Village of Richfield 2015 Municipal Budget

Adopted: November 20, 2014

"Forward. Preserving… A Country Way of Life!"

Letter to the Village Board from Jim Healy, Village Administrator

With cooperation from the Village President, Board of Trustees, Village Staff, and members of the community, I am pleased to submit a municipal budget for 2015 that is both balanced and in conformance with Wisconsin State Statutes. For the second year in a row, the Village's mill rate per thousand dollars of assessed value will remain steady at $1.67, the lowest mill rate of any Village in Washington, Ozaukee, and Waukesha County. Organizationally, this is undoubtedly a direct reflection of our Board's desire to hold true to our Village's adopted mission to 'have a thoughtful and responsible approach to taxation that minimizes the financial burden of living here while supporting the essential government services and programs that sustain the health, safety, and beauty of the Village (Village of Richfield Strategic Plan, 2012)'.

Since 2010, the Village has worked to update the annual budget document to bring it more in-line with generally accepted Government Finance Officers Association (GFOA) standards. A large portion of those financial reporting 'best practices' the GFOA seeks deal with financial transparency and the actual readability of the document. I believe that our organization has again met the challenge to increase the level of transparency in our annual budget and what we've come up with is a document that we are calling a true 'Citizen's Budget' for the first time in our community's history. This municipal budget is not OUR budget, it's YOUR BUDGET! It is one of the only documents, aside from a Comprehensive Plan, that is explicitly developed for the public's own use and understanding. Therefore, we like to consider our budget document the figurative 'front door' to find more information about how your tax dollars are spent.

Typical budgets are with chock-full of jargon and convoluted spreadsheets with little or no explanation of what the terminology means or what goals and objectives are being sought. By the very nature of a 'Citizen's Budget' we attempted, to the greatest degree possible, to avoid those pitfalls and obstacles. Making our budget more accessible to residents not only offers greater transparency for our organization, it also may encourage residents to become more engaged in our operations and help us to continue to involve our residents in our unique participatory form of budgeting.

In the past year, the Village experienced considerable residential growth. In fact, Richfield had the 8th highest residential growth in the State of Wisconsin. The development of fifty (50) new single family homes has allowed the Village to utilize one of Governor Walker's 'Tools' for municipalities, by affording us the ability to modestly raise our levy by only that amount our Village saw for new growth (1.16%), otherwise called 'net new construction'. In 2013, the equalized value for the Village of Richfield was $1,385,562,800. In 2014, the equalized value increased by $16,031,700 or approximately $320,000 per newly constructed home.

Letter to the Village Board from Jim Healy, Village Administrator

As a part of this budget, the Village has made a considerable investment in our 146 miles of roadway, by increasing the single largest expenditure item in our budget, 'Major Repair and Construction', by $183,231 or 28% over the previous fiscal year. The increase in spending not only represents a modest increase in road reconstruction, but also takes into account bolstered efforts with necessary preventative maintenance such as crack-filling and shouldering.

The Village has also continued its practice of budgeting for over the course of several years for major capital expenditures. In 2015, the Village is proposing to purchase zero (0) pieces of new equipment but will continue the fiscally prudent manner of budgeting for six (6) major equipment purchases that will be staggered over the upcoming years. The total amount of planned budgeted savings for our equipment/ vehicle capital outlays total nearly $160,000.

Overall, of the Village's 26 separate departmental breakdowns, over half (57%) saw a zero (0) percent increase in spending or a reduction in overall spending. This takes into account an average increase of 25% in employee health insurance costs, the potential for a 1% raise for employee performance, approximately $840,000 in total Capital Improvement Program expenditures, a 5% and 3% increase in contracted emergency service expenditures, and an increase in expenditures for our contracted professional services. The increase in contracted professional services is directly related to the reduction of full-time equivalent staffing levels at Village Hall from 2014.

As outlined previously, the primary purpose of the Village's budgeting process is to design, adopt, and implement a roadmap for the Village to accomplish goals in the upcoming fiscal year. While doing so, we must be cognizant of those we represent by continuing to be good stewards of our resident's tax dollars, keeping consistent with our adopted philosophy of maintaining a small, personable, responsive government with reasonable property rates and strong core services for our residents while moving 'Forward. Preserving…A Country Way of Life'!

Respectfully Submitted,

Jim Healy
Village Administrator
Planning and Zoning Administrator

Village of Richfield
2015
Municipal Budget

Adopted: November 20, 2014

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Mission Statement

Our Government

We value an accessible and efficient government that provides outstanding services to the community, financed by the right balance of residential, commercial, and agricultural property. We value civic engagement and community involvement in Village planning and decision making. We proactively anticipate the needs of the community and work hard to ensure that we have safe and well -maintained roads; clean and usable parks; and inviting community buildings. We have a thoughtful and responsible approach to taxation that minimizes the financial burden of living here while supporting the essential government services and programs that sustain the health, safety, and beauty of our Village.

Our Philosophy

We effectively plan and manage Village growth to successfully blend our rural heritage with our modern way of life. We protect our diverse natural resources and environment. We treasure our small-town feel while investing in thoughtful business development that enhances the vitality of our community. We actively preserve our open spaces, our dark evening skies, and beautiful parklands. We responsibly manage our precious water resources and thoughtfully consider development to protect them.

Our Community

We welcome new residents and honor our long-time residents way of life and traditions. We have active civic organizations that build community and share local traditions and events that celebrate our history and our promising future. Our parks and trails provide extensive recreational opportunities for those who live here—and those who are just visiting.

2012-2014 Goals and Objectives

Review, Revise and Develop Land Use Planning Strategies in Accordance with the Village's Vision and Mission

- 10 year Comprehensive Plan Review
  - Community Build-out Analysis ☑
  - Corridor Plan ☑
- Comprehensive Park Plan ☑
- Long-term Facility Plan
- Maintain and Administer Groundwater Protection Ordinance ☑

Maintain and Personify Small, Responsible and Accountable Local Government

- Seek, Develop and Cultivate Intergovernmental Cooperation ☑
- Continue to Develop Organizational Policies and Procedures
  - Recodification of Village Ordinances ☑
  - Village Policy and Procedure Manual ☑
  - Financial Policy Manual ☑
  - Employee Policy Manual Development
- Develop and Implement Transparent and Concise Budget
  - Capital Improvement Plan
  - Equipment Replacement Plan ☑
  - Government Finance Office Distinguished Budget Presentation and Fund Award

Promote Citizen Service via Effective and Meaningful Two-way Communication with Taxpayers, Residents and Businesses

- Administer Forums and Dialogue with Citizens
  - Community Forums
  - Public Information Meetings (Highway Improvement Program)
  - Open Door Policy
- Improve Internet and Social Media Efforts
  - Implementation of New Village Website ☑
  - Expansion of Social Media Usage ☑
- Develop Hard Copy Communication Tools
  - Newsletter Circulation
  - Construction Notices (Highway Improvement Program)

Village Boards and Commissions

Village Board

John Jeffords, President (center)
Dan Neu, Sandy Voss, Rock Brandner, and Bill Collins (left to right)

Administrative Review Board

Village President John Jeffords, Chairman
Trustee Dan Neu
Richard Becker

Architectural Review Board

Bob Wirth, Chairman
Jason Duehring
James Otto
Del Schmechel
Tim Einwalter

Board of Review

Carol Robinson, Chairwoman
Trustee Sandy Voss, Vice-Chair
Rick Hillman
Sandra Stuettgen
Thomas Lechner
Donald Filipiak—1st Alternate
Rock Brandner—2nd Alternate

Board of Appeals

Robert Bilda, Chairman
Brian Gallitz
Jack Lietzau
Justin Perrault
Don Weiland
Richard Schlei—1st Alternate
Richard Becker—2nd Alternate

Park Commission

Tom Wolff, Chairman
Paul Bernard
Virgil Dawson
Donald Filipiak
Ken Meeks
Larry Schmitt
Heidi Woelfel

Plan Commission

James Otto, Chairman
Donald Berghammer, Vice-Chair
Trustee Bill Collins
Kurt Bartel
Bob Lalk
Richard Melzer
Ray Cote

Village Staff

Jim Healy
Village Administrator/Clerk/Treasurer/Police Chief

Administrative Services

KateLynn Schmitt, Administrative Services Coordinator
Laura Johnson, Deputy Clerk
Joel Jaster, Building Inspector
Greg Darga, Building Inspector
Margaret Runnells, Office Assistant
Brad Calder, Administrative Intern

Public Works/Parks

Adam Schmitt, Public Works Supervisor
Bob Muesch, Shop Foreman
Dave Janzer, Highway Department
Brett Thicke, Highway Department
Annie Stuettgen, Park Laborer
Lance Neighbor, Park Laborer
Ron Schlee, Recycling Center Supervisor

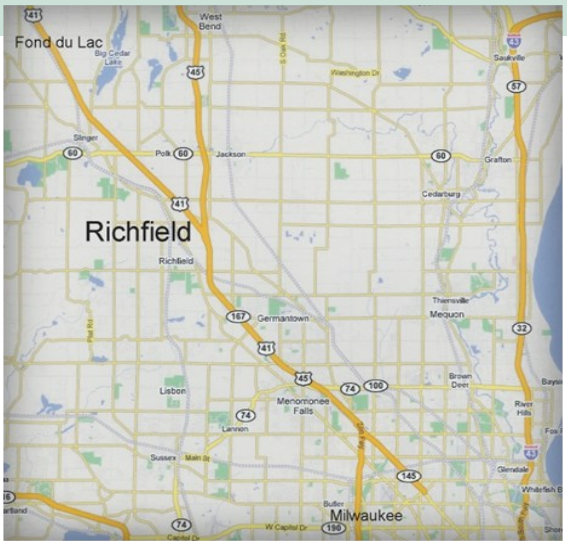
Police/Fire/Emergency Services

Chris Marks, Emergency Management Director
Terry Kohl, Fire Chief
Mike Anderson, Police Deputy
Keith Kiupelis, Police Deputy

Private Contractors

Dean Peters, Associated Appraisals, Assessor
John Macy, Arenz, Molter, Macy, Riffle and Larson, Attorney
Ron Dalton, GAI Consultants, Inc., Engineer
Kathie Jaster, Washington County Humane Society, Humane Officer
Tim Schwecke, Civitek Consulting, LLC, Planning Consultant

Community Profile



Quick Facts about the Village of Richfield

Population – 11,424 (Wisconsin Department of Administration, 2014 Preliminary Estimate)
History – incorporated as a village in 2008
Lifestyle – family-oriented community with hardworking residents dedicated to building an economically sustainable Village
Local Economy – local and regional retail, construction, manufacturing and professional services
Median Family Income - $87,281 (Source: 2010 Census Bureau)
Area— 36 square miles

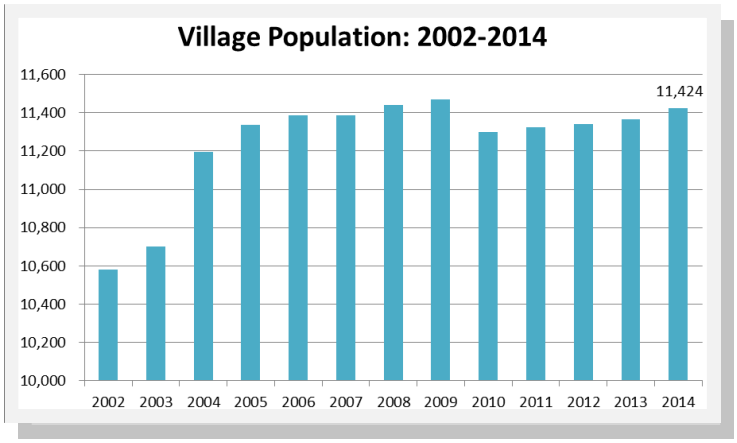
Location, Location, Location

Richfield is located just off of Washington County's busiest highway, U.S. Highway 41. The benefits of Richfield's location include:

- 35 minutes to Miller Park, home of the Milwaukee Brewers
- 40 minutes to Bradley Center, home of Milwaukee Bucks
- 40 minutes to Lake Michigan lakefront and downtown Milwaukee
- An hour and a half to Lambeau Field, home of the Green Bay Packers
- A little over two hours to Chicago, IL

Richfield Demographics

Richfield's total population includes approximately 11,424 residents, with the average household size being 2.71 residents. The average travel time to work is 26 minutes. A number of residents move to Richfield to enjoy a small-town atmosphere while the highway access still allows them to enjoy a fairly quick commute.



History of the Village

Foundation

The Village of Richfield, originally the home of the Menomonee and Potawatomi people, is located in south-central Washington County. These areas were ceded by treaties ratified in 1831 by the Menomonee, and 1833 by the Potawatomi to the United States. The areas were then surveyed under the auspices of Garret Vliet, who was appointed United States deputy surveyor in 1835.

Settlement

The first landowner of record in the Village of Richfield was Samuel Spivey, a surveyor with Vliet's group, who purchased 160 acres in 1841, although he did not settle there, but bought it for land speculation. By 1846, a formal township government had been established; and by 1848, most of the township land had been purchased by German (primarily from Hesse-Darmstadt), Irish, and a few scattered English immigrants where conditions in the homeland made it ripe for emigration to America. Most early settlers came with the intention of farming, but they brought with them skills which would prove useful in frontier life.

Topography

The settlers found the land in Richfield fertile and well-suited to agriculture (early subsistence farming, wheat production, and later milk cows) as well as well-watered due to its small creeks and streams. The two largest creeks being the Bark and Oconomowoc which, as part of the Rock River System, flows south through Illinois to the Mississippi River. The Village also has several lakes within its boundaries – Bark, Amy Belle, Little and Big Friess, Lake Five and small Lake Chief Heineker a.k.a. Mud Lake.

Development

Not only did Richfield have fertile, well-watered, scenic land, but it was also serviced by two railroads early in its history. This gave rise to commercial as well as passenger traffic on its way to summer lake activities and Holy Hill. The Village of Richfield became a bustling center with two hotels and a full complement of commercial establishments.

Crossroad Communities

Other crossroad communities (Hamlets) within the township borders – Colgate, Plat, Hubertus, and Pleasant Hill - developed as centers of activity providing services on a smaller scale to the surrounding families. Farming and agriculture, however, remained the dominant economic activity until rather recently. Despite the disappearance of many family farms and the sleepy state of its crossroads communities, one can today still view many historic remnants of the thriving agriculture and commerce of an earlier age set against a stage of unusual scenic beauty.

Village Demographics

The Village of Richfield is a growing community with a family-oriented atmosphere. Richfield prides itself on being a safe and welcoming area for residents to raise a family. Our friendly neighborhoods, safe environment, and welcoming community have attracted many families to our expanding community.

- Median age is 45
- Population 25 years and older is 7,936
- Population 65 years and older is 1,408

Richfield's Workforce

With Richfield's close proximity to Milwaukee, the majority of residents commute to Milwaukee or close neighboring communities. However, as more quality employment opportunities become available in Richfield, more residents are taking advantage of working closer to home.

Residents Type of Occupation

Residents living in Richfield in the labor force: 6,632
Management, professional, and related occupations: 2,518
Management, business, and financial occupations: 1,041
Professional, related science, and social occupations: 1,477
Sales and office occupations: 1,878
All other: 282

Income Comparison

Median household income: $87,281
Per capita income: $37,086
Richfield's median household income is above the state average, and unemployment levels are significantly below state average. The zip codes of Hubertus, Colgate, and Richfield, all located in the Village of Richfield, in 2014 were ranked within the top 10 highest earning median salary income areas in the southeast Wisconsin, according to a Milwaukee Business Journal survey. Richfield continues to be a hardworking, safe, community with a flourishing workforce.

Major Employers in Richfield

- Cabela's
- Strohwig Industries
- Piggly Wiggly
- Kettle Hills Golf Course

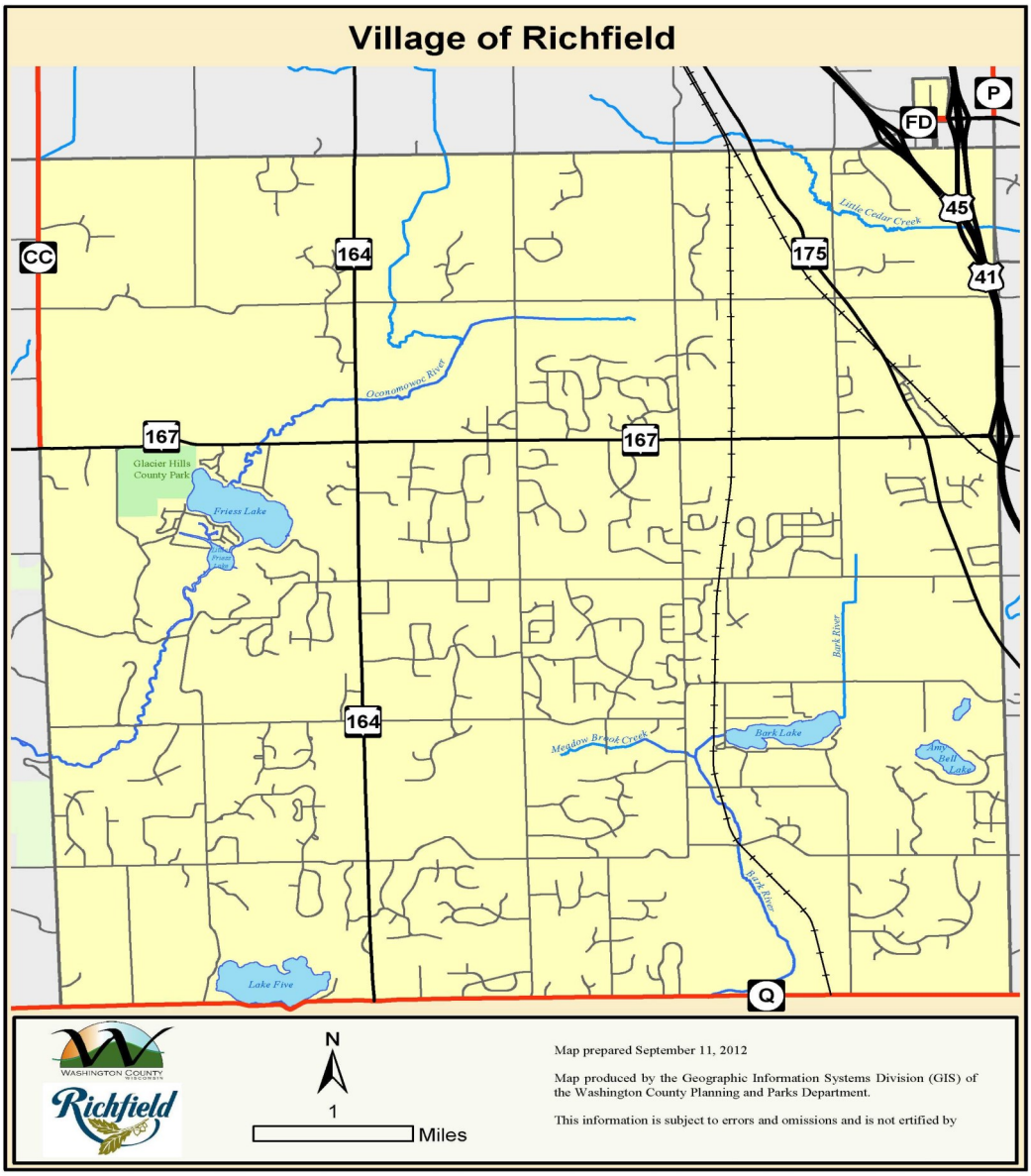
Village Demographics

Category	Totals
Population Data	
Total Population	11,424
Male	5,774
Female	5,526
Average household size	2.71
Average family size	2.99
Population 25 years and over	7,936
Median Age (Years)	45.0
65 years and over	1,408
Income and Labor Data	
Median Household Income	87,281
Per capita income	37,086
In labor force	6,632
Average travel time to work in minutes	26
Management, professional, and related occupations	2,518
Management, business, and financial occupations	1,041
Professional science and social occupations	1,477
Sales and office occupations	1,878
Educational Data	
High school graduate (includes equivalency)	2,226
Some college or associate's degree	2,469
Bachelor's degree or higher	2,572
Housing Data	
Total housing units	4,338
Owner-occupied housing units	3,972
Median value (dollars)	288,300
Renter-occupied housing units	198
Vacant housing units	168
Business Data	
Professional, scientific, and technical services	25
Other services (except public administration)	21
Retail trade	20
Administrative and Support and Waste Management and Remediation Services	12
Health care and social assistance	6
Arts, entertainment, and recreation	7

Information obtained from the 2010 U.S. Census Bureau

Location

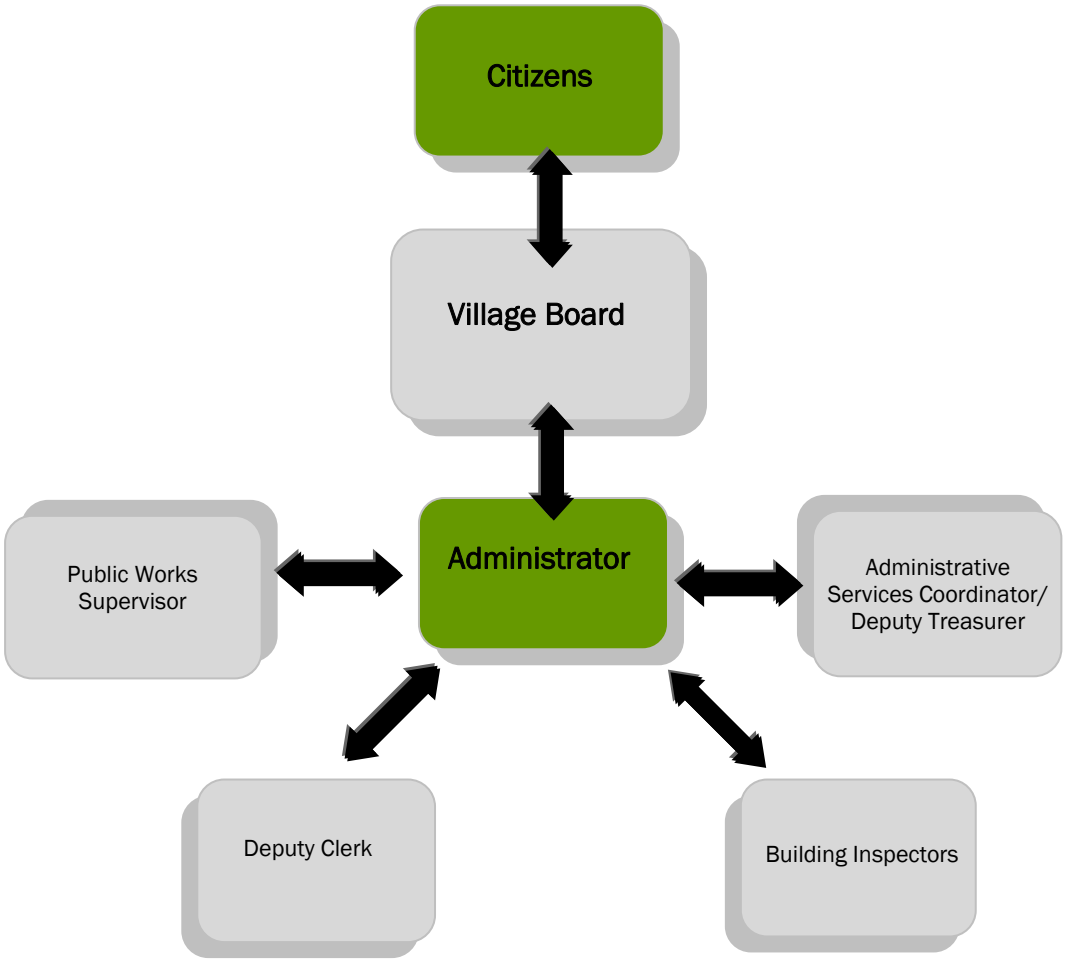
The Village of Richfield is located in south central Washington County, Wisconsin. The Village is serviced by major roadways such as County Roads Q and CC, State Highways 164, 167, and 175, and U.S. Highways 41/45. Below is the Village map outlining the municipal boundaries and major thoroughfares.



Organization

The Village operates with a Village Administrator supervising five Village departments: Treasurer, Clerk, Planning, Inspections, and Highway Department. The Village Administrator is appointed by the Village Board, and is responsible for the proper administration of the business affairs of the Village. The Richfield Village Board is comprised of a President and four (4) Trustees elected "at-large" with a term of office of two (2) years.

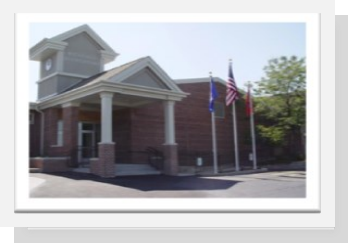
Village Organization Radial



Schools Serving Richfield

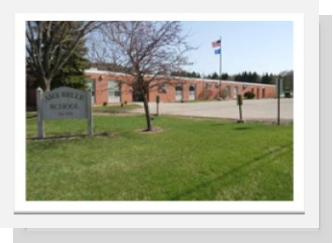
The Village is served by five school districts: Richfield, Friess Lake, Slinger, Hartford, and Germantown. Each district offers comprehensive educational programs for students in grades kindergarten through high school. Richfield residents attend Richfield Elementary School, Friess Lake School, Plat Elementary School, Slinger Elementary School, and Amy Belle School for education Kindergarten through 8th grade. There are also private schools in the Richfield area which include Crown of Life Evangelical Lutheran School, St. Gabriel Catholic School, and St. Augustine Incorporated School. Hartford Union High School, Germantown High School and Slinger High School are available for the students of these schools to continue their education through 12th grade.

Friess Lake School

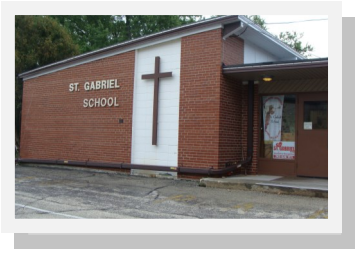


Richfield Elementary School

Plat Elementary School



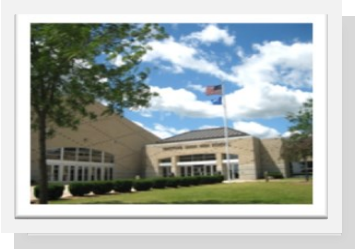
Amy Belle School



St.Gabriel School

Crown of Life Evangelical Lutheran School

St. Augustine Incorporated School



Hartford Union High School

Germantown High School

Slinger High School

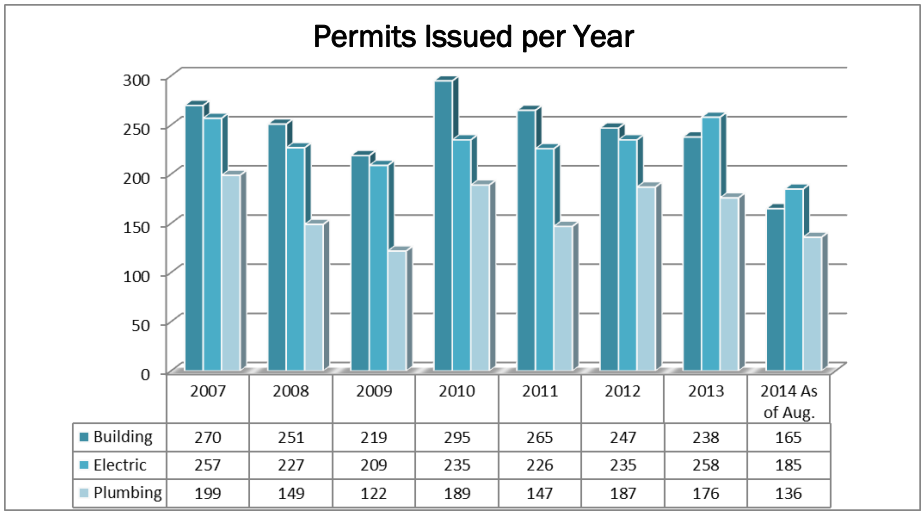
Economy

When the recession began in 2008 the Village was fortunate enough to see continued economic development and be largely unaffected by it. Issuance of building, electrical, and plumbing permits finally dropped off in 2011. In 2012, permits were expected to continue declining but instead building permit revenue saw an increase. Year end estimates for 2014 and projections for 2015 are expected to remain about the same.

