



CITY OF MARSHFIELD
MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, NOVEMBER 15, 2016
Common 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 November 1, 2016 meeting
 - b) Approve Bills and Payroll
 - c) Treasurer's Report

Recommended Action: Approve the Consent Agenda, as presented
4. Consideration of items removed from the consent agenda, if any
5. Request to recommend approval to the Common Council of Resolution No. 2016-59, adopting the City of Marshfield Fee Schedule. Presented by Jason Angell, Director of Development Services

Recommended Action: Recommend approval to the Common Council of Resolution No. 2016-59
6. Request to recommend approval to the Common Council of Resolution No. 2016-60 adopting an ambulance rate schedule to be effective January 1, 2017. (This schedule was considered and accepted by the Fire and Police Commission on November 3, 2016.) Presented by Amy Van Wyhe, Accounting Manager

Recommended Action: Recommend approval of Resolution No. 2016-60 to the Common Council
7. Request to recommend approval to the Common Council of Resolution No. 2016-61 writing off various uncollectible ambulance accounts receivable totaling \$29,000. Presented by Amy Van Wyhe, Accounting Manager

Recommended Action: Recommended approval of Resolution No. 2016-61 to the Common Council
8. Request to approve 2017 ambulance contracts with 13 surrounding towns and villages. (These contracts were considered and accepted by the Fire and Police Commission on November 3, 2016.) Presented by Amy Van Wyhe, Accounting Manager

Recommended Action: Approve ambulance contracts as presented

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF NOVEMBER 1, 2016

Meeting called to order by Chairperson Feddick at 5:30 p.m., in Room 108, City Hall Plaza.

PRESENT: Alderpersons Alanna Feddick, Jason Zaleski, Tom Witzel, Peter Hendler and Rebecca Spiros

ABSENT: None

ALSO PRESENT: City Administrator Barg, Representatives from UW-Marshfield/Wood County Brian Panzer, Keith Montgomery and Michelle Boernke and City Personnel (Jennifer Rachu, Keith Strey, Jason Angell, Josh Miller and Deb M. Hall)

Citizen Comments

None

FBP16-090 Motion by Spiros, second by Witzel to approve the items on the consent agenda:

1. Minutes of the October 18, 2016 meeting.
2. Bills in the amount of \$1,478,727.78.
3. Report of Personnel Actions of November 1, 2016
4. Monthly Position Control Report as of October 31, 2016.

Motion carried

No items were removed from the consent agenda.

FBP16-091 Motion by Hendler, second by Zaleski to approve reallocation of 2016 Capital Improvement Program project funding for automatic locking/unlocking security door system in the amount of \$11,446 (\$5,723 – City and \$5,723 – County).

Motion carried

UW-Marshfield/Wood County representatives Keith Montgomery and Michelle Boernke reviewed the UW Foundation's financial oversight role on the STEM project.

FBP16-092 Motion by Zaleski, second by Hendler to approve hiring a Development Services/Public Works intern for 2017 using unspent 2016 professional services funds from the Development Services budget carried forward.

Motion carried

FBP16-093 Motion by Spiros, second by Zaleski to approve Budget Resolution No. 25-2016 transferring \$11,925 from Safe Routes to School Program Donations to the Development Services Safe Routes to School budget.

Motion carried

FBP16-094 Motion by Hendler, second by Witzel to authorize re-sending RFP for assessing services.

Motion carried

FBP16-095 Motion by Witzel, second by Zaleski to approve the group dental insurance contracts with Delta Dental for the period of January 1, 2017 through December 31, 2017, for all benefit eligible employees.

Motion carried

FBP16-096 Motion by Spiros, second by Zaleski to approve group hardware contracts with National Vision Administrators for the period January 1, 2017 through December 31, 2017 for all benefit eligible employees.

Motion carried

FBP16-097 Motion by Hendler, second by Spiros to approve renewal of Employee Benefits Corporation to administer the City's Flexible Benefit Plan for calendar year 2017.

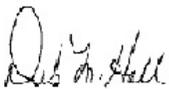
Motion carried

FUTURE AGENDA ITEMS

None

Motion by Spiros, second by Witzel to adjourn at 5:55 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 \$839,878.95 and General Expense Bills for **OCTOBER, 2016** amounting to \$1,536,334.91 be allowed paid and charged to their proper accounts.

Chairman

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

PREPAIDS

PREPAID BILLS PAID BY CHECK

Check #	Check Date	Vendor Name	Amount
89399	10/27/2016	NVA FIDUCIARY TRUST FOR FSLI	\$1,460.44
89400	11/4/2016	AIR FILTRATION SPECIALISTS LLC	\$1,921.50
89401	11/4/2016	CHARTER COMMUNICATIONS	\$305.53
89402	11/4/2016	CHULA VISTA RESORT	\$840.00
89403	11/4/2016	EARTH INC	\$600.00
89404	11/4/2016	FRONTIER	\$1,720.30
89405	11/4/2016	MARSHFIELD UTILITIES	\$82,674.47
89406	11/4/2016	TDS TELECOM	\$104.94
89407	11/4/2016	TELRITE CORPORATION	\$38.19
89408	11/4/2016	US CELLULAR	\$2,384.70
89409	11/4/2016	VALLEYFAIR	\$1,321.80
89410	11/4/2016	VERIZON WIRELESS	\$1,160.93
89411	11/4/2016	WAAO	\$35.00
89412	11/4/2016	WE ENERGIES	\$33.04
89413	11/4/2016	WISCONSIN CENTRAL LTD	\$1,897.97
		TOTAL PREPAID BILLS PAID BY CHECK	\$96,498.81

PREPAID BILLS PAID BY EFT

EFT000000006663	11/7/2016	RICHARD GRAMZA	\$2,600.24
EFT000000006664	11/7/2016	PATRICK ZEPS	\$1,436.50
		TOTAL PREPAID BILLS PAID BY EFT	\$4,036.74

ACH PAYMENTS

11/9/2016	DEPT OF WORKFORCE DEVELOPMENT	\$22.50
	TOTAL ACH PAYMENTS	\$22.50

CURRENT BILLS

CURRENT BILLS PAID BY EFT

EFT000000006665	11/16/2016	MARY ADLER	\$739.93
EFT000000006666	11/16/2016	AIR COMMUNICATIONS OF CENTRAL	\$7,184.00
EFT000000006667	11/16/2016	AMERICAN WELDING & GAS INC	\$49.81
EFT000000006668	11/16/2016	ARAMARK UNIFORM SERVICES	\$121.69
EFT000000006669	11/16/2016	BALTUS OIL COMPANY INC	\$16,366.06
EFT000000006670	11/16/2016	STEVE BARG	\$126.36
EFT000000006671	11/16/2016	BATTERIES PLUS BULBS # 072	\$253.33
EFT000000006672	11/16/2016	BAUERNFEIND BUSINESS TECH	\$642.96
EFT000000006673	11/16/2016	ROBERT BEATHARD	\$158.25
EFT000000006674	11/16/2016	JEFFREY BECKER	\$36.07
EFT000000006675	11/16/2016	BENDLIN FIRE EQUIPMENT CO INC	\$1,400.00
EFT000000006676	11/16/2016	JOEL BINDER	\$150.00
EFT000000006677	11/16/2016	STEVE BINDER	\$50.00
EFT000000006678	11/16/2016	BOUND TREE MEDICAL, LLC	\$54.99
EFT000000006679	11/16/2016	STEVE BURNS	\$78.75
EFT000000006680	11/16/2016	CARQUEST AUTO PARTS	\$495.82
EFT000000006681	11/16/2016	CDW GOVERNMENT INC	\$4,116.95
EFT000000006682	11/16/2016	CENTRAL STATE SUPPLY CORP	\$201.10
EFT000000006683	11/16/2016	CTL COMPANY INC	\$1,323.95

Check #	Check Date	Vendor Name	Amount
EFT000000006684	11/16/2016	DALCO ENTERPRISES, INC.	\$381.77
EFT000000006685	11/16/2016	DOINE EXCAVATING INC	\$27,197.15
EFT000000006686	11/16/2016	ELECTION SYSTEMS & SOFTWARE	\$1,715.12
EFT000000006687	11/16/2016	EMPLOYEE BENEFITS CORPORATION	\$259.25
EFT000000006688	11/16/2016	TRAVIS ESSER	\$25.67
EFT000000006689	11/16/2016	FIRE & SAFETY EQUIPMENT IV INC	\$357.00
EFT000000006690	11/16/2016	FREMONT INDUSTRIES, INC.	\$913.50
EFT000000006691	11/16/2016	GALE/CENGAGE LEARNING	\$147.62
EFT000000006692	11/16/2016	KRIS HAWLEY	\$100.00
EFT000000006693	11/16/2016	HEINZEN PRINTING INC	\$1,840.05
EFT000000006694	11/16/2016	INGRAM LIBRARY SERVICES INC	\$10.91
EFT000000006695	11/16/2016	DAN KNOECK	\$108.46
EFT000000006696	11/16/2016	AMY KROGMAN	\$142.38
EFT000000006697	11/16/2016	JOHN ADAM KRUSE	\$249.06
EFT000000006698	11/16/2016	MCMASTER-CARR	\$134.77
EFT000000006699	11/16/2016	MERKEL COMPANY INC	\$1,025.60
EFT000000006700	11/16/2016	MIDWEST TAPE	\$370.75
EFT000000006701	11/16/2016	MISSISSIPPI WELDERS	\$346.95
EFT000000006702	11/16/2016	MONROE TRUCK EQUIPMENT	\$112.80
EFT000000006703	11/16/2016	MOODY'S INVESTORS SERVICE, INC.	\$12,000.00
EFT000000006704	11/16/2016	MSA PROFESSIONAL SERVICES INC	\$12,277.39
EFT000000006705	11/16/2016	PAUL NEEDHAM	\$72.73
EFT000000006706	11/16/2016	NORTH CENTRAL LABORATORIES	\$196.66
EFT000000006707	11/16/2016	LANCE OLDHAM	\$14.22
EFT000000006708	11/16/2016	LORI PANZER	\$8.64
EFT000000006709	11/16/2016	RICHARD POKORNY	\$308.04
EFT000000006710	11/16/2016	POMP'S TIRE SERVICE INC	\$233.68
EFT000000006711	11/16/2016	POWER PAC INC	\$10.13
EFT000000006712	11/16/2016	NOAH RAAB	\$84.39
EFT000000006713	11/16/2016	REIGEL PLUMBING & HEATING INC	\$22.91
EFT000000006714	11/16/2016	RIPP DISTRIBUTING COMPANY INC	\$75.00
EFT000000006715	11/16/2016	DAVID F SANDERS	\$1,675.00
EFT000000006716	11/16/2016	REBECCA SPIROS	\$50.00
EFT000000006717	11/16/2016	STRATFORD SIGN COMPANY LLC	\$673.75
EFT000000006718	11/16/2016	TRI-MEDIA LLC	\$2,985.50
EFT000000006719	11/16/2016	V & H INC	\$1,643.28
EFT000000006720	11/16/2016	JOSEPH VANDEN ELZEN	\$567.00
EFT000000006721	11/16/2016	VON BRIESEN AND ROPER, S.C.	\$276.00
EFT000000006722	11/16/2016	VORPAHL FIRE & SAFETY	\$457.33
EFT000000006723	11/16/2016	ED WAGNER	\$159.76
EFT000000006724	11/16/2016	JAMES BENSON	\$165.00
EFT000000006725	11/16/2016	SAM WARP JR.	\$76.84
EFT000000006726	11/16/2016	JEFF WEINFURTNER	\$16.33
EFT000000006727	11/16/2016	WOOD COUNTY CLERK	\$552.00
EFT000000006728	11/16/2016	XYLEM WATER SOLUTIONS U.S.A., INC.	\$272.00
		TOTAL CURRENT BILLS PAID BY EFT	\$103,862.41
CURRENT BILLS PAID BY CHECK			
89414	11/16/2016	ABR EMPLOYMENTSERVICES	\$662.40
89415	11/16/2016	TIM FREECK	\$1,900.00
89416	11/16/2016	ALLIANT ENERGY WP&L	\$40.31
89417	11/16/2016	AMAZON	\$1,911.33
89418	11/16/2016	AMERICAN FENCE COMPANY	\$399.30

