

**CITY ADMINISTRATOR'S
RECOMMENDED 2009 BUDGET**



CITY OF MARSHFIELD, WISCONSIN

PRESENTED TO
MAYOR AND COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN

Chris L. Meyer	Mayor
Michael Feirer	Alderman, District 1 Chairman, Board of Public Works
Alanna Feddick	Alderman, District 2
David LaFontaine	Alderman, District 3
Scott Noble	Alderman, District 4
Ed Wagner	Alderman, District 5
Joshua Hansen	Alderman, District 6
Donald Krueger	Alderman, District 7
John Spiros	Alderman, District 8 Chairman, Finance, Budget and Personnel Committee
Tom Buttke	Alderman, District 9
Peter Hendler	Alderman, District 10 Council President

Michael F. Brehm	City Administrator
Keith R. Strey	Finance Director

October 14, 2008

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CITY OF MARSHFIELD, WISCONSIN

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Michael F. Brehm
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October 14, 2008

Honorable Mayor Chris Meyer and members
of the Common Council
City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

Subject: Administrator's Recommended 2009 Budget

Mayor Meyer and members of the Common Council:

The following is a presentation of the 2009 Program of Services. The budget is the most important planning process undertaken by city government. This process determines the amount of resources that the city will invest in operating programs and capital projects. These investments are critical to the financial stability of our community, the quality of life for our citizens, the safety of our community and the future success and economic growth that we will experience as a community.

These investments should not be looked at as single-year investments, but long-term investments that should pay dividends in a better quality of life for our citizens, a safer community where we do not fear for the safety of our children, a community where good jobs are available for our citizens, and a community where public services are provided in an effective and efficient manner because of the investments we have made in equipment, technology and training for our employees.

Submitted for your review and consideration is the Recommended 2009 Budget. Details of the budget recommendations are contained in the summaries following this letter. I will not go through each of the recommendations in detail, since we will be reviewing the recommended budget over the next three weeks. The recommended 2009 budget is based upon a 2.15% increase in the city's overall assessed valuation. This limited growth in the assessed valuation would provide an additional \$251,500 in tax levy without changing the city's tax rate. This limited growth, increases in the cost to deliver services (\$488,939), additional staffing to maintain the same service levels (\$304,857) and increases in utilities and gasoline/diesel fuel (\$234,520) proved challenging. These increases in costs were offset, in part, by a reduction in capital outlay (\$332,236) and the availability of additional fund balance (\$136,928).

In 1995 the State imposed levy limits on local units of government for two years; these limits have been extended through the 2009 budget year. The maximum increase in the city's 2008 levy, for the 2009 budget, exclusive of TIF District levies, is 2%, or \$444,341, including any applicable adjustments. To take advantage of the State imposed levy limit, the city's levy can be raised an additional \$192,841.

One of the Common Council's objectives in the parameters, that it approved earlier this year, was that the 2009 budget should be developed whereby the city's tax rate should fall within a range of a 2.5% reduction to a no change in the rate from the previous year. The recommended 2009 budget meets that parameter. The city's recommended tax rate for the 2009 budget is \$9.87030, the same rate as the previous year. Consideration should also be given to the effects on maintaining the present level of existing services, staff needs, debt obligation retirements, the replacement of outdated equipment and implementation of the CIP program. To meet these objectives, I applied several specific strategies. The primary strategies included:

- Continue long-term borrowing to fund the projects approved in the CIP Program. The amount of \$3,379,000 is included as general obligation long-term debt proceeds. This is \$658,000 more than the borrowing amount approved in the CIP program. This includes \$620,000 for seven CIP projects that were originally approved to be funded by tax levy and \$38,000 for the cost of debt issuance. An additional \$650,000 in borrowing is also recommended for developer incentives for both TIF Districts No. 7 (\$300,000) and No. 8 (\$350,000). The detailed 2009 borrowing is shown in the Debt Service Funds section. All borrowings will impact the city's tax rate in future years as these debt obligations come due.
- Several requests for Capital Outlay are recommended to be increased, eliminated or reduced and are identified in Appendices E and F.
- I am also recommending that \$888,689 of the city's General Fund balance be applied to reduce the tax levy for the 2009 budget. This will reduce the city's General Fund's unreserved, undesignated balance on December 31, 2008 to an estimated amount of \$5,793,808 which is within the policy limits adopted by the Common Council. It should be pointed out that this \$888,689 will not be available for budget years subsequent to 2009.
- Continue to include the costs of the 2009 sanitary sewer capital projects in the Wastewater Utility's budget to more properly reflect the cost of providing sanitation services. \$243,000 is anticipated to be borrowed in 2009 by issuance of sewer mortgage revenue bonds per the 2008 – 2012 adopted CIP program. This represents a reduction of \$207,000 in total debt issuance from 2008. The Common Council approved the Board of Public Work's recommendation to phase out the issuance of debt for the Wastewater Utility and gradually, over five years, fund utility capital projects by user fees. All borrowings will impact user fees in future years as these debt obligations come due.

- Requests for nine additional positions in 2009 were received; the recommended 2009 budget includes only four new positions totaling \$304,857. The four positions recommended include three new firefighters and one I.T. analyst. The five positions not recommended included three additional firefighters, an accountant and a police officer totaling \$408,627. These requests will be examined in 2009 with a recommendation formulated prior to the preparation of the 2010 budget.

The General Fund budget for 2009 is \$20,798,489, a \$1,053,723 increase, or 5.3% above the originally adopted 2008 budget, as amended, of \$19,744,766. The budget includes \$100,000 for a contingency reserve; \$20,000 for miscellaneous nuisance enforcement and condemnation costs; \$43,000 for a city-wide commercial property revaluation (this project will occur over a two year period with additional funds being requested again in 2010); \$20,000 for the completion of the new Fire Department training center; \$102,248 for the last year of the city's share of Wood County's indebtedness for the initial Central Dispatch start-up costs; \$501,000 for milling/overlay of our streets; \$100,000 for slag seal; and \$100,000 for rubberized crack filling.

The budget maintains a strong emphasis on sustaining the quality and the level of service that the community has come to expect. In addition to the above projects, we are able to make an investment in the city's future in the following areas:

- By addressing concerns about maintaining our infrastructure, I am recommending \$3,287,838 in funding to address maintenance needs in our infrastructure including \$1,644,840 for street improvements, \$140,000 for sidewalk replacement without street reconstruction, \$750,000 for sanitary sewer construction/ reconstruction, \$660,998 for storm sewer construction, and \$92,000 for water main construction. In addition, I am proposing \$170,000 for various Parks and Recreation projects; and \$116,000 for capital maintenance at the City Hall Plaza Building.
- To continue our investment in our future through education, I am recommending \$130,500 in funding, including \$13,000 for the replacement of an elevator hydraulic cylinder, \$15,000 for the replacement of the air handling units for heating and cooling and \$102,500 to resurface a parking lot and sidewalk repairs, at the UW College, Marshfield/Wood County campus.
- To continue our investment in public safety, \$821,158 is being recommended for the construction of a new fire station including \$9,158 for debt issuance costs. The balance of these construction costs will be budgeted for in 2010.
- The city needs to continue as a major player in developing partnerships for creating new economic or community development opportunities. I am recommending an appropriation of \$83,000 to continue the infrastructure improvements in Yellowstone Industrial Park. Both TIF Districts No. 7 and No. 8 include financial incentives to developers totaling \$300,000 and \$350,000 respectively.

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Overall, the 2009 budget is an aggressive budget based upon sound fiscal management policies and proven strategies. The recommended budget meets the budget parameters, the adopted CIP Program for 2008-2012 (except for the amount of indebtedness to be issued), the State's expenditure restraint program and the State's levy limit restrictions. The total 2009 budget for all city funds is \$38,430,359. This is an increase of \$3,009,497, or 8.5% above the originally adopted 2008 budget, as amended, of \$35,420,862. This increase comes from the increasing costs to deliver the same level of services (\$793,796 which includes the cost of four new positions), contractual services (\$1,742,063), supplies and expenses (\$454,288), and grants, contributions and other donations (\$302,053). These increases were partially offset by a reduction in capital outlay (\$332,236). This budget reflects the cost of providing basic services and an aggressive economic development program. The city tax rate necessary to finance the recommended 2009 budget is \$9.87030. As stated earlier, this is the same city tax rate as last year.

Specific details on revenues and expenditures are identified in fund summaries within this document. When reviewing the budget, please keep in mind that this budget is predicated upon a projected tax base and a State budget that are yet to be finalized. The final assessed valuation data and adopted State budget will not be known until early November so, at the present time, a projected tax rate will be used for approval of this budget.

Sincere thanks goes to my staff and the staff of the Finance Department along with city Department/Division heads and their staff for their hard work and cooperation in preparing these budget documents. I welcome any questions you may have as we move to the next phase of the budget process

Respectfully submitted,

Michael F. Brehm
City Administrator

City of Marshfield

Budget Development and Management Process

The budget is a financial and operating plan that matches planned revenues and expenditures with the services provided city residents, businesses and industries based on established budgetary policies. It expresses in dollar amounts the city's work programs for the upcoming fiscal year. When adopted, it becomes a major guidance document for department managers for the operation of their various responsibilities, functions and activities. Strong efforts have been made to provide as complete information as practicable for budget analysis by the Council; to provide clear direction through budget detail to operating managers; and to allow effective administrative overview and monitoring of activity expenditures.

The city's budget year coincides with the calendar year. By State Statute the budget must include revenues and expenditures in a three year comparison plus information on debt service, fund balances and other information deemed appropriate.

The budget document begins with a transmittal letter from the City Administrator. This letter capsulizes the contents of the budget and major issues addressed during the budget development process. The Introductory and Summary Section describes the budget process, gives an overview of the city's organization structure and presents a summary of budget revenues and expenditures. All other sections include standard formatted details of specific resources, operations, and special programs.

The city follows these procedures in developing, adopting, controlling and updating its annual budget for each fiscal year:

Development/Adoption

1. The Council establishes budgetary objectives, targets and overall guidelines taking into account levels of services, economic conditions, and taxpayer expectations.
2. Each operating manager submits preliminary budget requests to the City Administrator based on those guidelines, including expenditures, applicable revenues, services, and work programs for the ensuing year. Requests are reviewed, amended and updated throughout the development process.
3. With staff input, the City Administrator submits a total recommended budget to the Council which includes final department requests, Administrator's recommended expenditures, the means of financing them and required tax levy.
4. Copies of the recommended budget are made available for public review in the Library, on the city's website and by request from the Finance Department or City Administrator's Office..

5. The Council schedules "open to the public" budget workshops with the Mayor, Administrator, and city staff. A formal Public Hearing is conducted to obtain public and taxpayer input. At the Public Hearing all interested persons are given the opportunity to be heard for or against any service expenditure or revenue.
6. The budget, authorizing spending levels and adopting a tax levy, is legally enacted through passage of a Council resolution.

Control/Updating

1. The budget, as adopted, includes total expenditures for the General (operating), Debt Service, Special Revenue, Capital Projects and other funds as appropriate.
2. General (operating) Fund appropriations are made at the following major expenditure program levels:

General Government
Public Safety
Public Works
Health and Human Services
Culture, Recreation & Education
Conservation & Development
Miscellaneous Other Uses

All other funds are appropriated at the total expenditure level. Expenditures cannot exceed appropriations without approval of two-thirds of the Council and publication of a Class I Public Notice.

3. Internal city policies include additional budgetary controls beyond the legal level. Budget revisions and updating may take place during the course of the year to meet changing needs. Transfers to or from (a) Salaries/Wages, (b) Capital Outlay, (c) between "departments" and major cost center accounts and from the Contingency account require approval of the Finance, Budget and Personnel Committee and a two-thirds vote of the Council.
4. The budgets for all funds are utilized as policy guides and operating fiscal plans for department managers throughout the year.
5. Detailed budget condition reports are furnished monthly to all department managers. The Finance Director submits monthly reports in writing to the Finance, Budget and Personnel Committee and Council and makes analyses of the fiscal condition of the city's various funds and appropriations and recommendations related thereto.
6. Appropriations and department budgets not encumbered by purchase orders, contracts or other formal obligation at year-end generally lapse and become available for re-appropriation in the succeeding fiscal year.
7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

Mission Statement

The mission of the City of Marshfield is to create an efficient, successful and sustainable organization providing insightful stewardship of our community, our heritage and our legacies. We deliver the highest quality, cost-effective and most responsive services possible to our residents, taxpayers, visitors and investors, while maintaining an atmosphere of professionalism, integrity, responsiveness and accountability.

We are guided by the following principles:

Integrity and Accountability

We conduct our professional duties with the utmost standards of ethics, transparency, professionalism and respect for our citizens. We will all hold each other accountable for achievement of these goals in support of our City and departmental visions. We must ask more of ourselves than we do of others, and be committed to assisting every department in fulfilling our common vision for advancement of City government and our citizens.

Teamwork

The success of any group is determined by its ability to work as a team. We embrace our diverse internal teams and promote external partnerships with governmental, educational, business, nonprofit, neighborhood and faith-based community partners to the benefit of our community. Only by tapping into the diversity of opinions, backgrounds and experiences of everyone involved can the best solutions emerge.

Communication

City government operates as a nexus of communication between all the citizens, businesses and organizations it represents. In addition to distributing information, City government must listen and collect information. The success of our efforts is directly linked to our ability to share information with other agencies, our peers and with the residents, taxpayers, businesses and organizations we serve.

Sustainability

We have endorsed sustainable community development thereby encouraging economic development and industrial initiatives while protecting our ecosystem. We have pledged to further educate ourselves regarding sustainability and sustainable activities and provide our citizens opportunities to do the same. We are committed to local and regional cooperation and a philosophy of stewardship.

Learning

Education for professional development or personal interest and enhancement are encouraged and supported. As technology continues to necessitate change, we encourage the residents, businesses, and organizations of our region to transform as leaders, welcoming innovation and technology.

Attitude

We approach every work day highly motivated with a desire to find innovative solutions to our City's challenges. We are open minded and willing to try new ideas to achieve our goals. We evaluate every project and how it fits into the overall vision of the community and how it improves the quality of life of our citizens, businesses, and organizations. We are mindful that we answer to the citizens of this community and the services we provide and the health of our community is a direct reflection of our competence, dependability and commitment. In order to provide the best value for our community we must be knowledgeable, forward-thinking and proactive rather than reactive.

CITY OF MARSHFIELD

BUDGET COMPARISON BY PROGRAM CATEGORY

ADOPTED 2008 AND RECOMMENDED 2009 BUDGETS

<u>PROGRAM CATEGORY</u>	<u>2008 (1)</u>	<u>2009</u>	<u>\$ CHANGE +/-</u>	<u>% CHANGE +/-</u>
General Government	\$ 4,850,589	\$ 5,240,304	\$ 389,715	8.0%
Public Safety	8,004,116	8,566,252	562,136	7.0%
Public Works	9,549,709	10,196,663	646,954	6.8%
Health & Human Services	171,172	204,186	33,014	19.3%
Culture, Recreation, & Education	3,378,967	3,443,071	64,104	1.9%
Conservation and Development	868,308	1,012,771	144,463	16.6%
Capital Outlay	2,855,911	4,053,500	1,197,589	41.9%
Debt Service	4,633,036	4,628,725	(4,311)	-0.1%
Other Financing Uses	1,315,170	1,084,887	(230,283)	-17.5%
TOTAL	<u>\$ 35,626,978</u>	<u>\$ 38,430,359</u>	<u>\$ 2,803,381</u>	<u>7.9%</u>

(1) As amended, to date, by 2008 budget resolutions

CITY OF MARSHFIELD
CITY MIL RATES AND TAX YIELDS
SEVEN YEARS (2003 - 2009)

<u>BUDGET YEAR</u>	<u>MIL RATE</u>	<u>CITY LEVY²</u>	<u>\$ +/-</u>	<u>% CHANGE</u>
2003	\$11.13296	\$ 8,987,132	\$ 228,657	2.61%
2004	9.25405 ¹	9,223,326	236,194	2.63%
2005	9.72898	10,963,378	1,740,052	8.87%
2006	9.90503	11,298,702	335,324	3.06%
2007	9.90503	11,426,879	128,177	1.13%
2008	9.87030	11,541,846	114,967	1.01%
2009 ³	9.87030	11,789,959	248,113	2.15%

(1) Rate reduction due to city-wide revaluation by Assessor's Office

(2) Includes city's share of TID levies

(3) Administrator's recommended

Point: The property tax is the only revenue source the city can leverage

PARAMETERS FOR PREPARATION OF THE 2009 BUDGET REQUESTS

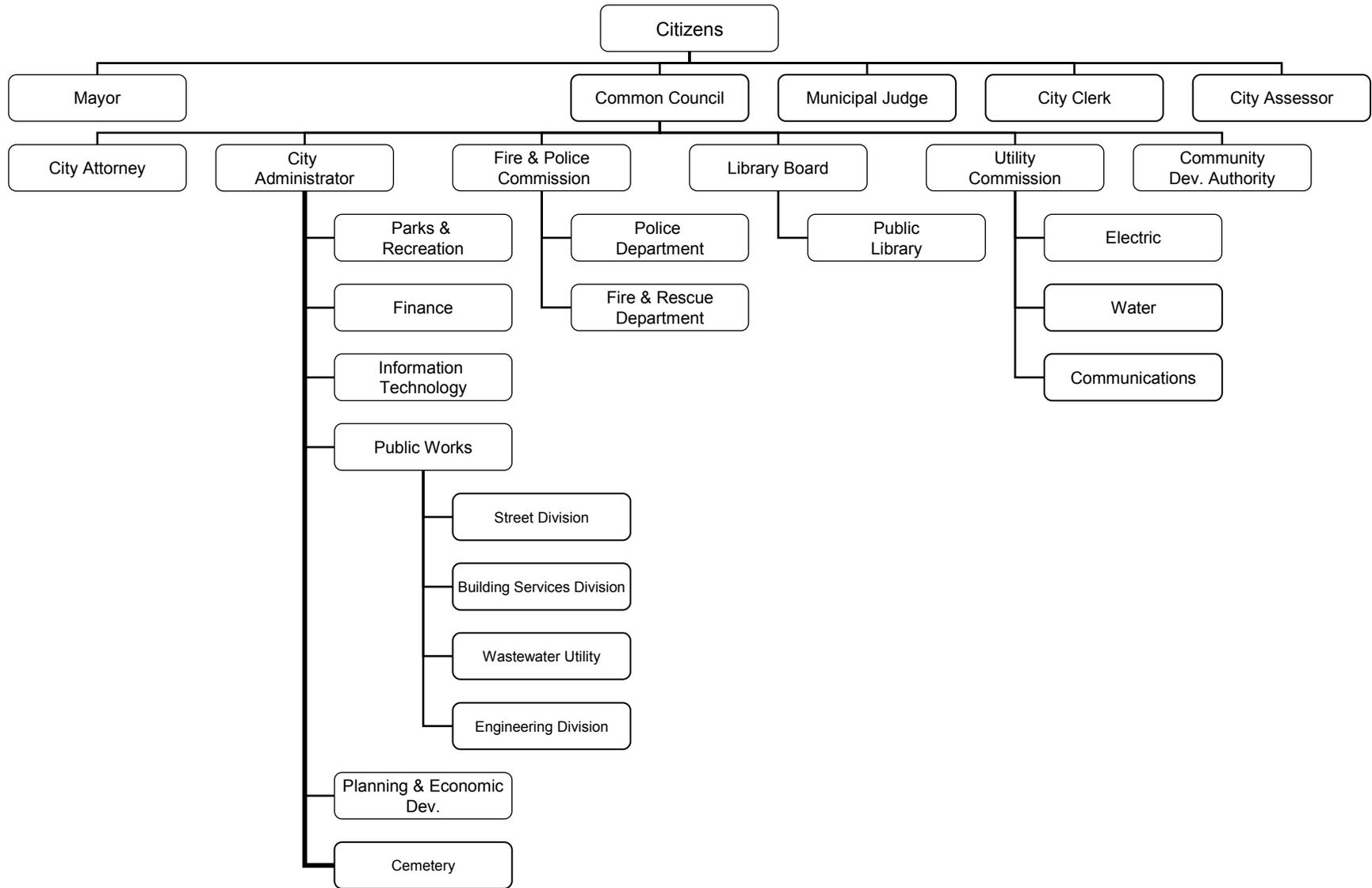
CITY OF MARSHFIELD, WISCONSIN

Adopted by the Common Council

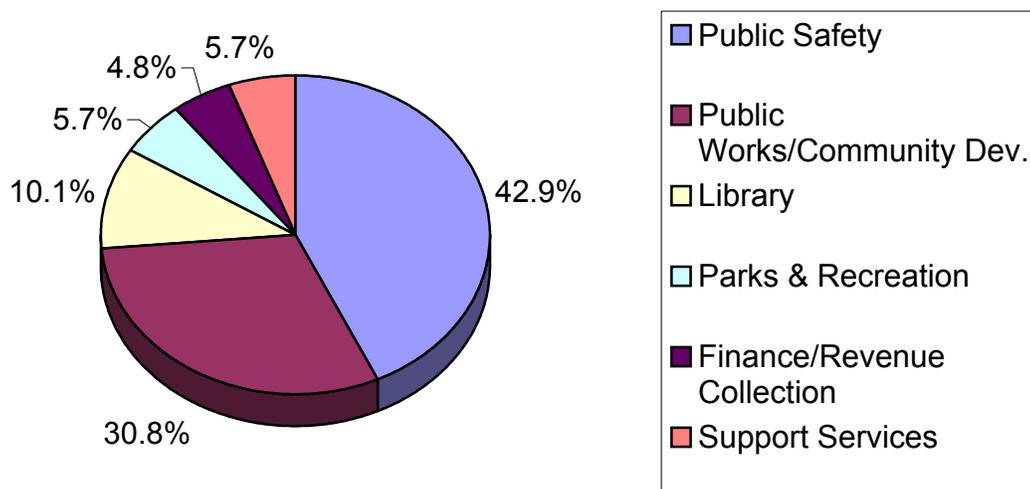
July 8, 2008

1. The City's tax rate for the 2009 budget will fall within a range of no change from 2008 to a 2.5% decrease.
2. Require performance parameters from all of the non-governmental organizations that receive funding from the City. Basically for use in future years to determine whether or not they are meeting the guidelines of providing the service that are expected for the money that is being provided.

CITY OF MARSHFIELD ORGANIZATION CHART



ALLOCATION OF HUMAN RESOURCES BY FUNCTION 2009 BUDGET

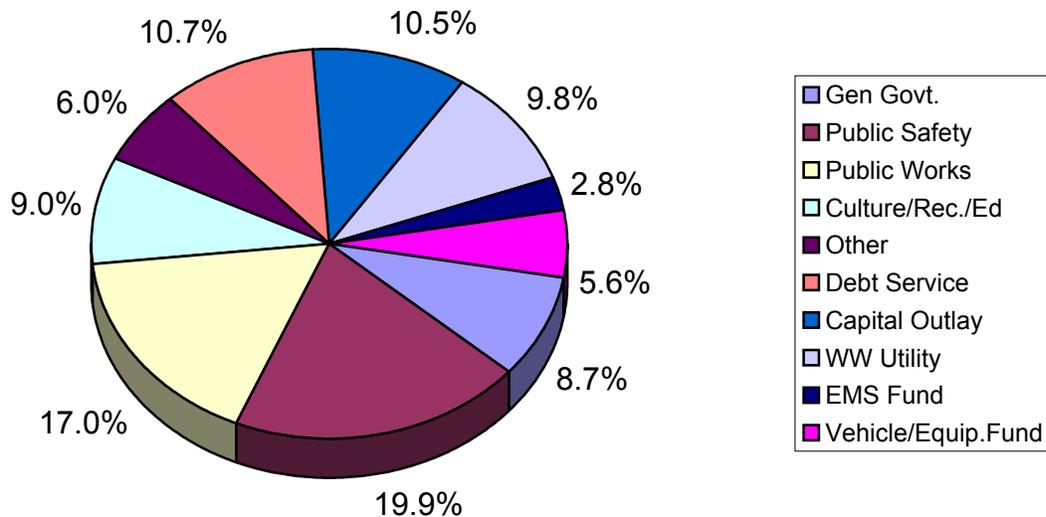


Functions	2008 Current		2009 Recommended	
	FTE'S	%	FTE'S	%
Public Safety	80	42.3%	83	42.9%
Public Works/Community Dev.	59.5	31.4%	59.5	30.8%
Library	19.48	10.3%	19.48	10.1%
Parks & Recreation	11	5.8%	11	5.7%
Finance/Revenue Collection	9.3	4.9%	9.3	4.8%
Support Services	9.95	5.3%	10.95	5.7%
	189.23	100.0%	193.23	100%

Schedule
 Authorized Full-Time and Permanent Part-Time Positions
 Current 2008 and Recommended 2009 Budget
 Expressed in Full-Time Equivalent (FTE) Positions

FUNCTION	DEPARTMENT/ DIVISION	2008 FTE	2009 FTE	NET CHANGE FTE
Public Safety	Police	45	45	0
	Fire and Rescue	27.3	28.3	1
	EMS	7.7	9.7	2
		<u>80</u>	<u>83</u>	<u>3</u>
Public Works/ Community Development	Public Works Admin	2	2	0
	Building Services	6	6	0
	Engineering	5	5	0
	Street Services	31	31	0
	City Planner	3	3	0
	Wastewater Utility	10.5	10.5	0
	Cemetery	2	2	0
		<u>59.5</u>	<u>59.5</u>	<u>0</u>
Library	Library	19.48	19.48	0
Parks and Recreation	Parks and Recreation	11	11	0
Finance and Revenue Collection	Assessor	4	4	0
	Finance	5.3	5.3	0
		<u>9.3</u>	<u>9.3</u>	<u>0</u>
Support Services	Mayor's Office	1.2	1.2	0
	City Admin/H.R.	3	3	0
	City Clerk	2	2	0
	Information Systems	3	4	1
	Municipal Court	0.75	0.75	0
		<u>9.95</u>	<u>10.95</u>	<u>1</u>
	Total	<u><u>189.23</u></u>	<u><u>193.23</u></u>	<u><u>4</u></u>

CITY OF MARSHFIELD ADMINISTRATOR'S RECOMMENDED 2009 BUDGET BY CATEGORY \$38,430,359



PROGRAM CATEGORY	BUDGET	%
Gen Govt.	\$3,356,945	8.7%
Public Safety	7,643,614	19.9%
Public Works	6,520,552	17.0%
Culture/Rec./Ed	3,443,071	9.0%
Other	2,301,844	6.0%
Debt Service	4,100,750	10.7%
Capital Outlay	4,053,500	10.5%
WW Utility	3,770,899	9.8%
EMS Fund	1,070,727	2.8%
Vehicle/Equip.Fund	<u>2,168,457</u>	<u>5.6%</u>
	<u>\$38,430,359</u>	<u>100%</u>

CITY OF MARSHFIELD
SUMMARY OF 2009 BUDGET FOR ALL FUNDS

All Funds (Except Electric & Water Utility)	2007 Actual	2008 Revised Budget	2008 6 Mos Act 6 Mos Est Amounts	2009 Departmental Requests	2009 Administrator's Recommended Budget
Expenditures					
General Government	\$ 2,911,330	\$ 3,302,925	\$ 3,166,847	\$ 3,524,496	\$ 3,356,945
Public Safety	7,035,414	7,275,752	7,259,879	7,969,453	7,643,614
Public Works	5,811,518	6,045,089	6,322,464	6,535,752	6,520,552
Health and Human Services	160,860	171,172	169,903	247,071	204,186
Culture, Recreation and Education	3,245,501	3,378,967	3,340,647	3,428,471	3,443,071
Conservation and Development	690,205	868,308	852,449	1,132,771	1,012,771
Capital Outlay	2,771,377	2,855,911	3,594,888	4,053,500	4,053,500
Debt Service	4,135,800	4,054,761	4,091,130	4,100,750	4,100,750
Other Financing Uses	1,475,053	1,315,170	1,305,170	1,084,887	1,084,887
Enterprise Fund	3,628,667	3,652,985	3,553,950	3,757,899	3,770,899
EMS Fund	858,601	866,399	869,272	1,093,398	1,070,727
Internal Service Fund	1,615,696	1,839,539	1,859,766	2,096,717	2,168,457
Total Expenditures	\$ 34,340,022	\$ 35,626,978	\$ 36,386,365	\$ 39,025,165	\$ 38,430,359
Revenues					
General Property Tax Levy	\$ 11,050,504	\$ 11,178,850	\$ 11,178,850	\$ 13,318,982	\$ 11,430,350
Taxes (Other Than General Property)	2,207,938	2,213,556	2,208,461	2,222,327	2,304,738
Special Assessments	416,277	345,000	345,000	360,000	360,000
Intergovernmental	8,443,533	8,407,129	8,391,410	8,351,888	8,139,755
Licenses and Permits	386,223	340,650	345,000	353,800	403,800
Fines, Forfeits and Penalties	134,092	195,000	203,000	197,000	197,000
Public Charges for Services	700,287	632,704	693,320	807,678	813,803
Intergovernmental Charges for Services	307,905	232,012	231,598	231,632	231,632
Miscellaneous	1,202,994	1,158,850	1,101,220	1,067,872	1,092,872
Other Financing Sources	4,421,844	4,617,355	3,847,627	5,308,513	6,593,306
Enterprise Fund	4,637,565	5,019,650	5,027,213	5,255,000	5,255,000
EMS Fund	979,590	884,640	989,577	1,092,050	1,092,050
Internal Service Fund	1,731,641	1,839,537	1,819,215	2,203,965	2,203,965
Total Revenues	\$ 36,620,393	\$ 37,064,933	\$ 36,381,491	\$ 40,770,707	\$ 40,118,271
Tax Levy for City Purposes Including TID Levy	11,426,879	11,541,846		13,738,010	11,789,959
Tax Rate for City Purposes Per \$1,000 of A.V.	\$ 9.90503	\$ 9.87030		\$ 11.50116	\$ 9.87030
FUND BALANCES JANUARY 1:					
Reserved	\$ 7,602,122		\$ 9,862,504	\$ 7,343,395	\$ 7,343,395
Unreserved: Designated	2,836,234		1,507,468	2,611,113	2,611,113
Undesignated	21,374,237		22,809,369	24,219,959	24,219,959
TOTAL FUND BALANCES JANUARY 1	\$ 31,812,593		\$ 34,179,341	\$ 34,174,467	\$ 34,174,467
Adjustments to Fund Balances:					
Wastewater Utility amortization of contributed cap	25,860		0	0	0
Fund Balance applied / adjustments	(112,237)		0	(339,626)	(1,004,419)
Total Adjustments	(86,377)		0	(339,626)	(1,004,419)
FUND BALANCES DECEMBER 31:					
Reserved	\$ 9,862,504		\$ 7,343,395	\$ 7,501,185	\$ 7,321,425
Unreserved: Designated	1,507,468		2,611,113	2,818,244	2,359,359
Undesignated	\$22,809,369		\$24,219,959	\$25,260,954	\$25,177,176
TOTAL FUND BALANCES DECEMBER 31	\$ 34,179,341		\$ 34,174,467	\$ 35,580,383	\$ 34,857,960

**CITY OF MARSHFIELD 2009 BUDGET
ESTIMATED TAX LEVY COMPARISONS**

	<u>2006</u> <u>Levy for</u> <u>2007</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>	<u>2007</u> <u>Levy for</u> <u>2008</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>	<u>Administrator's</u> <u>2008</u> <u>Recommended</u> <u>for 2009</u> <u>Budget</u>	<u>Percentage</u> <u>of Each</u> <u>Levy to</u> <u>Total</u> <u>Levy</u>
<u>WOOD COUNTY</u>						
Local	10,209,318.73	38.78%	10,278,604.11	39.07%	10,501,497.04	39.26%
School	8,022,657.02	30.48%	7,766,069.94	29.53%	7,889,756.79	29.50%
MSTC	1,665,992.39	6.33%	1,687,578.02	6.42%	1,714,455.35	6.41%
County	5,343,816.29	20.31%	5,475,222.80	20.82%	5,557,351.14	20.78%
State	201,784.40	0.77%	201,093.79	0.76%	204,110.15	0.76%
TIF District Increment	873,179.33	3.32%	890,218.25	3.39%	878,796.46	3.29%
Total Wood County	26,316,748.16	100.00%	26,298,786.91	100.00%	26,745,966.93	100.00%
<u>MARATHON COUNTY</u>						
Local	864,393.27	40.50%	900,245.89	40.74%	928,852.96	41.29%
School	658,287.90	30.85%	663,628.33	30.04%	666,386.96	29.63%
MSTC	136,700.66	6.41%	144,207.38	6.53%	144,806.83	6.44%
County	458,295.09	21.48%	484,744.29	21.94%	492,015.45	21.88%
State	16,003.52	0.75%	16,597.75	0.75%	16,846.72	0.75%
Total Marathon County	2,133,680.44	100.00%	2,209,423.64	100.00%	2,248,908.92	100.00%

Tax Rate per \$1,000 A.V. on the Total Levy

Gross Tax Rates:		
Wood County	\$ 24.67868	\$ 24.39265
Marathon County	24.44973	23.89766
State Tax Credits:		
Wood County	1.14820	1.29246
Marathon County	1.10217	1.19947
Net Tax Rates:		
Wood County	23.53048	23.10019
Marathon County	23.34756	22.73513

**CITY OF MARSHFIELD 2009 BUDGET
EIGHT YEAR SUMMARY
VALUATION, TAX RATES AND TAX LEVIES**

<u>Year of Budget</u>	<u>Assessed Valuation</u>	<u>Equalized Ratio</u>	<u>Gross Tax Rate</u>	<u>City Tax Rate</u>	<u>Total Levy</u>	<u>Local Levy</u>
2002:						
Wood County	728,648,420	92.96	27.74397	11.15403	20,215,614.85	8,127,369.88
Marathon County	56,580,600	88.04	28.52381	11.15403	1,613,903.22	631,104.90
2003:						
Wood County	745,845,530	88.55	28.59615	11.13296	21,328,619.17	8,303,589.00
Marathon County	61,398,140	99.93	26.59135	11.13296	1,632,659.91	683,543.34
2004:						
Wood County	920,835,270	105.64	23.41518	9.25405	21,561,521.59	8,521,452.61
Marathon County	75,845,040	106.11	23.78570	9.25405	1,804,027.51	701,873.54
2005:						
Wood County	1,051,436,480	99.50	23.57146	9.72898	24,783,887.98	10,229,402.76
Marathon County	75,442,150	98.30	24.23722	9.72898	1,828,508.01	733,975.04
2006:						
Wood County	1,058,795,240	96.64	24.02401	9.90503	25,436,509.89	10,487,396.85
Marathon County	81,908,440	99.41	24.23473	9.90503	1,985,028.73	811,305.42
2007:						
Wood County	1,066,375,420	92.53	24.67868	9.90503	26,316,734.85	10,562,485.68
Marathon County	87,268,070	95.76	24.44972	9.90503	2,133,680.44	864,393.27
2008:						
Wood County	1,078,143,830	90.99	24.39265	9.87030	26,298,786.91	10,641,599.65
Marathon County	91,207,580	93.26	24.22412	9.87030	2,209,423.64	900,245.89
2009 Administrator's Recommended:						
Wood County	1,100,382,860	89.07	24.30606	9.87030	26,745,966.93	10,861,106.47
Marathon County	94,105,870	92.56	23.89766	9.87030	2,248,908.92	928,852.96

CITY OF MARSHFIELD 2009 BUDGET
FUND BALANCES-ESTIMATED, RESERVED, DESIGNATED, UNDESIGNATED AND AVAILABLE WORKING CAPITAL

Fund #	Description		Estimated Fund Balances 12/31/2008	Restricted Reserved Appropriations	Delinquent Taxes & Receivables	Available Working Capital	Overdrafts in Other Funds
101	General:	Reserved	\$ 118,412	\$ 118,412	\$ -	\$ -	\$ -
		Designated	185,037	-	-	185,037	-
		Undesignated	6,019,196	-	1,065,691	3,318,976	1,634,529
202	Room Tax	Designated	110,327	-	-	110,327	-
203	Convention & Visitors Bureau	Designated	151,267	-	-	151,267	-
203	Convention & Visitors Bureau	Reserved	3,889	3,889	-	-	-
204	Residential Rehabilitaion	Reserved	483,415	483,415	-	-	-
205	Economic Development	Designated	1,727,477	-	-	1,727,477	-
206	Protective Services	Reserved	5,344	5,344	-	-	-
214	Business Improvement District	Reserved	(789)	(789)	789	-	(789)
220	Taxi System Fund	Reserved	26,139	26,139	-	-	-
235	Cable Television	Designated	92,991	-	-	92,991	-
301	Long-term Debt Service	Reserved	(15,594)	(15,594)	-	-	(15,594)
401	Infrastructure Construction	Reserved	669,278	669,278	-	-	-
405	General Public Facilities Constr.	Designated	49,187	-	-	49,187	-
410	Protective Services Capital Outlay	Designated	1,382	-	-	1,382	-
415	Airport Outlay	Reserved	73,432	73,432	-	-	-
420	Parks & Rec Capital Proj Fund	Reserved	3,666	3,666	-	-	-
425	TID #3 (Tower Hall)	Reserved	15,405	15,405	-	-	-
426	TID #2 (Purdy)	Reserved	74,531	74,531	-	-	-
428	TID #4 (Downtown)	Reserved	2,038,212	2,038,212	-	-	-
429	TID #6 (Figi Project)	Undesignated	(32,398)	-	-	-	(32,398)
430	TID #5 (Mill Creek)	Undesignated	(1,585,748)	-	-	-	(1,585,748)
432	TID #7 (Yellowstone I.P.)	Reserved	294,963	294,963	-	-	-
433	TID #8 (Northway Mall)	Undesignated	15,646	-	-	15,646	-
601	W.U.	Reserved	3,074,772	3,074,772	-	-	-
		Undesignated	18,775,133	-	704,977	18,070,156	-
605	Emergency Medical Serv Fund	Undesignated	723,191	-	121,178	602,013	-
701	I.S.F.	Reserved	886,837	886,837	-	-	-
801	Cemetery	Reserved	189,867	189,867	-	-	-
			<u>\$ 34,174,467</u>	<u>\$ 7,941,779</u>	<u>\$ 1,892,635</u>	<u>\$ 24,324,459</u>	<u>\$ -</u>

GENERAL FUND SUMMARY

The General Fund accounts for all revenues and expenditures not allocated to a special purpose fund as required by law. The major activities of city government, as well as the city's appropriation to several agencies, are budgeted in the General Fund.

PROPERTY TAXES are the most important locally-generated component of the city's revenue sources. All required funding that cannot be generated from State aids, licenses, fees, et. al. must be derived from the property tax levy. The tax rate is expressed in terms of "mills", with one mill equivalent to one dollar of tax for every one thousand dollars of assessed value. The City Assessor's Office is in the final stages of completing this year's values. Based on these values, the City of Marshfield's assessment ratio is estimated to be 89.8% of the equalized (market) value. In addition to revenues generated from the city-wide property tax, this category also includes Payments in Lieu of Taxes (PILOTs) which are received from the Marshfield Utilities, Wood County, the Community Development Authority, and others. Together, all sources of revenue in this category titled TAXES finance \$9,602,628 or 46.2% of the recommended 2009 General Fund budget. This represents a greater portion of the General Fund budget coming from property taxes. In the 2008 originally adopted budget, taxes represented 44.3% of all 2008 General Fund budgets.

SPECIAL ASSESSMENTS are collected from properties benefiting from city capital improvements, including storm sewer, concrete paving, street openings and water mains. Special assessments are also levied for delinquent payment of utility bills, weed cutting, and snow removal. These assessments are due annually and become a lien against the property. In 2009, \$360,000 is projected from this source, representing 1.7% of the General Fund budget.

INTERGOVERNMENTAL REVENUES comprise \$7,749,479, or 37.3% of the financing for the recommended 2009 General Fund budget. State-shared revenue is projected to total \$4,686,226 in 2009, which represents 60.5% of all Intergovernmental Revenue and 22.5% of the entire 2009 General Fund budget. It is our largest revenue source besides property taxes. Each biennium, the State Legislature appropriates a portion of State tax collections and returns it to the municipalities. This appropriation is based on a formula which takes into account the community's tax effort, the equalized value of the property in the community, and the population. The state funding level has remained the same for 2009. Individual changes in the components of the formulas have resulted in an estimated increase in the city's share of state-shared revenue by \$2,401 for 2009.

Additionally, \$627,903 is projected to be received from the State of Wisconsin in 2009 from the Expenditure Restraint Program (ERP). This is a voluntary program which encourages municipalities to hold their General Fund expenditures in line with inflation. The revenue source is used to finance general city services. This revenue source is being projected to decrease by \$42,031 from the 2008 revised amount.

Revenues from **LICENSES AND PERMITS** are projected to finance \$215,800 or 1.0% of the recommended 2009 General Fund budget. The main source for this revenue category is Building Permits and Inspection fees. Building Permits and Inspection fees are received as contractors, private citizens, and developers apply for permission to construct facilities in Marshfield. The public interest is served as

inspectors verify adherence to the various building codes of the city to protect the public's health and safety.

FINES, FORFEITURES, AND PENALTIES include revenue from penalties and costs assessed persons through the Municipal Court of the city, as well as parking violations. In 2009 this revenue category is expected to yield \$197,000.

When feasible, various **PUBLIC CHARGES FOR SERVICES** are collected to offset the city's cost of providing basic city services. These charges, often termed "user fees," will provide an estimated \$592,205 to the 2009 General Fund coffers. Without these revenues collected from direct recipients of city services, either the property tax levy would have to be increased, or services would have to be curtailed or discontinued.

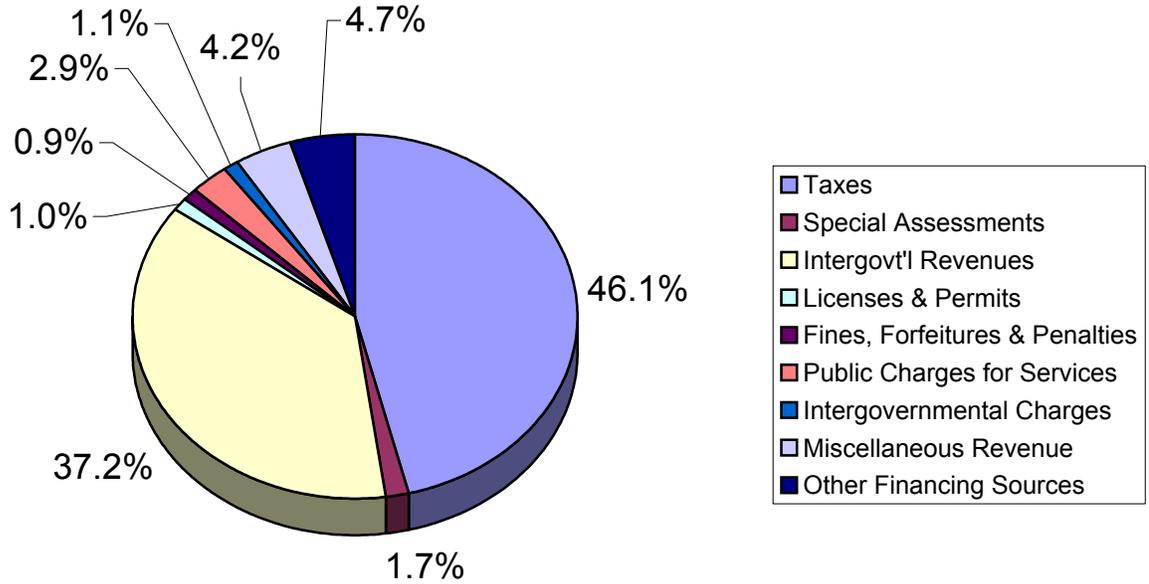
Governmental accounting standards require the City of Marshfield and other governments to account for various charges to other units of local government. For example, the city's Street Division does maintenance services for the Wastewater Utility; also various other Enterprise Funds are charged administrative fees for staff time that involves their operations. Revenues from the other jurisdictions are credited to the General Fund and are reflected in the revenue category titled **INTERGOVERNMENTAL CHARGES FOR SERVICES**. In 2009, these revenues are estimated to produce \$231,632.

Various **MISCELLANEOUS REVENUE** is received from a variety of sources and credited to the General Fund, including interest from the investment of idle funds and rent from tenants who have leased space in city buildings such as the City Hall Plaza Building and the Airport Terminal building. For 2009, \$877,050 in revenue is projected in miscellaneous revenue.

OTHER FINANCING SOURCES include transfers from other funds to offset expenditures that have been borne by general property taxes in the General Fund and undesignated/designated fund balances applied. These monies, totaling \$972,689, represent residual cash from excess revenues and unexpended expenditures from prior year budgets and monies specifically designated for certain projects. This appropriation of cash represents 4.7% of the recommended 2009 General Fund budget.

In summary, the recommended 2009 General Fund budget of \$20,798,483 is financed from the following sources:

2009 GENERAL FUND BUDGET
\$20,798,483
WHERE THE MONEY COMES FROM



SOURCE	AMOUNT	%
Taxes	\$9,602,628	46.2%
Special Assessments	360,000	1.7%
Intergov't'l Revenues	7,749,479	37.3%
Licenses & Permits	215,800	1.0%
Fines, Forfeitures & Penalties	197,000	0.9%
Public Charges for Services	592,205	2.9%
Intergovernmental Charges	231,632	1.1%
Miscellaneous Revenue	877,050	4.2%
Other Financing Sources	<u>972,689</u>	<u>4.7%</u>
Total Current Year Revenue	<u>\$20,798,483</u>	<u>100.0%</u>

City of Marshfield
2009 Expenditure/Revenue Worksheet

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D-4

FUND 101
41000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
41110 GENERAL PROPERTY TAXES	7,562,649	7,697,286	7,697,286	9,646,985	8,475,297
41140 MOBILE HOME FEES	59,814	62,000	60,000	60,000	60,000
41220 GEN SALES & RETAILERS DISCNT	117	120	120	120	120
41310 TXS FR REG MUNIC OWNED UTILS	854,331	850,000	854,331	860,000	942,411
41321 TAXES FROM WOOD COUNTY	59,931	59,931	59,931	60,000	60,000
41322 TAXES FROM PUBLIC HOUS AUTH	51,915	52,000	54,548	54,000	54,000
41329 TAXES FR OTH TAX EXEMPT ENT	10,000	10,000	10,000	10,000	10,000
41800 INTEREST & PENALTIES ON TXS	459	800	800	800	800
TOTAL REVENUE	8,599,216	8,732,137	8,737,016	10,691,905	9,602,628

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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D-5

FUND 101
42000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
42110 WATER MAIN SPECIAL ASSESSMNT	85,226	20,000	20,000	25,000	25,000
42310 PAVING SPECIAL ASSESSMENTS	288,466	285,000	285,000	290,000	290,000
42320 STREET OPENING SPEC ASSESSMT	<u>42,585</u>	<u>40,000</u>	<u>40,000</u>	<u>45,000</u>	<u>45,000</u>
TOTAL REVENUE	416,277	345,000	345,000	360,000	360,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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D-6

FUND 101
43000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
43212 FEDERAL GRANTS, FIRE				156,840	23,757
43410 STATE SHARED REVENUES	4,683,168	4,727,825	4,727,825	4,727,825	4,686,226
43420 STATE FIRE INSURANCE TAX	38,235	44,000	37,662	37,662	37,662
43430 OTHER STATE SHARED TAXES	1,071,453	1,103,222	1,034,931	1,034,931	992,900
43521 ST GRANTS, LAW ENFORCE IMPRV	19,651	8,000	8,875	8,875	8,875
43523 STATE GRANTS-OTH LAW ENFORCE	255				
43524 MEG UNIT-DRUG TASK FORCE GRT	17,570				
43529 ST GRANTS, OTH PUBLIC SAFETY	24,500	20,000	20,000	15,000	15,000
43531 ST GRANTS, LOCAL TRANSP AID	1,207,800	1,206,168	1,205,344	1,205,344	1,210,915
43533 ST GRANTS, OTHER HIGHWAY AID	393,827	260,143	260,143	260,143	259,152
43545 STATE GRANTS-RECYCLING	80,193	96,858	101,401	102,000	102,000
43590 STATE GRANTS, OTHER			47,542	10,800	10,800
43610 STATE PYMTS FOR MUNICPL SERV	104,438	100,425	95,078	95,078	95,078
43692 OTH ST PYMT, URBAN FOREST MGT		18,000	18,000		
43693 OTHER STATE PYMT-PECFA	16,519				
43705 GR FROM LOC GOVTS, FIRE PROT	10,000	10,000	10,000	10,000	10,000
43720 GR FR LOC GOVTS, LIBRARIES	244,140	259,695	258,970	289,914	289,914
43730 GR FR LOCAL GOVTS, AIRPORTS	4,500	4,500	4,000	4,000	4,000
43795 GRANTS FR LOC GOVTS, POLICE		6,000	3,400	3,200	3,200
TOTAL REVENUE	7,916,249	7,864,836	7,833,171	7,961,612	7,749,479

City of Marshfield
2009 Expenditure/Revenue Worksheet

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D-7

FUND 101
44000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
44110 LIQUOR & MALT BEV LICENSES	32,477	31,450	29,000	32,500	32,500
44129 OTH BUSINESS & OCC LICENSES	17,115	15,000	14,500	15,000	15,000
44210 BICYCLE LICENSES	310	200	300	300	300
44220 DOG AND CAT LICENSES	11,340	10,000	10,000	10,000	10,000
44300 BLDG PERMITS & INSPECTN FEES	135,600	100,000	100,000	100,000	150,000
44410 PLAN COMMISSION FEES	4,221	4,400	4,000	4,400	4,400
44420 BOARD OF APPEALS FEES	1,900	1,400	2,000	1,400	1,400
44430 STREET BANNER FEES	3,435	2,200	2,200	2,200	2,200
44470 ANNEXATION FEE	275				
TOTAL REVENUE	206,673	164,650	162,000	165,800	215,800

City of Marshfield
 2009 Expenditure/Revenue Worksheet

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D-8

FUND 101
 45000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
45110 COURT PENALTIES AND COSTS	4,375	3,000	3,000	3,000	3,000
45112 MUNICPL LAW & ORD VIOLATIONS	83,579	150,000	150,000	150,000	150,000
45130 PARKING VIOLATIONS	46,138	42,000	50,000	44,000	44,000
TOTAL REVENUE	134,092	195,000	203,000	197,000	197,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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D-9

FUND 101
46000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
46110 CLERK'S FEES	32,412	25,000	20,000	18,000	18,000
46120 FINANCE DEPARTMENT FEES	251	400	300	300	300
46140 MUNICIPAL COURT FEES	340	75	75	75	75
46150 NON-TRANSP ENGINEERING FEES	4,730	4,000	4,000	4,000	4,000
46155 GIS MAP/DATA FEES	198	200	50	200	200
46160 ASSESSOR'S FEES	251	200	200	200	200
46210 LAW ENFORCEMENT FEES	27,693	16,000	19,835	16,000	16,000
46220 FIRE PROTECTION FEES	5,734	8,400	6,000	6,750	6,750
46311 HIGHWAY MAINT & CONSTR FEES	14,035	12,000	(698)	13,750	13,750
46312 SNOW & ICE CONTROL FEES	62,015	31,000	99,680	31,000	31,000
46313 TRAFFIC CONTROL FEES	10,780	7,500	7,500	7,500	7,500
46323 SIDEWLKS (NEW CO OR REPL W/O	233	1,000	1,000	1,000	1,000
46324 STORM SEWERS	1,563				
46330 PARKING	22,594	20,000	18,000	18,000	18,000
46340 AIRPORT	5,214	5,000	4,597	4,700	4,700
46420 REFUSE & GARBAGE COLLECTION	172				
46440 WEED AND NUISANCE CONTROL	7,680	3,100	3,100	3,475	3,475
46540 CEMETERY	112,431	102,660	102,660	105,740	109,740
46591 PEST AND ANIMAL CONTROL	4,375	3,500	3,500	3,500	3,500
46610 AGING/SENIOR CENTER	1,542	1,416	1,500	1,774	1,774
46611 AGING/SENIOR CTR-FORFEITURES			25		
46710 LIBRARY	56,671	54,000	58,000	58,000	58,000
46711 OTH LIBR REVS-SUBSCRPTN FEES	9,534	9,800	9,500	9,500	9,500
46720 PARKS	61,147	60,501	61,000	83,416	85,541
46721 PARKS-FORFEITURES	525				
46741 FAIRS, EXHIBITS, CELEBRATION	38,445	39,400	39,400	42,000	42,000
46745 OAK AVENUE COMMUNITY CENTER	9,662	7,974	8,000	9,800	9,800
46746 OAK AVE COMM CTR-FORFEITURES	25				
46750 OTHER CULTURE AND RECREATION	5,688	5,624	5,000	6,885	6,885
46753 ADULT ATHLETIC LEAGUE	11,192	13,194	13,194	17,330	17,330
46754 SWIMMING AREAS	32,993	41,475	38,003	40,130	40,130
46755 TENNIS/RACQUETBALL CENTER	30,909	32,791	32,791	35,175	35,175
46758 RECREATION PROGRAMS	47,895	51,694	43,028	46,130	46,130
46810 FORESTS	1,263	500	580	750	750
46910 COMM FROM VENDING MACHINES	1,145	1,000	1,000	1,000	1,000
TOTAL REVENUE	621,337	559,404	600,820	586,080	592,205

City of Marshfield
2009 Expenditure/Revenue Worksheet

D-10
09/29/08
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FUND 101
47000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
47222 STATE, FIRE SERVICES	15,026		17,467		
47290 OTHER SERVICES TO STATE GOVT	5,834	14,000	5,000	4,000	4,000
47321 OTH LOC GOVT, LAW ENFOR SERV	14,205	8,000	12,179	8,000	8,000
47322 OTH LOC GOVT, FIRE SERVICES	12	150	90	150	150
47331 OTH LOC GOVT, TRANSP-HWY/ST	156,792	105,000	105,000	137,000	137,000
47411 CLERK EL & WAT ADMIN CHARGES	720	720	720	720	720
47413 PROPRIETARY FUND ADMIN CHGS	29,980	43,192	30,192	44,000	44,000
47414 FINANCE DPT-EL & WAT ADM CHG	2,279	2,405	2,405	2,562	2,562
47416 ELEC INSP-ELEC & WATER CHGS	19,225	20,251	20,251	20,981	20,981
47418 PLANNING DEPT-ADMIN CHARGES	812	27,040	27,040		
47421 MISCELLANEOUS ENGINEERING	10,883	11,254	11,254	14,219	14,219
TOTAL REVENUE	255,768	232,012	231,598	231,632	231,632

City of Marshfield
2009 Expenditure/Revenue Worksheet

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D-11

FUND 101
48000

Account Title	2007 Actual	2008 Revised Budget	2008 Total Estimated	2009 Department Request	2009 Administrator's Recommended
48110 INTEREST ON GENERAL INVESTMT	517,873	450,000	425,000	450,000	450,000
48130 INTEREST ON SPEC ASSESSMENTS	39,588	40,000	35,000	37,500	37,500
48210 CITY HALL PLAZA RENT	296,312	302,785	306,256	314,921	314,921
48230 SHOE FACTORY RENT	4,920	4,920	4,920	4,920	4,920
48250 AIRPORT BLDGS & LAND RENT	6,173	6,195	6,357	6,469	6,469
48251 AIRPORT TERMINAL BLDG RENT	15,706	19,683	12,802	13,200	13,200
48280 OTHER LEASES	2,001	2,001	2,000	2,000	2,000
48301 SALE OF LAW ENF EQUIP & PROP	12,837	21,000	11,869	11,000	11,000
48303 SALE OF HWY EQUIP & PROPERTY	40	250			
48309 SALE OF OTH EQUIP & PROPERTY	1,571				
48317 SALE OF ZOO EQUIPMENT & PROP	5,709	11,140	11,200	12,040	12,040
48502 FIRE DONAT/CONTR FR PR OR/IN	5,500	594			
48503 LAW ENF DON/CON FR PR ORG/IN	15,507		14,000		
48508 LIBRARY DON/CON FR PR ORG/IN	288		75		
48509 PARKS DONAT & CONTR FR PR OR	2,566	2,788	2,787	25,000	25,000
48511 RECR DONAT/CONT FR PRV OR/IN	(239)				
48513 ZOO DONAT & CONTR FR PR ORG	6,302				
48515 MIS DONAT/CONT FR PRIV OR/IN	500				
48900 OTHER MISCELLANEOUS REVENUE	29,836		31,375		
TOTAL REVENUE	962,990	861,356	863,641	877,050	877,050

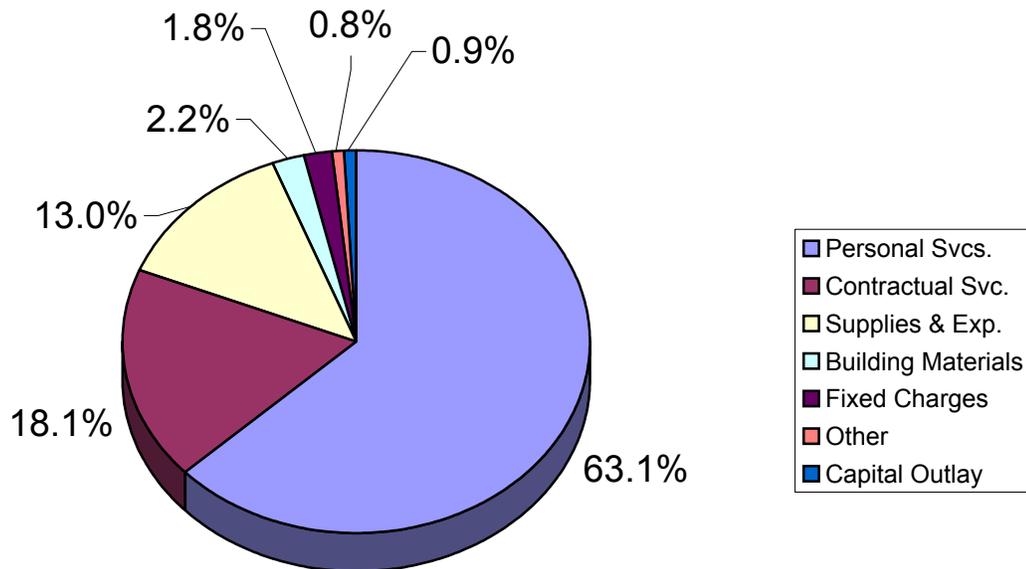
City of Marshfield
2009 Expenditure/Revenue Worksheet

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FUND 101
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS				75,000	75,000
49220 TRANSF FR SPECIAL REVENUE FD		34,193	34,193		
49240 TRANSF FR CAPITAL PROJ FUND	1,995	29,500	29,500		
49280 TRANSF FR TRUST & AGENCY FND	8,501	9,000	9,000	9,000	9,000
49300 FUND BALANCES APPLIED		751,761		318,779	888,689
TOTAL REVENUE	10,496	824,454	72,693	402,779	972,689

2009 GENERAL FUND BUDGET
\$20,798,489
WHERE THE MONEY IS SPENT



<u>USE</u>	<u>AMOUNT</u>	<u>%</u>
Personal Svcs.	\$ 13,141,962	63.2%
Contractual Svc.	3,762,136	18.1%
Supplies & Exp.	2,699,210	13.0%
Building Materials	465,492	2.2%
Fixed Charges	361,651	1.8%
Other	173,383	0.8%
Capital Outlay	194,655	0.9%
TOTAL	\$ 20,798,489	100.0%



COMMON COUNCIL
1015111006

MISSION STATEMENT:

The mission of the City of Marshfield is to provide for the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner.

The Common Council is the policy making and governing body of the City of Marshfield. The Council is comprised of the Mayor and ten members elected on a non-partisan basis by aldermanic district - one-half in even-numbered years and one-half in odd-numbered years. The Common Council has the management and control of city property, finances, highways and other facilities, and acts for its commercial benefit and powers to license, regulate, borrow money, levy taxes, appropriate funds, fine, imprison, and confiscate. The Common Council appoints the City Administrator and City Attorney.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Common Council is \$73,285, a decrease of \$2,097, or 2.8% from the 2008 budget of \$75,382. The decrease can be attributed to a reduction in the dues for both the League of Wisconsin Municipalities and the Alliance of Cities. The 2009 budget includes \$2,550 to fund an orientation session for new council members.

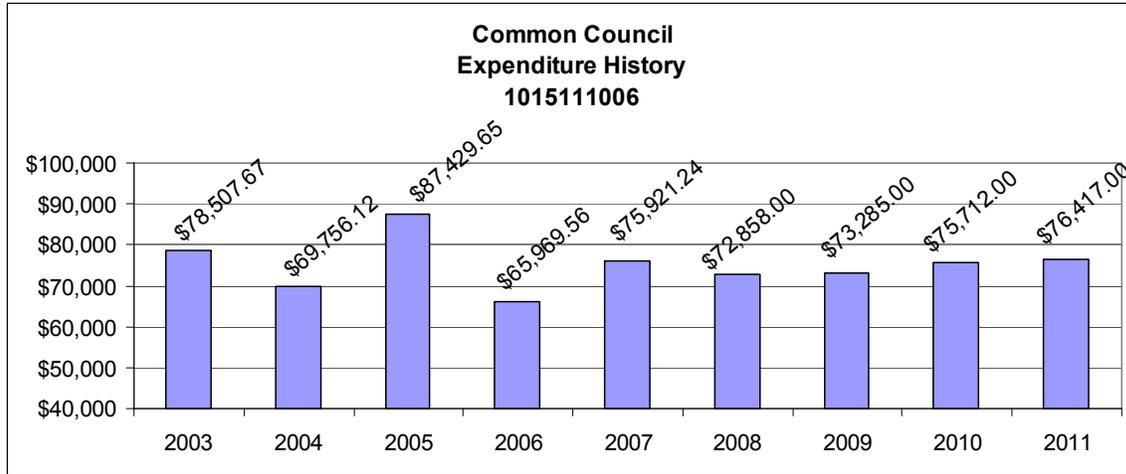
Beginning in 2006, quarterly updates to the City's Municipal Code are being handled in-house, with resultant savings of approximately \$3,500.

The city's membership dues for participation in the League of Wisconsin Municipalities (\$4,256), Wisconsin Alliance of Cities (\$2,708) and Sister City Program (\$350) are reflected in the category of Supplies and Expenses. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
Total	\$75,922	\$75,382	\$72,858	\$73,285

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

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COUNCIL
1015111006

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	49,543	52,841	51,077	52,187	52,187
53000 Supplies and Expense	<u>26,379</u>	<u>22,541</u>	<u>21,781</u>	<u>22,832</u>	<u>21,098</u>
Total Expenditures	75,922	75,382	72,858	75,019	73,285



HISTORIC PRESERVATION COMMITTEE
1015113070

MISSION STATEMENT:

The Historic Preservation Committee was established by ordinance in 1993 to serve the following purposes:

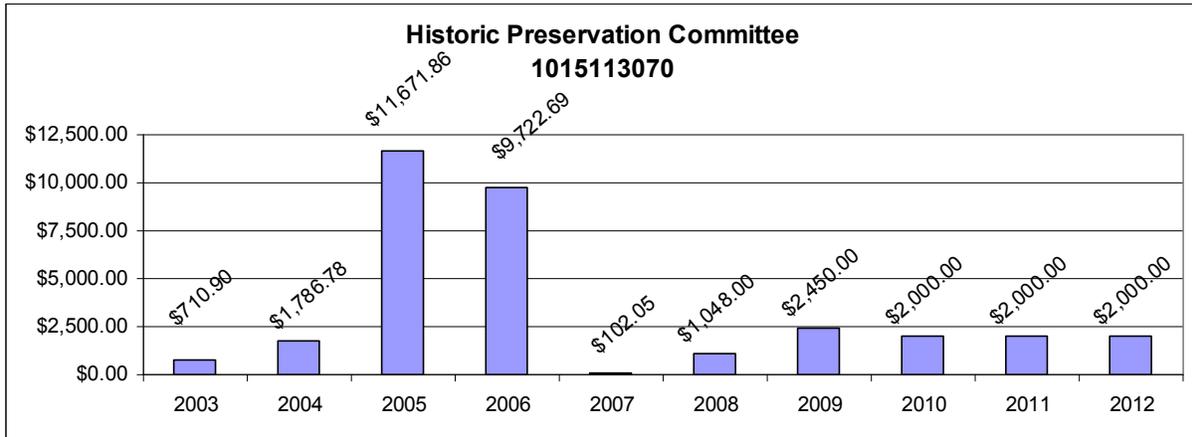
- 1) develop appropriate criteria and standards for identifying and evaluating historic structures, sites and districts;
- 2) collect necessary data, including photographs, drawings, descriptions, recorded interviews and written documentation, and to survey and permanently record the origin, development, use and historical significance of structures, sites, and districts;
- 3) recommend the designation of historical structures, sites, and districts within the city limits;
- 4) cooperate with federal, state, and local agencies in the nomination of locally designated historic structures, sites and districts to the National Register of Historic Places;
- 5) recommend legislation and programs which provide economic incentives for historic preservation;
- 6) review Certificates of Appropriateness and to adopt policies and procedures for this function;
- 7) recommend appropriate markers or plaques for historic structures, sites and districts;
- 8) receive and solicit gifts and contributions for historic preservation in the city, to be placed in a special account; and
- 9) promote among the citizens of Marshfield continuing public awareness and support for the heritage of the city, as exemplified by its historic structures, sites and districts.

The amount budgeted for 2009 is \$2,450, which includes \$1,000 from a Wisconsin Humanity Council grant which would be used to update the walking brochure for the historical districts of the community. \$900 is budgeted to finance the purchase and placing of plaques on structures and other places that are listed in the local Register of Historic Places. There is also \$220 to permit committee members to attend historic preservation workshops and meetings sponsored by the State Historic Preservation Division and/or the Wisconsin Association of Historic Preservation Commissions. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
Total	\$102	\$1,450	\$1,048	\$2,450

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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HISTORIC PRESERV COMMITTEE
 1015113070

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense	102	1,450	1,048	1,450	1,450
57000 Grants Contrib Indm & Other				1,000	1,000
Total Expenditures	102	1,450	1,048	2,450	2,450



**SUSTAINABLE MARSHFIELD COMMITTEE
1015114005**

MISSION STATEMENT:

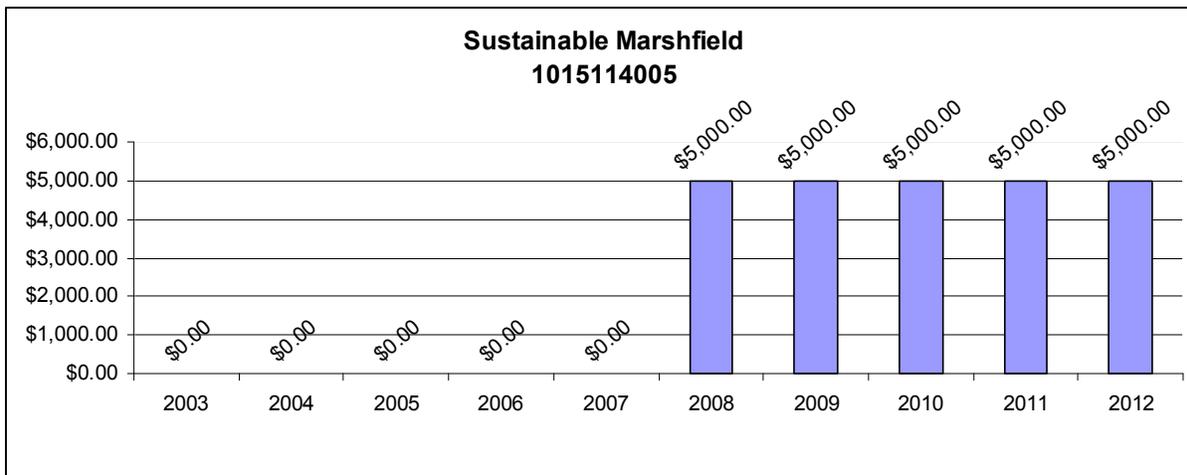
The Sustainable Marshfield Committee was established by ordinance in 2007 to develop a comprehensive and integrated plan, using the four guidelines that were developed by the American Planning Association to help communities implement sustainable practices, and apply these principles in its decision making, planning, policy making and municipal practices, to achieve an ecologically, economically and socially healthy city. Further, the committee shall take actions that are aligned with the principles and concepts of sustainability as the committee deems reasonably necessary to achieve cost savings, increased employment and enhanced environmental quality and community well-being.

The 2009 recommended budget is \$5,000, which is the same as last year's. Most of this money will be used for training committee members and staff. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$0	\$5,000	\$5,000	\$5,000

GRAPH



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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SUSTAINABLE MARSHFIELD COMMITTEE
1015114005

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense		5,000	5,000	5,000	5,000
Total Expenditures		5,000	5,000	5,000	5,000



**MUNICIPAL COURT
1015121002**

MISSION STATEMENT

The Marshfield Municipal Court system established in the fiscal year of 1997 is implemented to provide the citizens of Marshfield a court structure that meets community needs. The Marshfield Municipal Court system is established to recover revenues and fees currently retained by the Wood County Circuit Court system for services they provide. The Municipal Court system will further relieve the need for a fourth judge within Wood County Circuit Court system and is intended to provide local control for Marshfield judicial actions. Juvenile Court was established for a more hands on approach to Juvenile Court dispositions.

