

City  
Administrator's  
Recommended  
Budget

---

**2016**

**Description**

Transmittal Letter

City Profile

Presentation Page

Organization Chart

Executive Summary

Full-Time Position Comparison

Debt Analysis

Total Revenues (All Funds)

Total Expenses (All Funds)

General Fund Summary

Capital Improvement Program

Capital Projects

Debt Service Summary

Public Works

Administration

Engineering

Street Division

Wastewater Utility

Vehicle & Equipment Internal Service Fund

Public Safety

Police

Fire & Rescue

Emergency Medical Services

Emergency Management

Municipal Court

Public Safety Funds

Quality of Life

Parks & Recreation

Library

Aging/Senior Center

UW Marshfield/Wood County

Convention and Visitors Bureau

Room Tax

Dairyfest

Celebrations & Entertainment

Upham Mansion

General Government

- Mayor
- Common Council
- City Administrator
- City Attorney
- City Clerk
- Finance
- Technology
- Assessor's
- Various Non-Departmental Budgets
- Community Committees

Transportation

- Taxi
- Airport

Development Services

- Planning and Economic Development
- Building Services
- Economic Development Fund
- Business Improvement District
- Industrial Park Authority
- Residential Rehabilitation

Communication

- Cable TV

Cemetery

- Cemetery

Glossary

Appendix A

- New Items Included and Not Included in Budget

Appendix B

- Reductions to the Departmental Budget Requests

Appendix C

- New Position Request

City of Marshfield  
City Hall Plaza  
630 S. Central Avenue  
P.O. Box 727  
Marshfield, WI 54449



Steve Barg  
City Administrator  
(715) 387-6597  
Fax (715) 384-9310  
steve.barg@ci.marshfield.wi.us

Dear Mayor and Council members:

On behalf of our staff, I'm pleased to offer the proposed 2016 budget for your review and consideration! As you're aware, this has been an extremely challenging year, due to the Expenditure Restraint Program issue that we discussed in late September, along with the other constraints that we've been dealing with now for several years (levy freeze, etc.) But our department/division heads have again done an excellent job in preparing their budgets, and we worked together as a team to make the necessary adjustments to achieve a balanced budget. We believe that this budget maintains the high quality services our citizens expect, and addresses facility/equipment/infrastructure needs to the greatest degree possible, given the tough circumstances, all with only a \$.05 cent tax increase (about .5%), as the Council authorized in May.

As always, I want to thank and commend everyone who helped prepare this budget document, including Keith, Amy, and the department/division heads. These individuals and all of our dedicated staff work so hard to serve our citizens, and you should be quite proud of the work that they do for the City each and every day. I continue to be so pleased to work with the outstanding team that we have here at the City of Marshfield!

Also, even though it has been a few years since we made rather significant changes to the format of this budget document, please know that we're always seeking to enhance and improve it. Please give me your questions, comments, and suggestions, so we make any desired changes and improvements for the 2017 budget. Also, please note that the 2016 budget has incorporated the organizational chart changes approved by the Council earlier this year (and effective as of January 1, 2016) affecting the Engineering Division and the Planning & Economic Development Department (changed to the Development Services Department as of January 1<sup>st</sup>.)

Please call or e-mail me, or contact the appropriate department head, so we can address your questions or concerns on the proposed 2016 budget. Thank you very much!

Sincerely,

Steve Barg  
City Administrator

## CITY PROFILE

Originally referred to a “Hub City,” due to the many trains that traveled through, Marshfield continues to be a hub for businesses and families alike. Marshfield’s central location, along with a municipal airport, a regional airport within 35 miles, plus the four-lane expansion of UW Hwy 10 offers easy access to larger, metro markets. Marshfield takes great pride in its unparalleled quality of life and its 2008 designation as one of the nation’s top 20 “Dream Towns” by Demographics Daily, based on healthy economics, moderate cost of living and strong educational systems. The community of 19,186 features a historic downtown; consistently high performing schools, the UW-Marshfield/Wood County campus; and Mid-State Technical College. A vibrant community life adds to Marshfield’s small town charm. Marshfield residents participate in a variety of festivals; and the city is home to the Central Wisconsin State Fair. The city also celebrates its heritage as one of the stops along the historic Yellowstone Trail, a 1920-era auto route that directed travelers to Yellowstone National Park. Recreation and a healthy lifestyle are important to Marshfield residents who enjoy an abundance of parks and trails as well as the city’s Wildwood Park and Zoo.

### **Organization**

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

Recent accomplishments for Marshfield include achieving an Aa2 credit rating, one of the highest ratings available to a community of Marshfield’s size; construction of a LEED-certified fire station and reconstruction of Central Avenue through the heart of the city’s historic downtown. Sustainability has been a significant focus for the city, reflected by Marshfield’s participation as one of Wisconsin’s ten Energy Independent Pilot Communities working to achieve “25 x 25”, a 25 percent reduction in electrical use and transportation fuels by 2025.

The City of Marshfield is organized as a mayor-council plan under Chapter 62 of Wisconsin Statutes. The Mayor, who serves as the city’s chief executive officer, is elected to a two-year term in even-numbered years. The Common Council includes the Mayor and ten alderpersons, elected by district to two-year terms. Alderpersons representing odd-numbered districts are elected in even-numbered years and alderpersons representing even-numbered districts are elected in odd-numbered years.

In addition to electing the Mayor and Common Council, voters also elect a city clerk and city assessor to four-year terms of office and a municipal judge to a two-year term.

### **Workforce**

Healthcare is the dominant industry, anchored by the Marshfield Clinic, the largest private group medical practice in Wisconsin and one of the largest in the nation, and Saint Joseph’s Hospital, a 500-plus bed tertiary care teaching facility. Other major employers include Roehl Transport and Marshfield Door Systems.

**PRESENTED TO**  
**MAYOR AND COMMON COUNCIL**  
**CITY OF MARSHFIELD, WISCONSIN**

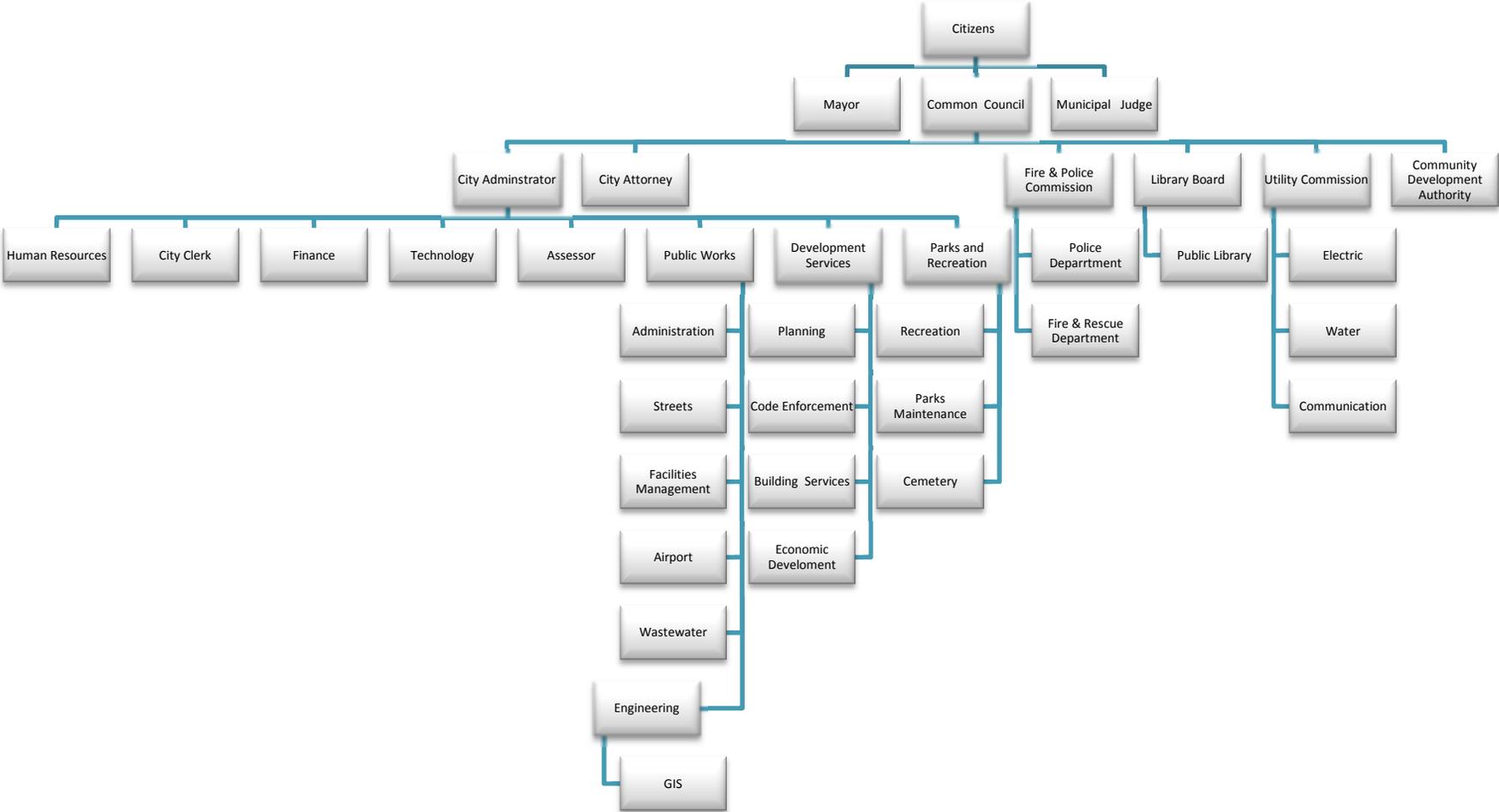
---

Chris L. Meyer	Mayor
Michael Feirer	Aldersperson, District 1
Alanna Goodwin-Feddick	Aldersperson, District 2 Chairperson, Finance, Budget and Personnel Committee
Chris Jockheck	Aldersperson, District 3
Gordon Earll	Aldersperson, District 4
Ed Wagner	Aldersperson, District 5
Rich Reinart	Aldersperson, District 6
Gary Cummings	Aldersperson, District 7 Council President
Rebecca Spiros	Aldersperson, District 8
Tom Buttke	Aldersperson, District 9 Chairperson, Board of Public Works
Peter Hender	Aldersperson, District 10

\*\*\*\*\*

Steve Barg	City Administrator
Keith R. Strey	Finance Director

# City of Marshfield



## EXECUTIVE SUMMARY

### **Budget Development**

The budget is a financial and operating plan matching planned revenues and expenses with the services provided to city residents, businesses and industries, based upon our established budgetary policies. It expresses in dollar amounts the City's work programs for the upcoming fiscal year. Once adopted, this becomes a major guiding document for department managers for operation of their responsibilities, functions and activities.

The City operates on a calendar-year budget. By state law, the budget must show revenues and expenses over 3 years, plus information on debt service, fund balances, and anything else deemed appropriate.

The City uses the following procedures in developing, adopting, using, and updating its annual budget for each fiscal year:

1. The Council sets budget objectives, targets and overall guidelines, taking into account desired service levels, economic conditions, and taxpayer expectations.
2. Each manager submits a preliminary budget request to the Administrator based on established guidelines, including expenses, revenues, and services. Requests are reviewed and revised in the budget process.
3. After working with the staff, the City Administrator sends a recommended budget to the Council which includes department requests, Administrator's recommended expenses, the means of financing, and required tax levy.
4. Copies of the recommended budget are made available for public review at the Library, on the City's website and by request from the Finance Department or City Administrator.
5. The Council set budget workshops (open to the public) with the Mayor, the City Administrator, and staff. A public hearing is held to solicit input from residents and taxpayers. At that time, anyone interested may speak on any budget issues of interest.
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 includes total expenses for the following funds: General (operating), Special Revenue, Debt Service, Capital Projects, and other funds as appropriate.
2. General 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 expense level. Expenses cannot exceed the amount that has been appropriated without approval of two-thirds of the Council, and the publication of a Class I public notice.

3. Internal city policies include budget controls beyond the required level. Budget revisions and updating may take place during the course in order 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 the approval of the Finance, Budget and Personnel Committee and a two-thirds vote of the Council.

4. Budgets serve as policy guides and operating fiscal plans for department managers throughout the year.
5. Detailed budget reports are provided monthly to all department managers. The Finance Director gives monthly written reports to the Finance, Budget and Personnel Committee and Council, and analyzes the fiscal condition of its funds, appropriations and recommendations.
6. Appropriations and department budgets not encumbered by purchase orders, contracts, or other formal obligations at year-end, lapse and may be reappropriated, unless otherwise designated by resolution.
7. All budgets and accounting activity conform to Generally Accepted Accounting Principles (GAAP).

### **The Budget in Brief**

The 2016 budget is based upon sound fiscal management policies and proven strategies. It meets our budget parameters, the State’s expenditure restraint program requirements, and the state levy limits. The 2016 expense budget for all city funds is \$41,906,661, an increase of \$8,351,982 or 19.9% more than the 2015 adopted budget of \$50,258,643.

**(NOTE: Total revenue and expense won’t be equal in all funds, since this includes enterprise funds. Even in General Fund, there may be slight differences between the two, due to rounding of calculated items such as payroll taxes.)**

The budget reflects the cost of providing basic services and an aggressive economic

development program. The tax rate needed to finance the recommended 2016 budget is \$9.07 per \$1,000 of assessed value.

### **Financial Assessment**

To help you understand where we stand as you consider the proposed budget, I’d like to provide a “snapshot” of our current finances, looking at our debt, reserves, and tax rate.

### **Debt management**

While excessive debt is troubling, a certain amount of debt is usually considered to be essential for major capital improvements, and to ensure that the cost of projects with long-term benefits are paid by current and future taxpayers. Total General Obligation debt, and measuring it as a percentage of the maximum allowed by State law, offers a good indication of a city’s fiscal health. In this respect, the City has positioned itself well, and we can tell our citizens that we are well prepared for the challenges that may lie ahead if economic recovery doesn’t occur in the next few years. Our debt rose this year, but this is mainly from TIF borrowing, which will be paid back from TIF revenues. Here is a table showing our debt as a percentage of the maximum allowed by State law:

<b><u>Year</u></b>	<b><u>Debt as a percentage the maximum allowed</u></b>
2016 Recommended	57%
2015 Estimate	52%
2014	48%
2013	51%
2012	48%
2011	48%
2010	41%
2009	41%
2008	32%
2007	35%

### **General fund reserves**

Sometimes referred to as the City’s “savings account”, maintaining an acceptable level of General Fund reserves are critical to ensure financial health and well-being, especially in difficult financial times. Minimum acceptable General Fund reserve balances are set by

## Executive Summary

---

Common Council approved City Policy 4.310. This policy was established to provide a framework for utilization of the Unreserved, Undesignated General Fund Balance. The policy requires Unreserved, Undesignated General Fund Balance to be maintained between 25% and 30% of **budgeted** General Fund expenditures, excluding one-time purchases. Due to the diligence of current and past councils and staff, the City has consistently met this standard, and as of December 31, 2014, our **actual** Unreserved, Undesignated General Fund reserve balance stood at 28% (compared to 29% as of December 31, 2013), which is within the policy range. Estimated available fund balance was applied per policy when developing the 2016 budget.

### **Tax rate**

Another indication of financial management can be measured by changes in the tax rate over time. In recent years, the Council has generally maintained or reduced our tax rate, laying a foundation for a competitive advantage with other cities in our area and across the state. If this budget approved as presented, there would be a slight increase (about .5%) to \$9.07 per \$1,000 of assessed value. Low tax rates are generally seen favorably, provided that the City still provides high quality programs and services expected by taxpayers. Still, it may be appropriate to look at slight tax rate hikes from time to time (as permitted by State law) in order to keep up with rising costs.

### **Personnel**

The recommended 2016 budget contains an amount equal to a 2.0% salary increase for all non-represented employees, effective as of July 1, 2016. While this is higher than the inflation rate, I believe it's necessary to keep us from falling behind on the compensation plan adopted in 2013. It also includes funds for step increases for those employees who are below market rate under the approved compensation plan, subject to a successful performance review. In addition, \$10,000 is

again included for merit pay – to be given to those going beyond their job requirements in ways that give added benefit to the City.

This budget makes includes no changes in staffing levels over the 2015 budget. There was one proposed change (Appendix C) to create a permanent part-time position in the Clerk's office (replacing "casual/temporary" position), but given the difficult budget year that we are facing, staff has decided to hold off on this until the 2017 budget. And please remember that this will be the first full year with our Technology Technician, approved as part of the 2015 budget, with the position filled in August of this year.

### **Additional information**

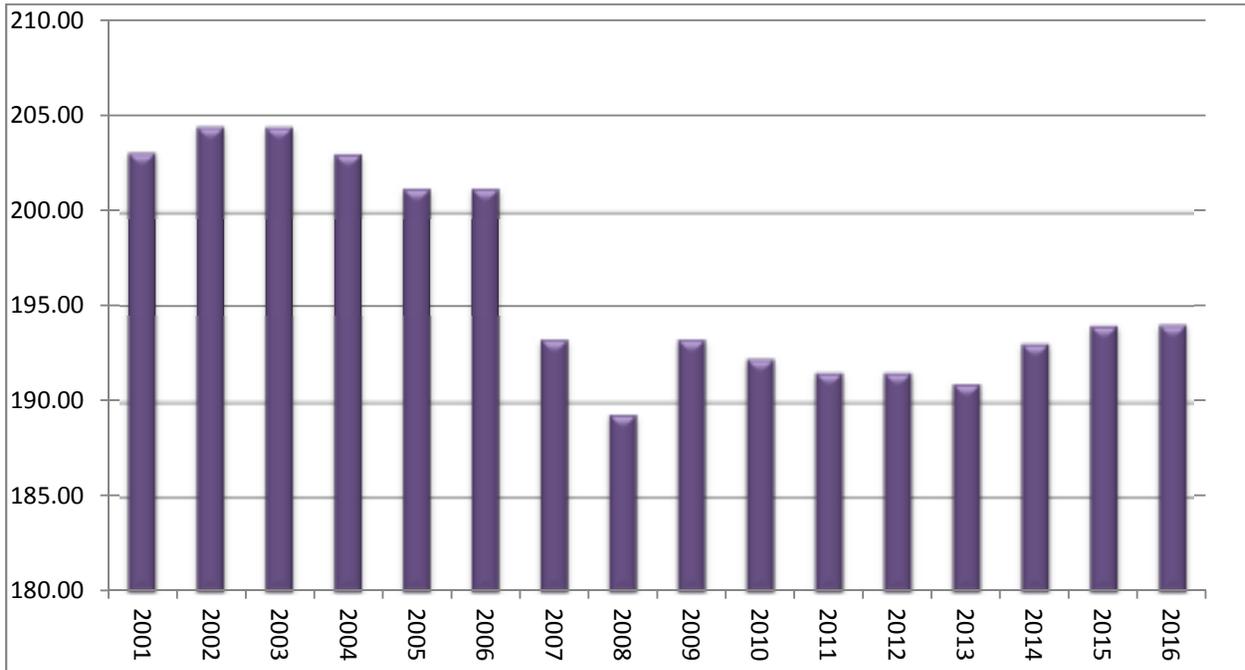
More information on the proposed budget is available in supplemental documents found on our website at [www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us).

## Full-Time Position Comparison

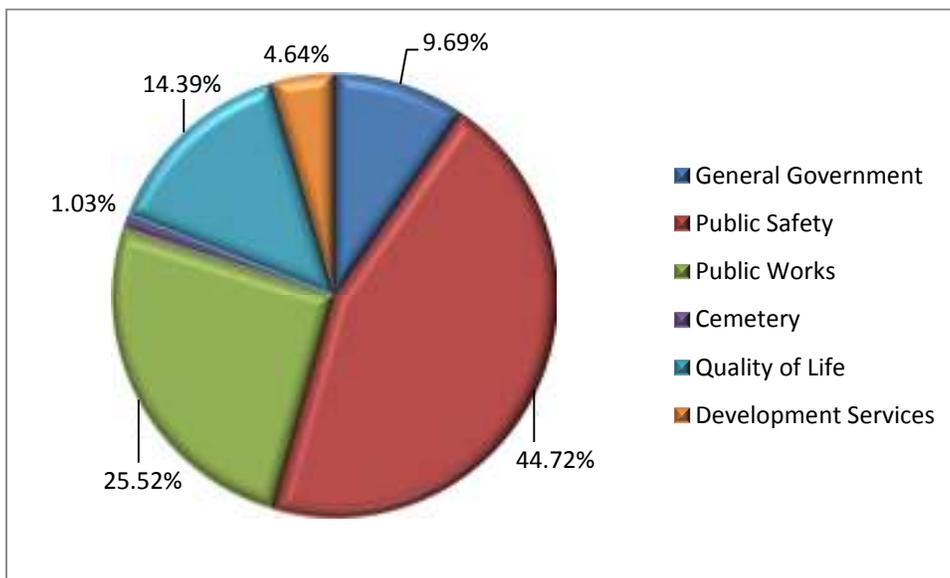
Function/Department	2012 Adopted	2013 Adopted	2014 Adopted	2015 Revised	2016 Rec.	Increase/ (Decrease)
<b>General Government</b>						
Mayor	1.0	1.0	1.0	1.0	1.0	-
Administrator/ Human Resources	2.5	2.5	2.5	2.5	2.5	-
Assessor	4.0	3.6	3.0	3.0	3.0	-
Clerk	2.0	2.0	2.0	2.0	2.0	-
Finance	5.3	5.3	6.3	6.3	6.3	-
Technology	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>	<u>4.0</u>	-
	17.8	17.4	17.8	18.8	18.8	
<b>Public Safety</b>						
Police	47.0	47.0	48.0	48.0	48.0	-
Fire and Rescue	28.3	28.3	28.3	28.3	28.3	-
Emergency	9.7	9.7	9.7	9.7	9.7	-
Medical Services						
Municipal Court	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	-
	85.75	85.75	86.75	86.75	86.75	
<b>Public Works</b>						
Public Works						
Administration	2.0	2.0	2.0	2.0	2.0	-
Engineering	6.0	6.0	6.0	6.0	7.0	1.0
Street Division	31.0	31.0	31.0	31.0	31.0	-
Building Services and Inspection	5.0	5.0	5.0	5.0	0	
Wastewater Utility	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	<u>10.5</u>	-
	54.5	54.5	54.5	54.5	49.5	
<b>Cemetery</b>						
Cemetery	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	-
	2.0	2.0	2.0	2.0	2.0	
<b>Quality of Life</b>						
Library	19.48	19.31	19.35	18.87	18.92	.05
Parks & Recreation	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	<u>9.0</u>	-
	28.48	28.31	28.35	27.87	27.92	
<b>Development Services</b>						
Planning & Economic Development	3.0	3.0	4.0	4.0	3.0	-1.0
Building Services and Inspection	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5.0</u>	
	3.0	3.0	4.0	4.0	8.0	
<b>Total</b>	191.53	190.96	193.40	193.92	193.97	

## Full-Time Position Comparison

### Total City



### 2016 Levels



## Summary of Full-Time Position Adjustments

### Changes approved by Council in 2015

Function/Department	Additions/ (Deletions)	Position Descriptions
Technology Department	1.00 FTE	Technology Technician

### Changes Recommended in 2016 Budget

None, see Appendix C for proposed .5 position in Clerk's Office which is not being recommended in the 2016 budget.

## Debt Analysis

---

Long-term borrowing is controlled, in large part, with the Capital Improvement Program (CIP) process that assists in the long-term management of the City's debt. A schedule of the recommended long-term borrowing and the future debt service requirements are shown later in this section.

Section 67.03 (1)(b) of the Wisconsin Statutes sets the maximum amount of debt that a municipality may incur. The limit is 5% of equalized value as certified by the State's Department of Revenue.

The City's current equalized valuation is \$1,427,677,300; therefore, our statutory debt limit is \$71,383,865. As of January 1, 2016, the outstanding general obligation debt including an additional \$578,500 of debt to be issued in late 2015 is estimated to be \$36,980,855. This represents an estimated net legal debt margin of \$34,403,010, or 52% of our maximum statutory debt capacity.

Including the recommended \$4,72,068 in 2015 infrastructure debt shown later in this section, \$3,060,000 Library project debt, and scheduled 2016 principal payments totaling \$4,327,911,

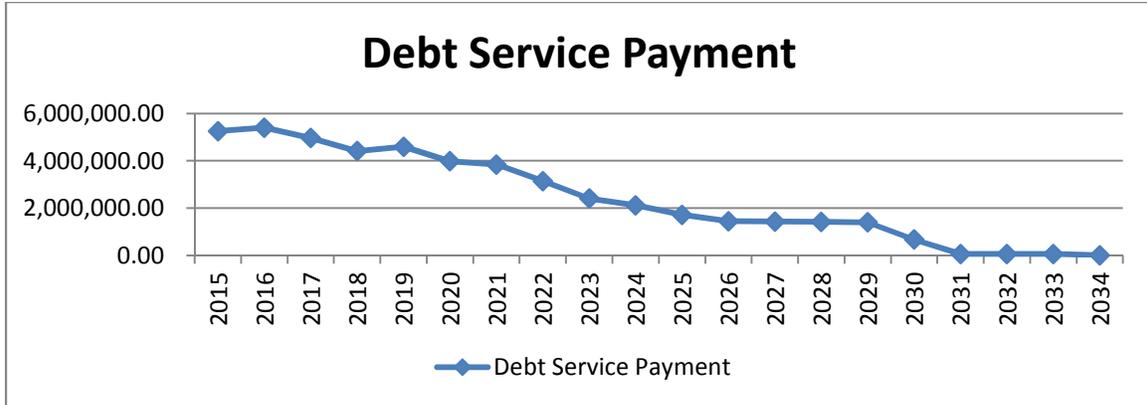
the City's projected outstanding debt as of December 31, 2016 increases to \$40,425,012. This represents an estimated net legal debt margin of \$30,958,853, or 57% of our maximum statutory debt capacity.

Debt related to the new Library construction project, included in the adopted 2015 budget was included to establish full budgetary authority to proceed forward with the project once all Common Council requirements for fund raising were met. The intent is not to issue the debt in fiscal year 2015, but early 2016, utilizing donated and outside funding received for this project first.

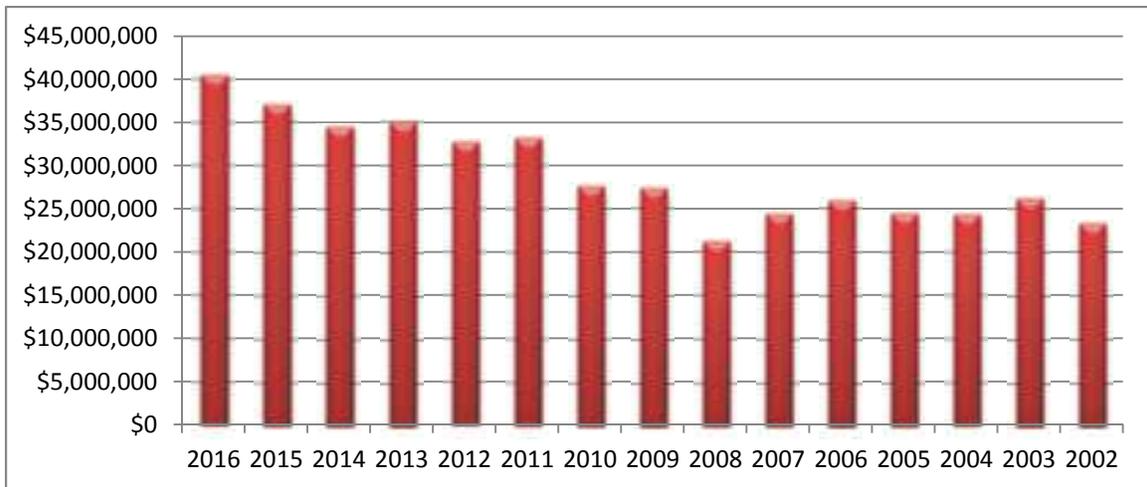
Schedule of Debt Service Requirements  
Projected as of 10/2015

<b>ADMINISTRATOR'S RECOMMENDED 2016 BUDGET LONG-TERM BORROWING:</b>				
Long-term borrowing for 2016 to finance the following projects, as planned in the City's 2016-2020 Capital Improvement Program and Administrator's Recommended Budget:				
CIP Proj. #	Fund #	Project Description		Cost
EN-D-2139	401	Asphalt Street Surfacing and Mill In Place - 2016	\$	2,040,279
EN-F-2039	401	Quiet Zone - Railroad Crossing Improvements		55,000
EN-F-2109	401	4th & Peach Traffic Signal Upgrade		0
EN-N-2224	401	Veterans Parkway Water Main Extension Design (34th to Heritage		35,789
N/A	401	Allocated Debt Issue Expense		27,485
BS-K-3958	405	City Hall Plaza Basement Air Handler Replacement		0
BS-K-3962	405	City Hall Plaza Brick Waterproofing		35,000
UW-K-7335	405	UW - 2016 Facility Repair Projects		116,000
N/A	405	Allocated Debt Issue Expense		1,948
N/A	410	Fire Ladder Truck Replacement		1,050,000
N/A	410	Allocated Debt Issue Expense		13,542
AI-N-3812	415	Replace Runway Approach Lighting System		120,000
N/A	415	Allocated Debt Issue Expense		1,548
PR-L-2824	420	Wildwood Zoo Storage / Maintenance Building		245,000
	420	Wildwood McMillan Trail - Oak Ave Sidewalk		120,000
N/A	420	Allocated Debt Issue Expense		4,708
EN-A-2120	428	TIF #4 - Arnold to Hamison Pavement Rehabilitation		56,000
EN-C-2219	428	TIF#4 - 2nd Street Reconstruction - Central to Maple		250,000
EN-D-2017	428	TIF #4 - Alley Reconstruction - Central / Chestnut - 5th to 6th		92,000
EN-N-2071	428	TIF #4 - 4th & Maple - Omaha Parking Lot Reconstruction		200,000
EN-N-2220	428	TIF #4 - 2nd Street Water Main - Central to Maple		15,000
EN-N-2222	428	TIF #4 - Burlington Lot Expansion		200,000
SW-H-6774	428	TIF #4 - 2nd Street Storm Sewer - Central to Maple		22,000
N/A	428	Allocated Debt Issue Expense		10,769
				<b><u>\$4,712,068</u></b>

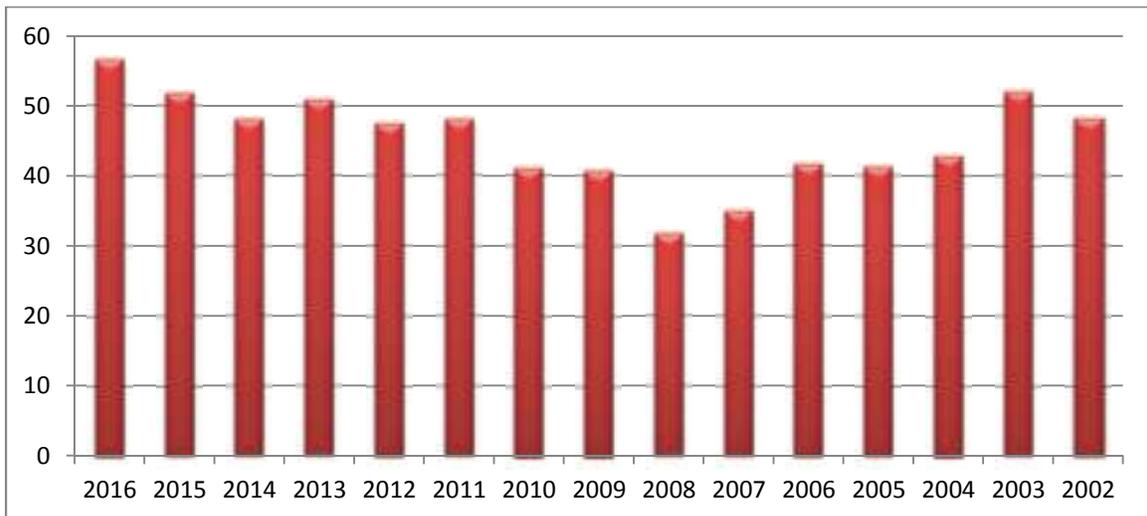
## Debt Analysis



### Outstanding Debt



### Percentage of Statutory Debt Capacity



**Total Revenues (All Funds)**

		2014 Actuals	2015 Estimated Budget	2016 Department Requests	2016 Administrator's Recommended
<b>FINANCIAL SOURCES</b>					
<i>Local Taxes</i>					
General Property Tax Levy		12,010,575	12,121,990	13,315,556	12,362,000
Taxes (Other than General Property)		3,684,521	3,924,048	3,940,096	3,978,671
Special Assessments		504,846	468,200	409,500	409,500
<i>Other Revenues</i>					
Intergovernmental		7,869,686	8,180,946	7,945,736	8,011,029
Licenses and Permits		442,718	422,600	416,100	416,100
Fines, Forfeits, and Penalties		121,775	163,100	163,000	163,000
Public Charges for Services		684,845	629,770	641,292	641,292
Intergovernmental Charges for Services		378,092	381,380	310,248	240,577
Miscellaneous		902,534	3,612,748	793,602	793,630
Other Financing Sources		7,261,766	9,158,191	7,751,965	7,882,436
<i>Enterprise Revenues</i>					
Wastewater Utility		6,702,091	6,324,577	6,710,931	6,710,931
Emergency Medical Services		1,197,694	1,249,097	1,306,825	1,299,825
Internal Service Fund		2,143,171	1,922,686	1,962,190	2,022,190
<b>Total Revenues</b>		<b>43,904,314</b>	<b>48,559,333</b>	<b>45,667,041</b>	<b>44,931,181</b>

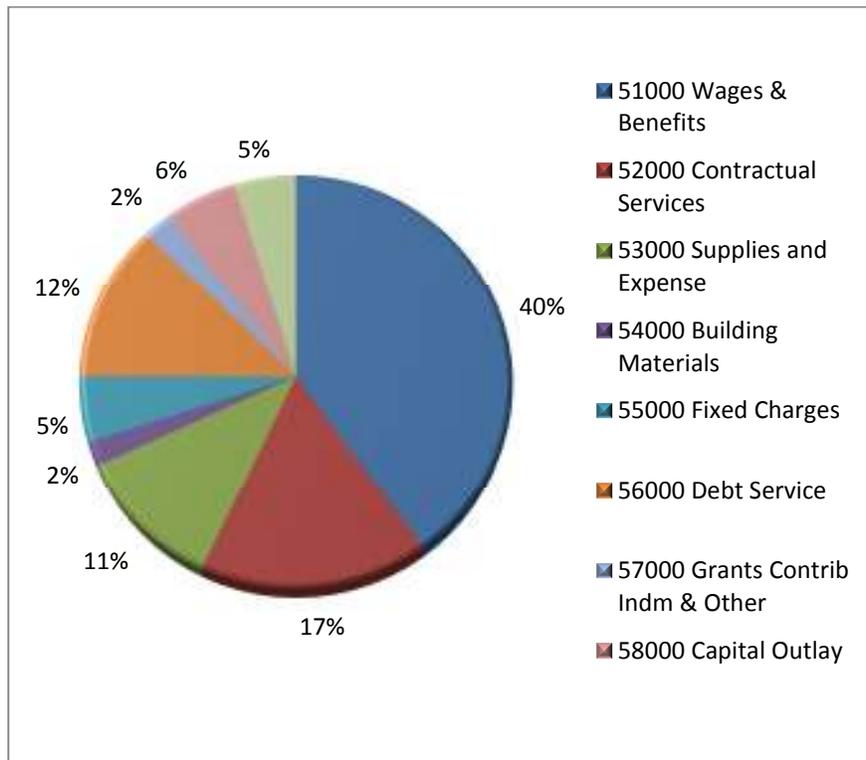
**Total Expenses (All Funds)**

---

	2014 Actuals	2015 Revised Budget	2015 Estimated Budget	2016 Administration Recommendation
Public Works	11,058,567	11,275,625	11,389,256	11,331,457
Public Safety	8,935,058	9,262,167	9,080,714	9,159,929
Quality of Life	3,651,794	4,545,197	5,226,486	3,885,829
General Government	2,843,612	2,760,084	2,689,090	2,936,693
Transportation	608,148	679,758	648,437	644,319
Economic Development	1,468,649	1,456,451	1,361,458	1,416,133
Communication	217,452	228,577	229,395	221,705
Cemetery	162,197	171,318	170,432	175,032
Debt	5,427,727	4,989,088	5,444,962	4,902,844
Capital Projects	6,502,249	15,633,059	9,746,611	7,232,719
	40,875,452	51,001,324	45,986,841	41,906,661

**Total Expenses (All Funds)**

	2014 <u>Actual</u>	2015 Total <u>Estimated</u>	2016 Administrator's <u>Recommended</u>
<b>Expenditures</b>			
51000 Wages & Benefits	\$16,014,159	\$16,319,355	\$16,826,628
52000 Contractual Services	6,806,121	9,312,503	7,057,077
53000 Supplies and Expense	4,716,751	4,710,613	4,642,902
54000 Building Materials	948,113	812,760	791,803
55000 Fixed Charges	2,031,908	2,120,637	2,131,627
56000 Debt Service	5,761,492	5,759,901	5,173,971
57000 Grants Contrib Indm & Other	870,490	1,346,949	964,206
58000 Capital Outlay	848,381	3,542,673	2,317,630
59000 Cost Reallocations	2,878,037	2,061,451	2,000,814
<b>Total Expenditures</b>	<b><u><u>\$40,875,452</u></u></b>	<b><u><u>\$45,986,841</u></u></b>	<b><u><u>\$41,906,661</u></u></b>



## 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, etc., 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 100.6% 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 \$11,571,079 or 55.2% of the recommended 2016 General Fund budget. This represents an increase over last year, as the originally adopted 2015 budget showed taxes representing 54.3% of all 2015 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, if unpaid. In 2016, \$327,000 is projected from this source, representing 1.6% of the General Fund budget.

