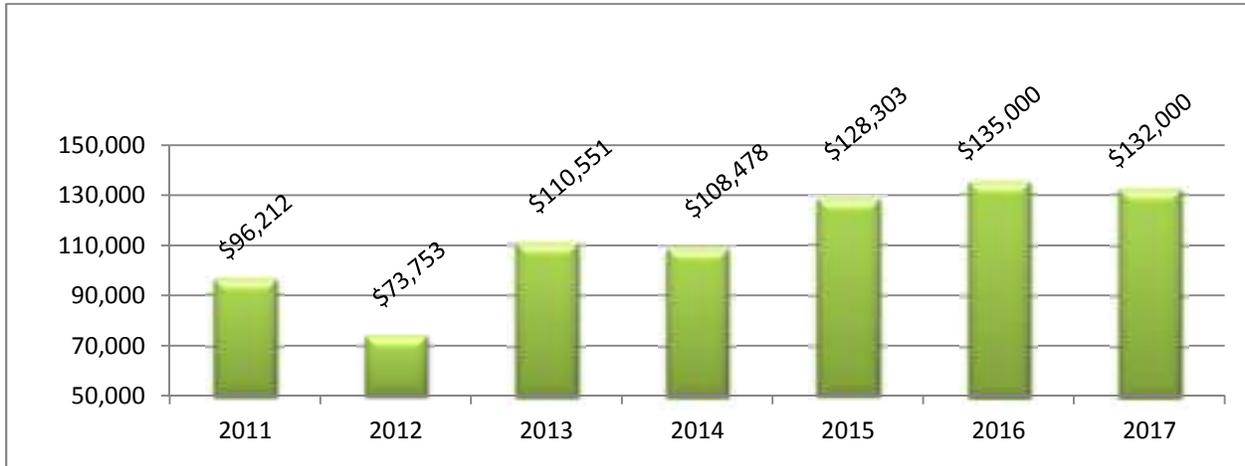
The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common council for a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

Summary of Services Provided	
City Attorney	
	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.

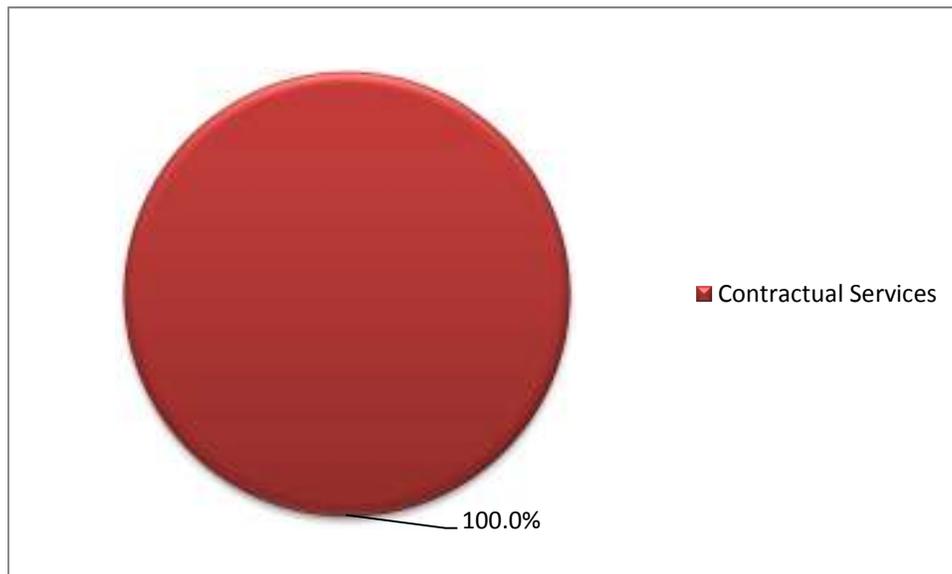
City Attorney Budget Summary
1015131003

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$128,303</u>	<u>\$121,870</u>	<u>\$135,000</u>	<u>\$132,000</u>

Expenditures History/Projections



2017 Recommended Budget



City Clerk

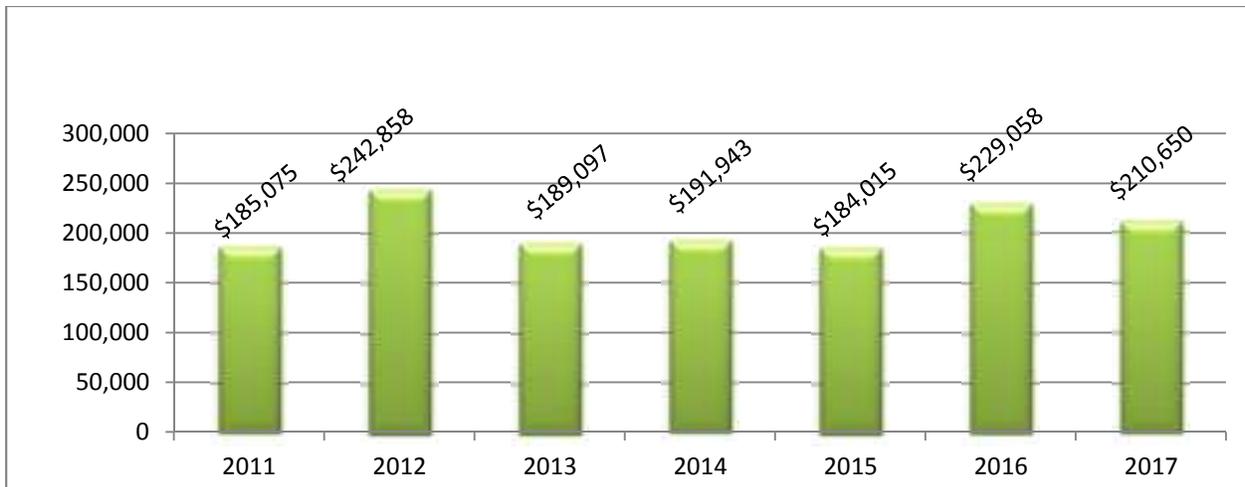
The Office of the City Clerk is responsible for a myriad of services and is comprised of three core functions: official records, elections, and purchasing. The mission of the City Clerk's office is to maintain care and custody of the corporate seal and all papers and records of the City.

Summary of Services Provided	
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

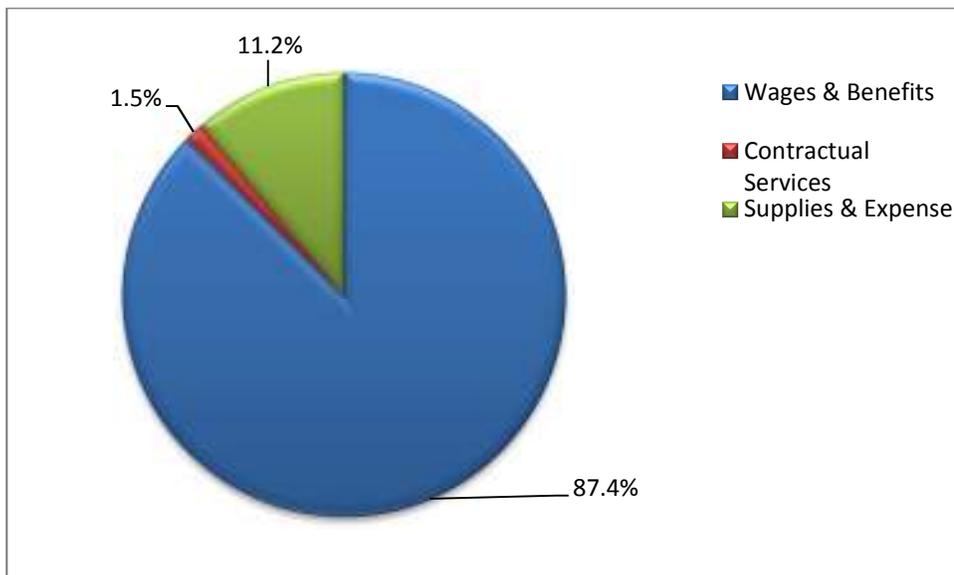
City Clerk Budget Summary

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Clerk's Office, 1015142006	\$162,941	\$173,415	\$168,212	\$177,260
Elections, 1015144006	17,516	56,207	55,346	27,390
Purchasing, 1015155006	<u>3,558</u>	<u>6,000</u>	<u>5,500</u>	<u>6,000</u>
Operating Expenditure Total	<u>\$184,015</u>	<u>\$235,622</u>	<u>\$229,058</u>	<u>\$210,650</u>
Full-Time Positions	2	2	2	2

Expenditure History/Projections



2017 Recommended Budget



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 and MEDA economic development commercial loan administration.

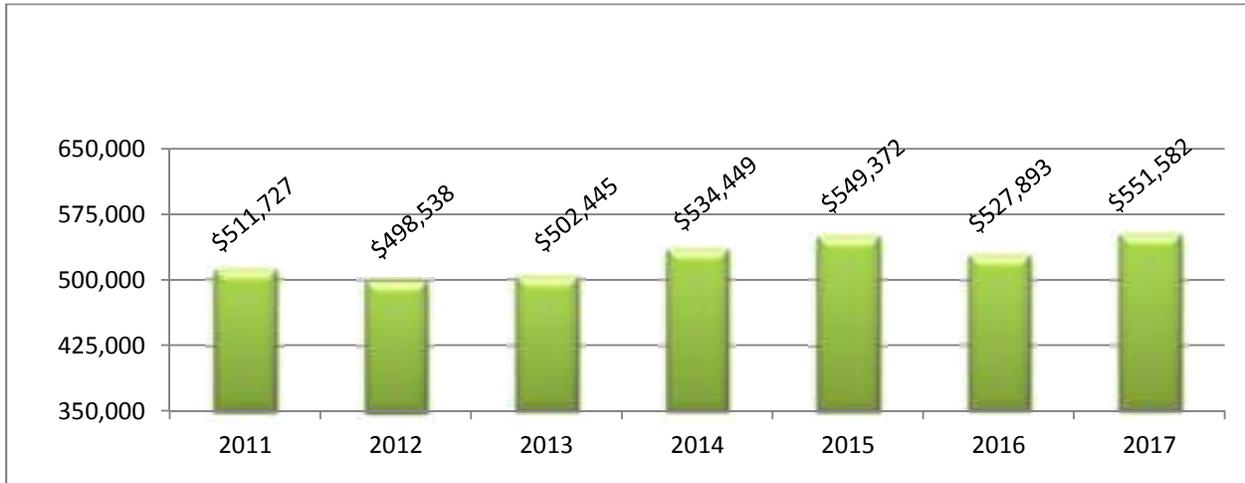
Summary of Services Provided	
Finance Department	
	Responsible for all accounting and financial reporting, including general ledger, payroll, accounts payable/disbursements, fixed assets management, debt management, direct fund surveillance, taxi service, and compiling the Comprehensive Annual Financial 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