Check #	Check Date	Vendor Name	Amount
89419	11/16/2016	ARROW TERMINAL.COM VEHICLE & IND SUPPLIES	\$49.99
89420	11/16/2016	ASSESSMENT TECHNOLOGIES, LLC	\$21,504.02
89421	11/16/2016	ASSOCIATED SERVICE CENTER	\$445.08
89422	11/16/2016	BAKER AND TAYLOR INC	\$5,346.56
89423	11/16/2016	BAY STEEL & FABRICATION LLC	\$55.16
89424	11/16/2016	ALVIN A BORNTREGER	\$51.00
89425	11/16/2016	THE BOSON COMPANY INC	\$30,003.75
89426	11/16/2016	BRAUN CONCRETE & EXCAVATING	\$21,840.79
89427	11/16/2016	BROOKS TRACTOR INC	\$1,611.46
89428	11/16/2016	BURT TROPHY & AWARDS INC	\$10.00
89429	11/16/2016	CARLSON DETTMANN CONSULTING, LLC	\$250.00
89430	11/16/2016	CENTRAL WI LANDSCAPING LLC	\$2,520.10
89431	11/16/2016	CENTRAL WI LAWN CARE & SEAL COATING LLC	\$2,050.00
89432	11/16/2016	COMPLETE CONTROL INC	\$1,618.68
89433	11/16/2016	COMPLETE OFFICE OF WISCONSIN	\$4,060.38
89434	11/16/2016	DEPT OF WORKFORCE DEVELOPMENT	\$689.19
89435	11/16/2016	DESIGN UNLIMITED	\$3,947.50
89436	11/16/2016	DIAMOND MUNICIPAL SOLUTIONS	\$16,721.64
89437	11/16/2016	DUFFY'S AIRCRAFT SALES	\$5,630.25
89438	11/16/2016	FASTENAL COMPANY	\$97.72
89439	11/16/2016	FEDERAL EXPRESS	\$17.84
89440	11/16/2016	FESTIVAL FOODS	\$132.14
89441	11/16/2016	GANNETT WISCONSIN MEDIA	\$208.71
89442	11/16/2016	GRANICUS INC	\$600.00
89443	11/16/2016	HACH COMPANY	\$7,052.38
89444	11/16/2016	HILLER'S HARDWARE INC	\$181.45
89445	11/16/2016	HOLIDAY INN MARSHFIELD	\$191.71
89446	11/16/2016	INTEGRITY FIRE PROTECTION INC	\$1,589.00
89447	11/16/2016	INTERNATIONAL CODE COUNCIL	\$892.22
89448	11/16/2016	JEFFERSON FIRE AND SAFETY INC	\$187.82
89449	11/16/2016	JFTCO, INC	\$7,644.57
89450	11/16/2016	E O JOHNSON COMPANY	\$50.00
89451	11/16/2016	KOHEL DRYWALL LLC	\$14,598.55
89452	11/16/2016	KOHS MACHINE SHOP	\$246.60
89453	11/16/2016	LANG EQUIPMENT LLC	\$80.00
89454	11/16/2016	LOU'S GLOVES INC	\$84.00
89455	11/16/2016	SALLY LUCAS	\$100.00
89456	11/16/2016	MAC TOOLS	\$142.78
89457	11/16/2016	MAID TO ORDER	\$200.00
89458	11/16/2016	MARATHON CO CLERK OF COURTS	\$6.25
89459	11/16/2016	MARSHFIELD AREA CHAMBER	\$350.00
89460	11/16/2016	MARSHFIELD CLINIC	\$100.00
89461	11/16/2016	MARSHFIELD CLINIC	\$216.00
89462	11/16/2016	MARSHFIELD GLASS LLC	\$84.75
89463	11/16/2016	MARSHFIELD PARKS & REC DEPT	\$28.44
89464	11/16/2016	MARSHFIELD POLICE DEPT INVESTIGATIVE FUND	\$1,686.00
89465	11/16/2016	MARSHFIELD ROTARY CLUB	\$45.00
89466	11/16/2016	MARSHFIELD UTILITIES	\$296.25
89467	11/16/2016	MENARDS	\$793.90
89468	11/16/2016	MINNESOTA LIFE INSURANCE CO	\$646.80
89469	11/16/2016	MV SERVICES INC	\$12,057.60
89470	11/16/2016	NAPA AUTO PARTS	\$2,484.35
89471	11/16/2016	NEUTRON INDUSTRIES	\$159.59
89472	11/16/2016	NORTHERN LAKE SERVICE INC	\$92.50

Check #	Check Date	Vendor Name	Amount
89473	11/16/2016	OFFICE DEPOT	\$222.75
89474	11/16/2016	OMNI GLASS & PAINT INC	\$24,413.10
89475	11/16/2016	PIERCE ENGINEERS INC	\$370.00
89476	11/16/2016	EUGENE PERLOCK	\$923.30
89477	11/16/2016	PRECISION FIRE SUPPRESSION	\$1,833.00
89478	11/16/2016	QUALITY ROOFING INC	\$16,522.15
89479	11/16/2016	RUNNING INC	\$30,451.51
89480	11/16/2016	SCAFFIDI TRUCK CENTER	\$23.82
89481	11/16/2016	SCHENCK SC	\$250.00
89482	11/16/2016	SCHINDLER ELEVATOR CORPORATION	\$750.00
89483	11/16/2016	SECURITY OVERHEAD DOOR INC	\$240.00
89484	11/16/2016	SERGEANT LABORATORIES INC	\$3,173.09
89485	11/16/2016	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	\$11,500.00
89486	11/16/2016	SIMPLEX GRINNELL LP	\$208.06
89487	11/16/2016	SOUTH CENTRAL LIBRARY SYSTEM	\$14,387.00
89488	11/16/2016	STERNWEIS & SONS INC	\$40.50
89489	11/16/2016	STRYKER SALES CORPORATION	\$885.07
89490	11/16/2016	SUDA PLUMBING INC	\$6,847.75
89491	11/16/2016	SUPERIOR GAS SERVICE INC	\$55.00
89492	11/16/2016	TAPCO	\$162.93
89493	11/16/2016	TEAM SPORTING GOODS INC	\$42.00
89494	11/16/2016	TRIERWEILER CONSTRUCTION	\$7,111.14
89495	11/16/2016	UNIFIRST CORPORATION	\$413.20
89496	11/16/2016	UNIQUE MANAGEMENT SERVICES INC	\$26.85
89497	11/16/2016	UW-STEVENS POINT	\$35.00
89498	11/16/2016	VIKING ELECTRIC SUPPLY INC	\$3,657.93
89499	11/16/2016	VITAL COMMUNICATION	\$79.94
89500	11/16/2016	WE ENERGIES	\$25.49
89501	11/16/2016	WEILER ENTERPRISES	\$9.00
89502	11/16/2016	WEILER TRANSPORTATION LLC	\$170.16
89503	11/16/2016	WEINBRENNER SHOE COMPANY	\$271.00
89504	11/16/2016	WELLS FARGO FINANCIAL LEASING	\$330.22
89505	11/16/2016	WEPAK-N-SHIP	\$88.94
89506	11/16/2016	WI DEPARTMENT OF JUSTICE	\$154.00
89507	11/16/2016	WI DEPARTMENT OF TRANSPORTATN	\$2.00
89508	11/16/2016	WI DEPT OF JUSTICE	\$1,179.50
89509	11/16/2016	STATE OF WISCONSIN	\$50.00
89510	11/16/2016	WI NATURAL RESOURCES	\$8.97
89511	11/16/2016	BRUCE WINEMAN	\$100.00
89512	11/16/2016	WISCNET	\$1,500.00
89513	11/16/2016	WOLFGRAM GAMOKE AND HUTCHINSON	\$16,582.27
89514	11/16/2016	WOOD COUNTY	\$1,000,000.00
89515	11/16/2016	WOOD COUNTY REGISTER OF DEEDS	\$90.00
89516	11/16/2016	KENNETH WOOD	\$97.20
89517	11/16/2016	WORKTECH INC	\$9,966.80
		TOTAL CURRENT BILLS PAID BY CHECK	\$1,331,914.45
		TOTAL PREPAID BILLS	\$100,535.55
		TOTAL ACH PAYMENTS	\$22.50
		TOTAL CURRENT BILLS	\$1,435,776.86
		GRAND TOTAL	\$1,536,334.91

TREASURY REPORT

October 2016

	October	September
GENERAL CITY		
PREVIOUS BANK BALANCES (CASH):		
Bonds -----	6,510.00	
Citizens State Bank -----	2,200,486.04	
	TOTAL PREVIOUS CASH BALANCE:	\$2,206,996.04
		\$1,923,519.48
RECEIPTS:		
Citizens State Bank -----	2,000,480.01	
Citizens State Bank Interest -----	1,322.78	
L-T Investment Interest Rec -----		
Tax collection -----		
	TOTAL CASH RECEIPTS:	\$2,001,802.79
		\$4,115,054.37
DISBURSEMENTS:		
Citizens State Bank -----	3,368,132.30	
	TOTAL CASH DISBURSEMENTS:	\$3,368,132.30
		\$3,831,577.81
GENERAL CITY BOOK BALANCE (CASH):	(Previous Balance + Receipt - Disbrsmnts.)	\$840,666.53
		\$2,206,996.04
GENERAL CITY INVESTMENTS:		
Securities Investments (Long Term) -----	2,000,000.00	
Securities Investments (Short Term) -----	0.00	
SIST Int rate/earning 0.00% -----	0.00	
Local Government Investment Pool (LGIP) -----	10,032,620.20	
LGIP Int rate/earning 0.43% -----	3,656.09	
		\$12,036,276.29
		\$12,611,488.49
TOTAL GENERAL CITY CASH & INVESTMENTS -----		\$12,876,942.82
		\$14,818,484.53
MARSHFIELD UTILITIES		
Citizens Bank Previous Bal. -----	1,168,668.16	
Citizens Bank Utility Receipt -----	5,983,371.84	
Citizens Bank Utility Disburs -----	4,253,461.06	
MU BOOK BALANCE:		\$2,898,578.94
		\$1,168,668.16
MU INVESTMENTS:		\$19,365,760.24
		\$20,358,541.59
TOTAL MU CASH & INVESTMENTS:		\$22,264,339.18
		\$21,527,209.75
TOTAL BOOK BALANCE (CASH):	(Marshfield Utilities Balance + General Balance)	\$3,739,245.47
		\$3,375,664.20
RECAPITULATION BANK REPORT		
Bonds -----	6,510.00	
Citizens Bank Mfld Utilities -----	2,992,145.43	
Citizens Bank General City -----	1,005,143.14	
	TOTAL BANK BALANCE:	4,003,798.57
	(OUTSTANDING CHECKS)	264,553.10
TOTAL BANK BALANCE (CASH):		\$3,739,245.47
CASH ON HAND :		\$100.00
		\$100.00
TOTAL INVESTMENTS:		\$31,402,036.53
		\$32,970,030.08
TOTAL CASH & INVESTMENTS:		\$35,141,282.00
		\$36,345,694.28

Submitted by: 
 Amy VanWyke
 Accounting Manager



City of Marshfield Memorandum

TO: Finance, Budget, and Personnel Committee
FROM: Sam Schroeder, Zoning Administrator
DATE: November 15, 2016

RE: Annual Adoption of the "City of Marshfield Fee Schedule"

Background

Last year the Common Council reviewed and approved the adoption and establishment of the City of Marshfield Fee Schedule. Upon approval, it was determined that the Fee Schedule be reviewed and adopted annually by the Common Council through a resolution. This fee schedule is a comprehensive list of permit and review fees that primarily take place within the Development Services Department. Included in this list are building permits fees, electrical permits fees, plumbing permits fees, signs permits fees, Plan Commission review fees, Board of Appeals fees, and subdivision review fees.

Analysis

There are some minor corrections made to the 2016 adopted fee schedule including the following:

- Correct the reference for other mobile service facilities from "S." to "V." and format the cost to conform to the overall document (1.W.)
- Corrected the pyramid fee for miscellaneous electrical work over \$250,000 (2.C.v.)