WORK PROGRAMS AND SERVICES:

1. To provide a community based court system appropriate for Marshfield city residents' needs.
2. Provide day and night court sessions appropriate to the needs of the Marshfield area community.
3. Provide additional revenues to the City of Marshfield through forfeitures and court costs previously allocated to the Wood County Circuit Court system.
4. Using software, compatible with the existing Police Department record system, for court related records of citations issued by authorized officials of the City of Marshfield to include ordinance, police, fire and inspection enforcement personnel.
5. To provide for a community-based court system through which municipal proceedings such as search warrants, inspection warrants, arrest warrants, property condemnation, health and fire inspections or other ordinance related concerns can be judicially addressed.
6. Provide Juvenile Court remedies to curb truancy.
7. Provide programs in lieu of forfeitures for juveniles, i.e. smoking diversion program, community services, and alcohol diversion program.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Municipal Court is \$55,318, a decrease of \$1,319, or 2.3%, below the 2008 budget of \$56,637. This decrease is primarily attributed to the elimination of \$2,000 for participation in the Wood County Crime Stoppers program. The Supreme Court has ruled that courts cannot participate in these programs.

Revenues projected in 2009 from the Municipal Court are \$150,000.

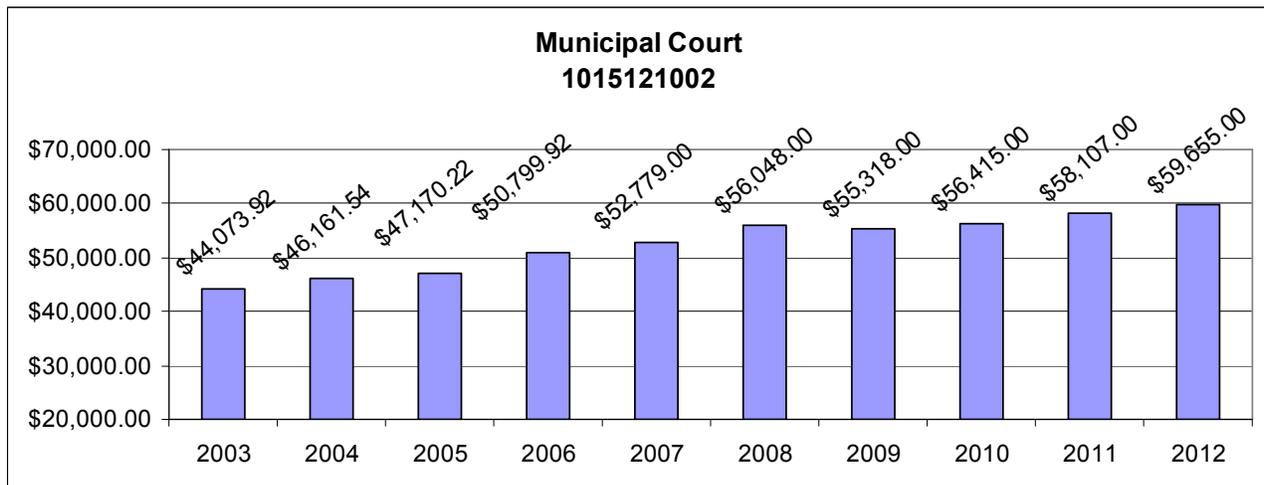
SCHEDULE OF DEPARTMENT EXPENSES:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$52,779	\$56,637	\$56,048	\$55,318

<u>DEPARTMENT STAFFING (FTE:</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Judge	Elected	N/A (1)	N/A (1)
Court Clerk *	B/2/3	<u>.75</u>	<u>.75</u>
TOTAL		.75	.75

* Non-Represented

(1) Estimated to work 10 hours per week

GRAPHS:

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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MUNICIPAL COURT
1015121002

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	46,245	48,363	48,363	49,058	49,633
52000 Contractual Services	804	2,389	1,800	1,800	1,800
53000 Supplies and Expense	2,599	3,835	3,835	3,835	3,835
55000 Fixed Charges	50	50	50	50	50
57000 Grants Contrib Indm & Other	2,000	2,000	2,000		
58000 Capital Outlay	1,081				
Total Expenditures	52,779	56,637	56,048	54,743	55,318



**CITY ATTORNEY
1015131003**

MISSION STATEMENT:

The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common Council for a two-year term, beginning on May 1 of odd-numbered years. In May, 2007, the Council appointed a City Attorney for a term ending April 30, 2009.

SERVICES AND WORK PROGRAMS:

1. Drafts ordinances, bonds, and other instruments as may be required by city officers.
2. Examines the tax and assessment rolls and other tax proceedings, and advises city officers in regard thereto.
3. Defends actions brought against any officer or employee of the Police Department and the Fire and Rescue Department growing out of any acts done in the course of his or her employment or out of any alleged breach of his or her duty as such officer or employee, except for:
 - a. actions brought to determine the rights of such officer or employee to hold or retain his or her office or position; and
 - b. actions brought by the city against such officer or employee thereof.
4. Prepares, researches, and presents lawsuits affecting the city including both prosecution and defense.
5. Drafts pleadings, documents, and briefs relating to litigation.
6. Drafts contracts and resolutions and municipal codes.
7. Consults with and advises the Mayor, Common Council, Fire and Police Commission, Library Board, and City Plan Commission, the City Administrator and all city departments.
8. Researches and writes legal opinions for the Mayor, the City Administrator and city departments.
9. Advises the Common Council at all Council meetings and Council committee meetings.
10. Acts as parliamentarian at Common Council meetings.
11. Represents the city in traffic violation cases and other ordinance violation cases.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

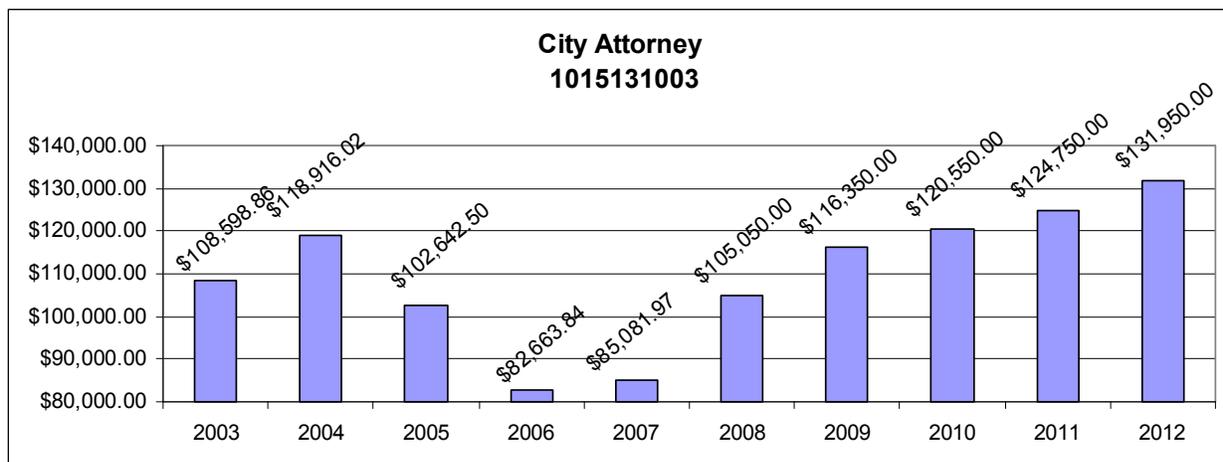
The recommended 2009 budget for the City Attorney's Office totals \$116,350, an increase of \$3,800, or 3.4% from the 2008 budget of \$112,550. The increase is attributable to an increase in the hourly amount charged and increased costs of publications.

The recommended budget in the Contractual Services category is \$112,000. Per the current contract with the City Attorney, attorney fees are paid on a per hour basis. Also included is \$600 in office and miscellaneous expenses, and \$2,500 for publications and subscriptions. This budget is funded entirely by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$85,082	\$112,550	\$105,050	\$116,350

GRAPH:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

CITY ATTORNEY
1015131003

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services		500	500	500	500
52000 Contractual Services	82,501	109,200	101,000	112,000	112,000
53000 Supplies and Expense	<u>2,581</u>	<u>2,850</u>	<u>3,550</u>	<u>3,850</u>	<u>3,850</u>
Total Expenditures	85,082	112,550	105,050	116,350	116,350



OFFICE OF THE MAYOR
1015141104

MISSION STATEMENT:

The Mayor is the chief executive officer of the city and represents the citizens of Marshfield at government, business, and social functions. The Mayor presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority; signs all documents and contracts for the city; issues proclamations for special events as requested; hears citizen comments and complaints; and appoints members to council and citizen committees and boards with the confirmation of the Common Council. The Mayor, elected for a two-year term in even-numbered years, serves as liaison between city government and citizens.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Office of the Mayor totals \$66,803; a decrease of \$14,959, or 18.3% from the 2008 budget of \$81,762. The decrease can be attributed to personnel not utilizing insurance benefits in 2009. The recommended 2009 budget includes funding for the Mayor's salary and \$150/month in-town expense allowance, as well as secretarial support (.7 FTE). Since January 1, 1995, forty hours (annually) of the secretary's time was being budgeted in the Dairyfest budget (1015534504) and, beginning in 2006, an additional twenty-five hours (annually) of the Secretary's time was being budgeted in the City Administrator's budget (1015141205). Beginning in 2009, all of the Secretary's time is now being shown in the Mayor's budget. All other expenditures are typical for this activity. This budget is funded entirely by tax levy.

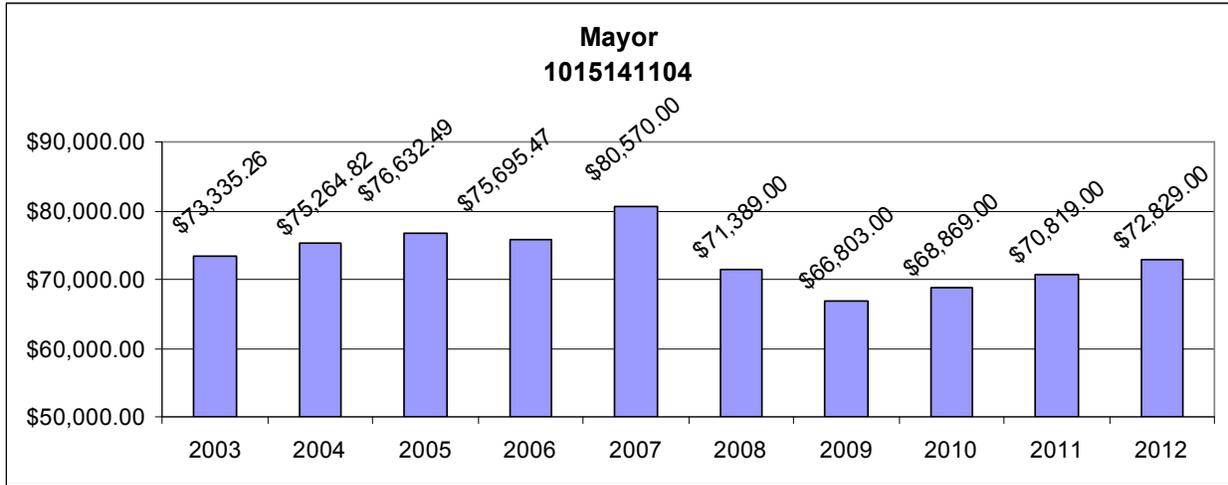
SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
Total	\$80,570	\$81,762	\$71,389	\$66,803

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/</u> <u>Representation</u>	<u>Authorized</u> <u>2008</u>	<u>Recommended</u> <u>Authorization</u> <u>2009</u>
Mayor	Elected	0.5	0.5
Secretary to the Mayor	B/2/3*	0.7	0.7
*Non-represented			
Total		1.2	1.2

GRAPH



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
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MAYOR
1015141104

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	75,612	77,183	65,882	63,094	63,094
52000 Contractual Services	585	1,190	1,190	302	302
53000 Supplies and Expense	4,208	3,089	3,951	3,232	3,107
55000 Fixed Charges			66		
57000 Grants Contrib Indm & Other	165	300	300	300	300
Total Expenditures	80,570	81,762	71,389	66,928	66,803



**CITY ADMINISTRATOR'S OFFICE
1015141205**

MISSION STATEMENT:

The mission of the City Administrator's Office is to provide organizational leadership which fosters teamwork and builds the city's capacity to provide quality services; assist the Common Council in developing and refining policy direction, and to translate that policy direction into city programs and operations; prepare for the city's future through planning and sound financial management; encourage all employees to maintain a focus on customer satisfaction; and provide a centralized program of human resources administration and performance management, including recruitment, selection, and training to ensure the most efficient and effective management of human resources.

The City Administrator is appointed by, and serves at the pleasure of, the Mayor and Common Council. The City Administrator's Office consists of professional, administrative, and clerical support staff to effectively coordinate city services. The City Administrator directly supervises the following departments or functions: 1) Public Works; 2) Parks and Recreation; 3) Information Technology; 4) Finance; 5) Planning and Economic Development; 6) Hillside Cemetery; and 7) Human Resources.

SERVICES AND WORK PROGRAMS:

1. Staff Support and Research for the Mayor and Common Council
 - A. Develops and recommends alternative solutions to community problems for Council consideration; prepares meeting agendas and appropriate background materials for the Common Council, Council committees, and other city committees
 - B. Plans and develops new programs to meet the future needs of the city
 - C. Represents the city before legislative or intergovernmental bodies, and negotiates with outside parties in behalf of the Common Council
2. General Management
 - A. Directs preparation and administration of the annual budgets
 - B. Plans, directs, and coordinates departments reporting directly to the City Administrator
 - C. Directs and coordinates economic development activities for the city.
3. Human Resources Management
 - A. Administers a system of human resources management to fulfill the requirements of federal, state, and local laws governing employment
 - B. Interprets the city's Personnel Policies and Procedures and/or labor agreements to define appropriate personnel actions

- C. Negotiates labor agreements and/or coordinates negotiations with outside legal counsel
- D. Reviews existing personnel policies and procedures and recommends changes to increase operating efficiency, more fully comply with applicable laws, or otherwise improve the system of personnel management
- E. Communicates city policies and direction to city employees through the monthly employee newsletter, Penletter; face to face meetings; and other written communications
- F. Uniform health insurance plans for all employees
- G. Continued emphasis and in-service training in performance management

COST SAVING MEASURES

- Placing labor contracts and policies online for employees, comparables and the public. Cost savings include paper/copying supplies, stamps and labor costs for both internal and external dispensing. In addition this process ensures that staff are using or following updated information.
- A variety of forms and links for benefit related purposes have also been placed online therefore increasing the efficiency in the delivery process of these forms.
- Internet applications – cost savings of printing costs for applications, job announcement related printed information, postage and labor costs. We have been successful in adding a spot for e-mail addresses to our applications as well, reducing paper postage and labor costs when contacting applicants to update them on the recruitment process.
- Ad tracking – ad tracking allows us to minimize advertising costs by seeing where applicants notice our recruitment notice. We have found newspapers are no longer an effective advertising tool. Newspapers are also the most expensive way to advertise.
- Termination of Retiree Penletters – recommended termination of retiree Penletters because the Penletter is written for current employees (IT related directions, benefit information).
- Decreasing the size of the budget books and printing budget and CIP books covers in house. Also, quite a few budget and CIP notebooks are recycled each year.
- Communication via e-mail rather than using the US mail.
- Update city code in-house. With the development of the city code program by IT, we are now able to update our city code in house.
- Purchase of CIP software. With the purchase of the CIP software, the time to compile the CIP projects/workbooks has been cut in half.
- Using the new financial software to keep vacation/sick leave records. This is a one time set-up versus using an excel worksheet that had to be updated manually each year.

POTENTIAL FUTURE SAVINGS

- A computer in the administration lobby would allow the City to require all applications be submitted and stored electronically. This would reduce paper printing and storage. Applications would be reviewed online. Only applications of those being interviewed would be printed. Storage of online applications would allow easy access and would not require room, printing costs and shredding costs.
- With updated human resources software (add on product to the financial software currently being added) we could reduce personnel related paper. Examples of paper reduction include annual performance reviews, disciplinary actions, payroll changes, note to file, education achievements and letters of support or encouragement. Documents could be created and saved or scanned into the system and employees would have an electronic personnel file. In addition this would decrease copies of the same information that departments need access to. With the upgraded software supervisors could review the employee's electronic file right from their computer. Benefits related changes that typically require paperwork could also be completed online, submitted online and saved in their electronic personnel file further reducing stamps, paper and/or faxing costs.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the City Administrator's Office is \$371,137, a decrease of \$5,958, or 1.6% from the 2008 budget of \$377,095. The decrease can be attributed to a reduction in the professional services area. Since all labor contracts are settled through 2010, the amount budgeted for outside legal assistance for personnel issues was reduced by \$10,000. This reduction was offset by an increase of \$8,041 in personal service costs. This budget finances both general administrative expenses and costs related to the management of human resources. This budget is supported entirely by tax levy. All other expenditures are typical of this activity.

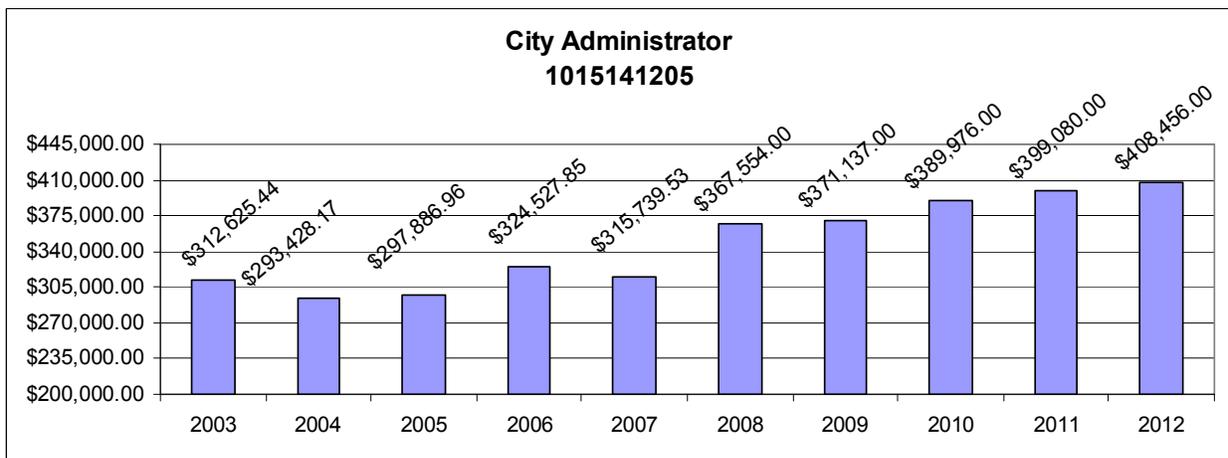
SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$315,739	\$377,095	\$367,554	\$371,137

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
City Administrator	E/8/3	1.0	1.0
Human Resources Manager	C/5/2	1.0	1.0
Secretary to the City Administrator	B/2/3*	1.0	1.0
*Non-represented			
Total		3.0	3.0

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

CITY ADMINISTRATOR
1015141205

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	270,166	286,569	283,459	294,611	294,611
52000 Contractual Services	28,736	66,281	66,000	66,339	56,339
53000 Supplies and Expense	16,124	19,370	17,220	19,312	19,312
57000 Grants Contrib Indm & Other	713	4,875	875	875	875
Total Expenditures	315,739	377,095	367,554	381,137	371,137



**CITY CLERK/ELECTIONS/PURCHASING
1015142006/1015144006/1015155006**

MISSION STATEMENT:

The mission of the City Clerk's Office is to maintain care and custody of the corporate seal and all papers and records of the city; attend the meetings of the Common Council and keep a full record of its proceedings; keep and maintain a record of all licenses and permits granted and record all bonds in appropriate books; draw and sign all orders upon the Treasury and keep a full account thereof; maintain all papers and records in the office open to inspection at all reasonable hours; administer oaths and affirmations; administer all elections in the City of Marshfield; provide agendas and act as secretary to the Common Council, Cable Television Committee, Finance/Budget/Personnel Committee, Judiciary, License, and Cemetery Committee, Zoning Board of Appeals, and Board of Review; publish all legal documents as required by state law or city ordinance.

The mission for the Elections account is to hold elections for the City of Marshfield as per Wisconsin Statutes 5.01. The right to vote is the foundation of our democratic form of government. It is the job of the City Clerk to preserve the rights of the electorate through efficient, honest, unbiased and uniform administration of elections. All Election officials have a responsibility to help, not hinder electors in exercising their voting rite. The integrity and important of the vote of each citizen is the responsibility of all election officials.

The mission of Central Purchasing is to procure for the city, materials and supplies at the best advantage for the city and endeavor to obtain as full and open competition as possible on all purchases and sales, exploit the possibility of bulk and seasonal buying.

COST SAVINGS:

- Redesigned the front office to allow for better work flow.
- The City Directory is now online instead of printing out hard copies. Saves on printing dollars and the City Directory always has the most updated information.
- Agendas are run on plain white paper. We run a master on meeting notice paper and than the rest are run on plain white paper. Saves on the cost of the stationery.
- Agenda packets - We now have one master copy and than run the rest through the copier. We no longer have to collate the packets, which frees up our time to do other things.
- Special Assessment Software - With the new software it saves on many hours. It has probably cut our time in half.
- Licensing Software - This software has also saved us many hours. Before we had to write each license by hand. Now all the information is stored on the computer and if they come in to renew, we just have to verify the information we have and then print out their new license.
- Keep the lights turned off in the rooms that are not being used all the time which saves on electricity. (ex. Vault, Supply Room and Mail Room).
- Created a file for Ordinances and Resolutions that have been approved in Word so that other office could access them online instead of going through a binder kept in the Clerk's office.
- Scheduled weekly hours for the Temporary Part-time Clerk to work. This allowed for better continuity with workflow, better awareness of what was going on in the office instead of

always having to get caught up and she was given her own job responsibilities. This was a big improvement for this office because it freed up the Deputy Clerk from the front counter for a few days and it allowed us to work on projects that have been on the backburner for a long time. We were more proactive instead of reactive.

- With the passage of Wisconsin Act 72, which took effect March 26, 2008, the city can now publish a notice about a newly enacted ordinance rather than the entire ordinance. This will save many dollars in publication costs.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The City Clerk prepares and administers three budgets, including the City Clerk's Office, Elections and Purchasing. The recommended 2009 budget for the City Clerk's Office totals \$154,545, an increase of \$6,981, or 4.7% more than the 2008 budget of \$147,564. Personnel costs accounted for most of this increase. Temporary employee costs are included within the City Clerk's budget to assist the Clerk's office in the processing of passports and other routine work. All other expenses are typical of this activity.

The recommended 2009 Elections budget of \$31,753 is \$20,283, or 39% less than the 2008 budget of \$52,036. There are two scheduled elections in 2009 as compared to four in 2008. In 2009, elections are scheduled on February 17 and April 7. Included in this budget is the purchase of 13 voting booths.

The recommended 2009 Purchasing budget of \$9,180 is same as 2008.

The majority of the cost of these budgets is supported by tax levy. The City Clerk's office will generate an estimated \$66,220 in non-property tax revenues in 2009.

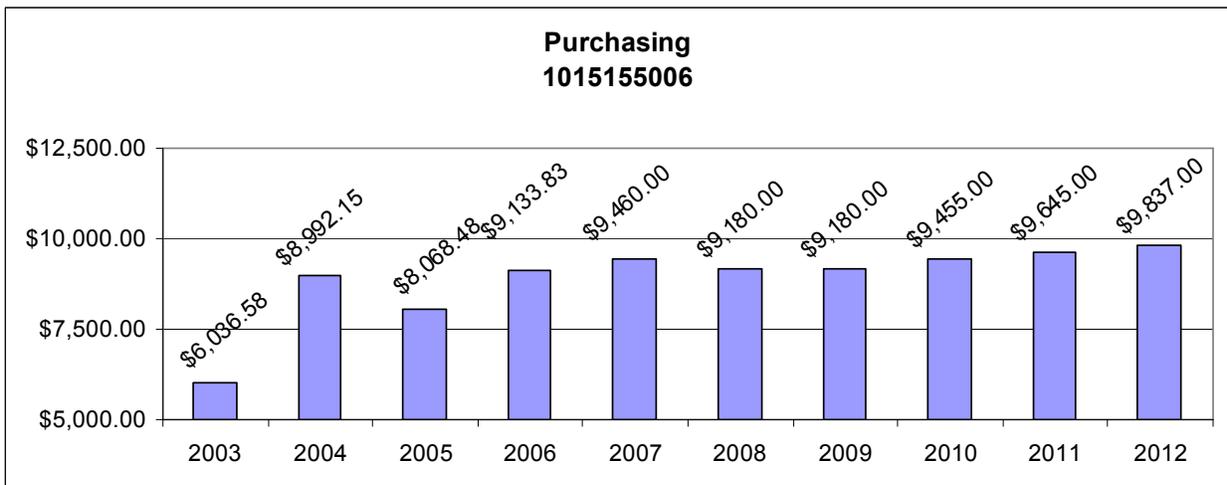
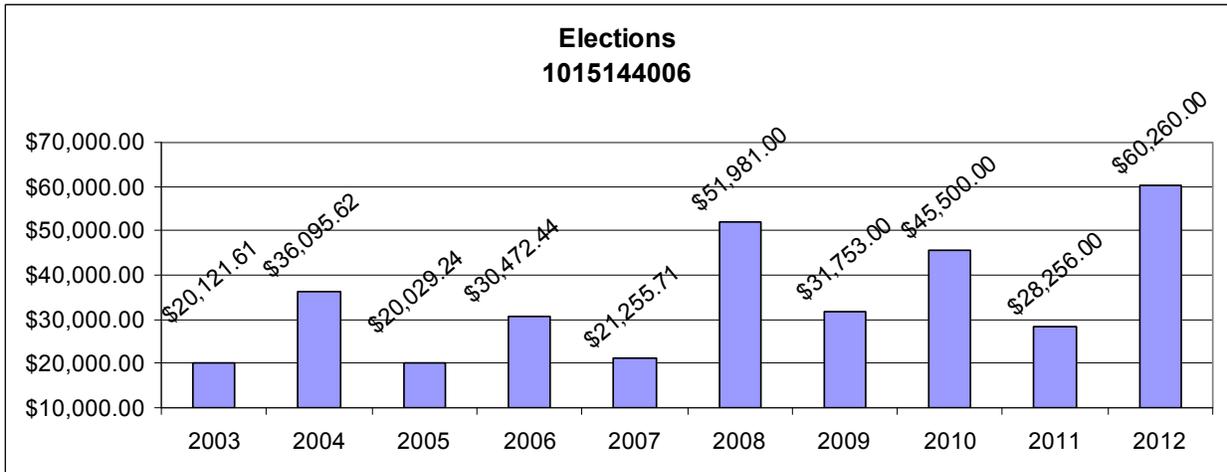
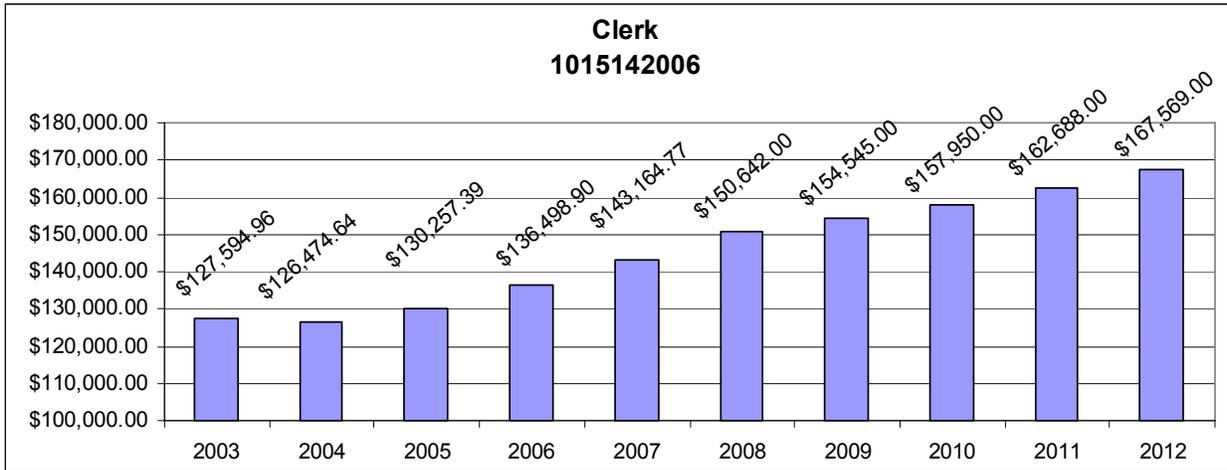
SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Center</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Clerk's Office	\$143,164	\$147,564	\$150,642	\$154,545
Elections	21,254	52,036	51,981	31,753
Purchasing	<u>9,460</u>	<u>9,180</u>	<u>9,180</u>	<u>9,180</u>
Total	\$173,878	\$208,780	\$211,803	\$195,478

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
City Clerk	Elected	1.0	1.0
Deputy City Clerk	AFSCME	<u>1.0</u>	<u>1.0</u>
Total		2.0	2.0

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

CLERK
1015142006

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	135,490	137,273	141,118	144,254	144,254
52000 Contractual Services	561	640	620	640	640
53000 Supplies and Expense	<u>7,113</u>	<u>9,651</u>	<u>8,904</u>	<u>9,651</u>	<u>9,651</u>
Total Expenditures	143,164	147,564	150,642	154,545	154,545

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

ELECTIONS
 1015144006

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	11,695	41,686	42,162	21,300	21,300
52000 Contractual Services	945	1,750	1,300	2,300	2,300
53000 Supplies and Expense	3,189	8,600	8,519	8,153	8,153
58000 Capital Outlay	5,425				
Total Expenditures	21,254	52,036	51,981	31,753	31,753

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

PURCHASING (OFFICE SUPPLIES)
 1015155006

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense	9,460	9,180	9,180	9,180	9,180
Total Expenditures	9,460	9,180	9,180	9,180	9,180



**INFORMATION TECHNOLOGY
1015145007**

MISSION STATEMENT:

The mission of the Information Technologies Department is to provide for the highest quality cost effective information services for customers in a professional and responsive manner. The Information Technology Department collaboratively provides access to high-quality knowledge systems. We strive to synergistically facilitate cutting edge technologies to exceed customer expectations.

PROGRAMS AND SERVICES:

The Information Technology Department is responsible for the following programs and services:

- A. Data Processing - servers, desktop PCs, peripherals, operating systems and application software
- B. Networking Infrastructure - metal cables and connections, fiber optic cables and connections, wireless connectivity, and hubs and switches
- C. Internet/intranet – city internal and public Web presence and e-Commerce
- D. Electronic Communications - email, voicemail and facsimile (fax)
- E. Telephony - landline telephones, cellular telephones and wireless telephones
- F. Imaging & Document Management - imaging devices, electronic storage of images, xerography (copiers)
- G. Mobile Computing - Personal Digital Assistants, Notebooks and Telework processes
- H. Find and support other technologies that can improve staff productivity

The department works with users of city technology to:

- 1. Provide reliable technological services as cost effectively as possible
- 2. Define and resolve technology problems, and recommend preventative measures whenever possible.
- 3. Provide proper documentation or licensing for all city owned technology
- 4. Suggest improvements in productivity through the use of technology
- 5. Provide counseling and recommendations on technology topics
- 6. Provide sound technology policies and procedures; ensure compliance
- 7. Provide training to improve user technology skills, and to increase city user productivity and accuracy on city systems whenever possible

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended Information Technology budget for 2009 including all Program Improvements is \$7,976, or 1%, under the approved 2008 budget. Of particular note for this budget cycle is the fact that this reduction was achieved while absorbing additional funding requests from the Finance Department in excess of \$55,000 for the Enterprise Financial Software, assumption of County services to provide Fire & Rescue data services and new Police parking ticket software. Additionally, the IT budget continues to carry parallel support and maintenance agreement costs for both Financial softwares until such time that the new system can be fully implemented and a confidence level regarding the data can be achieved.

This 1% reduction was also achieved while still requesting funding in 2009 for an additional IT Analyst. Over the past three years, the expansion of technology throughout the City has been aggressive. Over just the past

two years we have been tasked to manage a 375% increase in messaging items, a 2,300% increase in network storage needs, and a 200% increase in mobile devices. Although we have leveraged temporary staff for the past seven years, we are now to a point where we can not continue to provide the same services without additional staffing.

The IT budget represents an aggregation of all technology needs and initiatives for ALL City Departments. Because of this, the cost of growth and enhanced service offerings from various departments often settle in the IT budget. Some contributing department initiatives are:

- Enterprise-wide Financial Software suite
- Extending GIS services into the field
- Police in-squad video
- Wastewater sanitary/storm sewer televising
- Choosing and implementation of new software for the City Assessor's Office

The IT department also continues to accumulate costs for various technologies previously maintained in other department budgets, such as telephony services, enterprise-wide copiers/scanners/faxes, facility remote data connections, GPS equipment, and certain Wood County services. Although it is in the best interests of the city to centralize and manage these services under the IT department, there is an obvious shifting of these costs into our department that is reflected in our requested funding.

101: Additional Information Technology Systems Analyst - \$60,705

The Information Technology department has been at its current staffing level for the past ten years. One additional analyst was added in 1998 after a budgetary request in 1997 for **two** additional full-time analysts. Since the last staff addition in 1998, the following expansions or additions have occurred in the department:

- Storage Area Network
- Disaster Recovery site/hardware
- Systems Management (SMS)
- GIS Hardware/Software
- Clustered file management (2 servers)
- 2 database servers
- 4 additional remote facilities (PR Maintenance, Wastewater, Wildwood Station, Oak Ave. Community Center,)
- 4 additional off-line facilities (Marshfield Junior High, Marshfield Senior High, St. Joseph's Hospital, Wildwood Zoo Ludwig Building)
- VoIP Telephone System (100% maintained in-house)
- Anti-SPAM system
- Internet/E-mail Access
- Multi-function Devices
- Addition of mobile devices (Palm Pilots, Pocket PCs, Smart phones)

In addition, over this same time frame the IT department has inherited the following additional responsibilities:

- All phone circuits/charges (assumed from each individual department)
- Heating Ventilating & Air Conditioning (HVAC) facilities monitoring
- Copiers & fax machines (assumed from each individual department)
- Facilities remote data connections
- All GPS-related equipment -surveying & GIS equipment (assumed from Engineering & Planning & ED)
- Satellite Weather station (assumed from Street Division)
- Time clock (assumed from Street Division)

- Computer Aided Dispatch (CAD) Geographic Information Systems (GIS) software (assumed from Wood County)
- As of 1/1/2009 FireRMS – including 1 additional database server & 1 additional application server (assumed from Wood County)

Since 1998 the IT department has brought or developed the following services in-house with City IT staff:

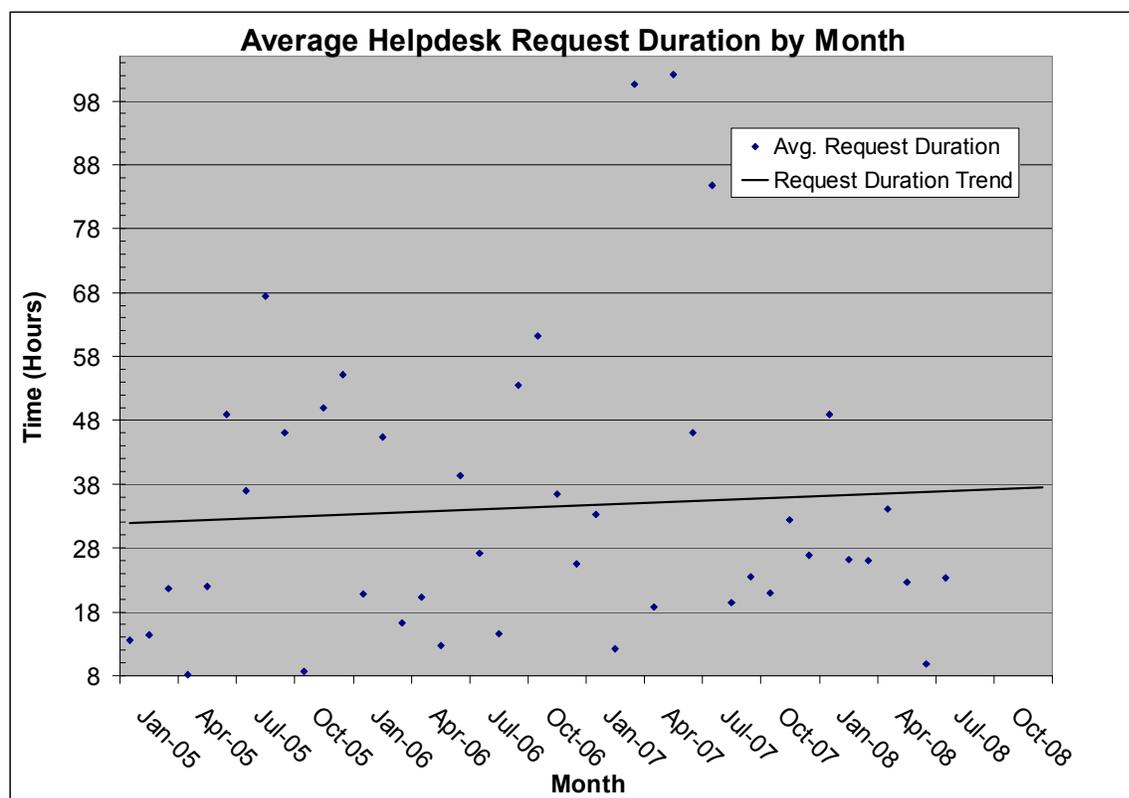
1. Municipal Code Replacement, saving \$3,100 annually
2. SPAM Filter Server, saving \$13,077 initially + \$2,700 annually
3. 1R Training Room Switch Configuration, saving \$450
4. Remote Connectivity for Library, saving \$4,793
5. Assessor's Web Property Information Site, saving \$2,500 annually
6. Structured Cabling for Wildwood Station, saving \$1,500
7. Core Switch Configuration, saving \$2,040
8. Office 2003 training, saving \$7,000
9. Development of GIS Internet Mapping system

Furthermore, we have experienced the following general growth of existing services provided:

- Addition of 67 workstations (76% increase)
- Addition of 14 laptops (250% increase)
- Addition of 20 printers (125% increase)
- 375% increase in inbound e-mail items over the past 1 ½ years
- 2,300% increase in network storage needs over the past 3 years
- A 267% increase (from 36 to 96) in number of software titles supported

Since 2001 the department has tried to handle this excess work by utilizing both High School Skills-to-Work students, as well as, part-time staff. We continued to try to avoid seeking additional full-time staff by leveraging as many as three part-time staff; however for the past 2 years we have been unable to fill two of the three positions with individuals experienced enough in the skills we require to fulfill the duties.

At this juncture we can no longer postpone additional IT staff. Because of this growth-driven-understaffing, we have experienced significant increases in the average amount of time required to resolve support requests. By the end of 2008 this trend will equate to nearly a 6 hour (in excess of one half work day) delay in resolving requests (see chart below). This obviously results in reduced customer service, both internally and externally and also detrimentally impacts efficiency of operations in all City departments.



Among the City departments that benefit from IT services are the Fire, Police, Finance Departments. These departments have chosen to write letters of support in favor of adding additional IT staff in order to maintain and improve IT services.

Letter of Support from Deputy Fire Chief Robert Haight

This letter is in support of addition of an additional Analyst for the Information Technology (I.T.) Department. The Marshfield Fire & Rescue Department (MFRD) will be embarking on a major project with the I.T. Department starting in January 2009. Currently the Fire Records Management System, named FireRMS, is being used by the MFRD and is currently housed on a server at the Wood County Courthouse. This program was originally being used by both Wisconsin Rapids and MFRD. Starting early in 2008 Wisconsin Rapids stopped using this program and Wood County informed both MFRD and the Marshfield I.T. Departments of its intent to stop hosting this program on their server. The only alternative is to have Marshfield I.T. host the program on one of its servers as this program is a necessity to the MFRD daily operations.

The addition of hosting this program will be critical for the MFRD as well as an additional burden to the Marshfield I.T. Department. This program is imperative to the department's daily operations as well as being needed for federal and state reporting requirements. The requirement of both the state and federal databases is that all reports must be submitted electronically. This program is also the source of our EMS run reports and will need to be maintained on a 24/7 basis. Problems will need to be rectified immediately and will not have the luxury of being able to wait over a weekend or overnight.

This program will experience major changes in the near future as well as performance issues that can be rectified if this program is maintained within the Marshfield Computer Network. This program is also interfaced with the Wood County Computer Aided Dispatch program. This interface is functioning well but will require an update in the near future. This interface is not a third party program but a set of SQL instructions which will need to be maintained within the I.T. Department.

This change of hosting this program by Marshfield I.T. will be very fortuitous to the MFRD as we expect to realize performance improvements once it is operating over a fiber optic network. Also as this program

is implemented it should also be able to be interfaced with the payroll function of the new Finance Software.

This department is expecting to be placing major additional demands on the I.T. Department starting at the first of the year and would actively support any personnel additions that will help with the implementation and operations of this software.

Letter of Support from Police Department Staff Services Supervisor Lorrie Krokstrom

We appreciate the opportunity in lending our support (the Police Department) for your office in asking for additional staff in the 2009 budget. With the advent of the City's Diamond Municipal software project we have had to 'fend for ourselves' for the most part during the past year or so (except for emergencies) and we anticipate doing the same for the upcoming months.

Two programs are being requested by the Police Department in the 2009 budget which we will need to have assistance from City IT staff with the installation and then support: 1 - new Evidence/Property room software and 2 - adding to the City Diamond Municipal software for parking ticket software/module (current software not supported after 12/31/08).

Unfortunately our mobile data budget request has had to have been postponed for three years. The reasons are due to a couple of different issues/obstacles. We had hoped to have budgeted in 2007 for mobile data computers for the front line squad cars but the 'county radio infrastructure' was not ready for data, we postponed requesting mobile data until 2008. We were then told by the County radio department late in 2007 that the radio system will not be able to handle data through the existing microwave, but perhaps Air Cards would work for our needs. It was our responsibility to look for alternative communication systems/protocol for our department to use. The function of our mobile data computers would be limited if we went the way of the Air Cards (query WI DOT and electronic citations/accident reports), no interface with dispatch or our records management system.

We organized a MDC committee in-house and invited Marshfield FD to join us along with your department. Unfortunately your office has not been able to get as involved as we and I'm sure you would like. We feel we should not proceed without your department (and mandated by Administrator Brehm) in helping to select the correct infrastructure for our mobile data applications (wireless, cellular, etc.). Without knowing the type of system to utilize it is very hard to choose the software and/or hardware that will be needed to outfit the different users at our department. Without getting full support and input from your department we felt we had to postpone our 2009 budgeting request for a mobile data solution. We must plan on moving to mobile data solutions in 2010 and we hope to have gone down the correct path, with the help of your department between now and next June 1st.

With the increase in new computer software technology, departments are able to streamline our work flow processes. However, with the advent of new computer software and equipment the City of Marshfield must be progressive in hiring specialists who are able to assist the departments (who rely on the City IT Department) with the new software/equipment or we will only continue to lag behind other cities and departments.

Efficiency is that which we strive for. However, unless technology can be purchased and installed in a timely manner by qualified I.T. personnel, efficiency will suffer greatly thereby costing taxpayers more in the long run!

Letter of Support from Finance Department director Keith Strey

In past years I have expressed to you my opinion that staffing levels for your department are inadequate based on current and expanding workloads. The City of Marshfield continues to invest in technology to support operations without increasing staffing. This increased reliance on technology supported by the IT Department has had a direct negative impact on the ability to respond to issues due to current staffing levels.

I personally have observed the negative impact of the current IT staff resource shortfall, especially since the start of the Enterprise Business System Software project. This project, in addition to others, has forced areas to be primarily supported by only one IT staff person due to workloads. This is an extremely precarious position to be in because if that person is unavailable or leaves, customer support is severely degraded in some cases. For example, if the Finance Department has a problem with our payroll or accounts payable software and the primary staff person is out it forces the IT Department to

try resolving the issue with staff having limited involvement in the software or incurring support charges from consultants in a range of \$165 to \$187.50 per hour.

I strongly recommend that the City of Marshfield add another staff position to the IT Department to allow for better response time and cross-training for improved support.

Without this additional staffing, we anticipate not being able to continue to add and enhance service provisions with technology or will be required to do so at an exponential cost. Based upon the most recent statistics on average work hours in the IT Department, internal technology services/support INCLUDING ALL BENEFITS equates to an average of \$36.73/hour. We typically can not find similar services or consulting from the private sector for any less than \$140/hr. – a cost savings of \$103/hr. Specifically, should this improvement fail for 2009 we would anticipate that Improvements 2-6, AND 9 would either be eliminated or need to be reallocated to Professional Services and consulted out which would in turn likely drive the cost of these projects or initiatives up exponentially. Unfortunately this stance will be required in order to best protect the viability and continued operations of all existing City technology that has already been invested in by taxpayer dollars.

102: FireRMS Software (FD) - \$10,790

In 2007, the Wisconsin Rapids Fire Department switched to a different software system for NFIRS/NEMSIS compliant records management. Because of the costs associated with Wood County maintaining the FireRMS product for Marshfield and the cost associated with switching to new software, the City of Marshfield plans to migrate the current FireRMS hardware and software from the Wood County to the Marshfield data center.

By moving the software to the Marshfield data center, the City can leverage the current hardware and software investments in SQL Server 2005 and Windows 2003 Server which are now required by the FireRMS application.

This improvement will provide for support and maintenance of the FireRMS hardware and software platform for the first year. Each additional year will cost \$3,840 for support and maintenance of the software.

103: Enterprise Business System Software Project (FI) - \$57,300

Information Provided by Keith Strey, Finance Director

1. Project phase I & II additional consulting services for core financial software and public works work manager (job costing) module setup/training/data conversion - \$25,000
2. Core financial software Negative Payroll Transaction processing module in phase II - \$3,500
3. Additional project management services for a multiple phase approach \$10,300
4. Human Resources Enterprise Leave Manager and Paid Time Off module installation/setup/training in phase II - \$11,000
5. Public Works permitting software data conversion consulting services - \$7,500 for approximately 40 hours

Enterprise Business System Software Project: (Finance, Administration & Public Works)

1. Implementation and integration of the work manager software for detailed job costing required additional consulting services to successfully complete project phases I & II as this established the basic structure to be utilized by the rest of the Enterprise Business System. This additional effort impacted a number of the modules installed in these initial project phases. The benefit of this to the City of Marshfield is that when work manager job costing is fully installed and functional, more detailed allocation of revenue and expenditures by project or program will be available to department/division heads. It will also allow for efficient, detailed reporting to citizens and elected

officials in a more timely manner and provide a significant tool necessary for staff to implement performance measurement in the future.

Additionally, implementation of the payroll module in phase II of this project required additional staff effort and consulting services due to the high level of complexity, sheer volume of setup (377 employees, 9 employee groups, 65 pay codes, 45 deduction codes and 40 benefit codes), training and data conversion. The phase II payroll module implementation was the most complex overall to complete for the Enterprise Business System Software project. Additional effort was required in this area to ensure accuracy and regulatory compliance with Federal, State and contractual requirements that are not optional to meet.

The additional efforts in these initial phases of the project were critical to the entire project with funds being used from identified project secondary modules and this request is to replace those funds.

2. During setup of the payroll module in phase II, staff evaluated the base software processing of negative payroll transaction entries that occur frequently and determined that the basic functionality was inefficient and had an increased potential for regulatory compliance issues. Integrity Data offered an add-on product that allows for efficient, accurate and more automated handling of negative payroll transactions. The City Administrator authorized the purchase and implementation of this add-on product and use of existing project funding from secondary modules to most efficiently setup the new payroll processing module and minimize potential for regulatory compliance issues. This request is to replace secondary module funds used to complete this step.
3. The fixed price bid from SVA Consulting included development of a project plan with a single phase, multiple step process for the Enterprise Business System Software project. During project kick-off planning sessions, it became clear that the project needed to be divided into multiple phases due to the complexity and number of departments involved in various project tasks. Doing so separated tasks into logical individual phases that best fit city operations and workflow. The phased project planning required additional consulting service costs beyond the fixed price bid and this request is to replace funds used from the secondary modules identified for this project for these services.
4. During setup of the payroll and basic human resources modules necessary to implement payroll, staff evaluated processing of employee paid time off benefits including various leave balances and related payments to employees. Staff found that the base payroll and human resources products were functional, but required duplicate data entry and maintenance in both modules for the same data. Additionally, other processing challenges were identified as further reducing efficiency that would also increase setup and maintenance complexity for paid time off and employee leave balance management. Staff evaluated another add-on product from Integrity Data that allows for efficient, accurate and more automated handling of paid time off and employee leave management for payroll and human resources. The City Administrator authorized the purchase and implementation of this add-on product and use of existing project funding from secondary modules to most efficiently setup the new payroll processing and basic human resources modules and eliminate duplicate entry steps required in the base product. This request is to replace secondary module funds used to complete this step.
5. This final project related request pertains to implementation and data conversion of existing public works department permit data in the software being replaced in phase III. Based on knowledge and experience gained over the first 15 months of this project, staff anticipates the need for additional consulting services to complete implementation and data conversion for the new permits module. This is necessary to allow staff to efficiently retain and retrieve permit related information for various purposes including legal proceedings. Permit data is required to be retained by the City of Marshfield under WI statutes and the current system has these records in electronic format dating back to 1998. This request is to ensure continued compliance with WI statutes and adequate funding to complete this part of the project.

I04: Parking Ticket Software (PD) - \$14,000

Information provided by Lorrie Krokstrom, Staff Services Supervisor

Our current parking ticket software (TiPPS) will no longer be supported by its vendor after 12/31/08. We were advised by the vendor of this back in the summer of 2006. With that in mind we took a wait and see attitude to see if the City's chosen financial software package would be able to handle this process. It was our hope that it would meet our needs and we would look to this system for our parking ticket processing needs. We did receive prices from our current vendor to move to their 'new' parking ticket software which is comparable in price to our requested purchase if we did not include the DOT interface. In looking at both the current vendor and the city's financial software vendor we would like to request budgeting for the parking ticket module of the City's Diamond Municipal vendor. Two of the main reasons to choose Diamond Municipal are: having the system supported by our City IT Department and the interface with Wisconsin Department of Transportation in moving license plate information over in to the parking program. There is also the probability in obtaining another interface (at a later time) in which the vehicle registration suspension notices can be sent electronically to DOT rather than the paper copies we complete manually and then mail down to DOT.

Diamond Municipal parking ticket module w/DOT interface (inbound)	\$11,500
Consultant set up & training included	2,500

The City of Marshfield Police Department must replace its parking ticket software because of the impending loss of support from the vendor. If we lost vendor support and something were to happen to the program, we could lose a large amount in anticipated revenue by not being able to retrieve the violations which drive the unpaid notices (revenue for parking tickets in 2007 was \$46,138 and we are on track for the about that amount or a little more for 2008). This parking ticket program allows the doubling of fines and provides the macros for creating letters to those violators who have failed to pay their fine in a timely fashion. By having a computer program to create this list and letters, our Records Personnel and Ordinance Officers see an immense amount of time decreased in what they would have to spend in collating the tickets and creating the letters one by one. Having the DOT interface is also going to save our Records Personnel time in data entry. Previously they have had to run the license plate on a separate program and then they re-keyed the license plate information along with the vehicle owners name and address into the program. The new software will provide the interface and will allow data to be transferred from DOT in to the parking ticket software module. Having the City I.T. staff available to help with support will mean quick and efficient assistance in solving any issues or problems we may be having with the parking ticket module.

I06: Forensic Investigation Software (PD) - \$4,990

Information provided by Lorrie Krokstrom, Staff Services Supervisor

The Marshfield Police Department would like to obtain new computer Forensics software and attend the necessary training to learn this program. We would use an existing computer at our department for this application.

We were advised that our current forensic software (ILook) will no longer be 'funded' by the IRS as the company plans to end ILook and then privatize the software and develop a new program. Without knowing what the 'product or program' will be - we found it necessary to look at existing programs that are available for forensic investigations of computers. The ILook software was also geared for financial crimes investigations and we are seeing many other types of computer crimes which need to be investigated (identity theft, child pornography, copy right violations etc).

After looking at two prominent vendors of this application we would like to pursue the purchase of **AccessData** (slightly cheaper than the competitor Encase and is used by other Central Wisconsin Agencies).

Software purchase:	\$2,340 (one time cost)
Annual Support/upgrades:	\$655 (Annual cost)
Initial 3 day training (1 person)	<u>\$1,995</u> (one time cost)
	\$4,990 for 2009 and \$655 every year after that.

The number of computer crimes being reported continue to increase each year (anticipated three times the numbers reported for 2008 from 2007). We also are seeing different types of computer crimes than just the financial crimes that were handled for the most part in the past (copy right violations, child pornography, identity theft, prescription & drug fraud, embezzlement etc). To remain current and effective, the police department must have a program available to assist in the investigation of all types of computer crimes.

This type of software is an invaluable tool in obtaining the necessary information if a crime was committed or not (Travel Pro thefts: we saw some people attempting to file a theft/fraud complaint and through the forensic investigation of the business and personal computers we determined they were in fact not victimized). Each case that is investigated with this tool will mean a major reduction in the time it takes to complete the case and bring it to conclusion by an investigator.

The annual maintenance and support fee will allow us to be able to plug in all types of 'computers': notebooks, PDAs, cell phones and what ever new technology is developed. Having this software tool available will increase our solvability rate and should provide the victim a faster response in receiving restitution for any monetary loss they received. We believe the \$5000 expenditure will be recovered in a very short time by the restitution to the victims and in the reduction of time spent on the investigation (rate of pay for Detective in 2009 is \$25.26 per hour). A multi-agency grant has been applied for that may cover all of these costs. We will not know if this grant application is successful or not until early October 2008.

108: Adobe CS3 Design Standard (PL) - \$1,086

Information provided by Jason Angell, Director of Planning and Economic Development

The Planning and Economic Development Department is requesting the purchase of the software bundle Adobe CS3 Design Standard for use in vector graphics handling, PDF compilation and editing, image alteration, and map design.

This software bundle allows for digital alteration and transfer of data, and graphics that allows integration of many different types of software inputs to be edited fluidly and producing a common output file.

Through the purchase of this software the City will be able to provide data in formats that are the industry standard in design and compatibility. The City will be able to better display information, and save time by combing multiple sources of data into one versatile, easily interpreted source. For example, this software bundle allows the user to merge a text document, with a vector graphic (such as a map), and any necessary images; then add, edit, or otherwise finalize the product to a PDF format for easy transfer to the consumer.

Ultimately, this software will streamline and facilitate the flow of data interpretation between departments and the public utilizing a PDF format.

COST SAVING MEASURES

As with any IT expenditures, investments in technology typically benefit numerous other departments and even the city as a whole. Unfortunately the return on investment on this is seldom quantifiable. On very few occasions do we find departments that keep statistics before and after deployments, yet we know conclusively that efficiency - and frequently effectiveness - are improved by these expenditures. In reviewing the IT expenditures and operations over the past five years, the list below represents some projects that have provided more tangible and quantifiable cost savings.

Year 2008/ \$281,077

- 1) **Reduced Maintenance Cost by using 2-year Maintenance Contracts**
The Dell Servers that we use are supported for up to 5 years by Dell. The first three years of support are covered by the warranty from the machine purchase. Dell provided significant cost savings by buying the remaining 2-year maintenance at once, instead of one year at a time. For example, the total 2-year maintenance costs for the two servers and 1 server enclosure that we purchased in 2008 was \$2,449.37. The total costs would have been \$4,098 (based on the price quote provided by Dell in 2007) if we purchased the maintenance contract one year at a time. This results in at least \$1,648.63 in cost savings (because the price quoted in 2007 is not a guaranteed, and it could increase by the time we renewed the contract).
- 2) **Use 7-year replacement plan on Canon MFDs.**
E.O. Johnson can typically provide total care maintenance for the Canon MFDs (Multi-Function Device) for up to 7-8 years or until they can't get parts anymore. In 2008, we have two MFDs (Parks & Rec and City Clerk) that have reached the end of 5-year lease. Stretching two extra years out of these two MFDs means we will not have lease payments for two years for these two MFDs, which results in total savings of \$9,076 over the two year period.
- 3) **Use common check form between Payroll and Accounts Payable.**
We needed new check forms to print Payroll and Accounts Payable checks in our new Enterprise Financial Software. The vendor has quoted us \$250 per each form. We changed both Payroll and Accounts Payable to use the same common check form, thereby saving \$250 in check form cost.
- 4) **Negotiation for damages from 6/28 HVAC incident**
Through negotiations with both insurance carriers, we were able to substantiate collection of an additional \$4,108 in compensation.
- 5) **Implementation of Alternative SAN Technology**
To compensate for over-utilization of network storage by PD for in-squad video recording we were forced to perform an unanticipated/unbudgeted expansion of our network storage. By researching alternative technology, negotiating with both vendor and manufacturer, and leveraging a leasing arrangement, we were able to achieve the following cost savings;
 - Trade-in value in excess of City's book value for equipment
 - \$10,000 discount above State of Wisconsin contract pricing
 - Decrease each year of \$20,995 in 2008 and 2009 anticipated budget
 - Avoidance of \$200,000 capital equipment expenditure in 2010 due to equipment obsolescence
- 6) **Escalated infrastructure replacement**
Due to '07-'08 HVAC failure incidents, the viability and integrity of critical City infrastructure components was brought into question. Through aggressive negotiations with vendors, preferred partnership agreements, and leasing agreements we were able to obtain the following cost savings while simultaneously recovering the viability of critical network infrastructure;
 - Trade-in of current compromised equipment totaling over \$9,000
 - \$8,000 discount above State of Wisconsin contract pricing
 - Decrease of anticipated 2010 budget request due to obsolescence by \$89,000.
- 7) **Internal Support/Installation of New Finance Enterprise Business Software**
By internal support, installation, and configuration of the new Finance Department Enterprise Business Software instead of having the software consultants perform these tasks has saved the

City approximately \$198,000.00 just in the last year.

8) Internal Support/Installation of 2008 Infrastructure Replacement

During the infrastructure replacement this year we performed as much set-up and configuration in-house as other work-loads and other projects would permit. This work resulted in us being 60% under budgeted labor hours for the project and will result in a project cost-reduction of approximately \$20,000.

Year 2007 / \$16,538

1) Unbudgeted I-Cop Project Server/Storage Cost Avoidance

By utilizing existing IT infrastructure, the PD was able to avoid \$7,775 in server and storage costs in implementing an I-Cop squad video surveillance system. These savings ultimately resulted in the PD being able to purchase to additional in-squad units.

2) 1R Training Room Remodel Unanticipated Switch Configuration

By configuring unplanned switching electronics in-house, \$450 in network engineering services were avoided on an already over-budget project.

3) Alternative Service Provider Utilization

Through contracting with smaller independent network engineering consultants, we were able to save \$3,520 in professional services costs for configuring and installing network electronics.

4) Alternative Remote Connectivity Options

Through researching and implementing alternative remote connectivity technologies, the City was able to utilize in-house staff to create software-based remote connectivity for the Library to CityNet and eliminate \$4,793 in infrastructure/capital costs.

****Realization of \$21,850 annual cost savings on ROI from Voice over IP (VoIP) telephone system (see 2002 item 3)**

Year 2006 / \$26,380

1) Utilization of Threat Assessment and Reporting Device

The 2006 purchase of this improvement represented a \$9,392 investment by the City. However by taking an average of the last six months reduction of Internet usage compared to activity prior to implementing the device, the City is recovering an average of 79.5 hours per month of otherwise lost productivity. Based upon an average personnel cost of \$19.99/hour excluding benefits, this equates to an annual cost savings to the City of \$19,070.46 and a complete ROI of less than 6 months.

2) Conversion of Municipal Code to In-House Database

Coincident with the recodification of the municipal code, the City was paying Municipal Code Corporation to maintain and update the code electronically. In 2006 the IT department took this electronic version of the code that was provided by Municipal Code Corporation and developed a database version that could be updated internally. The database version made the code more accessible to the public, easier to search, and more timely. In addition, by maintaining the code internally, the City will save \$3,100.00 per year in maintenance costs.

3) In-House Replacement of On-Line Assessor's Property Information Inquiry

Due to failures of the prior GVS WebLink software and the vendor's refusal to support the software, IT staff undertook developing an internal Web interface for displaying the Assessor's property information on the Internet. This application has fully replaced the prior program and has provided significant enhancements including historical valuations, detailed permit history, and integration

with GIS data. The software maintenance and support saved by developing this application in-house is \$2,500 annually, with a concurrent enhancement and continuity of service.

4) IT Staff Structured Cabling

In conjunction with the state mandated State-wide Voter Registration System, the City has been required to extend the CityNet fiber-optic WAN to include Oak Avenue Community Center and Wildwood Station. Rather than pay private structured cabling costs, the City IT department purchased the materials and performed the work with part-time summer staff. The estimated cost saved on this project was \$1,500.

5) Internal Printing and Stuffing of Tax Bills

The IT staff assisted the Finance Department with converting to a fully-electronically printed "Fold and Seal" type of tax bill utilizing existing City equipment used for processing payments in the Finance Department. The estimated cost savings for 2005 was \$160 and in 2006 was \$210.

Year 2005 / \$34,483:

1) Equipment Replacement Negotiations

Through negotiation of vendor promotions and incentives combined with manufacturer evaluations, we were able to obtain approximately \$9,670 savings from our combined 2005 PC equipment replacement purchases. These efforts allowed us to maintain our 1/4 equipment replacement schedule in the face of significant budget cuts for equipment replacement.

2) In-House Development of Anti-SPAM Solution

Although unsolicited e-mail was identified as a significant depletion of City resources, repeated budget cuts 2002-2005 prevented us from being able to implement an anti-SPAM solution. Finally, in 2005, through the use of additional in-house part-time staff, the IT department developed an open-source solution discovered through the Department Head's participation in the 2004 International Virus Bulletin Conference. The in-house anti-SPAM enterprise-wide solution provided not only \$13,077 savings in initial implementation costs, \$2,700/year in on-going costs, but also based on 2004 studies, an estimated \$67,000 in potential reclaimed staff time and productivity.

3) In-House Installation and Support of Network Electronics

Through the use of in-house and part-time staff, the IT Department was able to save \$2,040 in installation and support services to install and configure our upgraded Layer 3 switch blade.

4) In-House Microsoft Office 2003 Training

For the enterprise-wide upgrade to our business office suite, training of all City staff was done with in-house and part-time staff at City facilities. Although a significantly reduced offering compared to the office suite upgrade trainings performed in 1999 at Mid-State Technical College, conservative estimates would equate to savings in excess of \$7,000 for performing this training in-house through City IT Department staff.

5) In-House Development of GIS Internet Mapping Interface

For the delivery of GIS data to the public, the City chose to develop a mapping interface to the data in-house. The purpose to bring this project in-house was due to the unavailability of an accessibility compliant interface as well as to provide greater service level to the community. Because we have been unable to find any such product available nationally if not world-wide, it is difficult to truly quantify the value of this project. However, to attempt to place a value on this, our end-product will be submitted in 2007 for the Harvard University Innovations in American Government award which carries with it a grant of \$100,000 for furtherance and support of the project.

Year 2004 / \$16,903.00:

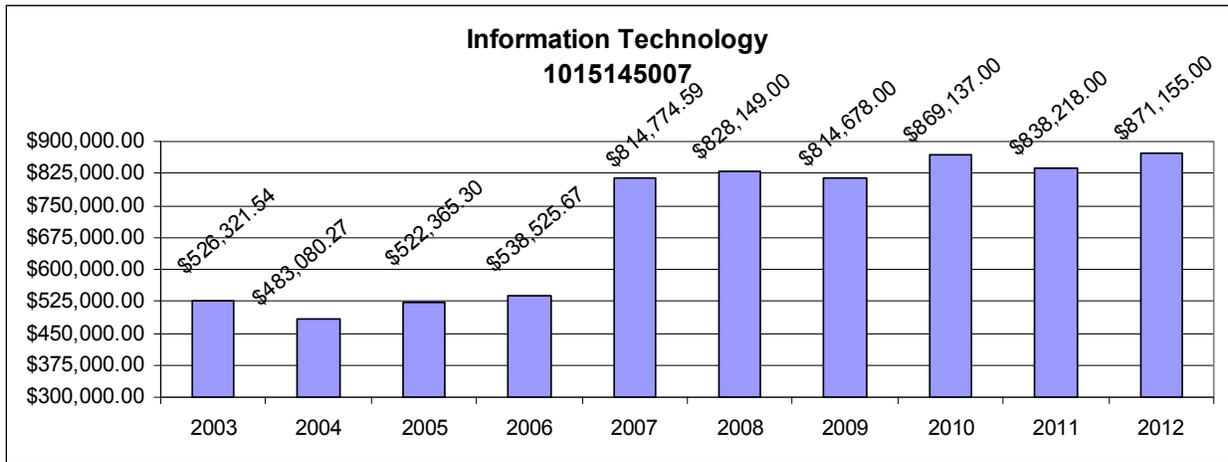
- 1) **Windows 2003 Server Upgrades**
By identifying vendor incentives and bundling professional training with our server upgrade licensing, we were able to achieve \$1,210 in savings for product licensing across the organization.
- 2) **Identification of Reduced Service-Level Needs for Voter Registration Software**
As an ongoing process of evaluating technology needs of the City of Marshfield, we were able to identify an area to provide a reduced service-level in the voter registration software. Elimination of the maintenance and support costs of the New World System voter registration software resulted in savings of \$1,260/year in maintenance and support without an impact to customer service.
- 3) **Identification of Reduced Service-Level Needs for Laser Printing Services**
By evaluating work-flows and laser printer duty-cycles in 2004, we were able to identify strategic locations that could be serviced by lower model laser printers. Combined with vendor incentive hardware programs, we were able to achieve savings of \$3,195 in 2004, \$2,696 in 2005, and an anticipated \$1,200 in 2006 in equipment-replacement costs.

Again, although the projects identified above represent investments and improvements that demonstrate a quantifiable cost savings, the true value of technology is often elusive and difficult to clearly account for throughout any enterprise. Technology may be best likened to language; while it is difficult to quantify or calculate its value, we know that definitively without it we fail to operate effectively. The true value of technology is in the continued investment in long-range planning and strategic implementation of technologies throughout the City.

<u>SCHEDULE OF DEPARTMENT EXPENDITURES:</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
TOTAL	\$814,774	822,6524	\$828,149	\$814,678

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Information Technology Lead Analyst	C/4/4	1.0	1.0
Information Technology Analyst	C/4/2	<u>2.0</u>	<u>3.0</u>
TOTAL		3.0	4.0

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

INFORMATION TECHNOLOGY
 1015145007

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	231,067	275,268	257,271	347,587	328,203
52000 Contractual Services	77,475	80,039	87,192	69,814	67,304
53000 Supplies and Expense	403,975	332,147	348,681	314,195	289,799
55000 Fixed Charges	85,147	109,427	109,427	114,689	114,689
58000 Capital Outlay	17,110	25,773	25,578	24,711	14,683
Total Expenditures	814,774	822,654	828,149	870,996	814,678



**FINANCE DEPARTMENT
1015151008**

MISSION STATEMENT:

The mission of the Finance Department is to provide administrative support and financial information services to the public and city departments, maintain financial information in accordance with generally accepted accounting principles, and to ensure compliance to legal and prudent fiscal requirements in all financial and procedural operations. In addition, the Department is responsible for the collection, investing, and disbursement of all city funds and MEDA economic development commercial loan administration.