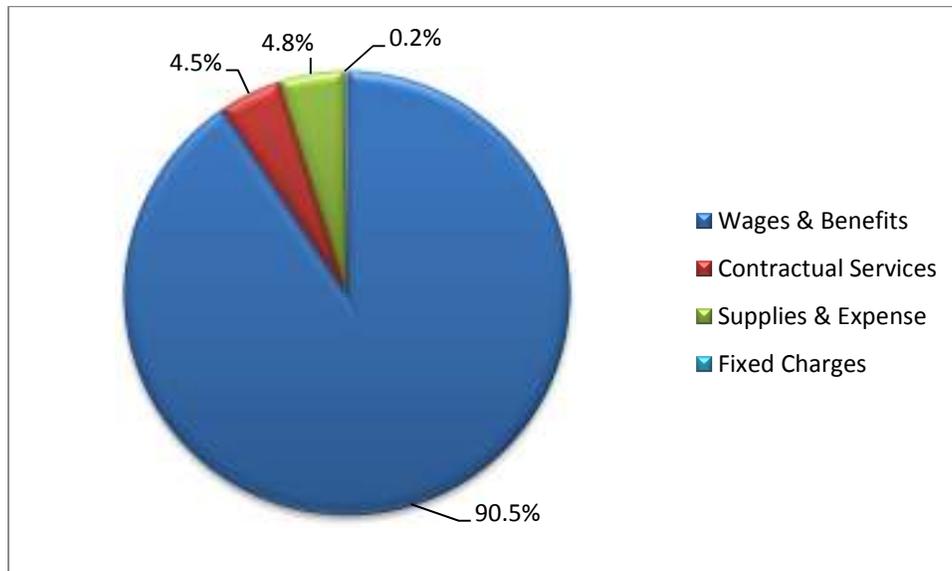
1015151008

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$549,372</u>	<u>\$540,814</u>	<u>\$527,893</u>	<u>\$551,582</u>
Full-Time Positions	7.3	7.3	7.3	7.3

Expenditure History/Projections



2017 Recommended Budget



Technology Department

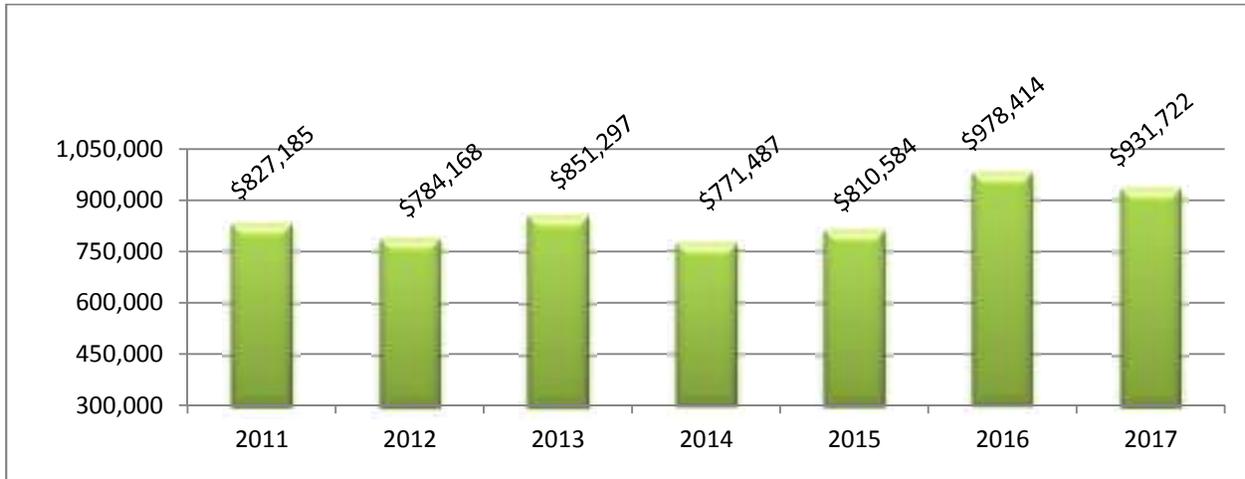
The Technology Department provides for the highest quality cost effective information services for customers in a professional and responsive manner. The department collaboratively provides access to high-quality knowledge system and strives to facilitate cutting edge technologies to exceed customer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

Summary of Services Provided	
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.

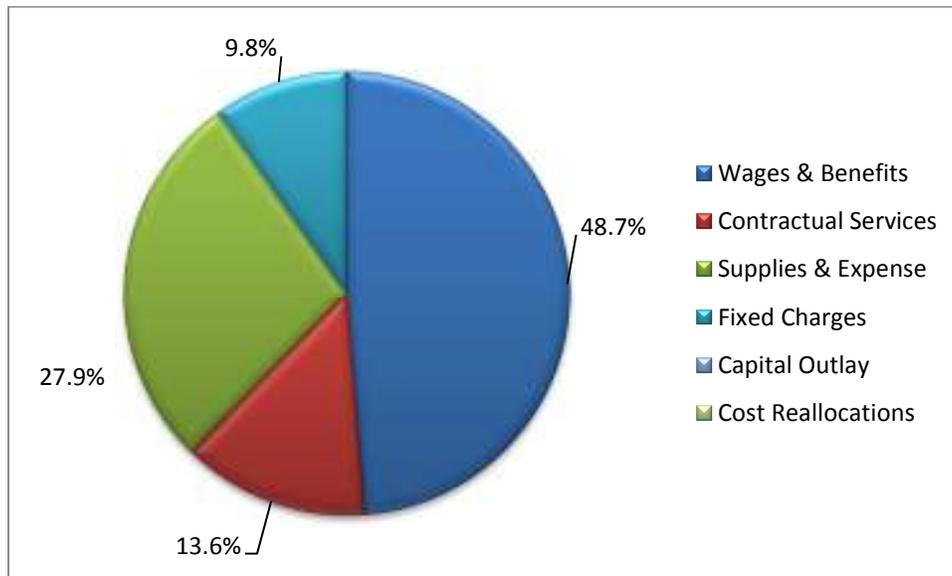
Technology Department Budget Summary
1015145007

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Operating Expenditure Total	\$810,584	\$1,043,443	\$978,414	\$931,722
Full-Time Positions	4	4	4	4

Expenditure History/Projections



2017 Recommended Budget



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.

Summary of Services Provided	
Assessor's Department	
	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.
	In addition to field inspections for new construction and remodeling, inspect an estimated 1,500 more homes each year within a rotation cycle to field all properties.
	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.

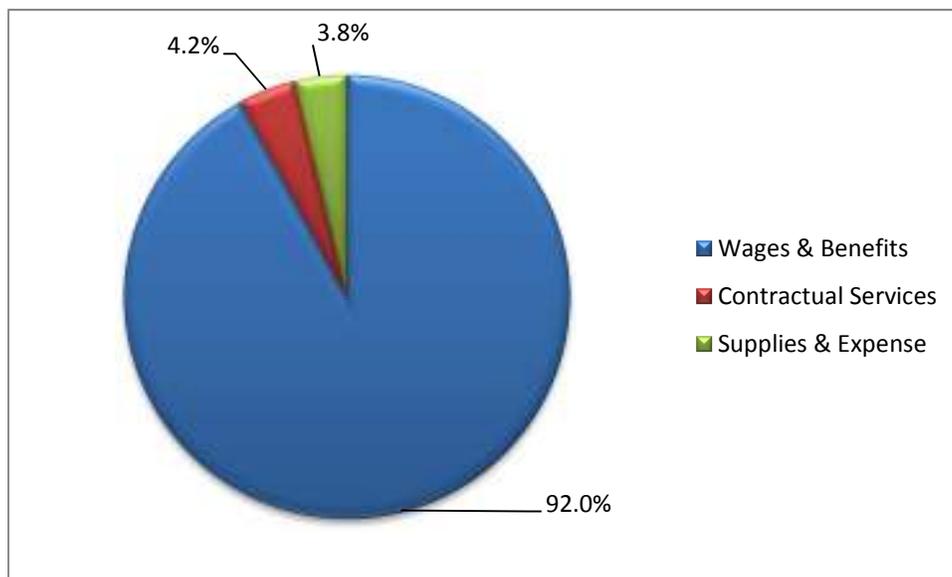
Assessor's Department Budget Summary
1015153009

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$252,487</u>	<u>\$250,652</u>	<u>\$250,649</u>	<u>\$276,536</u>
Full-Time Positions	3.0	3.0	3.0	3.0

Expenditure History/Projections



2017 Recommended Budget



Various Non-Departmental Budgets

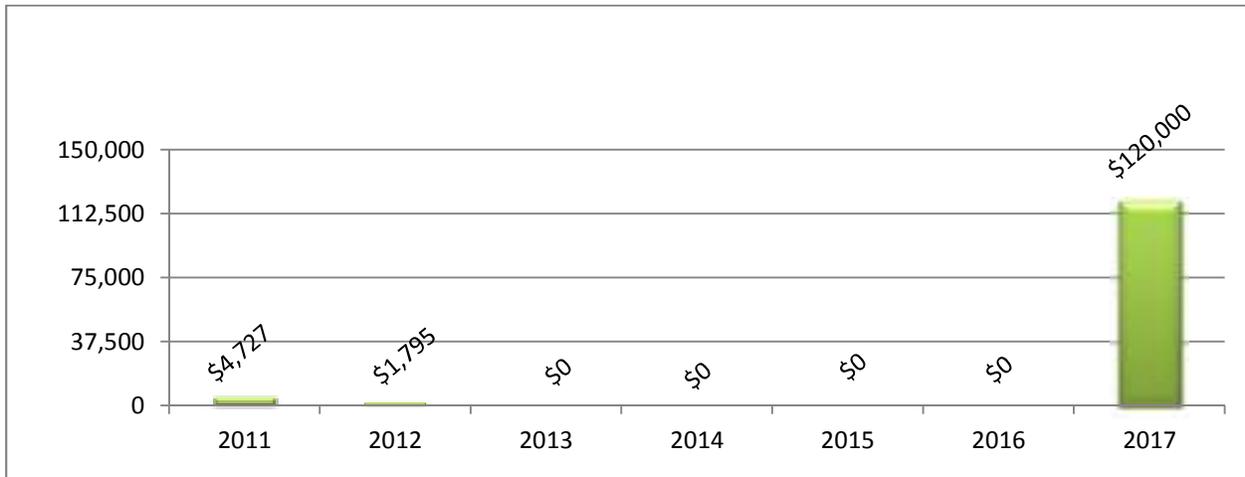
Non-departmental accounts are budgets that do not relate specially to any one department. They are summarized below:

Summary of Services Provided	
Contingency Account	This budget includes provisions for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared
Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables	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.
Non-Departmental Insurance and Bonds	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

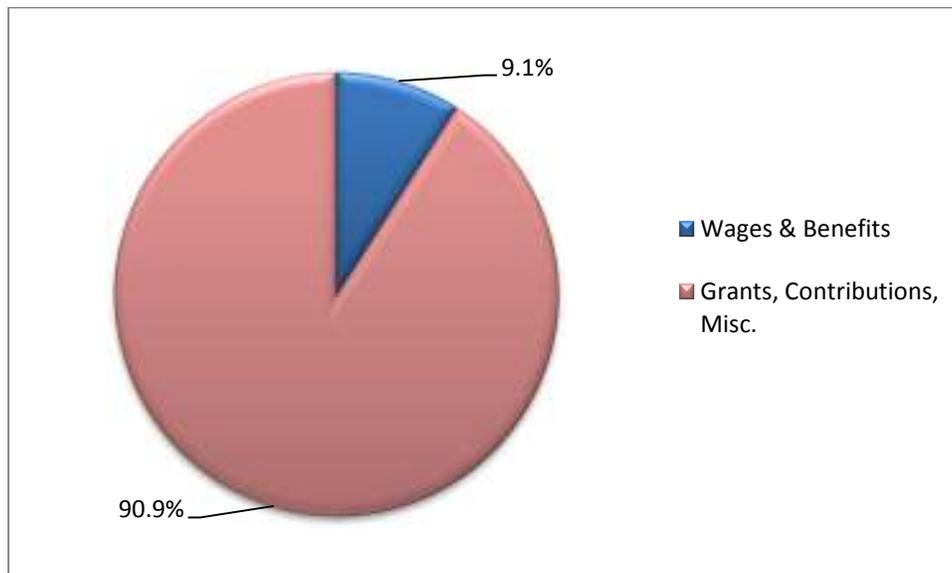
Contingency Budget Summary
1015156008

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$0.0</u>	<u>\$63,726</u>	<u>\$0.0</u>	<u>\$120,000</u>