Staff is also recommending a few additional changes to the 2017 City of Marshfield Fee Schedule. These changes include reducing the temporary sign permit fee and adding a zoning/building verification letter fee.

- The individual review process and follow-up work associated with a temporary sign permit to ensure the regulations of the Sign Code are met are very minimal. Staff is recommending this fee be reduced from "\$25.00" to "\$10.00" (4.A.)
- As for the verification letter fee, staff has seen a small spike in private companies requesting detailed information related to the compliance of a property as it relates to zoning and building information. Depending on the property and history, it can take staff a considerable amount of time to thoroughly review the files and draft a letter back to these companies. These requests are needed for various reasons including the sale of a property, insurance purposes, and environmental analysis to name a few. In comparison to other municipalities, most that were researched do have a zoning verification fee. The average cost of this fee is \$30.00; however, staff is recommending a \$25.00 verification fee. (8.A.)

Once approved, the "Fee Schedule" would be reviewed by the Common Council on November 22, 2016 and become effective January 1, 2017. Moving forward the Finance, Budget, and Personnel Committee and the Common Council will still review and adopt an annual fee schedule by resolution prior to the first of every year.

Recommendation

Approve Resolution 2016-59

Attachments

1. 2016 Changes to City of Marshfield Fee Schedule
2. 2017 City of Marshfield Fee Schedule
3. Resolution 2016-59

Concurrence:



Jason Angell
Director of Development Services



Steve Barg
City Administrator

- U. Fence Permit \$5.00 per \$1,000, minimum of \$30.00
- V. New Communication Towers or Substantial Modifications for Mobile Service Facilities \$3,000.00
- W. Other Mobile Service Facilities or Minor Modifications not listed in V. above \$5.00 per \$1,000, minimum of \$50.00, maximum of \$500.00

2. Electrical Permit

- A. Residential including Multi-Family
 - i. Minimum electrical permit fee..... \$40.00
 - ii. New Constructions and Additions..... \$0.05 per square foot of building Construction
 - iii. Remodeling, alteration..... 2.5% of electrical construction cost
 - iv. 1-Family, owner occupied remodel..... See 1.I. above
 - v. Service change, repair or temporary..... \$45.00
- B. New Commercial & Industrial (based on developed square footage of new building, addition, or a level 2 or 3 alteration)
 - i. Minimum electrical permit fee..... \$70.00
 - ii. Square footage for Group S and U \$0.04 per square foot
 - iii. Square footage for Groups A, B, E, F, M, R, and I..... \$0.07 per square foot
Group Descriptions: Groups A (Assembly), Group B (Business), Group E (Educational), Group F (Factory & Industrial), Group I (Institutional), Group M (Mercantile), Group R (Residential), Group S (Storage), and Group U (Utility and Miscellaneous)
 - iv. Level 2 or 3 Alteration \$0.06 per square foot
- C. Miscellaneous Commercial, Industrial, Institutional, and Low Voltage Work excluding the cost of racking & equipment(based on value of job)
 - i. Minimum electrical permit fee..... \$40.00
 - ii. \$500.01 to \$2,500.00 \$40.00 plus 1.25% over \$500
 - iii. \$2,500.01 to \$25,000.00 \$65.00 plus 0.75% over \$2,500
 - iv. \$25,000.01 to \$250,000.00 \$233.75 plus 0.05% over \$25,000
 - v. Over \$250,000.00 \$346.25 plus 0.03% over \$250,000
- D. Mobile Home Connection \$40.00
- E. All Carnival or Circus Operations \$125.00 per event for the duration of the event as stated on the approved permit.
- F. Swimming Pools \$40.00

3. Plumbing Permits

- A. Minimum plumbing permit fee..... \$40.00
- B. Backflow preventer..... \$15.00
- C. Grease Interceptor..... \$15.00
- D. Mobile Home Connector..... \$20.00
- E. Modify water distribution system \$30.00
- F. Modify waste drain and venting system..... \$30.00
- G. Plumbing fixtures \$10.00 each
- H. Private interceptor main sewers..... \$10.00 per 100 feet
- I. Private water main..... \$10.00 per 100 feet
- J. Sanitary new/repair/reconstruction/replacement..... \$30.00

- K. Sprinkler meter \$15.00
- L. Storm sewer new/repair/reconstruction/replacement ... \$30.00

- M. Water service new/repair/reconstruction/replacement.. \$30.00 up to 2 inch service pipe, plus
\$2.00 for each additional inch over 2
inches (each service)
- N. Water softener..... \$15.00
- O. Water heater – change in energy use..... \$15.00
- P. Residential 1-Family, owner occupied remodel See 1.I. above

4. Sign Permits

- A. Temporary Sign \$10.00
- B. Standard Face Change \$25.00
- C. Standard Sign \$50.00
- D. Master Sign Permit w/ Exceptions..... \$300.00 plus \$50.00 per sign
- E. Master Sign Permit w/o Exceptions..... \$150.00 plus \$50.00 per sign
- F. Alternative Sign \$250.00

5. Plan Commission Review

- A. Conditional Use Permit \$250.00
- B. Code Amendment..... \$250.00
- C. Rezoning/Map Amendment \$250.00
- D. Annexation..... per Policy (5 times existing tax,
maximum of \$800.00 for vacant land)
- E. Planned Unit Development – GIP \$300.00
- F. Planned Unit Development – SIP \$150.00

6. Board of Appeals

- A. Variance \$250.00
- B. Appeal \$250.00

7. Subdivision Review³

- A. Preliminary Plat Review \$300.00
- B. Final Plat Review \$150.00
- C. CSM Review \$80.00

8. General Review

- A. Zoning/Building Verification Letter(s)..... \$25.00

Failure to obtain a permit prior to commencing work will result in an additional \$100.00 fee or double the permit fee, whichever is more, except for emergency work (permits for the emergency work need to be taken out within 48 hours after the work was performed).

³ Does not include Park Land Dedication fees – See Chapter 19, Subdivision and Platting

City of Marshfield Fee Schedule Adopted January 1, 2017

The permit/review fees listed below cover the following Chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code. Please note that that this list is not an all-inclusive list for the entire City of Marshfield and that other fees may be implemented by other departments or enforced through other Chapters.

Fees for permits shall be paid to the City of Marshfield prior to the issuance of any permit.

1. Building Permits

A. Minimum Residential Fee for all building permits.....	\$40.00 unless otherwise stated
B. Minimum Nonresidential & Multi-Family Fee for all building permits	\$50.00 unless otherwise stated
C. Residential (1-2 family) New & Addition	\$0.16 per square foot plus WI UDC Permit Seal
D. Manufactured Home (built after 4/1/07)	\$100.00
E. Nonresidential & Multi-Family – New & Addition.....	\$0.18 per square foot
F. Residential (1-2 Family) Foundation	\$100.00
G. Nonresidential & Multi-Family Foundation	\$150.00
H. All remodel or alteration excluding “I.” below, \$1,000 or more, or where square footage cannot be calculated ¹	\$5.00 per \$1,000
I. Residential (1 Family) Remodel which includes plumbing and electrical work ²	\$60.00
J. Residential (1-2 Family) Garage & Accessory Structure	\$0.15 per square foot minimum of \$30.00
K. HVAC – Residential (1-2 Family) New	\$0.015 per square foot
L. HVAC – Residential (1-2 Family) Install or Replace.....	\$5.00 per \$1,000
M. HVAC – Nonresidential & Multi-Family.....	\$5.00 per \$1,000
N. Razing Residential Accessory (1-2 Family)	\$50.00 per residential accessory structure
O. Razing – All other structures.....	\$100.00
P. Moving - Residential Accessory Structures.....	\$100.00 per building over 8’ wide
Q. Moving – Dwellings & other structures	\$200.00 per building over 8’ wide
R. Roof Replacement Nonresidential & Multi-family	\$50.00, up to 2,500 square feet \$75.00, 2,500-10,000 square feet \$150.00, over 10,000 square feet
S. Nonresidential & Multi-Family Parking Lots or Driveways	\$100.00
T. Residential (1-2 family) Driveways.....	\$30.00

¹ Residential (1-2 family) roofing shingle replacement do not require a permit.

² Single family home must be owner occupied and the work being done including electrical and plumbing must be done by the owner.

- U. Fence Permit \$5.00 per \$1,000, minimum of \$30.00
- V. New Communication Towers or Substantial Modifications for Mobile Service Facilities \$3,000.00
- W. Other Mobile Service Facilities or Minor Modifications not listed in V. above \$5.00 per \$1,000, minimum of \$50.00, maximum of \$500.00

2. Electrical Permit

- A. Residential including Multi-Family
 - i. Minimum electrical permit fee..... \$40.00
 - ii. New Constructions and Additions..... \$0.05 per square foot of building Construction
 - iii. Remodeling, alteration..... 2.5% of electrical construction cost
 - iv. 1-Family, owner occupied remodel..... See 1.I. above
 - v. Service change, repair or temporary..... \$45.00
- B. New Commercial & Industrial (based on developed square footage of new building, addition, or a level 2 or 3 alteration)
 - i. Minimum electrical permit fee..... \$70.00
 - ii. Square footage for Group S and U \$0.04 per square foot
 - iii. Square footage for Groups A, B, E, F, M, R, and I..... \$0.07 per square foot
Group Descriptions: Groups A (Assembly), Group B (Business), Group E (Educational), Group F (Factory & Industrial), Group I (Institutional), Group M (Mercantile), Group R (Residential), Group S (Storage), and Group U (Utility and Miscellaneous)
 - iv. Level 2 or 3 Alteration \$0.06 per square foot
- C. Miscellaneous Commercial, Industrial, Institutional, and Low Voltage Work excluding the cost of racking & equipment(based on value of job)
 - i. Minimum electrical permit fee..... \$40.00
 - ii. \$500.01 to \$2,500.00 \$40.00 plus 1.25% over \$500
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- F. Swimming Pools \$40.00

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- A. Minimum plumbing permit fee..... \$40.00
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- F. Modify waste drain and venting system..... \$30.00
- G. Plumbing fixtures \$10.00 each
- H. Private interceptor main sewers..... \$10.00 per 100 feet
- I. Private water main..... \$10.00 per 100 feet
- J. Sanitary new/repair/reconstruction/replacement..... \$30.00

RESOLUTION NO. 2016-59
COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN

RESOLUTION TO ADOPT THE
CITY OF MARSHFIELD FEE SCHEDULE

WHEREAS, the Common Council of the City of Marshfield has determined that it is in the best interests of the City of Marshfield to provide a single, efficient, and convenient Fee Schedule; and

WHEREAS, said Fee Schedule shall cover the following chapters of the Municipal Code: Chapter 15 – Building Code, Chapter 16 – Plumbing Code, Chapter 17 – Electrical Code, Chapter 18 – Zoning Code, Chapter 19 – Subdivision and Platting Code, and Chapter 24 – Sign Code; and

WHEREAS, said Fee Schedule shall be on file in the office of the City Clerk and shall be open to public inspection during business hours; and

WHEREAS, said Fee Schedule will better facilitate the updating and uniform review of all such fees on a periodic basis; and

WHEREAS, said Fee Schedule may be amended hereafter by resolution of the Common Council; and

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MARSHFIELD, WISCONSIN, HERBY RESOLVES the adoption of the “2017 City of Marshfield Fee Schedule” attached as “Exhibit A” to this resolution.

ADOPTED this 1st day of January, 2017.

APPROVED this _____.

Chris L. Meyer, Mayor

ATTEST:

Deb M. Hall, City Clerk

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) 384-7831
keith.strey@ci.marshfield.wi.us

Date: November 15, 2016

To: Finance, Budget and Personnel Committee

From: Amy Van Wyhe
Accounting Manager

Re: 2017 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 3, 2016 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 2016-60 to the Common Council at the proposed rates listed on the resolution attachment.

Handwritten signature of Steve Barg in cursive script.

Concurrence – Steve Barg
City Administrator

Handwritten signature of Keith R. Strey in cursive script.

