



## Finance Committee Meeting

Whitewater Municipal Building Community Room,  
312 West Whitewater St., Whitewater, WI 53190  
\*In Person and Virtual

**Tuesday, September 26, 2023 - 4:30 PM**

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83198282604?pwd=cDdLWjUvTTRqRUQ4UVcwQWcrcW1BUT09>

**Telephone:** +1 (312) 626-6799 US (Chicago) (Houston)

**Webinar ID:** 831 9828 2604

**Passcode:** 137945

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

## AGENDA

### CALL TO ORDER

### ROLL CALL

### HEARING OF CITIZEN COMMENTS

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

1.

### OLD BUSINESS

2. Document:

### CONSIDERATIONS / DISCUSSIONS / REPORTS

3. Election of Chairperson and Vice Chairperson

4. Documents: This will be updated during the meeting.

5. Documents:

6. Memo:

**FUTURE AGENDA ITEMS**

7. Library Funding/Gerber
8. Starin Water Tower

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**ADJOURNMENT**



1,424,919 516,522.64

Reve

5,756,853

GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-AUG	2023 ACT-EST
<b>TAXES</b>							
100-41110-00	LOCAL TAX LEVY	3,093,547	3,133,033	3,154,970	4,499,748	4,499,748	4,499,748
100-41111-00	DEBT SERVICE TAX LEVY	892,438	946,352	1,045,965	1,257,105	1,257,105	1,257,105
100-41112-00	OMITTED PROPERTY TAXES	-	-	-	-	-	-
100-41113-00	RESCINDED TAXES-REAL ESTATE	4,183	-	6,611	-	2,625	2,625
100-41114-00	USE VALUE PENALTY	224	546	-	500	-	-
100-41140-00	MOBILE HOME FEES	17,400	38,885	57,754	25,000	(20,191)	58,000
100-41210-00	ROOM TAX-GROSS AMOUNT	56,542	192,583	233,465	190,000	107,906	230,000
100-41320-00	IN LIEU-UNIV GARDEN & WW MANOR	27,513	27,733	120,606	27,733	27,820	27,820
100-41800-00	INTEREST ON TAXES	12,263	744	5,620	650	24,482	30,000
	<b>TOTAL TAXES</b>	<b>4,104,110</b>	<b>4,339,875</b>	<b>4,624,990</b>	<b>6,000,736</b>	<b>5,899,495</b>	<b>6,105,298</b>
<b>SPECIAL ASSESSMENTS</b>							
100-42010-00	INTEREST ON SP ASSESS.	53	53	-	-	-	-
100-42200-62	SEWER MAINS & LATERALS	316	316	-	-	-	-
100-42310-53	CURB & GUTTER	58	58	-	-	-	-
100-42320-53	SIDEWALKS	32	32	-	-	-	-
100-42400-53	SNOW REMOVAL	641	1,675	150	500	-	-
100-42500-53	FAILURE TO MOW FINES	425	1,175	-	-	193	200
	<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>1,523</b>	<b>3,308</b>	<b>150</b>	<b>500</b>	<b>193</b>	<b>200</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
100-43344-00	EXPENDITURE RESTRAINT PROG	67,958	71,382	63,331	53,306	-	53,306
100-43410-00	SHARED REVENUE-UTILITY	371,011	422,541	397,001	396,241	-	395,596
100-43420-00	SHARED REVENUE-BASE	2,836,916	2,836,783	2,836,846	2,836,844	535,131	2,836,844
100-43507-52	POLICE-MISC SAFETY GRANTS	7,697	6,841	8,013	500	10	10
100-43510-00	FEDERAL/STATE GRANTS-REIMBURS	268,360	-	-	-	-	-
100-43530-53	TRANSPORTATION AIDS	664,597	625,414	576,591	572,016	429,065	572,016
100-43531-52	STATE GRANT--PUBLIC SAFETY	-	-	9,356	-	-	-
100-43540-52	UNIVERSITY-LEASE-PARKING	45,000	45,000	45,000	45,000	-	45,000
100-43550-52	MOU-DISPATCH SERVICE	166,561	170,491	178,963	179,292	-	-
100-43610-52	MSP-STATE UNIVERSITY SVCS PYMT	284,694	279,097	329,598	205,881	192,781	192,781
100-43663-52	2% FIRE DUES-ST OF WISC	27,783	29,711	32,121	-	-	-
100-43670-60	EXEMPT COMPUTER AID-FR STATE	5,587	5,587	5,846	5,846	16,330	16,330
100-43670-61	PERSONAL PROPERTY AID	-	-	-	35,656	43,214	43,214
100-43760-00	WEIGHTS & MEASURES RECOVERY	2,800	2,800	3,408	2,800	-	2,800
100-43765-00	REIMB-HIST SOC-DEPOT-EL/GAS	1,784	1,571	1,416	1,575	2,029	2,029
100-43767-52	REIMB-BADGARNET-FORT ATKINSON	2,480	2,480	2,480	2,480	2,480	2,480
100-43745-52	WUSD-JUVENILE OFFICIER	62,051	58,228	65,117	64,500	65,211	65,211
	<b>TOTAL INTERGOVT REVENUES</b>	<b>4,815,278</b>	<b>4,557,924</b>	<b>4,555,086</b>	<b>4,401,936</b>	<b>1,286,252</b>	<b>4,227,617</b>



