



CITY OF MARSHFIELD

MEETING NOTICE

AMENDED

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, JUNE 21, 2016
Council Chambers, City Hall Plaza
5:30 p.m.**

1. Call to Order – Alanna Feddick, Chairperson
2. Citizen Comments
3. Consent Agenda
 - a) Approval of Minutes of June 7, 2016 meeting
 - b) Approve Bills and Payroll
 - c) May 2016 Treasury Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request to recommend to the Common Council to increase the City's room tax rate from 6% to 8%. Presented by Steve Barg, City Administrator

Recommended Action: Recommend to the Common Council to increase the City's room tax rate from 6% to 8%
6. Request to authorize staff to sign an engagement letter for financial software assessment services with SVA Consulting, LLC. Presented by Keith Strey, Finance Director

Recommended Action: Authorize staff to sign letter of engagement as presented
7. Request to approve aligning life insurance benefits for all non-represented staff (revised from June 7th). Presented by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator

Recommended Action: Approve alignment of life insurance benefit
8. Request to change the July 5th meeting time to 6:00 p.m. or immediately after the Board of Public Works meeting. Presented by Steve Barg, City Administrator

Recommended Action: Change the July 5th meeting time to 6:00 p.m. or after BPW
9. Adjourn to closed session under Wisconsin Statutes 19.85 (1)(c) "Consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises control."

FINANCE, BUDGET AND PERSONNEL COMMITTEE
June 21, 2016

- Placement of employee on compensation plan

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 20, 2016 at 5:15 p.m. by Deb M. Hall, 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 7, 2016

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

PRESENT: Alderpersons Alanna Feddick, Rich Reinart, Jason Zaleski (arrived at 5:40 p.m.), Rebecca Spiros, and Peter Hendler.

ABSENT: None

ALSO PRESENT: Alderpersons Wagner and Earll, City Administrator Barg, and City Personnel (Keith Strey, Jennifer Rachu, Dan Knoeck, Eng Ng, Joan Spencer, Bob Haight and Deb M. Hall)

Citizen Comments

None

FBP16-049 Motion by Spiros, second by Reinart to approve the items on the consent agenda:

1. Minutes of the May 17, 2016 meeting.
2. Bills in the amount of \$3,595,146.68.
3. Monthly Position Control Report as of May 31, 2016.
4. Report of Personnel Actions of June 7, 2016.

Motion carried

No items were removed from the consent agenda.

FBP16-050 Motion by Hendler, second by Spiros to recommend approval to the Common Council of Budget Resolution No. 14-2016, transferring \$120,000 from Airport Outlay Fund to the Infrastructure Construction Fund to fund the engineering cost of the 29th Street (Washington to Hume) project.

Motion carried

FBP16-051 Motion by Reinart, second by Spiros to recommend approval to the Common Council of Budget Resolution No. 15-2016, transferring \$2,000,000 from long-term borrowing to TIF #9 for Financial Incentives per the Development Agreement with Forward Financial.

Motion carried

FBP16-052 Motion by Reinart, second by Spiros to approve Employer Solutions as the City of Marshfield's EAP provider and implementation of the program as of July 1, 2016.

Motion carried

FBP16-053 Motion by Hendler, second by Spiros to approve the alignment of the Life Insurance benefits for benefit-eligible non-represented City Employees and WRS eligible employees as of July 1, 2016.

Motion carried

Aldersperson Zaleski joined the meeting.

FBP16-054 Motion by Spiros, second by Hendler to authorize staff to solicit quotes for assessing software, and bring back a recommendation for the Committee's review and consideration next month.

Motion carried

FBP16-055 Motion by Hendler, second by Zaleski to approve management's collective bargaining team for negotiations with the police/fire unions. The bargaining team will be comprised of the following members:

- Ed Wagner, Council Member
- Steve Barg, City Administrator
- Jennifer Rachu, Human Resource Manager/Asst. to the City Administrator
- Rick Gramza, Police Chief
- Bob Haight, Fire Chief

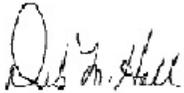
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Reinart to adjourn at 5:45 p.m.

Motion carried



Deb M. Hall
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to **\$817,626.48** and General Expense Bills for **MAY, 2016** amounting to **\$1,231,705.69** be allowed paid and charged to their proper accounts.

Chairman

**CITY OF MARSHFIELD
SCHEDULE OF BILLS FOR APPROVAL
6/22/2016**

**PREPAID BILLS
PREPAID BILLS PAID BY CHECK**

Check #	Check Date	Vendor Name	Amount
87923	6/10/2016	ALLIANT ENERGY WP&L	\$38.08
87924	6/10/2016	CHARTER COMMUNICATIONS	\$295.10
87925	6/10/2016	DEPT OF WORKFORCE DEVELOPMENT	\$225.56
87926	6/10/2016	FRONTIER	\$842.44
87927	6/10/2016	MARSHFIELD CLINIC	\$7,441.60
87928	6/10/2016	MARSHFIELD UTILITIES	\$53,494.19
87929	6/10/2016	TDS TELECOM	\$343.44
87930	6/10/2016	TELRITE CORPORATION	\$36.03
87931	6/10/2016	US CELLULAR	\$2,258.10
87932	6/10/2016	VERIZON WIRELESS	\$743.34
87933	6/10/2016	WE ENERGIES	\$34.22
87934	6/10/2016	WISCONSIN MEDIA	\$1,258.28
87935	6/14/2016	SECURIAN FINANCIAL GROUP, INC.	\$5,789.67
87936	6/14/2016	SECURITY HEALTH PLAN	\$223,650.12
		TOTAL PREPAID BILLS PAID BY CHECK	\$296,450.17

ACH PAYMENTS

6/10/2016	DEPT OF WORKFORCE DEVELOPMENT	\$45.00
	TOTAL ACH PAYMENTS	\$45.00

PREPAID BILLS PAID BY EFT

EFT000000005939	6/13/2016	DARREN LARSON	\$473.01
		TOTAL PREPAID BILLS PAID BY EFT	\$473.01

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000005940	6/22/2016	AIR COMMUNICATIONS OF CENTRAL	\$579.00
EFT000000005941	6/22/2016	ALLEN PRECISION EQUIPMENT INC	\$44.24
EFT000000005942	6/22/2016	AMERICAN PAVEMENT SOLUTIONS	\$45,188.25
EFT000000005943	6/22/2016	AMERICAN WELDING & GAS INC	\$162.92
EFT000000005944	6/22/2016	JASON ANGELL	\$144.72
EFT000000005945	6/22/2016	ARAMARK UNIFORM SERVICES	\$76.06
EFT000000005946	6/22/2016	ATHENS VETERINARY SERVICE INC	\$1,130.20
EFT000000005947	6/22/2016	AUDIO EDITIONS	\$250.68
EFT000000005948	6/22/2016	B & B LAWN CARE LLC	\$11,249.00
EFT000000005949	6/22/2016	JARED BEAUCHAMP	\$64.33
EFT000000005950	6/22/2016	BEAVER OF WISCONSIN INC	\$362.50
EFT000000005951	6/22/2016	LORI BELONGIA	\$185.00
EFT000000005952	6/22/2016	BOUND TREE MEDICAL, LLC	\$870.63
EFT000000005953	6/22/2016	BRUCE MUNICIPAL EQUIPMENT	\$2,003.47
EFT000000005954	6/22/2016	CARQUEST AUTO PARTS	\$305.01
EFT000000005955	6/22/2016	CAVU LLC	\$5,775.00
EFT000000005956	6/22/2016	CDW GOVERNMENT INC	\$1,501.43
EFT000000005957	6/22/2016	CENTRAL STATE SUPPLY CORP	\$68.95
EFT000000005958	6/22/2016	DALCO ENTERPRISES, INC.	\$1,238.61