Keith R. Strey
Finance Director

Attachments

Cc: Fire Chief (w/o attachment)

CITY OF MARSHFIELD, WISCONSIN

AMBULANCE SERVICE RATE STUDY

November 3, 2016

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

CITY OF MARSHFIELD, WISCONSIN
AMBULANCE SERVICE RATE STUDY
November 3, 2016

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Comparative Rates of Area Communities	7
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Rate Schedule to be Effective January 1, 2017	9

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 3, 2016
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 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, 2017. The recommended new rates will maximize Medicare reimbursement, provide an estimated 16.2% 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 2017 proposed budget expenditures for Fund 605 EMS. Using 2017 proposed budget costs to determine contracts and rates provides the revenue to cover 2016 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 63.7% of 2015 calls, 66.7% of 2014 calls and 66.1% of 2013 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 15.0% for resident, 15.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$90 for resident and \$121 for non-resident users. The new recommended BLS rates are \$690 for resident users (currently \$600) and \$925 for non-resident users (currently \$804).

It would also be appropriate to raise the ALS1 rates by 15.0% for resident, 15.0% for non-resident users and 10% for Calls for Assistance. These charges would equate to increases of \$108 for resident and \$140 for non-resident users for the ALS1 rate. The new recommended ALS1 rates are \$828 for resident users (currently \$720) and \$1076 for non-resident users (currently \$936).

It would also be appropriate to raise the ALS2 rates by 10.0% for resident and 10.0% for non-resident users. These charges would equate to increases of \$79 for resident and \$98 for non-resident users for the ALS2 rate. The new recommended ALS2 rates are \$867 for resident users (currently \$788) and \$1075 for non-resident users (currently \$977).

Finally, this year two new rates were introduced. The first being extended transports. This will be charged for patients who decide to be transported to a facility other than Marshfield. The rate will be \$200 an hour with a two hour minimum and then charged at fifteen minute increments. The second rate will be for critical care transports. There is no historical data for this new service, so the rate will be set at \$1,100, which is the average for all of the comparable rates used in this study. This rate will be reviewed annually and the revenue from this service has not been included in the 2017 rate study.

The projected rate increases will provide an estimated ROI of 16.1% for 2017. The projected increase in fund balance of \$113,572 as of December 31, 2019 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 2016 rate study is 5.0%.

Projections

With the following assumptions:

1. Increase BLS (base) rate for residents \$90 (15.0%) to \$690
2. Increase BLS (base) rate for non-residents \$121 (15.0%) to \$925
3. Increase BLS (base) Calls for Assistance \$19 (10.0%) to \$212
4. Maintain Loaded mileage at \$11.00 per mile
5. Increase Resident Intergovernmental Agency Call \$19 (10.0%) to \$212
6. Increase Non-Resident Intergovernmental Agency Call \$28 (10%) to \$303
7. Intergovernmental Agency Mileage equal to current IRS business mileage rate
8. Increase ALS1 (advance life support 1) rate for residents \$108 (15.0%) to \$828
9. Increase ALS1 (advance life support 1) rate for non-residents \$140 (15.0%) to \$1076
10. Increase ALS1 (advance life support 1) Calls for Assistance \$28 (10.0%) to \$303
11. Increase ALS2 (advance life support 2) rate for residents \$79 (10.0%) to \$867
12. Increase ALS2 (advance life support 2) rate for non-residents \$98 (5.0%) to \$1075

The following projection is presented:

Expenditures:	
Total 2017 Proposed Budget	<u>\$1,314,010</u>
Revenue and Other Sources:	
Projected fees using the new rates	\$1,754,347
Medicare/Medicaid Adjustment	(620,000)
Proposed contracts with contract communities	352,172
Contract with St. Joseph's for backup service	19,000
State Medical Transportation Supplement	55,930
Act 102 Grant	<u>6,809</u>
Subtotal	1,568,258
Excess revenues over expenditures	<u>(254,248)</u>
Total Revenues and Other Sources	<u>\$1,314,010</u>

cc Fire Chief
City Administrator

CITY OF MARSHFIELD AMBULANCE SERVICE
 PROJECTION OF COSTS, REVENUES AND NET TAX LEVY SUBSIDY
 BUDGET YEAR 2017

	3 YEAR AVG ALLOCATION OF RUMS			PROJECTED		DIRECT COSTS					TOTAL		Fee Revenue/Shortfall		2017 Grant/Contract Revenue		Net Fee Revenue/Shortfall		
	ALSI1	ALSI2	BLS	2017	2017	Personnel	Supplies	Vehicles	Defibrillator	Other Equip	Total Direct	Total Indirect	TOTAL COST	(Revenue)/ Shortfall	Revenue	(Revenue)/ Shortfall	Revenue	(Revenue)/ Shortfall	
PROPOSED INCREASES	ALSI1 Rate - Resident 15.0%	ALSI1 - Non-Resident 10.0%	ALSI2 - Resident 10.0%	40.4%	1.0%														
	ALSI2 - Non-Resident 10.0%	BLS - Resident 15.0%	BLS - Non-Resident 10.0%	58.5%															
	Calls for Assistance (BLS) 10.0%	Calls for Assistance (ALS) 10.0%	Mileage 0.0%																
	Other 0.0%	Supplies-Cost plus 0.0%																	
ADVANCED LIFE SUPPORT 1 (ALSI1)	Resident/Contract area 720.00	Non-Resident/Out of contract area 986.00	Neonatal & Special Peds 275.00	108.00	828.00	683,096.00													
	Calls for Assistance 0.00	No pick-up 0.00	Intercept Service Contract - S/H 410.00	28.00	303.00	21,520.00													
				0.00	0.00	8,887.00													
				0.00	0.00	0.00													
				0.00	410.00	26,240.00													
ADVANCED LIFE SUPPORT 2 (ALSI2)	Resident/Contract area 788.00	Non-Resident/Out of contract area 977.00	No pick-up 0.00	79.00	867.00	19,074.00													
				88.00	1,075.00	1,075.00													
				0.00	0.00	0.00													
STANDARD BASE RATE #1 (BLS1)	Resident/Contract area 600.00	Non-Resident/Out of contract area 804.00	Calls for Assistance 193.00	60.00	690.00	836,280.00													
	No pick-up 0.00	Resident Intergovernmental Agency Call 193.00	Non-Resident Intergovernmental Agency Call 275.00	121.00	925.00	26,826.00													
				19.00	212.00	17,172.00													
				0.00	0.00	0.00													
				0.00	212.00	0.00													
				275.00	303.00	0.00													
						0.00													
						1,550,109.00													
EXTENDED TRANSPORTS	Transports to Hospitals outside Marshfield (2 hour min / then every quarter hour) 0.00			0.00	\$200 /hour														
CRITICAL CARE TRANSPORTS	Critical care transports 0.00			0.00	1,100.00														
MILEAGE CHARGES PER LOADED MILE	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	83,611.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	9,738.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	10,889.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
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	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00	Non-Resident/Out of contract area 11.00	Neonatal & Special Peds 7.50	0.60	11.00	0.00													
	Resident/Contract area 11.00																		

Utilizing Ambulance Contract & Rate Study

Account Number	Account Title	Balance 12/31/2015	
605.11100	Treasurer's Working Cash	(\$126,121)	
605.13810	Other Accounts Receivable	75	
605.13820	Ambulance Accounts Receivable	205,701	
605.16200	Prepaid Expenses	3,000	
605.21100	Accounts Payable	(15,860)	
605.21420	GO Notes Payable	(33,012)	
605.21538	PEHP Payable	(11,057)	
605.21700	Accrued Wages Payable	(27,663)	
605.21900	Other Accounts Payable	0	
605.23500	Ambulance Contracts Deposit	(18,819)	
	Net Cash 12/31/15		(\$23,757)

2016 Operation (From 2017 Department Estimated Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service	858,871	
605.47000	Intergovernmental Charges (Contracts)	328,000	
605.48000	Miscellaneous	29,819	1,279,429

Expenses

605.51510	Finance	(\$115,763)	
605.52310	Ambulance	(\$1,027,945)	
605.53665	Depreciation	(\$93,900)	
605.58291	Debt Interest Expense	(\$16,723)	(1,254,331)

Add-back Depreciation (noncash expense)	93,900
Less cash used for debt principal payments	(33,012)
Less cash used for capital additions	(212,272)

Projected Net Cash 12/31/16 (150,043)

2017 Operations (From 2017 Admin Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	6,100	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(1,080,428)	
605.53665	Depreciation	(93,000)	
605.58291	Debt Interest Expense	(15,661)	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	(67,518)

Projected Net Cash 12/31/17 96,882

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases (\$230,181)

2018 Operations (From 2017 Adm Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	<u>6,100</u>	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(\$1,080,428)	
605.53665	Depreciation	(\$93,000)	
605.58291	Debt Interest Expense	<u>(15,661)</u>	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	<u>(66,423)</u>

Projected Net Cash 12/31/18 344,902

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases \$17,839

2019 Operations (From 2017 Adm Rec Budget)

Revenues

605.43000	Intergovernmental	\$62,739	
605.46000	Public Charges for Service (includes rate study)	1,153,347	
605.47000	Intergovernmental Charges (incl proposed contracts)	350,000	
605.48000	Miscellaneous	<u>6,100</u>	1,572,186

Expenses

605.51510	Finance	(\$119,164)	
605.52310	Ambulance	(1,080,428)	
605.53665	Depreciation	(93,000)	
605.58291	Debt Interest Expense	<u>(15,661)</u>	(1,308,253)

Add-back Depreciation (noncash expense)	93,000
Less cash used for debt principal payments (estimated)	(42,490)
Less cash used for capital additions (2017 Dept Request Budget)	<u>(200,000)</u>

Projected Net Cash 12/31/19 459,345

Less three months cash flow reserve (25% of expenditures) (327,063)

Net Available for Future Capital Purchases \$132,282

CITY OF MARSHFIELD AMBULANCE SERVICE
COMPARATIVE RATES OF AREA COMMUNITIES

COMMUNITY/SERVICE	BLS RATE		BLS RATE		ALS1 RATE		ALS1 RATE		ALS2 RATE		ALS2 RATE	
	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT	RESIDENT	NON-RESIDENT
Chippewa Falls Fire & Emergency	725	800	825	900	925	1000	925	1000	925	1000	925	1000
Eau Claire Fire & Rescue	860	1,050	1,000	1,150	1,000	1,250	1,000	1,250	1,000	1,250	1,000	1,250
Chippewa Fire Protection District	825	950	950	1,050	950	1,125	1,050	1,125	1,050	1,125	1,050	1,125
Stevens Point	675	825	875	975	875	1,075	875	1,075	875	1,075	875	1,075
Wausau Fire Department	575	750	650	850	650	950	725	950	725	950	725	950
Wisconsin Rapids	472	472	613	613	613	896	896	896	896	896	896	896
Allouez	500	600	625	700	625	825	725	825	725	825	725	825
Ashwaubenon	525	650	625	750	625	800	650	800	650	800	650	800
DePere	575	780	675	825	675	900	725	900	725	900	725	900
Fond du Lac	550	550	700	700	700	750	750	750	750	750	750	750
Kaukauna	550	600	650	700	650	750	700	750	700	750	700	750
Manitowoc	625	725	750	850	750	870	770	870	770	870	770	870
Two Rivers	660	735	750	825	750	845	770	845	770	845	770	845
Marshfield (Current)	720	804	720	936	720	977	788	977	788	977	788	977
Mean (Average)	\$631	\$735	\$743	\$845	\$811	\$930	\$811	\$930	\$811	\$930	\$811	\$930
Median (Mid-point)	\$600	\$743	\$710	\$838	\$770	\$898	\$770	\$898	\$770	\$898	\$770	\$898
Marshfield (Proposed)	\$690	\$925	\$828	\$1,076	\$867	\$1,075	\$867	\$1,075	\$867	\$1,075	\$867	\$1,075
Estimated 2016 Marshfield Medicare emergency		348		413		591		591		591		591
Estimated 2016 Marshfield Medicare non-emergency		218		413		591		591		591		591
Current Marshfield Medicare emergency		348		413		591		591		591		591
Current Marshfield Medicare non-emergency		218		413		591		591		591		591

(Medicare pays 80% of these allowable amounts)

RESOLUTION NO. 2016-60

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 3, 2016 and November 15, 2016 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 (2017 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 2017 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, 2017 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. 2016-60

CITY OF MARSHFIELD AMBULANCE SERVICE
RATE SCHEDULE EFFECTIVE JANUARY 1, 2017

	<u>Current Rates</u>	<u>Proposed Increase</u>	<u>Proposed Rates</u>
<u>ADVANCED LIFE SUPPORT 1 (ALS1)</u>			
Resident/Contract Area	720.00	108.00	828.00
Non-Resident/Out of contract area	936.00	140.00	1,076.00
Neonatal & Special Peds	430.00	0.00	430.00
Calls for Assistance	275.00	28.00	303.00
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	788.00	79.00	867.00
Non-Resident/Out of contract area	977.00	98.00	1,075.00
No pick-up	0.00	0.00	0.00
<u>STANDARD BASE RATE #1 (BLS)</u>			
Resident/Contract Area	600.00	90.00	690.00
Non-Resident/Out of contract area	804.00	121.00	925.00
Calls for Assistance	193.00	19.00	212.00
No pick-up	0.00	0.00	0.00
Resident Intergovernmental Agency Call	193.00	19.00	212.00
Non-Resident Intergovernmental Agency Call	275.00	28.00	303.00
<u>EXTENDED TRANSPORTS</u>	NA	NA	\$100/per hour
Transports to Hospitals outside Marshfield (2 hour min./ then every quarter hour)			
<u>CRITICAL CARE TRANSPORTS</u>	NA	NA	1,100.00
Critical care transports			
<u>MILEAGE CHARGES PER LOADED MILE</u>			
Resident/Contract Area	11.00	0.00	11.00
Non-Resident/Out of contract area	11.00	0.00	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: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: AMBULANCE ACCOUNTS RECEIVABLE WRITE-OFFS; RESOLUTION 2016-61
DATE: 11/15/2016

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 2016, the total fees charged were \$327,567. In addition, individuals that utilize this service are charged a user fee.