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GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-AUG	2023 ACT-EST
<b>LICENSES &amp; PERMITS</b>							
100-44110-51	LIQUOR & BEER	10,589	18,400	18,608	16,100	18,753	18,733
100-44120-51	CIGARETTE	700	1,350	1,540	1,200	1,300	1,300
100-44122-51	BEVERAGE OPERATORS	2,948	4,360	3,020	3,600	2,637	3,600
100-44200-51	MISC. LICENSES	1,725	1,725	2,233	2,000	2,772	2,772
100-44300-53	BLDG/ZONING PERMITS	17,495	94,149	42,537	34,725	102,909	105,000
100-44310-53	ELECTRICAL PERMITS	6,325	8,752	6,911	5,550	7,764	8,000
100-44320-53	PLUMBING PERMITS	4,422	12,059	7,785	5,775	6,674	7,000
100-44330-53	HVAC PERMITS	4,020	5,646	4,668	3,225	4,739	5,000
100-44340-53	STREET OPENING PERMITS	50	250	100	200	150	150
100-44350-53	SIGN PERMITS	689	1,703	952	1,200	780	780
100-44370-51	WATERFOWL PERMITS	20	-	-	-	280	280
100-44900-51	MISC PERMITS	713	423	695	400	1,370	1,370
<b>TOTAL LICENSES &amp; PERMITS</b>		<b>49,695</b>	<b>148,817</b>	<b>89,048</b>	<b>73,975</b>	<b>150,128</b>	<b>153,985</b>
<b>FINES, FORFEITURES - PENALTIES</b>							
100-45110-52	ORDINANCE VIOLATIONS	185,558	216,906	234,661	216,600	123,389	185,000
100-45113-52	MISC COURT RESEARCH FEE	120	285	360	200	150	150
100-45114-52	VIOLATIONS PAID-OTHER AGENCIES	-	-	(200)	-	650	-
100-45130-52	PARKING VIOLATIONS	62,361	64,364	52,826	115,100	36,993	52,000
100-45135-53	REFUSE/RECYCLING TOTES FINES	5,300	5,750	7,125	3,000	7,725	8,000
100-45145-53	RE-INSPECTION FINES	8,875	8,050	1,300	1,000	2,850	4,000
<b>TOTAL FINES, FORFEIT - PENALTIES</b>		<b>262,214</b>	<b>295,355</b>	<b>296,072</b>	<b>335,900</b>	<b>171,757</b>	<b>249,150</b>
<b>PUBLIC CHARGES FOR SERVICES</b>							
100-46110-51	CLERK	-	-	-	-	-	-
100-46120-51	TREASURER	3,895	4,625	4,500	4,300	3,035	3,200
100-46210-52	POLICE-DISPATCH-MOU-UNIV	43,005	42,120	41,520	55,611	-	-
100-46220-52	FALSE ALARM FINES	450	2,550	750	1,800	900	1,000
100-46230-52	AMBULANCE	11,265	(8,640)	12,174	-	-	-
100-46240-52	CRASH CALLS	24	-	164	-	-	-
100-46310-53	DPW MISC REVENUE	18,521	13,526	9,853	27,600	16,637	17,000
100-46311-53	SALE OF MATERIALS	12	10	202	-	2	2
100-46312-51	MISC DEPT EARNINGS	277	1,435	100	1,300	-	-
100-46320-53	SAND & SALT CHARGES	700	1,433	1,056	4,700	-	-
100-46350-51	CITY PLANNER-SERVICES	1,695	-	135	800	360	360
100-46733-55	SR CITZ OFFSET	1,307	803	-	-	-	-
100-46736-55	ATTRACTION TICKETS	-	42	-	-	-	-
100-46743-51	FACILITY RENTALS	3,234	10,710	17,289	10,700	18,429	18,500
100-46746-55	SPECIAL EVENT FEES	25	125	100	100	25	25
<b>TOTAL PUBLIC CHARGES FOR SVCS</b>		<b>84,410</b>	<b>68,739</b>	<b>87,843</b>	<b>106,911</b>	<b>39,388</b>	<b>40,087</b>



