



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 17, 2015
Council Chambers, Lower Level, City Hall Plaza
5:30 P.M.**

1. Call to Order – Alanna Feddick, Chair
2. Citizen Comments
3. Introduction of Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
4. Consent Agenda
 - a) Approval of Minutes of November 3, 2015 meeting
 - b) Approve Bills and Payroll
 - c) Report of Personnel Actions

Recommended Action: Approve the Consent Agenda, as presented

5. Consideration of items removed from the consent agenda, if any
6. Presentation – refilling of vacant Firefighter/Paramedic position at Marshfield Fire & Rescue Department as approved at the November 12, 2015 Police and Fire Commission meeting. Presented by Bob Haight, Fire Chief

Recommended Action: None, for information only

7. Request to authorize Human Resources Manager/Assistant to the City Administrator to fill the position of Wastewater Operator at the Wastewater Utility. Presented by Sam Warp, Wastewater Utility Superintendent

Recommended Action: Authorize filling the position

8. Request to approve 2016 ambulance contracts with 13 surrounding towns and villages. The contracts were considered and accepted by the Fire and Police Commission on November 12, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Approve the contracts as recommended

9. Request to recommend approval to the Common Council of Resolution No. 2015-54, writing off various uncollectible ambulance accounts receivable totaling \$27,000. Presented by Keith Strey, Finance Director

Recommended Action: Recommend approval of Resolution 2015-54 to the Common Council

FINANCE, BUDGET AND PERSONNEL COMMITTEE

November 17, 2015

10. Request to recommended approval to the Common Council of Resolution No. 2015-55, adopting an ambulance rate schedule to be effective January 1, 2016 to the Common Council. This schedule was considered and accepted by the Fire and Police Commission on November 12, 2015. Presented by Keith Strey, Finance Director

Recommended Action: Recommended approval of Resolution No. 2015-55 to the Common Council

11. Review Mayor and Council salaries. Presented by Steve Barg, City Administrator

Recommended Action: At the discretion of the committee

12. 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

- Possible renewal of City Hall lease

13. Reconvene in Open Session

14. Action on matter discussed in closed session, if appropriate

15. Suggested items for future agendas

16. Adjourn

Posted this day, November 13, 2015 at 11:30 a.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 NOVEMBER 3, 2015

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

PRESENT: Alderpersons Rich Reinart, Gordon Earll, Rebecca Spiros, Alanna Feddick and Peter Hendler.

ABSENT: None

ALSO PRESENT: City Administrator Barg, Brian Panzer and City Personnel (Amy VanWyhe, Ben Steinbach, Dan Knoeck, and Deb M. Hall)

Citizen Comments

None

FBP15-111 Motion by Hendler, second by Earll to approve the items on the consent agenda:

1. Minutes of the October 6, 2015 meeting.
2. Payroll in the amount of \$1,229,349.49 and bills in the amount of \$2,801,369.57 and \$610,370.80.
3. Report of Personnel Actions of November 3, 2015.
4. Monthly Position Control Report as of October 31, 2015.
5. September 2015 Treasury Report.

Motion carried

No items were removed from the consent agenda.

FBP15-112 Motion by Hendler, second by Earll to recommend approval of Budget Resolution No. 26-2015 to the Common Council, transferring \$9,763 from CIP Project #647330 Library Roof Repairs to CIP Project #647328 Repave 7th Street Entrance.

Motion carried

FBP15-113 Motion by Earll, second by Reinart to recommend approval of Budget Resolution No. 27-2015 to the Common Council, transferring \$53,530 from the Wildwood Zoo Bear Exhibit Project to Hackman Storage Building project (\$48,530) and Sustainable Marshfield Committee (\$5,000).

Motion carried

FBP15-114 Motion by Earll, second by Spiros to recommend approval of Budget Resolution No. 28-2015 to the Common Council, transferring \$15,000 within the Public Facilities Capital Outlay Fund to contract with Zimmerman Architectural Studios for the evaluation of the Forward Financial Building.

Motion carried

FBP15-115 Motion by Hendler, second by Earll to authorize the Finance Director to execute a Service Engagement with Schenck, SC in an amount not to exceed \$4,000 for assistance with new Federal Affordable Care Act reporting requirements..

Motion carried

FUTURE AGENDA ITEMS

None

Motion by Hendler, second by Earll to adjourn at 5:41 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 **NOVEMBER, 2015** amounting to **\$691,121.44** be allowed paid and charged to their proper accounts.

Chairman

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

11/18/2015

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
85662	10/30/2015	DELTA DENTAL OF WISCONSIN	\$12,187.11
85663	10/30/2015	NVA FIDUCIARY TRUST FOR FSLI	\$1,427.38
85664	11/6/2015	CHARTER COMMUNICATIONS	\$279.86
85665	11/6/2015	FRONTIER	\$1,185.46
85666	11/6/2015	E O JOHNSON COMPANY	\$179.00
85667	11/6/2015	MARSHFIELD UTILITIES	\$56,109.44
85668	11/6/2015	TDS TELECOM	\$347.76
85669	11/6/2015	TELRITE CORPORATION	\$68.56
85670	11/6/2015	US CELLULAR	\$2,394.79
85671	11/6/2015	VERIZON WIRELESS	\$438.21
85672	11/6/2015	MINNESOTA LIFE INSURANCE CO	\$5,589.99
85673	11/6/2015	WEA INSURANCE TRUST	\$221,512.00
		TOTAL PREPAID BILLS PAID BY CHECK	\$301,719.56

PREPAID BILLS PAID BY EFT

EFT000000004872	11/9/2015	BALTUS OIL COMPANY INC	\$17,740.74
EFT000000004873	11/9/2015	RICHARD GRAMZA	\$2,086.14
		TOTAL PREPAID BILLS PAID BY EFT	\$19,826.88

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000004874	11/18/2015	ARAMARK UNIFORM SERVICES	\$79.30
EFT000000004875	11/18/2015	ARROW INTERNATIONAL INC	\$566.64
EFT000000004876	11/18/2015	ARX, INC.	\$4,080.00
EFT000000004877	11/18/2015	ATHENS VETERINARY SERVICE INC	\$302.00
EFT000000004878	11/18/2015	AUDIO EDITIONS	\$324.21
EFT000000004879	11/18/2015	B & B LAWN CARE LLC	\$6,614.00
EFT000000004880	11/18/2015	BALTUS OIL COMPANY INC	\$22.99
EFT000000004881	11/18/2015	BEAVER OF WISCONSIN INC	\$657.50
EFT000000004882	11/18/2015	JEFFREY BECKER	\$63.28
EFT000000004883	11/18/2015	BENDLIN FIRE EQUIPMENT CO INC	\$930.00
EFT000000004884	11/18/2015	BOUND TREE MEDICAL, LLC	\$618.86
EFT000000004885	11/18/2015	DAVID BUEHLER	\$374.74
EFT000000004886	11/18/2015	CARQUEST AUTO PARTS	\$724.41
EFT000000004887	11/18/2015	CAVU LLC	\$3,903.00
EFT000000004888	11/18/2015	CENTRAL STATE SUPPLY CORP	\$15.35
EFT000000004889	11/18/2015	CHILI IMPLEMENT CO INC	\$503.06
EFT000000004890	11/18/2015	JODY CLEMENTS	\$133.48
EFT000000004891	11/18/2015	DALCO ENTERPRISES, INC.	\$262.31
EFT000000004892	11/18/2015	AMANDA DUER	\$5.75
EFT000000004893	11/18/2015	TERRY ENDRIES	\$71.90
EFT000000004894	11/18/2015	ENVISIONWARE INC	\$4,344.00
EFT000000004895	11/18/2015	FIRE & SAFETY EQUIPMENT IV INC	\$120.75
EFT000000004896	11/18/2015	PETER FLETTY	\$567.00
EFT000000004897	11/18/2015	GALE/CENGAGE LEARNING	\$147.62
EFT000000004898	11/18/2015	CHRISTOPHER HASZ	\$259.97
EFT000000004899	11/18/2015	HOUSE OF HEATING INC	\$798.08

