



# CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
2. ADMINISTRATIVE
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**CHAPTER:** Budgets

**SUBJECT:** Utility Transfers for General Government Utilization

**POLICY NUMBER:** 4.320

**PAGES:** 2

**APPROVAL DATE:**

**APPROVED BY:** Alanna Feddick  
Chairman, Finance, Budget and Personnel Committee

**DEPARTMENT OF PRIMARY RESPONSIBILITY:** City Administration

## **I. POLICY STATEMENT**

The purpose of this policy is to establish a framework for utilization of funds that may be transferred from City utilities to be utilized by the general government. These guidelines will provide direction during the budget process and demonstrate a commitment to long-term financial planning.

## **II. PURPOSE OF UTILITY TRANSFERS**

State Statute 66.0811(2) states that “the income of a municipal public utility shall first be used to make payments to meet operation, maintenance, depreciation, interest and debt service fund requirements, local and state tax equivalents, additions and improvements, and other necessary disbursements or indebtedness.” Income in excess of these requirements may be paid into the general fund. As such, City utilities may approve transfers for general government utilization if they deem it is in the best interest of the utility and the City. Such transfers are justified since the utilities are part of the City, and the City may have previously contributed to the utilities directly or indirectly through construction or other assistance.

## **III. POLICY**

At the time of the creation of the Economic Development Board, the total and exclusive use of the aforementioned funds is vested in the Board. The Common Council may override any line item expenditure approved by the Board only upon

a two-thirds (2/3) vote of the entire Council.

#### **IV. PROCEDURE**

The Finance Director shall annually determine the estimated amount of funds that will be transferred from City utilities for utilization by the general government and provide that information to the City Administrator, Common Council, and Economic Development Board during the budget process. The Economic Development Board shall determine the proper utilization of these funds in accordance with this policy during the budget process. The Common Council shall ultimately determine the utilization of utility transfers through the adoption of the City budget.