City of  
**WHITewater**

1,424,919 516,522.64

Reve

5,756,853

GENERAL FUND REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-AUG	2023 ACT-EST
<b>MISC. REVENUES</b>							
100-48100-00	INTEREST INCOME	78,769	6,396	179,090	49,533	543,333	700,000
100-48200-00	LONG TERM RENTALS	4,800	4,800	4,800	4,800	3,200	4,800
100-48220-55	DEPOSITS-FORFEITED	-	-	380	-	50	50
100-48300-00	OTHER PROPE/EASEMENT SALES	-	-	7,500	-	-	-
100-48410-00	WORKERS COMP-RETURN PREMIUM	-	-	-	-	13,514	13,514
100-48415-00	RESTITUTION-DAMAGES	4,417	1,121	7,690	2,000	4,609	4,650
100-48420-00	INSURANCE DIVIDEND	26,688	50,436	10,878	12,137	51,535	51,535
100-48500-55	DONATIONS-PARKS-DOG PARK	-	-	125	-	-	-
100-48520-55	DONATIONS-PARK & REC	-	-	1,500	-	-	-
100-48535-00	P CARD REBATE REVENUE	31,287	33,761	29,227	31,500	22,179	29,572
100-48545-00	DONATION-GENERAL	750	-	-	-	-	-
100-48546-55	MISC GRANT INCOME	5,000	7,000	8,000	53,500	80,043	80,043
100-48600-00	MISC REVENUE-NON RECURRING	10	1,262	2,331	3,600	35	35
100-48700-00	WATER UTILITY TAXES	349,794	357,531	344,406	353,500	353,500	353,500
	<b>TOTAL MISC REVENUE</b>	<b>501,514</b>	<b>462,307</b>	<b>595,927</b>	<b>510,570</b>	<b>1,071,997</b>	<b>1,237,699</b>
<b>OTHER FINANCING SOURCES</b>							
100-49260-00	TRANSFER FROM 610 WATER	7,500	8,000	8,000	8,100	8,500	8,500
100-49261-00	TRANSFER FROM 620 WASTEWATER	12,000	12,000	12,000	12,500	12,500	12,500
100-49265-00	TRANSFER FROM 630 STORMWATER	7,500	8,500	8,500	8,500	8,500	8,500
100-49266-00	GIS TRANSFER-UTILITIES	10,280	12,340	15,720	15,000	18,974	18,974
100-49267-00	TRANSFER FROM 208 PARKING	2,250	35,927	35,000	35,350	35,350	35,350
100-49275-00	TRANSFER FROM 205 27TH PAYROLL	-	-	-	-	-	76,547
100-49290-00	TRANSFER IN FROM OTHER FUNDS	5,000	319,073	5,533	1,000	-	-
100-49295-00	TRANSFER FROM 248 PARK & REC	-	-	14,922	-	-	-
100-49300-00	FUND BALANCE APPLIED	-	-	-	151,759	-	-
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>44,530</b>	<b>395,840</b>	<b>99,675</b>	<b>232,209</b>	<b>83,824</b>	<b>160,371</b>
	<b>TOTAL GEN FUND REVENUES</b>	<b>9,863,275</b>	<b>10,272,164</b>	<b>10,348,790</b>	<b>11,662,737</b>	<b>8,703,034</b>	<b>12,174,407</b>
							511,670

## GENERAL FUND EXPENSES

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-AUG	2023 ACT-EST
1	ADMINISTRATION	1,559,643	1,628,541	1,736,296	1,733,263	1,051,093	1,724,911
2	PUBLIC SAFETY	3,598,921	3,624,927	3,766,018	5,104,763	2,776,263	4,950,464
3	PUBLIC WORKS	1,094,477	1,121,114	1,139,541	1,131,535	765,173	1,225,954
4	PARKS AND RECREATION	688,294	673,505	724,655	710,607	566,795	749,846
5	NEIGHBORHOOD SVC/PLANNING	254,116	349,565	309,932	306,784	238,311	315,758
6	TRANSFERS	2,469,144	2,688,325	2,388,226	2,675,785	1,864,159	2,690,951
7	CONTINGENCIES	26,927	17,258	0	0	16,321	0
	TOTAL	9,691,522	10,103,236	10,064,668	11,662,737	7,278,115	11,657,885

SEC #	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-AUG	2023 ACT-EST
51100	Total Legislative Support	137,138	234,884	263,085	225,511	95,760	273,116
51110	Total Contingencies	26,927	17,258	-	-	16,321	-
51200	Total Court	72,609	75,869	81,915	84,544	55,663	85,404
51300	Total Legal	71,277	72,504	72,901	74,591	41,900	76,184
51400	Total General Administration	343,224	370,144	426,841	405,948	246,488	376,631
51450	Total Information Technology	82,498	83,395	65,345	92,863	66,738	103,343
51500	Total Financial Administration	197,879	206,731	215,000	235,333	149,713	218,924
51540	Total Insurance/Risk Mgt.	116,260	97,278	105,745	113,147	83,981	111,472
51600	Total Facilities Maintenance	481,094	429,937	449,597	446,266	277,497	428,952
52100	Total Police Administration	642,418	669,231	709,476	726,491	465,209	755,616
52110	Total Police Patrol	1,916,943	1,877,722	1,914,817	2,078,925	1,201,755	1,954,811
52120	Total Police Investigation	328,880	378,879	419,193	434,233	289,665	469,987
52140	Total Comm Service Program	28,631	27,498	32,429	40,797	20,251	32,334
52400	Total Neighbor Svcs & Planning	254,116	349,565	309,932	306,784	238,311	315,758
52500	Total Emergency Preparedness	7,102	6,754	10,971	9,841	3,752	5,023
52600	Total Communications/Dispatch	459,233	461,006	479,568	555,861	295,631	474,079
53100	Total Public Works Administration	45,500	40,109	45,026	51,387	38,756	61,732
53230	Total Shop/Fleet Operations	155,827	170,149	210,224	174,542	141,027	213,861
53270	Total Parks Maintenance	251,896	207,028	224,661	279,011	154,137	242,880
53300	Total Street Maintenance	530,072	535,830	527,315	561,420	333,522	540,656
53320	Total Snow & Ice	130,637	147,570	106,517	151,704	91,266	136,020
53420	Total Street Lights	232,441	227,456	250,459	192,483	160,601	273,685
55111	Total Young Library Building	57,665	57,800	55,867	55,061	33,353	50,886
55200	Total Parks Administration	45,223	46,542	48,615	92,242	69,480	111,207
55210	Total Recreation Administration	197,349	196,989	257,934	-	-	-
55300	Total Recreation Programs	1,636	718	3,393	-	-	-
55310	Total Senior Citizen's Program	52,224	55,071	-	-	-	-
55320	Total Community Events	11,966	14,157	12,052	9,595	13,419	17,129
55330	Total Comm. Based-Coop Projects	128,000	153,000	178,000	329,759	329,759	378,631
59220	Total Transfers to Other Funds	1,401,357	1,745,442	1,297,705	1,418,180	651,600	1,433,346
59230	Total Transfer to Debt Service	970,287	942,883	1,043,530	1,257,105	1,212,059	1,257,105
59240	Total Transfer to Fire Department	215,715	203,837	199,564	1,258,615	500,000	1,258,615
59240	Total Transfers	97,500	-	46,991	500	500	500
	Grand Totals	9,691,522	10,103,236	10,064,668	11,662,737	7,278,115	11,657,885

