

City  
Administrator's  
Recommended  
Budget

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**2019**

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Dear Mayor McManus and City Council members:

On behalf of our staff, I'm pleased to offer the proposed 2019 budget for your review and consideration! Preparing the proposed budget has been very tough over the past few years, due to challenges meeting state levy limits, qualifying for the state's Expenditure Restraint Program (ERP), relatively flat state aid, rising health insurance premiums, and the increasing cost of doing business. But this year has even more difficult for reasons including a drop in assessed valuation (outside of TIF districts), and the unexpected loss of \$94,000 in state general transportation aid. But as always, staff has worked hard in an attempt to meet the challenge, and to prepare a budget that complies with levy limits, qualifies the City for a 2020 ERP payment (roughly \$400,000), and holds any tax rate to slightly less than 2%, within the parameters established by the Council on June 26<sup>th</sup>. Please know that all efforts were made to find cost reductions where possible, while striving to maintain the high quality programs/services that our citizens expect.

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

A few years ago, we made significant changes to the budget format, and we trust that you find it to be clear and understandable. (More detail can be found in the supplemental pages.) However, we always want to improve the budget, so please give me your questions, comments, and suggestions, so we can make any desired improvements for the 2020 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 2019 budget. Thank you very much!

Sincerely,

Steve Barg  
City Administrator

## EXECUTIVE SUMMARY

### **Budget Development**

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

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

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

1. The Council sets budget objectives, targets and overall guidelines, taking into account desired service levels, economic conditions, and taxpayer expectations.
2. Each manager submits a preliminary budget request to the Administrator based on established guidelines, including expenses, revenues, and services. Requests are reviewed and revised in the budget process.
3. After working with the staff, the City Administrator sends a recommended budget to the Council which includes department requests, Administrator's recommended expenses, the means of financing, and required tax levy.
4. Copies of the recommended budget are made available for public review at the Library, on the City's website and by request from the Finance Department or City Administrator.
5. The Council set budget workshops (open to the public) with the Mayor, the City Administrator, and staff. A public hearing is held to solicit input from residents and taxpayers. At that time, anyone interested may speak on any budget issues of interest.
6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

### **Control/Updating**

1. The budget includes total expenses for the following funds: General (operating), Special Revenue, Debt Service, Capital Projects, and other funds as appropriate.
2. General Fund appropriations are made at the following major expenditure program levels:
  - General Government
  - Public Safety
  - Public Works
  - Health and Human Services
  - Culture, Recreation & Education
  - Conservation & Development
  - Miscellaneous Other Uses

All other funds are appropriated at the total expense level. Expenses cannot exceed the amount that has been appropriated without approval of two-thirds of the Council, and the publication of a Class I public notice.

3. Internal city policies include budget controls beyond the required level. Budget revisions and updating may take place during the course in order to meet changing needs. Transfers to or from: (a) Salaries/Wages, (b) Capital Outlay, (c) between

departments and major cost center accounts, and from the Contingency account require the approval of the Finance, Budget and Personnel Committee and a two-thirds vote of the Council.

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

**The Budget in Brief**

The 2019 budget is based upon sound fiscal management policies. It meets our budget parameters, the state’s expenditure restraint program requirements, and state levy limits. 2019 expenses for all funds is \$45,527,365 (\$1,505.880 or 3.2% less than 2017). Note: total revenues and expenses won’t be equal in all funds, because this includes enterprise funds. Even within the General Fund, slight differences might exist, due to the rounding of some items, such as payroll taxes.)

The budget reflects the cost associated with providing basic services and an aggressive economic development program. The tax rate needed for the proposed 2019 budget is \$9.38 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 few years. A majority of this borrowing has been for infrastructure work and in support of economic development projects, but this increasing debt level must be watched very carefully over the next few years. The following table shows our debt as a percentage of the maximum permitted under state law:

<u>Year</u>	<u>Debt as a percentage the maximum allowed</u>	
2019	Proposed	59%
2018	Estimated	60%
2017		60%
2016		58%
2015		50%
2014		48%
2013		51%
2012		48%
2011		48%
2010		41%

**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, 2017, our **actual** Unassigned General Fund reserve balance stood at 31% (compared to 30% on December 31, 2016), slightly above the policy range. Estimated available fund balance as of December 31, 2018 was used in determining the amount of fund balance that could be applied to the 2019 budget. Due to challenges previously noted, fund balance applied in the proposed 2019 budget is more than the 2018 budget.

### **Tax rate**

Another indication of financial management is the changes in the tax rate over time. For many years (back into the last decade), the Council didn't increase the tax rate and only limited tax hikes have been authorized since then (\$.34 or 2.8% total in the past 6 years), creating competitive advantage in our area and across the state. If the budget is passed as presented, the tax rate will rise by slightly less than 2%, to \$9.38/\$1,000 of assessed value. Lower tax rates are seen favorably, provided that the City still provides quality programs/services expected by taxpayers, businesses, etc. But it might be prudent to consider slight tax increases sometimes, as permitted by State law, to keep up with rising costs, and as has been directed by the Council this year, to maintain our roads and implement the new compensation plan.

### **Personnel**

The recommended 2019 budget contains an amount equal to a 2.5% pay increase for all non-represented staff, effective as of July 1, 2019, just above the expected CPI of 2.38% for the previous 12 months from September 2017 to September 2018. It includes funds for step increases to move employees up to market rate and beyond as appropriate, and an added step bump on January 1, 2019 for employees who have been in their current positions for 10 years or more. The Council agreed last year to end the employee merit program; but the proposed budget includes these funds (\$10,000) for the development of an employee appreciation/recognition program (to be presented for review and approval by FBP Committee/City Council).

There are a few added staff positions when compared to the 2018 budget, and they are shown in the FTE section of this document. With the exception of the police officer (still requires Council approval as this budget is being prepared), all have been approved or endorsed by FBP Committee/City Council.

### **Additional information**

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

**Total Revenues (All Funds)**

	2017 <u>Actual</u>	2018 <u>Estimated Budget</u>	2019 <u>Department Request</u>	2019 <u>Administrator's Recommended</u>
<b>FINANCIAL SOURCES</b>				
<i>Local Taxes</i>				
General Property Tax Levy	\$12,601,498	\$9,737,469	\$13,116,855	\$13,325,732
Taxes (Other than General Property)	4,188,170	4,484,820	4,892,163	4,892,163
Special Assessments	620,084	335,500	303,500	303,500
<i>Other Revenues</i>				
Intergovernmental Licenses and Permits	7,926,793	7,985,765	8,168,159	8,074,209
Fines, Forfeits, and Penalties	527,981	520,400	550,000	550,000
Fines, Forfeits, and Penalties	176,139	134,905	146,000	146,000
Public Charges for Services	616,572	631,142	643,807	649,807
Intergovernmental Charges for Services	311,501	236,183	235,628	235,628
Miscellaneous	1,618,809	984,980	927,180	987,180
Other Financing Sources	14,885,004	2,910,494	6,911,219	8,059,158
<i>Enterprise Revenues</i>				
Wastewater Utility	6,732,395	6,558,831	6,414,164	6,414,164
Emergency Medical Services	1,531,843	1,337,500	1,437,600	1,702,600
Internal Service Fund	1,901,304	1,886,993	2,007,624	2,007,624
Total Revenues	<u>\$53,638,093</u>	<u>\$37,744,982</u>	<u>\$45,753,899</u>	<u>\$47,347,765</u>

**Total Expenses (All Funds)**

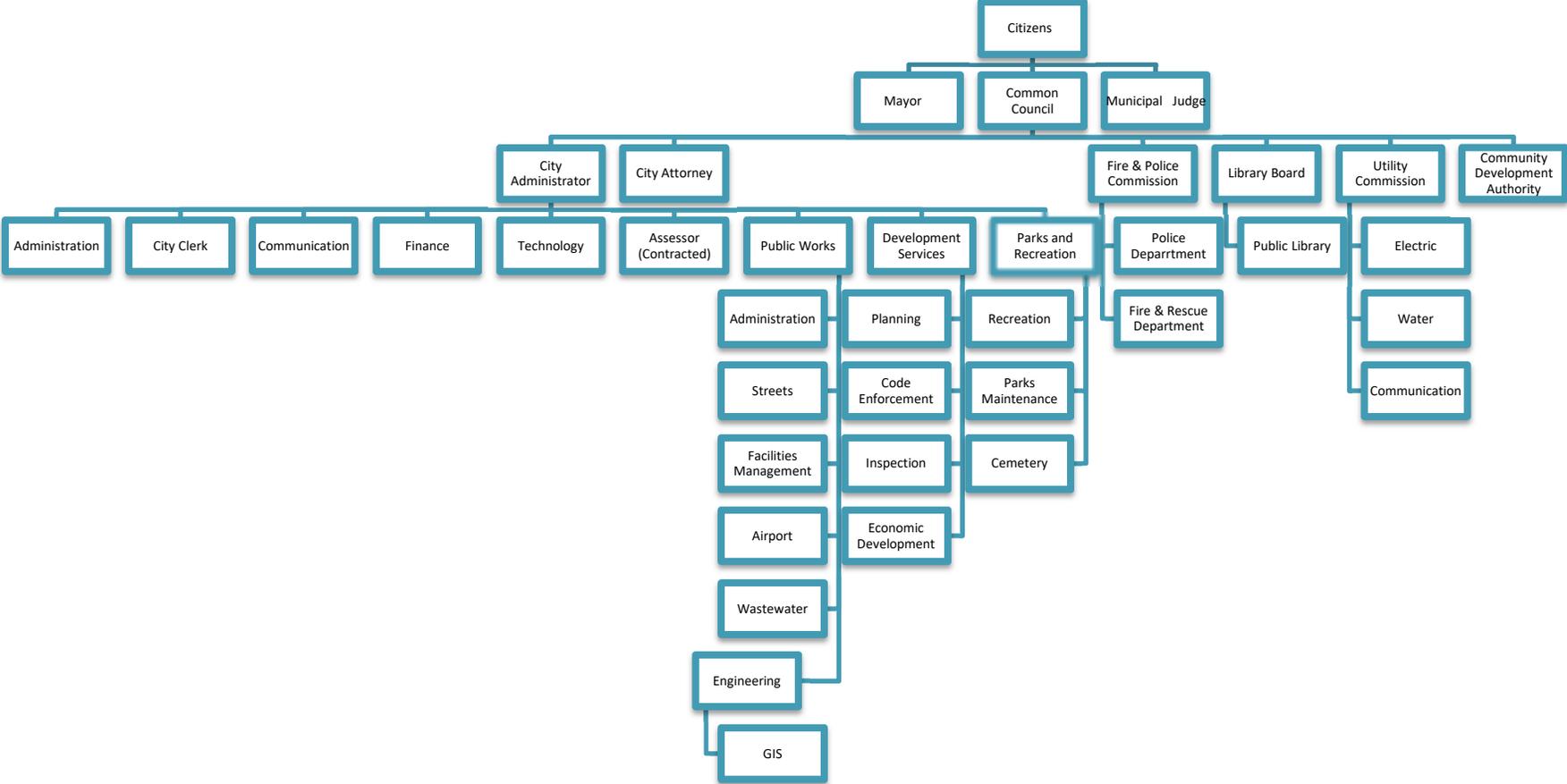
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	2,017.00 <u>Actuals</u>	2018 Revised <u>Budget</u>	2018 Estimated <u>Budget</u>	2019 Administrator's <u>Recommendation</u>
<b>General Government</b>	\$2,751,365	\$2,976,802	\$2,948,999	\$2,993,742
<b>Public Works</b>	6,137,070	6,305,175	6,491,113	6,394,098
<b>Public Safety</b>	8,120,077	8,403,384	8,587,004	8,807,125
<b>Parks, Recreation, Education &amp; Culture</b>	3,576,534	3,807,150	3,849,829	3,929,464
<b>Economic Development</b>	305,030	352,678	253,201	318,712
<b>Special Revenue</b>	1,958,805	1,885,580	1,457,254	1,574,888
<b>Debt Service</b>	5,155,587	5,602,485	5,576,065	5,955,137
<b>Capital Projects</b>	10,153,417	10,762,797	9,998,394	6,812,174
<b>Enterprise</b>	5,129,067	5,196,998	5,111,363	5,301,374
<b>Internal Service</b>	1,845,607	1,968,297	1,941,478	1,950,716
<b>Perpetual Care</b>	-	800	800	800
<b>Totals</b>	<u>\$45,132,558</u>	<u>\$47,262,147</u>	<u>\$46,215,500</u>	<u>\$44,038,230</u>

**Total Expenses (All Funds)**

	2017 <u>Actual</u>	2018 Total <u>Adopted</u>	2019 Administrator's <u>Recommended</u>	<u>Percentage</u>
Expenditures				
51000 Wages & Benefits	\$17,080,956	\$17,543,685	\$18,336,969	41.64%
52000 Contractual Services	8,376,538	9,084,935	7,767,402	17.64%
53000 Supplies and Expense	4,216,452	4,353,863	4,631,298	10.52%
54000 Building Materials	830,493	879,421	846,962	1.92%
55000 Fixed Charges	2,217,172	2,303,294	2,290,343	5.20%
56000 Debt Service	5,369,584	5,770,870	6,059,796	13.76%
57000 Grants Contrib Indm & Other	1,157,833	946,607	875,847	1.99%
58000 Capital Outlay	3,157,643	4,011,651	1,363,973	3.10%
59000 Cost Reallocations	2,725,907	2,367,811	1,865,644	4.24%
Total Expenditures	<u>\$45,132,578</u>	<u>\$47,262,137</u>	<u>\$44,038,234</u>	<u>100%</u>

# City of Marshfield



## Full-Time Position Comparison

Function/Department	2015 Adopted	2015 Adopted	2017 Adopted	2018 Revised	2019 Rec.	Increase/ (Decrease)
<b>General Government</b>						
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	3.0	3.0	2.0	2.0	2.0	-
Clerk	2.0	2.0	2.0	2.5	2.5	-
Finance	6.3	6.3	6.8	6.5	6.5	-
Communication	0	0	0	0	2.0	2.0
Technology	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	-
	17.8	18.8	18.3	18.5	20.5	
<b>Public Safety</b>						
Police	48.0	48.0	48.0	48.0	49.0	1.0
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>0.88</u>	<u>0.88</u>	<u>0.88</u>	<u>0.88</u>	-
	86.75	86.88	86.88	86.88	87.88	
<b>Public Works</b>						
Public Works						
Administration	2.0	2.0	2.0	2.0	2.0	-
Engineering	6.0	7.0	7.0	7.0	7.0	-
Street Division	31.0	31.0	31.0	31.0	31.0	-
Facilities	0	0	1	1	1	-
Building Services	5.0	0	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	50.5	51.5	51.5	51.5	
<b>Parks, Recreation, Education &amp; Culture</b>						
Library	19.35	18.87	18.87	19.20	19.39	.19
Cemetery	2.0	2.0	2.0	2.0	2.15	.15
Parks & Recreation	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.85</u>	.85
	30.35	29.87	29.87	30.2	31.39	-
<b>Development Services</b>						
Planning & Economic Development	4.0	3.0	3.0	3.0	3.0	-
Inspections	<u>0</u>	<u>4.0</u>	<u>4</u>	<u>4.0</u>	<u>4.0</u>	-
	4.0	7.0	7.0	7.0	7.0	
<b>Total</b>	<u>193.40</u>	<u>193.05</u>	<u>193.55</u>	<u>194.08</u>	<u>198.27</u>	7.19

## Summary of Full-Time Position Adjustments

### Changes approved by Council in 2018

Function/Department	Additions/ (Deletions)	Position Descriptions
Finance Department	Add .2 FTE	Council approved an increase from a .3 FTE to a .5 FTE for an accounting clerk in the Finance Department

### Changes Recommended in 2019 Budget

The following staffing changes are included in the 2019 budget:

Communications Department (2 FTE): This is a newly-created department and these 2 positions would be funded entirely through cable franchise fees.

Parks & Recreation Department (1 FTE): This position (Technical Services Coordinator) is being created as part of a restructuring of the Parks & Recreation/Cemetery functions.

Police Department (1 FTE): This is a potential hire (soon to go through the Finance, Budget and Personnel Committee and City Council approval process) to “backfill” an officer position due to a military deployment. For 2019, there should be no additional employee costs.