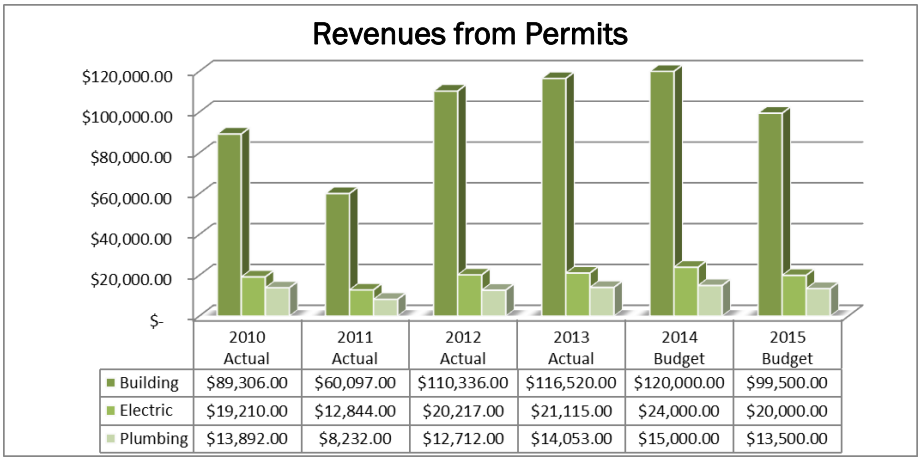
Building Inspector Changes

Seeking, developing, and implementing intergovernmental cooperation has been a continued goal of the Village. In September of 2013, Richfield hired a new Building Inspector to help provide inspection services for the Village's of Sussex and Slinger which are now covered by the two (2) Richfield building inspectors. While Richfield took on the costs associated with a new inspector all three (3) communities are now saving close to $100,000 by utilizing the inspection services of two (2) people instead of three (3).

Permit Comparison 2007-2014



	2007	2008	2009	2010	2011	2012	2013	2014 As of Aug.
Building	270	251	219	295	265	247	238	165
Electric	257	227	209	235	226	235	258	185
Plumbing	199	149	122	189	147	187	176	136



	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Building	$89,306.00	$60,097.00	$110,336.00	$116,520.00	$120,000.00	$99,500.00
Electric	$19,210.00	$12,844.00	$20,217.00	$21,115.00	$24,000.00	$20,000.00
Plumbing	$13,892.00	$8,232.00	$12,712.00	$14,053.00	$15,000.00	$13,500.00

Budget Highlights Cont. and Basis of Accounting

Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources (current assets less current liabilities) or economic resources (all assets and liabilities). The basis of accounting indicates the timing of transactions or events for recognition in the financial report.

The government-wide financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Non-exchange transactions, in which the Village gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Village considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long -term debt, claims and judgments, and compensated absences which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

The Budget Process

Village Budgeting Ordinance

Chapter 40. Finance and Taxation
§40-6. Budget.

A. Annually, on or before October 1, each officer, department, or board shall file with the Administrator/Clerk an itemized statement of disbursements made to carry out the powers and duties of such officer, department, or board during the current fiscal year to date, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department, or board during such year, and of the condition and management of such funds; also detailed estimates of the same matters for the remainder of the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk and shall be designated as the departmental estimates and shall be as nearly uniform as possible for the main divisions of all departments.

B. The Village Administrator shall consider such departmental estimates in consultation with the department head and shall then determine the total amount to be recommended in the budget for such department or activity.

C. As per the budget calendar as determined by the Village Administrator and Village President, the Village Administrator, with the assistance of the Village staff, shall prepare and submit to the Village Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year.

1) The budget shall include the following information:
   (a) The expense of conducting each department and activity of the Village for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current fiscal year.
   (b) An itemization of all anticipated income of the Village from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal year.
   (c) An itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.
   (d) Such other information as may be required by the Village Board.
2) The Board shall publish a summary of the budget as required by law and provide a reasonable number of copies of the detailed budget thus prepared for distribution to citizens.

D. The Village Administrator shall submit to the Board, at the time the annual budget is submitted, the draft of an appropriation resolution providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed resolution to the Board, it shall be deemed to have been regularly introduced therein. The Board shall hold a public hearing on the budget and the proposed appropriation resolution, as required by law. Following the public hearing, the proposed appropriation resolution may be changed or amended and shall take the same course as other resolutions.

E. The Village Board may, pursuant to § 65.90(5), Wis. Stats., by a two-thirds vote of the entire membership, transfer any portion of an unencumbered balance of an appropriation to any other purpose or object.

F.No money shall be drawn from the treasury of the Village, nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual resolution, or of such resolution when changed as authorized by Subsection E of this section. At the close of each fiscal year, any

unencumbered balance of an appropriation shall revert to the general fund and shall be subject to reappropriation, but appropriations may be made by the Village Board, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year. Any such appropriation shall continue in force until the purpose for which it was made shall have been accomplished or abandoned.

The Budget Process

The budget process is continual; year-round, through the continual evaluation and update of the Village 2014-2033 Comprehensive Plan, Budget Projections, and Capital Improvement Plan (the following sections give a brief overview of each of those tools used throughout the year), but increases in intensity starting in the month of June when individual departments begin to put together their respective goals and accomplishments for the year. During this time department heads receive input from the commissions and boards on what will be required for the following year's operations. In late August, department heads submit to the Village Administrator and Deputy Treasurer proposed operating budgets for the fiscal year which commences January 1st. The operating budget includes proposed expenditures and means of financing them.

From September through the month of October, the Village Administrator schedules budget workshops which occur with Village Staff, Board members and the public. The workshops present an opportunity for members of the community to help mold the final annual budget. Copies of the completed budget are made available for public viewing through the Deputy Treasurer and via the Village website.

In accordance with Wisconsin Statutes Section 65.90(3), a Class I public notice is published at least 15 days prior to the public hearing. The public budget hearing is held by the Village Board during the month of November. At this meeting the Village Board approves by resolution the proposed budget and sets the associated tax levy.

2015 Budget Schedule

June 17th	Budget team meets to discuss goals and objectives for budget improvements
July 24th	Village Board provides high level financial goals and objectives for budget development
July 28th	Budget team presents goals and objectives for budget improvements, and distributes budget spreadsheets to Department Heads
August 15th	Department Heads first drafts given to Administrator
August 29th	Administrator and Treasurer distribute first budget draft to Staff
September 1st	Budget team presents entire budget rough draft to Staff
September 23rd	Budget Workshop #1
September 30th	Budget Workshop #2 (if needed)
October 9th	Budget Workshop #3 (if needed)
October 10th	Goals, Objectives, and Accomplishments to Administrative Services Coordinator for budget updates
November 3rd	Budget document printed copies completed
November 6th	Budget posting
November 20th	Official public hearing and final budget approved

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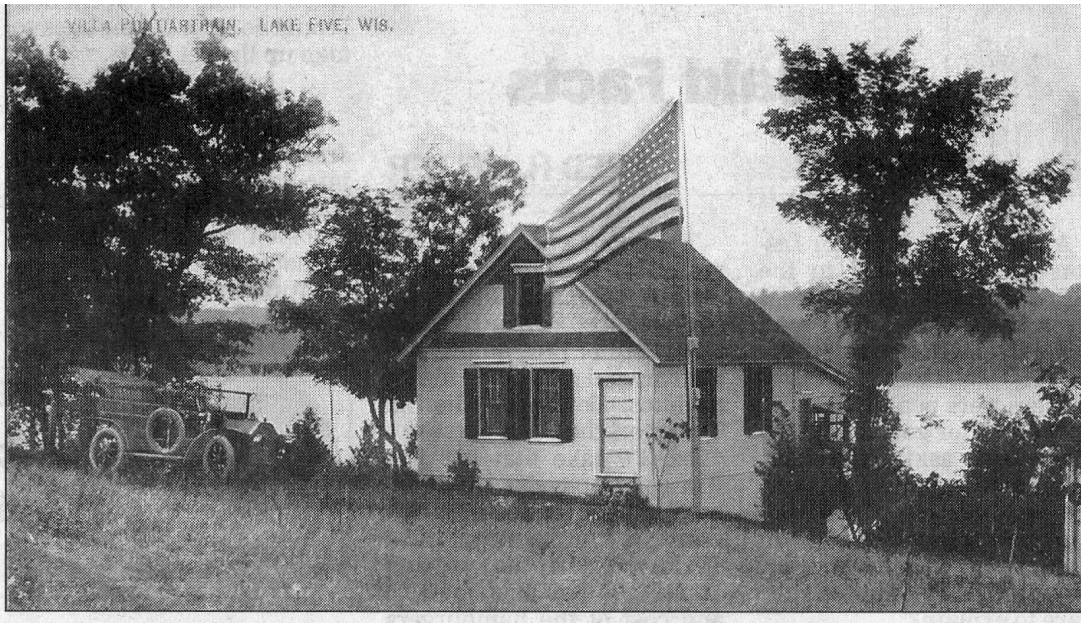
Comprehensive Planning



SUBMITTED PHOT

PATRIOTIC VIEW – This Lake Five postcard has "Villa Pontiartrain" inscribed on its face. It was sent fron the Colgate post office Nov. 8, 1909, and arrived in Sussex for Lulu Russell at 9 a.m. Nov. 9, 1909, and wa signed "from your friend WEB."

2014-2033 Comprehensive Plan

The condition of the national and local economies has an impact on the financial condition of the Village of Richfield. Growth in residential and commercial construction, the real estate market, employment, consumer spending, and inflation all play a role in the local economy and the revenues and expenditures budgeted for 2015. This section includes information from the Village of Richfield's 2014-2033 20-year Comprehensive Plan. It gives residents and readers a snap shot of some of the pertinent information Village Board and Staff consider when projecting future revenues and expenditures. The following information is used not only during the budgeting process, but throughout the entire year to ensure responsible municipal tools are being used when immediate and long-term impact decisions are being made.

"Data throughout 2014 indicates that the national economy continues to slowly grow and recover. This is indicated by improvement in the financial situation for businesses, households and banks, increased momentum in manufacturing and employment, and renewed growth in the real estate market. All of this has led to improved consumer and business confidence. Consumers continue to purchase large ticket items such as vehicles and home appliances. National economic growth, as measured by gross domestic product (GDP), has been expanding since mid-2009 and was 1.9 percent in 2013 and forecasted to grow at 2.7 percent for 2014 and 3.2 percent for 2015. The state economy followed the national economy into the recession and it shows a similar pattern in the recovery. Total Wisconsin employment will return to its 2008 peak level of 2.9 million jobs by mid-2015. The national forecast expects the U.S. to recover its pre-recession employment level by late 2014. Inflation, as measured by the total personal consumption expenditures price index, was just 1.1% in 2013. The forecast expects mild inflation between 2014 and 2016. Thus, when the impact of inflation is taken into account, real personal income increased 1.8% in 2013. As consumer confidence increases along with consumer spending, businesses will expand to meet the demand.

The Wisconsin economy has continued to grow at a more robust pace than the nation as a whole during the recovery from the recession as the diverse economy has allowed for job growth, strong consumer spending, and the beginning of a rebound in real estate and construction. Wisconsin's unemployment rate has trended slightly lower than the nation as a whole, and is estimated to be 5.8 percent for 2013 which would be a whole percentage point decrease from 2013 when it was 6.8 percent. It is also forecasted to decrease an additional .6 percent by 2015. Home prices and the real estate market in Wisconsin are recovering and the levels of residential and commercial construction has improved. According to the Wisconsin Realtors Association (WRA), existing home sales grew 21% in 2012 and 11% in 2013. Median home prices also grew by 6.6% in 2013. Wisconsin building permits grew 12.5% in 2013, and forecasts are calling for a 20.4% growth of building permits by the end of 2014 and another increase of 19.8% in 2015. The increases in population, wages, and salaries have also continued. The agriculture and oil and natural gas industries have helped to boost the State's economy during the economic recovery. Although this growth generates additional revenue, it also results in additional expenses for local governments." - Wisconsin Department of Revenue, Winter 2014

Community Vision and Implementation

Overview

The smart growth legislation requires that the plan be based on population forecasts over the 20-year planning horizon. The anticipated population base can then be translated into the number of additional housing units that will be needed over the planning period to accommodate the anticipated population base. This same section of the legislation also requires a set of 20-year forecasts for employment.

The final set of forecasts relates to future land use and arises out of the forgoing forecasts. The Future Land Use Map must show additional land for development to accommodate the anticipated number of new households and to facilitate the addition of new employment opportunities.

Table 11-1 presents the various forecasts. The following subsection presents background information about each and describes how they were prepared.

Table 11-1. Plan-Based Forecasts: 2014 to 2033

	2014 to 2018	2019 to 2023	2024 to 2028	2029 to 2033	2014 to 2033
Additional population	404	418	433	448	1,703
Additional households	191	200	209	219	819
Additional housing units	199	208	217	228	852
Land area (acres)[1]					
Commercial and office	10	10	15	15	50
Manufacturing and warehousing	15	15	20	20	70
Residential	937	979	1,022	1,074	4,004
Additional employment (jobs)					
Commercial and office	277	277	415	415	1,384
Manufacturing and warehousing	116	116	155	155	542
Total	393	393	570	570	1,926

Notes:
1. The amount of land needed for each of these uses includes public infrastructure. A factor was also applied to increase the supply of land to account for consumer choice.

2014-2033 Comprehensive Plan

Population

According to the U.S. Bureau of the Census, Richfield added 927 residents between 2000 and 2010, and in the three (3) years following the 2010 Census, the Wisconsin Department of Administration estimated a gain of 66 residents for a total resident population of 11,366 in 2013. This amount of growth over that 13-year period translates into an average annual growth rate of 0.7 percent.

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) prepared a set of high, intermediate, and low population projections for Washington County through 2050 (Table 11-2). The intermediate projection shows a net increase of 48,600 residents during that period (i.e., 2011-2050). This translates into an average annual growth rate of 0.79 percent, which is slightly higher than what was observed in Richfield from 2000 to 2013.

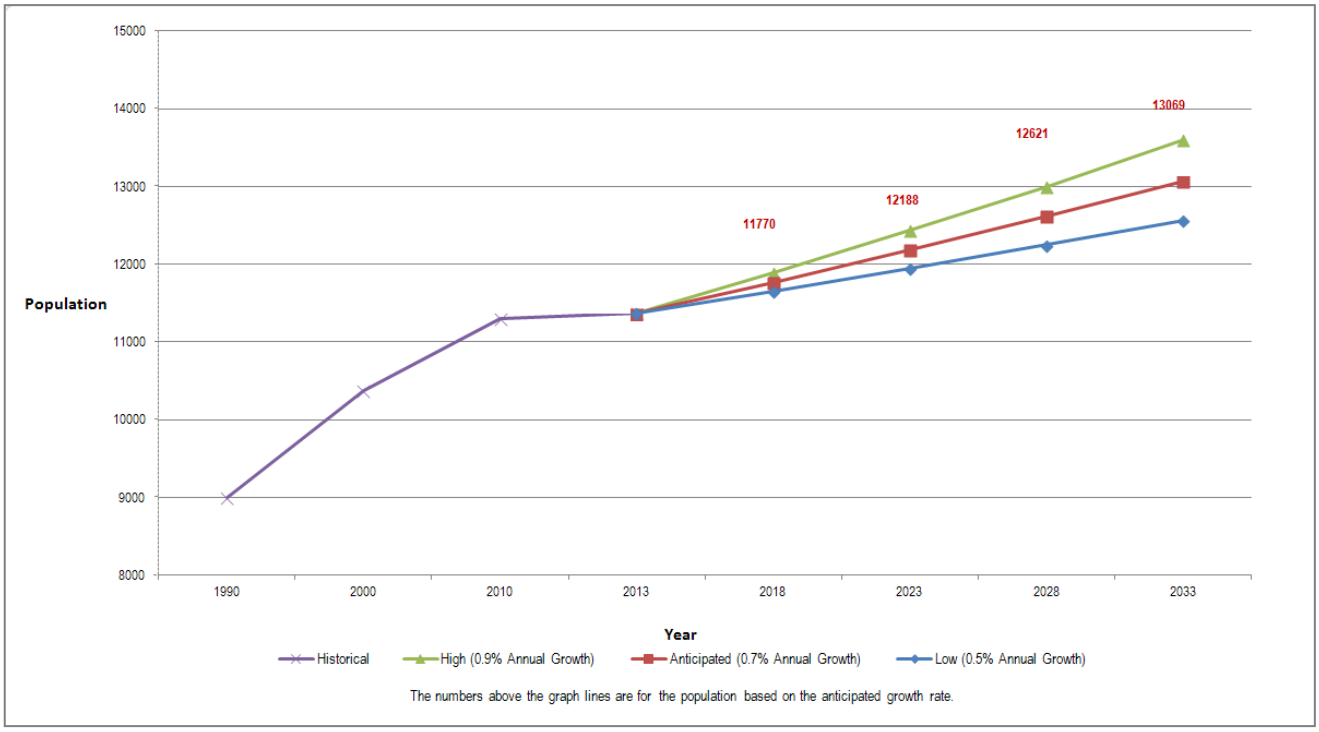
After evaluating various growth rates, it was determined that a growth rate of 0.7 was a realistic and reasonable expectation for population growth in the coming years. Although this rate of growth is a conservative figure over the 20-year planning horizon, it is possible that the actual rate may be less than or more than the anticipated rate. Exhibit 11-1, on the following page shows population growth based on a low projection of 0.5 percent and a high projection of 0.9 percent.

Table 11-2. Actual and Projected Population in Washington County: 2010-2050

	High Projection			Intermediate Projection			Low Projection		
		Change from preceding period			Change from preceding period			Change from preceding period	
Year	Population	Number	Percent	Population	Number	Percent	Population	Number	Percent
2010 (actual)	131,900	—	—	131,900	—	—	131,900	—	—
2015 (projected)	143,100	11,200	8.5	138,200	6,300	4.8	134,900	3,000	2.3
2020 (projected)	151,600	8,500	5.9	144,600	6,400	4.6	137,600	2,700	2.0
2025 (projected)	160,500	8,900	5.9	151,300	6,700	4.6	141,600	4,000	2.9
2030 (projected)	169,700	9,200	5.7	158,000	6,700	4.4	146,900	5,300	3.7
2035 (projected)	178,600	8,900	5.2	164,500	6,500	4.1	151,800	4,900	3.3
2040 (projected)	187,200	8,600	4.8	170,300	5,800	3.5	156,100	4,300	2.8
2045 (projected)	195,300	8,100	4.3	175,500	5,200	3.1	159,600	3,500	2.2
2050 (projected)	203,400	8,100	4.1	180,500	5,000	2.8	162,800	3,200	2.0
Change: 2010-2050	—	71,500	54.2	—	48,600	36.8	—	30,900	23.4

Table 11-3 shows the year-end population projections and the number of new residents added in each of the five-year increments based on this growth rate. From 2014 to 2033, approximately 1,703 new residents are anticipated.

Table 11-3 Village of Richfield Population Growth



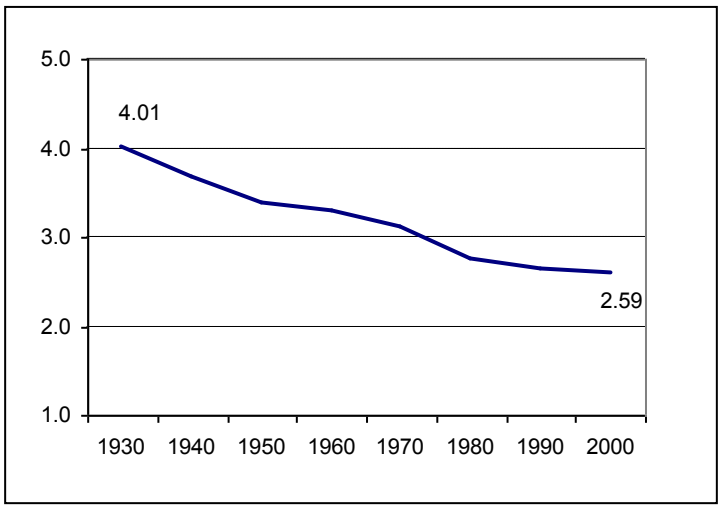
Richfield's population will, for the most part, be housed in singly family housing; few will be living in nursing homes or other similar institutional settings given their demand as densely populated, high-water users. Therefore, the population living in households will mirror the total resident population.

Housing Forecasts

Having established the anticipated resident population living in a household setting, it is possible to forecast the number of housing units that will be needed to accommodate the growing population.

The number of households was estimated by dividing the anticipated population living in a household by the average household size for each of the time periods. Nationally, the average household size has been on a steady downward trend for a number of decades as shown in Exhibit 11-2. This trend is also evident throughout much of Wisconsin and in Richfield. From 1990 to 2010, the average household size in Richfield declined from 3.17 to 2.71. It is anticipated this trend will continue in

Exhibit 11-2. Average Household Size; United States: 1930 to 2000



Source: Census Bureau

Table 11-3. Population: 2014 to 2033

Year	Total Resident Population [1]	Population in Households
2014	11,446	11,446
2015	11,526	11,526
2016	11,607	11,607
2017	11,688	11,688
2018	11,770	11,770
2019	11,852	11,852
2020	11,935	11,935
2021	12,019	12,019
2022	12,103	12,103
2023	12,188	12,188
2024	12,273	12,273
2025	12,359	12,359
2026	12,446	12,446
2027	12,533	12,533
2028	12,621	12,621
2029	12,709	12,709
2030	12,798	12,798
2031	12,888	12,888
2032	12,978	12,978
2033	13,069	13,069
Number Added During Period		
2014 – 2018	404	404
2019 – 2023	418	418
2024 – 2028	433	433
2029 – 2033	448	448
2014 – 2033	1,703	1,703

Source: Village of Richfield Comprehensive Plan

Table 11-4. Housing: 2014 to 2033

Year	Households	Housing Units
2014	4,255	4,426
2015	4,293	4,466
2016	4,331	4,505
2017	4,369	4,545
2018	4,408	4,586
2019	4,447	4,626
2020	4,487	4,668
2021	4,527	4,709
2022	4,567	4,751
2023	4,608	4,794
2024	4,649	4,836
2025	4,690	4,879
2026	4,732	4,923
2027	4,774	4,966
2028	4,817	5,011
2029	4,860	5,056
2030	4,903	5,101
2031	4,947	5,146
2032	4,992	5,193
2033	5,036	5,239
Number Added During Period		
2014 – 2018	191	199
2019 – 2023	200	208
2024 – 2028	209	217
2029 – 2033	219	228
2014 – 2033	819	852

Source: Village of Richfield Comprehensive Plan

Richfield over the planning period, but at a slower rate of decline, and cause the figure to drop to about 2.6 people per household.

This demographic trend suggests that even if the population of the Village did not grow, additional housing units would be needed to account for a smaller number of people living in each housing unit.

Table 11-4 shows the anticipated number of households over the 20-year planning horizon by year and for each of the 5-year increments. Having established the number of households that will be living in the Village, it is necessary to determine the number of housing units that will be needed to house them. The number of housing units will, more often than not, exceed the number of households in that a certain share of the housing units will be vacant at any point in time. They may be vacant because it is not considered a primary residence, because it is for rent or for sale, or simply not occupied. For the purpose of this plan, it is assumed that 4 percent of the housing units will be vacant at any point in time. The calculated number of housing units is also shown in Table 11-5.

Land-Use Forecasts

Consistent with the Village's long-term vision, single-family housing units will be the predominate type of housing over the next 20 years. Duplex units will account for about one percent of the total. Table 11-6 shows the number of housing units by type.

Table 11-5. Anticipated Number of New Jobs: 2014-2033

	2014 to 2018	2019 to 2023	2024 to 2028	2029 to 2033	2014 to 2033
Retail and service	121	121	182	182	606
Office	156	156	233	233	778
Manufacturing	69	69	92	92	322
Warehousing	47	47	63	63	220
Total	393	393	570	570	1,926

Source: Village of Richfield Comprehensive Plan

Table 11-6 Anticipated Number of Additional Housing Units by Type: 2014 to 2033

Time Period	Single-Family	Duplex	Total [1]
2014 – 2018	193	6	199
2019 – 2023	202	6	208
2024 – 2028	211	6	217
2029 – 2033	224	4	228
2014 – 2033	830	22	852

Notes:
1.Data derived from Table 11-4.
Source: Village of Richfield Comprehensive Plan

The land area requirements for each of these housing types were calculated by applying an average density to each of the categories. These values were then adjusted upward to account for infrastructure (e.g., roads, smaller community parks). Each of these values was again adjusted upward to allow consumers a choice between different competing housing developments.

Table 11-7 shows the number of acres needed for each of the housing types for each of the five-year increments. A total of 4,000 acres should be shown on the future land use map for residential purposes intended to occur over the next 20 years.

Table 11-7. Land Requirements for Housing by Type: 2014 to 2033

Time Period	Single-Family	Duplex	Total
2014 – 2018	933	5	938
2019 – 2023	975	5	980
2024 – 2028	1,018	5	1,023
2029 – 2033	1,070	5	1,075
2014 – 2033	3,996	20	4,016

Notes:
1. Data derived from Table 11-4.
Source: Village of Richfield Comprehensive Plan

It should be noted that these data sets are intended for planning purposes only. It is important to keep precise figures on actual development levels and update these forecasts based on more current information and to account for actual development activity and shifts in the housing market as necessary.

Future Utilities and Community Facilities

Table 11-8 lists the various utilities and community facilities in Richfield. For each one, the current adequacy of the facility is identified as being adequate or inadequate. Recommendations to meet future needs may include expanding or improving existing facilities, or creating new facilities. Based on the vision of this plan, no additional Village facilities are required to accommodate the growing population in the next 10-year period.

2014-2033 Comprehensive Plan

Exhibit 11-8. Public Facilities Plan: 2014 to 2033					
		Recommendation			
Village Facilities/Services	Current Status (2013)	2014 to 2018	2019 to 2023	2024 to 2028	2029 to 2033
Village Hall	Adequate	-	-	Renovation/ Expansion	-
Recreation facilities	Adequate	-	-	-	-
Library services	Adequate	-	-	-	-
Police services	Adequate	-	-	-	-
Fire protection	Adequate Station #1	-	New building for Station #1	-	-
Facilities/Services by Others					
EMS	Adequate	-	-	-	-
Solid waste collection and recycling	Adequate	-	-	-	-
Telecommunication and fiber optics	Adequate	Support the development of new technology	Support the development of new technology	Support the development of new technology	Support the development of new technology
Electrical and natural gas	Adequate	-	-	-	-
Public schools	Adequate	-	-	-	Potential facility expansion
Child care	Adequate	Encourage additional capacity	Encourage additional capacity	Encourage additional capacity	Encourage additional capacity
Health care	Adequate	-	-	-	-
Cemeteries	Adequate	-	-	-	-
Source: Village of Richfield Comprehensive Plan					

Future Land Use

The Village of Richfield is divided into various land-use districts. At the outset, it should be noted that these districts are established for general planning purposes only.