2024 Municipal Budget Calendar	Stage	Finance Staff	Section Start	Section Complete	Meeting Time	Finance Committee	Common Council	Who	Target Budget Timeline	Work Time
					(Hrs)					
Finance Committee								FC	Mon, May 22, 2023	
Create 2024 Master Budget Workbook	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Create 2024 Master Payroll File	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Create 2023-2033 CIP File	Planning / Prep							S Hatton	Fri, Apr 21, 2023	
Update for staff changes, WRS, Health Ins., wage rates	Planning / Prep							K Dieter	Thu, Jun 1, 2023	
Dept. Directors Meeting - Budget Kick-off	Process				1.5			MT	Thu, Jun 15, 2023	
Departments #1: 2024-2033 CIP, review for changes	CIP		Thursday, June 15, 2023	Thursday, July 6, 2023	4.0			MT	Thu, Jul 6, 2023	21
Departments #2: Review projections for revenues, payroll, and personnel	Revenue/Payroll		Thursday, July 6, 2023	Thursday, July 20, 2023	n/a			MT	Thu, Jul 20, 2023	14
Departments #3: Complete Operating Budget sections along with 2024 Operating Projects/Initiatives.	Operating Rev / Exp / Initiatives		Thursday, July 20, 2023	Thursday, August 10, 2023					Thu, Aug 10, 2023	21
Departments #4: Complete Budget Section Narrative, Metrics, Goals Template	Narrative / Goals		Thursday, August 10, 2023	Thursday, August 24, 2023				MT	Thu, Aug 24, 2023	14
Fin. Dir. Meetings w/ Dept Heads - Guidance/Questions	Operating Rev / Exp / Initiatives		Thursday, July 20, 2023	Thursday, August 17, 2023				MT	Thu, Aug 17, 2023	28
Finance Committee								FC	Tue, Aug 22, 2023	
Fin. Dir. Prepare initial budget - Map needed changes to balance w/ CM, DPW Dir	Operating Rev / Exp / Initiatives		Thursday, August 10, 2023	Thursday, August 24, 2023				MT	Thu, Aug 24, 2023	14
Review of department budgets by the city manager.	Draft		Thursday, August 24, 2023	Thursday, August 31, 2023				MT	Thu, Aug 31, 2023	7
Common Council Meeting								Council	Tue, Sep 5, 2023	
Common Council Meeting								Council	Tue, Sep 19, 2023	
Staff drafts document narrative, budget summary, and budget graphics.	Draft		Thursday, August 24, 2023	Thursday, September 21, 2023				MT	Thu, Sep 21, 2023	28
Finance Committee	Draft							FC	Tue, Sep 26, 2023	
Produce DRAFT Budget Document - Distribute for review/corrections, updates			Thursday, September 21, 2023	Thursday, September 28, 2023				MT	Thu, Sep 28, 2023	7
Produce Budget Update Document - Distribute in Council Packet			Thursday, September 28, 2023	Friday, September 29, 2023				MT	Fri, Sep 29, 2023	1
City Manager provides budget presentation to the Common Council along with the complete budget document.	Recommended							Council	Tue, Oct 3, 2023	
Post Notice of Public Hearing								MT	Tue, Oct 3, 2023	
Finance Committee Review, Department Q&A: Public Safety	Recommended							FC	Thu, Oct 5, 2023	
Finance Committee Review, Department Q&A: Public Works, Utilities	Recommended							FC	Tue, Oct 10, 2023	
Finance Committee Review, Department Q&A: Park & Rec, Aquatic Center	Recommended							FC	Thu, Oct 12, 2023	
Common Council Meeting	Proposed							Council	Tue, Oct 17, 2023	
Staff assembles and presents draft budget for final internal review.	Draft		Thursday, September 21, 2023	Saturday, October 21, 2023				MT	Sat, Oct 21, 2023	30
Common Council Meeting - Distribution of Final amended 2023 Budget Document	Proposed							Council	Tue, Nov 7, 2023	
Public hearing and Possible adoption of the amended municipal budget and establishment of Municipal Levy for 2023	Adopted							Council	Tue, Nov 21, 2023	
CC = Common Council MT = Management Team FC = Finance Committee										