## 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 99% 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.

2019 Recommended \$12,141,349 / 54.1% of General Fund Budget.

2018 Adopted: \$11,867,624 / 54.3% of General Fund Budget.

**SPECIAL ASSESSMENTS** are collected from properties benefiting from city capital improvements, including storm sewer, concrete paving, street openings and water mains. Special assessments are also levied for delinquent payment of utility bills, weed cutting, and snow removal. These assessments are due annually and become a lien against the property, if unpaid. In

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

2018 Adopted: \$235,500 / 1.1% of General Fund Budget.

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

\$394,000 is projected to be received from the State from the Expenditure Restraint Program, a voluntary program for municipalities that hold General Fund expenditures in line with inflation.

2019 Recommended \$7,263,433 / 32.4% of General Fund Budget.

2018 Adopted: \$7,440,763 / 34.0% of General Fund Budget.

**LICENSES AND PERMITS.** The main source for this revenue category is Building Permits and Inspection fees. Building Permits and Inspection fees are received as contractors, private citizens, and developers apply for approval to build facilities in Marshfield. The public interest is served as inspectors verify adherence to the various building codes of the city to protect the public's health and safety.

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

2018 Adopted: \$261,900 / 1.2% of General Fund Budget.

**FINES, FORFEITURES, AND PENALTIES**

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

2019 Recommended \$129,000 / 0.6% of General Fund Budget.

2018 Adopted: \$202,000 / 0.9% of General Fund Budget.

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

2019 Recommended \$580,757 / 2.6% of General Fund Budget.

2018 Adopted: \$628,299 / 2.9% of General Fund Budget

**INTERGOVERNMENTAL CHARGES FOR SERVICES.**

Governmental accounting standards require the City of Marshfield and other governments to account for various charges to other units of local government. For example, the city's Street Division does maintenance services for the Wastewater Utility; also various other Enterprise Funds are charged administrative fees for staff time that involves their operations. Revenues from the other jurisdictions are reflected here.

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

2018 Adopted: \$56,121 / 0.3% of General Fund Budget.

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

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

2018 Adopted: \$568,987 / 2.6% of General Fund Budget.

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

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

2018 Adopted: \$600,800 / 2.7% of General Fund Budget.

In summary, the recommended General Fund budget of **\$22,443,140** is financed from the following sources:

## General Fund Summary

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### Revenues

	2017 Actual	2018 Adopted Budget	2019 Administrator's Recommended
Taxes	\$11,491,065	\$11,867,624	\$12,141,349
Special Assessments	419,919	235,500	223,500
Intergovt'l Revenues	7,193,355	7,440,763	7,263,433
Licenses and Permits	282,636	261,900	294,500
Fines, Forfeitures Penalties	164,511	202,000	129,000
Public Charges for Services	547,661	628,299	580,757
Intergovernmental Charges	99,413	56,121	45,628
Miscellaneous Revenue	622,347	568,987	754,173
Other Financing Sources	165,340	600,800	1,010,800
	<u>\$20,986,247</u>	<u>\$21,861,994</u>	<u>\$22,443,140</u>

### Expenses

	2017 Adopted Budget	2018 Adopted Budget	2019 Administrator's Recommended
Wages & Benefits	\$14,030,670	\$14,470,871	\$15,012,865
Contractual Services	3,396,551	3,828,687	3,697,865
Supplies & Expense	2,546,688	2,477,698	2,713,123
Building Materials	368,812	452,780	420,321
Fixed Charges	367,900	399,414	399,752
Other	149,050	195,832	160,472
Capital Outlay	30,415	36,712	38,748
	<u>\$20,890,086</u>	<u>\$21,861,994</u>	<u>\$22,443,146</u>

## General Fund Summary

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	2017 <u>Actual</u>	2018 Adopted Budget	2018 Revised Budget	2019 Administrator's Recommended
General Government	\$3,104,433	\$3,452,694	\$3,431,694	\$3,430,083
Public Safety	8,288,240	8,692,508	8,680,092	9,072,559
Public Works	5,417,721	5,348,277	5,364,760	5,476,380
Health and Human Services	252,113	210,963	210,963	220,872
Culture, Recreation, and Education	3,343,947	3,607,982	3,617,357	3,730,107
Conservation and Development	452,479	549,570	540,320	513,145
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other Financing Sources	<u>31,153</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$20,890,086</u>	<u>\$21,861,994</u>	<u>\$21,845,186</u>	<u>\$22,443,146</u>

## General Government

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

## Mayor

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

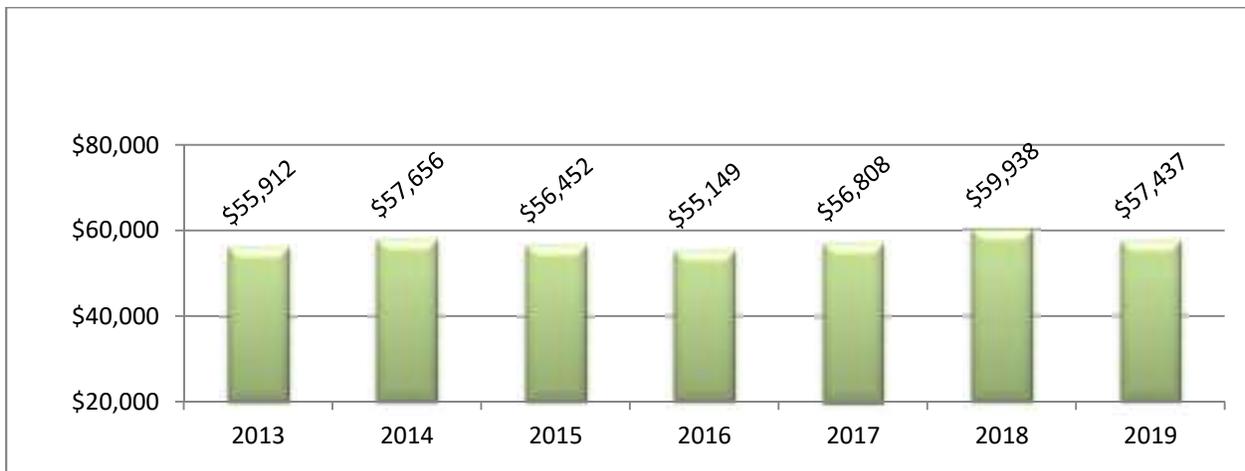
<b>Summary of Services Provided</b>	
Mayor	
	Chief executive officer of the city and represent the citizens of Marshfield at government, business, and social functions.
	Presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority.
	Signs all documents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

**Mayor Budget Summary**

1015141104

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$56,808</u>	<u>\$60,090</u>	<u>\$59,938</u>	<u>\$57,437</u>
Full-Time Positions	1.0	1.0	1.0	1.0

Expenditure History/Projections



## Common Council

The Common Council provides the City of Marshfield the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner. The Council is comprised of the Mayor and ten members elected on a non-partisan basis by aldermanic district – one-half in even-numbered years and one-half in odd-numbered years.

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

**Common Council Budget Summary**

1015111006

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$61,987</u>	<u>\$75,298</u>	<u>\$74,638</u>	<u>\$76,970</u>

**Expenditures History/Projections**



## City Administrator

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

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

**City Administrator Budget Summary**

1015141205

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$363,974</u>	<u>\$381,965</u>	<u>\$370,052</u>	<u>\$388,646</u>
Full-Time Positions	2.5	2.5	2.5	2.5

**Expenditure History/Projections**



## City Attorney

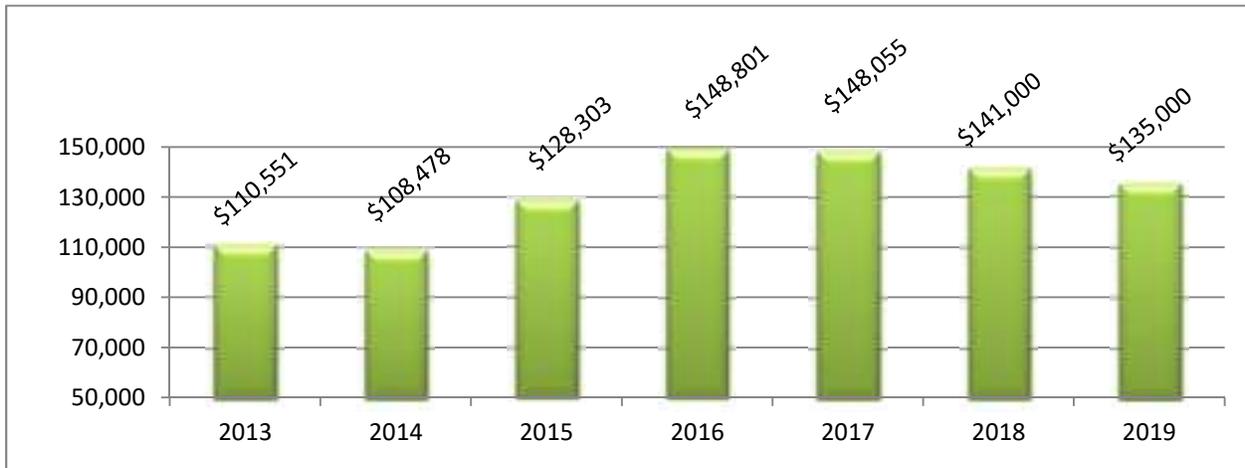
The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common council for a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

<b>Summary of Services Provided</b>	
<b>City Attorney</b>	
	Drafts ordinances, bonds, and other instruments as may be required by city officers. Also draft pleading, documents, and briefs relating to litigation. Drafts contracts, resolutions, and municipal codes
	Defends actions brought against any officer or employee of the Police Department and the Fire and Rescue Department growing out of any acts done in the course of his or her employment or out of any alleged breach of his or her duty as such officer or employee.
	Consults with and advises the Mayor, Common Council, Fire and Police Commission, Library Board, and City Plan Commission, the City Administrator and all city departments.
	Researches and writes legal opinions for the Mayor, the City Administrator and city departments.
	Acts as parliamentarian at Common Council meetings and advises the Common Council at all Council meetings.
	Represents the city in traffic violation cases and other ordinance violation cases.

**City Attorney Budget Summary**  
1015131003

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$148,055</u>	<u>\$132,000</u>	<u>\$141,000</u>	<u>\$135,000</u>

**Expenditures History/Projections**



## City Clerk

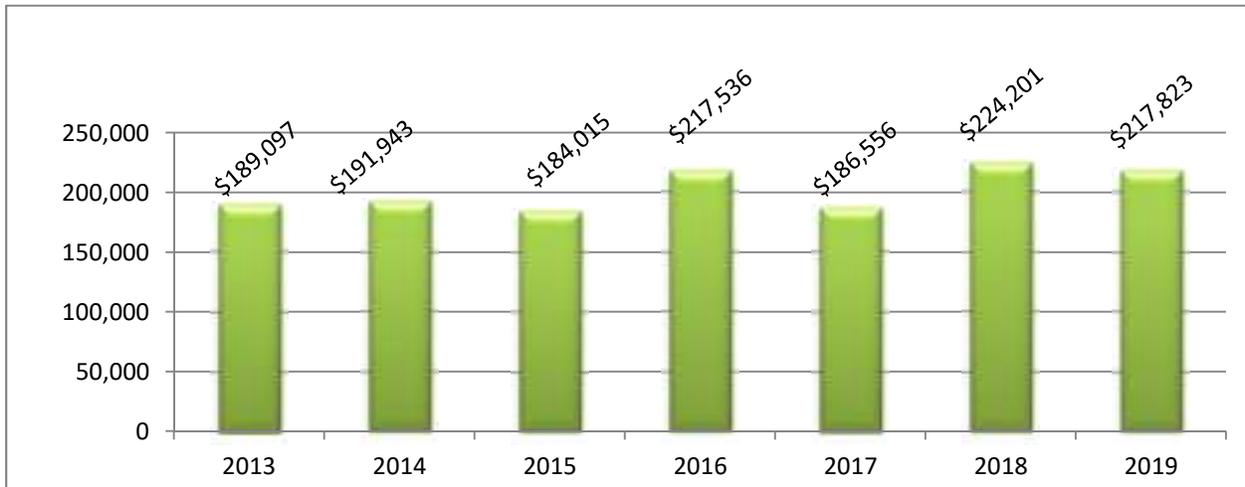
The Office of the City Clerk is responsible for a myriad of services and is comprised of three core functions: official records, elections, and purchasing. The mission of the City Clerk’s office is to maintain care and custody of the corporate seal and all papers and records of the City.

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

**City Clerk Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Clerk's Office, 1015142006	\$163,561	\$166,938	\$164,276	\$173,212
Elections, 1015144006	20,019	56,230	55,925	38,111
Purchasing, 1015155006	<u>2,976</u>	<u>6,000</u>	<u>4,000</u>	<u>6,500</u>
Operating Expenditure Total	<u>\$186,556</u>	<u>\$229,168</u>	<u>\$224,201</u>	<u>\$217,823</u>
Full-Time Positions	2.5	2.5	2.5	2.5

**Expenditure History/Projections**



## Finance Department

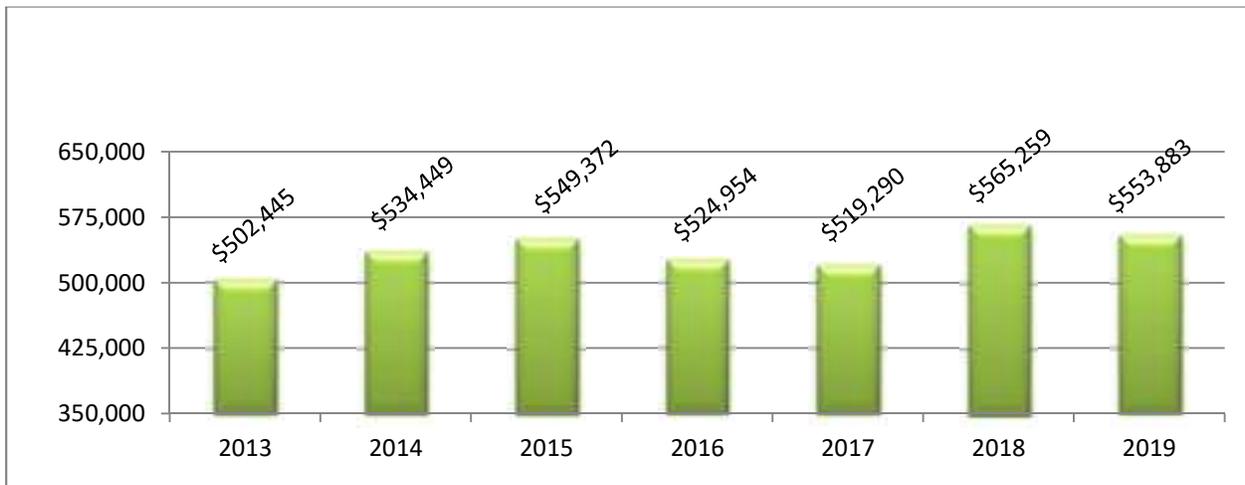
The Finance Department provides administrative support and financial information services to the public and city departments, maintains financial information in accordance with generally accepted accounting principles, and ensures compliances to legal and prudent fiscal requirements in all financial and procedural operations. In addition, the Department is responsible for the collection, investing, and disbursement of all city funds.