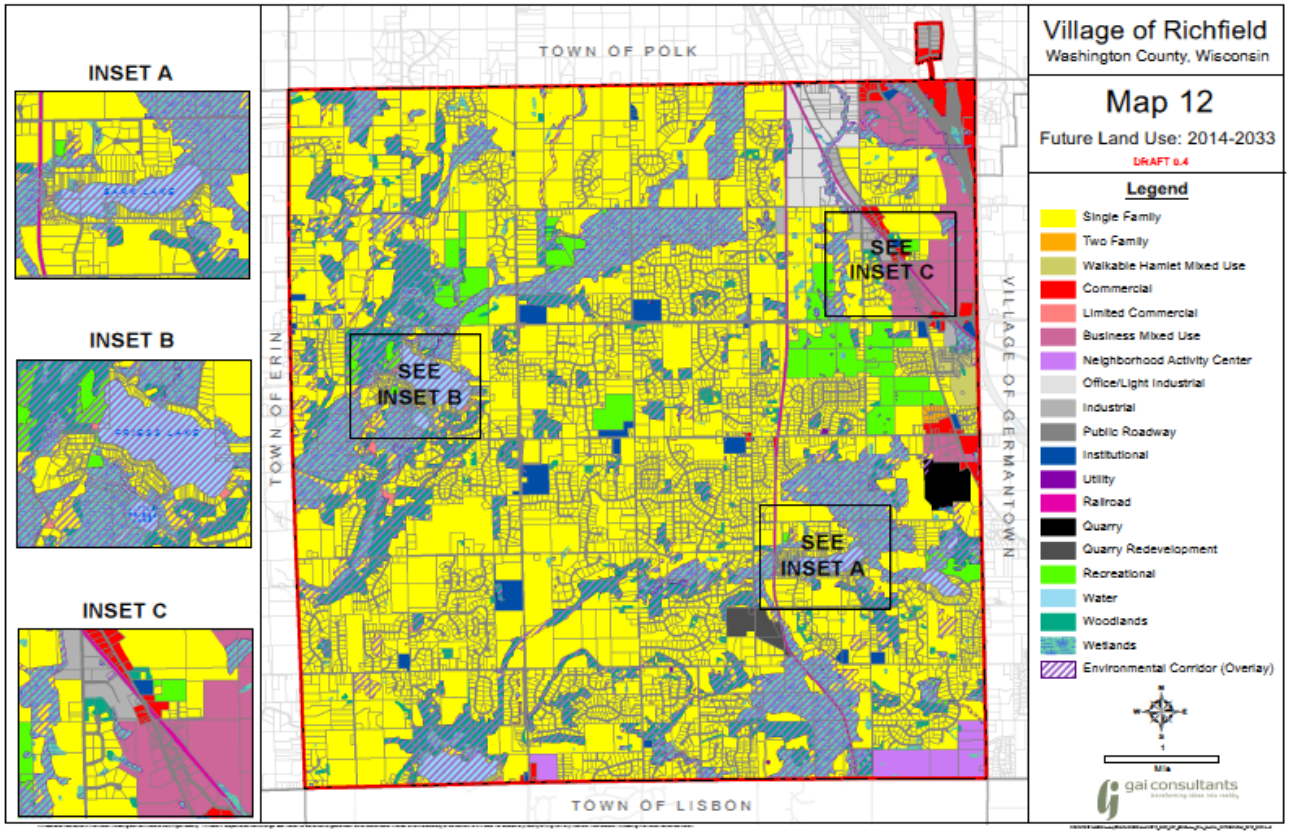
Once the 2014-2033 Comprehensive Plan was adopted, Village officials will need to examine the current zoning regulations and associated maps to determine if, and how, they should be revised to implement the Future Land Use Map.

The Future Land Use Map is intended to present a logical development pattern within the Village over the next 20 years. If a property owner in one of the surrounding Towns wishes to request annexation to the Village, the Village Board will evaluate those requests on a case-by-case basis pursuant to state law and any intergovernmental boundary agreements which may apply.

The Future Land Use Map should bring together most, if not all, of the elements of the Comprehensive Plan such as natural resources,

economic development, housing, and transportation. It is a road map of what the community wants to have happen; it is not a prediction. The intent of the Future Land Use Map is to guide day-to-day decisions relating to land use, such as zoning map amendments and land divisions. The 20-year Future Land Use Map is intended to provide a long-term perspective with regard to land-use decisions.

The mapping process for the 2014 Comprehensive Plan update started a discussion which ultimately lead to a paradigm shift for the Village. In 2004 the Village adopted a Comprehensive Plan with both a 10 and 20-year Future Land Use Map. During the most recent update, it was determined by the Plan Commission and Village Board that property owners should be given the right to sell and/or develop their property whenever they decide to do so, so long as it conforms to the Future Land Use Map. Prior to the adoption of the 2014 update, should an individual wish to rezone their property, there was a potential that the development would need to be staggered by 10 years in order to be permissible or go through the process of amending the Future Land Use Map to make the rezoning consistent.



2014-2033 Richfield Future Land Use Map
Source: Village of Richfield Comprehensive Plan

Table 11-9. Land-Use Categories and Relationship to the Village's Existing Zoning Regulations

Land Use District	General Description	Section of Zoning Code and Zoning District
Single-Family Residential	These areas are likely to accommodate additional single -family residential subdivisions. Cluster/open space designs (permitted in the RS-1B Zoning District) are encouraged in these areas. Continued farm uses are also encouraged in Rs-1 and Rs-1R	70.191 Country estate district (RS-1) 70.191A Country estate/remnant parcel district (Rs-1R) 70.192 Single-family residential and rural preservation district (Rs-1A) 70.193 Single-family cluster/open space residential district (Rs-1B) 70.194 Single-family residential district (Rs-2) 70.195 Single-family residential district (Rs-3) 70.195A Single-family residential district (Rs-4)
Two-Family Residential	This district is intended to accommodate duplexes. This district is intended to be located next to commercial uses and other similar land uses where the nature of residential use allowed in this district acts as a suitable transition to single-family housing and other less intense land uses. This district may only be applied to entire properties that are within the STH 175 corridor. As an additional requirement, primary access to a residential development in this district shall be provided off of a roadway classified as a minor arterial on the map titled "Transportation Network" in this plan.	70.196 Two-family cluster/open space residential district (Rd-1) 70.196A Two-family residential district (Rd-2)
Walkable Hamlet Mixed Use	One walkable hamlet mixed use district is shown in the northeast corner of the Village off of STH 175. A blend of uses including single family homes on smaller lots, with mixed use neighborhood businesses (e.g., deli, ice cream parlor, restaurant, pubs, daycare, video rental store, card shop, etc.).	70.212 Walkable hamlet district (WHD)
Commercial	Commercial businesses (e.g., stores, restaurants) would be subject to proposed local design and zoning requirements for signage, lighting, and landscaping to ensure that developments are attractive and an asset to the Village. This would include ordinances to limit building square footage to prevent big-box uses from locating in the Village. New commercial areas are shown along the highway corridors.	70.197 Neighborhood business district (B-1) 70.198 Community business district (B-2) 70.199 General business district (B-3) 70.200 Highway business district (B-4)
Limited commercial	Existing commercial businesses located outside of the Village's commercial centers. General standards for commercial uses would apply to these properties to address the ongoing operations and potential expansions. Because these businesses are typically in residential areas, there is concern regarding the potential reuse (i.e., conversion to another type of business operation).	None; this will be addressed when the Village amends the zoning code.
Business Mixed Use	It is expected that this area will develop as an upscale business park. Businesses in this location will be well landscaped, utilize similar building materials and roof pitches, have consistent signage, and appropriate lighting defined by the Village in a design ordinance. All development will be compatible with nearby residential areas (e.g., no impact on groundwater, no noticeable noise, light, or vibration).	70.216 Business Mixed Use (BMU)

Neighborhood Activity Center	This area is intended to accommodate a range of public services (e.g., schools, churches, daycare), small professional offices, and small retail establishments.	None; this will be addressed when the Village amends the zoning code.
Office/Light Industrial	This area is shown in Section 2. It is designed to serve as a buffer between the commercial/light industrial uses near USH 41/45 and the residential and natural areas to the west. Moreover, given the frequency of train travel it is believed these uses are a good fit with this area. Again, it is expected that uses will develop in an office park setting.	70.215 Office/Light Industrial district
Industrial	Additional industrial development is shown along the railroad corridor in the northeast portion of the Village. As with commercial, industrial uses would be subject to Village zoning and design requirements. Existing uses along Beechwood Industrial Drive generally represent the quality and size of desired development.	70.201 General Wholesale Business/ Warehousing district (M-1) 70.202 Limited Industrial district (M-2) 70.203 General Industrial district (M-3) 70.204 Industrial Park district (M-4)
Public Roadway	Dedicated public right-of-ways	None
Institutional	Land uses in these areas include the full range of public uses (e.g., post offices, municipal offices and other government facilities, fire stations, EMS facilities, schools) and quasi-public uses such as places of worship and private educational facilities.	70.206 Institutional district (I-1)
Utility	These areas include major utility infrastructure sites including electric substations and telecommunication towers.	70.206 Institutional district (I-1)
Railroad	Existing railroad corridors	None; this will be addressed when the Village amends the zoning code.
Quarry	Active quarries are included in this designation.	70.205 Extractive district (M-5)
Quarry Redevelopment	These areas will be redeveloped for residential or recreational purposes. It is possible the quarry off of STH 175 may include some commercial uses as well.	None
Recreation	These areas include public parks, golf courses, and other similar uses.	70.207 Park and recreation district (P-1)
Water	Open bodies of water including lakes and large streams	None
Woodland	Isolated woodlands primarily in upland areas	70.209 Upland conservancy district (UC)
Wetland	Wetland areas defined by authoritative bodies, including the Wisconsin Department of Natural Resources	70.208 Lowland conservancy district (LC)
Environmental Corridor	Environmentally sensitive land; primarily 100-year floodplains	70.210 Floodland district (F-1)

2014-2033 Comprehensive Plan

Table 11-10. Future Land-Use: 2014 to 2033

Land Use District	Acres [1]	Percent of Total [2]
Single-Family Residential	13,644.3	58.49
Two-Family Residential	16.8	0.07
Walkable Hamlet Mixed Use	85.7	0.37
Commercial	208.7	0.89
Limited Commercial	17.0	0.07
Business Mixed Use	521.6	2.24
Neighborhood Activity Center	216.8	0.93
Office/ Light Industrial	296.6	1.27
Industrial	135.1	0.58
Public Roadway	1,535.9	6.58
Institutional	241.9	1.04
Utility	4.5	0.02
Railroad	105.8	0.45
Quarry	92.7	0.40
Quarry Redevelopment	75.2	0.32
Recreation	733.9	3.15
Water	324.2	1.39
Woodlands	2,232.7	9.57
Wetland	2,838.0	12.17
Environmental Corridor (Overlay) [3]	5,748.9	24.64
Total	23,327.4	100.0

Notes:
The actual land area of the Village is 23,324.3 acres, the difference is due to rounding
Total may not add up to 100.0 due to rounding.
Not included in Totals

Goals, Policies, and Implementation Activities

Statewide Planning Goals

As required by state law, this plan is intended to help achieve various statewide planning goals. The relationship between these goals and this plan are shown below in Table 11-11.

Implementation Accomplishments

Since adopting the original Comprehensive Plan in 2004, a number of important implementation activities have been accomplished as generally listed in Table 11-12.

Table 11-11. Relationship between State Goals for Local Planning and this Plan								
	Plan Chapter							
State Goal	Housing	Transportation	Utilities and Community Facilities	Agricultural, Natural, and Cultural Resources	Economic Development	Intergovernmental Cooperation	Land Use	Implementation
Promotion of the redevelopment of lands with existing infrastructure and public services and the maintenance and rehabilitation of existing residential, commercial and industrial structures	-	-	X	-	-	-	X	X
Encouragement of neighborhood designs that support a range of transportation choices	-	X	-	-	-	-	X	X
Protection of natural areas, including wetlands, wildlife habitats, lakes, woodlands, open spaces and groundwater resources	-	-	X	X	-	-	X	X
Protection of economically productive areas, including farmland and forests	-	-		X	X	-	X	X
Encouragement of land uses, densities and regulations that promote efficient development patterns and relatively low municipal, state governmental and utility costs	-	-	X	-	-	-	X	X
Preservation of cultural, historic and archaeological sites	-	-	-	X	-	-	X	X
Encouragement of coordination and cooperation among nearby units of government	-	-	-		-	-	-	X
Building of community identity by revitalizing main streets and enforcing design standards	-	-	-	-	-	-	X	X
Providing an adequate supply of affordable housing for individuals of all income levels throughout each community	X	-	-	-	-	-	-	X
Providing adequate infrastructure and public services and an adequate supply of developable land to meet existing and future market demand for residential, commercial and industrial uses	-	-	X	-	-	-	-	X
Promoting the expansion or stabilization of the current economic base and the creation of a range of employment opportunities at the state, regional and local levels	-	-	-	-	X	-	-	X
Balancing individual property rights with community interests and goals	X	X	X	X	X	X	X	X
Planning and development of land uses that create or preserve varied and unique urban and rural communities	-	-	-		X	-	X	X
Providing an integrated, efficient, and economical transportation system that affords mobility, convenience, and safety that meets the needs of all citizens, including transit-dependent and disabled citizens	-	X	-		X	-	-	X

2014-2033 Comprehensive Plan

Table 11-6. Major Implementation Activities Completed: 2004 through December 2013
Amended the zoning code to allow walkable hamlets
Adopted a design overlay ordinance relating to highway commercial, neighborhood activity center, and industrial development
Created a Design Review Committee
Adopted an ordinance requiring developers to complete a traffic impact analysis
Utilized the Village's website to share information with residents and others regarding such things as transportation improvements
Established quiet zones in cooperation with Canadian National
Established a program to assess parkland dedication pursuant to the authority granted by Section 236.45, Wis. Stats.
Town Board considered, but rejected, the idea of providing a unified garbage collection system for residents
Developed an on-going well monitoring program
Created a groundwater ordinance in 2004
Updated the sign regulations in the zoning code in 2006
Adopted impact fees to help pay for certain public infrastructure in 2006
Adopted an outdoor lighting ordinance in 2006
The Town incorporated as a village on February 13, 2008
Developed a Strategic Plan for the Village in 2012
Adopted a Community Build-out Analysis in 2013
Instituted the use of a capital improvement plan and capital improvement fund in 2013
Note: The activities listed in this exhibit are not in chronological order and may not include all achievements realized

2014-2033 Comprehensive Plan

Community Vision

To track planning progress and help to ensure that the plan is implemented, milestone dates are provided for each objective. Special attention has been given to the milestone dates to ensure that individual objectives act in harmony with other stated goals and objectives and are feasible expectations for the Village.
To ensure that the plan elements are understood in their totality over the life of the plan, the Village of Richfield Plan Commission will annually review the goals and objectives. Part of this effort, will also include addressing conflicts which may arise between the nine elements.

Implementation of the Village of Richfield Comprehensive Plan will be the primary responsibility of the Village of Richfield Plan Commission. The Plan Commission will make recommendations pertaining to development issues, in accordance with the Comprehensive Plan, for the Village Board to consider when making final decisions.

Key Terms in this Chapter

Milestone Date – A specific date, after the adoption of the comprehensive plan, when the Village will review the plan implementation action to see if the objective has been met and consider additional implementation strategies to achieve the stated goal.

Vision – An overall statement related to each of the nine required elements expressing the Village's expectations for the future. These statements provide a framework and context to consider when making future land use decisions.

Goal – A statement that describes, usually in general terms, a desired future condition. Goals will usually only address one specific aspect of the vision.

Policy – A course of action, or rule of conduct, used to achieve a vision or one or more goals of the plan. Therefore, they are developed after vision statements. In some cases, the policies relate closely to the vision, but provide more refined, specific actions the Village will abide by when making decisions.

Overall Vision and Mission

Forward. Preserving…A Country Way of Life!

We effectively plan and manage Village growth to successfully blend our rural heritage with our modern way of life. We protect our diverse natural and environment. We treasure our small-town feel while investing in thoughtful business development that enhances the vitality of our community. We actively preserve our open spaces, our dark evening skies, and beautiful parklands. We responsibly manage our previous water resources and thoughtfully consider development to protect them.
We value an accessible and efficient government that provides outstanding services to the community financed by the right balance of residential, commercial, and agricultural property. We value civic engagement and community involvement in Village planning and decision making. We proactively anticipate the needs of the community and work hard to ensure that we have safe and well-maintained roads; clean and usable parks; and inviting community buildings. We have a thoughtful and responsible approach to taxation that minimizes the financial burden of living here while supporting the essential government services and programs that sustain the health, safety, and beauty of the Village.
We welcome new residents and honor out long-time residents' way of life and traditions. We have active civic organizations that build community and share local traditions and events that celebrate our history and our promising future. Out parks and trails provide extensive recreational opportunities for those who live here and those who are just visiting.
A Country Way of life….worth preserving!

2014-2033 Comprehensive Plan

Housing

Housing Vision Statement

In 2033, Richfield offers rural residential living choices in harmony with the Village's rolling hills, wetlands, woodlands, farm fields, and lakes. Single-family homes are the primary housing choice, but some additional well-built and maintained alternative housing styles have been built to provide some other choices to young families and seniors. Village codes and ordinances promote attractive residential development with abundant green spaces, scenic views, and trails.

Overarching Policies

1. Utilize the patterns presented on the Future Land Use Map as a guide for development.
2. Require new developments to provide links and access to planned trails where feasible.
3. Encourage the integration of varied housing stock and densities within developments or areas designated for higher density residential on the future land use maps.
4. Encourage a range of housing styles and types to support lifestyle needs and preference, which are consistent with our zoning code.
5. Require new housing developments to be consistent with the preservation of scenic beauty and the protection of the environment.
6. Ensure village codes and ordinances are up-to-date in regard to housing concerns.

Goal 1: Enhance the environmental assets and residential atmosphere of the Village so that it continues to be an attractive place to live.

Specific Policies

1. Continue to enforce floodplain regulations.
2. Encourage "low impact" development within the Village that can help reduce stormwater runoff and flooding.
3. Protect open vistas including views of Holy Hill and designated view corridors.
4. Consider pedestrian access and amenities (e.g., trails and sidewalks) as part of any housing development. This includes considering location choices for developments catering to seniors and families (children) that provide opportunities to walk to important destinations like schools, parks, and shopping.
5. Make green space an integral part of residential neighborhoods.

Goal 2: Maintain the market value of housing over time.

Specific Policies

1. Continue to enforce residential codes and ordinances to ensure that properties are well maintained.

2. Educate residents about the importance of property maintenance.

Goal 3: Encourage a variety of housing densities, consistent with the Village Code, to meet the needs of residents of varying incomes, ages, and lifestyle preferences and to support economic development.

Specific Policies:

1. Support existing county, private, and church efforts and consider new programs that provide needed assistance for elderly and disabled residents who wish to stay in their own homes.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Evaluate (through survey and Census Data) and monitor the need and appropriate location for alternative housing choices and support services for residents, including seniors.	Village Budget	Planning & Zoning Administrator	2015
Review and possibly update existing development controls to encourage housing that is easily adaptable for seniors and residents with disabilities.	Village Budget	Building Inspector/ Planning & Zoning Administrator	2016
Create a new Planned Unit Development Zoning District to accommodate a blend of commercial, multiple and single-family development on a single property. This district would include performance standards, as opposed to strict setback requirements, to provide flexibility for developers interested in smaller properties with mixed housing types.	Village Budget	Plan Commission	2017

Transportation

Transportation Vision

In 2033, more residents than ever before take advantage of organized transit choices (including carpooling) to cost-effectively connect Richfield with nearby employment centers and entertainment choices. Trails and walkways are an integral part of the recreation and transportation network - providing connections between neighborhoods, neighboring communities, schools, parks, and the greater region. Personal vehicles remain the primary choice for transportation in the Village. Accordingly, a well-maintained system of neighborhood streets, Village and County roads and State highways provide for the safe and efficient transport of people and goods.

Overarching Policies

1. Provide a greater range of transportation choices (e.g., linkages), including quality roads, highways, sidewalks and trails to meet the diverse needs of the growing residential population.
2. Provide inspiring and well-maintained public streets in planned developments and hamlets.

3. Encourage transportation connections between developments (beyond just roads) to promote opportunities for walking, hiking, and biking through the community to enjoy the natural character of the Village.
4. Encourage the expansion of transportation choices for the elderly, disabled, and children (e.g., groups that cannot drive).
5. Discourage the development of roadways in environmentally sensitive areas such as wetlands, floodplains, scientific areas, and on soils with severe engineering limitations.
6. Schedule street improvements according to the analysis of existing physical street conditions, and Village budget capacities using a Capital Improvement Plan and budget.
7. Direct future access points located along STH 164, STH 167 (Holy Hill Road), and STH 175 to intersecting public streets spaced at least 1,300 to 2,600 feet apart.
8. Whenever feasible, require new development to connect to the existing transportation system (e.g., connect between subdivisions).
9. Evaluate opportunities to establish bike routes whenever resurfacing or reconstructing a roadway.

Goal 1: Maintain and improve Village roads in a timely and well-planned manner.

Specific Policies

1. Seek to increase local funds for road maintenance to support PASER recommendations.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
In accordance with state law, using PASER, continue to update road ratings, as required.	WisDOT	Highway Superintendent	Continuous
Use a Capital Improvement Plan, PASER results, traffic counts, and accident rates to coordinate and plan for annual roadway improvements and maintenance as well as other capital projects (e.g., municipal building	Village budget	Village Administrator and Highway Superintendent	Annually

Goal 2: Develop a safe and accessible trail network through the Village of Richfield.

Specific Policies

1. To capitalize on its proximity to the Ice Age Trail, Richfield should encourage Washington County, the Town of Erin and the Wisconsin Department of Natural Resources to pursue trail connections between the Ice Age Trail and the planned Village of Richfield trails, where feasible and appropriate.
2. The Village should utilize volunteer labor (e.g., community groups, students, etc.) and donated materials to the greatest extent possible.
3. Integrate trail and bicycle way locations included on the *Transportation System Plan* on any *Official Map* developed by the Village.
4. Pursue grant funds to develop the recommended trail, sidewalk and bicycle way routes throughout the Village.
5. Encourage developers to provide local trails within open space of conservation developments.

Goal 3: Support the long-term viability of area roads.

Specific Policies

1. Require larger highway use dedications along state and county highway right-of-ways, so if expansion is needed, space is available.
2. Ensure that developments along major roadways (e.g., STH 164, and STH 167) are not impacted by the traffic and noise.
3. Continue to support the efforts of law enforcement officials to achieve heightened enforcement for required stops and speed limits along area roads.
4. Seek to install bypass lanes to accommodate the flow of traffic around left-turning vehicles accessing subdivisions located along Hillside Road and Hubertus Road and elsewhere as conditions warrant when needed at the time of reconstruction.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Incorporate development standards into the Village's zoning code and land division regulations to ensure that development along state highway corridors can co-exist harmoniously with the traffic and noise associated	Village budget	Planning & Zoning Administrator	2015
Incorporate development standards into the Village's zoning code and land division regulations to ensure that development along state highway corridors can co-exist harmoniously with the traffic and noise associated	Village budget	Planning & Zoning Administrator	2015

Goal 4: Keep residents informed of transportation improvements.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Provide information about transportation improvements on the Village's website, social media, and direct mailings which including work schedules and plans.	Village Budget	Public Works Supervisor	On going

Goal 5: Develop the transportation network in accordance with adopted land use plans, economic considerations, physical constraints, and community desires to meet local travel needs.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Develop an Official Map to plan for roadway extensions and improvements over time.	Village Budget	Public Works Supervisor	2016
Explore the desirability for an access management plan for Hubertus and Hillside Roads to ensure that these corridors function as local arterials through 2025.	Village Budget	Public Works Supervisor Planning & Zoning Administrator	2017
Review the Transportation Network Map provided in this chapter every five (5) years to ensure that it accurately reflects changes indicated on the Village's Official Map and current development plans.	Village Budget	Village Highway Superintendent Planning & Zoning Administrator	To coincide with overall plan review

Goal 6: Become an active partner in transportation improvements and planning in the Village and immediate vicinity by Washington County, WisDOT, and SEWRPC.

Specific Policies

1. Communicate and coordinate transportation improvements and plans with WisDOT, SEWRPC, and

the Washington County Highway Department, when appropriate.

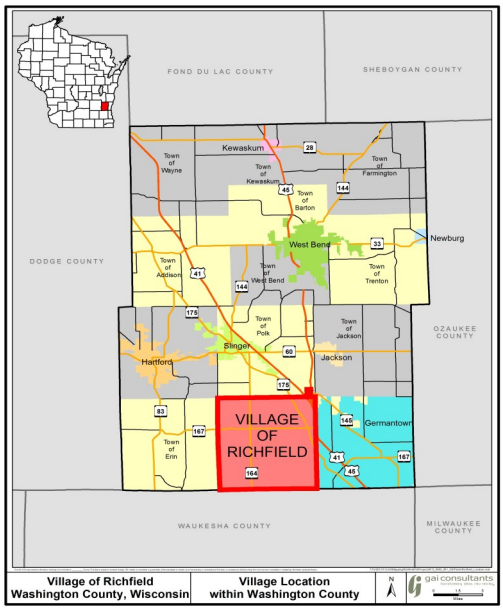
2. Communicate and coordinate with WisDOT, SEWRPC, and the Washington County Highway Department regarding future improvements on STH 164 so that the needs and interests of the Village and its citizens are adequately met, and so that use and development of properties adjacent to that highway are consistent both with the improvements to the highway and the preservation of property values.
3. Coordinate with Washington County and WisDOT so when improvements/reconstruction of county or state roads are scheduled, appropriate consideration is given to the development of bike paths and trails in accordance with adopted plans.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Provide copies of this plan and subsequent updates to WisDOT, SEWRPC, and Washington County.	Village Budget	Village Planning & Zoning Administrator	As needed
Coordinate with adjacent municipalities (ie: Town of Polk) and Washington County to upgrade planned county roads (e.g., Pioneer Road and STH 175) to accommodate additional local traffic as important area collector streets.	See Objective	See Objective	Continuous

Utilities & Community Facilities

Utilities and Community Facilities Vision

In 2033, Richfield closely coordinates with Washington County, local school districts and nearby communities to ensure that residents have easy access to efficient services and quality facilities. Without jeopardizing public health and safety, the Village strives to ensure that property taxes are minimized by controlling any debt, maintaining Village equipment, carefully planning expenditures, and using volunteers whenever feasible. The Village has been able to reduce costs and improve efficiencies in services by entering into shared service agreements with neighboring communities. Richfield's dedication has enabled the Village to offer a superior quality of living to residents.



Overarching Policies

1. Continue to require park dedication fees and where appropriate consider dedication of land for parks, preservation of environmentally sensitive areas and trails.
2. Locate park and open space throughout the community to ensure all neighborhoods have access to open space.
3. Encourage the involvement of citizens in the planning and improvement of Village parks.
4. Consider the year-round use of park and trail facilities to provide additional winter recreation choices in the Village.
5. Construct all new park facilities for handicapped accessibility (This is required to maintain eligibility for matching park funds from the Department of Natural Resources.).
6. Seek to minimize Village Staff by continuing to utilize private contractors to provide timely and cost effective services to Village residents and businesses.

7. Use the Village's Official Map to reserve especially suitable areas for eventual parks, trails, and utilities.
8. Require developers to pay their "fair share," through appropriate impact fees, for improvements needed to support new development requests.

Goal 1: Maintain abundant park, recreation and open space facilities in the Village that meet or exceed National Recreation and Park Association Standards.

Specific Policies
1. Support the objectives outlined in the Village's park and open space plan, including the establishment of additional community park facilities.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Update the Village of Richfield Park and Open Space Plan as needed to maintain grant eligibility, and after major updates to this comprehensive plan.	WDNR SEWRPC	Planning & Zoning Administrator	2013 and every 5 years

Goal 2: Due to groundwater susceptibility to contamination ensure that growth and development respects the Village's groundwater.

Specific Policies
1. Continue to monitor groundwater quality and quantity.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Partner with the Land Use Division of the Washington County Planning and Parks Department to educate residents about responsible septic system maintenance and the importance of groundwater quality. Such information can be included with annual tax bills, a periodic newsletter, cable channel broadcasts, or on the Village's website.	Well Compensation Grant Program	Washington County	2014
Develop ordinances to require the installation of groundwater test and observation wells (approximate cost $2,000) to measure transivity (i.e., how fast water moves or how much can be pumped) and storivity (i.e., how much water can be stored) for each new subdivision development and for commercial and industrial development.	Village Budget	Village Administrator and Planning & Zoning Administrator	2015
Conduct a comprehensive groundwater assessment study and well-monitoring program.	Village Budget	Planning & Zoning Administrator & Consultant	Continuous

Goal 3: Ensure that new development is served by efficient, cost-effective utilities and community facilities within the Village's capacity to provide such services.

Specific Policies
1. Continue to use a Capital Improvements Program (CIP) as a central tool to implement this comprehensive plan. The CIP should help the Village plan for needed utilities and community facilities improvements, as well as transportation, and other improvements.
2. Continue to educate residents about available community facilities in the area through the Village's

website. Whenever feasible, format posted information so it can be easily printed by residents.
3. Involve service providers to the extent deemed appropriate in the review of development projects to ensure that adequate public services are available to meet the needs of the project.
4. Continue to pursue shared service opportunities when mutually beneficial (i.e., cost savings) to improve the efficiency and quality of utilities and community facilities. This may include shared services with local jurisdictions.
5. Encourage the development of communications infrastructure to support high-speed data transfer in areas planned for future commercial, industrial, and mixed-use development.