The City had 2,658 ambulance runs in 2015 with total charges, exclusive of contractual amounts, being \$1,279,904. The base ambulance rates were last changed to take effect January 1, 2016.

ANALYSIS

Attached is Resolution 2016-61. This resolution, if approved, would authorize the write-off of \$29,000 of outstanding ambulance accounts receivable as uncollectible. The 2016 budget reflects a \$29,000 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 3rd, 2016 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 2016-61.

Concurrence - Steve Barg
City Administrator

Concurrence – Keith R Strey
Finance Director

RESOLUTION 2016-61

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

2016 WRITE-OFF REPORT

EXHIBIT A

2013 Alliance, deceased & Trip	\$ 12,555.54
2014 Alliance, deceased & Trip	\$ 16,444.46
	<hr/>
<i>TOTAL WRITE OFFS FOR 2016</i>	<u>\$ 29,000.00</u>

Call Detail

2013 END OF YEAR OUTSTANDING

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
131310	1 A 25459	STEINHILBER, JAMES H	07/04/2013	PRIVATE (SELF PAY	663.12	619.56	43.56
131423	1 A 25504	BURT, ALBERTA	07/21/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
131419	1 A 25502	GRAY, TAMARA J	07/21/2013	PRIVATE (SELF PAY	682.88	596.05	86.83
131435	1 A 25509	CLIFTON, ALAN	07/22/2013	PRIVATE (SELF PAY	670.40	536.32	134.08
131478	1 A 25470	RUCINSKI, EDWARD J	07/28/2013	PRIVATE (SELF PAY	576.24	505.70	70.54
131490	1 A 23295	HOEFS, DONALD C	07/30/2013	PRIVATE (SELF PAY	452.48	307.48	145.00
131519	1 A 23295	HOEFS, DONALD C	08/02/2013	PRIVATE (SELF PAY	175.00	10.00	165.00
131523	1 A 23295	HOEFS, DONALD C	08/02/2013	PRIVATE (SELF PAY	175.00	10.00	165.00
131683	1 A 23341	MILLER, JAMES B	08/03/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
131561	1 A 25548	DIX, JERED K	08/08/2013	PRIVATE (SELF PAY	538.32	382.00	156.32
131560	1 A 25547	ZILK, NATHANIEL W	08/08/2013	PRIVATE (SELF PAY	703.68	0.00	703.68
131612	1 A 25569	WEINFURTER, EDWARD C	08/16/2013	PRIVATE (SELF PAY	668.32	0.00	668.32
131679	1 A 23341	MILLER, JAMES B	08/25/2013	PRIVATE (SELF PAY	458.72	385.72	73.00
131691	1 A 25592	CWIKLO, KURTIS J	08/27/2013	PRIVATE (SELF PAY	538.32	0.00	538.32
131707	1 A 25599	DRAKE, STEPHANI E	08/30/2013	PRIVATE (SELF PAY	459.76	0.00	459.76
131751	1 A 25619	PRITCHARD, SARA E	09/05/2013	PRIVATE (SELF PAY	580.60	0.00	580.60
131750	1 A 25618	SCHOFIELD, JODY L	09/05/2013	PRIVATE (SELF PAY	584.76	0.00	584.76
131772	1 A 12326	BANGART, ROSEMARIE	09/08/2013	PRIVATE (SELF PAY	469.12	394.04	75.08
131768	1 A 25628	GREINER, GEORGE R	09/08/2013	PRIVATE (SELF PAY	578.52	0.00	578.52
131770	1 A 25628	GREINER, GEORGE R	09/08/2013	PRIVATE (SELF PAY	582.68	0.00	582.68
131835	1 A 25656	STONE, DANIELLE M	09/15/2013	PRIVATE (SELF PAY	462.88	0.00	462.88
131846	1 A 25663	MANZELLA ESTATE, DOMI	09/19/2013	PRIVATE (SELF PAY	440.00	79.31	360.69
131874	1 A 25674	KRAFT ESTATE, SCOTT F	09/25/2013	PRIVATE (SELF PAY	705.40	0.00	705.40
131918	1 A 25693	SWANSON, JUNE F	10/03/2013	PRIVATE (SELF PAY	666.24	556.74	109.50
131925	1 A 25619	PRITCHARD, SARA E	10/04/2013	PRIVATE (SELF PAY	455.60	35.00	420.60
131962	1 A 22097	CODY, GARY D	10/09/2013	PRIVATE (SELF PAY	466.00	391.54	74.46
131963	1 A 25708	KORNTVED, HEIDI J	10/09/2013	PRIVATE (SELF PAY	457.68	357.68	100.00
131987	1 A 25715		10/13/2013	PRIVATE (SELF PAY	445.20	83.00	
131995	1 A 23341	MILLER, JAMES B	10/14/2013	PRIVATE (SELF PAY	450.40	379.06	71.34
132001	1 A 23341	MILLER, JAMES B	10/15/2013	PRIVATE (SELF PAY	449.36	378.23	71.13
132012	1 A 25721	WROBLEWSKI, GENEVIEV	10/17/2013	PRIVATE (SELF PAY	450.40	379.06	71.34
132053	1 A 25736	LANE, SAMANTHA M	10/23/2013	PRIVATE (SELF PAY	550.80	440.64	110.16
132076	1 A 23295	HOEFS, DONALD C	10/28/2013	PRIVATE (SELF PAY	452.48	302.48	150.00
132162	1 A 25619	PRITCHARD, SARA E	11/08/2013	PRIVATE (SELF PAY	456.64	0.00	456.64
132235	1 A 23341	MILLER, JAMES B	11/19/2013	PRIVATE (SELF PAY	538.32	454.41	83.91
132273	1 A 25801	MITCH, JOSHUA A	11/24/2013	PRIVATE (SELF PAY	575.40	0.00	575.40
132282	1 A 25803		11/25/2013	PRIVATE (SELF PAY	559.12	412.00	
132296	1 A 23341	MILLER, JAMES B	11/26/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
132298	1 A 25807	FRISBEY, PHYLLIS	11/27/2013	PRIVATE (SELF PAY	559.12	0.00	559.12
132373	1 A 25807	FRISBEY, PHYLLIS	12/06/2013	PRIVATE (SELF PAY	469.12	0.00	469.12
132404	1 A 10049	DUPEE, BRANDON	12/11/2013	PRIVATE (SELF PAY	450.40	0.00	450.40
132414	1 A 20853		12/13/2013	PRIVATE (SELF PAY	562.24	193.00	
132441	1 A 23341	MILLER, JAMES B	12/17/2013	PRIVATE (SELF PAY	448.32	377.40	70.92
132434	1 A 22590	SYRING, MARTIN R	12/17/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
132445	1 A 24711	SALZMANN, ALFRED J	12/18/2013	PRIVATE (SELF PAY	175.00	0.00	175.00
132462	1 A 23341	MILLER, JAMES B	12/19/2013	PRIVATE (SELF PAY	453.52	381.56	71.96
132507	1 A 25863	GAFFNEY, BARBARA J	12/27/2013	PRIVATE (SELF PAY	457.68	0.00	457.68
132532	1 A 22159	STANGL, RONALD L	12/29/2013	PRIVATE (SELF PAY	175.00	0.00	175.00

Call Detail
2013 END OF YEAR OUTSTANDING

<u>Call No</u>	<u>Lg Rk Pat No</u>	<u>Patient Account Name</u>	<u>Call Date</u>	<u>Current Payor</u>	<u>Charges</u>	<u>Credits</u>	<u>Balance</u>
Total For All				48	23136.88	9702.78	12,555.54

Call Detail

2014 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>
140031	1 A 23341	MILLER, JAMES B	01/04/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140070	1 A 25888	ROBISON, LEN W	01/10/2014	PRIVATE (SELF PAY	486.64	0.00	486.64
140078	1 A 22695	BERGHAMMER, JESSE J	01/11/2014	PRIVATE (SELF PAY	497.04	0.00	497.04
140099	1 A 25898	SWANK, RONALD L	01/14/2014	PRIVATE (SELF PAY	480.40	0.00	480.40
140124	1 A 23341	MILLER, JAMES B	01/18/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140146	1 A 23505	CUSICK, HARMON E	01/22/2014	PRIVATE (SELF PAY	482.48	410.13	72.35
140153	1 A 17444	CARMICHAEL, HIRAM D	01/23/2014	PRIVATE (SELF PAY	619.52	495.62	123.90
140200	1 A 23341	MILLER, JAMES B	01/29/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140216	1 A 23626	VERKILEN, GARY P	02/01/2014	PRIVATE (SELF PAY	595.60	398.61	196.99
140253	1 A 23341	MILLER, JAMES B	02/07/2014	PRIVATE (SELF PAY	588.32	503.71	84.61
140279	1 A 25025	FERRY, JOSEPH S	02/12/2014	PRIVATE (SELF PAY	594.56	0.00	594.56
140301	1 A 23341	MILLER, JAMES B	02/15/2014	PRIVATE (SELF PAY	481.44	409.30	72.14
140368	1 A 23341	MILLER, JAMES B	02/26/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140387	1 A 25981	HEMMINGER, RICHARD G	02/28/2014	PRIVATE (SELF PAY	482.48	257.48	225.00
140381	1 A 23341	MILLER, JAMES B	02/28/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
140420	1 A 25993	LUTTRELL, JESSICA L	03/06/2014	PRIVATE (SELF PAY	761.44	0.00	761.44
140430	1 A 25998	BRAAKSMA, BYRON L	03/07/2014	PRIVATE (SELF PAY	640.40	568.47	71.93
140425	1 A 18061	TRIMBERGER, PATTI	03/07/2014	PRIVATE (SELF PAY	593.52	507.87	85.65
140453	1 A 26004	HEMMINGER, SHIRLEY J	03/10/2014	PRIVATE (SELF PAY	592.48	367.48	225.00
140529	1 A 21332	SCHILLING, RYAN P	03/25/2014	PRIVATE (SELF PAY	597.68	0.00	597.68
140549	1 A 21006	LAMBERT, ELMER N	03/28/2014	PRIVATE (SELF PAY	478.32	100.00	378.32
140563	1 A 18533	READING, SHERI M	03/30/2014	PRIVATE (SELF PAY	486.64	0.00	486.64
140669	1 A 26070	COLLINGS, BILL G	04/12/2014	DEPARTMENT OF V	595.60	0.00	595.60
140654	1 A 23341	MILLER, JAMES B	04/12/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140668	1 A 18061	TRIMBERGER, PATTI	04/14/2014	PRIVATE (SELF PAY	591.44	506.20	85.24
140679	1 A 23341	MILLER, JAMES B	04/16/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140710	1 A 20244	VOLLMER, MATTHEW J	04/20/2014	PRIVATE (SELF PAY	648.72	0.00	648.72
140765	1 A 21686		04/28/2014	PRIVATE (SELF PAY	175.00	155.00	
140778	1 A 25431	MAURITZ, PHILLIP E	04/30/2014	DEPARTMENT OF V	597.68	0.00	597.68
140845	1 A 23341	MILLER, JAMES B	05/08/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140868	1 A 23341	MILLER, JAMES B	05/13/2014	PRIVATE (SELF PAY	478.32	406.81	71.51
140881	1 A 23106	SCHAR, DEBRA J	05/15/2014	BCBS of WISCONSII	598.72	435.00	163.72
140924	1 A 24976	KWICK, DEVIN L	05/20/2014	PRIVATE (SELF PAY	480.40	307.32	173.08
140936	1 A 26004	HEMMINGER, SHIRLEY J	05/21/2014	PRIVATE (SELF PAY	482.48	257.48	225.00
140959	1 A 22354	OLAZABAL, JOLENE R	05/25/2014	PRIVATE (SELF PAY	476.24	0.00	476.24
140968	1 A 18454	FURLER, KATHLEEN M	05/27/2014	DEPARTMENT OF V	609.12	0.00	609.12
141005	1 A 26172	MILLER, KATRINA R	06/01/2014	PRIVATE (SELF PAY	648.72	0.00	648.72
141030	1 A 26181	BALTZELL, JEREMIAH L	06/06/2014	PRIVATE (SELF PAY	779.12	0.00	779.12
141026	1 A 13568	COLLINS, KERRY R	06/06/2014	PRIVATE (SELF PAY	491.84	0.00	491.84
141040	1 A 23341	MILLER, JAMES B	06/10/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141041	1 A 18056	TRIMBERGER, MARK E	06/10/2014	PRIVATE (SELF PAY	481.44	391.20	90.24
141054	1 A 23341	MILLER, JAMES B	06/12/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141079	1 A 26197	BELK, SANDRA	06/17/2014	PRIVATE (SELF PAY	175.00	0.00	175.00
141107	1 A 26211	KIRSCHBAUM, THOMAS V	06/20/2014	PRIVATE (SELF PAY	483.52	0.00	483.52
141097	1 A 23341	MILLER, JAMES B	06/20/2014	PRIVATE (SELF PAY	477.28	405.97	71.31
141109	1 A 18061	TRIMBERGER, PATTI	06/21/2014	PRIVATE (SELF PAY	484.56	411.80	72.76
141181	1 A 26004	HEMMINGER, SHIRLEY J	07/04/2014	PRIVATE (SELF PAY	592.48	507.03	85.45
141191	1 A 26241	GOLEMBIEWSKI, GLENN	07/06/2014	PRIVATE (SELF PAY	648.72	575.13	73.59