**INTERGOVERNMENTAL REVENUES** comprise \$7,287,274, or 34.8% of the financing for the recommended 2016 General Fund budget. This amount represents an increase of \$157,035 from the adopted 2015 budget, primarily a result of an estimated increase of General Transportation Aids. State-shared revenue is projected to total \$4,399,570 in 2016, which represents 60.4% of all Intergovernmental Revenue and 21.0% of the entire 2016 General Fund budget. It is our largest revenue source besides property taxes. Each biennium, the State Legislature returns a portion of State tax collections to 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.

Additionally, \$384,426 is projected to be received from the State of Wisconsin in 2016 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 services, and it is projected to **decrease** by \$17,492, or 4.6%, from the 2015 revised amount.

Revenues from **LICENSES AND PERMITS** are projected to finance \$106,100 or 0.9% of the recommended 2016 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 approval to build 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 to persons through the Municipal Court of the city, as well as parking violations. In 2016, this revenue category is expected to yield \$163,000, or 0.8% of the recommended General Fund budget.

When feasible, various **PUBLIC CHARGES FOR SERVICES** are collected to offset the cost of providing basic city services. These charges, often termed "user fees," will produce an estimated \$569,792, or 2.7% of the recommended General Fund budget. Without these revenues collected from direct recipients of city services, either the property tax levy would have to be increased, or services would need 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 2016, these revenues are estimated to produce \$53,577, or 0.3% of the recommended General Fund budget.

**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 leasing space in city buildings such as the City Hall Plaza Building and Airport Terminal building. For 2016, \$504,172 of miscellaneous revenue is projected or 2.4% of the recommended General Fund budget.

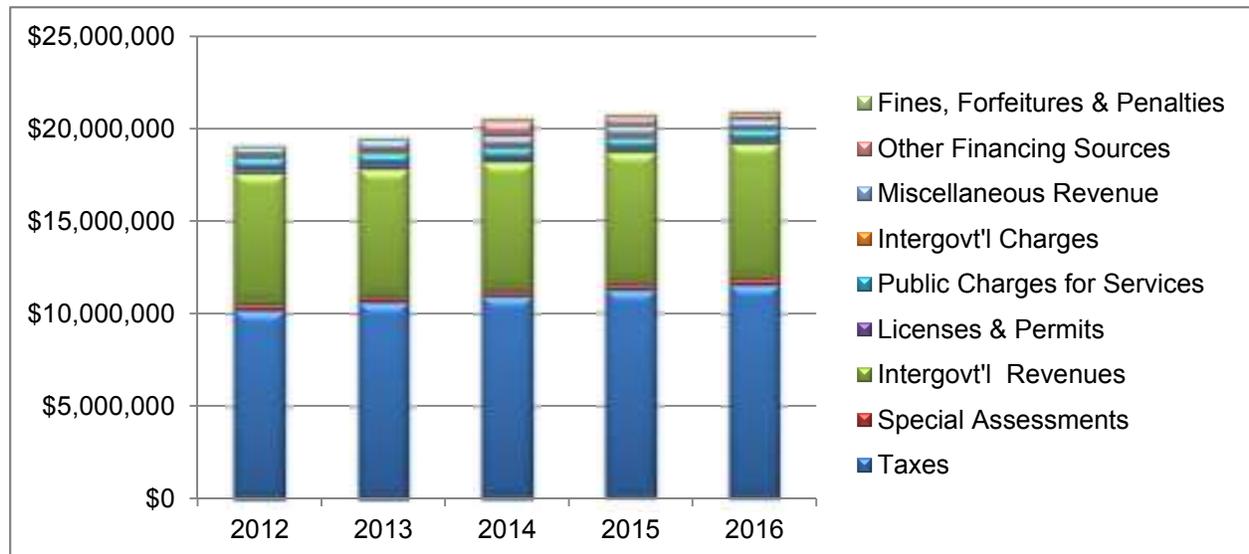
**OTHER FINANCING SOURCES** include transfers from other funds to offset those expenditures that are borne by general property taxes in the General Fund and undesignated/designated fund balances applied. These monies, totaling \$300,300, represent residual cash from excess revenues and unexpended expenditures from prior year budgets and monies specifically designated for certain projects. This appropriation of cash represents 1.4% of the recommended 2016 General Fund budget.

In summary, the recommended 2016 General Fund budget of \$20,962,294 is financed from the following sources:

## General Fund Summary

### Revenues

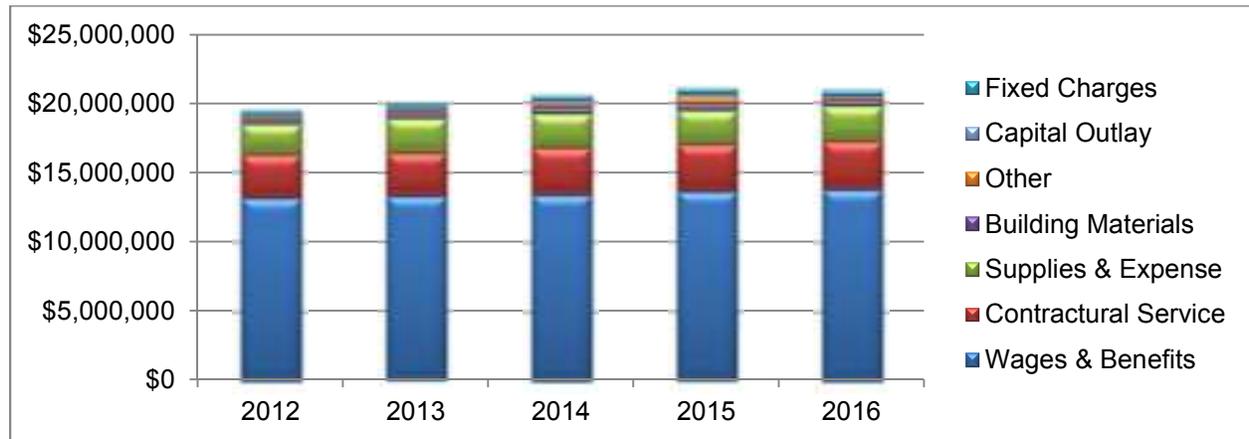
	2014 Actual	2015 Adopted Budget	2016 Administrator's Recommended
Taxes	\$10,800,982	\$11,283,751	\$11,571,079
Special Assessments	430,701	300,000	327,000
Intergov't'l Revenues	6,937,890	7,130,239	7,287,274
Licenses and Permits	209,987	190,400	186,100
Fines, Forfeitures Penalties	121,775	167,500	163,000
Public Charges for Services	613,504	575,499	569,792
Intergovernmental Charges	137,473	116,605	53,577
Miscellaneous Revenue	530,242	524,534	504,172
Other Financing Sources	520	502,004	300,300
	<u>\$19,783,074</u>	<u>\$20,790,532</u>	<u>\$20,962,294</u>



## General Fund Summary

### Expenses

	2014 Adopted Budget	2015 Adopted Budget	2016 Administrator's Recommended
Wages & Benefits	\$13,324,391	\$13,551,787	\$13,803,906
Contractual Services	3,427,590	3,412,612	3,484,116
Supplies & Expense	2,438,086	2,440,463	2,517,563
Building Materials	457,599	471,832	476,542
Fixed Charges	397,096	391,886	433,479
Other	330,709	297,935	176,002
Capital Outlay	260,682	224,017	70,687
	<u>\$20,636,153</u>	<u>\$20,790,532</u>	<u>\$20,962,295</u>



## General Fund Summary

---

	2014 <u>Actual</u>	2015 Adopted Budget	2015 Revised Budget	2016 Administrator's Recommended
General Government	\$2,973,874	\$3,262,632	\$3,150,632	\$3,417,724
Public Safety	7,928,724	8,205,498	8,291,994	8,156,290
Public Works	5,241,123	5,304,345	5,304,345	5,351,160
Health and Human Services	180,749	198,578	220,578	234,725
Culture, Recreation, and Education	3,109,000	3,224,129	3,224,129	3,298,381
Conservation and Development	462,801	579,970	584,970	504,016
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Other Financing Sources	<u>170,600</u>	<u>15,383</u>	<u>15,383</u>	<u>0</u>
Total Revenues	<u>\$20,066,871</u>	<u>\$20,790,535</u>	<u>\$20,792,031</u>	<u>\$20,962,296</u>

## Capital Improvement Program

---

The Capital Improvement Program (CIP) process was established by the Common Council through City Policy #1.210. The CIP is only a planning tool, not an appropriation or budget document. While the CIP has no legal significance, it's a key link between the comprehensive plan, subsidiary plans with a 10-15 year planning horizon, and the annual budget. The CIP process is critical, because it helps ensure timely renewal/extension of the physical plant; control over long-term debt relative to financial capacity; and coordinated capital development.

### Financing the CIP

The City finances its 5-year CIP through a number of funding sources, including:

**Operating funds** generated from current year tax levies (and primarily budgeted in the City's General Fund);

**Special assessments** levied against certain properties to defray part of all of a specific improvement that is determined to primarily benefit those properties;

**Borrowed funds** generated from long-term debt instruments, such as notes or bonds, issued for annual and nonrecurring capital projects, or projects located in TIF districts.

**Room tax funds** are available to provide funding for various projects and activities that help promote Marshfield. (For more information on allowed uses, see Chapter 4.38 of the Marshfield Municipal Code.)

**Wastewater Utility (fees/debt)** generated from Utility customers and then immediately applied to specific capital projects, or generated from Utility customers over a period of years to retire long-term debt issued on behalf of the Utility.

**Non-Local revenue** received from the State of Wisconsin, federal agencies, or any other political jurisdictions;

**Cemetery Perpetual Care funds** from deposits made by individuals for future maintenance of their grave sites.

**Donations/Private funds** from Wildwood Park Zoological Society and other civic and cultural organizations, as well as individuals within the community.

**TIF District** taxes generated from the new incremental values on lands within a defined geographic area.

## Capital Improvement Program

---

On April 14, 2015 the Common Council approved the following projects for year 2016 in the 2015-2019 CIP

### Borrowed - Taxes on Incremental Value

EN-A-2120	Engineering	Central Ave - Arnold to Harrison - Pavement Rehab	56,000
EN-D-2017	Engineering	Alley Reconstruction - Central/Chestnut & 5th /6th	92,000
EN-N-2071	Engineering	4th & Maple - Omaha Parking Lot - Reconstruction	200,000
PL-N-6012	Planning and Economic Development	Second Street Green Street Corridor	250,000

### Borrowed Funds - Recurring Projects

AI-N-3812	Airport	Replace MALSRs	120,000
BS-K-3958	Building Services	City Hall Plaza Basement Air Handler Replacement	20,000
BS-K-3962	Building Services	City Hall Plaza Brick Waterproofing	74,000
EN-D-2139	Engineering	Asphalt Street Surfacing & Mill-in-Place - 2016	1,978,000
EN-F-2039	Engineering	Quiet Zone - Railroad Crossing Improvements	55,000
EN-F-2109	Engineering	4th Street & Peach Avenue - Traffic Signal Upgrade	27,000
PR-L-2824	Parks & Recreation	Wildwood Zoo Storage/Maintenance Building	210,000
UW-K-7335	UW Marshfield/Wood County	2016 Projects	116,000

### Fees - Wastewater Utility

EN-J-1796	Engineering	Sanitary Sewer Lining - City Wide	740,000
EN-J-1909	Engineering	Maple Ave - Depot to Arnold - Sanitary Reconstruct	110,000
WW M-7406	Wastewater Utility	Vactor Unloading Pad	35,000
WW-M-7407	Wastewater Utility	In-Line Phosphorous Analyzer	24,000

### Operating Funds

AI-N-3821	Airport	Construct Hangar Area Including Taxiway	30,000
BS-K-3945	Building Services	City Hall Plaza Building Automation Controls	14,000
EM-N-5508	Emergency Management	S. Central/Airpark Rd, Em Warning Siren Replac	18,000
EN-D-2139	Engineering	Asphalt Street Surfacing & Mill-in-Place - 2016	53,000

## Capital Improvement Program

---

EN-N-2141	Engineering	Sidewalk Reconstruction - 2016 Ordered Repairs	30,000
FG-K-5600	Fairgrounds	Fairgrounds - Round Barn Improvements	25,000*
PR-L-2811	Parks & Recreation	Hefko Pool	15,000
PR-L-2855	Parks & Recreation	Park Forestry Improvement Program	20,000
PR-L-2860	Parks & Recreation	ADA Park Facility Access Improvements	20,000
<b>Room Tax</b>			
PR-L-2824	Parks & Recreation	Wildwood Zoo Storage/Maintenance Building	140,000

\*\$3,869 available for improvements. Balance to Debt Service for fairground improvement loan

## Capital Improvement Program

---

The following projects have been modified in the 2016 recommended Budget.

		<u>Deleted</u>	<u>Decreased</u>	<u>Added</u>	<u>Increased</u>
BS-K-3958	City Hall Basement Air Handler Replacement	20,000			
BS-K-3962	City Hall Plaza Brick Waterproofing	39,000			
	Totals	<u>\$59,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

## Capital Fund Projects

Capital Project Funds are intended for 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 certain recommended 2014 projects totaling \$2,373,348, including the following:

**Street Construction (5331132) (5331531) (5343231) (5733131):**

Asphalt Paving and Mill-in-Place, EN-D-2139 \$2,039,450  
 Overlay

- 29<sup>th</sup> St. – Peach to Washington
- Adams Ave. – 5<sup>th</sup> to Adler
- 4th St. – Adams to 300 Feet East
- Maple Ave. – Depot to Arnold
- Upham St. – Oak to St. Joes

Mill-In-Place

- 8<sup>th</sup> St – Oak to Pine
- Apple Ave. – 25<sup>th</sup> to 29<sup>th</sup>
- Cedar Ave – 17<sup>th</sup> to 21<sup>st</sup>
- Depot St. – Willow to Cul-de-sac
- Hemlock Ave. – 8<sup>th</sup> to Weister Court
- Locust Ave. – 17<sup>th</sup> to 14<sup>th</sup>
- Maple Ave. – 8<sup>th</sup> to 9<sup>th</sup>
- Pine Ave. – 6<sup>th</sup> to 7<sup>th</sup>
- Pine Ave. 7<sup>th</sup> to Magee
- State St. – Adler to Schmidt
- Weister Court – Hemlock to Cul-de-sac

**Sidewalk Reconstruction, EN-N-2141** 30,272

East 29<sup>th</sup> St. Hume Ave. to Veterans Pkwy – Engineering (EN-B-2195) 5,141  
 Veterans Pkwy Water Main Extension 35,789

**Pits and Quarries (5358032)** 153,126

**Traffic Control (5733431)**

Quite Zone Modifications (EN-F-2039) 55,089  
 4<sup>th</sup> St. & Peach Ave. Traffic Signal Upgrade (EN-F-2109) 26,996

**Debt Issue Expense (5829108)** 27,485

**Total Infrastructure Construction Fund (#401)** **\$2,373,348**

The **General Public Facilities Fund (#405)** includes appropriations for certain recommended projects in 2014 totaling \$166,948, including the following:

**City Hall (5574023)**

City Hall Plaza Building Automation Controls (BS-K-3945) 14,000  
 City Hall Plaza Brick Waterproofing (BS-K-3958) 35,000

**UW Marshfield/Wood County Campus (5765064)**

## Capital Projects Summary

---

2016 Projects (UW-K-7335)	116,000
<b>Debt Issue Expense (55829108)</b>	<u>1,948</u>
<b>Total General Public Facilities Fund</b>	<b><u>\$166,948</u></b>

The **Protective Services Capital Project Fund (#410)** includes appropriations totaling \$1,486,617 for the following

<b>Emergency Management (5291020)</b>	
Siren Replacement S. Central & Airpark Rd. (EM-N-5508)	\$18,000
Repeaters at 2 sites for Fire and Police	30,000
<b>Law Enforcement Outlay (5721020)</b>	
One (1) Detective Vehicle	25,956
Three(3) replacement squads	116,725
<b>Fire Protection Outlay (5722021)</b>	
Replacement of Truck 1	1,249,000
SCBA With Face Piece and Spare Cylinder (3)	21,393
Replacement of Quad Gas Meters	12,000
<b>Debt Issue Expense (5829108)</b>	<u>\$13,542</u>
<b>Total Protective Services Capital Project Fund</b>	<b><u>\$1,486,616</u></b>

The **Airport Outlay Fund (#415)** includes appropriations total \$151,548 for the following:

<b>Airport Outlay (5735133)</b>	
Replace MALSRs (AI-N-3812)	\$120,000
Construct Hangar Area Including Taxiway (AI-N-3821)	30,000
Debt Issue Expense (5829108)	1,548
<b>Total Airport Outlay Fund</b>	<b><u>\$151,548</u></b>

The **Parks & Recreation Capital Project Fund (#420)** includes appropriations totaling \$544,708 for the following:

<b>Parks Outlay (762061)</b>	
Wildwood Station McMillan Marsh Trail (PR-L-1647)	\$120,000
Park Forestry Improvement Program (PR-L-2855)	20,000
<b>Other Culture &amp; Recreation Outlay (5763062) (5763063)</b>	
Round Barn Improvements (FG-K-5600)	3,869
Wildwood Zoo Maintenance Building (PR-L-2824)	350,000
<b>Debt Issue Expense (5829108)</b>	4,708
<b>Debt Service Fund Transfer (5900008)</b>	46,131
<b>Total Parks &amp; Recreation Capital Project Fund</b>	<b><u>\$544,708</u></b>

## Capital Projects Summary

---

The **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. 7 Fund (Yellowstone Industrial Park) and Tax Incremental District No. 9 (Central Avenue & Ives Street)**, were established to receive tax increments resulting from increased valuation of properties above the base value established when the TIF districts were created. The tax increment is applied to the principal and interest obligations on debt incurred from development agreements. The tax increment also pays for the annual audit cost of these TIF districts.

Appropriations to these budgets are as follows:

**TID #2 (Purdy Project – Fund #426)**

Audit/TIF Review Services & WI DOR Fee \$374

**TOTAL** **\$374**

**TID #4 (Downtown – Fund #428)**

Audit/TIF Review Services & WI DOR Fee \$523

4<sup>th</sup> Street/Maple Ave. Parking Lot - Omaha (EN-N-2071) 200,015

2<sup>nd</sup>/Chestnut Parking Lot Expansion - Burlington 200,015

Alley Reconstruction Central – Chestnut 4<sup>th</sup>/5<sup>th</sup> (EN-D-2017) 92,023

Central Ave - Arnold to Harrison – Pavement Rehab (EN-A-2120) 56,004

2<sup>nd</sup> Street Reconstruction Central Ave. to Maple Ave. 250,027

2<sup>nd</sup> Street Central Ave. to Chestnut Ave. – Storm Sewer 21,994

2<sup>nd</sup> Street Central to Maple Ave. Water Service 15,000

Debt Issue Expense 10,769

Transfer to Debt Service Fund 750,221

**TOTAL** **\$1,596,591**

**TID #5 (Mill Creek Business Park – Fund #430)**

Audit/TIF Review Services & WI DOR Fee \$523

Transfer to Debt Service Fund 642,725

**TOTAL** **\$643,248**

**TID #7 (Yellowstone Industrial Park – Fund #432)**

Audit/TIF Review Services & WI DOR Fee \$523

Transfer to Debt Service Fund 248,141

**TOTAL** **\$248,664**

**TID #9 (Central Avenue & Ives Street – Fund #434)**

Audit/TIF Review Services & WI DOR Fee \$374

Transfer to Debt Service Fund 20,299

**TOTAL** **\$20,673**

## Debt Service

The Debt Service Fund is used to accumulate funds for payment of principal and interest payments for General Obligation Debt and other debt. Does not include debt service payments recorded within activities of the Internal Service Fund and Enterprise Type Funds.

### DEBT SERVICE FUND REVENUES

The 2016 Debt Service Fund budget includes \$4,902,844 in revenues consisting of:

- \$2,855,566 Tax Levy
- \$1,661,386 TIF transfers
- \$202,681 Fund Balance Applied
- \$137,080 Net Build America Bond IRS Refunds
- \$46,131 Fairgrounds debt payment

### DEBT SERVICE FUND EXPENDITURES

#### DEBT SERVICE PAYMENTS

The sum of \$4,901,419 is needed in order to meet 2015 principal and interest payments on outstanding debt:

- \$3,907,412 for principal
- \$994,007 for interest

The internal service fund and enterprise funds are responsible for their portions of total general obligation debt service as well as other forms of debt used by those funds. Accordingly, the appropriate debt service is included in those funds.

#### DEBT ISSUE EXPENSE

This account includes professional fees and other costs associated with issuing general obligation long-term debt, such as legal counsel, financial consultants, rating agency fees, and miscellaneous cost for postage and travel related to the closing. No funds are necessary for this purpose in the 2015 debt service funds. Instead, the estimated cost of borrowing (\$60,000) is planned to come from initial borrowing proceeds which is allocated to the various capital project funds benefiting from the debt proceeds.

#### FISCAL CHARGES

This is for fees and expenses charged by fiscal agents to retire bonds, notices, and coupons. The recommended 2016 budget is \$1,425.

## Debt

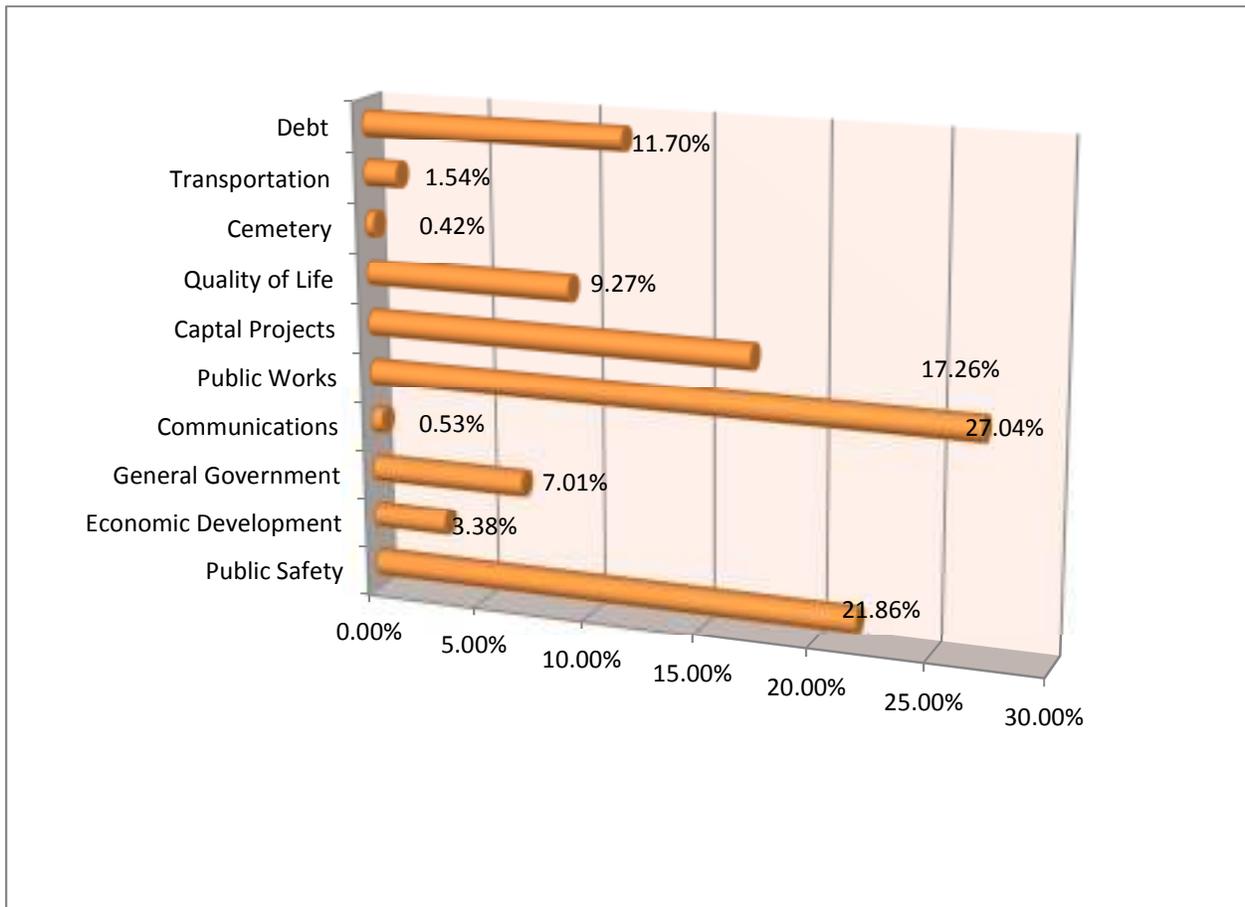
---

### **Debt Service Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$5,427,727</u>	<u>\$4,989,088</u>	<u>\$5,444,962</u>	<u>\$4,902,844</u>

## Public Works

The backbone of any City's quality of service is its infrastructure. Although these services are often taken for granted, they are vital to maintain a sound infrastructure. The Public Works Department is tasked with providing and maintaining the infrastructure of the City. Safe and efficient streets, reliable storm sewer and sanitary sewer systems, effective and competitive wastewater treatment, and sound municipal buildings are essential to creating and maintaining a vibrant and economically growing community.



## Public Works

---

The Department of Public Works is responsible for the installation, maintenance, and operation of a broad range of infrastructure and facilities, including 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; Engineering; Street; and the Wastewater Utility.

<b>Summary of Services Provided</b>	
<b>Public Works Administration</b>	
	Plans, directs, and administers the Public Works Department activities and work programs.
	Directs preparation of all operating and capital budget requests and 5-year Capital Improvement Program requests for the Department of Public Works.
	Serves on the management team that provides information and recommendations to the Mayor and Common Council, regarding orderly residential, commercial, industrial, and public facility growth and development.
	Serves as a resource to City staff, city residents, general public, developers, state and federal agencies, and others with regard to a wide variety of public works related issues.
	Participates as a member of the Plan Commission, Industrial Park Authority, the Mill Creek Business Park Covenant Committee, and MACCI Transportation Committee to represent the interests of the City and the Department of Public Works.
<b>Engineering Division</b>	
	Provides for the professional engineering, design, planning, budgeting, surveying, construction and management of the City's infrastructure; including streets, sidewalks, drainage ways, storm sewers, sanitary sewers, utility coordination and traffic signals.
	Administers the City's storm water management plan in conformance with the requirements of the Wisconsin Department of Natural Resources and secures permits needed for public construction.
	Calculates estimated and final special assessments for assessable projects.
	Holds informational meetings to engage the public and solicit input from citizens regarding projects undertaken by the public works department.
	Provides support to other City departments and government agencies.
	Reviews individual and large scale developments for compliance with City codes and standards.
	Administers a permit system for work in the public right-of-way as well as issues permits for curb cuts, road closures oversize/overweight vehicles and other permits as needed.
	Maintains public works records.
<b>Wastewater Utility</b>	
	Treats liquid wastewater generated within the City to meet or exceed discharge parameters and rules set forth by federal and state regulatory agencies.
	Maintains treatment facilities, lift stations, the collection system and other equipment to protect the City's investment in wastewater treatment.
	Inspects properties and structures to identify sources of clearwater infiltration into the sanitary sewer system. Issues corrective orders when necessary.
	Provides documentation to regulatory agencies regarding treatment plant performance and compliance with discharge parameters.
	Maintains the sanitary sewer collection system through regular cleaning, closed circuit TV inspections, manhole inspections and other techniques.
	Manages a mercury, copper, phosphorus and chloride monitoring and abatement program.

## Public Works

---

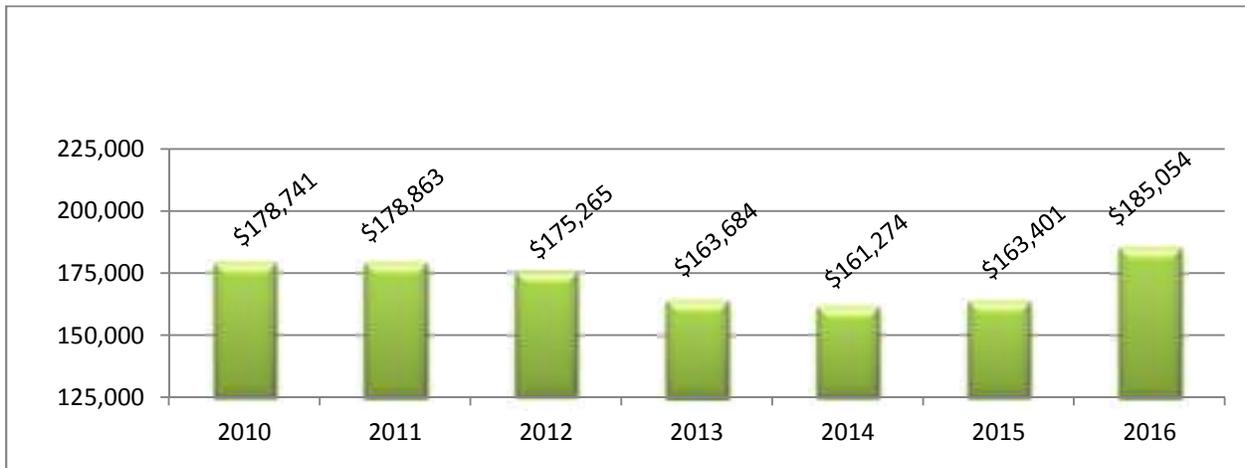
Manages a grease and sand trap inspection program.
Maintains backflow preventers in city facilities.
Maintains "Sewer Only" meters for properties not connected to municipal water supply.
Provides information and education to the public and elected officials regarding the importance of wastewater treatment, clearwater elimination, new regulations and other matters related to operation of the wastewater treatment plant.
<b>Street Division</b>
Undertakes highway, street and alley maintenance and construction.
Undertakes sanitary and storm sewer maintenance and construction.
Performs snow and ice control and removal.
Performs urban forestry planning, operations, maintenance, reforestation and grant writing.
Performs traffic control and related signage and marking operations.
Manages Machinery and Equipment programs, which include the purchase, repair and maintenance of the city-owned fleet vehicles and equipment, and operation of the City's fueling depot.
Manages recycling and refuse pickup and disposal contracts, public relations and education programs and grant writing.
Maintains public parking facilities, greenways, detention basins, and conservancy areas.
Maintains various buildings and grounds related to Street Division operations.
Provides other public services including but not limited to: Dairyfest activities, Hub City Days activities, fairgrounds maintenance, Christmas decoration/American flag/banner installations and removals.
Enforces the City's noxious weed ordinance through the office of Weed Commissioner.
Assists and supports other city departments and divisions as requested.
<b>Vehicle and Equipment Internal Service Fund</b>
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.