SERVICES AND WORK PROGRAMS:

- I. Accounting and Financial Reporting System
 - A. General Ledger - Enters budget adjustments; prepares and enters journal entries; produces and reconciles fiscal reports
 - B. Payroll - Reviews payroll transactions; reviews and processes employees' time cards; verifies and distributes pay; reports payroll information; posts payroll data to general ledger; prepares all Federal, State, Workers Comp. Insurance and Retirement reports
 - C. Accounts Payable/Disbursements - Audits and reconciles all purchase orders and payment vouchers; processes and releases payments; posts disbursements to the general ledger
 - D. General City Accounts Receivable - Audits and reconciles all receipts; processes all payments to subsidiary accounts receivable records; provides weekly outstanding receivable lists to City Clerk and collection staff; posts receipts and invoices to the general ledger
 - E. Fixed Asset Management - Accounts for city property; maintains city's fixed asset accounting system
 - F. Debt Management - Administers debt policies; reviews and assists in the preparation of the official statements prepared by city's independent financial advisor
 - G. Direct Fund Surveillance - Administers certain other governmental funds and files reports; serves as focal point for grants management; prepares machinery & equipment, emergency medical service and wastewater rate studies and recommends said rates for Common Council consideration
 - H. Taxi Service – Responsible for Taxi service capital assistance and operating grant management
 - I. Comprehensive Annual Financial Report (CAFR) – Prepares the CAFR in accordance with all applicable rules and regulations
 - J. Responsible for selection and implementation of financial software to meet the department's needs

- II. Budget
 - A. Works with city departments and summarizes their initial budget requests so that the City Administrator can prepare a recommended annual operating and capital budget for consideration by the Common Council
 1. Establishes procedures, forms, schedules, and directions for use by city departments

- and outside agencies in submitting annual budget requests; reviews operating budget requests; recommends appropriation levels
 - 2. Works to improve the communication of budget information to the Common Council and the general public by upgrading the format and organization of budget documents and reports
 - 3. Conducts budget informational meetings and provides ongoing support for department managers and staff to explain city budget policies and procedures, the budget development schedule, expenditure control, revenue tracking and other budget topics
- B. Monitors and reviews the condition of all city budgets and recommends remedial or corrective budget action when necessary
- 1. Prepares written and delivers oral presentations, when requested, on the monthly status of the budgets to the City Administrator and Common Council
 - 2. Reviews and processes budget adjustment requests from City departments
- C. Reviews, analyzes, and presents findings on a wide range of city and legislative issues to the City Administrator and Common Council
- D. Reviews and recommends city management, financial, personnel and administrative policies
- III. Audits
- A. Internal Audits
- 1. Performs financial audits of city departments, or specific functions thereof, checking compliance with legal and administrative requirements and including evaluations of the adequacy of internal control systems, in response to management's concerns and requests
 - 2. Makes cash counts and other inventories or verifications, as necessary, including reconciliations with appropriate records, reports, or other evidence of accountability, and assesses the potential for loss or abuse of city resources
 - 3. Prepares and submits formal reports to the City Administrator and Common Council regarding findings and recommendations stemming from audit activities
 - 4. Maintains liaison with city officials and responds to requests for advice, problem resolution, information, analysis, or other assistance
 - 5. Performs follow-up reviews of actions taken regarding previous findings and/or recommendations
- B. External Audits
- 1. Preparation and solicitation of request for proposals, evaluation of proposals and recommendation of a proposal to the City Administrator and Common Council
 - 2. Monitors audit contract
 - 3. Pre- and post-audit conferences with auditors
 - 4. Performs follow-up reviews of actions taken or being taken regarding previous external findings or similar recommendations

IV. Cash Management

A. Cash Collections

1. Collect and deposit all general city revenues and reimbursements
2. Collect and deposit all dog and cat license fees
3. Prepare required collection and deposit reports for internal and external agencies

B. Tax Collections

1. Prepare tax rate work sheets for Wood and Marathon Counties to ensure proper tax rates are used to generate county prepared tax statements
2. Prepare Statement of Taxes and other tax collection reports for the State of Wisconsin
3. Collect tax payments for taxing jurisdictions within the city for all real and personal property located within the city limits
4. Prepare tax settlement reports for Wood and Marathon Counties
5. Distribute tax collections to all local taxing jurisdictions in accordance with applicable statutes

C. Investments

1. Invest excess or restricted city funds to ensure safety of principal and maximization of earnings while ensuring liquidity needs are met
2. Develop and administer investment policies to meet all objectives and requirements
3. Prepare cash flow analysis to assist with maintaining proper liquidity and maximizing yield

V. Risk Management

A. Coordinates all city insurance programs

1. Assists in developing underwriting bid specifications, solicits bids, negotiates and recommends insurance coverage
2. Acts as the contact person between city departments and the various insurance companies providing coverage to the city
3. Notifies insurance companies of any changes in coverage
4. Notifies independent insurance appraisal firm of changes in property quantities
5. Coordinates and conducts accident/loss investigation when asked by insurance companies

VI Economic Development

A. Marshfield Economic Development Authority (MEDA) Revolving Loan Fund (RLF) program loan administration as directed in the Common Council approved FLR Administration Manual.

1. Assists the MEDA RLF Committee with commercial loan evaluation and approval
2. Responsible for MEDA RLF Loan administration in accordance with the Common Council approved State and Local RLF Manual
3. Prepares all reports to WI Department of Commerce regarding the State Community Development Block Grant Loans for Economic Development administered under this program
4. Monitors loan recipients to ensure compliance with loan requirements as well as timely receipt of loan payments

- B. Assist the Mayor, City Administrator and Director of Planning and Economic Development with review of potential development projects affecting the City of Marshfield

COST SAVING MEASURES:

- January 2003 issuance of \$3,160,000 of Taxable Note Anticipation Notes to pay the City's WI Retirement System Unfunded Pension Liability by January 31, 2003, resulting in a **savings of \$239,000** in accrued 2002 interest waived by the State of WI.
- February 2003 issuance of \$2,050,000 General Obligation Refunding Bonds to refinance the callable portion of 1997A Corporate Purpose Bonds that resulted in a **net present value savings of \$89,381**.
- March 2003 issuance of \$3,255,000 of Taxable General Obligation Refunding Bonds to refinance the \$3,160,000 Taxable Note Anticipation Notes that resulted in an **estimated savings of \$13,646,769** over the anticipated payoff term of the WI Retirement System Unfunded Pension Liability.
- January 2004 reduction of collection function staffing by 0.3 FTE which resulted in **estimated annual savings of \$14,200**.
- May 2004 issuance of \$730,000 Taxable General Obligation Refunding Bonds to refinance two State Trust Fund Loans to TIF districts that resulted in **net present value savings of \$15,571**.
- May 2004 issuance of \$1,050,000 of General Obligation Corporate Purpose Refunding Bonds to refinance all (six) Tax Exempt State Trust Fund Loans that resulted in **net present value savings of \$54,651**.
- May 2004 issuance of \$1,320,000 of General Obligation Corporate Purpose Refunding Bonds to refinance the callable portion of 1997B General Obligation Corporate Purpose Bonds that resulted in **net present value savings of \$74,882**.
- January 2005 reorganization of collection function duties that reduced staffing by 0.5 FTE which resulted in **net estimated annual savings of \$15,000**.
- Managed the Wastewater Utility cash flows to allow the Utility to combine the 2004 and 2005 Sewerage System Revenue bond issues into one, **reducing issuance costs by approximately \$20,000**.
- 2005 updates to Policy 3.578 that allowed for implementation of Electronic Direct Deposit processing which resulted in **estimated savings of \$500 to \$1,000 annually**.
- December 2005 established a second payment site with Community Bank of Central WI for City of Marshfield taxpayers resulting in 120 tax bills totaling over \$250,000 being received and deposited by Community Bank in the first year of tax collections.
- 2005 / 2006 conducted the software selection process utilizing city staff vs. the originally planned use of consulting services, **reducing costs by approximately \$20,000**
- Filling the role of paying agent on all new debt issues, **saving the City in excess of \$1,000 annually** in paying agent fees.
- 2006 changes in processing reduced and / or eliminated the use of preprinted forms that **reduce printing costs by over \$500 annually**.
- March 2006 issuance of \$3,225,000 of General Obligation Notes to refinance the callable portion of five General Obligation Notes that resulted in **net present value savings of \$55,706**.

- 2006 / 2007 managing the Wastewater Utility cash flows with the plan to combine the budgeted 2006 and scheduled 2007 Sewerage System Revenue bond issues into one to **reduce issuance costs by approximately \$25,000.**
- 2007 Implementation of the State of WI Tax Return Intercept Program collections **savings (minimum) of \$2,000** on contracted collection service fees.
- July 2007 in-house training of applicable staff for the new budget development software resulting in **estimated savings of \$3,000.**
- 2007 collaboration with the IT Department to develop an electronic method to distribute monthly financial statements to the Common Council and Department / Division Heads resulting in an **estimated cost reduction in processing costs of \$ 700 annually.**
- 2007 revision of tax receipt processing requesting self-addressed stamped envelopes to mail receipts resulted in **estimated annual savings of \$2,000.**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Finance Department is \$461,511, a decrease of \$2,388, or .5% below the 2008 budget of \$463,899.

This decrease is due to a reduction in personnel costs, but offset by increases in contractual services and supplies & expense. Contracted services include \$21,000 for special accounting for the compilation of the CAFR and the annual report to the State. This budget is funded primarily by tax levy but also fees. All other expenditures are typical for this activity.

The Finance Director requested funding in 2009 for a new accountant position totaling \$69,949. The work load in this Department has continued to increase over the last several years. To some extent this was offset by utilizing contractual services to enable the Department to continue to provide the same service level. My basis for not recommending this new position is:

- an increase in cost of \$69,949
- a partial reduction in the work load when the new city-wide software is installed and operating
- continued utilization of contracted services to do some of the work
- assists in complying with common council's budget parameter for a no tax rate increase

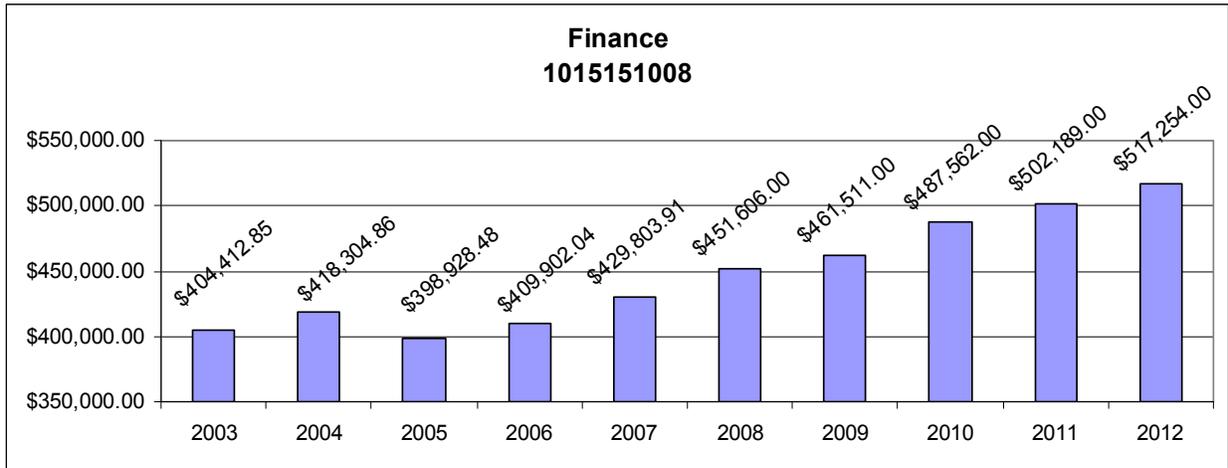
SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$429,805	\$463,899	\$451,606	\$461,511

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Finance Director	D/6/4	1.0	1.0
Assistant Finance Director	C/4/4	1.0	1.0
Account Clerk II	AFSCME	2.8	2.8
Account Clerk I	AFSCME	0.5	0.5
Total		5.3	5.3

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

FINANCE
1015151008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	379,876	407,566	399,095	473,361	403,412
52000 Contractual Services	31,596	33,530	33,330	34,994	34,994
53000 Supplies and Expense	17,402	21,853	18,250	22,155	22,155
55000 Fixed Charges	931	950	931	950	950
Total Expenditures	429,805	463,899	451,606	531,460	461,511



**CITY ASSESSOR
1015153009**

MISSION STATEMENT:

The mission of the Assessor's Department is to prepare the annual assessment roll (the official record of all taxable and exempt property within the City of Marshfield) while providing the best possible service. Assessed values determine the amount of general property tax charged to each property owner, while the information gathered provides a historical record and reference base for municipal operations. The primary goal is to reconcile fair and equitable assessments, emphasizing objective, defensible, and effective mass appraisal techniques.

Assessed values are established (or property exemptions granted) as of January 1st, according to Chapter 70, Wisconsin Statutes. Each year's tax roll is absolute. After the Assessor formally signs the tax roll affidavit, the values can only be changed by the local Board of Review, upon appeal to the State Department of Revenue, or through circuit court litigation. Exemption determinations are appealed to the local governing body under Wisconsin Statute 74.33. When an appeal is disallowed, the appellant may commence Circuit Court action.

Wisconsin Laws, Chapter 39 (1975) define State certification requirements for assessment personnel to legally perform prescribed duties for the 1,897 jurisdictions in Wisconsin. The City of Marshfield requires an Assessor II certification to sign the tax roll. Continuing accredited education in appraisal, property tax law, and supervisory management, along with mandatory attendance at annual Department of Revenue training sessions, will satisfy recertification requirements while assuring avenues for proficiency and professionalism.

The Assessor's staff works pro-actively in conjunction with professional organizations and the Wisconsin Department of Revenue on behalf of the City of Marshfield property owners regarding proposed legislation or procedural changes affecting the taxation process. Work programs and services are subject to review by the Department of Revenue, and must comply with the "Wisconsin Property Assessment Manual", Wisconsin Laws, and the "Uniform Standards of Professionally Acceptable Appraisal Practices". Non-compliance may result in certification revocation.

The Assessor's staff observes the Code of Ethics of the International Association of Assessing Officers and the Codes of Ethical Behavior defined by Wisconsin Statute, Section 19.59. The codes establish clear and precise ethical and professional guidelines for assessing officers to discharge their duties to the public, while providing standards to judge professional conduct.

SERVICES AND WORK PROGRAMS:

- A. Establish assessed values for the annual real estate and personal property tax rolls in compliance with Chapter 70, Wisconsin Statutes, the Wisconsin Property Assessment Manual, and the Uniform Standards of Professionally Acceptable Appraisal Practices.
1. Discover and define property.
 - a. Locate, inspect and classify property within the city limits.
 - b. Update maps for splits, surveys, zoning changes, etc.
 - c. Work with recorded information and surveys to identify and list new parcels.
 - d. Provide copies of all parcel lot line changes to GIS Technician for computer mapping changes..
 - e. Identify beneficial ownership rights and zoning restrictions.
 - f. Determine the taxability or exemption of property.
 - g. Work with annexations.
 - 1) Get copies of previous tax bills.
 - 2) Set up boundary agreement forms for City Planner.
 - 3) Plat Delineations and GIS Information.
 2. Software research - analysis - set-up.
 - a. Track programs and software packages incorporating the valuation process for assessment purposes using state mandated class and valuation codes and sequel server platform.
 - 1) Real Estate Assessed and Exempt – cost, income & market approaches.
 - 2) Personal Property Assessed and Exempt.
 - 3) Mobile Homes In Parks
 - b. Assure reporting capabilities with value breakdowns for all categories that require reports.
 - c. Review data requirements relative to existing data to determine upload capabilities.
 - d. Standardize sketch abbreviations & the need for footprint or floor by floor sketch entries that link directly to the pricing square foot entries.
 - e. Review database functions and utilities for integrating other city departments. Set up and enter pricing and listing tables for user-friendly and consistent data entry.
 - f. Coordinate software vendor and Information Systems work.
 - g. Attend meetings with the vendor for program improvements and training.
 - h. Set up and download information to County software.
 3. Data collection and analysis.
 - a. List and photograph residential, commercial and exempt physical property characteristics and condition.
 - b. Collect and analyze income and expense information for commercial and rental properties
 - c. Identify problems with functionality.
 - d. Identify economic factors.
 - 1) National, regional, local and neighborhood influences.
 - 2) Economic, governmental (zoning), social influences.

4. Work with the appropriate approaches to value for all property to determine values. Reconcile the three approaches (cost, market, income) into the most probable value estimate working within a mass appraisal process to arrive at assessed values for real estate.
5. Review manufacturing roll.
 - a. Send building permits, deeds, photographs to the Department of Revenue Manufacturing Assessor.
 - b. Work to eliminate the potential of duplicate assessments.
 - 1) Compare manufacturing real estate parcels against the local roll.
 - 2) Compare personal property rolls.
 - 3) Compare leasehold company locations.
 - 4). Intervene when necessary to help defend manufacturing values.
 - c. Track manufacturing appeals and work with DOR on appeal process.
6. Print preliminary assessment rolls by county for public review during open book.
 - a. Real Estate Roll
 - 1) In order by parcel number.
 - 2) In order by owner's name.
 - 3) In order by property address.
 - b. Personal Property Roll
7. Print and mail notices of assessed value change at least 15 days prior to the Board of Review hearings in accord with 70.365.
 - a. To owners of real estate parcels where any assessed value change occurred
 - b. To all owners of personal property accounts.
 - c. Mail notices of omitted property value for past roll/rolls.
8. Hold open book conferences to obtain additional information about problems affecting values that may not have been apparent.
9. Mail notices to open book contacts for corrections, amended values, or values not changed during open book.
10. Complete and print the official assessment rolls.
 - a. Add omitted property from previous roll.
 - b. Sign and have notarized the official Assessor's roll affidavits.
 - c. Deliver the official roll to the City Clerk.
 - d. Upload or deliver official rolls to the Wood County Treasurer and Marathon County Tax Lister.
11. Appeals Procedure
 - a. Prepare Board of Review defense testimony equivalent to any testimony necessary for further appeal to Circuit Court under a Writ of Certiorari.
 - b. Prepare 70.85 defense testimony for appeals to the Department of Revenue.
 - c. Prepare Court defense for litigation as necessary.

- d. Communicate with City Administrator and Finance Director regarding status of major appeals.
12. Compile and distribute reports.
- a. Computer Exemption Reports
 - b. Tax Increment District Reports
 - c. Assessor's Tax Roll Estimates
 - d. Assessor's Final Reports
 - e. Statement of Assessments
 - f. In Lieu Of Tax Reports
 - g. Business Improvement District Reports
 - h. Annual Statistics Reports
 - i. Archived Tax Roll Information
 - j. Inter-Department Land-Based Reports
 - k. Mobile Home Lottery Reports, Statements, and Collection Lists.
 - l. Public Fire Protection roll to Information Systems Department.
 - m. Use Value Penalties.
 - N. Web Site Updates.
- B. Establish annual assessed values for Mobile Homes in Parks in accord with Wisconsin Statute 66.058.
- 1. Track, review, and analyze mobile home sales in parks.
 - 2. Work with sales data to develop annual assessments.
 - 3. Mail out lottery credit forms to new mobile home owners in December.
 - 4. Develop an annual tax and statement for a monthly payment, and mail each January to the mobile home owners.
 - 5. Provide copies of the statements with a collection summary report to the park operators.
 - 6. Give a copy of the statements along with the collection summaries to the City Finance Director for collections.
 - 7. Review each park monthly for homes that have moved in or out of the park.
- C. Equalization
- 1. Process real estate transfer returns for the Wisconsin Department of Revenue.
 - 2. Analyze sales/ratio and dispersion analysis reports to determine aggregate ratio estimates and uniformity between classes.
 - 3. Review State equity reports in March to estimate ratios for calculating new construction.
 - 4. Communicate with Equalization Supervisor regarding local economic conditions.
 - 5. Review TIF district values and equalized increments.
 - 6. Request State equalization reviews when necessary.
- D. Tax Laws
- 1. Work with Assessor's Associations to review proposed legislation affecting tax laws and assessment procedures.
 - 2. Promote positive legislation.
 - 3. Keep local officials notified of proposed legislation, which would affect local tax rates.
 - 4. Work with state officials to deter negative impact legislative proposals.

- E. Staff certification education and training
1. Accredited certification education through professional associations.
 2. Mandatory Wisconsin Department of Revenue meetings.
 3. Computer software training.
 4. Staff technical and procedural updates.
 5. Personal development and motivational seminars.
 6. Public relations training.
 7. USPAP Standards updates and training.
- F. Servicing
1. Promote and develop computer sharing of information between all city departments.
 2. Define confidential versus public records.
 3. Promote independent research of non-confidential information by frequent users.
 4. Reserve staff time for department operations, charging fees to offset municipal costs.
 5. Provide visual basic information (picture sales data) for public education and awareness.
 6. Internet access to open records property information
78,656 hits - 7/9/03
158,010 hits - 8/3/04
226,455 hits - 7/20/05
 7. Internet fast facts relative to economic development - update annually.
 8. Internet appeals information.
 9. Internet sales information.
- G. Department goals
1. Generate annual tax rolls in conformance with state laws and USPAP regulations.
 2. Set-up & distribute departmental report and archive of information.
 3. Continue providing Internet access to assessment data.
 4. Work with the City and Consulting Attorneys on litigation.
 5. Public education through informational materials on the assessment process in Wisconsin.
 6. Review and provide input on pending legislation that affects the assessment process.
 7. Work to develop integrated data system for alternate uses by other city departments.
 8. Work pro-actively to cut department costs and/or increase department revenues while improving performance levels.
 9. Plan for future city-wide revaluations.
 10. Automate the PFP roll process incorporating the Water Meter location numbers and valuation splits.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended 2009 budget for the City Assessor's office totals \$369,326, an increase of \$54,162, or 17.2% above the 2008 budget of \$315,164. Increases in personal service costs accounted for some of this increase (\$12,913). The majority of the increase can be attributed to the revaluation scheduled to take place over a two year period, 2009 and 2010 (\$43,000). The commercial revaluation will begin in 2009; values may need to be carried over into 2010. The last time that the entire commercial roll was done was in 1986 using income/expense statements. Included in the 2009 budget is \$4,690 for state mandated manufacturing assessment fees. This budget is funded entirely by tax levy.

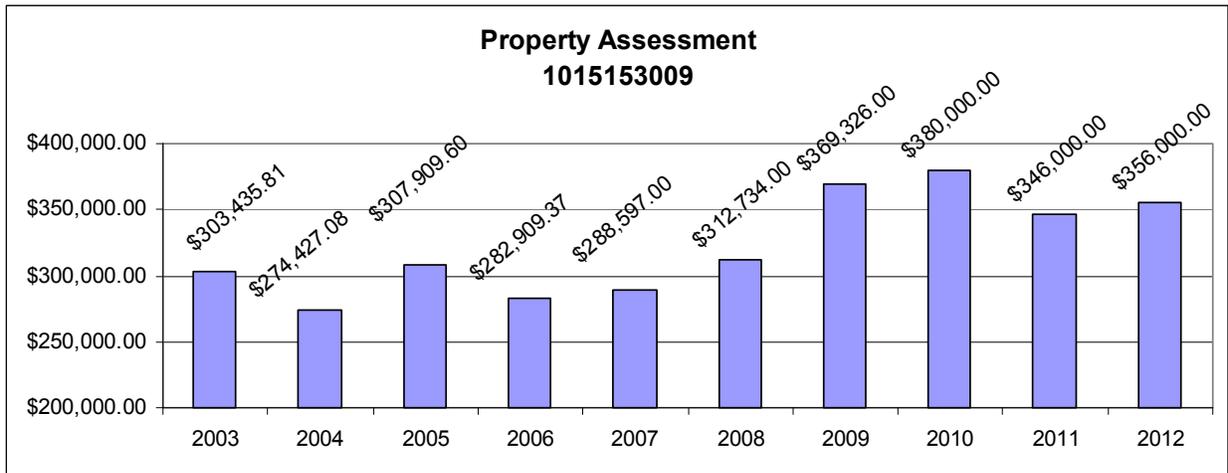
Schedule of Department Expenditures:

	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$288,597	\$316,164	\$312,734	\$369,326

Department Staffing (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
City Assessor	Elected	1.0	1.0
Deputy City Assessor	B/3/1	1.0	1.0
Property Appraiser	AFSCME	1.0	1.0
Secretary	AFSCME	1.0	1.0
Total		4.0	4.0

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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PROPERTY ASSESSMENT
 1015153009

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	270,596	287,470	287,781	300,382	300,382
52000 Contractual Services	8,293	9,355	8,741	52,553	52,553
53000 Supplies and Expense	9,708	18,339	16,212	16,391	16,391
Total Expenditures	288,597	315,164	312,734	369,326	369,326

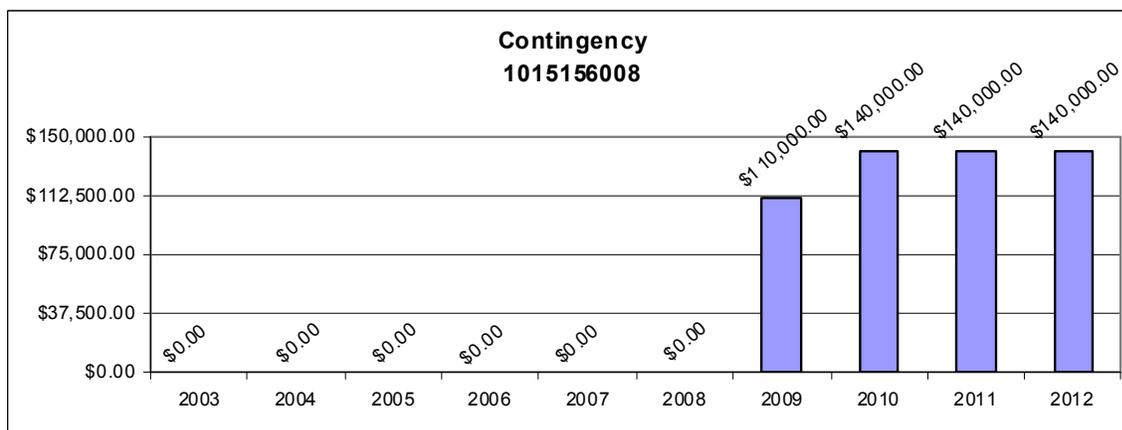


SUMMARY VARIOUS NON-DEPARTMENTAL BUDGETS

The following pages of the budget document contain appropriations that do not relate specifically to any one department. Rather, these budgets include various non-departmental accounts. They are summarized below:

1) CONTINGENCY ACCOUNT (1015156008)

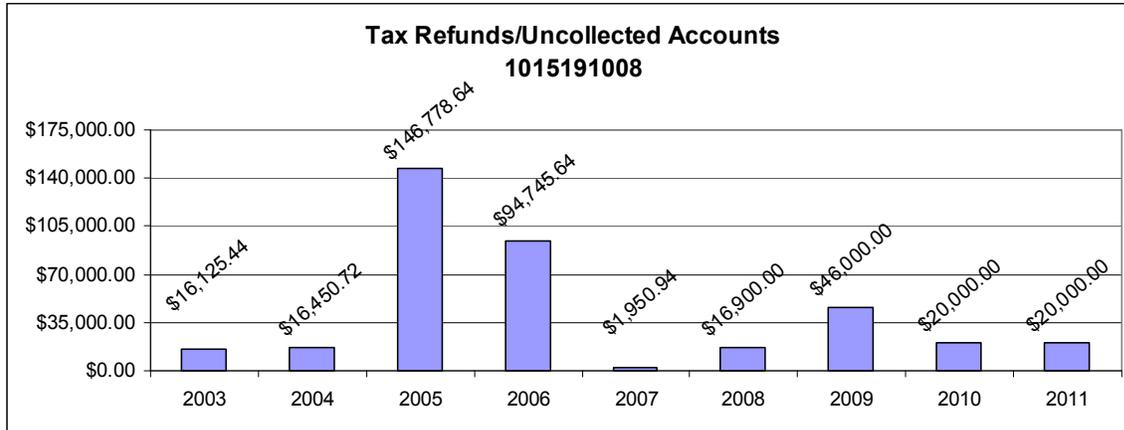
This budget totaling \$110,000 includes provision for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared. \$10,000 is specifically designated for unemployment compensation payments. This budget is funded entirely by tax levy.



2) ILLEGAL TAXES, TAX REFUNDS AND UNCOLLECTIBLE TAXES, SPECIAL ASSESSMENTS AND RECEIVABLES (1015191008)

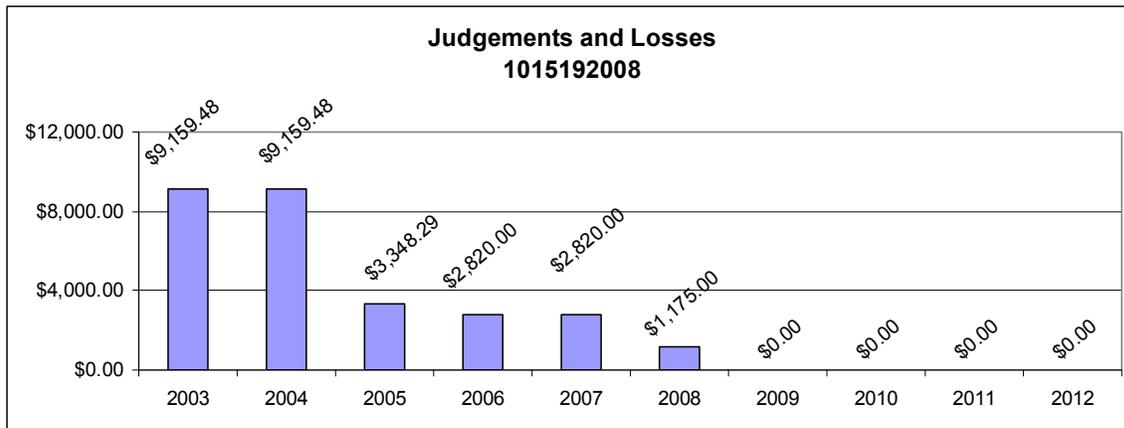
This budget covers illegal real estate taxes charged back to the city by the County and tax refunds authorized by the Common Council under Section 74.135 of the statutes. This account also covers the cost of collection, collection agency fees, and the actual amounts that are approved to be written off as uncollectible for taxes, special assessments, and receivables.

The recommended 2009 budget for this cost center totals \$46,000, an increase of \$28,900, or 169% over the 2008 budget of \$17,100. The recommended budget includes \$1,000 for collection agency fees; \$40,000 for erroneous taxes placed on the tax roll, and 5,000 for uncollectible delinquent personal property taxes and other receivables to be written off. This budget is funded entirely by tax levy.



3) **JUDGMENTS AND LOSSES (1015192008)**

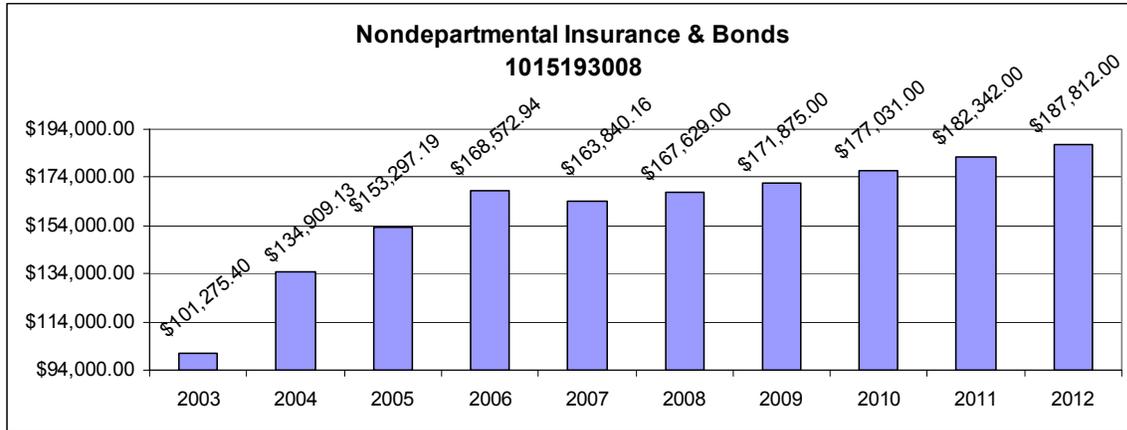
There is no money appropriated in the 2009 budget for this account.



4) **NON-DEPARTMENTAL INSURANCE AND BONDS (10151930)**

This account includes premiums on general, umbrella, professional and automobile liability insurance; fire, theft, general and comprehensive insurance; boiler insurance; volunteers' insurance, Sister City insurance, and employee bonds. The recommended 2009 budget is \$171,875, an increase of \$505, or .29% above the 2008 adopted budget of \$171,370. This budget is funded entirely by tax levy.

The premiums for coverage at the Airport, Wastewater Utility, Library, Vehicles/Equipment Internal Service Fund, Emergency Medical Service Fund, and the Fairgrounds Commission are not included here, but instead, are included within their respective budgets.



6) **OTHER FINANCING USES (1015900008)**

There is no money appropriated in the 2009 budget for this account.

City of Marshfield
2009 Expenditure/Revenue Worksheet

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CONTINGENCY
 1015156008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services		35,000		40,000	10,000
57000 Grants Contrib Indm & Other		79,400		100,000	100,000
Total Expenditures		114,400		140,000	110,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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TAX REFUNDS/UNCOLLECT. ACCTS
 1015191008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	285	1,100	900	1,000	1,000
53000 Supplies and Expense	130	3,000	3,000	40,000	40,000
57000 Grants Contrib Indm & Other	<u>1,536</u>	<u>13,000</u>	<u>13,000</u>	<u>5,000</u>	<u>5,000</u>
Total Expenditures	1,951	17,100	16,900	46,000	46,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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JUDGMENTS AND LOSSES
1015192008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	2,820	2,820	1,175		
Total Expenditures	2,820	2,820	1,175		

City of Marshfield
2009 Expenditure/Revenue Worksheet

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NONDEPARTMENTAL INSUR & BONDS
 1015193008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
55000 Fixed Charges	163,841	171,370	167,629	171,875	171,875
Total Expenditures	163,841	171,370	167,629	171,875	171,875

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
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OTHER FINANCING USES
1015900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	147,479	16,600	1,600		
Total Expenditures	147,479	16,600	1,600		



**POLICE DEPARTMENT
(LAW ENFORCEMENT,
ORDINANCE ENFORCEMENT,
SCHOOL CROSSING GUARDS, DISPATCH CENTER)
1015211020/1015213020/1015214020/1015260120**

MISSION STATEMENTS:

Law Enforcement: The Marshfield Police Department is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention and detection services possible. The Police Department provides these services while maintaining law and order, promoting police community relations, and protecting civil rights and human dignity.

Ordinance Enforcement: The mission of the Ordinance Enforcement Division is to provide the citizens of Marshfield with an efficient, effective, and humane manner of monitoring and controlling animals. Additionally, ordinance personnel provide an equitable system for enforcement of vehicle parking and other miscellaneous Municipal Code violations.

School Crossing Guards: The School Crossing Guard Program provides maximum safety to school age children who are enroute or departing the school areas. Crossing guards provide protection and safety for students as they cross at hazardous intersections. Crossing guards are empowered to stop traffic and report violators so that proper enforcement can be administered. The School Crossing Guard program allows for an early interaction between a friendly law enforcement authority and the young impressionable school-age children.

SERVICES AND WORK PROGRAMS:

Law Enforcement:

1. Organization
 - A. Maintain an effective organizational structure by adopting modern law enforcement principles. Formulate and continuously update department policies which establish standards for the provision of services.
 - B. Separate organization components into Police Operations (uniform patrol, investigative personnel, police school liaison officers, and crime prevention/traffic safety officer) and Staff Services supervision/management (secretarial/central records).
2. Police Operations
 - A. The uniform patrol division is the primary police function practicing concepts of positive community contact and investigative activity. Patrol officers respond to, investigate and report on a variety of calls for service 24 hours per day, 365 days per year.
 1. Allocate officers and resources to protect the community from violations of federal, state and local laws and apprehending violators.
 2. Provide officers with leadership and participation opportunities so as to

2. Operations
 - A. Ordinance personnel monitor and investigate matters of health, licensing, and humane concerns of the animal population. Inspect premises at request of homeowners for housing more than two animals of same species.
 - B. Monitor and enforce all municipal parking regulations and restrictions.
 - C. Monitor and enforce designated municipal ordinances relating to garbage complaints, abandoned vehicles, and the removal and depositing of snow.
 - D. Provide citizen assistance through the inspection of archery ranges and approval of permits.

3. Public Awareness/Education
 - A. Participate in student and community education of animal awareness for protection and safety.
 - B. Participate in public awareness (Pet Net (strays), Bird Fest, Zoo Fest and Plain Talk articles).

4. Training
 - A. Provide personnel training to enhance employee knowledge and job performance. Provide humane officer training for certification as state law mandates.
 - B. Provide 16 hours of inservice training to maintain humane officer certification.
 - C. Maintain drug inventory and follow state and federal mandates. Includes unannounced inventory control with supervisor.
 - D. Provide employee appraisal system to identify performance strengths and weaknesses.

School Crossing Guard Program:

To fulfill the school crossing guard mission, we are committed to the following services:

1. Serve the community by providing students with safety at designated school crossings.
2. Provide adequate training for school crossing guards.
3. Furnish necessary safety equipment (reflective vests, stop signs, safety cones) to alert motorists of the presence of school children.

COST SAVING MEASURES

The Marshfield Police Department continuously reviews costs, spending and revenue. This document outlines many of our cost saving actions recently, as well as since the mid 1990's that continue saving tax dollars today.

Below is a listing of revenues we've generated and expenses we've reduced over the past twelve months.

- 2007 negotiated lower oil change costs down to \$16.00 per change. (Annual - \$450)
- 2007 utilize police department personnel for troubleshooting of electronic squad malfunctions rather than outsourcing.
(Savings - **\$2,000**)
- 2007 renegotiated cell phone contracts (Annual - **\$500 to \$1,000**)

- 2007 purchase of Chevrolet Impalas for lower cost of operation and maintenance due to improved warranties (100,000 mile on drive train). Will continue to purchase future squads with same warranty. (Savings - **\$3,000**)
- 2007 purchase of DVD/CD duplicator reducing labor costs of clerical employees. (Annual - **\$500**)
- 2007 purchase of voice stress analyzer which provides staff the ability to solve crimes immediately. In the past we relied upon other law enforcement agencies gracious enough to accommodate us when available, which at times was a two week delay. From another cost savings perspective, we can do this at our facility instead of traveling to another agency.
- 2007 requiring advance payment of \$20 for each CD/DVD request by outside agencies. (Annual - **\$1,105**)
- 2007 grant applied for and received for Police School of Staff and Command training. (Saving - **\$2,000**)
- 2007 received \$13,000 in grants for purchase of crime scope and specialized crime scene equipment. (Savings - **\$13,000**)
- 2007 reduction of computer paper that is no longer needed for dispatch. (Savings - **\$200**)
- 2007 negotiated and affected an early purchase promise of three squads. (Savings - **\$1,600**)
- 2007 and 2008 solicited and received over \$14,000 in donations to continue the canine program with a dog replacement. (Value - **\$14,000**)
- 2008 coordinated a first in the state—permanent pharmaceutical (Groundwater Guardians) drop-off point at no cost. (Savings - **\$1,000**)
- 2008 personal cell phones used for special response team call out versus previous pager system. (Annual - **\$1,344**)
- 2008 charge to businesses and private citizens for officers responding to false alarms. (Revenue - **\$1,000**)
- 2008 use of interpreter phone service for subjects who don't speak English versus calling in an interpreter for assistance. (Savings - **\$300**)
- 2008 staggered detective schedule thereby decreasing overtime as well as detective being available to assist patrol at various incidents, allowing officer to return to patrol duties: 243.75 hours of overtime saved from January to June 2008. (Savings - **\$13,400**)
- 2008 number of medical records requested for district attorney's office reduced.
- 2008 more officers riding department bikes while on duty. (Savings – **60 miles per squad per shift**)

- 2008 due to increased ammunition cost (from \$7,000 to \$16,300) will reduce number of range hours (monthly to bi-monthly) required for each officer.
(Savings - **\$6,000**)
- 2008 purchase of TV dinners and bottled water for prisoner meals versus buying meal from area restaurants.
(Savings - **\$250**)
- 2008 attempting to implement a program whereby officers can teleconference with the courts at Norwood for motions, probable cause hearings, and trial preparations. Save officer time and gas for traveling to court in Wisconsin Rapids.
(Savings - **\$3,600 annually in gas costs alone**)
- 2008 used federal grant monies to send officers to advanced supervisory and leadership training, which included tuition, room and meals for eight officers.
(Saving - **\$9,395**)
- 2008 negotiated contract to automatically have squad tires rotated at time of oil change, which saves on squad and officer down time.
- 2007 and 2008 re-landscaped property at no cost to police department or city.
(Savings - **\$500**)
- Increased fees in 2007 for police supervision, parking ticket fines, parking permits, photocopying, and fingerprinting).
(Annual - **\$20,000 - \$22,000**)

Historically, personnel costs have accounted for 92 percent of our four budgets and the first logical place to look for significant savings was in this area. On an ongoing basis, the police and fire commission, as well as all of our staff, review how our department operates and look for possible changes or additions to provide the necessary or desired services while minimizing the impact to our budgets.

Further, we look closely at every expense for our building maintenance, operations, and equipment. The information below will show the changes already made that assist the City of Marshfield's endeavor to reduce taxes but while maintaining a consistent level of emergency service and provide a safe community for the citizens.

Some of our personnel changes are difficult to quantify and, therefore, difficult to assess total costs. However, we can document continuing significant savings in this area as a result of the Cost Savings – 2009

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budgets for the areas listed above (Law Enforcement, Ordinance Enforcement, School Crossing Guards, and Dispatch) total \$4,544,160 an increase of \$209,764, or 4.8% above the 2008 combined budgets of \$4,334,396. All of this increase is due to personnel service costs, utility costs and gasoline. All other expenditures are typical for these activities.

The Police Chief requested funding in 2009 for a new Patrol Officer totaling \$74,294 and that one additional patrol officer be authorized and budgeted for in the subsequent years of 2010 and 2011. The basis of his request includes increases in the miles of streets to patrol, visitors, residents, and calls for service which has stretched their staffing capabilities. The additional staffing would help maintain the current levels of service. My basis for not recommending this new position is:

- an increase in cost of \$74,294
- continual use of overtime which is incrementally cheaper than the cost of a new position
- assists in complying with Common Council's budget parameter for a no tax rate increase

Recommended 2009 capital outlay in these budgets include the following:

Three marked squad cars	\$74,883
One point-to-point radio base station	<u>8,000</u>
	<u>\$82,883</u>

The Ordinance Enforcement, School Crossing Guard, and Dispatch Center 2009 budgets include no requests for capital outlay. One unmarked squad car (\$18,500) is recommended to be funded and it is shown in Fund #206, Protective Services.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Law Enforcement	\$3,919,395	\$3,976,873	\$4,008,837	\$4,227,498
Ordinance Enforcement	139,129	170,924	168,625	156,652
School Crossing Guards	53,947	53,890	57,483	57,762
Dispatch Center	<u>127,508</u>	<u>132,709</u>	<u>132,709</u>	<u>102,248</u>
Total	\$4,239,979	\$4,334,396	\$4,367,654	\$4,544,160

These budgets are funded by tax levy, state grants, charges for services, sale of equipment and donations. The School Crossing Guards and Dispatch Center are funded entirely by tax levy.

In 2006, a county-wide Central Dispatch Service for the entire Wood County was started. The Common Council has pledged support to pay one-third of the start-up costs, capped at \$333,333. To pay for these start-up costs, the city has opted to do so with Wood County borrowing the entire start-up costs and billing the city for their share. The city's share of the Wood County indebtedness for 2009 is \$102,248. This is the final year that the city is obligated to pay for these start-up costs.

DEPARTMENT STAFFING (FTE):

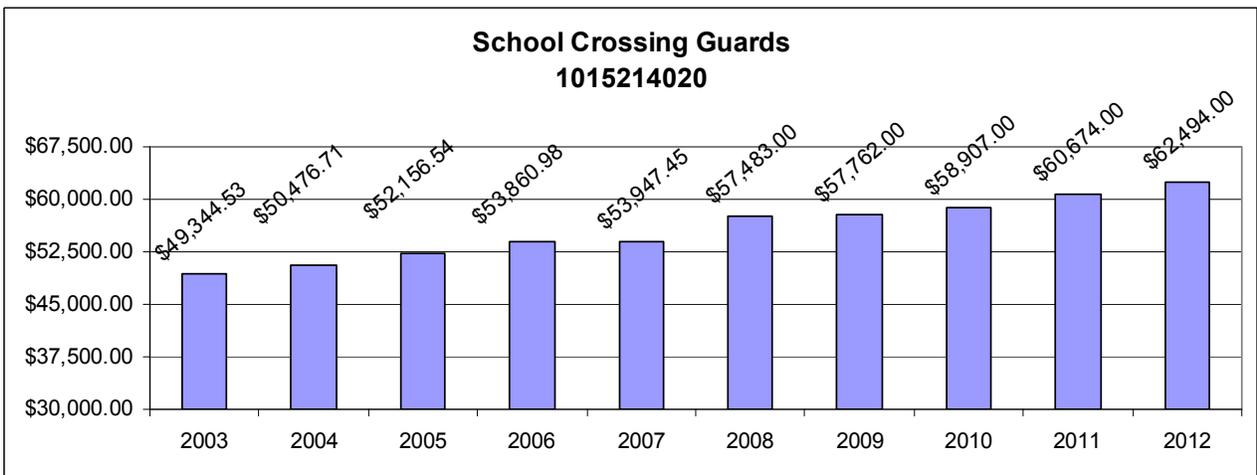
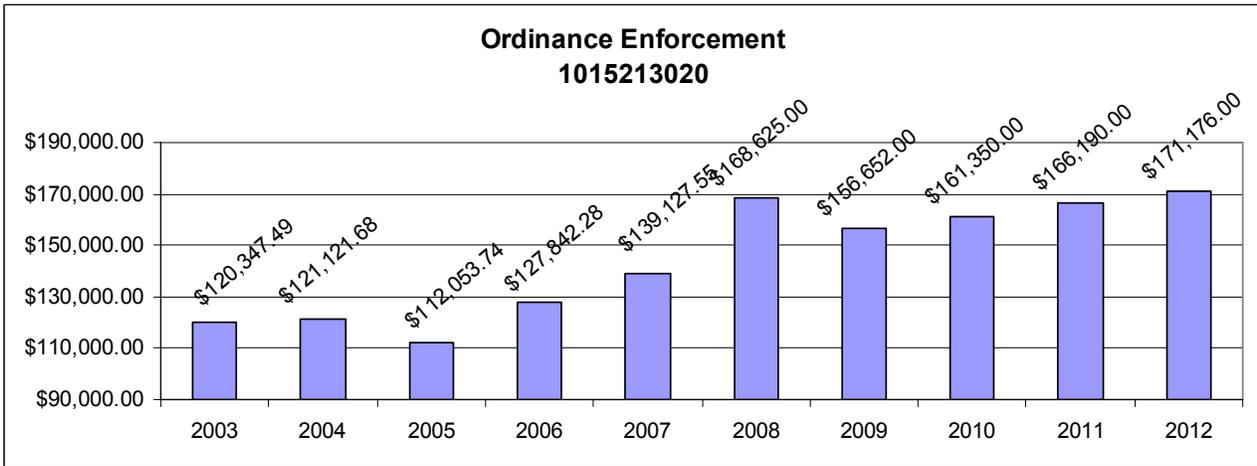
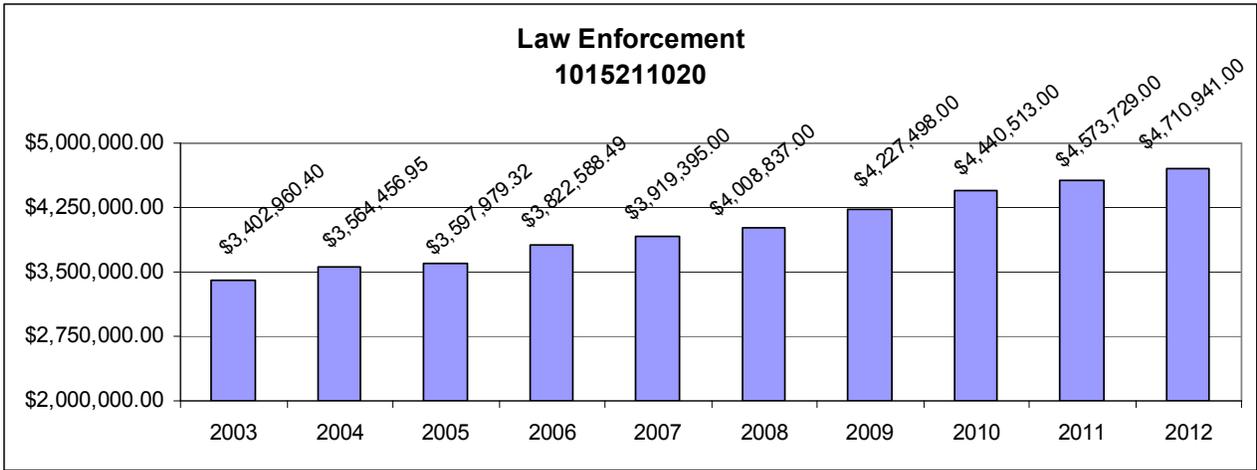
<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Police Chief	D/6/3	1.0	1.0
Police Lieutenant	C/5/2	2.0	2.0
Police Sergeant	C/4/4	4.0	4.0
Staff Services Supervisor	C/4/3	1.0	1.0
Police Detective	MPPA	3.0	3.0
Police Technician	MPPA	1.0	1.0
School Liaison Officer	MPPA	2.0	2.0
Police Officer	MPPA	25.0	25.0
Ordinance Enforcement Officer	MDOEOA	2.0	2.0
Secretary to the Police Chief	B/2/3	1.0	1.0
Secretary	AFSCME	3.0	3.0
Total		45.0	45.0

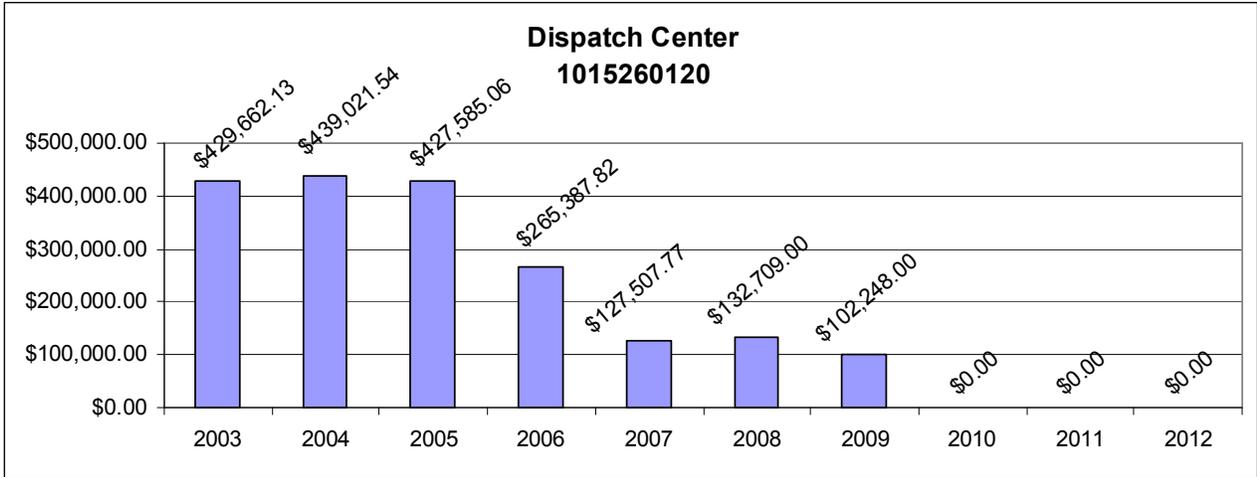
MPPA - Marshfield Professional Police Association

MDOEOA - Marshfield Dispatchers and Ordinance Enforcement Officers Association

AFSCME – American Federation of State, County, & Municipal Employees

GRAPHS:





City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

LAW ENFORCEMENT
 1015211020

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	3,523,735	3,627,488	3,641,140	3,917,979	3,843,685
52000 Contractual Services	101,498	110,044	109,260	116,561	116,561
53000 Supplies and Expense	179,461	154,385	154,981	178,021	178,021
55000 Fixed Charges	4,390	6,180	6,180	6,348	6,348
58000 Capital Outlay	110,311	78,776	97,276	108,778	82,883
Total Expenditures	3,919,395	3,976,873	4,008,837	4,327,687	4,227,498

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

ORDINANCE ENFORCEMENT
 1015213020

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	117,354	124,606	126,407	130,532	130,532
52000 Contractual Services	13,296	12,702	12,702	12,918	12,918
53000 Supplies and Expense	8,479	10,616	10,616	13,202	13,202
58000 Capital Outlay		23,000	18,900		
Total Expenditures	139,129	170,924	168,625	156,652	156,652

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

SCHOOL CROSSING GUARDS
 1015214020

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	53,428	52,688	56,912	57,191	57,191
53000 Supplies and Expense	519	1,202	571	571	571
Total Expenditures	53,947	53,890	57,483	57,762	57,762

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

DISPATCH CENTER
1015260120

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	1,452				
52000 Contractual Services	<u>126,056</u>	<u>132,709</u>	<u>132,709</u>	<u>102,248</u>	<u>102,248</u>
Total Expenditures	127,508	132,709	132,709	102,248	102,248



**EMERGENCY MANAGEMENT
1015291020**

MISSION:

Emergency Management coordinates preparedness and warning of potential disasters for the City of Marshfield. In the event of an emergency, Emergency Management will assist the Fire and Police Departments in obtaining the required resources to resolve the emergency. Emergency Management prepares for and coordinates all emergency functions under the command of the Police and Fire Departments to assist them in minimizing injuries and damage. Emergency Management assists with stabilizing the area and repairing damage resulting from disasters caused by severe weather, hazardous material spills, fire, flood or any other natural or man-made disasters.

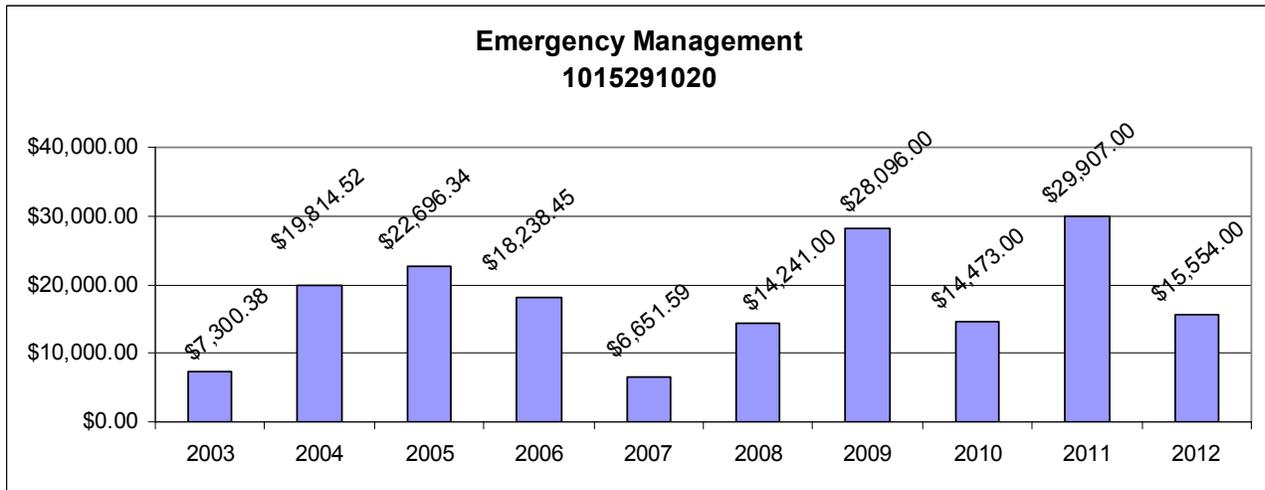
WORK PROGRAMS AND SERVICES

The Police and Fire Chiefs are responsible for the organization, administration, and operation of emergency government for the City of Marshfield. This responsibility entails the following tasks:

- 1) Maintain an updated plan for the emergency preparedness of the City of Marshfield;
- 2) Coordinate participation of the municipality in Emergency Management training programs and exercises as required;
- 3) Performing administrative duties necessary for the rendering of reports and procurement of federal funds;
- 4) Coordinate the activities of the City's Emergency Management Operation in the case of a "state of emergency" proclaimed by the Governor;
- 5) Attend training sessions when conducted by the State or County;
- 6) Be responsible for coordinating emergency efforts between the City and County Emergency Management;
- 7) Establish a maintenance and replacement program to keep the warning sirens operable, and develop and implement a visual internal inspection of each siren semi-annually.
- 8) Assist the Fire and Police Department to maintain a streamlined Emergency Operations Manual.

BUDGET COMMENTS:

The recommended 2009 budget for Emergency Management is \$28,096; an increase of \$13,855, or 97.3% under the 2008 original budget of \$14,241. All of this increase is for a new siren to replace the siren at the corner of 5th and Sycamore. Other expenditures are typical for this activity. This budget is supported entirely by tax levy.

GRAPHS:

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

EMERGENCY MANAGEMENT
1015291020

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	913	7,651	7,651	7,696	7,696
52000 Contractual Services	4,210	5,000	5,161	5,000	5,000
53000 Supplies and Expense	1,530	1,590	1,590	1,400	1,400
58000 Capital Outlay				14,000	14,000
Total Expenditures	6,653	14,241	14,402	28,096	28,096



**FIRE AND RESCUE DEPARTMENT
FIRE PROTECTION AND FIRE PREVENTION
1015221021/1015225021**

FIRE PROTECTION (includes Hazardous Materials):

Mission Statement:

The mission of the Fire Protection and Hazardous Materials Division is to reduce the loss of lives, injuries, and property loss through aggressive intervention during emergencies. This mission is carried out through emergency response for the purpose of rescuing endangered persons, combatting and suppressing fires, and mitigating/intervening of hazardous materials releases. The mission of the Fire Protection and Hazardous Materials Division extends to all who live, work, visit or invest in the City of Marshfield and surrounding communities.

Services:

A. Fire and Rescue Services

The Fire Protection and Hazardous Materials Division provides those services that directly pertain to the rescue of endangered persons, and suppression of fires. Although in many instances we may not encounter fire, without the intervention of the department the situation may become progressively worse and deteriorate into an undesirable state resulting in injury, death, or property loss.

B. Training

This work program is the infrastructure of a number of work programs which translates to efficient and quality services to our customers. It is in this work program that education, skills, and abilities are taught, reinforced, and modernized to our existing workforce for the delivery of services to our customers. All training is designed to exceed minimum requirements prescribed by applicable standards. The training curriculum contains state-of-the-art methodologies, concepts and technology.

C. Hazardous Materials Response

This work program is designed to provide the city and Wood County with a select group of Fire Department individuals with specialized training in the area of hazardous materials. They are given the task to intervene, in the event of a release, during the manufacture, storage, use or transportation of hazardous materials in and through the areas in which we protect. This team's mission is to protect life and property; however, with the advent of hazardous materials and its world awareness, property has been redefined to mean more than buildings and structures, most importantly the environment.

D. Confined Space Rescue

This work program is designed for the protection of our personnel when providing rescue and emergency services in confined spaces. Their mission is to evaluate and expedite a rescue from an area of limited mobility, using the skills and equipment specifically procured for such an incident. This program coordinates with our Hazardous Materials Program so that all facets of emergency

response needs are met for the citizens and workers in the City of Marshfield. Hazardous materials/confined space rescue is becoming a required area for fire and rescue departments and the Marshfield Fire and Rescue Department has taken the lead in instituting a highly trained team.

FIRE PREVENTION:

Mission Statement:

The mission of the Fire Prevention Division is to educate the public in an effort to reduce fire related deaths and human suffering, as well as to minimize property loss due to fires. This mission is accomplished through fire prevention inspections of public and private buildings, underground or above ground petroleum storage facilities, review of building plans, streets, and subdivisions for the incorporation of fire safety planning; public education programs to promote fire safe behaviors; and fire investigations to identify existing or potential fire hazards associated with buildings or specific behaviors or events. The mission of the Fire Prevention Division extends to all that live, work, visit or invest in the City of Marshfield and surrounding communities.

Services:

A. Inspection/Code Development

Fire prevention and education is a community's first line of defense against the devastating effects of fire. Through aggressive code enforcement (inspection program), a minimum level of fire safety can be established to prevent the ignition of materials or to minimize the effects of fire and smoke should ignition occur. With our society and environment ever changing, fire prevention specialists continually evaluate the effectiveness of current codes and ordinances against the hazards that are almost continuously developed by our constantly changing technologies.

B. Fire Investigation

Fires in the home or workplace bring about severe emotional distress as well as an economic burden, however, in the aftermath of a fire, fire officials have a unique opportunity to study the ignition characteristics, behavior patterns of involved occupants, and materials that contribute to the propagation of a fire through a structure. Fire investigations assist in the development of codes and ordinances designed to limit the effects of fire and to prevent their occurrence. Information obtained is analyzed and incorporated into public education programs to raise the level of awareness of fire safety. Fire investigation also serves the purpose of identifying those persons who advance their purpose through the destructive use of fire, and to assist local police in the apprehension of such individuals.

C. Underground/Above Ground Storage Tank Inspections

The threat of disaster (physical or environmental) from underground petroleum storage tanks and abandoned storage tanks has been recognized at the federal and local levels. This work program provides trained fire service personnel to ensure that underground storage tanks are properly installed and removed, severely reducing the potential for physical or environmental disaster. Underground storage tank (U.S.T.) inspectors assist local citizens, business and industry in the installation or removal of underground tanks. This assistance is provided through the inspection of the installation/removal process to ensure that approved equipment and methods are utilized, thus reducing the potential for an accident or release.

COST SAVING MEASURES:

- ❖ Control of expenditures (Overtime)
 - The department continues to utilize a number of cost saving policies designed at reducing overtime and/or increasing productivity. .
 - The first of these is the scheduling of training and other department activities in advance and then not allowing personnel to use vacation, paid holidays, or compensation time. This translates into cost saving because the department does not have to incur further costs sending additional personnel to training and back-filling the position, if needed. All of this would be done with overtime.
 - The second measure that the department continues to utilize is a policy that requires fire fighters to come in on their assigned duty days if they are injured to complete assigned work or training. Again this policy allows greater flexibility in completing objectives when personnel are injured and adds to the efficiency of the department in completing assignments.
 - The third cost saving initiative that continues to impact overtime was a policy that permits the department to prohibit personnel from taking vacation, paid holidays, compensation time when there are already two individuals off any given workday.
 - The last cost saving policy utilized concerns the use of compensation time. Compensation time is permitted to be used typically only when it will not create overtime for the city. We continue to require personnel who requested compensation time at the beginning of their shift to call the station to determine if any other personnel had called in sick, thus creating overtime. If someone had called in sick then the individual who requested compensation time would have to report to work to avoid overtime to the department.
 - The department continues to monitor the amount of sick leave utilization in the department and have provided feedback to the department staff concerning the importance of not having excessive sick leave utilization.
 - The department has implemented a training program via the internet for department training that is visualized and then applied at our training center. This type of training will save the city thousands of overtime dollars and associated costs annually by not needing to send personnel to similar training as often to remote locations.
- ❖ Department Structure
 - The department has increased their pool of relief deputy chiefs to help minimize our overtime potential when the shift deputy chief and primary relief deputy chief (R-D/C) is unable to work their normal scheduled work day. The R-D/C's only receive the per day pay when functioning as a relief deputy chief.
 - Another less tangible effort that has begun is regular Labor/Management meetings. These meetings provide a forum to discuss issues that previously may have gone directly through an expensive grievance process.
- ❖ Increase Revenues
 - Concerning the issue of creating revenue, the department has taken a number of steps to reduce or recoup the costs of services it provides. One of the first measures implemented was a

policy to recover the cost of fluid spills at accident scenes. The cost of personnel and apparatus are calculated into an hourly rate and bill to the person(s) involved in the accident.

- The ambulance general fund account continues to be operated as an enterprise account, which results in all of the costs associated with the delivery of ambulance services transferred from the taxpayer to the users. This transfer has had a significant impact on the tax levy. Along with this effort has been the annual rate reviews to determine the appropriate rates for ambulance service in central Wisconsin given the expenses incurred to provide this service.
- The department continues to utilize the policy that requires any service that the department provides for a special event in the city, to bill the event sponsor at a standard rate. These events include the Central Wisconsin State Fair, Dairyfest, etc. This places the financial responsibilities on the sponsors of the event rather than the taxpayers.
- The department has also implemented a fee schedule for various services that the department provides such as environmental impact reviews, sprinkler permits, etc. that benefit certain individuals and/or groups and places the financial responsibility with them.
- The department has aggressively pursued grants and special programs to acquire specialized training and equipment. The most recent grant (Staffing for Adequate Emergency Response-SAFER) applied for, if successful, would save approximately \$750,000.00 in wages and benefits over the next four years.
- The department has been able to send six personnel to over 160 hours each of specialized collapse rescue training. This training was funded by a grant from the Wisconsin Office of Justice Assistance. This program also provides funding for any back-fill of personnel attending this training. To date, this program has saved our department in excess of \$14,000. In 2008, we sent an additional ten personnel through this training which resulted in an additional savings of over \$30,500.
- The department has also continued to engage in performance contracts with the State of Wisconsin and the County of Wood. We provide the State of Wisconsin inspection services for the installation and removal of under and above ground petroleum tanks. We provide Wood County hazardous materials emergency response services for incidents involving hazardous materials.
- The department has secured an agreement with Mid-State Technical College (MSTC) for development of our training center. We are currently in our third year of a three-year contract with MSTC. This has allowed us to increase the overall level of development for our training center into a Regional Training Center as recognized by the State of Wisconsin. To date, through our 50/50 cost sharing agreement, we have saved over \$39,300.
- In July of 2008, the Fire Chief and staff met with a local township fire department and its town board. This township was previously serviced by our department for emergency medical services. During this meeting, a proposal was provided that detailed the costs and advantages of returning to our department for emergency medical services. This proactive approach is critical to minimizing the financial impact for each municipality currently receiving this service. The larger the number of municipalities sharing the cost of this service, the smaller the percentage each has to pay for emergency medical services.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budgets for the Fire and Rescue Department (Fire Protection and Fire Prevention) total \$2,708,956, an increase of \$134,526, or 5.2% above the combined 2008 budgets of \$2,574,430. In August of 2001 approval was given to move the Ambulance services portion of this department from the governmental fund to an enterprise fund. This was done in order to more accurately portray the true cost of the ambulance operations to outside observers. The Ambulance Services budget can now be found under Proprietary Fund 605.

Almost all of this increase comes from personnel costs (\$133,492). The budgets include \$18,600 for employee education and training, \$7,300 for protective turnout gear repair and replacement, \$4,000 for HazMat level A and B suits, and \$5,570 for the continuation of the hose replacement program.

The Fire Protection budget includes one new firefighter position at a cost of \$81,384. Federal aid, requested through a SAFER grant, and if approved, offsets the cost by \$23,757. The Common Council, at their December 18, 2007 meeting, approved motion CC07-446 which approved the Fire Chief's recommended plan that stated, in part, "Examine funding options for having six (6) additional personnel". The Common Council, at their June 24, 2008 meeting, approved Resolution 2008-23 that accepted and approved the Chief's request to submit an application for a SAFER Grant for the purpose of hiring six additional firefighters. It further directed the Fire Chief to complete and submit the application to the U. S. Department of Homeland Security. The SAFER Grant reimburses local units of government for the cost of hiring new personnel. The aid is phased out over a five year period whereby the City of Marshfield pays 100% of the personnel cost in the fifth year. Although the grant application requested aid for six new firefighters the recommended budget only provides funding for three. The Common Council's budget parameters and the States' expenditure Restraint Program restricted adding the three additional firefighters. The city cannot hire any new firefighters until after its been notified of the grant award, therefore, if that notification occurs on or after April 1, 2009 funding for six firefighters will be there on a prorated basis. Any notification of a successful grant award prior to April 1, 2009 would require finding additional funds.

Recommended 2009 capital outlay requests include the following:

Replacement Radios	\$ 6,667
SCBA Tank Replacements (4)	5,000
Training Center Development	<u>20,000</u> *
TOTAL	<u>\$31,667</u>

* \$10,000 is funded by Mid-State Technical College

All other expenditures are typical for this activity. These budgets are funded by tax levy, Federal Aid, State Aid, fees, and services provided to local units of government.

There is \$812,000 requested in 2009 to begin construction of a new fire station. This is shown in Protective Services Capital Outlay Fund #410.

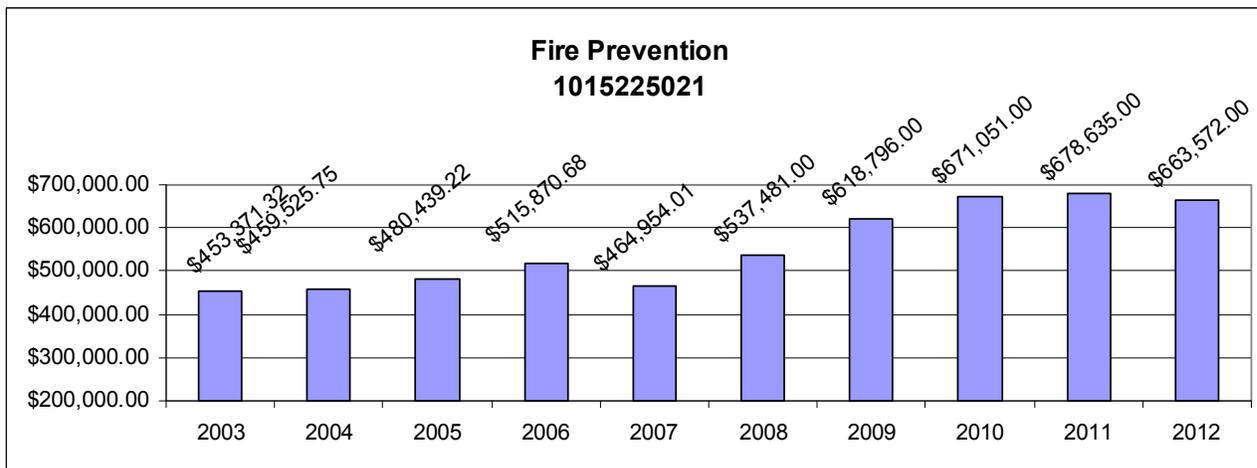
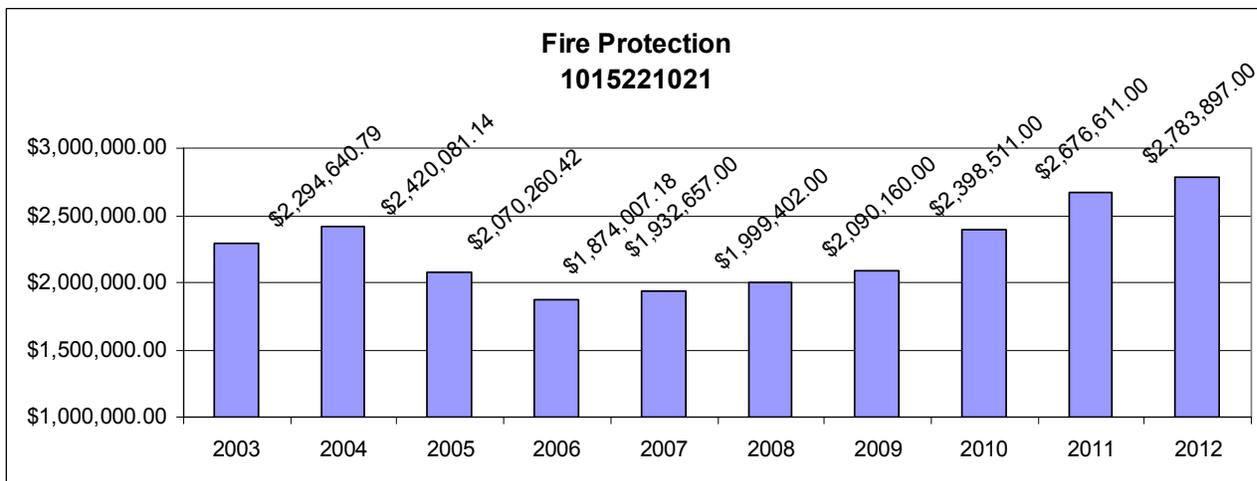
SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Fire Protection	\$1,932,657	\$2,031,781	\$1,999,402	\$2,090,160
Fire Prevention	<u>464,955</u>	<u>542,649</u>	<u>537,481</u>	<u>618,796</u>
TOTAL	<u>\$2,397,612</u>	<u>\$2,574,430</u>	<u>\$2,536,883</u>	<u>\$2,708,956</u>

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Fire Chief	D/6/3	1.0	1.0
Deputy Fire Chief	C/5/2	4.3	4.3
EMT/Firefighters	Local 1021 – IAFF	21.0	22.0
Secretary to Fire Chief	B/2/3	1.0	1.0
Total		27.3	28.3

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

FIRE PROTECTION
 1015221021

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	1,796,296	1,875,530	1,840,022	2,170,272	1,935,186
52000 Contractual Services	44,200	49,376	52,486	57,146	57,146
53000 Supplies and Expense	57,198	59,794	59,813	76,017	66,953
56000 Debt Service	1,466				
58000 Capital Outlay	33,497	47,081	47,081	30,875	30,875
Total Expenditures	1,932,657	2,031,781	1,999,402	2,334,310	2,090,160

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

FIRE PREVENTION
1015225021

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	446,532	521,099	511,455	594,936	594,936
52000 Contractual Services	5,277	4,338	10,014	4,098	4,098
53000 Supplies and Expense	12,455	16,420	15,220	18,970	18,970
56000 Debt Service	691				
58000 Capital Outlay		792	792	792	792
Total Expenditures	464,955	542,649	537,481	618,796	618,796



**DEPARTMENT OF PUBLIC WORKS
BLDG. SERVICES AND INSPECTION DIVISION
1015241023/1015241135**

MISSION STATEMENT:

The Building Services and Inspection Division of the Department of Public Works conducts inspections of newly constructed and existing buildings and their component plumbing, mechanical, and electrical systems to ensure minimum standards to safeguard life, health, and public welfare. This is accomplished by regulation and control of the design, construction, quality of materials, use and/or occupancy, location, and maintenance of all buildings, structures, and related equipment throughout the city. The division provides information to the public regarding building standards and available land uses by zoning classifications and provides inspection services under various public nuisance ordinances to assure public health, safety, and welfare.