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

**Finance Budget Summary**  
1015151008

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$519,290</u>	<u>\$556,900</u>	<u>\$565,259</u>	<u>\$553,883</u>
Full-Time Positions	6.8	6.5	6.5	6.5

**Expenditure History/Projections**



## Technology Department

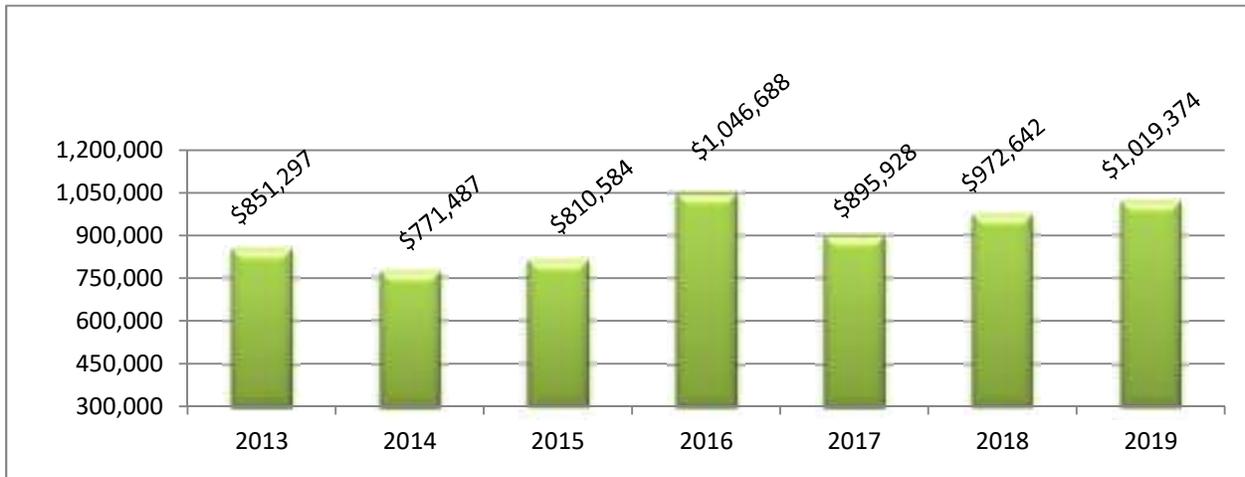
The Technology Department provides for the highest quality cost effective information services for customers in a professional and responsive manner. The department collaboratively provides access to high-quality knowledge system and strives to facilitate cutting edge technologies to exceed customer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

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

**Technology Department Budget Summary**  
1015145007

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$895,928</u>	<u>\$998,985</u>	<u>\$972,642</u>	<u>\$1,019,374</u>
Full-Time Positions	4	4	4	4

**Expenditure History/Projections**



## Assessor's Department

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

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

**Assessor's Department Budget Summary**  
1015153009

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$295,480</u>	<u>\$241,556</u>	<u>\$242,428</u>	<u>\$250,375</u>
Full-Time Positions	3.0	2.0	2.0	2.0

**Expenditure History/Projections**



## Various Non-Departmental Budgets

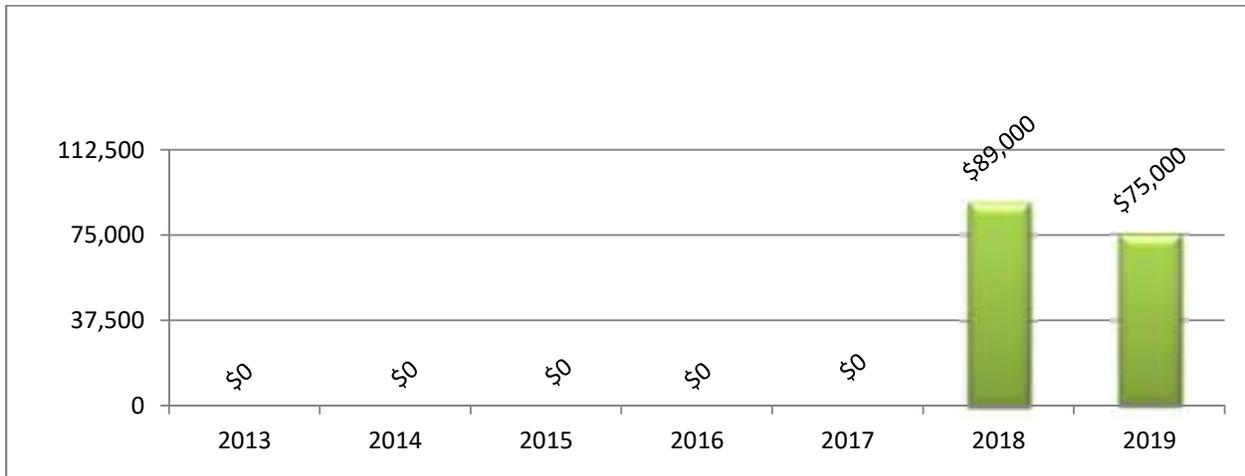
Non-departmental accounts are budgets that do not relate specially to any one department. They are summarized below:

<b>Summary of Services Provided</b>	
<b>Contingency Account</b>	This budget includes provisions for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared
<b>Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables</b>	This budget covers illegal real estate taxes charged back to the City by the County, and tax refunds authorized by the Common Council under Section 74.135 of WI Statutes. This account also covers the cost of collection, collection agency fees, and the actual amounts approved to be written off as uncollectible for taxes, special assessments, and receivables.
<b>Non-Departmental Insurance and Bonds</b>	This account includes premiums on general, umbrella, professional and automobile liability insurance; fire, theft, general and comprehensive insurance; boiler insurance; volunteer's insurance, and employee bonds

**Contingency Budget Summary**  
1015156008

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$0.0</u>	<u>\$89,000</u>	<u>\$89,000</u>	<u>\$75,000</u>

**Expenditures History/Projections**

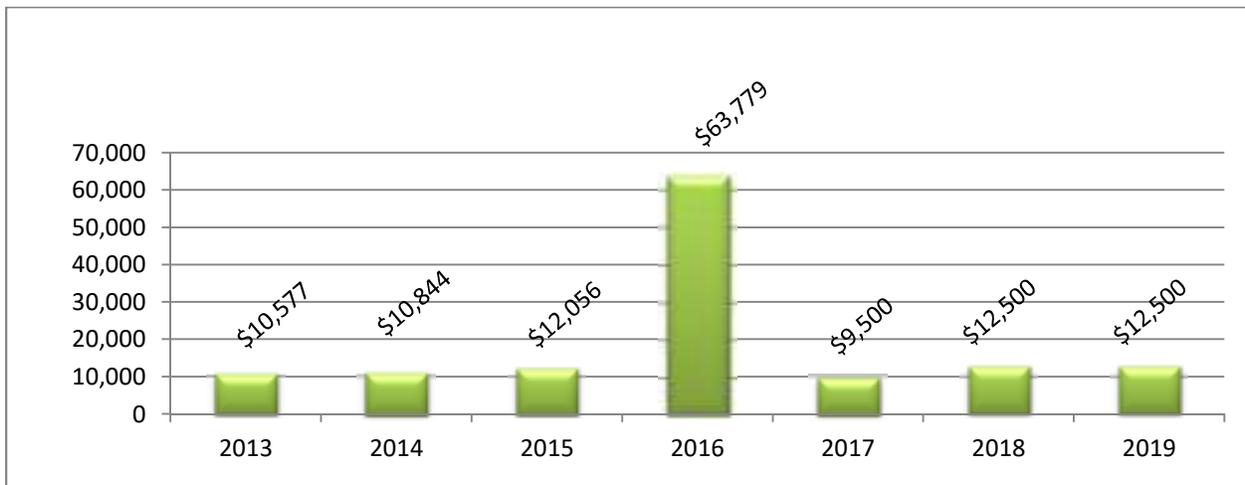


**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables Budget Summary**

1015191008

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$9,500</u>	<u>\$12,500</u>	<u>\$10,500</u>	<u>\$12,500</u>

**Expenditures History/Projections**



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

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$192,135</u>	<u>\$199,341</u>	<u>\$199,341</u>	<u>\$206,734</u>

**Expenditures History/Projections**



## Public Works

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

## Public Works

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

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

## Public Works

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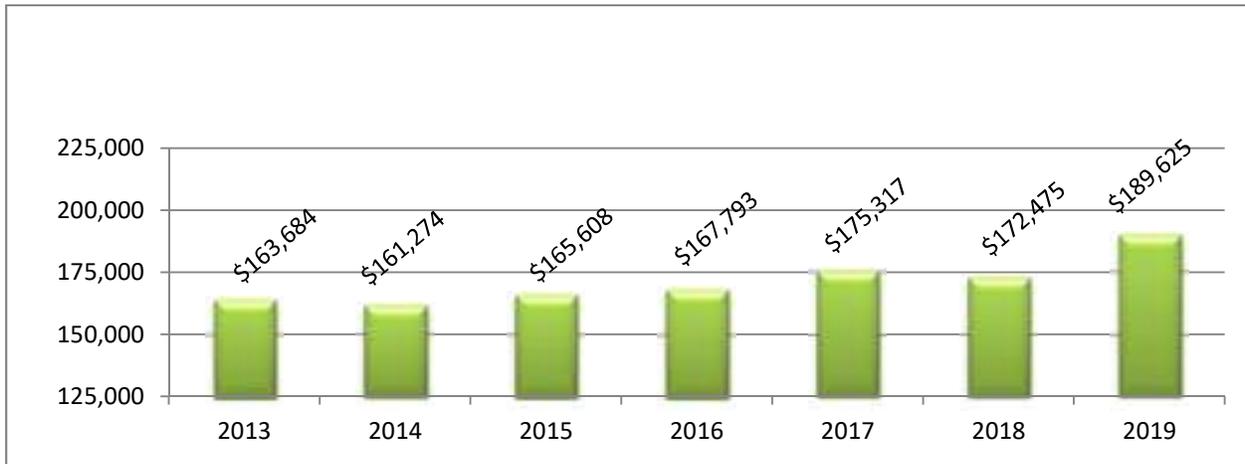
Maintains various buildings and grounds related to Street Division operations.
Provides other public services including but not limited to: Dairyfest activities, Hub City Days activities, fairgrounds maintenance, Christmas decoration/American flag/banner installations and removals.
Enforces the City's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

**Public Works Administration Budget Summary**

1015311030

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$175,317</u>	<u>\$189,552</u>	<u>\$172,475</u>	<u>\$189,625</u>
Full-Time Positions	2	2	2	2

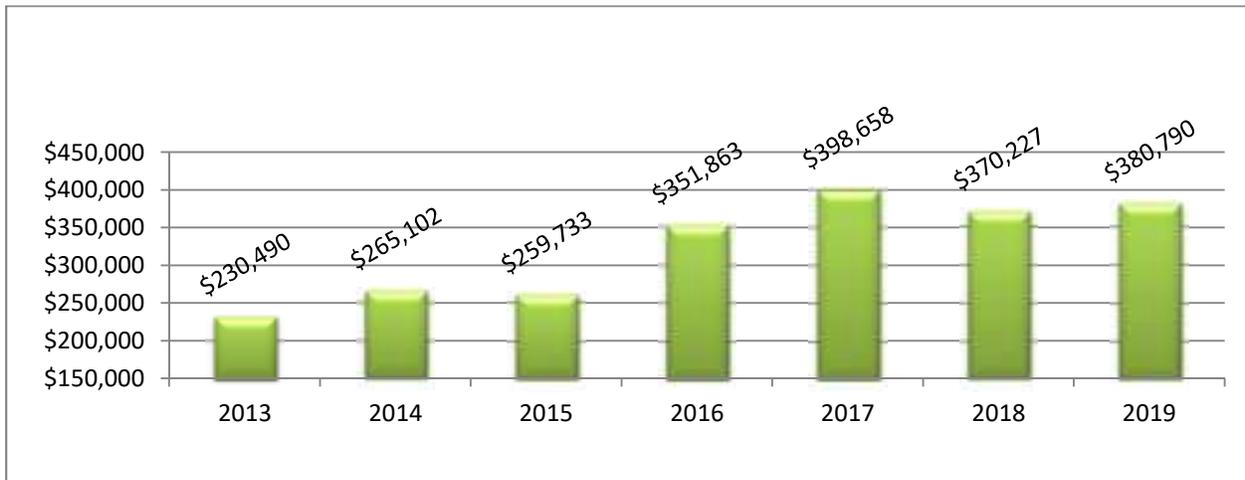
**Expenditures History/Projections**



**Engineering Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Engineering Administration, 1015312031	\$386,550	\$338,428	\$340,277	\$350,790
New Sidewalk O/L W/O St Recon, 1015343231	<u>\$12,108</u>	<u>\$29,946</u>	<u>\$29,950</u>	<u>\$30,000</u>
<b>Operating Expenditure Total</b>	<b><u>\$398,658</u></b>	<b><u>\$368,374</u></b>	<b><u>\$370,227</u></b>	<b><u>\$380,790</u></b>
Full-Time Positions	7	7	7	7

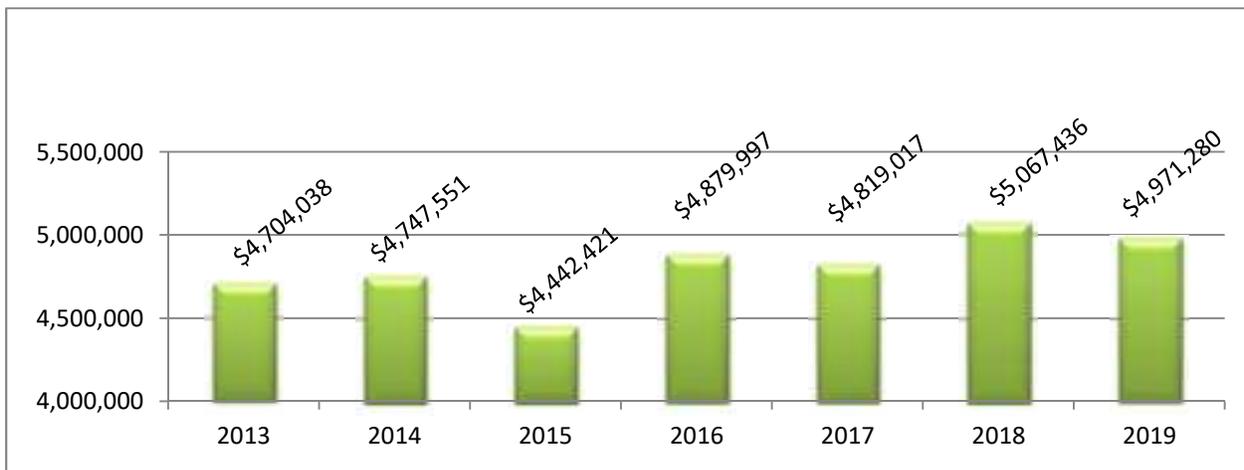
**Expenditure History/Projections**



**Street Division Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Street Division Administration, 1015315032	\$96,220	\$119,446	\$123,498	\$107,622
Highway & Street Maintenance 1015331132	1,339,433	1,343,038	1,320,797	1,353,641
Snow & Ice Control, 1015331232	845,159	886,281	1,127,030	927,543
Highway & Street Cleaning, 1015331332	194,282	170,286	170,290	195,836
Traffic Control, 1015331432	201,006	200,201	196,260	220,595
Street Lighting, 1015342030	214,223	225,000	220,000	220,000
Sidewalk Mnt. & Rep w/St Recon., 1015343132	74,190	101,796	96,347	97,856
Storm Water Management, 1015344132	654,218	623,896	606,365	614,784
Parking Facilities, 1015345032	71,290	99,315	111,709	101,595
Refuse & Garbage Collection, 1015362032	548,804	518,265	518,200	525,156
Recycling, 1015363532	405,394	372,611	370,955	376,594
Christmas Decorations, 1015534132	17,528	16,540	17,973	15,929
Parades, Holidays & Signs, 1015534232	4,851	8,244	8,223	9,696
Forestry, 1015690532	147,453	187,644	179,789	194,433
Forestry, 2405690532	<u>4,966</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Operating Expenditure Total</b>	<b><u>\$4,819,017</u></b>	<b><u>\$4,872,563</u></b>	<b><u>\$5,067,436</u></b>	<b><u>\$4,961,280</u></b>
Full-Time Positions	31	31	31	31

**Expenditures History/Projections**



**Facilities Budget Summary**

1015162023

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$306,199</u>	<u>\$372,441</u>	<u>\$387,339</u>	<u>\$361,822</u>
Full-Time Positions	1	1	1	1

