



\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of:	<b>FINANCE COMMITTEE</b>
Date/Time:	<b>Tuesday, February 24, 2015 at 5:00 PM</b>
Location:	<b>City Hall, 2nd Floor Board Room</b>
Members	Keene Winters (C), Karen Kellbach, Dave Nutting, David Oberbeck, Bill Nagle

### AGENDA ITEMS FOR CONSIDERATION/ACTION

- 1 Public Comment on matters appearing on the agenda.
- 2 Minutes of previous meetings. (1/06/15 & 1/27/15)
- 3 Sole source purchase paramedic supplies from Aspirus Hospital - Finke
- 4 Discussion and possible action on 10 year repayment for special assessments - Groat
- 5 Discussion and Possible Action regarding the development of a fiscal impact policy - Winters
- 6 Discussion and possible action regarding staff responses to Agreed Upon Procedures Report - Groat
- 7 Staff Update regarding the State of Wisconsin DOR Request for Income and Expense Information Form - Geise
- 8 Discussion and possible action on the development of a parking permit policy for annual payments - Groat
- 9 Discussion and possible action on the Animal Control Enterprise Fund - Winters
- 10 Discussion and possible action on the 2016 Budget Preparation Schedule - Tipple
- 11 Discussion and possible action on the December 2014 and January 2015 Monthly Financial Reports - Groat
- 12 Discussion and possible action on future Finance Committee meeting dates and times
- 13 Suggestions for Future Agenda Items
- 14 Discussion and possible action on integration of property inspection with police and fire services - Winters
- 15 Discussion and possible action regarding the impact of the State of Wisconsin proposed budget - Groat

Keene Winters, Chair

This notice was posted at City Hall and emailed to the Wausau Daily Herald newsroom on 2/19/15 at 2:15 pm.

It is possible and likely that members of, and possibly a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at (715) 261-6620.

Other Distribution: Media, (Alderpersons: Wagner, Neal, Gisselman, Rasmussen, Abitz, Mielke), \*Tipple, \*Jacobson, \*Groat, Rayala, Department Heads

## **FINANCE COMMITTEE**

Date and Time: Tuesday, January 6, 2015 @ 5:30 pm., Birch Room

Members Present: Winters, Kellbach, Nagle *Entered Late:* Oberbeck, Nutting

Others Present: Tipple, Giese, Hardel, Jacobson, Werth, Wagner, Neal, Rasmussen, Mielke, Goede.

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Winters.

### **Public Comment on matters appearing on the agenda.**

- 1) Deb Ryan, 702 Elm St, commented on the referendum items, garbage pickup, water gardens, enterprise funds and TIF's.
- 2) Mary Nordstrom, on 4<sup>th</sup> Avenue, spoke in support of renovation of The Wausau Club and suggested it be used for a small private arts college.
- 3) Coleman Peiffer, member of the Citizen Committee that reviewed Elk Creek's original proposal, explained the reasons for their recommendation to Economic Development Committee in favor of the project.

### **Minutes of the previous meeting(s) (11/11/14 & 11/18/14)**

Motion by Nagle, second by Kellbach to approve the minutes of the previous meetings (11/11/14 & 11/18/14).

Motion carried 3-0.

### **Discussion and possible action on terms of development agreement with Elk Creek Architectural LLC (Wausau Club)**

Werth stated Mr. Goffin was seeking contingent approval of the Finance Committee because he is under a time constraint to apply for the grant from WEDC. She commented the historic preservation of the Wausau Club was good for the city and for our downtown area. She felt the citizens committee did a lot of work in vetting the proposal and sending it back to the drawing board a number of times.

Winters stated the WEDC grant is a \$500,000 no interest loan, but on the cash flow statement provided he did not see any repayment of that loan from 2015 – 2023. Werth indicated Economic Development Committee would put together the loan terms, the development agreement and bring it back to Finance. Winters pointed out it would take approximately 21 years to pay back.

Rasmussen stated ED approved this in concept contingent upon execution of appropriate development agreements and assuming that he is able to secure the grants. She noted without contingent approval he can't move forward off of step one in even getting funding approved. She explained the city would receive the \$500,000 grant as a flow-through mechanism to be loaned to him. It is a one-time use for that project and but for that project we would not be getting that grant money. She pointed out it was not a requirement of that grant that he repay it; a grant was just a grant. Turning that money into a revolving loan fund was a fairly new concept that ED considered. If the project allows us to secure the \$500,000 and obtain repayment from him, we would be able to reinvest those funds.

Mayor Tipple indicated Goffin wanted the committee to know that there are no construction funds committed to the cash flow projection and all the maintenance, insurance and utilities will be the responsibility of every tenant in the building.

Rasmussen commented if he does not receive the contingent approval it is basically a death knell to the project. That would leave us with zero prospects for that building which she did not want the city to own in the first place. She felt for us to pass on a project and retain the ownership longer and longer just makes the risk continue and she would like to dispense with the Wausau Club as soon as we can. She pointed out if he gets the grants he is ready to execute lease agreements.

Winters commented he originally wanted someone to take this without any public money and although he had no doubts about Mr. Goffin's skill as a carpenter, he did not know if he had skill as a developer or the financial expertise.

Motion by Nagle, second by Kellbach to approve a development agreement with Elk Creek Architectural LLC. Motion failed 0-3.

**Review, discussion and possible action on 2014 budgeted cost-of-living pay increases for non-represented staff.**

Tipple stated he asked the consultant who worked on this project to attend but she was unable to make it on short notice. He stated the consultant looked at comparables in the industry for each job as well as cost of living. He pointed out when you move from a matrix plan to a pay-for-performance plan there needs to adjustments. He noted the county is working on this plan but will not implement until 2016. He commented it is a tough process and we needed experts in the industry to help, which was why we hired Wipfli and numerous presentations were made to the HR Committee on the transition from one pay scale to another. Winters questioned HR Chair Wagner whether he understood the plan included a 2% across the board raise for non-represented employees and Wagner responded that he did not. Wagner felt there were a lot of things that they needed to go back and look at and find answers. (*Oberbeck entered the meeting.*)

Winters suggested a worksheet or spreadsheet be generated to determine whether \$146,000 was allocated correctly or not. He stated the data should include names of all non-represented employees, titles, salary raise, the dollar amount of increase, percentage of increase, and evaluation criteria shown as a numeric score. Tipple felt the consultant needed to be brought back in to explain the methodology because there appeared to be a lot of misunderstanding.

Motion by Kellbach, second by Nagle to direct Human Resources Department to prepare a spreadsheet as presented. Motion carried 4-0.

**Discussion and possible action on adopting principles or practices of zero-based budgeting.**

Winters stated he would like to embark on a modified plan where we would essentially ask the department heads to identify now, early in the year, things that they do that they think they get a really low return of public service on; to determine what the things they are investing dollars and staff time in that is not getting the best return on investment. Nagle commented he was concerned that with zero based budgeting in a public sector, that without a lot of oversight, it encourages just cutting. He felt the concept is okay if you do things intelligently to get to that zero base and not just cut. Neal stated it should be reality based. Winters stated we are just borrowing some principles of zero based budgeting and he would like investment in the services that produce the most bang for the buck for people. He suggested asking departments to come up with just four things.

Motion by Nagle, second by Kellbach to direct department heads to come up with four things they think provide the lowest utility to the taxpayers and bring them to Finance by the end of February. Motion carried 4-0.

**Update from Human Resources staff on status of labor negotiations.**

Mayor Tipple indicated there were tentative agreements which he could update the committee on in closed session.

**CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Wausau Professional Police Association and Wausau Firefighters Association, Local 415 Collective Bargaining.**

Motion by Nagle, second by Kellbach to move into closed session. Roll Call Vote: Ayes: Kellbach, Nagle, Winters, and Oberbeck. Noes: 0. Motion carried 4-0.

*Nutting entered the meeting in closed session.*

*RECONVENED back into open session.*

**Review and discussion of 2015 TIF Budgets.**

Winters reviewed the highlights from a list of TIF Budgets for 2015 provided in the packets. Oberbeck commented the intent of a TIF district is to create more growth and the infrastructure is where we need to spend so that other businesses can plug into that infrastructure. He felt we have gotten away from that and have been spot developing; giving private developer's money to develop on their own land. We want to create an environment that draws development of higher value so that the increment goes up further. Nagle agreed we have to show return on investment and a municipality does that by having a better city, a place that people want to move into and the only

way to do that is spend public money on TIF projects. Discussion followed regarding TID #5. Winters suggested bringing back a five year budget for the TIF districts.

**Discussion and possible action on the integration of property inspection with police and fire services.**

*Held over to next meeting.*

**Discussion and possible action on reports for monitoring the Animal Control Enterprise Fund.**

*Held over to next meeting.*

**Discussion and possible action on setting up an educational presentation for the council on January 13, 2015, on the subject of city administrator.**

*Held over to next meeting.*

**Discussion and possible action on wording for an April 7, 2015, advisory referendum to hire a city administrator.**

Jacobson stated the wording is due to the county on January 27, 2015. She indicated the wording before them was recommended by Dr. Steven Hintz, with additional wording suggested by Winters. She noted it was very close to what LaCrosse used. Nutting suggested some changes for clarity and discussion of the wording followed.

Motion by Oberbeck, second by Kellbach to approve the following wording for an advisory referendum on April 7, 2015: “Shall the City of Wausau establish the position of City Administrator, reduce the Mayor’s position to part-time and transfer administrative and operational responsibilities from the Mayor to the City Administrator? The City of Wausau will retain the Mayor-Council form of government under Chapter 62 of the Wisconsin State Statutes.” Motion carried 5-0.

**Discussion and possible action on wording for an April 7, 2015, binding referendum on establishing a stormwater utility.**

Neal did not feel the proposed wording tells the reader/voter enough about the implications of this and what it means to them; it is a usage fee. Winters suggested putting an explanation paragraph with the question. Oberbeck felt they needed some examples of a typical home and driveway, what is considered runoff drainage and what can be done to reduce your payment. Neal stated all of those things will be part of the separate educational process prior to the election. Winters questioned if they were going to be able to properly educate the public in time for this April election. Tipple felt the words ‘separate fee’ should be removed because they will jump out and make the reader immediately conclude that they are being charged an additional fee. Following discussion, Winters suggested moving the proposed draft wording forward without the words “separate fee” and work on wording for a floor amendment to be made at Council.

Winters indicated he was voting no because he felt we should be aiming for April 2016 rather than 2015 otherwise this is going to get killed.

Motion by Nagle, second by Kellbach to approve the following wording for a binding referendum on April 7, 2015: “Shall the City of Wausau modify 3.10 of the code of Ordinances – Fees for Municipal Services, by instituting a ~~separate fee~~ for the creation of a Stormwater utility and the collection of Stormwater, while removing the cost of Stormwater collection from the tax levy?” and include an explanatory paragraph. Motion carried 4-1.

**Discussion and possible action on wording for an April 7, 2015, binding referendum on repeal of the ordinance requiring the city to go to referendum before establishing a new fee.**

Winters questioned if they wanted to move this forward to referendum. Oberbeck felt it was evident the people do not want this ordinance repealed. Consensus of committee was that it should not be sent forward for a referendum. Jacobson noted the Council already voted not to repeal the ordinance.

Motion by Nagle, second by Kellbach to not move the question of repealing Chapter 3.10 forward to referendum on April 7, 2015. Motion carried 5-0.

**Adjournment**

Motion by Nutting, second by Kellbach to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:15 p.m.

## **FINANCE COMMITTEE**

Date and Time: Tuesday, January 27, 2015 @ 5:00 pm., Birch Room

Members Present: Winters, Kellbach, Nagle, Oberbeck, Nutting

Others Present: Tipple, Groat, Giese, Barnes, Jacobson, Werth, Stratz, Hite, Whalen, Wesolowski, Wagner, Neal, Rasmussen, Mielke, Gisselman, Abitz, Goede, Jon Trautman, Mark Goffin, Joe Gehin, Deb Ryan

In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner. It was noted that there was a quorum present and the meeting was called to order by Chairperson Winters.

### **Public Comment on matters appearing on the agenda.**

- 1) Mark Goffin, Elk Creek Architectural, LLC, spoke regarding the sale of the Wausau Club. He stated he had not been seeking a final blessing on the project, just a contingent approval to move forward and apply for a grant. He asked them not to sell the Wausau Club and to give him an opportunity to speak to it.
- 2) Deb Ryan, 702 Elm St, commented on accounting procedures and encumbrances.

### **Minutes of the previous meeting(s) (11/25/14 & 12/09/14)**

Motion by Kellbach, second by Nutting to approve the minutes of the previous meetings (11/25/14 & 12/09/14).  
Motion carried 5-0.

### **Consider and possible action on the Sole Source purchase of Clarion 415 which is a Alum/Polymer blend used to remove Iron and Magnesium from the water supply - Boers**

Winters stated this is an approximate \$75,000 per year purchase. Groat noted they approved a sole source purchase for this last year, as well and it will come back each year for approval. Nagle commented the Plant Superintendent specifically states that General Chemical created this blend and is not willing to share it with other chemical companies.

Motion by Nagle, second by Nutting to approve the sole source of Clarion 415. Motion carried 5-0.

### **Presentation and possible action on the preliminary Report of Agreed Upon Procedures - Schenck CPA's Jon Trautman**

Jon Trautman reviewed the preliminary report of the process started back in October. The objective of the report is solely to assist the city in evaluating the following items: serial payments to vendors used to evade the \$25,000 bid threshold; duplicate payments to vendors; internal controls over sole source purchases; development agreements; and internal controls over legal services; and to make recommendations for improving the internal controls over city operations. He went over their observations and recommendations in detail. (*Report on file.*)

Motion by Oberbeck, second by Kellbach to accept the report as final and to request management to write written responses to all of the recommendations by February 24, 2015. Motion carried 5-0.