Check #	Check Date	Vendor Name	Amount
EFT000000004900	11/18/2015	INGRAM LIBRARY SERVICES INC	\$22.09
EFT000000004901	11/18/2015	DAN KNOECK	\$372.79
EFT000000004902	11/18/2015	AMY KROGMAN	\$249.70
EFT000000004903	11/18/2015	MALWAREBYTES CORPORATION	\$2,880.00
EFT000000004904	11/18/2015	MCMASTER-CARR	\$176.64
EFT000000004905	11/18/2015	STEVEN MEEK	\$6.96
EFT000000004906	11/18/2015	MERKEL COMPANY INC	\$238.02
EFT000000004907	11/18/2015	MIDSTATE TRUCK SERVICE	\$304.65
EFT000000004908	11/18/2015	MIDWEST TAPE	\$578.66
EFT000000004909	11/18/2015	JEFF MOLTER	\$17.25
EFT000000004910	11/18/2015	MONROE TRUCK EQUIPMENT	\$231.45
EFT000000004911	11/18/2015	PAUL NEEDHAM	\$55.07
EFT000000004912	11/18/2015	POMP'S TIRE SERVICE INC	\$361.24
EFT000000004913	11/18/2015	POWER PAC INC	\$106.27
EFT000000004914	11/18/2015	PRO ONE JANITORIAL, INC.	\$368.38
EFT000000004915	11/18/2015	QUILL CORPORATION	\$139.14
EFT000000004916	11/18/2015	TIM RASMUSSEN	\$219.00
EFT000000004917	11/18/2015	REIGEL PLUMBING & HEATING INC	\$1,425.01
EFT000000004918	11/18/2015	DANIEL A SALACINSKI	\$157.59
EFT000000004919	11/18/2015	SCOTT SCHLEI	\$60.39
EFT000000004920	11/18/2015	PHIL SCHMIDT	\$10.84
EFT000000004921	11/18/2015	SHAWN SCHROEDER	\$25.01
EFT000000004922	11/18/2015	SHI INTERNATIONAL CORPORATION	\$75.68
EFT000000004923	11/18/2015	MELVIN SMITH	\$63.28
EFT000000004924	11/18/2015	BENJAMIN STEINBACH	\$48.07
EFT000000004925	11/18/2015	SUPERIOR CHEMICAL CORP	\$130.56
EFT000000004926	11/18/2015	TRAFFIC AND PARKING CONTROL INC	\$452.49
EFT000000004927	11/18/2015	V & H INC	\$298.26
EFT000000004928	11/18/2015	VIDCOM LLC	\$2,720.00
EFT000000004929	11/18/2015	ERIC WENDELL	\$150.00
EFT000000004930	11/18/2015	WOOD COUNTY HUMAN SERVICES	\$100.00
EFT000000004931	11/18/2015	XYLEM WATER SOLUTIONS U.S.A., INC.	\$1,747.00
EFT000000004932	11/18/2015	CDW GOVERNMENT INC	\$478.49
EFT000000004933	11/18/2015	CHARRON/JACOB	\$89.99
EFT000000004934	11/18/2015	ONE SOURCE TECHNOLOGIES INC	\$2,867.20
EFT000000004935	11/18/2015	DAVID F SANDERS	\$1,375.00
EFT000000004936	11/18/2015	DOINE EXCAVATING INC	\$59,245.70
EFT000000004937	11/18/2015	GERDAU AMERISTEEL US INC	\$19,581.03
EFT000000004938	11/18/2015	AMY VAN WYHE	\$199.78
TOTAL CURRENT BILLS PAID BY EFT			\$124,118.88

CURRENT BILLS PAID BY CHECK

85674	11/18/2015	ABLE CONCRETE RAISING INC	\$5,850.00
85675	11/18/2015	ABR EMPLOYMENTSERVICES	\$331.20
85676	11/18/2015	ALL PARTITIONS & PARTS LLC	\$37.50
85677	11/18/2015	ALLIANT ENERGY WP&L	\$46.96
85678	11/18/2015	AMERICAN AUTO SALES & SERVICE	\$37.95
85679	11/18/2015	AMERICAN WORKING DOGS INC	\$105.00
85680	11/18/2015	AMERICINN	\$164.00
85681	11/18/2015	AMERIGAS-RUDOLPH	\$106.07
85682	11/18/2015	ASSOCIATED SERVICE CENTER	\$45.65
85683	11/18/2015	BAKER AND TAYLOR INC	\$4,546.40
85684	11/18/2015	BAY STEEL & FABRICATION LLC	\$45.61
85685	11/18/2015	BURT TROPHY & AWARDS INC	\$336.26
85686	11/18/2015	CAP SERVICES INC	\$1,235.00
85687	11/18/2015	CASTLEROCK VETERINARY HOSPITAL	\$348.64

Check #	Check Date	Vendor Name	Amount
85688	11/18/2015	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,155.00
85689	11/18/2015	CHARTER COMMUNICATIONS	\$195.99
85690	11/18/2015	STEVE FUEHRER	\$120.00
85691	11/18/2015	COLUMBUS CATHOLIC SCHOOLS	\$100.00
85692	11/18/2015	COMPLETE CONTROL INC	\$515.94
85693	11/18/2015	COMPLETE OFFICE OF WISCONSIN	\$1,342.66
85694	11/18/2015	J P COOKE CO	\$386.23
85695	11/18/2015	COUNTRY SPRINGS HOTEL - WAUKESHA	\$180.00
85696	11/18/2015	CTL COMPANY INC	\$201.00
85697	11/18/2015	CUMMINS NPOWER LLC	\$849.94
85698	11/18/2015	MARION DANIEL	\$100.00
85699	11/18/2015	DIAMOND BUSINESS GRAPHICS	\$94.09
85700	11/18/2015	FASTENAL COMPANY	\$316.71
85701	11/18/2015	FEDERAL EXPRESS	\$19.91
85702	11/18/2015	STEPHANIE FELHOFER	\$100.00
85703	11/18/2015	FESTIVAL FOODS	\$90.26
85704	11/18/2015	JOYCE FISCHER	\$112.36
85705	11/18/2015	FRONTIER	\$223.13
85706	11/18/2015	GAFFNEY PLUMBING INC	\$98.69
85707	11/18/2015	GANNETT WISCONSIN MEDIA	\$1,081.85
85708	11/18/2015	GEMPLER'S INC	\$74.35
85709	11/18/2015	H & S PROTECTION SYSTEMS INC	\$134.51
85710	11/18/2015	HILLER'S HARDWARE INC	\$170.38
85711	11/18/2015	INNOVATIVE SERVICES, INC	\$1,732.50
85712	11/18/2015	INTEGRITY FIRE PROTECTION INC	\$1,197.00
85713	11/18/2015	INTERNATL ASSN OF ASSESSING OFFICERS	\$190.00
85714	11/18/2015	JENSEN & SON ASPHALT RESTORATION, LLC	\$3,422.25
85715	11/18/2015	MARSHFIELD AREA PET SHELTER, INC	\$110.99
85716	11/18/2015	MARSHFIELD CLINIC	\$100.00
85717	11/18/2015	MARSHFIELD FIRE DEPARTMENT	\$80.47
85718	11/18/2015	MARSHFIELD MALL	\$3,000.00
85719	11/18/2015	MARSHFIELD PUBLIC LIBRARY	\$2.68
85720	11/18/2015	MENARDS	\$762.12
85721	11/18/2015	CHARLOTTE MERWIN	\$100.00
85722	11/18/2015	MID WISCONSIN CONCRETE & EXCAVATING	\$8,073.00
85723	11/18/2015	MID WISCONSIN SUPPLY, LLC	\$272.45
85724	11/18/2015	MINISTRY ST JOSEPH'S HOSPITAL	\$1,547.24
85725	11/18/2015	MITTEN'S HOME APPLIANCES	\$35.00
85726	11/18/2015	MPPA LE SUPPLY	\$1,435.85
85727	11/18/2015	NAPA AUTO PARTS	\$215.51
85728	11/18/2015	NATIONAL SOCIETY OF	\$266.00
85729	11/18/2015	NORTH STAR ENVIRONMENTAL TESTING LLC	\$1,345.00
85730	11/18/2015	OFFICE MAX INCORPORATED	\$20.98
85731	11/18/2015	OPPORTUNITY DEVELOPMENT CENTER	\$25.00
85732	11/18/2015	PER MAR SECURITY SERVICES	\$406.80
85733	11/18/2015	PHOENIX TEXTILE CORPORATION	\$75.07
85734	11/18/2015	PROVISION PARTNERS	\$3,543.44
85735	11/18/2015	RICHLAND CENTER BUS SERVICE INC	\$100.00
85736	11/18/2015	RODENTPRO	\$2,223.25
85737	11/18/2015	ROTARY CLUB OF MARSHFIELD SUNRISE	\$128.00
85738	11/18/2015	RUNNING INC	\$28,242.91
85739	11/18/2015	SCAFFIDI TRUCK CENTER	\$233.88
85740	11/18/2015	SCHREINERS PLUMBING & HEATING, LLC	\$91.60
85741	11/18/2015	SECURITY FENCE & SUPPY CO INC	\$3,281.00
85742	11/18/2015	SERVICEMASTER	\$326.25
85743	11/18/2015	BREANNA SPETH	\$23.00
85744	11/18/2015	NICK STERNITZKY	\$100.00

