



CITY OF MARSHFIELD

# MEETING NOTICE

---

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING  
TUESDAY, JUNE 16, 2015  
Council Chambers, Lower Level, City Hall Plaza  
5:30 P.M.**

1. Call to Order – Peter O. Hendler, Chair
2. Citizen Comments
3. Consent Agenda
  - a) Approval of Minutes of June 2, 2015 meeting
  - b) Approve Bills and Payroll
  - c) Report of Personnel Actions (to be provided)
  - d) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request from Marshfield Area Coalition for Youth (MACY) for \$25,000 to conduct heroin prevention activities. Introduced by Steve Barg, City Administrator, and presented by a representative from MACY  

Recommended Action: Approve request; direct staff to prepare a budget resolution for consideration at the June 23<sup>rd</sup> Council meeting
6. Request to recommend to the Common Council approval of Budget Resolution 12-2015 transferring \$25,000 within the Economic Development Fund from unassigned Utility Dividends to Economic Development Board for demolition costs for property at 451-453 South Central Avenue. Presented by Jason Angell, Director of Planning and Economic Development  

Recommended Action: Recommend to Common Council the approval of Budget Resolution 12-2015
7. Request to recommend to the Common Council approval of Budget Resolution 13-2015 transferring \$14,529 from a donation to the Emergency Medical Services Fund #605 for purchase of a LUCAS 2 chest compression system. Presented by Bob Haight, Fire Chief  

Recommended Action: Recommend to Common Council the approval of Budget Resolution 13-2015
8. Update – implementation of staffing study recommendations. Presented by Steve Barg, City Administrator  

Recommended Action: None, for information only

FINANCE, BUDGET AND PERSONNEL COMMITTEE

June 16, 2015

9. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session"
  - City Hall Leases
10. Reconvene in open session
11. Action on matter discussed in closed session, if appropriate
12. Suggested items for future agendas
13. Adjourn

Posted this day, June 12, 2015 at 1:30 p.m., by Deb M. Hall, City Clerk

*NOTICE*

*It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Deb M. Hall, City Clerk, at 630 South Central Avenue or by calling (715) 384-3636.*

**FINANCE, BUDGET AND PERSONNEL COMMITTEE**  
**MINUTES OF JUNE 2, 2015**

Meeting called to order by Chairperson Hendler at 5:30 p.m., in the Common Council Chambers, City Hall Plaza.

**PRESENT:** Alderpersons Rebecca Spiros, Gordon Earll, Alanna Feddick, and Peter Hendler

**ABSENT:** Alderperson Rich Reinart

**ALSO PRESENT:** Alderperson Wagner, City Administrator Barg, Media and City Personnel (Dan Knoeck, Roy Dolens, Sam Warp, Amy VanWyhe and Deb Hall)

**Citizen Comments**

None

**FBP15-059** Motion by Feddick, second by Earll to approve the items on the consent agenda:

1. Minutes of the May 19, 2015 meeting.
2. Payroll in the amount of \$1,208,660.46 and the Bills in the amount of \$597,804.56.
3. Report of Personnel Actions of June 2, 2015.
4. Monthly Position Control Report as of May 31, 2015.

**Motion carried**

No items were removed from the consent agenda.

Deputy Fire Chief Dolens presented information regarding the filling of the vacant firefighter position at the Marshfield Fire & Rescue Department.

**FBP15-060** Motion by Earll, second by Spiros to authorize the filling of the position of Accountant within the Finance Division.

**Motion carried**

**FBP15-061** Motion by Earll, second by Spiros to recommend approval to the Common Council the Facilities Management section in the Public Works Department effective January 1, 2016.

**Motion carried**

The recommendation to create an Administrative Services Department to oversee the Finance, Technology and Assessing Departments was held over until the next meeting. The committee would like a clearer picture of what role this person would be playing; where the Administrator sees them intervening; give some examples.

**FBP15-062** Motion by Feddick, second by Spiros to go into closed session pursuant to Wisconsin Statutes Chapter 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Lease amendment with Verizon for their equipment on the roof of City Hall.

Roll call vote, all ayes. (Time: 5:58 p.m.)

**Motion carried**

**Present in closed session:** Alderpersons Hendler, Spiros, Earll and Feddick, City Administrator Barg, Public Works Director Knoeck and City Clerk Hall.

**FBP15-063** Motion by Feddick, second by Spiros to return to open session. Roll call vote, all ayes.  
(Time: 6:02 p.m.)

**Motion carried**

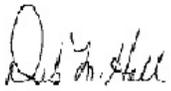
**FBP15-064** Motion by Feddick, second by Spiros to approve the First Amendment to the Building and Rooftop Lease Agreement with Verizon.

**Motion carried**

**FUTURE AGENDA ITEMS**

None

Motion by Spiros to adjourn at 6:03 p.m.



Deb M. Hall  
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to N/A and General Expense Bills for JUNE, 2015 amounting to **\$1,008,530.83** be allowed paid and charged to their proper accounts.