## Council Agenda Item

Meeting Date:	September 26 <sup>th</sup> , 2023
Agenda Item:	2024 Budget Timeline
Staff Contact (name, email, phone):	Rachelle Blitch, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

The previous director completed the 2024 budget timeline before he resigned. Due to starting in the middle of the budget preparation, the timeline and dates for the finance committee to meet will need to be updated accordingly.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

N/A

### STAFF RECOMMENDATION

The finance committee needs to set dates for departmental budget reviews and update the timeline.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2024 Budget Timeline



DEPARTMENT OF  
ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary  
Dawn Vick, Division Administrator

# STATE OF WISCONSIN

## MUNICIPAL SERVICES PAYMENTS (MSP) PROGRAM

### PROGRAM GUIDELINES

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Updated March 2022 (DOA Secretary and formatting updates only)  
Department of Administration  
Division of Intergovernmental Relations

# Municipal Services Payments Program Operation Guidelines

## Introduction

Section 70.119 Wisconsin Statutes (Laws of 1977), provides two means whereby the state shall make reasonable payments to municipalities for certain services directly rendered to state facilities:

### (1) User Fee Payments

State payments will be made at established rates for such services as water, sewer, electrical power directly provided to state facilities by a municipality, including garbage and trash collection and disposal, which are financed in whole, or in part, by special charges or user fees. Timely payments for such fees will be made by the state agency responsible for a given facility out of the funds appropriated to that agency or institution.

### (2) Calculated-Negotiated Annual Payments

Annual state payments based upon a formula calculation (and negotiation if needed) will be made by the Department of Administration, from specific appropriations provided under s. 20.835(5)(a), for police and fire protection, solid waste handling and other services directly provided to state facilities by a town, village or city which makes no special charge or user fee for such service. In addition, payments may be made in response to claims for certain services provided by a county. Payments are recommended by the Department of Administration each year, subject to the annual review and approval of the Joint Committee on Finance of the Legislature.

The payments related to user fees (Item 1 above) are handled routinely by the respective state agencies in response to municipal billings for eligible services. **(The calculated-negotiated annual payments referred to (item 2) above form the basis for the Municipal Services Payments (MSP) Program and are determined by the definitions and procedures contained in these Guidelines.)**

The primary purpose of the program is to make an equitable annual payment to municipalities, from a specific state appropriation, in recognition of critical services directly provided to state facilities. The intent of the statute and the effect of these guidelines is to aid in the reduction of local real property taxes by making a state contribution toward the cost of certain municipality generated services financed out of local property tax revenue. The amount of an entitlement per municipality is determined largely by formula, and through additional negotiation for special conditions or situations which may arise.

No special application or request on the part of a city, village or town is required in order to be eligible for the formula determined entitlements. Program administration will be conducted by the Department of Administration. When notice to the department is required under these guidelines, it shall be addressed to:

Jim Young, Program Administrator  
Telephone: (608) 266-1927  
E-Mail: [jim.young@wisconsin.gov](mailto:jim.young@wisconsin.gov)

Municipal Services Payments Program  
Wisconsin Department of Administration  
101 East Wilson Street - 9th Floor  
PO Box 8944  
Madison, Wisconsin 53708-8944  
(Inquiries regarding the program may also be addressed to the Program Administrator.)

## **I. DEFINITIONS AND TERMINOLOGY**

**DEPARTMENT.** The Department of Administration.

**ENTITLEMENT.** An amount of money a municipality appears to be entitled to, as determined by approved county claims or by the formula calculation and/or negotiation of cost, tax, revenue and valuation data as related to services per facility.

**JOINT COMMITTEE ON FINANCE.** The Joint Committee on Finance is a statutory, 16-member standing committee of the Wisconsin Legislature. The Committee's primary responsibility is to serve as the principal legislative committee charged with the review of all state appropriations and revenues. The Committee's title is abbreviated in these guidelines as JCF.

**MUNICIPALITY.** Cities, villages, towns, counties and metropolitan sewerage districts with general taxing authority.

**MUNICIPAL SERVICES.** Police and fire protection and garbage-trash collection and disposal services for which no special charges or user fees are levied (services not considered under s. 70.119(1)) directly provided to a state facility and subject to the approval of the Joint Committee on Finance.

**PAYMENT.** The amount based on total entitlements for aggregate services rendered (as may be reduced for self-provided services and proration if necessary) as approved by the Joint Committee on Finance for release to a municipality.

**PAYMENT FLOOR.** No entitlement will be recommended for a municipality where the total annual entitlement is less than one-hundred (\$100) dollars.

**PRORATED ENTITLEMENT REDUCTION.** In the event the annual state appropriation for MSP is insufficient to meet the statewide total of all entitlements, the entitlements will be reduced prorata so that the total of all approved payments will not exceed the appropriation available.

**SERVICES DIRECTLY PROVIDED.** Those services provided by a municipality that are not included in an existing service contract or agreement with a state agency, are necessary to the normal functioning, safety and peace of a state facility and are approved by the Joint Committee on Finance.