Check #	Check Date	Vendor Name	Amount
EFT000000005959	6/22/2016	DEMCO	\$97.60
EFT000000005960	6/22/2016	DOINE EXCAVATING INC	\$46,257.40
EFT000000005961	6/22/2016	AMANDA DUER	\$9.72
EFT000000005962	6/22/2016	TRAVIS ESSER	\$139.23
EFT000000005963	6/22/2016	FIRE & SAFETY EQUIPMENT IV INC	\$530.50
EFT000000005964	6/22/2016	GALE/CENGAGE LEARNING	\$38.92
EFT000000005965	6/22/2016	GRAINGER	\$85.95
EFT000000005966	6/22/2016	RICHARD GRAMZA	\$45.90
EFT000000005967	6/22/2016	GRANICUS INC	\$600.00
EFT000000005968	6/22/2016	DEB HALL	\$100.00
EFT000000005969	6/22/2016	HEINZEN PRINTING INC	\$601.00
EFT000000005970	6/22/2016	INGRAM LIBRARY SERVICES INC	\$182.42
EFT000000005971	6/22/2016	INNOVATIVE INTERFACES INC	\$21,105.41
EFT000000005972	6/22/2016	MARK KIVELA	\$100.00
EFT000000005973	6/22/2016	DAN KNOECK	\$239.71
EFT000000005974	6/22/2016	BRENDAN LANGJAHR	\$30.00
EFT000000005975	6/22/2016	BRYAN LINZMEIER	\$40.00
EFT000000005976	6/22/2016	MERKEL COMPANY INC	\$61,624.79
EFT000000005977	6/22/2016	MIDSTATE TRUCK SERVICE	\$17.16
EFT000000005978	6/22/2016	MIDWEST TAPE	\$1,169.38
EFT000000005979	6/22/2016	JOSH MILLER	\$164.23
EFT000000005980	6/22/2016	ALEXANDER MITCHELL	\$211.92
EFT000000005981	6/22/2016	MONROE TRUCK EQUIPMENT	\$49.58
EFT000000005982	6/22/2016	MSA PROFESSIONAL SERVICES INC	\$39,386.92
EFT000000005983	6/22/2016	NIEHAUS/PATRICK	\$9.46
EFT000000005984	6/22/2016	NORTHERN SAFETY CO INC	\$188.62
EFT000000005985	6/22/2016	LANCE OLDHAM	\$161.74
EFT000000005986	6/22/2016	ANDREW OTT	\$110.00
EFT000000005987	6/22/2016	DOMINIC POESCHEL	\$93.31
EFT000000005988	6/22/2016	POMP'S TIRE SERVICE INC	\$175.00
EFT000000005989	6/22/2016	POWER PAC INC	\$229.99
EFT000000005990	6/22/2016	JENNIFER RACHU	\$38.88
EFT000000005991	6/22/2016	REIGEL PLUMBING & HEATING INC	\$277.62
EFT000000005992	6/22/2016	RON'S REFRIGERATION INC	\$97,403.50
EFT000000005993	6/22/2016	SAFE FAST INC	\$341.82
EFT000000005994	6/22/2016	DAVID F SANDERS	\$1,375.00
EFT000000005995	6/22/2016	SCHOOL DISTRICT OF MARSHFIELD	\$100.00
EFT000000005996	6/22/2016	TRAVIS SHERDEN	\$47.52
EFT000000005997	6/22/2016	SHERWIN WILLIAMS COMPANY	\$1,148.09
EFT000000005998	6/22/2016	SIRCHIE FINGER PRINT LABORATORIES	\$161.94
EFT000000005999	6/22/2016	SJS EXCAVATING LLC	\$8,640.00
EFT000000006000	6/22/2016	V & H AUTOMOTIVE MARSHFIELD	\$574.57
EFT000000006001	6/22/2016	EMILY VINCENT	\$12.15
EFT000000006002	6/22/2016	SAM WARP JR.	\$35.00
EFT000000006003	6/22/2016	ERIK WESTMAN	\$1,625.75
EFT000000006004	6/22/2016	WOOD COUNTY HEALTH DEPARTMENT	\$360.00
TOTAL CURRENT BILLS PAID BY EFT			\$357,137.70

CURRENT BILLS PAID BY CHECK

87937	6/22/2016	ABLE DISTRIBUTING	\$9,210.46
87938	6/22/2016	AETNA	\$323.80
87939	6/22/2016	AMERICAN HIGHWAY PRODUCTS, LTD.	\$2,508.65
87940	6/22/2016	AMERICAN RED CROSS	\$162.00