**Public Works Administration Budget Summary**

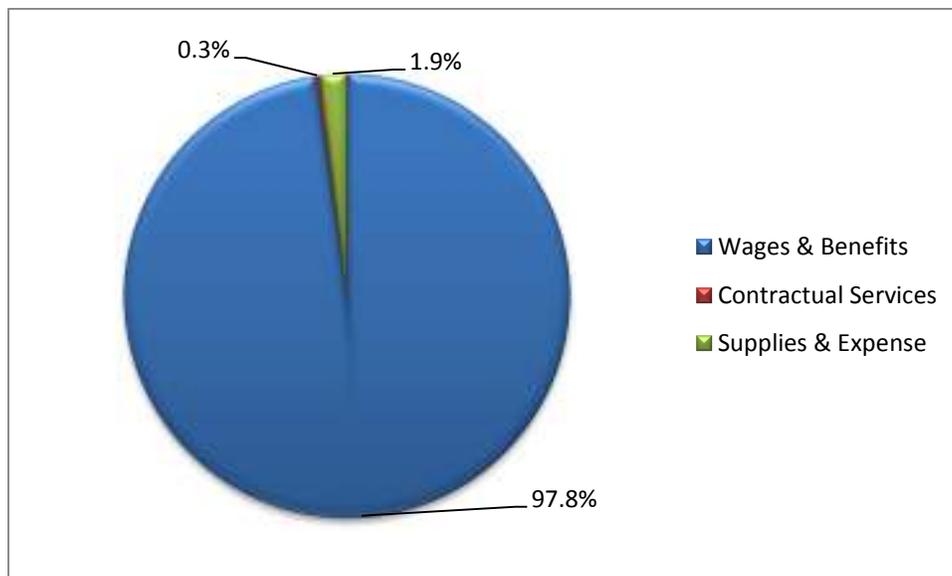
1015311030

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$161,274</u>	<u>\$163,402</u>	<u>\$163,401</u>	<u>\$185,054</u>
Full-Time Positions	2	2	2	2

Expenditures History/Projections



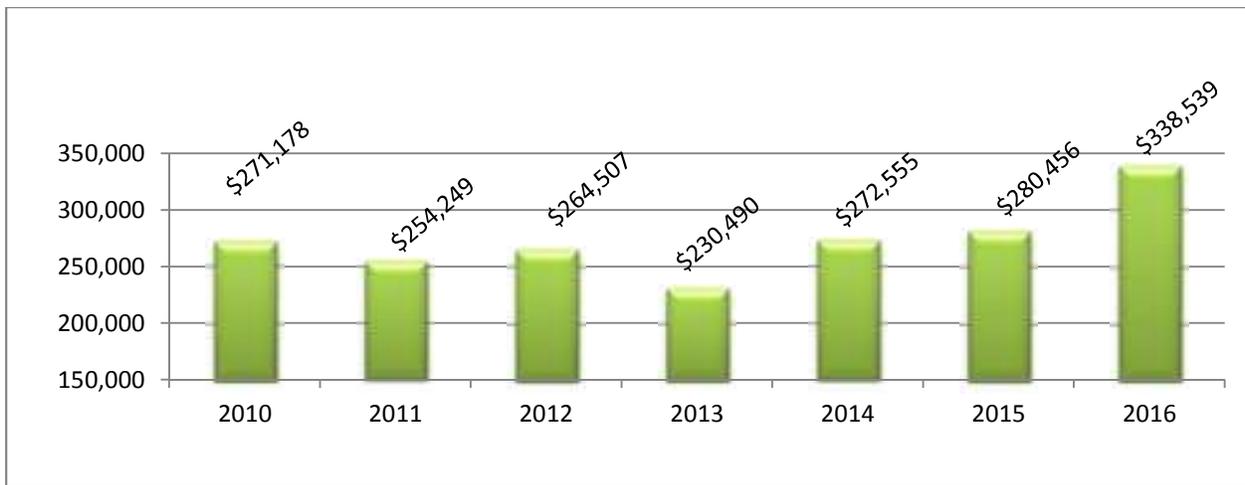
2016 Recommended Budget



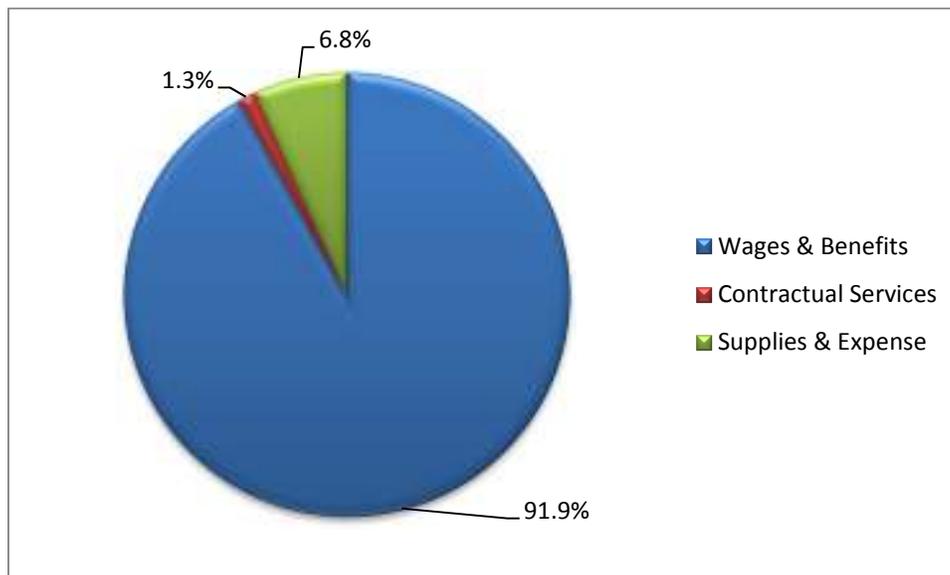
**Engineering Budget Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Engineering Administration, 1015312031	\$265,102	\$247,780	\$240,455	\$338,539
New Sidewalk O/L W/O St Recon, 1015343231	<u>7,453</u>	<u>30,001</u>	<u>40,001</u>	<u>0.0</u>
Operating Expenditure Total	<u>\$272,555</u>	<u>\$277,781</u>	<u>\$280,456</u>	<u>\$338,539</u>
Full-Time Positions	6	6	6	7

Expenditure History/Projections



2016 Recommended Budget

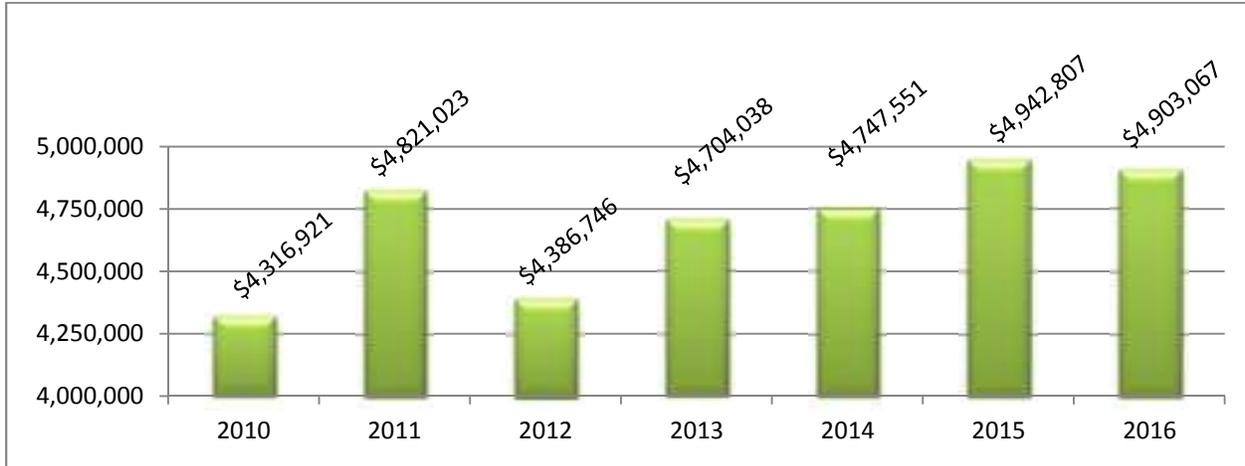


**Street Division Budget Summary**

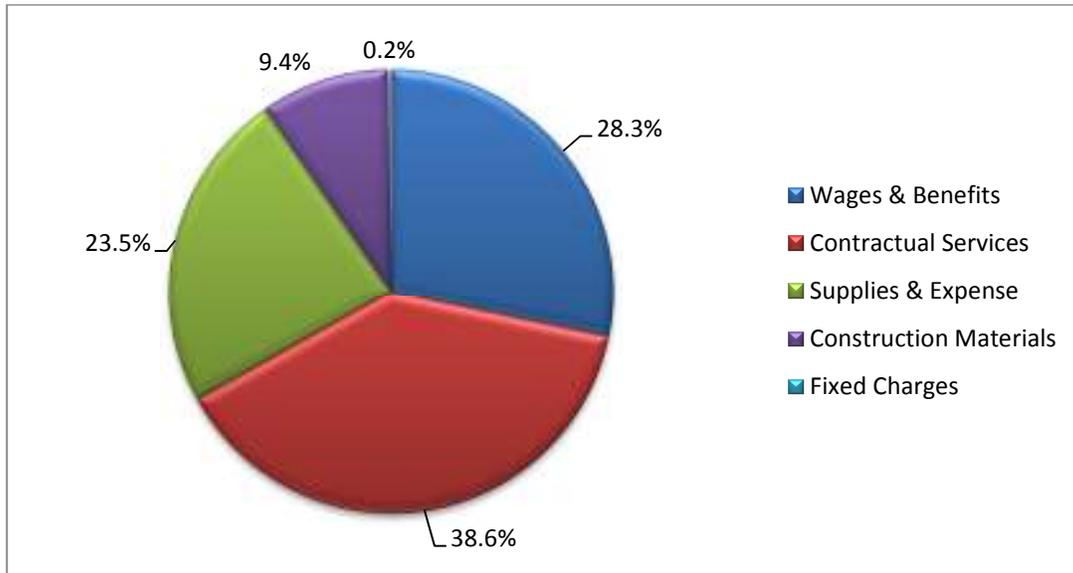
	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Street Div. Administration, 1015315032	\$108,489	\$100,050	\$100,412	\$102,935
Hwy/Street Main., 1015331132	1,194,925	1,275,746	1,287,227	1,237,170
Snow & Ice Control, 1015331232	1,166,274	1,029,101	1,029,102	1,000,461
Hwy/Street Cleaning, 1015331332	149,110	177,248	177,248	175,951
Traffic Control O & M, 1015331432	172,568	188,721	188,721	188,087
Street Lighting, 1015342030	227,620	225,000	225,000	230,000
Sidewalk Maint. & Rpr w/St Recon., 1015343132	68,099	101,796	106,496	102,052
Storm Sewer Management, 1015344132	548,176	581,062	582,565	580,902
Parking Facilities, 1015345032	103,778	101,528	102,311	100,256
Refuse/Garbage Pickup/Disposal, 1015362032	522,515	542,775	542,775	559,020
Recycling, 1015363532	378,485	381,530	382,348	391,065
Christmas Decorations, 1015534132	17,018	23,131	23,130	15,635
Parades, Holidays & Signs, 1015534232	3,716	11,219	11,219	8,410
Forestry, 1015690532	<u>86,779</u>	<u>157,795</u>	<u>184,253</u>	161,124
Forestry, 4205690532				<u>50,000</u>
Operating Expenditure Total	<u>\$4,747,551</u>	<u>\$4,896,701</u>	<u>\$4,942,807</u>	<u>\$4,903,067</u>
Full-Time Positions	31	31	31	31

### Street Division Budget Summary

Expenditures History/Projections



2016 Recommended Budget

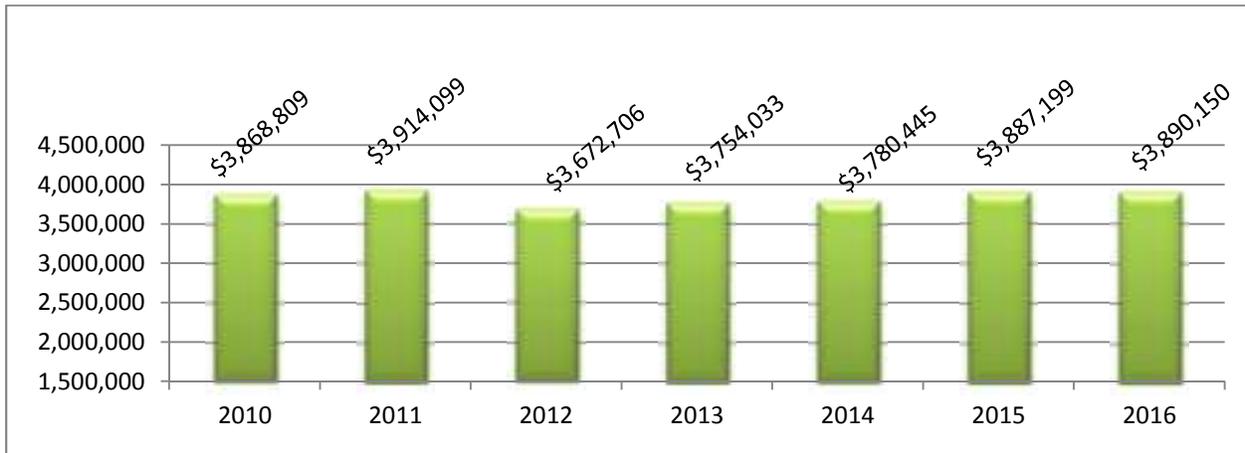


**Wastewater Budget Summary**

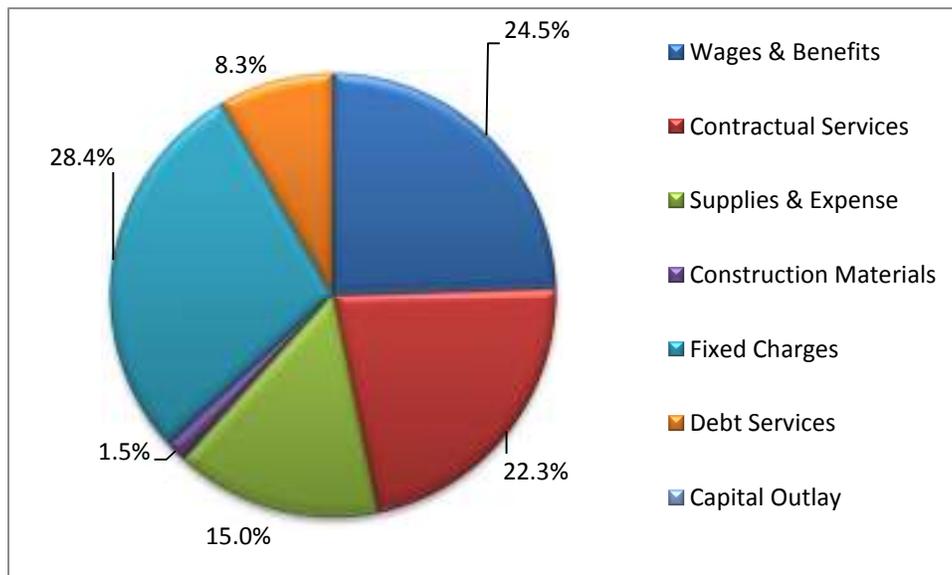
All 601 funds

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$3,780,445</u>	<u>\$3,833,666</u>	<u>\$3,887,199</u>	<u>\$3,890,150</u>
Full-Time Positions	10.5	10.5	10.5	10.5

Expenditures History/Projections



2016 Recommended Budget



## Capital Outlay Purchases

### Collection System Maintenance

EN-J-1796, City Wide Lining	\$740,000
EN-J-1909, Maple Ave – Depot to Arnold	<u>110,000</u>
	<u>\$850,000</u>

### Plant Upgrade

WW-M-7406, Vactor Unloading Pad	\$30,000
WW-M-7407, in-line phosphorus analyzer	<u>24,000</u>
	<u>\$54,000</u>

### 8<sup>th</sup> Street Lift Station Rebuild

WW-M-7402, lift station & generator replacement	<u>\$155,000</u>
---	------------------

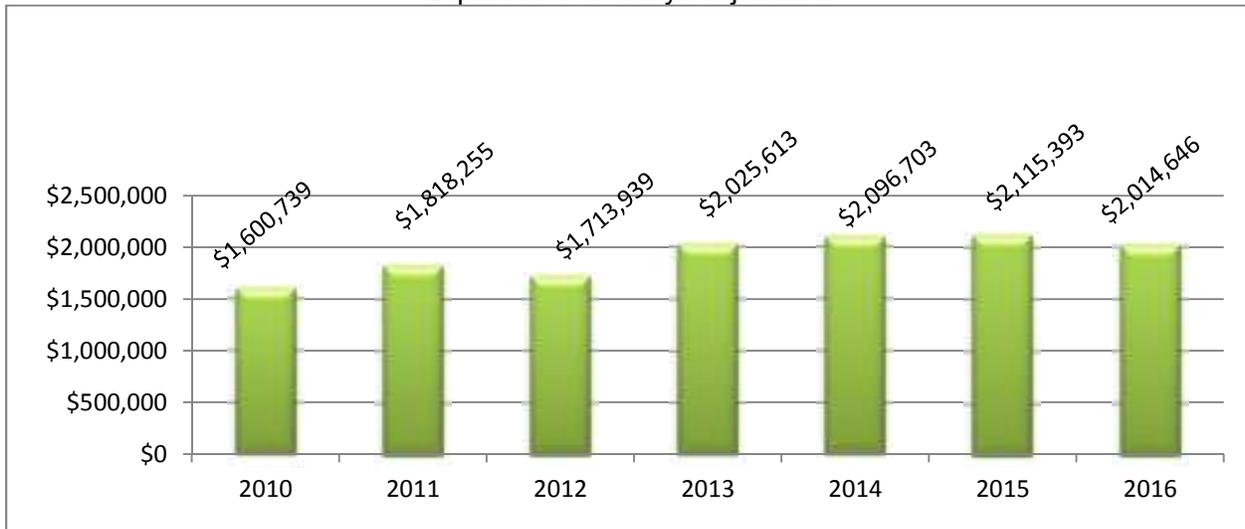
### Transportation

Replace M72 Utility Van for the Camera units	\$32,819
Replace M93, office car	<u>25,291</u>
	<u>\$58,110</u>

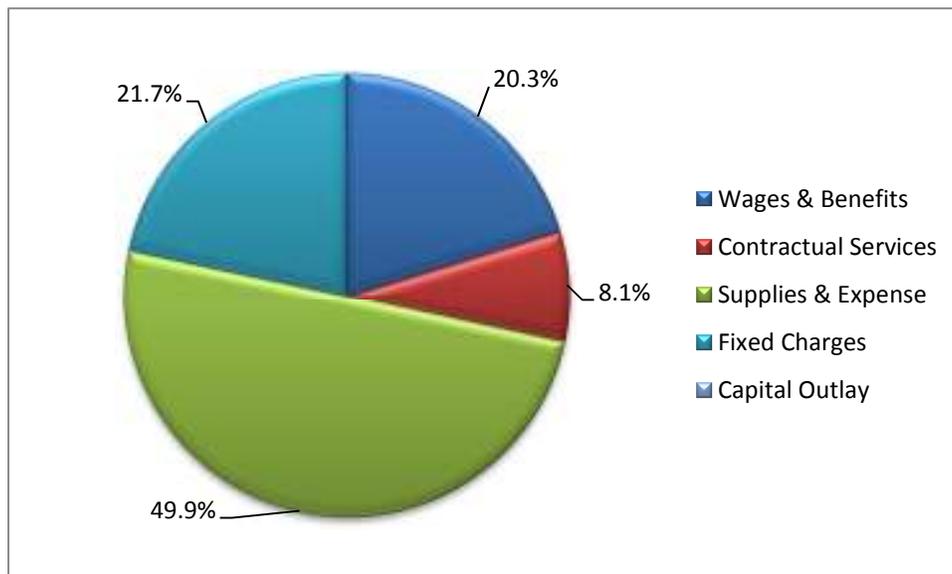
**Vehicle & Equipment Internal Service Fund Budget Summary**

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Building and Shop Operations, 7015149137	\$117,446	\$130,745	\$142,541	\$135,696
Machinery Operations, 7015149237	1,018,092	1,070,097	1,070,218	1,051,916
Gas and Diesel Fuel, 7015149337	436,965	486,234	486,234	421,134
Depreciation, 7015366508	405,944	<u>417,000</u>	<u>416,400</u>	<u>405,900</u>
Other Financing Uses 7015900008	143,500			
Other Nonoperating Expenses 70159600008	<u>-24,974</u>			
<b>Operating Expenditure Total</b>	<b><u>\$2,096,703</u></b>	<b><u>\$2,104,076</u></b>	<b><u>\$2,115,393</u></b>	<b><u>\$2,014,646</u></b>

Expenditure History/Projections



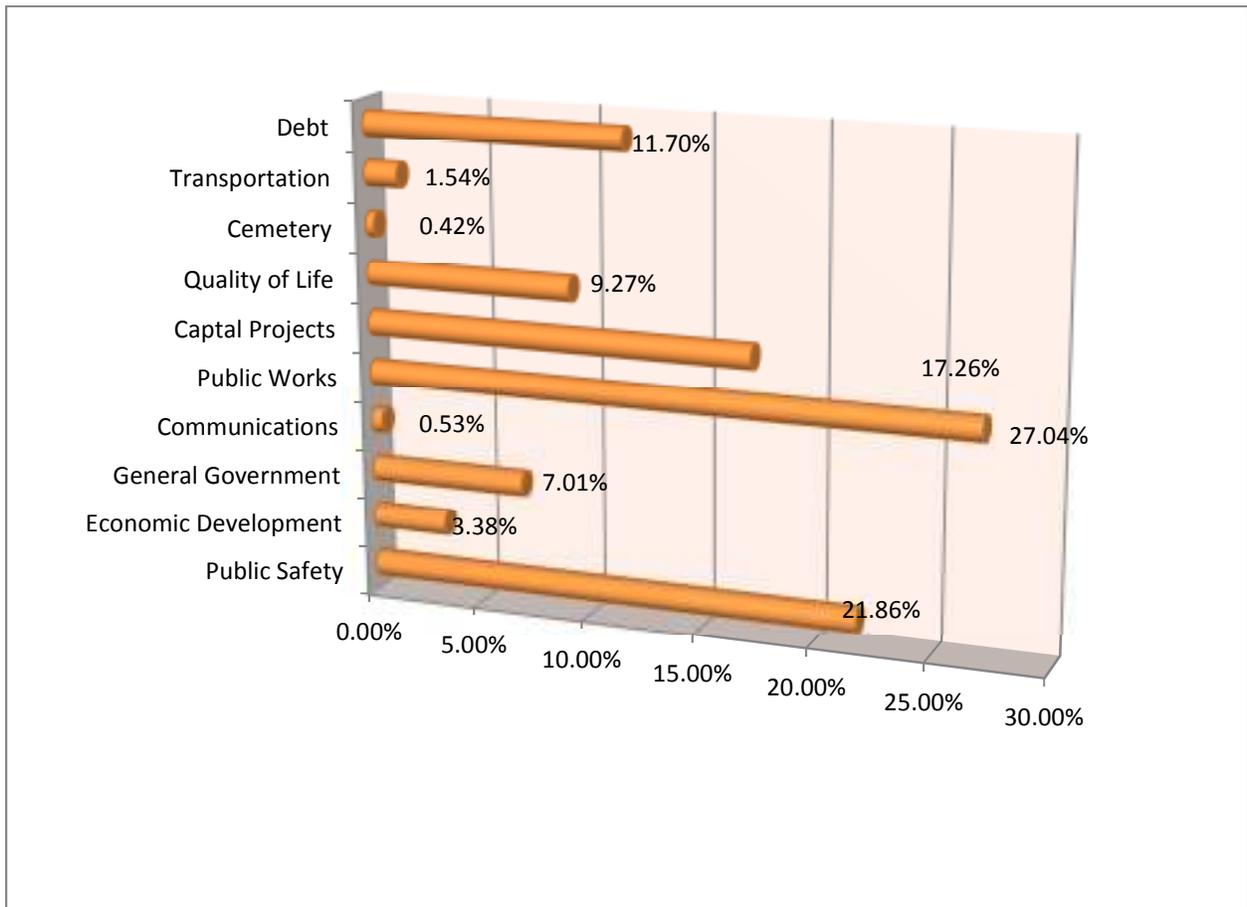
2016 Recommended Budget



**Capital Outlays are noted in Appendix A**

## Public Safety

One of the top priorities of municipal government is to serve and protect its citizens, businesses, and visitors of the City. Marshfield has first-class Police and Fire and Rescue Departments that fulfill this mission on a daily basis. Staffed with the finest, highly-trained personnel and the latest technology, the City's public safety is second to none. In addition, the Municipal Court was established in 1997 to provide the citizens a court structure that better meets the community's needs.



## Police

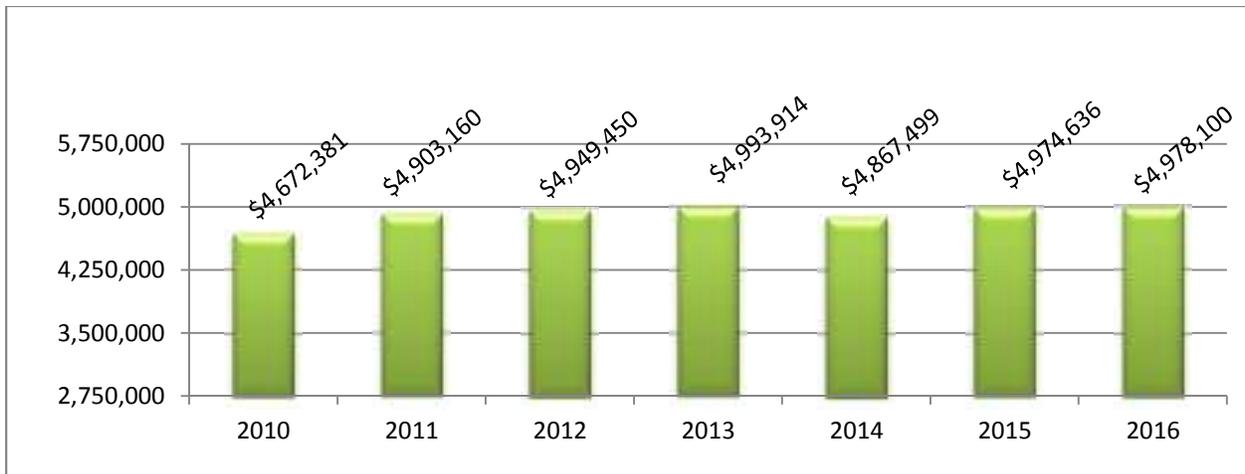
The Marshfield Police Department is a professional law enforcement organization committed to providing the community the most modern and efficient crime prevention, detection services, ordinance enforcement, emergency management, and school crossing guard program possible.

<b>Summary of Services Provided</b>	
<b>Law Enforcement</b>	
	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
	Separate organization components into Police Operations (uniform patrol, investigative personnel, policy school liaison officers, crime prevention/traffic safety officer) and Staff Service supervision/management (secretarial/central records).
<b>Ordinance Control</b>	
	Provides the citizens of Marshfield with an efficient, effective, and humane manner of monitoring and controlling animals. Additionally, ordinance personnel provide an equitable system for the enforcement of vehicle parking and other miscellaneous municipal code violations.
<b>School Crossing Guards</b>	
	Provides maximum safety to school children who are traveling to or from school areas at designated school crossings. Crossing guards provide protection and safety for students as they cross at hazardous intersections.

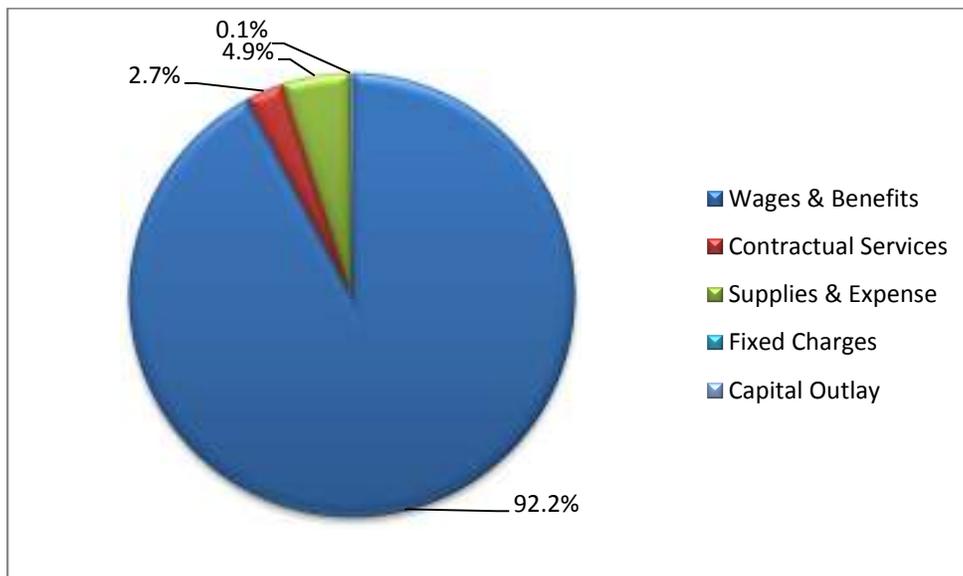
**Police Budget Summary**

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Law Enforcement, 1015211020	\$4,644,436	\$4,819,500	\$4,718,345	\$4,743,513
Ordinance Control, 1015213020	160,643	193,221	193,222	171,507
School Crossing Guards, 1015214020	<u>62,420</u>	<u>63,100</u>	<u>63,069</u>	<u>63,080</u>
Operating Expenditure Total	<u>\$4,867,499</u>	<u>\$5,075,821</u>	<u>\$4,974,636</u>	<u>\$4,978,100</u>
Full-time Positions	48	48	48	48

Expenditures History/Projections



2016 Recommended Budget



## Fire & Rescue Department

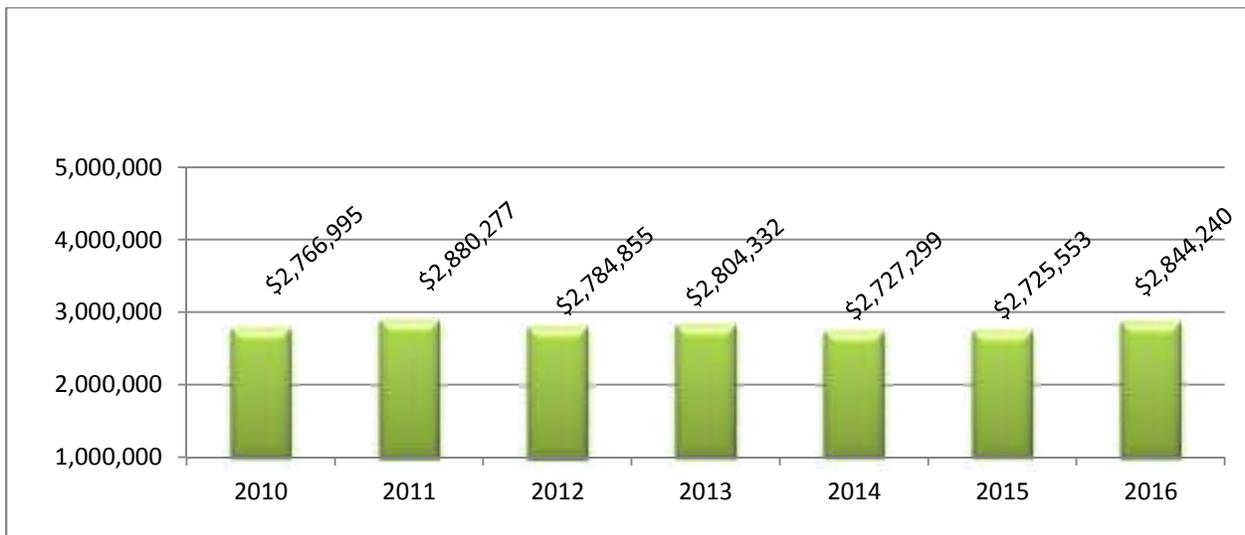
The Fire and Rescue Department's responsibilities include emergency response for the purpose of rescuing endangered persons, combatting and suppressing fires, and the mitigation/intervention of hazardous material release for all who live, work, visit or invest in the City of Marshfield and surrounding areas. In addition, the department educates the public in an effort to reduce fire-related deaths and human suffering, as well as minimizing property loss due to fires.

<b>Summary of Services Provided</b>	
<b>Fire Prevention</b>	Includes fire inspections for city businesses and multifamily residents, approximately 2,500 annually; fire prevention perspective of development plan reviews for new construction; fire prevention education; juvenile fire safety program; fire investigation services for Marshfield and Wood County; underground and above ground storage tank program (UST/AST) coordination; sprinkler plan review; and emergency site plan development and updating for local businesses.
<b>Fire Protection</b>	Includes fire suppression for the City of Marshfield (13.3 square miles); hazardous materials response for the northern half of Wood County; fire protection education/internship for students from three technical college districts; fire protection for special events; special response rescue for Central Wisconsin (Confined space, trench collapse, elevated extrication, and collapse); and 4 foam suppression units for Central Wisconsin flammable liquid fires/releases

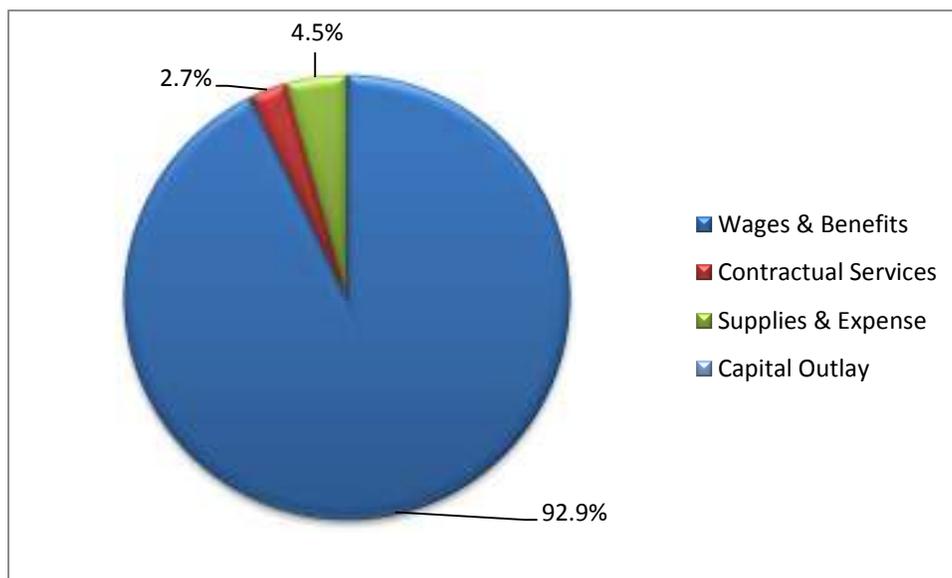
**Fire and Rescue Department Budget Summary**

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Fire Protection, 1015221021	\$2,080,567	\$2,153,824	\$2,087,108	\$2,188,798
Fire Prevention, 1015225021	<u>646,732</u>	<u>646,442</u>	<u>638,445</u>	<u>655,442</u>
Operating Expenditure Total	<u>\$2,727,299</u>	<u>\$2,800,266</u>	<u>2,725,553</u>	<u>\$2,844,240</u>
Full-time Positions	28.3	28.3	28.3	28.3

Expenditure History/Projections



2016 Recommended Budget



## Emergency Medical Services

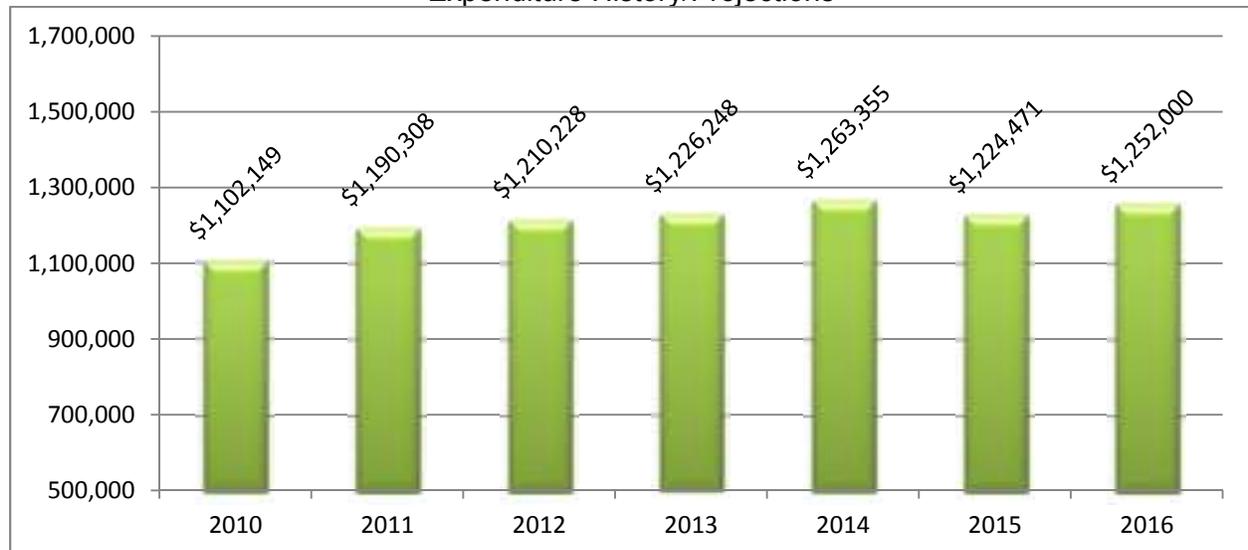
The Emergency Medical Services Division provides quality pre-hospital emergency medical care to sick or injured persons in the City of Marshfield and 13 surrounding towns and villages. They provide emergency and non-emergency transports, neo-natal transports, special pediatric transports and citizens' assists.

<b>Summary of Services Provided</b>	
<b>Emergency Medical Services</b>	
	Includes advanced life support (ALS) and basic life support (BLS) services for the City of Marshfield and thirteen Townships and Villages in the Central Wisconsin Area (314 Square Miles); neonatal transports, pediatric transports, and paramedic intercepts for St. Joseph's Hospital Spirit of Marshfield program; emergency medical service education/internship for students from three technical college districts.

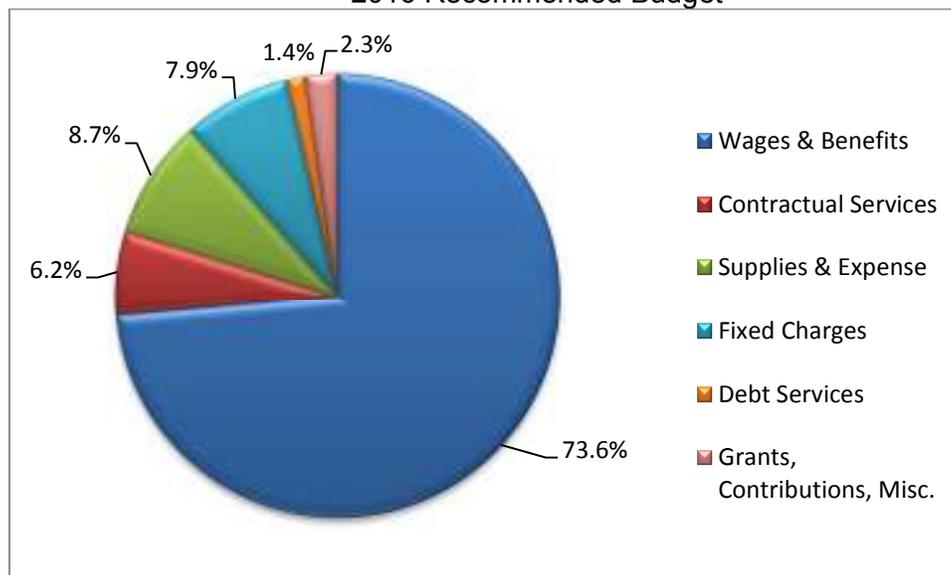
**Emergency Medical Services Budget Summary**

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Billing and Collection, 6055151008	\$110,446	\$116,311	\$114,046	\$116,255
Emergency Medical Services, 6055231022	1,032,731	983,583	994,445	1,029,663
Depreciation, 6055366508	88,672	110,400	98,000	89,000
Interest on Debt, 6055821008	15,789	15,595	15,595	15,109
Interest , Long-Term Notes Payable 60555823008	2,649	<u>2,385</u>	<u>2,385</u>	<u>1,973</u>
Other Nonoperating Expenses 60559600008	<u>13,068</u>			
Operating Expenditure Total	<u>\$1,263,355</u>	<u>\$1,228,274</u>	<u>\$1,224,471</u>	<u>\$1,252,000</u>
Full-time Positions	9.7	9.7	9.7	9.7

Expenditure History/Projections



2016 Recommended Budget



**Capital Outlay Purchases**

Replace ambulance 96 (12 Years old)	\$185,000
Power Load System (for Ambulant 99)	<u>27,272</u>
	<u>\$212,272</u>

## Emergency Management

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, fires, floods, or any other natural or man-made disasters.