Additionally, the Building Services Division provides a safe and decent work place for employees and the public with custodial/maintenance and housekeeping service at the City Hall Plaza building. This is accomplished with municipal employees and with private contractors. **PLEASE NOTE THAT THE BUDGETS FOR CUSTODIAL/MAINTENANCE/HOUSEKEEPING SERVICES ARE LOCATED IN OTHER SECTIONS OF THIS DOCUMENT, AS FOLLOWS:**

<u>Building</u>	<u>Section</u>
City Hall Plaza	Public Facilities
Senior Center	Aging
Oak Ave. Community Center	Parks/Recreation/Education
Police Safety Bldg.	Public Safety/Law Enforcement
City Garage	Vehicle/Equipment Internal Service Fund

SERVICES AND WORK PROGRAMS

1. Assures building code, electrical code, and plumbing code compliance
 - A. Performs pre-construction review of plans for code compliance
 - B. Field inspects all phases of construction for code compliance
 - C. "Field investigates" to assure compliance with the permit requirement
 - D. Issues occupancy permits on all new construction and additions to existing buildings
 - E. Conduct reviews of codes and recommend changes as necessary

2. Assures building premises, occupancy, and maintenance code compliance
 - A. Investigates all complaints and conducts inspections
 - B. Prepares all necessary documentation including preparation of summons and complaints for court action
 - C. Conducts inspections and issues appropriate reports for various lending institutions, government agencies, individuals and businesses
 - D. Issue condemnation orders when necessary

3. Assures various miscellaneous local code compliance
 - A. Conducts investigation and inspections under various sections of the municipal code relating to miscellaneous nuisances, health, safety, and welfare
 - B. Issues written orders for compliance
 - C. Obtains court action when necessary to gain compliance
 - D. Conducts periodic reviews of codes and recommend changes as necessary
4. Processes and maintains records of applications for permits and applications
 - A. Collects fees for permits, certificates, and issues permits
 - B. Reviews plat plans and preliminary project plans
 - C. Reviews all building, plumbing, and electrical plans
 - D. Issues all necessary written reports on permits, inspections, etc.
5. Assist Zoning Administrator when requested to do so
6. Provides janitorial, maintenance, and groundskeeping services at City Hall Plaza
 - A. Schedules and supervises custodial/housekeeping labor at two buildings
 - B. Orders all custodial/housekeeping/maintenance supplies and equipment and dispenses them to various buildings and other departments
 - C. Reviews and makes recommendations to the Board of Public Works on the status of various service contracts, staffing, and related subjects
 - D. Schedules all preventive maintenance work on buildings and equipment
 - E. Assists other departments on building maintenance issues
7. Administers outside service contracts for maintenance and janitorial services and prepares specifications for bidding maintenance and repair work
 - A. Administers and reviews janitorial service contract and recommends changes as necessary
 - B. Administers and reviews service contracts with various outside contractors
 - C. Prepares bidding specifications and obtains prices for various maintenance and construction projects

COST SAVINGS MEASURES:

- Completed phase one of a three year lighting project at the City Hall Plaza Building. This three year project will replace older fluorescent and incandescent lamps and lighting fixtures. Phase two is included in the proposed 2009 budget.
- Our office is analyzing other cost savings measures including replacement of several electric motors in air handlers, replacing older air conditioning compressors and installing timers on several circulating pumps and vending machines.
- The proposed 2009 budget contains funds to replace windows in the south wing of the City Hall Plaza Building. The existing old aluminum frame windows will be replaced with newer energy efficient windows.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Building Services and Inspection Division (excluding building maintenance/custodial expenses found elsewhere) is \$343,902, an increase of \$8,717 or 2.6% above the combined 2008 budgets of \$335,185. Almost all of this increase can be attributable to increases in personal service costs. This budget includes \$8,000 for contractual service costs with the State of Wisconsin for weights and measures enforcement.

Again for the year 2009, \$20,000 is requested for miscellaneous nuisance enforcement and condemnations. 77% of the cost of the Plumbing Inspector is shown here. For the past several years, the balance of the cost of the Plumbing Inspector has been shown in the Wastewater Utility Enterprise Fund. There are no capital outlay requests in 2009. All other expenditures are typical of this activity. Both of these budgets are funded by tax levy (\$172,921), permit fees (\$150,000) and the sharing of the electrical inspection costs (\$20,981) by Marshfield Utilities.

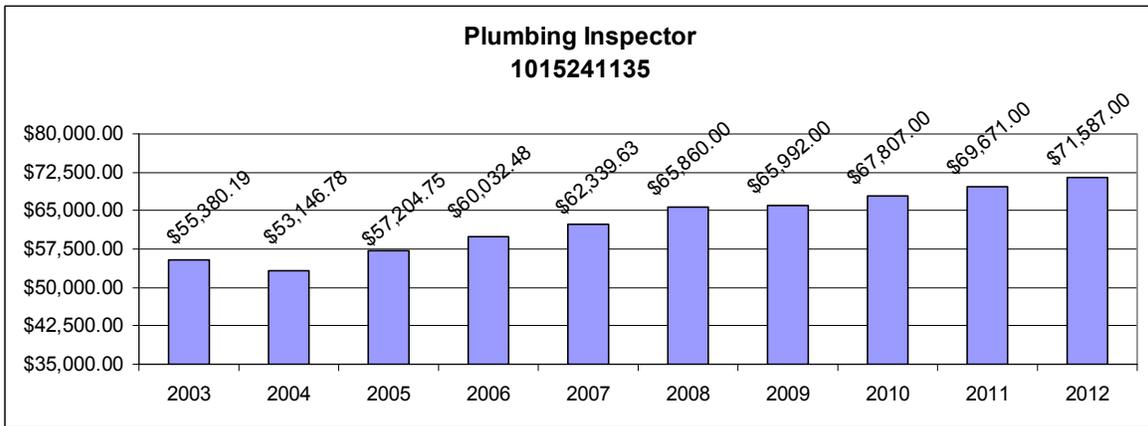
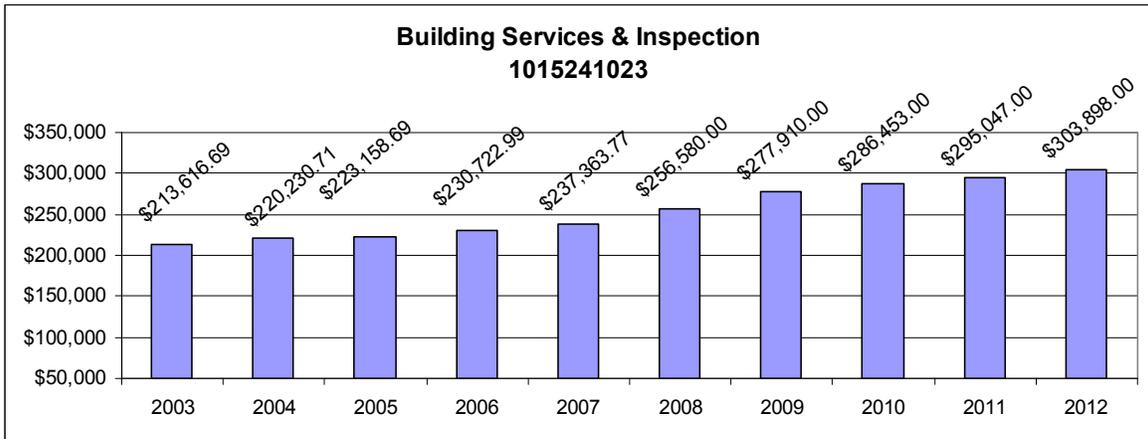
SCHEDULE OF EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Building Services & Inspection	\$237,364	\$269,880	\$256,580	\$277,910
Plumbing Inspector	<u>62,340</u>	<u>65,305</u>	<u>65,860</u>	<u>65,992</u>
Total	\$299,704	\$335,185	\$322,440	\$343,902

STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Building Services Supervisor	C/4/4	1.0	1.0
Secretary	AFSCME	1.0	1.0
Plumbing Inspector/Assistant Building Inspector	B/3/1	1.0	1.0
Electrical Inspector/Assistant Building Inspector	B/3/1	1.0	1.0
Total		4.0	4.0

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

BLDG SERVICES & INSPECTION
 1015241023

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	218,835	229,629	229,629	239,036	239,036
52000 Contractual Services	9,496	29,620	16,520	29,620	29,620
53000 Supplies and Expense	9,033	10,631	10,431	9,254	9,254
Total Expenditures	237,364	269,880	256,580	277,910	277,910

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

PLUMBING INSPECTOR
1015241135

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	59,421	62,565	62,565	63,382	63,382
52000 Contractual Services	497	265	1,145	710	710
53000 Supplies and Expense	<u>2,422</u>	<u>1,475</u>	<u>2,150</u>	<u>1,900</u>	<u>1,900</u>
Total Expenditures	62,340	64,305	65,860	65,992	65,992

**DEPARTMENT OF PUBLIC WORKS
ADMINISTRATION/ENGINEERING
DIVISION
1015311030/1015312031**

DEPARTMENT MISSION:

The Department of Public Works is responsible for the installation, maintenance, and operation of a broad range of infrastructure and facilities. This includes streets, traffic control, sanitary and storm sewers, greenways, vehicles/equipment, public buildings, parking lots, and the wastewater treatment facility. These duties are handled through four divisions: Building Services and Inspection; Engineering; Street; and Wastewater Treatment.

DEPARTMENT PROGRAMS AND SERVICES:

SERVICES AND WORK PROGRAMS

1. Building Services Division Operations
 - a. Enforcement of building, electrical and plumbing codes and related record keeping
 - b. Enforcement of zoning code and weights-measures rules
 - c. Enforcement of various Municipal Codes (nuisance, health or welfare)
 - d. Maintenance of public buildings

2. Engineering Division Operations
 - a. Design, coordination and supervision of public construction projects
 - b. Provide city and other government agency support
 - c. Review of individual or large scale developments
 - d. Maintain records

3. Street Division Operations
 - a. Maintenance of streets - including asphalt/concrete construction, cleaning, snow removal, terrace trees, and traffic control
 - b. Construction and maintenance of sanitary/storm sewers and greenways
 - c. Maintain machinery and equipment
 - d. Miscellaneous services including holiday preparations, Fairgrounds maintenance, weed commissioner and recycling coordinator duties

4. Wastewater Treatment Operations
 - a. Process wastewater - including laboratory operations, sludge management, and industrial monitoring
 - b. Maintain facilities and infrastructure - including the treatment plant, lift stations, and collection system
 - c. Identify and remove clearwater inflow-infiltration in the sanitary sewer system
 - d. General administration - including training, data collection, and public relations

ENGINEERING DIVISION MISSION STATEMENT:

The Engineering Division of the Department of Public Works is responsible for the planning, budgeting, design, supervision, and coordination of all public construction and maintenance projects. These projects include street openings, traffic control, concrete paving, hot mix surfacing, sanitary sewers, greenways, storm sewers, street maintenance, sidewalks, parking lots, buildings, and wastewater treatment plant construction. The division also provides information to the public regarding public land/structures, existing sanitary sewer, storm sewer, water mains, and their corresponding service laterals; street construction plans; aerial photographs with topographic information; and city plats/certified survey maps.

WORK PROGRAMS/SERVICES:

Services

1. Coordination of public construction projects
 - a. Plan, design and supervise public construction
 - b. Obtain easements as needed
 - c. Submit sanitary sewer plans for DNR approval
 - d. Submit storm water permit applications for DNR approval
 - e. Conduct public information meetings for public works projects
 - f. Hold public hearings and complete assessment reports on assessable projects
 - g. Approve consultant fees and contractor contracts
 - h. Collect construction as-built information

2. Provide City and other government agency support
 - a. Advise Mayor, Common Council, City Boards, Commissions and Departments
 - b. Serve as contact for county, state and federal agencies
 - c. Prepare grant requests
 - d. Review and approve purchases after preparing technical specifications for equipment and materials
 - e. Investigate citizen concerns relating to Public Works services and facilities

3. Review of individual or large scale developments
 - a. Insure accordance with City ordinances and policies, state and federal regulations (possible traffic, storm water or utility conflicts)
 - b. Set line and grade for culverts, sidewalks and driveways
 - c. Review certified surveys and land subdivision plats for approval
 - d. Review sanitary sewer and road plans for new subdivisions
 - e. Process utility permits
 - f. Obtain traffic counts as needed
 - g. Conduct sidewalk repair inspections
 - h. Inspect sanitary sewer/street construction by private developers

4. Maintain records
 - a. Revise and update City master maps
 - b. Update house numbers book
 - c. Maintain a City bench mark system
 - d. Maintain record of block corners
 - e. Maintain utility and street construction plans
 - f. Maintain various plat and survey information

2009 BUDGET HIGHLIGHTS

Public Works Projects – A brief description of the major public works projects for 2009 follows:

- **Project 1710 - South Central Avenue** – Plans for this WisDOT are scheduled to be completed by November of 2008. Construction is scheduled for 2010. The proposed 2009 budget includes funding to cover the 25% local share of the design cost, which has been spread out over several years in the CIP.

- **Project 1748 - Yellowstone Industrial Park** - The first phase of construction will be put out for bids in fall of 2008. Construction of Phase I will be completed in 2009. The scope of the project includes sanitary sewer, water main, storm water management, and street construction for a new north/south street ending in a temporary cul-de-sac from East 29th Street to approximately 850 feet south. The requested 2009 funding will allow for underground electric and street lighting to serve Phase I.

Consultant services are being used for design and will be used for construction administration.

- **Project 1881 – New Sidewalk Installation – Sycamore Avenue (5th Street to Adler Road)** – this project would construct sidewalk on both sides of Sycamore from 5th Street to Adler Road. The sidewalk will provide a link between existing sidewalk on 5th Street and the Wildwood Station Trail extension along Adler Road, which will be constructed in fall of 2008. The work would be designed and administered by the Engineering Division and put out for bids.
- **Project 1913 – South Lincoln Avenue Reconstruction (8th Street to 14th Street)** – This project will convert this segment of Lincoln Avenue from a ditched street to a concrete street with curb & gutter. The project will include storm sewer, water main, sewer and water services as needed, sidewalk, curb & gutter and concrete pavement. Sidewalk will be installed on the east side of Lincoln Avenue from 8th Street to 14th Street and on the west side of Lincoln Avenue from 8th Street to 11th Street. The project will be put out for bid but will be designed and administered by the Engineering Division.
- **Project 1945 – Alley Reconstruction (3rd to 4th, Central to Maple)** – This project will replace the concrete pavement in the alley. The existing storm sewer will also be replaced. The project will be put out for bid but will be designed and administered by the Engineering Division.
- **Project 1947 – Veterans Parkway Traffic Signals – Battery Backup** – This project will install battery backup systems at 5 intersections along Veterans Parkway that have adjacent railroad crossings. The railroad signals do have battery backup and will continue to function during a power failure. Inoperable traffic signals during a power failure can create conflict and confusion, particularly with adjacent railroad signals. Consultant service will be utilized for the signal design. This project will be administered by the Engineering Division.
- **Project 1981 – East 2nd Street Reconstruction (Maple Avenue to Vine Avenue)** – This project will completely reconstruct this segment of 2nd Street. The project will include new sanitary sewer, storm sewer, water main, sewer and water services as needed, sidewalk, curb & gutter and concrete pavement. The project will be put out for bid but will be designed and administered by the Engineering Division.
- **Project 1983 – Balsam Avenue Reconstruction (Kalsched Street to Upham Street)** – This project will convert Balsam Avenue from a ditched street to a concrete street with curb & gutter. The project will include new storm sewer, curb & gutter, concrete pavement and sidewalk as needed. Both Marshfield Clinic and St Joseph Hospital have agreed to deposit with the City, their share of special assessments in advance of the project to reduce the amount that the City must borrow to fund the project. The project will be put out for bid but will be designed by the Engineering Division, however consultant service are anticipated for construction inspection.
- **Project 6735, 6736, 6737 - Storm Water Quality Improvements** – these projects continue the storm water quality initiative required under the city's Storm Water Discharge Permit. They include conversion of existing "dry" detention basins to "wet" detention basins at SL Miller Recreation Area, the Fairgrounds and on North Fig Avenue. These projects will be put out for bid but will be designed and administered by the Engineering Division.

2008 Cost Saving Measures

Cost saving measures recently implemented by the Public Works Administration and Engineering include the following:

Recycled Concrete for Base Material on paving projects – the existing pavement from the 2007 West 5th Street project was salvaged, crushed and reused as road base on our 2008 East 8th Street, Western Street and alley projects. The use of recycled materials versus using virgin aggregate material saved the City approximately \$3,300. This is also a sustainable practice that reduces the volume of waste material and decreases our need for materials mined from the earth. Recycling aggregates can typically be done with

shorter haul lengths than trucking virgin material from area pits and quarries, which in turn reduces fuel consumption and air pollution.

Walnut Avenue Detention Basin Design – this storm water basin retrofit was designed with three bays as opposed to a more typical single bay pond to minimize the excavation required. This resulted in approximately 40,000 CY less excavation than the original design. At an excavation cost of \$4.50/CY, this resulted in cost savings of \$ 180,000. It also reduced the need for fill sites and reduced fuel consumption and air pollution by the equipment completing the excavation and hauling the excavated material.

29th Street and Maple Avenue Traffic Signal Improvements - the City Engineer worked with Wisconsin DOT officials to secure cost sharing to implement safety improvements for pedestrians and motorists at the intersection of 29th Street and Maple Avenue. The DOT has agreed to provide new equipment, including pedestrian push buttons, as part of a jurisdictional transfer of those signals from DOT to the City. This will save the city approximately \$60,000 in equipment and hardware upgrades and ensure that the equipment will be compatible with the City's other traffic signal equipment.

Reduced shoulder width on mill-in-place residential streets – our past practice was to try and achieve a 5 foot wide shoulder on residential streets undergoing mill-in-place improvements. Not only would this use more shoulder material, it typically required ditches to be moved closer to the property which in turn meant more grading, restoration, seeding etc. In 2008 we modified our typical shoulder section to 3 feet wide, reducing our shoulder material needs by 40% and significantly reducing turf areas disturbed by ditching.

Citywide Traffic Signal Analysis and Retiming Study – will provide for increased efficiency in operation of traffic signals throughout the City. Once report recommendations are implemented, the model predicts that over 1.4 million vehicle stops will be eliminated per year during peak travel hours citywide. This translates into 15,700 gallons of fuel saved, or \$62,800 per year of savings to area motorists (at \$4.00/gallon).

Use of the City Web Site for Project Bidding – projects are now advertised on the city website. In addition, standard specifications and bidders lists area available on line. This saves time in the office responding to basic questions and requests and reduces the amount of paper needed for document distribution.

News Item to Seek Bids – past practice was to purchase a legal add in the Western Builder to advertise local projects. We now submit our project bids for publication as a news item at no cost versus placing an official add for bid which saves \$200.00 per project bid.

Reduced Plan Size for Bid Documents – Several years ago, we switched from large size plan sets (22"x34") to 11"x17" plan sets. This significantly reduced the amount of paper required as well as the time required for duplication. Plan sets can now be run unattended in batches on a standard copying machine as opposed to one sheet at a time on a blue print machine. This has been our practice for the last 5 or 6 years but was not previously reported as a cost saving measure.

Previous Cost Saving Measures

- **“Safe Step” sidewalk repair** - the “Safe Step” method uses horizontal sawing to eliminate uneven sidewalk and other trip hazards. This method of repair costs, on average, only about 20% of a traditional sidewalk slab replacement. In addition, “Safe Step” repairs can be completed in one day and generate significantly less waste than traditional slab replacement.
- **Fall Bid of the Vine Avenue Detention Basin** – A late fall bid for the Vine Avenue Detention Basin project saved the city an estimated \$200,000 as compared to the engineers estimate. The project attracted 8 bidders due to the favorable bidding climate. In addition, engineering staff coordinated with airport personal to place approximately 28,000 cubic yards of fill from the detention basin on airport property for a proposed hanger site. This reduction of haul distance saved the city \$17,300 in trucking costs and saved the airport more than \$100,000 as compared to trucking in fill at \$4.00 per cubic yard.

- **Bidding 2007 Projects as Two Contracts versus One** – Wisconsin DOT's construction program for 2007 is down significantly as compared to recent years. Engineering staff decided to divide our street reconstruction projects in to two contracts to allow smaller contractors to bid on the projects. By doing this we were able to increase the number of bidders on each project increasing the competition thus reducing overall costs. Several of these projects are projected to come in under budget. We were also able to condense the construction time schedule by having two contractors work at the same time as opposed to having one contractor trying to complete all projects.
- **Pavement Marking Glass Beads Contract Carried Over to 2007** – In 2005, the Engineering Division received a grant from the State of Wisconsin for \$135,000 for enhanced pavement markings. This project began during the 2006 season with a completion date of September 29, 2006. Due to the tight schedule, Engineering staff negotiated a change order with the contractor to carry over some of the pavement markings into the 2007 season at a reduced price. The pavement markings completed during the 2007 season were discounted 25% thus allowing for the completion of additional work while remaining within budget.
- **Preliminary Public Informational Meetings** – The Engineering Division held a series of preliminary public meetings with residents on 2007 construction projects to collect input from affected residents early in the design process. This enhances the working relationship with residents but also allows the engineer staff to address issues during the design phase thus reducing the chance for change orders during construction.
- **Robotic Total Station** continues to provide cost savings. This equipment was purchased in 2002 at a cost of \$28,000. It has allowed the Engineering Division to reduce the size of the survey crew from 2 or 3 people to 1 or 2 people. The budget for Engineering Students has been reduced from \$28,842 in 2001 to \$5,888 in 2006.
- All **Traffic Signal Bulbs** have now been updated from incandescent to LED resulting in electrical cost savings of over \$10,000 per year. Maintenance and supply cost reductions have also been realized by not changing incandescent bulbs on an annual basis. The estimated savings is approximately \$2,000 per year.
- Reviewed new products to meet current ADA standards for **Truncated Domes** on curb ramps. A new product will be purchased this year from Neenah Foundry at \$135 each as compared to last years price of \$176 each for a 2006 savings of \$6,560. The Neenah product is also expected to be much more durable than the other products that have been used in the past.
- **Sanitary Sewer Lining** has continued in 2008. This method of rehab has allowed the City to rehabilitate sanitary sewer mains without having to reconstruct the road surface. More than 10 miles of sanitary sewer have been rehabilitated by lining through 2008. The estimated savings by this rehab method exceeds 5 million dollars (10 miles X 5280 ft/mile X \$100 per foot for street reconstruction = \$5,280,000). Also, the 2006 sanitary sewer lining contract combined 2005 and 2006 funding which resulted in reduced contract administration costs and reduced unit prices due to the larger quantity. For example, the 2004 price for 8-inch liner was \$24.00 per LF and the 2006 price was \$22.50 per LF.
- **GIS and GPS Survey Equipment** – purchase of the GPS equipment in 2004 has allowed for city staff to perform the data collection for the sanitary sewer and storm sewer layers of the GIS system. This has resulted in a cost savings as compared to outside consulting services for this project. We intend to continue building the GIS with city staff and are currently focus on the storm sewer layer.
- **Cell Phone Plan Upgrade** to the state plan. The cost savings for this change exceeds \$600 dollars per year (reduction of base fee of \$7.00 * 6 phones * 12 Months = \$ 504.00 and a reduction in per minute costs from \$0.10 to \$0.09 per minute).
- **Special Assessments for Asphalt Paving** – while not necessarily a cost savings measure, additional revenue will be generated through special assessments for asphalt paving. At the recommendation of staff, Public Works Policy 5.200 was approved in May of 2004 for

implementation on 2005 asphalt paving projects. Asphalt pavement on street and alley construction and reconstruction projects and mill-in-place asphalt replacement projects will be assessed. The estimated revenue from the 2006 asphalt paving projects is approximately \$60,000.

- Reduced the number of memberships in professional organizations – savings of \$600.

Strategic Plan Summary

Natural and Cultural Resource Initiatives

- Incorporate diverse populations in future planning and related initiatives, facilitate more interaction – The Engineering Division is holding more public informational meetings to reach out to all property owners, discuss projects and obtain property owner input and buy-in early in the design process.
- Wellhead Protection Ordinance completed
- Storm Water Erosion Control Ordinance drafted; will be adopted in fall of 2008.
- Meet or exceed federal guidelines for storm water control – 2008 goal of 20% TSS reduction has been met.
- Replace or rehabilitate clay sewer laterals and mains – laterals and/or mains were replaced on several projects including Western Street, East 8th Street, North Ash Avenue, and North Cedar Avenue. In addition, over 21,000 LF of sanitary sewer main has been lined in 2008.

Transportation Improvements

- Complete City-wide Traffic Analysis and Modeling – results of modeling will be presented to the Board of Public Works on August 4. Traffic signal timing improvements will be

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Department of Public Works totals \$433,502, a decrease of \$10,038, or 2.3% under the 2008 budget of \$443,540. The majority of this decrease is in personnel costs (\$13,331). A car allowance of \$600 has been eliminated. Actual mileage will be reimbursed. All other expenditures are typical of this activity. These budgets are funded by tax levy and permit fees. \$1,961 in Parks and Recreation General Engineering will be funded in the Engineering budget.

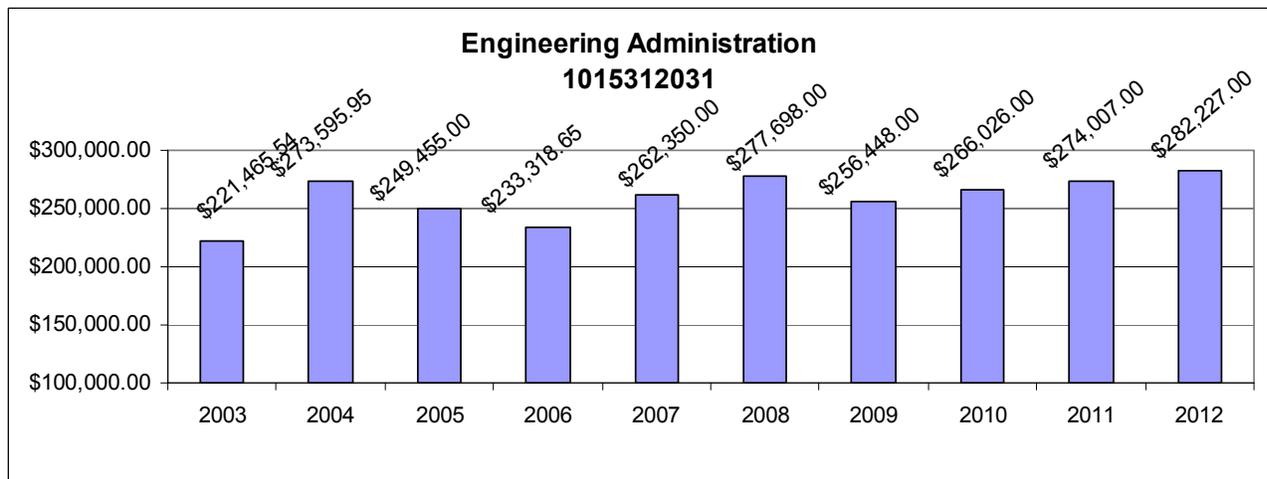
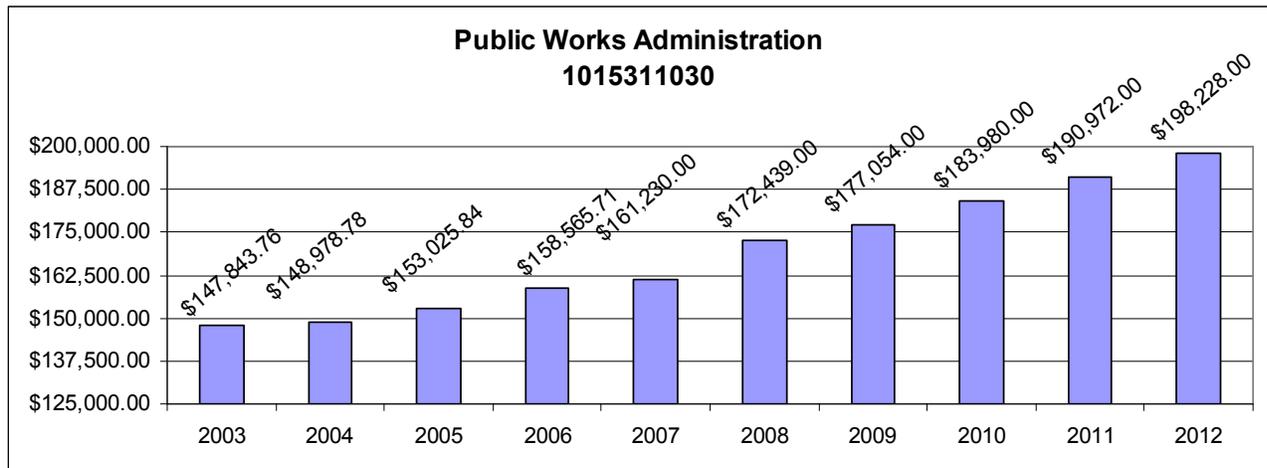
SCHEDULE OF PROGRAM EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
P.W. Administration	\$161,230	\$172,510	\$172,439	\$177,054
Engineering Administration	262,350	271,030	277,698	256,448
Total	\$423,580	\$443,540	\$450,137	\$433,502

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Director of Public Works	D/6/4	1.0	1.0
City Engineer	C/5/2	1.0	1.0
Assistant City Engineer	C/4/4	1.0	1.0
City Surveyor	C/4/3	1.0	1.0
Civil Engineer II	C/4/3	1.0	1.0
Engineering Tech II	AFSCME	1.0	1.0
Secretary	AFSCME	1.0	1.0
Total		7.0	7.0

- A significant portion of Engineering Division staff salaries/benefits is allocated (i.e. charged) to specific project budgets. Only the residual salary and benefit costs are borne by these two budgets.

GRAPHS:

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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PUBLIC WORKS ADMINISTRATION
 1015311030

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	158,369	167,567	167,562	173,911	173,911
52000 Contractual Services	213	168	168	168	168
53000 Supplies and Expense	2,648	2,975	3,010	2,975	2,975
58000 Capital Outlay		1,800	1,699		
Total Expenditures	161,230	172,510	172,439	177,054	177,054

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

ENGINEERING ADMINISTRATION
 1015312031

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	245,811	250,396	258,537	236,868	236,868
52000 Contractual Services	2,979	2,824	2,061	2,600	2,600
53000 Supplies and Expense	13,560	17,810	17,100	16,980	16,980
Total Expenditures	262,350	271,030	277,698	256,448	256,448



**PUBLIC FACILITIES
PUBLIC WORKS/BLDG. SERVICES DIVISION
1015162023/1015164023
(INCLUDES CITY HALL PLAZA BUILDING
AND CIVIC CENTER PLAZA BUILDING)**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the City Hall Plaza building is \$315,309, an increase of \$15,165 or 5.1% above the 2008 budget of \$300,144. The majority of this increase is personnel costs (\$1,348), heating cost (\$7,890) and for snow removal costs (\$3,000). There are no capital outlay requests in this budget. All other expenditures are typical for this activity.

It is important to note that the percentage of the City Hall Plaza budget financed by rental revenue from tenants has increased significantly since 1998. The chart below illustrates the relationship between total expenditures in the City Hall Plaza budget from 1998 through 2009 to rental receipts from tenants in the same time frame. The balance of this budget is funded entirely by tax levy

<u>Year</u>	<u>Total Expend.</u>	<u>(less Capital Outlay)</u>	<u>Net Expend.</u>	<u>Rental Income</u>	<u>% of Net Exp. financed with rental income</u>
1998	\$260,545	(\$ 12,450)	\$248,095	\$174,952	70.5%
2000	360,926	(140,621)	220,305	181,441	82.4%
2001	252,676	(-0-)	252,676	201,622	79.8%
2003	280,680	(25,000)	255,680	226,391	88.5%
2004	262,208	(-0-)	262,208	235,853	89.9%
2005	291,398	(15,195)	276,203	245,852	89.0%
2006	260,816	(-0-)	260,816	284,140	108.9%
2007	281,267	(-0-)	281,267	296,312	105.3%
2008*	300,573	(-0-)	300,573	306,256	101.9%
2009**	315,309	(-0-)	315,309	314,921	99.9%

* Estimated 2007

** Projected 2008

There is \$116,000 budgeted in the City Hall Remodeling Fund #405 for Fire Alarm Updates, BS-K-3920 (\$76,000), Window Replacement, BS-K-3922 (\$20,000), and Lighting Replacement, BS-K-3931 (\$20,000).

Civic Center Plaza Building:

Beginning in 2007, appropriations for this budget are now shown in the Aging/Senior Center budget (1015461050).

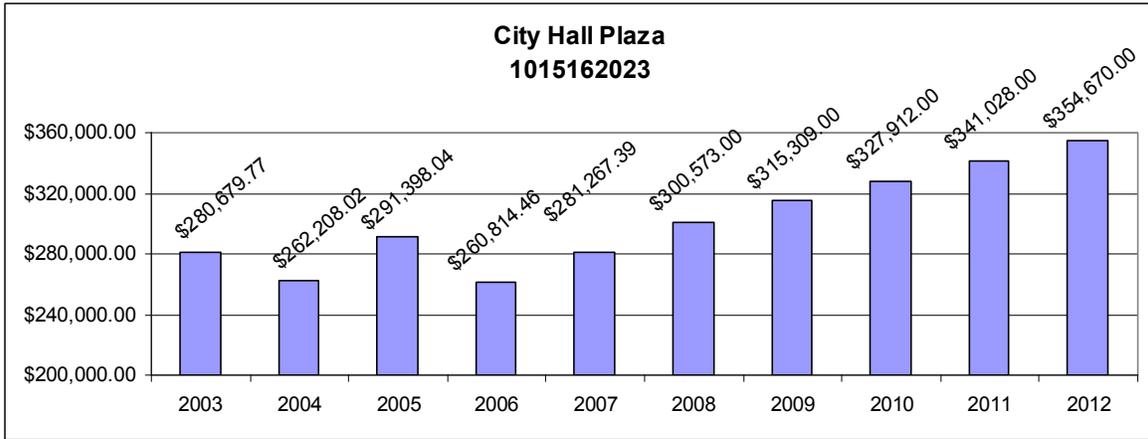
SCHEDULE OF EXPENDITURES:

<u>Cost Center</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
City Hall Plaza	\$281,267	\$300,144	\$300,573	\$315,309

FUNCTION STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Custodian	AFSCME	2.0	2.0

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
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CITY HALL PLAZA
1015162023

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	49,018	51,933	51,933	53,283	53,283
52000 Contractual Services	223,530	238,856	239,710	251,996	251,996
53000 Supplies and Expense	7,767	9,025	8,600	9,700	9,700
54000 Building Materials	17	300	300	300	300
55000 Fixed Charges	11	30	30	30	30
58000 Capital Outlay	924				
Total Expenditures	281,267	300,144	300,573	315,309	315,309

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

CIVIC CENTER PLAZA BUILDING
1015164023

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense	400				
Total Expenditures	400				



STREET DIVISION BUDGET SUMMARY

MISSION:

The mission of the Street Division of the Department of Public Works is to provide the best level of service to the citizens of Marshfield in all facets of its operation consistent with available resources and good business practices. This is accomplished by sustaining an environment of team-oriented management, comprehensive training, an open exchange of ideas, and a philosophy of continuous improvement.

WORK PROGRAMS:

- A. Street Maintenance
 1. Patching, cracksealing, and slag sealing of existing asphalt streets maximizes the life of these streets. Concrete streets are crack sealed and patched as warranted. These two maintenance items ensure original ride-ability and longevity.
 2. The reconstruction of existing asphalt streets is a large part of the annually scheduled work. This is done in conjunction with other underground utility work and/or the mill-in-place asphalt program. Also the asphalt overlaying of failing concrete streets adds additional years of useful service to those streets without the prohibitive cost of total reconstruction.
 3. Storm water ditching consumes a large portion of the storm water budget and is a continual process to assure proper drainage in all areas thus extending the life of existing streets. This ditching provides for a proper sub-base drainage.
 4. By sweeping streets it eliminates dirt and removes the everyday debris that occurs. This keeps the debris from entering the storm sewer system, which is a part of our storm water permit with the DNR. The removal of debris from storm water inlets is also a part of the overall maintenance program.
 5. Part of the street maintenance program also includes maintaining, repairing or reconstructing publicly owned alleys, sidewalks and the mowing of city owned property.
- B. Sanitary and Storm Sewer Maintenance, Construction and Reconstruction
 1. We assure the public a healthy environment by maintaining the sanitary sewer collection system and storm sewer system by upgrading or replacing inadequate or deteriorated infrastructure.
 2. By maintaining and upgrading the sanitary and storm sewer systems sewer backups and basement flooding, due to heavy rains, are minimized or eliminated.
 3. By keeping storm sewer systems maintained, street flooding and property damage is reduced.
 4. The construction of new sewers and the reconstruction of existing sewers, both sanitary and storm are done as part of the overall work programs.
 5. The mowing of greenways is also part of the overall storm sewer maintenance program. This is done with contracted services. Besides aesthetics, it is a very important component of the overall proper functioning of the greenway system.
 6. Detention basins are also a very important component of the storm water control system. These basins are mowed, cleared of debris, and reseeded as needed. The mowing is done by contracted services.
- C. Snow Removal
 1. In the snow removal operations, crews are mobilized as quickly as possible to make sure the street systems and parking areas are open and remain open at all times. This includes all streets, alleys, and public parking lots. Snow removal in the municipal parking lots is done through contracted services.
 2. The deicing program strives to provide ice free streets within hours of beginning the process.

3. By picking up snow, the total available area of the streets and parking lots are maintained by not leaving snow banks or windows. The removal of the plowed snow from curb lines also adds in storm water drainage by opening up storm water inlets and also opens up available parking stalls. This added drainage reduces infiltration into the sanitary sewer system, thus reducing wastewater operations costs.
- D. Forestry
1. The forestry program has achieved for the City of Marshfield the prestigious award of "Tree City USA" for the past 26 years and the "Tree City Growth" award twice.
 2. The proactive maintenance that is practiced with the tree trimming and the removal of diseased and declining trees continues to reduce property damage caused by falling limbs and trees during storm events.
- E. Traffic Control
1. The traffic control staff make, install, and maintain all street and parking lot signs. Staff also makes and installs signs for other city departments such as the Community Development Authority and the Parks and Recreation Department.
 2. Centerlines, crosswalks, parking stalls, etc. are painted by traffic control staff.
 3. A portion of traffic signal maintenance is done by the traffic control staff.
 4. All detours and traffic control for Street Division projects is done in-house by the traffic control staff. They are also responsible for detours and other related traffic control items on contracted projects.
- F. Machinery & Equipment
1. The largest portion of city owned vehicles are maintained and serviced in-house. These vehicles range from lawnmowers to backhoes and bulldozers.
 2. Specifications are written and quotations let for budgeted equipment purchases.
 3. The fuel distribution center for city owned vehicles and other governmental agencies is located at the Street Division facility. Those receiving fuel include Street, Parks and Recreation, Inspection, Community Development, Wastewater, Engineering, University, Technical School, Cemetery, Fire and Police. Monthly usage reports are prepared and billings sent.
 4. Fleet vehicle equipment usage is tracked for each department on a weekly basis and this information is then submitted by administrative staff to the Finance Department for billing.
- G. Recycling and Refuse Collection and Disposal
1. The duties of the Recycling Coordinator are performed through the administrative staff of the Street Division.
 2. The oversight of the contract for Refuse and Recycling pickup and disposal is the responsibility of the Street Division administrative staff.
 3. Contact with the Refuse/Recycling vendors involves forwarding complaints, discussing scheduling problems, public relation and advertising.
 4. Public relations with City of Marshfield residents and businesses are coordinated through the Street Division on all aspects of the Refuse/Recycling program.
 5. Programs are constantly monitored and ordinances reviewed to assure compliance with State mandates.
 6. Work with/and through public and private organizations on the educational aspects of recycling.
 7. Work with DNR officials to obtain proper understanding of laws.
 8. Prepare documents and apply for recycling grant monies on an annual basis through the DNR.
- H. Parking Facilities
1. City owned municipal parking lots are maintained by cracksealing, slurry sealing, milling, overlaying and reconstruction.
 2. All lots are kept free of snow and ice at all times, through contracted services. Sidewalks on the perimeter of city owned lots are also maintained and kept free of snow and ice.
 3. As part of the regular maintenance operations, all lots are swept and debris removed on a rotating schedule.
 4. All lots have green space, which includes grass, flowers and trees, which are maintained by staff and volunteers.
 5. Staff works with and assists the "Downtown Flower and Beautification Committees" in the parking lots, Veterans Parkway, Central Avenue and other flower and native planting areas.
- I. Buildings and Grounds
1. Street Division staff, along with contracted services, maintain and repair all Street Division buildings

and grounds.

J. Related Services

1. Dairyfest is a program in which we coordinate, place, maintain and remove the traffic control for the Mayor's Breakfast, parade, and other activities.
2. Christmas decorations, banners and flags are put up, maintained, and taken down each year on Central Avenue as well as Veterans Parkway.
3. The responsibilities of the Weed Commissioner are assigned to the Street Superintendent.

COST SAVING MEASURES

Listed below are various cost saving measures that have been achieved within the last five years which have allowed us to maintain existing service levels, and reduce overall costs even with a reduced work staff in the Street Division:

<u>Item</u>	<u>Cost Savings</u>
➤ Used recycled base coarse and select crush vs. virgin aggregates	\$ 46,500.00
➤ Purchased deicing salt through WIDOT bid	\$103,500.00
➤ Hydro-mulching vs. straw mat for landscaping	\$ 27,400.00
➤ Elimination of the green boughs from the Christmas decorations	\$ 1,815.00
➤ Use slag seal (recycled) vs. chipseal (virgin stone) on our asphalt streets	\$ 22,420.00
➤ Implemented additional energy saving measures throughout all Street Division buildings	\$ 25,200.00
➤ Utilize processed compost on our landscaping activities instead of purchasing topsoil	\$ 28,750.00
➤ Submit on an annual basis a recycling grant application to WIDNR for available funds	\$102,000.00
➤ In 2007/2008 the 'pre-wetting' of our deicing salt was expanded prior to application by all of the trucks. This has reduced the quantity/cost of salt.	\$71,500.00
➤ In 2008 I applied for and was granted a 'Beneficial Alternate Use' permit from the WIDNR that dealt with our street sweepings. The permit allows the city to screen the sweepings and then reuse the screened material for construction related activities instead of land filling them. Landfill costs were reduced by 91%	\$20,200.00
➤ Received a grant from the WIDNR to hire a forestry consultant to conduct a city wide tree inventory and develop a forestry management plan	\$18,000.00

SUSTAINABLE MARSHFIELD

- The Street Division has initiated sustainable practices throughout all of its operations since 1990 when we began crushing and reusing all of the asphalt and concrete that was removed from the reconstruction and maintenance projects instead of land filling these materials. Over the past 19 years this practice alone has saved the city approximately \$418,000.00 by recycling these materials instead of purchasing virgin aggregate. In addition valuable natural resources were conserved and landfill space was saved.
- Our concrete replacement on city streets has changed from using petroleum based form oil and curing compounds to citrus based form oil and water based curing compound materials. These new citrus based and water based materials are just as effective, are non-hazardous to humans, the environment and are 13% cheaper to purchase.
- Our machinery shop operations have also been utilizing non-chlorinated citrus based products for parts cleaning, degreasing and cleaning.
- In 2008, the city we began using manhole and storm water inlet riser rings made out of recycled plastic instead of concrete riser rings. Each plastic riser ring takes 56 milk jugs to make and by using these we are not only utilizing recycled materials we are also saving valuable natural resources such as sand and cement.

- In 2008 the city was granted an exemption from the WIDNR to screen our street sweepings and reuse them for construction related activities instead of hauling them to the landfill. This has reduced the amount of landfill material by 91% or 1,092 tons.
- The city wide recycling program has diverted 22,160 tons of material from landfills since the program began in 1991. This does not include the approximately 270,000 tons of yardwaste materials, brush and branches and Christmas trees that have been diverted in the same time period.
- In 2007 the city began partnering with the Family Resource Center on the recycling of used cell phones and cell phone batteries and the Wepack shipping store on used Styrofoam packaging peanuts.
- All used tires from our equipment operations are sent to the Auburndale Tire Recycling center.
- The city plants approximately 100 new trees a year city wide and maintains an urban forest of approximately 7,000 street trees which does not include parks and conservancy areas.
- In 2007 all Street Division buildings were fitted with set back thermostats and in 2006 automatic light switches.
- 85% of the traffic paint that is applied is water based. The city began using water based paints in 2000. This was a transition from 100% petroleum based paints.
- The city processes and uses approximately 5,000 cubic yards of compost annually in our landscaping operations. The composted material is gathered from our yardwaste recycling program. By utilizing the compost the city has been able to save \$23,000 on the purchase of topsoil.
- The surface treatment program of asphalt streets utilizes boiler slag from the burning of coal instead of virgin crushed aggregate. This material is more retentive, skid resistant and approximately 15% cheaper to apply.
- Hydro-seeding utilizing recycled cotton fibers and recycled wood fibers.
- With the mill-in-place asphalt program the existing asphalt is ground in place which then becomes the new street base material thus eliminating the need to haul in new virgin base coarse material which saves the natural resources.
- Since 1996 the city has been partners with the Wood County Health Department in the annual Clean Sweep Program. This program diverts tons of hazardous materials and 100's of gallons of paint from the landfill each year.

The Street Division has a long history of practicing sustainability and being 'Green' and we will continue to focus on this issue by utilizing 'Green' products and practicing 'Green' methods where ever feasible, practicable and cost effective throughout all of our operations.

STRATEGIC PLAN MATRIX

- Natural and Cultural Resources Initiatives - Sustainable Marshfield: This is an ongoing practice for the Street Division and we also encourage all residents, businesses, institutions and commercial entities to practice sustainability and utilize 'Green' products wherever practical.
- Utilities and Community Facilities Initiatives – Strategic Plan: We have and are continuing to look for and create public/private partnerships for funding and ROE. We have done this specifically within our recycling and forestry programs.
- Promotion and Marketing – Strategic Plan: We continue to utilize the 'free' media as much as possible to advertise our construction and maintenance projects. We also involve all Street Division employees in allowing them to take the initiative to correct problems and be responsive to the public.

BUDGET AND PROGRAM HIGHLIGHTS:

The recommended 2009 budgets of the Street Division continue a strong emphasis on maintenance of our existing infrastructure, including streets, storm sewers, parking lots, sidewalks, and rights-of-way, greenways, forestry, and recycling. These budgets are primarily funded by tax levy, state aids and miscellaneous fees.

The combined recommended 2009 General Fund budgets of the Street Division total \$5,852,785, an increase of \$482,537, or 8.99% above the 2008 budgets totaling \$5,370,248. The 2009 budgets utilize contractual services on an expanded basis for mowing, trimming and weed service for such places as Veterans' Parkway, detention basins, industrial parks, and the placement of banners. Highlights of the recommended 2009 budgets

are as follows:

Street Division Administration:

The recommended 2009 budget for administration totals \$121,699, an increase of \$2,458, or 2.1% above the 2008 budget of \$119,241. All of this increase is due to personnel costs. The funding for the Weed Commissioner has been removed from this budget and is now shown in the Highway and Street Maintenance budget. These cost increases have been partially offset by a reduction in supplies and expense costs. There are no capital outlay items requested for 2009.

Highway and Street Maintenance:

The bulk of the city's street maintenance program is financed in the Highway and Street Maintenance budget (1015331132). The wages and benefits of 8.73 full-time equivalent (FTE) Street Division employees are allocated to this budget. Additional engineering staff is also allocated here for specific projects. Continuation of the street slagsealing program is recommended in 2009 at an estimated cost of \$100,000, the same as last year. This extends the surface life of asphalt streets. A list of specific streets scheduled for contracted slagsealing in 2009 is in the process of being developed. An asphalt program, CIP Project EN-D-1905, is recommended in 2009, with a budget of \$501,000 included for the following overlays and mill-in-place projects:

Overlays:

<u>Location</u>	<u>Length (ft.)</u>	<u>Width (ft.)</u>	<u>Cost</u>
8 th Street – Oak to Columbus	1,970	32	\$ 92,139
Blodgett Street – Anton to Willow	2,090	32	97,752
Maple Ave – Depot to Doege	1,532	28	62,720
Lincoln Ave. – 8 th to 5 th	1,320	32	61,738
TOTAL			<u>\$314,349</u>

The \$314,349 is \$140,164 more than the 2008 budgeted appropriation.

An aggressive asphalt reconstruction and mill-in-place program is also recommended in 2009, with a budget of \$169,806 to include the following street sections:

Mill-in-Place:

<u>Location</u>	<u>Length (ft.)</u>	<u>Width (ft.)</u>	<u>Cost</u>
Sycamore Ave. – 5 th to 8 th	1,320	22	\$34,385
Maple Ave – Doege to Grant	1,110	32	38,442
Meadow – Fillmore to Arnold	1,666	22	43,354
Ridge – Marathon to Schmidt	1,161	22	30,242
22 nd – Washington to Pecan Pkway	792	22	20,599
Cherry – 9 th to 10 th *	350	22	8,352
SUBTOTAL			\$175,374
*2/3 Cost Share to Wastewater Utility		Less Wastewater Cost Share	(5,568)
TOTAL			<u>\$169,806</u>

Continuation of the contracted rubberized crackfilling program is recommended in 2009 at an estimated cost of \$100,000, which is the same as the 2008 budget.

There is \$44,000 included in this budget for contractual service for mowing Veteran's Parkway and \$14,117 for contracted weed control for Veteran's Parkway. There is also included \$109,250 for patching material; a slight

increase over last year.

Snow & Ice Control:

The \$270,810 increase in this budget is primarily due to increases in the unit cost and the quantities needed for salt. It also reflects an increase in the costs based on a longer winter last year.

Highway and Street Cleaning:

The 2009 budget is \$137,251, a decrease of \$32,626, or 19.2% less than the 2008 budget of \$169,876. This decrease is primarily due to a decrease in street sweeping operation cost because of staff reductions.

Traffic Control:

The recommended 2009 Traffic Control budget is \$280,308, an increase of \$81,293 more than the 2008 budget of \$199,015. Included in these costs is \$75,000 for battery back-up for the Veteran Parkway's traffic signals, EN-F-1947, at Central, Maple, Chestnut, Vine and Mann.

Street Lighting:

The 2009 budget is \$213,000, which is the same as the 2008 budget.

Sidewalk Maintenance and Repair with Street Reconstruction:

The recommended 2009 budget is \$90,964, an increase of \$2,444 more than the 2008 budget of \$88,520. The increase is primarily due to personnel costs and supplies and expenses.

New Sidewalk Outlay without Street Reconstruction:

The recommended 2009 budget is \$48,000, which is the same amount requested in the 2008 budget. This budget represents the cost of ordered sidewalk repairs and installations (CIP #EN-N-1880). An estimated revenue of \$1,000 is anticipated to partially offset this cost.

Storm Sewer Management:

The recommended 2009 budget is \$621,947, an increase of \$42,502, or 7.3% more than the 2008 budget of \$579,445. This increase is primarily due to personnel, contractual, and construction costs.

Parking Facilities:

The recommended 2009 budget is \$90,842, a decrease of \$5,403, or 5.6% less than the 2008 budget of \$96,245. This decrease is attributable to a reduction in contractual service costs. This budget includes \$19,733 to patch and slagseal both the W. 6th Street and the W. 5th Street lots.

Refuse and Garbage Collection:

The recommended 2009 budget is \$397,421, an increase of \$6,140, or 1.6% more than the 2008 budget of \$391,281. This represents an increase in the contractual costs.

Recycling:

The recommended 2009 recycling budget of \$340,105 finances continuation of the curbside recycling program. This budget also includes a \$2,500 contribution toward Wood County's Clean Sweep program.

Further, the budget also includes financing to continue the community compost site operations on South Hume Avenue, spring and fall yardwaste curbside collections, and spring and fall brush curbside collection.

Unfortunately, the State of Wisconsin's financial commitment is not keeping pace with the city's recycling program costs. In 2009, it is projected that WIDNR grant funds totaling \$102,000 will cover only 30% of the total recycling program budget, with the remainder financed by the city through the property tax levy.

The contract with the current carrier expires at the end of 2009.

Christmas Decorations:

This budget totals \$24,203 for 2009. There are no appropriations in 2009 for new Christmas decorations, green boughs, flags, or banners.

Parades, Holidays and Signs:

The recommended 2009 budget of \$16,893 is \$2,754 less than the 2008 budget of \$19,647. This decrease is primarily due to no money being budgeted in 2009 for the purchase of new flags.

Forestry:

The recommended 2009 budget is \$211,884, a decrease of \$35,242, or 14.3% less than the 2008 budget of \$247,126. This decrease is due to a Tree Inventory and Management Plan (\$36,000) that was budgeted for in 2008, but not in 2009.

SCHEDULE OF PROGRAM EXPENDITURES:

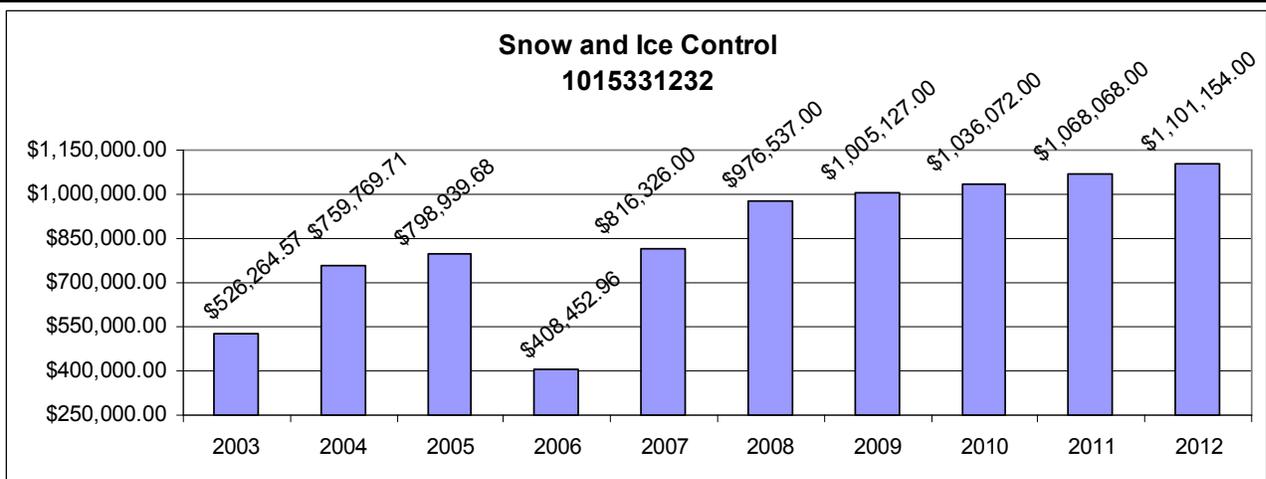
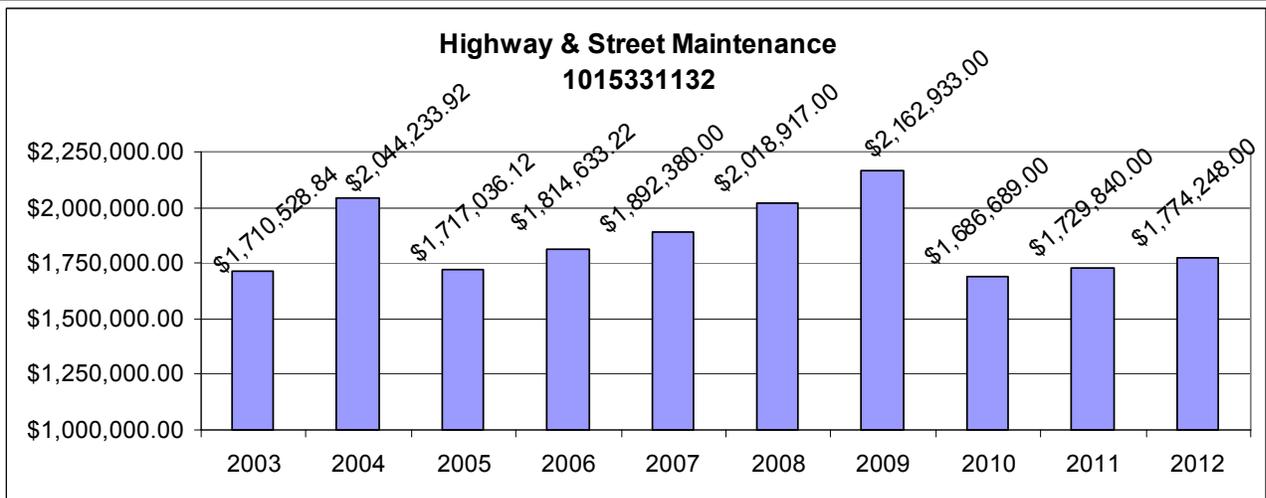
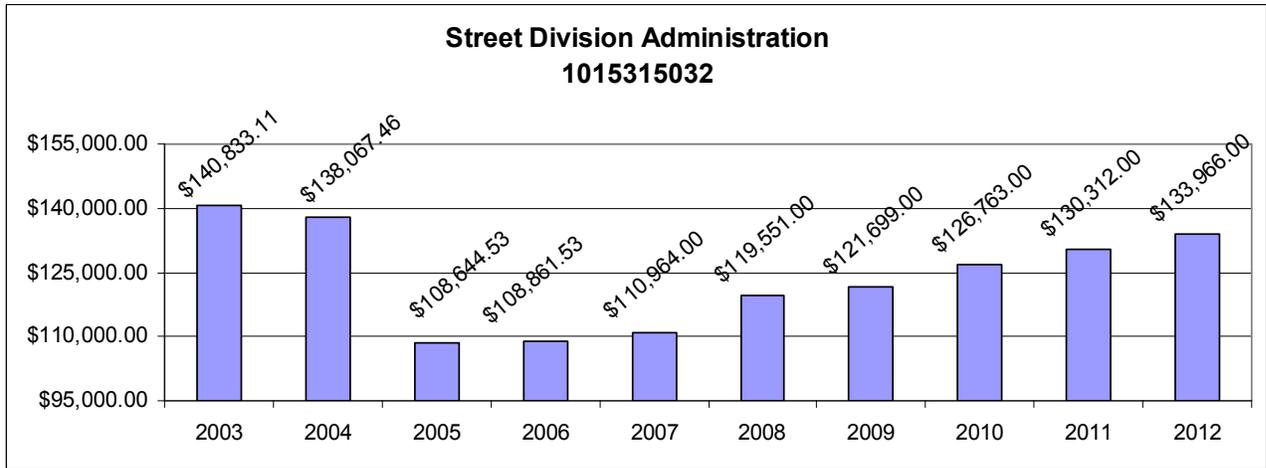
<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Street Div.				
Admin.	\$110,964	\$119,241	\$119,551	\$121,699
Hwy./Street				
Maint.	1,892,380	2,018,917	1,988,767	2,162,933
Snow & Ice				
Control	816,326	734,317	976,537	1,005,127
Hwy./Street				
Cleaning	153,444	169,877	169,877	137,251
Traffic Cont.				
O & M	291,502	199,015	201,382	280,308
St. Lighting	198,672	213,000	213,000	213,000
Sidewalk Maint. &				
Repair w/St.				
Recon.	71,879	88,520	88,520	90,964
New Sidewalk				
O/L w/o St.				
Recon.	8,177	48,000	71,864	48,001
Storm Sewer				
Management	497,686	579,445	579,443	621,947
Parking Fac.	107,725	96,245	96,245	90,842
Pits and Quarries	5,599	67,014	81,549	69,074
Refuse/Garbage				
Pickup/ Disposal	366,242	391,281	391,281	397,421
Recycling	323,557	333,450	333,905	340,105
Christmas				
Decorations	15,985	23,090	23,089	24,203
Parades,				
Holidays & Signs	13,332	19,647	19,647	16,893
Dairyfest	16,425	22,063	12,598	21,133
Forestry	180,505	247,126	247,173	211,884
Greenways*	<u>36,506</u>	<u>0*</u>	<u>0*</u>	<u>0*</u>
Total	<u>\$5,106,906</u>	<u>\$5,370,248</u>	<u>\$5,614,428</u>	<u>\$5,852,785</u>

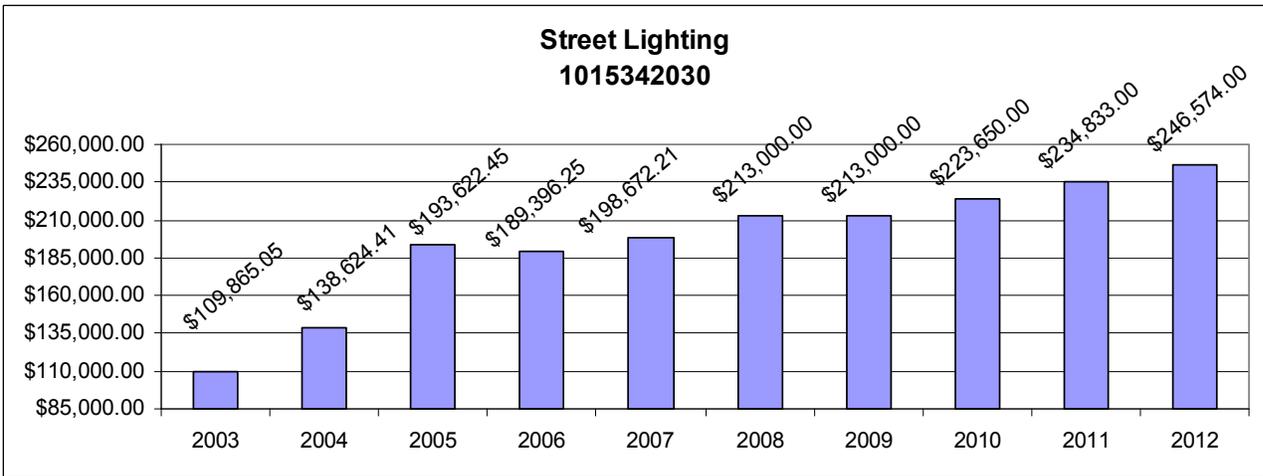
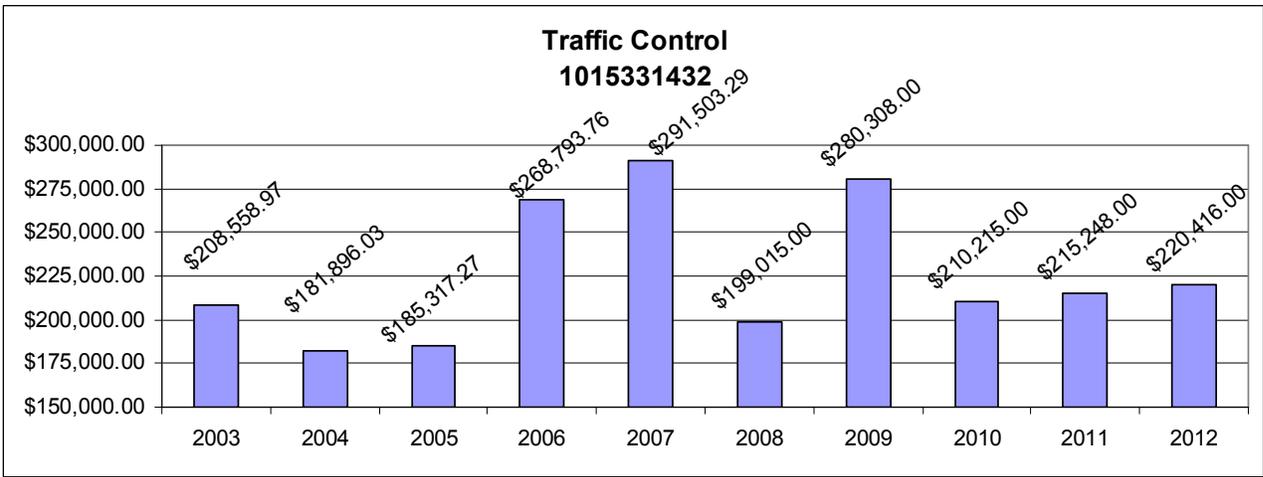
*Transferred to Storm Sewer Management for 2008