Check #	Check Date	Vendor Name	Amount
85745	11/18/2015	TACTICAL SOLUTIONS	\$1,432.00
85746	11/18/2015	TEAM SPORTING GOODS INC	\$80.00
85747	11/18/2015	TOTAL ENERGY SYSTEMS LLC	\$2,852.47
85748	11/18/2015	TOWN & COUNTRY ENGINEERING INC	\$3,950.75
85749	11/18/2015	TRIERWEILER CONSTRUCTION	\$15,432.29
85750	11/18/2015	UNIFIRST CORPORATION	\$183.34
85751	11/18/2015	THE UNIFORM SHOPPE	\$524.20
85752	11/18/2015	UNITED MAILING SERVICE INC	\$817.43
85753	11/18/2015	UNITED RENTALS (NORTH AMERICA) INC	\$1,141.58
85754	11/18/2015	USA BLUE BOOK	\$126.35
85755	11/18/2015	VALLEY SCALE SERVICE INC	\$2,571.35
85756	11/18/2015	SARAH VENSKE	\$100.00
85757	11/18/2015	VITAL COMMUNICATION	\$34.95
85758	11/18/2015	WAAO	\$70.00
85759	11/18/2015	WALGREENS	\$448.48
85760	11/18/2015	SHAWN WARREN	\$100.00
85761	11/18/2015	WCM	\$55.00
85762	11/18/2015	WE ENERGIES	\$1,604.05
85763	11/18/2015	WEILER ENTERPRISES	\$15.00
85764	11/18/2015	WEILER TRANSPORTATION LLC	\$297.98
85765	11/18/2015	ERLAN R. WENZEL	\$80.00
85766	11/18/2015	WEPAK-N-SHIP	\$91.88
85767	11/18/2015	STATE OF WISCONSIN	\$120.00
85768	11/18/2015	WI NATURAL RESOURCES	\$8.97
85769	11/18/2015	WOLFGRAM GAMOKE AND HUTCHINSON	\$11,354.36
85770	11/18/2015	WOOD COUNTY	\$4,158.00
85771	11/18/2015	WOOD COUNTY REGISTER OF DEEDS	\$210.00
85772	11/18/2015	WORKTECH INC	\$9,723.71
85773	11/18/2015	LEAH ZOPFI	\$100.00
85774	11/18/2015	DONNA ZYGARLICHE	\$165.00
85775	11/18/2015	BRAUN CONCRETE & EXCAVATING	\$102,142.10
85776	11/18/2015	NORTH STAR ENVIRONMENTAL TESTING LLC	\$395.00
85777	11/18/2015	WE ENERGIES	\$461.40
		TOTAL CURRENT BILLS PAID BY CHECK	\$245,456.12
		TOTAL PREPAID BILLS	\$321,546.44
		TOTAL CURRENT BILLS	\$369,575.00
		GRAND TOTAL	<u>\$691,121.44</u>

REPORT OF PERSONNEL ACTIONS
FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
OF NOVEMBER 17, 2015

<u>NAME</u>	<u>POSITION/DEPARTMENT</u>	<u>EFFECTIVE DATE</u>
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HIRED

Jeff Dolgner	Classification II Parks & Recreation Department	November 16, 2015
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RETIREMENT:

Brian Foltz	Wastewater Operator Wastewater Utility	December 31, 2015
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Resignation

None

Promotion

Jason Foemmel	Detective Police Department	November 4, 2015
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**COMPLETION OF
PROBATIONARY
PERIOD**

None

City of Marshfield
Wastewater Utility
2601 E. 34th Street
Marshfield, WI 54449-5363



Sam Warp Jr.
Wastewater Superintendent
(715) 486-2007
sam.warp@ci.marshfield.wi.us

MARSHFIELD

Wastewater Utility

To: Finance, Budget, and Personnel Committee
From: Sam Warp Jr., Wastewater Utility Superintendent
Date: November 17, 2015
Re: Request to fill vacant Wastewater Treatment Operator position

BACKGROUND

On December 31, 2015, Wastewater Operator Brian Foltz will retire from the City of Marshfield. Mr. Foltz has spent the last 35 plus years of service to the wastewater utility and the surrounding community. We thank him for all the late night call ins and responses to heavy rain and high water events throughout his career.

The wastewater plant employs eight staff members to perform the daily operations needed at the plant and throughout the collection system. The duties are divided up with the Lab Technician performing the daily DNR and EPA required lab analyses. Another operator remains on-site to perform the Biosolids thickening operations and assists with plant maintenance. Two (2) operators are assigned full time to perform the collection system jetting, root cutting and vacuuming operations. Two (2) operators are assigned full time to perform the storm sewer televising and sanitary main and lateral televising operations. The remaining two (2) operators are assigned the responsibility of lift station maintenance, collection system flow monitoring, in addition to their responsibilities of plant operations and maintenance.

Staffing efficiencies are optimized as all operators are cross-trained so if one is unavailable, others fill in. This utilization, however, may cause one of the other programs to be discontinued during those occasions. For these reasons it is critical to fill this vacancy to continue to provide for basic wastewater treatment and collection system maintenance services.

ANALYSIS

Not replacing this staff position would result in the discontinuance of one or more of the following programs. A missing staff operator from any one of these teams results in one of those programs not to be completed on that day. It takes at least one person to complete the lab work and one to operate the wastewater plant. Then two staff for jetting and two for televising. When two members must leave the plant to check the lift stations, the GBT operator will watch the plant temporarily. If we are missing a person, then we have to either stop jetting or televising to keep enough people involved for the essential plant operations. That's why we have not met our footage goals in the collection system the past years. It's critical that we maintain our collection system to the current level of service through our cleaning and televising programs to attain the DNR's, and our objectives for the reduction of clearwater entry into the sanitary sewer system. Currently, our goal is for the sewer cleaning staff to clean 300,000 ft. of mainline per year or about 1/3 of the entire system. Cost savings utilizing our staff versus contracting for this service is about \$102,000 per year. The cleaning program removes debris from the lines that could reduce capacity of the lines and cause a "sewer system overflow" or basement backup.

Our televising staff currently televises about 50,000 ft. of mainlines per year. This program identifies defects in the line that allow clearwater entry so they can be prioritized and corrected. This function also provides critical data needed for collection system engineering design work. Cost savings utilizing our staff versus contracting is about \$34,000 per year. They perform additional duties as requested for other departments such as catch basin monitoring and storm sewer televising ahead of street projects to determine if replacement is necessary.

Our flow-monitoring program identifies high volume clearwater entry within a specified basin area with the use of flow monitors installed within the line itself. When high volume sources are detected, the televising staff is then sent in to pinpoint the exact location of the source. Cost savings versus contracting is about \$30,000 per year.

The biosolids thickening operations are critical to our in-plant treatment processes. The volume of the biosolids is reduced by a 5:1 ratio using this technology, thus, reducing the hauling volumes and costs by 80%. One staff operator is needed to start, monitor, and provide cleanup and maintenance for the process equipment.

Wastewater treatment plant operations are heavily regulated through our wastewater discharge permit and other pertinent DNR codes. DNR Code NR 205.07 states that, "The permittee shall at all times properly operate and maintain all facilities and systems...to achieve compliance with the conditions of the permit. Proper operation and maintenance includes...adequate operator staffing and training as required in Ch. NR 114 and adequate laboratory process and controls." "Adequate operation and maintenance staffing" as determined by the EPA guidance for a plant of our amount of flow and complexity is calculated to be four (4) operators. As noted in the background, we staff our plant with one regular in-plant operator and the Lab Technician. Two (2) other staff normally assigned collection system duties perform additional plant operations and maintenance when needed. We've demonstrated to the EPA and the DNR through operating technologies and efficiencies, and our effluent quality that this provides adequate "minimum" staffing for plant operations and maintenance.

The Collection System section of our DNR required Compliance Maintenance Annual Report requires documented operation and maintenance performance standards. If the elements of these standards are not met, non-compliance points are assessed to the community which may generate mandated compliance actions by the DNR. The staffing organization and objectives met as described above meets these DNR compliance requirements. The ultimate goal of this collection system maintenance program is to prevent sanitary sewer system overflows and basement backups. The EPA and DNR code provision, which took effect on 1/1/2013 is called the Capacity Management Operation and Maintenance (CMOM) program. This code will require: 1) "All parts of the collection system to be properly managed, operated, and maintained at all times."; 2) "All parts of the collection system shall provide adequate capacity to convey base and peak flows."; 3) "All feasible steps shall be taken to stop, and mitigate the impact of sanitary sewer overflows in the collection system.". Televising and monitoring are critical to comply with that provision. Further, the code lists detailed maintenance activities that must be followed including cleaning, monitoring assessments, deficiency identification, training, equipment provision and replacement, and design standards to assure adequate capacity. This program would become a part of our Discharge Permit requirements.

We believe we can comply with these code requirements, but only if we continue to be staffed at our present level of staffing. If we would not already be providing these scopes of services, we would need to seek Council approval to increase staffing levels in order to comply or contract for these services at higher costs and inadequate results.

RECOMMENDATION

I recommend that the Finance Budget and Personnel Committee approve filling the vacant position of Wastewater Treatment Plant Operator.