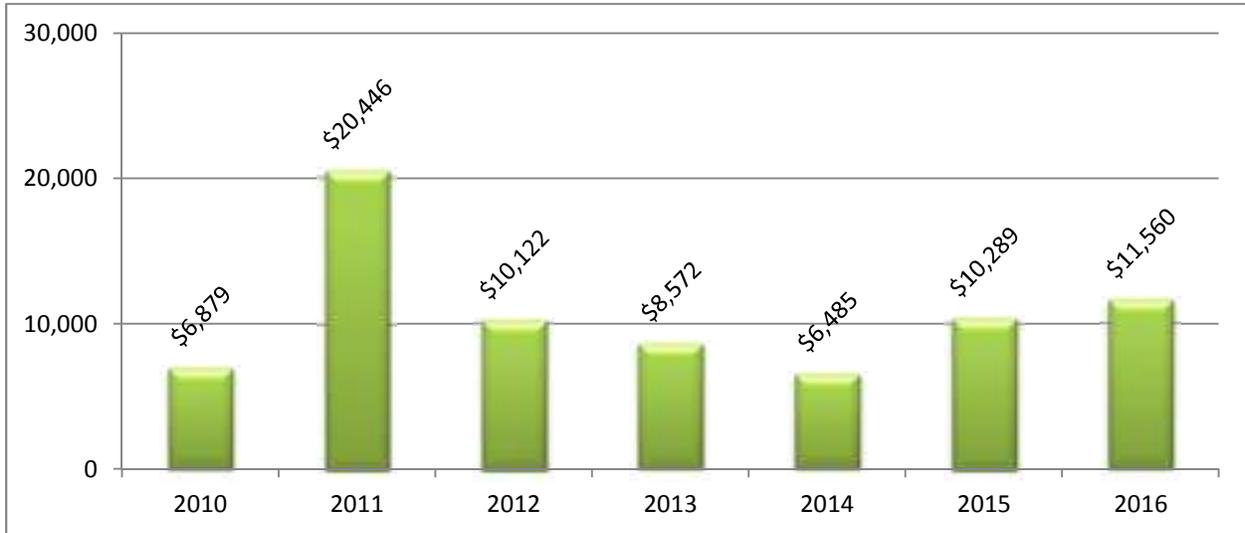
<b>Summary of Services Provided</b>	
Emergency Management	
	Maintain an updated plan for emergency preparedness of the City of Marshfield
	Coordinate participation of the municipality in Emergency Management training programs and exercises as required
	Performing administrative duties necessary for the rendering of reports and procurement of federal funds
	Coordinate the activities of the City's Emergency Management Operation in case of a "state of emergency" proclaimed by the Governor
	Attend training sessions under the Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) mandates and other appropriate training
	National Incident Management System (NIMS) mandates and other appropriate training
	Responsible for coordinating emergency efforts between the City's and County's Emergency Management
	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

**Emergency Management Budget Summary**

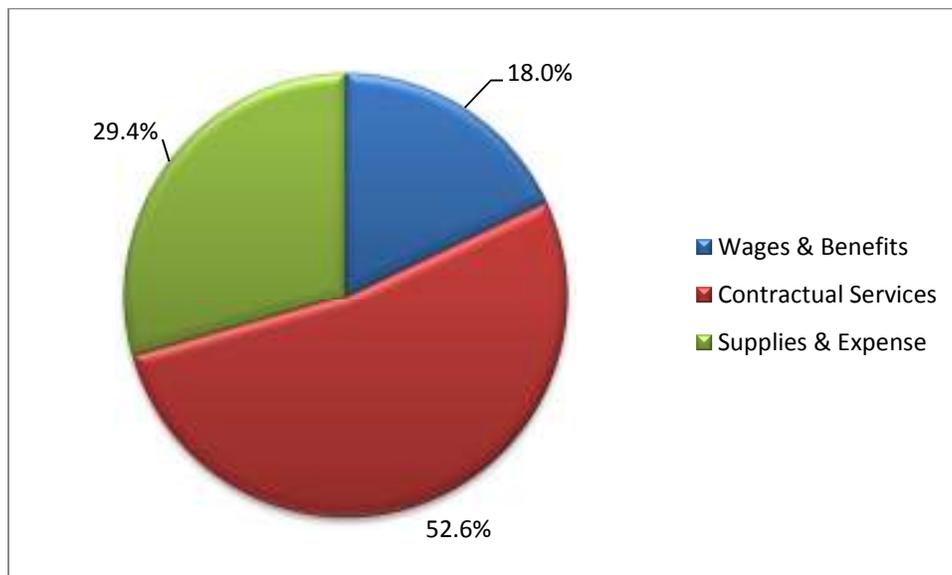
1015291020

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$6,485</u>	<u>\$10,000</u>	<u>\$10,289</u>	<u>\$11,560</u>

Expenditures History/Projections



2016 Recommended Budget



## Municipal Court

The Marshfield Municipal Court system was established to recover revenues and fees currently retained by the Wood County Circuit Court system for the service they provide. The Municipal Court system will further relieve the need for a fourth judge within the Wood County Circuit Court System and is intended to provide local control for Marshfield judicial actions.

### Summary of Services Provided

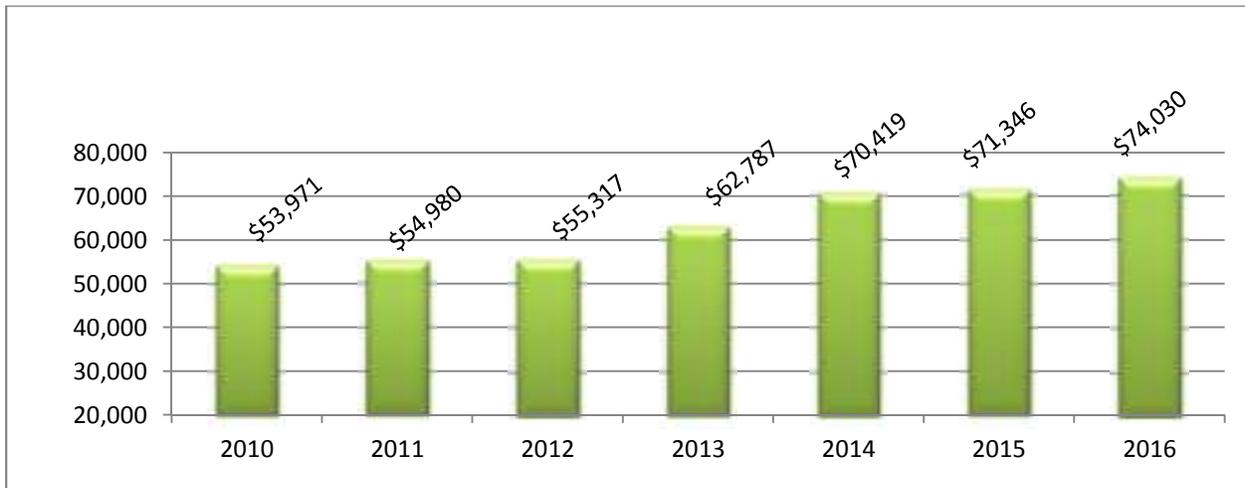
#### Municipal Court

Provides day and night court sessions appropriate to the needs of the Marshfield area community. The Municipal court also provides for a community-based court system through which municipal proceedings such as search warrants, inspection warrants, arrest warrants, property condemnation, health and fire inspection or other ordinance related concerns can be judicially addressed. In addition, the program provides in lieu of forfeitures for juveniles (i.e. smoking diversion program, community services, and alcohol diversion program). The Juvenile Court remedies to curb truancy.

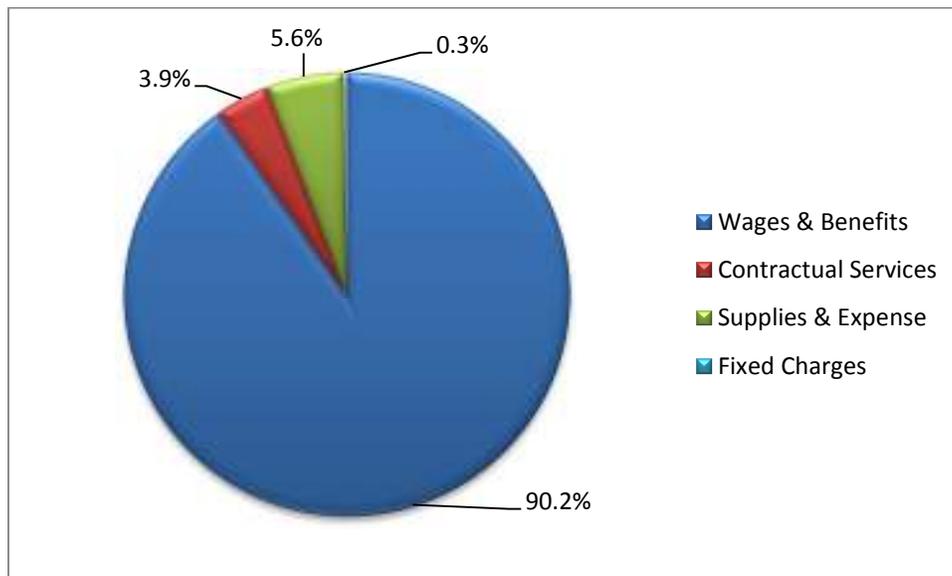
**Municipal Court Budget Summary**  
1015121002

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$70,419</u>	<u>\$72,846</u>	<u>\$71,346</u>	<u>\$74,030</u>
Full-time Positions	.75	.75	.75	.75

Expenditures History/Projections



2016 Recommended Budget



## **Public Safety Funds**

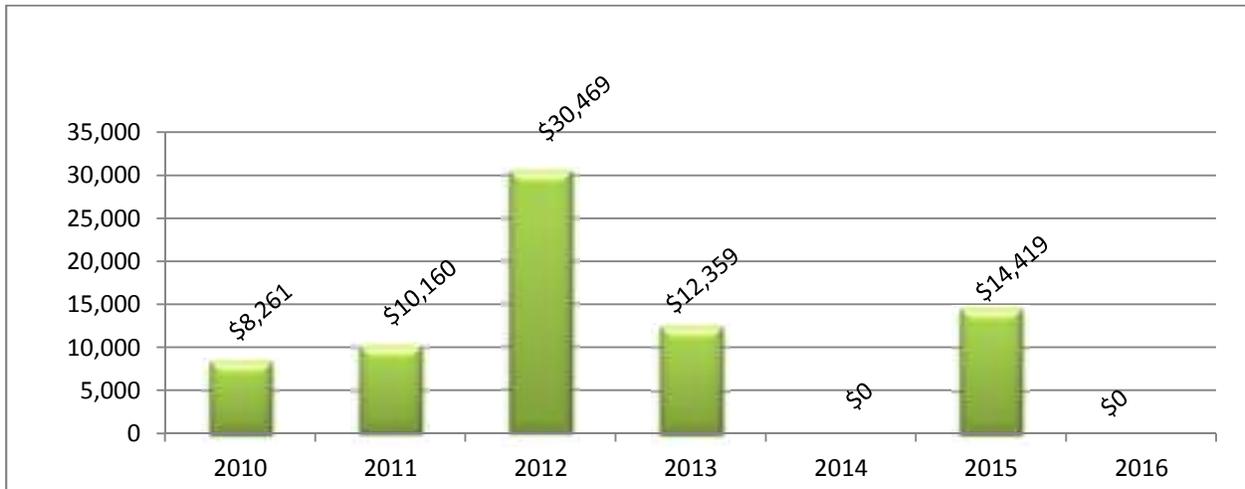
This fund accounts for eligible grants for Law Enforcement and Fire and Rescue service operation. This also includes federal and state drug seizure funds and miscellaneous donations.

**Public Safety Funds Budget Summary**

2065211020

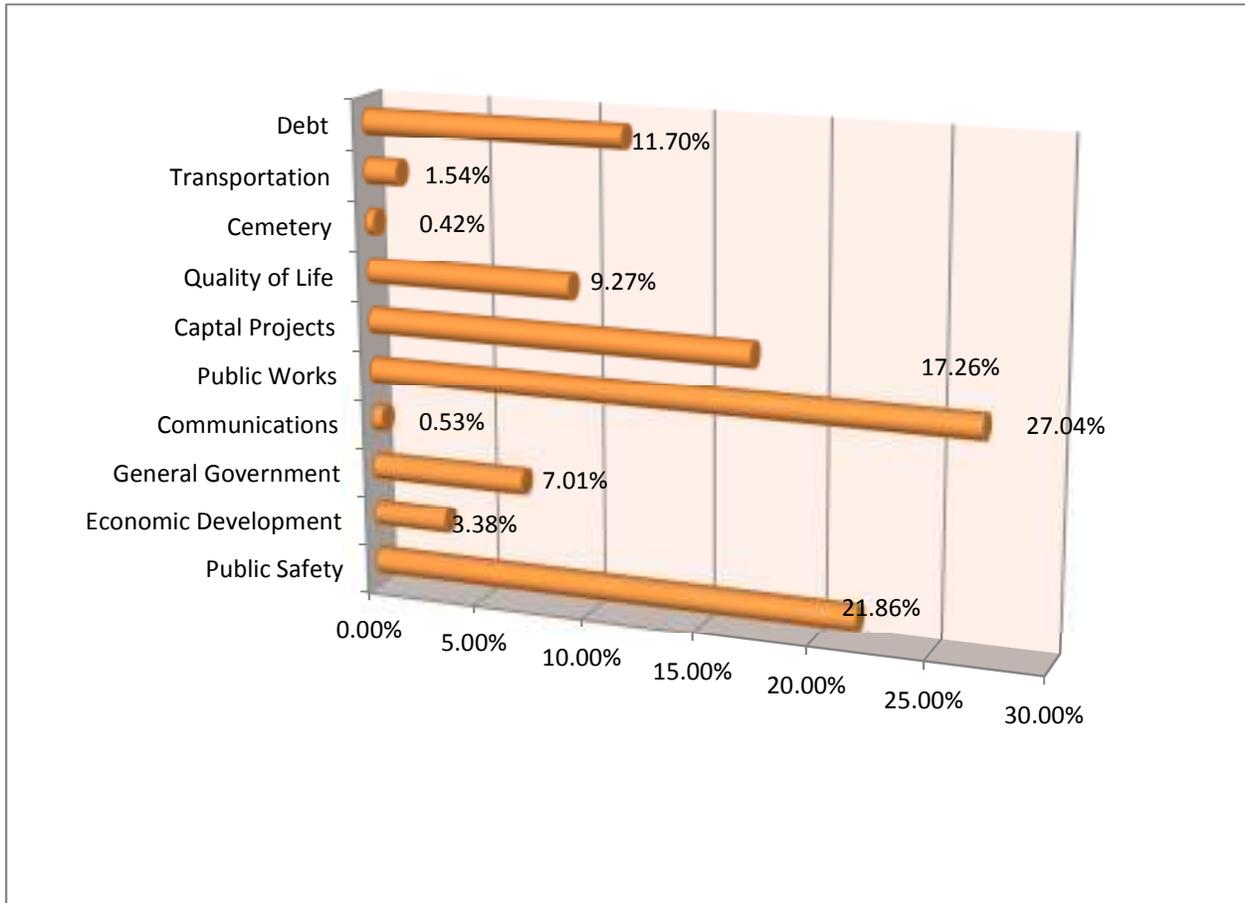
	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$0</u>	<u>\$14,959</u>	<u>\$14,419</u>	<u>\$0</u>

Expenditure History/Projections



## Quality of Life

Every community is judged on its quality of life. This does not happen by accident. Careful and consistent planning, execution and commitment ensure the community is balanced – economically, leisurely, and culturally.



## Parks and Recreation

The Parks and Recreation Department's mission is to provide 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 that enhance the City of Marshfield and meet the recreational needs of the community.

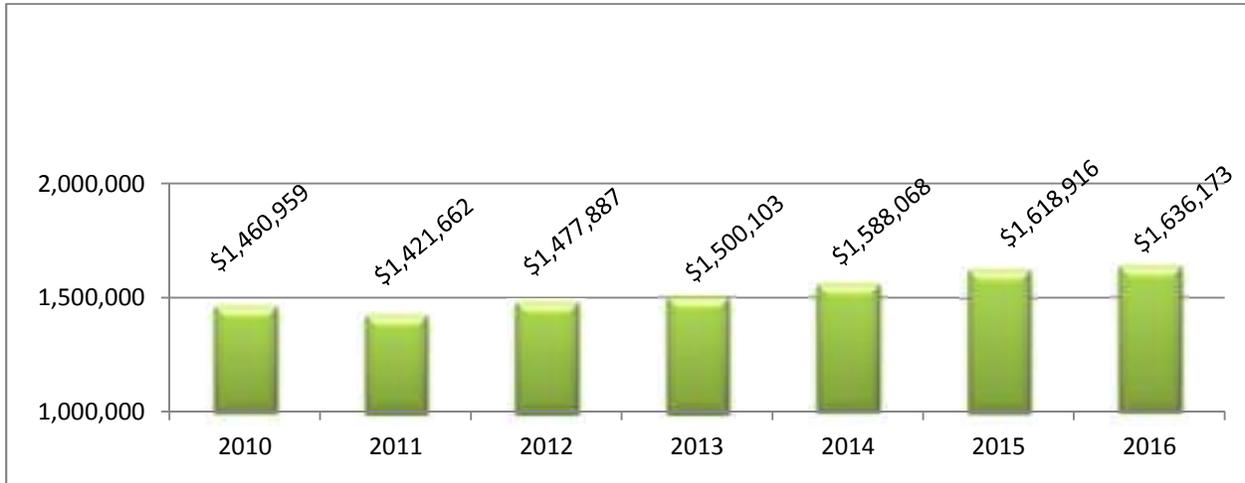
<b>Summary of Services Provided</b>	
<b>Parks and Recreation</b>	
	Manages and maintains the Wildwood Zoo, Oak Avenue Community Center, Wildwood Station Building, Marshfield Skate Park, Hefko Swimming Pool, Tennis/Racquetball Center, community athletic fields, 280 acres of park land in 19 parks, over twelve miles of pedestrian/bicycle trails and high quality community athletic facilities including six soccer fields, three softball fields, four baseball fields, and eight tennis courts.
	Provides management and maintenance services for the City owned facilities at the Marshfield Fairgrounds Park and works cooperatively with the Central Wisconsin State Fair Association and Marshfield Fair Commission to improve the facilities and increase utilization of the Marshfield Fairgrounds Park.
	Provides activities for all ages in aquatics, athletics, trips, instructional programs, and special events. Provides support services and program assistance to a variety of non-city recreation organizations whose programs serve the citizens of Marshfield.
	Provides management and maintenance services for the Marshfield Senior Center and works cooperatively with the Marshfield Senior Citizens Council, Marshfield Committee on Aging, Senior Citizens Employment and Training, and the Aging and Disability Resource Center of Central Wisconsin to provide activities and services for older adults including social recreation activities, educational programs, and special events.

**Parks and Recreation Budget Summary**

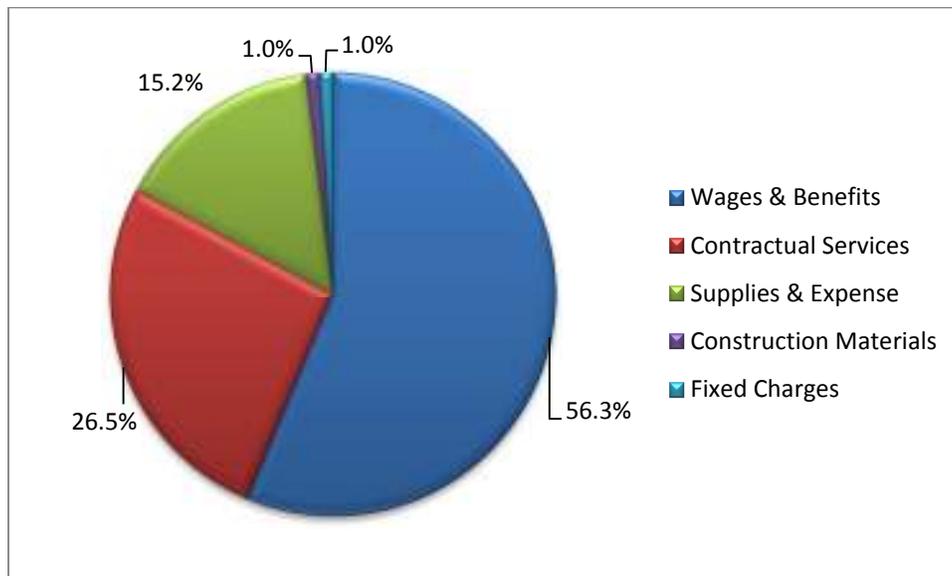
	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Parks/Recreation Administration, 1015531062	\$251,050	\$265,403	\$273,349	\$265,280
Oak Avenue Community Center, 1015519162	40,492	32,094	32,192	30,176
Parks Operation/Maintenance, 1015521061	764,788	783,983	784,429	799,664
Recreation Programs, 1015532162	37,478	41,125	41,288	42,264
Tennis/Racquetball, 1015532762	13,385	16,455	15,730	16,274
Adult Athletic League, 1015532862	8,942	11,554	9,895	11,452
Zoo Operation/Maintenance, 1015541063	247,074	259,876	262,548	277,053
Aquatic Facilities, 1015542062	77,099	92,790	93,363	94,742
Special Recreation Programs, 1015532662	280	600	150	600
Fairgrounds, 1015548062	<u>117,480</u>	<u>105,973</u>	<u>105,972</u>	<u>98,668</u>
Operating Expenditure Total	<u>\$1,588,068</u>	<u>\$1,609,853</u>	<u>\$1,618,916</u>	<u>\$1,636,173</u>
Full-Time Positions	9	9	9	9

## Parks and Recreation Budget Summary

### Expenditures History/Projections



### 2016 Recommended Budget



## Library

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.

<b>Summary of Services Provided</b>	
Library	
	Popular materials center provides current, high-demand, high-interest materials of recognized quality to persons of various ages in all desired formats.
	Reference Center provides library users with convenient, timely access to information needed for daily living and decision-making. The service is provided via any communication mode - on-site, electronic and telephone.
	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.
	As a Children's door to learning, the Library provides materials, child and parent services, and programs to enhance interest in learning.

**Library Budget Summary**

1015511060

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$1,454,335</u>	<u>\$1,497,539</u>	<u>\$1,567,561</u>	<u>\$1,555,114</u>
Full-Time Positions	19.35	18.87	18.87	18.92

Expenditure History/Projections



2016 Recommended Budget



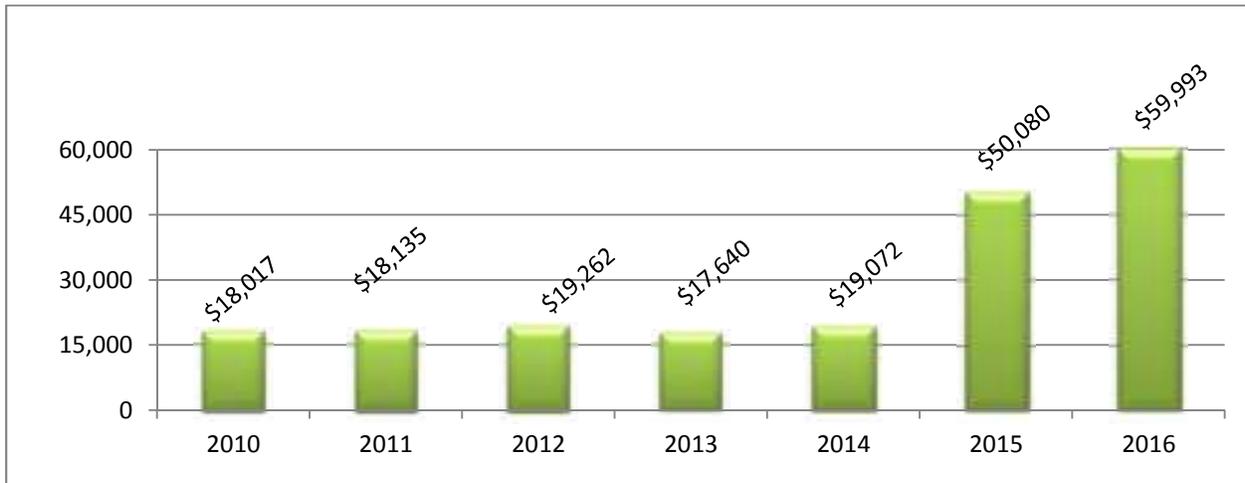
## Aging/Senior Center

Summary of Services Provided
Aging/Senior Center
Provides management and maintenance services for the Marshfield Senior Center and works cooperatively with the Marshfield Senior Citizens Council, Marshfield Committee on Aging, Senior Citizens Employment and Training, and the Aging and Disability Resource Center of Central Wisconsin to provide activities and services for older adults including social recreation activities, educational programs, and special events.

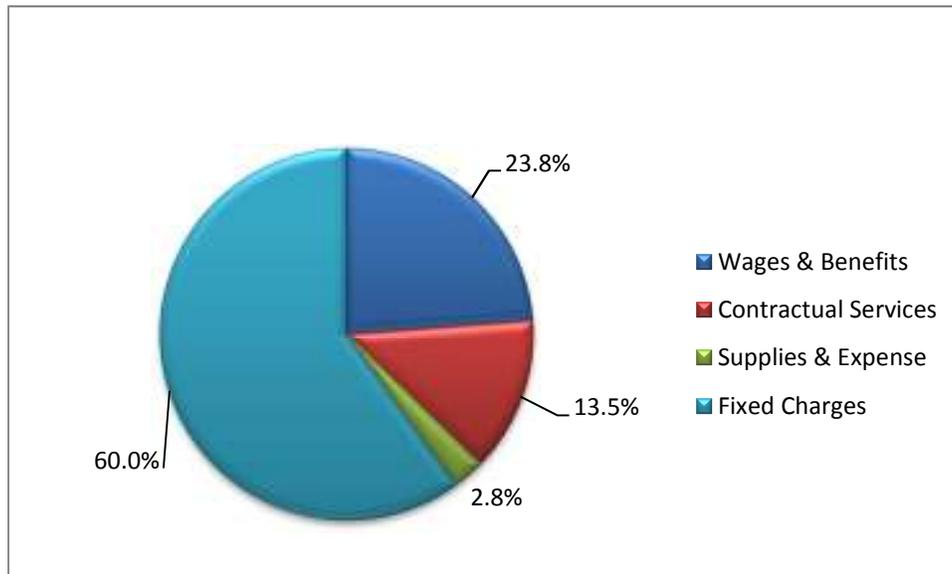
**Aging/Senior Center Budget Summary**  
1015461050

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2015</u>
Operating Expenditure Total	<u>\$19,072</u>	<u>\$50,062</u>	<u>\$50,080</u>	<u>\$59,993</u>

Expenditures History/Projections



2016 Recommended Budget



## UW Marshfield/Wood County

UW Marshfield/Wood County is one of 13 locally-owned campuses, which, collectively, are the UW Colleges, the liberal arts transfer institution of the University of Wisconsin System. The campus was built and is maintained by the City of Marshfield and Wood County.

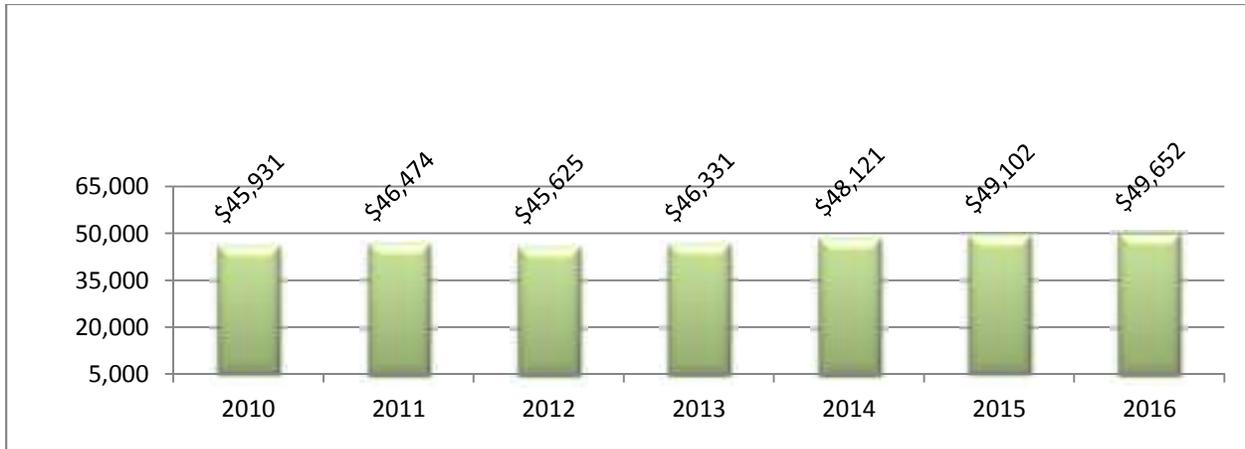
<b>Summary of Services Provided</b>	
UW Marshfield/Wood County	
	UW-Marshfield/Wood County's vision reflects the Wisconsin Idea, a philosophy embraced by the University of Wisconsin System, which holds that the boundaries of the university should be the boundaries of the state, and that research conducted at the University of Wisconsin System should be applied to solve problems and improve health, quality of life, the environment and agriculture for all citizens of the state.
	The University of Wisconsin College is a multi-campus institution that prepares students for success at the baccalaureate level of education, provides the first two years of a liberal arts general education that is accessible and affordable, and advances the Wisconsin Idea by bringing resources of the University to the people of the state and the communities that provide and support its campuses.

**UW Marshfield/Wood County Budget Summary**

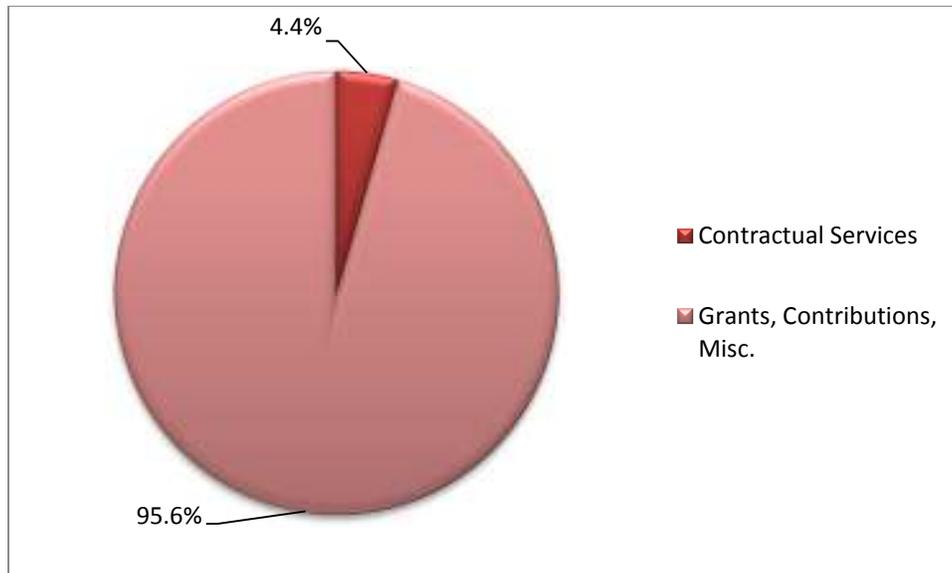
1015561064

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$48,121</u>	<u>\$49,202</u>	<u>\$49,102</u>	<u>\$49,652</u>

Expenditure History/Projections



2016 Recommended Budget



## Convention and Visitors Bureau

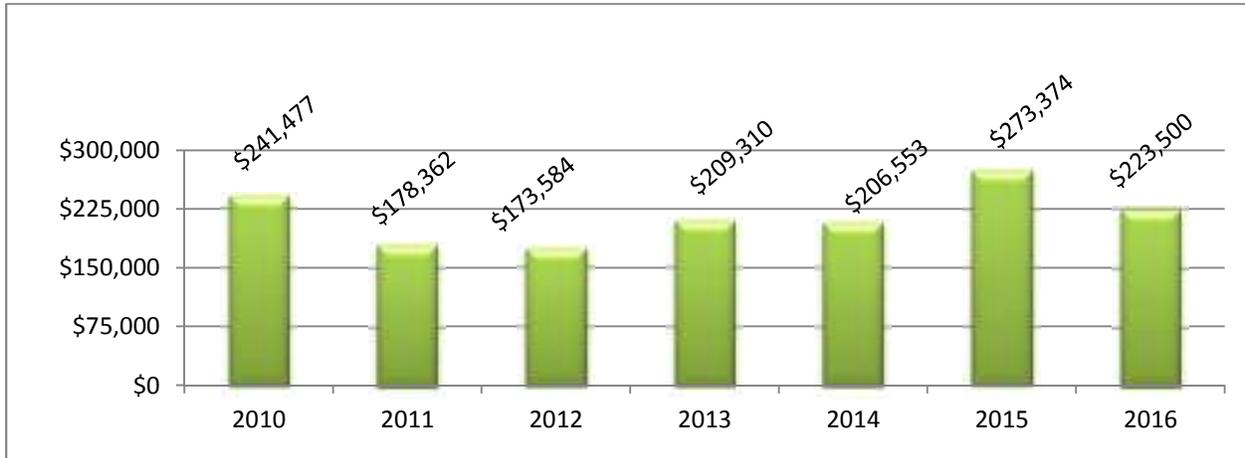
The Bureau is authorized and funded under Section 4-38(3)(b) of the Municipal Code of the City of Marshfield. The Bureau is not permitted to influence legislation, to support political parties, or to endorse candidates for public office. No part of the funds can be used for the direct benefit of the Bureau.