Goal 4: As the population grows, continue to ensure that Richfield is a safe community by meeting or exceeding recognized standards for public safety.

Specific Policies
1. When new subdivision, commercial, and industrial development requests are submitted to the Village, have the Richfield Volunteer Fire Company review the applications and provide recommendations with respect to fire systems needs as part of the site plan review process.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Develop new and upgrade existing facilities consistent with the 2004 Facilities Assessment.	State Trust Fund Loan Program	Refer to 2004 Facilities Assessment	2016
Develop communication technologies necessary for public safety (e.g., Amber alert, cellular communication, etc.).	State Trust Fund Loan Program	Refer to 2004 Facilities Assessment	Begin in 2014

Agricultural, Natural, and Cultural Resources

Agricultural, Natural & Cultural Resources Vision
In 2033, prime agricultural lands, woodlands, wetlands, lakes, rivers and other natural areas provide recreational opportunities and wildlife habitat. The Village's farmland and natural areas maintain a link to Richfield's rural agricultural past and serve as a buffer between undeveloped uses and residential and commercial areas. Panoramic vistas and scenic outlooks throughout the Village offer unobstructed views of Holy Hill, the Oconomowoc River, and the Milwaukee skyline. Residents enjoy access to many natural areas via a network of local and county trails. The Coney/ Oconomowoc Nature Preserve is a cherished community asset providing hiking, skiing, and wildlife viewing opportunities while serving as a natural laboratory for local schools. Canoeing, kayaking, fishing, and hunting are common recreational pursuits. Access to a great variety of cultural facilities and historical resources enriches the lives of residents.

Overarching Policies
1. Preserve the most significant aspects of the natural resource base, that is, primary environmental corridors, which contribute to the maintenance of the ecological balance, natural beauty, and

economic well being of the Village and environs.
2. Protect floodplains and other areas having severe soil restrictions from development through local ordinances.
3. Protect groundwater and develop programs to ensure the long-term viability of the aquifer as a source of potable water.
4. Encourage the proper handling of wastes and chemicals so that they produce a minimum effect upon ground and surface water.
5. Regulate the type of industrial development in the Village to minimize the chances of groundwater contamination.
6. Discourage development that will interfere with important natural resources, including area lakes and rivers.
7. Provide zoning that supports local family farm operations and small specialty farms to maintain agriculture as a part of the rural landscape.
8. Maintain the Village's rural character by (1) limiting residential development to areas with soils that support foundations and septic systems, and (2) communicating with local farmers who want to sell their property about options available through land trusts and conservation development design techniques.
9. Support state and federal efforts to protect threatened and endangered species in the Village.
10. Protect wetlands by applying the Lowland Conservancy Zoning District to wetlands in the Village, and requiring wetlands to be preserved in the open space portions of conservation subdivisions.

Goal 1: Protect wetlands in the Village.

Specific Policies
1. Monitor the adequacy of state laws with respect to wetland protection.
2. Adopt local regulations to protect wetlands if state laws are not adequate.
3. Ensure that development and development-related activities minimize the impact wetlands.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Evaluate the need for adopting setbacks to separate different types of development and development-related activities from wetland areas.	Village Budget	Planning & Zoning Administrator	2015

Goal 2: Preserve the rural character and support the Village's "Country Way of Life" mentality by maintaining open space, natural areas, and farmland.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Using the *Future Land Use Map* as a guide, seek to direct residential and commercial development to certain areas, including those areas least suited for farming, with soils that support foundations and septic systems.	N/A	Planning & Zoning Administrator	Continuous

Goal 3: Preserve and enhance wildlife habitat.
1. Encourage local landowners to pursue opportunities to protect their land by working with land trusts.
2. Solicit the input of the Wisconsin Department of Natural Resources during the review of development projects to better identify and protect wildlife habitats, when it makes sense, particularly those unique to the community.
3. Discourage fragmentation of wildlife habitat by encouraging development adjacent to existing

development.

4. Continue efforts to establish a network of green corridors throughout the community to act as wildlife corridors. This effort should begin with areas protected through shoreland wetland zoning, open areas preserved in conservation-based subdivisions, and with the establishment of additional trails and greenways in accordance with the future land use maps.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Partner with local land trusts to protect wildlife habitat areas.	River Protection Grant Program	Land Trusts WDNR	Continuous
Seek to protect environmental corridors through proper zoning to help protect natural resources and plant and wildlife habitat. This effort will include a review of the recommendations of the SEWRPC Natural Areas Plan to help protect important plant and wildlife habitat areas.	N/A	Planning & Zoning Administrator	Continuous

Goal 4: Preserve and protect the historic resources of Richfield to promote the educational, cultural, and general welfare of village residents and provide for a more interesting, attractive, and vital community.

Specific Policies

1. Support the preservation of historic resources in the Village.
2. Support the efforts of the Richfield Historical Society and other local preservation groups.
3. Promote Richfield's unique parks and historic resources to attract new businesses and tourism.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Coordinate with the Richfield Historical Society to catalogue historic properties and locations in the Village. Share this information with the State of Wisconsin Architecture and History Inventory.	State Historical Society	Richfield Historical Society and Park Commission	2016
Evaluate the feasibility of and support for establishing a historic landmarks commission.	Village budget	Richfield Historical Society and Park Commission	2015
Distribute copies of community brochures throughout the community and at regional events (e.g., parade of homes, home shows, chamber of commerce, etc.).	Village budget	Richfield Historical Society and Village Staff	Ongoing
Advertise community events in regional newspapers and other print and digital media, and through the Wisconsin Department of Tourism.	State Historical Society	Various groups	Ongoing

Goal 5: Preserve and protect Richfield's groundwater to ensure a long-term, viable source of potable water for current and future residents.

Specific Policies

1. Continue the ongoing program of monitoring groundwater levels in the Village.
2. Work with adjoining municipalities and Washington County on an overall strategy to protect the regional groundwater supply.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Evaluate the feasibility of and need for adopting a requirement that developers would need to install a monitoring well(s) within residential development projects when deemed appropriate.	Village budget	Village Board	2016
Identify those areas within the Village where susceptibility to groundwater contamination is highest and develop plans to ensure that land use within these areas occurs in a manner consistent with protecting groundwater.	Village budget	Village Board	2016
Develop an information and education strategy aimed at providing Village residents with the tools to protect their potable water supply.	Wisconsin Environmental Education Board Grant	Village Administrator	2016

Goal 6: Protect the quality of surface and groundwater in Richfield.

Specific Policies

1. Create, maintain, and enhance natural buffers along streams.
2. Encourage farmers to use available manure management technologies.

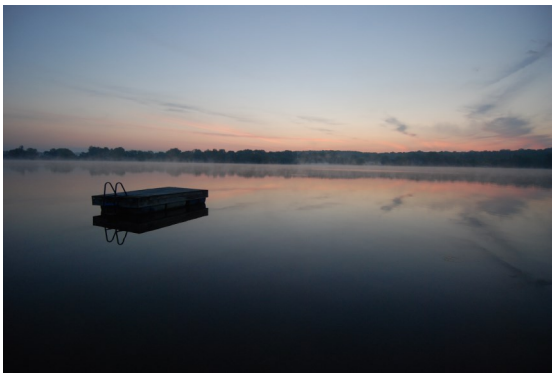
Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Support the efforts of Washington County to enforce stream and lake setback requirements by enforcing local zoning requirements and policies established in the Washington County Land and Water Resource Management Plan.	WDNR Lake Classification and Protection Grants	Washington County & Planning & Zoning Administrator	Continuous
Work with Washington County and the Wisconsin DNR and DATCP to promote and help fund buffer strips along streams and the lakeshores.	WDNR River Protection Grant Program	Washington County & Planning & Zoning Administrator	Continuous
Educate residents about the importance of environmental corridors and support efforts by the Southeast Wisconsin Regional Planning Commission to identify and protect these areas.	Wisconsin Environmental Education Board Grant	Planning & Zoning Administrator	Continuous
Coordinate with the Wisconsin Department of Natural Resources and Washington County Land and Water Conservation Department to complete an in-depth analysis of surface waters in the Village to understand changes in the quality and clarity of surface waters (including changes in fish counts). Establish test sites for streams and lakes in Richfield. Annually monitor test site results and compare the results over each sequential 5-year period to track changes.	Lake Planning Grant & River Protection Grant	Wisconsin DNR Planning & Zoning Administrator	2020
Coordinate with Washington County to educate homeowners on the need for proper maintenance of private well and onsite wastewater treatment systems, periodic testing of private well water, and planning for eventual well, pump or drain field replacements.	Wisconsin Environmental Education Board Grant	Washington County & Village Administrator	Continuous
Provide education materials to residents on the Village website, through Village newsletters and in a welcome packet related to proper well maintenance, septic maintenance, and other issues of local importance.	Wisconsin Environmental Education Board Grant	Village Administrator & Planning & Zoning Administrator	Continuous

3. Encourage residents to use rain gardens to encourage infiltration of storm water and recharge to groundwater.
4. Continue to encourage and where appropriate require cluster subdivisions due to their groundwater benefit associated with less developed land that requires less fertilized lawns and landscaping.
5. Support the efforts of the Wisconsin Department of Natural Resources and Washington County to ensure that local non-metallic mining operators adhere to the requirements of chapter NR 135.

Economic Development

Economic Development Vision

In 2033, Richfield is a bedroom community that supports its local businesses that cater to commuting residents. The Village relies primarily on residential acres to support its tax base. Economic development is in harmony with the Village's natural environment and residential areas.



The Richfield Hamlet and STH 175 corridor accommodate a variety of small businesses, local services, and residential choices that have been carefully designed to co-exist with the residential character of the community. The USH 41/45 corridor provides an economic development district that supports the needs of the traveling public and locals and provides jobs for area residents.

Tourism has expanded based on the Village's scenic character, recreational choices, and proximity to regional destination points. Visitors come to enjoy local parks, golf courses, lakes, trails, and the Kettle Moraine atmosphere.

Overarching Policies

1. Provide assistance to persons and organizations interested in developing new, or expanding existing, small businesses in the Village.
2. Enhance the historic character of the hamlet areas to enhance the attractiveness of the Village to customers and promote tourism.
3. Support local agriculture as an integral part of the Village's economy.
4. Support the ultimate redevelopment of local non-metallic mining operations in accordance with the Future Land Use Maps.
5. Assist businesses through the development approval process.

Goal 1: Encourage local economic development opportunities that exist in harmony with the Village's rural residential atmosphere.

Specific Policies

1. Build commercial development in the identified districts shown on the future land use maps.

Implementation Activity	Potential Funding	Champion/ Partner	Milestone Date
Revitalize the Village's website to function more effectively as a targeted economic marketing tool (e.g., include a list of Village businesses and information from this plan with respect to visions, strengths, and the survey results).	Joint Effort Marketing Destination Marketing Grant	Village staff	Continuous
Create an economic development strategy, which would identify the market areas served by the different business areas shown on the future land use maps. The strategy should focus on ways to draw in residents and business owners alike, maintain the local market place, and current destinations within old hamlets as community focal points that are able to compete by offering a unique environment, products, and services than available nearby.	Village budget	Village Administrator	2017
Revitalize the zoning code with respect to the permitting of local non-metallic mining operations to include requirements for annual operation plans and permits to minimize impacts on nearby residential areas.	Village budget	Planning & Zoning Administrator	2014
Revise the home occupation ordinance to permit and promote appropriate home occupations while ensuring that they remain compatible with the residential character of the neighborhood in which they are located.	Village budget	Planning & Zoning Administrator	2014

Goal 2: Collect the revenue needed to maintain and expand public infrastructure and services needed for economic development.

Specific Policies

1. Support improvements with state, county, and other agencies as needed to minimize duplication of services and increase efficiencies in services provided.
2. Evaluate the need and support for the establishment of tax increment financing districts on a case-by-case basis.

Goal 3: Revitalize the hamlet areas of Richfield and Hubertus to enhance their historic charm, mix of businesses, walkable amenities, and tourist potential.

Specific Policies

1. Support initiatives and other efforts encouraging Village residents to shop locally.
2. Support the historic design/character of Richfield and Hubertus by investing in needed lighting, signage, pedestrian amenities, plantings, and other improvements.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Work with WisDOT to ensure the character of Richfield is maintained as part of the highway reconstruction	Village budget	Plan Commission and Planning & Zoning Administrator	2014

Goal 4: Improve communication and coordination with local businesses to support the retention of local businesses and establishment of new small, local businesses.

2014-2033 Comprehensive Plan

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Encourage local business organizations to grow and proposer in order to promote the success of local business enterprises and to more effectively communicate their desires and expectations with the Village.	Village budg-et	Planning & Zoning Administrator	Continuous

Land Use

Land Use Vision

In 2033, cluster and large-lot development approaches are widely used to accommodate single-family residential neighborhoods while preserving open space, natural areas, wildlife habitat, and some farmland in Richfield.

In addition to economic activity near USH 41/45 in the northeastern corner of the Village, local businesses are concentrated primarily within the Richfield Hamlet and along the STH 175 corridor. To a lesser extent, neighborhood businesses are also found in Hubertus, Plat, and Colgate, as well as the activity centers along STH 164. Other areas have retained their rural, low-density residential character with patches of farmland and woodlands, lakes and river corridors adding to the Village's charm.

The Village relies on effective land-use ordinances (i.e. zoning, design and subdivision) to conserve the Village's natural resources, promote quality residential development, and provide development options that are also sensitive to preservation of rural character.

Overarching Policies

1. Review development proposals in accordance with this comprehensive plan, particularly to encourage conservation-based residential developments and to address the design and scale of non-residential uses.
2. Support energy efficient building and design practices, when practical.
3. Direct residential development away from primary commercial development areas identified on the Future Land Use Maps to accommodate some commercial development to serve local residents and visitors, provide a stable tax base, and create local employment opportunities, with minimal impact on the Village's quality residential neighborhoods.
4. Support business designs that respect the residential character of the community.
5. Support infrastructure improvements (e.g., walkways, trails, etc.) to improve the walkability of the hamlet areas and connections between residential developments when feasible.

Goal 1: Protect the Village's abundant and high quality natural resource areas to maintain Richfield's natural atmosphere and community character.

Specific Policies

1. Support the use of, and require where appropriate, conservation subdivision design techniques to maintain open spaces, wildlife habitat, scenic vistas, and perhaps some farmland.

Goal 2: Provide effective tools to promote desired development patterns in the Village of Richfield.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Maintain a zoning map that accurately reflects existing zoning districts.	Village budget	Planning & Zoning Administrator	Continuous
Review and update the Village sign ordinance to more accurately reflect changes in sign technology and the need for different signage types (e.g., pedestrian oriented vs. highway oriented) in different areas of the community.	Village budget	Planning & Zoning Administrator	2014
Develop connectivity standards within the subdivision and zoning ordinance to promote better connectivity though the community.	Village budget	Planning & Zoning Administrator	2014
Update the official map to reflect the recommendations of this plan, particularly with respect to roadway improvements, parkland development, and trail development.	Village budget	Planning & Zoning Administrator	Continuous
Create a design overlay ordinance, with specific standards for highway commercial, neighborhood activity center, industrial, lakeshore residential, and commercial and residential development. Illustrate this ordinance extensively to clarify desired development.	Village budget	Planning & Zoning Administrator	2020

Goal 3: Create an accessible destination point for residents and visitors that offer basic goods, services, and residential choices.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Seek to infill and expand the Richfield hamlet along with the connecting STH 175 corridor, so that it may serve as a community asset and focal point for quality mixed development using grants and private investment.	Village budget	Village Board & Planning & Zoning Administrator	Continuous
Coordinate with the County, WisDOT, and developers to pursue sidewalk development along STH 175 and CTH Q with links to parks, schools, post offices trails, and other destinations immediately adjacent to these corridors.			2021
Use illustrations from this plan, as well as additional renderings, to create a streetscape plan and development brochure to clearly describe the desired size, scale, and design of infill and redevelopment projects in the Richfield hamlets, as well as, the STH 175 corridor.			2022
Consider allowing the revitalization of the R-3 district to accommodate already existing mixed uses in the hamlet areas.			

Intergovernmental Cooperation

Intergovernmental Cooperation Vision

By 2033, intergovernmental cooperation efforts have enabled Richfield to establish partnerships with neighboring communities, state agencies, Washington County, and the school districts to provide coordinated, cost-effective services. Annexations have been avoided based on carefully planned Village development patterns that utilize local services and through boundary agreements that seek to protect the rural character of the Village.

2014-2033 Comprehensive Plan

Overarching Policies

1. Continue to cooperate with all neighboring municipalities, Washington and Waukesha Counties, SEWRPC, state agencies, and school districts for mutual benefit.

Goal 1: Richfield will maintain and seek additional opportunities to improve communication with neighboring communities, the school districts, the WDNR, WisDOT, Washington County, SEWRPC, and other intergovernmental partners.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Conduct intergovernmental meetings to review commercial, industrial, and residential developments on an as-needed basis.	Village budget	Planning & Zoning Administrator	Continuous but only as needed

Goal 2: Resolve annexation and boundary disputes in a mutually beneficial manner.

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Consider opportunities for shared service agreements between the Village and neighboring municipalities to create efficiencies in our daily operations.	Village budg-et	Village Administrator	Continuous

Goal 3: Seek new ways to coordinate and share community facilities and services with neighboring communities, the school districts, and Washington County.

Specific Policies

1. Consider opportunities when signing contracts with private companies to coordinate with neighboring communities and the school districts that need similar services (i.e., plowing, resurfacing, etc.) and then negotiate with the private company for a reduced cost based on the larger project volume.
2. Pursue opportunities to purchase expensive road maintenance equipment jointly with neighboring communities that can share the equipment in exchange for paying a portion of the purchase and maintenance costs.
3. Consider opportunities to lease existing Village equipment to generate revenue for the Village and avoid situations where neighboring communities and the school district own similar equipment that is underutilized.
4. Coordinate with surrounding communities, to consider snowplowing schedules that efficiently meet the needs of area residents. This may involve using Village equipment to plow portions of Village streets (and vice versa) to maximize efficiencies and minimize costs.
5. Encourage the school districts to collaborate in ways that will allow them to provide additional services to Village residents (e.g., expanded library hours, youth summer reading programs, opportunities for community use of classrooms as meeting spaces for seniors and community classes).
6. The Village, school districts, and other public and private entities should explore joint use agreements relating to recreational facilities to increase coordination so as to increase benefits and minimize capital and operational costs.

2014-2033 Comprehensive Plan

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Develop and adopt a coordinated traffic circulation and access plan along all of Richfield's boundary road corridors based on the transportation network map and transportation plan map included in this plan and the plans of neighboring communities.	Village budget	See objective	2019

Implementation

Overarching Policies

Use the Comprehensive Plan as an important tool in local decision making.

Goal 1: Ensure that the Village of Richfield Comprehensive Plan is an effective tool for making local land use decisions.

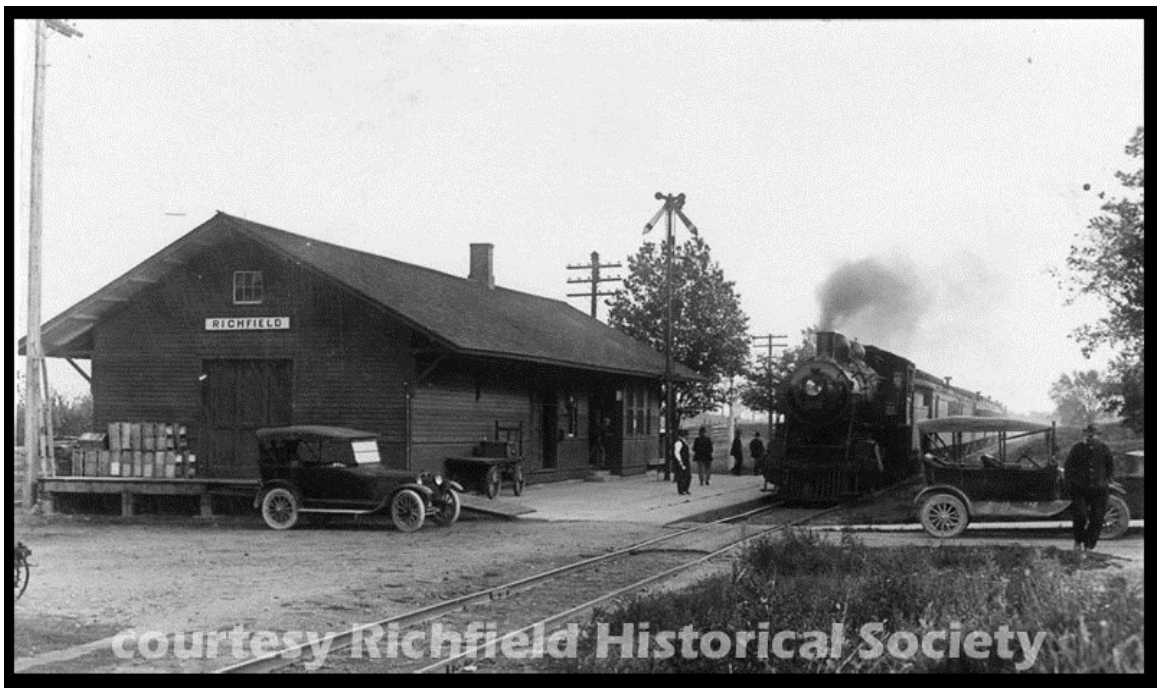
Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Annually review the goals and objectives in the plan to assess implementation success and consider additional objectives.	Village budget	Planning & Zoning Administrator	Continuous
As available, provide updated information to supplement the plan information (e.g., updated existing land use map, updated zoning map, updated transportation network map, groundwater study information, etc.).	Village budget	Planning & Zoning Administrator	Continuous

Goal 2: Ensure that the Village of Richfield ordinances are effective tools for making land use decisions.

2014-2033 Comprehensive Plan

Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Update the zoning map based on a complete review of Village zoning approvals. The current zoning map is outdated and in some cases inaccurate.	Village budget	Village Engineer Planning & Zoning Administrator	Continuous
Revise the subdivision regulations regarding phased development to promote orderly development of commercial and mixed-use areas in accordance with the future land use maps.	Village budget	Planning & Zoning Administrator	2018
Pursue the following amendments to the zoning code to clarify the ordinance requirements: ♦ Revise the definition of building to ensure that it requires the structure to be constructed above grade. ♦ Provide a definition of Principal Use. ♦ Complete a critical review of the residential zoning districts to determine if they are all distinguishable and necessary or if there are opportunities to combine the districts. Several of the residential districts do not accommodate future development. That language needs to be made compatible with the accessory use provisions, home occupation provisions, and sign ordinance provisions of the Village's ordinances. ♦ In the R-3 District revise the setback tables to address situations where a lot width is not consistent. Review the setback distances to ensure that they are consistent with Village needs. ♦ In the RS-1B District revise the setback table to be consistent with initial printing of the ordinance. ♦ Seek to clarify the differences between the light and heavy industrial zoning districts based on number of employees, building square footage and environmental (including groundwater) impact. ♦ Revise the commercial zoning districts to include a square footage standard (i.e., less than __ square feet allowed by right, if larger conditional use approval required) to help ensure that new commercial development is consistent in scale with the rural, residential setting of the community. ♦ Revise the village's zoning regulations to more clearly define where home occupations are permitted.	Village budget	Planning & Zoning Administrator	2015

Five Year Budget Projecting



Five Year Budget Projections

Trends in Revenues and Expenditures

In developing the guidance and the goals for the 2015 budget development, the Village Board and Staff considered how the economy and other factors impact the Village's primary revenue sources and expenditures. Property tax is the Village's largest source of revenue and its growth is limited by the provisions of the State of Wisconsin. Your property tax bill is affected by many factors, including both state and local government decisions.

In the 2011-13 state budget, Governor Scott Walker and the Legislature adopted property tax limits to freeze property taxes. These limits were coupled with significant budget reforms that enabled local governments different tools as they dealt with their budgets.

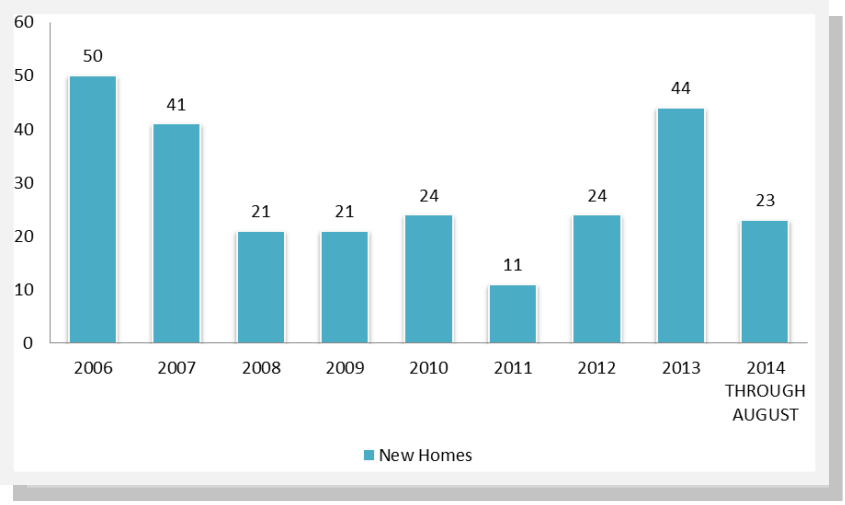
School districts and municipal governments determine their budgets and the amount of money they spend to provide services. However, the property tax limits put restrictions on the amount your local government can raise property taxes to fund their budget. If your local government wants to exceed the amount of money it can spend and levy under the limits, it must first get approval through a public referendum so that you have an opportunity to vote on any increase or they lose dollar for dollar the amount raised through State Shared Revenue.

While overall limits are at historical lows, individual tax bills can vary due to a number of factors. For example, property tax bills may vary depending upon:

- the level of services provided by county and municipal governments, school districts, and other special districts
- new property growth in your area
- specific state aids and credits
- local referendums

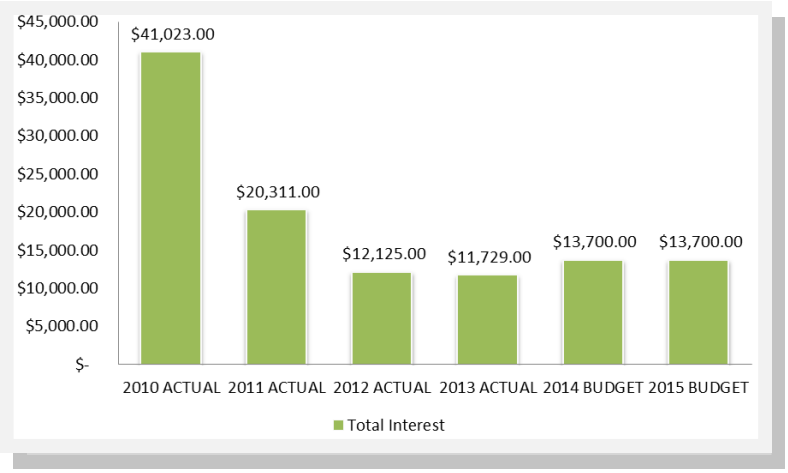
Net New Construction		
2013	2014	2015
.33%	.72%	1.16%

Significant sources of revenue are related to construction, real estate and earnings on investments. Permit fees and charges applied to planning and building activities have also been impacted by the recession as new construction for both residential and non-residential projects begin to recover to levels prior to the recession. In reviewing trends for the 2015 budget, these development and construction related revenue streams are showing signs of recovery and higher revenue projections are being predicted.



One lingering impact of the economic downturn is that interest rates have remained at historically low levels. The Village's interest earnings declined significantly from

2010 to 2012 and forecasted revenue for interest on investments for 2015 is projected to remain the same. Interest earnings are not projected to increase significantly in the near future as rates are projected to stay low and the Treasurer's Office has limited instruments in which it is permitted to invest.



While there have not been any significant modifications to the current budget as a result of declining intergovernmental revenue from the State and Federal government, the ongoing budget issues at these levels of government cast a shadow of uncertainty over the sustainability of programs and services that rely on these revenues. Unfunded state mandates place additional burden on local municipalities and Staff must continually be searching for ways in which the Village can continue to conserve resources and do more with less.