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 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 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 2017. The Fire and Police Commission was presented the attached information at their November 3rd, 2016 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.

Concurrence – Steve Barg
City Administrator

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 3, 2016
TO: Fire and Police Commission
FROM: Amy Van Wyhe
Accounting Manager
RE: 2017 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 was based upon the amount of mileage driven within the contract areas as a basis, a minimum of the CPI Medical Professional Services inflationary factor, or the previous five year contract increase average and the five year revenue percentage average of the Medicare adjustment. In 2016, due to the increased mandatory Medicare/Medicaid Adjustment amount, the contract cost is based upon the minimum of Medical Professional Services amount (3.3% as of August 2016), or five year average percentage increase of Medicare/Medicaid adjustment (29.44%) applied to each community by their weighted percentage.

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 four 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.
- . Medicare/Medicaid adjustment history

A brief discussion of each of these four 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 61.24% for 2015.

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 2017 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 2016 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 2017 recommended contract amounts.

The fourth document shows the Medicare/Medicaid adjustment history.

RECOMMENDATION:

I recommend that the Fire and Police Commission approve renewal of the contracts with these 13 towns and villages for the 2017 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 8th day of November, 2016 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» 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 the nearest, most appropriate medical facility, that includes, but is not solely limited to, St. Joseph's Hospital in Marshfield, Wisconsin; Aspirus Riverview Hospital, Wisconsin Rapids, Wisconsin; St. Michael's Hospital, Stevens Point, Wisconsin; St. Clare's Hospital, Weston, Wisconsin, Aspirus Hospital, Wausau, Wisconsin, or Memorial Medical Center, Neillsville, Wisconsin, with the EXCEPTION of users with cardiac and trauma related emergencies, who shall be transported to the nearest, most appropriate hospital, such as St. Joseph's Hospital, Marshfield, Wisconsin.
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.
5. The city ambulance service shall not respond outside of the city limits for non-medical responses, (e.g., lift assist with no injury reported) unless on scene EMR's request medical intervention or EMR's are unavailable.

AMBULANCE SERVICE CONTRACT

6. 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.

7. This document constitutes a one-year contract, commencing January 1, 2017 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

By _____
Chairman

Attest: _____
City Clerk

Attest: _____
Clerk

CITY OF MARSHFIELD
ESTIMATED 2017 AMBULANCE EXPENDITURE
ACCOUNTS RECEIVABLE

ADDITIONAL DATA 00-2

Sheet B

Budget Comparisons	<u>Amount</u>	<u>Dollar Increases</u>	<u>Percentage Increases</u>
2013 Final Revised Budget	1,206,223	21,406	1.81%
2014 Final Revised Budget	1,265,400	59,177	4.91%
2015 Final Revised Budget	1,201,275	(64,125)	-5.07%
2016 Revised Budget	1,224,296	23,021	1.92%
2017 Admin Recommend Budget	1,278,254	53,958	4.41%

Summary of Miles Driven	<u>Contract Area</u>	<u>Total Miles</u>	<u>Percentage</u>	
			<u>Actual</u>	<u>Used</u>
2015 for the 2017 contract year	7,764	12,678	61.239%	60.668%
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%

Allocation of Total Cost to Contract Area

Past Practice:

	<u>Actual</u>	<u>Recommended</u>
Total: Net Budgeted 2017 Ambulance Service Costs	\$1,278,254	\$1,278,254
Less: Budgeted 2017 SJH Service Contract Fees	(19,000)	(19,000)
Budgeted Act 102 Grants Received in 2017 for FY 2016	(6,809)	(6,809)
	<u>\$1,252,445</u>	<u>\$1,252,445</u>

Percentage of Contract Area Miles to Total Miles 61.239% 60.668%

Costs Allocated to Contract Area \$766,982.90 \$759,831.80

Comparison of Weighted Percentages

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Towns: Arpin	0.000%	0.000%	0.000%
Auburndale	2.760%	2.756%	2.673%
Cameron	1.441%	1.475%	1.389%
Lincoln	4.504%	4.462%	4.417%
Marshfield	2.395%	2.405%	2.245%
Milladore	2.321%	2.305%	2.204%
Richfield	5.970%	5.782%	6.101%
Rock	2.761%	2.756%	2.776%
Sherry	2.601%	2.554%	2.540%
McMillan	5.454%	5.582%	5.670%
Fremont	3.686%	3.728%	3.702%
Villages: Arpin	0.000%	0.000%	0.000%
Auburndale	1.872%	1.885%	1.886%
Hewitt	2.120%	2.112%	2.179%
Milladore	0.707%	0.711%	0.716%
City of Marshfield	61.408%	61.488%	61.502%
	<u>100.000%</u>	<u>100.000%</u>	<u>100.000%</u>

CITY OF MARSHFIELD
ESTIMATED 2017 AMBULANCE
CONTRACT COMPARISONS

Sheet A

CONTRACT COMPARISONS 00-1

Contract Year:

	2013	2014	2015	2016	2017	Dollar	2017	5yr Avg	Weighted
	Actual	Actual	Actual	Actual	Projected	Difference	Percentage	Percentage	Percentage
							Change	Change	Change
Towns:									
Auburndale	\$19,559	\$20,218	\$21,547	\$22,574	\$24,452	\$1,878	8.3%	4.6%	2.67%
Cameron	10,998	11,473	12,136	\$12,621	\$13,597	\$976	7.7%	3.6%	1.39%
Lincoln	34,213	35,355	37,336	\$38,750	\$41,854	\$3,104	8.0%	4.1%	4.42%
Marshfield	16,821	17,837	18,980	\$19,878	\$21,455	\$1,577	7.9%	4.2%	2.24%
Milladore	16,805	17,462	18,224	\$18,649	\$20,198	\$1,549	8.3%	3.2%	2.20%
Richfield	44,564	45,544	48,317	\$50,422	\$54,709	\$4,287	8.5%	3.5%	6.10%
Rock	19,991	20,609	21,618	\$22,551	\$24,502	\$1,951	8.7%	5.8%	2.78%
Sherry	19,149	19,935	21,095	\$21,948	\$23,733	\$1,785	8.1%	3.7%	2.54%
McMillan	39,994	41,847	44,704	\$47,040	\$51,024	\$3,984	8.5%	5.0%	5.67%
Fremont	26,943	28,149	29,781	\$30,977	\$33,578	\$2,601	8.4%	3.8%	3.70%
Villages:									
Auburndale	\$15,485	\$15,826	\$16,802	\$17,550	\$18,876	\$1,325	7.6%	3.4%	1.89%
Hewitt	15,467	15,807	17,178	\$18,448	\$19,980	\$1,531	8.3%	5.8%	2.18%
Milladore	5,504	5,625	5,937	\$6,158	\$6,661	\$503	8.2%	4.7%	0.72%
Cities:									
Total Contracts	\$285,493	\$295,687	\$313,656	\$327,567	\$354,617	\$27,050	8.3%	4.5%	38.50%
Marshfield	444,424	469,188	494,454	511,915	580,944	69,029	13.5%	5.6%	61.50%
	<u>\$729,917</u>	<u>\$764,875</u>	<u>\$808,110</u>	<u>\$839,482</u>	<u>\$935,561</u>	<u>\$96,079</u>	<u>11.4%</u>	<u>5.2%</u>	<u>100.00%</u>
Contracts Total									
Yearly Percentage Chg	0.37%	3.57%	6.08%	4.44%	8.26%				
5 Year Percentage Chg					24.21%				
Total (including City of Marshfield)									
Yearly Percentage Chg	0.14%	4.79%	5.65%	3.88%	13.48%				
5 Year Percentage Chg					30.72%				
Medical Care Professional Services CPI	1.90%	1.60%	1.70%	3.30%					

CITY OF MARSHFIELD
 MEDICARE/MEDICAID ADJUSTMENT
 SUPPLEMENTAL INFORMATION

	2009	2010	2011	2012	2013	2014	2015	Estimated 2016
Ambulance Fee Revenue	805,622	797,459	919,651	987,514	1,098,923	1,181,386	1,279,904	1,418,463
Medicare/Medicaid Adjustment	(82,627)	(94,512)	(123,876)	(181,682)	(286,932)	(352,939)	(431,938)	(553,895)
Percentage of Fees Adjusted	-10.26%	-11.85%	-13.47%	-18.40%	-26.11%	-29.87%	-33.75%	-39.05%

5 year average
 -29.44%



CITY OF MARSHFIELD

MEMORANDUM

TO: FINANCE, BUDGET AND PERSONNEL COMMITTEE
FROM: AMY VAN WYHE, ACCOUNTING MANAGER
SUBJECT: WRITE-OFF OF VARIOUS NON-AMBULANCE ACCOUNTS, RESOLUTION 2016-62 & BUDGET RESOLUTION 26-2016
DATE: 11/15/2016

BACKGROUND

Each year the outstanding account receivables of the City are reviewed to determine those accounts that have little chance of collection. The last approved resolution to write-off various accounts, not including ambulance accounts, was Resolution 2015-59 which wrote off \$4,047.68 of delinquent accounts.

ANALYSIS

The attached resolution summarizes various accounts that have not been collected as of this date that are recommended to be written off. These accounts, where appropriate, were turned over to the City Attorney or a collection agency, with limited success. The total amount recommended to write-off is \$63,813.22 related to three properties with significant delinquent special charges for demolition costs as listed on the attached Resolution Exhibit "A". This is \$53,813.22 more than the 2016 budgeted amount of \$10,000. This will also require approval of a budget resolution to fund the recommended write-offs as presented in the attached budget resolution.