Check #	Check Date	Vendor Name	Amount
87941	6/22/2016	DONNA ANDERSON	\$100.00
87942	6/22/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$177.83
87943	6/22/2016	ASSOCIATED BANK	\$463.00
87944	6/22/2016	ASSOCIATED SERVICE CENTER	\$777.15
87945	6/22/2016	AURORA COMMUNITY SERVICES	\$100.00
87946	6/22/2016	BAKER AND TAYLOR INC	\$2,469.83
87947	6/22/2016	BAY STEEL & FABRICATION LLC	\$12.72
87948	6/22/2016	BESTIMATE LLC	\$735.00
87949	6/22/2016	THE BOSON COMPANY INC	\$45,531.60
87950	6/22/2016	BROOKS TRACTOR INC	\$98.85
87951	6/22/2016	ELLEN BRUNO	\$64.00
87952	6/22/2016	CARRICO AQUATIC RESOURCES INC	\$1,685.25
87953	6/22/2016	DARREL CASPERSON	\$175.00
87954	6/22/2016	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$1,945.00
87955	6/22/2016	CHIPPEWA VALLEY TECHNICAL COLLEGE	\$60.00
87956	6/22/2016	STEVE FUEHRER	\$480.00
87957	6/22/2016	COLD SPRING GRANITE COMPANY	\$415.00
87958	6/22/2016	Commercial Interiors	\$40,000.00
87959	6/22/2016	COMPLETE OFFICE OF WISCONSIN	\$118.71
87960	6/22/2016	CONTINGENCY PLANNING SOLUTIONS INC	\$600.00
87961	6/22/2016	CREATIVE PAINT & DECORATING	\$188.94
87962	6/22/2016	GEORGE VAN STEDUM	\$230.00
87963	6/22/2016	CTL COMPANY INC	\$460.51
87964	6/22/2016	DAMARC QUALITY INSPECTION SERVICES	\$240.00
87965	6/22/2016	JAMES DAVIS	\$32.50
87966	6/22/2016	DETECTION INSTRUMENTS CORPORATION	\$375.49
87967	6/22/2016	DORSHORST TRUCKING & EXCAVATING LLC	\$475.00
87968	6/22/2016	KATHY DZIKOWICH	\$100.00
87969	6/22/2016	EXCAVISION, INC	\$1,550.00
87970	6/22/2016	FALCON ALTERNATOR & STARTER	\$365.78
87971	6/22/2016	FASTENAL COMPANY	\$350.58
87972	6/22/2016	FEDERAL EXPRESS	\$10.71
87973	6/22/2016	FESTIVAL FOODS	\$84.92
87974	6/22/2016	FIRE APPARATUS & EQUIP INC	\$65.85
87975	6/22/2016	FIRE SAFETY USA INC	\$185.00
87976	6/22/2016	FIRESTONE DIVERSIFIED PRODUCTS LLC	\$12,846.85
87977	6/22/2016	FRONTIER	\$873.85
87978	6/22/2016	GEGARE PURCHASING	\$31,000.00
87979	6/22/2016	GEGARE TILE INC	\$9,025.00
87980	6/22/2016	GENERAL FARM SUPPLY INC	\$268.50
87981	6/22/2016	L F GEORGE INC	\$48,752.00
87982	6/22/2016	KATHY GEORGE	\$100.00
87983	6/22/2016	REUBEN GESSERT	\$88.07
87984	6/22/2016	H&S MANUFACTURING	\$100.00
87985	6/22/2016	HACH COMPANY	\$1,122.19
87986	6/22/2016	JEROME HECKEL	\$100.00
87987	6/22/2016	HILLER'S HARDWARE INC	\$404.54
87988	6/22/2016	HRDIRECT	\$830.69
87989	6/22/2016	EMERGENCY SERVICES MARKETING CORP, INC	\$350.00
87990	6/22/2016	JEFFERSON FIRE AND SAFETY INC	\$172.37
87991	6/22/2016	E O JOHNSON COMPANY	\$373.00
87992	6/22/2016	ROBERT A JONES	\$26.82
87993	6/22/2016	K & C CLEANING LLC	\$350.00

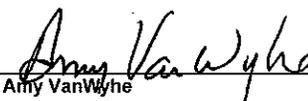
Check #	Check Date	Vendor Name	Amount
87994	6/22/2016	GEORGI SARTAIN	\$60.00
87995	6/22/2016	KNOWLEDGELAKE	\$7,295.60
87996	6/22/2016	KOHEL DRYWALL LLC	\$9,590.25
87997	6/22/2016	ALYCIA KREBS	\$100.00
87998	6/22/2016	LINCOLN CONTRACTORS SUPPLY	\$301.29
87999	6/22/2016	MABAS WISCONSIN	\$200.00
88000	6/22/2016	MALLS4U, LLC	\$100,000.00
88001	6/22/2016	MARSHFIELD AREA CHAMBER	\$18.00
88002	6/22/2016	MARSHFIELD GLASS LLC	\$590.80
88003	6/22/2016	MARSHFIELD PARKS & REC DEPT	\$14.74
88004	6/22/2016	MARSHFIELD POLICE DEPT PETTY CASH	\$149.75
88005	6/22/2016	NANCY NYHAGEN	\$25.00
88006	6/22/2016	MARIE MEDINA	\$100.00
88007	6/22/2016	MENARDS	\$602.32
88008	6/22/2016	RON MEYERS AND SON LLC	\$391.50
88009	6/22/2016	MID WISCONSIN SUPPLY, LLC	\$6,598.13
88010	6/22/2016	MIDWEST CONSTRUCTION MATERIALS	\$10,846.74
88011	6/22/2016	MUNICIPAL ENVIRONMENTAL GROUP	\$2,095.17
88012	6/22/2016	NAPA AUTO PARTS	\$336.59
88013	6/22/2016	NEXGEN BUILDING SUPPLY	\$2,821.69
88014	6/22/2016	NICOLET AREA TECHNICAL COLLEGE	\$4,203.06
88015	6/22/2016	KRISTIN NIEHAUS	\$100.00
88016	6/22/2016	NORTHCENTRAL TECHNICAL COLLEGE	\$1,189.00
88017	6/22/2016	OFFICE MAX INCORPORATED	\$72.31
88018	6/22/2016	OMNI GLASS & PAINT INC	\$47,500.00
88019	6/22/2016	LUCILLE PANZER	\$28.24
88020	6/22/2016	JONATHON & KIMBERLY PATEFIELD	\$500.00
88021	6/22/2016	PIONEER PRODUCTS INC	\$394.55
88022	6/22/2016	CONNIE PORTER	\$100.00
88023	6/22/2016	ALEX POWELL	\$128.58
88024	6/22/2016	PRECISE MRM LLC	\$52.31
88025	6/22/2016	PRECISION FIRE SUPPRESSION	\$19,000.00
88026	6/22/2016	PROVISION PARTNERS	\$1,160.18
88027	6/22/2016	PUBLIC ENGINES INC	\$4,719.20
88028	6/22/2016	QC PAINTING	\$9,500.00
88029	6/22/2016	QUALITY ROOFING INC	\$15,565.09
88030	6/22/2016	JEFFREY NIKOLAI	\$148.76
88031	6/22/2016	ROME PUBLIC LIBRARY	\$10.99
88032	6/22/2016	RUNNING INC	\$33,976.44
88033	6/22/2016	RURAL VIRTUAL ACADEMY	\$100.00
88034	6/22/2016	SCAFFIDI TRUCK CENTER	\$36.60
88035	6/22/2016	TAWNIA SCHAR	\$100.00
88036	6/22/2016	ALBERT SCHIFERL	\$160.00
88037	6/22/2016	CATHY SCHNEIDER	\$100.00
88038	6/22/2016	MARTHA SCOTT	\$30.00
88039	6/22/2016	SECURITY HEALTH PLAN	\$100.00
88040	6/22/2016	SECURITY HEALTH PLAN	\$249.00
88041	6/22/2016	SHOWCASES	\$863.46
88042	6/22/2016	SPEE-DEE DELIVERY SERVICE INC	\$86.68
88043	6/22/2016	SPENCER YOUTH BASEBALL	\$100.00
88044	6/22/2016	ST VINCENT DE PAUL	\$100.00
88045	6/22/2016	STRATEGIC INSIGHTS, INC	\$1,100.00
88046	6/22/2016	TASK FORCE TIPS	\$72.32