\_\_\_\_\_  
Chairman

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF MARSHFIELD  
SCHEDULE OF BILLS FOR APPROVAL**

**PREPAID BILLS**

**PREPAID BILLS PAID BY CHECK**

CK #	CK DATE	VENDOR	AMOUNT
83742	5/29/2015	DELTA DENTAL OF WISCONSIN	\$12,139.43
83743	5/29/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,439.56
83744	6/9/2015	CHARTER COMMUNICATIONS	\$504.44
83745	6/9/2015	EARTH INC	\$242,160.00
83746	6/9/2015	FRONTIER	\$1,611.94
83747	6/9/2015	MAID TO ORDER	\$200.00
83748	6/9/2015	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$702.00
83749	6/9/2015	MARSHFIELD UTILITIES	\$76,910.95
83750	6/9/2015	MICHELS CORPORATION	\$170,879.46
83751	6/9/2015	TDS TELECOM	\$348.24
83752	6/9/2015	TELRITE CORPORATION	\$93.96
83753	6/9/2015	US CELLULAR	\$2,418.19
83754	6/9/2015	VERIZON WIRELESS	\$534.38
83755	6/9/2015	VREELAND ENTERPRISES INC	\$907.50
83756	6/9/2015	WALMART COMMUNITY/GECRB	\$598.79
83757	6/9/2015	WE ENERGIES	\$117.35
<b>TOTAL PREPAID BILLS PAID BY CHECK</b>			<b>\$511,566.19</b>

**PREPAID BILLS PAID BY EFT**

EFT000000004185	6/9/2015	BALTUS OIL COMPANY INC	\$19,775.89
<b>TOTAL PREPAID BILLS PAID BY EFT</b>			<b>\$19,775.89</b>

**CURRENT BILLS**

**CURRENT BILLS PAID BY EFT**

EFT000000004186	6/17/2015	ADAPTOR INC	\$912.00
EFT000000004187	6/17/2015	ADVANCE AUTO PARTS FINANCIAL SERVICES	\$76.18
EFT000000004188	6/17/2015	ALLEN PRECISION EQUIPMENT INC	\$176.76
EFT000000004189	6/17/2015	APPLIED SPECIALTIES INC	\$5,473.60
EFT000000004190	6/17/2015	ARAMARK UNIFORM SERVICES	\$85.08
EFT000000004191	6/17/2015	B & B LAWN CARE LLC	\$8,199.20
EFT000000004192	6/17/2015	B & H PHOTO-VIDEO	\$210.42
EFT000000004193	6/17/2015	BALTUS OIL COMPANY INC	\$8.29
EFT000000004194	6/17/2015	BRIAN BARNES	\$555.77
EFT000000004195	6/17/2015	BLAKE BORCHARDT	\$17.58
EFT000000004196	6/17/2015	BOUND TREE MEDICAL, LLC	\$467.55
EFT000000004197	6/17/2015	CARQUEST AUTO PARTS	\$424.61
EFT000000004198	6/17/2015	CAVU LLC	\$2,380.00
EFT000000004199	6/17/2015	CDW GOVERNMENT INC	\$87.18
EFT000000004200	6/17/2015	CENTRAL STATE SUPPLY CORP	\$371.05
EFT000000004201	6/17/2015	CHILI IMPLEMENT CO INC	\$29.26
EFT000000004202	6/17/2015	CORY CHRISTIAN	\$35.45
EFT000000004203	6/17/2015	DALCO ENTERPRISES, INC.	\$963.91
EFT000000004204	6/17/2015	ROY DOLENS	\$264.44
EFT000000004205	6/17/2015	AMANDA DUER	\$6.04
EFT000000004206	6/17/2015	ED ERICKSON	\$102.35
EFT000000004207	6/17/2015	KELLY ESKER	\$155.15
EFT000000004208	6/17/2015	TRAVIS ESSER	\$140.00
EFT000000004209	6/17/2015	FIRE & SAFETY EQUIPMENT IV INC	\$528.25
EFT000000004210	6/17/2015	FREMONT INDUSTRIES, INC.	\$5,706.42
EFT000000004211	6/17/2015	WILLIAM FRUEHBRODT	\$20.13
EFT000000004212	6/17/2015	GALE/CENGAGE LEARNING	\$277.31
EFT000000004213	6/17/2015	GALLS LLC	\$26.21
EFT000000004214	6/17/2015	RICHARD GRAMZA	\$146.48