Expenditures History/Projections



2017 Recommended Budget

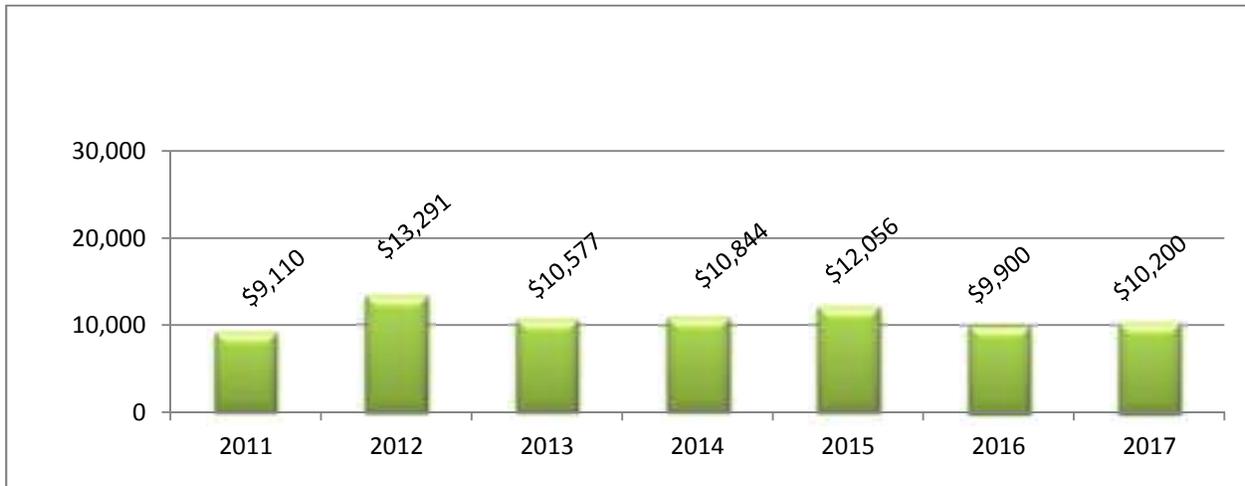


Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables Budget Summary

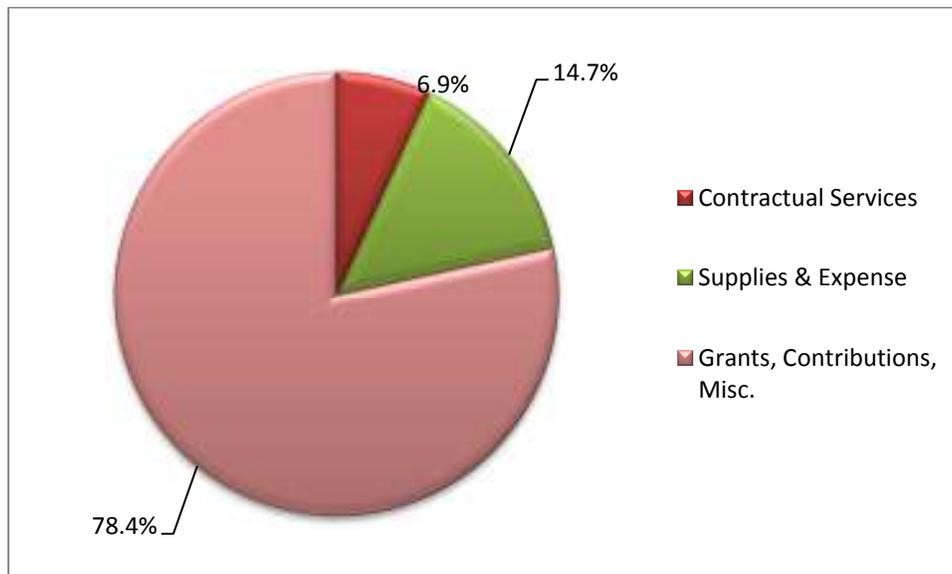
1015191008

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$12,056</u>	<u>\$10,300</u>	<u>\$9,900</u>	<u>\$10,200</u>

Expenditures History/Projections



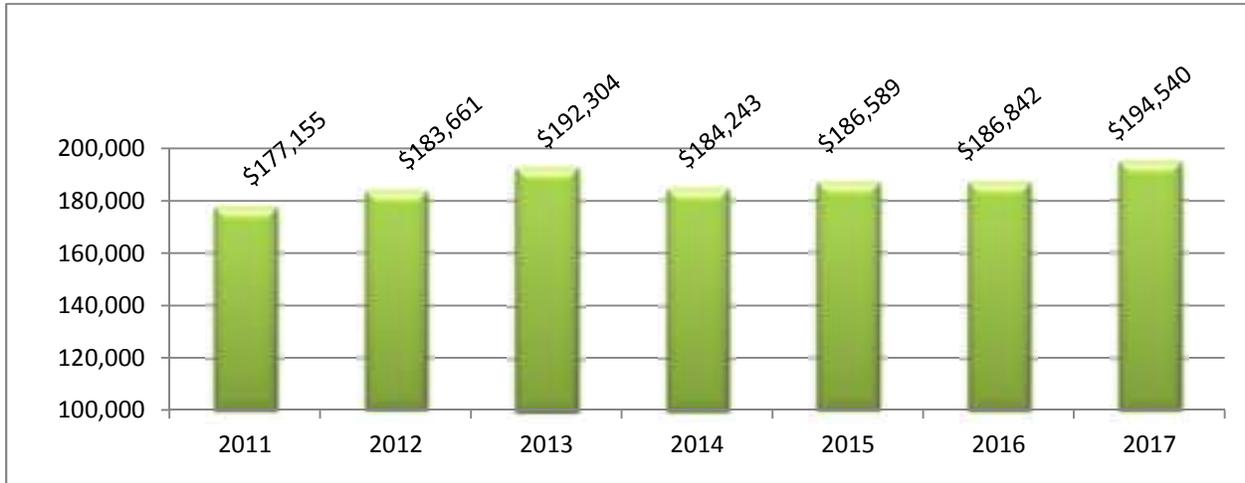
2017 Recommended Budget



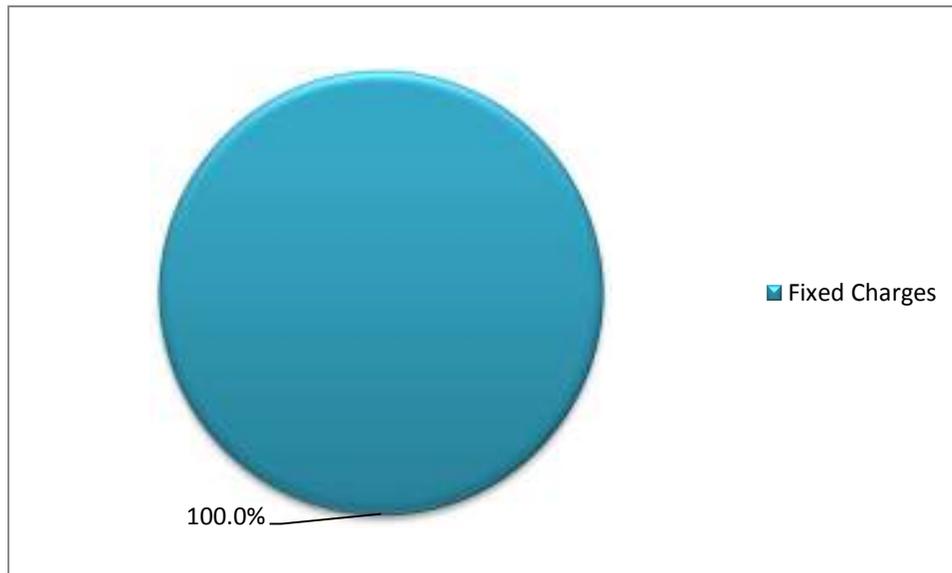
Non-Departmental Insurance and Bonds Budget Summary
1015193008

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$186,589</u>	<u>\$191,545</u>	<u>\$186,842</u>	<u>\$194,540</u>

Expenditures History/Projections



2017 Recommended Budget



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.

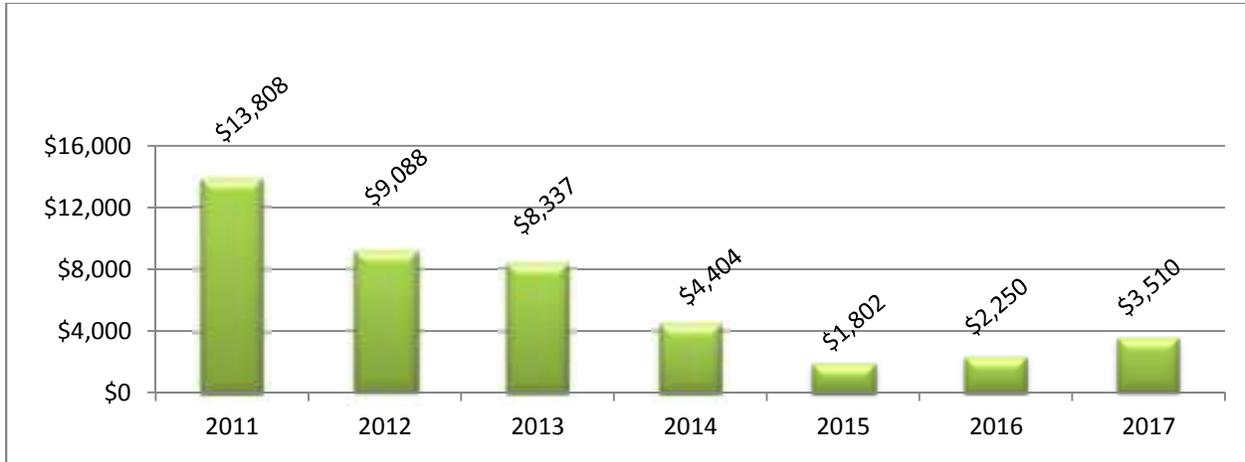
Summary of Services Provided	
Historic Preservation Committee	
The Historic Preservation Committee was established by ordinance in 1993 to promote among the citizens of Marshfield continuing public awareness and support for the heritage of the city, as exemplified by its historic structures, sites and districts.	