**Expenditure History/Projections**

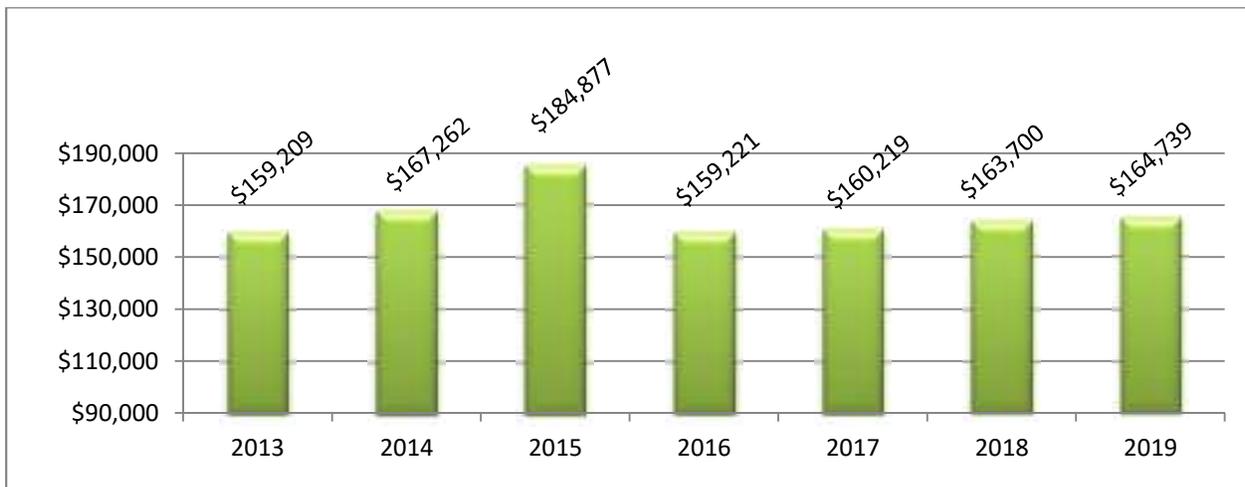


**Airport Budget Summary**

1015351033

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$160,219</u>	<u>\$163,770</u>	<u>\$163,700</u>	<u>\$164,739</u>

**Expenditures History/Projections**



## Public Safety

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

## Police

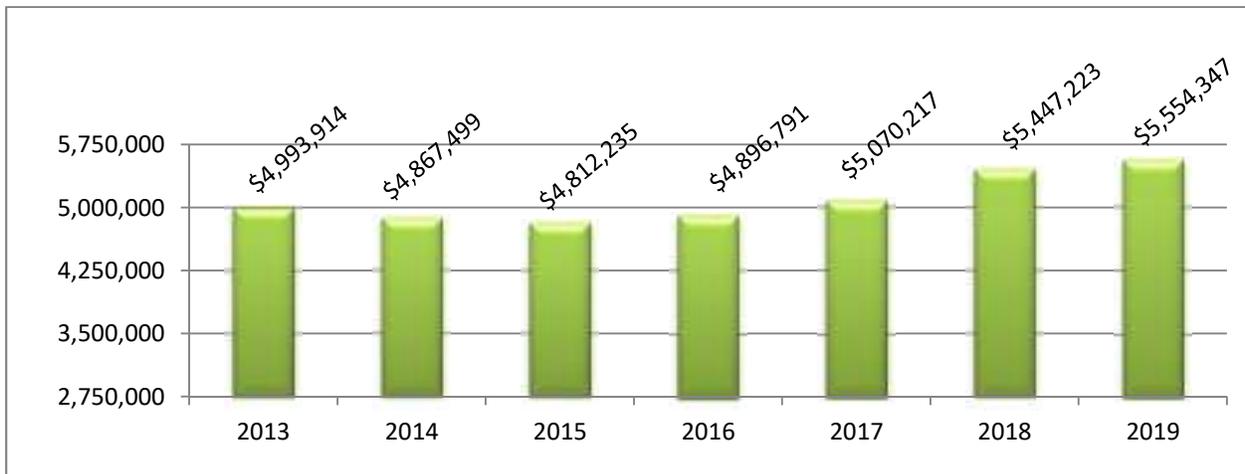
The Marshfield Police Department is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention, detection services, ordinance enforcement, emergency management, and school crossing guard program possible.

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

**Police Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Law Enforcement, 1015211020	\$4,820,310	\$5,012,106	\$5,193,664	\$5,300,698
Ordinance Control, 1015213020	175,794	186,839	173,242	173,146
School Crossing Guards, 1015214020	<u>74,113</u>	<u>80,571</u>	<u>80,317</u>	<u>80,503</u>
<b>Operating Expenditure Total</b>	<b><u>\$5,070,217</u></b>	<b><u>\$5,279,516</u></b>	<b><u>\$5,447,223</u></b>	<b><u>\$5,554,347</u></b>
Full-time Positions	48	48	48	48

**Expenditures History/Projections**



## Fire & Rescue Department

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

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

**Fire and Rescue Department Budget Summary**

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Fire Protection, 1015221021	\$2,282,175	\$2,276,667	\$2,277,087	\$2,405,703
Fire Prevention, 1015225021	<u>668,413</u>	<u>734,680</u>	<u>748,171</u>	<u>763,324</u>
Operating Expenditure Total	<u>\$2,950,588</u>	<u>\$3,011,347</u>	<u>\$3,025,258</u>	<u>\$3,169,027</u>
Full-time Positions	28.3	28.3	28.3	28.3

**Expenditure History/Projections**



## Emergency Management

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

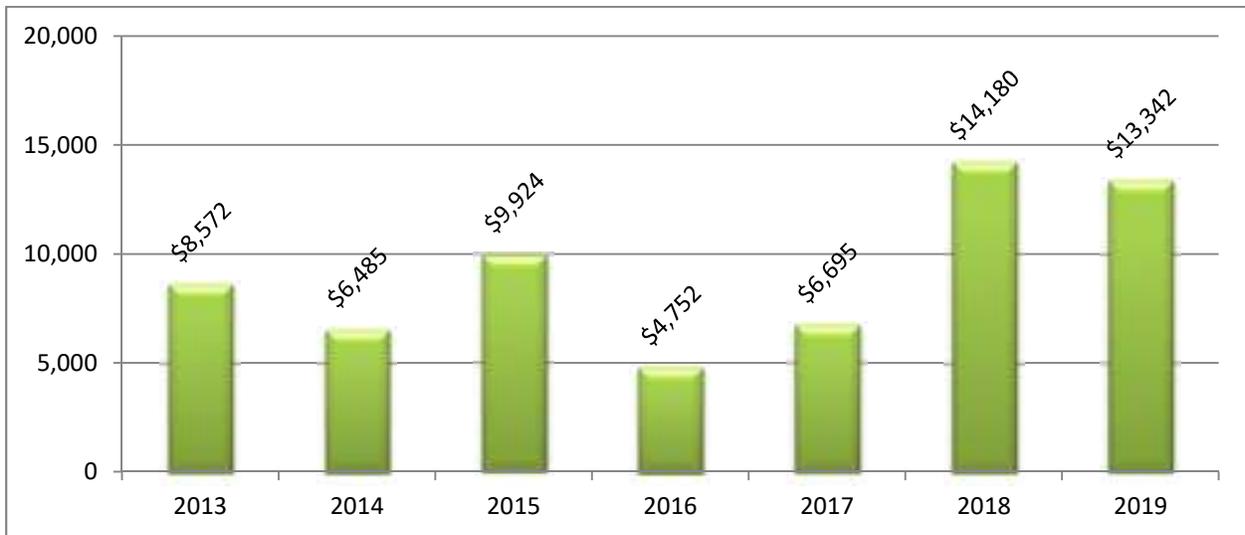
<b>Summary of Services Provided</b>	
Emergency Management	
	Maintain an updated plan for emergency preparedness of the City of Marshfield
	Coordinate participation of the municipality in Emergency Management training programs and exercises as required
	Performing administrative duties necessary for the rendering of reports and procurement of federal funds
	Coordinate the activities of the City's Emergency Management Operation in case of a "state of emergency" proclaimed by the Governor
	Attend training sessions under the Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) mandates and other appropriate training
	National Incident Management System (NIMS) mandates and other appropriate training
	Responsible for coordinating emergency efforts between the City's and County's Emergency Management
	Establish a maintenance and replacement program to keep the warning sirens operable and develop and implement a visual internal inspection of each siren semi-annually

**Emergency Management Budget Summary**

1015291020

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$6,695</u>	<u>\$11,681</u>	<u>\$14,180</u>	<u>\$13,342</u>

**Expenditures History/Projections**



## Municipal Court

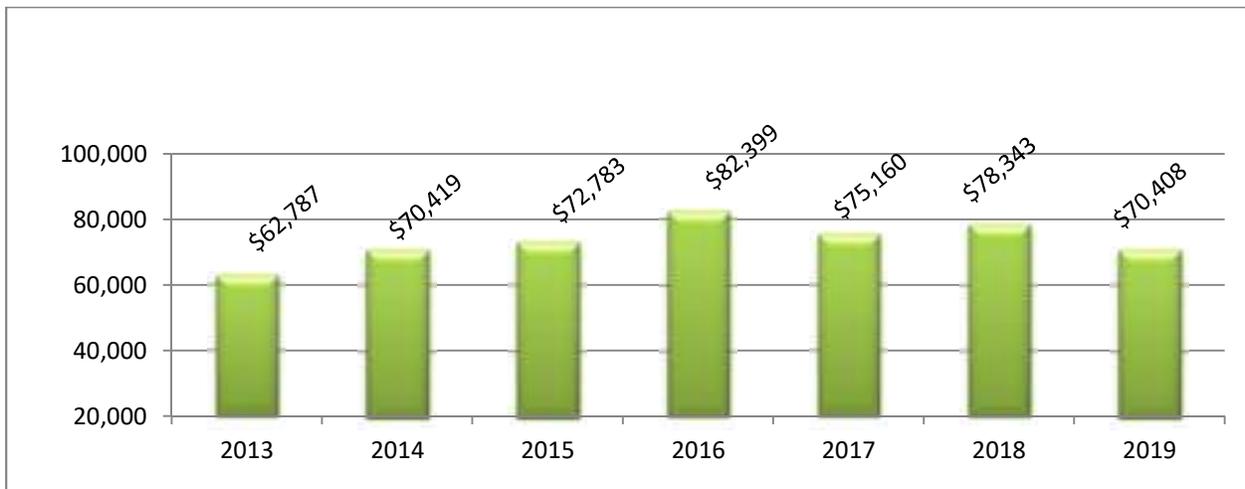
The Marshfield Municipal Court system was established to recover revenues and fees currently retained by the Wood County Circuit Court system for the service they provide. The Municipal Court system will further relieve the need for a fourth judge within the Wood County Circuit Court System and is intended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

<b>Summary of Services Provided</b>	
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**  
**1014121002**

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$75,160</u>	<u>\$78,841</u>	<u>\$78,343</u>	<u>\$70,408</u>
Full-time Positions	.75	.88	.88	.88

**Expenditures History/Projections**



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

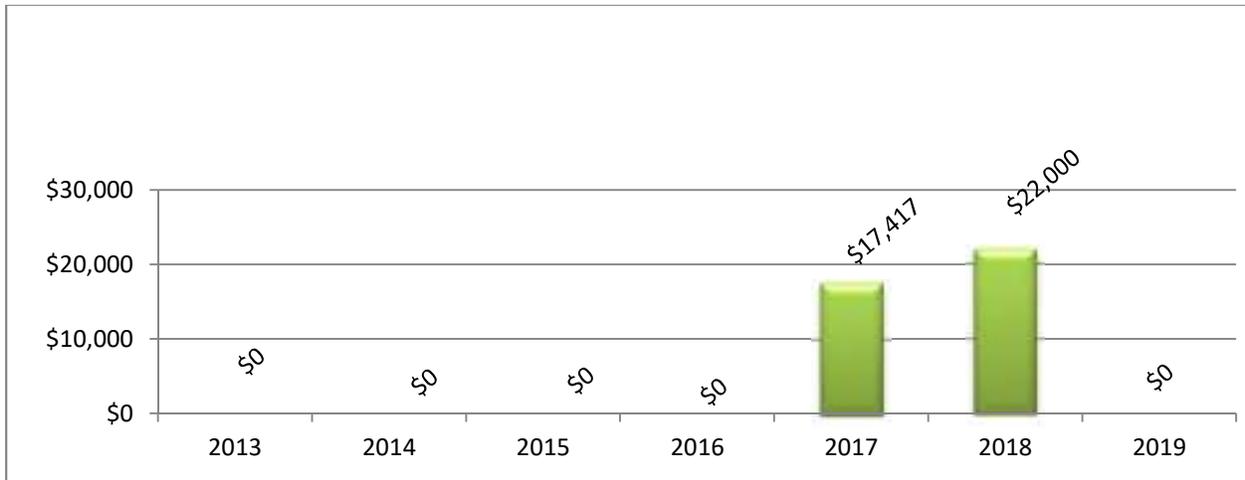
## **Drug Court**

The City of Marshfield contracts with Wood County for the provision of drug court case management services performed in Marshfield. These services include on-site collection of urine samples for drug tests conducted on a monthly basis, one-on-one case management sessions with clients (weekly, bi-weekly, or monthly), attending Drug Court hearings, and other related duties. These services are provided by ATTIC Correctional Services, Inc. under a separate agreement with Wood County.

**Drug Court**  
1015292005

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>17,417</u>	<u>\$22,000</u>	<u>\$22,000</u>	<u>\$0</u>

**Expenditures History/Projections**



## Parks, Recreation, Education & Culture

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

## Parks and Recreation

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

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

**Parks and Recreation Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Parks/Recreation Administration, 1015531062	\$267,036	\$286,806	\$286,845	\$330,596
Oak Avenue Community Center, 1015519162	29,128	30,741	30,849	28,724
Second Street Community Center, 1015519562	27,907	121,040	121,040	105,361
Parks Operation/Maintenance, 1015521061	830,634	878,945	879,812	955,510
Recreation Programs, 1015532162	39,712	54,789	54,788	69,843
Tennis/Racquetball, 1015532762	16,561	12,828	17,219	0
Adult Athletic League, 1015532862*	7,681	0	0	0
Zoo Operation/Maintenance, 1015541063	289,871	315,151	315,246	319,419
Aquatic Facilities, 1015542062	92,301	98,306	98,306	123,562
Special Recreation Programs, 1015532662*	0	0	0	0
Aging/Senior Center Fairgrounds, 1015548062	65,466 <u>97,441</u>	10,960 <u>120,148</u>	10,960 <u>86,855</u>	21,533 <u>79,500</u>
<b>Operating Expenditure Total</b>	<b><u>\$1,763,738</u></b>	<b><u>\$1,929,714</u></b>	<b><u>\$1,901,920</u></b>	<b><u>\$2,034,048</u></b>
Full-Time Positions	9	9	9	9

\*These budgets are now shown in the Recreation Budget, 101-53321-62

**Expenditures History/Projections**



## Library

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

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

**Library Budget Summary**

1015511060

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$1,544,141</u>	<u>\$1,592,260</u>	<u>\$1,663,626</u>	<u>\$1,607,600</u>
Full-Time Positions	18.88	19.20	19.20	19.39

**Expenditure History/Projections**



## 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.

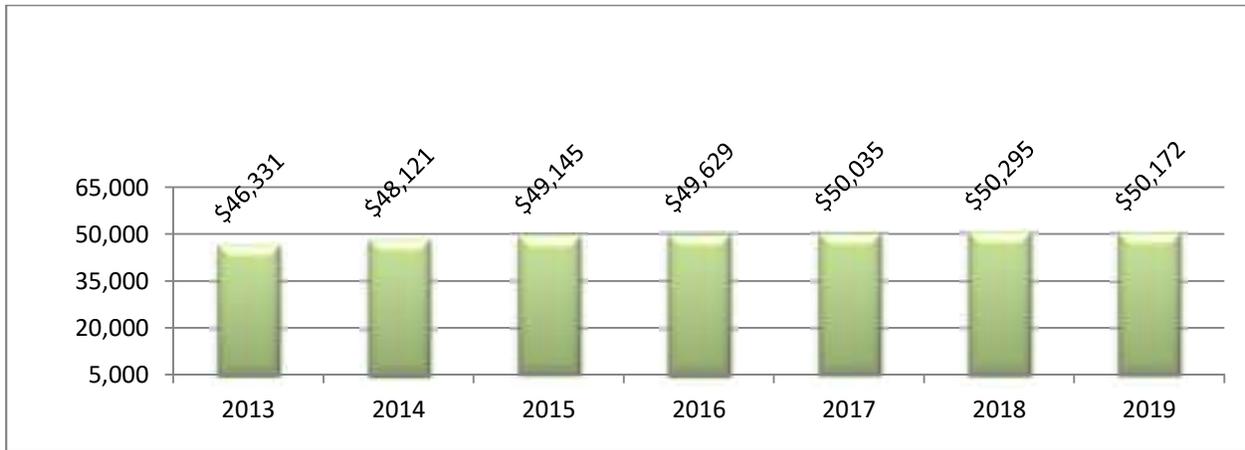
<b>Summary of Services Provided</b>	
UW Marshfield/Wood County	
	UW-Marshfield/Wood County's vision reflects the Wisconsin Idea, a philosophy embraced by the University of Wisconsin System, which holds that the boundaries of the university should be the boundaries of the state, and that research conducted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