For the trend in expenditures, the Village is similar to other organizations in that inflationary increases in costs related to personnel, such as salaries and employee benefits, and materials continue to increase regardless of the trend in available revenue. The Village has made adjustments to its budget to accommodate such salary and benefit increases without significantly impacting employees or services to citizens. In the next few years, the County will continue to make adjustments to the design of health insurance plans in order to mitigate cost increases.

Inflationary increases in other line items such as utilities, services, and materials used in construction also continue to impact department and budgets. The Village's baseline budgeting process helps limit the growth in operating expenditures through the absorption of inflationary increases within department and elected office budgets.

General Fund Financial Projections

The Five Year Projection for all Village of Richfield revenues is a tool in which the Board and Staff can monitor potential funding impacts in future years. The assumptions used from 2014-2018 are separated by Governmental Funds, Intergovernmental Funds, Licenses, Permits and Fees, and Miscellaneous Revenues. The projected increase/decrease rate was calculated by monitoring the change in revenue sources from 2010 to 2013. The percentage change each year was found and then averaged over that time period then used as the percent increase for the next five (5) years. Those estimates were also adjusted using the Consumer Price Index ratio in order to account for the rate of inflation and provide a constant dollar amount.

Tax Revenues

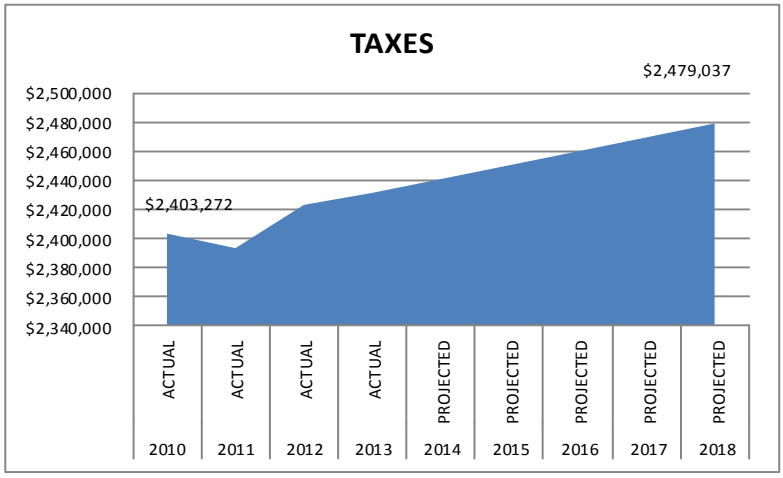
The Village's largest budgeted revenue source is property tax income. A decline or a diminished growth

rate in taxes can have a number of causes. First, it may reflect an overall decline in property values; a decline in national, state, or local economic health; a decline in total number of households; or the movement of retail or industrial operations to other communities. Second, it may result from default on property taxes by property owners or an inefficient assessment of appraisal process for property. Finally, it may result from sales or income tax payers moving their base of operations to other jurisdictions.

In real dollars, the Village of Richfield's tax income has been increasing by a rate of .39% annually. If this rate were to continue the Village's 2018 projected income would be $2,479,037. When you account for inflation the trend varies significantly though. The Village's annual tax rate is calculated as –1.95% in constant dollars which indicates that as costs for goods and services continues to increase we are taking in less money to account for those costs.

The decrease in this source of revenues, is primarily a function of the negative economic conditions that have affected local, regional, and state market property values. As the market continues to recover we will see an increase in taxes levied.

TAXES								
2010	2011	2012	2013	2014	2015	2016	2017	2018
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL								
$ 2,403,272	$ 2,393,275	$ 2,423,041	$ 2,431,305	$ 2,440,777	$ 2,450,286	$ 2,459,833	$ 2,469,416	$ 2,479,037
CONSTANT								
$ 1,146,348	$ 1,103,227	$ 1,095,690	$ 1,080,287	$ 1,059,219	$ 1,038,563	$ 1,018,309	$ 998,450	$ 978,979



Intergovernmental Revenues

Intergovernmental revenues are important because an overdependence on such revenues can be harmful. The federal and state governments struggle with their own budget problems; as a result, they frequently have withdrawn or reduced payments to local governments. Local governments with budgets

largely supported by intergovernmental revenues have been particularly harmed. The reduction of intergovernmental funds leaves the municipal government with the dilemma of cutting programs or funding them from general fund revenues.

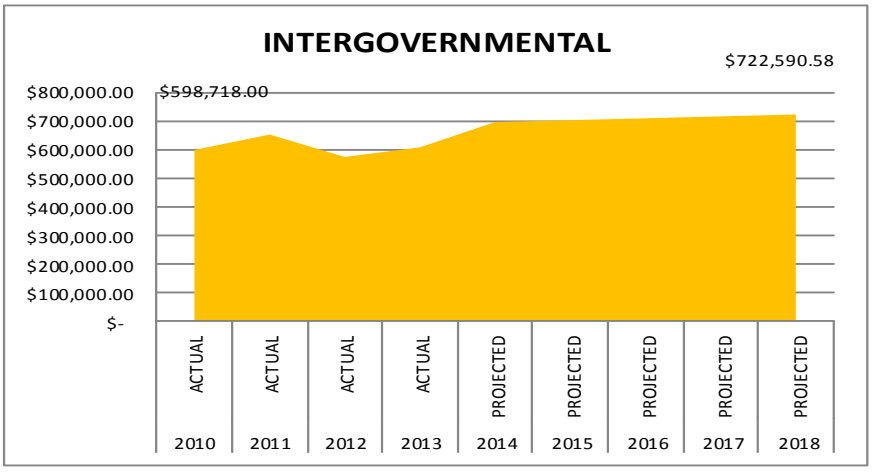
Trends in intergovernmental funding had an average percent increase of .94% between 2010 and 2013. If this steady rate of increase continues then the projected intergovernmental revenues would equate to $722,591 in 2018. When you again adjust for the rate of inflation you see instead a decrease of –1.46% in intergovernmental revenue collected between 2010 and 2013. This steady decrease in constant dollars is a warning trend for municipalities and indicates the little variation in State Aid and grant monies regardless of the increase costs for services. The Village should continue to rely as little as possible on state funding to ensure a healthy budget and continued high level of services.

The Village's State Transportation Aids rose significantly between 2010 and 2012. Since then this aid has remained relatively constant at $309,357 annually. The Transportation Aid continues to be the single largest amount received from the State annually. An additional steady incoming stream of revenue are the monies received from Slinger and Sussex that will equate to $151,938 in 2015. Other intergovernmental revenue streams include State Shared Revenue which has remained relatively constant since 2012, fire insurance dues, grants and other aids.

In 2015, the Village will receive $160,000 in reimbursement aid from the WisDNR for the Bark Lake Boat Launch. Reliance on Shared Revenue and a number of one-time grants and FEMA Aid to the Village continues to decrease. The Village continues to operate in a manner through which we do not create new programs we are unable to sustain through one time revenue sources.

Another way in which the Village could ensure that reliance on intergovernmental revenues does not

INTERGOVERNMENTAL								
2010	2011	2012	2013	2014	2015	2016	2017	2018
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL								
$ 598,718	$ 652,522	$ 574,234	$ 607,670	$ 696,126	$ 702,650	$ 709,235	$ 715,882	$ 722,591
CONSTANT								
$ 285,585	$ 300,793	$ 259,666	$ 270,002	$ 266,072	$ 262,199	$ 258,382	$ 254,621	$ 250,914

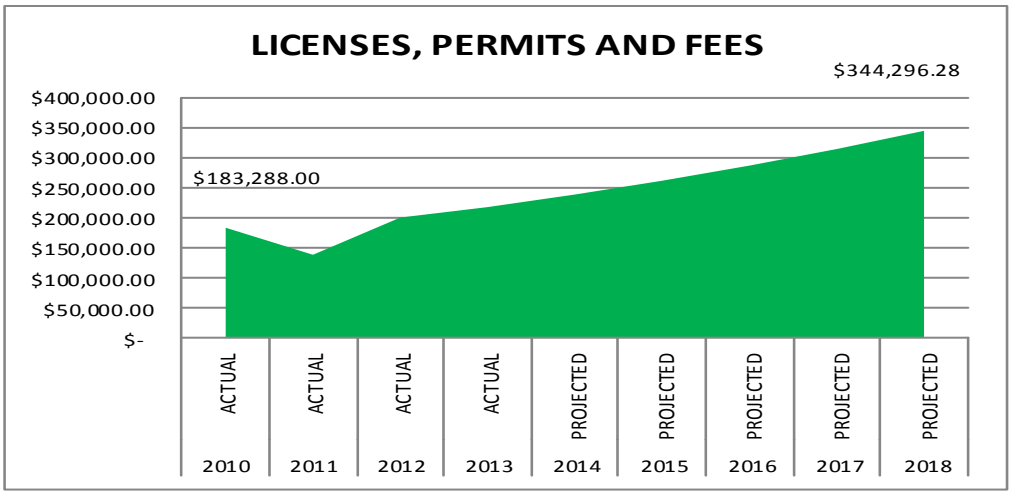


become a problem would be to create a policy that caps these revenues at a certain percentage to ensure the logical financial threshold is not exceeded. Intergovernmental assistance should also be used to finance only those capital improvements that are consistent with the Village's capital improvement long-term CIP.

Licenses, Permits and Fee Revenue

Monies collected for licenses, permits and other fees have continued to increase mostly as a result in the increase in building, electrical and plumbing permit fees collected over the past four (4) years. Between 2010 and 2013 building permit fees collected alone increased by almost $30,000 as a result of new construction projects in the Village. As the economy continues to recover from the recession it is predicted we'll see increases in these projects continue and collection revenues go up as a result of the increased workload for our building inspectors.

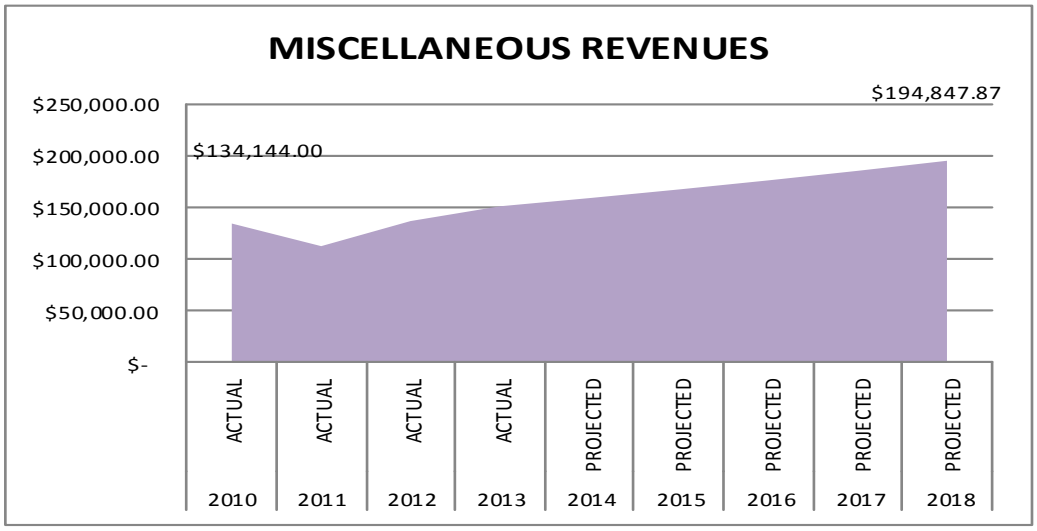
LICENSES, PERMITS AND FEES								
2010	2011	2012	2013	2014	2015	2016	2017	2018
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL								
$ 183,288	$ 138,346	$ 200,194	$ 217,542	$ 238,463	$ 261,396	$ 286,534	$ 314,090	$ 344,296
CONSTANT								
$ 87,427	$ 63,773	$ 90,527	$ 96,659	$ 103,641	$ 111,127	$ 119,154	$ 127,760	$ 136,989



Miscellaneous Revenues

"Park Rental Fees", "Franchise Fees", "Special Assessment Fees" and "Youth Program Fees" are all classified as miscellaneous revenues. Both real and constant dollar amounts showed positive increasing trends. Other increases are a result of a more stringent park rental application process and an increase in fees to use our fields for events. The fees paid by youth programs are collected at a fraction of the true costs of maintaining the parks and those fees may be reassessed as the programs continue to grow and expand.

MISCELLANEOUS REVENUES								
2010	2011	2012	2013	2014	2015	2016	2017	2018
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL								
$ 134,144	$ 112,296	$ 136,545	$ 150,826	$ 158,752	$ 167,095	$ 175,877	$ 185,119	$ 194,848
CONSTANT								
$ 63,986	$ 51,765	$ 61,745	$ 67,016	$ 68,963	$ 70,966	$ 73,028	$ 75,150	$ 77,333



Other Revenues

"Public Charges for Services" and "Interest Revenues" are not projected because of the minimal amounts we collect. Combined these revenue sources amount for only one percent of incoming revenue for the Village in 2013, and that amount is not projected to change significantly in 2015. Incoming interest on money continues to be something every Village and municipality continues to struggle with in the current economic condition. The Village has made itself less and less reliant on these revenue sources in order to avoid future deficits.

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Capital Improvement Funding

2015-2019 Capital Improvement Program

Capital Improvement Planning

The Village's Capital Improvement Program (CIP) Committee presented its recommendations for capital improvement project needs to the Village Board in April each year before the budget development process begins. The recommendations identify priorities for capital improvement projects for 2014 and a five-year village-wide plan.

Capital Improvement Funds were first designated in 2013. The Capital Improvement Process began in Winter of 2012 and money was allocated for projects in years 2014-2018. The majority of items included in the Capital Improvement Plan are saved for over a period of years through general fund revenues. Road construction projects and various others are both funded and paid for in the same year and the Capital Improvement Plan works as a guide helping us choose which major expenditure projects are coming.

The CIP Committee acts as an advisory committee to the Village Board. The annual amount spent between 2015 and 2019 varies between $715,020 to $2,193,811 this amount changes depending on what projects are being saved for and when they are expended. A complete list of future projects is included on pages 69 and 70.

2015-2019 Capital Improvement Program

A Capital Improvement Plan assists with planning for expenses over a $5,000 threshold. In spring of 2013, Village Staff distributed their first Capital Improvement Plan. This Plan highlighted improvements for roads, facilities, and various capital projects for a period of five years. Each year department heads and staff coordinate together to update the plan and reestablish the distribution of funds for capital improvement projects in the upcoming year. The Capital Improvement Program Committee meets starting in February then again, as needed, in order to consider the goals and priorities of the Village and develop a five-year capital plan from department head and office submissions.

The largest Capital Improvement Items continue to be the maintenance of the roads throughout the Village of Richfield and the vehicles in the Highway Department. The 2015 budget includes funding for capital investment in facilities, technology, and transportation. A complete listing of projects adopted for 2015-2019 can be found below.

Project Name	Department	Project #	Priority	Project Cost
2015				
Replacement of Village Audio Equipment	Administration	A-15-001	2	$10,000
Replacement of Village Computers	Administration	A-15-002	3	$13,000
New Voting Equipment	Election	E-15-001	3	$28,000
Heritage Park-Bleachers for Youth Sports	Parks and Recreation	P&R-15-001	2	$5,000
Roadway Improvement 2015-Scenic Road	Public Works and Highway	PW&H-15-001	2	$498,216
Roadway Improvement 2015-Hogsback Road	Public Works and Highway	PW &H-15-002	2	$219,635
Roadway Improvement 2015-Basswood Lane	Public Works and Highway	PW&H-15-003	2	$33,000
Roadway Improvement 2015-STH 175 Reconstruction	Public Works and Highway	PW&H-15-004	1	$25,000
				$831,851
2016				
Heritage Park-Stand alone playground fixtures	Parks and Recreation	P&R-16-001	2	$5,000
Nature Park-Gazebo	Parks and Recreation	P&R-16-002	3	$7,500
Heritage Park-Tennis Court Resurface	Parks and Recreation	P&R-16-003	3	$15,000
Roadway Improvement 2016-Hillside Road	Public Works and Highway	PW&H-16-001	2	$340,562
Roadway Improvement 2016-Sherman Road	Public Works and Highway	PW&H-16-002	2	$322,080
Salt Storage Facility	Public Works and Highway	PW&H-16-003	2	$225,000
Plow Truck No. 19	Vehicle Replacement	VR-16-001	2	$169,818
2005 Toro Groundmaster Mower	Vehicle Replacement	VR-16-002	2	$63,681
				$1,148,641
2017				
Server & Battery Backup	Administration	A-17-001	1	$18,206
Heritage Park-Swingset Feature	Parks and Recreation	P&R-17-001	3	$6,000
Roadway Improvement 2017-Hillside Road	Public Works and Highway	PW&H-17-001	2	$343,200
Roadway Improvement 2017-Scenic Road	Public Works and Highway	PW&H-17-002	2	$322,050
John Deere Gator	Vehicle Replacement	VR-17-001	2	$11,850

2015-2019 Capital Improvement Program

2017				
Bunker Rake	Vehicle Replacement	VR-17-002	2	$12,065
John Deere 925 Mower	Vehicle Replacement	VR-17-003	2	$19,932
				$733,303
2018				
Village Hall Addition/Renovation	Administration	A-18-001	1	$1,291,100
Fireman's Park-Playground Equipment	Parks and Recreation	P&R-18-001	3	$5,000
Roadway Improvement 2018-Pleasant Hill Road	Public Works and Highway	PW&H-18-001	2	$353,760
Roadway Improvement 2018-Pleasant Hill Road	Public Works and Highway	PW&H-18-002	2	$328,546
Plow Truck No. 3	Vehicle Replacement	VR-18-001	2	$174,950
1 Ton Dump Body, Truck No. 13	Vehicle Replacement	VR-18-002	2	$40,455
				$2,193,811
2019				
Heritage Park-Gazebo along trail system	Parks and Recreation	P&R-19-001	3	$7,500
Roadway Improvement 2019-Hubertus Road	Public Works and Highway	PW&H-19-001	2	$364,346
Roadway Improvement 2019-Hubertus Road	Public Works and Highway	PW&H-19-002	2	$343,174
				$715,020

The Capital Improvement Administrative Committee meets annually to re-evaluate projects in upcoming years and in the last year of the improvement cycle. The Capital Improvement Administrative Committee consists of the following individuals:

- Village President
  - The President shall convene the Committee annually, vote only in the case of a tie and shall chair all meetings.
- One Trustee, elected by the Village Board at the first meeting in May of each year
- One non-elected official on the Plan Commission, appointed by the Village Board at the first meeting in May of each year
- One citizen at-large, appointed by the Village Board at the first meeting in May of each year

The Committee met twice in 2014, March 13th and again on April 9th. The Capital Improvement Plan then went before the Board for formal adoption at the May 15th meeting. Some of the major changes suggested for next years 2016-2020 Capital Improvement Plan include completing an overhaul of the Equipment Replacement Plan and collecting a pool of roads with additional background information for the Highway Improvement Plan. The Capital Improvement Plan is a living, breathing document that will continue to change each year as priorities ebb and flow.

Capital Improvement projects are saved for each year through budgeted revenues in the General Fund. After definite funding sources have been identified those projects are paid for via the Capital Improvement Fund. It is in this way the Village is better able to track incoming and outgoing money designated for Capital Improvement Projects. On the next page is a list of incoming and outgoing funds through 2015 showing what monies must be budgeted for in the General Fund and what the previous fund balance of that money is. The Capital Improvement Project Fund Reserve Totals chart on page 71 identifies the cash flow of money each year from savings in the Capital Improvement Fund and

2015-2019 Capital Improvement Program

VILLAGE OF RICHFIELD CAPITAL IMPROVEMENT PROJECT FUND RESERVE TOTALS							
YEAR COMES		PREVIOUS CIP SAVINGS	2014 CIP REVENUES	2014 CIP EXPENSES	2015 CIP REVENUES	2015 CIP EXPENSES	FINAL BALANCE
	ADMINISTRATION						
2015	REPLACEMENT OF VILLAGE AUDIO EQUIPMENT				$10,000.00	$10,000.00	$0.00
2015	REPLACEMENT OF VILLAGE COMPUTERS				$13,000.00	$13,000.00	$0.00
2018	VILLAGE HALL ADDITION/RENOVATION	$425,460.00	$50,000.00		$50,000.00		$525,460.00
	TOTAL	$425,460.00	$50,000.00	$0.00	$73,000.00	$23,000.00	$525,460.00
	BUILDING INSPECTION						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	CLERK						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	ELECTION						
2015	NEW VOTING EQUIPMENT	$28,000.00				$28,000.00	$0.00
	TOTAL	$28,000.00	$0.00	$0.00	$0.00	$28,000.00	$0.00
	PARKS & RECREATION						
2015	HERITAGE PARK-BLEACHERS FOR YOUTH SPORTS	$5,000.00				$5,000.00	$0.00
2016	HERITAGE PARK-STAND ALONG PLAYGROUND FIXTURES	$5,000.00					$5,000.00
2016	NATURE PARK-GAZEBO	$7,500.00					$7,500.00
2016	HERITAGE PARK-TENNIS COURT RESURFACE	$15,000.00					$15,000.00
2017	HERITAGE PARK-SWINGSET FEATURE	$6,000.00					$6,000.00
2018	FIREMAN'S PARK-PLAYGROUND EQUIPMENT	$5,000.00					$5,000.00
2019	HERITAGE PARK-GAZEBO ALONG TRAIL SYSTEM	$7,500.00					$7,500.00
	TOTAL	$51,000.00	$0.00	$0.00	$0.00	$5,000.00	$46,000.00
	PLANNING & ZONING						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	PUBLIC WORKS & HIGHWAY						
	WILLOW CREEK ROAD	$30,314.00	$314,275.00	$344,589.00			$0.00
	HUBERTUS ROAD		$312,429.00	$312,429.00			$0.00
	WINDOW REPLACEMENT PROJECT		$12,099.00	$12,099.00			$0.00
	SCENIC ROAD				$498,216.00	$498,216.00	$0.00
	HOGSBACK ROAD				$219,635.00	$219,635.00	$0.00
	BASSWOOD LANE				$33,000.00	$33,000.00	$0.00
	STH 175 RECONSTRUCTION				$25,000.00	$25,000.00	$0.00
	TOTAL	$30,314.00	$638,803.00	$669,117.00	$775,851.00	$775,851.00	$0.00
	TREASURER						
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	TOTAL	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	VEHICLE REPLACEMENT						
2014	FORD F-550 TRUCK	$43,200.00		$43,200.00			$0.00
2014	NEW PLOW TRUCK	$164,836.00		$164,836.00			$0.00
2016	PLOW TRUCK NO. 19	$56,606.00	$56,606.00		$56,606.00		$169,818.00
2016	2005 TORO GROUNDMASTER MOWER	$21,227.00	$21,227.00		$21,227.00		$63,681.00
2017	JOHN DEERE 925 MOWER	$6,644.00	$6,644.00		$6,644.00		$19,932.00
2018	PLOW TRUCK NO. 3	$34,990.00	$34,990.00		$34,990.00		$104,970.00
2018	1 TON DUMP BODY TRUCK NO. 13	$8,091.00	$8,091.00		$8,091.00		$24,273.00
2020	PLOW TRUCK NO. 11		$30,040.00		$30,040.00		$60,080.00
	FUTURE VEHICLE FUNDS	$40,406.51					$40,406.51
	TOTAL	$376,000.51	$157,598.00	$208,036.00	$157,598.00	$0.00	$483,160.51
	FINAL TOTALS	$910,774.51	$846,401.00	$877,153.00	$1,006,449.00	$831,851.00	$1,054,620.51

budgeted monies in the General Fund.

The Village keeps money for the Capital Improvement Fund in several locations for collateral and investment purposes. The Village plans and saves for future Capital Improvement Projects through current revenues (pay-as-you-go) and reserve funds. Funds are transferred to the capital reserve fund on a regular basis and then used for pay-as-you-go financing. The advantage of having a capital reserve fund is that it can be used to accumulate funds and thus obviate a reliance on the use of debt.

The Village also considers money saved to cover debts and other obligations a part of this type of fiscally responsible money management. Therefore, money is also designated in these funds for future potential grants that may require matching funds, money to cover loan repayment should our residents fail to meet their special assessment obligations for South Shore, Riverview, and there is a lack of incoming impact fees for the Nature park, a Winter Contingency Balance is set assigned for especially terrible winters in which monies from the General Fund do not cover overall expenses, and a Savings Balance is kept for money in flows and outflows throughout the year. A balance is kept to cover general expenses.

Capital Improvement Funding			
Fund Reserve Totals		CIP Saved Funds	
Matching Grants	$135,718	CIP Fund	$498,236.52
LGIP Loan Payment for South Shore	$4,005	CIP Fund	$2,501.26
LGIP Loan Payment for Riverview Drive	$28,336	CIP CD	$250,000
LGIP Loan Payment for Nature Park	$62,400	CIP MM	$250,000
Winter Contingency	$40,000	LGIP	$729,174.73
Bottom Line Savings Balance	$548,679		
2013 CIP Savings	$910,774.51		
Total	**$1,729,912.51**		**$1,729,912.51**

Long-Range Financial and Operational Plans

Long-Range Financial and Operational Plans

The Village of Richfield is very proud of its history and devotion to fiscal responsibility. It is a reputation that requires intense financial analysis and planning throughout the year. Every financial decision comes under harsh scrutiny by the Village Administrator and the Village Board. The public also has a chance to steer the budget process through attending budget workshops and Board meetings.

In June 2011, the Village created a separate ad-hoc financial planning committee to put together detailed policies for the future of Richfield's finances. This Committee's first task was to develop an investment policy for the Village. That policy was later presented to the Board and approved.

From 2012 through 2013, the financial policy manual grew. The Board approved the following list of financial policies: **Purchasing Policy approved on 5/1/2012, Budget Operating and Development Policy approved on 8/3/2012, Capitalization Policy approved on 10/1/2012, User Fee Policy approved on 1/1/2013, Fund Balance Policy approved on 1/2/2013, and the Revenue Policy approved on 6/1/2013.**

Descriptions of these policies are included in the Financial Policies section of the budget.

In addition to financial planning, the Village has identified a collection of projects to be completed in 2012-2014. These projects will require cooperative efforts from all Village Staff members and the citizens supporting the Village by their service on various boards and commissions. The timelines for these projects are long-term with most having an expected completion date between 2012 and 2014. Each task endorses the overall themes of providing exceptional citizen service and preserving the 'Country Way of Life'. Each project is detailed below, and page 25 provides a graphic view of how each Village department will complete the projects under the direction of the Administrator.

Build-out Analysis

The location of major roadways such as US 41/45, STH 175, STH 164, and STH 167 within the Village limits are great assets to Richfield. To capitalize on these transportation corridors, the Village in 2013 undertook an innovative study to analyze the effects of different land uses on the overall tax rate for the Village. Village Staff, with the assistance from the Plan Commission and the community, carefully analyzed various scenarios for development in the northeast corner of the Village which was previously identified in 2004 as the Village's main commercial corridor. This adopted plan will aim to benefit both the Village of Richfield, its residents, and local business owners for years to come and will be a part of the appendix in the 10-year Comprehensive Plan Review for historical reference.

Recodification of Village Ordinances

The changes the Village has gone through in the recent years can be reflected in the many changes made to the Village Code. Periodically reviewing the code and keeping it up to date reduces the possibility of inconsistencies, duplications, and conflicts. With newly recodified Village ordinances, the Village is better able to ensure standards of code enforcement. The Deputy Clerk has been coordinating this project it was completed in mid-2013.

Long-Range Financial and Operational Plans, Contd.

Facility and Building Plan

Also linked to the Capital Improvement Plan, the Facility and Building Plan will be created by the Building Inspector and Village Administrator, with the help of the Deputy Treasurer/Clerk. Various improvements to the Village Hall and the Public Works Building will be required in coming years and the Facility and Building Plan will establish timelines for these improvements to occur. This plan is needed so the Village can budget the appropriate funds to complete these improvements.

Budget Improvement

Historically the Village has operated with a budget laid out as simply as possible. While this document did contain all the necessary information, it was lacking in description, detail, and to the outside reader was difficult to understand. The current budget marks the fourth year of the budget improvement project. It is the hope of the Village Administrator that in a few short years the Village budget will become a guide, which any resident can easily refer to and read. This project will contain valuable beginnings in benchmarking and performance measurement processes in every Village department that will give a more accurate picture of the status of Village operations from year-to-year. This project is ongoing, headed by the Deputy Treasurer/Clerk, Deputy Clerk, and Administrative Intern.