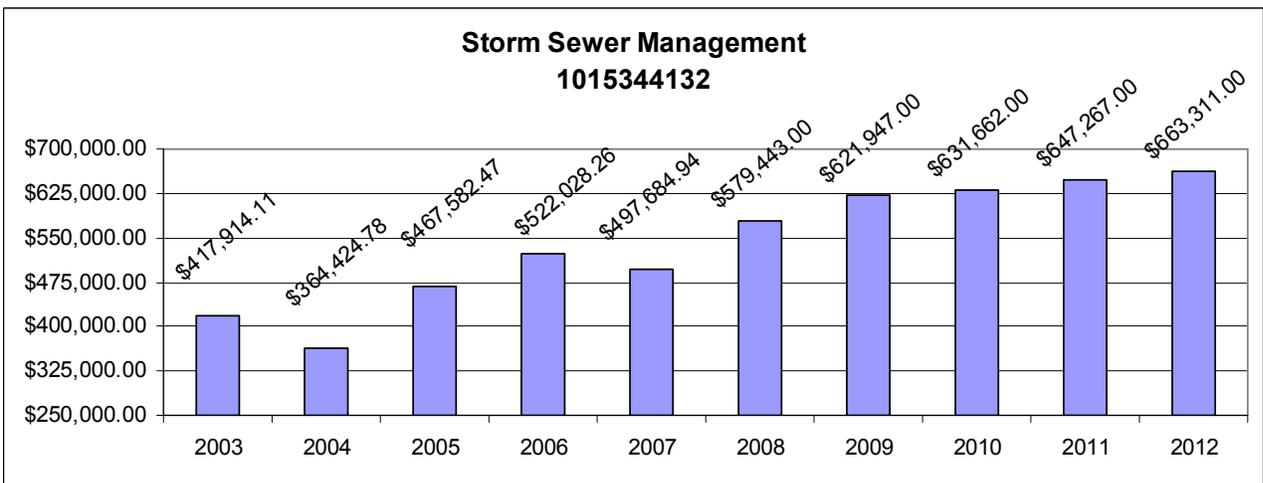
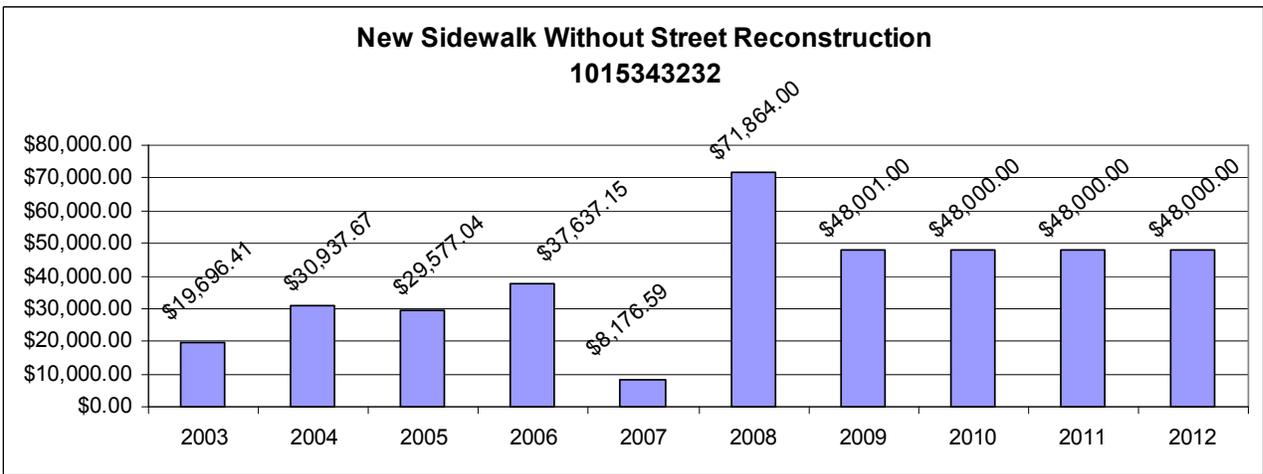
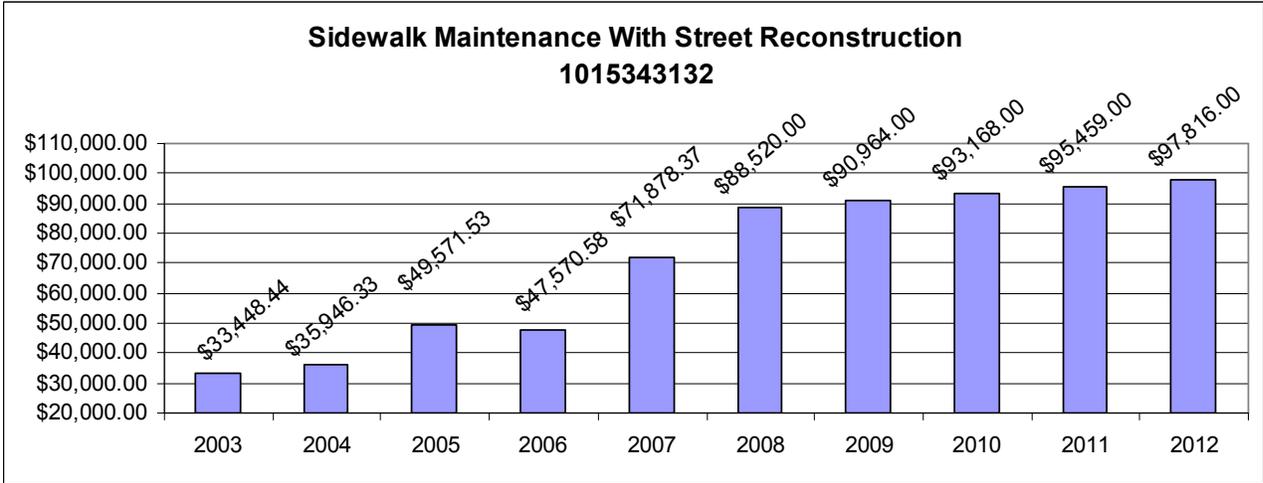
PROGRAM STAFFING (FTE):

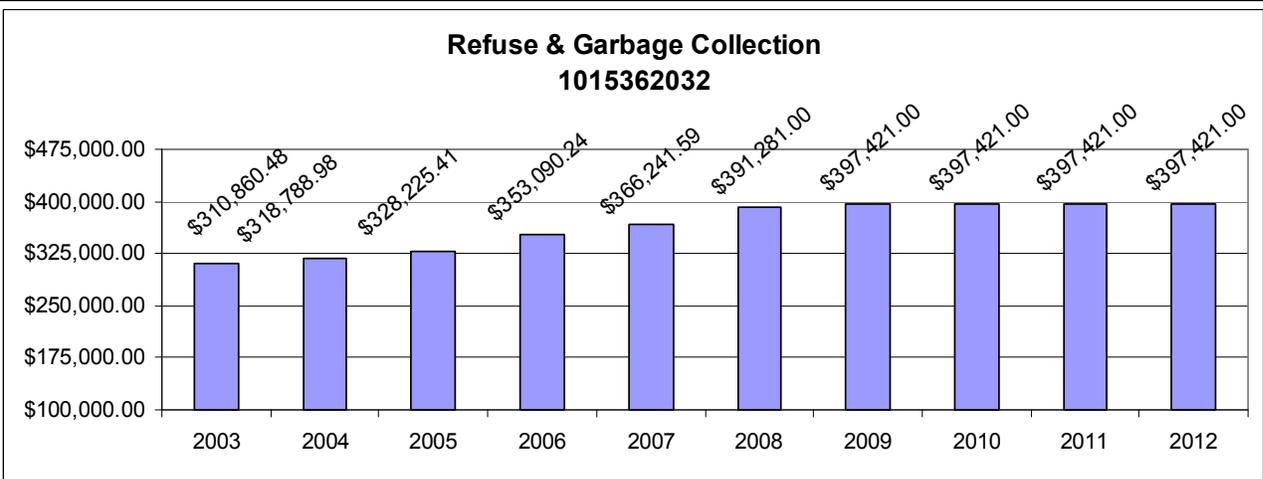
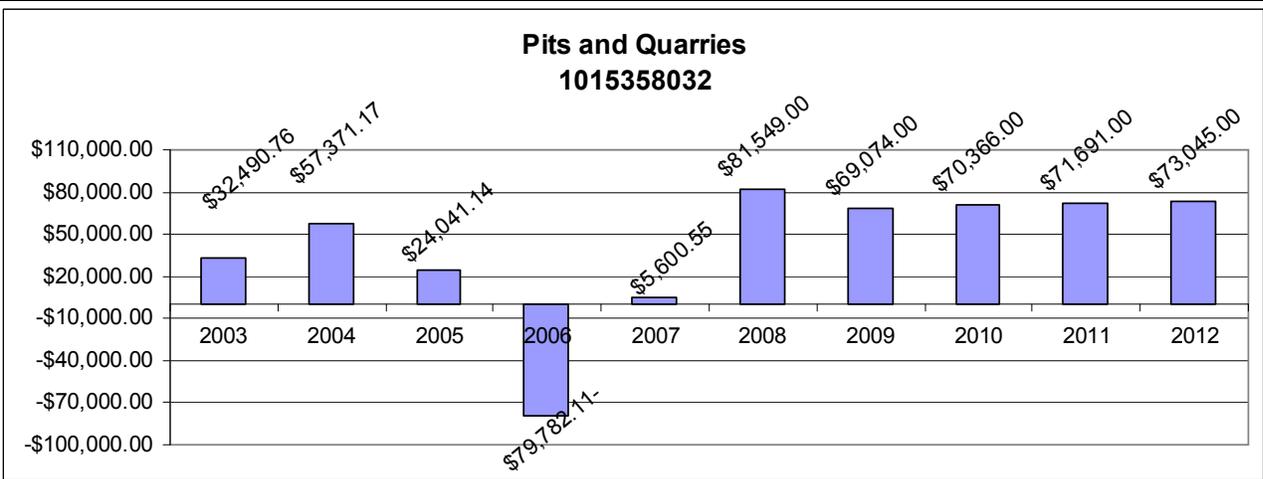
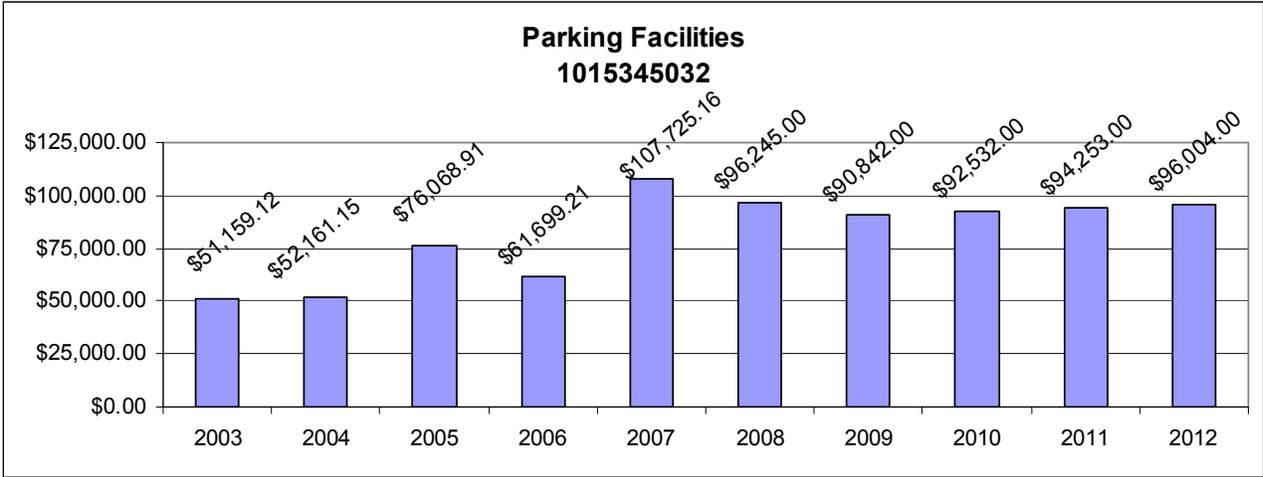
<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Street Supt.	C/5/2	1.0	1.0
Asst. St. Supt.	C/4/3	2.0	2.0
Account Clerk I	B/2/3	1.0	1.0
Stock Clerk	AFSCME	1.0	1.0
Stock Room Helper	AFSCME	1.0	1.0
Sign Person	AFSCME	1.0	1.0
Sewer Crew-Grader	AFSCME	1.0	1.0
Sewer Crew-Tile Layer	AFSCME	1.0	1.0
Sign Person Helper	AFSCME	1.0	1.0
Mechanic	AFSCME	2.0	2.0
Night Person	AFSCME	1.0	1.0
EO IV/Tracked Backhoe Oper.	AFSCME	1.0	1.0
EOIII/Grader Oper.	AFSCME	2.0	2.0
EOIII/Loader Oper.	AFSCME	2.0	2.0
EOIII/Bulldozer Operator	AFSCME	1.0	1.0
EOIII/Rubber Tired Backhoe Oper	AFSCME	1.0	1.0
EOII/Truck Oper – 26,001-45,000 GVW	AFSCME	1.0	1.0
EOII/Truck Oper - 45,001 & above GVW	AFSCME	4.0	4.0
EOII/Sweeper Oper	AFSCME	1.0	1.0
EOI/Laborer	AFSCME	3.0	3.0
Cement Finisher	AFSCME	1.0	1.0
Cement Mason	AFSCME	1.0	1.0
	Total	31.0	31.0

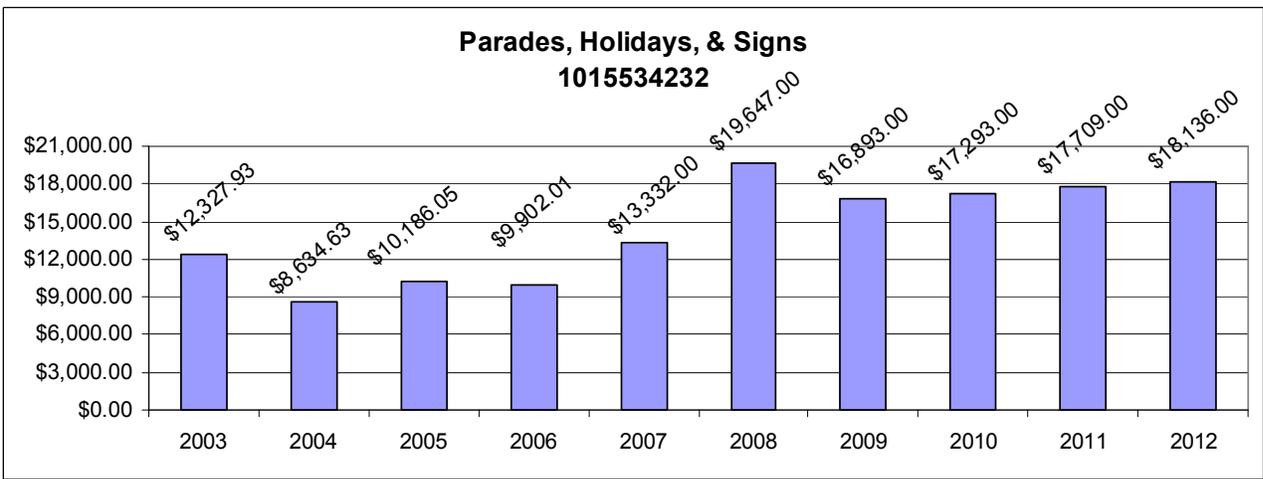
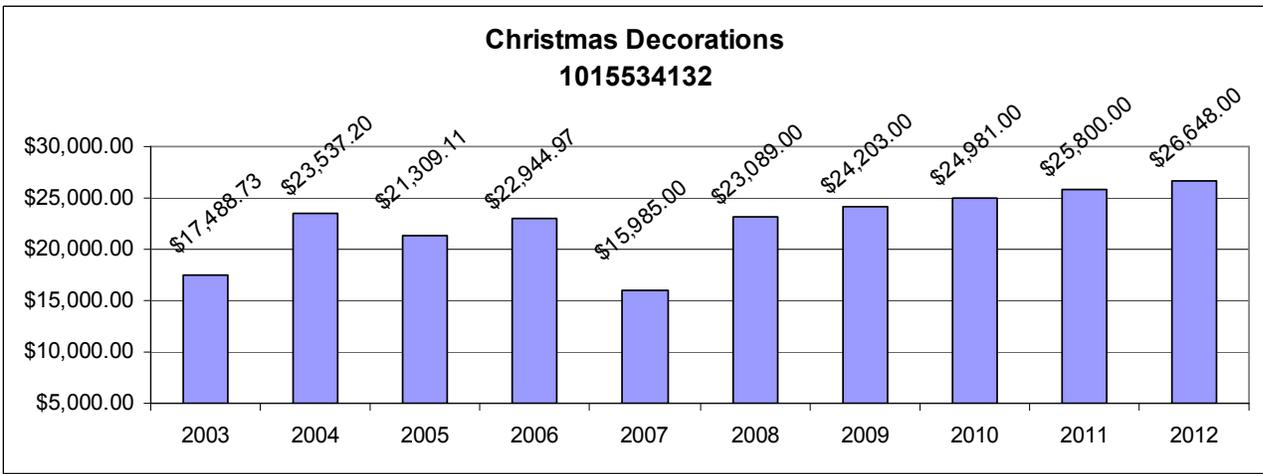
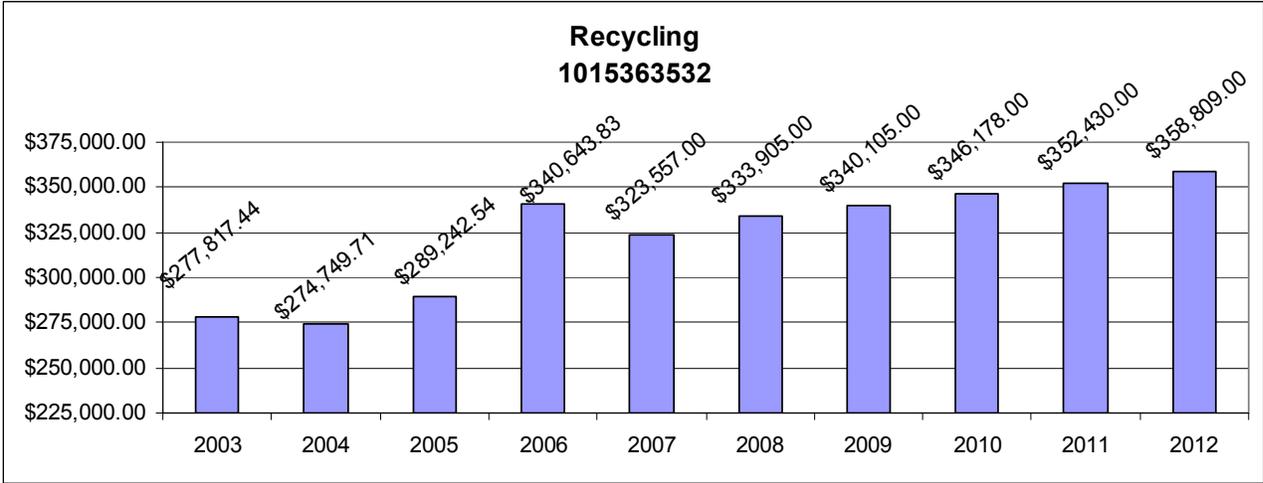
GRAPHS:

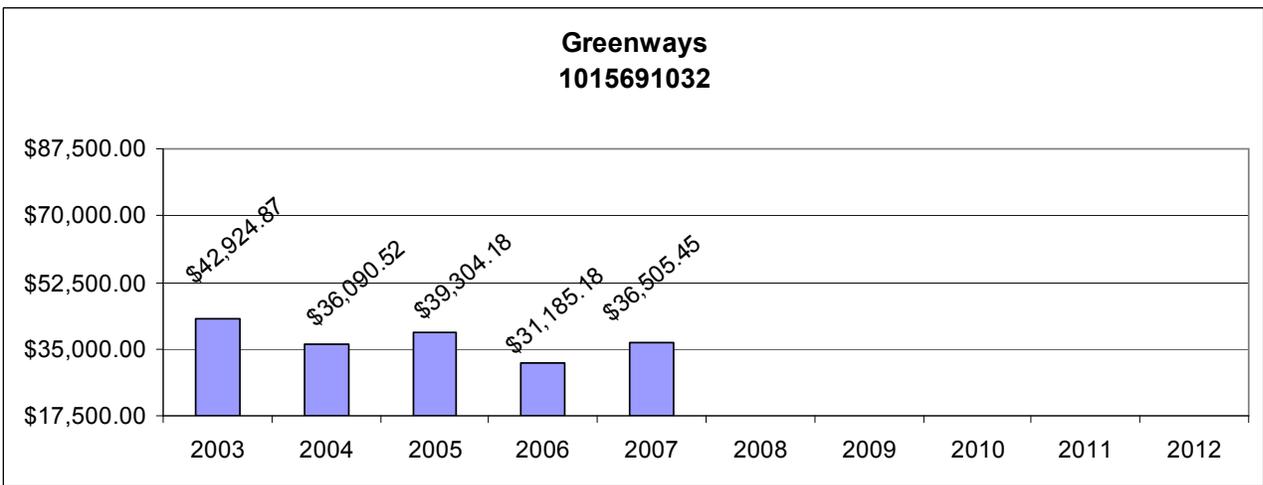
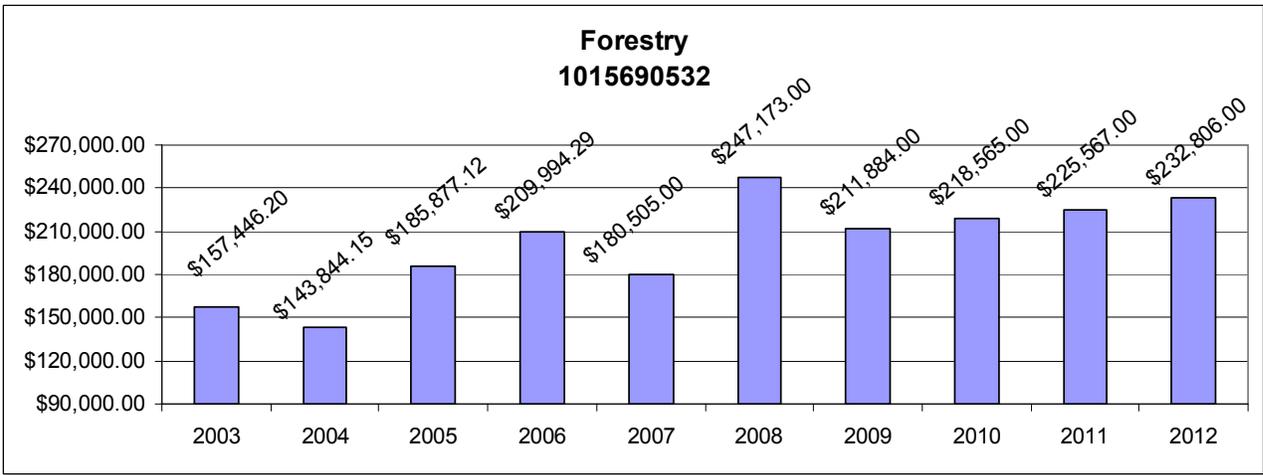
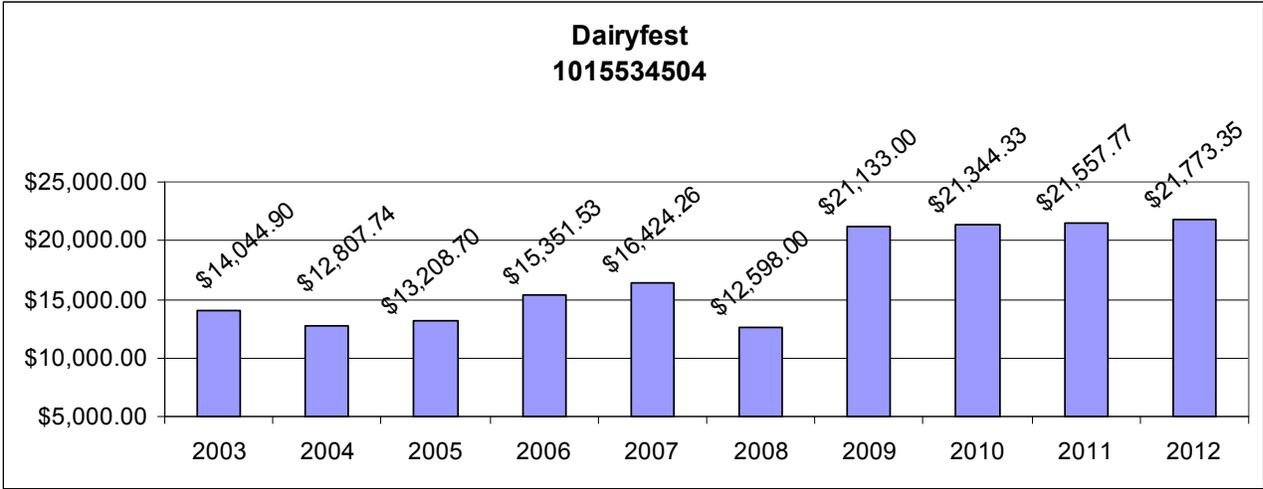












City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

STREET DIVISION ADMINSTRTN
1015315032

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	93,926	97,819	97,898	102,471	100,998
52000 Contractual Services	685	765	789	764	764
53000 Supplies and Expense	16,060	20,657	20,864	19,937	19,937
54000 Building Materials	293				
Total Expenditures	110,964	119,241	119,551	123,172	121,699

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

HIGHWAY & STREET MAINTENANCE
1015331131

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services				14,616	14,616
52000 Contractual Services				486,384	486,384
Total Expenditures				501,000	501,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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HIGHWAY & STREET MAINTENANCE
 1015331132

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	625,249	643,951	642,922	663,871	665,344
52000 Contractual Services	712,368	867,759	838,338	444,375	444,375
53000 Supplies and Expense	436,689	394,314	394,614	410,721	410,521
54000 Building Materials	102,204	111,083	111,083	139,843	139,843
55000 Fixed Charges	15,870	1,810	1,810	1,650	1,650
Total Expenditures	1,892,380	2,018,917	1,988,767	1,660,460	1,661,733

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

SNOW AND ICE CONTROL
 1015331232

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	291,892	277,445	303,087	303,117	303,117
52000 Contractual Services	2,998	168	168	168	168
53000 Supplies and Expense	416,023	376,283	488,181	488,209	488,209
54000 Building Materials	99,594	74,071	178,751	207,283	207,283
55000 Fixed Charges	5,819	6,350	6,350	6,350	6,350
Total Expenditures	816,326	734,317	976,537	1,005,127	1,005,127

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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HIGHWAY & STREET CLEANING
 1015331332

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	88,813	85,134	85,134	62,226	62,226
52000 Contractual Services	2,669	10,943	10,943	2,525	2,525
53000 Supplies and Expense	61,962	73,800	73,800	72,500	72,500
Total Expenditures	153,444	169,877	169,877	137,251	137,251

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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TRAFFIC CONTROL
 1015331432

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	97,167	95,508	95,552	100,417	100,417
52000 Contractual Services	122,456	20,258	22,581	93,704	93,704
53000 Supplies and Expense	71,879	83,249	83,249	86,187	86,187
Total Expenditures	291,502	199,015	201,382	280,308	280,308

City of Marshfield
2009 Expenditure/Revenue Worksheet

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STREET LIGHTING
 1015342030

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	198,672	213,000	213,000	213,000	213,000
Total Expenditures	198,672	213,000	213,000	213,000	213,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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SIDEWALK MNT & REP W/ST RECO
 1015343132

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	35,057	30,244	30,244	31,390	31,390
52000 Contractual Services		5,675	5,675	5,485	5,485
53000 Supplies and Expense	21,667	24,100	24,100	25,454	25,454
54000 Building Materials	15,155	21,001	21,001	21,385	21,385
55000 Fixed Charges		7,500	7,500	7,250	7,250
Total Expenditures	71,879	88,520	88,520	90,964	90,964

City of Marshfield
2009 Expenditure/Revenue Worksheet

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NEW SIDEWALK O/L W/O ST RECO
1015343231

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	7,266	13,783	7,064	2,292	2,292
52000 Contractual Services	374	34,217	64,800	45,709	45,709
53000 Supplies and Expense	537				
Total Expenditures	8,177	48,000	71,864	48,001	48,001

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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STORM WATER MANAGEMENT
1015344132

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	241,446	229,795	229,793	242,547	242,547
52000 Contractual Services	15,296	73,922	73,922	92,931	92,931
53000 Supplies and Expense	158,336	194,729	194,729	198,625	198,625
54000 Building Materials	72,002	68,128	68,128	76,894	76,894
55000 Fixed Charges	10,606	12,871	12,871	10,950	10,950
Total Expenditures	497,686	579,445	579,443	621,947	621,947

City of Marshfield
2009 Expenditure/Revenue Worksheet

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PARKING FACILITIES
1015345032

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	5,804	4,123	4,123	4,259	4,259
52000 Contractual Services	99,504	85,630	85,630	94,983	79,983
53000 Supplies and Expense	2,373	4,342	4,342	4,415	4,415
54000 Building Materials	44	2,150	2,150	2,185	2,185
Total Expenditures	107,725	96,245	96,245	105,842	90,842

City of Marshfield
2009 Expenditure/Revenue Worksheet

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PITS AND QUARRIES
 1015358032

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	7,231	8,097	8,097	8,498	8,498
52000 Contractual Services	44,303	46,800	61,335	48,100	48,100
53000 Supplies and Expense	7,763	5,872	5,872	6,166	6,166
54000 Building Materials	(53,698)	6,245	6,245	6,310	6,310
Total Expenditures	5,599	67,014	81,549	69,074	69,074

City of Marshfield
2009 Expenditure/Revenue Worksheet

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REFUSE & GARBAGE COLLECTION
1015362032

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	366,242	391,281	391,281	397,421	397,421
Total Expenditures	366,242	391,281	391,281	397,421	397,421

City of Marshfield
2009 Expenditure/Revenue Worksheet

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RECYCLING
 1015363532

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	50,795	53,594	54,049	55,467	55,467
52000 Contractual Services	244,027	253,086	253,086	257,090	257,090
53000 Supplies and Expense	26,235	24,270	24,270	25,048	25,048
57000 Grants Contrib Indm & Other	2,500	2,500	2,500	2,500	2,500
Total Expenditures	323,557	333,450	333,905	340,105	340,105

City of Marshfield
2009 Expenditure/Revenue Worksheet

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CHRISTMAS DECORATIONS
 1015534132

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	9,135	12,245	12,244	12,783	12,783
53000 Supplies and Expense	<u>6,850</u>	<u>10,845</u>	<u>10,845</u>	<u>11,420</u>	<u>11,420</u>
Total Expenditures	15,985	23,090	23,089	24,203	24,203

City of Marshfield
2009 Expenditure/Revenue Worksheet

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PARADES, HOLIDAYS, AND SIGNS
 1015534232

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	3,713	5,768	5,768	5,983	5,983
52000 Contractual Services	5,068	6,721	6,721	7,510	7,510
53000 Supplies and Expense	4,551	7,158	7,158	3,400	3,400
Total Expenditures	13,332	19,647	19,647	16,893	16,893

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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DAIRYFEST
1015534504

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	12,769	14,769	10,549	14,574	14,574
52000 Contractual Services	196	2,000			
53000 Supplies and Expense	3,460	5,294	2,049	6,559	6,559
Total Expenditures	16,425	22,063	12,598	21,133	21,133

City of Marshfield
2009 Expenditure/Revenue Worksheet

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FORESTRY
 1015690532

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	89,683	111,176	111,174	114,409	114,409
52000 Contractual Services		36,000	36,000		
53000 Supplies and Expense	76,615	89,425	89,474	86,950	86,950
54000 Building Materials	4,556	525	525	525	525
58000 Capital Outlay	9,651	10,000	10,000	10,000	10,000
Total Expenditures	180,505	247,126	247,173	211,884	211,884

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMGREENWAYS
1015691032

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	3,557				
52000 Contractual Services	27,822				
53000 Supplies and Expense	5,127				
Total Expenditures	36,506				



MUNICIPAL AIRPORT
101-53510/53511

MISSION STATEMENT:

The mission of the Marshfield Municipal Airport is to provide and maintain a safe, user friendly, and well-maintained airport for all business and private aircraft. This includes maintaining and improving lighting and landing systems, runways, taxiways, and ramps, mowing and brush control, snow removal and a smiling face to greet and help airport visitors and users. Accomplishing each goal or task at the Marshfield Municipal Airport is done as economically feasible as possible.

Constant improvements and upkeep are not only good investments at the airport, but are investments in the future of the city's growth. An efficient, appealing airport is an incentive for local businesses to remain and continue to expand in Marshfield. New businesses looking to expand to/or relocate in our area may require an efficient airport before they even consider the city as a possible new business location. The Marshfield Municipal Airport is one of the gateways to our city.

WORK PROGRAM:

- A. Building and Equipment Maintenance
 - 1. Maintain and improve all city owned buildings on airport.
 - 2. Maintain and upgrade grounds equipment.
 - 3. Land acquisition for Runway 34 approach.
 - 4. Design snow removal equipment building.

- B. Grounds
 - 1. Mow for weed, grass, and brush management.
 - 2. Prompt snow removal.
 - 3. Maintain and improve landing and lighting systems.
 - 4. Ramp reconstruction – rescheduled due to replacing fueling system in 2008.

- C. Governmental
 - 1. Work closely with governmental units and personnel to obtain maximum help and efficiency from federal, state, county, and local agencies.
 - 2. Utilize the Airport budget to reach the maximum achievements as economically as possible.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budgets for the Airport total \$153,930, a decrease of \$511 or .33% under the 2008 combined budgets of \$154,441. Increases in repair and maintenance costs as well increased snow removal costs were offset by a decrease in heating and cooling costs for the new well-insulated airport terminal building. These costs are half of what was projected. Estimated revenue to support airport operations is \$28,369 in 2009. These revenues are from leases/rents, county aid, and fuel flow fees. The remaining budget is funded by tax levy.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Center</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Airport Operations	\$138,904	\$138,174	\$137,486	\$144,591
Terminal Building	<u>10,442</u>	<u>16,267</u>	<u>16,267</u>	<u>9,339</u>
Total	\$149,346	\$154,441	\$153,753	\$153,930

Cost Saving Measures:

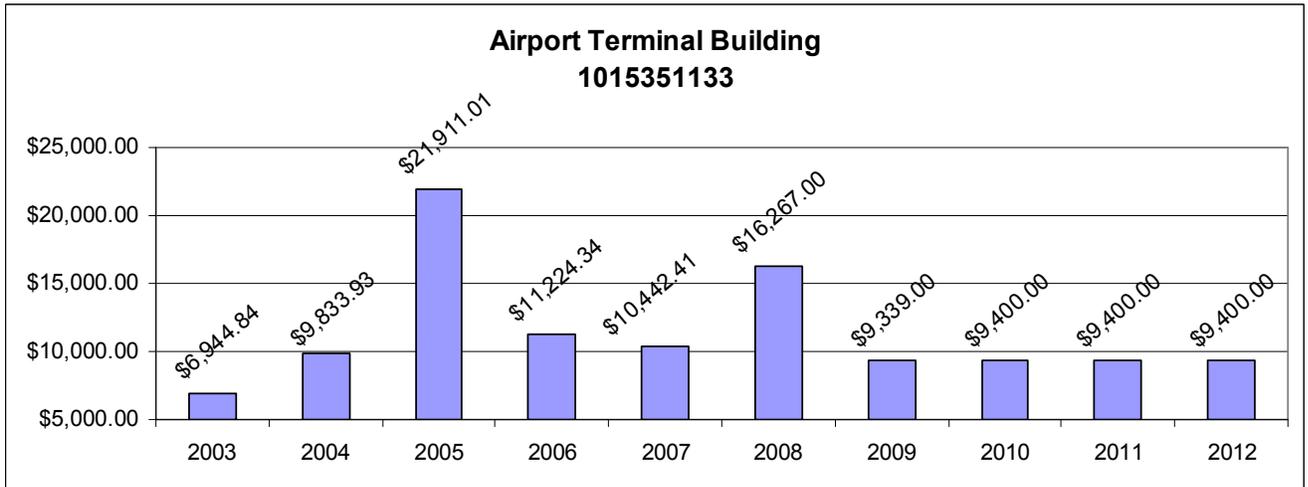
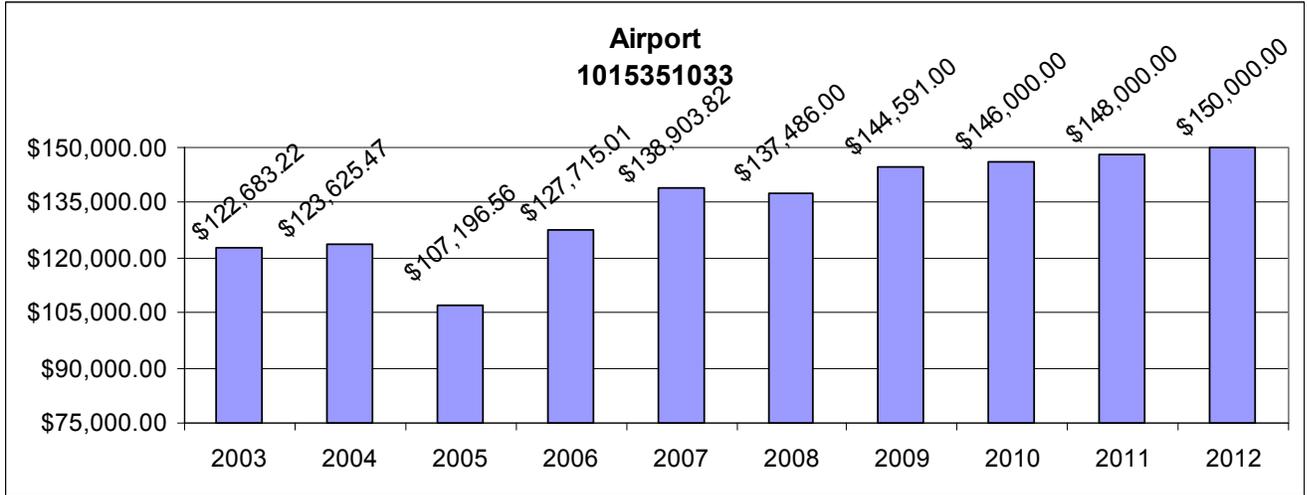
The purchase of a large articulating Case Tractor, and a 20' snowplow assisted the airport in staying within the confines of our snowplowing budget. The machinery was purchased through federal entitlement dollars. The Airport Committees was also able to utilize its own staff to operate the equipment. In comparison to other similarly sized airports, our cost is approximately 1/3 of their designated snowplowing budgets. These airports are plowed by outside contractors.

Entitlement dollars are largely determined by based-aircraft and total aircraft operations per each airport. Our airport has been allotted \$150,000.00 per year for several years. The Airport Committee banked two years of this money with the State to purchase the snowplowing equipment. The Airport Committee then began banking four years of this money to construct a new terminal building. In 2008 the new terminal building was formally opened for business.

The new well-insulated terminal building has reduced the heating costs significantly.

Working with the city, the Airport was able to utilize excess fill from the city to develop new hangar sites, and improve the landscape at the same time. The value of the fill, the hauling, and the engineering is estimated to be between \$80,000 and \$100,000.

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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AIRPORT
1015351033

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	122,121	120,972	121,146	128,356	128,356
53000 Supplies and Expense	5,894	6,850	7,750	7,350	7,350
55000 Fixed Charges	9,832	10,352	8,590	8,885	8,885
58000 Capital Outlay	1,057				
Total Expenditures	138,904	138,174	137,486	144,591	144,591

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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AIRPORT TERMINAL BUILDING
1015351133

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	9,909	14,517	14,517	8,089	8,089
53000 Supplies and Expense	533	1,750	1,750	1,250	1,250
Total Expenditures	10,442	16,267	16,267	9,339	9,339



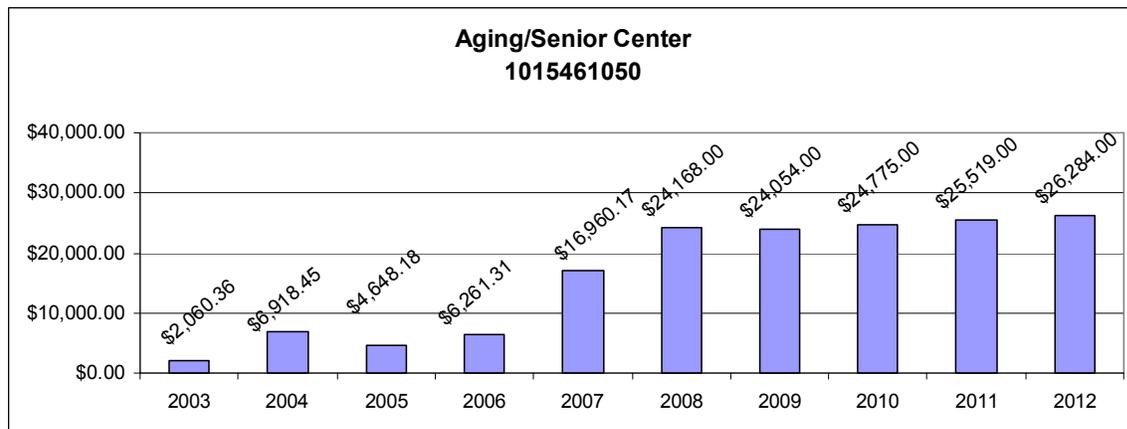
**AGING/SENIOR CENTER
1015461050**

BUDGET SUMMARY:

The recommended 2009 budget for the Aging/Senior Center is \$24,054, which is a decrease of \$1,442, or 5.7% below the 2008 budget of \$25,496. The majority of this decrease is due to new ceiling tile and hallway lights (\$800) which were requested in 2008 but not in 2009. This budget is partially offset by revenue (\$1,774) generated from fitness classes, golf lessons, vending and facility rental. The balance of the budget is funded by tax levy.

This budget also finances certain program costs associated with operation of the Marshfield Senior Community Center at First and Maple Streets.

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

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AGING/SENIOR CENTER
 1015461050

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	5,376	6,284	6,301	6,309	6,309
52000 Contractual Services	10,189	16,987	15,892	16,370	16,370
53000 Supplies and Expense	948	2,225	1,975	1,375	1,375
54000 Building Materials	15				
55000 Fixed Charges	32				
Total Expenditures	16,560	25,496	24,168	24,054	24,054



HILLSIDE CEMETERY
1015491051

MISSION STATEMENT:

The mission of the Hillside Cemetery is to assist with interments; provide care and maintenance of the grounds and equipment; maintain accurate records; and serve as a resource for individuals seeking locations of burial sites of loved ones. The Cemetery also strives to continue to look for ways to narrow the gap between operating revenues and expenditures to minimize the property tax subsidy for operations.

SERVICES AND WORK PROGRAMS:

1. Interment Services
 - A. Cleans and maintains the Vaughn-Hansen Chapel
 - B. Digs graves as requested and authorized
 - C. Levels sites and brings grounds back to original condition as soon as possible

2. Provides Care and Maintenance of Grounds/Equipment
 - A. Mows lawns and removes snow on roads and sidewalks
 - B. Levels sites
 - C. Resods and/or reseeds as needed to maintain an attractive grass cover
 - D. Prunes trees and trims shrubs as needed
 - E. Maintains machinery

3. Maintains Records
 - A. Keeps an accurate record of sites sold or available for sale
 - B. Shows and sells sites to prospective buyers
 - C. Records and plats interments

4. Resource/Family Assistance
 - A. Provides information to individuals on locations of interments

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for Hillside Cemetery totals \$180,132, an increase of \$34,456 or 23.7% from the adopted 2008 budget of \$145,676. The majority of this increase is due to capital outlay (\$29,422). Personnel costs increased by \$3,725. Additionally, \$118,740 in revenue from cemetery operations and interest income is anticipated to finance activities of this operating budget. The remaining budget is funded by tax levy.

COST SAVING MEASURES:

- 2000 – We changed the work procedures to perform mowing and trimming in a more efficient manner. By making these changes we eliminated the need for two seasonal

personnel, saving the city \$8,400 in labor per year.

- 2002 – The Cemetery purchased a used pick up truck for \$8,600 instead of a new truck costing \$16,500, saving \$7,900.
- 2004 – Due to the weather in 2004 the Cemetery was able to save \$652 seasonal labor hours, or \$5,216 by sending staff home when they weren't needed. The Cemetery also made the decision not to replace the bobcat every five years, but to go with a ten-year replacement. This will save the city \$9,000 in equipment replacement with the additional five year period.
- 2006 - With upgrading our lawn mowing equipment and again adjusting our procedures, the cemetery eliminated the need for one more seasonal person. Since the 2000 budget the cemetery has eliminated three seasonal positions, at a cost saving of \$5,309 per person.

SCHEDULE OF DEPARTMENT EXPENDITURES:

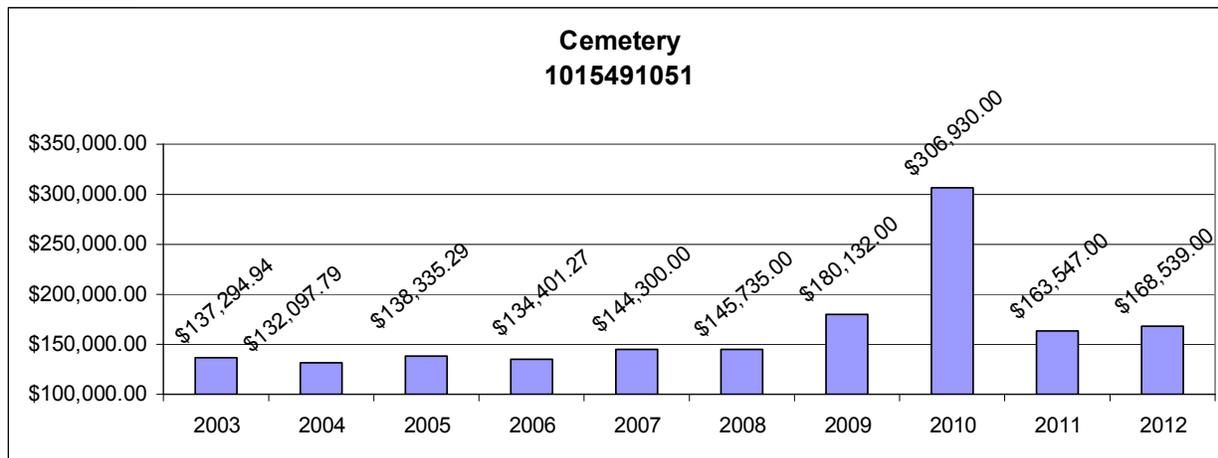
	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$144,300	\$145,676	\$145,735	\$180,132

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Cemetery Sexton	B/3/1*	1.0	1.0
Laborer	B/2/1*	1.0	1.0
Total		2.0	2.0*

* Non-Represented

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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CEMETERY
1015491051

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	121,975	128,899	129,024	132,624	132,624
52000 Contractual Services	6,053	7,104	7,132	7,269	7,269
53000 Supplies and Expense	5,082	8,308	8,214	9,420	9,420
54000 Building Materials		717	717	717	717
55000 Fixed Charges	275	648	648	680	680
58000 Capital Outlay	10,915			72,307	29,422
Total Expenditures	144,300	145,676	145,735	223,017	180,132



PUBLIC LIBRARY
1015511060

MISSION STATEMENT:

Marshfield Public Library provides citizens in the Marshfield area with a comprehensive collection of books and other media that record human knowledge, ideas and culture. The library's main objectives are to organize materials in an easily accessible manner, to provide qualified staff to offer guidance and encouragement in use of materials and to make the library a reliable source of information and reference.

LIBRARY ROLES:

On September 16, 1986 the Board of Trustees adopted the following roles, in priority order, for the Marshfield Public Library. The roles were reviewed and reconfirmed on April 12, 1994 and again on June 14, 2005, when minor revisions were made.

A POPULAR MATERIALS CENTER provides materials of recognized quality to persons of all ages for reading, viewing, and listening. The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages. *(over 650 people cross the library threshold each day. In 2007, they checked out 411,890 items. This is an average of 114 items each hour the library was open.)*

A REFERENCE CENTER provides library users with convenient, timely access to information needed for daily living and decision-making. The library actively provides timely, accurate, and useful information for community area residents in their pursuit of job-related and personal interests. The library also promotes on-site, electronic and telephone reference/information services to aid users in locating needed information. *(Last year questions were answered for 26,807 people. Standing in a line starting at our Reference Center and heading north on State Highway 13, requestors would reach over 1 mile past Spencer.)*

AN INDEPENDENT LEARNING CENTER provides materials and services for adults to pursue such endeavors as citizenship education, cultural interests, job-related competencies, and self-improvement. The library supports individuals of all ages pursuing a sustained program of learning independent of any education provider. *(Last year library workstation use averaged 14 per hour for a total of 50,515 times. 3,298 microfilm reels were viewed.)*

As secondary priorities the library adopts the secondary, but still important roles of:

A PRESCHOOL CHILD'S DOOR TO LEARNING providing materials, child and parent services, and programs to enhance an interest in books and learning. *(6,119 children attended 85 library programs last year. Those children would form a "constantly moving line" from the library to Wildwood Zoo and back.)*

A FORMAL EDUCATION SUPPORT CENTER works closely with educational institutions in the Marshfield area to share resources and assist students with their library needs. *(Library staff provided exam proctoring for 47 and computer training for another 25 individuals last year.)*

The library provides community meeting rooms, programs, and information, and assists patrons with their scholarly research through interlibrary loan service. However, the library roles of: COMMUNITY CENTER, COMMUNITY INFORMATION CENTER, and SCHOLARLY RESEARCH CENTER, currently receive the lowest priority.

WORK PROGRAMS:

- 1. Circulation**
- 2. Collection Development**
- 3. Direct Services to the Public**
- 4. Administration**

- 1. Circulation:** Circulation involves all processes and procedures related to the use of materials outside of the library by City and Town of McMillan residents, area residents covered under South Central Library System and Wood County contracts, and subscriptions for residents/households in Marathon and Clark counties. Circulation includes the following:

 - a. Charging and Discharging Items: Checking out and tracking all materials lent to library users and clearing these records when materials are returned. *(Last year, total circulation was 411,890.)*
 - b. Collection Maintenance: Shelving, re-shelving, filing and refiling of library materials in their appropriate location. Collection maintenance also entails keeping materials in order on the shelves.
 - c. Deposit Collections: Preparing collections of materials used in schools, health care facilities, other public libraries in Wood County and senior citizen housing. *(38 deposits were shared in 2007.)*
 - d. Overdues/Delinquent Records: Maintaining accurate records and issuance of notices that are necessary to collect fines and/or charges related to material use. Also entails working with a collection agency on difficult cases. *(5,068 overdue or billing notices were sent to cover 11,372 items.)*
 - e. Registration: Recording of basic information about individuals who wish to borrow materials from the library and the maintenance of such records.
 - f. Reports: Tracking and preparing reports reflecting circulation to the variety of areas that we serve.

- 2. Collection Development:** Based upon the library's mission statement, the roles adopted, and the Materials Selection Policy, materials are selected, ordered, processed and made readily available for the library user. Collection development includes the following:

 - a. Selection: Involves choosing materials that support the roles adopted by the library according to the criteria set forth in the Marshfield Public Library's Material Selection Policy. *(At year end, there were 155,655 items owned.)*
 - b. Acquisitions: This is the process of acquiring materials intended for public use. Involves organized methods of ordering and receiving materials. *(17,476 items were added in 2007.)*
 - c. Cataloging: Includes organizing and classifying materials according to accepted library science practices that assures the public will be able to readily locate items owned by the library.
 - d. Processing: Includes processes such as jacketing, bar-coding, affixing labels, and other tasks that prepare the physical book or item for public use.
 - e. Weeding: Involves the removal of materials from the collection that are no longer useful according to the criteria set forth in the Material Selection Policy and Weeding/Inventory Plan. *(13,024 items were withdrawn in 2007.)*

- f. Inventory: Involves the maintenance of a database file (collection inventory based on location) of all collection materials owned by the library.
- g. Upkeep: Includes adjustments to database, repairing material in-house and sending materials to the bindery for more extensive repair or initial binding.

3. Direct Services to the Public.

- a. Reference/Information Service: Involves the reference interview process, the location of information for library users and assisting them in the use of the library's informational resources. *(26,807 questions were answered in 2007.)*
- b. Interlibrary Loan: Interlibrary loan is both a service and a process. It entails acquiring information or materials for local library users from other libraries in the area, the state, and the nation. *(4,470 items were borrowed from other libraries and 840 items were lent to other libraries.)*
- c. Library Instruction: Includes formal and informal training for the public, which will assist them in using the library more effectively. Library instruction is provided for adults and children and happens as a part of a tour, a class visit, and/or daily on a one-to-one basis. It may include instruction on use of a particular item in the collection, use of reference collection, Internet, microfilm reader/printers, etc.
- d. Reader's Advisory Service: Involves the recommendation of specific items or authors to library users based on knowledge of the library collection and the reader's interests.
- e. Programming includes activities for adults and children that are educational, informational or cultural in nature. Programs are meant to enhance the library's role as an information source and to promote library collections. *(6,119 children attended 85 children's programs in 2007.)*
- f. Extension Service: Includes any service that makes the resources of the Marshfield Public Library accessible to people who would otherwise be unable to use them. Examples include deliveries to the homebound, and the provision of deposit collections to various organizations.
- g. Exhibits: Involves exhibits and displays of educational or informational interest to the public, both adults and children.
- h. Creation of Catalogs, Databases, Indexes, and Finding Tools: Includes the creation of information that helps users to make the best use of library owned resources. Includes in-house databases and reading lists as well as Internet access to our catalog.

4. Administration: The function of administration is the managing of the library's resources in an effective and efficient manner. Administration is responsible for obtaining the resources necessary to accomplish our mission and objectives. It is also responsible for supporting library services to the citizens of Marshfield and the Town of McMillan as well as surrounding areas that we contract to serve. Administration involves the following components:

- a. Finance and Accounting: Includes the preparation and presentation of the library's budget request, careful monitoring of the expenditures and the maintenance of such records as are needed to demonstrate wise use of funds. This responsibility is to the Library Board of Trustees, Marshfield Common Council, Town of McMillan Board, Wood County Board of Supervisors, Wood County Library Board, Clark County, South Central Library System, State of Wisconsin and the public.

- b. Maintenance: Includes keeping the facility and property safe and clean for the use of the public and for the staff, maintaining equipment and keeping the building functioning by performing preventative maintenance, cleaning and repair services. (There were 704 uses of Library meeting rooms in 2007.)
- c. Personnel: Includes hiring personnel, assigning duties, overseeing training and continuing education of employees, evaluating staff performance, disciplining staff as required, administering personnel policies and maintaining appropriate records.
- d. Planning: Includes a continuous cycle of evaluation, information gathering, goal and objective setting, developing strategies, establishing priorities and implementing services. The process is guided by the Director but involves the public, the staff, and the Board. Each year the library staff and Board develop a five-year plan to guide development and set goals and objectives.
- e. Technology: Includes management of the Dynix library system, staff LAN (local area network), public LAN, HVAC computer system and planning. Includes all ancillary areas to enhance operations of the systems such as Internet connections, a connection with the City system, cabling, communications lines, communication protocols, purchase of computers and peripherals. Each year, in order to ensure that we can have access to the special rates for a T-1 line, we develop a three-year technology plan. The plan then serves multiple purposes, ensuring the grant rate and providing a clear pathway for technology development in the Library. (50,515 people used public Internet workstations and an additional 1,620 used the Library's wireless network in 2007.)
- f. Public Relations: Involves communicating the services and resources to the public and encouraging maximum use of the library. (There were 221,258 visitors to the Library in 2007.)
- g. Security: Includes such services as are needed to assure the safety of library users and staff, and the protection of the investment made by the public in library facilities, equipment and materials.
- h. Marketing: Includes the negotiation for provision of library service to residents of Marathon and Clark counties, promotion of subscription charges, and obtaining funding for serving out-of-county residents who are not part of our library system area.

In the past two years, the Library has explored many things to position itself for this budget session.

1. Fines for overdue material were increased
2. Subscription fees for Clark and Marathon County users are adjusted annually to reflect the actual cost of service.
3. Many of the library material budgets have been reduced or held steady.
4. Maintenance contracts have been modified.
5. Building and library supply vendors have been aggressively sought to decrease operating expenses.
6. Fees are charged for internet use by those ineligible for a card and out-of-state visitors.
7. Internet management software was installed to minimize the amount of staff time required to manage public Internet use.
8. Installation of print management software to increase revenue from Internet printing is planned.
9. Comparison shopping is standard for equipment purchases.
10. Collaborative purchases and service delivered by the South Central Library system minimize our costs. Our membership in the system brings us over \$265,000 in services.

Cost Savings, Efficiencies & Sustainable Practices 2004 – 2008

HVAC (heating, ventilating and air conditioning) – computer controlled systems set seasonal temperatures for savings when the library is closed.

- In 2007, under \$7,411 in gas heated our 36,700 square foot building.

Lighting – high efficiency lighting installed in June 2007 – A 4% decrease in our overall electricity consumption will offset the expected 2009 increase. Motion sensors for lighting were added in some rooms to reduce electrical consumption in 2008.

Wood County payment for service provided to county residents without a library

- \$832,632 in revenue 2004 - 2008

Joint Library with Town of McMillan

- \$375,737 in revenue 2004 – 2008

Subscription Fees Marathon County (2000-present) & Clark (2000-2005) instituted in 1996

- \$50,131 in revenue 2004-2008

Clark County reimbursement for service provided to county residents without a library

- \$10,155 -new in 2008 (\$23,812 expected in 2009)

Fines & fees increased

- \$188,642 in total fine and fee revenue 2004-2008 (Fine rates increased in 2002)

Internet user fees for non-residents and others ineligible for a library card – 2004 -2007

- \$2,566 in revenue 2004 to date

Public Phone fees – 2004-2006 –(Judged to be an unsuccessful revenue source and a barrier for people with special needs. Board action eliminated this fee starting in July 2006.)

- \$1,212 in revenue 2004 -2006

Delivery Service – two days provided by South Central Library System and one day provided by Wood County

- \$27,264 in service paid for by others from 2004 – 2008

Wood County Library Tax Exemption 2004 – 2008

- \$1,544,407 not paid by city residents to Wood County for library taxes

Grants from South Central Library System, Federal and WI Humanities Council

- \$21,145 approximate total 2004 – 2008

Marshfield Public Library Foundation paying on land contract

- Payments 2004-2007 total \$8,441

Internet Management Software installed September 2003 to bring greater efficiency

- Users went from 22,697 in 2001 to 50,515 Internet users in 2007
- Public printer moved behind the Circulation desk to assure printing payments are made

South Central Library System (SCLS)

- Collaborative purchases and services minimize costs. Membership brings over \$129,869 in system services including continuing education, consultants, and grants.
- Access to collaboratively purchased electronic resources with a value of over \$648,000.
- Saved \$9,000 in 2003 by using the SCLS Building Consultant.

Reconfigured staff - minimizing liability for rapidly increasing benefits, while bringing greater scheduling flexibility.

Library Systems Analyst – by hiring an IT specialist we are able to save programming, software and hardware maintenance and purchase replacement PCs at more competitive prices in a downward trend that

shows the difference between these costs in 2002 and 2007. Switching to network laser printers also saved printer replacement & toner costs.

	2002	2008
Contracted Programming	\$19,450	\$ 600
Dynix Hardware & Software Maintenance	\$20,683	\$17,677
Staff travel changes/web conferencing	\$ 9,727	\$ 3,442
PC Replacement Cost Each	\$ 1,300	\$ 816
Total	\$51,160	\$22,535

Director's travel - American Library Association Annual Conference eliminated - approx. \$5,000 saved 2004 – 2008.

Delayed Projects - Replacement of carpeting, a security system and roof replacement were delayed to meet budget and CIP parameters in previous years.

Online Forms -- While the online forms (and semi-automated responses) added to the Library's website to request Interlibrary loan items, genealogy searches, recommended items for purchase and general suggestions do not specifically save us money, they do make us more accessible. The Library's online birth, death, and marriage database saves search time for the staff and our clients.

In-house Shelving Construction -- Talented Library maintenance staff build DVD shelving constructed to our exact need to save space and to reduce cost. A single 36 inch metal shelving unit with shipping costs approximately \$490 each. Staff is able to construct attractive wood shelving for approximately \$250 per 36 inch shelving unit. Six units are being constructed in 2008.

Established Separate printers for notices and reports (rather than one system printer) for Dynix (the automation system) saves time during high traffic times and cuts down on switching between forms and paper. Replacing tapes with flash drives for TAP backup reduces supplies needed and cuts down on TAP problems. The OCLC withdrawal procedure was changed to reduce record handling, the number of fee based database searches and time.

Riding lawnmower -- With the newly purchased riding lawnmower, it takes less time to mow than it did last year. Since the shed on the newly acquired property was removed last year, there is nearly twice the amount of lawn space to cover. The new equipment is likely to save time in snow removal too.

Circulation process improvements save time that is now spent in customer service:

Automating the Magazine shift	: 23 hrs saved annually
Better shelving cart organization	: 104 hrs saved annually (roughly 2 hrs per week)
Better Paperback rack organization	: 104 hrs saved annually (roughly 2 hrs per week)
Streamlining the newspaper shift	: 6 hrs saved annually (roughly ½ hr per month)
Increased focus on quantity/ Quality of shelf reading	: Hours savings are hard to quantify: --Trace List items down 75% --Items Missing in Inventory down more than 50% --Increases ease of shelving and ease of daily searching for patrons and staff

Buying Locally -- Purchasing children's supplies locally (saves shipping costs) and allows us to take advantage of seasonal sales.

Recycling -- Used toner and ink cartridges are recycled. Paper is reused in the fax machine and for office scratch.

Live Plants --Rather than purchasing an expensive air filtration system, living plants are used to improve air quality and Library atmosphere.

Duplication of Services

One could make a case that all of the services that the Library offers duplicate something in the public sector. Books, magazines, DVDs, CDs, newspapers, audiovisual equipment, Internet access, children's story time or craft programs, adult education or entertainment programs, computer training, exam proctoring, meeting room space, information services, database searching, and historical research are all available in our community in some form or another **for the right price**. But the key is "**for the right price**." Only at the Library are all of these services available to everyone on the same basis – FREE for the good of the entire community.

Increasing fuel costs, corporate layoffs and diminishing revenue streams are evidence that we are living in hard times. Traditionally during hard economic times, libraries are used as an alternative source to the information, education, recreation and entertainment that people could once afford. They use the Library to maintain a standard of living on reduced income. They borrow library books instead of buying from the bookstore (some to create resumes), borrow library DVDs rather than rent them or subscribe to cable, use library magazines and newspapers rather than subscribe to them, attend informational and educational programs instead of attending formal classes, and use library Internet access to search and apply for jobs instead of paying to have it at home. The Library's most noble community purpose is to level the playing field for all of its residents. Public Library services are provided without regard to age, income or education levels. You don't have to be an enrolled student or be a paying member. You simply have to live here! It means that everyone has the same opportunity to educate, inform, improve or entertain themselves. This doesn't happen anywhere else within the city. It is one of the most empowering services that a community can offer to its citizens.

In addition, a certain portion of the population spends time at the library each day. Some have inadequate housing and use the library for a comfortable environment. Others would be socially isolated without the interaction that occurs when they are at the Library. Those who do not have another productive place to be - could become a burden on protective services during increased Library closings. Homebound clients, other libraries and community partners (United Way, the Literacy Council of Wood County, the Healthy Lifestyles Coalition, the Aging & Disability Resource Center, Leadership Marshfield, AHORA, the Marshfield Area Genealogy Group, Sustainable Marshfield and the Historic Preservation organizations) depend on Library services. These collaborative partnerships are also a benefit as each organization is able to contribute its assets and time to broader community building efforts.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 Library budget is \$1,428,069, an increase of \$50,063, or 3.6% above the 2008 budget of \$1,378,006. Personnel costs increased \$53,857. Other expenditures are typical for this kind of activity.

Over 75% of this budget is funded by tax levy; the balance of the budget is offset by revenue from Wood and Clark Counties, the Town of McMillan, the South Central Library System and subscription fees from Marathon County residents.

The only recommended 2009 capital outlay purchase is the following:

1 Closed Circuit Security System (CIP Project No. LI-K-5907)	<u>\$ 12,000</u>
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SCHEDULE OF DEPARTMENT EXPENDITURES:

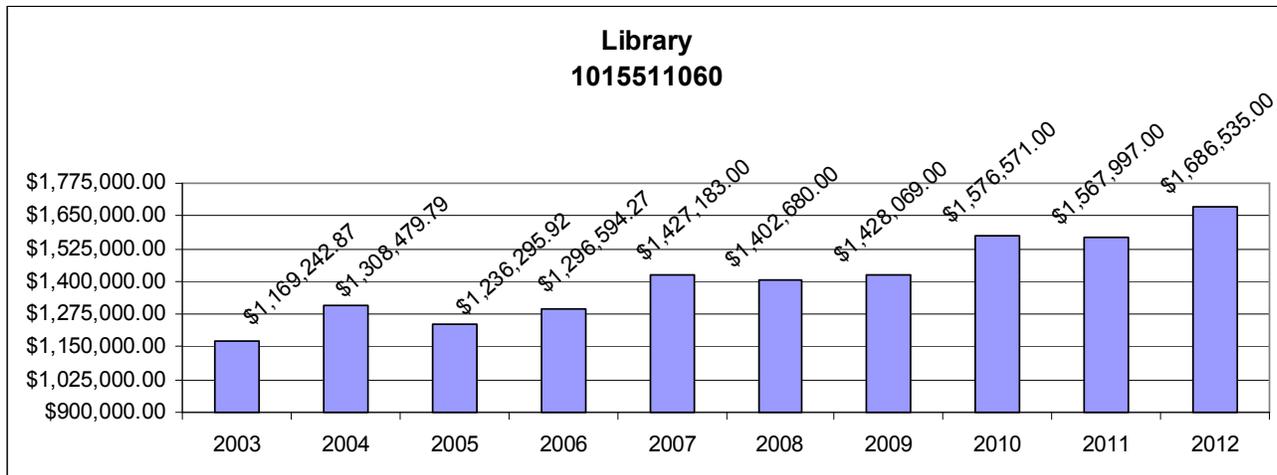
	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Total	\$1,427,183	\$1,378,806	\$1,402,680	\$1,428,069

DEPARTMENT STAFFING (FTE):

<u>Position Title</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Library Director	M-3 Library Plan	1.0	1.0
Librarian II	M-2 Library Plan	1.0	1.0
Librarian I	M-1 Library Plan	2.0	2.0
Lib. System Analyst	M-1 Library Plan	1.0	1.0
Custodian	12 – Library MN Plan	1.0	1.0
Library Asst. III/Admin Asst.	5- Library NM Plan	1.0	1.0
Library Asst. II	4 – Library NM Plan	3.25	3.25
Library Asst. I	3 – Library NM Plan	.48	.48
Lib. Spec. III	8 – Library NM Plan	5.25	5.25
Lib. Spec. I	6 – Library NM Plan	<u>3.5</u>	<u>3.5</u>
Total		19.48	19.48

NM Plan: Non-Management Pay Plan

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

LIBRARY
 1015511060

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	951,386	1,001,194	1,000,732	1,055,051	1,055,051
52000 Contractual Services	122,400	118,983	125,820	118,095	118,095
53000 Supplies and Expense	243,828	229,647	248,587	227,452	227,452
55000 Fixed Charges	14,982	14,982	15,359	15,471	15,471
56000 Debt Service	228				
58000 Capital Outlay	94,359	13,200	12,182		12,000
Total Expenditures	1,427,183	1,378,006	1,402,680	1,416,069	1,428,069



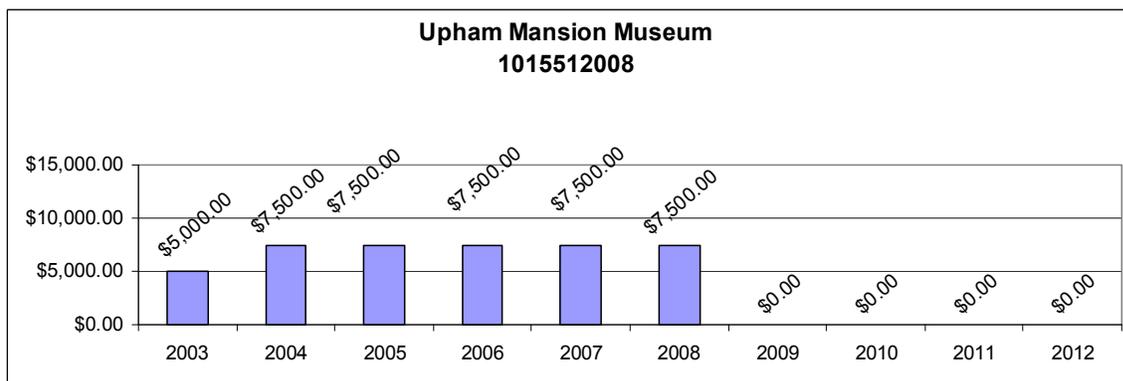
**UPHAM MANSION
1015512008**

SUMMARY:

No funds were requested for 2009. In 2008, the Upham Mansion received \$7,500.

The restored home of former Wisconsin Governor William Henry Upham, the mansion is listed on the National Register of Historic Places and serves as a center of program activity for the North Wood County Historical Society.

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

UPHAM MANSION MUSEUM
1015512008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	7,500	7,500	7,500		
Total Expenditures	7,500	7,500	7,500		



**PARKS AND RECREATION
DEPARTMENT
SUMMARY**

MISSION STATEMENT:

The Marshfield Parks & Recreation Department is a service organization dedicated to providing quality recreation opportunities for the citizens of Marshfield that are both accessible and affordable and to plan, promote, acquire, develop, and maintain parks and recreation facilities to enhance the City of Marshfield and meet the recreational needs of the community.

Services & Work Programs

A. Administration

Provide an efficient, well-trained staff to administer parks and recreation services as a direct provider and as a facilitator.

- Provide information and referral services on various community leisure services.
- Analyze community interests and needs in order to develop programs and facilities.
- Schedule and coordinate use of Parks and Recreation Department facilities.
- Market and publicize community parks and recreation services.
- Cooperate with organizers of community wide activities and events sponsored by community/civic organizations.
- Maintain communications and foster support (financial and volunteer) from area organizations, businesses, and individuals.
- Provide a quality youth swim lesson program, for residents of Marshfield, in the most cost-effective manner.
- Solicit, train, and coordinate volunteers to assist with department programs, special events, and facility maintenance.
- Provide management services associated with maintenance, utilization, and development of city owned properties at the fairgrounds. Attend Fair Commission meetings.
- Provide leadership and direction to implement orderly and planned development of new city leisure facilities and the renovation of existing facilities.
- Effectively manage and supervise the collection of user fees.
- Attend and participate in meetings of the city government and associated organizations.

- Identify, evaluate, and compile grants and requests for outside funding assistance.
- Develop and monitor operational budgets, revenues, and expenditures.
- Administer contract service agreements.
- Manage and supervise department personnel.
- Coordinate scheduling and fee collection for all facilities under department management plus coordinate shelter reservations for the Marshfield Utilities new Hamus Nature Preserve and Recreation Area.

B. Programs

Plan, organize, and evaluate a year-round recreation program for all ages and interests.

- Provide youth activities in preschool programs, aquatics, athletics, arts and drama, trips, instructional programs, and special events.
- Provide adult activities in aquatics, athletics, instructional programs, and special events.
- Provide activities and services for older adults including social recreation activities, educational programs, and special events.
- Provide support services for programs and activities sponsored by clubs, schools, community and civic organizations.

C. Facilities

Acquire, develop, and maintain a system of park and recreation facilities, which meet the needs of the community in accordance with standards developed by the National Recreation and Parks Association.