Respectfully submitted,

Sam Warp Jr.
Wastewater Utility Superintendent

CONCURRENCE:

CONCURRENCE:

Daniel G. Knoeck
Director of Public Works

Steve Barg
City Administrator

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Ste. 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-9310
keith.strey@ci.marshfield.wi.us

DATE: November 17, 2015
TO: Finance, Budget and Personnel Committee
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Contracts

SUMMARY

Attached is a copy of information submitted to the Fire and Police Commission regarding renewal of Ambulance Service Contracts with 13 surrounding Towns and Villages for 2016. The Fire and Police Commission was presented the attached information at their November 12th, 2015 meeting and the renewals were approved by them at the dollar amounts proposed on the last page of the attached memo.

Please review the attached memo regarding the proposed Ambulance Service Contracts with the 13 Towns and Villages.

RECOMMENDATION

I recommend that the Ambulance Service Contracts with the 13 Towns and Villages are renewed at the proposed rates on the last page of the attached document.

Handwritten signature of Steve Barg in cursive.

Concurrence – Steve Barg
City Administrator

Handwritten signature of Keith R. Strey in cursive.

Keith R. Strey
Finance Director

Attachments

City of Marshfield
City Hall Plaza
630 S. Central Avenue
Suite 502
Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-7831
keith.strey@ci.marshfield.wi.us

DATE: November 5, 2015
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Contracts

SUMMARY

The City of Marshfield provides ambulance service to St. Joseph's Hospital for neo-natal and special pediatric runs, to 13 towns and villages, and to the residents of the City itself. The City has a separate contract with St. Joseph's Hospital for backup ambulance service. This memo concerns only the ambulance service contracts with the 13 towns and villages.

BACKGROUND

The City initially entered into these contracts on January 1, 1981 after Wood County discontinued its subsidies to various communities, including Marshfield, that were providing ambulance service to outlying towns and villages that did not have their own ambulances or personnel. The City began servicing the Town of Sherry in 1991. The Town of Rock did not renew their contract for 1995, but did renew their contract with the City beginning in 2009. The Town of Arpin did not renew for 1998 and the Village of Arpin did not renew for 2001.

The contract amounts for 1981 were determined by multiplying the lost subsidy from Wood County by a weighted percentage. Beginning with the 1982 contract year, the cost allocated to the towns and villages was based upon the prorated cost, using mileage, to the City for the entire ambulance service. For the 1996 the cost allocated to the towns and villages was based upon the same percentage increase as the percentage increase of the ambulance service cost (5.7%). For the 1997 through 2013 contracts, the amount of mileage driven within the contract areas was used to determine the total cost allocated to the participating communities.

In 2014, due to sequestration's impact on Medicare as well as minimal increases over the past five years, the contract cost is based upon the amount of mileage driven within the contract areas as a basis, a minimum of the CPI Medical Professional Services inflationary factor as of August, 2015 (1.7%), or the previous five year contract increase average and the five year revenue percentage average of the Medicare adjustment (19.9%).

The language of the contracts has basically remained the same over time. The towns and villages are responsible for paying their contract amounts and also for paying uncollectible accounts within their boundaries up to \$3,000 per contract year. A sample copy of the contract is attached for your information.

ANALYSIS

Also attached are the following three documents:

- . Summary of additional data pertinent to the determination of the contract amounts;
- . Worksheet showing the calculation of the weighted percentages; and
- . Ambulance contract amount comparisons for the last four years detailed by each town and village.

A brief discussion of each of these three documents follows:

The first document compares the total estimated 2016 ambulance costs, the percentage of miles driven within the contract area to the total miles driven (including actual and recommended), and a comparison of the weighted percentages for the last five years. Historically, except for the 1996 contract year, the total amount to be contracted with the municipalities has been determined as the percentage of miles driven within the contracted areas to the total miles driven multiplied by the total estimated ambulance cost. This percentage is 63.679% for 2014.

The contract amounts based on the average 5-year actual percentage of 60.989% would result in an allocated cost of \$792,012.17. Using the 60.989% figure, the minimum CPI 1.7% and each communities five year average, the overall result is an increase of 3.88% (4.44% to the contract communities).

Inclusion of the Saint Joseph's Hospital projected contract fees was made as they offset costs budgeted for operating the ambulance service and for making capital purchases. These budgeted operating costs and capital purchases are included in the projected 2016 ambulance service costs and therefore any revenue received to subsidize these costs should be included in the calculation of costs to allocate to the contracted communities.

As mentioned above, the cost of providing the ambulance service is allocated to the various towns and villages using a weighted formula. The second document is a worksheet showing the calculation that determines this weighted percentage.

There are three components to the formula: population, square miles, and the number of runs for each town and village. A weighted percentage of 75%, 5% and 20% respectively is given to these factors. The population data is based upon estimates provided by the State; the square miles was obtained from the City of Marshfield Public Works Director, and the number of runs was provided in the 2015 Marshfield Fire and Rescue Annual Report.

The third document is a comparison of the contract amounts for the last four years. It also shows the 2016 recommended contract amounts.

RECOMMENDATION:

I recommend that the Fire and Police Commission approve renewal of the contracts with these 13 towns and villages for the 2016 contract year at the amounts shown in the third document. The Commission should also recommend this to the Finance, Budget and Personnel Committee for their consideration.

Attachments

cc: Fire Chief
City Administrator
Finance Director

AMBULANCE SERVICE CONTRACT

This contract, made this 24th day of November, 2015 between the City of Marshfield, Wisconsin, a municipal corporation, hereinafter referred to as "City", party of the first part, and the <<MUNICIPAL>> of <<NAME>>, <<COUNTY>>, Wisconsin, hereinafter referred to as the "Municipality", WITNESSETH:

WHEREAS, the City is the owner and operator of an ambulance service and the Municipality is desirous of entering into an agreement under the terms of which the City will provide ambulance service to said Municipality; and

WHEREAS, the City is willing to provide such ambulance service to the Municipality on the terms and conditions set forth herein;

THEREFORE, IT IS AGREED AS FOLLOWS:

1. The City shall provide ambulance service to the Municipality, which shall include ambulance equipment, personnel and services that meet required standards. Operating personnel shall be agents and employees of the City, not of the Municipality.

2. The user shall have the option of being transported to St. Joseph's Hospital at Marshfield, Wisconsin; Riverview Hospital at Wisconsin Rapids, Wisconsin; St. Michael's Hospital at Stevens Point, Wisconsin; or Memorial Hospital at Neillsville, Wisconsin, EXCEPT users with cardiac and trauma problems shall be transported to St. Joseph's Hospital, Marshfield, Wisconsin only.

3. The City shall retain all ambulance user fees charged for such service and shall have control of all of the details of such service. The City assumes all responsibility in providing the ambulance service, including the collection of all user fees and other charges for said service. The Municipality shall be responsible for uncollectible accounts for ambulance charges incurred during the term of the contract, after the same have been unpaid for six (6) months, but not to exceed the sum of Three Thousand and no/100 (\$3,000.00) Dollars for said term. The Municipality shall reimburse the City for these uncollectible accounts when any account becomes six (6) months old. If the service is performed on a boundary street or road between two municipalities, they shall share such account equally.

4. Any time that an ambulance is called for a vehicle accident in the undersigned Municipality, the Fire Department providing protection shall respond to provide fire protection and assist in rescue.

AMBULANCE SERVICE CONTRACT

5. The Municipality shall pay to the City for the ambulance service to be performed under the terms hereof the sum of <<AMOUNT>>, <<Figure>> Dollars in two equal installments, due on February 15th and August 15th respectively. If any of these installment payments become delinquent, the total remaining contract outstanding becomes payable immediately.

6. This document constitutes a one-year contract, commencing January 1, 2016 but may be renewed for such period and on such terms and conditions as may mutually be agreed upon between the parties. If renewed, said renewal shall be agreed upon no later than November 30, <<YEAR>> or the 15th day of October of any subsequent year of a renewal term.