**STATE FACILITIES.** All state owned and operated buildings and structures or institutional groups of buildings and structures, except highway structures, including the branch campuses of the University of Wisconsin Center System, operated by the state for purpose of conducting authorized activities. Facilities leased by a state agency that are subject to property taxes are not included.

## **II. Administrative Policy And Procedures**

- A. The Joint Committee on Finance is the central authority for the review and approval of all program guidelines, approval of recommended annual payment amounts and for the approval of municipal services which may subsequently be included in the guidelines for the MSP.
- B. The Department will calculate the amount of annual entitlement, including any special adjustments on a MSP WORKSHEET for each service provided by the municipality. A worksheet(s) will be sent to the clerk of each of the appropriate municipalities for review by local officials. If officials have any questions or challenge the aptness or accuracy of the data presented on the worksheets, they must notify the Department within 20 days of receipt of the worksheets. A challenge should indicate the area of possible error, oversight or change. Information developed on the worksheets will be submitted, along with entitlement/payment recommendations, to JCF by the Department.
- C. Amounts of annual entitlement to eligible cities, villages and towns will be determined largely by formula, and in some instances through additional negotiation, by the Department. According to s. 70.119 (6), no later than November 15 annually, the department shall report to the co-chairpersons of the committee, the results of its negotiations and the total payments proposed to be made in the subsequent calendar year. If the co-chairpersons of the committee do not notify the department that the committee has scheduled a meeting for the purpose of reviewing the proposed

total payments within 14 working days after the date of the department's report, the department may make the payments.

- D. No payments will be recommended for a municipality which has no property tax levy for municipal purposes or where the calculated entitlement is less than one-hundred (\$100) dollars.
- E. In the event the annual appropriation for MSP is insufficient for full payment of annual entitlements, each municipality's entitlement will result in a prorated entitlement reduction until the total is equal to the amount of appropriation available.
- F. Payments for any approved claims for county services (see Section VI) during the calendar year will be made at the same time, and in addition to, payments for formula derived entitlements. However, such county claim payments will also be proportionately reduced because of insufficient appropriation.
- G. Negotiation or discussion of program related issues is not dependent upon completion of the annual municipal financial report. Discussion and negotiation may be conducted at any time during the year, at the convenience of local officials, provided that sufficient local financial documentation is available.
- H. An overpayment or underpayment in excess of \$5,000 during one program year to a municipality due to incorrect fiscal data, building inventory misallocation or inadvertent oversight discovered within two (2) years from the date that the disbursement is sent to the municipality will be subject to fiscal adjustment in subsequent MSP year(s). In the case of a municipality that is not eligible for a payment in a subsequent year, the municipality must promptly return the amount of overpayment to the Department of Administration. In the case of an underpayment, the municipality will receive the amount even if it is not eligible for a payment in the subsequent year.
- I. Entitlement eligibility will usually be determined for the site municipality, i.e., the civil jurisdiction in which the state facility is located. Where the site municipality provides inadequate or no service, the site municipality can contract for adequate service. The state agency responsible for a facility has the prerogative of selecting the most adequate service source available. In these cases, a formal intergovernmental agreement between the municipalities must document the service arrangement and be provided to the Department upon request. Payment for services will be provided to the site municipality using the program formula to determine the payment amount.
- J. In rural fire service situations where multiple civil jurisdictions may be serviced by a single fire protection unit (department, district, company, etc.), the payment will be made to the site municipality unless some form of service agreement has been negotiated between the state agency and a fire service municipality. It is assumed that fire service costs reported by the site municipality will be reflective of support contributions or charge payments made to the fire protection unit by the municipality.
- K. Only the operational and overhead costs of a municipal department or agency which is actually responsible for providing a service will be included in the estimation of a service cost; e.g., motor pool or automotive maintenance costs of police patrol cars can be included under police costs but costs of the city attorney's office cannot be included.
- L. Charges for services financed by special assessments, user charges, surcharges, or metered rates are not eligible under MSP but are the responsibility of the specific state agency administering the facility.

M. State agencies are also responsible for making reasonable payments from their budgets for all sewer services. Where sewer service costs are financed partially or wholly by property taxes, state agencies shall make reasonable payments for that portion of sewer services otherwise paid by property taxes. Municipalities may establish an equitable special charge or user fee pursuant to s. 66.0821(4)(a) for that portion of sewer services paid by property taxes. The Department shall review the charge to determine that it is fair and equitable, and shall then encourage state agencies to make payment. The municipality shall periodically bill the state agencies for all sewer service costs.