Historic Preservation Budget Summary

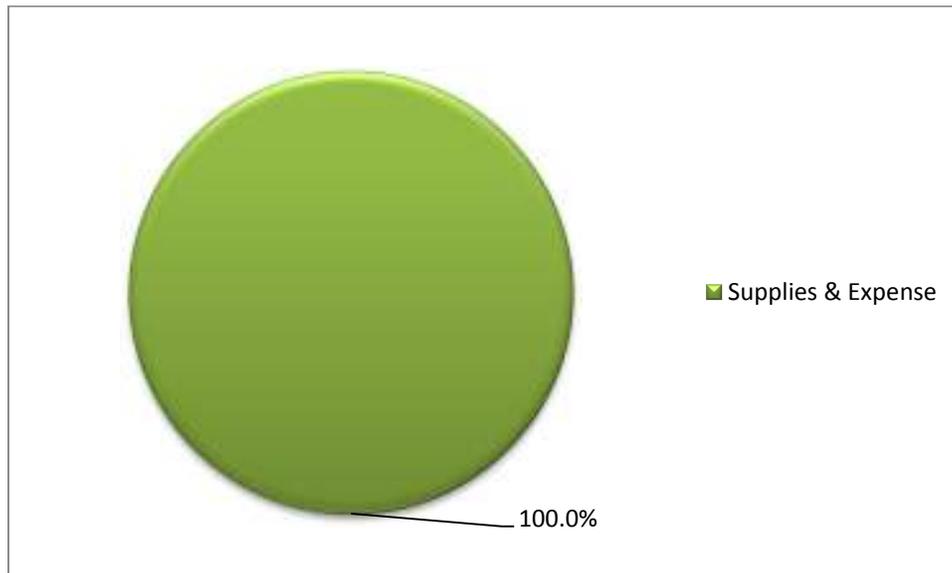
1015113070

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Operating Expenditure Total	<u>\$1,802</u>	<u>\$2,250</u>	<u>\$1,910</u>	<u>\$3,510</u>

Expenditure History/Projections

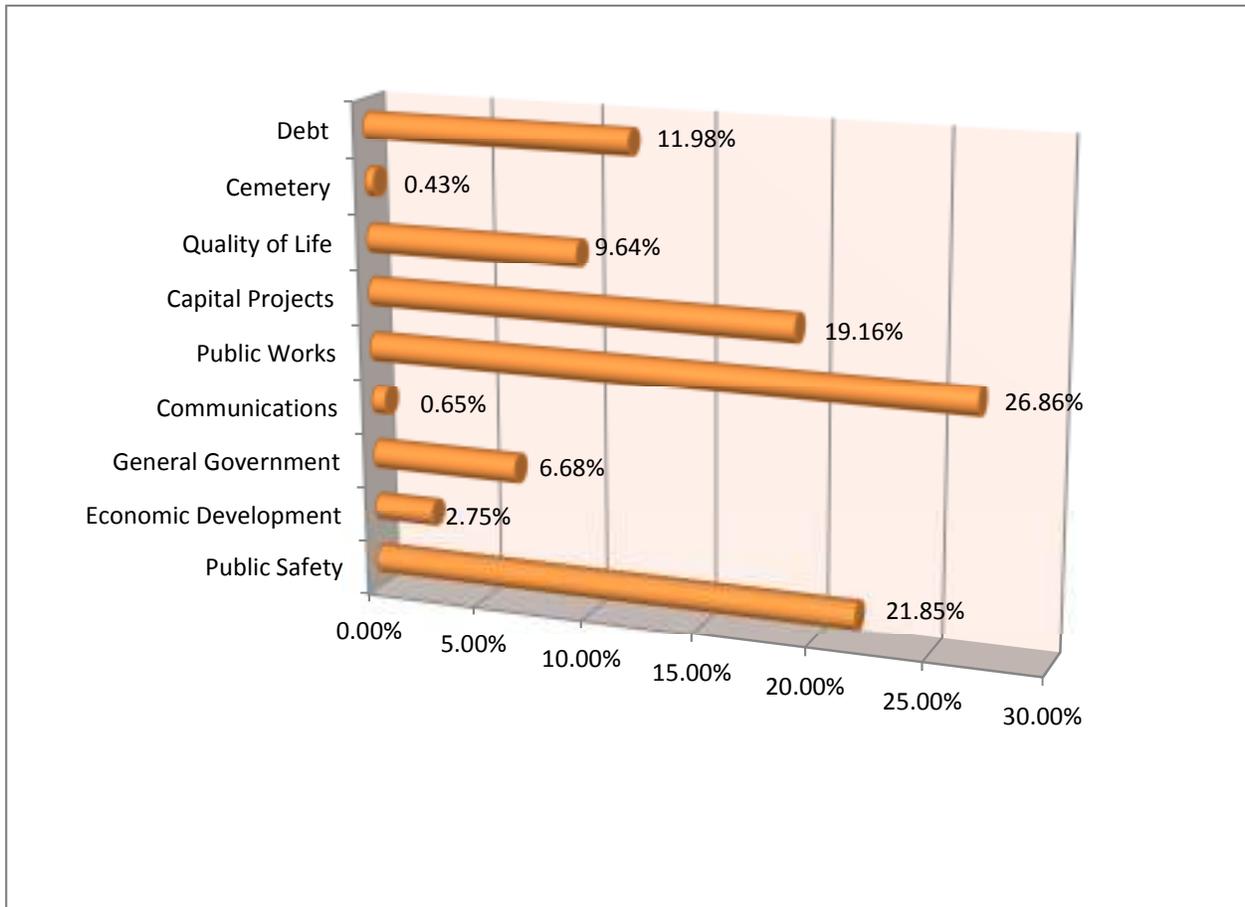


2017 Recommended Budget



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.

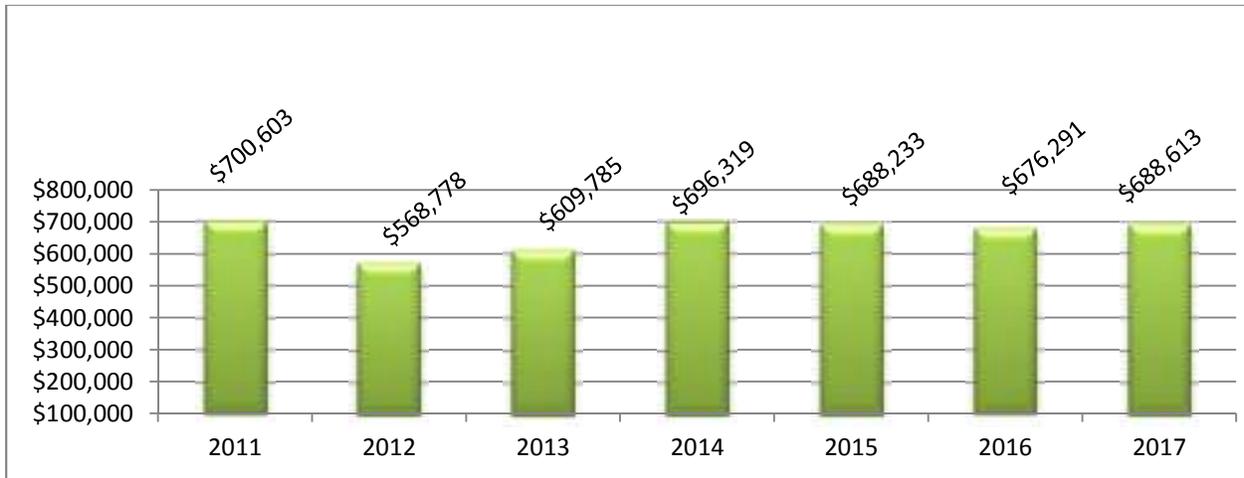
Summary of Services Provided	
Development Services	
	Working in partnership with other community organizations, the Planning & Economic Development Department promotes economic development within the city by teaming in partnership with existing and proposed businesses. Marketing and promotion of City 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.
Building Services Division	
	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

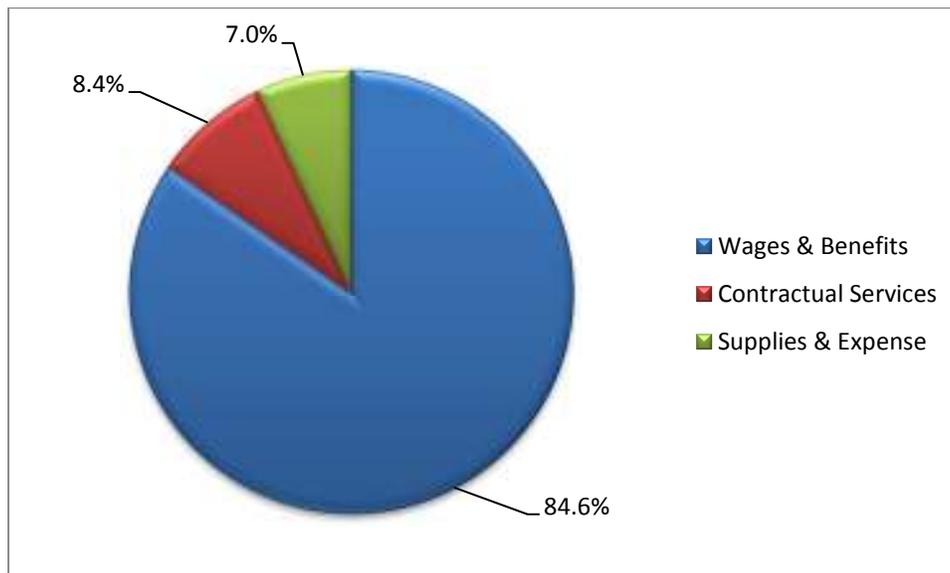
1015690170

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Development Services, 1015690170	\$401,711	\$347,524	\$331,560	\$350,854
Inspection, 1015241023	248,083	283,367	305,168	297,225
Plumbing Inspector, 1015241135	38,439	39,563	39,563	40,534
Operating Expenditure Total	<u>\$688,233</u>	<u>\$670,454</u>	<u>\$676,291</u>	<u>\$688,613</u>
Full-Time Positions	7	7	7	7

Expenditures History/Projections



2017 Recommended Budget



Economic Development Fund

Summary of Services Provided	
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.

EDB's recommended 2017 budget for economic development

On August 2nd, the Economic Development Board (EDB) reviewed funding requests for economic development projects/activities. In creating the EDB, the Council delegated to the Board the task of crafting an annual budget for economic development purposes, funded by the annual dividend from Marshfield Utilities. After careful consideration, the Board recommends the attached allocation of 2017 budget funds.

Staff recommends that Council approve the EDB's proposed budget as part of the City's overall 2017 budget.