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$50,035</u>	<u>\$50,382</u>	<u>\$50,295</u>	<u>\$50,172</u>

**Expenditure History/Projections**

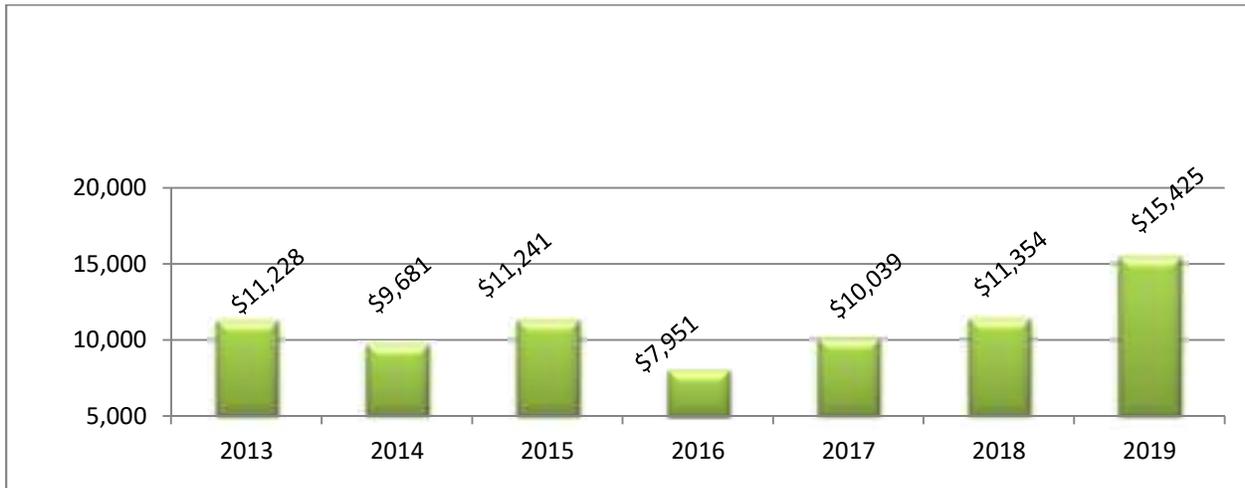


**Dairyfest Budget Summary**

1015534504

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$10,039</u>	<u>\$12,409</u>	<u>\$11,354</u>	<u>\$15,425</u>

**Expeniture History/Projections**

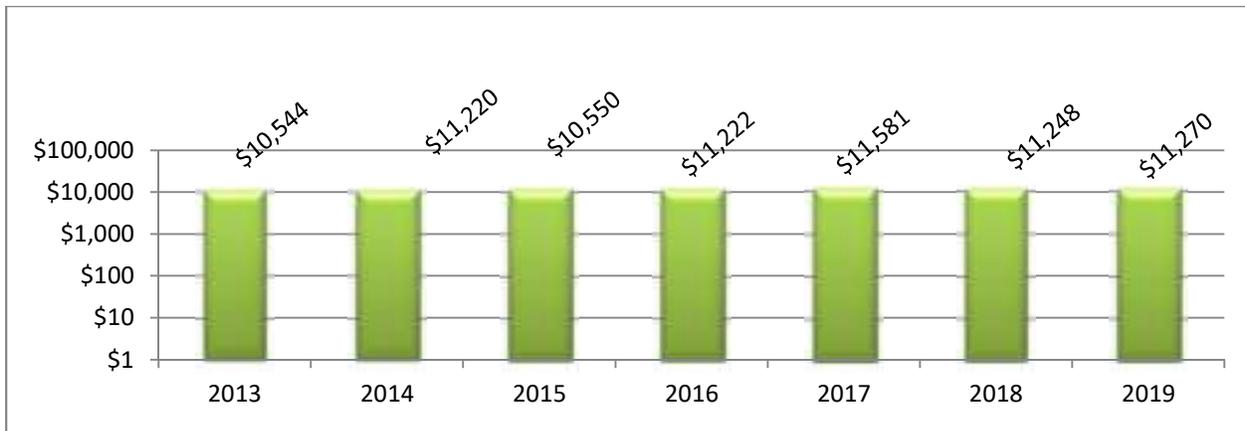


**Celebrations and Entertainment Budget Summary**

1015534908

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</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>1,031</u>	<u>\$720</u>	<u>698</u>	<u>720</u>
Operating Expenditure Total	<u>\$11,581</u>	<u>\$11,270</u>	<u>\$11,248</u>	<u>\$11,270</u>

**Expenditure History/Projections**



**Upham Mansion Budget Summary**

1015512008

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>

**Expenditure History/Projections**



## Cemetery

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

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

**Cemetery Budget Summary**

1015491051

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Cemetery, 1015491051	\$186,646	\$200,004	\$200,426	\$199,339
General Fund Transfer to Perpetual Care Fund 1015900008	<u>31,153</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$217,799</u>	<u>\$200,004</u>	<u>\$200,426</u>	<u>\$199,339</u>
Full-time Positions	2	2	2	2.15

**Expenditure History/Projections**



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

## Historic Preservation

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

<b>Summary of Services Provided</b>	
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>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$2,852</u>	<u>\$3,610</u>	<u>\$3,460</u>	<u>\$4,110</u>

**Expenditure History/Projections**



## Economic Development

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

## Development Services

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

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

**Development Services Budget Summary**  
1015690170

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Development Services, 1015690170	\$299,228	\$345,678	\$245,660	\$312,212
Inspection, 1015241023	202,626	310,646	286,185	291,425
Plumbing Inspector, 1015241135	40,689	44,906	43,751	44,417
Operating Expenditure Total	<u>\$542,543</u>	<u>\$701,230</u>	<u>\$575,596</u>	<u>\$648,054</u>
Full-Time Positions	7	7	7	7

**Expenditures History/Projections**



## **Industrial Park Operations**

The Industrial Park Operating and Development budget includes appropriations for the ongoing maintenance of the East Industrial Park, Mill Creek Business Park, Yellowstone Industrial Park and the Air Industrial Park. This budget is not intended to be used for development of the City's industrial parks.

**Industrial Park Operations Budget Summary**  
1015672030

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$5,802</u>	<u>\$7,000</u>	<u>\$7,541</u>	<u>\$6,500</u>

**Expenditures History/Projections**



## Special Revenue Funds

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

## Room Tax

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

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

## Special Revenue Funds

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### Room Tax Summary

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Park Operations/Maintenance, 2025521061	\$46,034	\$150,000	\$0	\$0
Convention & Visitors Bureau 2025519065	211,870	200,000	250,000	275,000
Zoo Operation & Maintenance, 2025541063	0	0	0	0
Debt Issue Expense, 2025829108	<u>0</u>	6,012	6,012	1,160
Other Financing Uses, 2025900008	<u>165,000</u>	<u>140,000</u>	<u>140,000</u>	<u>140,000</u>
Operating Expenditure Total	<u>\$422,904</u>	<u>\$496,012</u>	<u>\$396,012</u>	<u>\$416,160</u>

## Residential Rehabilitation

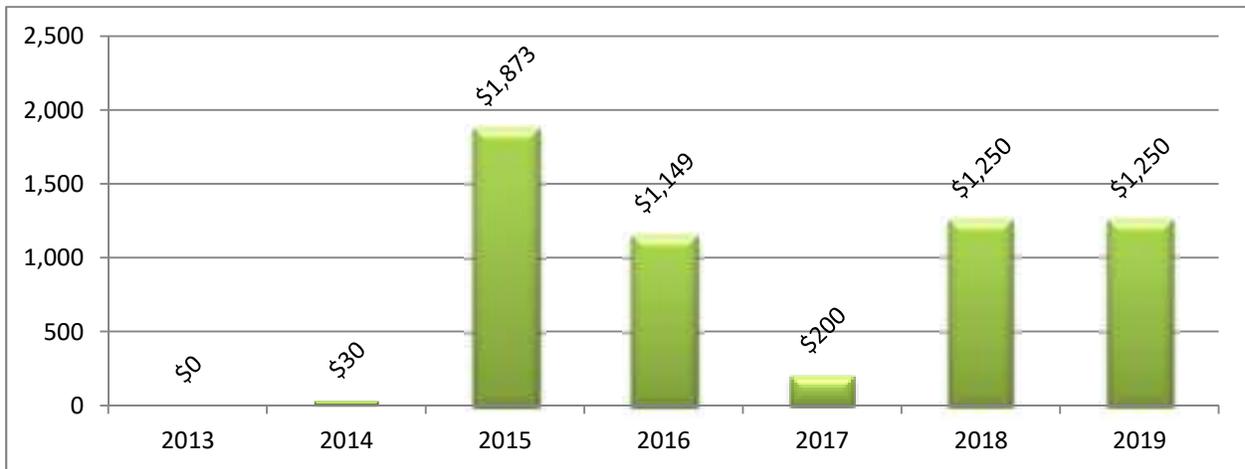
In 1992, the City of Marshfield received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons.

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

**Residential Rehabilitation Budget Summary**  
2045661008

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$200</u>	<u>\$1,250</u>	<u>\$1,250</u>	<u>\$1,250</u>

**Expenditures History/Projections**



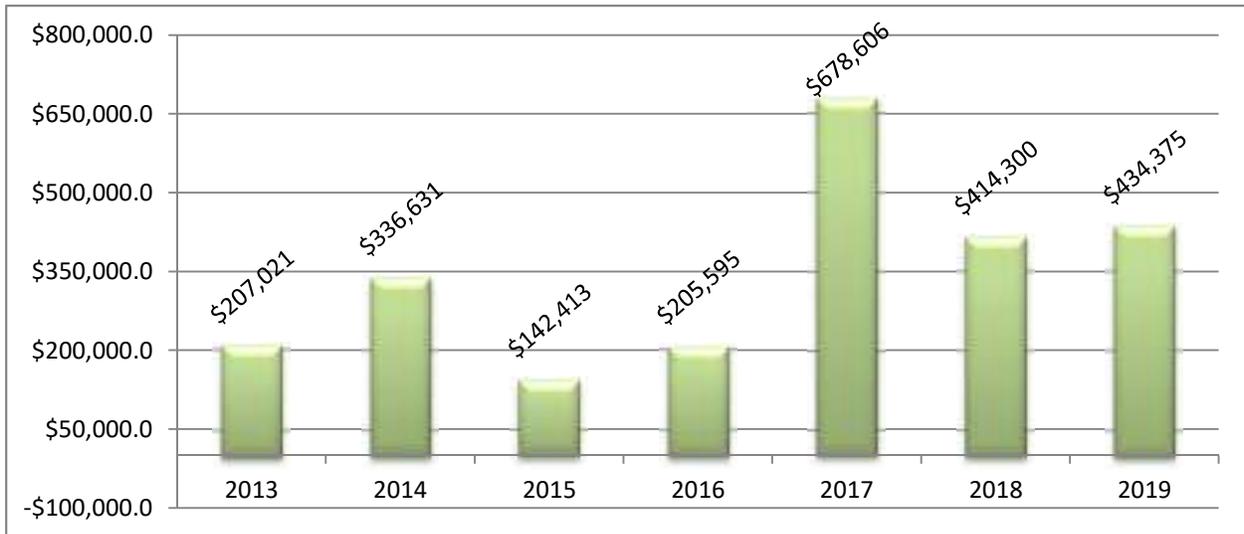
## Economic Development Fund

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

**Economic Development Fund Budget Summary**

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Economic Development Board 2055673070	\$659,143	\$261,810	\$242,800	\$280,000
Housing Incentive Program, 2055673070	9,788	146,875	114,000	96,875
Façade Program 2055673070	0	50,000	50,000	50,000
Debt Issue Expense, 2055829108	0	1,202	0	0
Safe Routes to School, 2055690170	<u>9,675</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<b>Operating Expenditure Total</b>	<b><u>678,606</u></b>	<b><u>\$467,387</u></b>	<b><u>\$414,300</u></b>	<b><u>\$434,375</u></b>

**Expenditures History/Projections**



## **Public Safety Funds**

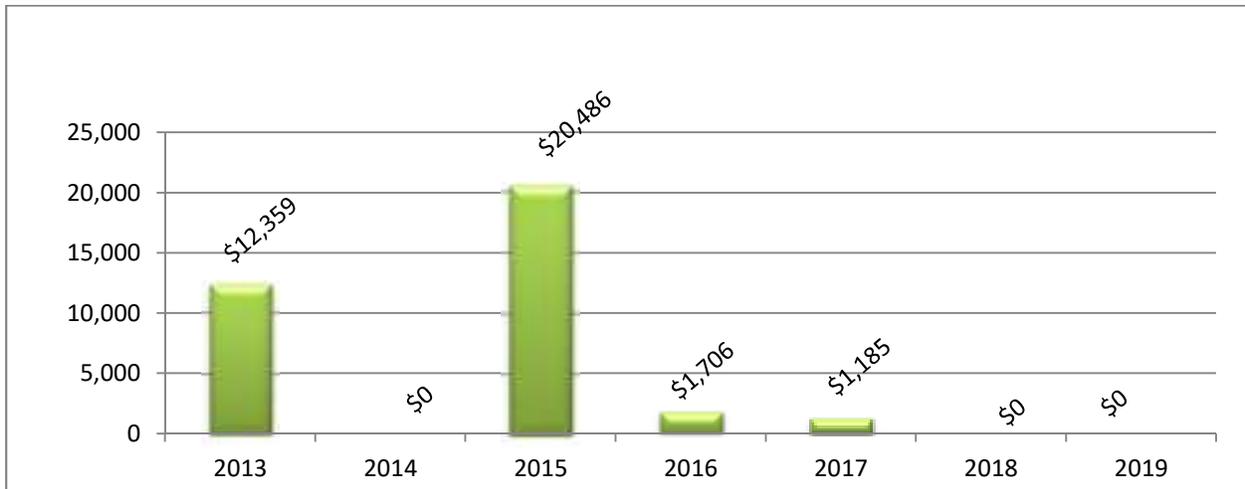
This fund accounts for eligible grants for Law Enforcement and Fire and Rescue service operation. This also includes federal and state drug seizure funds and miscellaneous donations.