### **CLOSED SESSION: Pursuant to section 19.85(1)(c), of the Wisconsin State Statutes, for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, relating to the Report On Agreed Upon Procedures 2014 presented in #4.**

*Withdrawn*

### **Discussion and possible action regarding the sale of the Wausau Club - Winters**

Winters stated the Wausau Club was given to the City of Wausau by the Schuette family and has an assessed value of \$499,000, including \$324,000 for land and \$175,000 for improvements. The building has been vacant for over a decade and needs a substantial amount of renovation to be used. The 1901 building is on the National Register of Historic Places. Last year the city put out an RFP for renovation and redevelopment and the initial direction of the Council was the proposals would receive no city money. He stated we only got one proposal back which required a significant amount of public investment on finance the project and it was turned down by Council on January 13, 2015. He indicated the carrying costs of the building were estimated to be \$12,000 a year lost in taxes plus \$1500 in utilities. He asked the committee to consider if they wanted to sell the Wausau Club to the highest bidder in an

auction subject to the following conditions: a minimum bid of \$265,000; the winner of the bid will owe the taxes for all of 2015; upon transfer the building will be inspected and the new owner will be responsible for addressing code violations in a timely manner; and the city may choose to restrict the uses of the facility as terms of transfer or change the zoning. He stated the city may also wish to give Elk Creek a specific amount of time to find an additional nonpublic financing for its project before going ahead with the sale or auction.

Nagle noted they intended to put the CDI Grant in relation to the Wausau Club for discussion and possible action on the next ED Committee agenda next Tuesday. Oberbeck moved to give Elk Creek a specified amount of time to find sufficient nonpublic financing and questioned Goffin as to what amount of time would be reasonable.

Mark Goffin stated in a meeting with WEDC this afternoon he was informed it is typical in these situations for the developer and the city strike a planning agreement, which allows certain terms that the city is requiring to be met by the developer and also allows the developer to perform due diligence. These agreements are usually upwards of 12 months, but he indicated he was seeking between six to eight months. He stated he would like the opportunity if we don't meet the April deadline for the CDI grant application, that they be able to have that window to meet the September deadline.

Goffin clarified in his original proposal back in January he was seeking TIF funding of \$525,000 loan from the city and \$93,000 grant for job creation through WEDC. He subsequently learned of the CDI Grant, which is less than two years old, and was told it was a wonderful way of mitigating any city risk. So instead of seeking the \$525,000 loan from the city, he would be able to procure those funds through a state grant. He was also informed at the end of September for that deadline there was no other project in the entire state up against his project. He pointed out this is a half million that would be infused into the city and does not have to be paid back. He has offered to pay this money back to the city for them to use as a revolving loan fund over the course of that payback period. He could not understand why the city would turn down \$500,000 from the state.

Oberbeck withdrew his motion. Nagle withdrew an action to table. No action was taken regarding the sale of the Wausau Club.

**Consider Approving of Intergovernmental Humane Officer Services Agreement between the City of Wausau and Everest Metropolitan Police Department from January 1, 2015 through December 31, 2015**

Winters questioned how we arrived at a 5% increase of \$810. Matt Barnes explained the increase is a result of Everest Metro's desire to have our CSO's assist with some animal control projects. He noted our Humane Officer was going to require some maternity leave and this will be necessary to fulfill some of the obligations. He stated they did an audit of the amount of time our humane officers spent in Everest Metro.

Motion by Kellbach, second by Oberbeck to approve the agreement. Motion carried 5-0.

**Update and discussion on negotiations with Brokaw, Maine and Texas - Mayor Tipple**

Tipple stated he received a letter from the attorney from Brokaw indicating the four attorneys will be meeting shortly to discuss any possible interest in collaboration between communities.

**Discussion and possible on modification of the procurement policy.**

Groat stated a goal of this committee is to create a comprehensive list of all things that require bid, quotes or sole source and the control function is the Purchase Order. The procurement policy currently states that if there is a contract or an agreement in place governing a purchase we don't need the purchase order, which would mean we would end up with half a list. She stated they proposed removing that exclusion for a PO when there is a written contract or agreement; all purchases over \$5,000 would require a PO and then there would be a complete numeric order list.

Groat stated currently the Mayor can sign a contract for a period of a year or less or if it is not for more than three years and the annual cost of the service does not exceed \$25,000. She indicated they found that there are contracts that we think will only last one year for a project and then it drags out longer for various reasons. She indicated they added the language "for a specific project." Winters requested she incorporate the responses to the audit along with these changes.

**Discussion and possible action regarding serving as financial sponsor Monk Gardens – Groat**

Groat stated the county's Environmental Fund requires government participation for grants. The Monk Gardens itself is not eligible to apply for environmental funds, they have to ask for a government sponsor and they have asked the city. It is an approximate \$300,000 grant that will be flowing through the city and they are seeking approval of Finance Committee and Council to authorize the city to be the fiscal agent. Oberbeck questioned if there was any administrative costs associated with it. Groat indicated there would be minimal paperwork involved.

Motion by Nagle, second by Nutting to approve the city serving as a financial sponsor for Monk Gardens. Motion carried 5-0.

**Receive and Place on File the 2014 claims report - January through December 2014**

Motion by Nagle, second by Kellbach to receive the report and place on file. Motion carried 5-0.

**Update on status of the Wausau Center Mall - Mayor Tipple**

*Held over to next meeting.*

**Update and Gantt Chart on Citywide revaluation process - Mayor Jim Tipple**

Tipple distributed an updated Gantt chart regarding the revaluation process in the Assessment Department.

**Discussion and possible action on the integration of property inspection with police and fire services- Winters**

*Held over to next meeting.*

**Discussion and possible action on reports for monitoring the Animal Control Enterprise Fund - Groat**

*Held over to next meeting.*

**Discussion and possible action regarding the Mayor's press release on merit pay – Winters**

Winters read a memo he included in the packet and questioned why this was bypassing the Finance Committee. Tipple stated he still did not have all the information yet and the HR Committee gave them 30 days to provide a report which is coming up on February 9<sup>th</sup>. Wagner stated the Pay for Performance was an HR Committee initiated project and he will probably have it come before a Committee of the Whole. Discussion followed.

Motion by Kellbach, second by Nagle to bring the report to a Committee of the Whole. Motion carried 5-0.

**Discussion and possible action regarding staff directives for the City of Wausau Strategic Plan process – Mayor Jim Tipple**

*Held over to next meeting.*

**Discussion and possible action regarding referral of discussion of pending tax litigation to which the city is a party, and directing staff to provide specific information for that discussion.**

Jacobson stated she needed some direction as to what form or what body they want to hear the update on the tax litigation, whether it be a Coordinating Committee referral, Committee of the Whole, or suspend the rules and do it at a Council meeting.

Motion by Nagle, second by Kellbach to refer to the February 10, 2015 Council meeting in closed session with the following information being provided: an estimate of the cost of winning, including legal fees; an estimate of the cost of settling, including legal fees and the settlement; an estimated cost of losing, including legal fees and the payout; a one paragraph summary of our position; a one paragraph summary of the opposition's position; and a one paragraph legal analysis on where we are going with this. Motion carried 5-0.

**Adjournment**

Motion by Kellbach, second by Nagle to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:55 p.m.



**CITY OF WAUSAU  
SOLE SOURCE PURCHASE JUSTIFICATION  
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$5,000**

Purchase of goods or services under \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

---

1. Provide a detailed explanation of the good or service to be purchased and vendor.

Aspirus Hospital is the vendor for IV supplies such as IV catheters, IV tubing as well as medications and IV fluids.

2. Provide a brief description of the intended application for the service or goods to be purchased.

All of these supplies are used on a daily basis for ambulance calls to care for sick and/or injured patients.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

To provide effective patient care it is important that our supplies, such as IV tubing match the tubing that local hospitals use. Both Ministry as well as Aspirus use the same type of IV tubing. This is also compatible with IV pumps used in City ambulances, as well as both Ministry and Aspirus Hospitals. This reduces the medical waste that would result if IV tubing was not compatible with our local hospitals. IV extension sets that are purchased from Aspirus are specific high pressure sets that can be used for the administration of the contrast used in CT scans. In these situations time is extremely important and the use of these specific sets allows for rapid treatment of these conditions.

4. Describe your efforts to identify other vendors to furnish the product or services.

Other vendors do supply some of the supplies that are purchased, however not all supplies are available at other vendors. It is also important to note that some of these supplies have expiration dates that do not allow us to keep a large stock at our stations however; we must be able to obtain these supplies when needed. Purchase from local hospitals allows us to pick up items such as medications as we use them. IV fluids are heavy and would result in large shipping costs, whereas purchase from local hospitals allows us to save those shipping costs.

5. How did you determine that the sole source vendor's price was reasonable?

Price matching does occur for EMS supplies at the start of each year. In fact this year Wausau Fire Department worked with several other local agencies to obtain the best pricing possible by working with vendors to obtain lower pricing by buying in bulk. This is one of the reasons for this large purchase.

6. Which of the following best describes this sole source procurement? Select all that apply.

- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
- Continuation of a phased project.
- Proposal development is uneconomical.

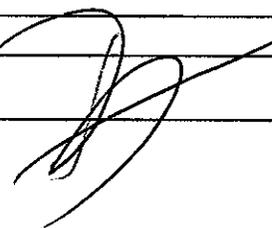
**Department: Fire**

**Preparer: Josh Finke**

**Vendor Name: Aspirus**

**Expected amount of purchase or contract: 12,000**

**Department Head Signature:**



**Date: 1/26/15**

ITEM	Moore	BoundTree	Aspirus
IV Caths	\$ 3.40	\$ 2.34	\$ 1.62
IV Ext Set	Not Avail	Not Avail	\$ 2.57
Primary IV Tubing	Not Avail	Not Avail	\$ 4.33
0.9% NS 1000cc	\$ 3.93	\$ 1.57	\$ 0.87

(Aspirus requests we use this tubing for CT Scan purposes)  
(This tubing works with IV pumps at local facilities)

Agenda Item #4



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** FEBRUARY 17, 2015

**SUBJECT:** 10 Year Special Assessment Policy

**PURPOSE**

To clarify or modify the special assessment policy regarding the 10 year amortization.

**BACKGROUND INFORMATION**

In 2012 the City of Wausau made a number of changes to our special assessment policy.

- We reduced our interest rate from 9% to 1% over our borrowing rate
- Increased the repayment period for special assessments greater than \$20,000 from five years to ten years.

The 2015 projects include a street project where several properties are owned by a single owner. The total assessment for all properties will be greater than \$20,000 but individually they do not exceed \$20,000 and do not qualify for the 10 year payment plan. To complicate matters further the properties are held in the name of different corporations.

**POLICY QUESTIONS**

Should a property owner facing multiple special assessments that exceed \$20,000 in a given year be eligible for the 10 year repayment period?

**IMPACT**

It is difficult to determine the long term financial impact of this policy change. The reduction of the interest rate and the extension of the repayment terms both serve to reduce the revenue to the city which is used to finance street projects. From the homeowners point of view these accommodations make the project more affordable.

**RECOMMENDATION**

I would recommend the ten year payment plan be available to homeowners who specifically request the payment extension and can provide documentation that the properties are owned by the same individual.

## **Agenda Item #5**

### **FISCAL IMPACT POLICY**

**Background:** In any decision, policy makers must weigh the costs and benefits on taking a particular action. The fiscal impact section of any staff analysis is one of the key places council member look to understand the costs. Consequently, it would be helpful to policy makers to have as complete information about costs as possible.

Complete fiscal impact information could include information like the following:

- The dollar cost of an action.
- Whether the cost is one-time or re-occurring.
- What source of funds is being used.
- If debt is being used, what is the amount of the debt required and what will be the resulting annual debt service costs until the debt is retired.
- If TID financing is being used, what is the source of TID funds:
  - Is it incremental revenues?
  - Is it bonds that we plan to issue or have issued already?
  - Is it a “loan” from the city's fund balance?

**Possible Action:** The Finance Committee could establish a policy or give direction to staff about what information should be in the fiscal impact section of any staff analysis or resolution.

Prepared by: Keene Winters  
February 17, 2015

Agenda Item #6



**TO:** FINANCE COMMITTEE MEMBERS  
**FROM:** MARYANNE GROAT, ANN WERTH  
**DATE:** February 17, 2015

**SUBJECT:** STAFF RESPONSES TO AGREED UPON PROCEDURES REPORT

Purpose: To comply with the finance committee request to provide staff responses to the Agreed Upon Procedures Report. The staff responses have been compiled below.