- Operate and maintain quality baseball, softball, and soccer fields, which include one lighted regulation baseball diamond, one unlighted baseball diamond, three lighted softball diamonds, two youth baseball diamonds, and four soccer fields. Provide field maintenance for two youth baseball fields and three to four soccer fields at UW Marshfield/Wood County and assist with maintenance of Senior High baseball diamond.
- Operate and maintain an outdoor municipal swimming pool and provide public use of the indoor Senior High School pool for recreational swimming.
- Provide and maintain outdoor court facilities for tennis, basketball, and horseshoes including 6 lighted tennis courts and 4 non lighted tennis courts, 13 lighted horseshoe courts, three basketball courts, and 2 disc golf courses (Hefko Pool - 9 holes & Braem Park - 18 holes).
- Provide and maintain the outdoor ice skating rink at Pickle Pond.
- Develop, operate, and maintain community and neighborhood parks which may provide amenities such as playgrounds, shelters, picnic facilities, landscape beds, and restrooms that comply with the Americans with Disabilities Act.
- Manage and maintain woodland and urban forest areas within city parks.
- Perform maintenance of a Senior Community Center which provides activity and meeting space necessary for senior and community programs and services.

- Operate and maintain an indoor tennis court and an indoor racquetball court.
- Operate and maintain a community zoo for the purpose of providing education, recreation, and conservation of wildlife and natural areas striving to meet the standards for animal care identified by the American Zoo and Aquarium Association.
- Perform and coordinate maintenance of city owned fairground properties.
- Schedule and maintain the Wildwood Station building in Wildwood Park, a year round facility available for use by the public for meetings, family gatherings, and special events.
- Manage and maintain skate park facility at Braem Park.
- Manage and maintain city wide pedestrian/bicycle trails including; Wildwood Station Trail (1.5 miles), Veteran's Parkway Trail (3 miles), Mill Creek Trail (3 miles), Galvin Road Trail (1 mile), Weber Park Trail (.5 mile asphalt surface), Airport Connector Trail (>.5 miles) and Prairie Run Trail.
- Manage and maintain Oak Avenue Community Center, a year round facility used for a variety of community events, organizational activities, Park and Recreation Department programs, and numerous private functions.

PROGRAM SUMMARY AND BUDGET HIGHLIGHTS:

The recommended combined 2009 budgets for the Parks and Recreation Department total \$1,548,172, an increase of \$50,179, or 3.3%, above the combined 2008 budgets of \$1,497,993. Estimated revenues to support these programs total \$321,031; the balance of these budgets, or \$1,227,142 are supported by tax levy. The 2009 revenue reflects a 10% across the board increase; the last fee increase was in 2005.

Highlights of the recommended 2009 budget include the following:

1. Administration, 1015531062:

Administration expenditures increased by \$10,823 with all of the increase due to personnel and health insurance costs. The three department brochures continue to be developed and distributed by the Buyers Guide at no cost to the city. Revenues also reflect the non-resident fees collected totaling \$7,885 as administrative services charges and \$1,000 from commissions on vending machines. The balance of this budget is funded by tax levy.

2. Oak Avenue Community Center, 1015519162:

The recommended 2009 budget for the Oak Avenue Community Center is \$36,212, an increase of \$1,993 above the 2008 budget of \$34,219. The majority of this increase is due to contractual services costs for utilities. All other expenditures are typical for this activity. This budget is funded by building rental fees, user fees and vending (\$9,800) and tax levy.

3. Parks, 1015521062:

The recommended 2009 budget is \$726,595, an increase of \$46,895 over the 2008 budget of \$679,700. The majority of this increase is due to personnel costs as contracted services for utilities and mowing. One seasonal maintenance position was eliminated. The budget increased \$16,900 for maintenance related costs of the Hamus Nature Preserve. This cost is offset by a reimbursement from the Marshfield Utilities.

The 2009 budget includes \$78,464 under contractual services for mowing services. The maintenance for the Wildwood Park train (\$3,500) was eliminated. This budget includes \$2,600 for Central Avenue flower planter watering.

This budget is funded primarily by tax levy and some user fees (\$110,541).

4. Recreation Programs, 1015532162:

The recommended 2009 budget is \$51,118, a decrease of \$6,569 from the 2008 budget of \$57,587. The majority of this decrease is in contractual services and personnel costs. Costs were reduced for the program supervisor, gymnastics and softball staffing to better reflect actual use.

The Youth Program portion of this budget provides activities that deal with various youth programs throughout the year. Revenues were reduced \$5,564 to reflect actual participation levels. This budget is subsidized by the WPRA Ticket program monies, used to offer youth and teen trips at a reduced cost, and ticket sales to other sponsored events. Total estimated revenues for 2009 are \$46,130. The balance of the budget is subsidized by tax levy. The budget was also reduced \$5,023 because of reduced contract program service provider costs (golf, soccer camps) to better reflect actual use.

5. Tennis/Racquetball Center, 1015532762:

The recommended 2009 budget totals \$36,151, an increase of \$899, or 2.6% above the adopted 2008 budget of \$35,252. Personnel and natural gas costs account for most of this increase.

The personnel cost includes \$2,974 of wages and benefits for the Parks and Recreation Supervisor who supervises this operation. This budget also includes 10% of one office secretary position.

Revenue projections for 2009 are \$35,175 which will offset operating costs. The balance of the budget deficit is recommended to come from applying fund balance (\$976). Revenues include \$1,936 from the implementation of a non-resident fee for the use of the facility. The non-resident fees were implemented in 2004.

6. Adult Athletic Leagues, 1015532862:

This budget, totaling \$16,851, provides activities that include the men's basketball league and the volleyball leagues. The 2009 budget shows an increase of \$566 or 3.5% from the 2008 budget. Estimated 2009 revenues, totaling \$17,300, fund this budget. The majority of this increase is in personnel costs. Expenditures are typical for this kind of activity.

7. Zoo, 1015541063:

The recommended 2009 budget is \$243,991, a decrease of \$7,861, or 3.1% below the 2008 budget of \$251,852.

There is a \$8,843 decrease in personnel costs due to a shift in employees between the Street Division and the Parks and Recreation Department. The 2009 budget again includes funding for a zoo education coordinator position that would be fully funded by the Zoological Society. All other expenditures are typical for this kind of activity.

There are no capital equipment requests in the 2009 budget.

The majority of this budget is funded by tax levy; additional revenue (\$12,040) comes from the sale of zoo animals and vending machines.

8. Aquatic Facilities, 1015542062:

The aquatic budget includes the costs to operate both the Hefko outdoor swimming pool and the indoor swimming programs offered at the Senior High School. In addition, the cost to the city to have the YMCA provide youth swim lessons for city residents is also shown in this budget. The aquatics budget was developed with the assumption that a new or renovated outdoor swimming pool facility will not be completed. The expenditures for the aquatic budget are \$72,523 with projected revenues of \$40,130. Expenses for this budget increased by \$2,652 or 3.8% over the 2008 budget of \$69,871. The majority of this increase is due to increased utility costs. There are no capital equipment requests in 2009.

This budget is funded by tax levy (45%) and user fees (55%).

9. Fairgrounds, 1015548062:

This 2009 budget increases the expenditures by \$782 (1.1%) to \$74,520. This increase is due to costs for personnel and contractual services attributable to utility costs. There are no capital outlay requests in 2009. Other expenditures are typical for this kind of activity, Revenues increased by \$2,600 to \$42,000.

The budget is funded by tax levy (44%) and fees/rental (56%).

<u>SCHEDULE OF DEPARTMENT EXPENDITURES:</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
1. Parks/Recreation Administration	\$262,591	\$279,389	\$279,800	\$290,211
2. Oak Avenue Community Center	33,417	34,219	33,658	36,212
3. Parks Operation/Maintenance	610,783	679,700	675,908	726,595
4. Recreation Programs	45,982	57,687	49,021	51,118
5. Tennis/Racquetball	32,804	35,252	35,393	36,151
6. Adult Athletic Leagues	14,701	16,285	15,902	16,851
7. Zoo Operation/Maintenance	238,303	251,852	246,522	243,991
8. Aquatic Facilities	57,346	69,871	68,657	72,523
9. Fairgrounds	<u>75,442</u>	<u>73,738</u>	<u>74,553</u>	<u>74,520</u>
TOTAL	<u>\$1,371,369</u>	<u>\$1,497,993</u>	<u>\$1,479,414</u>	<u>\$1,548,172</u>

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Parks/Recreation Director	D/6/1	1.0	1.0
Parks/Recreation Supervisor II	C/4/2	1.0	1.0
Parks/Recreation Maintenance Supervisor	C/4/2	1.0	1.0
Secretary	AFSCME	2.0	2.0
Equipment Operator III	AFSCME	1.0	1.0
Equipment Operator II	AFSCME	2.0	2.0
Equipment Operator I	AFSCME	3.0	3.0
TOTAL		11.0	11.0

Per Common Council request, listed below are the parallel programs being offered

Budget	Program	Offerings	Users/ Participants	Other Providers
Tennis/ Racquetball	Tennis Court Rental	Year Round		---
	Racquetball Court Rental	Year Round		---
	Racquetball League	Fall (Sept. - Dec.)		---
		Winter (Jan. - April)		---
	Tennis Lessons	Fall, Winter, Spring		---
	Pee Wee			
	Beginner			
	Adv. Beg./ Inter.			
Aquatics	Swim Lessons *	Year Round	1430	YMCA
Aquatics - Sr. High	Open Swim	September - April	1243^	YMCA
	Early Bird Lap Swim	January - December	834	YMCA
	Aquacise	January - December		YMCA
Aquatics - Hefko	Free Swim	June - August	5901	---
	Open Swim	June - August	13955	---
Recreation	Gymnastics			
	Tot-nastics	February, July, November		---
	Beginner	February, July, November		UW
	Adv. Beg.	February, July, November		UW
	Baseball			
	T-ball	Summer	107	YMCA
	Triple A	Summer	79	Varsho/YMCA
	American Lg.	Summer	84	Varsho
	National Lg.	Summer	85	Varsho
	Bronco Lg. - Traveling	Summer	12 teams	
	Tennis			
	Pee Wee	Summer	62	---
	Beginner	Summer	84	---
	Adv. Beg.	Summer		---
	Intermediate	Summer		---
	Tennis Workshop - Coaches	Spring	18	---
	Golf			
	Little Putter(ages 3-5)	Spring, Summer	6	---
	Youth Lessons (age 6 & up)	Spring, Summer		---
	Adult Lessons	Spring, Summer		---
	Youth League	Summer		---
	Youth Camp	Summer		---
	Family Golf Lessons	Summer		---
	Trips			
	Preschool 1 day program	Fall/Winter/Spring		YMCA
	Preschool 4 day program	Summer		YMCA
	Optimist Soccer	Fall		

	Euro Tech Soccer Camp	Summer		
	Ice Skating - Outdoor	Winter (Dec. - Feb.)		---
	Ice Skating - Indoor	Fall/Winter (Oct. - March)		Hockey Assoc.
	Basketball	July	24	YMCA
	Beginner Skateboard	July - August	11	---
	Adv. Beg. Skateboard	July - August	6	---
	Volleyball League	Summer		---
	Volleyball Instruction	Summer	36	YMCA
	Ponytail Softball	Summer	46	---
	Sports Camp	Summer	13	---
	Open Gym	Fall/Winter/Spring	1243^	YMCA
Senior Center	Fitness			
	Homestead Tax Assistance			---
	Open House			
	Golf Lessons	Spring	17	---
Adult Athletics	Volleyball	Winter		
	Basketball	Winter		
Support Services	<i>DNR Safety Courses</i>			
	Boater	Spring		
	Hunter	Summer/Fall		
	ATV	Spring		
	Snowmobile	Fall/Winter		
	USTA Tennis League	Summer		---
	7 on 7 Passing League	Summer		---
	Disc Golf League	Summer		---

COST SAVING MEASURES

Modifications made by staff to reduce, maintain, or minimize increase of tax levy for Parks & Recreation Department Services include the following::

2008

- Reduced park maintenance motor pool costs due to use of the new tool cat unit for functions previously performed by other equipment units at a higher cost (\$5,000)
- Renegotiated contracted cleaning services agreement at Senior Center to reduce costs (\$1,085)
- Install a setback thermostat in the Senior Center to reduce natural gas costs (no estimate at this time)
- Removed tennis court lights at the Steve J. Miller tennis courts (\$300 - \$1,000)
- Entered into agreement with the UW Marshfield/Wood County to use work study students to supervise the Tennis/Racquetball Center and Open Gym programs (\$1,200)
- Increased the number of Hefko "Free Swim" sponsors (\$500)

2007

- Removed .7 seasonal staff position from the fairgrounds maintenance budget (\$3,226)
- Eliminated the summer public swim program at the Senior High swimming pool (\$4,500)
- Removed the spring dust control from the fairgrounds budget (\$3,000)
- Reduced fulltime staff overtime due to history of comp time use versus overtime pay (\$4,011)
- Reduced sick leave pay out charges for represented staff (\$1,600)
- Reduced contract snow removal costs (\$2,100)
- Eliminated replacement picnic table frames (\$500)

- Seasonal employee overtime hours was reduced in park maintenance budget (\$420)
- Reduced funding for replacement of wood chips in playground areas (\$1,200)
- Eliminated the replacement table and chair program at Junior Fair Expo building (\$700)
- Reduction of lower pond fountain maintenance funds (due to elimination of fountains) (\$1,000)

2006

- Removed contribution funding in Aging budget for a reduction of (\$500)
- Removed cost of volunteer recognition gifts from Aging budget for a reduction of (\$275)
- Removed continuation of lock replacement project cost at Oak Avenue Community Center (\$400)
- Removed purchase of defibrillator for Hefko Swimming Pool (\$2,000)
- Removed Hefko Pool pump maintenance (\$1,000)
- Removed Park Maintenance Shop yard asphalt surfacing (\$5,000)
- Reduced park operations fence repairs (\$1,000)
- Reduced the locomotive train maintenance funding by (\$250)
- Removed dumpster from Braem Park (\$190)
- Removed Parks Maintenance Supervisor WPRAs Conference attendance from Park Operations (\$350)
- Removed Parks Maintenance Supervisor mileage to attend WPRAs Park section meetings (\$420)
- Reduced Parks Maintenance seasonal staff shirts (\$128)
- Reduced contract services for park tree removal (\$500)
- Reduced tennis/basketball court crack repair (\$1,000)
- Reduced funding for park rental equipment (\$1,000)
- Reduced playground equipment repair parts (\$1,000)
- Reduced funding for signs posts, trail gates, replacement picnic table frames, trash containers (\$1,000)
- Reduced funding for lumber for replacement picnic tables (\$1,000)
- Reduced the table and chair replacement funding in fairgrounds budget (\$500)
- Increased program and facility rental fees by 10% to 30%

2005

- Contracted out the layout, printing, ad sales, and distribution of the Fall department program brochure to Buyer's Guide. This allowed clerical staff to perform other functions plus saved some direct costs through reduced postage. In 2006 all three brochures will be developed this way.
- Eliminated attendant for late night swims at Hefko Pool (\$288)
- Eliminated all subsidized travel trips (Powder Horn ski trip and Milwaukee Zoo) through Parks and Recreation Department (\$1,100)
- Eliminated chair rack and table purchases for Oak Avenue Community Center (\$1,400)
- Reduced asphalt patching/replacement for park roads and parking lots (\$2,000)
- Removed funding for new/replacement park tree plantings (\$1,000)
- Reduced park staff training and education (\$1,370)
- Deferred maintenance and/or adjusted procedures to provide reduction in park repair and maintenance supply accounts (\$1,610)
- Eliminate two seasonal park maintenance positions (\$8,400)
- Eliminated all professional memberships and subscriptions (\$925)
- Eliminated travel mileage for department head, WPRAs conference training for supervisor and 50% of clerical training (\$903)
- Reduced seasonal secretary hours by 50% (\$2,773)
- Eliminated seasonal baseball coordinator position including travel costs (\$3,150)
- Reduced seasonal recreation supervisor hours by 25% (\$2,100)
- Eliminated city employee United Way incentives (\$350)
- Eliminated profession memberships for zoo keeper (\$230)
- Reduced zoo operation supplies (\$395)
- Eliminated the morning free swim program at Hefko Pool (\$2,597)
- Reduced Hefko Pool operation hours by closing 1 hour earlier each evening (\$2,937)
- Restructured Hefko Pool maintenance staffing (\$884)

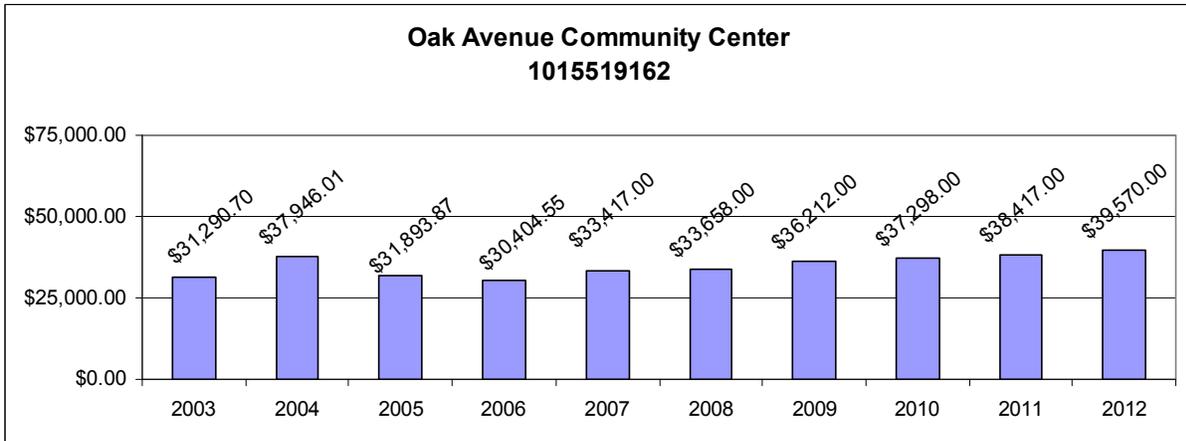
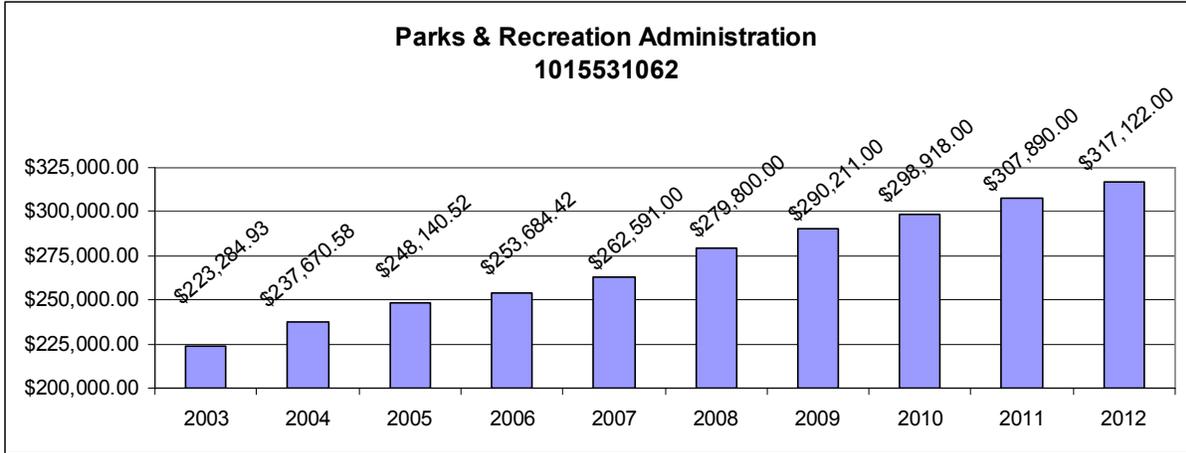
- Deferred maintenance on pumps at Hefko Pool (\$1,000)
- Eliminated purchase of new benches and tables at Hefko Pool (\$1,200)
- Eliminate warming house at Steve J. Miller Recreation Area & eliminate ice rinks at 8th & Hemlock, Forest Ridge, and Braem Park
- Installed new heat traps and set back thermostats at Oak Avenue Community Center attempt to make heating system more efficient
- Reduced summer open swim hours at Senior High swimming pool
- Renegotiated agreement with UW-Marshfield/Wood County to return mowing and turf grass maintenance cost to the UW yet still allow use of athletic field areas
- Increased fee for family season swim pass at Hefko Swimming Pool

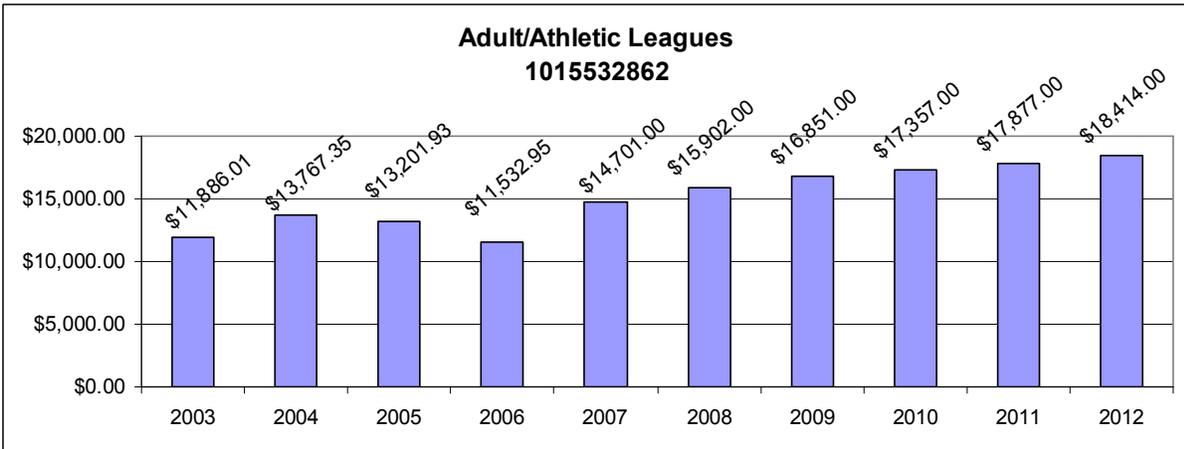
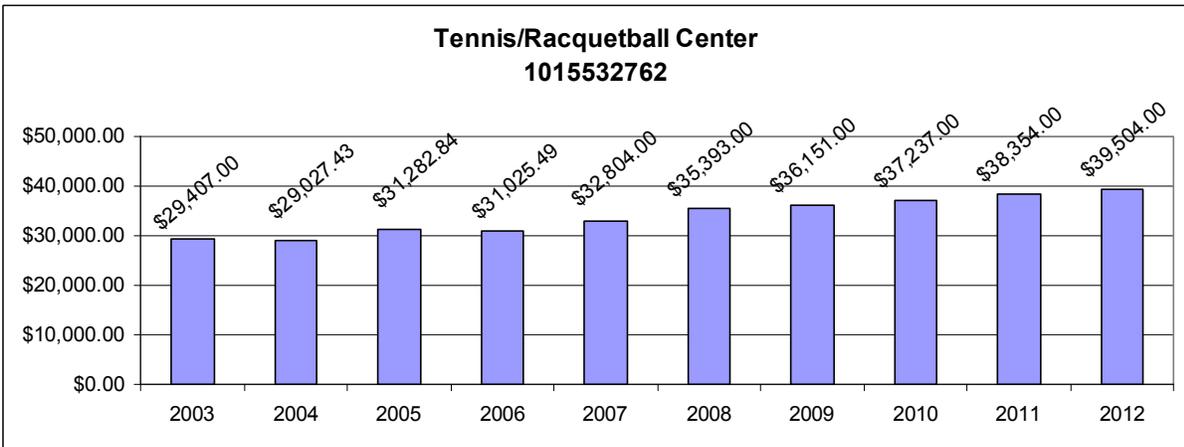
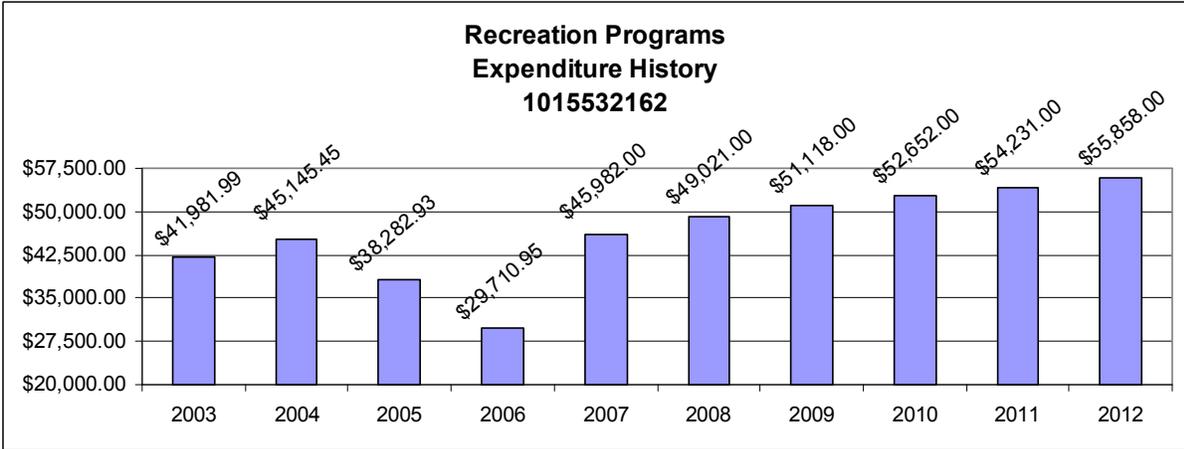
2004

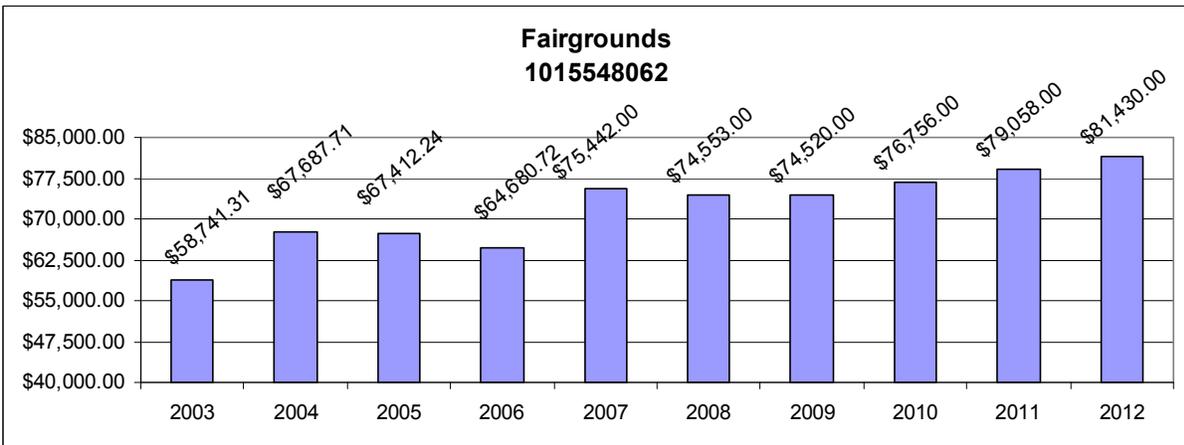
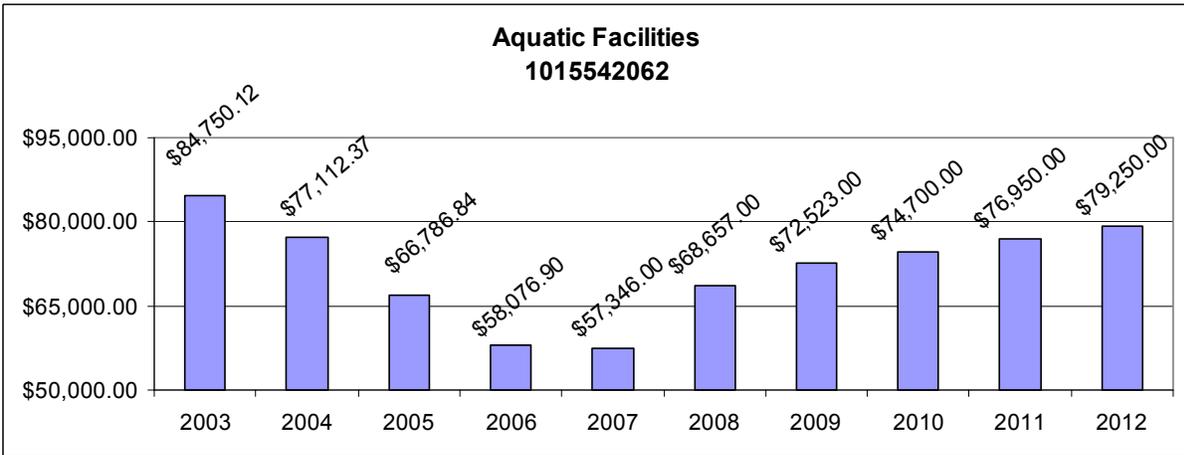
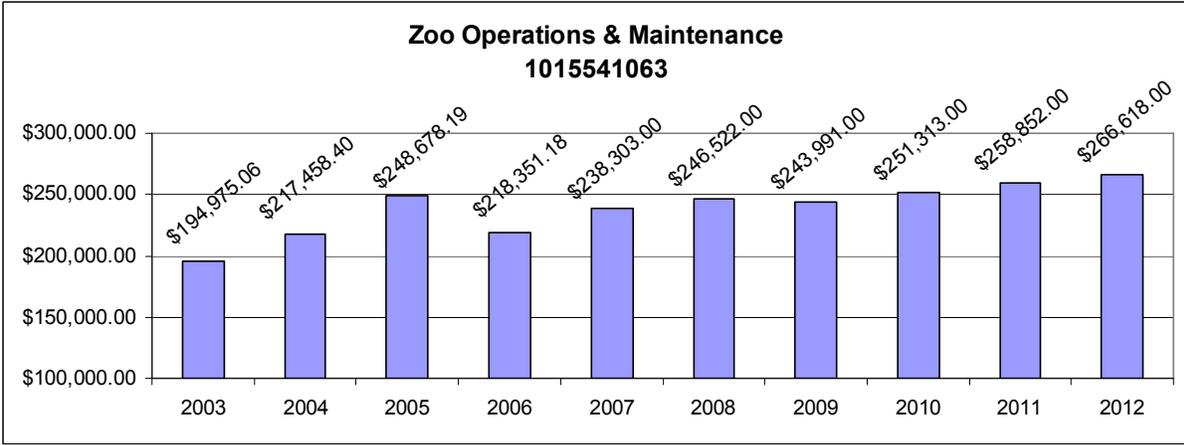
- Eliminated full time maintenance staff position
- Eliminated 2 seasonal locker room attendant positions at Hefko Swimming Pool and installed coin operated lockers
- Converted to contracted mowing services for all department grass mowing
- Replaced gym lighting at Oak Avenue Community Center with metal halide lighting to reduce electrical, rental equipment and labor costs
- Zoological Society agreed to fund an education/special event coordinator position to allow zoo maintenance staff to provide more time for animal care
- Removed pay telephones from Wildwood Station, Oak Avenue Community Center, and Fairgrounds
- Eliminated warming houses at 8th & Hemlock and Braem Park ice skating rinks to reduce utilities and labor costs
- Contracted pool chemical services at Hefko Swimming Pool
- Implemented user fees for softball and baseball facilities to increase revenues
- Implemented non resident fees for participation in adult volleyball and basketball programs
- Implemented rental fees for use of Oak Avenue Community Center for adult volleyball leagues

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Parks/Recreation Director	D/6/1	1.0	1.0
Parks/Recreation Supervisor II	C/4/2	1.0	1.0
Parks/Recreation Maintenance Supervisor	C/4/2	1.0	1.0
Secretary	AFSCME	2.0	2.0
Equipment Operator III	AFSCME	1.0	1.0
Equipment Operator II	AFSCME	2.0	2.0
Equipment Operator I	AFSCME	3.0	3.0
TOTAL		11.0	11.0

GRAPHS:







City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

RECREATION ADMINSTRN
 1015531062

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	256,998	272,857	273,268	283,770	283,770
52000 Contractual Services	924	1,015	1,015	986	986
53000 Supplies and Expense	4,669	5,517	5,517	5,455	5,455
Total Expenditures	262,591	279,389	279,800	290,211	290,211

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

OAK AVENUE COMMUNITY CENTER
1015519162

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	3,514	5,223	4,509	4,258	4,258
52000 Contractual Services	24,712	24,884	24,940	27,564	27,564
53000 Supplies and Expense	3,332	2,250	2,250	2,350	2,350
54000 Building Materials	2		15		
55000 Fixed Charges	1,857	1,862	1,944	2,040	2,040
Total Expenditures	33,417	34,219	33,658	36,212	36,212

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
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PARK OPERATIONS/MAINTENANCE
1015521061

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	311,027	352,402	351,123	362,404	362,404
52000 Contractual Services	175,099	178,456	177,798	205,390	207,990
53000 Supplies and Expense	113,417	135,007	132,757	143,751	143,751
54000 Building Materials	4,625	9,000	9,630	7,650	7,650
55000 Fixed Charges	6,615	4,835	4,600	4,800	4,800
Total Expenditures	610,783	679,700	675,908	723,995	726,595

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

RECREATION PROGRAMS
 1015532162

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	23,884	32,807	25,556	31,650	31,650
52000 Contractual Services	18,731	18,624	18,624	13,601	13,601
53000 Supplies and Expense	2,737	4,494	3,841	4,252	4,252
55000 Fixed Charges	630	1,762	1,000	1,615	1,615
Total Expenditures	45,982	57,687	49,021	51,118	51,118

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

TENNIS/RACQUETBALL CENTER
1015532762

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	14,314	18,758	18,768	19,109	19,109
52000 Contractual Services	18,281	15,494	15,725	16,042	16,042
53000 Supplies and Expense	209	1,000	900	1,000	1,000
Total Expenditures	32,804	35,252	35,393	36,151	36,151

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
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ADULT ATHLETIC LEAGUES
1015532862

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	13,409	14,958	14,274	15,056	15,056
52000 Contractual Services	26		28		
53000 Supplies and Expense	972	1,107	1,000	1,123	1,123
55000 Fixed Charges	294	220	600	672	672
Total Expenditures	14,701	16,285	15,902	16,851	16,851

City of Marshfield
2009 Expenditure/Revenue Worksheet

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ZOO OPERATION & MAINTENANCE
 1015541063

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	162,078	167,220	161,640	158,374	158,374
52000 Contractual Services	30,389	36,935	36,935	37,648	37,648
53000 Supplies and Expense	43,720	43,097	43,347	44,869	44,869
54000 Building Materials	1,747	3,200	3,200	2,000	2,000
55000 Fixed Charges	369	1,400	1,400	1,100	1,100
Total Expenditures	238,303	251,852	246,522	243,991	243,991

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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AQUATIC FACILITIES
 1015542062

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	30,956	36,358	33,249	36,483	36,483
52000 Contractual Services	23,590	27,781	28,917	30,317	30,317
53000 Supplies and Expense	2,794	4,367	5,126	4,358	4,358
54000 Building Materials	4				
55000 Fixed Charges	<u>2</u>	<u>1,365</u>	<u>1,365</u>	<u>1,365</u>	<u>1,365</u>
Total Expenditures	57,346	69,871	68,657	72,523	72,523

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

FAIRGROUNDS
1015548062

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	15,067	15,358	15,357	16,129	16,129
52000 Contractual Services	50,463	51,520	52,208	49,295	49,295
53000 Supplies and Expense	7,215	3,724	3,574	5,675	5,675
54000 Building Materials	3	325	577	400	400
55000 Fixed Charges	2,694	2,811	2,837	3,021	3,021
Total Expenditures	75,442	73,738	74,553	74,520	74,520



**CELEBRATIONS AND ENTERTAINMENT
1015534908**

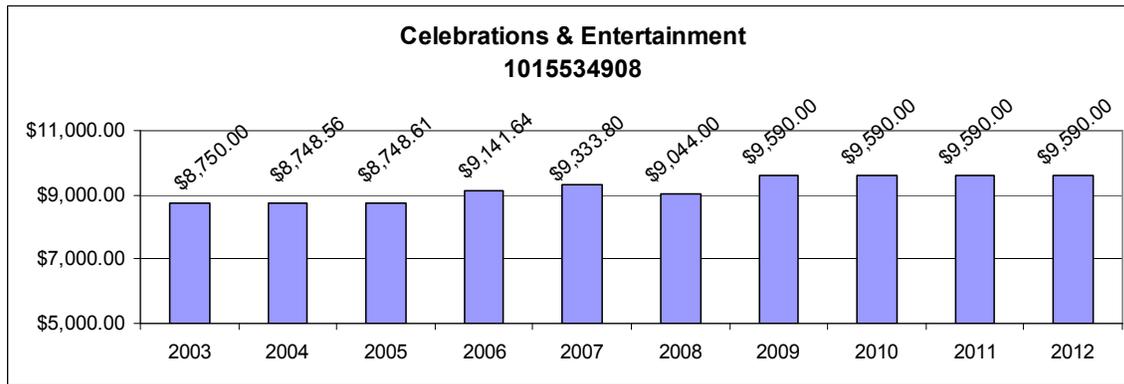
SUMMARY:

The recommended 2009 Celebrations and Entertainment budgets total \$9,590, an increase of 5.97% above the 2008 budget of \$9,050. The Marshfield School Safety Patrol increased their request by \$540 for 2009. In addition \$300 is budgeted for an ASCAP license. This budget is supported entirely by tax levy.

In summary, the funding levels are as follows:

	<u>Budgeted 2008 Contributions</u>	<u>Recommended 2009 Contributions</u>
Palm Sunday Chorus	\$750	\$750
School Patrol	3,200	3,740
Civic Band	4,800	4,800
ASCAP License	<u>300</u>	<u>300</u>
TOTAL	\$9,050	\$9,590

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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CELEBRATIONS & ENTERTAINMENT
 1015534908

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense	284	300	294	300	300
57000 Grants Contrib Indm & Other	<u>9,050</u>	<u>8,750</u>	<u>8,750</u>	<u>9,290</u>	<u>9,290</u>
Total Expenditures	9,334	9,050	9,044	9,590	9,590



**UW COLLEGE - MARSHFIELD/WOOD COUNTY
1015561064**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

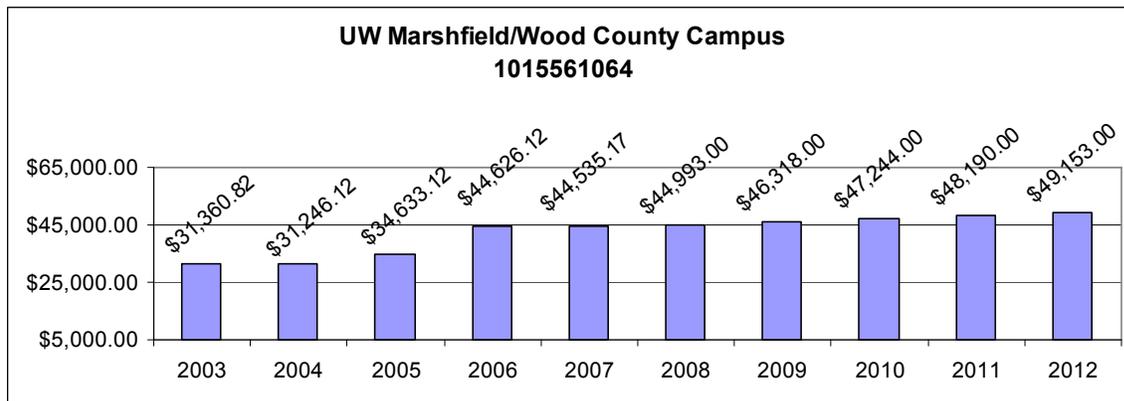
The recommended 2009 appropriation for the University of Wisconsin - Marshfield/Wood County is \$46,318, an increase of \$1,225, or 2.7% above the 2008 City appropriation of \$45,093.

Of the total appropriation, \$12,693 is earmarked for the city's proportionate share (50%) of insurance and bookkeeping expenses. An additional \$31,925 is recommended to finance the city's share of ongoing maintenance to the structures and attached facilities. An additional \$1,700 is budgeted for garbage pickup billed directly to the city.

The above appropriations are funded entirely by tax levy. Wood County also appropriates an equal amount for this facility since it is jointly owned with the county.

Funding to complete enhancements to the facility totaling \$130,500 is shown in Capital Projects Fund #405. The enhancements include CIP Project UW-K-7303, Parking Lot/Sidewalk Repair (\$102,500); CIP Project UW-K-7307, Campus Utility Upgrade, (\$15,000); and UW-K-7316, Elevator Hydraulic Cylinder Replacement (\$13,000).

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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UW MARSHFIELD/WOOD CO CAMPUS
1015561064

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	1,542	1,700	1,600	1,700	1,700
57000 Grants Contrib Indm & Other	<u>42,993</u>	<u>43,393</u>	<u>43,393</u>	<u>44,618</u>	<u>44,618</u>
Total Expenditures	44,535	45,093	44,993	46,318	46,318

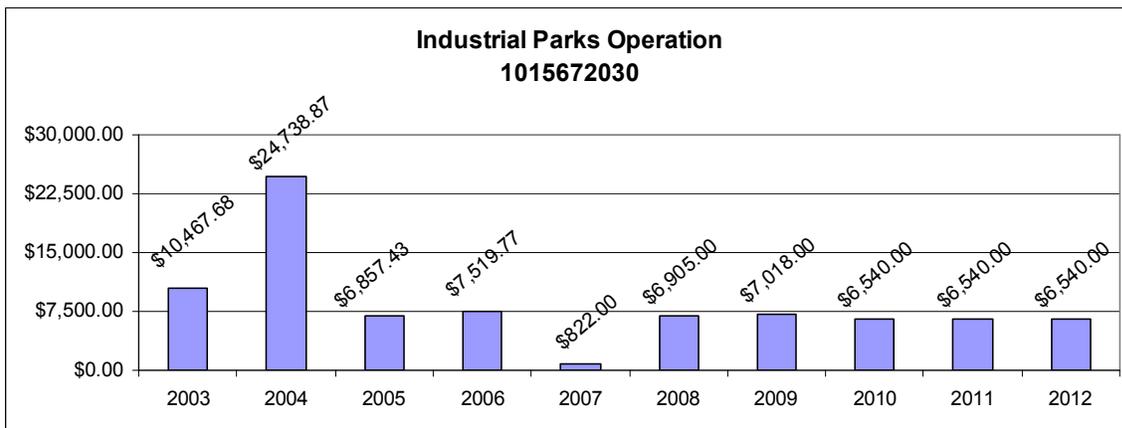


**INDUSTRIAL PARK OPERATION AND DEVELOPMENT
1015672030**

SUMMARY:

The Industrial Park Operation and Development budget includes appropriations for the ongoing maintenance of the East Industrial Park, Mill Creek Business Park, Yellowstone Industrial Park and the Air Industrial Park. The recommended 2009 budget of \$7,018 includes monies for personnel costs for engineering/surveying (\$1,313); electricity (\$1,080); mowing and landscape maintenance in the parks (\$4,500); postage for agendas and meetings (\$25); and filing fees for land transactions (\$100). This budget is not intended to be used for development of the city's industrial parks. This budget is funded entirely by tax levy.

GRAPHS:



**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

INDUSTRIAL PARK OPER & DEVEL
1015672030

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	1,138	2,280	2,280	1,313	1,313
52000 Contractual Services	3,842	8,080	4,500	5,580	5,580
53000 Supplies and Expense	350	125	125	125	125
54000 Building Materials	1,656				
Total Expenditures	6,986	10,485	6,905	7,018	7,018



PLANNING AND ECONOMIC DEVELOPMENT
1015690170

MISSION STATEMENT:

The mission of the Department of Planning & Economic Development is to provide the City Council, City Plan Commission, and other boards and commissions and citizens with expertise and recommendations in the areas of city planning, neighborhood and special areas planning, city development and redevelopment, zoning site plan review, subdivision plat review; historic preservation, land use-related ordinance development, growth and development monitoring, land use management, and the implementation of the comprehensive plan.

The Department's mission for economic development is to encourage and promote city-wide economic development activities by providing professional assistance and support programs that help create a business climate that enhances development. This department also coordinates development activities between the public and private sectors to stimulate development in a planned and orderly way.

STATEMENT OF WORK PROGRAMS AND SERVICES

The Director of Planning & Economic Development engages in and coordinates processes to ensure the planned, coordinated development of the City of Marshfield. In 2009 the work program of this Department will be to:

- A. Encourage planned development within the city consistent with the goals and objectives of existing and adopted plans by:
- Providing for improved physical development of the city
 - Coordinating public and private activities relating to development
 - Continue implementation of the Safe Routes to School Grants
 - Update of the City's Zoning Code
 - Update of the City's Subdivision and Platting Code
 - Update of the City's Official Street Map
 - Continue to coordinate the South Central Avenue design project with Public Works, Consultant and groups and businesses involved.
 - Updating city ordinances pertaining to development
 - Developing appropriate computer systems to enable more efficient processing and improved analysis of permits and applications
 - Develop an on-line application submittal process for information requests and complaints
 - Assist neighborhood associations and downtown improvement districts in implementation of area plans and revitalization activities
 - Promote and encourage community awareness of long-range planning issues and policies
 - Coordinate activities and groups involved in downtown redevelopment
 - Implementation of the City's Comprehensive Plan
 - Implementation of Sustainable Marshfield recommendations
 - Implementation of the City's Strategic Plan
 - Update of the Aerial Photo and planimetrics
- B. Encourage economic development within the city by:
- Help existing businesses expand and solve problems with retention and expansion issues

- Recruit new businesses to locate in the City of Marshfield
- Administer the city's loan programs
- Assist businesses with the city permit process and regulations
- Manage Mill Creek Business Park
- Keep an up-to-date file on commercial and industrial buildings and zoning districts
- Coordinate the city's economic development efforts with other local, state and federal organizations
- Continue partnership with MACCI and Main Street to ensure coordination of activities and optimum utilization of resources.

C. Continue to utilize GIS as the central hub of City information by:

- Coordinating with the Street Department in the planting, maintenance, and liability of street trees.
- Utilizing the City's storm sewer network to compile a City-wide canvas of all storm inventory, flow, drainage, and treatment.
- Educating interested public on full use of the City's internet GIS web page – promoting compliance to disabled persons' accessibility.
- Providing up-to-date aerial photography, planimetric, and elevation information for assistance to Public Works, Wastewater, Assessor, Parks & Recreation, and Protective Services.
- Providing information and maps in emergencies for response personnel.
- Maintaining consistent contact with surrounding entities (Marathon and Wood Counties) allowing the City to quickly retrieve information when an issue crosses over the municipal boundary.
- Further expanding mobile GIS on notebook computers to include information such as gas lines, work orders, wireless editing.
- Providing data analysis tools and programming scripts to GIS users for solving in-depth problems

Cost Saving Measures:

Planning departments typically do not have many areas from which to cut costs, as their budgets are almost exclusively personnel costs and consulting costs. The 2009 budget, without special projects, is 91% personnel costs.

Increased efficiencies (current and proposed) would include, in part:

- We are utilizing a planning intern to assist in numerous areas in gathering and preparing information; this provides planning services at a fraction of the cost of a full-time planning staff price.
- Update of presently disjointed and paper-only forms and permit applications.
- Development of the DRT continues to be time saving for the Planning Department and builds inter-departmental cooperation. It is also a tremendous benefit to the development community and has met with great success in coordinating projects. Staff continues to review the process of the DRT meetings and make adjustments when necessary to help expedite the process as much as possible.
- Pending launch of new software programs that will integrate the permit, work order and code enforcement into our financial software and GIS. This will reduce redundancy and provide access to information not currently easily accessible.
- Develop an "Educational Kiosk" that summarizes the requirements of certain code requirements through a series of different handouts.
- Continue to explore all avenues of efficiencies in communicating with business owners and residents of the community on things that are changing within the community and how our department can assist them.
- GIS tracking and GPS location of sanitary lateral connections during site construction saves the City and it's contractors the time and expense of installing trace wires. This information is then also submitted to third-party locating entities (such as Digger's Hotline) to avoid construction mishaps.

- GIS tracking allows complete sanitary sewer system inventory to be generated at any time. In prior years, this inventory had been done manually through as-built plan estimation of construction and took days to complete. Now, with consistent quality control of GIS, generating inventory takes only minutes.
- By combining GIS software licensing and maintenance with Marshfield Utilities, the City recently saved \$15,900 over the next three years; including \$12,700 in 2008 alone.
- The implementation of department-specific GIS resources allows departments to take advantage of the speed and efficiency of an integrated enterprise GIS system. This drastically reduces interpretation errors and streamlines the research process.
- Departments and the public can quickly access information via a GIS web site. Containing all base information on property ownership, city assets, aerial photography, administrative boundaries, and natural features; this website has merged many out-of-date paper maps into a single web-enabled resource. Every day, hundreds of requests are made to the GIS system to retrieve information through the City's GIS web sites. This information mainstream saves countless hours of research by staff.
- By canvassing and centralizing all addressing information the City was able to simplify the assignment of addresses, find and re-assign unused addresses, and update the City's Master Address List.

All of these projects have improved and will continue to improve internal efficiencies and overall customer service.

Additional Revenue Sources:

Traditionally, Planning Departments do not provide significant sources of revenue to offset the costs of providing technical expertise to other departments and the public. The primary source for potential revenue is similar to that of other "technical services" departments, such as the Building Services Division: permit fees.

Presently, the Planning and Economic Department is not a direct recipient of any of the fees for the services it currently provides: Plan Commission items (conditional use permits, rezones), Zoning Board of Appeals items (variances), and zoning review for permits (sign permits and building permits).

The City of Marshfield has received a grant from the Wisconsin Department of Transportation for "Safe Routes to School" totaling \$16,273 and it does not require matching funds. This year we plan to spend \$6,000 dollars on education and \$3,800 in purchasing and installing bike racks throughout the community.

Grants are a key component to not only this department's success but the community as a whole. The Planning and Economic Department will continue to look for grants to fund projects throughout the community and in a variety of areas.

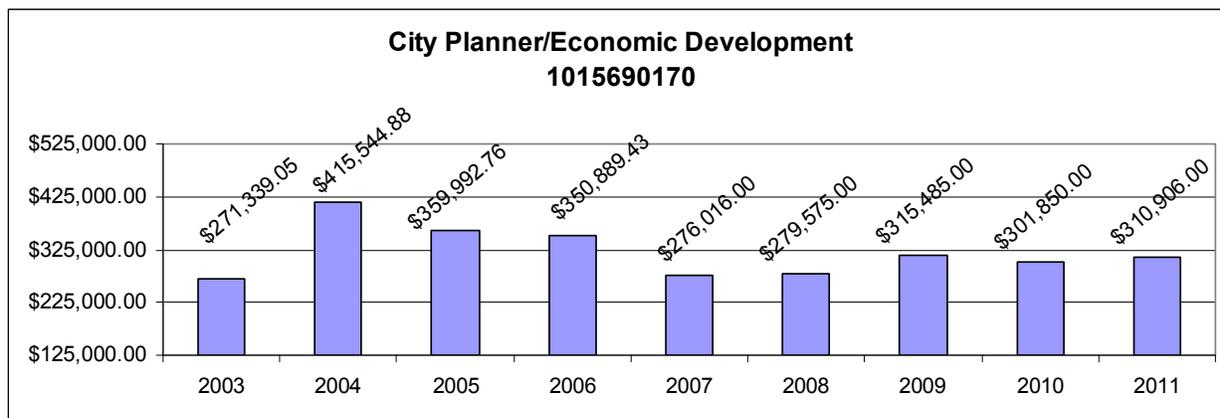
PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Planning and Economic Development Department is \$315,485, an increase of \$24,224 or 8.3% above the 2008 budget of \$291,261. The majority of the increase is attributable to increased personnel costs including a change from single to family health insurance. No additional funds are requested in 2009 for the Zoning Code rewrite. The Safe Routes to School grant (\$9,800) is a fully reimbursable grant from the Wisconsin Department of Transportation.

<u>DEPARTMENT STAFFING (FTE)</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Director of Planning and Economic Development	C/5/2*	1.0	1.0
Planner/Zoning Administrator	C/4/4*	1.0	1.0
GIS Technician	C/4/1*	1.0	1.0
* Non-represented			
TOTAL		3.0	3.0

<u>SCHEDULE OF DEPARTMENT EXPENDITURES:</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
TOTAL	\$276,016	\$291,261	\$279,575	\$315,485

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

CITY PLANNER/ECON DEVELOPER
 1015690170

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	236,277	257,153	232,446	277,230	277,230
52000 Contractual Services	14,311	5,788	5,700	125,788	5,788
53000 Supplies and Expense	17,120	22,420	16,024	20,807	20,807
55000 Fixed Charges	1,999	1,860	2,015	1,860	1,860
57000 Grants Contrib Indm & Other			596	9,800	9,800
58000 Capital Outlay	6,309	4,040	22,794		
Total Expenditures	276,016	291,261	279,575	435,485	315,485



**ROOM TAX FUND
PARK/ZOO IMPROVEMENTS
FUND 202**

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

The recommended 2009 budget for the Room Tax Fund totals \$307,750, all of which will be generated from 2009 room tax revenue and donations (\$25,000). Revenues from the 4% room tax are divided equally between the Marshfield Convention and Visitor's Bureau and Park/Zoo projects. The Common Council passed Ordinance 874 on July 27, 1999, increasing the room tax from 4% to 6%. Of the additional 2% room tax, 30% is allocated to the city and 70% is allocated to the Marshfield Convention and Visitor's Bureau. In 2009, \$162,750 will be transferred from the Room Tax Fund (202) to the Marshfield Convention and Visitors Bureau Fund (203) to finance their 2009 programs and grants. The balance of the room tax revenue, \$145,000, supports park/recreation development.

The following is a summary of the sources and uses of funds for the 2008 budget:

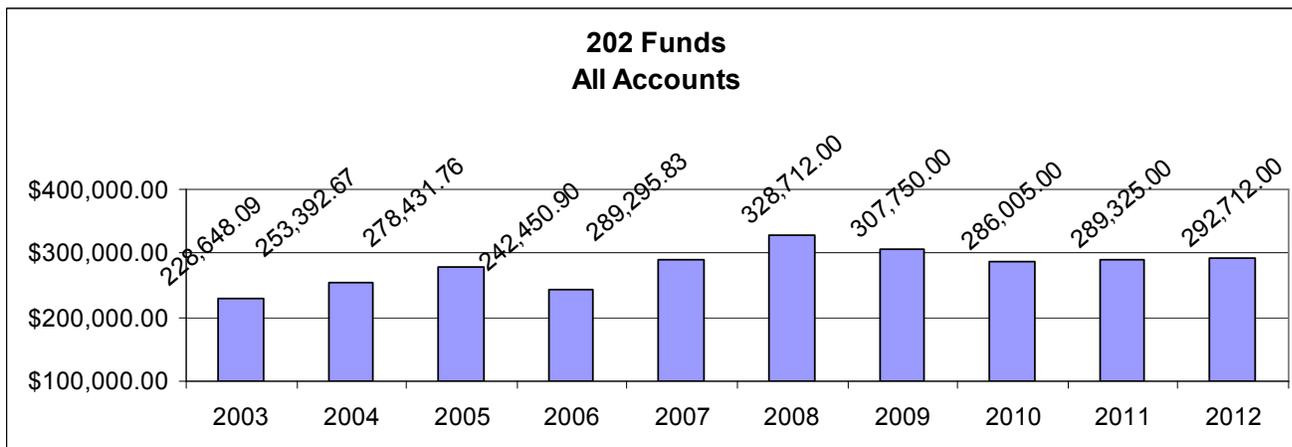
Sources

2008 Room Tax	\$282,750
Donations	<u>25,000</u>
TOTAL	<u>\$307,750</u>

Uses

1. PR-K-2830, Tuck Pointing and Brick Repair at OACC	\$25,000
2. PR-L-2809, Griese Park Development	120,000
3. Convention & Visitor's Bureau Fund Transfer	<u>162,750</u>
TOTAL	<u>\$307,750</u>

GRAPHS



City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM

R-2

FUND 202
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41210 PUBLIC ACCOMMODATION TAXES	298,206	273,513	278,513	287,189	287,189
TOTAL REVENUE	298,206	273,513	278,513	287,189	287,189

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM

R-3

FUND 202
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48509 PARKS DONAT & CONTR FR PR OR					25,000
TOTAL REVENUE					25,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM

FUND 202
 49000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49300	FUND BALANCES APPLIED		47,654		20,561	
	TOTAL REVENUE		47,654		20,561	

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

OAK AVENUE COMMUNITY CENTER
2025519162

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay	15,827			25,000	25,000
Total Expenditures	15,827			25,000	25,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

PARK OPERATIONS/MAINTENANCE
2025521061

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	244				
52000 Contractual Services	3,586		45		
53000 Supplies and Expense	21,173		2,500		
54000 Building Materials	1,813				
55000 Fixed Charges	345				
58000 Capital Outlay	77,469	135,000	135,000	120,000	120,000
Total Expenditures	104,630	135,000	137,545	120,000	120,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

ZOO OPERATION & MAINTENANCE
2025541063

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay		20,000	20,000		
Total Expenditures		20,000	20,000		

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

OTHER FINANCING USES
 2025900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	168,838	166,167	171,167	162,750	162,750
Total Expenditures	168,838	166,167	171,167	162,750	162,750



CONVENTION AND VISITORS BUREAU FUND FUND 203

MISSION STATEMENT

The mission of the Marshfield Convention and Visitors Bureau is to assist community organizations, businesses and individuals in promoting Marshfield and attracting visitors to the city and local hotels/motels.

The Bureau is authorized and funded under Section 2-104 of the Municipal Code of the City of Marshfield. The Bureau is not permitted to influence legislation, to support political parties, or to endorse any candidate for public office. No part of the funds can be used for the direct benefit of the Bureau.

The recommended 2009 budget for the Convention and Visitors Bureau totals \$203,693 of which \$162,750 will be generated from 2009 room tax revenue. The balance of funding comes from program fees, fund balance and interest income.

The recommended 2009 budget decreased \$17,832 from the 2008 appropriation of \$221,525. This decrease is primarily due to reductions in printing costs, postage and personnel costs. These cost reductions were partially offset by an increase in contributions for such events as the Dance Weekend, Maple Fall Fest, Yellowstone Trail, Amish and Mennonite tours, and Community Promotions and Motor Coach tours to name a few.

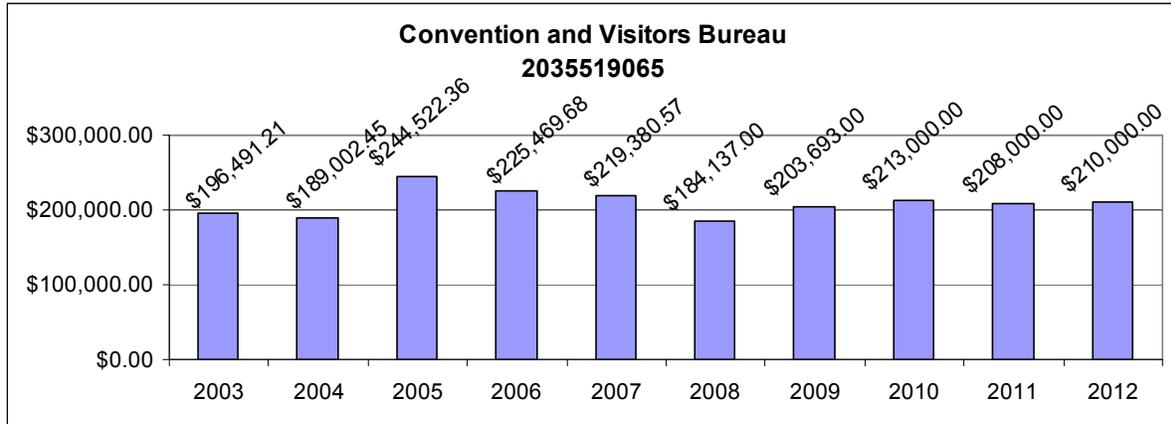
One of the Common Council's parameters for 2009 is to require performance benchmarks for non-governmental organizations (NGO). I do not feel that the CVB is a NGO because the majority of their budget is supported by room tax. The CVB was also created by the Common Council and their financial activities are included as a component unit in the city's comprehensive annual financial report.

If the Common Council still wants to establish some performance benchmarks the following are suggested for your consideration:

- Increase their marketing and tradeshow efforts
- Sponsor two additional new events in 2009

There are no capital outlay requests in 2009.

GRAPHS



City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM R-11

FUND 203
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48110	INTEREST ON GENERAL INVESTMT	5,953	3,500	611	1,000	1,000
48900	OTHER MISCELLANEOUS REVENUE	65,652	58,600	32,800	46,000	46,000
	TOTAL REVENUE	71,605	62,100	33,411	47,000	47,000

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

R-12
09/29/08
08:42 AM

FUND 203
49000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49220	TRANSF FR SPECIAL REVENUE FD	168,838	155,000	160,000	162,750	162,750
49300	FUND BALANCES APPLIED		4,425			
	TOTAL REVENUE	168,838	159,425	160,000	162,750	162,750

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

CONVENTION & VISITORS BUREAU
 2035519065

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	61,422	74,725	68,919	63,693	63,693
52000 Contractual Services	8,037	7,000	9,175	7,500	7,500
53000 Supplies and Expense	19,824	33,500	20,061	25,500	25,500
55000 Fixed Charges	12,000	12,000	12,000	12,000	12,000
57000 Grants Contrib Indm & Other	118,098	85,800	65,482	95,000	95,000
58000 Capital Outlay		8,500	8,500		
Total Expenditures	219,381	221,525	184,137	203,693	203,693



RESIDENTIAL REHABILITATION FUND 204

Funds 208 (CDBG Residential), 213 (Residential Rehabilitation) and 216 (Residential Revolving Loans), all residential rehabilitation funds, were combined with Fund 204 in 2008.

In early 1992, the City of Marshfield applied for and received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons. The program objectives for the 1992 grant program were:

- 1) to rehabilitate and conserve the existing housing stock;
- 2) to make decent, safe and sanitary housing more affordable for LMI households;
- 3) to increase the supply of decent, safe, and sanitary housing units for LMI persons;
and
- 4) to increase the energy efficiency of housing units occupied by LMI persons.

This is the money which is received through loan payments from the original CDBG grant.

The recommended 2009 budget is \$275. This represents the costs associated with loan satisfactions, legal services, and miscellaneous supplies. \$2,000 is anticipated as revenues from investments in 2009.

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-15

FUND 204
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48110 INTEREST ON GENERAL INVESTMT	<u>3,760</u>	<u>4,000</u>	<u>1,500</u>	<u>2,000</u>	<u>2,000</u>
TOTAL REVENUE	3,760	4,000	1,500	2,000	2,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

CDBG, ADMINISTRATION
 2045661008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	13	175		175	175
53000 Supplies and Expense		100		100	100
Total Expenditures	13	275		275	275



**ECONOMIC DEVELOPMENT FUND
FUND 205**

The recommended 2009 budget combines Funds 210 (Economic Development), 211 (Commercial Rehabilitation Revolving Loan), 225 (Utility Dividend) and 231 (East Industrial Park) into Fund 205 (Economic Development). The total appropriation for this fund is \$111,965 detailed as follows:

Administration of Revolving Loans	\$ 9,665
Contributions for:	
MACCI (Business Development Director)	50,000
Main Street	27,300
MEDA	<u>25,000</u>
	<u>\$111,965</u>

The following narrative explains these appropriations:

ADMINISTRATION

The budget includes \$9,665 in personnel service costs allocated to this fund from the Finance Department. This cost allocation is related to the staff time, postage and supplies directly supporting the MEDA Revolving Loan Program. The Finance Department currently manages 12 approved commercial loans through this program.

MACCI CONTRIBUTION

This appropriation provides continued funding for the Business Development Director position at MACCI. This position assists both the MACCI Executive Director and the City's Planning and Economic Development Department. Traditionally, MACCI has been the lead agency for spearheading the city's economic development initiatives. In cooperation with the City's Planning and Economic Development Director and staff, these funds have allowed us to increase activity and communication between the City and the business community on development issues, maintaining a shared vision for economic development.

Attached is the position description of the Business Development Director, as approved by the City and Council members when the position was originally created in 2001. The primary duties and responsibilities of this position are not being duplicated by any other entity or city position (see attached overview of functions performed by MACCI, Main Street and City). It was agreed upon that these duties are key to creating the type of climate necessary for existing and new businesses to advance. Economic development requires good relationship building as well as the ability to react to business needs and concerns.

MACCI has always strived to maximize on client interaction and follow up on all development projects. We link existing and new businesses to resources as well as develop potential partnership opportunities from those interactions. This occurs due to the involvement/information we have developed with our existing businesses, our connections with other organizations such as Dept. of Commerce, WEDA, SCORE and many others, and the detailed demographic information we collect and disseminate through MACCI. Some of the publications/information include:

- Industry Brochure

- Wage & Benefit Survey
- Retail Guide
- Economic Profile
- Web site updates and improvements geared towards economic development
- Business Park Maps
- Available properties/land database

MACCI acts as the first contact to many entrepreneurs/new businesses, whether looking for business plan assistance, site location, assistance with loan and grant information (including promotion of the local Revolving Loan Fund, which to date has enacted 14 loans with a total loan portfolio of \$1,011,500), business start up details, patent resources, SCORE assistance etc. MACCI has served 47 local businesses and 26 out of the area firms with specific development/expansion needs in 2007. As a member and the administrator of the Central Wisconsin SCORE group, the Business Development Director has helped in assisting 725 entrepreneurs.

MARSHFIELD AREA CHAMBER OF COMMERCE & INDUSTRY
POSITION DESCRIPTION

JOB TITLE: Business Development Director

Goals of Position

1. Increase communication between local government and business community on development issues to maintain shared vision for economic development.
2. Enhance Main Street communication and collaboration with City and MACCI.
3. Reduce duplication of services and volunteer efforts.
4. Allocate scarce resources in more efficient, effective manner.
5. Keep economic development focus in private sector, while allowing direct local government involvement.

Primary Duties and Responsibilities:

Under the direct supervision of the MACCI Executive Director the position will perform the following:

1. Facilitate business recruitment and retention efforts.
2. Prepare community presentations.
3. Maintain economic development files.
4. Facilitate direct mail and media campaigns.
5. Prepare packets of information for mailings and trade shows.
6. Assist Executive Director, City Leadership, and other community organizations with implementation of downtown development plan.
7. Coordinate data collection and analysis.
8. Prepare MEDA agendas, minutes, correspondence.
9. Identifying appropriate business mix.
10. Promote utilization of the low-interest loan program.
11. Analyze financial records of businesses that apply for loan interest loans.
12. Identify research and development trends as they relate to economic development.

Qualifications:

Post-secondary education and three years of related work experience. Considerable knowledge of common business practices, marketing, thorough understanding of business financial records, and excellent organizational and communication skills are essential.

Six local entrepreneurs graduated from the Entrepreneurial Training Course, jointly sponsored and coordinated by the Department of Commerce, Small Business Development Council and MACCI.

MACCI's economic development initiatives are summarized as follows:

NEW INITIATIVES

New in 2008 was the launch of the "Images of Marshfield" marketing magazine which has been very well received by the community, potential workforce, new and existing businesses and for use at tradeshow here and outside of the State. This marketing piece details the attributes of Marshfield through the use of positive articles, pictures and the advantages of the quality of life we all enjoy.

Other new initiatives include:

- "Green Makes \$ents" Business expo held in April, offering educational and rebate/ incentive opportunities for our local businesses.
- A new, inviting website launched to attract visitors, residents and businesses.
- A new marketing initiative focused on technology industries well-suited matches for Mill Creek Business Park, such as medical devices/bio tech and data center businesses.
- The Technology Council has helped to develop technological improvements, such as fiber optic communications development within Mill Creek, which is an enhancement to Marshfield's business advantages.
- Working with Central Wisconsin Airport & Marshfield Municipal Airport on the development of marketing kiosks to promote our community to potential visitors and businesses.
- Surveying the Medical facilities staff and patients to better understand the spending habits & needs of the 10,000+ employees and visitors to Marshfield everyday.
- Participation on committees to facilitate better, more positive communication to residents and businesses; identify and attract more retailers/restaurants; enhance the downtown aesthetically to encourage livability and attractiveness to businesses & residents.
- Involvement with UW Ag Research Station and USDA in developing alternative energy opportunities within the community, such as, but not limited to an Energy Education Center as well as Digester project.

2007/2008 New Buildings/additions: (Revised July 2008)

Marshfield Clinic Hume Building- 37,016 sq. ft.

Laird Center- 117,836 sq. ft.

Outpatient/Ambulatory 81,736 sq. ft.

Basic Stainless- 17,000 sq. ft. new building- Norwood Industrial Park + 3,853 sq. ft. addition '08

Bent's Chiropractic- 2400 sq. ft. new building

Baltus Gas & Convenience Store

Mid State Technical College completed construction of their 7000 sq. ft. addition along with 15,000 sq. ft. renovation to current facility

A&B Process Systems Corp., Stratford completed 60,000 sq. ft. facility

Badger Housing completed construction of new 11,000 sq. ft. retail center on north side

Marshfield Municipal Airport opened new 4,600 sq. ft. terminal building & constructed a new 4,200 sq. ft. hanger building

Prevention Genetics- 6000 sq. ft. addition

Felker-20,400 sq. ft. addition

Cornerstone Community Church- 20,663 sq. ft. building

Innovative Machine-6,272 sq. ft. addition

Quality Roofing- 7000 sq. ft. addition

Impact 7- 8,596 sq. ft. building- housing for disabled

New High Street Salon & Travel building downtown- 4,416 sq. ft.