**Public Safety Funds Budget Summary**

2065211020

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$1,185</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**Expenditure History/Projections**



## **Business Improvement District Fund**

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

### Business Improvement District Budget Summary

2145670108

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$65,731</u>	<u>\$66,300</u>	<u>\$66,000</u>	<u>\$66,000</u>

### Expenditures History/Projections



## Taxi

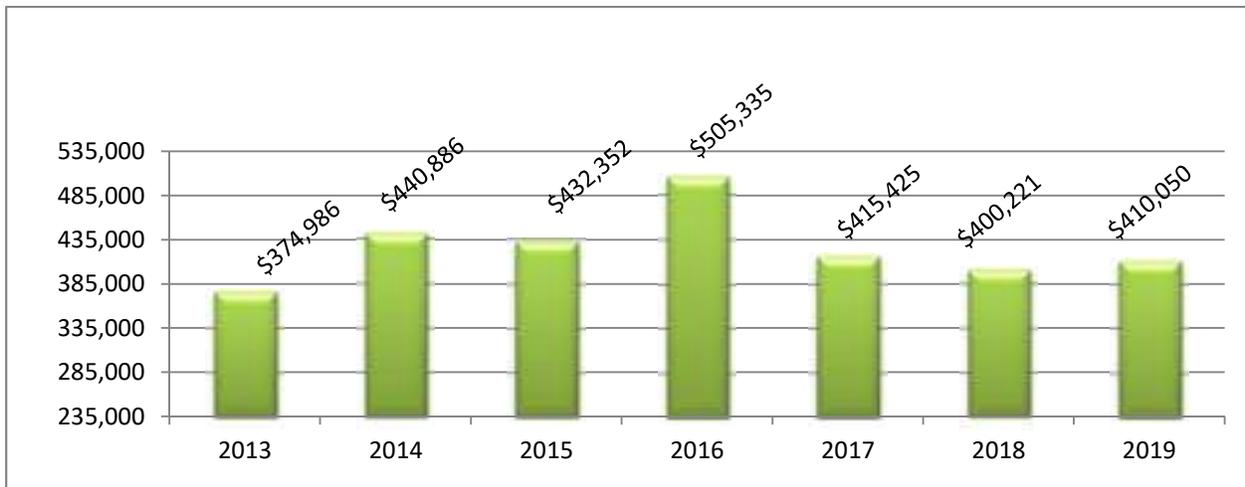
The City of Marshfield receives state mass transit operating and capital assistance aids under Section 85.20 of Wisconsin Statutes, and under Section 5311 of the Urban Mass Transportation Act. The purpose is to offer assistance to surface public transportation system operating out of urbanized areas.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

<b>Summary of Services Provided</b>	
Taxi	
	Provides service for 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>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$415,425</u>	<u>\$465,350</u>	<u>\$400,221</u>	<u>\$410,050</u>

**Expenditures History/Projections**



## Cable TV

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

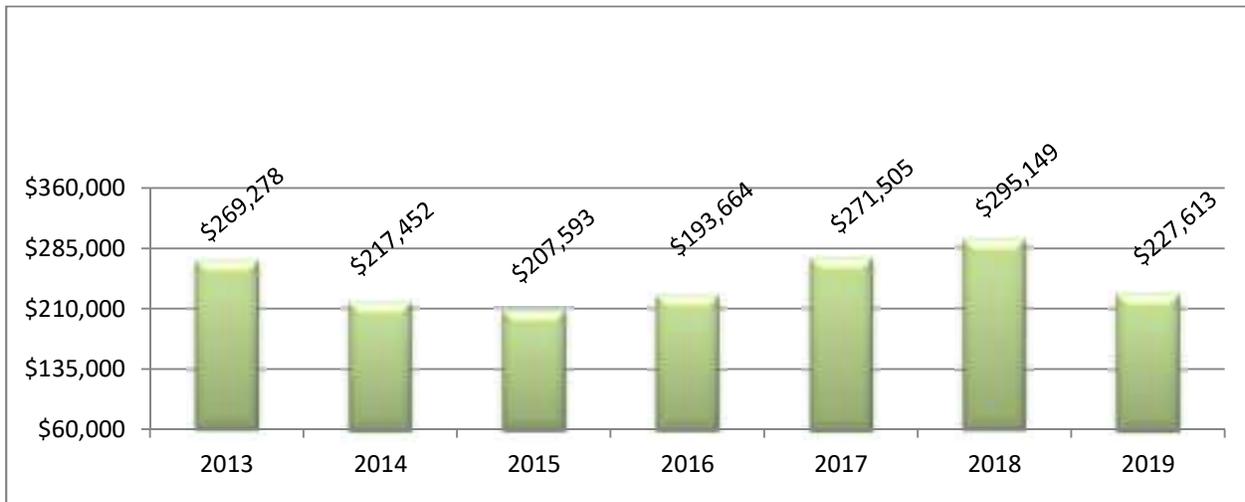
<b>Summary of Services Provided</b>	
Cable Access	
	By producing and showing governmental bodies in action Cable Access makes the community more aware of the governing process.
	Cable Access is available for any city resident to become trained in the use of T.V. Equipment and to produce programs for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

Special Revenue Funds

**Cable TV Budget Summary**  
2355112001

	<u>Actual 2017</u>	<u>Budget 2018</u>	<u>Estimated 2018</u>	<u>Recommended 2019</u>
Operating Expenditure Total	<u>\$271,505</u>	<u>\$305,749</u>	<u>\$295,149</u>	<u>\$227,613</u>

**Expenditure History/Projections**

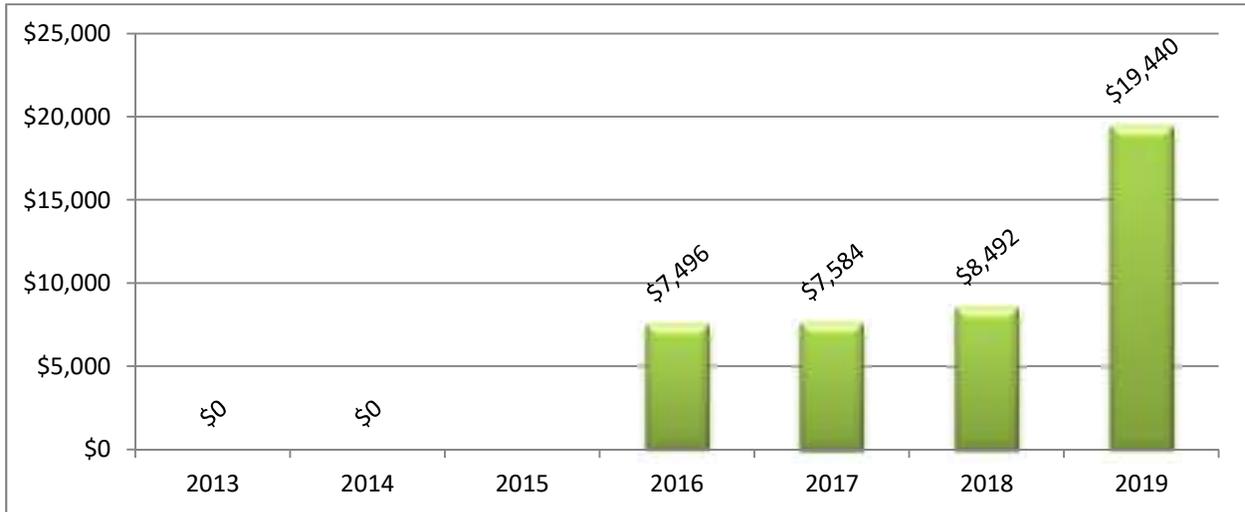


## Special Revenue Funds

### Municipal Court Budget Summary

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Municipal Court General, 2505121002	\$7,584	\$8,532	\$8,492	\$16,287
Municipal Court General, 2555121002	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$3,153</u>
Operating Expenditure Total	<u>\$7,584</u>	<u>\$8,532</u>	<u>\$8,492</u>	<u>\$19,440</u>

### Expenditures History/Projections



## Debt Service

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

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 \$1,577,080,500 (2018 Statement of Changes in Equalized Value by Class and Item); therefore, our statutory debt limit is \$78,854,025.

As of January 1, 2019, the outstanding general obligation debt will include \$43,095,000 outstanding plus \$4,045,000 for the 2018B Refunding issue totaling \$47,140,000. This represents an estimated net legal debt margin of \$31,714,025 available and

59.8% of the City's maximum statutory debt capacity.

Including the "Administrator's Recommended Budget Long-Term Borrowing for 2019" of \$4,243,181 less the scheduled 2019 principal payments totaling \$4,845,000, the City's projected outstanding debt as of December 31, 2019 decreases to \$46,538,181. This represents an estimated net legal debt margin of \$32,315,844 available and 59.0% use of the City's maximum statutory debt capacity.

## Administrator’s Recommended Budget Long-Term Borrowing For 2019

**Fund 101**

Slag Seal	200,000
Sidewalk Reconstruction (EN-N--2207)	30,000
	\$ 230,000

**Fund 401**

Asphalt Paving and Mill-in-Place – 2019, (EN-D-2192)	1,920,000
Asphalt Paving and Mill-in Place -2020 Engineering only (EN-D-2216)	72,649
E. 29th Street – Washington Ave. to Hume - Street Reconstruction (EN-B-2074)	300,000
Alley – Central/Maple – 5th/6th - Engineering only (EN-D-2108)	20,024
Cleveland Street – Walnut Ave. to Doege St. - 2020 Engineering only (EN-D-2241)	32,309
Cleveland Street – Walnut Ave. to Doege St. – 2020 Engineering only (SW-H-6777)	16,259
Lincoln Ave. – Ives Street to McMillan Street – water main (EN-N-1842)	311,000
	\$ 2,672,241

**Fund 405**

UW Marshfield/Wood County - 2019 Projects (UW-K-73378)	129,000
	\$ 129,000

**Fund 410**

Siren Replacement Hwy 13/Spencer (EM-N-5509)	18,000
Siren Replacement Carmen/Waushara (EM-N-5510)	18,000
Police Dept. Roof Replacements (PD-K-5706)	53,000
(10) SCBA	86,210
Replacement Fire Truck	706,730
	\$ 881,940

**Fund 420**

Hefko Pool Improvements (PR-L-2811)	105,000
Zoo Welcome Center and Cougar Exhibit (PR-L-2847)-City portion	125,000
	\$ 230,000

**Fund 434**

North Central Avenue – Arnold to Harrison – Pavement Rehab (EN-A-2251)	100,000
	\$ 100,000

**Project Totals**

\$ 4,243,181

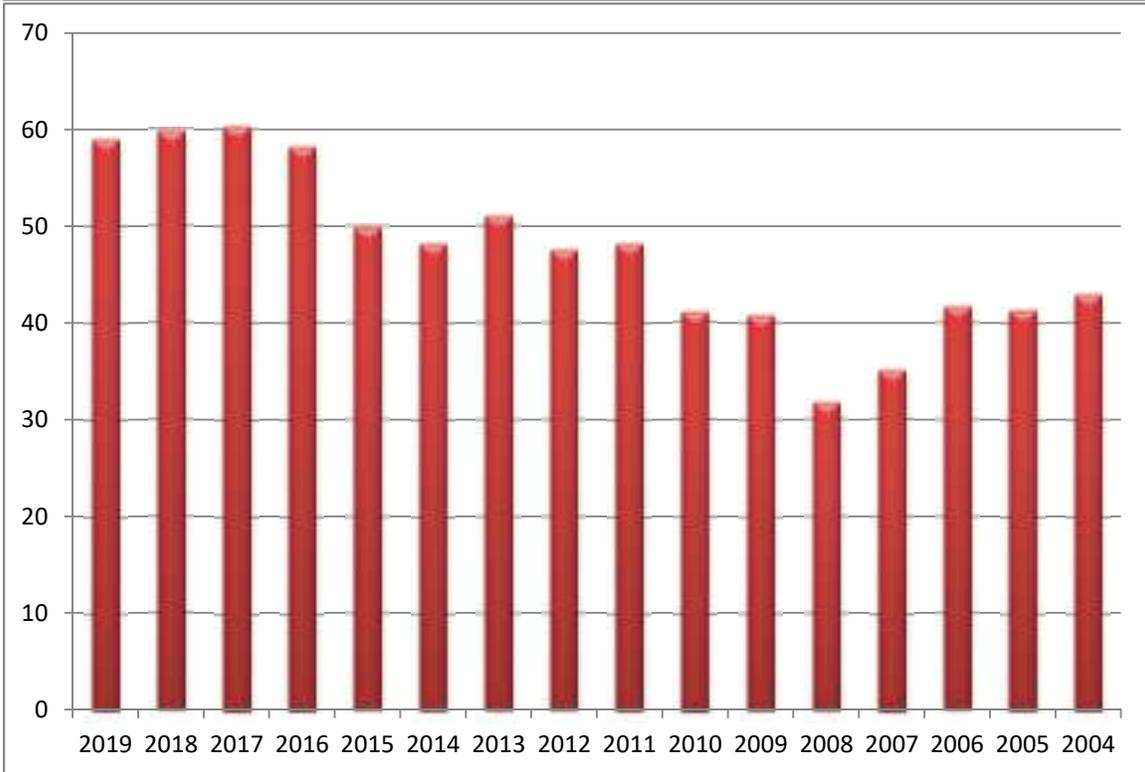
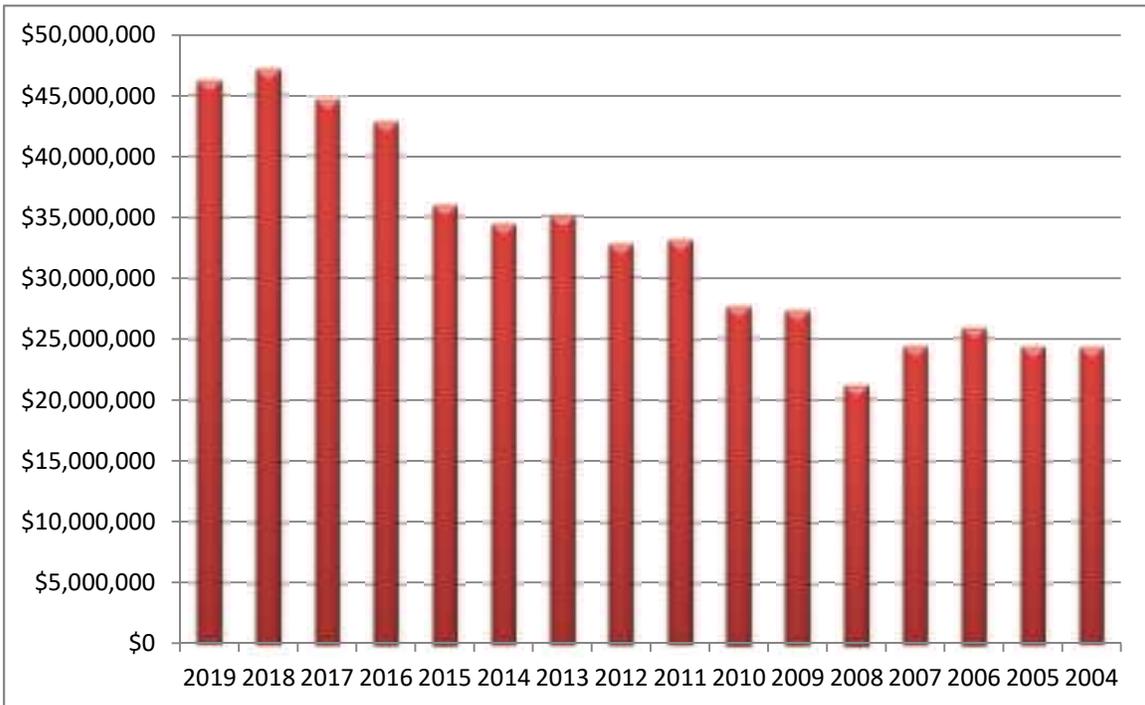
**Debt Issue Costs**

\$ 60,000

**Grand Total**

\$ 4,303,181

Outstanding Debt



Percentage of Statutory Debt Capacity

## 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 2019 Debt Service Fund budget includes \$5,955,137 in revenues consisting of:

- \$3,379,336 Tax Levy
- \$114,249 Net Build America Bond IRS Refunds
- \$1,678,712 TIF transfers
- \$46,131 Fairgrounds debt payment
- \$736,709 Fund Balance Applied

### DEBT SERVICE FUND EXPENDITURES

#### DEBT SERVICE PAYMENTS

The sum of \$5,955,137 is needed in order to meet principal and interest payments on outstanding debt:

- \$4,724,875 for principal
- \$1,229,062 for interest
- \$1,200 for fiscal charges

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. The estimated cost of borrowing is planned to come from initial borrowing proceeds which is allocated to the various capital project funds benefiting from the debt proceeds.