CK #	CK DATE	VENDOR	AMOUNT
EFT000000004215	6/17/2015	TANNER GRUBER	\$51.11
EFT000000004216	6/17/2015	HEINZEN PROMOTIONAL PRODUCTS	\$294.65
EFT000000004217	6/17/2015	INGRAM LIBRARY SERVICES INC	\$24.71
EFT000000004218	6/17/2015	JOSH JOHNSON	\$150.00
EFT000000004219	6/17/2015	PATRICK KILTY	\$26.66
EFT000000004220	6/17/2015	AMY KROGMAN	\$74.34
EFT000000004221	6/17/2015	MARSHFIELD BOOK & STATIONERY	\$32.95
EFT000000004222	6/17/2015	MARSHFIELD AREA CHAMBER FOUNDATION	\$14,270.09
EFT000000004223	6/17/2015	BRIAN MCCLUNG	\$149.99
EFT000000004224	6/17/2015	MCMASTER-CARR	\$74.77
EFT000000004225	6/17/2015	MERKEL COMPANY INC	\$501.31
EFT000000004226	6/17/2015	MIDSTATE TRUCK SERVICE	\$11.07
EFT000000004227	6/17/2015	MIDWEST TAPE	\$1,265.41
EFT000000004228	6/17/2015	MISSISSIPPI WELDERS	\$147.48
EFT000000004229	6/17/2015	MONROE TRUCK EQUIPMENT	\$3,002.46
EFT000000004230	6/17/2015	MSA PROFESSIONAL SERVICES INC	\$22,481.30
EFT000000004231	6/17/2015	POWER PAC INC	\$188.78
EFT000000004232	6/17/2015	PRO ONE JANITORIAL, INC.	\$479.00
EFT000000004233	6/17/2015	QUILL CORPORATION	\$30.56
EFT000000004234	6/17/2015	REIGEL PLUMBING & HEATING INC	\$3,606.78
EFT000000004235	6/17/2015	RIPP DISTRIBUTING COMPANY INC	\$40.25
EFT000000004236	6/17/2015	PHIL SCHMIDT	\$42.14
EFT000000004237	6/17/2015	WILLIAM SCHROEDER	\$115.91
EFT000000004238	6/17/2015	SHI INTERNATIONAL CORPORATION	\$2,300.00
EFT000000004239	6/17/2015	SOLUTIONZ LLC	\$1,545.00
EFT000000004240	6/17/2015	KEITH STREY	\$1,406.55
EFT000000004241	6/17/2015	TITAN MACHINERY	\$4,100.00
EFT000000004242	6/17/2015	NATHAN ULNESS	\$75.00
EFT000000004243	6/17/2015	LOCATE HOLDINGS INC	\$2,226.95
EFT000000004244	6/17/2015	V & H AUTOMOTIVE MARSHFIELD	\$179.01
EFT000000004245	6/17/2015	V & H INC	\$142.10
EFT000000004246	6/17/2015	VIDCOM LLC	\$3,193.36
EFT000000004247	6/17/2015	SAM WARP JR.	\$1,565.82
EFT000000004248	6/17/2015	TROY WEILAND	\$161.49
EFT000000004249	6/17/2015	WISCONSIN LIFTING SPECIALISTS INC	\$139.55
EFT000000004250	6/17/2015	TRAFFIC AND PARKING CONTROL INC	\$977.00
<b>TOTAL CURRENT BILLS PAID BY EFT</b>			<b>\$92,920.22</b>

#### CURRENT BILLS PAID BY CHECK

83758	6/17/2015	ABR EMPLOYMENTSERVICES	\$771.60
83759	6/17/2015	ACE HARDWARE	\$259.99
83760	6/17/2015	ALL LIFT SYSTEMS INC	\$1,987.00
83761	6/17/2015	ALL SEASONS REPAIR SERVICE LLC	\$125.00
83762	6/17/2015	ALLIANT ENERGY WP&L	\$41.74
83763	6/17/2015	AMAZON	\$32.75
83764	6/17/2015	AMERICAN AUTO SALES & SERVICE	\$37.95
83765	6/17/2015	ART'S BODY SHOP	\$1,000.75
83766	6/17/2015	ASSOCIATED SERVICE CENTER	\$396.49
83767	6/17/2015	CAROLYNN BAHM	\$100.00
83768	6/17/2015	BAKER AND TAYLOR INC	\$1,982.95
83769	6/17/2015	KARI BEGERT	\$100.00
83770	6/17/2015	SUE BEHLING	\$100.00
83771	6/17/2015	CHARLES R & FRANCES J BOHON	\$8.60
83772	6/17/2015	LEAH BOON	\$15.00
83773	6/17/2015	AMY BOSON	\$100.00
83774	6/17/2015	BW SUPPLY	\$185.70
83775	6/17/2015	ROBERT BROOKS	\$44.00
83776	6/17/2015	CAREW CONCRETE & SUPPLY CO	\$523.40
83777	6/17/2015	CARRICO AQUATIC RESOURCES INC	\$1,685.25
83778	6/17/2015	CASPER'S TRUCK EQUIPMENT	\$129,309.94