Dated: _____, 20_____

CITY OF MARSHFIELD

<<MUNICIPAL>> of <<NAME>>

By _____
Mayor
Chairman

By _____

Attest: _____
City Clerk
Clerk

Attest: _____

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURE
ACCOUNTS RECEIVABLE

ADDITIONAL DATA 00-2

Sheet B

Budget Comparisons	Amount	Dollar Increases	Percentage Increases
2012 Final Revised Budget	1,184,817	(16,351)	-1.36%
2013 Final Revised Budget	1,206,223	21,406	1.81%
2014 Final Revised Budget	1,285,400	59,177	4.91%
2015 Revised Budget	1,201,275	(64,125)	-5.07%
2016 Department Request Budget	1,321,334	120,059	9.99%

Summary of Miles Driven	Contract Area	Total Miles	Percentage	
			Actual	Used
2014 for the 2016 contract year	7,262	11,405	63.679%	60.989%
2013 for the 2015 contract year	7,227	12,170	59.385%	59.454%
2012 for the 2014 contract year	6,723	11,286	59.570%	59.757%
2011 for the 2013 contract year	7,281	12,244	59.466%	59.852%
2010 for the 2012 contract year	7,451	11,856	62.846%	61.243%
2009 for the 2011 contract year	7,534	13,453	56.002%	61.593%
2008 for the 2010 contract year	7,818	12,837	60.902%	63.317%

Allocation of Total Cost to Contract Area

Past Practice:

	Actual	Recommended
Total: <i>Net Budgeted</i> 2016 Ambulance Service Costs	\$1,321,334	\$1,321,334
Less: <i>Budgeted</i> 2016 SJH Service Contract Fees	(15,225)	(15,225)
<i>Budgeted</i> Act 102 Grants Received in 2016 for FY 2016	(7,500)	(7,500)
	<u>\$1,298,609</u>	<u>\$1,298,609</u>

Percentage of Contract Area Miles to Total Miles 63.679% 60.989%

Costs Allocated to Contract Area \$826,941.75 \$792,012.17

Comparison of Weighted Percentages

	2014	2015	2016
Towns: Arpin	0.000%	0.000%	0.000%
Auburndale	2.657%	2.760%	2.756%
Cameron	1.508%	1.441%	1.475%
Lincoln	4.646%	4.504%	4.462%
Marshfield	2.344%	2.395%	2.405%
Milladore	2.295%	2.321%	2.305%
Richfield	5.722%	5.970%	5.782%
Rock	2.708%	2.761%	2.756%
Sherry	2.620%	2.601%	2.554%
McMillan	5.499%	5.454%	5.582%
Fremont	3.699%	3.686%	3.728%
Villages: Arpin	0.000%	0.000%	0.000%
Auburndale	1.875%	1.872%	1.885%
Hewitt	2.052%	2.120%	2.112%
Milladore	0.720%	0.707%	0.711%
City of Marshfield	61.655%	61.408%	61.488%
	<u>100.000%</u>	<u>100.000%</u>	<u>100.000%</u>

CALCULATION OF WEIGHTED PERCENTAGES 00-3

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURES
ACCOUNTS RECEIVABLE

Sheet C

	Population - 75%		Squats Miles - 5%		Number of Runs - 20%		Total Weighted Percentage
	Municipal Population(1)	Percent of Total	Municipal Area(2)	Percent of Total	Number of Runs (3)	Percent of Total	
Townships:							
Wood County							
Auburndale	843	2,641%	30,200	9,624%	34	1,468%	2,756%
Cameron	463	1,513%	7,226	2,303%	29	1,123%	1,476%
Lincoln	1,572	4,925%	34,192	10,877%	26	1,123%	4,462%
Marshfield	777	2,435%	15,723	5,011%	38	1,641%	2,405%
Milladore	634	2,143%	32,936	10,498%	20	0,864%	2,905%
Richfield	1,622	5,082%	34,800	11,090%	164	7,081%	5,782%
Rock	868	2,688%	34,500	10,894%	22	0,950%	2,756%
Shery	810	2,539%	35,400	11,281%	10	0,432%	2,564%
Marathon County							
McMillan	2,002	6,273%	35,564	11,393%	36	1,554%	5,882%
Clark County							
Fremont	1,265	3,964%	36,000	11,472%	21	0,907%	3,728%
Villages:							
Wood County							
Auburndale (located in Town of Auburndale)	707	2,215%	2,100	0,668%	22	0,950%	1,885%
Hewitt (located in Town of Marshfield)	827	2,591%	0,800	0,255%	18	0,777%	2,112%
Milladore	277	0,868%	1,063	0,335%	5	0,216%	0,711%
Cities:							
Marshfield (Wood County and Marathon County)	19,188	60,123%	13,355	4,256%	1,874	80,915%	61,488%
Totals	<u>37,976</u>	<u>100,000%</u>	<u>313,801</u>	<u>100,000%</u>	<u>2,315</u>	<u>100,000%</u>	<u>100,000%</u>

Out of service area
No pick-up 64
Neonatal 486
Total trips 2,885

(1) Population data obtained from Wisconsin Official Population Estimates @ <http://www.dba.state.wi.us/dhir/bolir/demographic>.
(2) See annexation worksheet
(3) See the most recent annual report by ambulance department (2014)

Town Name	Total Town Share	Village Share	Net Town
Arpin	33,000	0,800	32,200
Auburndale	32,300	2,100	30,200
Marshfield	16,523	0,300	16,223
Milladore	94,000	1,063	92,936

CITY OF MARSHFIELD
ESTIMATED 2016 AMBULANCE EXPENDITURES
ACCOUNTS RECEIVABLE

Sheet A

CONTRACT COMPARISONS 00-1

2016

Contract Year:

	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Projected	Dollar Difference	2016 Percentage Change	5yr Avg Percentage Change	Weighted Percentage
Towns:									
Auburndale	\$19,559	\$19,559	\$20,218	\$21,547	\$22,574	\$1,027	4.8%	3.8%	2.76%
Cameron	10,998	10,998	11,473	12,136	\$12,621	\$485	4.0%	2.8%	1.47%
Lincoln	34,213	34,213	35,355	37,336	\$38,750	\$1,414	3.8%	2.5%	4.46%
Marshfield	16,821	16,821	17,837	18,980	\$19,878	\$898	4.7%	3.4%	2.40%
Milladore	16,805	16,805	17,462	18,224	\$18,649	\$425	2.3%	2.1%	2.30%
Richfield	44,564	44,564	45,544	48,317	\$50,422	\$2,105	4.4%	2.5%	5.78%
Rook	19,991	19,991	20,509	21,618	\$22,551	\$933	4.3%	5.2%	2.76%
Shery	19,149	19,149	19,935	21,095	\$21,948	\$853	4.0%	2.8%	2.55%
McMillan	39,337	39,394	41,847	44,704	\$47,040	\$2,336	5.2%	4.3%	5.58%
Framont	26,943	26,943	28,149	29,781	\$30,977	\$1,196	4.0%	2.9%	3.73%
Villages:									
Auburndale	\$15,485	\$15,485	\$15,826	\$16,802	\$17,550	\$748	4.5%	2.6%	1.88%
Hewitt	15,467	15,467	15,807	17,178	\$18,448	\$1,270	7.4%	5.3%	2.11%
Milladore	5,112	5,504	5,625	5,837	\$6,158	\$221	3.7%	4.0%	0.71%
Cities:									
Total Contracts	\$284,444	\$285,493	\$295,687	\$313,656	\$327,567	\$13,911	4.4%	3.1%	36.51%
Marshfield	444,424	444,424	469,188	494,454	511,915	17,461	3.5%	2.9%	61.49%
Contracts Total	\$728,868	\$729,917	\$764,875	\$808,110	\$839,482	\$31,372	3.7%	3.0%	100.00%
Contracts Total									
Yearly Percentage Chg	1.17%	0.37%	3.57%	6.08%	4.44%				
5 Year Percentage Chg					15.16%				
Total (Including City of Marshfield)									
Yearly Percentage Chg	0.45%	0.14%	4.79%	5.65%	3.88%				
5 Year Percentage Chg					15.18%				



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2015-54
DATE: 11/17/2015

BACKGROUND

The outstanding ambulance accounts receivable are analyzed on an annual basis to ascertain their collectability. Those charges outstanding that are deemed uncollectible are written off so the ambulance accounts receivable balance reflects a realistic number as required by Generally Accepted Accounting Principles (GAAP).

The City began providing an ambulance service in 1964. This service has grown today to a point where there are four ambulances and the necessary personnel to staff them when needed. In addition to serving the residents of the City of Marshfield, the City currently has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The City charges each governmental unit a fee for this service; in 2015, the total fees charged were \$313,656. In addition, individuals that utilize this service are charged a user fee.

The City had 2,876 ambulance runs in 2014 with total charges, exclusive of contractual amounts, being \$1,181,386. The base ambulance rates were last changed to take effect January 1, 2016.

ANALYSIS

Attached is Resolution 2015-54. This resolution, if approved, would authorize the write-off of \$27,000 of outstanding ambulance accounts receivable as uncollectible. The 2015 budget reflects a \$27,000 allowance for these write-offs. These write-offs are for patients that typically are hard to contact, from out of the area or do not have medical insurance. These accounts, where appropriate, have been turned over to a local collection agency and/or entered into the WI Tax Return Intercept Program with minimal success in collection.

In 2006, the city implemented the process of entering eligible accounts into the TRIP program as an additional collection method. Collection efforts will continue until the outstanding amounts due are paid or legal restrictions impact the City's ability to collect. The Fire and Police Commission was presented the attached information at their November 12th, 2015 meeting and the write-offs were approved by them.

RECOMMENDATION

I recommend the write-off of the ambulance accounts receivable be approved as submitted on Resolution 2015-54.

Steve Barg

Concurrence - Steve Barg

Keith R. Strey

Concurrence - Keith R Strey

City Administrator

Finance Director

RESOLUTION 2015-54

A resolution authorizing the City Finance Director to charge off certain unpaid ambulance accounts receivable invoices.