Norwood Industrial Park, spec. building- 22,000 sq. ft.
 New 53,000 sq. ft. building in Norwood Industrial Park
 Shoppes at Wood Ridge- World Buffet- 6,160 sq. ft. in food court
 Negotiations continue for new Hartl property development-extended stay hotel-restaurant-office/retail center
 Festival Foods- 3,400 sq. ft. addition
 Karuna Yoga Studio 1400 sq. ft new building

Businesses that Moved/Expanded (in addition to those above):

2007

First Weber
 Nikolai Insurance
 El Mezcal
 Kevin Krazin- Farmer's Mutual
 Bulls Eye Sport
 Mortgage Experts
 VuePoint Archchitecture

2008

Kabinet Konnection
 All Insurance
 Wellness Chiropractic
 Badger Title
 Ace Tattoo
 Dakota Electric

2007/2008 New Businesses:

Massage for Life	TV 10
Drum Depot	Mexico Lindo
Anna's Inn	Grandma's Shelter
Marshfield House of Montessori	Faith's Luxury Spas, Pools, Billiards
Pandora	Gamescape
Haas Supply	Natural Bums
Salon Central	El Jalapeno
Title Experts	Therapies+
Dress For Less	Victory Promotional
World Buffet	The Grind
June's Alterations	4 Play Sports Bar & Grill
Relief! Soft Tissues	The Willows

Businesses that Closed in 2007/2008

Christian Book	Burrachos
Cousin's Subs	Simply Mac
More Than Flowers	US Bank
Second Chance	Grand Central Subs
Real Pizza	Country Kitchen

Business Growth and Development

Year	1998	1999	2000	2001	2002	
New	25	39	45	23	22	
Expanded	18	15	29	39	39	
Year	2003	2004	2005	2006	Average	Total
New	33	39 (229 jobs)	25 (417 jobs)	23 (365 jobs)	30	274
Expanded	44	32	20	25	29	261

In 2007 the assessed value of commercial and manufacturing real estate was \$437,104,200- an increase of \$5,466,300 over 2006.

Worked with 47 local businesses and 26 out of the area firms with specific development/expansion requests in 2007 and assisted with many of the 725 individuals counseled with Central Wisconsin SCORE.

MEDA Revolving Loan Fund has approved 14 RLF loans through 2007 bringing the total loan portfolio to \$1,011,500.

MACCI Business Development Director Benchmarks for 2009

The benchmarks below represent the duties and responsibilities of the Business Development Director in marketing to potential businesses along with expansion and retention of existing businesses, which are not being provided by any other entity or city position.

1. Conduct a minimum of 30 Business Retentions with existing businesses per year.
 - What are Business Retentions: Business Retentions are personal contacts with existing businesses to address current and future needs and issues ie: workforce, expansion, transportation, technology etc.; compile vendor and supplier contact lists as potential leads for expansion to the area; discussion on what the City and/or MACCI can do to assist in growing or retaining their business; Retentions allow us to be proactive rather than reactive. A copy of the 4-page questionnaire is attached.
 - Results: Follow up to the business on any concerns/issues are done in a timely manner; City staff, the UW/MSTC and others are notified of any issues ie: when challenges of finding workforce for welders was raised by several businesses, MACCI and MSTC worked with the local businesses to address those needs by adding welding programs here in Marshfield.
2. Promote the City's Revolving Loan Fund to assist business start-ups to a minimum of 50 potential/existing businesses.
3. Market the Marshfield area to a minimum of 75 prospects.
 - Promote the City's business parks and other available properties through mailings, trade shows, and personal meetings with clients.
 - Coordinate site selector visits to the community
 - Contact retail businesses that would be suitable for Marshfield.
4. Assist a minimum of 50 businesses with specific development/expansion needs.
5. Contact and market the Marshfield community to a minimum of 100 Bio-Tech/Health Tech/High Tech related businesses for expansion or relocation. Also continue to work with the medical facilities to identify potential business opportunities for this community through vendor contacts, patient surveys, etc.
6. Promote and develop our community as a leader in energy conservation and alternative energy research and production through projects, education, and new business opportunities, with the Energy Council as the catalyst.
7. Promote the growth and vitality of Central Wisconsin Agriculture for the benefit of the entire community through projects, tours, and educational programs coordinated by the Agri-Business Committee.
8. Market the Marshfield community through a minimum of 12 external efforts including: trade publications, events/shows, outside websites, and articles/news stories.

9. Play an integral role in collaborative economic development projects with City and/or Main Street through participation on a minimum of 4 joint committees.
10. Promote and conduct a minimum of 4 training programs in conjunction with SCORE and SBDC (Small Business Development Center), in addition to providing one-on-one counseling to Entrepreneurs.
 - The Business Development Director is the Central Wisconsin SCORE administrator fielding inquiries, submitting monthly reports, and meeting with clients on all aspects of business start up.
 - The Business Development Director assists the SBDC in the coordination of the 8-week Entrepreneurial program held every spring.

RECOMMENDED 2009 APPROPRIATION

The recommended 2009 appropriation to MACCI is \$50,000, which is identical to the amount appropriated in 2008. This appropriation is financed by the interest monies earned from investments and loan repayments within this fund. Total city funding is 10.6% of MACCI's total budget (2008).

MACCI's 2008 annual budget is \$470,204 which is paid entirely by the private sector. This does not include the in-kind services and volunteers that are engaged in MACCI's activities throughout the year.

MAIN STREET CONTRIBUTION

SUMMARY/PROGRAM OBJECTIVES

The City of Marshfield applied to the Wisconsin Department of Development for designation as a Main Street community in May, 1990. On June 20, 1990, Governor Thompson announced that Marshfield had been designated a Wisconsin Main Street Community.

The Marshfield community formed a Main Street Program to provide an opportunity for projects that would:

- Increase the investment and tax base in the downtown area
- Encourage a broader array of services for downtown clients and customers
- Identify gaps in our retail district
- Help existing businesses expand
- Recruit new businesses
- Provide an organizational framework for long-term economic restructuring
- Hire a full-time Program Manager to coordinate Main Street activities and volunteers
- Encourage, where appropriate, the restoration of commercial buildings to reflect the history of the city's commercial development
- Increase social and cultural activities in our central business district
- Enhance the appearance of our downtown through public and private efforts

Main Street Marshfield Benchmarks

1. Make contact with a minimum of 10 potential new downtown businesses when vacancies exist in the downtown.
2. Provide downtown businesses with a minimum of 3 training sessions on topics related to business improvement and development.
3. Work with Wisconsin Main Street to have 2-3 building façade design drawings created to assist with the planning of façade improvements and work to preserve the history of our district by making design

suggestions based off of our Design Guidelines, as well as supporting history appreciation events (example: Historic Preservation Month).

4. Present facade improvement information to minimum of 5 downtown businesses as improvement needs exist and present Main Street Marshfield Façade Grant information when appropriate.
5. Plan specific visits with all BID District businesses on a biannual basis to inquire about their design and/or businesses assistance needs, and discuss help we can offer them.
6. Complete a minimum of one project or program each year to improve the aesthetics of downtown (example: Flower Power).
9. Hold a minimum of 3-4 public events that are widely publicized throughout Central Wisconsin and designed to promote downtown Marshfield (examples: Hub City Days, Holiday Parade).
10. Work with SCORE by referring a minimum of 5 current or potential downtown business owners to them.
11. Consistently monitor and pursue funding available through grants, etc. for downtown development projects.
12. Hold a minimum of 4 meetings (one each quarter) with MACCI and City of Marshfield staff to communicate issues and collaborate on projects.

RECOMMENDED 2009 APPROPRIATION:

The Main Street Program is an ongoing commitment to downtown revitalization. It is a program and not a project because successful downtowns require a steady, deliberate, and long-term approach rather than a "quick-fix." Many of the building rehabilitations in the downtown area over the past few years have occurred because of free or low-cost design assistance from the Main Street Program. Many of the successful promotions in the downtown area have occurred because of the work of the Main Street Program, including its many volunteers.

Main Street Marshfield has requested an appropriation of \$27,300 for 2009, which is a \$2,300 increase, or a 9.2% above the amount budgeted in 2008 (\$25,000). The \$27,300 is funded entirely by tax levy. In addition to the city's contribution, \$66,000 is anticipated from assessments levied by the Downtown Business Improvement District Board, and the remainder is projected to be derived from downtown and non-downtown contributions, fundraising efforts, and sponsorships for special events.

MARSHFIELD ECONOMIC DEVELOPMENT ASSOCIATION CONTRIBUTION

OVERVIEW

Economic growth is the foundation for many positive results in our community. Without economic development, our community cannot retain jobs, create jobs, and finance the quality of life that we all desire.

PURPOSE

The purpose of this group is to enhance the quality of life in the Marshfield area through business development. The \$25,000 supported by the City of Marshfield along with the \$19,500 supported by Wood County, are utilized to promote and encourage development in the area. Funds are used for printing, marketing materials, attendance at trade shows and call trips, special development initiatives and projects, business and entrepreneurial training and materials, membership to various trade and state associations and other costs associated with these activities.

2009 STRATEGIES

As identified in the City of Marshfield's Comprehensive Plan, adopted by the Common Council, six economic development goals were established. MACCI focuses their economic development efforts on supporting those recommendations and the objectives.

Strong emphasis was placed on business retention and expansion efforts. MACCI coordinates detailed retention visits with businesses to assess current and future growth and employment needs.

Entrepreneurial Development/New Business Development:

MACCI works closely with SCORE, the Department of Commerce, Small Business Development Center and others to counsel, train and mentor entrepreneurs. Programs, along with one-on-one counseling are provided. The City's local revolving loan fund is also promoted through the efforts of MACCI which to date has enacted 14 loans with a total loan portfolio of \$1,011,500.

Promote redevelopment of vacant commercial properties:

MACCI maintains a web-based database of available land and properties throughout the community. MACCI promotes the Industrial and Business Park properties to target industries. Tours to potential developers are often handled through the Business Development Director.

Focus on Target Industries:

Healthcare: MACCI works closely with the Medical Facilities to promote and encourage economic activity related to medical research, supplies and Bio-Tech companies. A survey is being conducted to better understand the needs of employees and visitors to the Medical Facilities. Trade show participation and marketing materials and mailings are coordinated through the Business Development Director.

Bio-Fuels & Energy: MACCI's Energy Council works to educate existing businesses on energy saving incentives while encouraging business opportunities related to this growing industry.

MACCI's Agri-Business Committee works to promote the importance of the Ag industry in our area and encourage future growth of related businesses.

Technology: MACCI's Technology Council works to meet the technology needs of existing and future businesses. Fiber is now available in the Mill Creek Business Park, affording opportunities for Technology based companies to locate in Marshfield.

STRUCTURE

The Marshfield Economic Development Association (MEDA), an operational committee of the Marshfield Area Chamber of Commerce & Industry, and a financial account under the Chamber Foundation, is comprised of MACCI's Executive Director and Business Development Director, Mayor, City Administrator, Director of Planning and Economic Development, one Council representative, one Wood County Board Supervisor, Main Street representative, Marshfield Utilities Director, Marshfield Area Chamber of Commerce and Industry President or representative, Community Development Authority Director, and nine additional business and industry leaders.

Sub-committees, chaired by MEDA members, are formed on an "as needed basis" and draw on community members for project specific missions. MEDA membership shall be periodically reviewed to allow for new committee membership involvement. MEDA administers funds appropriated by both the City of Marshfield and Wood County and private donations.

OTHER ITEMS

To assist our local business and industry in their expansion efforts and to attract new industry, MEDA and

the City of Marshfield have established a revolving loan fund. This fund provides successful applicants with loans as low as 4 percent interest. These are high-risk loans to subsidize new businesses. Sometimes these businesses are not successful.

To succeed in securing these funds, the business or industry must create jobs for existing businesses, create new jobs through location of new companies to Marshfield, or retain jobs in the city which would otherwise be lost. The following distribution priorities have been established:

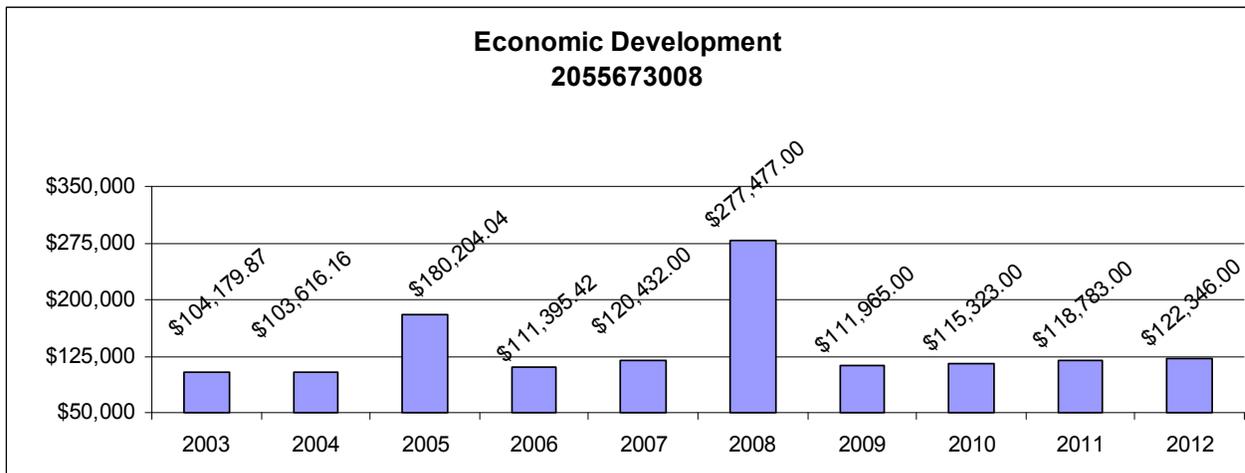
- Developments within an identified business/industrial park.
- Industrial developments which continue to use existing industrial property in the city.
- Commercial development in the city's identified downtown area
- Commercial development within an identified shopping center.
- Isolated commercial or office developments within the city.

RECOMMENDED 2009 APPROPRIATION

The recommended 2009 appropriation to MEDA is \$25,000, which is identical to the amount appropriated in 2008. Tax levy and interest income are the funding sources for this appropriation.

The request of funds has not increased since 1996. This static funding has caused MEDA to continue to seek out new opportunities to garner additional revenues along with better utilization of existing funds. In house marketing efforts and surveys, better utilization of the website, and strategic partnerships with other organizations have been implemented. New sources of funding have also been explored including \$3000 raised through the "Images of Marshfield" magazine.

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 R-26
08:42 AM

FUND 205
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	49,288	43,500	43,500	54,965	54,965
TOTAL REVENUE	49,288	43,500	43,500	54,965	54,965

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-27

FUND 205
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48110 INTEREST ON GENERAL INVESTMT	35,046	37,000	34,000	38,000	38,000
48170 REVOLVING LOAN INTEREST	29,213	23,795	24,756	19,000	19,000
48318 SALE OF CONSERV & DEV EQ/PRO	12,780				
TOTAL REVENUE	77,039	60,795	58,756	57,000	57,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

R-28
09/29/08
08:42 AM

FUND 205
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49300 FUND BALANCES APPLIED		173,255			
TOTAL REVENUE		173,255			

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

ECONOMIC DEVELOPMENT
2055673008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	8,099	8,809	8,734	9,115	9,115
52000 Contractual Services	50,403	50,000	50,000	50,000	50,000
53000 Supplies and Expense	630	550	550	550	550
57000 Grants Contrib Indm & Other	<u>52,300</u>	<u>50,000</u>	<u>50,000</u>	<u>52,300</u>	<u>52,300</u>
Total Expenditures	111,432	109,359	109,284	111,965	111,965

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

COMMERCIAL REHAB REVOLV LNS
2055674008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	9,000				
Total Expenditures	9,000				

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

OTHER FINANCING USES
2055900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations		168,193	168,193		
Total Expenditures		168,193	168,193		

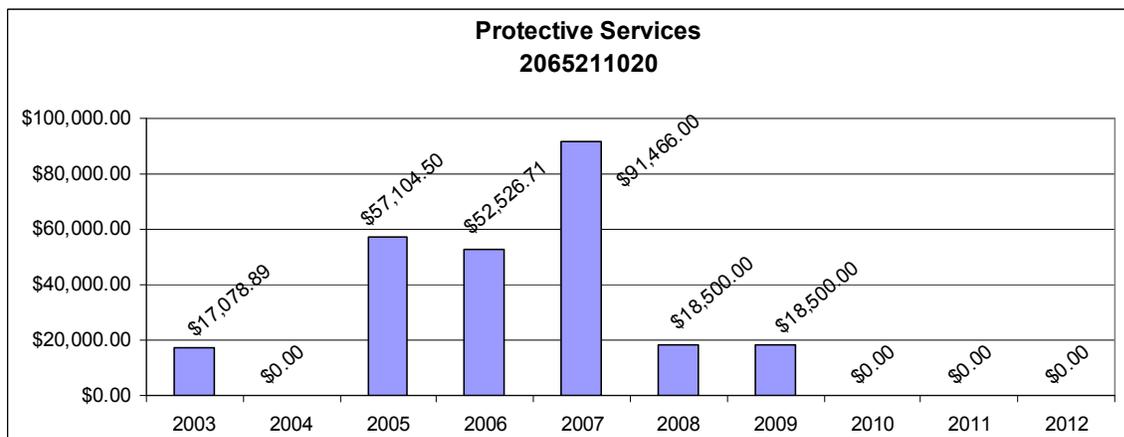


**PROTECTIVE SERVICES
FUND 2065211020**

In 2008, Fund 218 (Law Enforcement Restricted Revenue) and Fund 219 (Fire Grant) were combined into Fund 206 (Protective Services).

The recommended 2009 budget is \$18,500. This will allow the purchase of an unmarked squad for the Police Department. Of this amount \$13,156 is funded by tax levy and \$5,344 will come from available fund balance.

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-33

FUND 206
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES		13,500	13,500		13,156
TOTAL REVENUE		13,500	13,500		13,156

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-34

FUND 206
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43524 MEG UNIT-DRUG TASK FORCE GRT	91,466				
TOTAL REVENUE	91,466				

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-35

FUND 206
46000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46212 LAW ENF-STATE SHARED PROCEED	4,054				
TOTAL REVENUE	4,054				

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM R-36

FUND 206
 48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48110 INTEREST ON GENERAL INVESTMT	873		75		
TOTAL REVENUE	873		75		

City of Marshfield
2009 Expenditure/Revenue Worksheet

R-37
09/29/08
08:42 AM

FUND 206
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49300 FUND BALANCES APPLIED		5,000			5,344
TOTAL REVENUE		5,000			5,344

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

LAW ENFORCEMENT
 2065211020

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	91,466				
58000 Capital Outlay		18,500	18,500		18,500
Total Expenditures	91,466	18,500	18,500		18,500



**BUSINESS IMPROVEMENT DISTRICT FUND
FUND 214**

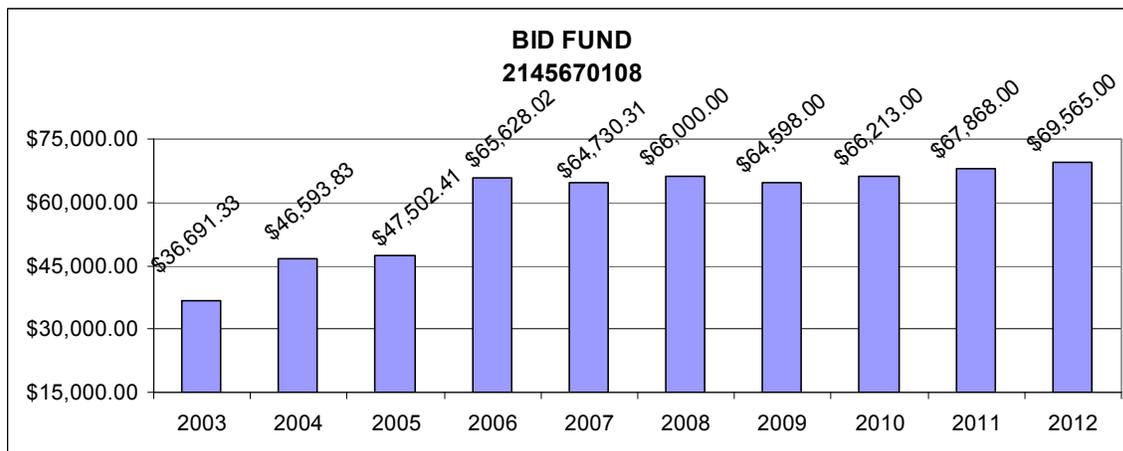
OVERVIEW

In 1990, the Common Council created the Downtown Marshfield Business Improvement District. The purpose of the district is to provide a mechanism of self-assessment to property owners within the Business Improvement District. The District is governed by a 7-member Board which is currently comprised of Mr. Bill Mitten, Chairman; and Messrs. Charles Rentmeester, Alan Nystrom, Dale Anderson, Pat Schreiner, Ms. Shelby Weister, and Alderman Dave LaFontaine.

The initial assessments were levied in December, 1990 for the 1991 Budget. Since inception of the District, the assessment rate has been in the range of \$1.11 to \$1.53 per thousand dollars of assessed valuation. All initial assessments, as well as assessments in succeeding years, have been disbursed to Main Street Marshfield, Inc., a not for profit downtown revitalization organization.

The recommended 2009 B.I.D. budget is \$64,598. This \$64,598 is funding by revenue that will be generated by establishing an estimated assessment rate at \$1.46 per \$1,000 in estimated assessed valuation. An additional \$50 is anticipated from miscellaneous interest income.

GRAPHS



City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM R-40

FUND 214
 46000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46850	ECONOMIC DEVELOPMENT	63,769	66,000	66,000	64,598	64,598
	TOTAL REVENUE	63,769	66,000	66,000	64,598	64,598

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
R-41

FUND 214
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48130 INTEREST ON SPEC ASSESSMENTS	<u>133</u>	<u>150</u>	<u>50</u>	<u>50</u>	<u>50</u>
TOTAL REVENUE	133	150	50	50	50

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMMAIN STREET PROGRAM
2145670108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	64,730	66,290	66,000	64,598	64,598
Total Expenditures	64,730	66,290	66,000	64,598	64,598



**TAXI SYSTEM
2205352234**

MISSION STATEMENT:

The City of Marshfield is receiving state mass transit operating and capital assistance aids under Section 85.20 of the Wisconsin statutes and under Section 5311 of the Urban Mass Transportation Act of 1964, as amended. The purpose of this program is to promote the general public good by providing financial assistance to surface public transportation systems operating outside of urbanized areas. This is a shared-ride program and has a reduced fare for the elderly and handicapped.

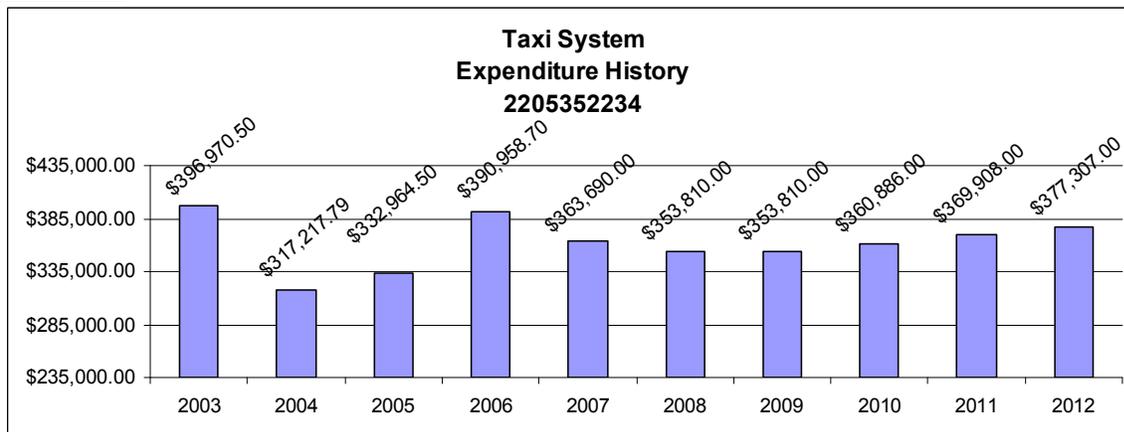
SERVICES AND WORK PROGRAMS:

The taxi system provides service for about 81,300 transports to the citizens of Marshfield. It operates during the hours of 6:00 a.m. to 12:00 midnight, 7 days a week. There are 12 taxis for daily service as well as a chair lift van for people in wheel chairs. This is a state and federally funded program. For capital purchases, 80% of the cost is returned to the city by a state grant. A taxi grant is also applied for each year to cover the cost of operations. Grants for capital equipment are applied for on a periodic basis based upon an equipment replacement schedule. The city must provide a shared rider program with cost being \$1.25 for each additional passenger going to and from the same location.

SUMMARY:

The recommended 2009 appropriation for the Taxi System is \$353,810. Fares for 2009 will increase \$.25 for regular riders and \$.25 for special riders. The 2009 rates will then be \$4.25 and \$2.25 respectively. The current fare for the shuttle bus is \$16.00 and will increase \$1.00 to \$17.00 in 2009. The shuttle bus now transports their riders to Tomah, WI. The 2009 budget includes a request for one new taxicab/radio for \$25,000. The city's portion of this budget for 2009 is \$5,100 which will be financed by applying available fund balance; the remaining \$348,710 is being funded by state and federal appropriations.

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 R-44
08:42 AM

FUND 220
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	22,534	5,100	5,100	5,100	
TOTAL REVENUE	22,534	5,100	5,100	5,100	

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 R-45
08:42 AM

FUND 220
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43537 ST GRANTS, OTH TR AID (TAXI)	338,101	348,710	348,710	348,710	348,710
TOTAL REVENUE	338,101	348,710	348,710	348,710	348,710

City of Marshfield
2009 Expenditure/Revenue Worksheet

R-46
09/29/08
08:42 AM

FUND 220
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48900 OTHER MISCELLANEOUS REVENUE	<u>450</u>				
TOTAL REVENUE	450				

City of Marshfield
2009 Expenditure/Revenue Worksheet

R-47
09/29/08
08:42 AM

FUND 220
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49300 FUND BALANCES APPLIED					5,100
TOTAL REVENUE					5,100

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

TAXI SYSTEM
 2205352234

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
53000 Supplies and Expense	95	100	100	100	100
57000 Grants Contrib Indm & Other	317,221	328,710	328,710	328,710	328,710
58000 Capital Outlay	46,374	25,000	25,000	25,000	25,000
Total Expenditures	363,690	353,810	353,810	353,810	353,810



**CABLE TELEVISION COMMITTEE
2355112001**

MISSION STATEMENT:

The mission of the Cable Television Committee is to act in an advisory capacity to the Common Council. The Committee shall make rules for its own proceedings, formulate a budget for its operations, shall formulate policies regarding cable TV franchises, shall advise and recommend such policies to the Common Council from time to time. It shall be responsible for enforcing franchise agreements made with cable TV companies, shall process citizen's complaints and shall recommend action in connection therewith to the Common Council and shall recommend such other duties and shall have such other responsibilities as may be imposed upon it from time to time by the Common Council. The Committee shall hold any hearing deemed necessary in connection with such policies, including the adjustment of franchise fees, and shall determine the method of and procedures of holding such hearings and to represent the interests of the city cable subscribers in all negotiations with the Cable Company and the City of Marshfield.

SERVICES AND WORK PROGRAM:

The Cable Television Committee 1) oversees provisions of cable franchise; 2) acts as a collecting agency for subscriber complaints and disputes; 3) represents city in negotiations with cable company; and 4) provides a source for public access cablecasting. Staff support to the Cable TV Committee is provided by the City Clerk's Office.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS:

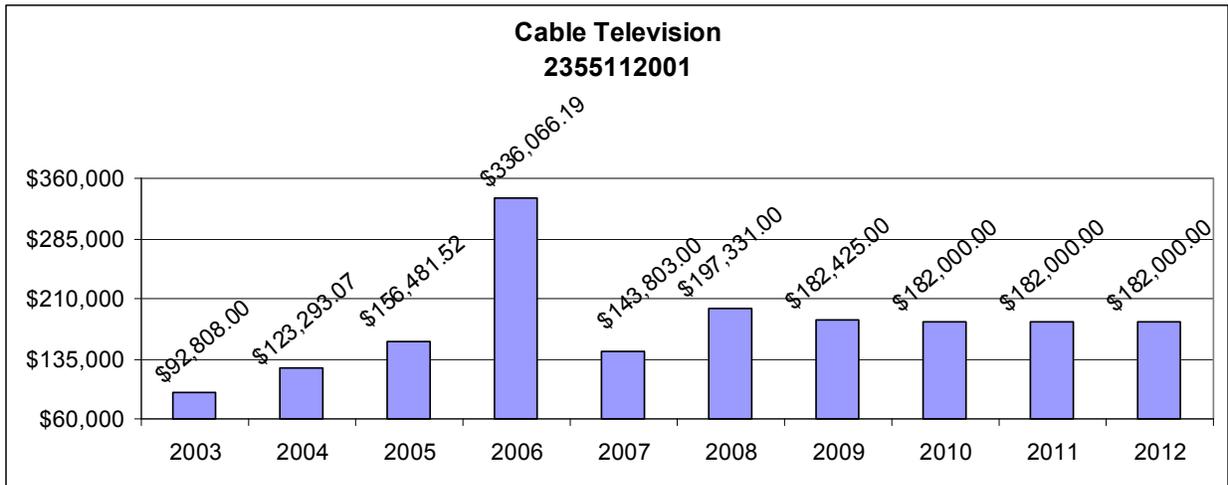
This budget is "revenue driven," meaning that it has a dedicated source of financing (i.e. cable television franchise fees) underwriting budgeted expenditures. No property tax revenues are utilized to finance this budget. In 2009, the recommended budget is \$182,425 and is funded entirely by revenues anticipated from the cable television franchise fees totaling \$188,000.

There is \$14,199 in capital outlay purchases in 2009, including an upgrade to a Mac – Final Cut Pro Editing System and to replace an Automation System Channel 3 Digital Converter. The budget also includes \$38,300 in contractual services for technical support for expanded production services and clerical support.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
Total	\$143,803	\$176,718	\$197,331	\$182,425

GRAPHS:



City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 R-51
08:42 AM

FUND 235
44000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
44121 CABLE FRANCHISE FEES	<u>179,550</u>	<u>176,000</u>	<u>183,000</u>	<u>188,000</u>	<u>188,000</u>
TOTAL REVENUE	179,550	176,000	183,000	188,000	188,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 R-52
08:42 AM

FUND 235
46000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46115 CABLE FEES	<u>124</u>	<u>300</u>			
TOTAL REVENUE	124	300			

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

CABLE ACCESS
2355112001

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	94,692	114,032	115,599	116,562	116,562
53000 Supplies and Expense	15,512	19,763	19,459	19,804	15,604
55000 Fixed Charges	33,319	35,623	34,743	36,060	36,060
58000 Capital Outlay	280	7,300	27,530	9,999	14,199
Total Expenditures	143,803	176,718	197,331	182,425	182,425

DEBT SERVICE FUNDS SUMMARY

ANALYSIS:

Section 67.03 (1) (b) of the Wisconsin statutes prescribes a limitation on the amount of indebtedness that can be incurred by a municipality. The limitation is five percent (5%) of the equalized valuation of the City as certified by the Wisconsin Department of Revenue.

The City of Marshfield's current equalized valuation is \$1,329,959,000; therefore, our statutory debt limitation is \$66,497,950. As of January 1, 2009, the City's outstanding general obligation debt will stand at \$21,016,461. This amount will represent 31.6% of our maximum statutory debt capacity, providing a debt margin of \$45,481,489.

Including the recommended \$4,029,000 in 2009 debt as shown on the next page and the scheduled 2009 principal payments totaling \$3,408,528, the City's projected outstanding debt as of December 31, 2009 increases slightly to \$21,636,933. This amount would represent 32.5% of our maximum statutory debt capacity, providing a debt margin of \$44,861,017 without projecting any change in equalized valuation for 2009.

Long-term borrowing in the City of Marshfield is controlled, in large part, through the Capital Improvement Program (CIP) process that assists in the long-term management of the City's debt. A schedule of the administrator's recommended long-term borrowing and future debt service requirements are shown on the next page.

Marshfield Utilities currently plans to issue debt for power plant construction in 2008. If delayed to 2009, the City of Marshfield is recommended to issue the 2009 scheduled debt by the end of 2008. This will allow the debt to remain "Bank Qualified" when soliciting bids to minimize the interest rate charged on this debt.

2009 DEBT SERVICE REQUIREMENTS:

A sum of \$4,061,700 is recommended in the debt service fund to meet 2009 principal and interest payments on outstanding debt. Of this amount, \$3,277,658 is budgeted for principal payments and \$784,042 for interest payments. The internal service fund and both enterprise funds are responsible for their portion of total general obligation debt service of related debt utilized by those funds. Accordingly, the appropriate debt service is included in those funds.

1) DEBT ISSUE EXPENSE (3015829108)

This account includes the professional fees and other costs associated with the issuance of general obligation long-term debt such as fees for legal counsel, financial consultants, rating agency fees, and miscellaneous cost for postage and travel associated with the closing. No funds are recommended for this purpose in the 2009 debt service funds. Rather, the estimated cost of borrowing (\$38,000) will come from initial borrowing proceeds and be included in the various capital project funds benefiting from the debt proceeds.

2) FISCAL CHARGES (3015829208)

This account includes fees and expenses charged by fiscal agents to retire bonds, notes, and coupons and to either cremate the cancelled bonds, notes, and coupons, or to return them to the city. The recommended 2009 budget is \$1,000.

PROJECTED 2009 LONG-TERM BORROWING:

Long-term borrowing is projected in 2009 to finance the following projects, as planned in the City's 2008-2012 Capital Improvement Program and Administrator's Recommended Budget:

CIP Proj. #	Fund #	Project Description	Cost
EN-B-1913	401	Lincoln Ave - 8th to 14th Reconstruction	\$946,000
EN-D-1748	432	TIF #7 Yellowstone Industrial Park	83,000
EN-D-1983	401	Balsam Ave - Kalsched to Upham - Street Reconstruction	110,000
EN-F-1947	101	Veterans Parkway Traffic Signals - Battery Backup	75,000
EN-N-1915	401	Lincoln Ave - 8th to 14th - New Sidewalk	72,000
EN-N-1980	401	E 21st Street - Washington to Aspen - Water Main	46,000
FD-K-5800	410	Fire Station Reconstruction	812,000
SW-G-6723	401	Lincoln Ave - 8th to 14th - Storm Sewer	336,000
SW-G-6735	401	Fairgrounds Detention Basin - Wet Pond Conversion	66,000
SW-H-6732	401	E 2nd Street - Maple to Vine - Storm Sewer	94,000
EN-A-1710	428	TIF #4 S Central & S Roddis Reconstruction (2nd to 21st)	81,000
N/A	432	TIF #7 Yellowstone Industrial Park Developer's Agreement	300,000
N/A	433	Amended TIF #8 Developer's Agreement	350,000
N/A	401	Allocated Debt Issue Expense	19,684
N/A	410	Allocated Debt Issue Expense	9,158
N/A	428	Allocated Debt Issue Expense	874
N/A	432	Allocated Debt Issue Expense	4,332
N/A	433	Allocated Debt Issue Expense	3,952
EN-D-1945	401	Alley Reconstruction - Central/Maple & 3rd/4th	63,000 *
SW-G-6728	401	Alley - Central/Maple & 3rd/4th - Storm Sewer	28,000 *
SW-G-6736	401	S.J. Miller Detention Basin - Wet Pond Conversion	50,000 *
SW-G-6737	401	Fig Avenue Detention Basin - Wet Pond Conversion	47,000 *
EN-D-1981	401	E 2nd St. - Maple to Vine - Street Reconstruction	324,000 *
SW-H-6733	401	Balsam Ave - Kalsched to Upham - Storm Sewer	40,000 *
EN-N-1881	401	Sycamore - 5th to Adler - Sidewalk Installation	68,000 *
			\$4,029,000

* Projects totaling \$620,000 identified as utilizing Operating Funding (tax levy) in the Adopted 2008-2012 Capital Improvement Program transferred to long-term debt funding to comply with Common Council adopted 2009 budget parameters and State of WI imposed Levy Limits for 2009.

Schedule of Debt Service Requirements
Total General Obligation Debt

Budget Year	Debt Outstanding- Beginning of Year	Principal Requirements	Interest Requirements	Total Requirements	Debt Outstanding- End of Year
2007	25,865,226.02	3,385,226.02	949,000.48	4,334,226.50	24,335,000.00
2008	24,335,000.00	3,318,539.14	912,311.23	4,230,850.37	21,016,460.86
2009	21,016,460.86	3,408,528.43	805,570.54	4,214,098.97	17,607,932.43
2010	17,607,932.43	3,020,454.85	685,224.13	3,705,678.98	14,587,477.58
2011	14,587,477.58	2,712,477.58	574,232.64	3,286,710.22	11,875,000.00
2012	11,875,000.00	2,360,000.00	473,632.51	2,833,632.51	9,515,000.00
2013	9,515,000.00	1,765,000.00	393,035.01	2,158,035.01	7,750,000.00
2014	7,750,000.00	1,820,000.00	322,265.01	2,142,265.01	5,930,000.00
2015	5,930,000.00	1,830,000.00	249,236.25	2,079,236.25	4,100,000.00
2016	4,100,000.00	1,475,000.00	181,396.25	1,656,396.25	2,625,000.00
2017	2,625,000.00	755,000.00	132,993.75	887,993.75	1,870,000.00
2018	1,870,000.00	410,000.00	103,751.25	513,751.25	1,460,000.00
2019	1,460,000.00	330,000.00	83,101.25	413,101.25	1,130,000.00
2020	1,130,000.00	365,000.00	63,602.50	428,602.50	765,000.00
2021	765,000.00	400,000.00	42,061.25	442,061.25	365,000.00
2022	365,000.00	<u>365,000.00</u>	<u>20,805.00</u>	<u>385,805.00</u>	0.00
TOTALS		\$27,720,226.02	\$5,992,219.05	\$33,712,445.07	

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
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FUND 301
 41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	2,589,981	2,565,136	2,565,136	2,622,544	2,622,544
TOTAL REVENUE	2,589,981	2,565,136	2,565,136	2,622,544	2,622,544

City of Marshfield
 2009 Expenditure/Revenue Worksheet

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FUND 301
 48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48900 OTHER MISCELLANEOUS REVENUE	49,609	50,866	50,866	52,019	52,019
TOTAL REVENUE	49,609	50,866	50,866	52,019	52,019

City of Marshfield
 2009 Expenditure/Revenue Worksheet

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S-5

FUND 301
 49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS	68,116				
49240 TRANSF FR CAPITAL PROJ FUND	923,240	925,710	925,710	913,137	913,137
49260 TRANSF FR ENTERPRISE FUND	<u>475,000</u>	<u>475,000</u>	<u>475,000</u>	<u>475,000</u>	<u>475,000</u>
TOTAL REVENUE	1,466,356	1,400,710	1,400,710	1,388,137	1,388,137

City of Marshfield
2009 Expenditure/Revenue Worksheet

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PRINCIPAL, GO BONDS
 3015811008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	754,263	678,498	678,498	702,733	702,733
Total Expenditures	754,263	678,498	678,498	702,733	702,733

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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PRINCIPAL, ST TRUST FUND LNS
3015812008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service		33,539	33,539	38,528	38,528
Total Expenditures		33,539	33,539	38,528	38,528

City of Marshfield
2009 Expenditure/Revenue Worksheet

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PRINCIPAL, LONG-TERM NTS PBL
 3015813008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	2,448,561	2,464,284	2,464,284	2,536,397	2,536,397
Total Expenditures	2,448,561	2,464,284	2,464,284	2,536,397	2,536,397

City of Marshfield
2009 Expenditure/Revenue Worksheet

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INTEREST, GO BONDS
 3015821008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	412,634	388,973	388,973	363,646	363,646
Total Expenditures	412,634	388,973	388,973	363,646	363,646

City of Marshfield
2009 Expenditure/Revenue Worksheet

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INTEREST, ST TRUST FUND LNS
3015822008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service		11,062	11,062	6,073	6,073
Total Expenditures		11,062	11,062	6,073	6,073

City of Marshfield
2009 Expenditure/Revenue Worksheet

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INTEREST, LONG-TERM NTS PYBL
 3015823008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	498,770	439,355	485,524	414,323	414,323
Total Expenditures	498,770	439,355	485,524	414,323	414,323

City of Marshfield
2009 Expenditure/Revenue Worksheet

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FISCAL CHARGES
3015829208

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	650	1,000	1,000	1,000	1,000
Total Expenditures	650	1,000	1,000	1,000	1,000



CAPITAL PROJECT FUNDS SUMMARY

The Capital Project Funds account for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed with proprietary funds and trust funds.

The **Infrastructure Construction Fund (#401)** includes appropriations for various 2009 projects totaling \$2,557,572. They include the following:

Street Construction (5331531)(5343231)(5733131):

Peach Avenue Underpass, EN-B-1572 (2)	\$ 10,000
21 st St. – Washington Ave. to Aspen Ave., EN-D-1977 (2)	838
S. Central and S. Roddis reconstruction 2 nd to 21 st , EN-A-1710 (1)	80,999
Lincoln Ave. 8 th St. to 14 th St., EN-B-1913 (1)	946,002
Alley Reconstruction Central Ave. to Maple Ave. and 3 rd to 4 th St., EN-D-1945 (6)	63,001
2 nd St. – Maple Ave. to Vine Ave. street reconstruction, EN-D-1981 (6)	323,999
Balsam Ave – Kalsched St. to Upham St. reconstruction, EN-D-1983 (7)	220,001

New Sidewalk Outlay without Street Reconstruction (5734431):

Sycamore Ave. – 5 th St. to Adler Ave., EN-N-1881 (6)	67,999
Lincoln Ave. – 8 th St. to 14 th St., EN-N-1915 (1)	72,001

Storm Sewer Construction with paving (5734531):

Lincoln Ave. – 8 th to 14 th St., SW-G-6723 (1)	336,001
2 nd St. – Maple Ave. to Vine Ave., SW-H-6732 (1)	93,999
Balsam Ave. Kalsched St. to Upham St., SW-H-6733 (6)	39,998

Storm Sewer Construction (Trunk) (5734631)

Alley Central to Maple and 3 rd and 4 th , SW-G-6728 (6)	27,999
Fairground Detention Basin, SW-G-6723 (1)	66,000
SJ Miller Detention Basin, SW-G-6736 (6)	50,001
Fig Ave., Detention Basin, SW-G-6737 (6)	47,000

Water Main Construction (5749031)

21 st St. Washington Ave. to Aspen Ave., EN-N-1980 (8)	86,000
2 nd St. – Maple Ave. to Vine Ave., EN-N-1982 (2)	6,000

Debt Issue Expense (5829108) (3)

19,734

Total Infrastructure Construction Fund (#401)

\$2,557,572

The **General Public Facilities Fund (#405)** includes appropriations for various projects in 2009 totaling \$426,500. They include the following:

City Hall (5714023)

City Hall Plaza Fire Alarm Update, BS-K-3920 (2)	\$ 76,000
City Hall Plaza Window Replacement, BS-K-3922 (2)	20,000
City Hall Plaza Lighting Replacement, BS-K-3931 (2)	20,000

UW Marshfield/Wood Co Campus (5765064)

UW Parking Lot and Sidewalk Replacement, UW-K-7303 (2)	102,500
Campus Utility and Facilities Upgrade II, UW-K-7307 (2)	15,000
Elevator Hydraulic Cylinder Replacement, UW-K-7316 (2)	<u>13,000</u>

Total Public Facilities Fund (#405) **\$246,500**

The **Protective Services Capital Outlay Fund (#410)** includes appropriations for the following:

Construction of a new Fire Station, FD-K-5800 (1)	\$812,000
Debt Issue Expense (1)	<u>9,158</u>

Total Protective Services Capital Outlay Fund (#410) **\$821,158**

The **Airport Outlay Fund's (#415)** has no appropriations for 2009.

In the **Parks & Recreation Capital Project Fund (#420)** there are appropriations totaling \$25,000 for the following project:

Fairground Grandstand Structural Repairs, FG-K-5610 (2)	<u>\$25,000</u>
---	-----------------

Total Parks & Recreation Capital Project Fund (#420) **\$25,000**

The **Tax Increment District No. 3 Fund (Tower Hall), Tax Increment District No. 2 Fund (Purdy School), Tax Increment District No. 4 Fund (Downtown), Tax Incremental District No. 5 Fund (Mill Creek Business Park), Tax Incremental District No. 6 Fund (Figi Project), Tax Incremental District No. 7 Fund (Yellowstone Industrial Park) and the Tax Incremental District No. 8 (Shoppes of Woodridge Redevelopment)**, were established for the purpose of receiving the tax increment resulting from the increased valuation of the properties above the respective base valuations established when the TIF districts were created. The tax increment is applied to pay the city's principal and interest obligations on its debt which was incurred as a result of development agreements approved by the Common Council and other improvement costs. The tax increment also pays for the annual audit cost of the TIF districts.

Appropriations to these budgets are as follows:

TID #3 (Tower Hall)

Auditing Services	\$ 172
Transfer to Debt Service Fund	<u>24,550</u>

TOTAL **\$24,722**

<u>TID #2 (Purdy Project)</u>		
Auditing Services		\$ 172
Transfer to Debt Service Fund		<u>100,133</u>
TOTAL		<u>\$100,305</u>
<u>TID #4 (Downtown)</u>		
Auditing Services		\$ 286
Debt Issue Expense		874
Transfer to Debt Service Fund		<u>607,449</u>
TOTAL		<u>\$608,609</u>
<u>TID #6 (Figi's Project)</u>		
Auditing Services		\$ 172
Transfer to Debt Service Fund		<u>3,085</u>
TOTAL		<u>\$3,257</u>
<u>TID #5 (Mill Creek Business Park)</u>		
Auditing Services		\$ 286
Transfer to Debt Service Fund		<u>177,920</u>
TOTAL		<u>\$178,206</u>
<u>TID #7 (Yellowstone Industrial Park)</u>		
Auditing Services		\$ 286
Financial Incentives (1)		300,000
Yellowstone Industrial Park, EN-D-1748 (1)		83,000
Debt Issue Expense (1)		<u>4,332</u>
TOTAL		<u>\$387,618</u>
<u>TID #8 (Northway Mall Redevelopment)</u>		
Auditing Services		\$ 172
Hartl Property Development Incentives		350,000
Debt Issue Expense		<u>3,952</u>
TOTAL		<u>\$354,124</u>
(1)	Funded by the issuance of long-term debt	
(2)	Funded by tax levy	
(3)	Funded by both long-term debt and tax levy	
(4)	Marshfield Utilities Dividend	
(5)	Room tax and county grant	
(6)	Originally funded by tax levy per approved CIP; recommended to be funded by the issuance of long-term debt	
(7)	Funded by both tax levy and donations	
(8)	Funded by both long-term debt and donations	

City of Marshfield
2009 Expenditure/Revenue Worksheet

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T-4

FUND 401
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	<u>589,888</u>	<u>486,828</u>	<u>486,828</u>	<u>717,888</u>	<u>37,888</u>
TOTAL REVENUE	589,888	486,828	486,828	717,888	37,888

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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T-5

FUND 401
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43534 LOCAL ROAD IMPROVEMENT PROGR	52,108	52,000	53,130		
43550 STATE GRANTS-STORMWATER	3,832		15,000		
TOTAL REVENUE	55,940	52,000	68,130		

City of Marshfield
2009 Expenditure/Revenue Worksheet

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T-6

FUND 401
46000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46311 HIGHWAY MAINT & CONSTR FEES			19,500	150,000	150,000
TOTAL REVENUE			19,500	150,000	150,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

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T-7

FUND 401
 49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS	1,259,918	880,802	880,802	1,689,684	2,309,684
49210 TRANSFER FROM GENERAL FUND	42,859				
49220 TRANSF FR SPECIAL REVENUE FD		17,000	17,000		
49240 TRANSF FR CAPITAL PROJ FUND	225,000				
49300 FUND BALANCES APPLIED		10,000			60,000
TOTAL REVENUE	1,527,777	907,802	897,802	1,689,684	2,369,684

City of Marshfield
2009 Expenditure/Revenue Worksheet

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STREET OPENINGS
 4015331531

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	935	5,977	6,443	838	838
52000 Contractual Services	<u>7,244</u>		<u>22,300</u>		
Total Expenditures	8,179	5,977	28,743	838	838

City of Marshfield
2009 Expenditure/Revenue Worksheet

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NEW SIDEWALK O/L W/O ST RECO
 4015343231

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	107	5,833			
52000 Contractual Services	5,000	23,166	24,000		
53000 Supplies and Expense	2,422		100		
54000 Building Materials	15,041				
Total Expenditures	22,570	28,999	24,100		

City of Marshfield
2009 Expenditure/Revenue Worksheet

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URBAN DEVELOPMENT
4015662031

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	1,117				
53000 Supplies and Expense	452				
54000 Building Materials	942				
Total Expenditures	2,511				

City of Marshfield
2009 Expenditure/Revenue Worksheet

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CITY PLANNER/ECON DEVELOPER
4015690170

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay		142,040	142,040		
Total Expenditures		142,040	142,040		

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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HWY & STREET OUTLAY (LOCAL)
4015733131

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	113,079	71,167	79,923	101,317	101,317
52000 Contractual Services	1,023,207	697,334	664,949	1,542,685	1,542,685
53000 Supplies and Expense	28,773		1,338		
54000 Building Materials	210				
Total Expenditures	1,165,269	768,501	746,210	1,644,002	1,644,002

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

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TRAFFIC CONTROL
4015733431

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	14,684	4,757	5,300		
52000 Contractual Services	19,196	76,241	157,000		
53000 Supplies and Expense	976		700		
Total Expenditures	34,856	80,998	163,000		

City of Marshfield
2009 Expenditure/Revenue Worksheet

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NEW SIDEWALK O/L W/O ST RECO
4015734431

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	12,015	2,584	1,280	7,383	7,383
52000 Contractual Services	101,455	32,915	33,915	132,617	132,617
53000 Supplies and Expense	4,984				
54000 Building Materials	4,170				
Total Expenditures	122,624	35,499	35,195	140,000	140,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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STORM SEWER CONST (W/PAVING)
 4015734531

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	11,623	12,231	10,995	23,895	23,895
52000 Contractual Services	81,026	147,768	112,000	446,103	446,103
53000 Supplies and Expense	9,377		500		
54000 Building Materials	3,112				
Total Expenditures	105,138	159,999	123,495	469,998	469,998

City of Marshfield
2009 Expenditure/Revenue Worksheet

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STORM SEWER CONSTR (TRUNK)
 4015734631

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	36,260	17,322	8,680	15,622	15,622
52000 Contractual Services	302,612	147,677	287,000	175,378	175,378
53000 Supplies and Expense	2,179		500		
Total Expenditures	341,051	164,999	296,180	191,000	191,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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WATER MAIN CONSTRUCTION
4015749031

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	20,501	1,296	746	3,960	3,960
52000 Contractual Services	156,864	8,706	33,300	88,040	88,040
53000 Supplies and Expense	1,273				
54000 Building Materials	379				
Total Expenditures	179,017	10,002	34,046	92,000	92,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

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DEBT ISSSUE EXPENSE
 4015829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	10,962	20,064	24,309	19,684	19,684
53000 Supplies and Expense	<u>10</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
Total Expenditures	10,972	20,114	24,309	19,734	19,734

City of Marshfield
2009 Expenditure/Revenue Worksheet

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OTHER FINANCING USES
4015900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	226,995	29,500	29,500		
Total Expenditures	226,995	29,500	29,500		

City of Marshfield
2009 Expenditure/Revenue Worksheet

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FUND 405
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	131,164	102,000	102,000	246,500	201,500
TOTAL REVENUE	131,164	102,000	102,000	246,500	201,500

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-21
09/29/08
08:42 AM

FUND 405
47000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
47421 MISCELLANEOUS ENGINEERING	52,137				
TOTAL REVENUE	52,137				

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

T-22
09/29/08
08:42 AM

FUND 405
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS		65,000	65,000		
49210 TRANSFER FROM GENERAL FUND	91,000	1,600	1,600		
49300 FUND BALANCES APPLIED		10,000			45,000
TOTAL REVENUE	91,000	76,600	66,600		45,000

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

CITY HALL
4055714023

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	3,393				
53000 Supplies and Expense	94		47		
58000 Capital Outlay	<u>150,185</u>	<u>21,600</u>	<u>53,973</u>	<u>116,000</u>	<u>116,000</u>
Total Expenditures	153,672	21,600	54,020	116,000	116,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

UW MARSHFIELD/WOOD CO CAMPUS
 4055765064

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	5,995				
52000 Contractual Services	44,833				
53000 Supplies and Expense	865				
58000 Capital Outlay	<u>66,902</u>	<u>157,000</u>	<u>114,500</u>	<u>130,500</u>	<u>130,500</u>
Total Expenditures	118,595	157,000	114,500	130,500	130,500

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

T-25
09/29/08
08:42 AM

FUND 410
49000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120	PROC OF LONG-TERM DEBT, NTS	379,481	605,000	605,000	821,158	821,158
49210	TRANSFER FROM GENERAL FUND	13,080				
	TOTAL REVENUE	392,561	605,000	605,000	821,158	821,158

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

FIRE PROTECTION OUTLAY
4105722021

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay	133,070	605,000	860,010	812,000	812,000
Total Expenditures	133,070	605,000	860,010	812,000	812,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

DEBT ISSUE EXPENSE
 4105829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	3,302			9,158	9,158
Total Expenditures	3,302			9,158	9,158

City of Marshfield
 2009 Expenditure/Revenue Worksheet

T-28
 09/29/08
 08:42 AM

FUND 415
 41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES		118,500	118,500		
TOTAL REVENUE		118,500	118,500		

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

AIRPORT OUTLAY
4155735133

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
55000 Fixed Charges	528				
58000 Capital Outlay	14,867	118,500	48,000		
Total Expenditures	15,395	118,500	48,000		

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
T-30

FUND 420
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41110 GENERAL PROPERTY TAXES	<u>105,000</u>	<u>147,000</u>	<u>147,000</u>	<u>25,000</u>	<u>25,000</u>
TOTAL REVENUE	105,000	147,000	147,000	25,000	25,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-31
09/29/08
08:42 AM

FUND 420
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43570 ST GRANTS, CULTURE RECR EDUC		61,000	61,000		
43735 GR FR LOC GOVTS, PARKS		38,833	38,833		
TOTAL REVENUE		99,833	99,833		

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM T-32

FUND 420
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48309	SALE OF OTH EQUIP & PROPERTY	339				
48509	PARKS DONAT & CONTR FR PR OR		86,000	61,000		
	TOTAL REVENUE	339	86,000	61,000		

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-33
09/29/08
08:42 AM

FUND 420
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49210 TRANSFER FROM GENERAL FUND	540	15,000			
49220 TRANSF FR SPECIAL REVENUE FD		128,167	128,167		
49300 FUND BALANCES APPLIED		8,000			
TOTAL REVENUE	540	151,167	128,167		

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

STORM SEWER CONSTR (TRUNK)
4205734661

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay	2,913				
Total Expenditures	2,913				

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

PARKS OUTLAY
4205762061

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	47				
53000 Supplies and Expense	55				
54000 Building Materials	3,711				
55000 Fixed Charges	555				
58000 Capital Outlay	63,105	122,000	122,000		
Total Expenditures	67,473	122,000	122,000		

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

OTHER CULTURE & RECR OUTLAY
4205763050

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay		36,000	36,000		
Total Expenditures		36,000	36,000		

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

OTHER CULTURE & RECR OUTLAY
4205763062

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
58000 Capital Outlay	35,545	306,000	258,000	25,000	25,000
Total Expenditures	35,545	306,000	258,000	25,000	25,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

OTHER CULTURE & RECR OUTLAY
 4205763063

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services			1,237		
52000 Contractual Services	4,447				
53000 Supplies and Expense			1,224		
54000 Building Materials			41		
58000 Capital Outlay		20,000	20,000		
Total Expenditures	4,447	20,000	22,502		

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM
T-39

FUND 425
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41121 TAX INCREMENTS	<u>2,245</u>	<u>2,295</u>	<u>2,257</u>	<u>2,257</u>	<u>2,257</u>
TOTAL REVENUE	2,245	2,295	2,257	2,257	2,257

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 T-40
08:42 AM

FUND 425
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES	<u>66</u>	<u>60</u>	<u>40</u>	<u>40</u>	<u>40</u>
TOTAL REVENUE	66	60	40	40	40

City of Marshfield
 2009 Expenditure/Revenue Worksheet

T-41
 09/29/08
 08:42 AM

FUND 425
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48110	INTEREST ON GENERAL INVESTMT	8,833	6,500	5,300	5,400	5,400
48900	OTHER MISCELLANEOUS REVENUE	18,762	17,983	18,021	22,253	22,253
	TOTAL REVENUE	27,595	24,483	23,321	27,653	27,653

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMURBAN DEVELOPMENT
4255662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	156	164	164	172	172
Total Expenditures	156	164	164	172	172

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

OTHER FINANCING USES
 4255900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	20,914	20,338	20,338	24,550	24,550
Total Expenditures	20,914	20,338	20,338	24,550	24,550

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08 T-44
 08:42 AM

FUND 426
 41000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41121	TAX INCREMENTS	101,411	101,992	100,305	100,305	100,305
	TOTAL REVENUE	101,411	101,992	100,305	100,305	100,305

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-45
09/29/08
08:42 AM

FUND 426
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES	<u>45</u>	<u>40</u>			
TOTAL REVENUE	45	40			

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMURBAN DEVELOPMENT
4265662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	156	164	164	172	172
Total Expenditures	156	164	164	172	172

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

OTHER FINANCING USES
4265900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	99,535	101,868	101,868	100,133	100,133
Total Expenditures	99,535	101,868	101,868	100,133	100,133

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-48
09/29/08
08:42 AM

FUND 428
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41121 TAX INCREMENTS	<u>612,607</u>	<u>595,279</u>	<u>585,431</u>	<u>585,431</u>	<u>585,431</u>
TOTAL REVENUE	612,607	595,279	585,431	585,431	585,431

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-49
09/29/08
08:42 AM

FUND 428
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES	29,073	29,000	22,304	22,304	22,304
TOTAL REVENUE	29,073	29,000	22,304	22,304	22,304

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 T-50
08:42 AM

FUND 428
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS				81,874	81,874
TOTAL REVENUE				81,874	81,874

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

URBAN DEVELOPMENT
4285662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	259	272	272	286	286
Total Expenditures	259	272	272	286	286

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

DEBT ISSUE EXPENSE
4285829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services				874	874
Total Expenditures				874	874

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

OTHER FINANCING USES
 4285900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	637,565	624,007	624,007	607,449	607,449
Total Expenditures	637,565	624,007	624,007	607,449	607,449

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 T-54
08:42 AM

FUND 429
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES	<u>3,693</u>	<u>3,650</u>	<u>3,257</u>	<u>3,257</u>	<u>3,257</u>
TOTAL REVENUE	3,693	3,650	3,257	3,257	3,257

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

URBAN DEVELOPMENT
4295662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	156	164	164	172	172
Total Expenditures	156	164	164	172	172

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

OTHER FINANCING USES
 4295900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	4,044	3,486	3,486	3,085	3,085
Total Expenditures	4,044	3,486	3,486	3,085	3,085

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 T-57
08:42 AM

FUND 430
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41121 TAX INCREMENTS	<u>156,902</u>	<u>167,183</u>	<u>164,418</u>	<u>164,418</u>	<u>164,418</u>
TOTAL REVENUE	156,902	167,183	164,418	164,418	164,418

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08 T-58
08:42 AM

FUND 430
43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES	8,900	9,000	13,688	13,688	13,688
TOTAL REVENUE	8,900	9,000	13,688	13,688	13,688

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM T-59

FUND 430
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48280	OTHER LEASES	100	100	100	100	100
48309	SALE OF OTH EQUIP & PROPERTY			3,500		
	TOTAL REVENUE	100	100	3,600	100	100

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMURBAN DEVELOPMENT
4305662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	259	272	272	286	286
Total Expenditures	259	272	272	286	286

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

MILL CREEK BUSINESS PARK
 4305772831

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	491		200		
53000 Supplies and Expense	144				
Total Expenditures	635		200		

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
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OTHER FINANCING USES
 4305900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	161,182	176,011	176,011	177,920	177,920
Total Expenditures	161,182	176,011	176,011	177,920	177,920

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

T-63
09/29/08
08:42 AM

FUND 432
49000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120	PROC OF LONG-TERM DEBT, NTS	764,276	266,288	266,288	387,332	387,332
49300	FUND BALANCES APPLIED				286	286
	TOTAL REVENUE	764,276	266,288	266,288	387,618	387,618

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

URBAN DEVELOPMENT
4325662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	792	272	272	286	286
Total Expenditures	792	272	272	286	286

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

ECONOMIC DEVELOPMENT
4325673008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other				300,000	300,000
Total Expenditures				300,000	300,000

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

HWY & STREET OUTLAY (LOCAL)
4325733131

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	5,645		6,421		
52000 Contractual Services	231,016	248,080	424,089	83,000	83,000
53000 Supplies and Expense	65				
Total Expenditures	236,726	248,080	430,510	83,000	83,000

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

STORM SEWER CONST (W/PAVING)
4325734531

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services			333		
Total Expenditures			333		

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

WATER MAIN CONSTRUCTION
4325749031

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	2,655				
52000 Contractual Services	51,988				
53000 Supplies and Expense	308				
Total Expenditures	54,951				

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

DEBT ISSUE EXPENSE
 4325829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	6,648	17,936	3,941	4,332	4,332
Total Expenditures	6,648	17,936	3,941	4,332	4,332

City of Marshfield
2009 Expenditure/Revenue Worksheet

T-70
09/29/08
08:42 AM

FUND 433
41000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
41121 TAX INCREMENTS		38,443	37,807	37,807	37,807
TOTAL REVENUE		38,443	37,807	37,807	37,807

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM T-71

FUND 433
 43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43430 OTHER STATE SHARED TAXES			2,277	2,277	2,277
TOTAL REVENUE			2,277	2,277	2,277

City of Marshfield
 2009 Expenditure/Revenue Worksheet

T-72
 09/29/08
 08:42 AM

FUND 433
 49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49120 PROC OF LONG-TERM DEBT, NTS			250,367	353,952	353,952
TOTAL REVENUE			250,367	353,952	353,952

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMURBAN DEVELOPMENT
4335662008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	728	164	164	172	172
Total Expenditures	728	164	164	172	172

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

HWY & STREET OUTLAY (LOCAL)
4335733131

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services		1,733	320		
52000 Contractual Services				350,000	350,000
Total Expenditures		1,733	320	350,000	350,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

STORM SEWER CONSTR (TRUNK)
 4335734631

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services			7,527		
52000 Contractual Services			242,840		
Total Expenditures			250,367		

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

DEBT ISSUE EXPENSE
4335829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services				3,952	3,952
Total Expenditures				3,952	3,952



**WASTEWATER UTILITY
FUND 601**

MISSION STATEMENT:

The mission of the City of Marshfield Wastewater Utility is to treat the liquid wastewater generated by the residential, business, and industrial users of the sanitary sewer system in its facilities in order to remove the biochemical oxygen demand (BOD), the suspended solids, and the other contaminants which could be harmful to humans, animals, or the environment in general; operate its facilities equal to or greater than compliance with the limiting discharge parameters and rules set forth by the federal regulatory agency (EPA) and state regulatory agency (DNR); protect the investment of the users of the treatment facilities by keeping the treatment plant, lift stations, and collection system properly maintained; and keep the public informed regarding the importance of this service for the health of the community, informed regarding the financial status of the utility, informed regarding new regulations affecting the utility, educated regarding the control of inflow/infiltration, and informed regarding other related issues as needed and to manage all treatment and collection system facilities utilizing sustainable practices.

2008 PROGRAM OBJECTIVES

The 2009 Wastewater Utility Budget emphasizes the City of Marshfield's commitment to provide cost efficient services in treating the city's wastewater, maintaining the treatment facilities, and attaining compliance of both Federal and State regulations to protect and sustain the water environment within the city and that which is discharged to Mill Creek. The greatest challenge in accomplishing this commitment is the reduction and elimination of clearwater entering the collection system due to deteriorated and aging sanitary sewer lines and private laterals, and tight soil conditions.

Clearwater reduction replacement projects designated for 2009 are:

◆ EN-J-1796 – City-wide lining	\$ 57,795
◆ EN-J-1836 – 2 nd St./Maple-Vine	132,000
◆ EN-J-1914 – Lincoln/8 th -11 th	130,000
◆ EN-J-1925 – 5 th St./Central-Chestnut	42,949
◆ EN-J-1926 – 3 rd St./Chestnut-Walnut	56,922
◆ EN-J-1940 – USH 10 Interceptor Design	20,000
◆ EN-J-1954 – Maple/Central-Cedar	69,000
◆ EN-J-1955 – Park/7 th St.-Pine	136,000
◆ EN-J-1995 – Vine/2 nd St.-Veterans Parkway	49,052
◆ EN-J-2014 – Cedar-9 th St.-10 th St.	56,282

Another important focus in the clearwater reduction program in 2009 is the identification and repairs of deteriorated and leaking manholes. Manholes will be inspected, televised, have data recorded, and be categorized for repair or replacement through a prioritization process. This program, in addition to maintaining the collection system by water pressure cleaning and replacements or repairs, must satisfy the annual compliance maintenance standards established by the Wisconsin Department of Natural Resources (WDNR).

Another compliance standard that must be met in 2009 is the institution of a Mercury Pollutant Minimization Program. The focus of this program is to identify sources of mercury discharges within the community. Through educating those sources and eventually eliminating such discharges, the result would be to reduce the presence of mercury being discharged from the wastewater treatment facility.

Implementation of this program is required by the WDNR prior to their reissuance of a renewed wastewater discharge permit.

Attaining budgetary parameters were challenged for 2009 by the rising costs of operating and maintenance commodities needed to attain discharge permit parameter compliances. Since our former "new" plant will now be 10 years old, it becomes increasingly important to schedule preventive and necessary maintenance for aging equipment and equipment wear. Our biosolids disposal contract expires at the end of 2008 and is projected to be increasing by 25% in 2009 (up \$30,000). Chemical cost for the required removal of phosphorus is increasing by 20% (up \$12,000). Polymer cost for thickening biosolids is increasing by 12%. Equipment and operational maintenance deferred from former years now must be completed in 2009 to avert an emergency failure of those operations or equipment which could cost even more if not completed.

We are in the fourth year of a five-year phase-in plan to eliminate future borrowing for necessary capital sewer replacement projects. The Annual Rate Review will have been presented to the Council by this time and a rate for 2009 will have been approved.

Recognizing and implementing ways to reduce costs and maintain efficiency in our operations and maintenance activities continues on a daily basis. The following are some examples of cost saving measures implemented during the past five years:

ANNUALLY SINCE 2004

- ✦ Replacement of sanitary sewers using a lining process compared to using the street excavation method - >\$1,000,000/yr.
- ✦ Elimination of (2) FTE employees - \$115,000/yr.
- ✦ Cleaned over 45% of collection system per year by staff compared to contracting for this service - \$74,000/yr.
- ✦ Televised 20% of the collection system per year by staff compared to contracting for this service - \$38,000/yr.
- ✦ Conducted flow monitoring of 20% of the collection system per year by staff compared to contracting for this service - \$27,000/yr.
- ✦ Managed biosolids field qualifying and spreading procedures compared to having the hauler contractor perform this service - \$12,000/yr.
- ✦ Controlled oxidation ditch operations to continue in a one ditch operation mode instead of having two ditches on line - \$10,000/yr.
- ✦ Operational modifications made at the Northeast Pump Station reduced the frequency and labor time necessary for screening debris disposal - \$6,000/yr.
- ✦ Continued using contractor for lawn mowing maintenance - \$5,000/yr.
- ✦ Continued using contractor for janitorial services - \$5,000/yr.
- ✦ Staff labor and equipment costs are reduced by having Research Station personnel crop the (20) acres of grassy areas beyond the plant buildings - \$5,000/yr.
- ✦ Staff inspection and testing of new installation sewer lines (~10,000 ft./yr.) compared to contracting for this service - \$4,000/yr.
- ✦ Qualifying UW Research Farm field sites resulted in the biosolids hauling contractor reducing his hauling costs to a special rate for under one mile hauling - \$2,100/yr.

- ✦ Automated computer supervisory controls for the oxidation ditch aerator operations results in a cost reduction in electricity costs - \$900/yr.
- ✦ Leased the vacuum/jetter truck versus an outright purchase results in a cost reduction - \$800/yr.

2006-2007

- ✦ Installed heat wraps on biosolids storage tank thickened activated sludge pipes which eliminated the use of fill pipe flush water and reduced biosolids hauling costs - \$4,500/yr.
- ✦ Installed automated controls for the Gravity Belt Thickener which reduced operational labor by 120 hours - \$3,500/yr. This allows for more efficient use of labor for other operational or maintenance functions.
- ✦ Increased efficiency of the number of collection system lines we are able to clean per day by installing a backflow preventer valve on cleaning area water hydrants which reduces fuel consumption for retrieving jetter truck water - \$3,500/yr.
- ✦ Installed HVAC modifications in shop area to reduce natural gas usage and costs - \$3,500/yr.
- ✦ Discontinued use of water for flushing biosolids tank saving 60,000 gal./yr. - \$2,000/yr
- ✦ Reduced gasoline consumption by 14% by instituting more efficient vehicle trip and idling policy - \$2,000/yr.

2007

- ✦ Eliminated unauthorized deduct meters - \$3,000 revenue increase.
- ✦ Remove one final clarifier from operation creating even higher quality treatment and reducing labor and equipment operation and maintenance costs - \$2,000/yr.
- ✦ Began oil sampling program for generators and aerators to indicate oil changes only when needed rather than by time increments saving both labor and supply costs - \$1,100/yr.
- ✦ Eliminated leasing of safety solvent tank by purchasing our own - \$700/yr.
- ✦ Reduced mixing chamber debris disposal costs - \$500/yr.