CK #	CK DATE	VENDOR	AMOUNT
83779	6/17/2015	CENTRAL WI LANDSCAPING LLC	\$448.35
83780	6/17/2015	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,093.78
83781	6/17/2015	CENTRAL WI STATE FAIR ASSN	\$119.00
83782	6/17/2015	CHARTER COMMUNICATIONS	\$195.99
83783	6/17/2015	RICK CHERNEY	\$100.00
83784	6/17/2015	COFFEE CONCEPTS	\$103.85
83785	6/17/2015	PATTI COFFREN	\$626.00
83786	6/17/2015	ANGELA COLBY	\$100.00
83787	6/17/2015	COLD SPRING GRANITE COMPANY	\$225.00
83788	6/17/2015	COMPLETE CONTROL INC	\$521.87
83789	6/17/2015	COMPLETE OFFICE OF WISCONSIN	\$780.57
83790	6/17/2015	LAURA COOPER	\$100.00
83791	6/17/2015	COUSINEAU AUTO INC	\$68.58
83792	6/17/2015	CTL COMPANY INC	\$1,408.87
83793	6/17/2015	DUFFY'S AIRCRAFT SALES	\$3,940.35
83794	6/17/2015	EMMONS BUSINESS INTERIORS	\$3,186.68
83795	6/17/2015	FASTENAL COMPANY	\$95.86
83796	6/17/2015	HEATHER FEHRENBACH	\$35.00
83797	6/17/2015	FESTIVAL FOODS	\$91.79
83798	6/17/2015	FIRE APPARATUS & EQUIP INC	\$73.78
83799	6/17/2015	TAMMY FREDRICK	\$100.00
83800	6/17/2015	FRONTIER	\$5.35
83801	6/17/2015	BRIANNA FUHRMAN	\$33.00
83802	6/17/2015	GANNETT WISCONSIN MEDIA	\$2,481.35
83803	6/17/2015	GARD SPECIALISTS CO INC	\$46.03
83804	6/17/2015	GOVT FINANCE OFFICERS ASSN	\$150.00
83805	6/17/2015	GREMMER & ASSOCIATES, INC.	\$4,691.60
83806	6/17/2015	RICHARD GRIESBACH	\$30.00
83807	6/17/2015	GROSS MOTORS OF MARSHFIELD INC	\$24.95
83808	6/17/2015	BETH GRUBER	\$100.00
83809	6/17/2015	HACH COMPANY	\$975.27
83810	6/17/2015	HAMMEL, GREEN & ABRAHAMSON INC	\$4,007.10
83811	6/17/2015	HANES GEO COMPONENTS	\$12,400.00
83812	6/17/2015	HEALTHPORT	\$16.45
83813	6/17/2015	JANICE HERTEL	\$100.00
83814	6/17/2015	HILLER'S HARDWARE INC	\$423.86
83815	6/17/2015	E O JOHNSON COMPANY	\$339.00
83816	6/17/2015	TINA JUSTICE	\$85.00
83817	6/17/2015	CHESTER R KNOTT	\$1.13
83818	6/17/2015	JENNY KOENIG	\$40.00
83819	6/17/2015	HEIDI KORNTVED	\$10.00
83820	6/17/2015	HEATHER ALANE KRUEGER	\$150.00
83821	6/17/2015	LONDERVILLE STEEL ENTERPRISES	\$480.98
83822	6/17/2015	MARY MABEUS	\$100.00
83823	6/17/2015	MAID TO ORDER	\$250.00
83824	6/17/2015	MARATHON COUNTY REGISTER-DEEDS	\$30.00
83825	6/17/2015	MARSHALL & SWIFT/BOECKH, LLC	\$2,524.15
83826	6/17/2015	MARSHFIELD CITY GARAGE	\$40.00
83827	6/17/2015	MARSHFIELD CLINIC	\$1,490.23
83828	6/17/2015	MARSHFIELD PARKS & REC DEPT	\$30.00
83829	6/17/2015	TOM MARTIN	\$100.00
83830	6/17/2015	MENARDS	\$790.66
83831	6/17/2015	ANN MEVERDEN	\$100.00
83832	6/17/2015	MID WISCONSIN SUPPLY, LLC	\$180.59
83833	6/17/2015	MID-AMERICAN RESEARCH CHEMICAL	\$153.51
83834	6/17/2015	MID-STATE EQUIPMENT	\$122.96
83835	6/17/2015	MILWAUKEE RUBBER PRODUCTS	\$302.09
83836	6/17/2015	MPPA LE SUPPLY	\$200.76
83837	6/17/2015	NAPA AUTO PARTS	\$325.85
83838	6/17/2015	NEUTRON INDUSTRIES	\$294.40

CK #	CK DATE	VENDOR	AMOUNT
83839	6/17/2015	DON NIKOLAI CONSTRUCTION	\$300.00
83840	6/17/2015	NORTHERN LAKE SERVICE INC	\$92.50
83841	6/17/2015	OFFICE MAX INCORPORATED	\$59.10
83842	6/17/2015	OFFICE SUPPLIES 2 U INC	\$35.49
83843	6/17/2015	PAGE WOLFBERG & WIRTH LLC	\$343.00
83844	6/17/2015	EUGENE PERLOCK	\$2,247.20
83845	6/17/2015	PRECISE MRM LLC	\$29.12
83846	6/17/2015	PROVISION PARTNERS	\$403.00
83847	6/17/2015	QUALITY BOOKS INC	\$16.68
83848	6/17/2015	RENT A FLASH OF WISCONSIN INC	\$1,250.00
83849	6/17/2015	MARILYN RHODES	\$29.00
83850	6/17/2015	ROCKMOUNT RESEARCH & ALLOYS	\$2,105.25
83851	6/17/2015	RUNNING INC	\$38,560.00
83852	6/17/2015	SCHENCK SC	\$3,100.00
83853	6/17/2015	SCHIERL TIRE CENTER	\$18.28
83854	6/17/2015	ALBERT SCHIFERL	\$3,687.00
83855	6/17/2015	JANE SCHMITZ	\$100.00
83856	6/17/2015	SCREEN MACHINE INDUSTRIES INC	\$1,128.70
83857	6/17/2015	SPRING GREEN LAWN	\$1,398.00
83858	6/17/2015	STAAB CONSTRUCTION CORPORATION	\$40,000.00
83859	6/17/2015	STERNWEIS & SONS INC	\$160.80
83860	6/17/2015	STRAND ASSOCIATES INC	\$395.44
83861	6/17/2015	STRATEGIC INSIGHTS, INC	\$1,100.00
83862	6/17/2015	TASER INTERNATIONAL	\$427.41
83863	6/17/2015	TEAM SPORTING GOODS INC	\$156.00
83864	6/17/2015	CRAIG TESMER	\$100.00
83865	6/17/2015	JAYNE THILL	\$100.00
83866	6/17/2015	TOWN & COUNTRY ENGINEERING INC	\$3,433.43
83867	6/17/2015	TRIERWEILER CONSTRUCTION	\$46,908.52
83868	6/17/2015	UNIFIRST CORPORATION	\$389.41
83869	6/17/2015	UNITED RENTALS (NORTH AMERICA) INC	\$121.56
83870	6/17/2015	USA BLUE BOOK	\$226.05
83871	6/17/2015	UW-GREEN BAY-OUTREACH	\$339.00
83872	6/17/2015	UW-MARSHFIELD/WOOD COUNTY	\$190.25
83873	6/17/2015	VITAL COMMUNICATION	\$294.75
83874	6/17/2015	WALGREENS	\$394.59
83875	6/17/2015	WEILER TRANSPORTATION LLC	\$444.35
83876	6/17/2015	ERLAN R. WENZEL	\$230.00
83877	6/17/2015	WEPAK-N-SHIP	\$23.75
83878	6/17/2015	WI DEPARTMENT OF JUSTICE	\$854.00
83879	6/17/2015	WI DNR	\$45.00
83880	6/17/2015	WI DNR	\$34,787.60
83881	6/17/2015	WI LAW ENFORCEMENT CANINE HANDLERS ASSOC	\$300.00
83882	6/17/2015	JIM WILLNER	\$45.00
83883	6/17/2015	WISNET	\$1,500.00
83884	6/17/2015	WOLFGRAM GAMOKE AND HUTCHINSON	\$8,744.60
83885	6/17/2015	JEFF ZABLER	\$350.00
83886	6/17/2015	DONNA ZYGARLICHE	\$455.00
		<b>TOTAL CURRENT BILLS PAID BY CHECK</b>	<b>\$384,268.53</b>