### **III. Formula Determination of Entitlement**

- A. For most cities, villages and towns, the entitlements for services rendered will be automatically determined by the program formula based mainly on information presented in the most recent (see C below) Financial Report form submitted to the Department of Revenue. The formula calculates, in effect, a form of "proxy -tax" for police and fire protection service and solid waste handling (where applicable) for each facility.
- B. The sources of data to be used in the MSP entitlement formula include: the full value of state facilities as annually determined by the Division of State Facilities, Department of Administration; the equalized full value of local taxable improvements as determined annually by the Department of Revenue; specific municipal fiscal information (cost of services, services revenues, services aids, relief, federal revenue sharing etc.), as reported annually to, and certified by, the Department of Revenue; and any other information sources necessary to provide accurate, timely and corroborative data used in the formula.
- C. Entitlements for the current calendar year are calculated on the basis of previous calendar year fiscal information. However, the payments are not mailed to municipalities until the year following. For example- entitlements calculated for payments recommended in 2012 will be based on service costs, local revenues and property values for 2011. The actual payment is made early in the year 2013.
- D. A MSP entitlement for a city, village or town is calculated for each type of service. An example of how the formula determines the Base Entitlement is shown on the accompanying page. Note that property values are determined for "improvements only" - land values are not considered.
- E. The formula calculation assumes that the service provided to a state facility is performed at a level equal to or greater than that provided for private enterprises and residences and that the quality of service is sufficient to meet the normal operating standards required by a state facility. Deviations from standard levels and quality of service will cause reductions or elimination of formula calculated entitlements.

### **Sample Calculation of MSP Entitlement**

#### **Step I: Determine Net Cost of Providing Service**

A. Service Resources Expended (Cost) (personnel, fringe benefits, equipment, capital development, etc.)	\$2,480,000 (A)
B. Service Resources Provided (Revenues) (specific state and federal aids, subsidies, service fees, etc.)	280,000 (B)
C. Net Service Costs [(A) - (B)]	2,200,000 (C)

**Step II: Determine Portion of Net Cost Supported by Local Property Tax** (Assumes that state shared revenue payments are used locally to help defray part of the net cost.)

D. State Shared Revenues (Includes tax rate disparity revenues)	7,920,000 (D)
E. Municipal Property Taxes Collected (includes TIF taxes)	7,480,000 (E)
F. Total General Revenue [(D) + (E)]	15,400,000 (F)
G. Percentage of General Revenue provided by the Municipal Property Taxes Collected [(E) / (F)]	0.48571 (G)
H. Net Cost Supported by Local Property Tax [(C) X (G)]	1,068,562 (H)

**Step III: Determine Portion of Net Cost that is Attributable to State Facilities**

I. Value of State Buildings (net of land)	32,900,000 (I)
J. Equalized Full Value of Local Buildings (net of land)	616,200,000 (J)
K. Total Value of Buildings [(I) + (J)]	649,100,000 (K)
L. Proportion of Total Buildings Value which is State Buildings	0.05069 (L)
M. MSP Entitlement [(H) X (L)]	\$54,165 (M)

#### **IV. Entitlement Negotiation and Adjustments**

For the majority of municipal service situations, the basic program formula will readily calculate equitable base entitlements for each facility. However, it is recognized that certain locally unique conditions may require possible adjustments of the entitlement level indicated by the formula calculation. Where entitlement adjustments are warranted, such adjustments will be determined by state-local negotiation of the facts of the issue. Negotiations, as may be necessary, will be conducted by the Department with appropriate local officials (or their designees).

##### **A. Special Conditions Which Warrant Negotiation of General Entitlements**

1. A service cost not normally incurred by the community under routine municipal responsibility but is attributable primarily to the presence of a state facility.
2. Reporting error or oversight in municipal fiscal information.
3. Municipal annexation of improved areas.
4. Alteration of state facility status, e.g., specific use, closing, sale or lease for non-state purposes, construction.
5. Emergency or other variations not necessarily reflected in current fiscal-operational information.
6. Seasonal variations of need or municipal workload.
7. Should a state agency determine that it is in their best interest to negotiate fees with a provider of police, fire or solid waste service, they may do so by requesting permission from the Department to negotiate with a provider or providers for services and payment. Upon receipt of the request, the Department will respond within 30 days whether or not permission has been granted. DOA reserves the right to provide assistance or negotiate directly on behalf of state agencies including the University of Wisconsin Hospitals Clinics Authority for municipal services. Should the Department grant permission to a state agency to negotiate for municipal services with a provider and the parties successfully negotiate terms, a signed agreement must be completed by July 1 of the current calendar year, so that payment calculations can be made for that respective year. If negotiations are not successfully concluded by July 1 of the current year, the deadline is moved to the following July 1. A copy of the final agreement must be submitted to DOA within 30 days after the agreement is signed by designees of both the respective state agency and service provider. If the department determines that the agreement is detrimental to either party or if it does not comply with current legal standards, a written notice of objection voiding the agreement will be submitted to both parties within 30 days upon receipt of the written agreement. Should the parties decide to suspend negotiations, a written notice shall be submitted to the Department either within 30 days of the termination of negotiations or before July 1 of the current year.