#### FISCAL CHARGES

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

**Debt Service Summary**

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2019</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$5,155,587</u>	<u>\$5,602,485</u>	<u>\$5,617,000</u>	<u>\$5,955,137</u>

## Capital Project Fund

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

## Capital Fund Projects

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

The **Infrastructure Construction Fund (#401)** includes appropriations for certain recommended 2019 projects totaling \$2,854,328, including the following:

<b>Street Construction (5331132) (5733131) (5733131) (5749031) (57349031):</b>	
Asphalt Paving and Mill-in-Place – 2019, (EN-D-2192)	\$1,920,000
Asphalt Paving and Mill-in Place -2020 Engineering only (EN-D-2216)	72,649
E. 29 <sup>th</sup> Street – Washington Ave. to Hume - Street Reconstruction (EN-B-2074)	300,000
Alley – Central/Maple – 5 <sup>th</sup> /6 <sup>th</sup> - Engineering only (EN-D-2108)	20,024
Cleveland Street – Walnut Ave. to Doege St. - 2020 Engineering only (EN-D-2241)	32,309
Cleveland Street – Walnut Ave. to Doege St. – 2020 Engineering only (SW-H-6777)	16,259
Lincoln Ave. – Ives Street to McMillan Street – water main (EN-N-1842)	311,000
<b>Pits and Quarries (5358032)</b>	154,055
<b>Debt Issue Expense (5829108)</b>	<u>40,645</u>
<b>Total Infrastructure Construction Fund (#401)</b>	<b><u>\$2,866,940</u></b>

The **General Public Facilities Fund (#405)** includes appropriations for certain recommended projects in 2019 totaling \$65,991, including the following:

<b>UW Marshfield/Wood County Campus (5765064)</b>	
2019 Projects (UW-K-73378)	129,000
<b>Debt Issue Expense (55829108)</b>	<u>980</u>
<b>Total General Public Facilities Fund</b>	<b><u>\$129,980</u></b>

The **Protective Services Capital Project Fund (#410)** includes appropriations totaling \$1,139,840 for the following

<b>Emergency Management (5291020)</b>	
Siren Replacement Hwy 13/Spencer (EM-N-5509)	\$18,000
Siren Replacement Carmen/Waushara (EM-N-5510)	18,000
<b>Law Enforcement (5721020)</b>	
Three (3) replacement squads	144,606
Portable Radios	61,332
Roof Replacements (PD-K-5706)	53,000
<b>Fire Protection/Prevention (5722021)</b>	
Fourteen (14) SCBA	86,210
Replacement Fire Truck	706,730
Portable Radios (Protection)	24,739
Portable Radios (Prevention)	24,739
<b>Debt Issue Expense (5829108)</b>	<u>13,401</u>
<b>Total Protective Services Capital Project Fund</b>	<b><u>\$1,150,757</u></b>

## Capital Projects Summary

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The **Airport Capital Project Fund (#415)** includes appropriations totaling \$14,000 for the following:

<b>Airport (5735133)</b>	
Airport Layout Plan Update (AI-N-3829)	\$14,000
<b>Total Airport Capital Project Fund</b>	<b><u>\$14,000</u></b>

The **Parks & Recreation Capital Project Fund (#420)** includes appropriations totaling \$240,000 for the following:

<b>Parks Outlay (762061)</b>	
Baseball/Softball Facilities (PR-L-2808)	\$15,000
<b>Other Culture &amp; Recreation Outlay (5763062) (5763063)</b>	
Round Barn Improvements (FG-K-5600)	3,869
Hefko Pool Improvements (PR-L-2811)	105,000
Zoo Welcome Center and Cougar Exhibit (PR-L-2847)	610,000
<b>Debt Service Fund Transfer (5929108)</b>	3,495
<b>Other Financing Uses (5900008)</b>	<u>46,131</u>
<b>Total Parks &amp; Recreation Capital Project Fund</b>	<b><u>\$783,495</u></b>

The **Tax Increment District No. 2 Fund (Purdy School), Tax Increment District No. 4 Fund (Downtown), Tax Incremental District No. 5 Fund (Mill Creek Business Park), Tax Incremental District No. 7 Fund (Yellowstone Industrial Park), Tax Incremental District No. 9 (Central Avenue & Ives Street), Tax Incremental District No. 10,(Marshfield Mall Area), and Tax Incremental District #11 (Veterans Parkway/Hwy 10 Interchange)** were established to receive tax increments resulting from increased valuation of properties above the base value established when the TIF districts were created. The tax increment is applied to the principal and interest obligations on debt incurred from development agreements. The tax increment also pays for the annual audit cost of these TIF districts.

Appropriations to these budgets are as follows:

<b><u>TID #2 (Purdy Project – Fund #426)</u></b>	
Audit/TIF Review Services & WI DOR Fee	\$550
<b>TOTAL</b>	<b><u>\$550</u></b>
<b><u>TID #4 (Downtown – Fund #428)</u></b>	
Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to Debt Service Fund	<u>738,837</u>
<b>TOTAL</b>	<b><u>\$739,387</u></b>
<b><u>TID #5 (Mill Creek Business Park – Fund #430)</u></b>	
Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to Debt Service Fund	<u>188,614</u>
<b>TOTAL</b>	<b><u>\$189,164</u></b>

Capital Projects Summary

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

Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to Debt Service Funds	<u>493,880</u>

**TOTAL** **\$494,430**

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

Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to TID #9 CDA Lease Revenue Bonds	82,918
North Central Avenue – Arnold to Harrison – Pavement Rehab (EN-A-2251)	100,000
Debt Issue Expense	1,519
Debt Service Fund Transfers	<u>133,300</u>

**TOTAL** **\$318,290**

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

Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to Debt Service Fund	<u>61,007</u>

**TOTAL** **\$61,557**

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

Audit/TIF Review Services & WI DOR Fee	\$550
Transfer to Debt Service Fund	<u>63,075</u>

**TOTAL** **\$63,625**

## Enterprise Funds

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

## Enterprise Funds

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

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

## Enterprise Funds

### **Wastewater Budget Summary**

All 601 funds

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$3,686,442</u>	<u>\$3,863,826</u>	<u>\$3,809,053</u>	<u>\$3,882,614</u>
Full-Time Positions	10.5	10.5	10.5	10.5

### **Expenditures History/Projections**



### Capital Outlay Purchases

#### Collection System Maintenance

EN-J-1796, City Wide Lining	\$814,000
EN-J-2299, Cleveland St. – Central to Walnut – Sanitary Reconstruction	136,000
EN-M-7410, Phosphorus Removal Improvements	685,000
Gator	<u>25,000</u>
	<u>\$1,660,000</u>

## Emergency Medical Services

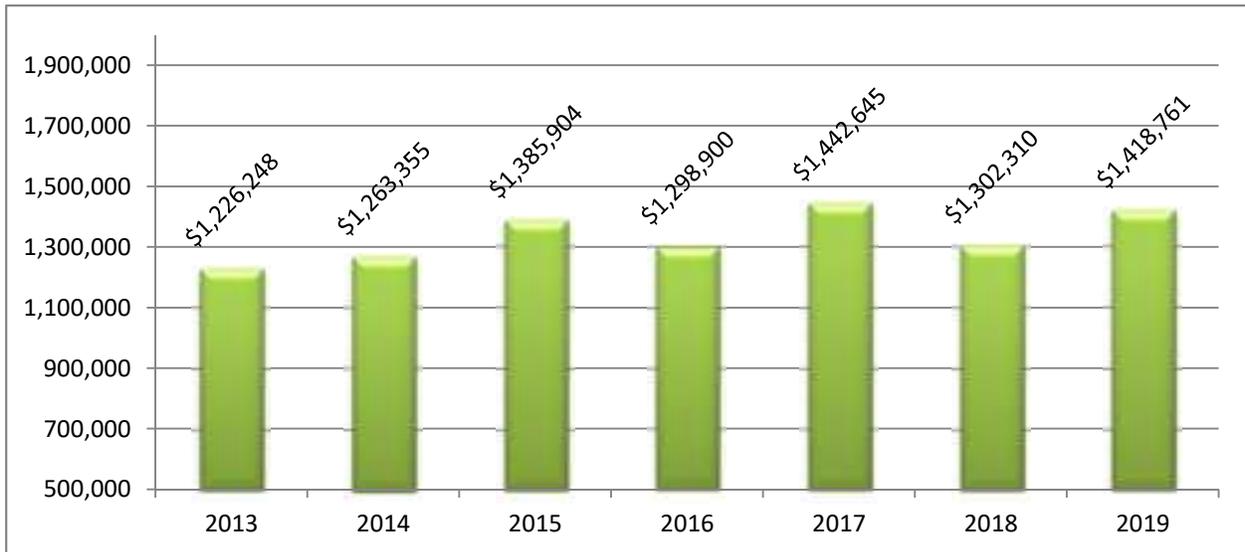
The Emergency Medical Services Division provides quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and 13 surrounding towns and villages. They provide emergency and non-emergency transports, neo-natal transports, special pediatric transports and citizens'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

<b>Summary of Services Provided</b>	
<b>Emergency Medical Services</b>	
	Includes advanced life support (ALS) and basic life support (BLS) services for the City of Marshfield and thirteen Townships and Villages in the Central Wisconsin Area (314 Square Miles); 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 <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Billing and Collection, 6055151008	\$73,900	\$107,449	\$33,688	\$129,552
Emergency Medical Services, 6055231022	1,267,092	1,113,351	1,161,747	1,178,171
Depreciation, 6055366508	86,625	98,000	93,000	98,000
Interest on Debt, 6055821008	14,043	13,657	13,657	12,820
Interest, Long-Term Notes Payable 6055823008	985	715	218	218
Other Nonoperating Expenses 60559600008	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$1,442,645</u>	<u>\$1,333,172</u>	<u>\$1,302,310</u>	<u>\$1,418,761</u>
Full-time Positions	9.82	8.82	8.67	8.81

**Expenditure History/Projections**



**Capital Outlay Purchases**

Portable Radios	\$ 24,739
Ambulance	215,000
Light pack 15 cardiac monitor	35,000
Ambulance radios (new)	7,460

## Internal Service Funds

Internal Service funds are used to report activities that provide goods and/or services to other funds on a cost-reimbursement basis.

**Summary of Services Provided**

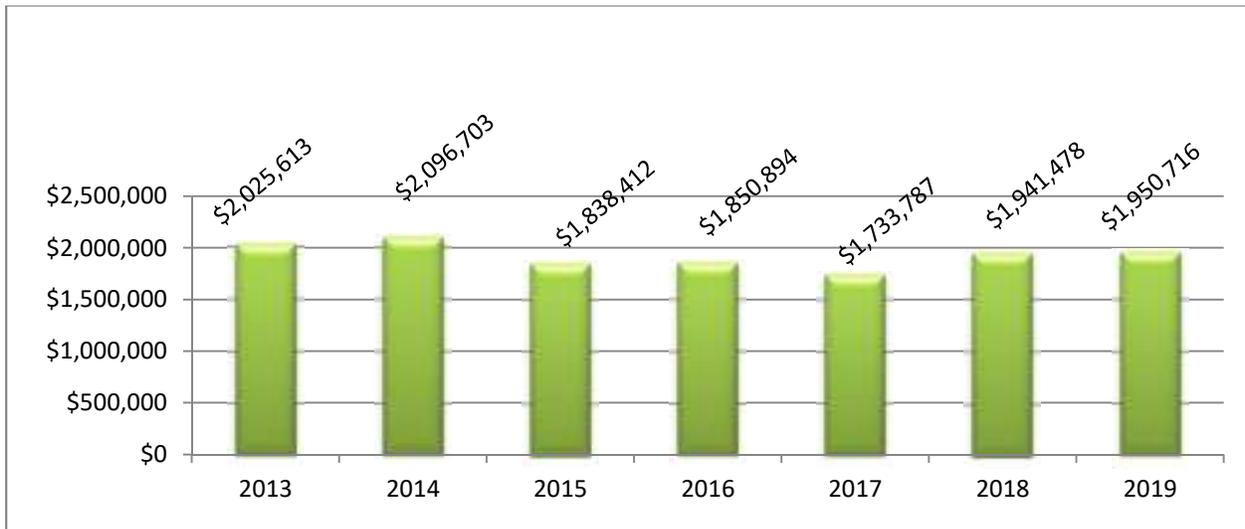
Vehicle and Equipment Internal Service Fund

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

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

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Building and Shop Operations, 7015149137	\$135,290	\$137,557	\$127,907	\$130,388
Machinery Operations, 7015149237	886,033	1,056,406	1,033,153	1,049,969
Gas and Diesel Fuel, 7015149337	277,414	344,834	344,418	336,859
Depreciation, 7015366508	435,050	429,500	436,000	433,500
Other Financing Uses 7015900008	0	0	0	0
Other Nonoperating Expenses 70159600008	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$1,733,787</u>	<u>\$1,968,297</u>	<u>\$1,941,478</u>	<u>\$1,950,716</u>

**Expenditure History/Projections**



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

<b><u>Department/division</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Streets	Tandem axle dump truck	230,000
Streets	Single axle dump truck	180,000
Streets	1-ton truck	65,000
Parks & Recreation	F350 dump truck	55,000
Parks & Recreation	F150 pickup truck	42,000
Streets	3/4-ton pickup truck	40,000
Parks & Recreation	Mower w/snow removal equipment	36,000
Parks & Recreation	2 attachments for mini-excavator	8,000
	<b>TOTAL</b>	<b>\$ 656,000</b>

CITY OF MARSHFIELD		DEPARTMENT	Parks and Recreation
LINE ITEM BUDGET JUSTIFICATION		PROGRAM	
2019		FUND #	701. 18500
OBJ.	DESCRIPTION	AMOUNT REQUESTED	JUSTIFICATION:
701.18500	Mower/Snow removal  Parks and Recreation Priority 1	\$36,000	<b>Replace mower for cemetery operations &amp; add snow removal equipment</b> Current unit is a 2003 Kubota 1800, estimated hours is 3,000 + (hour meter broke several years ago). Department plans to transition this piece of equipment into a 12 month piece of operation instead of just the mowing season. We will now plan to use it with trail and sidewalk snow removal within and outside of the cemetery
701.18500	Excavator attachments concrete hammer 3' tooth bucket Parks and Recreation Priority 2	\$7,000 \$1,000	<b>Two new attachments for our mini excavator</b> These attachments will be used throughout our system. It will be used for hard dig areas, braking frost for cemetery operations and removing concrete.
701.18500	F150 Pick Up Truck  Parks and Recreation Priority 3	\$42,000	<b>Replace current truck #96</b> Our current truck #96 is 2004 model. It is rusted and needs replacement New truck will include a Tommy Lift for getting heavy items in and out of the bed This truck is used for our zoo operations
701.18500	F350 Dump Truck  Parks and Recreation Priority 4	\$55,000	<b>Additional Truck for Assistant Park Superintendent &amp; Cemetery operations</b> Truck will be used primarily for cemetery operations for transporting soils and snow removal. Truck will also be used by the Assistant Parks Superintendent for overseeing other aspects of parks operations
<b>Total</b>		<b>\$141,000</b>	



# City of Marshfield

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

Program Year                    2019  
Fund #                            701.18500

Amount Requested by Street Division  
**\$515,000**

### Justification

<b>Asset #</b>	52	Unit #52 is 19 years old with over 200,000 miles. The condition of the truck is below average to poor. Over the life of the truck maintenance and repair cost are over the original purchase price. Currently the dump body of Unit #52 the is in need of more repairs. The equipment Replacement Score for Unit #52 is 45 pts. which would put it in the <b>Past consideration/Backlog category</b> . See attached <b>Individual Sheet</b> for more information.
<b>Description</b>	Tandem Axel Dump Truck	
<b>Department</b>	Street Division	
<b>Replacement cost</b>	\$230,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	45	

<b>Asset #</b>	62	Unit #62 is 21 years old with over 100,000 miles. The condition of the truck is below average to poor. Over the life of the truck, maintenance and repair cost are just over 50% the original purchase price. The Equipment Replacement Score for Unit #62 is 39 pts. which would put it in the <b>needs immediate consideration category</b> . See attached <b>Individual Sheet</b> for more information.
<b>Description</b>	Single Axel Dump Truck	
<b>Department</b>	Street Division	
<b>Replacement cost</b>	\$180,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	39	

<b>Asset #</b>	82	Unit #82 is 18 years old with just over 75,000 miles. The condition of the truck is average. Over the life of the truck, maintenance and repair cost are just below 90% the original purchase price. The Equipment Replacement Score for Unit #82 is 35 pts. which would put it in the <b>needs immediate consideration category</b> . See attached <b>Individual Sheet</b> for more information.
<b>Description</b>	1 Ton Truck (4 door) 4x4	
<b>Department</b>	Street Division	
<b>Replacement cost</b>	\$65,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	35	

<b>Asset #</b>	93	Unit #93 is 16 years old with just over 115,000 miles. The condition of the truck is below average to poor. Over the life of the truck, maintenance and repair cost are at 50% the original purchase price. The Equipment Replacement Score for Unit #93 is 37 pts. which would put it in the <b>needs immediate consideration category</b> . See attached <b>Individual Sheet</b> for more information.
<b>Description</b>	3/4 ton Pick-up 4x4	
<b>Department</b>	Street Division	
<b>Replacement cost</b>	\$40,000.00	
<b>Priority</b>	High	
<b>Replacement Score</b>	37	



# City of Marshfield

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

Program Year 2019

Priority **High**

<b>Fund #</b>	701.18500
<b>Asset #</b>	93
<b>Description</b>	3/4 ton Pick-up 4x4
<b>Department</b>	Street Division
<b>Equipment Rate</b>	\$10.60
<b>Fleet Score</b>	37

<b>Year Purchased</b>	Mar-02
<b>Current Age</b>	16
<b>Miles/Hours</b>	116,212
<b>Original Purchase Price</b>	\$22,980.00
<b>M &amp; R Cost</b>	\$11,505.00
<b>Replacement cost</b>	<b>\$40,000</b>

### Purpose

Unit #93 started out as a Supervisors truck. After a number of years and miles the truck rotates into the fleet for other staff to use. Street Division staff use the truck to run errands, pick up parts, supplies or materials and used to transport staff to the job site.