<b>Summary of Services Provided</b>	
Convention and Visitors Bureau	
	The Convention and Visitors Bureau leads the development of Marshfield's hospitality industry through aggressive marketing of its attractions, assets and facilities.
	The Convention and Visitors Bureau sponsors the annual Maple Fall Fest, Dance and Romance Weekend, Amish and Mennonite Tours, and Motor Coach tours

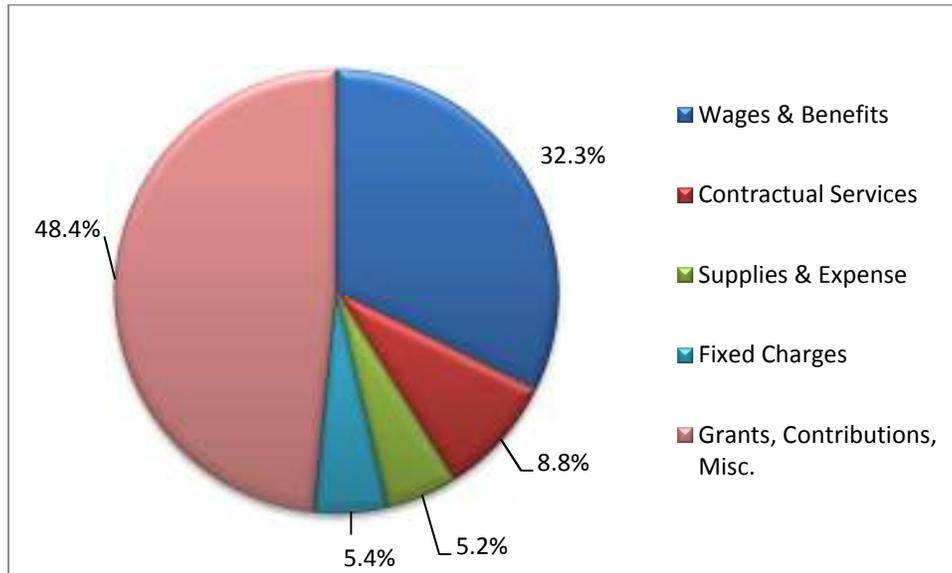
**Convention & Visitors Bureau Budget Summary**  
2035519065

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$206,553</u>	<u>\$297,646</u>	<u>\$273,374</u>	<u>\$223,500</u>

Expenditures History/Projections



2016 Recommended Budget



## Room Tax

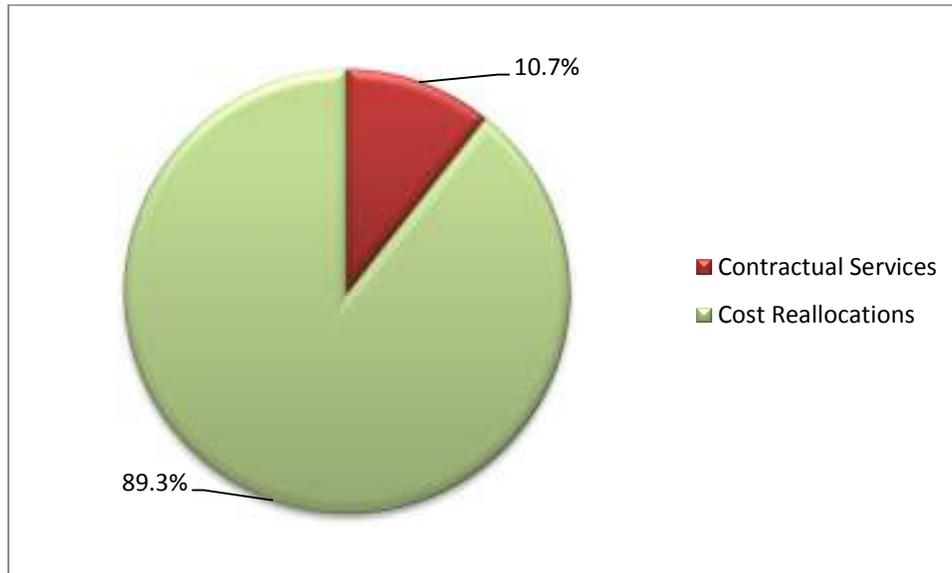
Room tax funds are generated by lodging facilities and submitted to the City for supporting tourism and promotion. Currently, a majority of the funds are given to the Marshfield Convention & Visitors Bureau, who conducts various special events and activities designed to bring people to our community. Some of the monies are kept by the City for designated uses related to parks and recreation, including amenities such as the Wildwood Zoo, sporting facilities, and park/trail improvements.

<b>Summary of Services Provided</b>	
Room Tax	
	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.

**Room Tax Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Park Operations/Maintenance, 2025521061	\$33,861	\$0	\$0	\$35,000
Zoo Operation & Maintenance, 2025541063	68,099	683,530	1,309,000	0
Other Financing Uses, 2025900008	<u>235,959</u>	<u>324,178</u>	<u>325,000</u>	<u>293,000</u>
Operating Expenditure Total	<u>\$337,919</u>	<u>\$1,007,708</u>	<u>\$1,634,000</u>	<u>\$328,000</u>

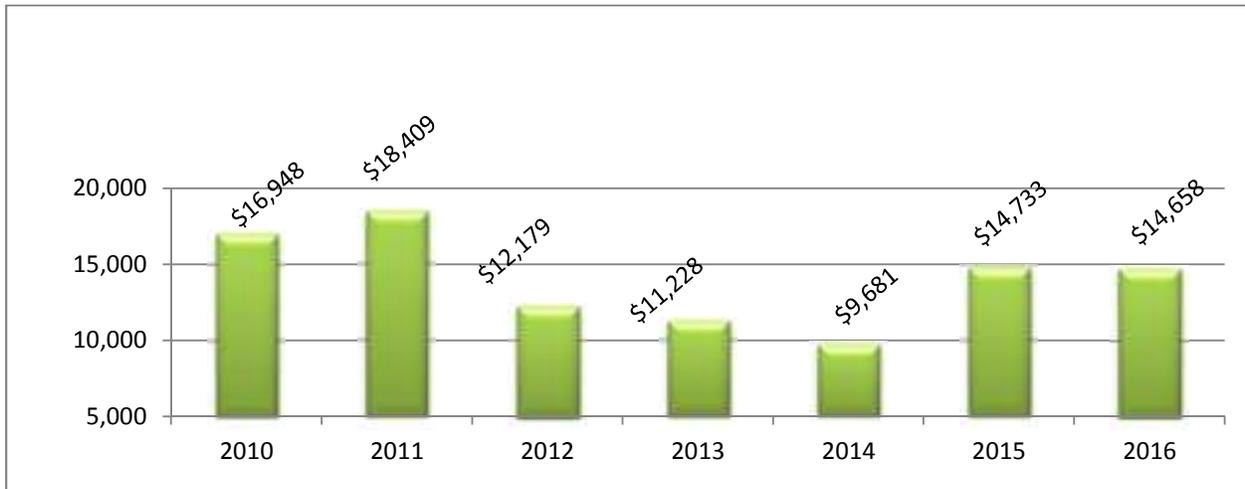
2016 Recommended Budget



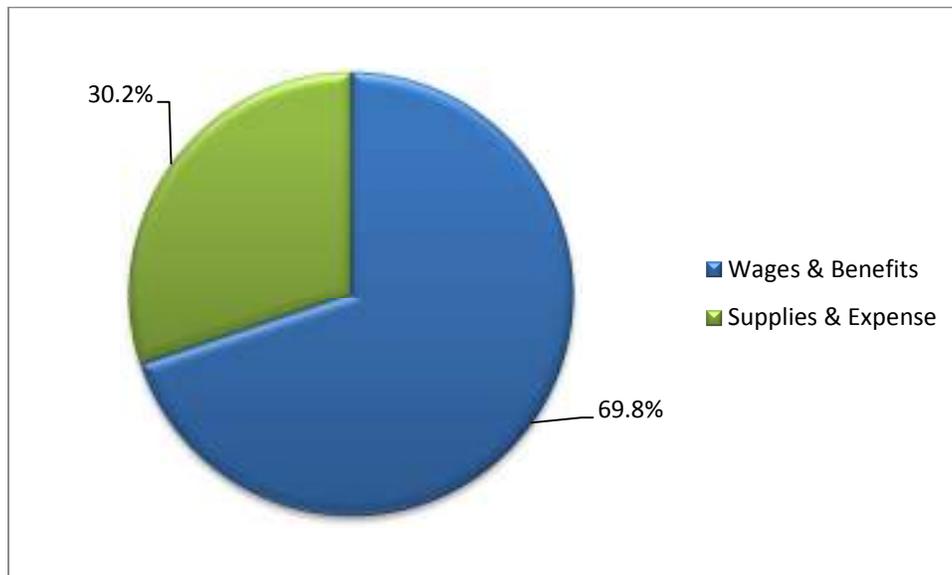
**Dairyfest Budget Summary**  
1015534504

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$9,681</u>	<u>\$14,459</u>	<u>\$14,733</u>	<u>\$14,658</u>

Expeniture History/Projections



2016 Recommended Budget

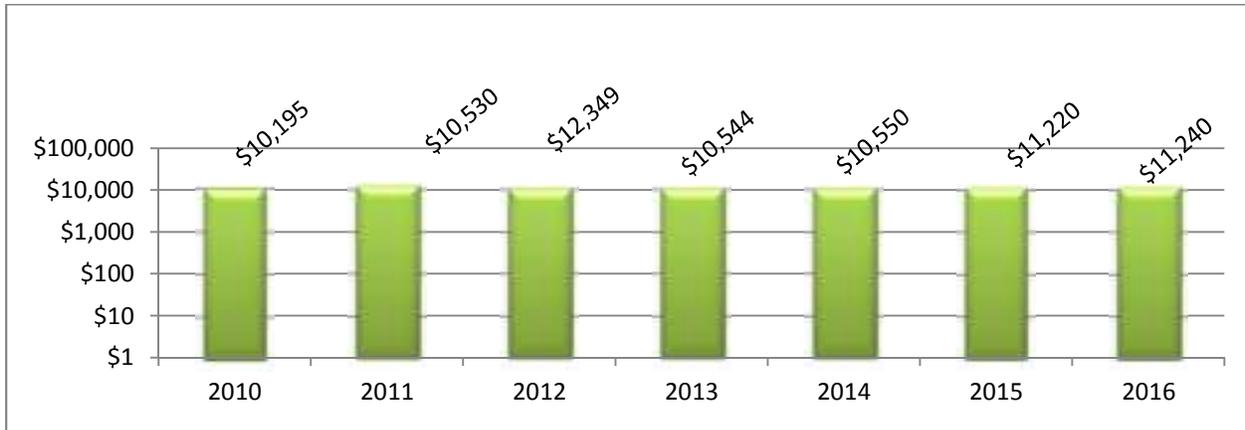


**Celebrations and Entertainment Budget Summary**

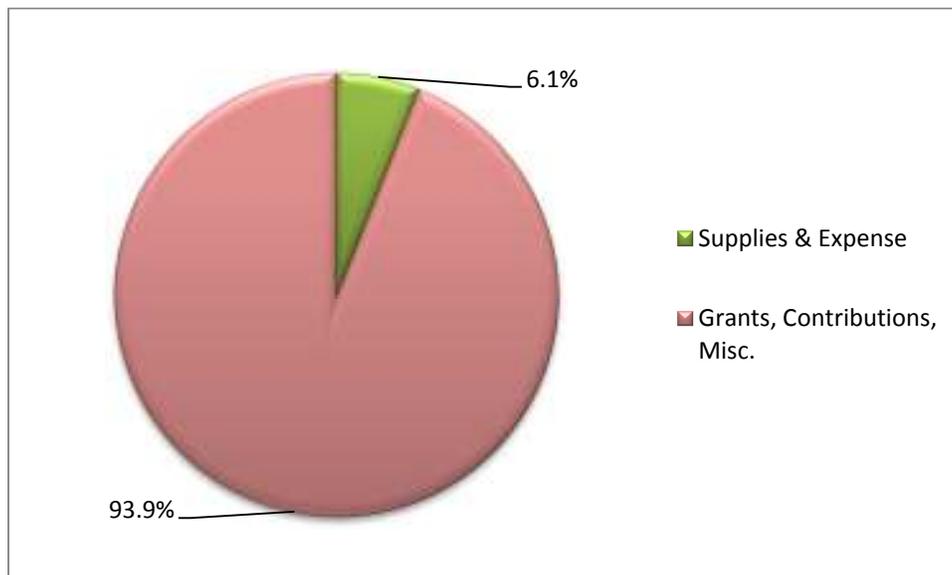
1015534908

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Palm Sunday Chorus	\$750	\$750	\$750	\$750
School Patrol	4,340	5,000	5,000	5,000
Civic Band	4,800	4,800	4,800	4,800
ASCAP & BMI License	<u>660</u>	<u>680</u>	<u>670</u>	<u>690</u>
Operating Expenditure Total	<u>\$10,550</u>	<u>\$11,230</u>	<u>\$11,220</u>	<u>\$11,240</u>

Expenditure History/Projections



2016 Recommended Budget

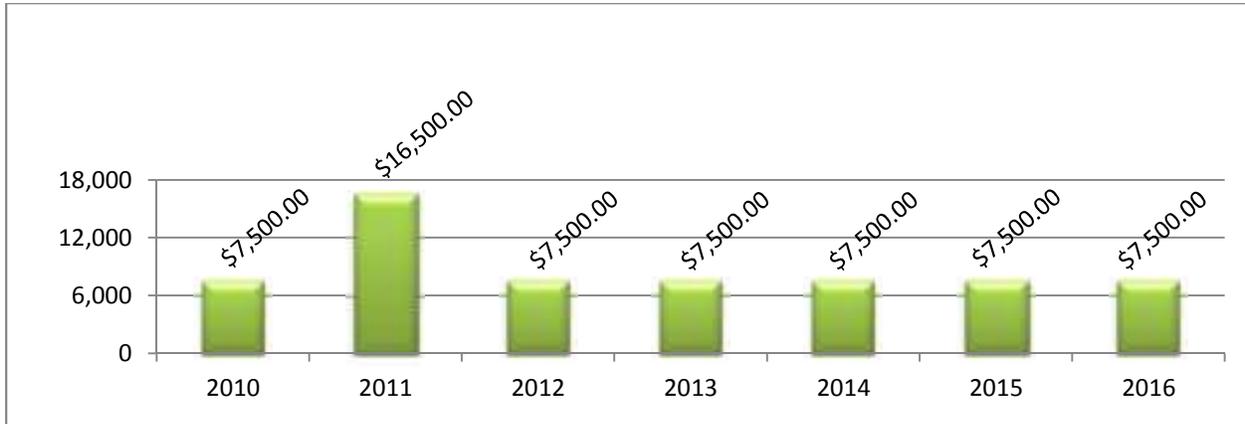


**Upham Mansion Budget Summary**

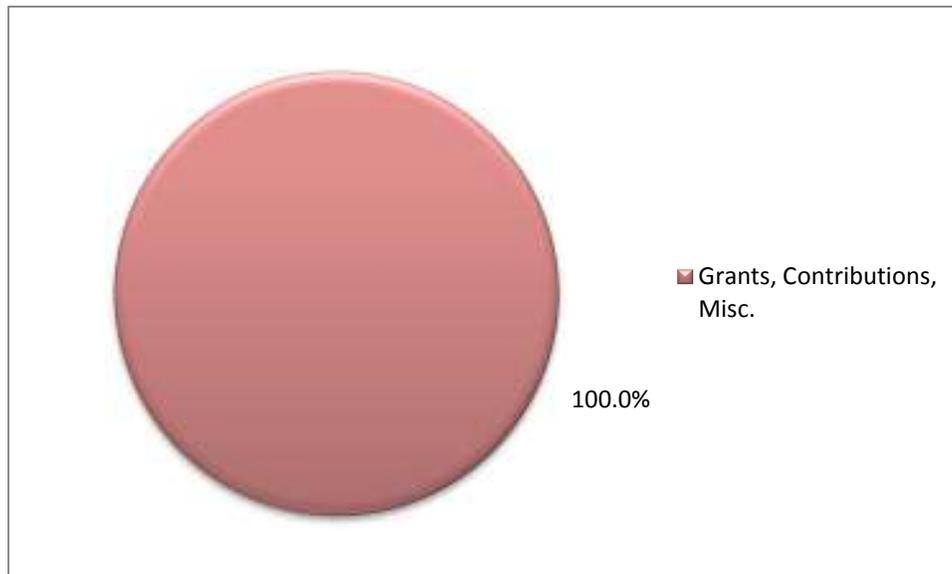
1015512008

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>

Expenditure History/Projections

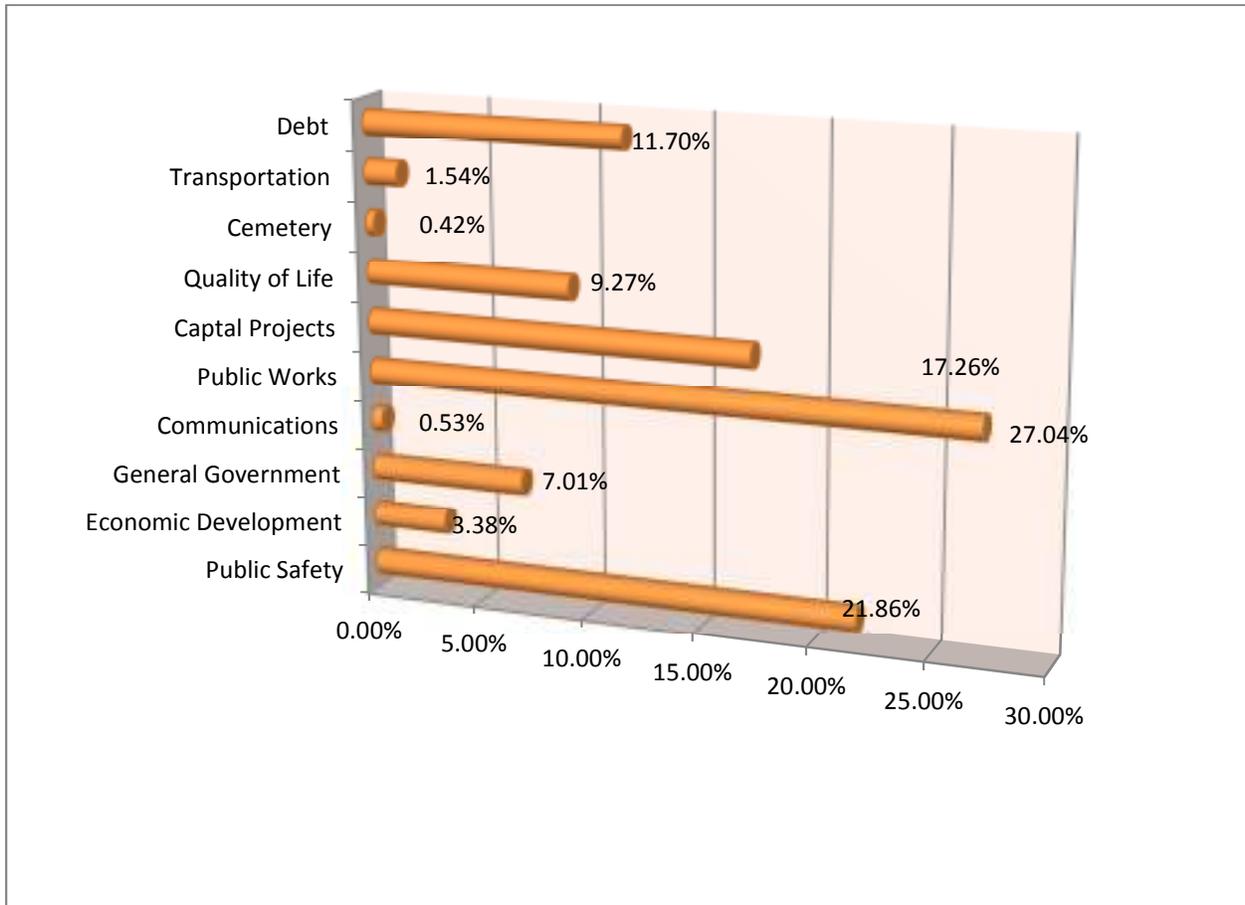


2016 Recommended Budget



## General Government

While the Common Council is charged with setting city policies, integral to a consistent flow of city operations are those who carry out these policies, provide legal advice, and support vital recordkeeping functions. Their contributions are usually behind the scenes, but they provide key elements to the efficient functions of the City.



## Mayor

The Mayor, elected for a two-year term in even-numbered years, serves as liaison between city government and citizens.

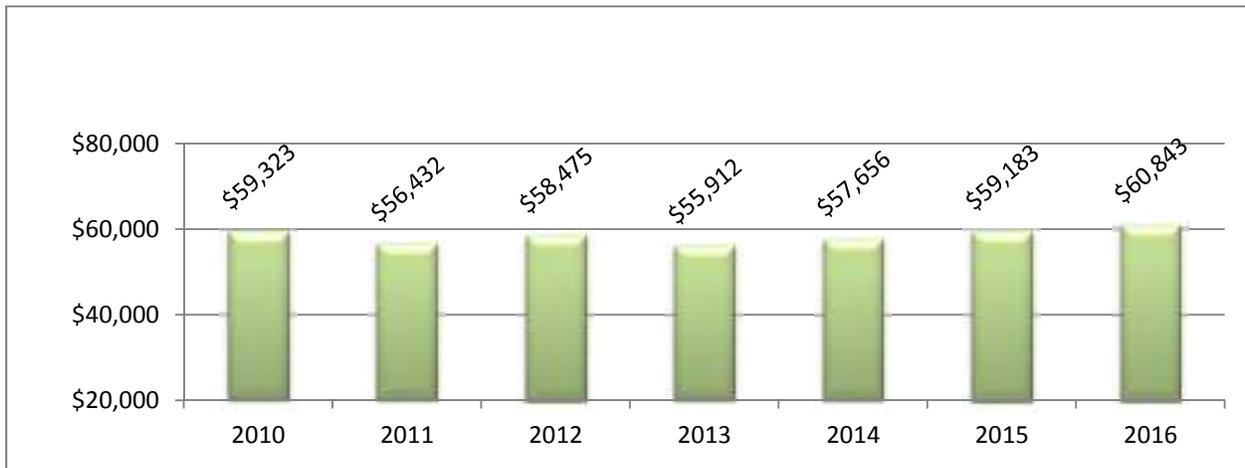
<b>Summary of Services Provided</b>	
Mayor	
	Chief executive officer of the city and represent the citizens of Marshfield at government, business, and social functions.
	Presides at meetings of the Common Council; serves as chairman of the Plan Commission and Industrial Park Authority.
	Signs all documents and contracts for the city
	Issues proclamations for special events as requested
	Hears citizen comments and complaints
	Appoints members to council and citizen committees and boards with the confirmation of the Common Council

**Mayor Budget Summary**

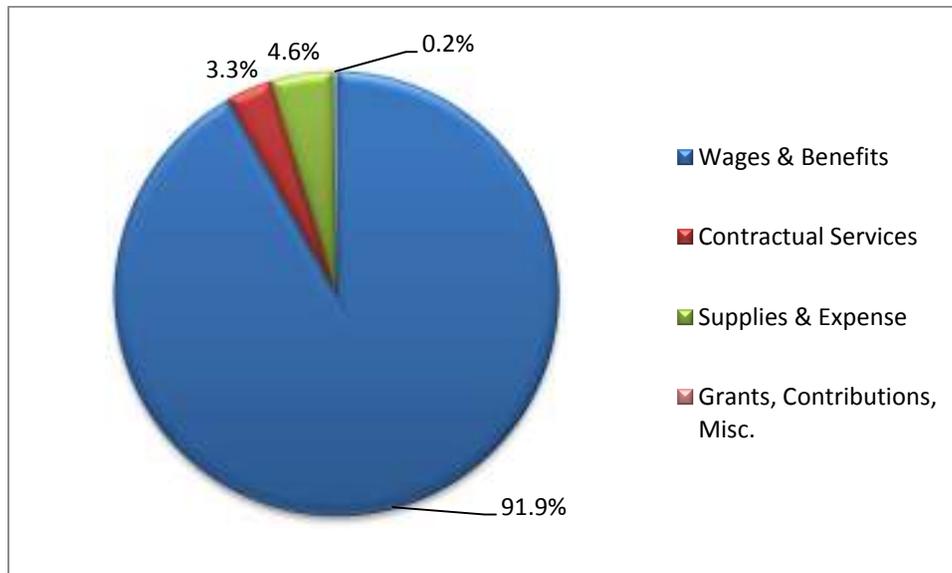
1015141104

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$57,656</u>	<u>\$61,066</u>	<u>\$59,183</u>	<u>\$60,843</u>
Full-Time Positions	1.0	1.0	1.0	1.0

Expenditure History/Projections



2016 Recommended Budget



## Common Council

The Common Council provides the City of Marshfield the highest quality, cost effective municipal services for residents and customers in a professional and responsive manner. 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.

<b>Summary of Services Provided</b>	
Common Council	
	Is the policy making and governing body of the City of Marshfield.
	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.
	Appoints the City Administrator and City Attorney

**Common Council Budget Summary**

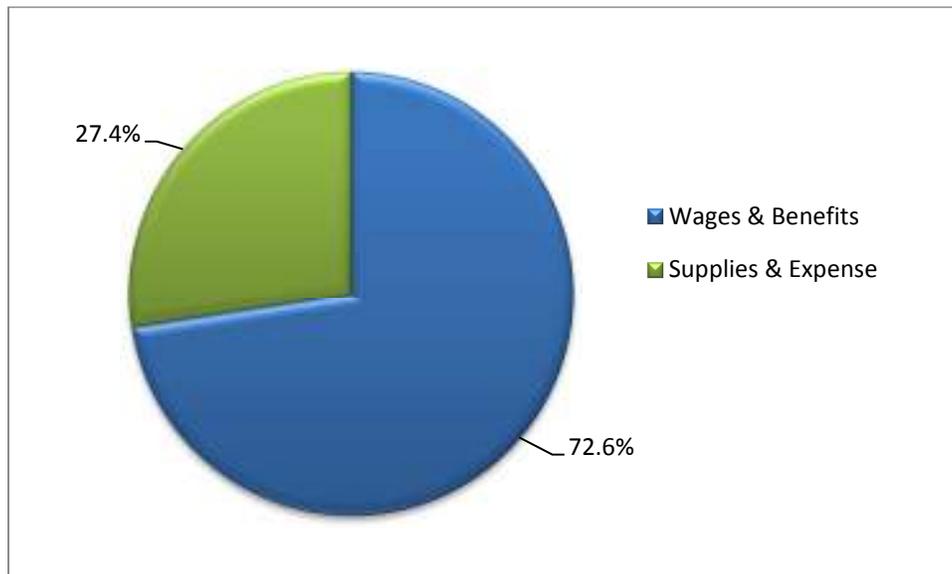
1015111006

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$59,107</u>	<u>\$71,068</u>	<u>\$73,848</u>	<u>\$72,074</u>

Expenditures History/Projections



2016 Recommended Budget



## City Administrator

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) Hill Cemetery; and 7) Human Resources.

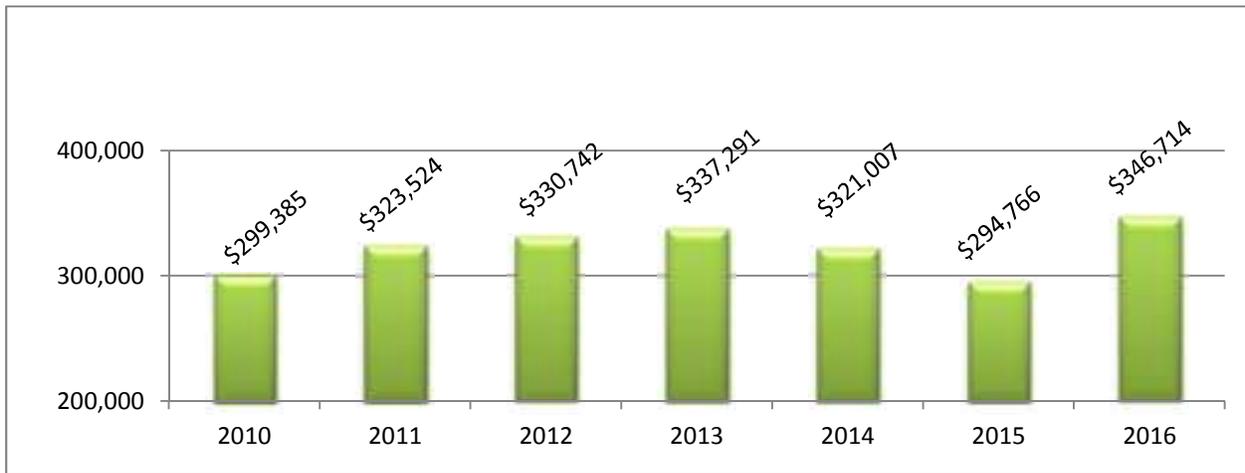
<b>Summary of Services Provided</b>	
<b>City Administrator</b>	
	Develops and recommends alternative solutions to community programs for Council consideration; prepares meeting agendas and appropriate background materials for the Common Council, Council committees, and other city committees.
	Represents the city before legislative or intergovernmental bodies, and negotiates with outside parties on behalf of the Common Council.
	Directs preparation and administration of the annual budgets.
	Administers a system of human resources management to fulfill the requirements of federal, state, and local laws governing employment.
	Interprets the city's Personnel Policies and Procedures and/or labor agreements to define appropriate personnel actions.

**City Administrator Budget Summary**

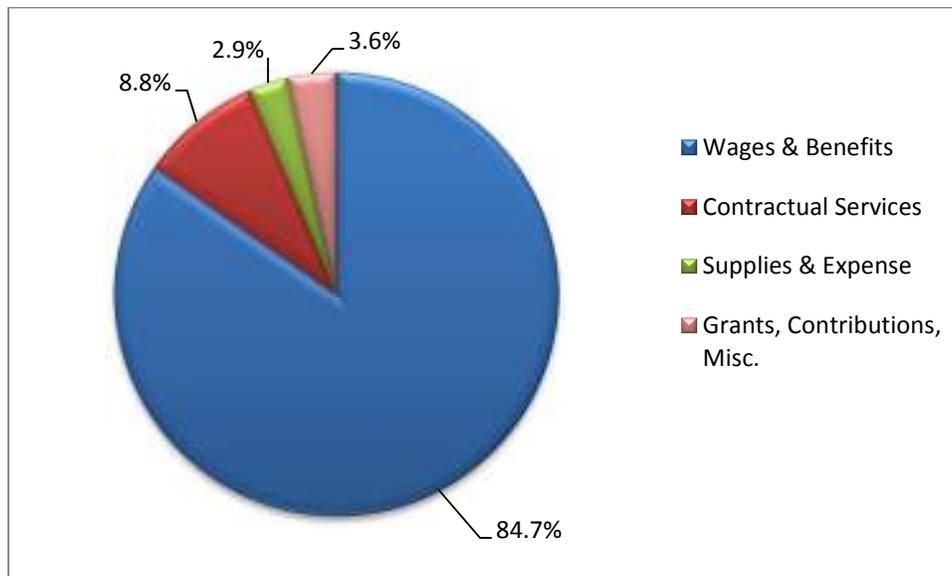
1015141205

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$321,007</u>	<u>\$345,068</u>	<u>\$294,766</u>	<u>\$346,714</u>
Full-Time Positions	2.5	2.5	2.5	2.5

Expenditure History/Projections



2016 Recommended Budget



## City Attorney

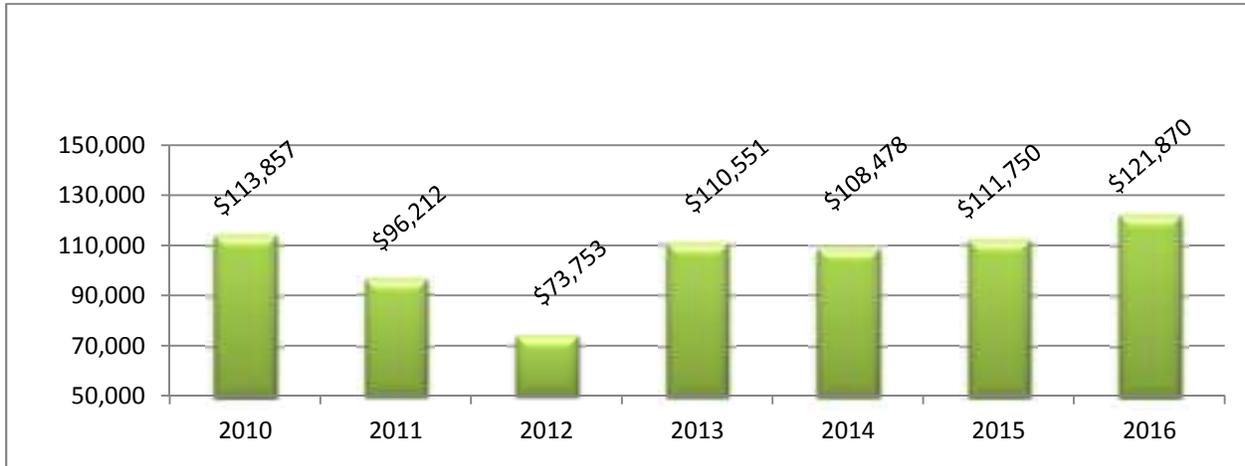
The City Attorney provides legal services concerning civil matters to the Mayor, Common Council, and all other city elected officials, City Administrator, department and division heads, and city boards, commissions, and committees. The City Attorney is appointed by a vote of the Common council for a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

<b>Summary of Services Provided</b>	
<b>City Attorney</b>	
	Drafts ordinances, bonds, and other instruments as may be required by city officers. Also draft pleading, documents, and briefs relating to litigation. Drafts contracts, resolutions, and municipal codes
	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.
	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.
	Researches and writes legal opinions for the Mayor, the City Administrator and city departments.
	Acts as parliamentarian at Common Council meetings and advises the Common Council at all Council meetings.
	Represents the city in traffic violation cases and other ordinance violation cases.

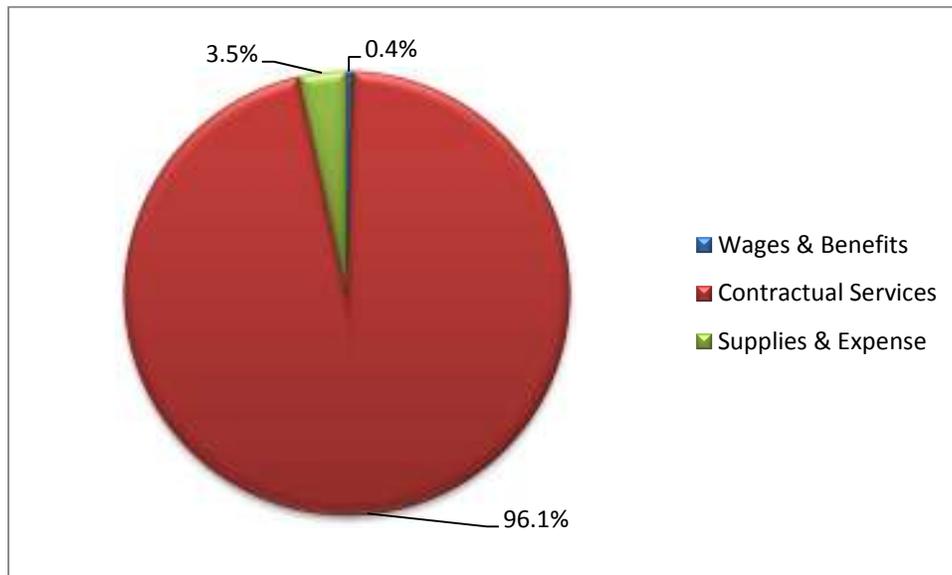
**City Attorney Budget Summary**  
1015131003

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$108,478</u>	<u>\$104,950</u>	<u>\$111,750</u>	<u>\$121,870</u>

Expenditures History/Projections



2016 Recommended Budget



## City Clerk

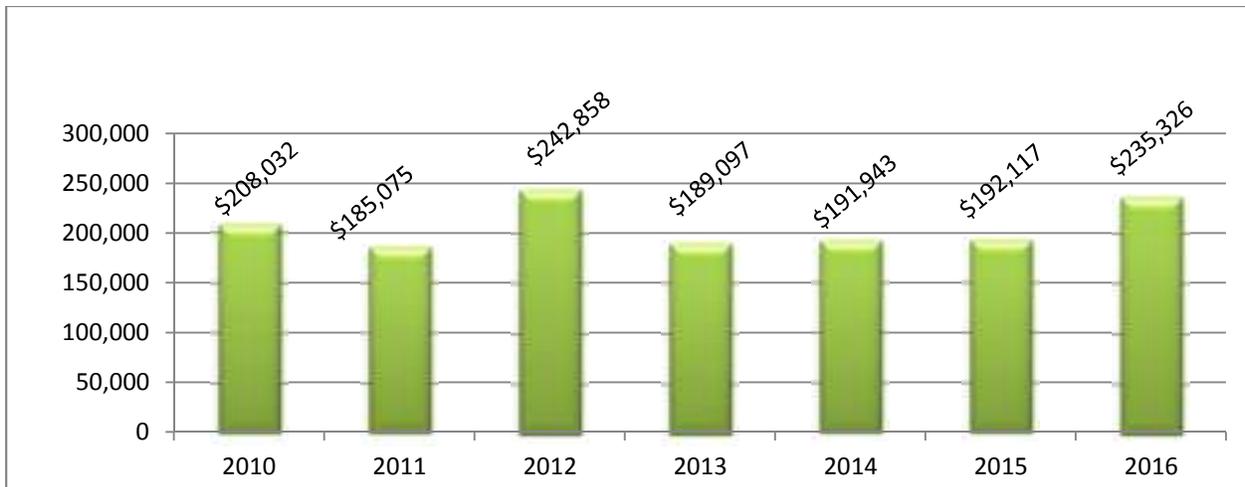
The Office of the City Clerk is responsible for a myriad of services and is comprised of three core functions: official records, elections, and purchasing. The mission of the City Clerk's office is to maintain care and custody of the corporate seal and all papers and records of the City. The City Clerk is elected every four years.