Policy and Procedure Manual

There are numerous Village operations that are not outlined within Village code. Policies are used to establish standards among the different Village departments and staff members. Early in 2011, Richfield staff began work in adding to the existing manual with new policies on Village procedures. This ongoing process ensures efficiency, equitability, clarity and legality of Village actions. To date, thirty (30) policies have been approved by the Village Board. All of Village staff will be involved with developing policies in their area of expertise.

Permit and Licensing Process Improvement

One of the most common tasks of the Village is processing permits and licenses for various reasons. Many of the procedures followed in these operations have not been updated in many years. The Deputy Clerk will focus on improving operator and liquor licensing, the Building Inspector continues to maintain a fair permit fee that covers Village costs, and the Planning and Zoning Administrator will strive to improve the zoning permit processes.

Intergovernmental Cooperation Development

The Village of Richfield wishes to set an example of collaboration and cooperation for its residents by establishing working partnerships with other public entities in the Richfield area. These cooperative relationships can result in more efficient operations and a better use of resources. The Village of

Long-Range Financial and Operational Plans, Contd.

Richfield first started this endeavor with developing a new intergovernmental relationship with the Richfield School District and Washington County Sheriff's Department and in September of 2013 set new cooperation landmarks by consolidating Building Inspection Services between the Village's of Richfield, Slinger, and Sussex.

Long-Range Financial and Operational Plans, Contd.

Below is the radial chart of segregated responsibilities and duties.

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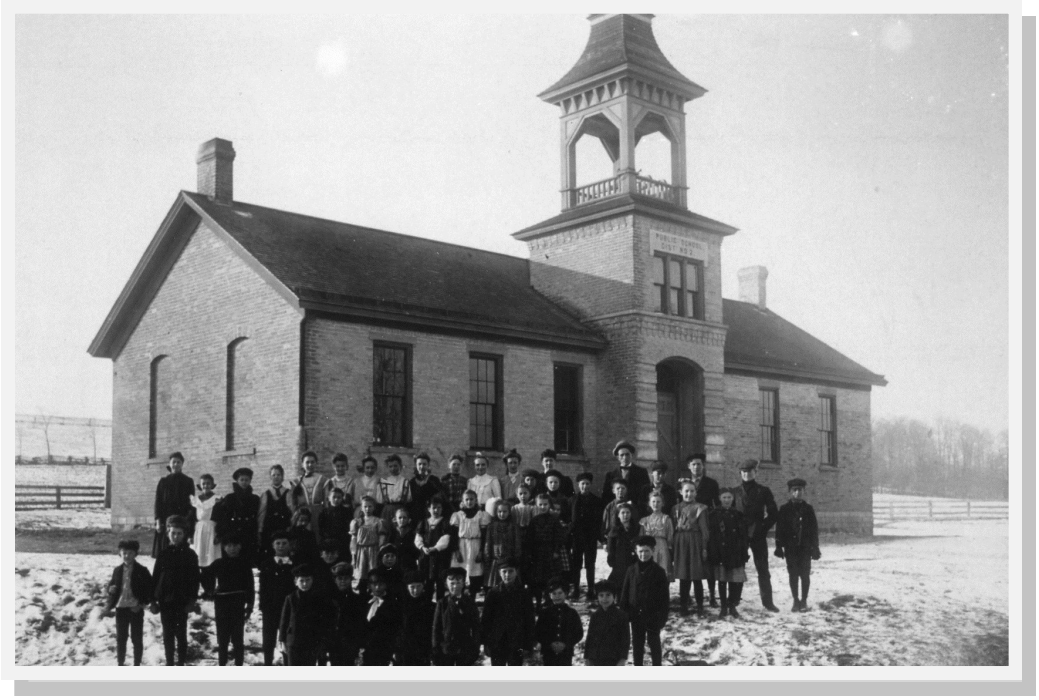
Financial and Statistical Information



Financial Policies

Budget Operating and Development Policy

Adopted on a basis consistent with generally accepted accounting principles, the operating budget shall serve as the annual financial plan for the Village and act as the policy document for implementing the Village Board goals and objectives. The budget shall provide Staff the resources necessary to accomplish Board determined service levels. Village Staff shall submit to the Village Board a proposed annual budget for the calendar year commencing the following January 1st. The annual budget includes proposed expenditures and the means of financing them. The Village's annual budget document will be presented by department, with a logical breakdown of programs and line-item details. Separate summary budget information will also be presented for discussion and reviewed by the Board and the public.

Fund Balance Policy

The intent of this policy is to insulate the Village from large, unanticipated one-time expenditures or revenue reductions resulting from external changes; to provide funds to allow the Village to respond to unforeseen emergencies; to establish and maintain a pay as you go capital improvement fund attempting to minimize the need for long-term debt; to provide sufficient working capital to eliminate the need for short-term borrowing due to the timing of the receipt of short-term receivables and the remittance of short-term payables; to comply with GASB 54 while achieving the purposes as described above.

Investment Policy

The purpose of the investment policy is to formalize the framework for the Village's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The guidelines are intended to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

Capitalization Policy

To establish a general policy for capitalized fixed assets including standards for valuation of assets with a useful life greater than one-year.

Purchasing Policy

The purpose of this policy is to provide safeguards for maintaining a procurement system of quality and integrity which is deserved by Village taxpayers for the fair and equitable treatment of all persons involved in public purchasing by the Village of Richfield, and to provide guidance and procedures to be followed for the procurement of goods and services for all departments.

Escrow/Letters of Credit Policy

The purpose of this policy is to create guidelines for Village staff to correctly and adequately assure that developers reimburse the Village for costs the Village incurs associated with coordination, communication, legal, engineering, inspection, and planning of new developments within the Village of Richfield, and to guarantee that the developer timely completes development projects, and warrants such improvements as required by Village ordinances and development agreements, within the Village of Richfield. The escrow account created will be used for costs associated with these services and upon completion, any remaining funds will be returned to the developer. The letter of credit will serve as a financial guarantee.

Red Flag Policy and Identity Theft Prevention Program

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Revenue Policy

The Village needs to maintain a diversified and stable revenue base to shelter it from unanticipated fluctuations as well as to minimize reliance on the property tax.

User Fee Policy

User fees may be charged when the Village finds it cost-effective and administratively feasible to do so.

Explanation of Village Funds

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Village, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. All of the funds of the Village can be divided into two categories: governmental funds and Proprietary funds.

General Fund– The general fund is the chief operating fund of the Village of Richfield. This fund accounts for the normal activities of the Village. The major revenue sources for this fund are the tax levy, intergovernmental revenues, licenses and permits, fines, interest income and charges for services. The major expenditures for this fund are public works, public safety and general government.

Proprietary Funds – These funds are used to account for assets held by the Village as an agent for private individuals and organizations.

- **Utility Funds–** The Village maintains three utility fund accounts for street lighting. These are the Bark Lake Utility, Richfield Utility and the Richfield Utility District #2. These are actual utility districts and instead of going on the tax bill as a special assessment, these are districts with an equalized value.

- **Impact Fee Funds–** The Village operates with impact fee fund accounts. These accounts manage the expenditures and revenues for the Village, and pay for common expenses that residents of the Village pay for together. The Park Capital Fund, and Fire Station Fund are the funds Richfield maintains.

- **Capital Improvement Fund–** To ensure proper accounting and financial management the Village created and maintains a Capital Fund for the purposes of financing and accounting for the cost of Capital Improvement Projects. This is accounted for in the Financial Statement of the Annual Auditor's Report and continues to be maintained by the Village Treasurer.

2015 Budget Summary

NOTICE OF PUBLIC HEARING FOR THE VILLAGE OF RICHFIELD

Notice is hereby given, pursuant to Sec. 65.90 Wis. Statutes, that on Thursday November 20, 2014 at 7:30pm a PUBLIC HEARING on the proposed 2015 operating budget of the Village of Richfield will be held at the Village Hall, 4128 Hubertus Rd. A summary of the proposed budget is presented below. The detailed budget is available for public inspection at the Village Hall from 7:30am to 4:00pm, Monday through Friday.

GENERAL OPERATING FUND:	2013 ACTUAL	2014 BUDGET	2015 PROPOSED BUDGET	% CHANGE FROM 2014 BUDGET
REVENUES:				
PROPERTY TAXES	2,429,299	2,446,780	2,475,163	1.16%
OTHER TAXES	2,006	1,634	2,032	24.36%
INTERGOVERNMENTAL	607,672	690,431	896,422	29.84%
LICENSES AND PERMITS	207,542	222,255	196,255	-11.70%
FINES, FORFEITURES AND PENALTIES	3,428	405	405	0.00%
PUBLIC CHARGES FOR SERVICES	39,051	48,460	39,960	-17.54%
INTEREST INCOME	11,729	13,700	13,700	0.00%
MISCELLANEOUS REVENUES	138,554	114,412	112,412	-1.75%
SPECIAL ASSESSMENT INCOME-RIVERVIEW DR	10,981	8,140	8,140	0.00%
SPECIAL ASSESSMENT INCOME - SOUTHSHORE DR	1,281	1,404	1,404	0.00%
TRANSFER FROM DESIGNATED FUNDS		23,750		-100.00%
TOTAL REVENUE	3,451,543	3,571,371	3,745,893	4.89%
EXPENSES:				
GENERAL GOVERNMENT	620,595	654,407	650,309	-0.63%
PUBLIC SAFETY	957,344	1,023,486	1,067,561	4.31%
PUBLIC WORKS	1,529,566	1,539,337	1,707,252	10.91%
PARKS/RECREATION	127,259	143,391	143,985	0.41%
CONSERVATION AND DEVELOPMENT	114,692	129,564	84,600	-34.70%
CONTINGENCY	257,754	65,000	76,000	16.92%
DEBT SERVICE - RIVERVIEW DRIVE	14,183	14,183	14,183	0.00%
DEBT SERVICE - SOUTH SHORE	2,003	2,003	2,003	0.00%
TOTAL EXPENDITURES	3,623,396	3,571,371	3,745,893	4.89%
TAX LEVY	2,429,299	2,446,780	2,475,163	1.16%
TAX RATE PER THOUSAND	1.6522	1.6686	1.6686	0.00%

CAPITAL IMPROVEMENT FUND

REVENUES:	2013 ACTUAL	2014 PROJECTED	2015 PROPOSED BUDGET
TRANSFER FROM GENERAL FUND		852,802	1,006,449
TRANSFER FROM CAPITAL IMPROVEMENT FUND		238,350	33,000
EXPENSES:			
CAPITAL OUTLAYS		877,153	831,851
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-29,085	(211,098)	174,598
BEGINNING FUND BALANCE	1,763,696	1,734,611	1,523,513
ENDING FUND BALANCE	1,734,611	1,523,513	1,698,111

IMPACT FEE BUDGET	2013 REVENUES	2014 YTD REVENUES	% CHANGE
PARK IMPACT FEES	16,772	13,376	-20%
FIRE IMPACT FEES	29,660	24,128	-19%

The following are the proposed levys for all funds of the Village of Richfield for 2015:

	General Fund	Richfield Utility	Richfield Utility #2	Bark Lake Utility
TOTAL REVENUES	1,270,730		-	-
TOTAL EXPENDITURES	3,745,893	3,375	1,370	2,622
EXCESS	(2,475,163)	(3,375)	(1,370)	(2,622)
PROPERTY TAX CONTRIBUTIONS	2,475,163	3,375	1,370	2,622

	Total Levy Amounts per Budget Year 2013	2014	2015	
GENERAL FUND	2,429,299	2,446,780	2,475,163	
RICHFIELD UTILITY	3,375	3,375	3,375	
BARK UTILITY	2,622	2,622	2,622	
RICHFIELD UTILITY #2	1,370	1,370	1,370	
Total	2,436,666	2,454,147	2,482,530	1.16%

The Village's Outstanding General Obligation Debt at December 31, 2014 is $ 0

Jim Healy
Village Administrator

2014 Village Statement of Assessment

REAL ESTATE	PARCELS OF LAND	IMPROV.	ACRES	LAND VALUE	IMPROV. VALUE	TOTAL
RESIDENTIAL	4,762	4,354	8,936	$457,634,900	$884,318,000	$1,341,952,900
COMMERCIAL	114	89	890	$24,695,200	$62,062,800	$86,758,000
MANUFACTURING	22	21	104	$2,556,400	$18,307,600	$20,864,000
AGRICULTURAL	499		5,861	$1,408,400		$1,408,400
UNDEVELOPED LAND	289		2,120	$2,431,600		$2,431,600
AGRICULTURAL FOREST	121		908	$2,569,000		$2,569,000
FOREST LANDS	28		306	$1,566,300		$1,566,300
OTHER	48	47	121	$6,395,800	$5,826,400	$12,222,200
TOTAL	**5,883**	**4,511**	**19,246**	**$499,257,600**	**$970,514,800**	**$1,469,772,400**
PERSONAL PROPERTY	**PROPERTY OWNED**					**VALUE**
BOATS	1					$400
MACHINERY, TOOLS	118					$6,534,800
FURNITURE	188					$5,155,400
ALL OTHER	137					$1,802,600
IMPROVEMENTS ON LEASED LAND	1					$40,000
COMPUTER EQUIPMENT	124					
TOTAL						**$13,533,200**
AGGREGATE ASSESSED VALUE						**$1,483,305,600**

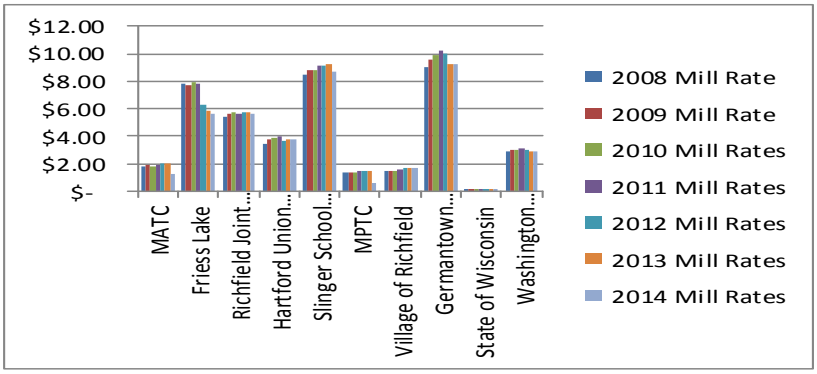
Taxing District Mill Rates

Tax distribution amounts are calculated by finding the mill rate per $1,000 assessed property value. Millage rates are most often found in personal property taxes, where the expressed millage rate is multiplied by the total taxable value of the property to arrive at the property taxes due. Millage rates are also used by school boards to calculate local school taxes to be collected, based on a derivation of the total property value within school district boundaries.

The Village bills and collects its own property taxes and also levies for the Richfield School District, Friess Lake School district, Germantown School District, Slinger School District, Hartford-Union School District, Milwaukee Area Technical College, Moraine Park Technical College, Washington County and the State of Wisconsin.

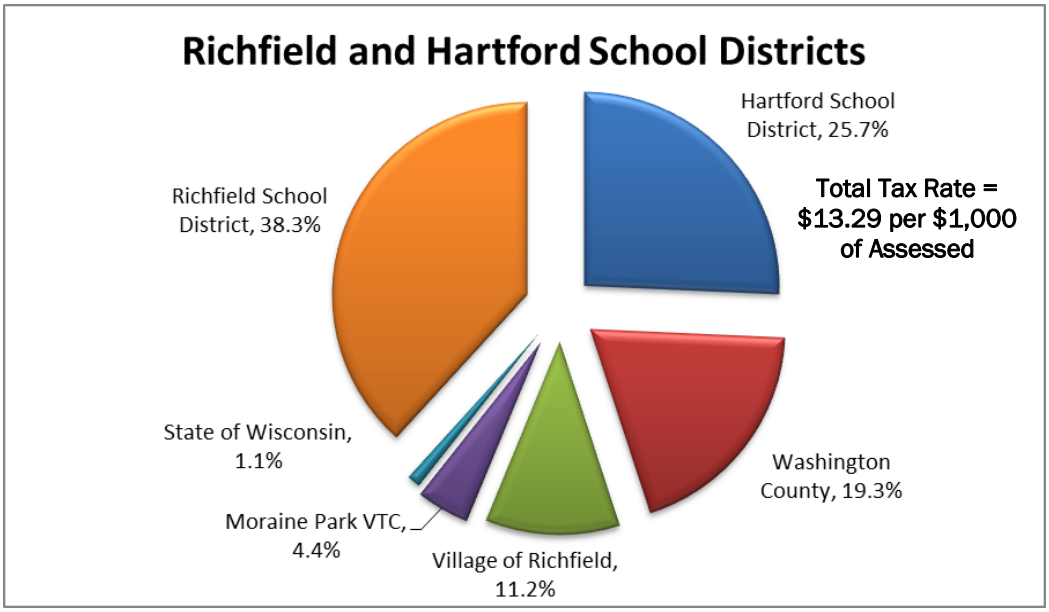
Property taxes consist of taxes on real estate and personal property.

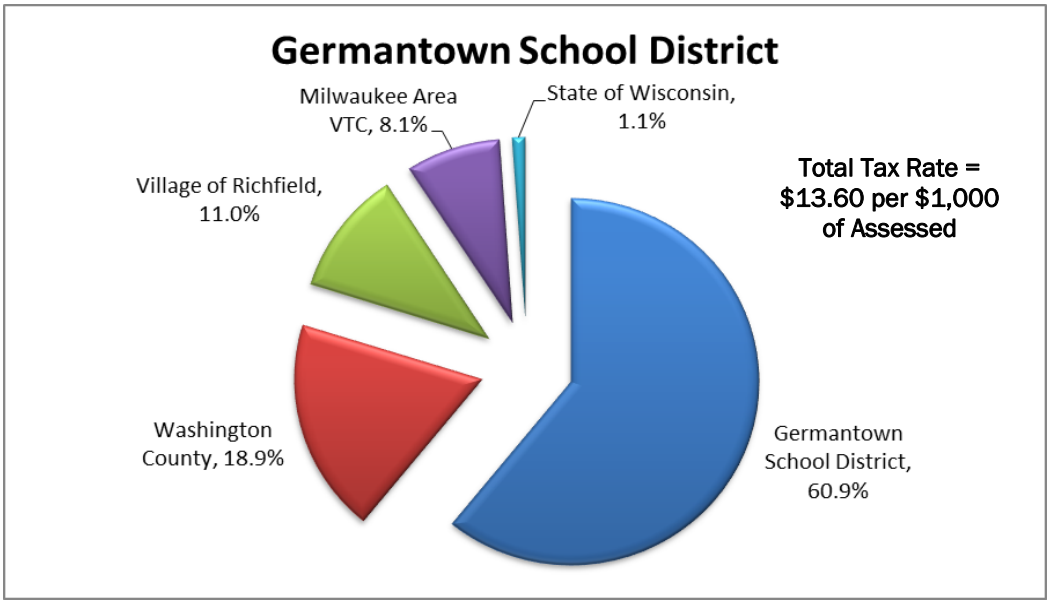
TAXING DISTRICT	2008	2009	2010	2011	2012	2013	2014
MILWAUKEE AREA TECHNICAL COLLEGE	$1.84	$1.91	$1.85	$1.97	$2.05	$2.01	$1.23
FRIESS LAKE SCHOOL	$7.81	$7.69	$7.98	$7.83	$6.32	$5.89	$5.62
RICHFIELD JOINT DISTRICT #1	$5.40	$5.63	$5.72	$5.69	$5.80	$5.72	$5.68
HARTFORD UNION HIGH SCHOOL	$3.48	$3.82	$3.94	$3.96	$3.72	$3.77	$3.81
SLINGER SCHOOL DISTRICT	$8.51	$8.76	$8.76	$9.13	$9.19	$9.27	$8.69
MORAIN PARK TECHNICAL COLLEGE	$1.35	$1.38	$1.40	$1.50	$1.49	$1.48	$.66
VILLAGE OF RICHFIELD	$1.50	$1.53	$1.52	$1.64	$1.65	$1.67	$1.67
GERMANTOWN SCHOOL	$9.00	$9.58	$9.89	$10.25	$9.97	$9.30	$9.23
STATE OF WISCONSIN	$0.17	$0.17	$0.16	$0.17	$0.16	$0.16	$.16
WASHINGTON COUNTY	$3.01	$3.01	$2.98	$3.14	$3.03	$2.95	$2.86



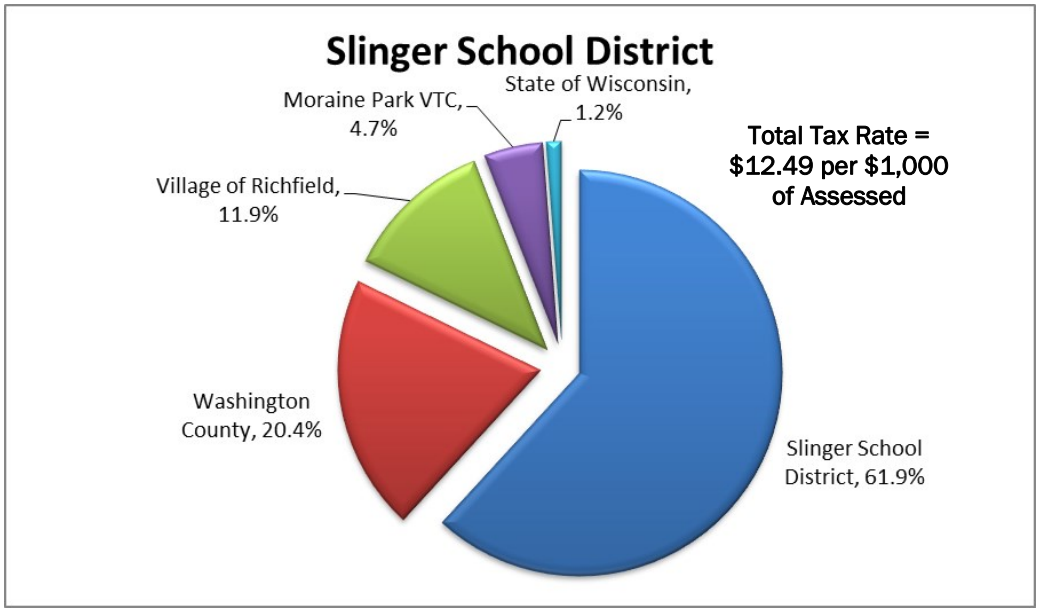
What's My Share

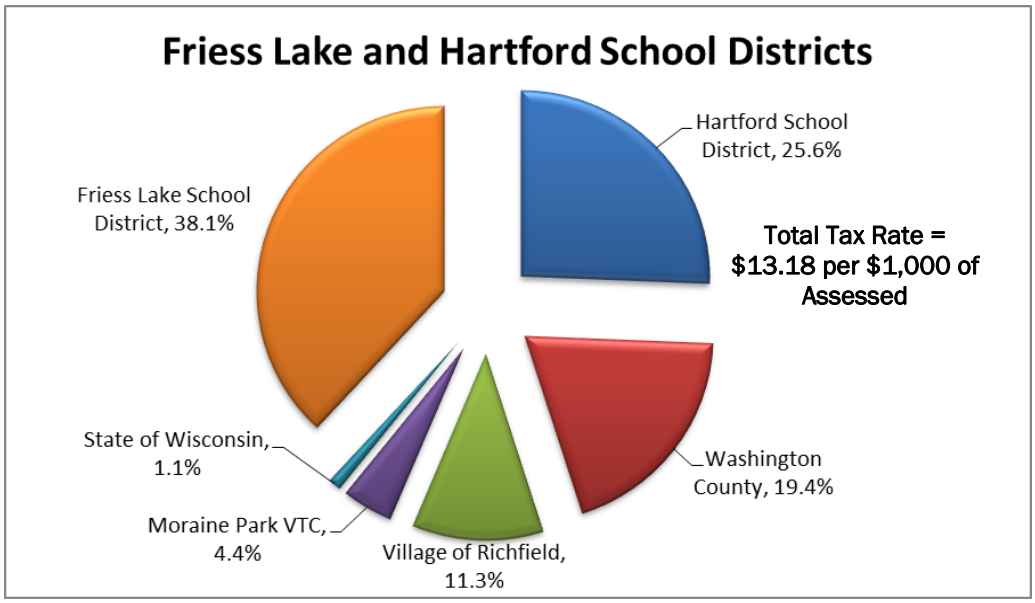
WHERE DO YOUR PROPERTY TAX DOLLARS GO?
2014-2015 Property Tax Distribution Amounts





WHERE DO YOUR PROPERTY TAX DOLLARS Go?
2014-2015 Property Tax Distribution Amounts





Living in Richfield, Cost for Services

With all of this information, most homeowners will ask, how does this impact me? The average home in Richfield is valued at $288,300. The Village tax rate is $1.67/$1,000 in 2015. The chart below answers one of the most common questions asked by Richfield residents, "How is the Village spending my tax dollars?"