Check #	Check Date	Vendor Name	Amount
88047	6/22/2016	TRANSUNION RISK AND ALTERNATIVE	\$25.00
88048	6/22/2016	TRAVELING LANTERN THEATRE CO	\$395.00
88049	6/22/2016	TRIANGLE GRAVEL INC	\$150.00
88050	6/22/2016	TRIERWEILER CONSTRUCTION	\$31,259.69
88051	6/22/2016	TRAVIS LINDEKUGEL	\$65.00
88052	6/22/2016	TWEET/GAROT MECHANICAL INC	\$5,665.39
88053	6/22/2016	UNIFIRST CORPORATION	\$296.46
88054	6/22/2016	UNITED MAILING SERVICE INC	\$1,203.75
88055	6/22/2016	UNIVERSITY OF WI	\$2,492.50
88056	6/22/2016	US CELLULAR	\$320.50
88057	6/22/2016	VAN BERGEN & MARKSON INC	\$80.72
88058	6/22/2016	VIKING ELECTRIC SUPPLY INC	\$12,566.75
88059	6/22/2016	WAAO	\$100.00
88060	6/22/2016	WAUKESHA CTY TECHNICAL COLLEGE	\$265.80
88061	6/22/2016	WEILER ENTERPRISES	\$21.00
88062	6/22/2016	WEILER TRANSPORTATION LLC	\$393.93
88063	6/22/2016	ERLAN R. WENZEL	\$150.00
88064	6/22/2016	WEPAK-N-SHIP	\$200.71
88065	6/22/2016	WI DEPARTMENT OF JUSTICE	\$224.00
88066	6/22/2016	STATE OF WISCONSIN	\$200.00
88067	6/22/2016	WMCA	\$125.00
88068	6/22/2016	WI NATURAL RESOURCES	\$21.97
88069	6/22/2016	WOLFGRAM, GAMOKE & HUTCHINSON TRUST	\$17,155.29
88070	6/22/2016	WOOD COUNTY REGISTER OF DEEDS	\$120.00
88071	6/22/2016	HEATHER WUCHERPFENNIG	\$100.00
88072	6/22/2016	WVOA	\$50.00
88073	6/22/2016	DONNA ZYGARLICHE	\$554.00
		TOTAL CURRENT BILLS PAID BY CHECK	\$577,599.81
		TOTAL PREPAID BILLS	\$296,923.18
		TOTAL ACH PAYMENTS	\$45.00
		TOTAL CURRENT BILLS	\$934,737.51
		GRAND TOTAL	\$1,231,705.69

TREASURY REPORT

May 2016

	May	April
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	511,006.66	
	TOTAL PREVIOUS CASH BALANCE:	\$517,516.66 \$1,423,583.52
RECEIPTS:		
Citizens State Bank -----	6,317,265.18	
Citizens State Bank Interest -----	821.73	
L-T Investment Interest Rec -----		
Tax collection -----		
	TOTAL CASH RECEIPTS:	\$6,318,086.91 \$7,732,222.11
DISBURSEMENTS:		
Citizens State Bank -----	6,019,580.36	
	TOTAL CASH DISBURSEMENTS:	\$6,019,580.36 \$8,638,288.97
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$816,023.21 \$517,516.66
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	2,991,649.44	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	11,991,605.22	
LGIP Int rate/earning 0.42% -----	4,529.94	
	\$16,987,784.60	\$20,766,351.25
TOTAL GENERAL CITY CASH & INVESTMENTS	\$17,803,807.81	\$21,283,867.91
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MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	2,354,032.07	
Citizens Bank Utility Receipt -----	4,594,949.90	
Citizens Bank Utility Disburs -----	4,440,101.10	
MU BOOK BALANCE:	\$2,508,880.87	\$2,354,032.07
MU INVESTMENTS:	\$20,840,672.65	\$20,931,349.03
TOTAL MU CASH & INVESTMENTS:	\$22,344,098.68	\$22,344,098.68
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TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	\$3,324,904.08 \$2,871,548.73
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfld Utilities -----	2,564,956.53	
Citizens Bank General City -----	1,024,884.75	
	TOTAL BANK BALANCE:	3,596,351.28
	(OUTSTANDING CHECKS) -----	271,447.20
TOTAL BANK BALANCE (CASH):	\$3,324,904.08	\$2,871,548.73
CASH ON HAND :	\$100.00	\$100.00
<hr/>		
TOTAL INVESTMENTS:	\$37,828,457.25	\$41,697,700.28
<hr/>		
TOTAL CASH & INVESTMENTS:	\$41,153,361.33	\$44,569,249.01

Submitted by: 
Amy VanWyke
Accounting Manager



City of Marshfield Memorandum

DATE: June 17, 2016
TO: Finance, Budget & Personnel Committee
FROM: Steve Barg, City Administrator
RE: Possible increase in City's room tax rate

Background

Wisconsin Statutes allows municipalities to impose a tax on rooms provided at hotels and other lodging facilities. These monies are to be used for tourism and promotion activities. Marshfield's room tax rate is 6%, but State law provides that a maximum rate of 8% may be charged, and Wausau, Stevens Point, and Wisconsin Rapids are all currently at 8%.

Analysis

Under State law and Marshfield Municipal Code, funds collected through the first 4% are split evenly by the Convention & Visitors Bureau (CVB) and City of Marshfield (for use by our Parks & Recreation Department). The remaining 2% is divided as follows: 70% to CVB; 30% to the City for Parks & Recreation. Total room tax collection in Marshfield is now estimated at \$325,000, with \$185,000 going to CVB and \$140,000 going to the City. Assuming no changes in room rates, vacancies, etc., a 2% increase would generate about \$108,000, with \$75,000 for CVB, and \$33,000 for the Parks & Recreation Department.

Benefits

I've attached a request from Matt McLean, Executive Director of Marshfield Convention & Visitors Bureau, Inc. outlining how the additional revenue could help them improve tourism/promotion efforts, bringing more visitors to Marshfield and enhancing economic development. As indicated on his request, they have talked with lodging owners, who are quite supportive. The City would also benefit from the extra funds, which is important as we strive to maintain and improve our recreational facilities in difficult financial times.

Recommendation

Staff recommends that the Committee consider recommending to the Council an increase in the City's room tax rate from 6% to 8%, effective as of a date yet to be determined.

The Marshfield Convention & Visitors Bureau (CVB) supports the proposal of a 2% hotel/motel room tax increase in the City of Marshfield.

The Marshfield Convention & Visitors Bureau's mission is to develop and market Marshfield as a destination to attract visitors to our area, encourage overnight stays at our lodging establishments and foster economic activity.