<b>Summary of Services Provided</b>	
City Clerk	
	Acts as secretary and distributes agenda information for Judiciary, License; Finance, Budget and Personnel; Cable TV; Zoning Board of Appeals; Board of Review; Common Council; and Board of Health. In addition, this office develops the agenda for Judiciary, License; Cable TV; Zoning Board of Appeals; and Board of Review.
	Licensing – Issuance of numerous city licenses. (Liquor, Food, Cigarette, Electrical, Transient Merchants, Carnival, Room Tax, Mobile Home Courts, Wastehaulers, etc.)
	Elections – conducts and administers all elections in compliance with State Statutes
	Special Assessments – Responsible for invoicing the property owners for special assessments and keeping track of the loans. Also responsible for placing the outstanding payments on the property owner's tax bill each year until it is paid in full.
	Official Documents – updates and maintains Ordinances, Resolutions and Budget Resolutions. Prepares official legal notices for posting and publication. Maintains official city records and acts as official keeper of the City Seal. Notary Public.
	Procures office supplies and payer for city offices
	Claims – Processes claims filed against the City of Marshfield

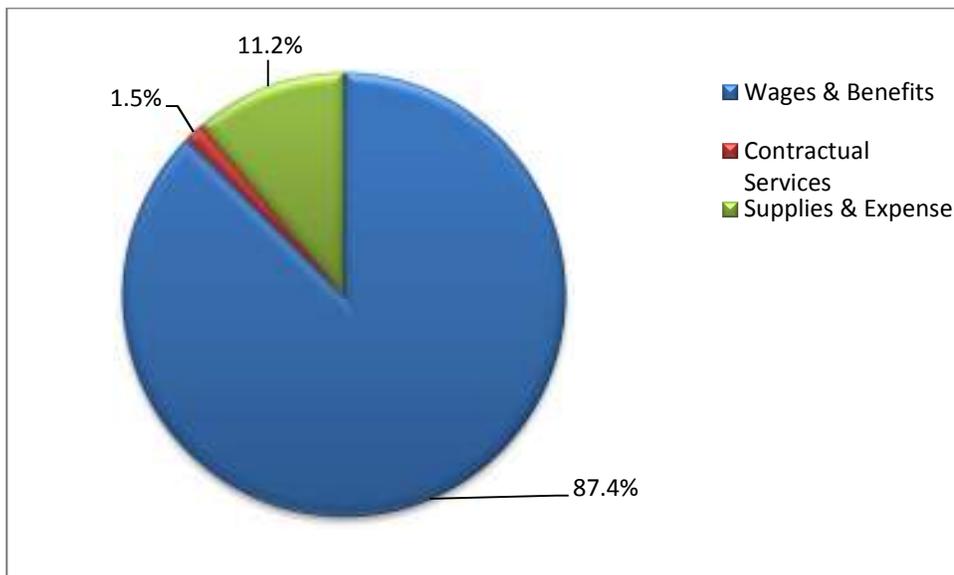
**City Clerk Budget Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Clerk's Office, 1015142006	\$155,241	\$168,116	\$165,183	\$173,119
Elections, 1015144006	32,659	25,789	21,434	56,207
Purchasing, 1015155006	<u>4,043</u>	<u>6,570</u>	<u>5,500</u>	<u>6,000</u>
Operating Expenditure Total	<u>\$191,943</u>	<u>\$200,475</u>	<u>\$192,117</u>	<u>\$235,326</u>
Full-Time Positions	2	2	2	2

Expenditure History/Projections



2016 Recommended Budget



## Finance Department

The Finance Department provides administrative support and financial information services to the public and city departments, maintains financial information in accordance with generally accepted accounting principles, and ensures compliances 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.

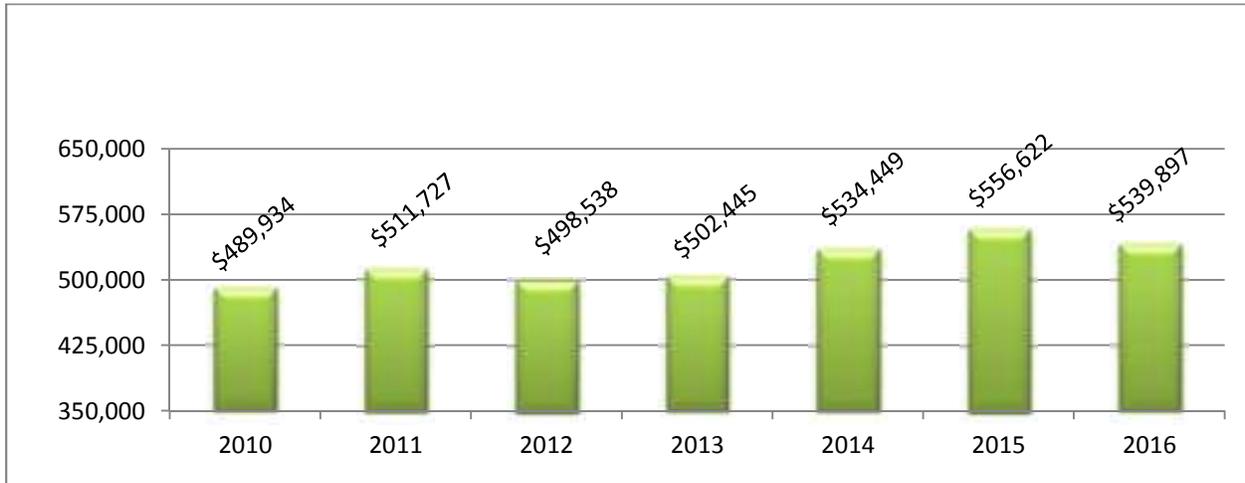
<b>Summary of Services Provided</b>	
<b>Finance Department</b>	
	Responsible for all accounting and financial reporting, including general ledger, payroll, accounts payable/disbursements, fixed assets management, debt management, direct fund surveillance, taxi service, and compiling the Comprehensive Annual Financial Report (CAFR).
	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.
	Monitors and reviews the condition of all city budgets and recommends remedial or corrective budget action when necessary.
	Reviews, analyzes, and presents findings on a wide range of city and legislative issues, as well as city management, financial, personnel and administrative policies to the City Administrator and Common Council.
	Responsible for all internal and external audits
	Collects and deposits all general city revenues, dog and cat license fees, as well as taxes for Wood County and Marathon Counties.
	Coordinates all city insurance programs

**Finance Budget Summary**

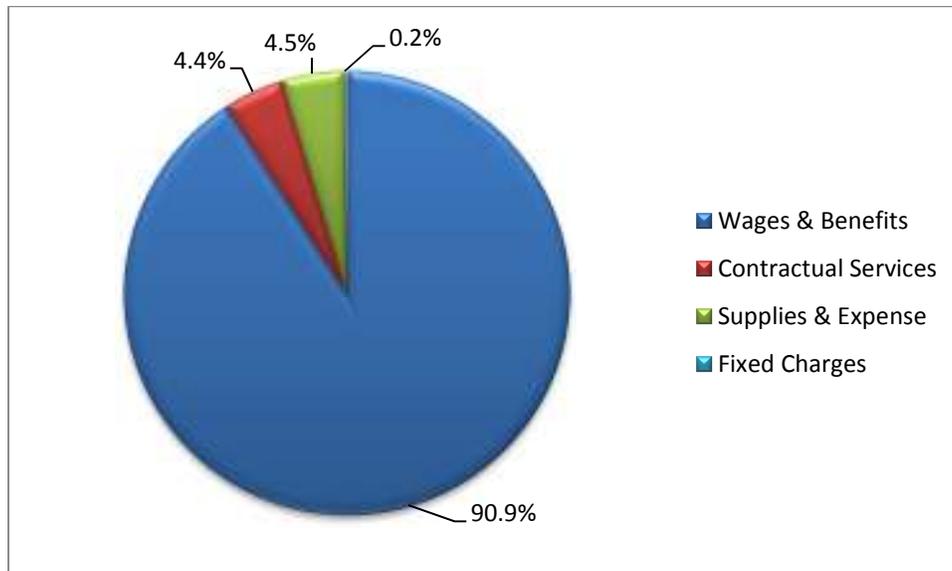
1015151008

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$534,449</u>	<u>\$592,387</u>	<u>\$556,622</u>	<u>\$539,897</u>
Full-Time Positions	5.3	5.3	5.3	6.3

Expenditure History/Projections



2016 Recommended Budget



## Technology Department

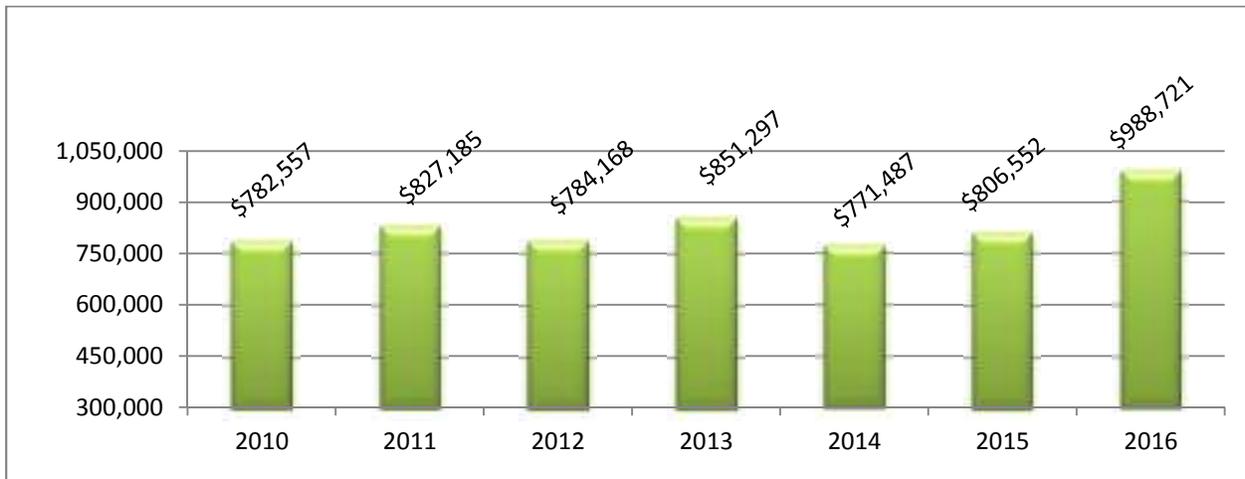
The Technology Department provides for the highest quality cost effective information services for customers in a professional and responsive manner. The department collaboratively provides access to high-quality knowledge system and strives to facilitate cutting edge technologies to exceed customer expectation.

<b>Summary of Services Provided</b>	
Technology Department	
	Provide reliable technological services as cost effectively as possible. Assure uninterrupted service and continuity of business operations including emergency and protective services
	Define and resolve technology problems, and recommend preventative measure whenever possible. Develop and recommend long-term planning addressing technological advances and needs to individual users as well as inter/intra-City departments.
	Suggest improvements in productivity through the use of technology.
	Provide sound technology policies and procedures; ensure compliance with all pertinent regulations and initiatives and State and Federal technology guidelines.
	Plan, organize, manage and control all use of technology throughout entire city.
	Provide training to improve user technology skills, and to increase City user productivity and accuracy on City systems whenever possible.

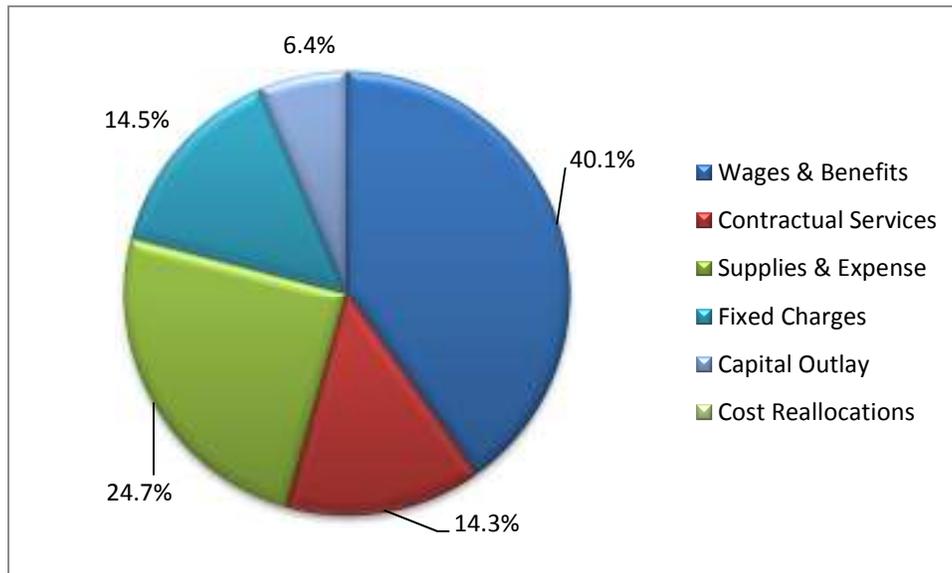
**Technology Department Budget Summary**  
1015145007

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$771,487</u>	<u>\$807,330</u>	<u>\$806,552</u>	<u>\$988,721</u>
Full-Time Positions	3	4	4	4

Expenditure History/Projections



2016 Recommended Budget



## Assessor's Department

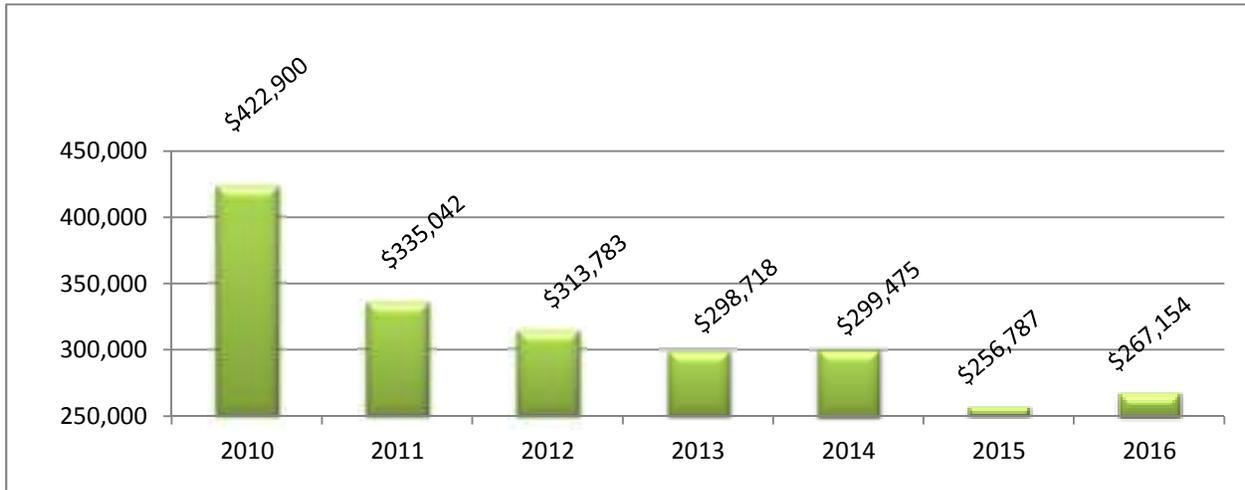
The Assessor's Department prepares the annual assessment roll (the official record of all taxable and exempt property within the City of Marshfield) while providing the best possible service. Assessed values determine the amount of general property tax charged to each property owner, while the information 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.

<b>Summary of Services Provided</b>	
<b>Assessor's Department</b>	
	Establish assessed values for the real estate and personal property assessment rolls in compliance with Chapter 70, Wisconsin Statutes, the Wisconsin Property Assessment Manual, and the Uniform Standards of Professionally Acceptable Appraisal Practices.
	Work directly with property owners throughout the year and especially during open book conference, providing efficient service and accurate information for customers.
	In addition to field inspections for new construction and remodeling, inspect an estimated 1,500 more homes each year within a rotation cycle to field all properties.
	Defend the assessed values during the appeals process
	Work with sales and assessment statistical analysis annually to help determine the need for citywide revaluations
	Incorporate new requirements from the Wisconsin Department of Revenue into standardized procedures.
	Take a proactive approach in working with legislators on proposed legislation affecting the assessment process.

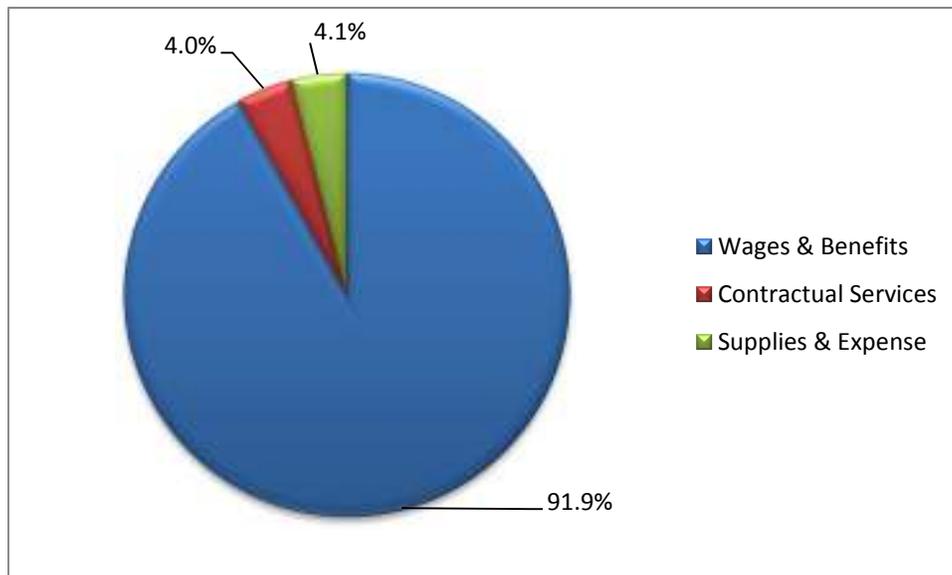
**Assessor's Department Budget Summary**  
1015153009

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$299,475</u>	<u>\$262,038</u>	<u>\$256,787</u>	<u>\$267,154</u>
Full-Time Positions	3.6	3.0	3.0	3.0

Expenditure History/Projections



2016 Recommended Budget



## Various Non-Departmental Budgets

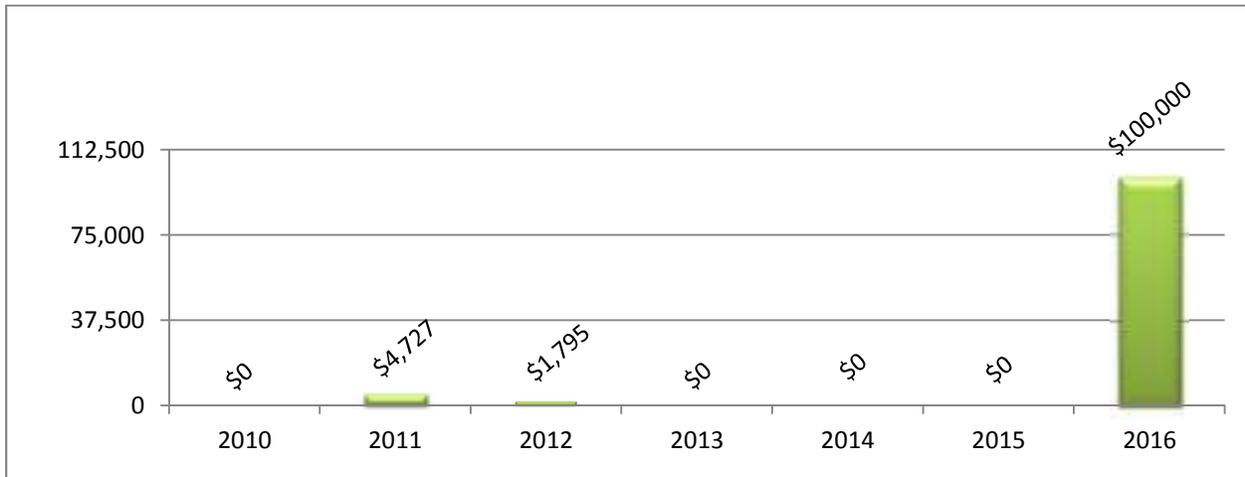
Non-departmental accounts are budgets that do not relate specially to any one department. They are summarized below:

<b>Summary of Services Provided</b>	
<b>Contingency Account</b>	This budget includes provisions for unallocated funds to cover unforeseen general operating costs not recognized when the budget was prepared
<b>Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables</b>	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 WI Statutes. This account also covers the cost of collection, collection agency fees, and the actual amounts approved to be written off as uncollectible for taxes, special assessments, and receivables.
<b>Non-Departmental Insurance and Bonds</b>	This account includes premiums on general, umbrella, professional and automobile liability insurance; fire, theft, general and comprehensive insurance; boiler insurance; volunteer's insurance, and employee bonds

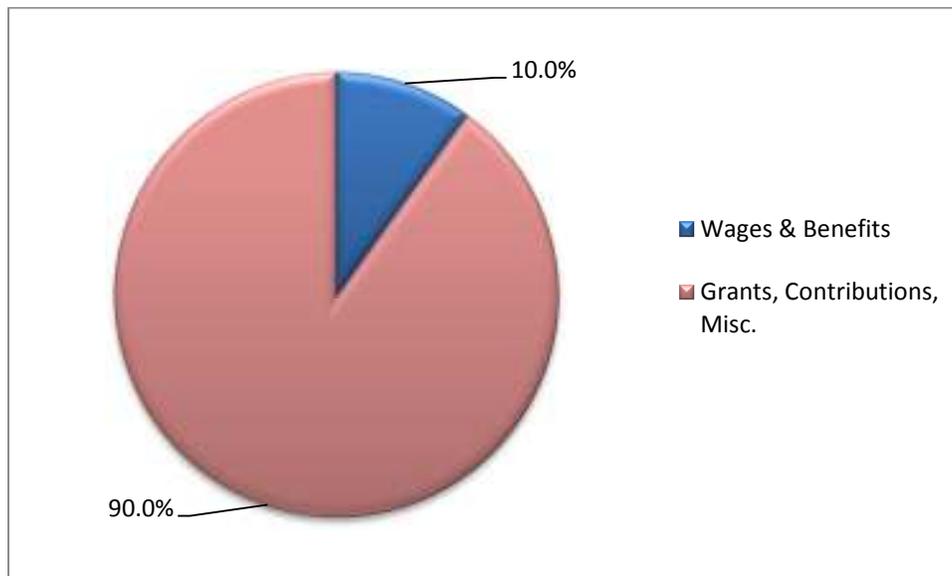
**Contingency Budget Summary**  
1015156008

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$0.0</u>	<u>\$98,000</u>	<u>\$0.0</u>	<u>\$100,000</u>

Expenditures History/Projections



2016 Recommended Budget

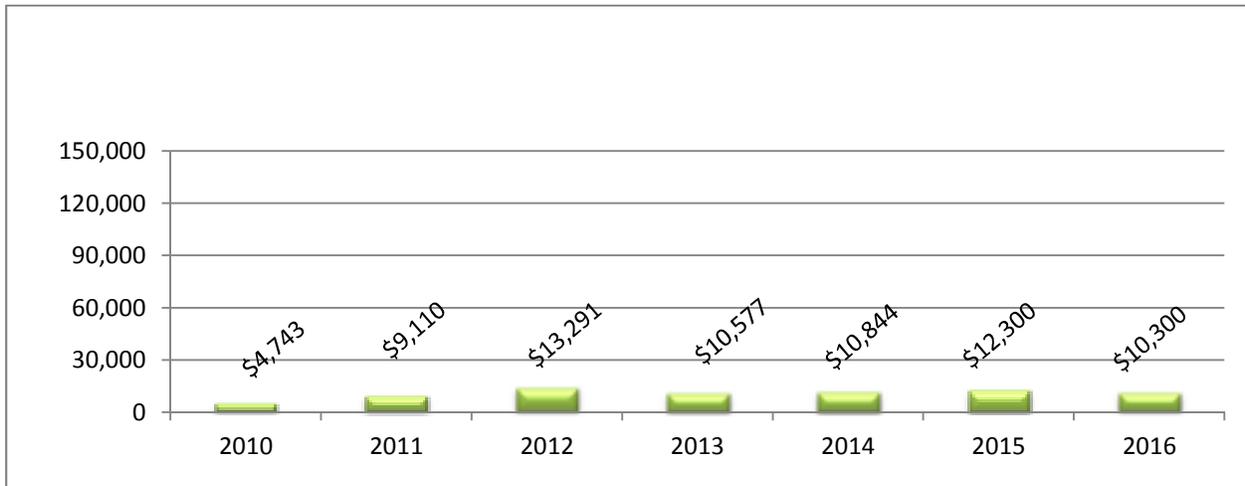


**Illegal Taxes, Tax Refunds and Uncollectible Taxes, Special Assessments and Receivables Budget Summary**

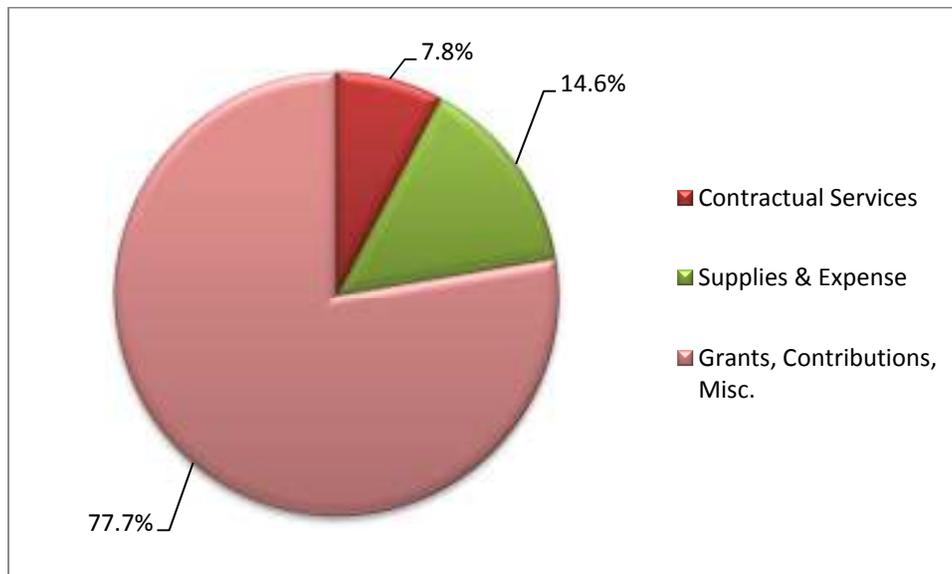
1015191008

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$10,844</u>	<u>\$12,300</u>	<u>\$12,300</u>	<u>\$10,300</u>

Expenditures History/Projections



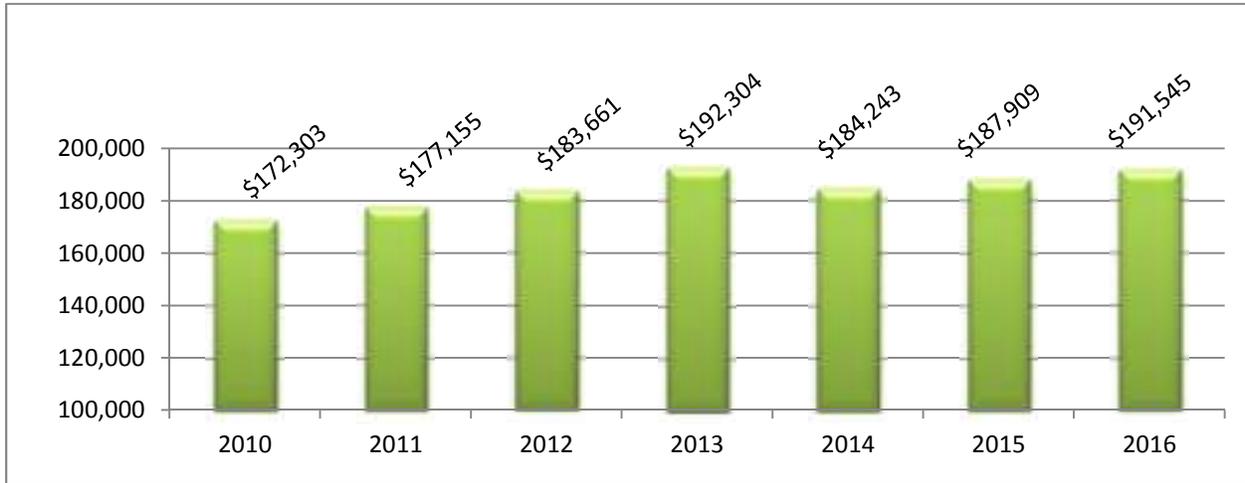
2016 Recommended Budget



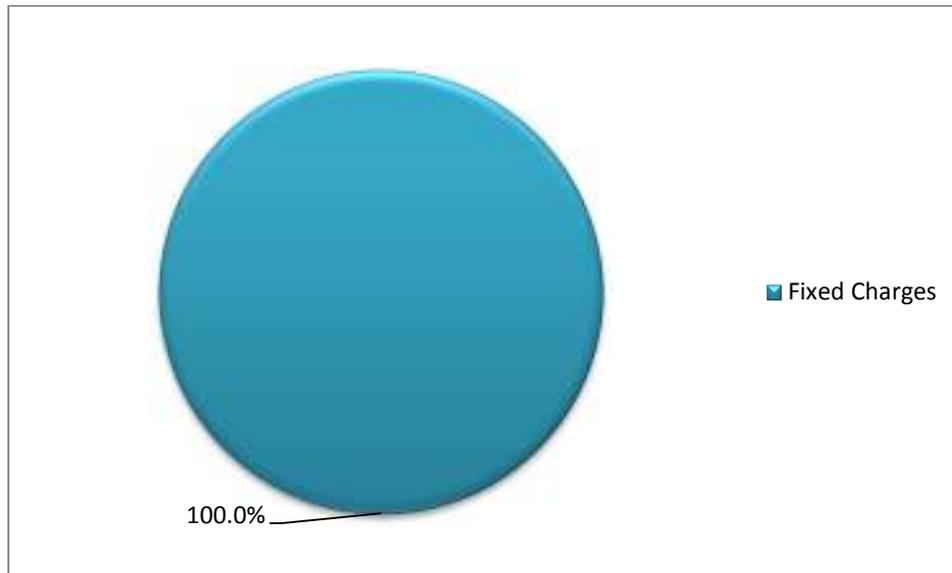
**Non-Departmental Insurance and Bonds Budget Summary**  
1015193008

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$184,243</u>	<u>\$187,910</u>	<u>\$187,909</u>	<u>\$191,545</u>

Expenditures History/Projections



2016 Recommended Budget



## Community Committees

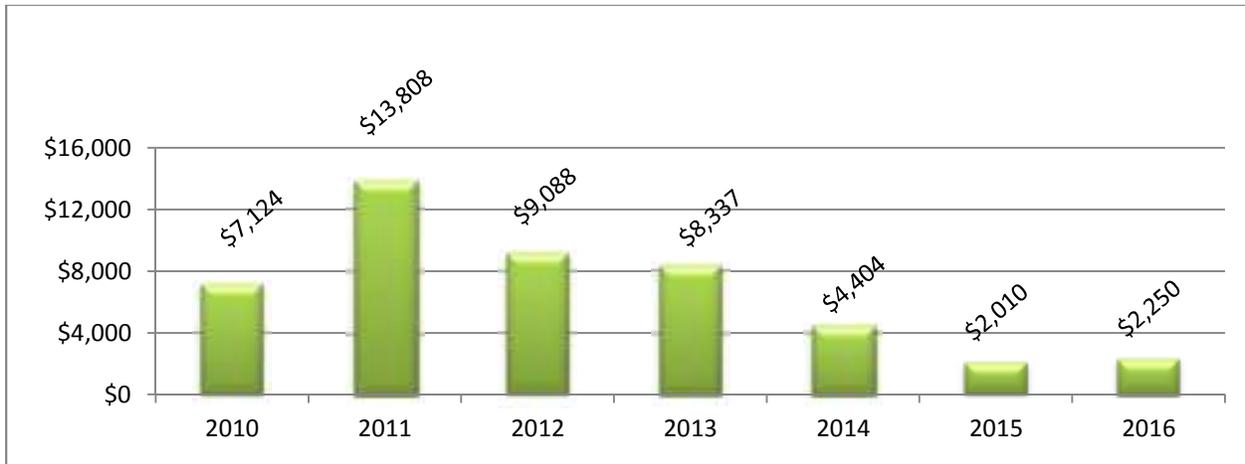
One of the key elements to a successful community is the willingness of its citizens to volunteer their time and be active in local decision making. The City of Marshfield has several Community Committees whose members donate hundreds of hours of time to help our community thrive.

<b>Summary of Services Provided</b>	
<b>Sustainable Marshfield Committee</b>	
	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 to apply these principles in its decision-making, planning, policy-making and municipal practices to achieve an ecologically, economically and socially healthy city.
<b>Historic Preservation Committee</b>	
	The Historic Preservation Committee was established by ordinance in 1993 to 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.
<b>Committee on Youth</b>	
	The Committee on Youth was established to encourage youth participation and leadership through volunteerism and community involvement.