Wages & Benefits	\$61,470
Office Supplies & Expenses	4,650
Professional Services & Projects	139,250
Travel, Training & Dues	12,525
Misc. or Other	<u>20,500</u>
TOTAL	<u>\$238,395</u>
City	\$20,620
Main Street Marshfield	12,250
Marshfield Area Chamber Foundation Inc	73,025
Economic Development Board	89,000
Community Development Authority	0
Special Projects	<u>43,500</u>
TOTAL	<u>\$238,395</u>

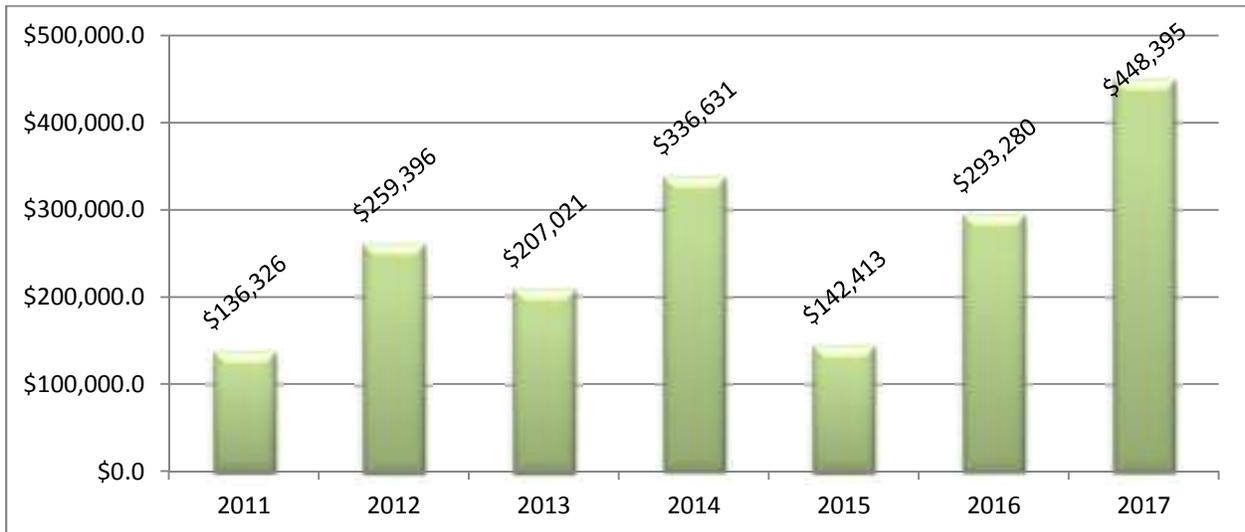
Economic Development

Economic Development Fund Budget Summary

2055673070

	Actual <u>2015</u>	Budget <u>2016</u>	Estimated <u>2016</u>	Recommended <u>2017</u>
Economic Development Board	\$142,413	\$317,306	\$285,955	\$238,395
Wenzel Family Plaza				200,000
Safe Routes to School		<u>7,325</u>	<u>7,325</u>	<u>10,000</u>
Operating Expenditure Total	<u>\$142,413</u>	<u>\$324,631</u>	<u>\$293,280</u>	<u>\$448,395</u>

Expenditures History/Projections



Business Improvement District Fund

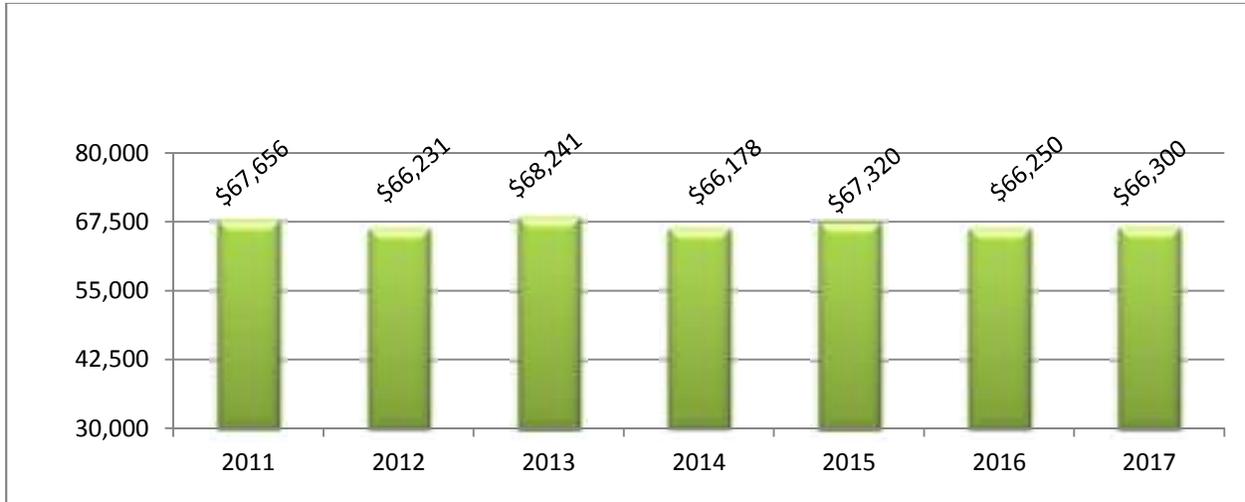
In 1990, the Common Council created the Downtown Marshfield Business Improvement District. The purpose of the district is to provide a mechanism of self-assessment to property owners within the Business Improvement District, with these funds intended for purposes that enhance and improve the downtown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

Business Improvement District Budget Summary

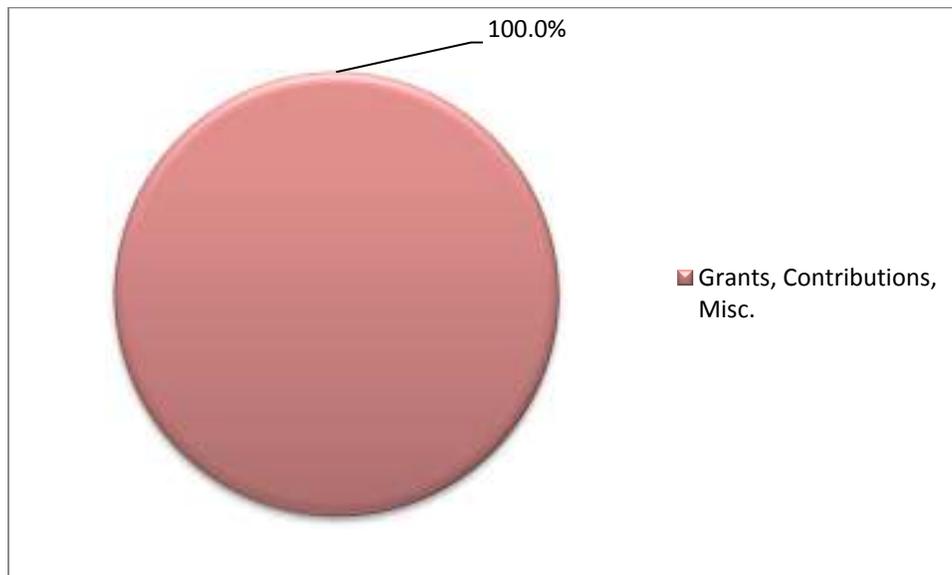
2145670108

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$67,320</u>	<u>\$66,300</u>	<u>\$66,250</u>	<u>\$66,300</u>

Expenditures History/Projections



2017 Recommended Budget



Industrial Park Authority

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.

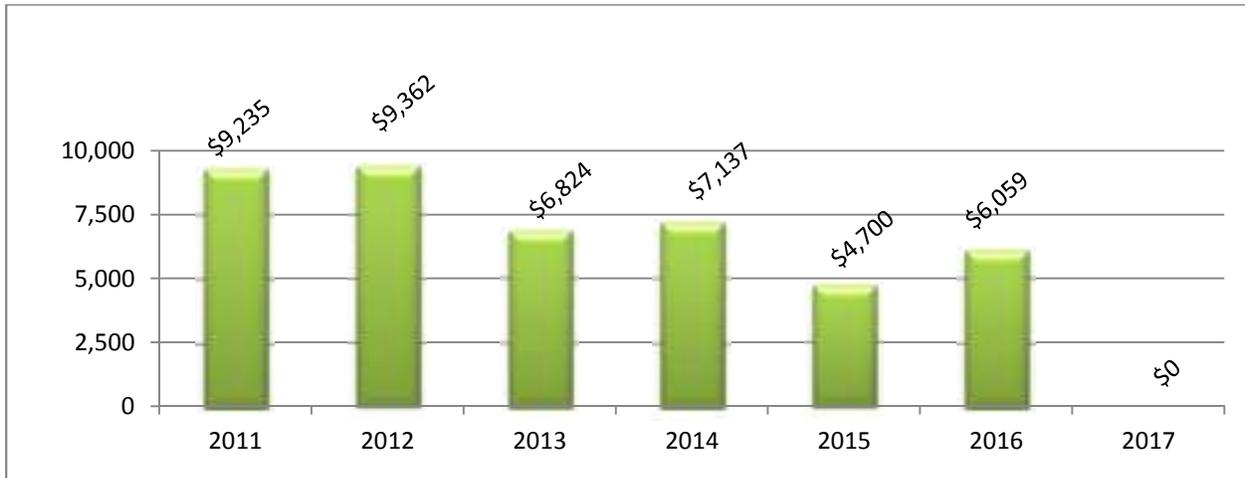
Industrial Park Authority Budget Summary

1015672030

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$7,224</u>	<u>\$5,964</u>	<u>\$6,059</u>	<u>\$0*</u>

*\$6,000 for the 2017 expenditures was inadvertently missed during the budget process. This amount should be added into the 2017 budget by council action.

Expenditures History/Projections



Residential Rehabilitation

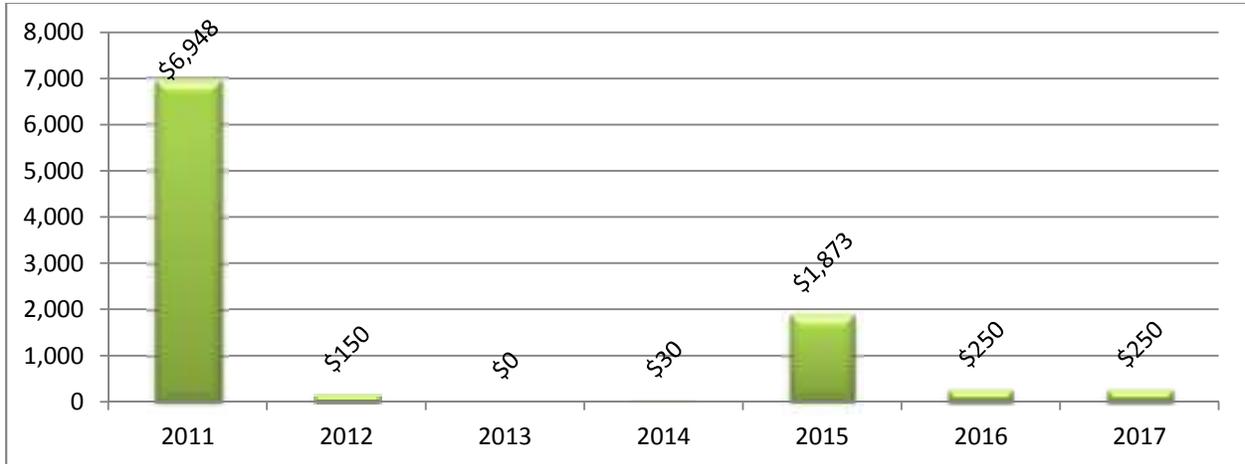
In 1992, the City of Marshfield received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons.