- The CVB has reached out to partner hotel owners and managers and received support from a strong majority to increase promotion and development of our tourism elements with a 2% room tax increase for Marshfield.
- Room tax on average in Wisconsin is at 8% with some regions as high as 10-11% for tourism funding. Marshfield, at a 6% room tax is behind the competition in our state for tourism funding. Our main competitors in Stevens Point, Wisconsin Rapids, Wausau and approx. 70% of the CVBs in the state are at an 8% room tax or more.
(Source: Wisconsin Association of CVB's numbers)
- A 2% Room tax increase would generate approx. **\$100,000** in revenue. Based on Wisconsin State Statute 66.0615, 70% would go to tourism funding and **30%** would go to the city. The Marshfield CVB would utilize this additional funding of approximately **\$70,000** per year to increase marketing & development of Marshfield as a leisure, sports, and meeting/convention destination.
- The tax will be paid by visitors staying in Marshfield hotels and will not be an advertised cost. Hotels advertise their room rates not including tax. The average room rate in Marshfield over the last 12 months as of May 2016 is advertised at \$87.15 referenced via Smith Travel Research. So a total of \$97.17 is on the bill as the guest checks out including all taxes of 11.5%. If we increase the room tax by 2% it would be an average of \$98.92, so an increase of only \$1.75.
- Marshfield CVB will utilize new funding in conjunction with current resources to:
 - (1) Increase work with local sports organizations and Marshfield Parks and Recreation to increase sports development and the amount and size of sporting tournaments in Marshfield
 - (a) Such as success with Small Town Baseball, Marshfield Youth Hockey, and Great North West Basketball League that bring thousands of visitors to Marshfield and capturing future events such as American Legion Baseball 2016 & 2017 Tournaments, 2016 & 2017 Cornhole State Championships
 - (2) Increase promotion and draw more visitors for established festivals including: Dairyfest, Hub City Days, Central Wisconsin State Fair, Maple Fall Fest, and Rotary Winter Wonderland. Marshfield and Wood County were recently chosen to host Farm Technology Days 2018.
- We will use funding to increase marketing of our #1 tourist attraction as voted by the Best of Marshfield, Wildwood Zoo, and the new attraction of the unique Kodiak Bear Exhibit. The CVB has already committed **\$75,000** towards building the Kodiak Bear Exhibit project and also wrote

and received grant funding in excess of **\$50,000** in marketing of the Wildwood Zoo and Kodiak Bear Exhibit for a total of **\$125,000** in expenditures.

Tourism in Marshfield & Wood County is moving in the right direction and with additional room tax funding we can continue this trend and grow it.

- In Wood County, Direct Visitor spending in 2012 was roughly \$77.9 million and was tracked at **\$88 million** in 2015. This was an increase of **\$10.1 million** from 2012-2015. State and local taxes generated by tourism in Wood County equated to **\$11.3 million**. Tourism also supports **1 in 13** jobs and over **2,187** jobs in Wood County, and Marshfield is the main driver of this data with the largest population hub and most hotel rooms.
(Source: State Department of Tourism, Oxford Tourism Economics)
- *“For every \$1 spent on Wisconsin Tourism promotion on 2015 summer and fall advertising campaigns, \$8 was returned to state and local governments in incremental tax revenue.”*
(Source: State Department of Tourism)
- Examples of the economic impact for the Marshfield CVB related events are: Maple Fall Fest in 2015 was calculated at an estimated **\$250,000** in visitor spending. Small Town Baseball State Championships & World Series in 2015 had an estimated economic impact of **\$500,000**. This information was calculated using data from the State Department of Tourism, local hotels, and event organizers.

Conclusion

A 2% increase in hotel/motel room tax will create more revenue for area business by increasing visitors to Marshfield through marketing and development of attractions. More visitors, means more visitor spending, which will create more tax revenue for the city and tourism. By bringing more visitors to Marshfield and supporting events, tourism development, and attractions we can bring improvements in quality of life to local Marshfield residents as well.



**City of
Marshfield**

Memorandum

June 21, 2016

TO: Finance, Budget and Personnel Committee
FROM: Keith Strey, Finance Director
SUBJECT: Approval of Enterprise Business Software Assessment Consulting Services

BACKGROUND

In 2006 and 2007, the City of Marshfield completed a search and selection process for a new, integrated Enterprise Business Software (EBS) system to replace existing products while preparing for the future. This process involved all interested organization wide stakeholders to ensure the best possible solution was selected within budgetary and other limitations. Implementation of the selected solutions approved by the Common Council started in 2007. For background information, I've attached two images and an overview of the EBS system implemented since 2007 to demonstrate the full scope and breadth of this project.

ANALYSIS

Since selection of the EBS system in 2007, technology has changed significantly and updates to the software have been installed to keep current. However, a full review of processes the EBS system support, assessment of initial implementation in comparison to expected outcomes and effectiveness of integration between the suite of software programs have not been completed. The last major upgrade to the EBS system occurred in July 2015 that resulted in significant changes in project costing software affecting multiple processes as well as replacement of the financial reporting software which raised a number of issues to evaluate. Additionally, the City was informed in late 2015 that support for the current budget software would end in 2018 and staff was advised to begin looking for a replacement product.

Staff reviewed the EBS system status with Administrator Barg, indicating it was a high priority project to complete due to the wide ranging impact of potential changes. He agreed and directed the appropriate staff to contact SVA Consulting to obtain an engagement proposal to perform an assessment of the EBS system (ERP commonly used as well) as lead consultant for this project since 2007.

The last attachment is a Statement of Work proposal from SVA Consulting to perform this assessment. Primary focus areas of this assessment include:

1. Project Costing Process evaluation
2. Budgeting & Reporting Process evaluation

3. HR and Payroll Process evaluation

SVA proposes to conduct on-site interviews intended to obtain a clearer understanding of the current EBS system status as well as desired future outcomes. SVA proposes to deliver a written report outlining the key processes, their observations and, where possible, an actionable roadmap with options that may include process improvement, reconfiguration of existing software and/or recommendations for additional analysis. If approved, this assessment is expected to be completed by the end of July 2016 that will line up well with potential impacts to 2017 budget requests for future Common Council consideration.

This assessment is consistent with the last staffing study recommendation to continuously look for ways to increase efficiency through improved use of technology. Estimated cost for this engagement is \$17,160 plus expenses (primarily travel). No additional funding is requested as this would be funded by use of available Information Systems Continuing Appropriation funds for the EBS project approved by the Common Council in Resolution 2016-13 totaling \$66,412. Staff recommends approval to proceed forward with this engagement.

RECOMMENDATION

Approval of an engagement with SVA Consulting to perform an Enterprise Business Software system Assessment as proposed.

Concurrence: 
Steve Barg, City Administrator

Enterprise Business Software (EBS) Overview

Enterprise Business Software is not one-single vendor software. It is actually a suite of programs that were recommended by SVA Consulting in 2007 to meet the software requirements as specified by the City's RFP (Request for Proposal) at the time.