<b>TOTAL PREPAID BILLS</b>	<b>\$531,342.08</b>
<b>TOTAL CURRENT BILLS</b>	<b>\$477,188.75</b>
<b>GRAND TOTAL</b>	<b><u>\$1,008,530.83</u></b>

**TREASURY REPORT**

May 2015

May

April

**GENERAL CITY**

**PREVIOUS BANK BALANCES (CASH):**

Bonds	-----	6,510.00		
Citizens State Bank	-----	2,594,299.06		

**TOTAL PREVIOUS CASH BALANCE:** \$2,600,809.06 \$767,171.89

**RECEIPTS:**

Citizens State Bank	-----	3,013,656.58		
Citizens State Bank Interest	-----	690.70		
L-T Investment Interest Recv	-----			
Tax collection	-----			

**TOTAL CASH RECEIPTS:** \$3,014,347.28 \$10,280,910.16

**DISBURSEMENTS:**

Citizens State Bank	-----	3,741,846.42		
---------------------	-------	--------------	--	--

**TOTAL CASH DISBURSEMENTS:** \$3,741,846.42 \$8,447,272.99

**GENERAL CITY BOOK BALANCE (CASH):** (Previous Balance + Receipt - Disbrsmnts.) \$1,873,309.92 \$2,600,809.06

**GENERAL CITY INVESTMENTS:**

Securities Investments (Long Term)	-----	3,000,000.00		
Securities Investments (Short Term)	-----	0.00		
SIST Int rate/earnings: 0.00%	-----	0.00		
Local Government Investment Pool (LGIP)	-----	11,009,744.82		
LGIP Int rate/earnings: 0.12%	-----	1,368.71		

\$14,011,113.53 \$17,561,219.11

**TOTAL GENERAL CITY CASH & INVESTMENTS:** \$15,884,423.45 \$20,162,028.17

**MARSHFIELD UTILITIES**

Citizens Bank Previous Bal.	-----	1,103,603.57		
Citizens Bank Utility Receipts	-----	3,580,940.34		
Citizens Bank Utility Disburs.	-----	4,013,504.20		

**MU BOOK BALANCE:** \$671,039.71 \$1,103,603.57

**MU INVESTMENTS:** \$16,573,993.74 \$15,900,369.09

**TOTAL MU CASH & INVESTMENTS:** \$17,245,033.45 \$17,003,972.66

**TOTAL BOOK BALANCE (CASH):** (Marshfield Utilities Balance + General Balance) \$2,544,349.63 \$3,704,412.63

**RECAPITULATION BANK REPORT**

Bonds	-----	6,510.00		
Citizens Bank Mfld Utilities	-----	955,426.32		
Citizens Bank General City	-----	2,153,797.41		

**TOTAL BANK BALANCE:** 3,115,733.73  
(OUTSTANDING CHECKS) 571,384.10

**TOTAL BANK BALANCE (CASH):** \$2,544,349.63 \$3,704,412.63  
CASH ON HAND : \$100.00 \$100.00

**TOTAL INVESTMENTS:** \$30,585,107.27 \$33,461,588.20

**TOTAL CASH & INVESTMENTS:** \$33,129,456.90 \$37,166,000.83

Submitted by:   
Keith Strey, CPA  
Finance Director



# City of Marshfield Memorandum

---

DATE: June 12, 2015  
TO: Finance, Budget & Personnel Committee  
FROM: Steve Barg, City Administrator  
RE: Request from Marshfield Area Coalition for Youth – heroin prevention

## **Background**

For your consideration, I have attached a request from the Marshfield Area Coalition for Youth (MACY) for \$25,000 from the City for heroin prevention activities. The approved 2015 City budget included \$25,000 in contingency funds that could be allocated for this purpose, should the Council receive and wish to accept a proposal for these services. The attached workplan is designed to make an impact in combating this growing problem.

## **Recommendation**

Staff recommends that the Committee approve this request, and direct staff to prepare a budget resolution for review and approval by the Council at its June 23<sup>rd</sup> meeting.



May 18, 2015

## **RE: Opioid (Prescription Drug Abuse and Heroin Use) Public Awareness campaign**

This workplan is being submitted by Marshfield Clinic Center for Community Outreach (CCO) on behalf of Marshfield Area Coalition for Youth (MACY) to address needs related to substance abuse prevention, specifically prescription drug abuse and heroin use in Marshfield. MACY is supported by over 50 members representing 30 organizations, and seven committees that are overseen by a Steering Committee and staff from CCO. Through a needs assessment, MACY has determined that prescription drug abuse and heroin use is a major public health issue.