**AUP#1 – Payments to vendors are in accordance with City policies.**

**1 and 2. Create audit trail which documents compliance with City procurement policy.**

*Staff response: We will create an electronic file of purchase orders over \$5,000 and related procurement documentation. This file will allow for sorting these transactions by date, vendor, purchase order number, procurement method and dollar amount. We have created a mandatory purchase order cover sheet that will serve as a check list and summary of the procurement processes followed. The purchase order, coversheet and related procurement documentation will be imaged for efficient storage, viewing and retrieval.*

*Council action required: The current procurement policy does not require purchase orders for transactions supported by an agreement or contract. To have a complete listing of the purchases over \$5,000 change the procurement policy to require purchase orders for any purchases over \$5,000. Proposed modifications attached.*

**AUP#2 – Determine whether duplicate payments were made.**

**1. Provide staff training and create a process for checking data input.**

*Staff response: Currently, accounts payable is entered within each department. The transaction is approved by a department supervisor and submitted to the Finance Department for check issuance. The finance accounts payable staff also reviews the documentation. As shown in the report the error rate is low. We recognize that a number of obstacles can prevent a good review including: time constraints and reviewer fatigue. We will continue to monitor work loads of staff to ensure that the necessary time is committed to reviewing the accounts payable transactions.*

**AUP#3 – Determine controls over sole source purchasing.**

**1. Improve the definition of sole source purchasing.**

*Staff response: The procurement policy has been modified to define a sole source purchase.*

*Council action required: Adopt the procurement policy changes.*

**APU#4 – Determine controls over development agreements.**

**1 and 2. Enhance tracking spreadsheet to include grant/loan or service provided and industry type.**

*Staff response: Modifications to the tracking sheet to include the recommended data are underway.*

**APU#5 – Determine if internal controls over legal services are in place.**

**1. Centralize the hiring of outside legal counsel through the City Attorney’s Office by policy establishment.**

*Staff response: This was accomplished through an approved amendment to the Procurement Policy, adopted by the Common Council on January 27, 2015, to include under “**Purchase of Goods**, 6. The following items must be purchased using a centralized purchasing process: i. Procurement of Legal Services – coordinated by the City Attorney’s Office.” In this regard, the policy has already been implemented in several recent cases with coordinated communications with our office and staff input, allowing the Attorney staff to initiate contact with outside counsel, procure an engagement letter outlining the scope of services and basis for charges, and provide the information necessary to outside counsel to complete the engagement.*

**2. Establish a clear policy addressing direct engagement of outside counsel in special situations.**

*Staff response: The audit stated that in cases of conflicts of interest, employee confidentiality or workload issues, these matters may be handled directly by an outside attorney. It recommended that these situations should be documented in policy so a clear set of guidelines and flow of information can be established. In the discharge of the duties of this office, we have encountered and directly engaged outside counsel in these situations. The Procurement Policy was amended by the Common Council on January 27, 2015, to include under “**Purchase of Services***

- Professional services . . . a) . . . A formal RFP will not be required to solicit legal services for representation in a specific matter, regardless of cost. The City Attorney will consult with the Finance Committee if it is anticipated that expenses (fees and costs) in excess of \$25,000 for a single matter will be incurred. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy for professional services shall be followed.” *This is a fairly typical requirement in most cities, although the amount will vary. Most matters will not reach this amount, with the exception of the current ongoing tax litigation, which involves a number of tax objectors over several tax years, and both Board of Review and Circuit Court cases, and to that end, I have kept the Council apprised of the cost and alerted them to the ongoing cost of litigation. If a matter arises that does not require full Council consideration of a substantive matter, I will alert the Finance Committee if I anticipate that expenses for a single matter will exceed \$25,000.*

**3. Require legal services invoices detailed enough to determine fee basis, project/service**

**name/description, number of hours, rate charged and work performed, to ensure accuracy before payment.**

*Staff response: I monitor invoices for which I have engaged the services of outside counsel. I don't engage outside counsel on a flat fee arrangement. I review invoices to ensure the properly hour rate has been applied to the work performed and that the invoice has been calculated properly, according to the rates charged for those involved in performing the work. I review the work performed and the time charged for those activities and ensure that the scope of work and hourly rate are consistent with the terms of the engagement letter signed before work begins. We have caught errors following this protocol, including a bill not intended for the city, billing for charges for which we were not responsible, and billing at the incorrect rate, all of which are asked to be corrected before I authorize payment. I also require a description of the work activity as well. Assuming all legal counsel will be engaged through coordination with this office, I will strive to ensure all invoices are reviewed employing this protocol, if not reviewed by me.*

**General Comment – Conduct formal training on internal controls, policies and work culture. Department heads and employees should be considered “part of the team”. As engaged team members, the employees will be able to continually improve and enhance the internal control process. Policies are made by elected officials, but positively explaining them to department heads and working with them on the implementation is essential to organizational success. It will also lead to employee buy-in of the process and has a better chance of being followed long term. This will create the foundation of improving culture which will allow for effective implement of the City's policies including specific recommendations in this report.**

*Staff response: We have conducted several training sessions for departments. In addition, we are available to answer any questions and assist with the procurement process when requested.*

**CITY OF WAUSAU  
PURCHASE ORDER COVER SHEET**



DEPARTMENT:	CONTACT NAME:
VENDOR:	COST:
PURCHASE DESCRIPTION:	

**COMPETITIVE PURCHASING PROCESS DOCUMENTATION**

***PLEASE INDICATE YOUR QUOTE AND BID EFFORTS BELOW. THIS IS A MANDATORY FORM FOR ANY PURCHASES IN EXCESS OF \$5,000 AND SHOULD ACCOMPANY THE PURCHASE ORDER DOCUMENTATION AND BE REMITTED TO FINANCE***

GOODS OR SERVICES REQUIRING CENTRALIZED PURCHASING INCLUDE: COPIERS, COMPUTER HARDWARE/SOFTWARE, INTERNET SERVICES, CELL PHONES, SECURITY CAMERAS, FURNITURE, PLOWING SERVICES, VEHICLES AND ROLLING STOCK, FACILITY MAINTENANCE

- PURCHASE OF GOODS OR CONTRACT SERVICES \$5,000 TO \$25,000 – WRITTEN QUOTES REQUIRED**
  - QUOTE SUMMARY AND ATLEAST 3 QUOTES ATTACHED
  - SOLE SOURCE JUSTIFICATION – APPROVED BY DEPT HEAD AND FINANCE DIRECTOR ATTACHED
  
- PURCHASE OF GOODS OR CONTRACT SERVICES GREATER THAN \$25,000 - FORMAL BID PROCESS REQUIRED**
  - PUBLIC CONSTRUCTION – FOLLOW STATE STATUTES
  - BIDS FORMALLY NOTICED
  - SEALED BIDS RECEIVED
  - BIDS OPENED AT BOARD OF PUBLIC WORKS
  - BID SUMMARY AND BIDS ATTACHED
  - SOLE SOURCE JUSTIFICATION APPROVED BY FINANCE COMMITTEE ATTACHED
  
- PURCHASE OF VOLATILE PRICING COMMODITIES \$5,000 TO \$50,000 – REQUIRES WRITTEN QUOTES**
  - QUOTE SUMMARY AND QUOTES ATTACHED
  - APPROVED SOLE SOURCE JUSTIFICATION ATTACHED
  
- PURCHASE OF COMBINED GOODS AND SERVICES OR PROFESSIONAL SERVICES UNDER \$25,000 - DISCRETION OF DEPT HEAD**
  - QUOTE SUMMARY ATTACHED
  - QUOTES ATTACHED
  - OTHER PROCUREMENT DESCRIBE \_\_\_\_\_
  
- PURCHASE OF COMBINED GOODS AND SERVICES OR PROFESSIONAL SERVICES OVER \$25,000 – FORMAL RFP PROCESS REQUIRED**
  - FORMAL RFP ATTACHED
  - RFP FORMALLY NOTICED
  - PROPOSALS OPENED AT BOARD OF PUBLIC WORKS
  - PROPOSAL SUMMARY AND PROPOSALS ATTACHED
  - SOLE SOURCE JUSTIFICATION APPROVED BY FINANCE COMMITTEE ATTACHED

ADDTL INFO:

# CITY OF WAUSAU, WISCONSIN

## PROCUREMENT POLICY

### POLICY OBJECTIVE

The City of Wausau has adopted this procurement policy in order to provide City employees with uniform guidance in the purchase of supplies, equipment, services and property. The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, highest quality good or service is obtained, while balancing the need for flexibility and efficiency in departmental operations.

### COVERAGE

This policy applies to the purchases of all departments and divisions of the City of Wausau. The provisions of Wisconsin Statutes s 62.15 and Wausau Municipal Code 12.08 apply to the procurement of public construction and take precedence over any portion of this policy that may conflict with that statute. Procurement activities for MetroRide are subject to the provisions of the Federal Transit Administration and take precedence over any portion of this policy which may conflict with their guidelines. More restrictive procurement procedures required by grants, aids, statutes or other external requirements or funding sources will take precedence.

### GOALS

1. To encourage open and free competition to the greatest extent possible.
2. To receive maximum value and benefits for each public dollar spent.
3. To ensure that all purchases are made in compliance with federal, state and local laws.
4. To prevent potential waste, fraud, abuse and conflicts of interest in the procurement process.
5. To assure proper approvals are secured prior to the purchase and disbursement of public funds.

### ETHICAL STANDARDS

1. All procurement shall comply with applicable federal, state and local laws, regulations, policies and procedures. Municipal Code 2.03 Code of Ethics for Public Officials and Employees provides general ethical standards and conduct expectations.
2. In general, employees are not to engage in any procurement related activities that would actually or potentially create a conflict of interest, or which might reasonably be expected to contribute to the appearance of such a conflict.
3. No employee shall participate in the selection, award or administration of a contract if a conflict of interest would be involved. Such a conflict would arise when the employee, any member of his immediate family, business partner or any organization that employs, or is about to employ, any of the above, has a financial interest or other interest in the firm selected for award.
4. To promote free and open competition, technical specifications shall be prepared to meet the minimum legitimate need of the City and to the extent possible, will not exclude or discriminate against any qualified contractors.
5. No employee shall solicit or accept favors, gratuities, or gifts of monetary value from actual or potential contractors or subcontractors.
6. Employees must maintain strict confidentiality in the procurement process and shall not impart privileged information to any contractors that would give them advantage over other potential contractors.

7. Personal purchases for employees by the City are prohibited. City employees are also prohibited from using the City's name or the employee's position to obtain special consideration in personal purchases. Employee purchase programs may be established with vendors with prior approval from the Mayor, provided that the vendor provides similar programs to employees of other private entities.

### **GENERAL GUIDELINES**

These general guidelines shall be adhered to as closely as possible by all departments in the procurement of goods and services.

1. Procurements are classified into the following two major categories:
  - Purchasing Goods is defined as equipment, furnishings, supplies, materials and vehicles or other rolling stock. The rental, leasing of these items is also considered to fall within this category and the cost shall be determined by considering the maximum total expenditure over the term of the agreement.
  - Purchase of Services is classified into additional categories of professional services, contractor services, construction services and combined goods and service contracts.
2. Buy Local - It is the desire of the City to purchase locally when possible. This can be accomplished by ensuring that local vendors who have goods or services available are included in the competitive solicitation process that will precede major purchases. It is also the desire of the City to purchase from disadvantaged enterprise businesses whenever possible as defined by Wisconsin Statute 84.06(1).
3. Cooperative Procurement Programs – Departments are encouraged to use cooperative purchasing programs sponsored by the State of Wisconsin or other jurisdictions. Purchases of goods and services secured through these programs are considered to have met the requirements of competitive procurement outlined in this policy. Additionally, if identical products can be obtained at a lower price than current cooperative purchasing contracts, no additional quotes are required.
4. Purchasing Oversight – Department heads have the responsibility for procurement issues in their individual departments. A department head is defined as the City employee having responsibility for the department on behalf of which moneys were appropriated in the City budget for purchases.
5. Emergencies – When an emergency situation does not permit the use of the competitive process outlined in the policy, the applicable department head, Finance Director and Mayor may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained and filed with the City Clerk. All emergency purchases exceeding \$50,000 shall require the Department Head to provide written notice to the Common Council.
6. Identical Quotes or Bids – If two or more qualified bids/quotes are for the same total amount or unit price, and quality or service is considered equal the contract shall be awarded to the local bidder. Where this is not practical the contract will be awarded by drawing lots in public.
7. Serial Contracting – No contract or purchase shall be subdivided to avoid the requirements of this policy. Serial contracting is the practice of issuing multiple purchase order to the same vendor for the same good or service in any 90 day period in order to avoid the requirements of the procurement policy.
8. Purchase Orders – Shall be issued for all purchases of goods and services in excess of \$5,000, ~~unless such payment is authorized by a written contract or agreement.~~
9. Policy Review – This policy will be reviewed by the Finance Committee every two years or sooner at the discretion of the Common Council.

10. Protest Procedures – Any interested party who wishes to protest at any point in the procurement process, evaluation, award, or post-award, may do so. An “interested party” must, however, be an actual or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by failure to award the contract. Protests must be submitted timely, in writing to the City Clerk, 407 Grant Street, Wausau WI 54403 but no later than five (5) working days following the City’s procurement decision. The protest must contain a detailed statement of the grounds for the protest and any supporting documentation. Upon the receipt of the written protest, the City Clerk will notify the City Attorney and Finance Director who will work to resolve the matter within five (5) working days. If the protester is not satisfied and indicates the intention to appeal to the next step the award will be temporarily suspended unless it is determined that: 1)the item to be procured is urgently required; 2) delivery or performance will be unduly delayed by failure to make the award promptly; 3) Failure to make the prompt award will otherwise cause harm to the City; or 4) The protest has no merit. If the protester wishes to appeal the decision of the City Attorney and Finance Director the matter will be forwarded to the City of Wausau Finance Committee and the Common Council for the ultimate local disposition.

### **PURCHASE OF GOODS**

1. Purchase of Goods under \$5,000 – may be made based on the best judgment of the department head or division director. However, it is recommended that competitive quotes be obtained. Specific procurement documentation is not required.
2. Purchase of Goods \$5,000 to \$25,000 – requires department head approval PRIOR to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department **MUST** obtain (3) three written quotations, if possible. Quote summary, request for quote documentation and written quotes must be submitted to the Finance Department with the purchase order request. Purchase orders will not be processed without the proper documentation.
3. Purchase of Goods in excess of \$25,000 – a formal bid process is required.
  - a. Requests for such bids shall be formally noticed. All notices and solicitations of bids shall state the time and place of the bid opening.
  - b. All bids shall be submitted sealed to the City Official designated in the bid packet and shall have the bid name and date identified on the envelope.
  - c. All sealed bids shall be opened and recorded by the Board of Public Works. The department head shall be responsible for the preparation of all plans, bid specifications, notices and advertising. Prequalification of bidders may be done at the discretion of the department head. A tabulation of bids received shall be available for public inspection. The Board of Public Works shall have the authority to award the contract when the costs of the purchase have been included within the approved City budget. Purchases that do not meet this criteria and are not otherwise authorized by law, rule or regulation, shall be authorized separately by the Common Council. All bid documentation shall be placed on file with the City Clerk.
  - d. In general, the contract shall be awarded to the lowest priced responsible bid, taking into consideration the following factors: the qualities of the goods supplied, conformity with specifications, product compatibility, maintenance costs, vendor support and delivery terms. Written documentation or explanation shall be required if the contract is awarded to other than the lowest responsible bidder. This documentation will include a justification as to why it was in the City’s best interest to award the contract to other than the lowest responsible bidder.
4. Commodities \$5,000-\$50,000 – commodities subject volatile pricing such as fuel may through via written quotes. These purchases require department head approval prior to placing the order and the issuance of a purchase order. The cost of the purchase must have been included within the approved department budget. The department must obtain (3) written quotations, if possible. Quote summary, written quotes and any other available documentation must be submitted to the Finance Department with the purchase order request.
5. The department head shall administer the purchase.