WHEREAS, certain ambulance accounts receivable invoices are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, these ambulance accounts receivable remain unpaid for the reasons set forth in Exhibit "A"; and

WHEREAS, all reasonable means of collecting the same have been exhausted; and

WHEREAS, the City Finance Director is desirous of charging off said invoices so they do not appear in the ambulance accounts receivable balance to comply with Generally Accepted Accounting Principles (GAAP);

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield, Wisconsin, as follows:

1. That the unpaid ambulance accounts receivable invoices, set forth in Exhibit "A" attached hereto, are hereby declared to be uncollectible;
2. That the City Finance Director is hereby authorized and directed to charge off such unpaid ambulance accounts receivable invoices and to remove them from the records of the City of Marshfield.

Note: This resolution is recommended by the Fire and Police Commission.

ADOPTED _____

Mayor

APPROVED _____ ATTESTS: _____

City Clerk

EXHIBIT (A)

2012 Alliance, deceased & Trip	\$ 13,946.28
2013 Alliance, deceased & Trip	<u>13,053.72</u>
TOTAL WRITE OFFS FOR THE YEAR 2015	<u>\$27,000.00</u>

Call Detail
2012 OUTSTANDING REPORT

Call No	LgRk Pat No	Patient Account Name	Call Date	Current Payer	Charges	Credits	Balance
121107	1 A 23341	MILLER, JAMES B	06/17/2012	PRIVATE (SELF PAY	498.72	413.39	85.33
121120	1 A 24577	SNYDER, ALISON C	06/19/2012	PRIVATE (SELF PAY	511.20	0.00	511.20
121232	1 A 19068	HISERMAN, SANDRA J	07/03/2012	PRIVATE (SELF PAY	493.52	409.23	84.29
121293	1 A 24626	DARNELL, BOBBY R	07/13/2012	PRIVATE (SELF PAY	580.40	0.00	580.40
121346	1 A 24640	KUHLKA, CODY J	07/20/2012	PRIVATE (SELF PAY	580.40	486.23	94.17
121421	1 A 24661	PELTIER, KRISTEN E	07/30/2012	PRIVATE (SELF PAY	552.46	0.00	552.40
121576	1 A 24713	MCCROSSEN, MARK	08/21/2012	PRIVATE (SELF PAY	420.80	272.50	148.30
121634	1 A 24729	KAVANAUGH, JESSIE J	08/29/2012	PRIVATE (SELF PAY	410.40	223.00	187.40
121651	1 A 24735	HOCKING, DANIEL J	08/31/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
121658	1 A 24737	COLLINS, RICHARD R	09/01/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
121703	1 A 24745	BLANCHARD, TROY C	09/07/2012	PRIVATE (SELF PAY	500.80	23.00	477.80
121752	1 A 24766	ANDEREGGEN, JOHN W	09/16/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
121781	1 A 23341	MILLER, JAMES B	09/21/2012	PRIVATE (SELF PAY	408.32	337.95	70.37
121836	1 A 24036	HART, BRADLEY J	09/28/2012	PRIVATE (SELF PAY	619.36	469.36	150.00
121834	1 A 24797	LASEE, KEITH J	09/28/2012	PRIVATE (SELF PAY	441.60	0.00	441.60
121850	1 A 24800	RABIDEAUX, BERNARD	09/29/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
121887	1 A 24815	AKBER, MUSSARAT	10/05/2012	PRIVATE (SELF PAY	508.72	0.00	508.72
121885	1 A 24813	PAROCHKA, ROBERT	10/05/2012	PRIVATE (SELF PAY	175.00	0.00	175.00
121899	1 A 24820	YOUNG, JEREMIAH R	10/08/2012	PRIVATE (SELF PAY	601.20	450.00	151.20
121981	1 A 24813	PAROCHKA, ROBERT	10/19/2012	PRIVATE (SELF PAY	175.00	0.00	175.00
122001	1 A 24856	ALLORD, TIFFANY J	10/22/2012	PRIVATE (SELF PAY	521.20	234.48	286.72
122008	1 A 24857	HERRERA RAMIREZ, MILVI	10/23/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
122005	1 A 11755	HEWITT, WILLIAM D	10/23/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
122031	1 A 23341	MILLER, JAMES B	10/28/2012	PRIVATE (SELF PAY	408.24	336.28	69.96
122044	1 A 23341	MILLER, JAMES B	10/30/2012	PRIVATE (SELF PAY	408.32	337.95	70.37
122062	1 A 24872	SODERSTROM, SCOTT W	11/02/2012	PRIVATE (SELF PAY	500.80	0.00	500.80
122111	1 A 24888	WATERMAN, MICHAEL L	11/11/2012	PRIVATE (SELF PAY	500.40	0.00	500.40
122146	1 A 18023	BRANDT, CHARLENE E	11/16/2012	Insurance - Other	420.80	0.00	420.80
122143	1 A 24903	STONE, LLOYD C	11/16/2012	PRIVATE (SELF PAY	490.40	408.73	83.67
122150	1 A 23341	MILLER, JAMES B	11/17/2012	PRIVATE (SELF PAY	407.28	337.11	70.17
122175	1 A 24210	ERMELING, CHANCE P	11/20/2012	PRIVATE (SELF PAY	410.40	0.00	410.40
122184	1 A 22476	LANGRECK, GENEVIEVE	11/22/2012	PRIVATE (SELF PAY	419.76	0.00	419.76
122230	1 A 19014	CARRILLO, LORI A	11/29/2012	PRIVATE (SELF PAY	420.80	65.00	355.80
122235	1 A 10555	PARSONS, SR., BARRY K	11/29/2012	PRIVATE (SELF PAY	410.40	365.38	45.02
122249	1 A 21853	GULDAN, DARREN W	12/02/2012	PRIVATE (SELF PAY	431.20	0.00	431.20
122246	1 A 24933	STAHL, NEAL H	12/02/2012	PRIVATE (SELF PAY	420.80	0.00	420.80
122282	1 A 24947	BORSTAD, JEFFREY S	12/05/2012	PRIVATE (SELF PAY	490.40	0.00	490.40
122302	1 A 23341	MILLER, JAMES B	12/08/2012	PRIVATE (SELF PAY	487.28	404.23	83.05
122332	1 A 24969	LONG, GREGORY	12/12/2012	PRIVATE (SELF PAY	490.40	0.00	490.40
122361	1 A 15135	KOLLER, SHERYL	12/16/2012	PRIVATE (SELF PAY	500.80	294.62	206.18
122409	1 A 24992	SANTOS, DIANA	12/22/2012	PRIVATE (SELF PAY	511.20	0.00	511.20
122429	1 A 24735	HOCKING, DANIEL J	12/25/2012	PRIVATE (SELF PAY	431.20	0.00	431.20
122450	1 A 25008	JANSEN, ANTHONY R	12/27/2012	DEPARTMENT OF V	590.80	0.00	590.80
Total For All				43	19812.72	5866.44	13946.28