Easy access to prescription drugs contributes to misuse. In 2010, Wisconsin sold 13.1 million pounds of prescriptions, ranging from aspirin to narcotics. Of the 4.4 million pounds that went unused, only 2.1% (93,500 pounds) were properly disposed (*UW-Extension and Product Stewardship Institute. (2013)*).

Heroin is often referred to as the cheaper counterpart to prescription Opioids making it accessible to the community. In 2014, Wood County had 36 heroin cases analyzed by the Wisconsin State Crime Lab, which places Wood in the top 10 counties requesting analysis. Prior to 2009, Wood County had no reported cases of heroin (*WI DOJ, 2014*).

The Central Wisconsin Drug Task Force is comprised of 15 law enforcement agencies covering Wood and seven other counties. Since 2010, Marshfield Police Department seized 347.8 grams of heroin, which accounts for over of half the amount seized from the other 14 agencies. Arrests in Marshfield included 143 people for prescription drug related criminal offenses and 55 people for heroin related criminal offenses. Five of these arrests were minors. From July 2012 - February 2014, six residents died due to alcohol, prescription drugs or heroin use; five from overdose and one from homicide (*Marshfield Police Department (March 30, 2015). Wisconsin ACISS database*).

Some of the most compelling data comes from the Wisconsin Youth Risk Behavior Survey (YRBS), which has been administered by MACY to 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> grade students in Marshfield since 2006. In January 2015, 567 high school students reported:

- 5.8% used prescription drugs not prescribed to them
- 8.8% did not perceive risk in using prescription drugs not prescribed to them
- 2.7% of parents and 13.5% of peers would not feel it is wrong or very wrong to misuse prescription drugs
- 2.6% used heroin one or more times in their life and 1.9% used heroin in the past 30 days

In response to the alarming data, a Heroin Ad-hoc committee of the Marshfield Area Coalition for Youth (MACY) was formed in August 2013. The Ad-hoc committee was chaired by Marshfield Municipal Court Judge John Adam Kruse and consisted of prominent Marshfield community members and was supported by Marshfield Clinic Center for Community Outreach (CCO) staff. The Ad-hoc committee met for four months and was charged with measuring the scope of the problem with heroin and prescription drug abuse in the Marshfield area. The committee was asked to identify local drug trends and recommended strategies that would help to reduce the overall demand for Opioid drugs. The Ad-hoc committee prioritized the need to develop and implement a public education and awareness campaign aimed at decreasing heroin and prescription drug abuse. A well designed campaign is essential for the Marshfield community, supports ongoing law enforcement efforts, promotes harm reduction and builds support for treatment options. Without immediate action, Opioid drug abuse is likely to escalate exponentially.

In October 2014, the City of Marshfield agreed to contribute \$25,000 to support efforts of MACY. The MACY Drug Task Force (DTF) has met two times a month since January 2015 and determined the following opioid public awareness and education work plan:

<b>Goal: To reduce prescription drug abuse and heroin use in Marshfield through a public awareness campaign (May 1, 2015 – April 30, 2016).</b>				
<b>Objective 1: By July 10, 2015, develop and conduct a Community Perception Survey on prescription drug abuse and heroin use.</b>				
<b>Activity</b>	<b>Who is responsible?</b>	<b>Timeline</b>	<b>Outcomes</b>	<b>Budget</b>
Develop, create and maintain electronic survey	CCO, DTF, MCRF Epi Dept	May 1-July 10, 2015	At least 500 people complete the survey	\$3,045
Market and Advertise Survey <ul style="list-style-type: none"> <li>• Billboards</li> <li>• Fact Cards</li> <li>• Flyers</li> </ul>	MACY, DTF, CCO	June 10-July 10, 2015	At least 1 billboard created, At least 5,000 materials (fact cards, flyers, etc.) created and distributed, At least 2 media articles printed in the local newspapers	\$2,000
Review and Analyze Results of Survey	DTF, CCO	By July 15, 2015	Survey results published and on file	
<b>Objective 2: By September 2, 2015, develop a public awareness campaign on prescription drug abuse and heroin use based on results of community perception survey.</b>				
Determine Focus of Campaign	DTF	By July 15	Public awareness campaign created focused around prescription drug abuse and heroin use in Marshfield	
Provide creative development, marketing and distribution plan	Idea People	May 2015 – April 2016	Marketing strategy for public awareness campaign identified	\$5,000 (\$400/month for 12 months)
Develop Creative Concepts and Draft a Marketing and Distribution Plan	CCO	July-August 2015	At least 2 media articles published in the local newspaper	\$3,623
Create and Print Materials <ul style="list-style-type: none"> <li>• Brochures</li> <li>• Flyers</li> <li>• Yard Signs</li> <li>• Etc.</li> </ul>	CCO	August-September 7, 2015	Marketing materials (brochures, flyers, yard signs, etc.) created for public awareness campaign	\$11,332
Plan and Host Kickoff	DTF	August-September 7, 2015	Kickoff hosted at 2015 Central Wisconsin State Fair	
Distribute Materials	DTF	September 2015-April 2016	At least 5,000 public awareness campaign materials distributed	
Review and Analyze Results of Public Awareness campaign	DTF, CCO	April 2016	Results published and on file	
<b>TOTAL</b>				<b>\$25,000</b>

The intention is to kick-off the Opioid Public Awareness campaign in September 2015.