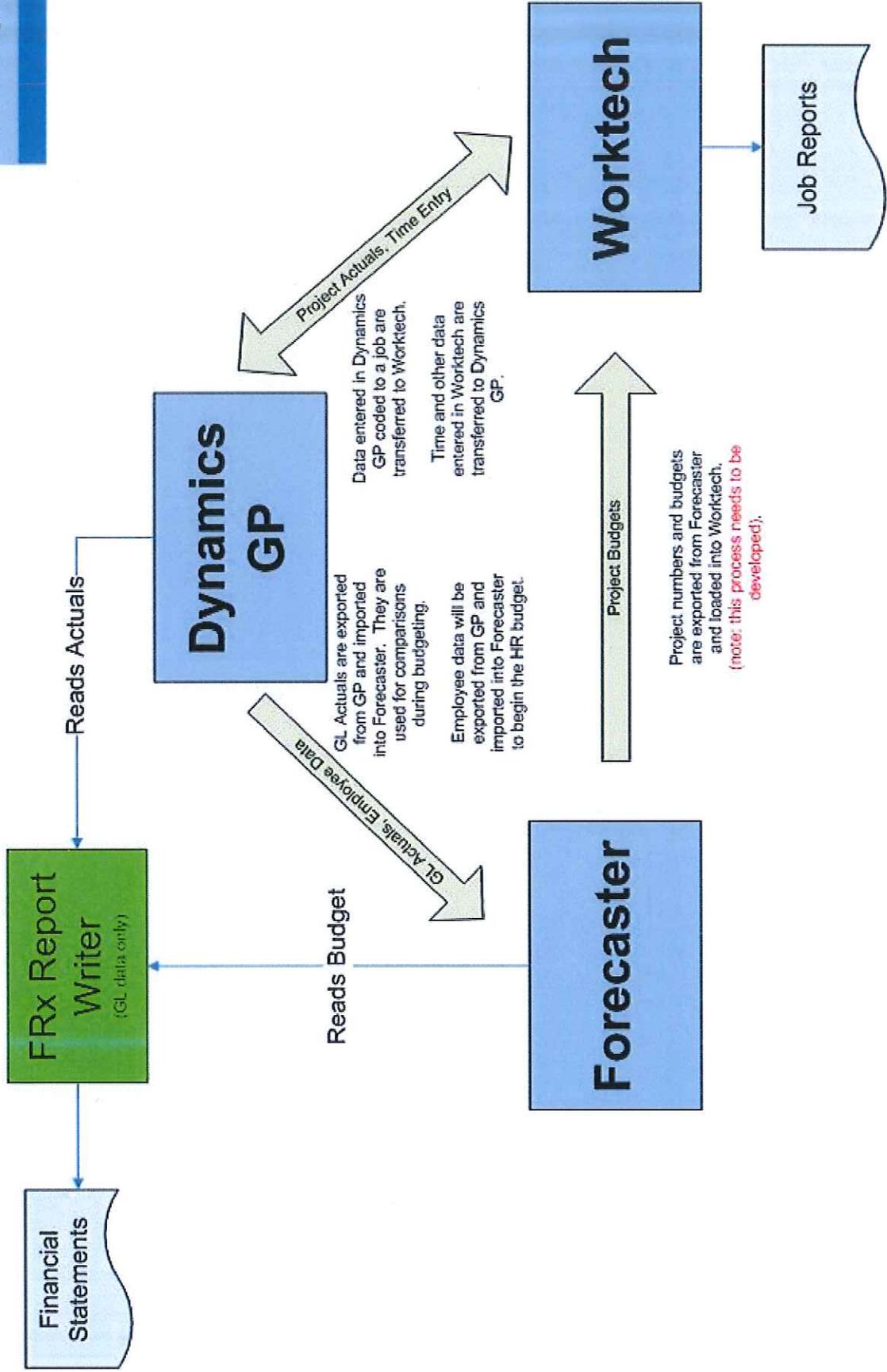
[Dexterity Programming Environment is used by Microsoft Dynamics GP for developing programs to run inside GP. It also allows other (non-Microsoft) vendors to develop Dexterity programs to run inside GP seamlessly.]

EBS consists of the following:

1. **Microsoft Dynamics GP (Dexterity)**, which provides the following modules:
 - 1.1. General Ledger/Chart of Accounts
 - 1.2. Payroll
 - 1.3. Accounts Payable
 - 1.4. Accounts Receivable
 - 1.5. Fixed Assets
 - 1.6. Inventory
 - 1.7. Human Resources
 - 1.8. Applicant Tracking
 - 1.9. Report Writer and SmartList (Built-in Reporting Tools)
2. **Diamond Municipal Solutions (Dexterity)**, which provides the following modules:
 - 2.1. Animal Licensing
 - 2.2. Business Licensing
 - 2.3. Bylaw Enforcement (Parking Ticket)
 - 2.4. Cash Receipts
 - 2.5. Building Permits
3. **WorkTech**, which provides the following modules:
 - 3.1. Work Manager (Work Orders – not being used); Cost/Project Accounting
 - 3.2. Timesheet Entry.
 - 3.3. Inventory Item Issuing
4. **Microsoft Forecaster** (Budgeting software)
5. **Other Dexterity Modules:**
 - 5.1. Enterprise Leave Management
 - 5.2. Negative Payroll
 - 5.3. Greenshade
6. **Reporting Tools (non-Dexterity)**
 - 6.1. Microsoft SQL Server Reporting Services (SRS Report)
 - 6.2. Microsoft FRx Report (obsolete, but still using)
 - 6.3. Microsoft Management Reporter (replace FRx, but not fully being used)
7. **ETI Corp** (Standalone program)
 - 7.1. saMgr (Special Assessment)

City of Marshfield – Phase One Entity Relationships

Wednesday, June 20, 2007



City of Marshfield – Microsoft Dynamics Implementation

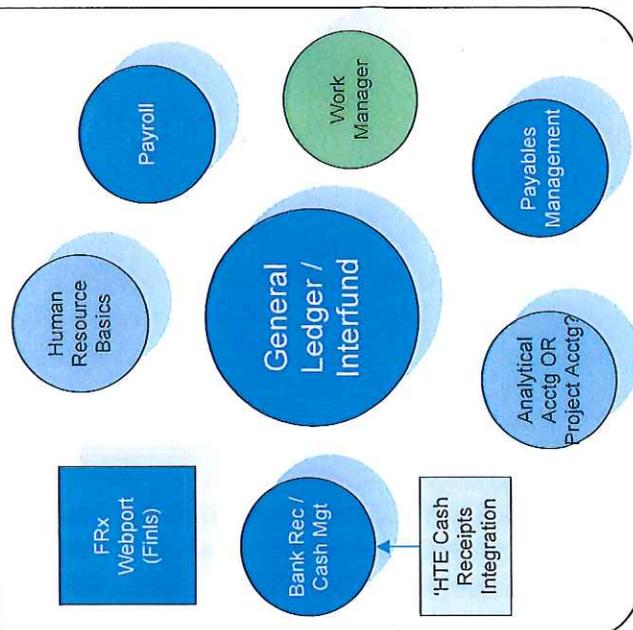
LEGEND:

- Dark Color = Minimum Module
- Light Color = Secondary Module
- Blue = Dynamics GP
- Green = Diamond Municipal
- Circle = Module
- Square = Tool

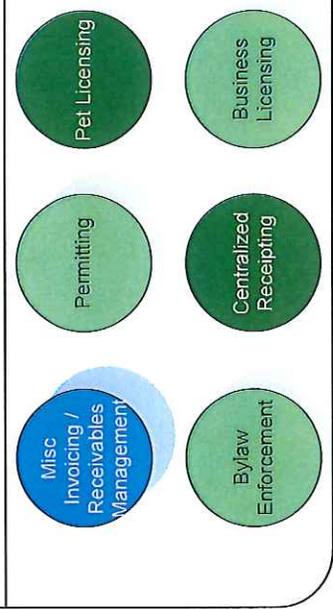
Phase 1 – Budgeting



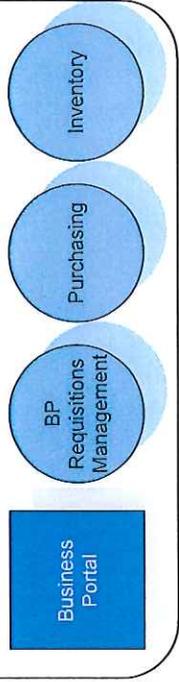
Phase 2 – Core Financials



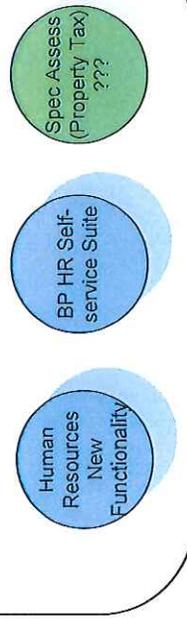
Phase 3 – Municipal



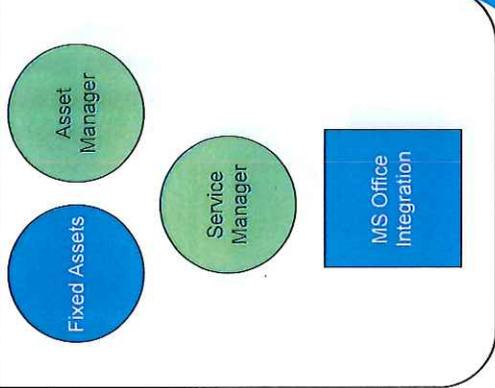
Phase 4 – Procurement



Phase 6 – HR, Special Assessment?



Phase 5 – Assets





STATEMENT OF WORK

Microsoft Dynamics GP ERP Assessment

Submitted By:

Timothy Hanson, Vice President
Michael Sowinski, ERP Practice Manager
Tanya Kratzer, Customer Account Manager

Measurable Results

1221 John Q Hammons Drive | Madison, WI 53717
P 608.826.2400 TF 800.366.9091 F 608.831.4243
svaconsulting.com

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A Note of Confidentiality . . .

The information contained herein is confidential and proprietary to SVA Consulting, LLC. It is not to be disclosed, in whole or in part, without the expressed written consent of SVA Consulting, LLC. It shall not be duplicated or used, in whole or in part, for any purpose other than to evaluate the suggestions of SVA Consulting, LLC and shall be returned upon request. Pricing contained within this Statement of Work is valid for fifteen (15) days from the date found on the cover page.

STATEMENT OF WORK SUMMARY

Client Name	City of Marshfield
Client Administrator	Keith Strey, Finance Director
Project Name	Dynamics GP ERP Assessment
Engagement Duration	2-3 weeks
Client Decision Date	June 24, 2016
Begin Date	July 2016
Estimated End Date	July 2016

ESTIMATE AND SCHEDULE OF RATES

Description	Est. Days	Est. Cost
On-Site Meetings / Interviews (2 SVA staff, 2.0 days)	4.0	\$6,240
Document Assessment / Propose Options / Deliver Report	7.0	\$10,920
Total	11.0	\$17,160

INVOICING AND PAYMENT TERMS

Invoicing	Payments Due
Retainer	N/A
Professional Services and Expenses	Per Engagement Letter dated March 16, 2007



STATEMENT OF WORK

Narrative

City of Marshfield (Client) is currently at a point where support for some software is ending. Management has decided to perform an evaluation of the existing software, with guidance from SVA Consulting, LLC (SVA). The focus of this engagement pertains to project costing, a budgeting and reporting tool, and human resources and payroll. Client is in need of an upgrade to their Microsoft Dynamics GP environment (GP) and wishes to engage SVA to assist them with their re-evaluation of the use of these tools.

Approach

SVA will conduct on-site interviews with Client subject matter experts that are intended to help SVA and Client management obtain a clearer understanding of the current state, as well as gain an understanding of the desired future state. Client is interested evaluating whether or not GP can be reconfigured, potentially as part of an upgrade, to meet the desired future state. Upon completion of the interviews, a written report documenting the current state, as well as potential options to consider to achieve the desired future state, will be presented to Client's management team.

Scope

In Scope:

- **“Solar System” Review Meeting** – This session will focus on obtaining a high-level overview of the technology infrastructure and identifying the major systems being utilized, including any integrations that may exist.
- **Process Interviews** – Multiple sessions focused on obtaining an understanding of the current processes in enough detail to develop a roadmap with options to consider in a plan to move to the desired future state. The following processes will be reviewed:
 - ♦ Project Costing Process – Evaluation of key systems and processes involved in project costing. The current process will be documented in an effort to identify the systems used, data flows, and current reporting gaps. Additionally, there will also be discussion regarding the desired level of detail needed to effectively manage projects.



- ◆ Budgeting & Reporting Process – Evaluation and review of the budget process to determine the key budget components and level of granularity needed to replace the existing budgeting tool (Forecaster). In conjunction with the budgeting tool review, we will discuss current and future reporting needs in an effort to determine if the current tools available are sufficient or if other alternatives should be considered.
- ◆ HR and Payroll Process – Evaluation of the various systems that contain employee and payroll data. Other items to be addressed will include how time is collected, payroll is processed, and benefits are maintained. This high-level review will be performed with the HR Manager and will also include a review of her “wish list” of items for improvement to determine what options might be considered in simplifying, consolidating, and improving this process.

Out of Scope:

- Additional research or analysis needed to evaluate specific options.
- Anything related to digital signatures and electronic content management.
- Any implementation efforts.
- Anything not expressly stated to be In Scope.

Deliverables

SVA will deliver a written report outlining the key processes, our observations and, where possible, an actionable roadmap with options that may include process improvement, re-configuration of the existing software platforms, and/or recommendations for additional analysis.

Schedule

This engagement will occur within a mutually agreed upon timeframe, but it is anticipated to begin in June and be completed in July.



Roles and Responsibilities

Below are the anticipated roles and responsibilities for this engagement. One individual may perform multiple roles.