## B. Special Conditions For Police Services

Where the State provides its own self-police services and where the character of the state institution requires only a reduced level of local police services, appropriate reductions will be made in the MSP base entitlement for police services as follows:

- a. Deduct 20% of the base entitlement for facilities with self-provided security personnel or twenty-four hours a day, seven days a week state personnel in attendance. The need for local police service is extremely rare due to the self-security provided or restricted public access. However, local police provide occasional patrol or close cooperation and generally consider the facility within their central responsibility. Facilities in this category include major state office buildings, domiciliary and controlled environment institutions or seasonable public usage. Examples: Central Wisconsin Center (DHS), or the Capitol Building (DOA).
- b. Deduct 40% of the base entitlement for facilities with twenty-four hours a day, seven days a week self-provided security personnel but generally unrestricted public access (except night hours). Local police are needed less than 25% of the time to assist state personnel but do perform varying amounts of on-premise patrol, most investigation or other law enforcement functions. Examples: University of Wisconsin-Superior.
- c. Deduct 50% of the base entitlement for facilities with full-time, self-provided twenty-four hours a day, seven days a week police protection with full arrest authority, but generally unrestricted public access (except night hours for certain buildings) and free movement of institutional population. Local police have only cooperative on-premises responsibility, but extensive off-premises facility related responsibility. On premise effort by local police is less than 25% of the time (annually). Example: UW-Madison.
- d. Deduct 80% of the base entitlement for minimum and medium security correctional institutions with restricted public access. Local police are needed less than 25% of the time (annually). Local police have minor responsibility for institution protection and safety. Example: Fox Lake Correctional Institution.
- e. Deduct 90% of the base entitlement for maximum security institutions with highly restricted and controlled public access. Local police are needed less than 25% of the time (annually) to assist state personnel with public control. Local police have no responsibility for overall institution protection and safety. Example: Waupun State Prison.

Payments related to ambulance costs will not be subject to this provision even if such costs may be attributed to police activity by the local financial report.

2. Supplements to adjusted entitlements may be made in recognition of widely varying needs of facilities, local cooperative agreements, quality and quantity of state or local police services, etc. Supplemental amounts above the base schedule may be negotiated. The categories of supplements are:
  - a. Add 20% of the adjusted entitlement as a supplement where local police provide direct service for the safety and security of a facility and its occupants, in the form of on-site patrol and enforcement and related investigative or logistic support from 25 to 50% of the time or make more than 33% of the on-premises arrests.
  - b. Add 40% of the adjusted entitlement as a supplement where local police provide direct support (as described above) from 50 to 75% of the time, and more than 33% of the arrests.
  - c. Add 60% of the adjusted entitlement as a supplement where local police provide direct support (as described above) more than 75% of the time or more than 50% of the arrests.
3. In no instance will the combination of adjustments and supplements exceed 100% of the original formula entitlement. Nor will the amount of entitlement for police service be reduced by an amount in excess of the amount expended by the state for self-police service at a given facility.

## ***V. Riot and Extraordinary Police Services***

The MSP program contains no provision for payments for so-called riot and extraordinary police payments. Local officials and agency staff should contact the State Claims Board for information concerning related claims. Phone (608) 264-9595 or write to: State Claims Board, Wisconsin Department of Administration, 10th Floor, 101 E. Wilson St., PO Box 7864, Madison, WI 53707-7864. Statutory provisions for extraordinary police service charges are found in s. 16.008, Laws of 1977.

## ***VI. County Government Service Claims***

- A. . Services eligible for payment under s. 16.51(7) of statutes cannot be included under MSP claims. Riot control activity qualifying as "Extraordinary Police Service" (as defined in s. 16.008) is not included. Please refer to guideline section V. Where county sheriffs provide services to facilities located in incorporated municipalities with or without a local police force, county sheriffs will not receive payment directly from MSP funds. Rather, the county and the municipality may establish an intergovernmental agreement under which the county receives appropriate payment from the municipality. The intergovernmental agreement shall be provided to the Department upon request. The entitlement formula will continue to be used to determine the payment to that municipality. Any compensation paid by that municipality to the county sheriff's department for services conducted at the state facilities, as specified in the intergovernmental agreement between the municipality and the county, will continue to be an eligible police service expense under the program.

## ***VII. Additional Information***

Call (608) 266-1927 for information related to the Municipal Services Payments Program.



## Council Agenda Item

Meeting Date:	September 26 <sup>th</sup> , 2023
Agenda Item:	MSP Payments
Staff Contact (name, email, phone):	Rachelle Blitch, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

Council person Gerber requested an update on our MSP payment status. The city will be eligible in 2025 to receive the public safety portion of the MSP program. The previous MOU with the university made us ineligible for the payment. We have since rectified it and complied with all of the DOA's requests.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

The city will not be eligible for the approximate \$195,000 payment in 2024.

### STAFF RECOMMENDATION

No other recommendations at this time since we are currently in compliance and on track to receive a payment in 2025.

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. MSP Program Guidelines



## Council Agenda Item

Meeting Date:	September 26 <sup>th</sup> , 2023
Agenda Item:	2024 Staff Raises
Staff Contact (name, email, phone):	Rachelle Blitch, <a href="mailto:rblitch@whitewater-wi.gov">rblitch@whitewater-wi.gov</a> , 262-473-1380

### BACKGROUND

(Enter the who, what when, where, why)

Council person Gerber inquired about the potential raises for the next calendar year. The 2024 budget is being prepared with the following considerations:

1. A 1.5% raise effective January 1, 2024.
2. A 1.5% raise effective July 1, 2024.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

### FINANCIAL IMPACT

(If none, state N/A)

This will increase the cost of staffing by 2.25% for the year.

### STAFF RECOMMENDATION

N/A

### ATTACHMENT(S) INCLUDED

(If none, state N/A)

N/A