# City of Marshfield Memorandum

---

TO: Finance, Budget and Personnel Committee  
FROM: Jason Angell, Director of Planning & Economic Development  
DATE: June 16, 2015

RE: Budget Resolution No. 12-2015

## **Background**

The attached budget resolution allows the Economic Development Board to continuing moving forward with efforts related to the implementation of the 2013 Marshfield Economic Development Action Plan and 2015 Downtown Master Plan. The requested funding will contribute to the ongoing efforts to improve our downtown.

## **Analysis**

The funding request by the EDB will allow them to satisfy the recently approved development agreement to partner with Rogers Cinema, Inc. to establish an active greenspace/park in the downtown on property currently addressed as 451-453 S. Central Avenue. The proposed development is estimated to cost \$250,000 and will be funded largely by private donations (in-kind and cash contributions). The project is slated to commence on or around June 15<sup>th</sup> and will be completed and transferred to the City on or before October 15, 2015.

After reviewing the funding request, the EDB welcomed the opportunity to partner with Rogers Cinema, Inc. as the Board feels this project allows us to continue to make the improvements within the downtown that have been identified and adopted in recent planning efforts. On June 9<sup>th</sup>, the Council agreed with the EDB and approved the development agreement and directed staff to execute the agreement.

## **Committee Recommendation**

Both the EDB and Council approved the development agreement with the understanding the \$25,000 city contribution would be coming from the Economic Development Board's "205 account", which contains funding from the City's former revolving loan fund.

## **Staff Recommendation**

APPROVE Budget Resolution No. 12-2015

Concurrence:

Steve Barg, City Administrator

Keith Strey, Finance Director

BUDGET RESOLUTION NO. 12-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$25,000 is hereby transferred within the Economic Development Fund, from unassigned Utility Dividends, a/c# 2054900008.080000 to the Economic Development Board budget, a/c# 2055673008.089000.
  
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
\_\_\_\_\_ Mayor

APPROVED \_\_\_\_\_  
\_\_\_\_\_ Attest – City Clerk

PUBLISHED \_\_\_\_\_



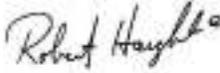
## FIRE & RESCUE DEPARTMENT

---

### MEMORANDUM

**TO:** Finance and Personnel Committee Members

**FROM:** Robert Haight, Fire Chief



**DATE:** June 6, 2015

**SUBJECT:** Budget Resolution 13-2015

### Background

The Marshfield Fire and Rescue Department received a call from a couple who reside in the City of Marshfield and they would like to make a monetary donation towards the purchase of a new LUCAS 2 Chest Compression System for use on patients in cardiac arrest where cardiopulmonary resuscitation (CPR) is warranted. The donation of \$14,528.79 shall solely be used for the purpose of placing the LUCAS 2 device in service on the second ambulance. This money will be receipted into the Emergency Medical Services Fund and will need to be transferred to the Emergency Medical Services budget to allow for the purchase of this device.

### Analysis

The purchase of this second life-saving device was not a budgeted item and is being requested as a result of the receipt of this generous donation. This budget resolution will allow for the transfer of this money from this donation to the Emergency Medical Services budget to finalize the purchase of this device.

### Recommendation

I recommend that this budget resolution (13-2015) be approved as presented.

Concurrence:



Steve Barg, City Administrator



Keith Strey, Finance Director



**Physio-Control, Inc.**  
 11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A  
 www.physio-control.com  
 tel 800.442.1142  
 fax 800.732.0956

## Thank you for considering Physio-Control

**To:** Scott Owen Deputy Chief EMS  
 City of Marshfield Fire Department  
 514 East Fourth Street  
 Marshfield WI 54449  
 715-436-2093  
 scott.owen@ci.marshfield.wi.us

Quote # 42152.54504  
 Quote Date: 5/28/2015  
 Sales Consultant: Jeff Preston  
 Contact Information: 920-342-3339  
 E-mail Address: jeff.preston@physio-control.com  
 FOB: Destination  
 Terms: Net 30

Contract: <b>NASPO #SW300</b>		Expiration: <b>8/26/2015</b>					
Cat Number	Description	Qty	List Price	Contract Disc	Cash Disc	Unit Net	Ext Total
99576-000024	LUCAS 2.2 Chest Compression System INCLUDES BASE UNIT WITH BACK PLATE, CARRYING BAG, TWO (2) PATIENT STRAPS, STABILIZATION STRAP, 3 SUCTION CUPS, 1 RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1	\$ 14,495.00	\$ 1,804.63		\$ 12,690.37	\$ 12,690.37
11576-000060	LUCAS 2 Stand-alone Battery Charger	1	\$ 1,085.00	\$ 190.78		\$ 894.22	\$ 894.22
11576-000039	LUCAS 2 Battery - Rechargeable Lithium Polymer (LiPo)	1	\$ 685.00	\$ 121.66		\$ 563.34	\$ 563.34
11576-000055	LUCAS 2 Power Supply Cord	1	\$ 345.00	\$ 75.60		\$ 269.40	\$ 269.40
11576-000046	LUCAS 2 Disposable Suction Cup (3 pack)	1	\$ 132.00	\$ 20.54		\$ 111.46	\$ 111.46

Shipping and Handling	\$ -
<b>List Price</b>	\$ 16,742.00
<b>Total Discounts</b>	\$ 2,213.21
<b>Grand Total</b>	<b>\$ 14,528.79</b>

### Version FY16Q1 v1

#### Notes:

This quote is a budgetary quote used to communicate contracted pricing. Final pricing will be per the active pricing on the contract at the time of order. Contract eligibility will be reviewed at the time of order and is required to receive contracted pricing. Terms of Sale are listed below. The terms of the contract listed above supersede any terms listed on this quote or any customer documents. Provided the above terms are met, an order may be placed by submitting this budgetary quote along with a purchase order. Orders may be subject to taxes, shipping and handling fees. Trade-in values are a function of the market value and the condition of the device at the time of trade in, thus values may be subject to change. Please note that device serial numbers are required at time of order.