6. The following items must be purchased using a centralized purchasing process:
  - a. Copiers - coordinated by the CCITC.
  - b. Computer hardware/software - coordinated by CCITC.
  - c. Cellular telephone, telephones, security cameras and similar communication and technology equipment – coordinated by CCITC.
  - d. Furniture – coordinated by Department of Public Works.
  - e. Office Supplies – coordinated by the Finance Department.
  - f. Janitorial Services – coordinated by Department of Public Works.
  - g. Vehicles and other rolling Stock – coordinated by Department of Public Works.
  - h. Facility Maintenance, Repair and Improvement – coordinated by Department of Public Works.
  - i. Procurement of Legal Services – coordinated by the City Attorney’s office.

**PURCHASE OF SERVICES**

Whenever practical the purchase of services should be conducted based upon a competitive process:

- Contractor services is defined as the furnishing of labor, time or effort by a contractor, usually not involving the delivery of specific goods or products other than those that are the end result of and incidental to the required performance. Examples of contractor service include: refuse and recycling collection, snow removal, EMS billing services, janitorial, elevator maintenance, mailing, or delivery services. Contractor services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines. The cost shall be determined by considering the maximum total expenditure over the term of the contract.
- Construction services is defined as substantial repair, remodeling, enhancement construction or other changes to any City owned land, building or infrastructure. Procedures found with in State of Wisconsin Statute 62.15 and Wausau Municipal Code 12.08 shall take precedence. In absence of guidance in these areas, construction services shall follow the competitive procurement policy for the Purchase of Goods subject to the same spending guidelines.
- Combined Goods and Services in situations where the purchase combines goods and services (exclusive of construction and contractor services), such as many technology projects, the purchase shall be treated as a purchase of professional services.
- Professional services is defined as consulting and expert services provided by a company, organization or individual. Examples of professional services include: attorneys, certified public accountants, appraiser, financial and economic advisors, engineers, architect, planning and design. Professional services are generally measured by the professional competence and expertise of the provider rather than cost alone.
  - a) If it is estimated that the service being solicited has a total cost of over \$25,000 a formal Request for Proposal shall be used to solicit vendor responses. The department head shall be responsible for the preparation of all Requests for Proposal specifications, notices and advertising. Prequalification of proposers may be done at the discretion of the department head. A formal RFP will not be required to solicit legal services for representation in a specific matter, regardless of cost. The City Attorney will consult with the Finance Committee if it is anticipated that expenses (fees and costs) in excess of \$25,000 for a single matter will be incurred. When retention of legal services to perform ongoing services in one type of matter, such as bond counsel or prosecution services, is required, the procurement policy, for professional services shall be followed.
  - b) The Purpose of an RFP is to solicit proposals with specific information on the proposer and the service offered which will allow the City to select the best proposal. The best proposal is not necessarily the proposal with the lowest cost.
  - c) Based upon the services or project and the magnitude of the outcome a selection committee may be advisable.

- d) Requests for proposals shall be formally noticed. All notices and solicitations of proposals shall state the time and place of the proposal opening.
- e) Information to be requested of the proposer should include: Years of experience in the area desired services, financial strength of the company, examples of similar services/projects completed, resumes of staff associated with the project/service, list of references, insurance information, In addition the proposal should provide information about the City, scope of services requested and desired outcomes or deliverables. The proposal should also identify evaluation factors and relative importance.
- f) Establish selection criteria and include this information with the RFP. It is generally advisable to establish a numeric ranking matrix. This reduces the subjective nature of the rating process.
- g) Proposals should be solicited from an adequate number of qualified sources. Requests for proposal should be formally noticed. All notices and solicitations should provide the issue date, response due date, date and time of opening responses and a contact person.
- h) Proposals shall be opened and recorded by the Board of Public Works. A tabulation of proposals received shall be available for public inspection. All proposal documentation shall be placed on file with the City Clerk. The Department Head and selection committee (if applicable) will then review the proposals and make a selection.

- Service contracts or agreements should be reviewed by the City Attorney and placed on file with the City Clerk.

### **SOLE SOURCE**

Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Purchase of goods or services under \$25,000 may be made without competition when it is agreed in advance between the Department Head and Finance Director. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. In advance of the purchase,

The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation, aesthetic purposes or compatibility is an overriding consideration, the purchase is from another governmental body, continuity achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$5,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$5,000 to \$25,000 a formal written justification shall be forwarded to the Finance Director in advance of the purchase, who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

### **BUDGET**

All purchases shall be made in accordance with the budget approved by the Common Council. The department head has the responsibility for managing departmental spending to ensure the line item budget is not overspent and for initiating Transfer of Funds Requests when appropriate.

## CONTRACT AUTHORIZATION

The Mayor is authorized to enter into contracts on behalf of the City of Wausau if the contracts meet the following criteria:

1. Purchase of Goods – The City may purchase equipment, furnishings, goods, supplies materials and rolling when the costs of the same have been included in the approved City Budget.
2. Purchase of Services – The City may contract for the purchase of services without Council resolution when ALL of the following conditions have been met:
  - a) The funds for services are included in the approved City budget.
  - b) The procurement for services complies with the procurement policy.
  - c) The City Attorney has reviewed and approved the form of the contract.
  - d) The contract complies with other laws, resolutions and ordinances.
  - e) The contract is for a period of one year or less, or the contract is for a period of not more than three years and the annual average cost of the services does not exceed \$25,000.
3. The following contracts require council approval:
  - (a) Collective Bargaining Agreements – Any contract between the City of Wausau and any collective bargaining unit representing City employees.
  - (b) Real Estate Purchases – Contracts for the sale or purchase of real estate where the City of Wausau is the proposed seller or purchaser. Council approval is **not** required for commencement of foreclosure action to collect a loan or other debt owed to the City when the debtor has failed to cure any default in payment of the loan or other obligation.
  - (c) Leases – Contracts for lease of real estate where the City is either a proposed landlord or a proposed tenant exclusive of airport hangar, parking stall rentals and short term park facilities rentals.
  - (d) Easements and Land Use Restrictions – Contracts for easements, restrictive covenants or other limitations which may be placed upon the use of any City-owned property.
  - (e) Intergovernmental Contracts– Contracts between the City of Wausau and other local, state or federal governments or agencies except, cooperative purchasing agreements.
  - (f) Development Agreements – Contracts for the provision of infrastructure, financial assistance or other incentives by the City for the benefit of a developer or business venture.
  - (g) City Services – Contracts whereby the City of Wausau agrees to provide services to another party.
  - (h) Managed competition, outsourcing contracts – Contracts for labor or personal services to be performed by persons who are not city employees for work that has been performed by city employees within the past five (5) years and the contract will result in the elimination of positions and the layoff of personnel.
4. The common council delegates contract approval to the department level for the following:
  - (a) Community Development Housing and Commercial Development Loans and Grants issued from grants and related program income.

Contracts shall be signed by the Mayor and counter-signed by the City Clerk, City Finance Director and City Attorney. The City Finance Director shall certify that funds have been provided by the Council to pay the liability that may be incurred under the contract. The City Attorney shall approve the contract as to form and the City Clerk shall attest to the Mayor's signature. Contract change orders may be signed by the Board of Public Works as long as the change order does not materially change the work performed and funds are available within the budget.

H:\fwcommon\financialpolicies\procurementpolicy.wpd



Assessment Department

Nanette S. Giese – City Assessor

February 11, 2015

HADLEYS OFFICE PRODS INC  
PO BOX 1326  
WAUSAU, WI 54402 1326

PIN: 291 2907 362 0996

Address: 407 RIVER DR

Dear Property Owner,

The City of Wausau is conducting a revaluation of all taxable real estate. Complete and return the attached or electronic form PR-323 provided by the Wisconsin Department of Revenue; OR, provide a copy of your 2014 IRS Schedule E, Part I (Form 1040), for the property indicated. Owner-occupied commercial properties should report property related expenses. All other commercial properties should report both property income and expense information.

Wausau Municipal Code #2.60.035 stipulates all income and expense information collected is strictly **CONFIDENTIAL** and not available for public inspection.

**Please note Wisconsin Statute 70.47(7)(af) provides a penalty for failure to submit the requested information.**

Please complete and return the form within 15 days from the date of this letter using one of the following methods:

1. Complete the fillable form online at: <http://www.revenue.wi.gov/forms/govtvc/pr-323f.pdf>, then save the completed form and then email your form as an attachment to [cityassessor@ci.wausau.wi.us](mailto:cityassessor@ci.wausau.wi.us), OR
2. Fax your form to 715-261-0394, OR
3. Deliver your form to the Assessment Department located on the first floor of the Wausau City Hall, OR
4. Mail form to:  
Assessment Department  
City of Wausau  
407 Grant St  
Wausau, WI 54403

Please include any additional information which is relevant to your property's income and expenses. For assistance with this form please call (715) 261-6600.

Nanette S. Giese  
City Assessor

**Gross Annual Property Expenses for** 2014  
(year)

Tax Key # 291 2907 362 0996  
(For tax key – see cover letter)

Property Address 407 RIVER DR

*Confidential*

**Utilities**

Heat ..... \$ \_\_\_\_\_  
 Water/Sewer ..... \$ \_\_\_\_\_  
 Gas ..... \$ \_\_\_\_\_  
 Electric ..... \$ \_\_\_\_\_  
 Other ..... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Administrative Expenses**

Office ..... \$ \_\_\_\_\_  
 Wages/Salary ..... \$ \_\_\_\_\_  
 Leasing Costs ..... \$ \_\_\_\_\_  
 Legal ..... \$ \_\_\_\_\_  
 Advertising ..... \$ \_\_\_\_\_  
 Accounting ..... \$ \_\_\_\_\_  
 Misc. .... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Operating Expenses**

Repairs ..... \$ \_\_\_\_\_  
 Security ..... \$ \_\_\_\_\_  
 Supplies ..... \$ \_\_\_\_\_  
 Annual Insurance ..... \$ \_\_\_\_\_  
 (fire/liability only)  
 Elevator ..... \$ \_\_\_\_\_  
 Grounds ..... \$ \_\_\_\_\_  
 Janitorial ..... \$ \_\_\_\_\_  
 Trash Collection ..... \$ \_\_\_\_\_  
 Pest Control ..... \$ \_\_\_\_\_  
 Common Area Maintenance.. \$ \_\_\_\_\_  
 (not reimbursed by tenant)  
 Misc. .... \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**Management** ..... \$ \_\_\_\_\_

**Real Estate Taxes** ..... \$ \_\_\_\_\_  
(not reimbursed by tenant)

**Reserves for Replacement** ..... \$ \_\_\_\_\_  
(examples: roof, paving, mechanicals, floor coverings)

**Total Expenses** ..... \$ \_\_\_\_\_

**Instructions –**

- Please report the operating expenses for the last complete year (12 month period). Enter the annual expenses for the items listed.
- Report all expenses you incurred on your building to the most appropriate category listed on this form.
- Round to the nearest dollar amount.
- **Do not include depreciation allowances or mortgage payments as an expense.**
- **Adjust expenses that do not occur annually to an annual basis.**  
(For example: Leasing Costs and Fire and Liability insurance with one payment covering multiple years).

Year which expenses represent \_\_\_\_\_ to \_\_\_\_\_  
(month) (year) (month) (year)

\_\_\_\_\_  
Signature (and title) Date Telephone number

Return Address: \_\_\_\_\_





Agenda Item #8



**TO:** FINANCE COMMITTEE MEMBERS

**FROM:** MARYANNE GROAT

**DATE:** FEBRUARY 17, 2015

**SUBJECT:** Development of a Parking Permit Policy for Annual Payments

**PURPOSE**

To establish a formal policy on the pricing of annual parking permits.

**BACKGROUND INFORMATION**

Back around 2006 the City acknowledged the need to provide a variety of monthly permit options for those who could not afford the full price of parking. At that time we did a number of things including:

- Dropped the price of the Sears Ramp from \$30 per month to \$25 per month.
- Dropped the price of Lot 8 (see map attached) to \$5 per month.
- Increased the price of the McClellan, Jefferson and Penney's Ramp from \$30 to \$35
- Instituted an annual permit which provides for one month free. Pay eleven months at the beginning of the term and save one month of parking costs.

The annual permit rate was designed for those people that do not like the headache of paying monthly, are established in their jobs and would like to save money. This benefits the city as well since we save all of the monthly transaction processing to invoice for a monthly permit, receive our money earlier, and don't have collection worries. This pricing option is available in all of the parking facilities. Currently, individuals and a few smaller employers (no more than 41 permits) are taking advantage of the program. Recently we had a larger employer (210 permits) ask about the program. This company already has a long term parking agreement with the City that provides a discount over the full price.

**POLICY QUESTIONS**

Should all parking customers in the downtown qualify for the discounted annual parking fee?

Should the city continue to offer this annual permit?