Role	Responsibility
SVA Executive Sponsor, Principal	Maintains a relationship with Client's stakeholders and executives. Lends vision to the SVA business analyst. Reviews recommendations.
SVA Business Analyst	Conducts executive and functional interviews. Prioritizes business processes, performs research, and prepares report with recommendations.
SVA Business Solutions Consultant	Participates in meetings and functional interviews. Evaluates current use of technology within existing processes.
City of Marshfield Management	Representatives from senior management who understand the long-term vision of the city.
City of Marshfield Subject Matter Experts	Individuals who are versed in or responsible for existing and future processes related to successfully running the city.

Assumptions

Client Assumptions:

- Client will make available all necessary resources to fulfill the scope of the engagement.
- Client will reserve the appropriate rooms and resources to conduct effective meetings.
- Client will respond in a timely manner on critical decisions so the progress of the project is not disrupted.

SVA Assumptions:

- SVA will act in a timely manner and schedule resources with the appropriate skill and experience to provide the services identified in this Statement of Work.



ACCEPTANCE AND AUTHORIZATION

The terms and conditions of the Engagement Letter dated March 16, 2007 apply in full to the services and products provided under this Statement of Work.

This Statement of Work sets forth the entire understanding between us. If this Statement of Work defines the arrangements as you understand them, please sign, date and return this original to us. You may wish to keep a copy for your files. Thank you for this opportunity to be of assistance. We appreciate your business.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

SVA CONSULTING, LLC

CITY OF MARSHFIELD

Signature

Timothy Hanson

Name (print)

Vice President

Title

Date

Signature

Chris Meyer

Name (print)

Mayor

Title

Date

Deb Hall

Signature

Clerk

Title

Keith Strey

Signature

Finance Director

Title





City of
Marshfield
Memorandum

DATE: June 21, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Asst to the City Administrator
RE: Alignment of Life Insurance Benefit for Non-Represented Groups

BACKGROUND

At the June 7 Finance, Budget and Personnel meeting, you were provided with the memo below requesting alignment of the life insurance benefit for eligible non-represented employees. The initial request was approved by the committee, but was later found to have an error in the calculation of the annual cost. This item was pulled from the Consent Agenda at the June 14th Common Council Meeting to be revisited by the Finance, Budget, and Personnel Committee.

The cost information previously provided to you for the alignment of this benefit was thought to be an annual cost of \$384.77, however it was later determined that the increase was an increase in the monthly premium. As a result the cost of aligning this benefit is significantly higher than initially indicated. The annual cost to align this benefit is approximately \$4,617.00 annually.

RECOMMENDATION

It continues to be a goal to work towards alignment of benefits for eligible, non-represented employees. Despite the increased cost, I am requesting approval of the alignment of the Life Insurance benefit for eligible non-represented employees as noted in the 6/7/2016 memo (attached below) with a revised effective date of August 1, 2016.



Concurrence



City of Marshfield Memorandum

DATE: June 7, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Asst to the City Administrator
RE: Alignment of Life Insurance Benefit for Non-Represented Groups

BACKGROUND

The 2011 Wisconsin Act 10, also known as the Wisconsin Budget Repair Bill, was legislation proposed by Republican Governor Scott Walker and passed by the Wisconsin Legislature to address a projected \$3.6 billion budget deficit. The legislation primarily impacted the following areas: collective bargaining, compensation, retirement, health insurance, and sick leave of public sector employees. The bill was passed into law and became effective as of June 29, 2011.

Prior to Act 10, the City of Marshfield had several collective bargaining agreements in place. At that time, each bargaining group negotiated wages, benefits and contract language. Post Act 10, several of the collective bargaining groups were dissolved leaving only the Police and Fire agreements in place. Post Act 10, the City would like to begin to align and standardize benefit offerings for benefit- eligible, non-represented employees.

BACKGROUND

The 2011 Wisconsin Act 10, also known as the Wisconsin Budget Repair Bill, was legislation proposed by Republican Governor Scott Walker and passed by the Wisconsin Legislature to address a projected \$3.6 billion budget deficit. The legislation primarily impacted the following areas: collective bargaining, compensation, retirement, health insurance, and sick leave of public sector employees. The bill was passed into law and became effective as of June 29, 2011.

Prior to Act 10, the City of Marshfield had several collective bargaining agreements in place. At that time, each bargaining group negotiated wages, benefits and contract language. Post Act 10, several of the collective bargaining groups were dissolved leaving only the Police and Fire agreements in place. Post Act 10, the City would like to begin to align and standardize benefit offerings for benefit- eligible, non-represented employees.

ANALYSIS

In review of the variation in non-represented employees the following groups received employer (City) paid life insurance at one times their annual salary rounded up to the nearest thousand at no cost to the employee: Clerical/Technical, Library, Management/Mayor, Police Support, and Wastewater Management.

Wastewater employees currently receive the first \$10,000 life insurance paid by the City of Marshfield, while the Streets and Parks positions receive the first \$5000 of employer paid life insurance.

Life Insurance available to Police and Fire are based upon negotiated rates in the collective bargaining agreements. The Fire & Rescue Department receives \$5000 of City-paid coverage, while the Police Department receives \$10,000 of City-paid coverage. These rates would not be impacted by this proposed alignment.

To align life insurance for benefit-eligible non-represented employee to a standard program at 1x the base salary, rounded to the nearest \$1000, the City would need to increase the life insurance coverage for Wastewater staff and Streets/Parks. This change would impact approximately 40 employees at a cost of approximately \$400 per year.

The table below depicts the current cost of Life Insurance based on each group of employees as of July 2016.

7/1/2016 Life Insurance Summary

Employee Group	Current Program	Current Cost	Total Cost	Cost Difference
Clerical/Technical Unit (17)	100% Employer Paid	\$ 213.27	\$ 213.27	\$ -
Library (21)	100% Employer Paid	\$ 261.80	\$ 261.80	\$ -
Management (38)	100% Employer Paid	\$ 683.12	\$ 683.12	\$ -
Mayor (1)	100% Employer Paid	\$ 2.02	\$ 2.02	\$ -
Policy Support (2)	100% Employer Paid	\$ 32.94	\$ 32.94	\$ -
Wastewater Mgt (2)	100% Employer Paid	\$ 52.79	\$ 52.79	\$ -
Wastewater-Staff (7)	City Pays First \$10,000	\$ 4.68	\$ 22.55	\$ 17.87
Streets/Parks (31)	City Pays First \$5000	\$ 42.06	\$ 408.96	\$ 366.90
		\$ 1,292.68	\$ 1,677.45	\$ 384.77

RECOMMENDATION:

I am requesting the Finance, Budget, and Personnel Committee to approve the alignment of the Life Insurance benefit for benefit-eligible non-represented City Employees (including any current

grandfathered, part-time employees) as of July 1, 2016 at a cost of approximately \$200.00 for the remainder of 2016.

Concurrence: 
Steve Barg