2008

- ✦ After being informed we needed to replace a defective Gravity Belt Thickener control and control screen, further research indicated a source to reload the software program at no cost - \$11,000 one-time saving.
- ✦ Identified a variable speed drive component causing increased electrical consumption and replaced - \$4,000/yr.
- ✦ Remove two final clarifiers from operation in winter saving additional labor and equipment operation and maintenance costs - \$1,000/yr.
- ✦ Increased time of building HVAC unoccupied run modes - \$1,000/yr.
- ✦ Switched to a less cost uniform service vendor - \$500/yr.
- ✦ Installed a ceiling fan in the workshop reducing natural gas usage - \$300/yr.

Sustainable Practices

The following are some sustainable practices that have been implemented in accordance with the Sustainable Marshfield goals:

- ✦ Sewer lining projects – saves fuel, pipe products, and earth fill compared to street excavation.
- ✦ Replacement and repair of leaking lines and manholes – saves operation and maintenance needed to pump and treat water that does not need treatment.
- ✦ Participation in Friends of Mill Creek Watershed Group to implement stream quality improvement and public education projects.
- ✦ Reduced electrical consumption through operational adjustments and installation of more electrical efficient equipment.
- ✦ Reduced natural gas consumption through adjustments in HVAC controls and use reduction equipment.
- ✦ Switch purchasing services to companies who implement and promote “green” practices.
- ✦ Implement agricultural use of outlying natural grasses versus cutting and wasting practices.
- ✦ Reduce fuel consumption in biosolids disposal practices by qualifying adjacent farm sites and limiting other haul sites to less than 6 miles.
- ✦ Reduce fuel consumption by utilizing neighborhood hydrant water versus retrieving water from long distance sources.
- ✦ Eliminate use of 60,000 gal. per year of city water to flush biosolids lines.
- ✦ Reduce volume of lubricants needed by instituting a lubricant quality sampling program.
- ✦ An electrical vehicle is used for most on-site transportation needs.
- ✦ All fluorescent replacement bulbs used are low mercury.
- ✦ Contribute financial and volunteer assistance for the permanent pharmaceutical take-back program established at the Police Dept.
- ✦ Implement Mercury Green Tier Pollutant Minimization Program.

Strategic Planning

The following are strategic planning initiatives either already implemented or being planned for 2009:

- ✦ The Strategic Plan directive to assure that surface waters flowing into Mill Creek meet Federal and State guidelines has been attained and our staff will make every effort to assure that this goal is attained in the future. This effort was verified by the 2007 Compliance Maintenance Annual Report submitted to the WDNR and reported to the Common Council by the Wastewater Utility Superintendent. A straight “A” rating was attained in all treatment, management, staffing, certification, financial, and collection system management and maintenance sections. All water quality parameters attained were better than the WDNR requirements. The WDNR response had no mandatory upgrade or improvement recommendations. All aspects of the 2009 Budget, in various ways, are structured to comply with these requirements.

Water quality is also promoted by participation in the Friends of Mill Creek Watershed Group through public education and special projects to protect the water quality along the 32 mile segment of Mill Creek.

- ◆ The Wastewater Utility continues to provide leadership in educating the community and promoting the proper disposal of unused pharmaceuticals. A permanent collection site is now functioning at the Police Dept. It is well utilized and has resulted in keeping nearly 400 lbs. of pharmaceuticals out of the water and/or solid waste streams to date. The 2009 Wastewater Utility Budget provides \$500 to assist the Police Dept. in the proper disposal of the pharmaceuticals. Furthermore, the Wastewater Utility Superintendent has been and will continue to assist other communities and organizations around the state through conference presentations and inquiry assistance with pharmaceutical take-back initiatives.
- ◆ \$1,000,000 is included in the 2009 Wastewater Utility Budget to meet the strategic planning goal of replacing and repairing sanitary sewer lines that allow clearwater entry into the collection system. This objective is also required by EPA and WDNR regulations.

Creative/Innovative

The City Administrator requested that we share ways we may plan to creatively or innovatively cut costs in 2009. Many have been listed in the prior narrative, but some additional include:

- ◆ A new wastewater treatment revenue source has been secured for 2009. We will be treating the treated effluent wastewater and some untreated wastewater from a dairy located outside the city. Modifications have been made to our wastewater receiving area to accommodate the semi deliveries. These modifications were paid for by the dairy. The expected revenues will be \$40,000-\$45,000 per year.
- ◆ A new program to televise all private laterals on street replacement projects was instituted in 2008 and will continue in 2009. Benefits include elimination of clearwater entry from deteriorated private laterals as they are replaced, potential basement backups caused by sags, plugging, or roots, and staff overtime costs in response to these sewer backups.
- ◆ A potential need to replace an \$11,000 malfunctioning Gravity Belt Thickener control program was averted for now and in the future. Thorough research found a free software reboot source versus total replacement of the entire component.
- ◆ Through intensive negotiations with the WDNR District Engineer, we were able to remove the requirement from our present (and subsequently future) discharge permit to treat the uncontaminated discharge water from the Peach Ave. stormwater pump station. This will reduce wastewater treatment costs paid to the Wastewater Utility from the stormwater budget by nearly \$5,500 per year. It will also reduce costs to the Wastewater Utility for staff labor to provide tri-weekly inspections of the station, and maintenance of the pumps and controls.
- ◆ By implementing more stringent controls for the chemical we use to remove phosphorus from the wastewater, we will save an estimated \$5,500 in chemical cost in 2009. The cost of this chemical rose 20% over 2008 costs.

By installing a new source power control device on a variable speed drive for our oxidation ditch aerators, we expect to save nearly \$4,000 in electrical service costs in 2009

SCHEDULE OF DIVISION EXPENDITURES
(EXCLUDING INFLOW/INFILTRATION PROGRAM INITIATIVE:

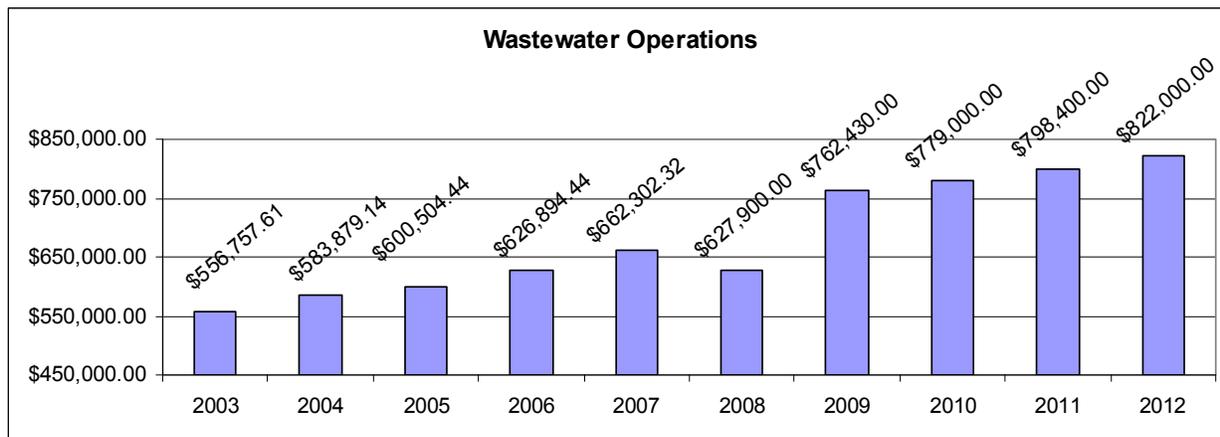
	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
TOTALS	\$3,628,667	\$3,652,985	\$3,553,950	\$3,770,899

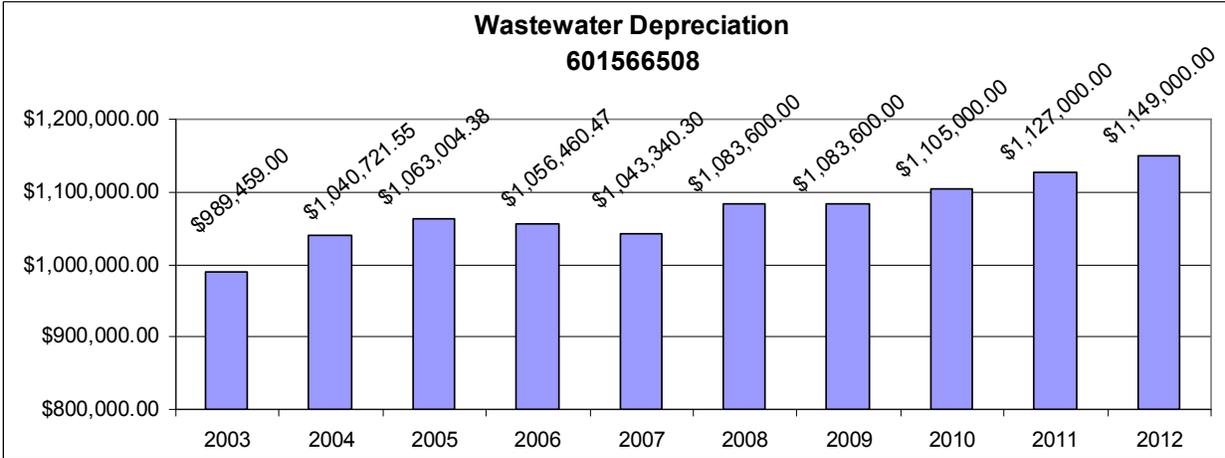
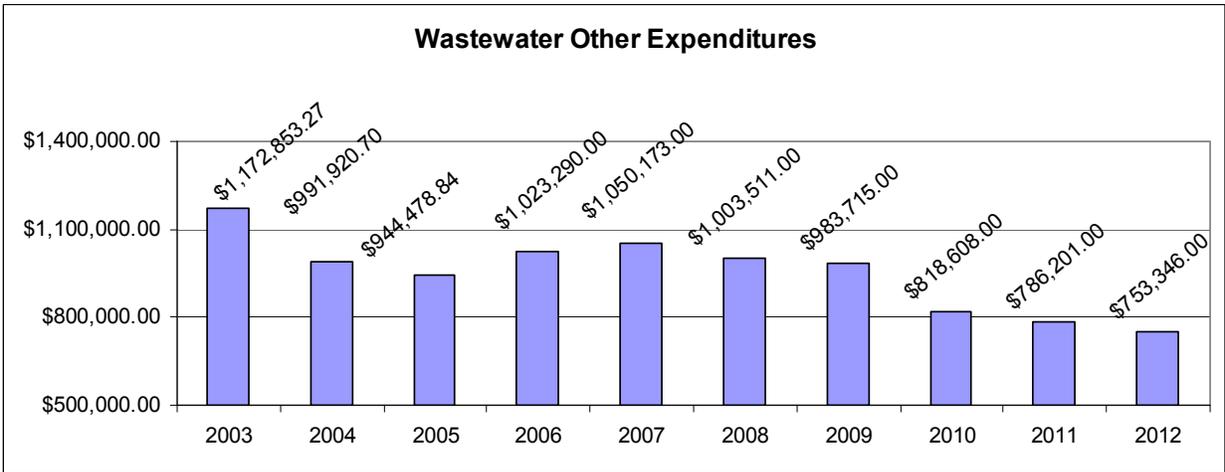
There is \$7,000 in the 2009 budget to purchase a replacement influent sampler. This budget is funded entirely by user fees.

<u>DEPARTMENT STAFFING TABLE</u> <u>(FTE)*:</u>	<u>Classification/</u> <u>Representation</u>	<u>Authorized</u> <u>2008</u>	<u>Recommended</u> <u>Authorization</u> <u>2009</u>
Utility Superintendent	C/5/2	1.0	1.0
Assistant Superintendent	C/4/2	1.0	1.0
Lab. Tech.	Teamsters/Local 662	1.0	1.0
Collection System Operators	Teamsters/Local 662	2.0	2.0
Plant Operators	Teamsters/Local 662	3.0	3.0
Sewer Maintenance Operators	Teamsters/Local 662	2.0	2.0
Secretary	AFSCME-Local 929	<u>0.5</u>	<u>0.5</u>
Total		10.5	10.5

* Not including one position (Plumbing Inspector) budgeted in the City's General Fund, yet partially assigned to the Wastewater Utility (at 23%) to assist in the Inflow/Infiltration Program Initiative.

GRAPHS:





City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM

U-8

FUND 601
42000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
42210 SANITARY SEWER SPEC ASSESSMT	20,753	45,000	31,000	35,000	35,000
TOTAL REVENUE	20,753	45,000	31,000	35,000	35,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM

FUND 601
 44000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
44900 OTH REGULATORY PERMITS/FEES	450	450	450	450	450
TOTAL REVENUE	450	450	450	450	450

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-10

FUND 601
 46000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46411 MEAS SERV TO GEN CUST-RESID	2,534,701	2,592,000	2,592,000	2,696,000	2,696,000
46412 MEAS SERV TO GEN CUST-COMMER	1,185,247	1,258,000	1,258,000	1,345,000	1,345,000
46413 MEAS SERV TO GEN CUST-INDUST	525,375	744,000	744,000	795,000	795,000
46418 SEPTIC & HLDG TANK DISP FEES	51,185	40,000	70,000	45,000	45,000
TOTAL REVENUE	4,296,508	4,634,000	4,664,000	4,881,000	4,881,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08 U-11
 08:42 AM

FUND 601
 47000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
47491 MEAS SER TO GEN CST-PUB AUTH	<u>100,682</u>	<u>109,000</u>	<u>109,000</u>	<u>116,000</u>	<u>116,000</u>
TOTAL REVENUE	100,682	109,000	109,000	116,000	116,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-12

FUND 601
 48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48120 INTEREST ON RESTR INVESTMNTS	152,673	130,000	130,000	130,000	130,000
48130 INTEREST ON SPEC ASSESSMENTS	2,437	900	900	800	800
48692 LABORATORY SERVICE FEES	22,269	23,000	22,000	23,000	23,000
48693 PENALTY CHARGES	1,224	7,000	29,613	8,500	8,500
48699 MISC OTHER OPERATING REVENUE	40,455	70,000	40,000	60,000	60,000
48999 MISC OTHER NON-OPER REVENUE	114	300	250	250	250
TOTAL REVENUE	219,172	231,200	222,763	222,550	222,550

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

WASTEWATER UTILITY
 6015361035

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	804,282	858,473	732,561	896,158	896,158
52000 Contractual Services	685,456	629,550	666,385	733,123	746,123
53000 Supplies and Expense	438,951	465,384	430,711	454,672	454,672
54000 Building Materials	3,455	20,553	20,553	34,075	34,075
55000 Fixed Charges	39,933	59,860	60,975	42,388	42,388
Total Expenditures	1,972,077	2,033,820	1,911,185	2,160,416	2,173,416

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMDEPRECIATION
6015366508

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
55000 Fixed Charges	1,043,340	1,060,000	1,083,600	1,083,600	1,083,600
Total Expenditures	1,043,340	1,060,000	1,083,600	1,083,600	1,083,600

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMINTEREST, G.O. BONDS
6015821008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	7,821	7,641	7,641	7,438	7,438
Total Expenditures	7,821	7,641	7,641	7,438	7,438

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

INTEREST, LONG-TERM NTS PYBL
 6015823008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	434,433	401,342	401,342	367,337	367,337
Total Expenditures	434,433	401,342	401,342	367,337	367,337

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

INTEREST, REVENUE BONDS
6015824008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	154,717	150,182	150,182	139,108	139,108
Total Expenditures	154,717	150,182	150,182	139,108	139,108

City of Marshfield
 2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

DEBT ISSUE EXPENSE
 6015829108

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	7,500				
Total Expenditures	7,500				

**City of Marshfield
2009 Expenditure/Revenue Worksheet**

10/03/08
10:41 AM

OTHER NONOPERATING EXPENSES
6015960008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
57000 Grants Contrib Indm & Other	8,779				
Total Expenditures	8,779				



EMERGENCY MEDICAL SERVICES
6055151008/6055231022
6055366508/6055821008

Mission Statement

The mission of the Emergency Medical Services Division is to provide quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and thirteen surrounding towns and villages. Providing emergency and non-emergency transports, neo-natal transports, special pediatric transports, and citizens' assists carries out this mission.

The mission of the Emergency Medical Services Division is provided to all people regardless of race, sex, religion, color, creed, or national origin who live, work, or visit the City of Marshfield or surrounding communities.

Services:

A. Emergency Response

This service comprises the majority of the Department's work in EMS. This service includes responding to requests for medical intervention at the scenes of vehicular and industrial accidents, heart attacks, strokes, falls, assistance requests, and other acute medical emergencies. This service is provided at the paramedic level to the citizens of Marshfield and the contracted village and townships, and also to all persons who may travel through these areas.

B. Emergency Transports

This service is provided to all areas in which we are contracted for Emergency Medical Services. Requests for emergency transports require rapid response for the transportation of persons to the nearest medical facility as a result of a life threatening condition. The Department provides emergency medical transports for patients who need specialized medical treatment at other hospitals. Emergency transports have been provided to Milwaukee, Madison, and Rochester, MN, for specialized medical needs.

C. Contracted Emergency Transports

Saint Joseph's Hospital has contracted with Marshfield Fire and Rescue Department to provide emergency; Advanced Life Support (ALS) intercepts; neonatal transports and pediatric transports when the Spirit of Marshfield is unavailable. This contracted service has also enabled this department to also secure an ALS backup for those times when all our ALS rigs are on other calls.

D. Non-Emergency Transports

The transportation of persons to Saint Joseph's Hospital and the Marshfield Clinic for medical attention for non-life threatening conditions are a frequent occurrence. Many of our patients are from local nursing facilities and Community Based Residential Facilities (CBRF) who have no method of transportation to the hospital because of their medical condition. Because of the renowned medical facilities in Marshfield, we often transport patients that have been flown in to the airport via air ambulances and require an ambulance to transport the patient to the hospital or clinic for treatment.

In all types of transports, we do not simply transfer patients; we provide professional medical care to ensure their safety until they reach their final destination. Without these services, there would not exist the quality of life we are accustomed to here in the Marshfield area.

PROGRAM NARRATIVE AND BUDGET HIGHLIGHTS

The recommended 2009 budgets for the Emergency Medical Services total \$1,070,727.

Personnel costs account for almost all of the increase in this budget.

Capital outlay purchases in this fund are charged to an asset account, with their costs amortized over their useful life. As such, they are not budgeted per se in this fund. Nevertheless, below is a list of the major capital outlay purchases recommended for 2009:

4 Semi-Automatic defibrillators and trainer	<u>\$6,000</u>
---	----------------

The city began providing an ambulance service in 1964. This service has grown today to a point where there are five ambulances and the necessary personnel to provide reliable service. In addition to serving the residents of the City of Marshfield, the city also has thirteen (13) separate agreements with various surrounding towns and villages to provide this same service. The city charges each of the contract communities a fee for making this service available and any residents of the contract towns and villages who use the service are also charged a user fee. In 2007, the total fees charged to individuals, businesses and local governments were \$924,049. Total estimated 2009 fees (\$962,300) plus state grants (\$52,500), plus federal aid (\$77,250) are adequate to cover the expenses associated with this service.

The ambulance rates and contract amounts the city charges are intended to recover the cost of the ambulance service and are determined by rate studies. These annual rate studies factor in the cost of the personnel and supplies necessary to perform the ambulance service as well as the cost for equipment. A comprehensive rate analysis was just completed in 2008 by the Finance Department for rates effective January 1, 2009.

By converting the ambulance budget to an enterprise fund, beginning in 2003, the associated budgets and financial statements more accurately portray the true cost of the ambulance operations to outside observers. It eliminates the differences in accounting between the rate studies and the current budget and financial reports prepared for the ambulance service. Thus, the ambulance rates are easier to justify to the users of the service as well as towns and villages that contract for this service.

SCHEDULE OF DEPARTMENT EXPENDITURES:

<u>Cost Category</u>	<u>Actual 2007</u>	<u>Budget 2008</u>	<u>Estimated 2008</u>	<u>Recommended 2009</u>
Billing and Collection	\$ 86,457	\$91,832	\$90, 772	\$ 93,221
Ambulance	715,358	728,364	723,502	922,638
Depreciation	43,785	41,300	50,095	50,095
Interest on Debt	5,018	4,903	4,903	4,773
Other Non-operating Expenses	<u>7,983</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
TOTAL	\$858,601	\$866,399	\$869,272	\$1,070,727

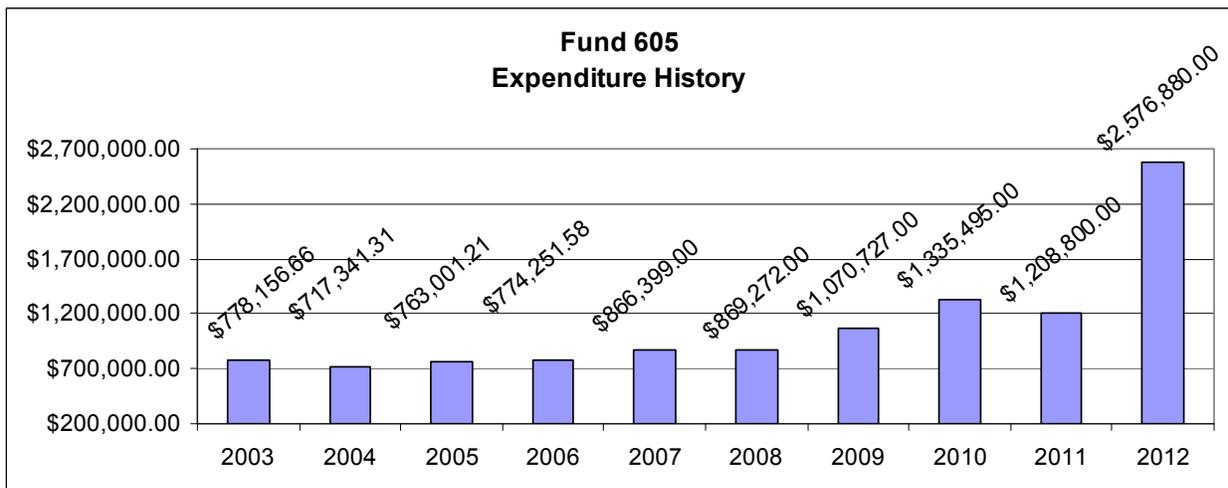
This budget includes two new firefighter/paramedic positions at a cost of \$162,768. Federal aid, requested through a SAFER grant, and if approved, offsets this cost by \$77,250. The Common Council, at their December 18, 2007 meeting, approved motion CC07-446 which approved the Fire Chief's recommended plan that stated, in part, "Examine funding options for having six (6) additional personnel". The Common Council, at their June 24, 2008 meeting, approved Resolution 2008-23 that accepted and approved the Chief's request to submit an application for a SAFER Grant for the purpose of hiring six additional firefighters. It further directed the Fire Chief to complete and submit the application to the U. S. Department of Homeland Security. The SAFER Grant reimburses local units of government for the cost

of hiring new personnel. This aid is phased out over a five year period whereby the City of Marshfield pays 100% of the personnel cost in the fifth year.

This budget is funded entirely by user fees and federal/state aid.

<u>DEPARTMENT STAFFING (FTE):</u>	<u>Classification/ Representation</u>	<u>Authorized 2008</u>	<u>Recommended Authorization 2009</u>
Deputy Fire Chief	C/5/2	0.7	0.7
EMT/Firefighter	Local 1021-IAFF	6.0	8.0
Account Clerk I	AFSCME	<u>1.0</u>	<u>1.0</u>
TOTAL		7.7	9.7

GRAPHS:



City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-23

FUND 605
 43000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
43212 FEDERAL GRANTS, FIRE				77,250	77,250
43412 STATE MEDICAL TRANS SUPPLMNT	44,800	44,000	44,000	44,000	44,000
43529 ST GRANTS, OTH PUBLIC SAFETY	<u>7,721</u>	<u>8,936</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
TOTAL REVENUE	52,521	52,936	52,500	129,750	129,750

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-24

FUND 605
 46000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46230	AMBULANCE FEES	784,026	685,000	794,000	818,000	818,000
46231	MEDICARE/MEDICAID ADJUSTMENT	(71,680)	(65,000)	(68,627)	(70,700)	(70,700)
46235	EMS SJH AGREEMENT	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
	TOTAL REVENUE	727,346	635,000	740,373	762,300	762,300

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08 U-25
 08:42 AM

FUND 605
 47000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
47323	OTH LOC GOVT, AMBULANCE SERV	196,703	196,704	196,704	200,000	200,000
	TOTAL REVENUE	196,703	196,704	196,704	200,000	200,000

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08 U-26
 08:42 AM

FUND 605
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48190	MISCELLANEOUS INTEREST	25				
48502	FIRE DONAT/CONTR FR PR OR/IN	2,995				
	TOTAL REVENUE	3,020				

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

FINANCE
 6055151008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	54,298	56,874	56,874	58,204	58,204
52000 Contractual Services	6,841	8,074	7,819	8,075	8,075
53000 Supplies and Expense	5,516	6,975	6,170	6,975	6,975
55000 Fixed Charges	1,854	1,909	1,909	1,967	1,967
57000 Grants Contrib Indm & Other	17,948	18,000	18,000	18,000	18,000
Total Expenditures	86,457	91,832	90,772	93,221	93,221

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

EMERGENCY MEDICAL SERVICE
 6055231022

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	607,080	625,606	623,569	838,450	815,779
52000 Contractual Services	44,517	42,898	43,025	45,050	45,050
53000 Supplies and Expense	57,756	54,389	51,000	55,763	55,763
55000 Fixed Charges	5,397	5,471	5,908	6,046	6,046
56000 Debt Service	608				
Total Expenditures	715,358	728,364	723,502	945,309	922,638

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

DEPRECIATION
 6055366508

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
55000 Fixed Charges	43,785	41,300	50,095	50,095	50,095
Total Expenditures	43,785	41,300	50,095	50,095	50,095

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

INTEREST, G.O. BONDS
6055821008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	5,018	4,903	4,903	4,773	4,773
Total Expenditures	5,018	4,903	4,903	4,773	4,773



**VEHICLE/EQUIPMENT
INTERNAL SERVICE FUND SUMMARY
FUND 701**

OVERVIEW:

Internal Service Funds are used by state and local governments to account for the financing of goods and services provided by one department or agency to other departments on a cost-reimbursement basis.

Although the use of internal service funds is not required by generally accepted accounting principles (GAAP), there is an increasing utilization of these funds by local governments. There are several advantages to their use, including:

- 1) the ability to accumulate the total cost of each activity;
- 2) the greater ease in costing and pricing services (in our immediate case, fleet and equipment management services); and
- 3) the ability to accumulate resources to replace equipment at appropriate intervals.

Normally, governments use the internal service fund classification to improve their management of resources. The primary reason for reestablishing the Vehicle/Equipment Internal Service Fund in 1991 was to add the capability to include depreciation costs in user charges, allowing for resources to be accumulated to replace existing equipment as it deteriorates or becomes obsolete.

Escalating equipment replacement costs have far outpaced our ability to accumulate the necessary funds to purchase the equipment when needed. Because of this inability to replace the equipment when needed the maintenance costs have also gone up. Significant funding provided last year for replacement of equipment should help reduce our maintenance costs. The 2009 budget request does not include any borrowing for machinery and equipment.

On October 14, 2008, the Common Council will be asked to approve Resolution No. 2008-37, implementing a revised 2009 rental rate schedule for the Vehicle/Equipment Internal Service Fund to include depreciation costs as a component of the billing rates.

Capital outlay purchases in the Vehicle/Equipment Fund are charged to an asset account, with their costs amortized over their useful life. As such, they are not budgeted per se in the Internal Service Fund. Nevertheless, below is a list of the major capital outlay purchases recommended for 2009:

Rubber Tired Excavator	\$181,950
Mini Hydraulic Excavator	26,750
12 Two-Way Radios	8,100
Pick-up Truck	26,550
Snow Blower	7,575
Snowplow	6,695 *
Hydraulic Core Aerator	<u>3,150</u> *
TOTAL	<u>\$260,770</u>

* for Parks and Recreation Department

There is \$564,740 in this fund appropriated for gasoline and diesel fuel. The amount budgeted in this account has increased 54.9% over the 2008 amount due to increased costs for gasoline and diesel fuel. This amount also includes \$6,366 for repairs to the fueling station and \$139 for the fire protection fee.

There is \$369,000 in this fund appropriated for depreciation expense.

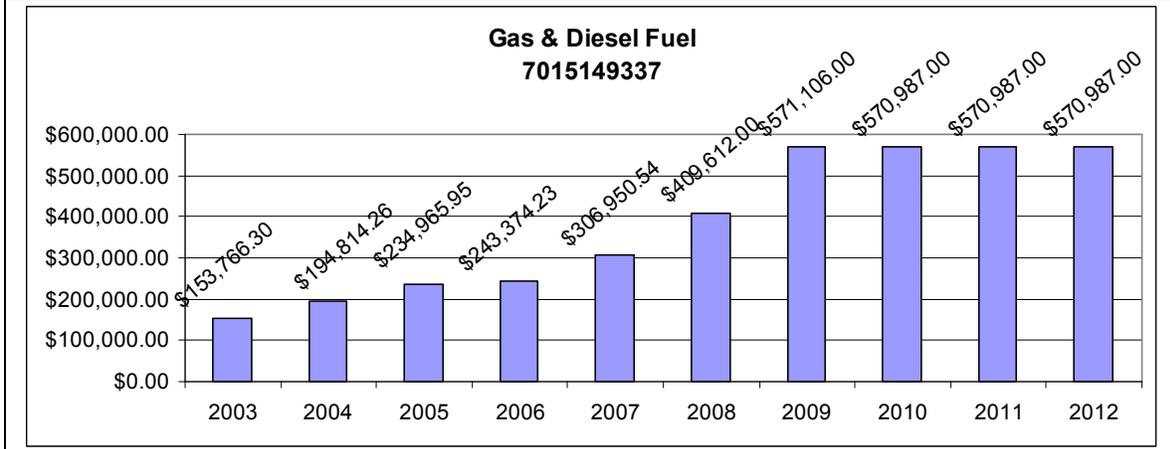
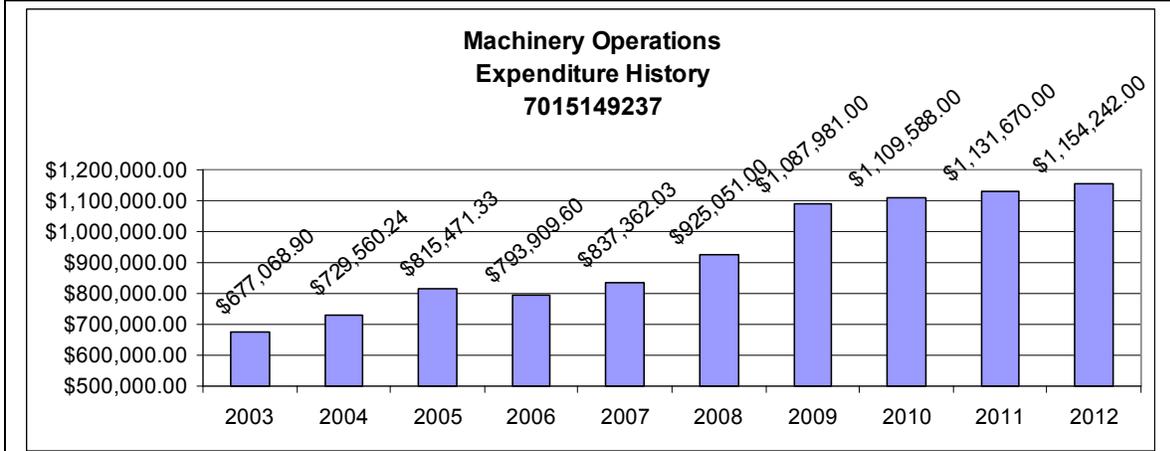
There is \$132,922 appropriated in the Internal Service Fund for its share of the principal and interest due in 2009 on the long-term debt that was previously issued to purchase equipment and the fuel depot.

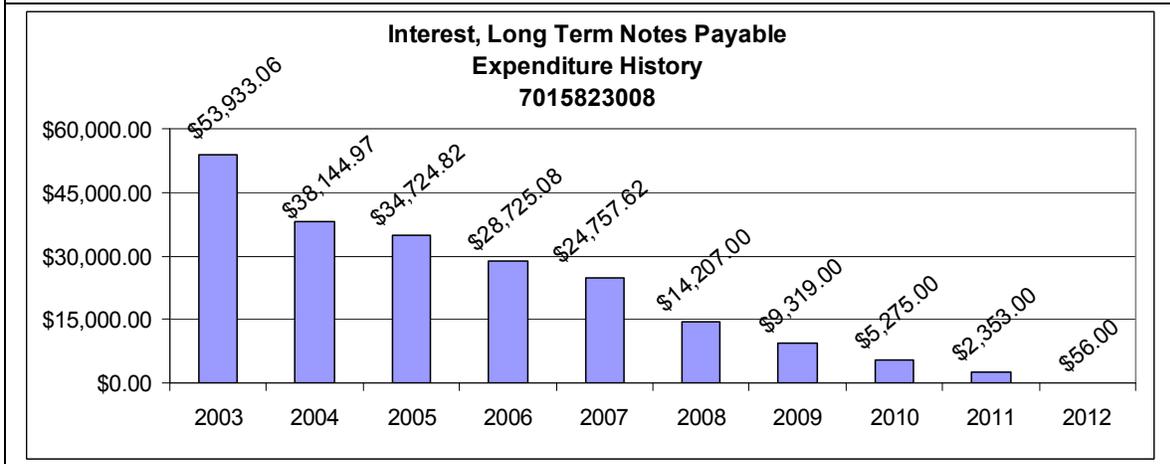
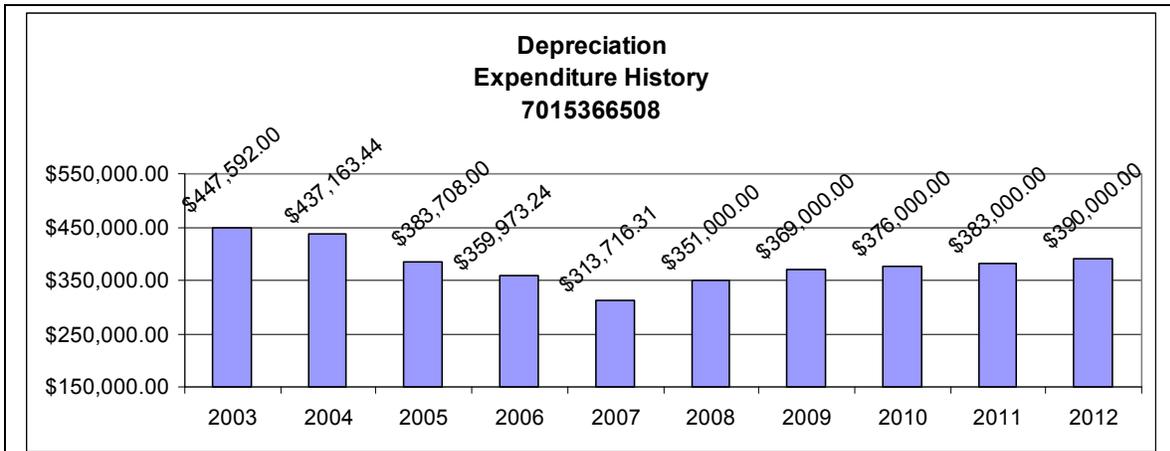
This budget is funded entirely by equipment and gasoline charges to other departments and outside agencies.

SCHEDULE OF DEPARTMENT EXPENDITURES:

	<u>Actual</u> <u>2007</u>	<u>Budget</u> <u>2008</u>	<u>Estimated</u> <u>2008</u>	<u>Recommended</u> <u>2009</u>
Building and Shop Operations	\$ 132,908	\$159,693	\$159,896	\$168,402
Machinery Operations	837,363	921,527	925,051	1,050,630
Gas and Diesel Fuel	306,950	374,612	409,612	571,106
Depreciation	313,717	369,500	351,000	369,000
Interest, Long-term Notes	<u>24,758</u>	<u>14,207</u>	<u>14,207</u>	<u>9,319</u>
TOTAL	<u>\$1,615,696</u>	<u>\$1,839,539</u>	<u>\$1,859,766</u>	<u>\$2,168,457</u>

GRAPHS:





City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-35

FUND 701
 47000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
47424	TRANSP MOTOR POOL CHARGES	1,395,418	1,500,000	1,500,000	1,725,000	1,725,000
47426	CENTRAL GAS AND DIESEL FUEL	300,986	307,750	307,750	467,500	467,500
	TOTAL REVENUE	1,696,404	1,807,750	1,807,750	2,192,500	2,192,500

City of Marshfield
 2009 Expenditure/Revenue Worksheet

09/29/08
 08:42 AM U-36

FUND 701
 48000

<u>Account Title</u>		<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48303	SALE OF HWY EQUIP & PROPERTY	25,792	1,465	1,465	1,465	1,465
48316	SALE OF SALVAGE & WASTE PROD	9,321	6,000	10,000	10,000	10,000
48900	OTHER MISCELLANEOUS REVENUE	124				
	TOTAL REVENUE	35,237	7,465	11,465	11,465	11,465

City of Marshfield
2009 Expenditure/Revenue Worksheet

U-37
09/29/08
08:42 AM

FUND 701
49000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
49300 FUND BALANCES APPLIED		<u>24,322</u>			
TOTAL REVENUE		24,322			

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

BUILDING AND SHOP OPERATIONS
 7015149137

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	39,669	53,136	53,135	55,651	55,651
52000 Contractual Services	77,321	80,975	80,976	86,328	86,328
53000 Supplies and Expense	11,759	20,242	20,242	20,868	20,868
55000 Fixed Charges	4,159	5,340	5,543	5,555	5,555
Total Expenditures	132,908	159,693	159,896	168,402	168,402

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

MACHINERY OPERATIONS
 7015149237

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
51000 Personal Services	362,498	361,649	365,173	378,466	378,466
52000 Contractual Services	36,560	58,832	58,832	62,789	62,789
53000 Supplies and Expense	411,261	472,877	472,877	581,960	581,960
55000 Fixed Charges	27,044	28,169	28,169	27,415	27,415
Total Expenditures	837,363	921,527	925,051	1,050,630	1,050,630

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
 10:41 AM

GAS AND DIESEL FUEL
 7015149337

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
52000 Contractual Services	3,377	5,862	5,862	6,366	6,366
53000 Supplies and Expense	<u>303,573</u>	<u>368,750</u>	<u>403,750</u>	<u>493,000</u>	<u>564,740</u>
Total Expenditures	306,950	374,612	409,612	499,366	571,106

City of Marshfield
2009 Expenditure/Revenue Worksheet10/03/08
10:41 AMDEPRECIATION
7015366508

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
55000 Fixed Charges	313,717	369,500	351,000	369,000	369,000
Total Expenditures	313,717	369,500	351,000	369,000	369,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

INTEREST, LONG-TERM NTS PYBL
7015823008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
56000 Debt Service	24,758	14,207	14,207	9,319	9,319
Total Expenditures	24,758	14,207	14,207	9,319	9,319



**CEMETERY PERPETUAL CARE FUND
FUND 801**

The recommended 2009 budget for the Cemetery Perpetual Care Fund is \$9,000. The interest earned from invested perpetual care monies, estimated to be \$5,000, is transferred to the General Fund to help defray expenses related to the maintenance of Hillside Cemetery. The offsetting revenue is shown under revenue account #1014900008.080801.49280.

In addition to the interest earned an estimated \$7,000 is expected in 2009 from cemetery perpetual care fees. This money is retained in Fund #801 and invested.

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM

V-2

FUND 801
46000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
46540 CEMETERY	<u>11,003</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
TOTAL REVENUE	11,003	7,000	7,000	7,000	7,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

09/29/08
08:42 AM

V-3

FUND 801
48000

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
48150 CEM PERP CARE FUND INTEREST	<u>8,501</u>	<u>9,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
TOTAL REVENUE	8,501	9,000	5,000	5,000	5,000

City of Marshfield
2009 Expenditure/Revenue Worksheet

10/03/08
10:41 AM

OTHER FINANCING USES
8015900008

<u>Account Title</u>	<u>2007 Actual</u>	<u>2008 Revised Budget</u>	<u>2008 Total Estimated</u>	<u>2009 Department Request</u>	<u>2009 Administrator's Recommended</u>
Expenditures					
59000 Cost Reallocations	8,501	9,000	9,000	9,000	9,000
Total Expenditures	8,501	9,000	9,000	9,000	9,000

APPENDIX A

2009 BUDGET DEVELOPMENT CALENDAR OPERATING AND CAPITAL BUDGETS CITY OF MARSHFIELD, WISCONSIN

<u>Date</u>	<u>Action</u>
Tuesday, April 22, 2008 7:00 p.m.	Presentation of 2007 fiscal audit report by the City's independent audit firm at regular Council meeting Common Council members submit their recommended parameters for discussion
Tuesday, May 27, 2008 7:00 p.m.	2009 Budget Overview/Financial Forecast Presentation to the Common Council (regular Council meeting). Discussion/approval of 2009 Budget Development Parameters and Guidelines
Thursday, June 26, 2008 10:00 a.m.	Departmental budget meeting to discuss 2009 budget parameters, review budget instructions, and distribute data necessary to prepare budget requests
Friday, Jul 25, 2008 5:00 p.m.	All 2009 capital and operating budget requests due in Finance Office (Fire and Police Commission and Library Board review of their respective budgets occur prior to this date)
Tuesday, September 2, 2008 Wednesday, September 3, 2008 Thursday, September 4, 2008 Friday, September 5, 2008	City Administrator's budget hearings/review of 2009 budget requests with department/division/ agency heads
Tuesday, October 14, 2008 Time: 7:00 p.m.	City Administrator's recommended 2009 budget presented at regular Common Council meeting
Monday, October 20, 2008 Time: 6:00 p.m.	Special budget work session of Common Council to review recommended 2009 budget *
Monday, October 27, 2008 Time: 6:00 p.m.	Special budget work session of Common Council to review recommended 2009 budget *
Monday, November 3, 2008 Time: 6:00 p.m.	Special budget work session of Common Council to review recommended 2009 budget; authorize publication of proposed 2009 budget *
Saturday, November 8, 2008	Publication of proposed 2009 budget
Tuesday, November 25, 2008 6:30 p.m. 7:00 p.m.	Public Hearing on proposed 2009 budget Adoption of 2009 budget during Council meeting

* Additional meetings may be necessary and are at the discretion of the Common Council.

APPENDIX B

GLOSSARY OF TERMS

Appropriation – An authorization made by the Common Council which permits officials to incur obligations and to expend city resources.

Assessed Valuation – The total taxable value placed on real estate, personal property, and utilities as a basis for levying taxes. 2008 taxes to support the 2009 City of Marshfield budgets will be levied on an estimated 2008 assessed valuation of \$1,194,488,730, an increase of 2.1% from one year ago.

Bond - A written promise to pay a specified sum of money called principal at a specified maturity date along with periodic interest paid at a specified percentage of the outstanding principal. Bonds are used for long-term debt.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a given year. It is the primary means by which most of the expenditure and service delivery activities of a government are planned. The term "Recommended Budget" indicates the budget document presented by the City Administrator to the Mayor and Common Council for their review. The term "Adopted Budget" utilized throughout this document refers to official budgetary totals adopted by the Common Council.

Business Improvement District - A district created under state statute by petition to the city from owners of commercial property. The purpose is to allow property owners within the district to develop, manage, and promote their district and provide a method to fund these activities via a self-imposed assessment.

Capital Outlay - The purchase, acquisition, or construction of any item having a unit cost of \$1,000 or more. Typical capital outlay items include vehicles, construction equipment, and office equipment. Capital outlay appropriations (accounts) begin with the two digits (58__).

CIP - Capital Improvement Program. A long-term plan of capital expenditures. The City of Marshfield annually updates its 5-year CIP to guide physical development and renewal of the city within finite financial resources.

Contingency - Funds budgeted and set aside, but not appropriated or approved for a specific use. These funds are used to finance costs that were not anticipated when the budget was considered and approved.

Contractual Services - Expenditures related to daily routine operations such as utilities, postage, printing, repairs, etc. which are purchased from private contractors.

Debt Service - Payments of interest and repayment of principal to holders of the city's debt instruments (e.g. bonds).

Depreciation - That portion of the cost of a capital asset which is charged as an expense during a particular year.

Fiduciary Fund - A fund accounting for assets held by the city in a trustee or agency capacity. In the case of the City of Marshfield, this pertains to the Cemetery Perpetual Care Fund.

Fiscal Year - A twelve-month period designated as the operating year for an entity. For the city, the fiscal year is the same as the calendar year (also called the Budget Year). The fiscal year for the State of Wisconsin is July 1 - June 30.

Franchise Fee - A fee levied by the Common Council on businesses that use city property or right of way. This fee is usually charged as a percentage of gross receipts.

Fund - An independent accounting entity that has a set of self balancing accounts and that records all financial transactions for specific activities or government functions.

General Fund - The main operating fund of the city. It accounts for basic operating services such as Police, Fire and Rescue, Traffic Control, Streets, Parks and Recreation, Library, and administrative services.

Mill - One thousandth of a dollar or \$1.00 of tax per \$1,000 assessed valuation. The property tax levy is the total amount to be taxed against all property. The number of mills at which property is taxed is calculated by dividing the amount of taxes levied by the assessed valuation.

Non-Departmental - Program costs that do not relate to any one department, but represent costs of a general city-wide nature.

Ordinance - A formal legislative enactment by the Common Council which implements or amends local law.

Proprietary Fund - A fund type which pays for itself. Also known as an enterprise fund, proprietary funds establish revenue-based fees and charges based on recouping the cost of services provided. In the case of the City of Marshfield, the recommended 2009 budgets include three proprietary funds (the Wastewater Utility Enterprise Fund, the Emergency Medical Services Enterprise Fund, and the Vehicle/Equipment Internal Service Fund).

Special Assessments - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service determined to primarily benefit those properties.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. For example, the Room Tax Fund (202) is established to account for the City of Marshfield's room tax revenues and expenditures.

Tax Year - The calendar year in which ad valorem property taxes are levied to finance the ensuing calendar year budget. For example, taxes levied in 2008 will finance the 2009 budget.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as, special assessments.

Tax Incremental Financing District (T.I.F.) - A geographical area designated for public and private development. Public improvements within the T.I.F. District are initially financed by debt issued by the city. The debt is then repaid over time from taxes resulting from increased private development within the T.I.F. District which are segregated from taxes levied on the base year value within the district. The City of Marshfield currently has seven active districts - the Tower Hall project, the Purdy School project, the Downtown redevelopment project, the Mill Creek Business Park project, the Figi's project, the Yellowstone Industrial Park project and the Northway Mall project..

APPENDIX C

WAGE AND SALARY SCHEDULES **CITY OF MARSHFIELD POSITIONS**

2009 Wages and Salaries:

All non-represented employees (excluding Library personnel and elected officials) are subject to the Classification and Pay Plan previously adopted by the Common Council (see next page).

City personnel policy indicates that the midpoint of the pay range represents the market value of the job, i.e. the economic value that other employers, with whom the city competes for employees, place on the same or similar job. The integrity of the salary plan is maintained by adjusting the pay ranges according to economic trends. The most recent adjustments to the pay plan occurred on January 1, 2008 when various percentage adjustments were made to all minimum, midpoint, and maximum values.

Monies are included within the respective departmental budgets to implement 1) salary adjustments for non-represented employees who are progressing from the minimum value to the midpoint value of their respective pay range pursuant to personnel Policy 3.800; and 2) a 2.75% salary adjustment for non-represented employees who have reached or will reach the midpoint value of their range, with such adjustments to occur on the employees' respective anniversary dates, contingent upon satisfactory performance as documented in a written performance appraisal.

Monies to finance a 2.75% compensation adjustment for Library employees are recommended within the Library budget. Within the constraints of its 2009 budget, the Library Board can proceed to authorize any and all compensation adjustments for its employees without further Council action.

Collective bargaining agreements have been settled with all bargaining units (AFSCME-Public Works/Parks, AFSCME-Clerical/Technical, Teamsters-Wastewater Utility, Ordinance Enforcement Officers, Police and Firefighters). The bargaining agreements will expire on December 31, 2010.

Monies to finance the 2009 wage adjustments for the six union groups are included as part of the appropriations in their respective departmental budgets.

Classification/Compensation Schedule for Non-Represented Position
Classifications

Increase from 2007: 3.0%
Effective: January 1, 2008

		RECOMMENDED SCALE		
<i>Position</i>	<i>Band, Grade, Subgrade</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
(Unused)	E91	\$78,855	\$92,924	\$109,991
City Administrator	E83	74,927	91,786	108,644
(Unused)	E82	72,485	88,794	105,103
(Unused)	E81	70,120	85,898	101,675
Finance Director	D64	65,067	79,381	93,695
Director of Public Works	D64	65,067	79,381	93,695
Police Chief	D63	62,953	76,802	90,651
Fire Chief	D63	62,953	76,802	90,651
(Unused)	D62	59,885	72,763	85,640
Parks and Recreation Director	D61	58,179	70,395	82,612
Dir. of Planning and Econ. Dev.	C52	56,040	67,529	79,016
City Engineer	C52	56,040	67,529	79,016
Human Resources Manager	C52	56,040	67,529	79,016
Street Superintendent	C52	56,040	67,529	79,016
Wastewater Util. Superintendent	C52	56,040	67,529	79,016
Deputy Fire Chief	C52	56,040	67,529	79,016
Police Lieutenant	C52	56,040	67,529	79,016
(Unused)	C51	52,396	62,876	73,357
Assistant City Engineer	C44	50,475	60,319	70,162
Assistant Finance Director	C44	50,475	60,319	70,162

Building Services Supervisor	C44	50,475	60,319	70,162
Information Tech. Lead Analyst	C44	50,475	60,319	70,162
Planner/Zoning Administrator	C44	50,475	60,319	70,162
Police Sergeant	C44	50,475	60,319	70,162
Asst. Street Superintendent	C43	49,707	58,355	67,004
Civil Engineer II	C43	49,707	58,355	67,004
Police Staff Services Supervisor	C43	49,707	58,355	67,004
City Surveyor	C43	49,707	58,355	67,004
Information Systems Analyst	C43	49,707	58,355	67,004
Asst. Wastewater Superintendent	C42	47,441	56,217	64,993
Parks and Rec. Maintenance Sup.	C42	47,441	56,217	64,993
Parks and Rec. Supervisor	C42	47,441	56,217	64,993
Civil Engineer I	C41	46,171	54,482	62,793
GIS Coordinator	C41	46,171	54,482	62,793
Deputy Assessor	B31	43,535	50,936	58,337
Cemetery Sexton	B31	43,535	50,936	58,337
Plumbing Inspector/ Asst. Build. Insp.	B31	43,535	50,936	58,337
Electrical Insp./Asst. Build. Insp.	B31	43,535	50,936	58,337
Accounting Clerk I	B23	29,830	34,752	39,675
Municipal Court Clerk (.8 FTE)	B23	29,830	34,752	39,675
Secretary to City Administrator	B23	29,830	34,752	39,675
Secretary to Police Chief	B23	29,830	34,752	39,675
Secretary to Fire Chief	B23	29,830	34,752	39,675
Secretary to Mayor (.7 FTE)	B23	29,830	34,752	39,675
(Unused)	B22	28,531	33,096	37,661
Cemetery Laborer	B21	26,815	31,520	36,226
(Unused)	A13	26,105	30,021	36,226

* Indicates a classification to be paid in a market contingency range that is one grade level higher (current practice).

Article 23 - Wage Schedule

CLASSIFICATION	WAGE SCHEDULE			
SHOP:	1/1/08 2%	7/1/08 1%	1-1-09 2.75%	1-1-10 2.75%
Welder/Fabricator (Combined w/Mechanic (Mechanic/Welder) on 2-22-05)	\$20.09	\$20.29	\$20.85	\$21.42
Mechanic	\$20.09	\$20.29	\$20.85	\$21.42
Sign Person	\$19.11	\$19.30	\$19.83	\$20.38
Stock Clerk	\$19.11	\$19.30	\$19.83	\$20.38
Stock Room Helper	\$18.93	\$19.12	\$19.65	\$20.19
Night Person	\$18.88	\$19.07	\$19.59	\$20.13
Sign Person Helper	\$18.55	\$18.74	\$19.26	\$19.79
EQUIPMENT OPERATOR IV:				
Tracked Backhoe Operator	\$19.74	\$19.94	\$20.49	\$21.05
Aerial Bucket Truck Operator (paid when performed)	\$19.68	\$19.88	\$20.43	\$20.99
Excavator	\$19.54	\$19.74	\$20.28	\$20.84
EQUIPMENT OPERATOR III:				
Grader Operator	\$19.38	\$19.57	\$20.11	\$20.66
Loader Operator	\$19.32	\$19.51	\$20.05	\$20.60
Mini Excavator	\$19.23	\$19.42	\$19.95	\$20.50
Rubber Tired Backhoe Operator (includes #45 & #46)	\$19.41	\$19.60	\$20.14	\$20.69
Bulldozer Operator	\$19.29	\$19.48	\$20.02	\$20.57
Zoo Keeper	\$19.23	\$19.42	\$19.95	\$20.50
Cement Mason	\$19.23	\$19.42	\$19.95	\$20.50
Cement Finisher	\$19.23	\$19.42	\$19.95	\$20.50
EQUIPMENT OPERATOR II:				
Truck Operator(45,001 & above GVW)	\$19.08	\$19.27	\$19.80	\$20.34
Roller Compactor Operator	\$18.71	\$18.90	\$19.42	\$19.95
Seaman Mixer/Bumford Operator	\$18.71	\$18.90	\$19.42	\$19.95
Sweeper Operator	\$18.87	\$19.06	\$19.58	\$20.12
Park/Pool Laborer	\$18.92	\$19.11	\$19.64	\$20.18
Truck Operator (26,001 - 45,000 GVW)	\$18.87	\$19.06	\$19.58	\$20.12
Skid Steer Loader Operator	\$18.71	\$18.90	\$19.42	\$19.95
EQUIPMENT OPERATOR I AND LABORER:				
Street Laborer	\$18.55	\$18.74	\$19.26	\$19.79
Park laborers	\$18.55	\$18.74	\$19.26	\$19.79

SEWER CREW:				
Tile Layer	\$19.23	\$19.42	\$19.95	\$20.50
Tile Helper	\$19.23	\$19.42	\$19.95	\$20.50
Grade Person	\$18.88	\$19.07	\$19.59	\$20.13

This does not apply to employees who go to a higher classification or are employed for special type work.

CLASSIFICATION

WAGE SCHEDULE

Custodians	\$18.55	\$18.74	\$19.26	\$19.79
Housekeeping Personnel	\$15.37	\$15.52	\$15.95	\$16.39

WASTEWATER UTILITY EMPLOYEES

JANUARY 1, 2008 HOURLY RATES (2%)

Job Classification	Start				Job Rate
Lab Technician	\$21.45				\$21.93
Job Classification	Start	End Probation	One Year	Two Years	Three Years
Operator	\$18.37	\$18.87	\$19.35	\$19.87	\$20.38

JULY 1, 2008 HOURLY RATES (1%)

Job Classification	Start				Job Rate
Lab Technician	\$21.66				\$22.15
Job Classification	Start	End Probation	One Year	Two Years	Three Years
Operator	\$18.55	\$19.06	\$19.54	\$20.07	\$20.58

JANUARY 1, 2009 HOURLY RATES (2.75%)

Job Classification	Start				Job Rate
Lab Technician	\$22.26				\$22.76
Job Classification	Start	End Probation	One Year	Two Years	Three Years
Operator	\$19.06	\$19.58	\$20.08	\$20.62	\$21.15

JANUARY 1, 2010 HOURLY RATES (2.75%)

Job Classification	Start				Job Rate
Lab Technician	\$22.87				\$23.39
Job Classification	Start	End Probation	One Year	Two Years	Three Years
Operator	\$19.58	\$20.12	\$20.63	\$21.19	\$21.73

POLICE OFFICERS BARGAINING UNIT

<u>Effective</u>		1-1-08 (2.0%)	7-1-08 (1.0%)	7-1-08 (-\$400)	1-1-09 (2.75%)	1-1-10 (2.75%)
Detective	Annual	\$51,019	\$51,529	\$51,129	\$52,535	\$53,980
	Hourly	\$24.53	\$24.77	\$24.58	\$25.26	\$25.95
Police Officer	Annual	\$48,861	\$49,350	\$48,950	\$50,296	\$51,679
3 rd Year	Hourly	\$23.49	\$23.73	\$23.53	\$24.18	\$24.85
Police Officer	Annual	\$46,641	\$47,107	\$46,707	\$47,991	\$49,311
2nd Year	Hourly	\$22.42	\$22.65	\$22.46	\$23.07	\$23.71
Police Officer	Annual	\$43,337	\$43,770	\$43,370	\$44,563	\$45,788
1 st Year	Hourly	\$20.84	\$21.04	\$20.85	\$21.42	\$22.01
Police Officer	Annual	\$41,142	\$41,553	\$41,153	\$42,285	\$43,448
Starting	Hourly	\$19.78	\$19.98	\$19.79	\$20.33	\$20.89

FIREFIGHTERS

1-1-07 (2.9%)

	MONTHLY	ANNUAL
Lieutenant	\$4,574	\$54,890
Fire Fighter III	\$3,995	\$47,935
Fire Fighter II	\$3,883	\$46,599
Fire Fighter I	\$3,792	\$45,498
Recruit Fire Fighter	\$3,635	\$43,616

1-1-08 (2%)

	MONTHLY	ANNUAL
Lieutenant	\$4,666	\$55,988
Fire Fighter III	\$4,075	\$48,894
Fire Fighter II	\$3,961	\$47,531
Fire Fighter I	\$3,867	\$46,408
Recruit Fire Fighter	\$3,707	\$44,488

7-1-08 (1%)

	MONTHLY	ANNUAL
Lieutenant	\$4,712	\$56,548
Fire Fighter III	\$4,115	\$49,383
Fire Fighter II	\$4,001	\$48,006
Fire Fighter I	\$3,906	\$46,872
Recruit Fire Fighter	\$3,744	\$44,933

1-1-09 (2.75%)

	MONTHLY	ANNUAL
Lieutenant	\$4,842	\$58,103
Fire Fighter III	\$4,228	\$50,741
Fire Fighter II	\$4,111	\$49,326
Fire Fighter I	\$4,013	\$48,161
Recruit Fire Fighter	\$3,847	\$46,169

1-1-10 (2.75%)

	MONTHLY	ANNUAL
Lieutenant	\$4,975	\$59,701
Fire Fighter III	\$4,345	\$52,136
Fire Fighter II	\$4,224	\$50,682
Fire Fighter I	\$4,124	\$49,485
Recruit Fire Fighter	\$3,953	\$47,439

ORDINANCE ENFORCEMENT OFFICERS

Ordinance Enforcement Officers

	Effective 1-1-08	Effective 7-1-08	Effective 1-1-09	Effective 1-1-10
	2%	1%	2.75%	2.75%
New Hire	\$31,266	\$31,579	\$32,447	\$33,339
After 6 Months	\$32,440	\$32,764	\$33,665	\$34,591
After 1 Year	\$33,659	\$33,996	\$34,931	\$35,892
After 2 Years	\$34,889	\$35,238	\$36,207	\$37,203
After 3 Years	\$36,174	\$36,536	\$37,541	\$38,573
After 4 Years	\$36,458	\$36,823	\$37,836	\$38,876
After 5 Years	\$36,738	\$37,105	\$38,125	\$39,173

CLERICAL-TECHNICAL EMPLOYEES

CLASSIFICATIONS AND WAGES

EFFECTIVE JANUARY 1, 2008

2.0%

Classification	Entry	6 mos.	12 mos.	18 mos.	30 mos.
Acct. Clerk I	\$13.26	\$13.82	\$14.44	\$15.12	\$15.77
Secretary					
Dep. Treasurer					
Dep. Clerk					
Acct. Clerk II	\$15.17	\$15.85	\$16.69	\$17.43	\$18.24
Eng. Tech I					
Eng. Tech II	\$17.37	\$18.22	\$19.07	\$20.04	\$20.97
Appraiser					

EFFECTIVE JULY 1, 2008

1.0%

Classification	Entry	6 mos.	12 mos.	18 mos.	30 mos.
Acct. Clerk I	\$13.39	\$13.96	\$14.58	\$15.27	\$15.93
Secretary					
Dep. Treasurer					
Dep. Clerk					
Acct. Clerk II	\$15.32	\$16.01	\$16.86	\$17.60	\$18.42
Eng. Tech I					
Eng. Tech II	\$17.54	\$18.40	\$19.26	\$20.24	\$21.18
Appraiser					

EFFECTIVE JANUARY 1, 2009

2.75%

Classification	Entry	6 mos.	12 mos.	18 mos.	30 mos.
Acct. Clerk I	\$13.76	\$14.34	\$14.98	\$15.69	\$16.37
Secretary					
Dep. Treasurer					
Dep. Clerk					
Acct. Clerk II	\$15.74	\$16.45	\$17.32	\$18.08	\$18.93
Eng. Tech I					
Eng. Tech II	\$18.02	\$18.91	\$19.79	\$20.80	\$21.76
Appraiser					

EFFECTIVE JANUARY 1, 2010

2.75%

<u>Classification</u>	<u>Entry</u>	<u>6 mos.</u>	<u>12 mos.</u>	<u>18 mos.</u>	<u>30 mos.</u>
Acct. Clerk I	\$14.14	\$14.73	\$15.39	\$16.12	\$16.82
Secretary					
Dep. Treasurer					
Dep. Clerk					
Acct. Clerk II	\$16.17	\$16.90	\$17.80	\$18.58	\$19.45
Eng. Tech I					
Eng. Tech II	\$18.52	\$19.43	\$20.33	\$21.37	\$22.36
Appraiser					

MARSHFIELD PUBLIC LIBRARY

WAGE AND SALARY PLAN FOR 2008
Adopted 11-13-2007

<u>Grade</u>	<u>Title</u>	<u>2008 Entry</u>	<u>2008 Top End</u>
1	Permanent Page	\$ 7.40	\$ 9.70 (31% spread)
2	Housekeeper	8.09	10.60
3	Lib. Asst. I	8.56	11.21
4	Lib. Asst. II	9.57	12.54
5	Lib. Asst. III	10.43	13.67
6	Lib. Spec. I	11.33	14.84
7	Lib. Spec. II	12.12	15.88
8	Lib. Spec. III	13.28	17.39
9	Not used	14.13	18.51
10	Not used	15.05	19.71
11	Not used	15.99	20.95
12	Custodian	16.76	21.96

NON-MANAGEMENT: Professional (MLS Degree)

<u>Grade</u>	<u>Title</u>	<u>2008 Entry</u>	<u>2008 Top End</u>
P-1	Librarian	\$36,549	\$44,224 (21% spread)

MANAGEMENT – (Bachelor's Degree)

<u>Grade</u>	<u>Title</u>	<u>2008 Entry</u>	<u>2008 Top End</u>
M-1	Library Systems Analyst	\$46,206	\$55,909 (21% spread)

MANAGEMENT - Yearly Salary

<u>Grade</u>	<u>Title</u>	<u>2008 Entry</u>	<u>2008 Top End</u>
M-1	Librarian I	\$43,618	\$52,777 (21% spread)
M-2	Librarian II	49,018	59,312
M-3	Director	62,049	75,080

APPENDIX D
SCHEDULE OF REQUESTED CAPITAL OUTLAY PURCHASES
RECOMMENDED IN 2009 BUDGET

BUDGET	DESCRIPTION	AMOUNT
Information Technology	Replace PC server - E-mail/GIS	\$8,723
	FireRMS hardware	5,960
Law Enforcement	3 replacement first line patrol vehicles	74,883
	1 point-to-point radio base station	8,000
	1 replacement unmarked investigation car	18,500
Fire Protection	Second fire station (FD-K-5800)	812,000
	Replacement radios for Eng. 1, 3, 4, T1, & S1 (2) (Payment spread over 3 years)	5,875
	Replacement of #4, 500 SCBA Tanks	5,000
	Training center development (FD-K-5803)	20,000
Fire Prevention	Replace radio for car 6 (Payment spread over 3 years)	792
Emergency Management	Siren replacement - 5th and Sycamore (EM-N-5503)	14,000
Cemetery	Skidsteer attachments	27,000
	New furnace in shop and office building	2,422
Library	Library closed circuit system (LI-K-5907)	12,000
OACC	Tuck pointing and brick repair (PR-K-2830)	25,000
Parks Operations/ Maintenance	Griese north phase 1 soccer field and parking lot development (PR-L-2809)	120,000
Forestry	Tree replacement (ST-N-6107)	10,000
Taxi System	Purchase of one new taxi-cab/radio	25,000
Cable Access	Upgrade to Mac - final cut pro editing system	4,200
	Replace automation system channel 3 digital conv.	9,999
City Hall Projects	Fire alarm system (BS-K-3920)	76,000
	Window Replacement (BS-K-3922)	20,000
	Lighting replacement (BS-K-3931)	20,000
UW Building/Remodeling Projects	Parking lot/sidewalk repair (UW-K-7303)	102,500
	Campus utility and facilities upgrade II (UW-K-7307)	15,000
	Elevator hydraulic cylinder replacement (UW-K-7316)	13,000
Fairgrounds	Grandstand structural repairs (FG-K-5610)	25,000
Wastewater Utility	Replacement influent sampler	7,000
EMS	4 semi-automatic defibrillators and trainer	6,000

APPENDIX D
SCHEDULE OF REQUESTED CAPITAL OUTLAY PURCHASES
RECOMMENDED IN 2009 BUDGET

<u>BUDGET</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Vehicle/Equipment Fund	Rubber tired excavator	181,950
	Mini hydraulic excavator	26,750
	12 Two-way radios	8,100
	Pick-up truck	26,550
	Snow Blower	7,575
	Snowplow (Parks & Recreation)	6,695
	Hydraulic core aerator (Parks & Recreation)	3,150
		<u>\$1,754,624</u>

APPENDIX E
SCHEDULE OF REQUESTED CAPITAL OUTLAY PURCHASES
NOT RECOMMENDED IN 2009 BUDGET

<u>BUDGET</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Information Technology	Evidence tracker hardware	\$ 1,299
	Ruggedized laptop & wireless connectivity	8,729
Law Information	1 moving radar unit	1,895
	Range house roof	3,200
	Evidence room	2,300
Cemetery	Skidsteer Attachment	42,885 ¹
		<u>\$ 60,308</u>

¹ partial reduction

**APPENDIX F
SUMMARY OF 2009 APPROVED CIP PROJECTS
REMOVED/REDUCED/ADDED/INCREASED
IN 2009 BUDGET**

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>REMOVED</u>	<u>REDUCED</u>	<u>ADDED/ INCREASED</u>
LI-K-5907	Library Closed Circuit Security System		\$6,000	
		<u>\$0</u>	<u>\$6,000</u>	<u>\$0</u>

APPENDIX G
SUMMARY OF APPROVED 2009 CIP PROJECTS
NOT SUBMITTED IN 2009 BUDGET

<u>DESCRIPTION</u>	<u>PROJECT #</u>	<u>AMOUNT</u>
None	None	<u><u>\$0</u></u>

APPENDIX G
SUMMARY OF APPROVED 2009 CIP PROJECTS
NOT SUBMITTED IN 2009 BUDGET

**APPENDIX H
SUMMARY OF 2009 ITEMS WHICH WERE
REMOVED/REDUCED/ADDED/INCREASED
IN 2009 BUDGET**

<u>Budget</u>	<u>DESCRIPTION</u>	<u>REMOVED</u>	<u>REDUCED</u>	<u>ADDED/ INCREASED</u>
Council	League of Municipalities Dues		\$ 651	
	Alliance of Cities Memebership Dues		1,083	
Municipal Court	Projected 2.75% increase in Judge's salary + benefits			\$ 575
Mayor	Typewriter purchase	\$ 125		
Administrator	Outside legal assistance employment issues		10,000	
Information Technology	New position starts 4/1/08 + benefits		20,234	
	Ruggedized laptop and wireless connectivity for Street Department	9,289		
	TIPSS Courts Software for Municipal Courts	15,175		
	Permanent projection screen for Common Council Chambers	779		
	Evidence tracker software for Police Department	9,972		
	Desktop printer/copier/scanner for Street Div.	170		
	Color laser printer for Assessor's Office	699		
Finance Department	New position + benefits	69,949		
Contingency	Health Insurance - HRA	30,000		
Law Enforcement	New Position + benefits	74,294		
	Range house roof	3,200		
	Evidence Room	2,300		
	Moving radar unit	1,895		
Fire Protection	New postions + benefits	244,150		
Parking Facilities	Contracted plowing		15,000	
Cemetery	Bobcat		42,885	
Library	Security system			12,000
Parks Operations/Maintenance	Water for flowers			2,600
City Planner/Economic Development	Zoning Code update	120,000		

**APPENDIX H
SUMMARY OF 2009 ITEMS WHICH WERE
REMOVED/REDUCED/ADDED/INCREASED
IN 2009 BUDGET**

<u>Budget</u>	<u>DESCRIPTION</u>	<u>REMOVED</u>	<u>REDUCED</u>	<u>INCREASED</u>
Wastewater Utility	GIS Administration Fees			13,000
Emergency Medical Service	Personnel costs		22,671	
Gas and Deisel Fuel	Increased costs			71,740
		<u>\$ 581,997</u>	<u>\$ 112,524</u>	<u>\$ 99,915</u>