The recommended write-offs are required under Generally Accepted Accounting Principles (GAAP). GAAP standards require that the City of Marshfield financial statements accurately state account balances. If the likelihood of collecting balances due to the City is reduced to the point of being highly questionable or improbable, then it is required to write-off these balances. That does not mean that the Finance Department stops attempting to collect on these balances, when allowed, as we still do so. It just allows the Finance Department to adjust the financial records in accordance with GAAP.

By approving this resolution as well as the corresponding budget resolution, the City will be reducing the accounts receivable balances to more accurately reflect collectible amounts. The City will still attempt to collect those accounts that are not bankrupt or otherwise prohibited from pursuing collection. In accordance with Municipal Code Section 9-02(16), these individuals and businesses will not be issued any licenses or permits until their balances are paid in full.

RECOMMENDATION

Staff recommends approval of the following separate actions:

1. Resolution 2016-62 writing off \$63,813.22 of various non-ambulance general fund accounts.
2. Budget Resolution 26-2016 transferring \$53,813 to the Uncollectible Accounts budget, \$15,000 from Building Services & Inspection budget and \$38,817 from Contingency.

Concurrence - Steve Barg
City Administrator

Concurrence – Keith R Strey
Finance Director

RESOLUTION NO. 2016-62

A resolution authorizing the City Finance Director to write-off certain unpaid amounts owing to the City of Marshfield.

WHEREAS, certain account balances are being carried on the books of the City of Marshfield as outstanding; and

WHEREAS, all reasonable means of collection the same have been exhausted and it is deemed that said accounts are not collectible.

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

1. That the unpaid amounts set forth in Exhibit "A" attached hereto are hereby declared uncollectible;
2. That the City Finance Director is hereby authorized and directed to write-off such unpaid amounts to remove them from the records.
3. That, in the event that said amounts are ultimately collected, in full or in part, the City Finance Director is hereby directed to thereupon reimburse the General Fund of the City of Marshfield as appropriate.

ADOPTED: _____

Mayor

APPROVED: _____

Clerk

RESOLUTION 2016-62
Exhibit "A"

Delinquent Special Charges

<u>Name</u>		<u>Year</u>	<u>Amount</u>
Lang, Ralph - Chimney Demo	(3)	2011	\$ 13,872.67
Lang, Ralph - Bldg Demo	(3)	2012	36,452.84
Perushek, Michael – Bldg Raze	(3)	2012	<u>13,491.71</u>

Total Delinquent Special Charges \$ 63,817.22

GRAND TOTAL \$63,817.22

- (1) Turned over to a collection agency or city attorney with limited success
- (2) No longer in business
- (3) This is balance left after proceeds from sale of tax deed property were received and no other amounts will be received by City from Wood County or held as long-term tax lien on property without sale.
- (4) Bankrupt
- (5) Other adjustment due to limited collection success
- (6) Common Council direction
- (7) Adjustment per Common Council approved settlement agreement
- (8) No longer eligible for action under Wis. Stat. 74.55(1)
- (9) Deceased

BUDGET RESOLUTION NO. 26-2016

A resolution changing the 2016 budget of the City of Marshfield, Wisconsin.

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

1. That the sum of \$38,817 is hereby transferred within the General Fund, from Contingency Budget, a/c #1015156008.080000 to Uncollectible Accounts Budget, a/c #1015191008.080000.
2. That the sum of \$15,000 is hereby transferred within the General Fund, from Building Services & Inspection Budget, a/c #1015241023.230000 to Uncollectible Accounts Budget, a/c #1015191008.080000.
3. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the COMMON COUNCIL, and within ten (10) days thereafter, the CITY CLERK publish notice of this change in the official newspaper.

ADOPTED _____
_____ Mayor

APPROVED _____
_____ Attest – City Clerk

PUBLISHED _____

DETAIL OF BUDGET RESOLUTION NO. 26-2016 BY OBJECT NUMBER

TRANSFERRED FROM:

General Fund Contingency, a/c# 1015156008.080000:

1. 57350 – Reserved for Contingency \$ 38,817

General Fund Building Services & Inspection, a/c# 1015241023.230000:

1. 52900 – Other Contractual Services \$ 15,000

TRANSFERRED TO:

General Fund Uncollectible Accounts, a/c# 1015191008.080000:

1. 57410 - Bad Debt Expense \$ 53,817

* * * * *



City of
Marshfield
Memorandum

DATE: November 15, 2016
TO: Finance, Budget and Personnel Committee
FROM: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Personnel Policy No. 3.960, Safety Shoes, Glasses, Tools and Clothing Allowance

BACKGROUND

Personnel Policy No. 3.960, Safety Shoes, Glasses, Tools and Clothing Allowance was last revised in April 2012.

ANALYSIS

A concern in the current policy was brought forward regarding the Wastewater employees approved clothing items. Specifically the purchase of a work jacket was questioned. In follow up with the Superintendent, it has been a long standing practice that one work jacket was provided to new employees by the City. The current policy language did not match the practice. As a result, the policy has been update to accurately reflect the practice of providing a work jacket and not providing coveralls.

During the policy review, it was identified that the current policy language (including policy title) could also be brought up to date referencing Personal Protective Equipment rather than specific items. Language regarding taxation of items has also been added. The revised policy is attached for your review.

RECOMMENDATION

I recommend that the Finance, Budget and Personnel Council approve revised Personnel Policy No. 3.960 with the title of Personal Protective Equipment, Tool Replacement, and Clothing Allowance.

Attachments

Concurrence:

Steve Barg, City Administrator



City of Marshfield Memorandum

Date: November 15, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Revised RFP for Assessing Services

BACKGROUND

During the November 1, 2016 Finance Budget and Personnel Meeting, the committee approved staff to decline the applicant for the initial Assessing Services RFP based on the single RFP response and to repost a revised RFP for these services.

Staff have since revised the document and have attached it for your review.

Key changes include:

- Extended submission period for proposals (November 28, 2016-January 27, 2017)
- Effective start date of contract work (moved to May 1, 2017) with full responsibility by September 1, 2017
- Reduction of overlap period with current assessor from 5 months to 4 months
- Removal of responsibility for the 2017 tax roll
- Change in completion of 2017-2019 tax rolls to 2018-2020 tax rolls.
- Clarification surrounding the conversion from GVS to Market Drive and the expectation of the bidders involvement in the transition
- Removal of the statement, "No pre-proposed meetings shall be scheduled." The City will provide prospective bidders with the ability to meet with staff during an "open house"
- Clarification regarding the contractors need to address outstanding questions/defense of the roll regarding the 2020 tax roll following completion of the role (expected 7/31/2020) as needed

RECOMMENDATION

We are requesting approval to repost the revised RFP for contracted Assessing Services for the City of Marshfield.

Concurrence: 
Steve Barg, City Administrator



**REQUEST FOR PROPOSAL
FOR
ASSESSMENT SERVICES
FOR THE
CITY OF MARSHFIELD, WISCONSIN**

**DUE DATE:
January 27, 2017
AT 12:00 PM**

**CITY OF MARSHFIELD
REQUEST FOR PROPOSAL FOR
ASSESSMENT SERVICES
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I. INTRODUCTION

Purpose of Document

The City of Marshfield is seeking proposals from qualified assessment firms/individuals to provide annual assessment services for the City of Marshfield, Wisconsin, (hereafter, referred to as “City”) located in Wood and Marathon County, **for the 2018, 2019, and 2020 assessment rolls**. The City is seeking a firm/individual to serve as its statutory assessor and to provide annual maintenance work in a competent, timely, efficient, cost-effective and customer service-oriented manner.

The City will provide overlap with the current assessor from May 1, 2017 through August 31, 2017 before assuming full Assessing Services as of September 1, 2017.

It is important to note that the City is currently in the process of converting from GVS to Market Drive software for future assessment rolls, and the successful bidder will be expected to assist with the software transition.

Background Information

The City has a population of 19,186, and it is located in both Wood County and Marathon County, WI. The City’s 2016 Equalized Value (including manufacturing and TID) is \$1,462,938,600. The City has 7 active Tax Incremental Financing districts and one Business Improvement District. The assessment ratio for 2016 was 98.76% in Wood County, and 99.85% in Marathon County.

The City has the following parcel counts (from 2016 Statement of Assessment for Wood County and Marathon County):

	<u>Total Land</u>	<u>Improvements</u>
Residential	6,513	6092
Commercial	753	640
Manufacturing	72	63
Agricultural	68	0
Undeveloped	24	0
Agricultural Forest	4	0
Forest Lands	23	0
Other	<u>3</u>	<u>3</u>
Total	7460	6798
Exempt Value for PFP (Public Fire Protection roll)	364	188

Personal Property Accounts: For 2016, 949 accounts, including 13 buildings on leased land and airport hangars. In addition, there are 5 mobile home parks located in the city, with a total of 458 home sites.

A city-wide market revaluation was completed in 2010.

Due Date of Proposal

Proposals must be received by Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator, by 12:00 p.m. on January 27, 2017. The effective date when the contract work is to begin is May 1, 2017 with full responsibility as of September 1, 2017.

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

Cost of Information Preparation

The costs of developing and submitting a proposal, discussions required to clarify items related to the proposal, and/or future interviews is entirely the responsibility of the applicant. All proposals and other information provided to the City become the property of the City. The City reserves the right to use such proposals and other material or information and any of the ideas presented therein without cost to the City.

Acceptance/Rejection Process

The City may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The City will award the contract for assessment services based upon the proposal that the City determines is in the best interests of the City.

The City reserves the right to reject any and/or all proposals received. The City will reject any proposal that does not meet all of the terms, services, and conditions requested in this RFP.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. **Responders must include acknowledgment of all addenda as part of the RFP.** Any withdrawal is effective upon issuance of such notice.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Questions/Surveying Premises

A pre-proposal “open house” will be scheduled in January to enable bidders to meet with staff and ask questions. Questions regarding desired services or general operations are to be directed to:

Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449
Ph: (715) 486-2004
Fax: (715) 384-9310
Email: jennifer.rachu@ci.marshfield.wi.us

All site visits must be scheduled in advance and confirmed by contacting the Human Resource Manager/Assistant to the City Administrator.

Applicants are encouraged to carefully inspect the community and facilities of the City, and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Term of Engagement

This proposal is for the term beginning May 1, 2017 and ending upon completion of the 2020 assessment roll (estimated on or before July 31, 2020). In addition, the bidder must be willing to answer questions/defend the tax roll if needed beyond the completion of the roll as needed.

II. TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	January 27, 2017
Selected firm notified (anticipated):	March 15, 2017
Coverage beginning date (no later than):	May 1, 2017

III. SPECIFIC SERVICES REQUIRED

1. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The assessor shall designate a qualified and responsible employee to supervise the operation of the assessor's staff for the entire contract period. The individual shall be certified Assessor Level II. The individual designated as such shall be available to the City for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The assessor shall be accountable and report to the City Administrator or his/her designee. The assessor shall meet with the City Administrator or designee on a regularly

scheduled basis as applicable (not less than monthly) to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.