**IMPACT**

Annual parking permits are beneficial because they provide customers another parking permit payment option and relieve an administrative burden from the staff. The program was originally designed for those customers who do not have a lot of bargaining power to negotiate discounted rates with the city. For the large employers with existing discounted rates the benefit to the city declines because the price discount outweighs the administrative costs. In addition, the company already is receiving discounted prices and failed to include the annual discount during their

negotiations.

### **RECOMMENDATION**

I would recommend the discounted annual permit be continued but that it should not be bundled or used in conjunction with other permit fee saving incentives.

## ENTERPRISE FUND FOR ANIMAL CONTROL

**Background:** Often, when an enterprise fund is established, we talk about “running a governmental program like a business.” Some people have philosophical objections to using a business model to provide a community service. Others may worry that the service is a “public good” whose costs and benefits cannot be equitably divided or attributed to specific end-users.

Unfortunately, abstract philosophical debates are often the source of gridlock; it is hard to change another person's core beliefs. The best way to sidestep that kind of philosophical gridlock is for all parties to agree on outcomes and to agree on a process for making objective, data-driven decisions to secure those outcomes.

A business-like model can be used to better align fiscal incentives with program goals. In government, the fiscal incentives that help shape behavior are fees and fines. Does the fee and fine structure do a good job of supporting program goals? Should they be fine-tuned to do better?

A summary of the desired outcomes for the animal control program could be as follows:

1. We want 100% of cats and dogs in the city to be licensed and vaccinated to protect public health and safety.
2. We want zero cats and dogs to be sent to the public shelter and be declared “unwanted.”

Those are the program goals stated in lofty, visionary terms. Perfection may be unattainable. However, they clearly give us a direction that will improve the quality of life for people and their pets.

How are we doing at achieving our goals? Are we moving in the right direction? Answering those questions is where the enterprise fund comes in. Increasing license revenue is a measure of our process towards Goal 1. Reducing sheltering costs is a measure of how we doing with respect to Goal 2.

Goal 1 has been around since the state created mandatory dog licensing laws, and it probably needs to be updated. A license tag hanging from a collar is not as good as a micro-chip under the skin. Does encouraging micro-chipping help further our progress toward Goal 1 or Goal 2. What can we do with our fee and fine structure to encourage micro-chipping?

With regard to Goal 2, we all understand that having pets spayed and neutered reduces animal over-population. We explicitly recognize this fact by having a two-tiered license fee system that makes it more expensive to license unaltered pets. What is open to debate is whether that fee differential is having the desired affect on promoting spaying and neutering? Or, is the cost of the annual differential insignificant compared one-time costs of the operation by a veterinarian? We recognize that there should be a fee differential, the question is whether we have priced that differential at the optimal level for attaining our desired goals.

The enterprise fund was part of a promise to the public. Any time fees are raised, there are concerns that the move is just a back-door way to raise taxes and use the money for something else. The self-standing fund was our way to show pet owners that every dollar of license fees and fines collected would be used for pet-related services and none of it would ever be available for other uses.

Finally, the animal control program was designed from the outset to be a multi-community program. Therefore some form of segregated accounting is warranted.

The model for the program was Green Bay. They have one humane officer and four police interns (the equivalent of what we call community service officers) to serve a population of 106,000. Given the scale needed to operate a full-time humane officer program we had two choices. Wausau and the Everest Metro communities could each train and hire part-time officers and deal with the fact that turn-over for a part-time positions would be constant. Or, we would band together, share some of the fixed costs, and create a more attractive full-time position that could provide service 40 hours per week.

The 57,000 people in Wausau, Weston, Schofield and the Town of Weston banding together helped us lower per capita fixed costs like training and certification. The addition of the 25,000 people in the remaining four metro-area communities would get us a lot closer to the economies of scale enjoyed by Green Bay. Again, that multi-community approach calls for segregated accounting.

In summary, every time we ask the question how do we bring revenues in line with expenses, we are really searching for ways to make this a more efficient and effective program at achieving our public policy goals. If animal control was just a small-dollar, general fund program buried deep in the police department budget, it is hard to imagine that we would spend much time at all on trying to make the program better.

As with most new programs, we pulled a lot of numbers “out of the air” because we had no history to work with. Now that we have history, we should be asking whether the design needs to be fine-tuned or not. In pursuing the measurable objective of bringing revenues in balance with costs, the following questions should be asked:

1. ***Are our licensing fees reasonable?*** We could have a philosophical discussion about whether to raise fees provide for expanded or better service or whether it is best to keep fees low and cut costs. Or, we could take a more objective, data-driven approach: contact PetData, find out what other communities feel they need to charge for the service and benchmark our fees on the mean or median fee.
2. ***Does our license fee structure encourage spaying and neutering?*** Do we know what it costs to get a pet spayed or neutered at a local vet? How many years of the differential does it take to equal the cost of the operation? If we altered the differential to shorten the payback period, would more pets be spayed or neutered? Again, do treat this last question as a philosophical question. Rather, treat it like a science experiment; try it and measure the results.
3. ***Can we use other fiscal incentives to encourage spaying and neutering?*** For example, could we invest some money in partnership with our local veterinarians to have low-cost spaying and neutering clinic events for animals licensed in the City of Wausau? Again, can we try it and measure the results. Fine-tune it, try it again, and measure the results again until we find the most cost-effective approach.
4. ***How can we improve compliance?*** Are the penalties we charge sufficient to improve behavior? Is compliance increasing at a satisfactory rate or do we need more fiscal incentives to move it along? What percentage of the unlicensed pet population are we catching and fining each year? Does that trend-line need to be altered?
5. ***Can we improve operating costs?*** We might not be able to lower the nominal dollar costs, but we could lower the per capita costs by expanding the program to other communities. Remember, Green Bay has one full-time and four part-time people for a population of 106,000. Can we expand the number of part-time or temporary workers supervised by our one trained and certified humane officer, serve a larger population and lower our operating costs per capita.
6. ***Can we improve upon our contracting costs?*** The one unanticipated fiscal surprise that has burdened this program from the outset is the high cost of the contract for cat sheltering services and held-for-cause animals. Every organization needs to ask itself whether it is more cost-effective to perform a task in-house or buy the services from an outside source. Given the fact that this one item is more than 30% of total program costs, we should probably revisit that question regularly.

Success is in the striving. Every time we ask the question how do we bring revenues into balance with expenses, we are really asking how do we make the program better. We will probably never have 100% licensing compliance and zero pets in the shelter. However, if we keep striving, keep fine-tuning and get to a place where revenues equal expenses, we will be saying that we have a highly efficient and effective program for achieving our public policy goals. Moreover, it would be hard to any of our neighboring communities to rationalize not joining us in the model.

***Possible Actions:***

1. Refer this information to the Public Health and Safety Committee to explore program, fee and fine changes that should be budgeted for in 2016.
2. Recommend to the full council that the enterprise fund for animal control be disbanded effective December 31, 2015, that the program revenues and costs be transferred to the general fund, and that we stop investing time in trying to make this small-dollar program better.

Prepared by: Keene Winters  
February 12, 2015

**CITY OF WAUSAU  
ANIMAL CONTROL PROGRAM  
ANALYSIS OF DIRECT REVENUES & COSTS**

	2014 Dogs Actual	2014 Cats Actual	2014 Total	2015 Dogs To Date	2015 Cats To Date	2015 To Date
<b>Direct Revenues</b>						
Licenses	\$40,530	\$16,465	\$56,995	\$10,130	\$3,770	\$13,900
Pet Fancier	\$245	\$35	\$280	\$105	\$0	\$105
Counter Fees	\$610	\$255	\$865	\$590	\$240	\$830
Everest Metro Contract	<u>\$9,297</u>	<u>\$9,296</u>	<u>\$18,593</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total License Revenue	\$50,682	\$26,051	\$76,733	\$10,825	\$4,010	\$14,835
<b>Sheltering Costs</b>						
Marathon County	\$20,344	\$0	\$20,344	\$7,417	\$0	\$7,417
MC Humane Society	<u>\$0</u>	<u>\$65,056</u>	<u>\$65,056</u>	<u>\$0</u>	<u>\$55,000</u>	<u>\$55,000</u>
Total Direct Costs	\$20,344	\$65,056	\$85,400	\$7,417	\$55,000	\$62,417
<b>Net Contribution to Program Costs</b>	<b>\$30,338</b>	<b>-\$39,005</b>	<b>-\$8,667</b>	<b>\$3,408</b>	<b>-\$50,990</b>	<b>-\$47,582</b>

Item # 9

VCA Companion Care

(715) 848-5326

Cost: \$39.99

Systems - National Travel work w/ all

Redo Rabies: \$23.05 (x2)

Office Visit: \$51.99

Information on  
Micro Chipping

Marathon Animal Hospital

(715) 845-1919

Cost: \$55

Systems - Universal work w/ all

Redo Rabies - no

Office Visit - no

Wisconsin Valley Vet

(715) 675-9402

Cost: \$43

System - Universal work w/ all

Redo Rabies - no

Office Visit - \$11 or \$40 (new client)