Summary of Services Provided
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

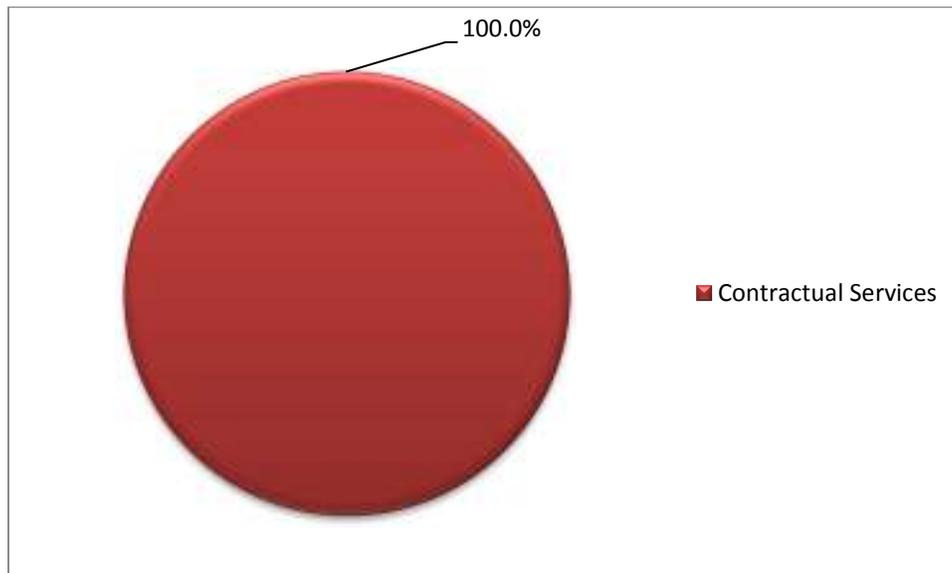
Residential Rehabilitation Budget Summary
2045661008

	<u>Actual 2015</u>	<u>Budget 2016</u>	<u>Estimated 2016</u>	<u>Recommended 2017</u>
Operating Expenditure Total	<u>\$1,873</u>	<u>\$250</u>	<u>\$250</u>	<u>\$250</u>

Expenditures History/Projections

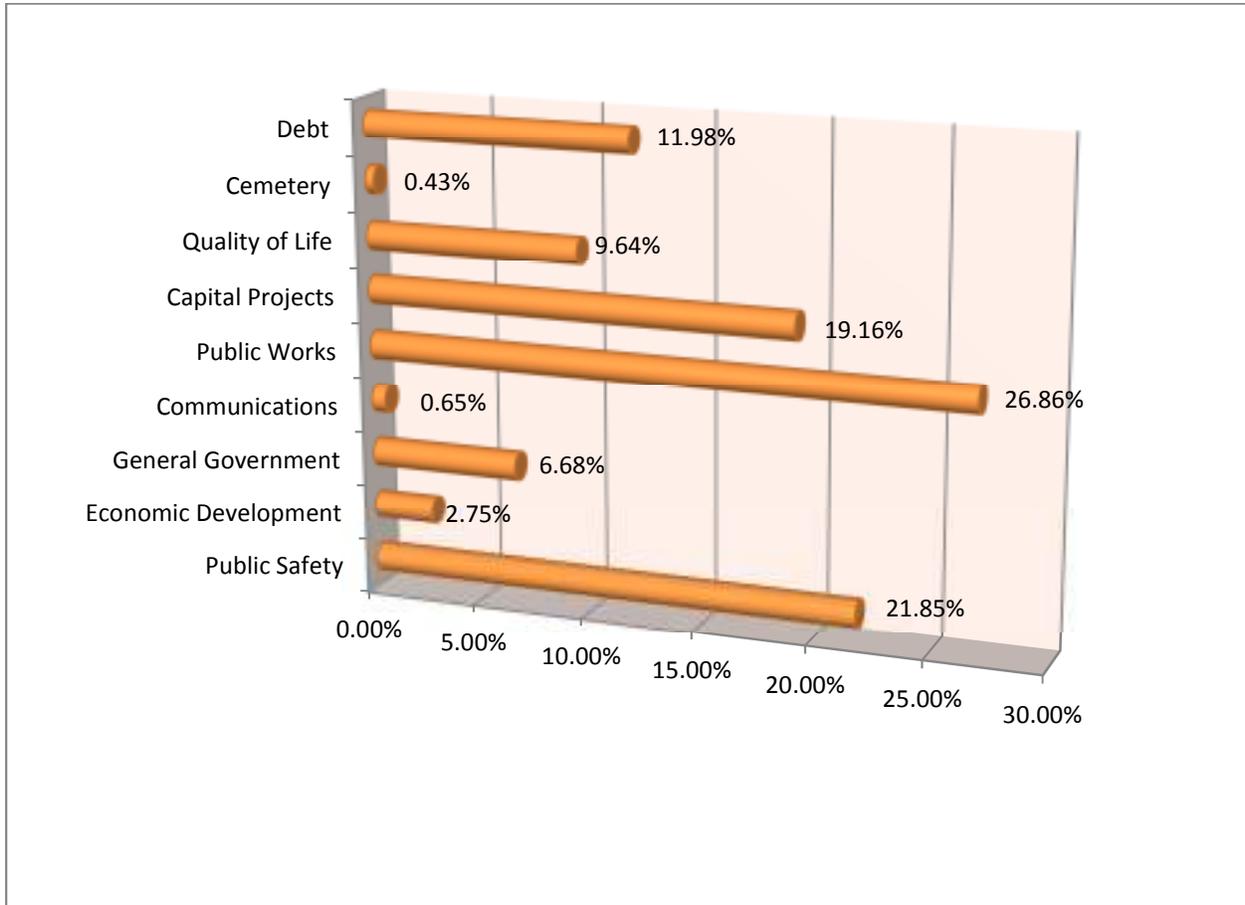


2017 Recommended Budget



Communication

One of the most important responsibilities of local government is to maintain the transparencies of its actions to the citizens. The Public Access Chanel is an important player in keeping the citizens informed as to what is happening in local politics, as well as actions of the Marshfield School Board and Wood County.



Cable Access

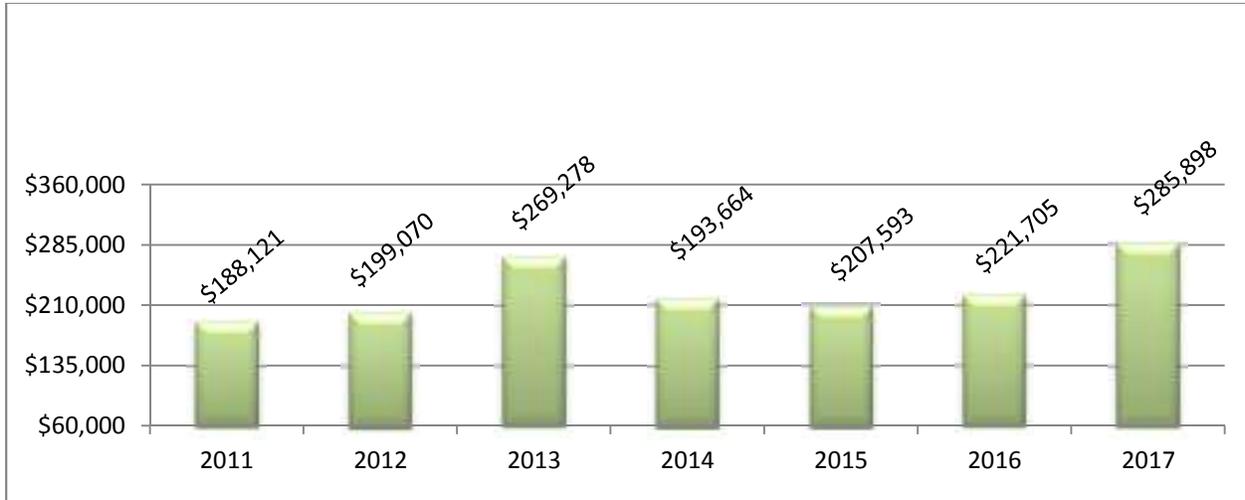
Cable Access serves the residents of the City of Marshfield that have Cable television.

Summary of Services Provided	
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.

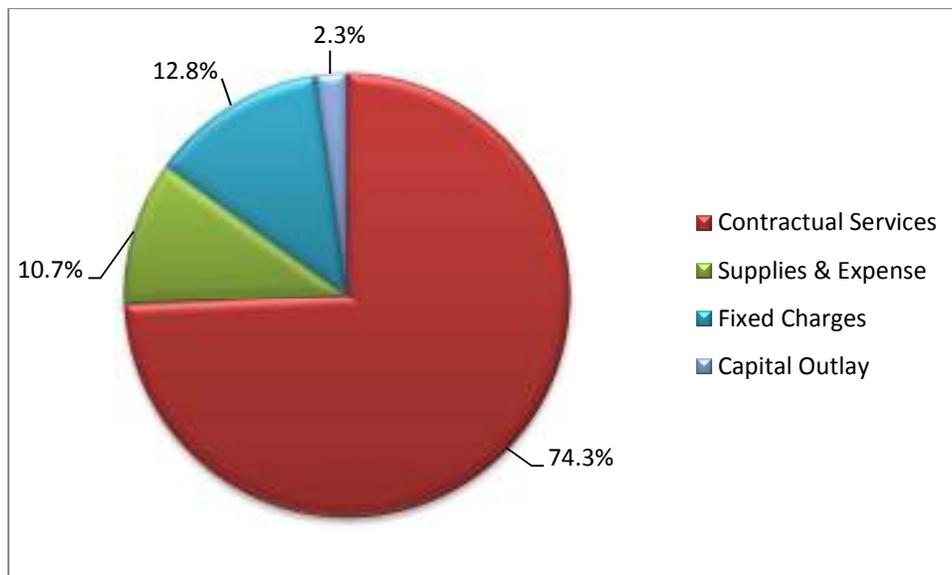
Cable Access Budget Summary
2355112001

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Operating Expenditure Total	<u>\$207,593</u>	<u>\$230,041</u>	<u>\$221,705</u>	<u>\$285,898</u>

Expenditure History/Projections

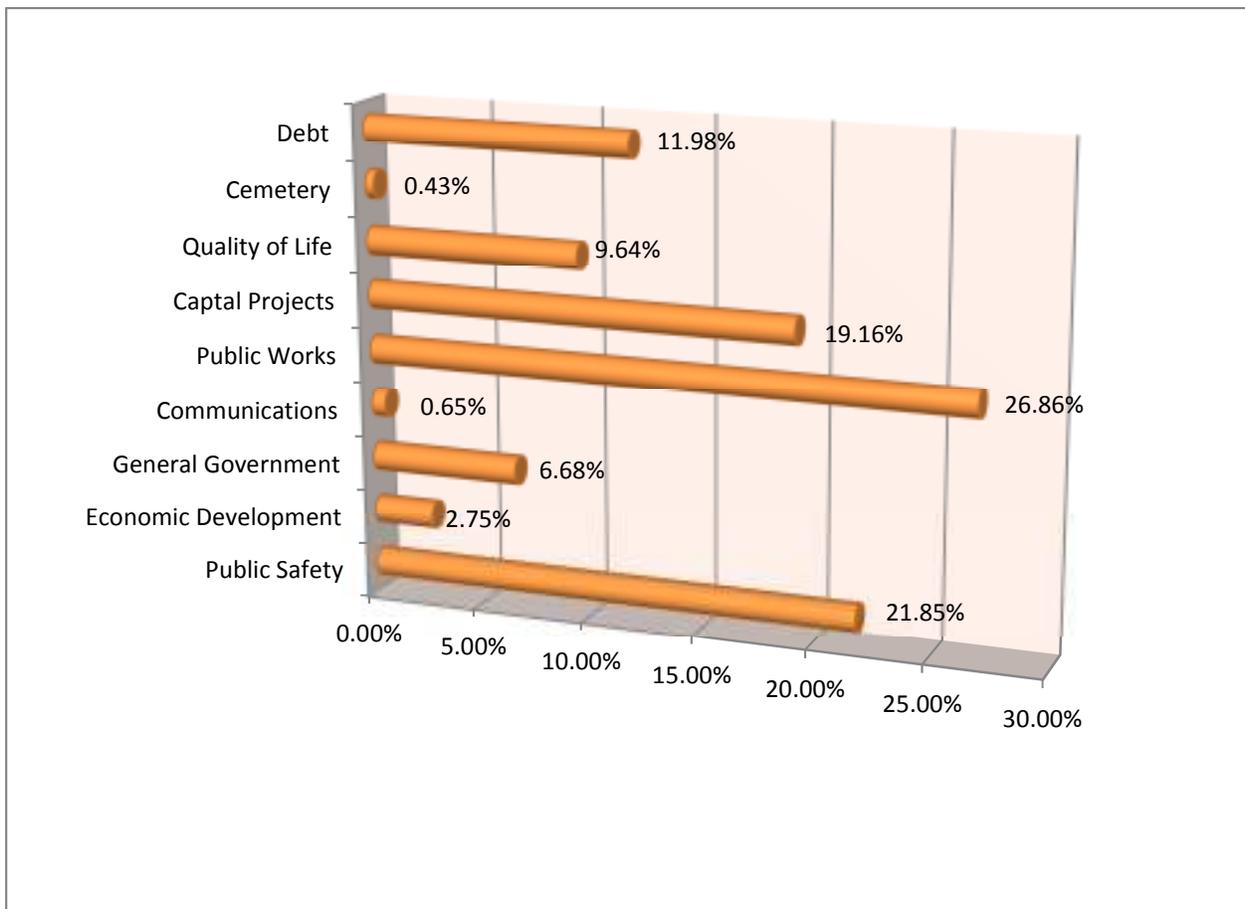


2017 Recommended Budget



Cemetery

A cemetery serves two purposes (1) the burial of the dead and (2) a place where people may visit grave sites of their loved ones. Cemeteries and their symbols guide us into the past. They are not just where the dead reside, nor are they static snapshots of old views and attitudes about death. Cemeteries are dynamic places, reflecting changing cultural institutions, social values, and regional ethnic identity. All cemeteries encode social and cultural values reflecting specific choices; therefore they provide insight into how people organized their social and physical landscape.