2. The assessor and his/her City-approved designee(s) will maintain regular office hours at the Marshfield City Hall Plaza, 630 South Central Avenue, Marshfield, WI 54449, for at least eight (8) hours per week with approval of planned hours by the City Administrator or designee. (NOTE: City Hall will relocate to 207 West 6th Street sometime during 2018.) Office hours shall be during 8:00 AM to 5:00 PM Monday through Friday. Additional hours may be required following assessment notices are sent out, during open book review, and prior to the Board of Review. In addition, the assessor may be required to attend city meetings as requested by the City Administrator.
3. The assessor shall oversee and assist in all assessment-related clerical duties and customer service, as needed.
4. The assessor will provide a phone number and email address for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls and emails within twenty-four (24) hours.
5. The assessor will assist in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
6. The assessor will assist in the field review and assessment of new construction as of January 1st of the current year.
7. The assessor will assist in the performance of interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
8. The assessor will assist in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
9. The assessor will assist in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.
10. The assessor will be diligent in discovering and assessing all personal property. Assessor will assist in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
11. The assessor will oversee the mailing out of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will assist in the collection of the name and address of each personal property contact person, separate

- from the business name. The assessor shall keep on file in the office a doorage listing prior to open book review.
12. The assessor will assist in the accounting of all buildings destroyed or demolished.
 13. The assessor will assist in the implementing of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
 14. **The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption from property tax, and will mail written determinations to owners when requests are received.**
 15. The assessor will assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions – forwarding any changes to the City’s GIS Coordinator.
 16. The assessor will assist in taking digital photographs of new construction on or about January 1st annually, and also during the review process if needed.
 17. The assessor will assist in maintaining and annually updating property owner lists, with current name and address changes.
 18. The assessor will assist in validating sales and providing assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.
 19. The assessor will annually update all property owner information with new legal descriptions electronically.
 20. The assessor will assist in the mailing of Notice of Assessment to property owners and others as required by Wisconsin Statute.
 21. The assessor shall notify the City Clerk for the publication of open book and Board of Review notices prior to open book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
 22. **The assessor will work with the City Clerk who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings.** The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of open book contacts to file with the State required AAR (Annual Assessor’s Report).
 23. The assessor will prepare an annual report of assessment roll changes for the Board of Review. **The assessor shall update the City’s assessment computer records within fourteen (14) days of the final adjournment of the Board of Review. The assessor shall oversee updating the City’s assessment computer data. Assessment roll summaries and totals shall be forwarded to the City Clerk, Finance Director, City Administrator, the Marathon County Property Lister, and Wood County Treasurer.**

24. The assessor will attend the Board of Review hearings, serve as City staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review assessment modifications as approved.
25. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
26. The assessor will assist in valuing all mobile homes **in parks** as required by law.
27. The assessor will assist in valuing all airport hangers and buildings on leased land as required by law.
28. The assessor will assist in the coordination with the Register of Deeds/ Real Property Listing offices of both Wood and Marathon County to facilitate the digital and manual transfer of data and values.
29. **The assessor will ensure all exempt properties are assessed at market values for purposes of PFP (Public Fire Protection) coordinating that process with the IT Department and Marshfield Utilities.**
30. **The assessor shall also perform all other duties incidental to the normal duties of the assessor, including, but not limited to, generating a report for the business improvement district (BID), reports necessary for the tax incremental financing districts (TIDS), coordinating payments in lieu of tax and a top taxpayer report with the Finance Department, tracking omitted property values for future rolls, work associated with ag use conversion notices, and municipal boundary agreements.**
31. The assessor will be required to provide 100% performance bond or stand-by letter of credit to the City prior to the start of the contract in the amount of the full contract price.
32. All assessment files and records created and data collected by the assessor shall remain the property of the City. Records removed for work in progress shall be returned to the City offices.
33. The assessor shall communicate openly and in a timely manner with proper City personnel and the public regarding assessment matters. The assessor is encouraged to interface with the business and residential community and the media to provide greater clarity of the assessor's role in the property taxation and valuation process.
34. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
35. All assessment personnel shall carry proper photo identification provided by the city to assure the public of their identity and purpose for gaining access to private property.
36. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the City.

37. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be actively certified and in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.
38. The assessor will provide and update the City with a listing of all personnel assigned. All personnel shall be approved by the City. Copies of each employee's certificate shall be supplied to the City.
39. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the assessor's employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the City upon written request from the City.
40. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.
Limits of Liability shall not be less than:
 - a. Workers compensation statutory limits
 - b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit
 - c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit
41. The assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.
42. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Register of Deeds/Land Description offices of Wood and Marathon Counties. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
43. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.
44. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.

45. The assessor shall be required to execute a contract with the City that incorporates the information included in this RFP.
46. If during the term of the contract state statutes are amended regarding regulatory reporting for assessment liability, the contract may be altered or amended.

IV. ASSESSMENT SOFTWARE

The City of Marshfield is in the process of converting from GVS (Global Valuation Systems) to Market Drive software for future assessment roll work. The City is also currently licensed to use APEX sketching software and the Marshall Valuation program from Core Logic.

V. CITY OBLIGATIONS

1. The City currently employs two full-time employees, currently a property appraiser and an administrative assistant. The property appraiser has an Assessor II Certification. Currently, the property appraiser completes the field work and value for residential properties with oversight by the assessor. The City will consider alternate Assessing Department staffing models as recommended by the consultant.
2. The City shall furnish adequate space at City Hall at no cost to the assessor. Office space may include desks, tables, chairs, file cabinets, computer, printer, copier, fax machine, heating, lighting, telephone, and janitorial services.
3. The City shall allow access by the assessor to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
4. The City shall furnish the name and correct address of the owner and block and lot number size or other identifying description of each parcel to be appraised.
5. The City shall furnish the name and correct address, if known, to the assessor for notices to be sent for changes in assessed values.
6. The City shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement.
7. Postage and envelopes, with the City's return address, will be provided by the City, along with the typical office supplies.

VI. GENERAL PROPOSAL REQUIREMENTS

1. Submit a total of six (6) copies of proposal, with one being unbound and single-sided.

2. All proposals must identify the firm name, address, and specific assessment service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the City's point of contact for the work to be performed; experience with conducting a revaluation process; identify experience with assessment evaluation of potential tax-exempt properties, demonstrate accuracy of assessment work.
3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the City of Marshfield for which your firm currently provides assessment services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.
4. The proposal shall include the total annual compensation rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment years including overlap assistance along with conversion of GVS to Market Drive in 2017 for 2018, and full responsibility of services in 2018, 2019 and 2020. Beginning not later than May 1, 2017, the City will pay the annual compensation pro-rata on a monthly basis.
5. Proposals shall clearly list the fee for each assessment year for the proposed contract 2017 services and full service 2018, 2019, and 2020 tax rolls in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, transportation costs, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the firm/individual.
6. The assessor must keep regular office hours of at least eight (8) hours per week as approved by City Administrator or designee. These hours shall be during normal business hours of 8:00 AM – 5:00 PM Monday through Friday.
7. For future planning, the assessor shall provide a cost estimate for a future revaluation of City property. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall possess the Assessor 2 level of certification (or the level prescribed by the Wisconsin Property Assessment Manual). Staff should be competent and certified to perform such a revaluation of commercial and residential property. The revaluation will not be part of the services for this contact, as this would be through a separate agreement.
8. The proposal shall identify five (5) references from Wisconsin municipal clients of a size similar to the City of Marshfield for which the assessor and the person/persons to be assigned as the City's point of contact for the work to be performed and has provided assessment and/or revaluation services with the past two (2) years. References must include the name, title, address, and business phone number of the contact person.
9. The assessor shall provide a detailed resume of the person or persons assigned as the City's statutory assessor/point of contact for the work to be performed.
10. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of

Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license.

11. The assessor is advised to carefully inspect the community, the assessment records, and facilities of the City of Marshfield and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.
12. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.
13. The successful assessor will have five (5) years' experience in Wisconsin municipal government assessing, including re-evaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments.
14. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the City of Marshfield considering experience, price, and other factors. The City reserves the right to accept or reject any and all proposals received.
15. If a proposal is accepted, the assessor shall provide a certificate of insurance naming the City as additionally insured for the purposes of general and professional liability protection.
16. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents and employees while performing acts ostensibly under the terms of this contract. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

Limits of Liability shall not be less than:

- a) Worker's compensation Statutory Limits
- b) Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$2,000,000 per occurrence, combined single limit.
- c) Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$2,000,000 per occurrence, combined single limit.

VII. OTHER INFORMATION

A "sealed" original (unbound and single-sided) and five (5) copies of the Assessment Services Proposal must be received at the address listed below by no later than 12:00 PM on **January 27, 2017**. Sealed envelopes shall be marked: City of Marshfield Assessor Services Proposal.

Include the dollar cost bid in a separate sealed envelope marked as follows: Sealed Dollar Cost Bid Proposal for City of Marshfield Assessment Services for 2017 (limited as noted above), 2018, 2019, and 2020.

Proposals shall be submitted to:

City of Marshfield
Attn: Jennifer Rachu, Human Resources Manager/Assistant to the City Administrator
630 South Central Avenue
Marshfield, WI 54449

VIII. EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the RFP specifications requirements:

1. Demonstration of successful experience in providing general assessment services and assessment software to Wisconsin municipalities of similar size as the City of Marshfield.
2. Personnel management experience.
3. Past experience with providing assessment and revaluation services.
4. Ability to provide and maintain a computerized database of property assessment records.
5. Demonstration of a high level of accuracy in assessment work for municipal clients.
6. Cost of Assessment Services.
7. Evidence of positive customer interaction.

IX. FINAL SELECTION

The City Council will select an assessment firm based upon the recommendation of the selection committee. It is anticipated that a firm will be selected by approximately March 15, 2017. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to May 1, 2017. It is anticipated that the work under the contract will begin on no later than May 1, 2017. This Request for Proposal will serve as the basis of the initial services contract with the firm that is selected.

X. RIGHT TO REJECT PROPOSALS

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City reserves the right to accept the proposal considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.



City of Marshfield Memorandum

Date: November 7, 2016
To: Finance, Budget and Personnel Committee
From: Jen Rachu, Human Resources Manager/Assistant to the City Administrator
RE: Reporting Structure for Assessing Services

BACKGROUND

On May 17, 2016, the Finance, Budget and Personnel Committee approved staff review of outsourcing options for some or all assessing services, including a formal RFP for Assessing Services for the City of Marshfield. On September 6, 2016, the Finance Budget and Personnel committee approved the RFP for contracted Assessing Services.

The reporting structure for Assessing Services is yet to be determined. Initially, staff recommended the contracted Assessing Service would report to the Director of Administrative Services as part of a broader leadership restructure based on the 2013 Staffing Study conducted by Springsted. The implementation of the Administrative Services Department and Director position was ultimately placed on hold.

Following the decision to place the Administrative Services Department on hold, staff recommended that the reporting structure for the contracted Assessing Service be placed under the Finance Director. The Finance Budget and Personnel Committee questioned the appropriateness of the proposed reporting structure and requested additional information for further review and consideration. Specifically, the committee requested information on two items: (1) the reporting structure for contracted Assessing Services in similar cities (Wisconsin Rapids and Stevens Point) and (2) the current salary of the Finance Director.

ANALYSIS

In response to the questions brought forward by the Committee:

- (1) Staff contacted both cities regarding the reporting structure of their contracted Assessing Services. In Wisconsin Rapids, the contracted assessor reports to the Mayor. City employees in Assessing report to the contracted assessor but any employment decisions related to the non-contracted City employee(s) would be managed by the Mayor. In Stevens Point, the contracted assessor reports to the Director of Community Development.
- (2) The Finance Director current annual salary is \$94,806.40. This position is currently at Step 4 of Pay Grade T. Pay Grades U and V are both vacant.

Based on the information above, staff's recommendation for the Assessing Services reporting structure remains unchanged. Reporting structures in known cities with similar services shows inconsistency in the reporting structure and appears to be determined on a case-by-case basis.

Staff's recommendation of the reporting structure under the Finance Director is based on three factors:

1. The Finance Director has prior experience managing sizable contracts
2. Crossover between Assessing Services is greatest between the Finance Department and Assessing versus other City departments (based on tax assessment and tax collection)
3. The Finance Director currently oversees the Finance Department, but has only one direct report (the Accounting Manager) resulting in the ability to directly manage additional services.

Based on our current leadership, staff feels that the best placement of oversight of the assessing services is under Finance. If approved, the job description for the Finance Director will be updated and submitted to Carlson Dettman for review following our standard process. Any pay adjustment recommendations by Carlson Dettman would be brought to the Finance Budget and Personnel Committee for review and approval.

OCTOBER 4TH COMMITTEE REVIEW

On October 4th, the Committee reviewed and discussed this item, and chose to table it until a future meeting when the Finance Director was in attendance. This will be the case at our November 15th meeting, and hopefully the Committee will reach a decision on how to move forward at that time.

RECOMMENDATION

We are requesting approval of the reporting structure for assessing services being placed under the Finance Director. If the Committee cannot support this recommendation for any reason, we request that the assessing function be placed under the City Administrator.

Concurrence: 
Steve Barg, City Administrator