Wausau Animal Hospital

(715) 845-9637

Cost: \$76.60

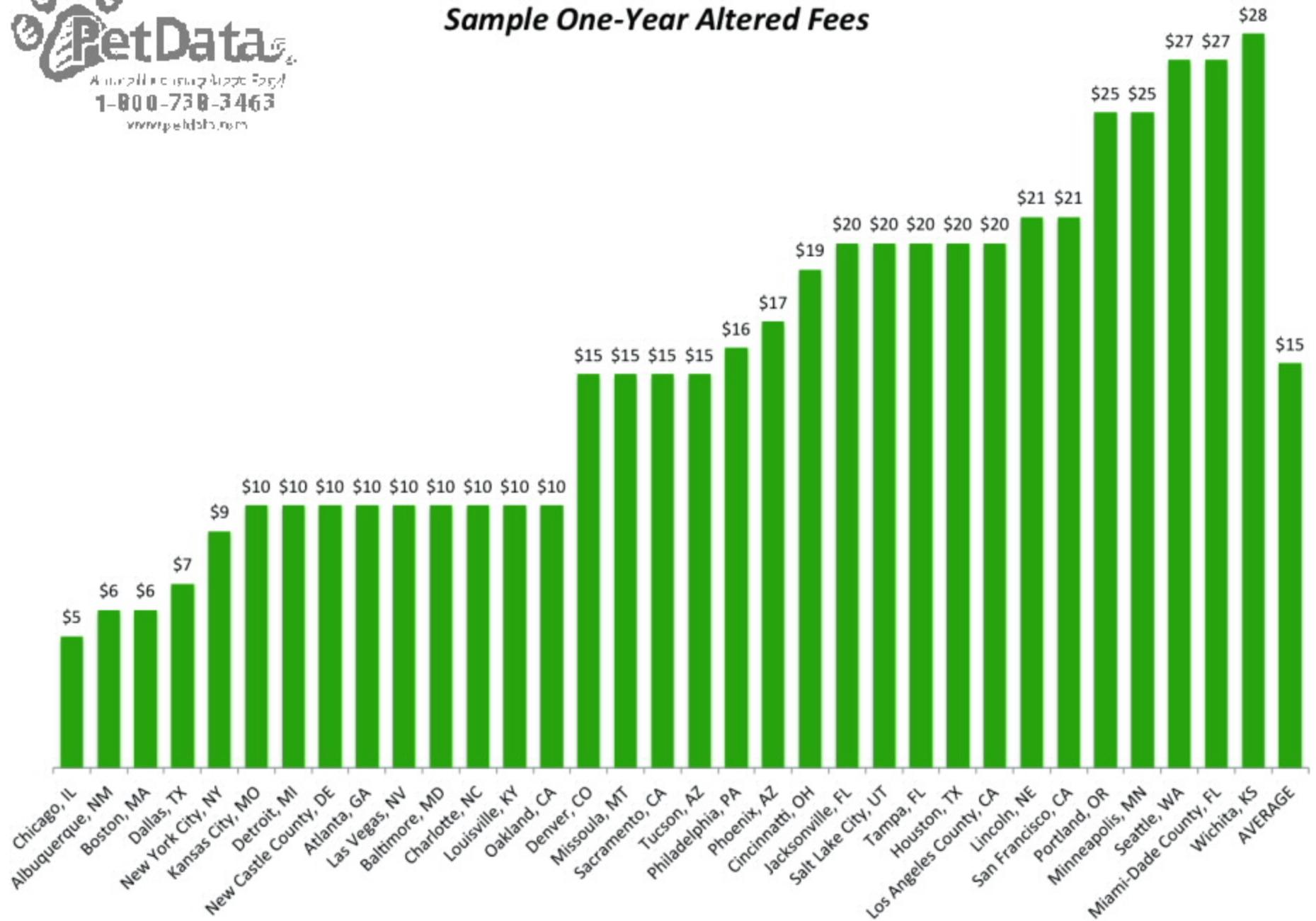
System - universal work w/ all

Redo Rabies - no

Office Visit - \$59.75

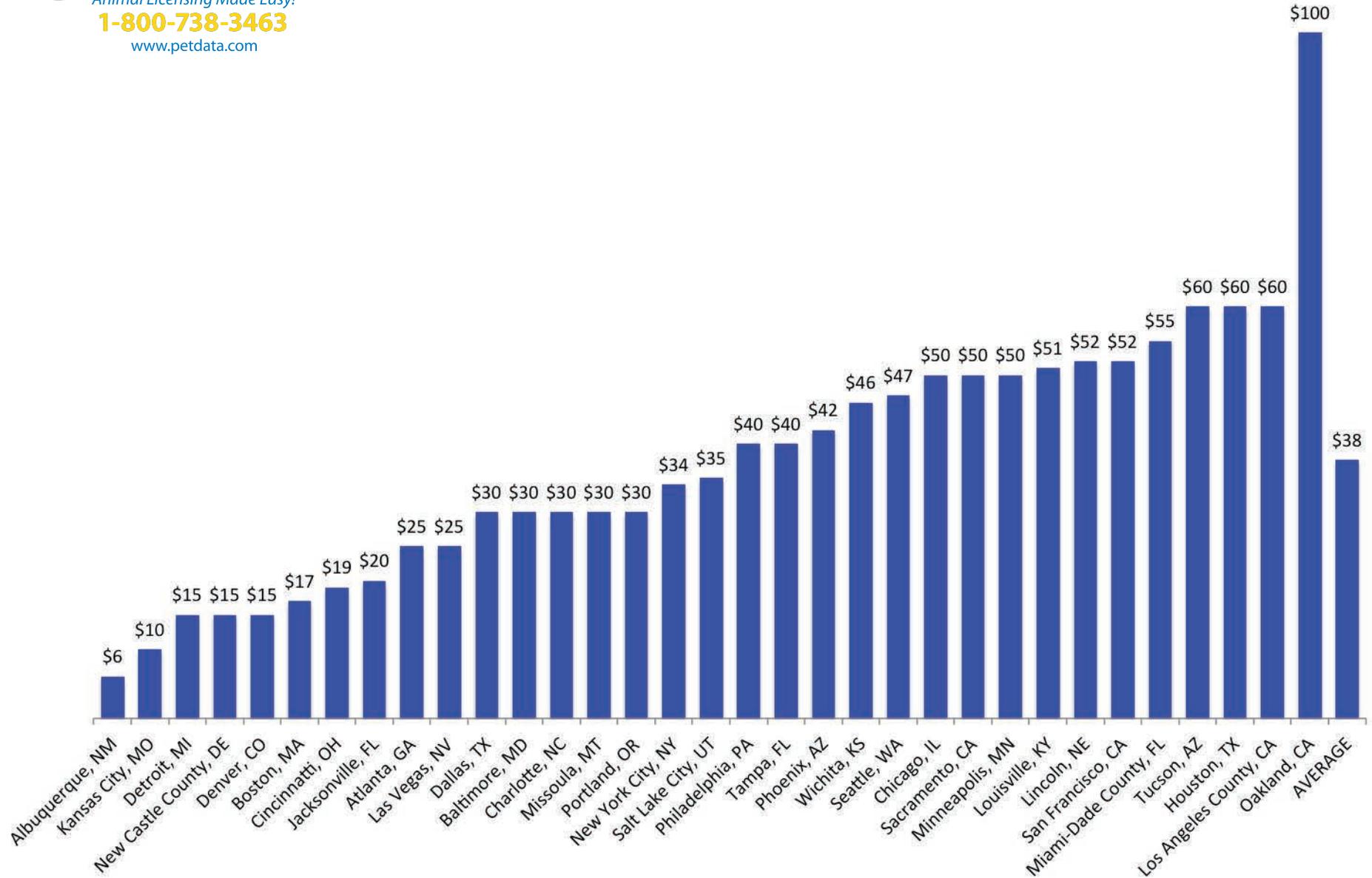


## Sample One-Year Altered Fees





## Sample One-Year Unaltered Fees



# Humane touch

First humane officer for Wausau, Everest Metro forges new ground

By **Nora G. Hertel**

Daily Herald Media  
nhertel@wdhmedia.com

WAUSAU — When Ashlee Bishop was about 18 and working for the Humane Society of Marathon County, she went out with other staff to wrangle 80 near-feral dogs living on 80 acres of overgrown property in Edgar.

"It was a pretty messy case," Bishop said. "Literally they would come out of nowhere and attack you."

It was a life-changing experience for the young woman. She didn't develop a phobia of wild dogs, but instead realized she wanted to become a humane officer, dedicated to helping them. And now, at age 26, she is the first to fill that role for the Wausau and Everest Metro police departments.

"I want to help the animals that don't have a voice — that no one's standing up for — and keep the public safe," Bishop said.

Bishop is the person charged with implementing Wausau's animal-control agenda, which stirred up controversy as it evolved, most recently around the cost and trouble of managing stray cats.

See **ANIMALS**, Page 5A

## ON THE JOB

For a video about Humane Officer Ashlee Bishop, visit this story at [wausau.dailyherald.com](http://wausau.dailyherald.com).

## INSIDE

Aggressive chihuahua, elusive sugarglider just some of the animals Bishop has dealt with on the job  
Page 3A

T'XER ZHON KHA/DAILY HERALD MEDIA

Humane officer Ashlee Bishop, 26, of Wausau demonstrates how the kennel works in her truck Friday afternoon at the Wausau Police Department.



# Animals

Continued from Page 1A

There also has been talk of banning breeds such as pit bulls. Bishop wouldn't weigh in on that debate, but said she'll follow the city's directives.

For now, she follows up on dog bites — 30 last year — and other infractions, loose pets and strays. She makes sure that pets are licensed, vaccinated and well cared for. She also responds to calls about wild animals.

It's a full-time job, visiting with veterinarians, problem pet owners and others while investigating new complaints and violations — as a Daily Herald Media reporter learned while joining Bishop for a shift last week.

## Filling a void

Bishop starts her day at the Wausau Police Department, firing up a truck loaded with kennels and special tools to interact with different animals, such as Kevlar gloves that protect from bites and talons. She has put 9,400 miles on that truck after taking the job in July 2013.

"She really is filling what was a void for a long time," said Lisa Rasmussen, chairwoman of Wausau's Public Health and Safety Committee. "Sometimes it's a matter of simple education; sometimes it's a matter of enforcement."

Bishop made her first stop Thursday at the Everest Metro Police Department to drop off letters she sends to all new pet owners. Wausau Police Lt. Matt Barnes said neither Wausau nor Everest Metro alone could provide enough work for a full-time humane officer, but in serving both jurisdictions, Bishop helps officers throughout the entire

metro area.

Judy Lombard, former director of the Humane Society of Marathon County, thinks humane officers serve an important role in communities, especially considering there are 164 million pets nationwide.

"These are household members," Lombard said. They require oversight and protection, "just like human citizens."

Bishop's toughest case so far was in a home so malodorous it required her to wear a face mask. She sent officers in first to make sure the owner of the house wasn't dead inside. Instead they found, in the owner's absence, seven starving cats cannibalizing an eighth.

"The animals were in extremely bad shape," Bishop said.

In her post, Bishop can help prevent similar mistreatment, Lombard said, and educating owners is a big part of that.

## Dog-whispering

Prior to hiring a humane officer, Barnes said, police were responsible for investigations involving animals — such as a bite or a stray — and they were not armed with specialized equipment. Officers would have to clean out their cars after using squads to take animals to the shelter — animals prone to aromatic accidents on the way.

"A lot of law enforcement think of themselves as tough guys," Barnes said. "Then you have a mean, barking dog on the other side of the door and (the officers) back up."

Bishop has the expertise to come in and determine if a dog is actually dangerous or in danger itself, Barnes said. Sometimes she accompanies officers with warrants to search homes that contain pets, and her job is to se-

cure even protective dogs so police can do their jobs and search for drugs, weapons or other evidence. She has engaged with a snarling dog and had it licking her face moments later, Barnes said.

Those skills are evident as she takes on less-taxing chores every day.

"Yah, yah. You're fine," Bishop assured a yipping Sheltie and Chihuahua at a home she checked on Thursday to ensure the owner was adhering to city rules on pets. The resident assured Bishop that her two Great Pyrenees dogs were on a farm outside of city limits.

Wausau residents can have only two dogs unless they apply for and receive a Pet Fancier Permit, which allows a maximum of four dogs. At another stop Thursday, to verify a home had only the four dogs listed on its owner's permit application, Bishop stooped to greet three dachshunds and a Lab, speaking to them in soothing tones.

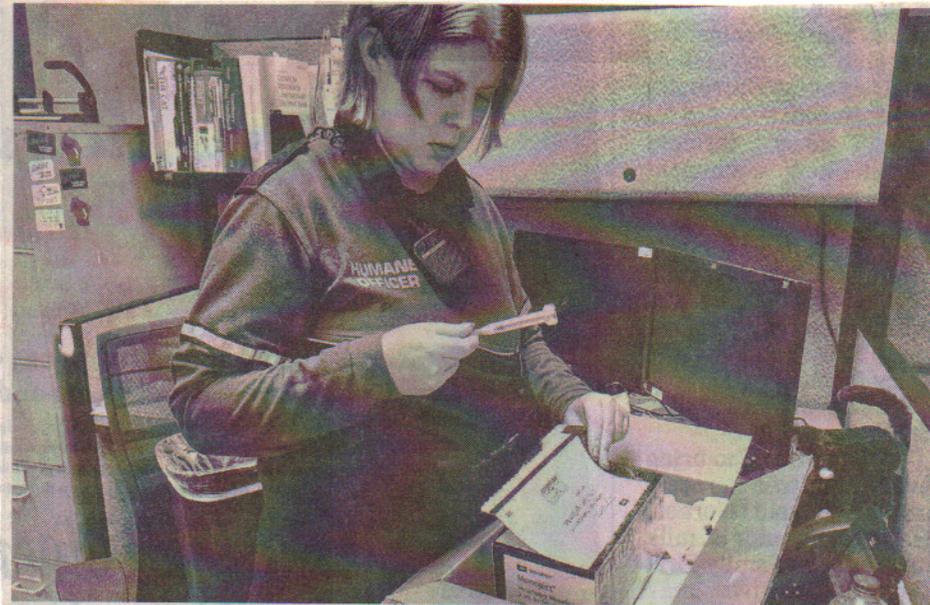
## A good fit

It might be a surprising set of skills for Bishop, considering she grew up an only child without pets. But she started volunteering at the Humane Society of Marathon County at the age of 13 and logged more than 2,000 hours by age 16 — equivalent to about a year of full-time work. She would foster orphaned kittens and pregnant cats at her home.

Even as a teenager, Lombard said, Bishop was very in tune to the animals' needs. As an adult, Bishop now has pets of her own.

"I have four cats and a dog — and a husband. Sometimes he can be considered an animal," she joked. She and husband Timothy Bishop Jr. are now expecting twins.

After working at the



NORA G. HERTEL/DAILY HERALD MEDIA

Humane Officer Ashlee Bishop looks at syringes for a future vaccine clinic at her desk Thursday in the Wausau Police Department.

humane society, Bishop earned a degree in veterinary technology through Globe University while working as a security guard on the side. About six months after graduating, she started as the humane officer.

"I did not expect for my dream job to come around as quickly as it did," she said.

The position didn't require veterinary training, but Bishop said it helps if she needs to administer first aid to an animal. On the job, Bishop has researched honeybee maintenance, dog body language and city ordinances to make sure her interpretation and enforcement are consistent with the policies' intentions.

It's much easier for her to deal with animals than with people, she said. Her calm demeanor does seem to put dogs at ease. Lombard attests to that, and said that Bishop's non-judgmental personality makes her an ideal person

to educate others about proper pet care and city policies.

"We absolutely believe when we hired Ashley we found the perfect person for this division," Barnes said. "It's really a specialty niche."

### Reaching out

While checking on the home with the dachshunds, Bishop looked around and asked questions to ensure the dogs have adequate shelter and food.

She also stopped at two veterinary offices Thursday to solicit sponsors for a city event in February called Paws and Protect, to allow residents to license, vaccinate and microchip their pets in one place. Wausau City Council members have been kicking around making microchips, or electronic trackers, required on local pets and might set it into policy this year.

Winter is the animal-

control slow season because many pets remain inside, and December through March is a grace period for residents to apply for pet licenses. Now Bishop is shoring up her educational materials and paperwork. In the summer, community service officers will help her track down strays and be boots on the ground, enforcing policies, including leash laws.

Barnes doesn't anticipate a need for more humane officers. "We're satisfied that the animal control program is growing and it's developing more," he said.

Bishop and her colleagues in Wausau and Everest metro are finally getting to a point with solid protocols in place for animal-control situations.

"Most of the time, I'm forging my own way," she said.

Nora G. Hertel can be reached at 715-845-0665. Find her on Twitter as @nghertel.



# Sugargliders, skunks all in a day's work for humane officer

By Nora G. Hertel

Daily Herald Media  
nhertel@wdhmedia.com

Humane Officer Ashlee Bishop has saved ducklings from a storm drain and cats from neglect and, in less-dignified moments, chased many different animals around town. After a year and a half on the job, she has a plethora of stories — some sad, but many funny or just plain weird — about animals run amok in the Wausau and Everest Metro area.

"I never know what I'm coming into work to find," Bishop said.

**Raccoons:** A semi-domesticated raccoon threw Bishop for a loop, she said. Some local residents brought an orphaned raccoon into their home and raised it for more than a year. But when the animal bit a child and an adult, the caregivers got rid of it. It took a week for Bishop to track down the creature to test it for rabies. She said it was taken to a sanctuary, and it was so obese the staff didn't know what to do with it.

**Rattlesnake:** With help from the state Department of Natural Resources and a snake expert, Bishop combed the area where a Diamondback rattlesnake was sighted. The snake was never found. Bishop said the snake was likely a breed that only resembled the Diamondback.



T'XER ZHON KHA/  
DAILY HERALD MEDIA

Humane officer Ashlee Bishop, 26, of Wausau, opens the kennel built in her truck Friday afternoon at the Wausau Police Department.

**A girl and her dog:** A 3-year-old was wandering outside, more than four blocks from home, with her dog trailing behind. They had slipped out while the parents, who worked third shift, were sleeping. Bishop said it took two hours of knocking on doors to find the home of the girl and her dog. If the dog were tagged with an electronic tracker or microchip, Bishop said, she could have returned the girl and her dog to their home in 10 minutes.

**Pigs:** Bishop came in to work Monday to stories of cops chasing a pig around a Wausau neighborhood. She suspects the animal escaped from people who planned to slaughter and eat it, but it's now residing at the

humane society as a stray. Bishop has been getting a lot of queries about mini pigs as pets, which she said are a returning fad. But pigs are considered livestock and not allowed in town, she said.