Average Assessed Home Value: **$288,300** Property Tax (Richfield portion): **$481.46** Monthly Cost: **$40.12**	
The chart below illustrates the cost per month for various services the Village provides.	
Public Works: This expenditure accounts for road construction, snow removal, equipment replacement, staff support and related functions. **$18.37**	Public Safety: This expenditure accounts for costs associated with police services, lake patrol, emergency government coordination efforts, and fire protection. **$11.48**
General Government: This accounts for expenditures for Administrative functions, Village Board, elections, Board of Appeals, legal counsel, property assessments, and Insurance. **$7.00**	Capital Outlay: This account refers to maintenance, repair, or upgrade expenses of capital assets such as facility upgrades and equipment purchases. **$.82**
Conservation and Development: These expenditures relate to costs associated with planning and zoning and consultant services geared towards the development of the Village. **$.91**	Culture and Recreation: This expenditure accounts for supplies and maintenance of Village parks, historical sites, and annual fireworks for Richfield Days. **$1.55**

Total	2009	2010	2011	2012	2013	2014	2015
TOTAL RICHFIELD TAXES LEVIED	$2,310,660	$2,401,846	$2,391,634	$2,421,309	$2,429,299	$2,446,780	$2,475,163

Revenues

Revenues

The table below shows revenues by category for the entire Village. The major revenue streams for the Village are as follows:

REVENUES	2012	2013	2014	2014	2015	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
TAXES						
PROPERTY TAXES	$2,421,309	$2,429,299	$2,446,780	$0	$2,475,163	1.16%
OVERRUN	$0	($7)	$0	$0	$7	100%
OMITTED TAXES	$0	$0	$0	$0	$0	0%
FOREST CROPLAND TAXES	$1,277	$1,560	$1,169	$0	$1,560	33.45%
PILT VILLAGE PORTION	$455	$453	$465	$555	$465	0%
TOTAL TAXES	**$2,423,041**	**$2,431,305**	**$2,448,414**	**$555**	**$2,477,195**	**1.18%**
INTERGOVERNMENTAL						
COMPUTER AID	$2,518	$2,685	$3,000	$0	$3,000	0%
STATE SHARED REVENUES	$130,209	$130,301	$130,162	$0	$129,173	-.76%
FIRE INSURANCE DUES	$47,941	$46,724	$47,000	$0	$56,000	19.15%
FIRE DEPT FUEL	$14,675	$14,396	$13,910	$6,189	$14,000	.65%
FIRE DEPT MAINTENANCE	$0	$2,013	$2,000	$0	$2,000	0%
FIRE INSPECTION FEES	$324	$150	$500	$0	$500	0%
RICHFIELD JT SCHOOL FUEL	$1,263	$904	$2,500	$817	$1,000	-60%
RICHFIELD JT SCHOOL LAWN MAINTENANCE	$3,178	$4,456	$3,500	$0	$3,500	0%
RICHFIELD JT LEASE OF F550 SNOWPLOW	$5,777	$4,964	$8,000	$5,458	$8,000	0%
RICHFIELD JT SALT	$3,520	$5,039	$5,500	$954	$4,000	-27.27%
SLINGER INSPECTIONS	$850	$31,958	$75,633	$37,240	$75,969	.44%
SUSSEX INSPECTIONS	$0	$19,402	$75,633	$31,034	$75,969	.44%
LAKE PATROL AIDS	$1,641	$1,490	$1,500	$0	$0	-100%
AG USE PENALTY	$703	$5,817	$0	$0	$0	0%
TRANSPORTATION AIDS	$309,357	$309,357	$309,357	$154,880	$309,357	0%
STATE RECYCLING AIDS	$11,681	$11,136	$11,136	$11,640	$11,650	4.62%
BARK LAKE BOAT LAUNCH	$40,000	$0	$0	$0	$160,000	100%
FOREST CROPLAND AID	$78	$76	$100	$0	$100	0%
ROAD IMPROVEMENT GRANT	$0	$15,845	$0	$0	$41,204	100%
MOTOR OIL REFUNDS	$519	$959	$1,000	$0	$1,000	0%
TOTAL INTERGOVERNMENTAL	**$574,234**	**$607,672**	**$690,431**	**$248,212**	**$896,422**	**29.84%**

REVENUES	2012	2013	2014	2014	2015	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
LICENSES, PERMITS AND FEES						
LIQUOR LICENSES	$11,433	$11,365	$12,000	$11,110	$12,000	0%
OPERATOR LICENSES	$6,037	$6,432	$7,000	$5,589	$7,000	0%
CIGARETTE LICENSES	$650	$390	$500	$650	$500	0%
SODA LICENSES	$350	$0	$0	$0	$0	0%
VENDING MACHINE LICENSES	$2,625	$2,875	$3,000	$2,475	$3,000	0%
ELECTRICAL LICENSES	$4,184	$270	$0	$0	$0	0%
KENNEL LICENSES	$3	$3	$10	$2	$10	0%
UNENCLOSED PREMISE PERMITS	$460	$380	$400	$310	$400	0%
WEIGHTS & MEASURES PERMITS	$356	$2,665	$2,700	$730	$2,700	0%
DOG LICENSES	$9,319	$1,882	$11,500	$8,678	$11,500	0%
TARGET PERMITS	$70	$70	$70	$70	$70	0%
PET FANCIER'S LICENSES	$210	$180	$350	$210	$350	0%
WORK PERMITS	$1,000	$1,140	$1,200	$670	$1,200	0%
PEDDLER'S PERMITS	$100	$0	$100	$100	$100	0%
FIREWORKS PERMITS	$0	$671	$0	$50	$0	0%
BUILDING PERMITS	$110,336	$116,520	$120,000	$58,169	$99,500	-17.08%
ELECTRICAL PERMITS	$20,217	$21,115	$24,000	$12,122	$20,000	-16.67%
PLUMBING PERMITS	$12,712	$14,053	$15,000	$9,434	$13,500	-10%
SHORELAND/FLOOD PLAIN PERMIT	$0	$0	$0	$0	$0	0%
ZONING PERMITS	$2,563	$4,475	$4,500	$1,200	$4,500	0%
BURNING PERMITS	$3,478	$3,474	$3,000	$3,251	$3,000	0%
HOUSE NUMBERS	$240	$460	$400	$130	$400	0%
STATE SEALS	$1,032	$1,892	$1,500	$516	$1,500	0%
ROAD BONDS	$2,250	$2,200	$2,000	$650	$2,000	0%
HOLDING TANK AGREEMENTS	$50	$25	$100	$0	$100	0%
CSM REVIEW FEES	$1,750	$900	$2,000	$2,700	$2,000	0%
APPEALS & ZONING	$1,600	$2,455	$1,500	$4,150	$1,500	0%
MASTER PLAN AMENDMENTS	$0	$0	$0	$0	$0	0%
REZONING FEES	$644	$300	$2,000	$0	$2,000	0%
SITE PLAN FEES	$4,600	$9,550	$4,000	$1,600	$4,000	0%
CONDITIONAL USE PERMIT FEES	$1,925	$1,800	$1,900	$1,100	$1,900	0%
SUBDIVISION PLAT FEES	$0	$0	$1,000	$0	$1,000	0%
HOME OCCUPATION FEES	$0	$0	$225	$0	$225	0%
CONCEPTUAL REVIEW FEES	$0	$0	$300	$0	$300	0%
TOTAL LICENSES, PERMITS AND FEES	**$200,194**	**$165,045**	**$222,255**	**$125,666**	**$196,255**	**-11.7%**

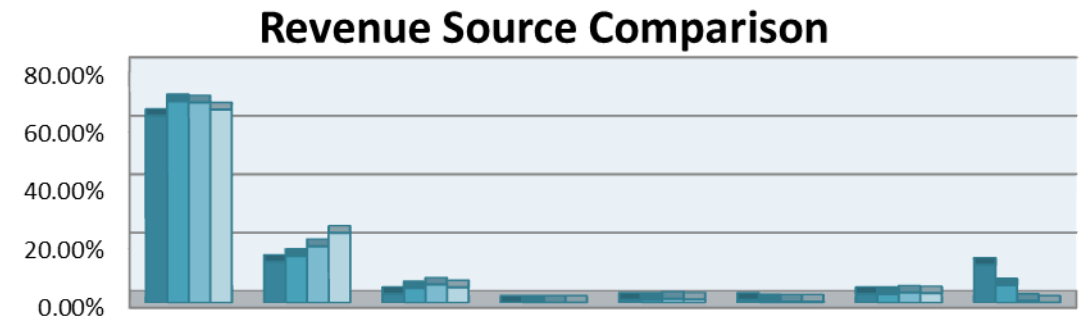
Revenues

REVENUES	2012	2013	2014	2014	2015	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
FINES, FORFEITURES AND PENALTIES						
DOG FINES	$207	$155	$255	$125	$255	0%
COURT FINES	$20	$3,273	$150	$573	$150	0%
TOTAL FINES, FORFEITURES AND PENALTIES	**$227**	**$3,428**	**$405**	**$698**	**$405**	**0%**
PUBLIC CHARGES FOR SERVICES						
PLANNER FEES REIMBURSED	$4,971	$5,593	$5,000	$3,011	$5,000	0%
SALE OF CODE BOOKS AND MAPS	$0	$0	$200	$0	$0	-100%
PUBLICATION FEES	$260	$260	$260	$220	$260	0%
POSTAGE	$70	$7	$100	$12	$100	0%
COPIES	$382	$205	$200	$7	$200	0%
ATTORNEY FEES REIMBURSED	$3,883	$2,699	$4,000	$4,730	$4,000	0%
RECORDING FEES	$0	$0	$0	$0	$0	0%
TAX SEARCH	$1,905	$2,393	$1,700	$1,387	$1,700	0%
CABLE ADVERTISING	$76	$0	$100	$0	$100	0%
RIGHT-OF-WAY PERMITS	$4,275	$5,810	$4,000	$2,100	$4,000	0%
ADS IN NEWSLETTER	$2,700	$1,402	$5,000	$0	$5,000	0%
LABOR CHARGES	$977	$0	$0	$0	$0	0%
HAULER PERMITS	$300	$0	$300	$300	$300	0%
SALE OF HWY MATERIALS	$976	$90	$0	$0	$0	0%
EQUIPMENT USE	$334	$0	$0	$0	$0	0%
ROAD USE FEE	$5,000	$5,000	$7,000	$0	$0	-100%
TRANSFER STATION FEES	$3,662	$7,347	$8,800	$2,496	$7,500	-14.77%
RECYCLING FEES	$5,188	$4,733	$5,000	$2,366	$5,000	0%
WEED CUTTING FEES	$208	$0	$0	$0	$0	0%
BOAT LAUNCHES	$1,125	$839	$1,800	$338	$1,800	0%
ENGINEERING FEES REIMBURSED	$18,049	$2,673	$5,000	$1,640	$5,000	0%
TOTAL PUBLIC CHARGES FOR SERVICES	**$54,341**	**$39,051**	**$48,460**	**$18,607**	**$39,960**	**-17.54%**

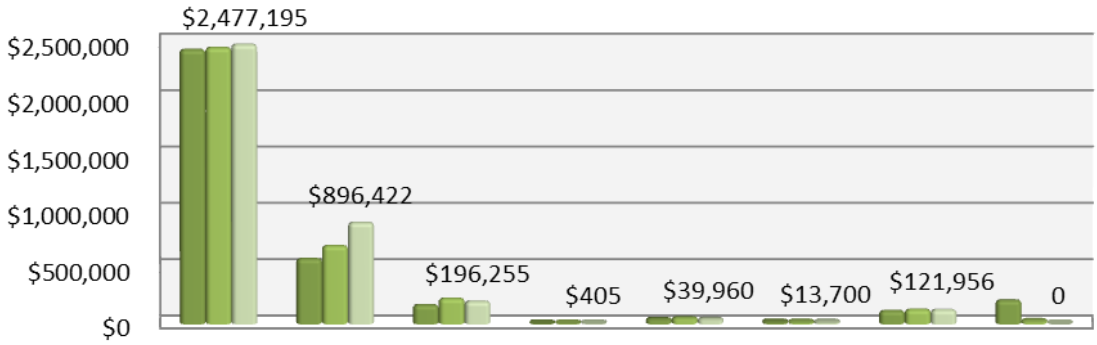
Revenues

REVENUES	2012	2013	2014	2014	2015	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
INTEREST						
INTEREST EARNINGS	$7,831	$8,021	$10,000	$3,350	$10,000	0%
INTEREST ON SPECIAL ASSESSMENTS	$3,773	$2,897	$3,600	$84	$3,600	0%
INTEREST ON SOUTH SHORE	$0	$724	$100	$0	$100	
INTEREST ON DELINQUENT PROPERTY TAX	$521	$87	$0	$249	$0	0%
TOTAL INTEREST	**$12,125**	**$11,729**	**$13,700**	**$3,683**	**$13,700**	**0%**
MISCELLANEOUS REVENUES						
PARK RENTAL FEES	$495	$6,006	$6,000	$240	$4,000	-33.33%
SALE OF ASSETS	$4,200	$29,550	$0	$0	$0	0%
ACCIDENTAL CLAIMS	$790	$0	$0	$0	$0	0%
DONATIONS	$0	$0	$50	$0	$50	0%
CABLE FRANCHISE	$109,497	$91,381	$91,537	$24,445	$91,537	0%
SPECIAL ASSESSMENT RIVERVIEW DRIVE	$8,134	$10,981	$8,140	$0	$8,140	0%
SPECIAL ASSESSMENT STREET LIGHTING	$3,897	$3,897	$3,825	$0	$3,825	0%
SPECIAL ASSESSMENT SOUTHSHORE DRIVE	$1,281	$1,281	$1,404	$0	$1,404	0%
MISCELLANEOUS REVENUES	$1,751	$1,720	$6,000	$58	$6,000	0%
RICHFIELD SOCCER LEAGUE	$3,500	$3,000	$3,000	$0	$3,000	0%
RICHFIELD YOUTH PROGRAM	$3,000	$3,000	$3,000	$0	$3,000	0%
RICHFIELD ROCKETS	$0	$0	$1,000	$0	$1,000	0%
TOTAL MISCELLANEOUS REVENUES	**$136,545**	**$150,816**	**$123,956**	**$24,743**	**$121,956**	**-1.61%**
TRANSFERRED FROM RESERVES	$0	$0	$23,750	$0	$0	0%
PROCEEDS FROM LONG-TERM DEBT	$0	$0	$0	$0	$0	0%
TOTAL REVENUE	**$3,400,707**	**$3,451,543**	**$3,571,371**	**$422,164**	**$3,745,893**	**4.89%**

Revenues



	TOTAL TAXES	TOTAL INTERGOV.	LICENSES, PERMITS, AND FEES	FINES, FORFEITURES, AND PENALTIES	PUBLIC CHARGES FOR SERVICES	INTEREST	MISC. REVENUES	TRANSFER FROM DESIGNATED FUNDS
2012	64.00%	14.00%	3.00%	0.01%	1.00%	1.00%	3.00%	13.00%
2013	69.00%	16.00%	5.00%	0.01%	1.00%	0.44%	3.00%	6.00%
2014	68.56%	19.33%	6.22%	0.01%	1.36%	0.38%	3.47%	0.67%
2015	66%	24%	5%	0%	1%	0%	3%	0%



	TOTAL TAXES	TOTAL INTERGOV.	LICENSES, PERMITS, AND FEES	FINES, FORFEITURES, AND PENALTIES	PUBLIC CHARGES FOR SERVICES	INTEREST	MISC. REVENUES	TRANSFER FROM DESIGNATED FUNDS
2013	$2,430,849	$575,439	$165,045	$400	$39,350	$15,700	$112,549	$206,300
2014	$2,448,414	$690,431	$222,255	$405	$48,460	$13,700	$123,956	$23,750
2015	$2,477,195	$896,422	$196,255	$405	$39,960	$13,700	$121,956	0

Taxes

Assessed and Equalized Values

The assessed valuation represents the total value of all real and personal property within the Village, as determined by the Village's assessor. While both the equalized and assessed values are estimates of market value, the assessed value is assigned to each individual property, while the equalized value is assigned to the Village as a whole. Additionally the Village's new assessors, Associated Appraisals, re-assess 1/6th of the Village every year. The Village is required to reassess properties within the Village if the assessed value differs from the equalized value by more than 10% for three (3) years.

To explain what these valuations are and how they affect individual property tax bills, we begin with the concept of equalized value. Equalized value is the statutory full market value of all taxable property within each jurisdiction (except agricultural land which is valued based on income). The Wisconsin Department of Revenue analyzes market sales statewide to estimate the full market (or equalized) value for each jurisdiction. Equalized values provide a means of comparing different jurisdictions, even if they are assessed at different percentages of market value. Equalized values are used to apportion the levies of overlying districts (for example, schools and counties) to the municipalities within them. In addition, they are used in distribution formulas for certain types of state aid to local governments. The state values are needed because municipalities assess property at varying percentages of market value.

Property Taxes

Property taxes are levied upon all Village property owners at a calculated rate per $1,000 of assessed property valuation on both real and personal property. The tax levy is established by the Village during the annual budget process and these taxes are collected the following year. Property taxes are collected in the Village through January 31 of each year. If residents choose to split their payments, half is due by January 31 and Washington County collects the second half which is due by July 31. Residents choosing the installment plan are not charged interest or penalty as long as the payments are made on time.

Tax Rates

Once the annual tax levy has been established during the budget process, the Village's levy is divided by total assessed value of the Village. This yields the assessed tax rate. Each individual property's tax bill is then calculated by taking that property's assessed value, and multiplying it by the assessed tax rate.

The equalized tax rate is determined the same way as the assessed tax rate, but using the equalized value rather than the assessed value. The equalized tax rate is not used for calculating tax bills, but is a way to compare the tax rates of one community to another. Without the use of the equalized tax rates comparing rates between communities would be difficult because communities reassess their properties on varying schedules.

Revenues

Intergovernmental Revenues

The State of Wisconsin provides local municipalities with several revenue streams during the year. Each of these revenues is calculated based on slightly different factors, however, they are all dependent upon continued funding through the State budget process. These revenue streams do not include the Intergovernmental Agreement Funds coming in from Washington County, Slinger, and Sussex.

Intergovernmental revenues should be closely monitored, and an overdependence on state and federal revenue streams can be harmful. The federal and state governments struggle with their own budget problems; as a result, they frequently have withdrawn or reduced payments to local governments. Local governments with budgets largely supported by intergovernmental revenues have been particularly harmed in recent years. The reduction of intergovernmental funds leaves the municipal government with the dilemma of cutting programs or funding them from general fund revenues.

Richfield's reliance on state funding was almost 25% of the net operating revenue in 2008. Since then it has drastically decreased its dependence by almost 10%. The Village should continue to rely as little as possible on state funding to ensure a healthy budget and continued high level of services.

Another way in which the Village could ensure that reliance on intergovernmental revenues does not become a problem would be to create a policy that caps these revenues at a certain percentage to ensure the logical financial threshold is not exceeded. Intergovernmental assistance should also be used to finance only those capital improvements that are consistent with the Village's capital improvement long-term Capital Improvement Program. Specific information on the budgeting practices of each state revenue is listed below.

State Shared Revenues

State shared revenues were originally based on a local share of the State's income tax. This began in 1911. Over the years the formula used to determine the amount the Village receives has changed a number of times. However, the payment uses population and available aid. The annual change in amounts was tempered by a minimum and maximum adjustment to ensure some stability in the payment amount. The State notifies the Village annually in mid-September of the estimated State Shared Revenue amount for the following calendar year. Act 20, the 2013-2015 state budget, retained the same level of funding for the city, village, and town shared revenue program as the 2011-2013 state budget. Thus, the 2013 Village Shared Revenue amount, $130,162, closely reflects the shared revenue amount of 2012 which also resulted in a minimal amount of change for the State Shared Revenue amount the Village is projected to receive in 2015 $129,173.

Reliance on Shared Revenue and a number of one-time grants and FEMA Aid to the Village continues to decrease. The Village continues to operate in a manner through which we do not create new programs we are unable to sustain through one time revenue sources.

Computer Exemption Aid

In 1997, Wisconsin Act 237 exempted business computers from personal property taxes beginning with

the 1999 property tax levy. A State payment called exempt computer aid was provided to municipalities to offset this loss. The State provides the estimated equalized value for computers within the Village. The equalized value of this equipment is then multiplied by the Village's equalized tax rate to determine the amount of the payment. Under Act 22, funding for the computer aid program was re-estimated upwards by $1.4 million in 2013-2014 and $3.4 million in 2014-2015 to reflect projected changes in tax rates and the value of exempt computers, cash registers and fax machines. Even though the aid amount has increased, the Village is still unsure about the distributed amount it will receive for FY2015. For conservative purposes, the Village's 2015 amount, $3,000, is estimated to be the same as what was estimated in 2014.

Transportation Aids

Transportation Aids are provided to communities based on a rolling average of the last six (6) years spending on road construction and street maintenance. The State provides funding for a percentage of these costs as determined by the State budget process. The Village received notification that the 2014 estimated payment for transportation aids was $309,357. Under Act 20, the 2013-2015 state budget will increase general transportation aids for the city, village, and towns by 4% beginning in calendar year 2015. This will increase aids by a total of $6,178,100. Future amounts for these aid payments will be $309,760 for 2015.

Charges for Services

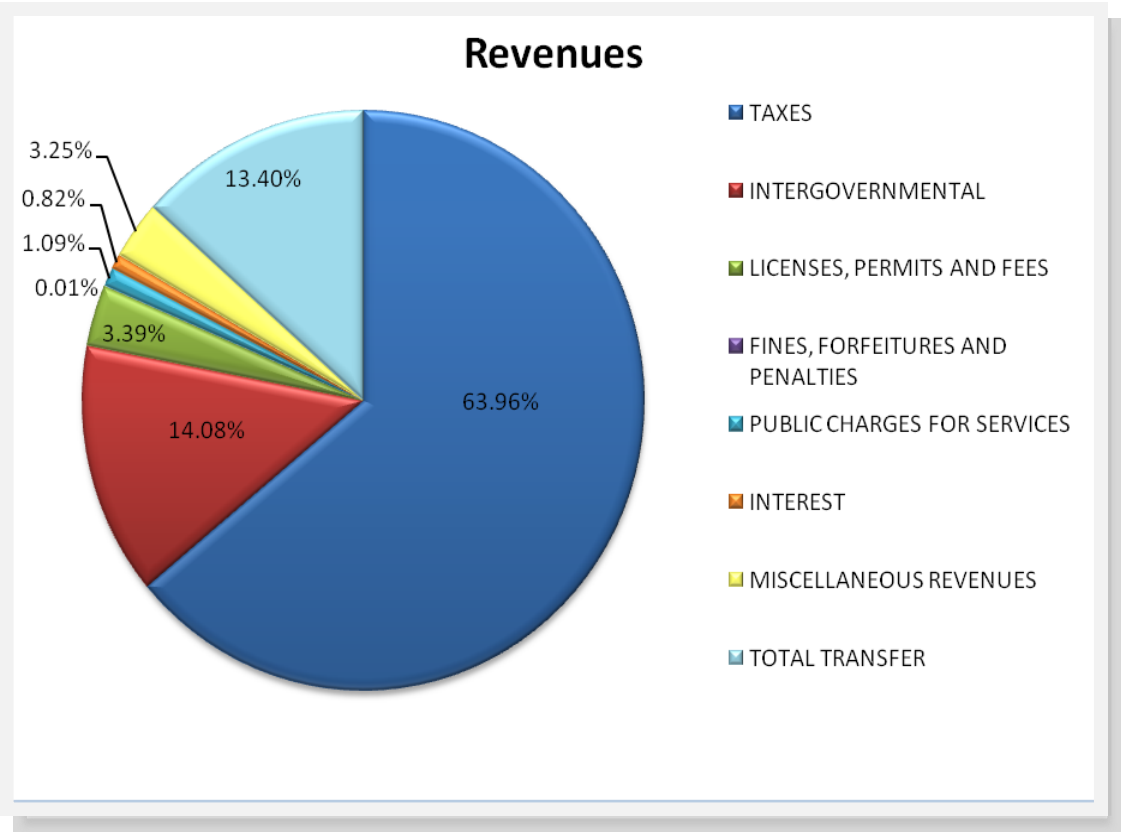
Recycling Charges

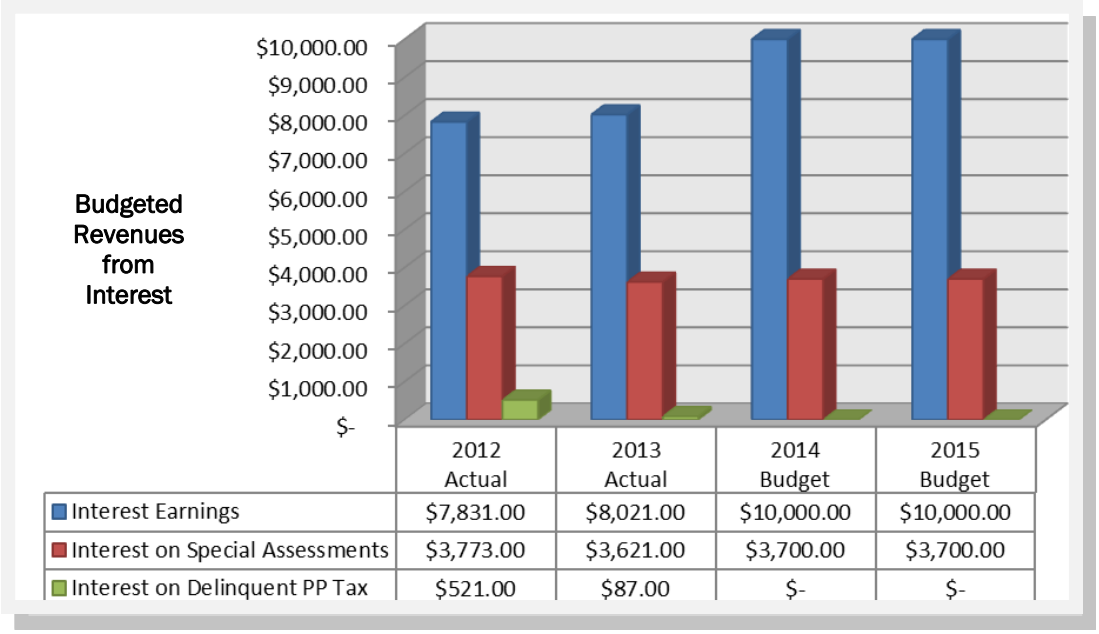
The Recycling Center receives State recycling aids which help pay for the disposal of materials collected. In 2012 the State drastically reduced it's municipal recycling funding. Recycling Center fees and other monies collected help the Village pay for the expenses incurred by the operation of the facility. The Village applied for and received a recycling grant in conjunction with the Town of Polk in 2013 and 2014. Recycling grant monies were received again in 2014 and in the fall of 2015 the Village was notified they would receive similar grant funding for 2015. The Village is estimating to receive $11,650 in Recycling grant aid for 2015.

Other Revenue Sources

Other sources of revenues are composed primarily of interest earnings, services fees, and fines and forfeitures.

Revenues

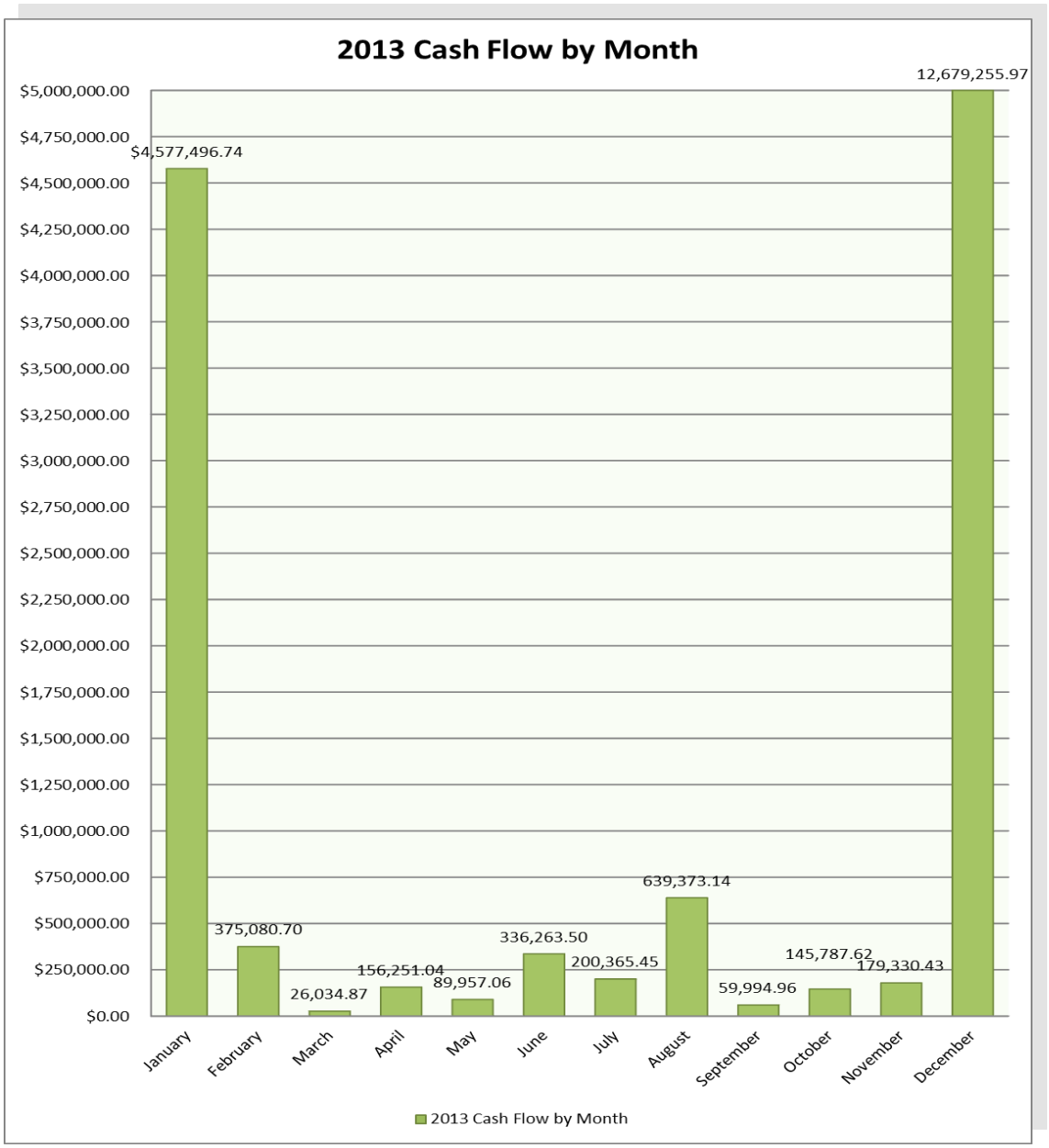




	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Interest Earnings	$7,831.00	$8,021.00	$10,000.00	$10,000.00
Interest on Special Assessments	$3,773.00	$3,621.00	$3,700.00	$3,700.00
Interest on Delinquent PP Tax	$521.00	$87.00	$-	$-

Combined Revenue Distribution

The combined revenue collected by the Village fluctuates immensely over the course of the year. The graph below shows the average Village fund balance on a month to month basis. At the beginning and end of each year, we have a high influx of revenue due to collection of taxes. Those revenues are collected and then disbursed by the Village to the various state and county school districts supported in part by property tax collection. The Village itself retains a portion of the property taxes for the annual operating budget. Throughout the course of the year the Village operates at modest amounts, competitively speaking.