### Justification

Unit #93 is 16 years old with just over 115,000 miles. The condition of the truck is below average to poor. Over the life of the truck, maintenance and repair cost are at 50% the original purchase price. The Equipment Replacement Score for Unit #93 is 37 pts. which would put it in the **needs immediate consideration category**. The replacement truck would be another 3/4 ton, 4x4 truck. The new truck would start out as a Supervisor truck and the after a few years rotate into the fleet for other Street staff to use. Existing Unit #93 will be sold at auction.





# City of Marshfield

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

Program Year 2019

Priority **High**

<b>Fund #</b>	701.18500
<b>Asset #</b>	82
<b>Description</b>	1 Ton Truck (4 door) 4x4
<b>Department</b>	Street Division
<b>Equipment Rate</b>	\$27.70
<b>Fleet Score</b>	35

<b>Year Purchased</b>	May-00
<b>Current Age</b>	18
<b>Miles/Hours</b>	75,014 mi.
<b>Original Purchase Price</b>	\$30,973.00
<b>M &amp; R Cost</b>	\$27,000.00
<b>Replacement cost</b>	<b>\$65,000</b>

### Purpose

Unit #82 is a 4 door 1 ton truck used to haul crew out to the construction job site . Unit #82 is used to carry material and supplies to the job site. During the winter months, Unit # 82 has a snowplow page and helps with plowing cul-du-sacs. At times it is used to haul snow out of tight areas where larger dump trucks cannot enter.

### Justification

Unit #82 is 18 years old with just over 75,000 miles. The condition of the truck is average. Over the life of the truck, maintenance and repair cost are just below 90% the original purchase price. The Equipment Replacement Score for Unit #82 is 35 pts. which would put it in the **needs immediate consideration category**. The replacement truck would be another 4 door, 1 ton, 4x4 truck with a snowplow package to plow cul-du-sacs. During the construction season, the new truck would continue to be used on the concrete construction crew, transporting staff and for hauling materials and supplies. Existing Unit #82 will be sold at auction.





# City of Marshfield

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

Program Year                      2019

Priority                                **High**

<b>Fund #</b>	701.18500
<b>Asset #</b>	62
<b>Description</b>	Single Axel Dump Truck
<b>Department</b>	Street Division
<b>Equipment Rate</b>	\$55.20
<b>Replacement Score</b>	39

<b>Year Purchased</b>	May-97
<b>Current Age</b>	21
<b>Miles/Hours</b>	104,078 mi.
<b>Original Purchase Price</b>	\$52,715.00
<b>M &amp; R Cost</b>	\$34,170.00
<b>Replacement cost</b>	<b>\$180,000</b>

### Purpose

Unit #62 (Single axel dump truck) is used mostly during the winter months for plowing out cul-du-sacs. During the summer months it is used as a back-up truck for hauling materials. At one time Unit #62 was also used for towing the bulldozer trailer. Truck condition has eliminated towing trailers.

### Justification

Unit #62 is 21 years old with over 100,000 miles. The condition of the truck is below average to poor. Over the life of the truck, maintenance and repair cost are just over 50% the original purchase price. The Equipment Replacement Score for Unit #62 is 39 pts. which would put it in the **needs immediate consideration category**. The replacement truck would be a 2-2 1/2 ton truck with a slide in anti-icing unit and a snowplow package to plow cul-du-sacs. During the construction season, the anti-icing unit would slide out and the mid-size truck would be used on one of the construction crews for hauling materials and supplies. Existing Unit #62 will be sold at auction.





# City of Marshfield

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

**Program Year** 2019

**Priority** **High**

<b>Fund #</b>	701.18500
<b>Asset #</b>	52
<b>Description</b>	Tandem Axel Dump Truck
<b>Department</b>	Street Division
<b>Equipment Rate</b>	\$49.70
<b>Replacement Score</b>	45

<b>Year Purchased</b>	Dec. 1999
<b>Current Age</b>	19
<b>Miles/Hours</b>	214,941 mi.
<b>Original Purchase Price</b>	\$82,603.00
<b>M &amp; R Cost</b>	\$111,090.00
<b>Replacement cost</b>	<b>\$230,000</b>

### Purpose

Unit #52 (tandem axel dump truck) is used year round. Currently during the summer it is mainly used for hauling concrete rubble from city street construction jobs to our pit site. During the winter months, Unit # 52 is used for snowplowing and hauling snow from city streets.

### Justification

Unit #52 is 19 years old with over 200,000 miles. The condition of the truck is below average to poor. Over the life of the truck maintenance and repair cost are over the original purchase price. Currently the dump body of Unit #52 the is in need of more repairs. The equipment Replacement Score for Unit #52 is 45 pts. which would put it in the **Past consideration/Backlog category**. The replacement truck would be another tandem dump truck with a snowplow package including a tailgate spreader and pre-wet system. Tailgate spreader and pre-wet system can easily be removed to allow truck to haul snow from city streets and parking lots. During construction season, new truck would be extensively to haul materials to and from job site. Existing Unit #52 will be sold at auction.



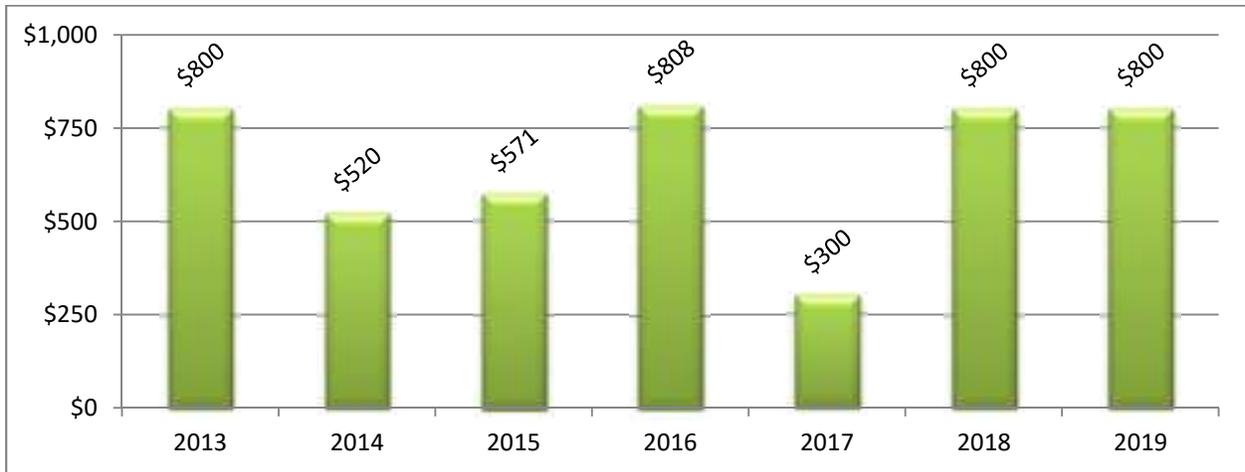
## Perpetual Care Fund

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

**Cemetery Perpetual Care Summary**  
8015900008

	Actual <u>2017</u>	Budget <u>2018</u>	Estimated <u>2018</u>	Recommended <u>2019</u>
Operating Expenditure Total	<u>\$300</u>	<u>\$800</u>	<u>\$800</u>	<u>\$800</u>

Expenditure History/Projections



**Proposed new/expanded items (\$5000 or more) included in 2019 budget**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Technology	Cisco network upgrade (Year 2 of 3)	59,217
Police	Taser body camera/taser package w/cloud	47,520
Technology	New SAN disk capacity (1/2 of request)	31,000
Technology	Mobile data computers (5) for PD squads	23,095
Police	Squad dash cameras (9)	15,750
Traffic Control	Contracted epoxy painting	15,000
Parks & Recreation	Benedict Park basketball court resurfacing	10,000
Technology	2 blade servers (Year 3 of 3)	9,278
Forestry	Tree planting	5,000
2 <sup>nd</sup> St. Community Ctr.	Fitness equipment repair/replacement	<u>5,000</u>
	TOTAL	\$ 220,860

**Proposed new/expanded items (\$5000 or more) not included in 2019 budget, but funded through other sources**

<u>Department/area</u>	<u>Description</u>	<u>Amount</u>
Fire	Replacement engine #3	706,730
Wildwood Zoo	Welcome center & cougar exhibit	610,000
Police	Replacement squad cars (3)	144,606
Park & Recreation	Hefko Pool improvements	105,000
Fire	Self-contained breathing apparatus (14)	86,210
Parks & Recreation	Fairgrounds Park playground equipment	65,000
Police	Portable radios (lease-purchase)	61,332
UWSP (Marshfield)	Replace/refurbish greenhouse	54,000
Fire	Portable radios (lease-purchase)	49,478
UWSP (Marshfield)	Roof replacements	49,000
Emergency Mgmt.	Replace 2 tornado warning sirens	36,000
UWSP (Marshfield)	Building perimeter drainage	26,000
Cemetery	Reflection center	25,000
Drug Court	Funded by Wood County	21,996
Parks & Recreation	Baseball/softball facility improvements	15,000
Airport	Airport layout plan update	<u>14,000</u>
	TOTAL	\$2,069,352

**Proposed new/expanded items (\$5000 or more) not included in budget  
and not funded through other sources in 2019**

<b><u>Department/area</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Technology	MS Office Pro 2016 licenses (16)	54,534
Police	Squad shields	38,225
Technology	SAN disk capacity (cut in ½ from \$62,000)	31,000
Emergency Mgmt.	GIS/public safety data entry (contracted)	22,941
Parks & Recreation	SJ Miller retaining wall repairs	20,500
Parks & Recreation	Fairgrounds concession stand repairs	20,000
Traffic Control	Solar-powered crosswalk light (8 <sup>th</sup> /Central)	20,000
Administration	Drug abuse prevention project	20,000
Wildwood Zoo	Ludwig windows/siding/door	16,000
Technology	VMware VDI upgrade	13,500
Police	Wellness testing/on-site therapy	13,440
2 <sup>nd</sup> St. Community Ctr.	Landscaping replacement	12,500
Police	Rifles	12,000
Fire	Wellness testing program	10,290
2 <sup>nd</sup> St. Community Ctr.	New furniture/equipment	10,000
2 <sup>nd</sup> St. Community Ctr.	Sidewalk replacement	10,000
Facilities Management	Crack fill/slurry seal in new CH parking lot	10,000
Parks & Recreation	Replace scoreboard for Figi field	10,000
Wildwood Zoo	Pasture loafing shed materials	10,000
Police	Incident-based reporting system	8,600
Parks & Recreation	Fairgrounds restroom floor repairs	8,000
Technology	Internal network vulnerability assessment	7,939
Fire	Fire extinguisher simulator	7,500
Technology	12 HP T310 G2 Zero Client	5,484
Parks & Recreation	Replacement of 2005 scoreboard	5,250
Emergency Mgmt.	Nixle/Reverse 911	5,000
	<b>TOTAL</b>	<b>\$402,703</b>

## **Requests for new staff**

All additional personnel are budgeted in the 2019 department budgets. Please refer to the Full-Time Position Comparison for details.

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.

**Appendix C**

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On May 8, 2018 the Common Council approved the following projects for year 2018 in the 2019-2023 CIP

**Borrowed - TIF**

EN-A-2251	Engineering	Central Ave – Arnold to Harrison – Pavement Rehab	\$100,000
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**Borrowed Funds - Recurring Projects**

<i>EM-N-5509</i>	Emergency Management	Hwy 13/Spencer Emergency Warning Siren Replacement	18,000
<i>EM-N-5510</i>	Emergency Management	Carmen/Waushara Emergency Warning Siren Replacement	18,000
<i>EN-B-2074</i>	Engineering	E. 29 <sup>th</sup> – Washington to Hume – Reconstruction	300,000
<i>EN-D-2192</i>	Engineering	Asphalt Street Surface & Mill-in-Place – 2019	1,914,000
<i>EN-J-2299</i>	Engineering	Cleveland St. – Central To Walnut – Sanitary Reconstruction	60,000
<i>EN-N-1842</i>	Engineering	Lincoln Ave. – Ives to McMillan – Water Main	311,000
<i>PD-K-5706</i>	Police Department	Roof Replacement	53,000
<i>PD-N-5713</i>	Police Department	Simulcast Tower Upgrade	136,000
<i>EN-N-2207</i>	Engineering	Sidewalk Reconstruction – Annual Ordered Repairs	30,000
<i>PR-L-2847</i>	Parks & Recreation	Wildwood Zoo Welcome Center and Cougar Exhibit	125,000
<i>UW-K-7338</i>	UW Marshfield/Wood County	2019 Projects	135,000
<b>Donations/Private Funds</b>			
<i>PR-L-2808</i>	Parks & Recreation	Baseball/Softball Facilities	15,000
<i>PR-L-2847</i>	Parks & Recreation	Wildwood Zoo Welcome Center and Cougar Exhibit	250,000

**Fees - Wastewater Utility**

<i>EN-J-1796</i>	Engineering	Sanitary Sewer Lining – City Wide	814,000
<i>EN-J-2299</i>	Engineering	Cleveland St. – Central to Walnut-Sanitary Reconstruction	136,000
<i>WW-M-7410</i>	Wastewater	Phosphorus Removal Improvements	685,000

**Operating Funds**

<i>AI-N-3829</i>	Airport	Airport Layout Plan Update	14,000
<i>EN-D-2192</i>	Engineering	Asphalt Street Surface & Mill-in-Place – 2019	6,000
<i>FG-K-5600</i>	Fairgrounds	Round Barn Improvements	25,000

**Room Tax**

<i>PR-L-2808</i>	Parks & Recreation	Baseball/Softball Facilities	15,000
<i>PR-L-2847</i>	Parks & Recreation	Wildwood Zoo Welcome Center and Cougar Exhibit	35,000
<i>PR-L-2876</i>	Parks & Recreation	Griese Park Playground	90,000

**Appendix C**

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The following projects have been modified in the 2019 recommended budget:

		<u>Deleted</u>	<u>Decreased</u>	<u>Added</u>	<u>Increased</u>
EN-D-2216	Asphalt Paving and Mill-in-Place – 202 (Engineering Only)			\$72,649	
EN-D-2108	Alley-Central/Maple – 5 <sup>th</sup> /6 <sup>th</sup> – Engineering Only			20,024	
EN-D-2241	Cleveland Street – Walnut Ave. to Doege St. – 2020 (Engineering Only)			32,309	
SW-H-6777	Cleveland Street – Walnut Ave. to Doege St. – 2020 (Engineering Only)			16,259	
PR-L-2847	Wildwood Zoo Welcome Center and Cougar Exhibit			200,000	
PR-L-2811	Hefko Pool Improvements			105,000	
PR-L-2876	Griese Park Playground	\$90,000			
PR-L-2808	Baseball/Softball Facilities		\$15,000		
	Totals	<u>\$90,000</u>	<u>\$15,000</u>	<u>\$446,241</u>	<u>\$0</u>