**Sugarglider:** One of these little marsupials, also considered a stray, ventured down a chimney and onto a resident's head. Bishop brought the animal into the Police Department, thinking it had bonded to her. But it fled, and she and another officer had to chase it through the station's basement.

**Skunks:** Yes, she's been sprayed on the job.

**Birds:** Bishop captured a woodpecker in an 89-year-old woman's home, then searched high and low for its entry point. She never figured out how the bird got in. In Weston, Bishop had to extract two bald eagles that were on the ground with their talons locked in combat. And on a separate stop, she chased a crow with a hurt wing around someone's yard. "Injured or not, that thing could move," Bishop said.

**Chihuahua:** Bishop has never had to defend herself against an aggressive animal, though she often carries pepper spray with her. The most vicious dog she dealt with was an old Chihuahua she had trouble catching. The animal went after her, making itself bleed as it tried to bite her gloved hands.

DECEMBER 2014 FINANCIAL REPORT WILL BE DISTRIBUTED AT  
THE MEETING

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES - BUDGET AND ACTUAL**  
Period Ended January 31, 2015

	Budgeted Amounts		Actual	Variance with Final Budget	2014 Actual
	Original	Final			
<b>TAXES</b>					
General property taxes	\$ 16,200,627	\$ 16,200,627	\$ 16,200,627	\$ -	\$ 15,817,883
Mobile home parking fees	28,000	28,000	1,730	(26,270)	1,838
Payments in lieu of taxes	115,000	115,000	200	(114,800)	300
Other taxes	<u>67,709</u>	<u>67,709</u>	<u>1,184</u>	<u>(66,525)</u>	<u>42,638</u>
Total Taxes	<u>16,411,336</u>	<u>16,411,336</u>	<u>16,203,741</u>	<u>(207,595)</u>	<u>15,862,659</u>
<b>INTERGOVERNMENTAL</b>					
State shared taxes	4,434,045	4,434,045	-	(4,434,045)	-
Expenditure restraint	771,566	771,566	-	(771,566)	-
Fire insurance tax	105,000	105,000	-	(105,000)	-
Municipal services	195,000	195,000	-	(195,000)	-
Transportation aids	2,541,749	2,541,749	634,329	(1,907,420)	593,764
Other grants	<u>123,834</u>	<u>123,834</u>	<u>60,717</u>	<u>(63,117)</u>	<u>-</u>
Total Intergovernmental	<u>8,171,194</u>	<u>8,171,194</u>	<u>695,046</u>	<u>(7,476,148)</u>	<u>593,764</u>
<b>LICENSES AND PERMITS</b>					
Licenses	175,531	175,531	3,550	(171,981)	3,249
Franchise fees	340,000	340,000	-	(340,000)	-
Permits	<u>227,519</u>	<u>227,519</u>	<u>7,075</u>	<u>(220,444)</u>	<u>9,003</u>
Total Licenses and Permits	<u>743,050</u>	<u>743,050</u>	<u>10,625</u>	<u>(732,425)</u>	<u>12,252</u>
<b>FINES, FORFEITURES AND PENALTIES</b>					
	<u>398,000</u>	<u>398,000</u>	<u>21,789</u>	<u>(376,211)</u>	<u>31,921</u>
<b>PUBLIC CHARGES FOR SERVICES</b>					
General government	67,300	67,300	330	(66,970)	5,314
Public safety	1,377,200	1,377,200	2,245	(1,374,955)	1,590
Streets and related facilities	79,971	79,971	10,735	(69,236)	2,198
Recreation	144,700	144,700	-	(144,700)	-
Public areas	<u>159,479</u>	<u>159,479</u>	<u>100</u>	<u>(159,379)</u>	<u>-</u>
Total Public Charges for Services	<u>1,828,650</u>	<u>1,828,650</u>	<u>13,410</u>	<u>(1,815,240)</u>	<u>9,102</u>
<b>INTERGOVERNMENTAL CHARGES FOR SERVICES</b>					
State and federal reimbursements	11,340	11,340	-	(11,340)	40
County and other municipalities	236,264	236,264	-	(236,264)	-
City departments	<u>1,249,432</u>	<u>1,249,432</u>	<u>7,619</u>	<u>(1,241,813)</u>	<u>4,637</u>
Total Intergovernmental Charges for Services	<u>1,497,036</u>	<u>1,497,036</u>	<u>7,619</u>	<u>(1,489,417)</u>	<u>4,677</u>

**COMMERCIAL**

Interest on general investments	\$ 260,000	\$ 260,000	\$ 18,210	\$ (241,790)	\$ 18,740
Interest on special assessments	15,000	15,000	-	(15,000)	-
Other interest	<u>19,000</u>	<u>19,000</u>	<u>-</u>	<u>(19,000)</u>	<u>3,222</u>
Total Commercial	<u>294,000</u>	<u>294,000</u>	<u>18,210</u>	<u>(275,790)</u>	<u>21,962</u>

**MISCELLANEOUS REVENUES**

Rent of land and buildings	210,100	210,100	40,266	(169,834)	40,267
Sale of City property/loss compensation	12,500	12,500	166	(12,334)	5,904
Other miscellaneous revenues	<u>110,022</u>	<u>110,022</u>	<u>128</u>	<u>(109,894)</u>	<u>154</u>
Total Miscellaneous Revenues	<u>332,622</u>	<u>332,622</u>	<u>40,560</u>	<u>(292,062)</u>	<u>46,325</u>

**OTHER FINANCING SOURCES**

Transfers in	<u>1,897,000</u>	<u>1,897,000</u>	<u>-</u>	<u>(1,897,000)</u>	<u>-</u>
--------------	------------------	------------------	----------	--------------------	----------

**TOTAL REVENUES AND OTHER**

<b>FINANCING SOURCES</b>	<u>\$ 31,572,888</u>	<u>\$ 31,572,888</u>	<u>\$ 17,011,000</u>	<u>\$ (14,561,888)</u>	<u>\$ 16,582,662</u>
--------------------------	----------------------	----------------------	----------------------	------------------------	----------------------

**CITY OF WAUSAU, WISCONSIN**  
**GENERAL FUND**  
**SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL**  
Period Ended January 31, 2015

	Budgeted Amounts		Actual	Variance with	2014
	Original	Final		Final Budget	Actual
<b>GENERAL GOVERNMENT</b>					
City Council	\$ 112,122	\$ 112,122	\$ 6,444	\$ 105,678	\$ 4,241
Mayor	203,263	203,263	16,028	187,235	13,858
City Promotion	124,600	124,600	11,613	112,987	7,649
Finance department	471,638	471,638	37,547	434,091	27,360
Data processing	696,369	696,369	106,000	590,369	100,000
City clerk/customer service	492,398	492,398	37,413	454,985	32,926
Elections	34,950	34,950	60	34,890	5,136
Assessor	595,907	595,907	46,640	549,267	46,551
City attorney	490,025	490,025	35,658	454,367	33,104
Municipal court	128,529	128,529	9,023	119,506	9,100
Human resources	293,937	293,937	22,725	271,212	26,181
City hall and other municipal buildings	321,523	321,523	14,524	306,999	19,794
Unclassified	32,000	32,000	-	32,000	2,091
Total General Government	<u>3,997,261</u>	<u>3,997,261</u>	<u>343,675</u>	<u>3,653,586</u>	<u>327,991</u>
<b>PUBLIC SAFETY</b>					
Police department	8,973,536	8,973,536	721,028	8,252,508	656,141
Fire department	3,431,816	3,431,816	291,724	3,140,092	321,248
Ambulance	2,991,652	2,991,652	275,818	2,715,834	248,406
Inspections and electrical systems	705,394	705,394	38,089	667,305	51,201
Total Public Safety	<u>16,102,398</u>	<u>16,102,398</u>	<u>1,326,659</u>	<u>14,775,739</u>	<u>1,276,996</u>
<b>TRANSPORTATION AND STREETS</b>					
Engineering	1,401,003	1,401,003	76,036	1,324,967	113,003
Department of public works	6,082,730	6,082,730	515,528	5,567,202	742,888
Total Transportation and Streets	<u>7,483,733</u>	<u>7,483,733</u>	<u>591,564</u>	<u>6,892,169</u>	<u>855,891</u>
<b>SANITATION, HEALTH AND WELFARE</b>					
Garbage and refuse collection	1,537,400	1,537,400	-	1,537,400	-
<b>NATURAL RESOURCES/RECREATION</b>					
Parks and recreation	2,452,096	2,452,096	-	2,452,096	-
<b>TOTAL EXPENDITURES</b>	<u>\$ 31,572,888</u>	<u>\$ 31,572,888</u>	<u>\$ 2,261,898</u>	<u>\$ 29,310,990</u>	<u>\$ 2,460,878</u>

## **INTEGRATION OF PROPERTY INSPECTIONS WITH POLICE & FIRE PROTECTION SERVICES**

**Background:** Since becoming an alderman, I have kept a spreadsheet of property inspection warning letters from District 6. My review of that data has caused me to think about how we might approach this task in a more integrated or holistic manner.

A copy of the spreadsheet is attached as Table A. As you can see, about 20% of the warnings were for minor and easily-observable structural items. The remaining 80% were for basic, easily-observable, non-structural items such as mis-parked vehicle and piles of refuse.

The 80% non-structural item could be integrated with a community policing program. This program would put community service officer (i.e., our version of police interns) on foot and in neighborhoods on a seasonal basis. It would give us “eyes and ears” in the neighborhoods as well as get tickets written to fight blight.

For the remaining 20% plus rental inspections, there is an opportunity to involve regular firemen during their “down-time” in conducting property inspections. This could enhance the Fire Department knowledge base about the local building stock and places where they would someday be called upon to fight a fire.

We may want to consider a more proactive and integrated approach. For example, what if the outcomes we wanted were stated as follows:

- We want zero fires in Wausau
- We want zero crime in Wausau
- We want zero blight in Wausau

Clearly, police, fire and inspection would all play a role in the achievement of those goals. Perfection may be unattainable. However, with goals stated in this form, we can have a conversation about prevention and not just response.

Inspections may be the prevention tool for all three outcomes. How do we work together and deploy resources to achieve the desired outcomes.

**Possible Action Item:** To explore these concepts further, we could request more data. Specifically, it would be helpful to see property violation by month for the years 2012, 2013 and 2014. See Table 1 for a sample of past data. A fourth table could be added for 2014 fine revenue. Instead of having violation counts in the boxes, the cells could be populated by dollars collected.

Whether we pursue this idea further should start with a good understanding of the data and the trends.

Prepared by: Keene Winters  
February 19, 2015

**SUMMARY OF WARNING LETTERS ISSUED BY THE  
OFFICE OF INSPECTIONS FOR DISTRICT 6  
APRIL 2012 TO DECEMBER 2014**

Table A

<b>Structural Issues</b>	<b>Number</b>	<b>Percent</b>
Dilapidated Porch / Front Door / Stairs	5	2.3%
Repair Shed / Replace Tarp Shed	6	2.8%
Furnace Not Functioning	1	0.5%
Repair or Paint Garage	14	6.5%
Re-paint House	7	3.3%
Re-Paint Deck or Fence	4	1.9%
Repair Roof	3	1.4%
Operating a Business in R1 Zone	1	0.5%
Missing House Numbers	1	0.5%
Water Leaking Inside Building	<u>1</u>	<u>0.5%</u>
<b>Subtotal</b>	<b>43</b>	<b>20.0%</b>
<b>Non-Structural Issues</b>		
Improperly Parked Trailer	20	9.3%
Improperly Parked Vehicle	69	32.1%
Improperly Placed Trash Containers or Trash Items	36	16.7%
Improperly Parked Boat / Camper / RV	14	6.5%
Improperly Place Business Sign	5	2.3%
Shrubs Obstructing View for Traffic	1	0.5%
Furniture / Tires / Brush in the Yard	26	12.1%
Cabinets Stored Along Side of House	<u>1</u>	<u>0.5%</u>
<b>Subtotal</b>	<b><u>172</u></b>	<b><u>80.0%</u></b>
<b>TOTAL ORDERS ISSUED</b>	<b>215</b>	<b>100.0%</b>

Table 1

### 2013 Categorized Monthly Complaint Violation Breakdown

	January	February	March	April	May	June	July	August	September	October	Year Total
Accessory Buildings	1	1	4	9	19	29	47	22	22	46	200
Animal Sanitation	4	0	7	7	1	2	0	1	2	0	24
Boulevards	8	13	8	26	62	17	22	18	23	27	224
Bushes/Hedges/Shrubs	0	0	0	0	0	1	1	2	0	2	6
Equipment Storage	6	2	5	8	3	7	7	13	13	17	81
Exterior of Buildings	3	6	13	18	19	18	66	39	38	59	279
Exterior Yards	41	9	19	50	44	56	42	55	51	56	423
Fences, Walls, Etc.	1	1	0	2	3	2	1	5	2	2	22
House Numbers	2	0	4	1	1	2	3	3	0	6	22
Interior Housing	2	60	5	3	3	29	60	2	0	1	165
Porches	9	9	7	8	8	8	6	11	8	12	86
Unfit Postings	0	0	1	1	1	1	3	4	3	0	14
Signs	0	0	2	0	0	0	0	0	2	1	5
Trash Containers	3	1	1	7	7	15	9	8	8	14	73
Vehicles	88	34	41	63	35	30	42	49	45	59	486
Other	1	1	3	1	3	0	8	4	4	1	26
<b>Total</b>	<b>169</b>	<b>137</b>	<b>120</b>	<b>204</b>	<b>209</b>	<b>217</b>	<b>317</b>	<b>236</b>	<b>221</b>	<b>306</b>	<b>2136</b>