Cemetery

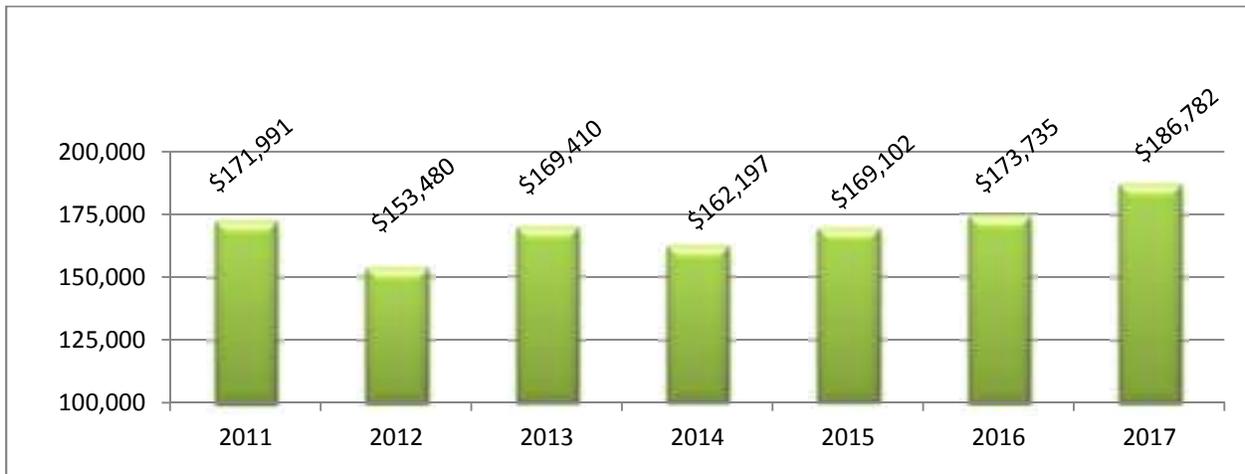
The mission of the Hillside Cemetery is to assist with interments; provide care and maintenance of the grounds and equipment; keep accurate records; and serve as a resource for individuals seeking locations of burial sites of loved ones.

Summary of Services Provided	
Cemetery	
	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

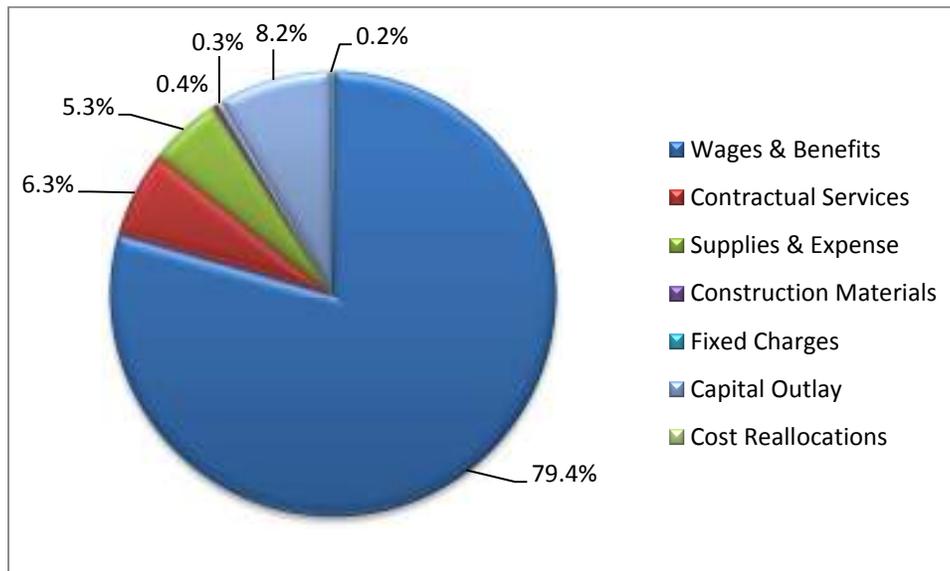
Cemetery Budget Summary

	Actual 2015	Budget 2016	Estimated 2016	Recommended 2017
Cemetery, 1015491051	\$168,531	\$175,020	\$173,435	\$186,482
General Fund Transfer to Perpetual Care Fund 1015900008	0	0	0	0
Cemetery Perpetual Care Fund, 8015900008	<u>571</u>	<u>300</u>	<u>300</u>	<u>300</u>
Operating Expenditure Total	<u>\$169,102</u>	<u>\$175,320</u>	<u>\$173,735</u>	<u>\$186,782</u>
Full-time Positions	2	2	2	2

Expenditure History/Projections



2017 Recommended Budget



Appropriation – An authorization made by the Common Council which permits officials to incur obligations and to expend city resources.

Assessed Valuation – The total taxable value placed on real estate, personal property, and utilities as a basis for levying taxes.

Bond - A written promise to pay a specified sum of money called principal at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. Bonds are used for long-term debt.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given year. It is the primary means by which most of the expenditures and service delivery activities of a government are planned. The term "Recommended Budget" indicates the budget document presented by the City Administrator to the Mayor and Common Council for their review. The term "Adopted Budget" utilized throughout this document refers to official budgetary totals adopted by the Common Council.

Business Improvement District - A district created under state statute by petition to the city from owners of commercial property. The purpose is to allow property owners within the district to develop, manage, and promote their district and provide a method to fund these activities with a self-imposed assessment.

Capital Outlay - Purchase, acquisition, or construction of any item having a unit cost of \$1,000 or more. Typical capital outlay items include vehicles, construction equipment, and office equipment. Capital outlay appropriations (accounts) begin with the two digits (58__).

CIP - Capital Improvement Program. This is a long-term plan of capital expenditures. The City of Marshfield annually updates its 5-year CIP to guide physical development and improvement within limited financial resources.

Contingency - Funds budgeted and set aside, but not appropriated or approved for a specific use. These funds are used to finance costs that were not anticipated when the budget was considered and approved.

Contractual Services - Expenditures related to daily routine operations such as utilities, postage, printing, repairs, etc. which are purchased from private contractors.

Debt Service - Payments of interest and repayment of principal to holders of the city's debt instruments (e.g. bonds).

Depreciation - That portion of the cost of a capital asset which is charged as an expense during a particular year.

Fiduciary Fund - A fund accounting for assets held by the city in a trustee or agency capacity. In the case of the City of Marshfield, this pertains to the Cemetery Perpetual Care Fund.

Fiscal Year - A 12-month period designated as the operating year for an entity. For the city, the fiscal year is the same as the calendar year (also called the Budget Year). The fiscal year for the State of Wisconsin is July 1 - June 30.

Franchise Fee - A fee levied by the Common Council on businesses that use city property or right of way. This fee is usually charged as a percentage of gross receipts.

Fund - An independent accounting entity that has a set of self balancing accounts and that records all financial transactions for specific activities or government functions.

General Fund - The main operating fund of the city. It accounts for basic operating services such as Police, Fire and Rescue, Public Works, Parks & Recreation, Library, and administrative services.

Mill - One thousandth of a dollar or \$1.00 of tax per \$1,000 assessed valuation. The property tax levy is the total amount to be taxed against all property. The number of mills at which property is taxed can be calculated by dividing the amount of taxes levied by the assessed valuation.

Non-Departmental - Program costs that do not relate to any one department, but representing costs of a general city-wide nature.

Ordinance - A formal legislative enactment by the Common Council which implements or amends local law.

Proprietary Fund - A fund type which pays for itself. Also known as an enterprise fund, proprietary funds establish revenue-based fees and charges based on recouping costs of services provided. The recommended budget includes three proprietary funds (the Wastewater Utility Enterprise Fund, the Emergency Medical Services Enterprise Fund, and the Vehicle/Equipment Internal Service Fund).

Special Assessments - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service determined to primarily benefit those properties.

Special Revenue Fund - A fund used to account for proceeds of specific revenue

sources that are legally restricted to expenditures for specified purposes. For example, the Room Tax Fund (202) is established to account for the City of Marshfield's room tax revenues and expenditures.

Tax Year - The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget. For example, taxes levied one year will be used to finance the next year's budget.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments.

Tax Incremental Financing District (TID) - A geographical area designated for public and private development. Public improvements within a TID are initially financed by debt issued by the city. The debt is then repaid over time from taxes resulting from increased private development within the TID which are segregated from taxes levied on the base year value of that TID. At present, the City of Marshfield has 5 active TIDs - the Purdy School project, Downtown Redevelopment project, Mill Creek Business Park project, and Yellowstone Industrial Park project, and Hartl Manor redevelopment project.