Call Detail
2013 OUTSTANDING REPORT

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Pavor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
130019	1 A 25017	REDMOND, TIMOTHY P	01/02/2013	PRIVATE (SELF PAY	561.20	0.00	561.20
130049	1 A 25025	FERRY, JOSEPH S	01/06/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130067	1 A 23580	FLEISCHMAN, ASHLEY N	01/08/2013	PRIVATE (SELF PAY	585.80	0.00	585.80
130136	1 A 24920	CAPELLE, DELMER D	01/19/2013	ADVOCARE	468.00	0.00	468.00
130176	1 A 16717	BERG, JAN	01/24/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
130219	1 A 25073	PEDERSEN, DAVID P	01/30/2013	PRIVATE (SELF PAY	460.80	0.00	460.80
130269	1 A 20462	FLORENCE, JEANETTE C	02/07/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
130348	1 A 25113	LAY, DERICK	02/18/2013	PRIVATE (SELF PAY	550.80	223.00	327.80
130385	1 A 25127	DERGE, RICHARD	02/25/2013	PRIVATE (SELF PAY	575.40	0.00	575.40
130403	1 A 25130	BIESTERVELD, REGINAL	02/28/2013	PRIVATE (SELF PAY	689.80	689.30	0.50
130440	1 A 13668	COLLINS, KERRY R	03/05/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130554	1 A 22970	ETLICHER, JODY A	03/21/2013	PRIVATE (SELF PAY	546.64	461.08	85.58
130561	1 A 25185	WHEELER, ANITA F	03/21/2013	PRIVATE (SELF PAY	550.80	0.00	550.80
130569	1 A 25189	PETRIZIO, ARLENE	03/24/2013	PRIVATE (SELF PAY	550.80	100.00	450.80
130593	1 A 25196	HAHM, CRAIG A	03/26/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
130698	1 A 21122	GOODE, WILLIAM J	03/27/2013	PRIVATE (SELF PAY	561.20	0.00	561.20
130828	1 A 26208	VUE, LYKOU	03/31/2013	PRIVATE (SELF PAY	1001.20	440.00	561.20
130677	1 A 12326	BANGART, ROSEMARIE	04/05/2013	PRIVATE (SELF PAY	469.12	394.04	75.08
130683	1 A 25222	FOOTE, TONIA	04/05/2013	PRIVATE (SELF PAY	471.20	0.00	471.20
130758	1 A 25252	CROSSLIN, DONALD	04/16/2013	PRIVATE (SELF PAY	460.80	0.00	460.80
130813	1 A 25279	CLARK, KAREN	04/22/2013	PRIVATE (SELF PAY	575.40	335.04	240.36
130850	1 A 25293	HUNTER, FLOYD D	04/28/2013	PRIVATE (SELF PAY	456.64	0.00	456.64
130862	1 A 25295	GUMS, MARK R	04/30/2013	PRIVATE (SELF PAY	451.44	0.00	451.44
130959	1 A 25330	SERIFIN, JOSEPH	05/13/2013	PRIVATE (SELF PAY	250.00	150.00	100.00
131017	1 A 23341	MILLER, JAMES B	05/21/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
131024	1 A 25362	SMITH, WILLIAM	05/23/2013	PRIVATE (SELF PAY	451.44	0.00	451.44
131038	1 A 21613	THEURER, MICHAELA	05/26/2013	PRIVATE (SELF PAY	547.68	461.89	85.79
131079	1 A 25222	FOOTE, TONIA	06/02/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
131102	1 A 18078	YONKER, SAMUEL C	06/06/2013	PRIVATE (SELF PAY	541.44	0.00	541.44
131153	1 A 18078	YONKER, SAMUEL C	06/12/2013	PRIVATE (SELF PAY	454.56	0.00	454.56
131194	1 A 23341	MILLER, JAMES B	06/19/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
131215	1 A 25423	NORMAN, MICHAEL J	06/22/2013	PRIVATE (SELF PAY	452.48	0.00	452.48
131262	1 A 25444	WEIS, MICHAELA	06/28/2013	PRIVATE (SELF PAY	544.56	0.00	544.56
131278	1 A 25445	JOHNSON, ELIZABETH A	06/30/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
131282	1 A 23341	MILLER, JAMES B	07/01/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
131310	1 A 25459	STEINHILBER, JAMES H	07/04/2013	PRIVATE (SELF PAY	663.12	680.25	39.31

Total For All

36

\$13,053.72

City of Marshfield
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Marshfield, WI 54449



Keith R. Strey, CPA
Finance Director
(715) 387-3033
Fax (715) 384-7831
keith.strey@ci.marshfield.wi.us

Date: November 17, 2015
To: Finance, Budget and Personnel Committee
From: Amy Van Wyhe
Accounting Manager
Re: 2016 Ambulance Service Rate Study

SUMMARY

Attached is a copy of information that was submitted to the Fire and Police Commission regarding the Ambulance Rate Study. The commission discussed this topic at their November 12, 2015 meeting, and the recommended rates were approved at the dollar amounts proposed.

Please review the attachments. If you have any questions, please don't hesitate to call me.

RECOMMENDATION

I recommend approving Resolution 2015-55 to the Common Council at the proposed rates listed on the resolution attachment.

Concurrence – Steve Barg
City Administrator

Keith R. Strey
Finance Director

Attachments

Cc: Fire Chief (w/o attachment)

CITY OF MARSHFIELD, WISCONSIN

AMBULANCE SERVICE RATE STUDY

November 5, 2015

**Compiled & Submitted by:
Finance Department
Amy Van Wyhe
Accounting Manager**

CITY OF MARSHFIELD, WISCONSIN
AMBULANCE SERVICE RATE STUDY
November 5, 2015

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Keith R. Strey, CPA
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DATE: November 5, 2015
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2016 Ambulance Service Rate Study

Goals

To perform an analysis of ambulance usage, current rates, Medicare/Medicaid reimbursements and 2016 proposed budget costs and recommend new rates to be effective January 1, 2016. The recommended new rates will maximize Medicare reimbursement, provide an estimated 11.0% return on investment (ROI) and accumulate funds for future capital purchases.

Applicable Ambulance Costs

The costs intended to be covered by user fees are the 2016 proposed budget expenditures for Fund 605 EMS. Using 2016 proposed budget costs to determine contracts and rates provides the revenue to cover 2015 projected costs.

Comparison of Rates with Surrounding Communities

Rate schedules were obtained and included from 13 other Wisconsin communities including Wisconsin Rapids, Stevens Point, Wausau and Eau Claire. In comparing the ALS1, ALS2 and BLS rates, the recommended rates for the City of Marshfield are comparable to the Mean (Average) and the Median (Mid-point).

Effect of Rate Adjustment on Medicare Reimbursement

Medicare will reimburse 80% of the approved charges. **Approved charges** are the lowest of the following:

1. The customary charge (the amounts we bill for the services)
2. The prevailing charge (average billed amounts within the applicable Medicare region) or
3. The Inflationary Index Charge (increase limitation percentage allowed within any single year)

The charges for Medicare have amounted to 66.7% of 2014 calls, 68.1% of 2013 calls and 65.1% of 2012 calls.

The City of Marshfield has been recouping most, if not all, of the charges not paid by Medicare (i.e. 20% of the approved charges) from secondary payers such as Medicaid, Security Health, the patient and other sources. We would expect to continue recouping that portion of the new rates not approved by Medicare from secondary payment sources. We may, however, incur a modest increase in the amount of write-offs as a result of the increased rates due to the usual uncollectability associated with any account receivable.

Findings

An increase in the base rate (BLS), the advance life support 1 (ALS1) and the advance life support 2 (ALS2) is needed to adjust Marshfield's rates.

Various assumptions (except volume) and rate adjustments were reviewed with projected revenues and net subsidies computed.

It would be appropriate to raise the BLS rates by 20.0% for resident, 20.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$100 for resident and \$134 for non-resident users. The new recommended BLS rates are \$600 for resident users (currently \$500) and \$804 for non-resident users (currently \$670).

It would also be appropriate to raise the ALS1 rates by 20.0% for resident, 20.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$120 for resident and \$156 for non-resident users for the ALS1 rate. The new recommended ALS1 rates are \$720 for resident users (currently \$600) and \$936 for non-resident users (currently \$780).

It would also be appropriate to raise the ALS2 rates by 5.0% for resident and 5.0% for non-resident users. These charges would equate to increases of \$38 for resident and \$47 for non-resident users for the ALS2 rate. The new recommended ALS2 rates are \$788 for resident users (currently \$750) and \$977 for non-resident users (currently \$930).

Finally, the addition of a Resident and Non-Resident Intergovernmental Agency Call of \$175 and \$250 respectively and mileage for that call as the current IRS business mileage rate were added in the prior year as there is the potential for these types of calls and this would establish a rate for when needed.

The projected rate increases will provide an estimated ROI of 11.0% for 2016. The projected increase in fund balance of \$245,563 as of December 31, 2018 is warranted as this rate study maximizes Medicare reimbursable amounts and continues to establish a cash flow reserve for future capital purchases. The overall recommended rate increase in comparison with the 2015 rate study is 10.0%.

Projections

With the following assumptions:

1. Increase BLS (base) rate for residents \$100 (20.0%) to \$600
2. Increase BLS (base) rate for non-residents \$134 (20.0%) to \$804
3. Increase BLS (base) Calls for Assistance \$18 (10.0%) to \$193
4. Increase Loaded mileage from \$10.40 to \$11.00
5. Increase Resident Intergovernmental Agency Call \$18 (10.0%) to \$193
6. Increase Non-Resident Intergovernmental Agency Call \$25 (10%) to \$275
7. Intergovernmental Agency Mileage equal to current IRS business mileage rate
8. Increase ALS1 (advance life support 1) rate for residents \$120 (20.0%) to \$720
9. Increase ALS1 (advance life support 1) rate for non-residents \$156 (20.0%) to \$936
10. Increase ALS1 (advance life support 1) Calls for Assistance \$25 (10.0%) to \$275
11. Increase ALS2 (advance life support 2) rate for residents \$38 (5.0%) to \$788
12. Increase ALS2 (advance life support 2) rate for non-residents \$47 (5.0%) to \$977

The following projection is presented:

Expenditures:	
Total 2016 Proposed Budget	<u>\$1,252,000</u>
Revenue and Other Sources:	
Projected fees using the new rates	\$1,538,200
Medicare/Medicaid Adjustment	(450,000)
Proposed contracts with contract communities	327,567
Contract with St. Joseph's for backup service	15,225
State Medical Transportation Supplement	43,000
Act 102 Grant	7,500
Subtotal	<u>1,481,492</u>
Excess revenues over expenditures	<u>(229,492)</u>
Total Revenues and Other Sources	<u>\$1,252,000</u>

cc Fire Chief
 City Administrator
 Finance Director

Utilizing Ambulance Contract & Rate Study

Account Number	Account Title	Balance 12/31/2014	
605.11100	Treasurer's Working Cash	(\$110,735)	
605.13810	Other Accounts Receivable	2,914	
605.13820	Ambulance Accounts Receivable	222,966	
605.16200	Prepaid Expenses	0	
605.21100	Accounts Payable	(12,961)	
605.21420	GO Notes Payable	(29,219)	
605.21538	PEHP Payable	(9,994)	
605.21700	Accrued Wages Payable	(21,240)	
605.21900	Other Accounts Payable	0	
605.23500	Ambulance Contracts Deposit	(18,071)	
	Net Cash 12/31/14		\$23,660

2015 Operation (From 2016 Department Estimated Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service	884,041	
605.47000	Intergovernmental Charges (Contracts)	313,658	
605.48000	Miscellaneous	900	1,249,097

Expenses

605.51510	Finance	(\$114,046)	
605.52310	Ambulance	(994,445)	
605.53665	Depreciation	(98,000)	
605.58291	Debt Interest Expense	(17,980)	(1,224,471)

Add-back Depreciation (noncash expense)	98,000
Less cash used for debt principal payments	(29,219)
Less cash used for capital additions	(117,643)

Projected Net Cash 12/31/15 (576)

2016 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(1,029,663)	
605.53665	Depreciation	(89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(212,272)

Projected Net Cash 12/31/16 72,391

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases (\$240,609)

2017 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(\$1,029,663)	
605.53665	Depreciation	(\$89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(57,625)

Projected Net Cash 12/31/17 300,005

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases (\$12,995)

2018 Operations (From 2016 Department Proposed Budget)

Revenues

605.43000	Intergovernmental	\$50,500	
605.46000	Public Charges for Service (includes rate study)	1,103,425	
605.47000	Intergovernmental Charges (incl proposed contracts)	328,000	
605.48000	Miscellaneous	6,100	1,488,025

Expenses

605.51510	Finance	(\$116,255)	
605.52310	Ambulance	(1,029,663)	
605.53665	Depreciation	(89,000)	
605.58291	Debt Interest Expense	(17,082)	(1,252,000)

Add-back Depreciation (noncash expense)	89,000
Less cash used for debt principal payments (estimated)	(39,786)
Less cash used for capital additions (2016 Dept Request Budget)	(56,681)

Projected Net Cash 12/31/18 528,563

Less three months cash flow reserve (25% of expenditures) (313,000)

Net Available for Future Capital Purchases \$215,563

CITY OF MARSHFIELD AMBULANCE SERVICE
COMPARATIVE RATES OF AREA COMMUNITIES

COMMUNITY/SERVICE	BLS RATE		ALS1 RATE		ALS2 RATE	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Chippewa Falls Fire & Emergency	725	800	825	900	925	1000
Eau Claire Fire & Rescue	850	1,050	900	1,150	1,000	1,250
Chippewa Fire Protection District*	825	950	950	1,050	1,050	1,125
Stevens Point	625	700	775	850	775	850
Mausau Fire Department	575	750	650	850	725	950
Wisconsin Rapids*	472	585.50	613	726.50	752.50	896
Altoona*	500	600	625	700	725	825
Ashwaubenon*	525	650	625	750	650	800
DePere	575	780	675	825	725	900
Fond du Lac*	600	600	700	700	750	750
Kaukauna*	550	600	650	700	700	750
Manitowoc*	625	725	750	850	770	870
Two Rivers	660	735	750	825	770	845
Marshfield (Current)	500	570	600	780	750	930
Mean (Average)	\$615	\$728	\$721	\$833	\$793	\$910
Median (Mid-point)	\$598	\$713	\$698	\$825	\$760	\$883
Marshfield (Proposed)	\$600	\$804	\$720	\$936	\$788	\$977
Estimated 2015 Marshfield Medicare emergency	348		413		591	
Estimated 2015 Marshfield Medicare non-emergency	218		413		591	
Current Marshfield Medicare emergency	348.08		413.35		590.69	
Current Marshfield Medicare non-emergency	217.55		413.35		590.69	

* Indicates rates from 2014, no updated rates provided by community

RESOLUTION NO. 2015-55

WHEREAS, the ambulance rates are set with the goal to recover costs of providing ambulance service; and

WHEREAS, the justification for setting service rates is to spread the costs of the ambulance service primarily to the user as opposed to the general taxpayer; and

WHEREAS, a periodic analysis of the rate structure for the ambulance service is essential to ensure that appropriate costs are captured in the ambulance rates; and

WHEREAS, the Finance Department has examined the rate structure of the Ambulance Service to recommend changes, as appropriate; and

WHEREAS, the Assistant Finance Director presented the findings and study conclusions to the Fire and Police Commission and the Finance, Budget and Personnel Committee on November 5, 2015 and November 17, 2015 respectively; and

WHEREAS, the Finance Department computed new rates by comparing the Ambulance Service's current rates with those of surrounding communities; reviewed the costs to be recovered by the new rates (2016 EMS Fund Proposed Budget) and taking into account the rules, regulations and laws determining Medicare and Medical Assistance reimbursements; and

WHEREAS, it is highly appropriate for the users to be charged for the cost of operating an ambulance service; and

WHEREAS, the proposed 2016 budget assumes the implementation of new ambulance rates.

NOW, THEREFORE, BE IT RESOLVED, that the attached ambulance service rate schedule as recommended by the Accounting Manager be implemented effective January 1, 2016 and that management be authorized to charge these rates to users of the ambulance service.

ADOPTED _____

Chris L. Meyer, Mayor

APPROVED _____

Deb. M. Hall, City Clerk

ATTACHMENT TO RESOLUTION NO. 2015-55

CITY OF MARSHFIELD AMBULANCE SERVICE
RATE SCHEDULE EFFECTIVE JANUARY 1, 2016

	<u>Current Rates</u>	<u>Proposed Increase</u>	<u>Proposed Rates</u>
<u>ADVANCED LIFE SUPPORT 1 (ALS1)</u>			
Resident/Contract Area	600.00	120.00	720.00
Non-Resident/Out of contract area	780.00	156.00	936.00
Neonatal & Special Peds	430.00	0.00	430.00
Calls for Assistance	250.00	25.00	275.00
No pick-up	0.00	0.00	0.00
Intercept Service Contract - SJH	410.00	0.00	410.00
<u>ADVANCED LIFE SUPPORT 2 (ALS2)</u>			
Resident/Contract Area	750.00	38.00	788.00
Non-Resident/Out of contract area	930.00	47.00	977.00
No pick-up	0.00	0.00	0.00
<u>STANDARD BASE RATE #1 (BLS)</u>			
Resident/Contract Area	500.00	100.00	600.00
Non-Resident/Out of contract area	670.00	134.00	804.00
Calls for Assistance	175.00	18.00	193.00
No pick-up	0.00	0.00	0.00
Resident Intergovernmental Agency Call	175.00	18.00	193.00
Non-Resident Intergovernmental Agency Call	250.00	25.00	275.00
<u>MILEAGE CHARGES PER LOADED MILE</u>			
Resident/Contract Area	10.40	0.60	11.00
Non-Resident/Out of contract area	10.40	0.60	11.00
Neonatal & Special Peds	7.50	0.00	7.50
Resident/Non-Resident Intergovt Agency Call	Current IRS Business Mileage Rate		



City of Marshfield Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Steve Barg, City Administrator
DATE: November 17, 2015
RE: Elected officials compensation

BACKGROUND

An election will be held in the City of Marshfield on April 5, 2016. The position of Mayor and Council members in Districts 1, 3, 5, 7, and 9 will be filled for a 2-year term starting on April 19, 2016. It is appropriate to establish a salary level prior to the end of the filing period for candidates interested in these positions.

ANALYSIS:

Here is a salary survey for the positions of Council member and Mayor, showing that our Council salaries are \$900 below the average, while the Mayor's salary is \$6,926 above the average. Neither position is eligible for insurance through the City of Marshfield.

Council members:

Chippewa Falls	\$3,000	Council President receives \$500 additional per year
DePere	\$6,392	
Superior	\$4,800	
Wausau	\$5,355	
Stevens Point	\$5,300	Council President receives \$100 additional per year
Wisconsin Rapids	\$5,880	
Marshfield	\$4,000	
Average including Marshfield	\$4,961	

Mayor:

Marshfield	\$24,300	¹
DePere	\$22,299	
Middleton	\$14,400	
Franklin	\$21,600	²
Mequon	\$9,600	
Sun Prairie	\$20,000	
West Bend	\$9,418	³
Average including Marshfield	\$17,374	

¹ Includes \$150 in town expenses

² Includes monthly mileage payment

³ Includes \$150 in town expenses

RECOMMENDATION

Staff recommends that the FBP Committee review the attached information, and determine whether to recommend any changes to the full Council. If adjustments are made, they would only take effect as future elections occur.