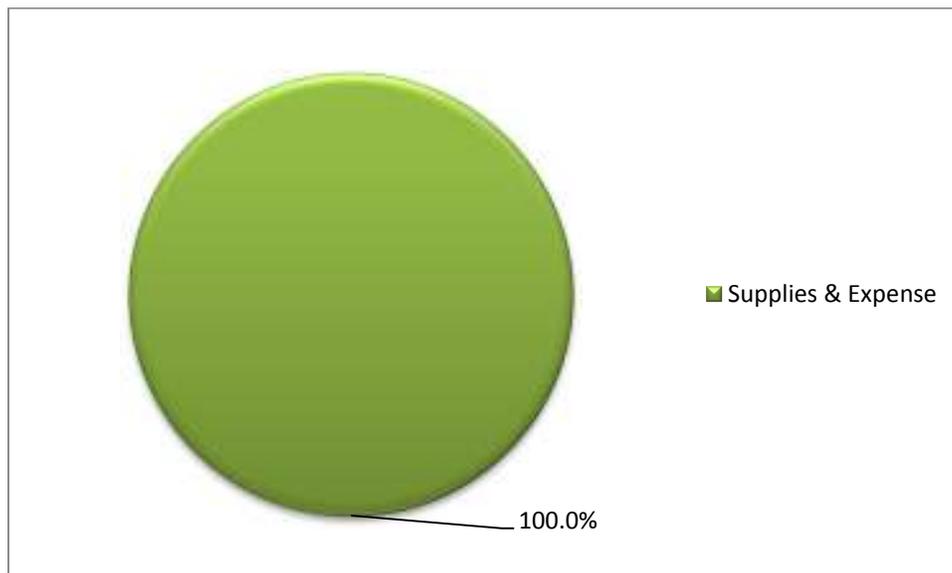
**Community Committees Budget Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Historic Preservation, 1015113070	\$3,840	\$2,110	\$2,010	\$2,250
Sustainable Marshfield, 1015114005	64	0	0	0
Committee on Youth, 1015115004	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Expenditure Total	<u>\$4,404</u>	<u>\$2,110</u>	<u>\$2,010</u>	<u>\$2,250</u>

Expenditure History/Projections

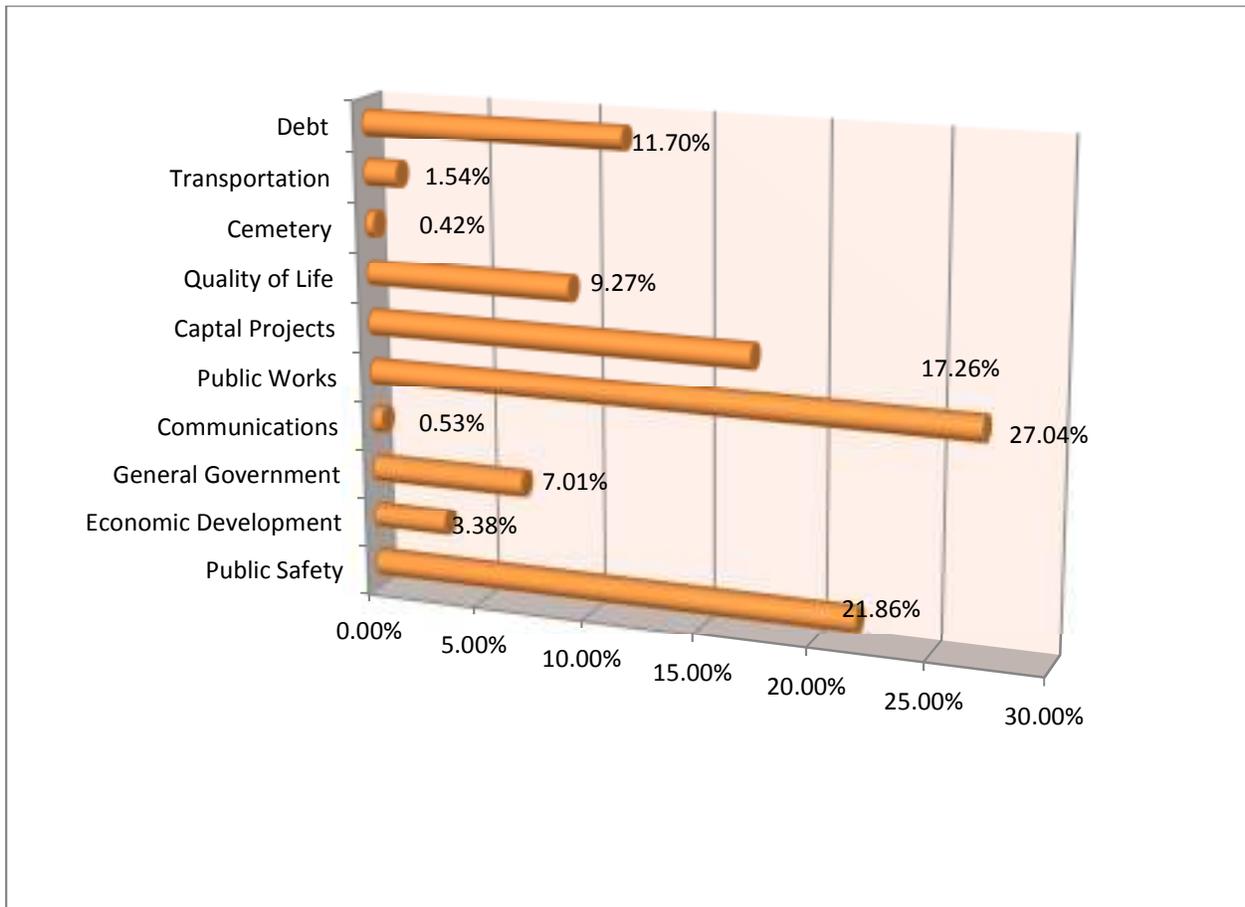


2016 Recommended Budget



## Transportation

Transportation is one of the most determining factors for where economic activity can be. Residences need access to work, shopping, and education centers. Improving access will make further development possible, and interrupting it will have the opposite effect, cutting out working areas from the economy.



## Taxi

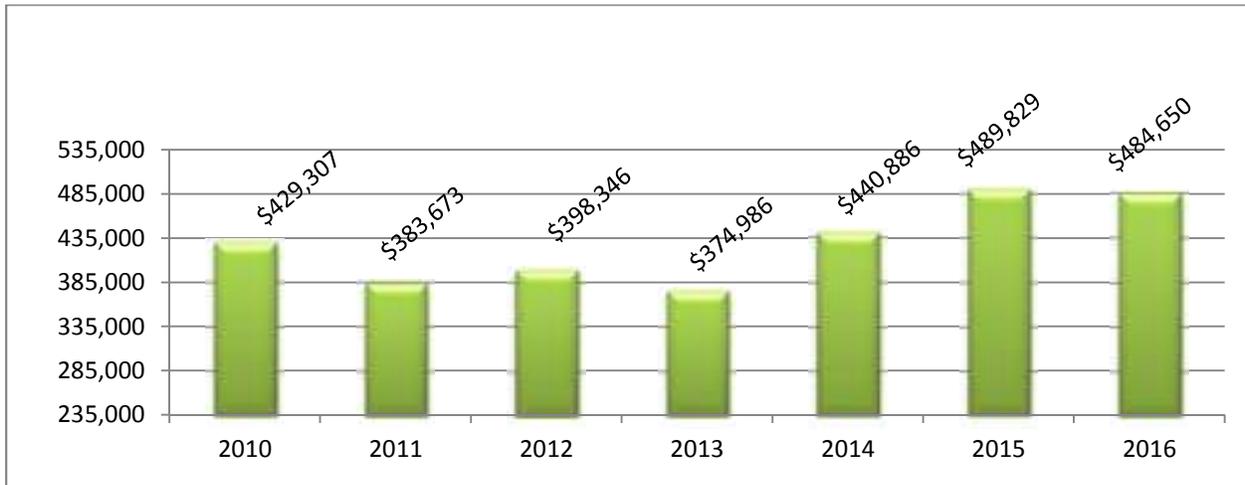
The City of Marshfield receives state mass transit operating and capital assistance aids under Section 85.20 of Wisconsin Statutes, and under Section 5311 of the Urban Mass Transportation Act. The purpose is to offer assistance to surface public transportation system operating out of urbanized areas. This is a shared-ride program.

<b>Summary of Services Provided</b>	
Taxi	
	Provides service for about 81,000 transports to the citizens of Marshfield by operating during the hours of 6 a.m. to 12:00 midnight Sunday through Thursday, and 6 a.m. to 3 a.m. on Friday and Saturday.
	Currently operates 12 taxis for daily service
	Marshfield Public Transit also operates a shuttle bus to and from Tomah, WI.

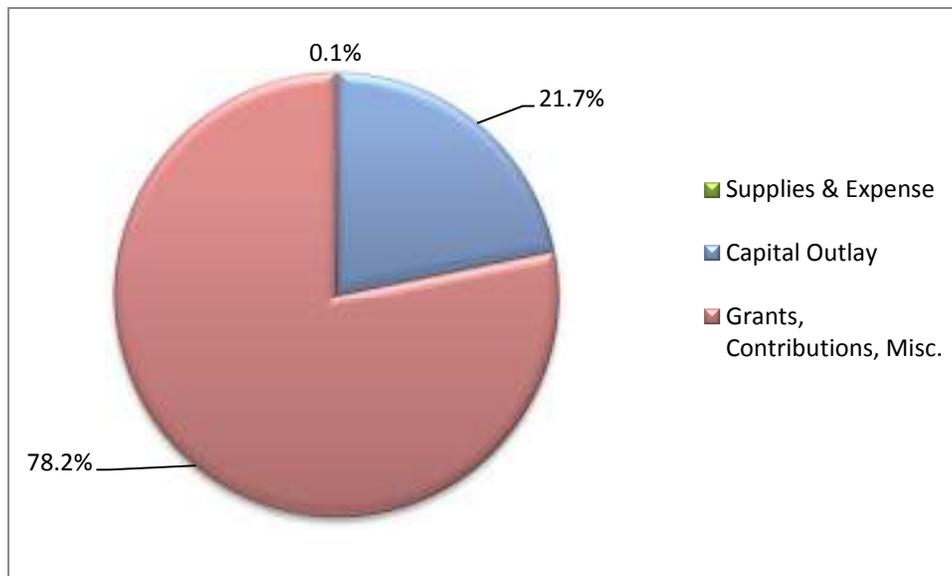
**Taxi Budget Summary**  
2205352234

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$440,886</u>	<u>\$521,150</u>	<u>\$489,829</u>	<u>\$484,650</u>

Expenditures History/Projections



2016 Recommended Budget



## Airport

Constant improvements and upkeep are not only good investments for the airport, but they 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 or relocate to our area may seek a quality airport before they even consider the City as a possible new location. The Marshfield Municipal Airport is one of the gateways to Marshfield.

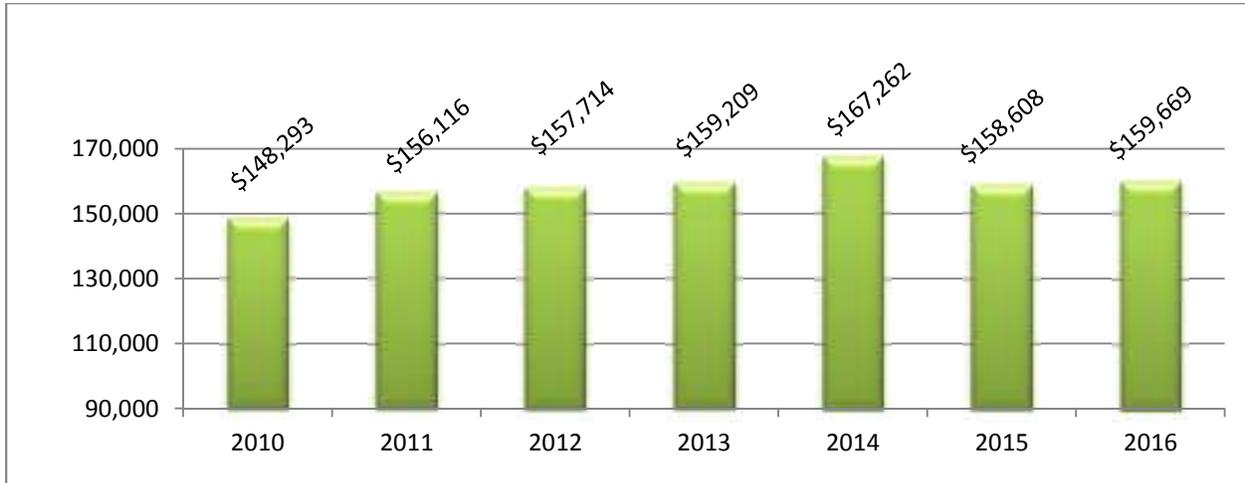
<b>Summary of Services Provided</b>	
<b>Airport</b>	
	Provide and maintain a safe, user-friendly, and well-maintained airport for both business and private aircraft.
	Maintain and improve lighting and landing system, runways, taxiways and ramps, mowing and brush control, snow removal.
	Greet and help airport visitors and users
	Work closely with governmental units and personnel to obtain maximum help and efficiency from federal, state, county, and local agencies

**Airport Budget Summary**

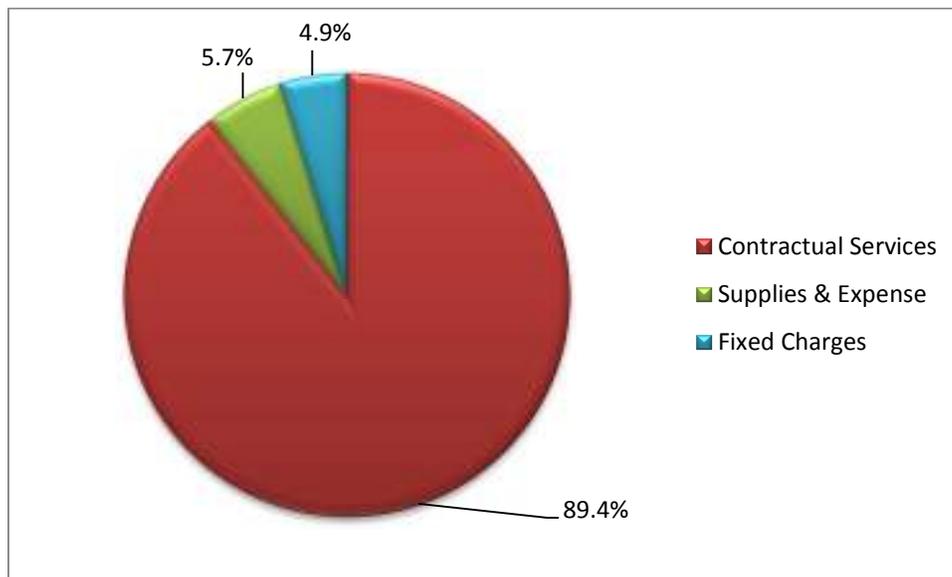
1015351033

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$167,262</u>	<u>\$158,608</u>	<u>\$158,608</u>	<u>\$159,669</u>

Expenditures History/Projections

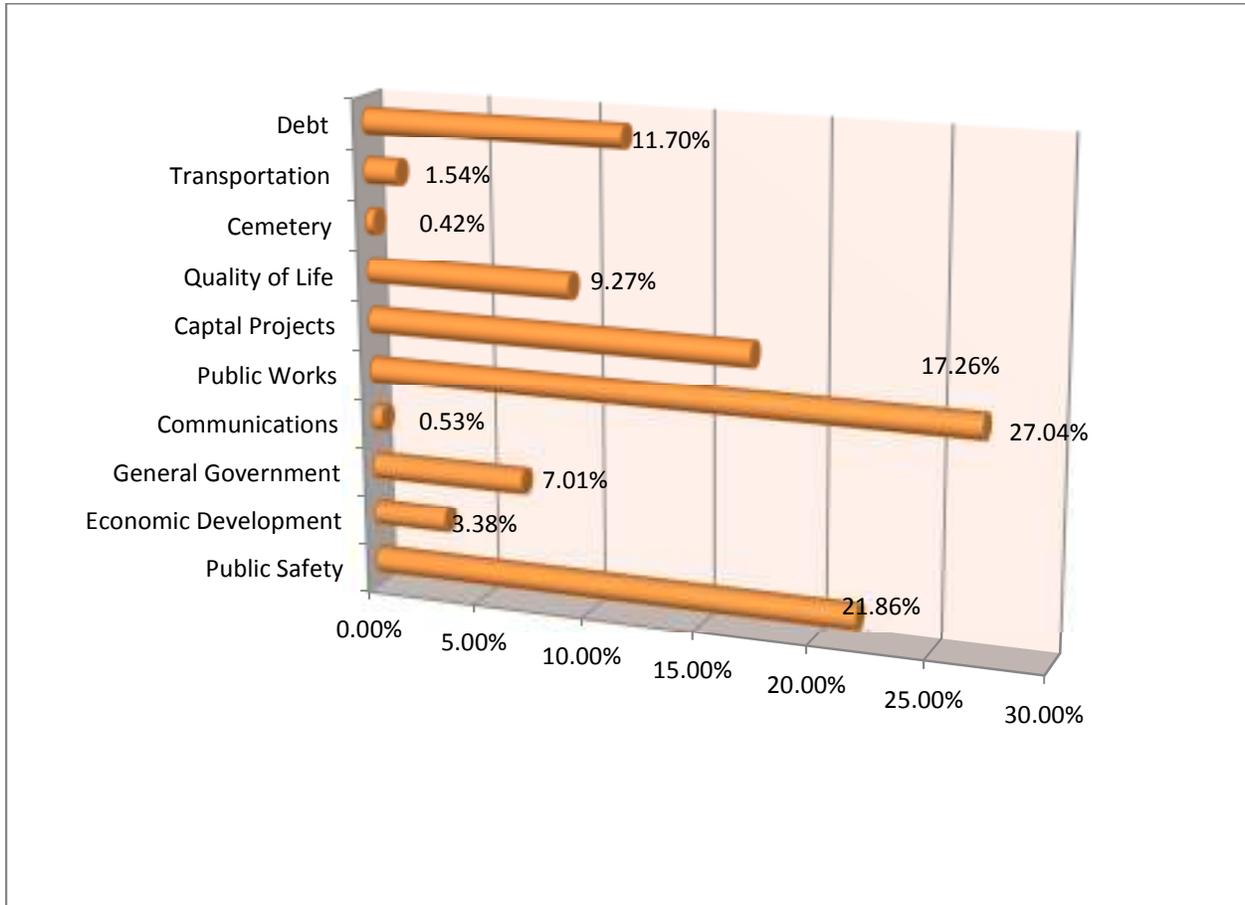


2016 Recommended Budget



## Development Services

Economic Development plays an integral part in the health of any community. It is important to encourage and promote city-wide economic development activities that help create a business climate that enhances development. The various entities in this section work closely together to promote growth in the City of Marshfield.



## Planning and Economic Development

The Planning & Economic Development Department engages in and coordinates processes to ensure planned, orderly development for the City of Marshfield. To be effective, this should be accomplished in a manner that is consistent with the goals and objectives of existing plans and policies.

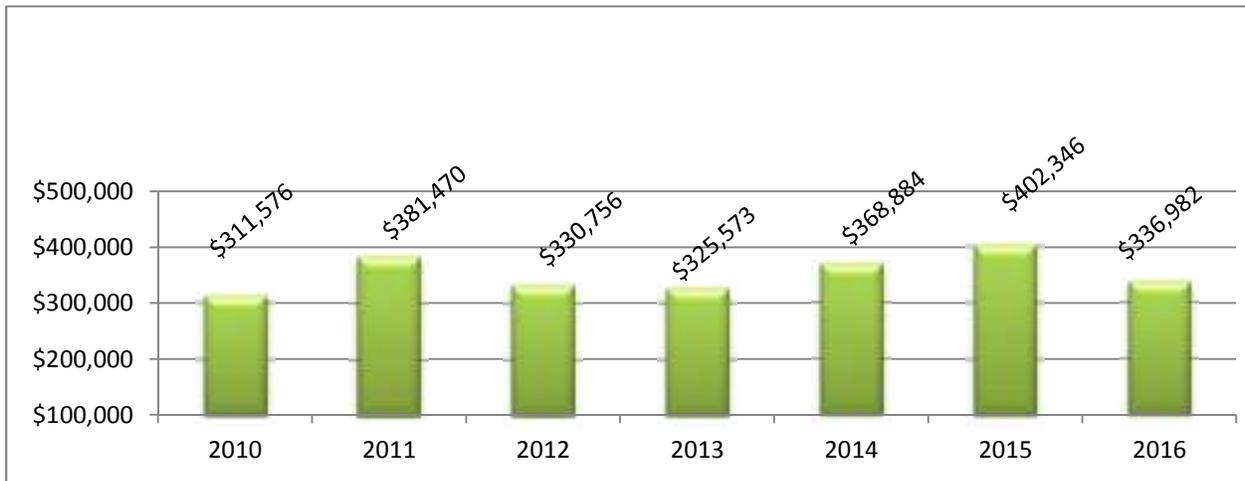
<b>Summary of Services Provided</b>	
<b>Planning &amp; Economic Development</b>	
	Working in partnership with other community organizations, the Planning & Economic Development Department promotes economic development within the city by teaming in partnership with existing and proposed businesses. Marketing and promotion of City owned properties and financial assistance programs are a function of the Department.
	Utilizing GIS as the central hub of City information, assures that information is easily accessible for staff and the general public. Working with all departments to assure information is updated on a regular basis and placed in the proper location, drastically reduces the amount of time spent and trips made to city offices to gather information.

**Development Services**

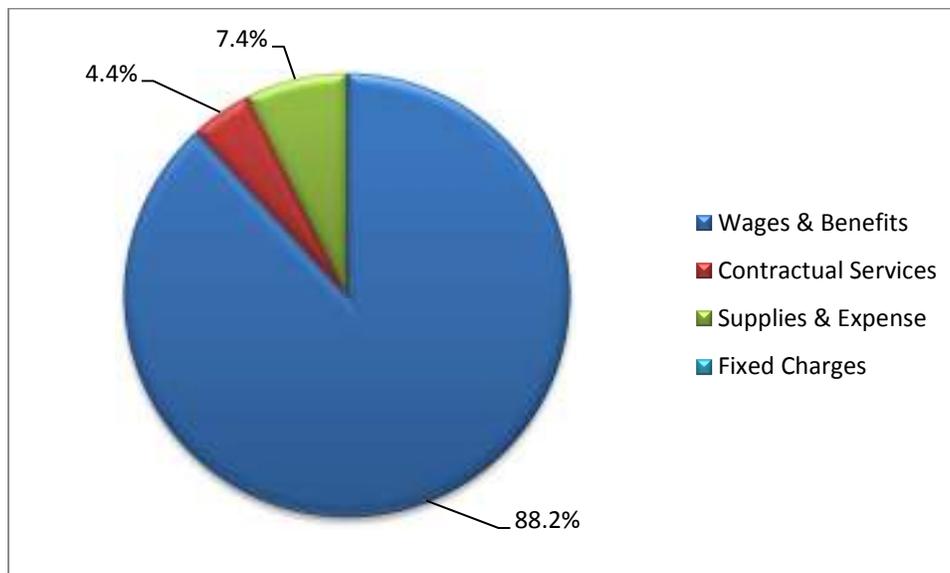
**Planning and Economic Development Budget Summary**  
1015690170

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$368,884</u>	<u>\$415,775</u>	<u>\$402,346</u>	<u>\$336,928</u>
Full-Time Positions	4	4	4	3

Expenditures History/Projections



2016 Recommended Budget



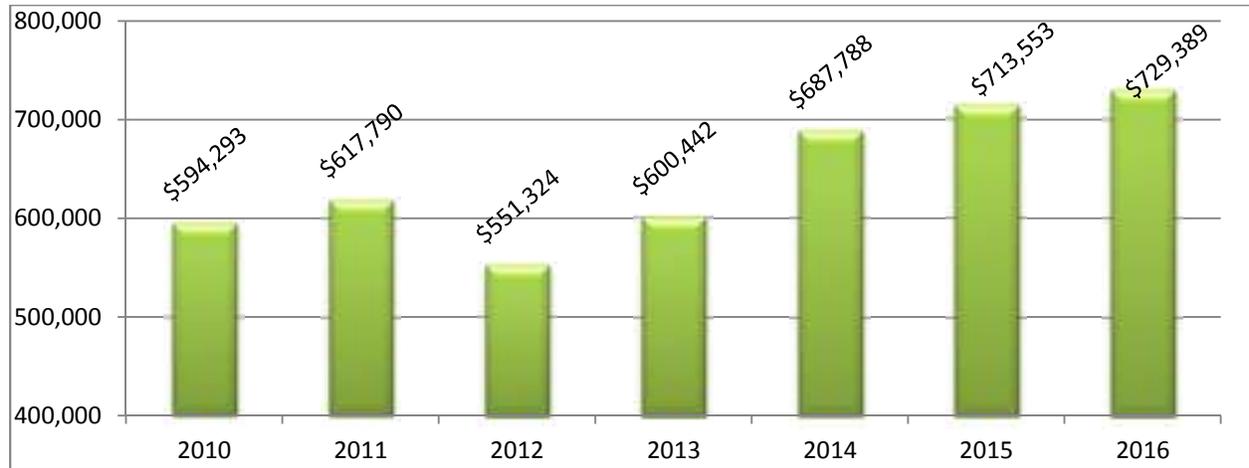
**Building Services Division**

Building Services Division
Completes plan reviews and issues permits for new buildings or additions to existing buildings.
Completes plan reviews and issues permits for remodeling projects for existing buildings or structures.
Provides inspections and code enforcement for plumbing, electrical, heating, air conditioning, gas piping, and structural systems installed in buildings throughout the City of Marshfield.
Provides code enforcement regarding design, quality of materials, location, use and/or occupancy, maintenance of all buildings, or similar structures throughout the City of Marshfield.
Provides the technical information needed by the public regarding State of Wisconsin building standards and codes.
Provides inspection services and local enforcement to mitigate public nuisances to assure public health, safety, and welfare.
Supplies technical support for police and fire departments on issues regarding building uses.
Supplies technical support and help on bid documents for other city departments on their construction plans and maintenance issues for their respective buildings.

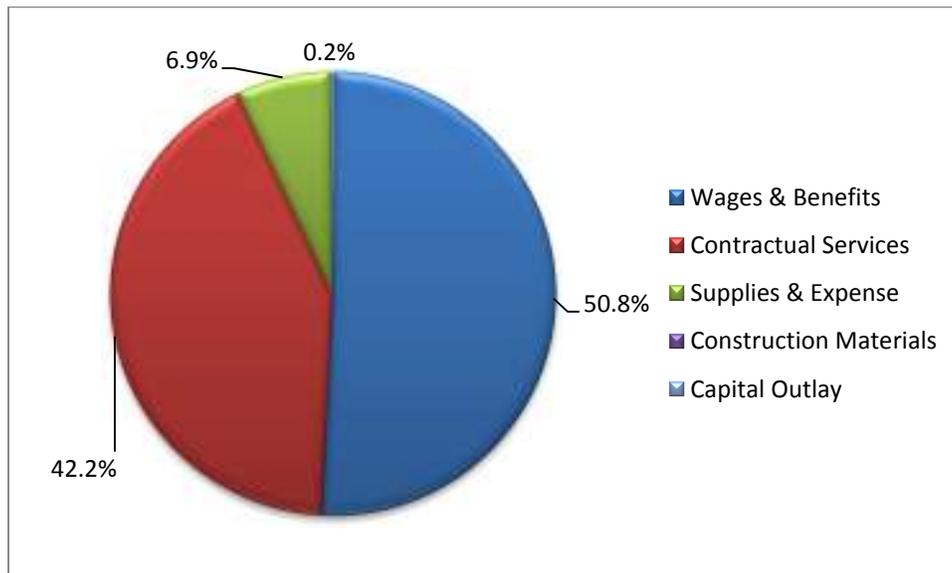
**Building Services Division Budget Summary**

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Building Services, 1015241023	\$288,118	\$307,170	\$316,821	\$282,918
Plumbing Inspector, 1015241135	39,317	38,733	38,493	39,472
City Hall Plaza, 1015162023	<u>360,353</u>	<u>333,079</u>	<u>358,239</u>	<u>406,999</u>
Operating Expenditure Total	<u>\$687,788</u>	<u>\$678,982</u>	<u>\$713,553</u>	<u>\$729,389</u>
Full-Time Positions	5	5	5	5

Expenditure History/Projections



2016 Recommended Budget



## Economic Development Fund

<b>Summary of Services Provided</b>	
MACCI (Business Development Director)	
	The City of Marshfield 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.
Main Street Contribution	
	Marshfield has been a Main Street community since 1990. This program was formed to offer an opportunity for projects that increase investment and tax base in the downtown area, and that encourage a broad array of service for downtown clients and customers.

## EDB's recommended 2016 budget for economic development

On July 20<sup>th</sup>, the Economic Development Board (EDB) reviewed funding requests for economic development projects/activities. In creating the EDB, the Council delegated to the Board the task of crafting an annual budget for economic development purposes, funded by the annual dividend from Marshfield Utilities. After careful consideration, the Board recommends the attached allocation of 2016 budget funds.

Staff recommends that Council approve the EDB's proposed budget as part of the City's overall 2016 budget.

Wages & Benefits	\$68,855
Office Supplies & Expenses	1,000
Travel, Training & Dues	1,650
Grants, Contributions	<u>205,800</u>
TOTAL	<u>\$277,305</u>
City	\$14,505
Main Street Marshfield	7,250
Marshfield Area Chamber Foundation Inc	13,950
Economic Development Board	67,705
Community Development Authority	\$0
Special Projects	<u>173,895</u>
TOTAL	<u>\$277,305</u>

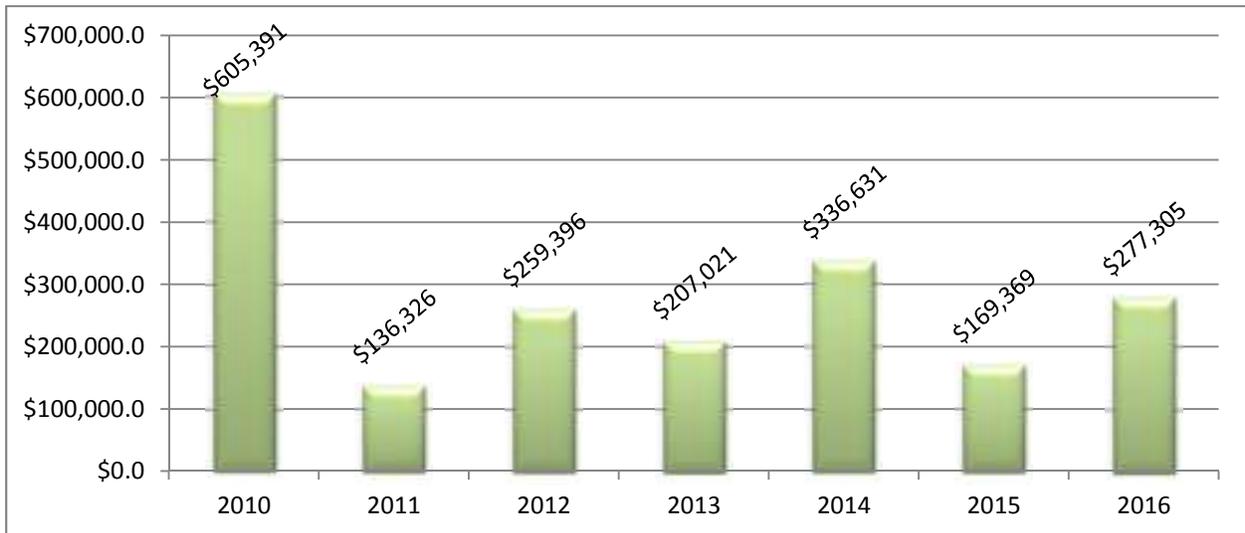
Development Services

**Economic Development Fund Budget Summary**

2055673008

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$336,631</u>	<u>\$283,894</u>	<u>\$169,369</u>	<u>\$277,305</u>

Expenditures History/Projections



## **Business Improvement District Fund**

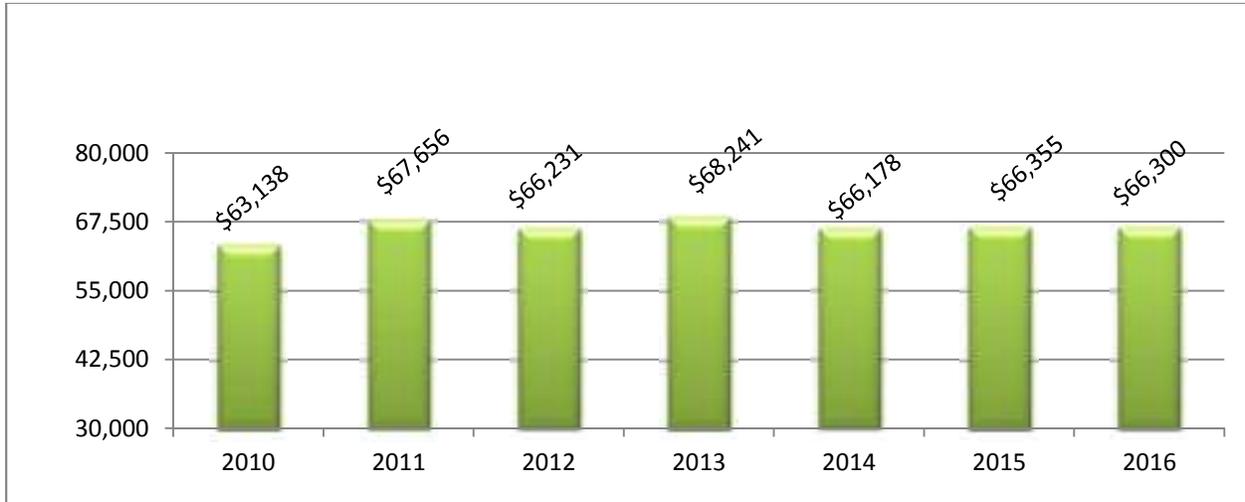
In 1990, the Common Council created the Downtown Marshfield Business Improvement District. The purpose of the district is to provide a mechanism of self-assessment to property owners within the Business Improvement District, with these funds intended for purposes that enhance and improve the downtown area. The District is governed by a 7-member board.

### Business Improvement District Budget Summary

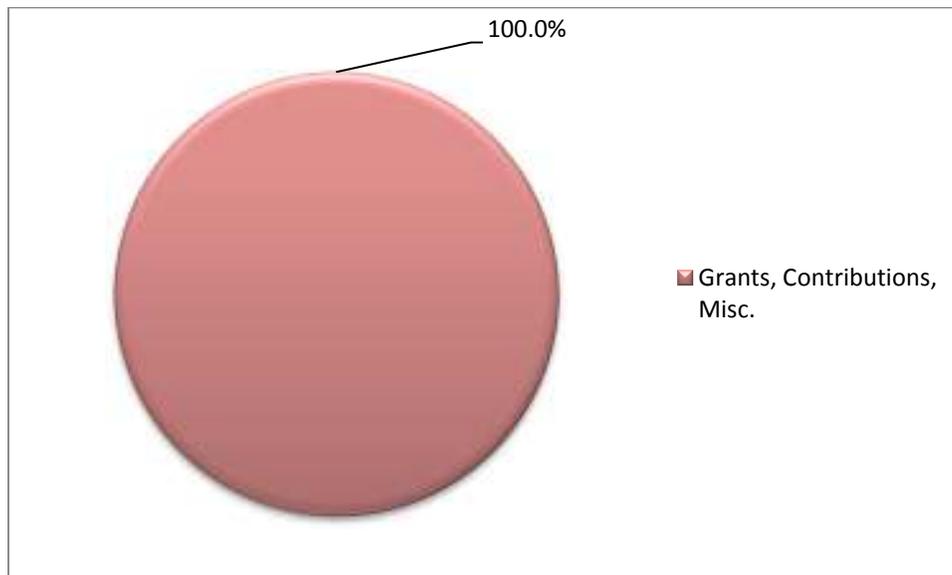
2145670108

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$66,178</u>	<u>\$66,100</u>	<u>\$66,355</u>	<u>\$66,300</u>

### Expenditures History/Projections



### 2016 Recommended Budget



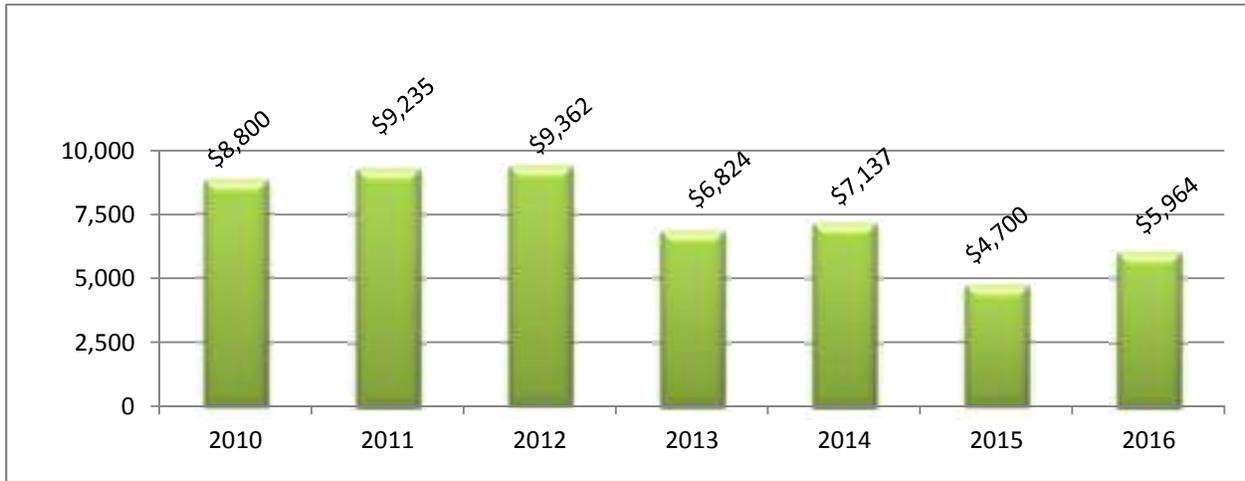
## **Industrial Park Authority**

The Industrial Park Operating 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. This budget is not intended to be used for development of the City's industrial parks.