Proposed new/expanded items (\$5000 or more) included in budget

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Stormwater	Laemle/21 st Street stormwater project	290,000
Engineering	4th Street/Peach Avenue signal upgrade	252,000
Stormwater	McMillan/Galvin culvert extension	105,000
Engineering	East 17 th Street reconstruction (design)	74,387
Engineering	East 29 th Street reconstruction (design)	60,000
Parks & Recreation	Braem Park tennis court (room tax)	55,000
Parks & Recreation	Welcome center/cougar exhibit (room tax)	40,000
Fire (protection)	Replacement of air compressor	37,500
Technology	3 additional PT scanners: EDMS project	25,891
Parks & Recreation	Furniture/equipment – zoo bldg. (room tax)	25,000
Fire (protection)	HazMat IQ class (\$6,250 out regardless)	20,311
Park & Recreation	Repair asphalt – parks/trails (room tax)	20,000
Police	Officer worn body cameras (15)	18,000
Library	New keytag/library card combination	16,000
Fire (protection)	PID/HCN meters (2)	15,000
UW-Marshfield/WC	Fire release for all interior doors	15,000
Technology	Network penetration test	12,755
Technology	SAS hard disks	11,335
Contingency	Possible PT position in Clerk's office	10,000
Police	Annual wellness testing	8,550
Park & Recreation	Vacuum cleaner for Hefko Pool	6,500
Forestry	Tree planting (general)	5,000
Technology	E-mail encryption	5,000
TOTAL		\$1,128,229

Proposed new/expanded items (\$5000 or more) not included in budget

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Technology	Building permit and inspection software	200,000
Technology	EBS software – upgrade/enhancement	96,000
Technology	Major Cisco networking upgrade	73,856
Technology	Enhanced replicated backup	55,349
Snow & Ice	Rental equipment (to \$425K)	50,000
Technology	Video surveillance mgmt/cameras (PD)	46,954
Parks & Recreation	UW fields renovation (baseball/softball)	37,700
Contingency	Heroin project funding not requested	25,000
Engineering	McMillan/St. Joe's traffic control study	25,000
Police	Employee fitness & wellness program	24,050
Finance	Multi-year financial plan preparation	20,000
Library	New computer exchange server	18,000
Parks & Recreation	Columbia Park bandshell renovation	15,000
Parks & Recreation	Water amenity study (done in 2016)	15,000
Administration	Compensation plan review (5-yr update)	10,000
Streets	Weed control – Veteran's Parkway	8,500
Fire (both divisions)	New PT cleaning position (20 hrs/wk)	6,370
Fire (protection)	Thermal imaging cameras	6,000
Police	Administrative officers training course	6,000
TOTAL		\$ 738,779

Appendix A

**Proposed new machinery/vehicle purchases included (\$5000 or more)
(Does not include regular replacement of police/fire vehicles and equipment)**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Streets	Front end loader	192,300
Streets	Tandem axle truck w/plow & wing	180,000
Streets	Brine maker/blending system	75,000
Parks & Recreation	3/4-ton pick-up truck	40,000
Streets	Full depth saw	30,000
Development Services	Car (for planning/zoning staff use)	20,000
TOTAL		\$ 537,300

Description	Amount Requested	Justification
Brine Maker/Blending System Street Division Priority #1	\$75,000	Currently in our pre-treatment of salt and anti-icing program we purchase salt brine from Wood County. We will be able to reduce the cost considerably with our own brine maker and readily have salt brine available as needed. Also, with a state-of-the-art brine maker and blender system the Street Division will have a more accurate blend which is very important when dealing with winter weather.
Front End Loader Street Division Priority #2	\$192,300	Within our fleet at the Street Division we keep four (4) front end loaders. All four loaders are used year round. During the construction season loaders are used at stockpiles loading materials, turning compost, leveling material on streets and alleys. In the winter loaders are used for loading snow and salt, plowing and handling the big snowblower to clear snow. We plan on trading in the loader with the most hours of operation on the engine which is the 2010 Case loader with over 10,000 hours of operation.
Full Depth Saw Street Division Priority #3	\$30,000	A full-depth saw is very crucial in the the Street Division's construction methods. Not only do we get a clear cut to existing concrete with newly poured concrete, but with full-depth cutting, removal of concrete is much cleaner in concrete patching and overlay projects. The current full-dept saw is a 2006 Dimas brand and is beyond the year of expectenancy.
Tandem Axle truck with plow and wing Street Division Priority #4	\$180,000	This truck would replace a 1995 Ford 8000 model. The new truck will be used in hauling material for construction projects and will be assigned a major plow route and hauling snow in the winter. The truck to be replaced is over 20 years old.
3/4 ton pick-up truck Parks and Recreation Priority #1	\$40,000	Replaces our current 3/4 ton pick-up truck. Our current 3/4 ton truck is a 2004 model. We use this truck to move employees to different worksites. It gives us flexibility to haul items in the box such as picnic tables for special events, work tools and other daily use items. Regular price \$48,850 - 8,850 (trade-in) = \$40,000
Car Development Services Priority #1	\$20,000	The Planning and Zoning portion of the department have been without a city vehicle for over 3 years now. Increased demand on field inspections for staff has resulted in staff having to use their personal vehicles on a daily basis. Having a company vehicle will not only save the city money, in the long run, but more IMPORTANTLY a city vehicle helps to identify who is visiting a site or neighborhood during these inspections.

Requests for new staff

No requests were made for new full-time staff in the 2017 budget; however, two were submitted for permanent part-time positions. These are as follows:

- City Clerk's office

This would be a 20-hour per week position, requested to meet the growing demands and expectations of a department with just 2 full-time staff. While a "temporary/casual" person currently works in the City Clerk's office, turnover has been a concern during the last few years, due in part to the lack of an established schedule and a low pay rate. This has not been reviewed by the Finance, Budget & Personnel Committee or City Council; however, it appears that there is a demonstrated need for the position.

- Fire Department

This would be a 20-hour per week position, requested to provide cleaning services at the fire station. Recently, the department has used a work training program involving older workers, at no cost to the City, but this has been inconsistent. The department has had 3 individuals over the past 3 years, and during that time, they have been without a cleaning person more than they've had one. Fire department staff takes care of all exterior site work, and with other duties, interior cleaning isn't a priority for their employees. (Note: The amount on Appendix A represents only the fire portion, not the EMS allocation.)

Memos from the requesting department heads are attached for your review. This is another tight year, and as a result, neither position is included in the proposed budget. But Contingency has been increased by \$10,000, should the Council desire to add one of the positions during 2017. I expect to take the City Clerk's position forward for consideration later this year, or in early 2017.



City of
Marshfield

Memorandum

TO: Steve Barg, City Administrator

FR: Deb M. Hall

DT: July 27, 2016

RE: Permanent Part-Time Employee

I am requesting consideration of making the Clerk's Temporary Part-Time position a Permanent Part-Time position.

The City Clerk's department has been a two-person office for as long as I can tell. By purchasing new software for licensing and special assessments and by streamlining our processes we have been able to get by with two people but that is all we are doing. We are just getting by. Many projects are put on the back burner because we have to focus on the immediate tasks before us at the time. There never seems to be a down time for this office anymore.

In 2007, I was able to establish set hours for our Temporary Part-Time Clerk. This has helped tremendously because we were able to assign specific job duties to her and she covered the front counter which freed up some of Lori's time so that she could focus on her responsibilities. But it still doesn't solve the problem because there are many days/weeks that she is not able to work. There are days when only one person is working in the office and then we have to close the office during the lunch hour which doesn't make our customers happy and when you are the one working alone you don't get too much work done because of customers coming to the counter and the many, many phone calls that we receive during the day.

ELECTIONS

Every other year we have two to four elections. The years that we have four elections are very hectic. With the enactment of the HAVA Act, it has created many new election processes which take more time to complete. On the years that we have four elections, this position only works on election related items; Registering people to vote, Absentee Ballots, Preparing Election Supplies for Election Day; Sending out correspondence to the electors; Filing of Registration Forms; Changing Addresses and keeping track of the electors that need to be made Inactive, etc. After an Election, all new registrations have to be entered within 30 days. This is not always possible especially during a Presidential

Election when we have over 1500 new registrations. These are just the people that register on Election Day and it does not include the hundreds of people that come in before the election to register. She also has to enter everyone that voted at the election.

On the years that we only have two elections, this position works on completing the filing of all the registration forms from that year's election and the past elections. When all the election duties are completed, she focuses on the clerk duties.

CLERK

This position is responsible for taking care of the front counter, answering the phone, typing, updating the Ordinance, Resolution and Budget Resolution files after they have been approved by the Common Council, Agenda Packets, Licenses, Completing Property Information Requests forms and invoicing to the various businesses at month-end, Filing, and other misc. jobs that come up during the year. She also covers the office when the City Clerk and Deputy Clerk are attending mandated training courses or at the WMCA Conference.

Advantages of having a permanent part-time position:

1. We would always have coverage for this office. There are times when we currently have to close the office during lunch hours because there is only one person working the office.
2. Responsible for the front counter during their scheduled work hours which would free up the Deputy Clerk's time to get her work completed.
3. This position would be assigned certain job responsibilities such as filing, special assessments, completing Property Information Request Forms, licensing, elections, etc.
4. Better continuity with workflow.
5. We could be proactive instead of always reactive.
6. A permanent employee would have better awareness/understanding of office operations.
7. It would save on the many hours of comp time that is accrued by the Deputy Clerk during the year. The Deputy Clerk's position is hourly and every time she has to stay late to complete her work it costs the city either over time or comp time. Between vacations (5 weeks), personal holidays and sick time it is difficult to use the additional comp time that has accrued and to find coverage for when she is absent.

We are unique in our situation because we are the only two person office at City Hall that has no backup. The only other two person office is the Mayor's office. Between the Mayor's Office and the Administrator's Office they work together with the work load and for coverage of the office. Every other department at City Hall has more than two permanent positions.

The workload continues to increase and two people can not handle everything. In order for us to do our job effectively and efficiently we need to hire a permanent part-time clerk to help with all the job responsibilities that this office has to carry out.

We are finding it more difficult to fill the temporary position when it is vacant. We receive very few applicants because those that are looking to work also need the benefits and are looking for a set schedule.

Attached is a worksheet that shows the projected 2017 costs for a permanent part-time position.

RECOMMENDATION

Approve the hiring of a Permanent Part-Time Clerk's position for the City Clerk's office.

CITY OF MARSHFIELD
 Position Cost Estimate

2017 Estimated Annual Base Wage:

FICA - 7.65%:

Retirement (Employer) - 6.8%:

Workers Compensation - .23%:

Health Insurance (Family):

Dental Insurance (Family):

Life Insurance:

Post Employment Health Plan:

2016 Estimated Annual Wage & Benefit:

Admin Assistant II	
\$	18,194.80
	1,391.90
	-
	41.85
	-
	-
	-
	-
\$	19,628.55

514 East Fourth Street
Marshfield, WI 54449
PHONE (715) 486-2094
FAX (715) 384-8868
Email:mfrd@ci.marshfield.wi.us



Robert P. Haight III
Fire Chief

FIRE & RESCUE DEPARTMENT

TO: Steve Barg, City Administrator

THROUGH: Keith Strey, Finance Director

FROM: Robert P Haight III, Fire Chief 

DATE: July 27, 2016

SUBJECT: 2017 Proposed Program Changes

The 2017 budget contains an additional part time cleaning person position, which was deleted from the 2016 budget. This position is slated for 20 hours a week or 1,040 hours a year at \$8.50/hr. for a total expenditure of \$9,899.92 (including FICA and Workers Compensation Insurance). Please see costing attached to back of this memorandum.

Marshfield Fire & Rescue has been utilizing a Work Training program utilizing older workers, which has proven to be inconsistent at best. We are currently on our third person in three years and while there is no cost to the City, we have been without a cleaning person more than we have had one. Currently department staff is cleaning both the upstairs as well as the downstairs along with our apparatus floor for over 33,000 square feet. This can take anywhere between 1-1/2 to 3 hours depending on the level of cleaning needed. We also take care of all exterior work on the building, including mowing, snow shoveling, and weed removal as well as window washing, which take additional time to accomplish. There is also training, emergency operations as well as daily rig and equipment inspection and repair. The end result is that many times cleaning is cursory to not done at all. This is especially evident in our downstairs office area which is also the public area of the building.

We are looking at increasing our training in 2017 and this will impact our ability to get this training to everyone without increasing our overtime budget further than it is.

	Cleaning Person
2017 Estimated Annual Base Wage:	\$ 8,840.00
FICA - 7.65%:	676.26
Retirement (Employer) - 6.8%:	-
Workers Compensation - 4.34%:	383.66
Health Insurance (Family):	-
Dental Insurance (Family):	-
Life Insurance:	-
Post Employment Health Plan:	-
2017 Estimated Annual Wage & Benefit:	\$ 9,899.92