### 2012 Categorized Monthly Complaint Violation Breakdown

	January	February	March	April	May	June	July	August	September	October	Year Total
Accessory Buildings	0	4	2	5	11	8	5	18	9	24	86
Animal Sanitation	0	7	2	0	0	0	1	1	0	1	12
Boulevards	29	13	18	51	23	27	21	31	25	18	256
Bushes/Hedges/Shrubs	1	0	0	0	9	2	3	4	4	1	24
Equipment Storage	6	1	3	14	11	12	7	5	7	15	81
Exterior of Buildings	5	9	14	11	22	11	11	15	6	36	140
Exterior Yards	23	30	55	70	50	34	46	42	34	39	423
Fences, Walls, Etc.	1	1	1	3	4	1	2	1	1	3	18
House Numbers	1	5	3	6	2	2	8	4	3	0	34
Interior Housing	0	9	12	15	21	14	1	0	0	13	85
Porches	11	12	17	15	15	10	11	23	15	10	139
Unfit Postings	0	0	0	0	2	4	4	5	1	1	17
Signs	2	1	0	0	1	2	0	0	0	1	7
Trash Containers	44	56	31	38	39	26	47	36	41	4	362
Vehicles	53	42	59	69	62	55	59	53	53	68	573
Other	2	1	2	4	1	2	1	3	1	1	18
<b>Total</b>	<b>178</b>	<b>191</b>	<b>219</b>	<b>301</b>	<b>273</b>	<b>210</b>	<b>227</b>	<b>241</b>	<b>200</b>	<b>235</b>	<b>2275</b>

Data compiled by the Inspections Department for the Public Health & Safety Committee meeting on 11/19/2013

## MaryAnne Groat

---

**From:** League of Wisconsin Municipalities <witynski@lwm-info.ccsend.com> on behalf of League of Wisconsin Municipalities <witynski@lwm-info.org>  
**Sent:** Tuesday, February 03, 2015 11:56 PM  
**To:** MaryAnne Groat  
**Subject:** Capitol Buzz -- The State Budget

Having trouble viewing or printing this email? [Click here](#)

League of Wisconsin Municipalities

# Capitol Buzz

February 3, 2015

[Witynski@lwm-info.org](mailto:Witynski@lwm-info.org)

[www.lwm-info.org](http://www.lwm-info.org)



[Subscribe to our E-Newsletters](#)

## Governor's Budget Proposal Preserves Status Quo for Shared Revenue, Expenditure Restraint, and other Municipal Programs

Governor Walker's budget proposal, which was introduced earlier this evening as [AB 21](#) and [SB 21](#), maintains current funding levels for shared revenue, expenditure restraint, and the payment for municipal services programs. Given the state's tight fiscal condition, municipalities came out well with no cuts being recommended to major programs.

Other key municipal items in the Governor's budget include:

**Levy Limits.** The Governor recommends no changes to property tax levy limits. (One of our top goals this session is to obtain some flexibility for municipalities under levy limits. We are working with several GOP Assembly members to allow municipalities to carry forward any unused levy capacity from one year to the next.)

**Property Tax Assessment.** In the biggest surprise, the Governor recommends changing the property tax assessment process from a municipality-based system to a county-based system. These changes would begin in 2016 and be completed by the 2017 property assessment year. Under this system, counties and municipalities over 30,000 in population that opt out of county assessment, would be required to annually assess each property at 100 percent of fair market value. Counties may form multi-county assessment regions at their discretion. Boards of

review, except for larger municipalities that have opted out of the countywide system, would be consolidated at the county or regional level. The counties would charge cities, villages and towns for the cost of county wide assessment. The maximum annual amount a municipality could be charged is 95% of what a municipality previously paid for assessment services in a base year. DOR would maintain oversight of the property assessment system, including licensing and standards for assessors. The Governor also recommends various reforms to assessor standards, including requiring uniform training and continuing education for assessors.

### **Transportation**

- The Governor recommends funding the 4 percent increase for general transportation aids approved in the 2013-15 budget.
- The Governor recommends fully funding the 4 percent increase for transit aids approved in the 2013-15 budget. The increases in each year include: (a) \$1,851,700 SEG for Tier A-1, (b) \$486,600 SEG for Tier A-2, (c) \$706,300 SEG for Tier B, and (d) \$149,700 SEG for Tier C.
- The Governor recommends repealing the requirement that the department must construct bicycle and pedestrian facilities on new highway construction.
- The Governor recommends prohibiting the department from funding community sensitive design on state highway projects. However, this prohibition would not prevent local governments from funding community sensitive design costs if they choose to do so.

### **Economic Development**

- The Governor recommends providing the new Forward Wisconsin Development Authority, which he proposes creating by combining WEDC and WHEDA, with \$55 million in fiscal year 2016-17 to fund reforms to economic development lending programs by directing the authority to create a regional revolving loan fund program. The program would span multicounty regions across the state with loan allocations made to each region on the basis of the region's population. The authority will partner with regional economic development

organizations for the administration of the program. The structure, strategy and administrative guidelines of the loan funds must be approved by the authority, and the regional organizations must report to the authority.

- The Governor recommends limiting annual awards under the **historic rehabilitation tax credit** to \$10 million. The Governor also recommends that credits be awarded on a competitive basis with several criteria, including job creation potential, to determine which applicants receive the credit. The Governor further recommends requiring that credits be repaid in proportion to any shortfall in job creation relative to the amounts claimed in the credit application if actual job creation is deficient within the first five years after receiving the credit. These changes begin with the 2016 tax year. The Governor also recommends repealing the related credit for non-historic buildings built prior to 1936.
- The Governor provides \$6 million of new funding from the Universal Service Fund cash balance to the Broadband Expansion Grant Program. Also increases flexibility for the Public Service Commission in using current funds over the biennium and redirects unused funds from other Universal Service Fund appropriations to the broadband expansion grant program.

#### **Natural Resources**

- The Governor recommends placing a moratorium on using the Stewardship Fund to make land acquisition purchases until the level of debt service is no greater than \$1 for every \$8 in overall land acquisition costs incurred since the program's inception. For the immediate future, the program will continue to fund property development, including repair and maintenance of roads and boat access sites.
- The Governor recommends modifying the urban forestry grant program to provide only catastrophic storm grants and expanding eligibility to include urban projects related to removing, saving and replacing trees damaged by insect infestation.

#### **Insurance**

The Governor recommends closing the local government property insurance fund to new policies and not renewing existing policies. The fund was created to ensure local governments had access to affordable property insurance. That situation no longer exists since a wide array of affordable property insurance products are available in the insurance market today. The Office of Insurance Commissioner will continue to operate the fund until all existing policyholders have terminated coverage.

**What's not in the Governor's budget proposal?**

Though at one time the following items were rumored to be included in the Governor's budget, none of them were:

- Room tax law changes sought by the lodging industry.
- Repeal of the police and fire protection fee, which is included on all phone bills and provides \$54 million annually to the state to help fund the shared revenue program.
- Repeal of the personal property tax on businesses.

**More Details to come.** We will report on more details concerning items affecting municipalities as they become available.

**More information.** View the budget in brief and individual agency budgets, [here](#).

View the budget bill, AB 21, [here](#).

**[Forward email](#)**



This email was sent to mgroat@mail.ci.wausau.wi.us by [witynski@lwm-info.org](mailto:witynski@lwm-info.org) | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



League of Wisconsin Municipalities | 122 W. Washington Ave., Suite 300 | Madison | WI | 53703

## MaryAnne Groat

---

**From:** League of Wisconsin Municipalities <witynski@lwm-info.ccsend.com> on behalf of League of Wisconsin Municipalities <witynski@lwm-info.org>  
**Sent:** Wednesday, February 04, 2015 5:40 PM  
**To:** MaryAnne Groat  
**Subject:** Capitol Buzz -- More on the State Budget

Having trouble viewing or printing this email? [Click here](#)

League of Wisconsin Municipalities

# Capitol Buzz

February 4, 2015

[Witynski@lwm-info.org](mailto:Witynski@lwm-info.org)

[www.lwm-info.org](http://www.lwm-info.org)



[Subscribe to our E-Newsletters](#)

## County Assessment -- A Correction and More Details

---

I misstated which municipalities can opt out of county wide assessment in last night's Capitol Buzz. Under the Governor's budget proposal, 1st and 2nd class cities may elect to conduct their own assessments. Such cities must inform the county by September 15, 2015, if they intend to conduct assessments independently of the county. A first class city must have a population over 150,000. Second class cities have populations between 39,000 and 150,000.

Under the Governor's proposal, the county must charge each city, village and town for which the county performs the assessment a proportionate share of the cost of administering the assessment program. The amount that a county may charge a municipality under this paragraph may not exceed 95 percent of the amount the municipality paid to conduct its own assessments in **2015**, increased by the municipality's valuation factor as defined under levy limit law.

We have not yet taken a position on this provision. Please let us know what you think of the Governor's recommendation to go to county assessment.

---

## Recycling Grant Program

---

The proposed budget cuts the recycling grant program by \$4 million in the first year of the

biennium. The current funding level is \$19 million, with a \$1 million bonus grant for responsible units that work cooperatively. The budget proposal would reduce the funding level from \$19 million to \$15 million in the first year of the biennium. In the second year of the biennium the Governor is recommending that the funding level be restored back to \$19 million. The Governor also recommends retaining the \$1 million bonus grant for cooperating responsible units in both years of the budget. For historical perspective purposes, in 2008 the funding for this grant program was at \$32 million.

---

[Forward email](#)



This email was sent to mgroat@mail.ci.wausau.wi.us by [witynski@lwm-info.org](mailto:witynski@lwm-info.org) | [Update Profile/Email Address](#) | Rapid removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).



League of Wisconsin Municipalities | 122 W. Washington Ave., Suite 300 | Madison | WI | 53703

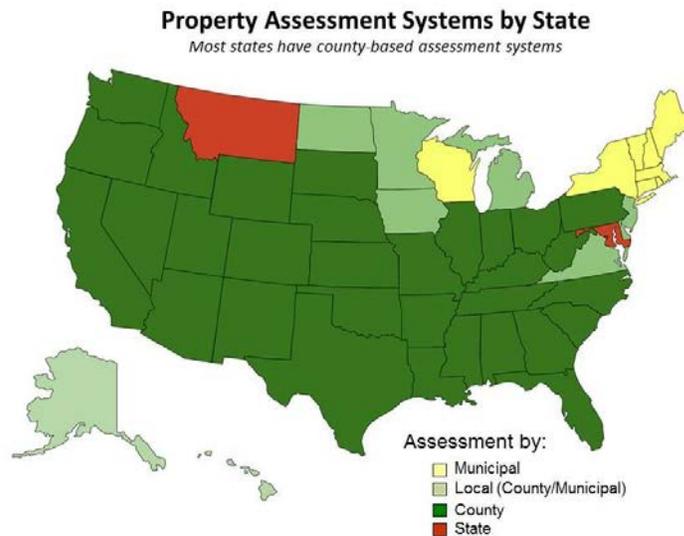
# Property Assessment Reform

*Making government more efficient, effective and accountable*

February 11, 2015

## **What is being proposed?**

- Move property assessment functions to a county-based model from the current municipal-only model:
  - Counties could choose to form multi-county assessment units.
  - First and second class cities could opt to do assessment themselves because they have economies of scale.
  - Manufacturing property would still be assessed by the Department of Revenue.
  - Move from 1,851 assessment units to about 90.
- Require all property to be assessed annually at full value when the reformed system is in place.
- Open Book meetings to review assessments would be held in each municipality. Board of Review meetings to resolve appeals of assessments would be held at multiple locations, with centrally available public notice.
- Forty states have county-based assessment systems.



Sources: CCH Intelliconnect, State Tax Departments

***Wisconsin Has Highest Number of Assessment Jurisdictions Nationwide at 1,851 Municipal Units***

## **What are the benefits?**

- Cost savings due to economies of scale at the local level and elimination of the state's complex equalization process.
- Improved quality of property assessments.
- A clear and understandable process that strengthens accountability for property owners.
- Maintaining involvement of local government.

## **What will it mean for property owners?**

- Property owners will see their property assessments reflect full market value every year.
- Some communities already assess property at full market value each year. Other municipalities conduct assessments that vary widely from market value. Having a consistent standard will avoid large swings in assessed value that can happen if values have not been reviewed for a number of years.
- This will improve uniformity among property owners with similar properties in the same community.
- Open Book: Property owners would continue to be able to attend an Open Book meeting in their municipality to ask their assessor for assessment changes.
- Board of Review: Property owners would continue to be able to appeal values to a county Board of Review (BOR) and have increased opportunity to attend BOR since multiple meetings would be held in several locations. BOR members would also receive annual training.

## **Will property taxes go up because of this?**

- No. The total amount of property taxes collected will be the same as it would be with the current system.
- The budget proposal protects property taxpayers by maintaining county, municipal, and technical college levy limits at the greater of zero percent growth or the percentage change in property values due to net new construction.
- Property tax limits restrict the total amount your local government can collect in property taxes.
- The value your assessor gives your property is used to distribute the total amount of property taxes among a municipality's property owners.

## **What will it mean for assessors?**

- Certified assessors will continue to assess property throughout the state. The county, multi-county or municipal assessment units could either directly employ assessors or contract with private assessors, as municipalities do now.

## **What will it mean for local governments?**

- All local governments would have property assessed at full market value each year.
- Local cost savings: A county or multi-county unit can leverage economies of scale to produce more accurate and uniform values while reducing administrative costs.
  - Counties will be reimbursed by municipalities for the costs of conducting property assessment.
  - Municipalities will pay counties up to 95% of their base budgeted costs for assessment, thus ensuring a reliable funding source and overall cost savings.

## **What will it mean for state government?**

- The state will no longer need to "equalize" local assessments, which will result in state cost savings.
- When fully phased in, this reform will result in a phased down Bureau of Equalization at the Department of Revenue, now consisting of 39.5 FTE.
- Equalization is currently needed because different communities assess property on different timetables and at different percentages of full value. Property values need to be "equalized" at a common level before tax bills and state aids can be sent out, which is a costly and complex process.