### TERMS OF SALE

#### General Terms

Physio-Control, Inc.'s acceptance of the buyer's order is expressly conditioned on product availability and the buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

#### Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid an exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

#### Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit. Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

#### Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

#### Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or damage or any kind due to delays in delivery or non-delivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

#### Inspections and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at [http://www.physio-control.com/uploadedFiles/support/ReturnPolicy\\_3308529\\_A.pdf](http://www.physio-control.com/uploadedFiles/support/ReturnPolicy_3308529_A.pdf).

**Service Terms**

All device service will be governed by the Physio-Control, Inc. Technical Services Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

**Warranty**

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

**Patent & Indemnity**

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

**Miscellaneous**

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.

BUDGET RESOLUTION NO. 13-2015

A resolution changing the 2015 budget of the City of Marshfield, Wisconsin.

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the sum of \$14,529 is hereby transferred from a donation to the Emergency Medical Services Fund #605 to purchase a Lucas 2 Chest Compression System.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED \_\_\_\_\_  
Mayor

APPROVED \_\_\_\_\_  
Attest - City Clerk

PUBLISHED \_\_\_\_\_

DETAIL OF BUDGET RESOLUTION NO. 13-2015 BY OBJECT NUMBER

TRANSFERRED FROM:

- 1. Emergency Medical Services Fund, a/c #6054800022.220000:
  - a. 48190 – Miscellaneous Revenue \$ 14,529

TRANSFERRED TO: **(MEMO ONLY)**

- 1. Emergency Medical Services Fund, a/c #605:
  - a. 18500 – Fixed Assets/Machinery & Equipment \$ 14,529

\* \* \* \*

## **Presentation of staffing report and recommendations (March 11, 2014)**

### **1. Introduction**

- On January 28<sup>th</sup>, Springsted presented its staffing study to the CC
- Recommendations in 3 categories: staffing, restructuring, process

### **2. Staffing**

- Add 2 positions (Zoning Administrator, Accountant/Financial Analyst)
- Add temporary staff to help complete payroll and A/P decentralization
- Consider 3<sup>rd</sup> position (Support Technician), dependent upon workload
- Consider Administrative Services Coordinator, if department is created
- **Recommended actions**
  - **Add Zoning Administrator & Accountant/Financial Analyst**
  - **Study the need for Support Technician (for 2015 or beyond)**

### **3. Restructuring**

- Planning & Economic Development
  - Change name to Community Development Department
  - Move GIS Coordinator to Public Works & Engineering
- Public Works & Engineering
  - Move Inspection Services to Planning & Economic Development
- Administration
  - Reassign oversight of Airport to Public Works Department
  - Reassign oversight of Cemetery to Parks/Recreation Department
- General (multiple departments)
  - Create Administrative Services Department to oversee multiple departments serving internal customers (Finance, HR, IT, etc.)
- **Recommended actions**
  - **Create team to study and report to the Council by June 24<sup>th</sup>**

### **4. Process**

- Establish ongoing strategic planning process (Council/staff)
- Coordinate code enforcement in Community Development
- Review and address the spatial workflow and relationships
- Create centralized facility management within Public Works
- Foster professional development and succession planning
- Adopt and implement performance measurement system
- Explore opportunities to partner with other organizations
- Make greater use of technology to provide City services
- Periodically assess opportunities for outsourcing services
- Review and improve the City's special assessment process
- **Recommended actions**
  - **Soon after spring election, begin strategic planning process**
  - **Designate Zoning Administrator to coordinate CE activities**
  - **Begin work to relocate the Finance Department to one floor**
  - **Create team to study and report to Council by end of 2014**

## Implementation update on staffing study report and recommendations (June 16, 2015)

1. **Staffing**
  - Add Zoning Administrator and Accountant positions (**done**)
  - Consider Technology Technician position (**hiring in progress**)
  - Consider Administrative Services Coordinator (**under discussion**)
  - Add temporary staff for payroll & A/P decentralization (**not needed**)
  
2. **Structure**
  - Planning & Economic Development
    - Change department name (**approved as Development Services**)
    - Move GIS Coordinator to Engineering (**approved**)
  - Public Works & Engineering
    - Move Inspections to Development Services (**approved**)
  - Administration
    - Reassign oversight of Airport to Public Works (**approved**)
    - Reassign oversight of Cemetery to Park/Recreation (**approved**)
  - General (multiple departments)
    - Create Administrative Services Department (**under discussion**)
  
3. **Process**
  - Coordinate code enforcement in Community Development (**done**)
  - Review and address the spatial workflow and relationships (**done**)
  - Review and improve the City's special assessment process (**done**)
  - Create centralized facility management in Public Works (**approved**)
  - Establish ongoing strategic planning process with Council (**ongoing**)
  - Foster professional development and succession planning (**ongoing**)
  - Make greater use of technology to provide City services (**ongoing**)
  - Explore partnership options with others (**from CC strategic planning**)
  - Adopt/implement performance measurement system (**budget in 2016**)
  - Periodically assess outsourcing opportunities (**pursue as appropriate**)