**Industrial Park Authority Budget Summary**  
1015672030

	Actual <u>2014</u>	Budget <u>2015</u>	Estimated <u>2015</u>	Recommended <u>2016</u>
Operating Expenditure Total	<u>\$7,137</u>	<u>\$6,400</u>	<u>\$4,700</u>	<u>\$5,964</u>

Expenditures History/Projections



## Residential Rehabilitation

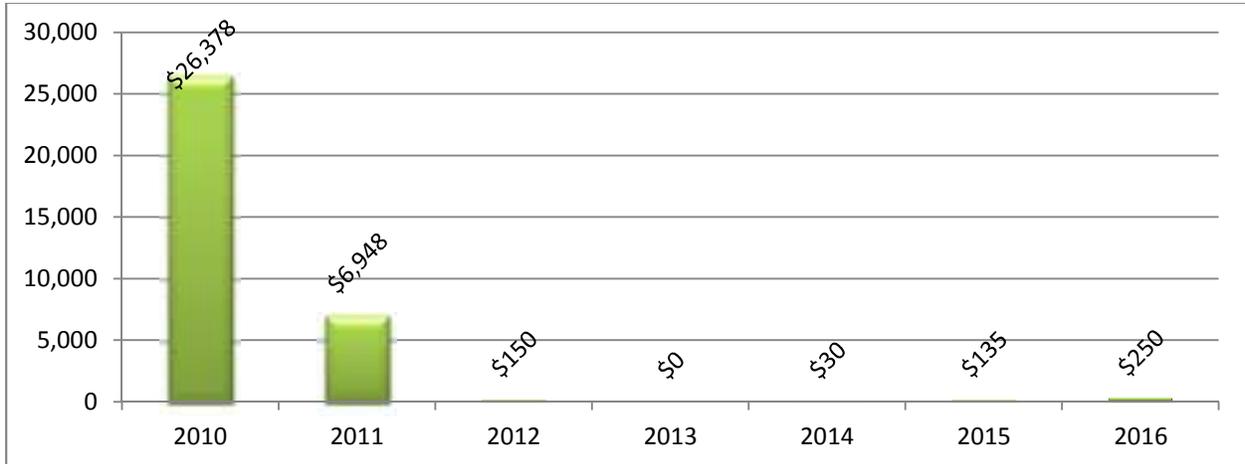
In 1992, the City of Marshfield received a Community Development Block Grant (CDBG) to assist in creating additional affordable housing units for low to moderate income (LMI) persons.

<b>Summary of Services Provided</b>	
Residential Rehabilitation	
	Rehabilitate and conserve the existing housing stock
	Make decent, safe and sanitary housing more affordable for LMI households
	Increase the supply of decent, safe, and sanitary housing for LMI persons
	Increase the energy efficiency of housing units occupied by LMI persons

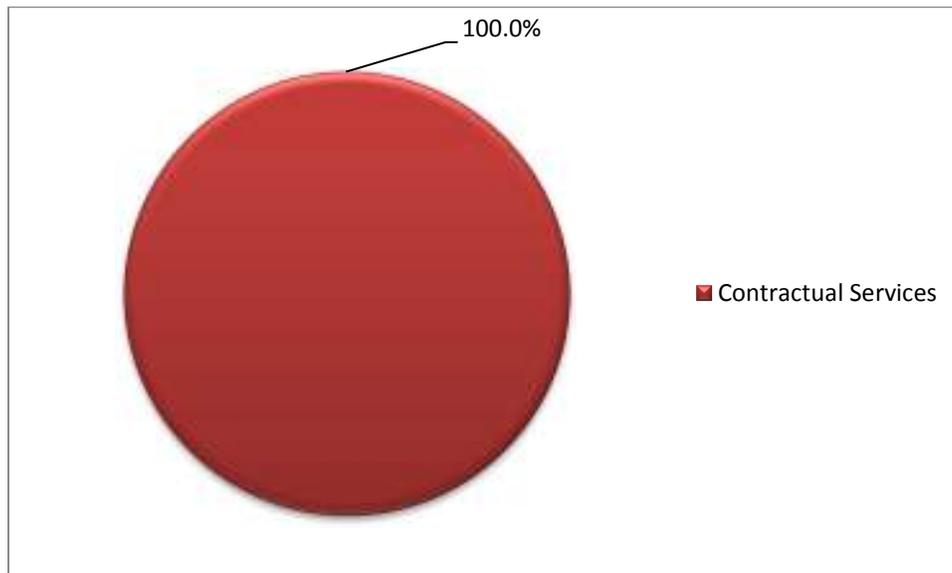
**Residential Rehabilitation Budget Summary**  
2045661008

	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Estimated 2015</u>	<u>Recommended 2016</u>
Operating Expenditure Total	<u>\$30</u>	<u>\$300</u>	<u>\$135</u>	<u>\$250</u>

Expenditures History/Projections

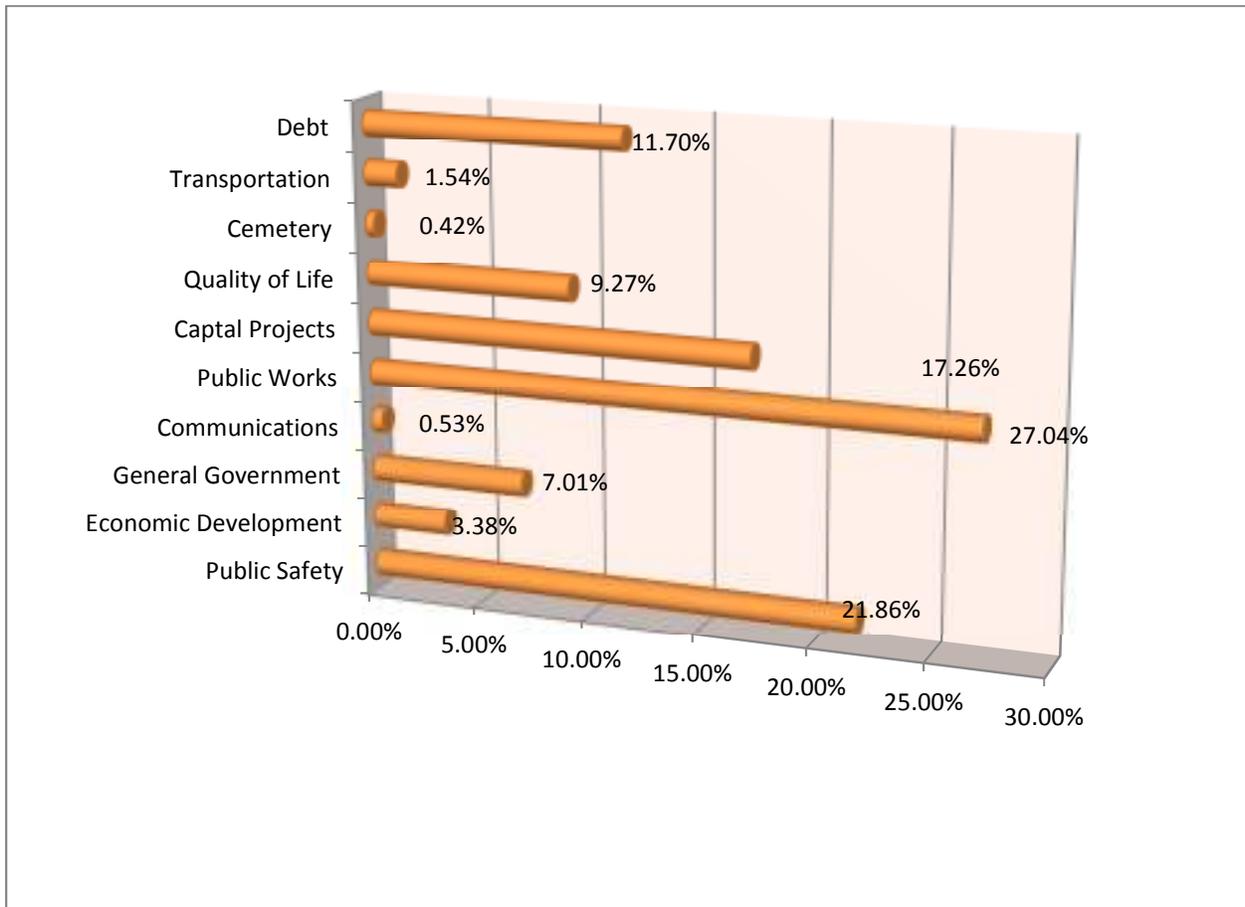


2016 Recommended Budget



## Communication

One of the most important responsibilities of local government is to maintain the transparencies of its actions to the citizens. The Public Access Chanel is an important player in keeping the citizens informed as to what is happening in local politics, as well as actions of the Marshfield School Board and Wood County.



## Cable Access

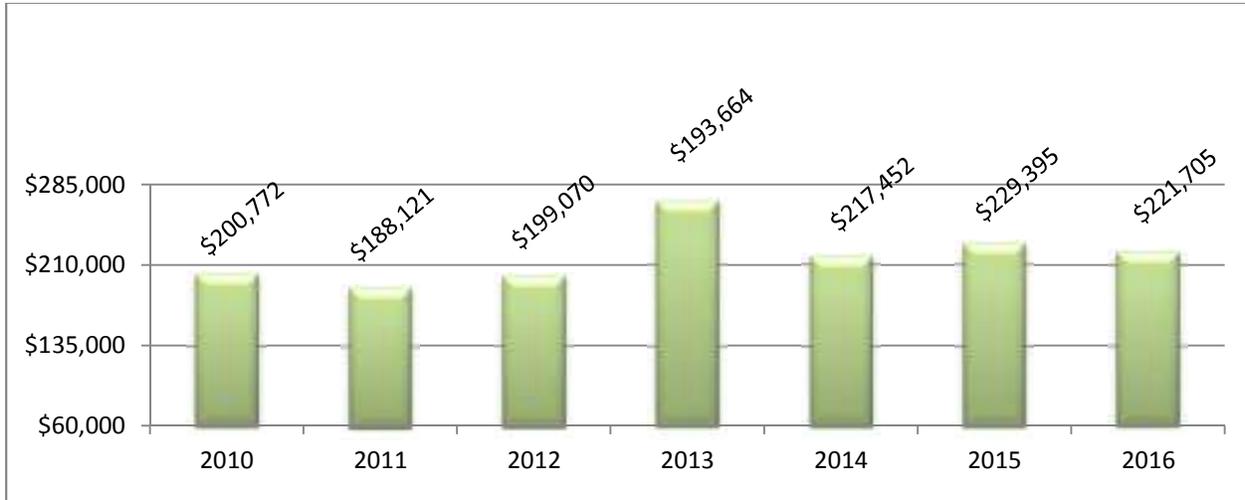
Cable Access serves the residents of the City of Marshfield that have Cable television.

<b>Summary of Services Provided</b>	
Cable Access	
	By producing and showing governmental bodies in action Cable Access makes the community more aware of the governing process.
	Cable Access is available for any city resident to become trained in the use of T.V. Equipment and to produce programs for public viewing.

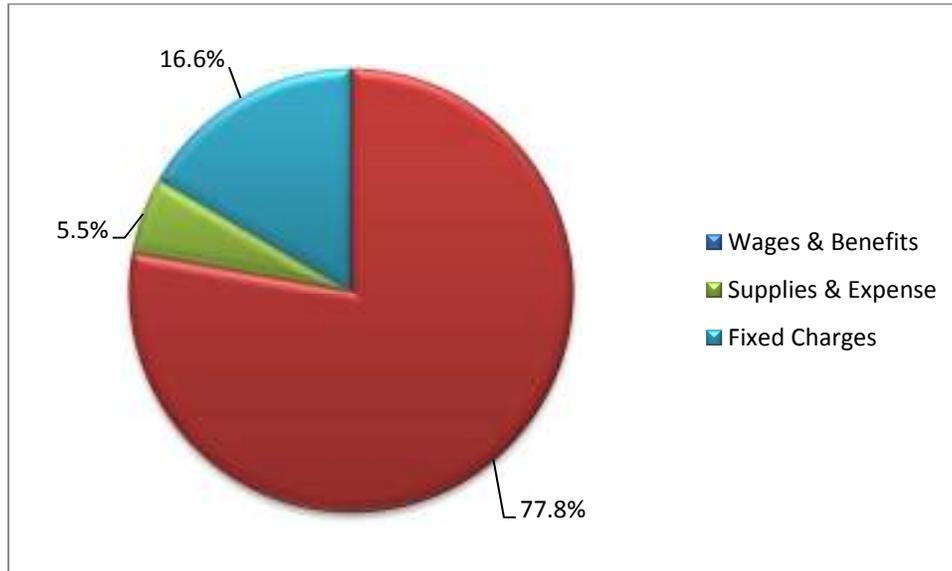
**Cable Access Budget Summary**  
2355112001

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Operating Expenditure Total	<u>\$217,452</u>	<u>\$228,577</u>	<u>\$229,395</u>	<u>\$221,705</u>

Expenditure History/Projections

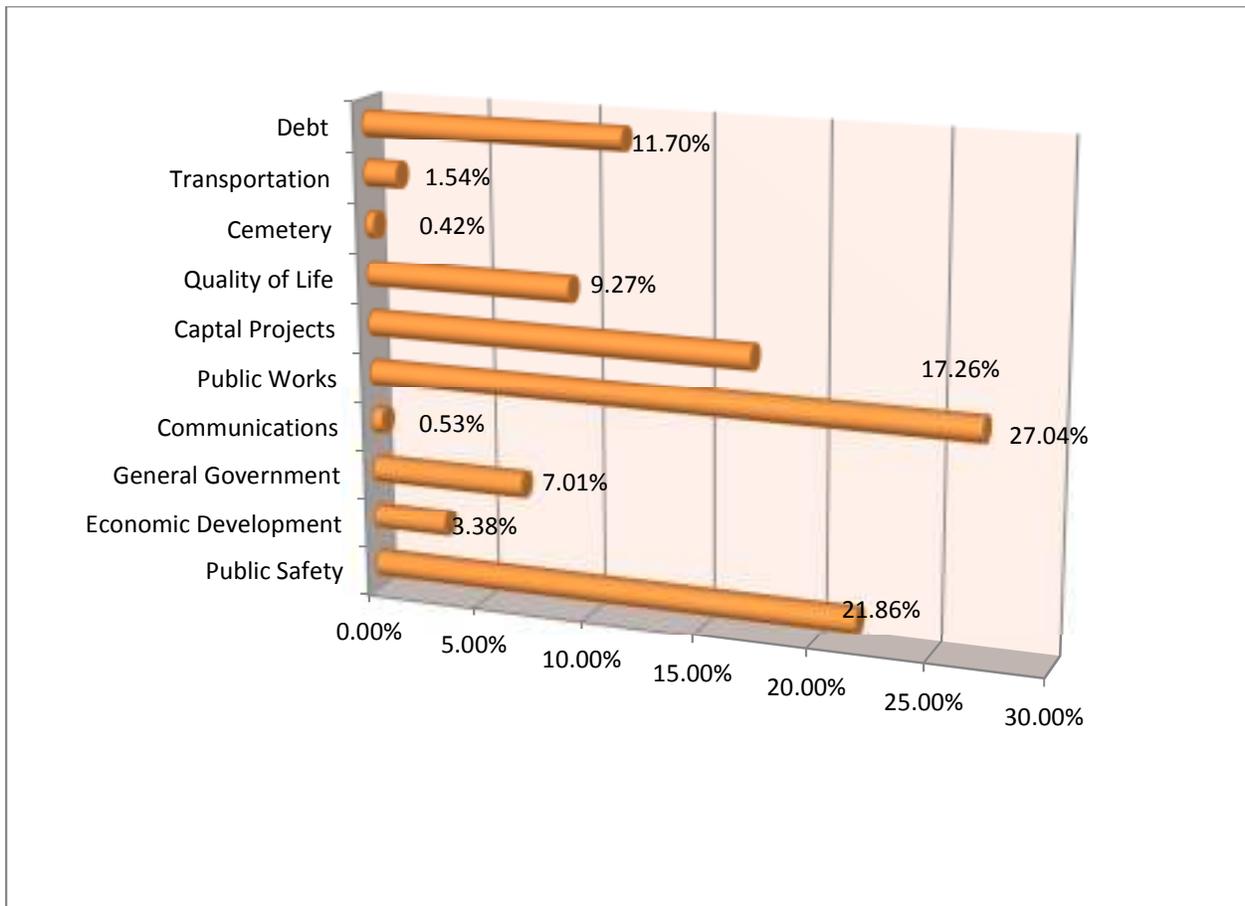


2016 Recommended Budget



## Cemetery

A cemetery serves two purposes (1) the burial of the dead and (2) a place where people may visit grave sites of their loved ones. Cemeteries and their symbols guide us into the past. They are not just where the dead reside, nor are they static snapshots of old views and attitudes about death. Cemeteries are dynamic places, reflecting changing cultural institutions, social values, and regional ethnic identity. All cemeteries encode social and cultural values reflecting specific choices; therefore they provide insight into how people organized their social and physical landscape.



## Cemetery

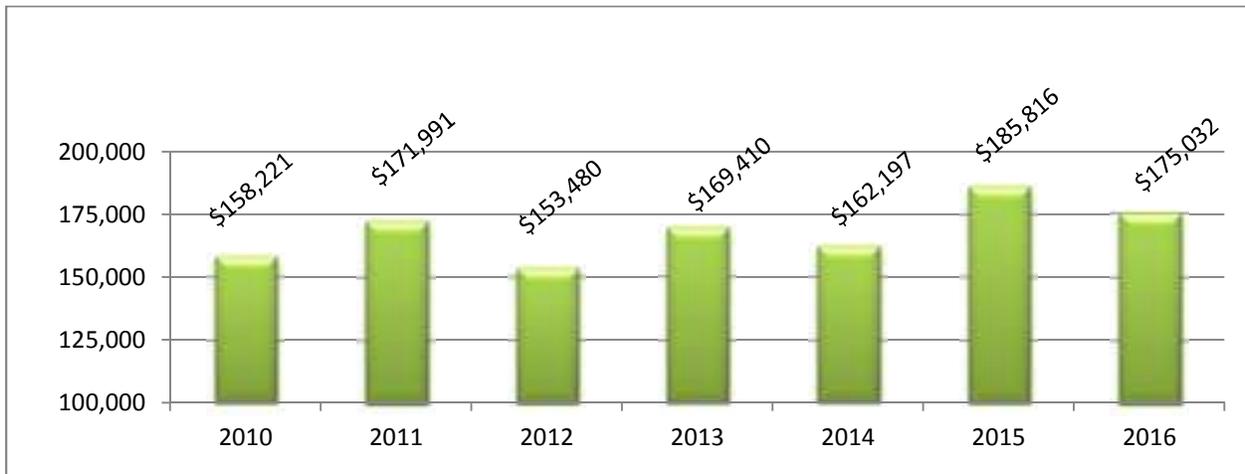
The mission of the Hillside Cemetery is to assist with interments; provide care and maintenance of the grounds and equipment; keep accurate records; and serve as a resource for individuals seeking locations of burial sites of loved ones.

<b>Summary of Services Provided</b>	
Cemetery	
	Clean and maintain the Vaughn-Hansen Chapel; dig graves as required and authorized; level sites and brings grounds back to original condition as soon as possible.
	Mow lawns and remove snow on roads and sidewalks, level sites, re-sod and/or re-seed as needed to maintain an attractive grass cover; prune trees and trims shrubs as needed; maintain machinery.
	Keep an accurate record of sites sold or available for sale; show and sell sites to prospective buyers; record and plant interments
	Provide information on individuals on locations of interments

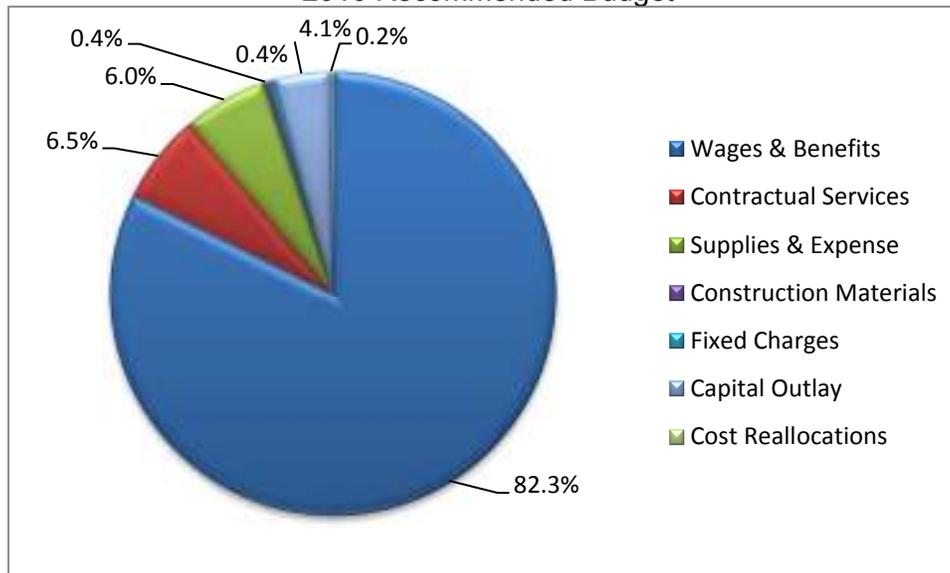
**Cemetery Budget Summary**

	Actual 2014	Budget 2015	Estimated 2015	Recommended 2016
Cemetery, 1015491051	\$161,677	\$170,518	\$170,133	\$174,732
General Fund Transfer to Perpetual Care Fund 1015900008	0	15,383	15,383	0
Cemetery Perpetual Care Fund, 8015900008	<u>520</u>	<u>800</u>	<u>300</u>	<u>300</u>
<b>Operating Expenditure Total</b>	<b><u>\$162,197</u></b>	<b><u>\$186,701</u></b>	<b><u>\$185,816</u></b>	<b><u>\$175,032</u></b>
Full-time Positions	2	2	2	2

Expenditure History/Projections



2016 Recommended Budget



**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.

**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 expenditures 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 with a self-imposed assessment.

**Capital Outlay** - 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. This is a long-term plan of capital expenditures. The City of Marshfield annually updates its 5-year CIP to guide physical development and improvement within limited 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 12-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, Public Works, Parks & 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 can be 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 representing 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 costs of services provided. The recommended budget includes 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 proceeds of specific revenue

sources that are legally restricted to expenditures 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 one year will be used to finance the next year's 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 (TID)** - A geographical area designated for public and private development. Public improvements within a TID 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 TID which are segregated from taxes levied on the base year value of that TID. At present, the City of Marshfield has 5 active TIDs - the Purdy School project, Downtown Redevelopment project, Mill Creek Business Park project, and Yellowstone Industrial Park project, and Hartl Manor redevelopment project.

**PROPOSED NEW ITEMS (\$5000 or more) included in budget**  
**(Does not include equipment replaced on an annual basis)**

<b><u>Department/area</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Streets (forestry)	Emerald Ash Borer (EAB) program	50,000
City Hall	Exterior waterproofing (brick/concrete)	35,000 (a)
Emergency mgmt.	2 new repeaters (communications)	30,000
Traffic control	Engineer signal upgrade (4 <sup>th</sup> /Peach)	27,062 (b)
Law enforcement	Purchase detective vehicle	25,956
Fire (protection)	Replace 3 SCBA units	21,393
Parks & recreation	ADA park facility improvements	20,000 (b)
Emergency mgmt.	Replace tornado siren	18,000 (b)
Technology	GIS GeoEvent extension	16,740
Law enforcement	3 digital recording systems (for vehicles)	16,500
Parks & recreation	Study of options – Hefko Pool	15,000 (b)
City Hall	Install automation controls	14,000
City administration	Employee Assistance Program (EAP)	10,000
Cemetery	Replace shingles on part of new shed	<u>7,200</u>
<b>TOTAL</b>		<b>\$306,851</b>

**PROPOSED NEW ITEMS (\$5000 or more) not included in budget**

Highways & streets	Bridge treatment – Peach Avenue	40,000
City Hall	Exterior waterproofing (brick/concrete)	39,000 (a)
Law enforcement	Employee wellness program	25,000
Technology	Disaster recovery site server	21,463
City Hall	Replace basement air handler	20,000 (b)
Law enforcement	Body cameras for officers	12,000
Planning & ED	Outside services – comprehensive plan	10,000
Technology	Mobile device management system	9,527
Planning & ED	Outside assistance for special projects	5,000
Planning & ED	“Safe routes to schools” program	5,000
Stormwater	Hauling services for large equipment	<u>5,000</u>
<b>TOTAL</b>		<b>\$191,990</b>

- (a) Included in approved CIP for 2016; kept partial funding for necessary repairs
- (b) Included in approved CIP for 2016
- (c) Proposed by MACY: included in law enforcement budget

**PROPOSED NEW MACHINERY/VEHICLE PURCHASES INCLUDED (\$5000 or more)**  
**(Contained on attached sheet; doesn’t include police/fire vehicles and equipment)**

Obj.	Description	Amount Requested	Justification
701.18500	Tandem Axle Truck with plow and wing Truck \$117,204 Body, plow, wing \$62,796  Street Division Priority #1	\$180,000	Replaces #53 Tandem Truck which is a 1999 International model 2654. The truck will be used in hauling material for construction projects and will be assigned a major plow route and haul snow during the winter. The truck to be replaced is 17 years old and is in poor condition.
701.18500	Trailer Mounted Pressure Washer with Hot Water  Street Division Priority #2	\$15,000	This unit will replace our portable boiler for thawing out frozen culverts in late winter or early spring. The boiler we have now was manufactured in 1981 and did not pass the annual safety inspection, so we had to take it out of service. In talking with Wood County Highway Department about our situation they informed me that the county had switched from a boiler to a pressure washer with hot water. "Performance of the pressure washer is not quite as efficient but is a lot safer" was the response I got from the Wood County Highway Supervisor.
701.18500	Brush Chipper Street Division Priority #3	\$60,000	The brush chipper is an important part of our forestry program and in addition the chipper is used when there are a lot of branches down from storm damage. We currently have a chipper (1999) and is showing its age through heavy use, but would like to keep it. There are times Parks and Recreation department would like to use the chipper and work schedules have to be altered to accommodate both departments. In addition with the impact of the Emerald Ash Borer I feel strongly that in the best interest of the city we have two available brush chippers.
701.18500	Mini Excavator Street Division Priority #4	\$55,000	The Mini Excavator has many uses within the Street Division but mainly its most important job is the digging of smaller trenches and back-filling in our mill-in-place projects. There are currently two mini excavators in our fleet and both are used almost everyday during the construction season. We are planning on keeping three mini excavators in the fleet and designate one for the Parks department as they are now renting one when they need it.
701.18500	Trailer Mounted Air Compressor Street Division Priority #5	\$25,000	Currently we have three trailer mounted air compressors. One is a 1999 Sullier and the other two are 1985 models. (one was from the cemetery). By recommendation from our mechanic staff we would like to replace the two 1985 models with a new model. The air compressors are used on both concrete crews for drilling holes in patches for re-bar, traffic control for installing sign posts and the parks department uses them to blow out the water lines for winterization.
701.18500	Tamper for Backhoe Street Division Priority #6	\$6,500	The tamper is an attachment for #46 tractor (rubber tire backhoe) that is used for compaction of trenches on construction projects.
701.18500	Bobcat Toolcat 5600 Parks and Recreation Priority #1	\$60,000	Replace current Bobcat Toolcat 5600. Our current Bobcat Toolcat is a 2006 Model. We use this piece of equipment year round. The Bobcat Toolcat has proven to be very versatile in the parks setting. It is used for mowing zoo pastures, forestry work, athletic field maintenance, sidewalk and trail snow removal operations, power washing, and many more miscellaneous items. Regular price = \$66,625-\$10,000 (trade-in) + \$3,375 (5) year bumper to bumper warranty = \$60,000.
701.18500	3/4 ton Pick-up Truck Parks and Recreation Priority #2	\$40,000	Replace our current 3/4 ton Pickup Truck. Our current 3/4 ton truck is a 2001 model. We use this truck to move employees to different worksites. It gives us flexibility to haul items in the box such as picnic tables for special events, work tools and other daily used items. Regular price = \$48,850 - \$8,850 (trade-in) = \$40,000
701.18500	Front Mount Riding Lawn Mower Street Division Priority #7	\$36,000	Replaces a 10 year old John Deer. The front mount mower is used year round. It will come with a mower deck for the mowing season and a broom attachment for clearing snow from municipal parking lot sidewalks in the winter.
701.18500	Dual Slope Laser Street Division Priority #8	\$7,000	This is to replace one of our older lasers that we can no longer get parts for. A Dual Slope Laser is used in the mill-in-place projects of the Street Division operations.
701.18500	Diagnostc Tool  Street Division Priority #9	\$10,000	This machine would aid our mechanical staff in evaluating and trouble shooting the vehicles on our fleet. With most equipment having computers in them we could do our own diagnosing instead of out sourcing them to a repair center.

## Appendix B

ESTIMATED 101 Fund adjustments necessary to MIMIMUM ERP limit: **\$835,179**

<u>Expenditure Reductions</u>	<b>Reduced</b>	<b>Restored</b>
Dental Insurance reduction (0% renewal vs 3% increase budgeted)	(2,643)	
Remove Law Enforcement Projector	(2,790)	
Reduce Law Enforcement Body Camera costs	(11,925)	
Snow & Ice budget reduction	(50,000)	
Reduce Finance Dept. Employee Education for MPA Tuition/Books	(6,780)	
Reduce City Admin Wellness program	(2,000)	
Reduce City Attorney budget	(11,212)	
Reduce Heroin Prevention program	(25,000)	
Planning & ED professional services	(5,000)	
Eliminate Technology Improvement Programs 1 & 3	(30,990)	
Law Enforcement Vacation Pay to cover retirement vacancy	(5,448)	
Reduce Fire Assorted 101 Fund adjustments	(11,388)	
Eliminate Technology Operation items	(26,562)	
Reduce Planning & ED Comp Plan professional services	(10,000)	
Reduce Library 25 PC replacement purchases	(18,750)	
Reduce Engineering Admin Supplies	(2,000)	
Reduce City Hall Budget dumpster enclosure and storage shed	(4,700)	
Reduce nuisance property from inspection	(8,800)	
Reduce Highway and Street Maintenance - Bridge treatment	(40,000)	
Reduce Highway and Street Maintenance - Crack filling	(50,000)	25,000
Reduce Highway and Street Maintenance - Weed Control Veterans Pkwy	(8,500)	8,500
Reduce Snow & Ice for contracted snow hauling	(3,500)	
Highway & Street Cleaning hauling street cleaning	(3,395)	
Stormwater Management hauling services for large equipment	(5,000)	5,000
Civic band reduction	(4,800)	4,800
Palm Sunday choir reduction	(750)	750
Upham Mansion reduction	(7,500)	7,500
Remove Junior Fair Building A/C	(3,000)	
Remove Pool - diving board	(3,000)	
Reduce Contingency	(35,000)	25,000 (heroin prevention)
Reduce Nonrep increase from 2.5% to 2.0% and affected benefits	(22,743)	
Reduce Law Enforcement budget wellness	(24,000)	
Reduce Ordinance Enforcement wellness	(1,000)	
Reduce Street Cleaning temporary employee costs -Object 51170 \$1,520	(1,687)	
Reduce School Patrol	(5,000)	
Reduce City Administrator Budget Legal	(3,000)	
Reduce Mayor/City Administrator Supplies (\$1,000 each)	(2,000)	

## Appendix B

---

Reduce IT Computers, Professional Services and Software Upgrades	(7,000)	
Reduce Safe Routes to School	(5,000)	
Advance 2016 scheduled Cemetery Perpetual loan payment to 2015	(15,383)	
Reduce Library health/dental insurance for planned policy change	(10,382)	
Reduce Fire Department training	(9,000)	
Reduce tax refunds/uncollectibles	(2,000)	
Reduce Nondepartmental Insurance	(500)	
	<u>(\$509,128)</u>	<u>\$76,550</u>
<b>Total transfers from 101 fund to other funds</b>	<b>346,814</b>	
<b>Reductions due to changes in processing</b>	<b><u>73,081</u></b>	
	<b>923,023</b>	
<b>Original fund adjustments needed to qualify for ERP</b>	<b><u>835,179</u></b>	
	<b>93,844</b>	
<b>Restored cuts, as shown in right-hand column above</b>	<b><u>76,550</u></b>	
<b>Remaining "buffer" for possible further CPI reductions</b>	<b>17,294</b>	

TO: Steve Barg, City Administrator

FR: Deb M. Hall

DT: July 24, 2015

RE: Permanent Part-Time Employee

\*\*\*\*\*

I am requesting consideration of making the Clerk's Temporary Part-Time position a Permanent Part-Time position.

The City Clerk's department has been a two-person office for as long as I can tell. By purchasing new software for licensing and special assessments and by streamlining our processes we have been able to get by with two people but that is all we are doing. We are just getting by. Many projects are put on the back burner because we have to focus on the immediate tasks before us at the time. There never seems to be a down time for this office anymore.

In 2007, I was able to establish set hours for our Temporary Part-Time Clerk. This has helped tremendously because we were able to assign specific job duties to her and she covered the front counter which freed up some of Lori's time so that she could focus on her responsibilities. But it still doesn't solve the problem because there are many days/weeks that she is not able to work. There are days when only one person is working in the office and then we have to close the office during the lunch hour which doesn't make our customers happy and when you are the one working alone you don't get too much work done because of customers coming to the counter and the many, many phone calls that we receive during the day.

**ELECTIONS**

Every other year we have two to four elections. The years that we have four elections are very hectic. With the enactment of the HAVA Act, it has created many new election processes which take more time to complete. On the years that we have four elections, this position only works on election related items; Registering people to vote, Absentee Ballots, Preparing Election Supplies for Election Day; Sending out correspondence to the electors; Filing of Registration Forms; Changing Addresses and keeping track of the electors that need to be made Inactive, etc. After an Election, all new registrations have to be entered within 30 days. This is not always possible especially during a Presidential Election when we have over 1500 new registrations. These are just the people that register on Election Day and it does not include the hundreds of people that come in before the election to register. She also has to enter everyone that voted at the election.

On the years that we only have two elections, this position works on completing the filing of all the registration forms from that year's election and the past elections. When all the election duties are completed, she focuses on the clerk duties.

### **CLERK**

This position is responsible for taking care of the front counter, answering the phone, typing, updating the Ordinance, Resolution and Budget Resolution files after they have been approved by the Common Council, Agenda Packets, Licenses, Completing Property Information Request forms and invoicing to the various businesses at month-end, Filing, and other misc. jobs that come up during the year. She also covers the office when the City Clerk and Deputy Clerk are attending mandated training courses or at the WMCA Conference.

### **Advantages of having a permanent part-time position:**

1. We would always have coverage for this office. There are times when we currently have to close the office during lunch hours because there is only one person working the office.
2. Responsible for the front counter during their scheduled work hours which would free up the Deputy Clerk's time to get her work completed.
3. This position would be assigned certain job responsibilities such as filing, special assessments, completing Property Information Request Forms, licensing, elections, etc.
4. Better continuity with workflow.
5. We could be proactive instead of always reactive.
6. A permanent employee would have better awareness/understanding of office operations.
7. It would save on the many hours of comp time that is accrued by the Deputy Clerk during the year. The Deputy Clerk's position is hourly and every time she has to stay late to complete her work it costs the city either over time or comp time. Between vacations (5 weeks), personal holidays and sick time it is difficult to use the additional comp time that has accrued and to find coverage for when she is absent.

We are unique in our situation because we are the only two person office at City Hall that has no backup. The only other two person office is the Mayor's office. Between the Mayor's Office and the Administrator's Office they work together with the work load and for coverage of the office. Every other department at City Hall has more than two permanent positions.

The workload continues to increase and two people can not handle everything. In order for us to do our job effectively and efficiently we need to hire a permanent part-time clerk to help with all the job responsibilities that this office has to carry out.

We are finding it more difficult to fill the temporary position when it is vacant. We receive very few applicants because those that are looking to work also need the benefits and are looking for a set schedule.

Attached is a worksheet that shows the projected 2016 costs for a permanent part-time position.

**RECOMMENDATION**

Approve the hiring of a Permanent Part-Time Clerk's position for the City Clerk's office.