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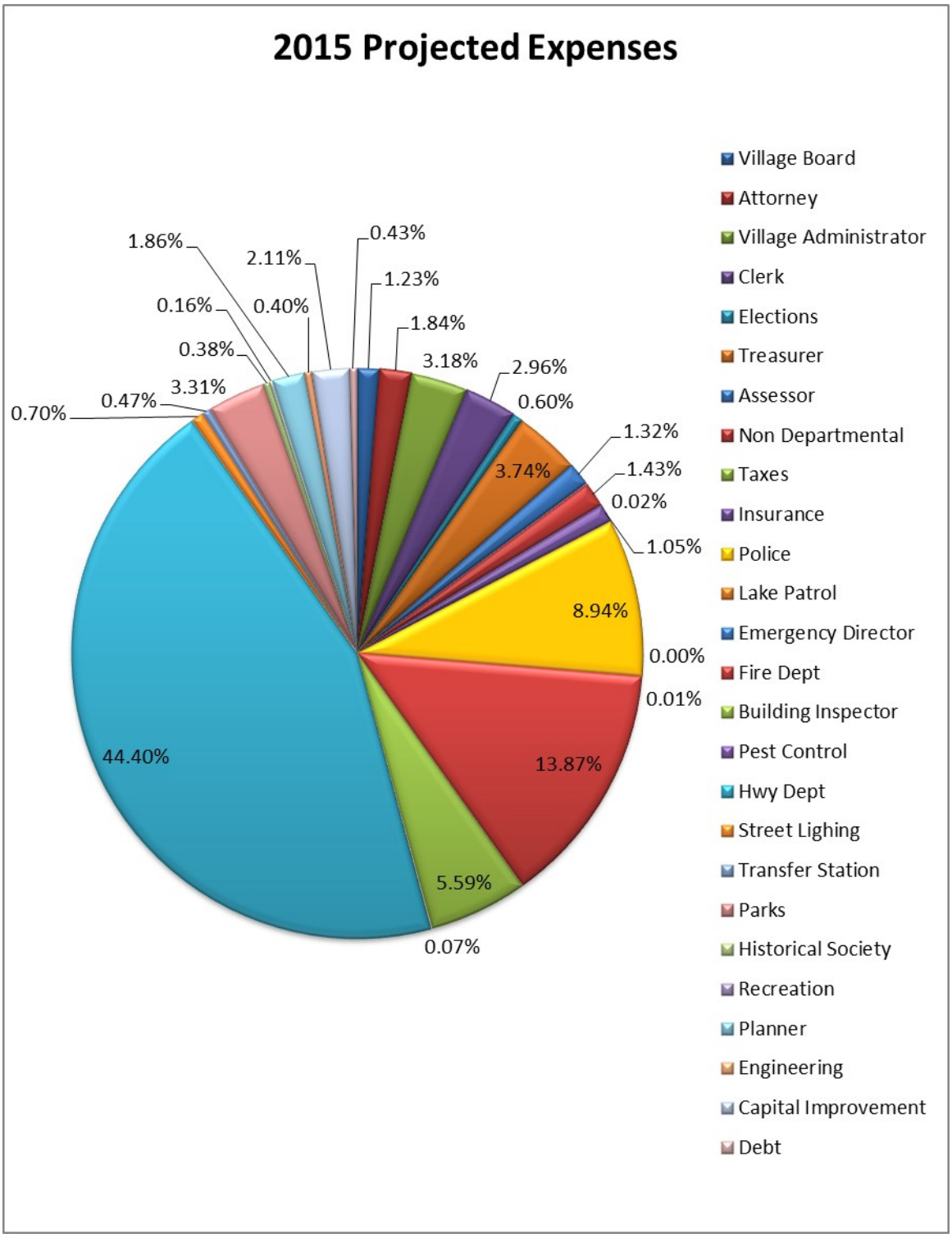
Expenses

Expenses

Combined Statement of Expenditures

FUNCTION	2012	2013	2014	2014	2015	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
VILLAGE BOARD	$43,543	$44,180	$45,173	$25,781	$46,080	2.01%
LEGAL COUNSEL	$80,969	$75,098	$55,000	$33,350	$69,000	25.45%
VILLAGE ADMINISTRATOR	$125,067	$127,501	$136,880	$37,533	$119,202	-12.91%
DEPUTY CLERK	$111,795	$110,105	$96,096	$52,973	$110,992	15.5%
ELECTIONS	$39,796	$8,534	$28,036	$7,995	$22,643	-19.24%
DEPUTY TREASURER	$83,062	$88,627	$124,337	$55,932	$139,988	12.00%
ASSESSOR	$31,807	$49,559	$49,401	$21,171	$49,301	-.20%
NON-DEPARTMENTAL	$56,640	$52,966	$51,354	$25,514	$53,550	4.28%
TAXES	$8,576	$8,090	$8,500	$8,690	$600	-92.94%
INSURANCE	$60,251	$55,935	$58,905	$48,767	$39,203	-33.45%
POLICE SERVICES	$316,518	$311,343	$318,000	$129,069	$335,000	5.35%
LAKE PATROL	$2,961	$1,750	$1,800	$0	$0	-100%
EMERGENCY GOVERNMENT DIRECTOR	$175	$0	$500	$0	$500	0%
FIRE PROTECTION	$502,734	$506,086	$501,250	$228,454	$519,624	3.67%
INSPECTION	$108,507	$135,447	$198,533	$98,961	$209,460	5.50%
PEST CONTROL	$5,000	$2,718	$3,403	$1,701	$2,727	-19.86%
PUBLIC WORKS	$1,707,490	$1,492,326	$1,493,461	$381,868	$1,663,320	11.37%
STREET LIGHTING	$18,909	$19,118	$26,400	$9,548	$26,400	0%
TRANSFER STATION	$17,403	$18,122	$19,476	$6,888	$17,532	-9.98%
PARKS	$96,062	$103,106	$123,241	$55,610	$123,835	.48%
HISTORICAL SOCIETY	$11,157	$18,153	$14,150	$413	$14,150	0%
RECREATION	$6,000	$6,000	$6,000	$0	$6,000	0%
PLANNING	$101,210	$95,323	$119,564	$25,397	$69,600	-41.79%
ENGINEERING	$21,188	$19,369	$10,000	$7,344	$15,000	50%
CAPITAL IMPROVEMENT PLAN	$61,293	$257,754	$65,000	$17,835	$76,000	16.92%
DEBT SERVICE	$16,186	$16,186	$16,186	$16,186	$16,186	0%
TOTAL EXPENDITURES	**$3,634,298**	**$3,623,396**	**$3,570,646**	**$1,296,980**	**$3,745,893**	**4.91%**

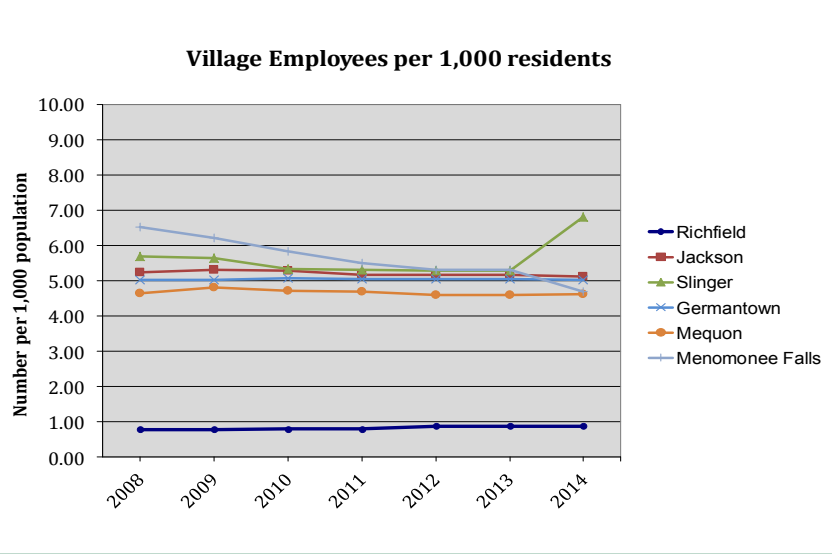
Expenses


2015 Projected Expenses
0.43%
1.23%
1.84%
3.18%
2.96%
0.60%
1.32%
1.43%
0.02%
1.05%
8.94%
0.00%
0.01%
13.87%
5.59%
0.07%
44.40%
0.70%
0.47%
3.31%
0.38%
0.16%
1.86%
0.40%
2.11%
3.74%
Village Board
Attorney
Village Administrator
Clerk
Elections
Treasurer
Assessor
Non Departmental
Taxes
Insurance
Police
Lake Patrol
Emergency Director
Fire Dept
Building Inspector
Pest Control
Hwy Dept
Street Lighing
Transfer Station
Parks
Historical Society
Recreation
Planner
Engineering
Capital Improvement
Debt

Full-Time Employee Summary

Employees

POSITION	START DATE	STATUS
PUBLIC WORKS		
DPW SUPERVISOR	2012	FULL-TIME
HIGHWAY DEPARTMENT	1992	FULL-TIME
HIGHWAY DEPARTMENT	1991	FULL-TIME
HIGHWAY DEPARTMENT	2014	FULL-TIME
SHOP FOREMAN	1996	FULL-TIME
ADMINISTRATIVE STAFF		
VILLAGE ADMINISTRATOR	2014	FULL-TIME
ADMINISTRATIVE SERVICES COORDINATOR	2014	FULL-TIME
DEPUTY TREASURER/CLERK	1998	FULL-TIME
DEPUTY CLERK	2014	FULL-TIME
BUILDING INSPECTOR 1	2005	FULL-TIME
BUILDING INSPECTOR 2	2013	FULL-TIME



Expenditures by Department

Village Board

Village Board

Elected Village Board:

Village President, John Jeffords
Village Trustees Dan Neu, Rock Brandner, Sandy Voss, and Bill Collins

Village Board Overview

POSITION	YEAR ELECTED	TERM ENDS
President John Jeffords	2013	2015
Trustee Dan Neu	2014	2016
Trustee Rock Brandner	2013	2015
Trustee Sandy Voss	2013	2015
Trustee Bill Collins	2014	2016

The Village Board continues to be advocates for the Village of Richfield residents. Each Village Board member serves the Village for two years before they are up for reelection.

Village President John Jeffords first became involved with the Village of Richfield in 1986, serving first on the Town Plan Commission before becoming a Town Supervisor in 1994. President Jeffords was a Supervisor in 2008 when the Town became a Village and has been serving as Village President since 2009. In total, President Jeffords has dedicated 28 years of service to the Village of Richfield

Trustee Neu followed a similar route starting first on the Plan Commission in 1996, then also becoming a Town Supervisor in 2003. Trustee Neu was the only other current Board member that was also a member of the Town Board when the Town transitioned to a Village in 2008. Being our next senior member of the Village Board Trustee, Neu runs meetings for President Jeffords when the occasion calls for it and has served the Village for a total of 18 years.

Trustee Brandner has been serving as a Village Board member since we first became a Village in 2008. Brandner has history with the Village of Richfield in other ways as he once served as Treasurer with the Village when they were a Town. Brandner's total amount of service as a Board Member amounts to six (6) years.

Trustee Collins currently serves on both the Village Board and Plan Commission. One seat on the Plan Commission is regularly held by a Board Member who is appointed. Both President Jeffords and Trustee Neu have followed similar routes of public service by serving on the Plan Commission in the past. Trustee Collins has served on the Village Board for a total of four (4) years since 2009.

Our newest member of the Village Board is Trustee Voss. Trustee Voss was elected to her first term in 2011 and was reelected in 2013. Prior to getting elected to the Village Board she also sat on the Village's Park Commission. In total, Voss has thus far served three (3) years as Village Trustee.

Village Board

ORDINANCES	
02014-3-1	AN ORDINANCE TO REZONE CERTAIN PARCELS OF LAND IN THE VILLAGE OF RICHFIELD AND TO AMED THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE
02014-4-1	AN ORDINANCE TO REZONE A CERTAIN PARCEL OF LAND IN THE VILLAGE OF RICHFIELD AND TO AMED THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE
02014-5-1	AN ORDINANCE TO REZONE A CERTAIN PARCEL OF LAND IN THE VILLAGE OF RICHFIELD AND TO AMEND THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE
02014-5-2	AN ORDINANCE TO MODIFY VARIOUS SECTIONS OF CHAPTER 70 OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE RELATING TO SHORELAND ZONING AND SHORELAND-WETLAND ZONING AND OTHER PROVISIONS
02014-6-1	AN ORDINANCE ADOPT THE VILLAGE'S 10 YEAR UPDATE OF THE COMPREHENSIVE PLAN
02014-8-1	AN ORDINANCE TO AMEND AND CREATE MULTIPLE SECTIONS OF CHAPTER 330 OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE REGARDING FINANCIAL GUARANTEES, DEVELOPER'S AGREEMENTS, AND RELATED MATTERS
02014-8-2	AN ORDINANCE TO CREATE SECTION 330-21A AND TO AMEND SECTION 330-7 OF CHAPTER 330 OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE REGARDING PRIOR REVIEW OF SALES OR EXCHANGES OF PARCELS BETWEEN ADJOINING LANDOWNERS
02014-9-1	AN ORDINANCE TO MODIFY 70.12 OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE BY REVISING THE DEFINITION OF A "LOT"
02014-9-2	AN ORDINANCE UPDATING THE VILLAGE OF RICHFIELD OFFICIAL ZONING MAP
02014-9-3	AN ORDINANCE TO REPEAL AND RECREATE MULTIPLE SECTIONS OF CHAPTER 118: ANIMALS OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE REGARDING ARTICLE IV "VICIOUS DOGS"
02014-10-1	AN ORDINANCE AMENDING PARKIGN RESTRICTIONS ON EAST FRIESS LAKE ROAD
RESOLUTIONS	
R2014-1-01	A RESOLUTION TO ADOPT A FACILITY USE POLICY AMENDMENT
R2014-1-02	A RESOLUTION HONORING FORMER VILLAGE ADMINISTRATOR JOSHUA SCHOEMANN FOR HIS PUBLIC SERVICE IN THE VILLAGE OF RICHFIELD
R2014-1-03	A RESOLUTION ACCEPTING THE 2014 HIGHWAY IMPROVEMENT PROGRAM PROPOSAL FROM KUNKEL ENGINEERING GROUP
R2014-1-04	A RESOLUTION ADDRESSOMG THE TRANS 75 ABSENCE OF NEED EXCEPTION FOR STH 167 AND FRIESS LAKE ROAD
R2014-2-1	A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF RICHFIELD TO VACATE AND DISCONTINUE A PORTION OF RIVERVIEW DRIVE
R2014-2-2	A RESOLUTION TO AMEND THE VILLAGE'S BASEBALL FIELD ADVERTISING\ POLICY
R2014-2-3	A RESOLUTION TO AMEND THE VILLAGE'S ESCROW/LETTERS OF CREDIT POLICY

R2014-2-4	A RESOLUTION TO AMEND THE VILLAGE'S COMPLAINT POLICY
R2014-3-1	A RESOLUTION HONORING DEPUTY KEITH KIUPELIS FOR HIS IMMEDIATE ACTION IN AN EMERGENCY RESPONSE SITUTION
R2014-3-2	A RESOLUTION HONORING THE RICHFIELD VOLUNTEER FIRE COMPANY FOR THEIR IMMEDIATE ACTION IN AN EMERGENCY RESPONSE SITUATION
R2014-3-3	A RESOLUTION HONORING TIANA A. YOUNG FOR HER IMMEDIATE ACTION IN AN EMERGENCY RESPONSE SITUATION
R2014-3-4	A RESOLUTION TO ACCEPT THE PROPOSED 'AFFIDAVIT OF CORRECTION' FOR HICKORY FIELDS SUBDIVISON IN THE TOWN OF LISBON
R2014-4-1	A RESOLUTION FORMALL ENDORSING THE VILLAGE'S APPLICATION FOR THE URBAN NON-POINT SOURCE GRANT FROM THE WISCONSIN DNR
R2014-4-2	A RESOLUTION AMENDING THE FEE SCHEDULE FOR THE VILLAGE OF RICHFIELD
R2014-5-1	A RESOLUTION DESIGNATING DEPOSITORIES AND AUTHORIZING SIGNATURES FOR THE VILLAGE OF RICHFIELD
R2014-5-2	A RESOLUTION ADOPTING THE 2015-2019 CAPITAL IMPROVEMENT PLAN
R2014-9-1	A RESOLUTION TO ACCEPT THE FIRST LIFTS OF ASPHALT FOR 6RIDGEVIEW COURT
R2014-5-2	A RESOLUTION DESIGNATING DEPOSITORIES AND AUTHORIZING SIGNATURES FOR THE VILLAGE OF RICHFIELD

Village Board Budget

	2012	2013	2014	2014	2015	%
VILLAGE BOARD	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$29,860	$29,860	$29,860	$14,143	$29,860	0%
SOCIAL SECURITY	$2,284	$2,284	$2,284	$952	$2,284	0%
OFFICE SUPPLIES AND EXPENSES	$189	$395	$500	$0	$500	0%
DUES AND MEMBERSHIPS	$4,510	$4,474	$4,414	$4,386	$4,386	-.63%
SEMINARS AND TRAINING	$200	$17	$250	$250	$250	0%
ECONOMIC DEVELOPMENT	$6,500	$7,150	$7,865	$6,050	$8,800	11.89%
TOTAL VILLAGE BOARD	**$43,543**	**$44,180**	**$45,173**	**$25,781**	**$46,080**	**2.01%**

Village Administrator

Village Administrator

Village Administrator & Planning and Zoning Administrator
Jim Healy

Assigned Committees and Boards:

Village Board, Plan Commission, Architectural Review Board, Board of Zoning Appeals, Board of Review, Ad-Hoc Capital Improvement Planning Committee

Duties:

- Develops and recommends policies for provided Village services
- Acts as Village liaison to other agencies and units of government
- Develops and administers personnel policies and Human Resource related functions
- Attends and participates in Village Board and other constituted Village Commissions, Boards and Committee meetings
- Prepares and submits reports regarding Village government activities
- Represents the Village to the public and developers regarding proposals, requests for services, and requests for information
- Assists Village department heads regarding daily work issues and policy administration
- Develops and reviews annual budget
- Prepares budget reports, monitors expenditures, recommends staffing and expenditure levels
- Prepares grant applications and administers grants
- Obtains and reviews insurance proposals and other service contracts
- Participate in the processing of permits, variances and zoning applications
- Review commercial and residential development plans for compliance with Village regulations; review and process planning applications; respond to public inquiries related to assigned responsibilities; maintain and file plans, sketches, maps, and other materials and records
- Prepare and update zoning maps, land use maps, parcel and other maps
- Assist public in completing applications for use in special permits, variances, conditional uses and rezoning of properties
- Conduct field inspections for permit approvals and compliance with zoning regulations and codes
- Prepare notices regarding violations and conduct inspections to assure compliance
- Answer questions from the public, meet and correspond with property owners regarding zoning requirements
- Serve as webmaster for the Village website, social media and other online media
- Manage the planning, organizing, staffing, directing, coordinating, reporting, and budgeting

2015 Goals/Objectives:

- Assist in Completion of 2011-2015 organizational priorities/long-range planning

Village Administrator

- Assist with development of GFOA Budget document (2014-2015)
- Work to improve Planning and Zoning Department setup and operations
- Assist in advisory capacity with the Fire Company Impact Fee Study rewrite
- Creation of Master Plans, Capital Improvement Plan, and Equipment Replacement Plan improvements
- Community information administration
- Maintain positive relationship with local press and seek opportunities to cultivate good press for the Village of Richfield
- Seek innovative ways to communicate with the community and local businesses
- Advise and administer meetings of boards and commissions
- Establish regular and consistent schedule to meet with individual board/commission chairs to review agendas prior to upcoming meetings
- Professional development
- Seek training opportunities for time management, prioritization and delegation
- Seek out leadership training opportunities
- Take opportunities to learn from subordinates and peers, strengthening areas of weakness
- Review, Revise and Develop Land Use Planning Strategies in Accordance with the Village's Vision and Mission
- Complete Long-Term Facility Plan for Village Hall, and other Village owned facilities, as needed
- Review and update Fire and Park Impact Fee Study with most up to date plan
- Work with Dr. Cherkauer to communicate groundwater protection monitoring efforts and the importance of the associated ordinance
- Maintain and Personify Small, Responsible & Accountable Local Government
- Maintain and improve GFOA Distinguished Budget Award worthy budget
- Expound upon the results of the 2014 Capital Improvement Program, with specific efforts to include more input from community stakeholders
- Seek and improve intergovernmental agreements and public/private partnerships to provide efficient, effective and economical citizen service
- Promote Citizen Service via Effective and Meaningful Two-way Communication with Taxpayers, Residents and Businesses

2014 Accomplishments:

- Acted as Interim Village Administrator and Village Planning and Zoning Administrator
- Developed and recommended policies for provided Village services
- Completed the Village's Community Build-out Analysis
- Completed the Village's 10-year Comprehensive Plan Update
- Completed the Village's Comprehensive Park, Outdoor Recreation and Open Space Plan

- Oversaw the Village of Richfield Zoning Map update and revision
- Developed process to evaluate and improve new permit application checklists
- Coordinated and oversaw the Fire Company Facility Site Update rewrite (2)
- Awarded the WisDNR Annual Recycling Grant Award for funding of the Transfer Station
- Awarded the WisDNR Recycling Consolidation Agreement Grant with the Town of Polk for additional funding of Transfer Station
- Coordinated the direct mailings to residents affected by summer road construction work
- Organized and oversaw the Richfield Days fireworks show
- Successfully coordinated the hiring process for the Village's new Deputy Clerk, DPW Supervisor and part-time snow plowers
- Ensured timely, complete, and concise Plan Commission, Architectural Review Board, and Board of Zoning Appeals agendas, communication forms, and packets
- Continued to manage and act as the Village's 'webmaster'
- Expanded the Village's social media presence
- Maintain positive relationships with local press to cultivate good press for the Village of Richfield
- Served as a presenter at the Wisconsin League of Municipalities conference
- Managed the Village's formal complaints received from residents and handled enforcement of the Village's municipal code of ordinances
- Organized a mailing to notify 300 residents of reclassification of properties and changes in Floodplain zoning maps then answered resident questions and served as a point of contact for incoming concerns at Village Hall
- Coordinated preparation of the Village Budget and presented those numbers at the first Village Budget Workshop Meeting
- Wrote numerous press releases that were published in regional papers
- Facilitated transition of Architectural Review Board (ARB) responsibilities, with assistance of ARB Chairman, to Inspector Jaster
- Introduced Administrative Services Coordinator to Park Commission, and prepared transition of Park responsibilities in late 2014

Village Administrator

Village Administrator Expenditure Budget

	2012	2013	2014	2014	2015	%
VILLAGE ADMINISTRATOR	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ADMINISTRATOR SALARY	$95,758	$93,061	$94,130	$28,783	$80,000	-15.01%
STAFF PERFORMANCE INCENTIVES	$0	$3,950	$10,700	$0	$10,700	0%
SOCIAL SECURITY	$7,091	$7,147	$7,201	$2,155	$6,260	-13.07%
HEALTH INSURANCE	$12,586	$12,360	$12,360	$4,212	$11,108	-10.13%
PENSION	$5,677	$6,255	$6,589	$2,015	$8,184	24.21%
DUES AND MEMBERSHIPS	$3,824	$202	$400	$86	$250	-37.50%
SEMINARS AND TRAINING	$131	$4,146	$5,500	$282	$2,700	-50.91%
TOTAL VILLAGE ADMINISTRATOR	**$125,067**	**$127,501**	**$136,880**	**$37,533**	**$119,202**	**-12.91%**

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Administrative Services Coordinator

Deputy Treasurer

Administrative Services Coordinator
KateLynn Schmitt

Assigned Committees and Boards:

Park Board and Capital Improvement Planning Committee

Duties:

- Supervise processing of all accounting transactions for accuracy including cash handling, payables, receivables, and general ledger; year-end accounting procedures and related work associated with the year-end audit
- Manage the treasury function including the collection of all Village revenue; investment of Village funds; and overall cash management
- Coordinate and oversee the collection of all property tax revenue and the distribution of that revenue to all taxing jurisdictions as established by State Statutes and Village ordinances and policies
- Supervise, develop and maintain all financial information systems necessary to facilitate the coordination of processing all financial transactions of the Village; manage internal controls of the Village
- Responsible for analysis and forecasting ensuring the financial well-being of the Village and staying current with legislation
- Assist Village Administrator with the development of the annual budget and the final presentation of that budget
- Assist Village Administrator with the development of the annual capital improvement plan and the final presentation of that plan
- Assist with coordination and administration of the leave of absence, FMLA, sick leave and return to work
- Supervise the operation of the payroll system insuring that all Federal and State reporting requirements are met
- Coordinate and oversee the policies and programs related to the Wisconsin Retirement System, health insurance and other benefits of the Village
- Assist Village Administrator with the oversight of the risk management functions including administration of casualty and liability insurance programs and policy renewal
- Coordinate the collection of articles and disbursement of the Richfield Happenings Newsletter
- Assist Village Administrator with the day-to-day maintenance of the Village's website and social media accounts
- Oversee the Village's Graduate Student Intern Program (GSIP) with the University of Wisconsin-

Milwaukee

- Research and prepare statistical reports, requests for proposals, policies, department projects, cost estimates, specifications, and contract documents, as assigned.
- Provide Staff support to the Village Board and various committees, commissions and boards.

2015 Goals/Objectives:

- Continue to Assimilate with the Deputy Treasurer's Office
- Continue to manage the various BDS Accounting Systems and assimilate oneself more comfortably with the payroll, fund accounting and point of sale system
- Make recommendations for any new techniques or systems that might be utilized
- Ensure all end of year, annual and quarterly reporting is completed
- Coordinate more accurate means of reporting to our Village Board about year to dates and Treasurer's Reporting for bank accounts
- Attend monthly Village Board meetings to answer any questions they might have
- Develop Technical Writing Skills
- Oversee the creation and distribution of the bi-monthly Richfield Happenings Newsletter
- Prepare and distribute bi-monthly Park Commission packets working with Staff, stake holders, and Park Commission members to develop content
- Work with Administrator Healy to jumpstart the creation of individual Park Master Plans to be added as an addendum to the overall Park Comprehensive Plan
- Manage the development of the Village's annual budget by incorporating content into the document as required by the GFOA's 'Award Criteria' for the Distinguished Budget Awards Program
- Assist the Administration with the Employee Manual Update to be completed by the end of 2015
- Assist Administrator Healy with the day-to-day administration of the Village's website and social media accounts
- Seek out opportunities to engage in WCMA/WAMCAM to build peer network
- Attend the Treasurer's Institute at UWGB and find opportunities for other similar-type training webinars/seminars in SE Wisconsin
- Develop Leadership Skills
- Conduct performance reviews for the Administrative/Planning Intern as a way to develop management skills and become a more effective leader
- Seek out leadership training opportunities
- Continue to oversee the Village's Graduate Student Intern Program (GSIP) with the University of Wisconsin-Milwaukee and ensure that both the Intern and Village are getting the most out of their time together
- Assist the Administrator in human resource functions including the hiring and termination of employees

Deputy Treasurer

- Provide Outstanding Citizen Service
- Become lead point of contact for residents answering citizen concerns via the website and social media outlets
- Bolster the content of the Village's FAQ section of the website, working with each department to find the answers to their most commonly asked questions and advertise the same
- Coordinate with Richfield's service organizations to ensure they are provided access to the website, social media outlets and Cable TV to help advertise events throughout the community
- Attend 3-4 'community events' -ie: RYBSA All-Star Weekend, RHS events at the Historical Park, Richfield Days, Lion's Club dinners, etc.
- Greet residents when entering Village Hall and treat each individual with dignity and respect

2014 Accomplishments:

- Worked with the Village Administrator to successfully create, implement and administer the Capital Improvement Program for 2015-2019
- Helped facilitate agenda's and packet information for the Village Board and Park Commission
- Write meeting minutes and collect all master copies of minutes, new resolutions and new ordinances for record keeping purposes in the period in which there was no Deputy Clerk
- Coordinated with the Office Assistant and Administrator to ensure all dates and deadlines were met for the August primary election
- Helped with on-board training with the new Deputy Clerk and ensure a swift transition into her roll
- Attended the 2014 primary election and helped to ensure all proper records were printed and information was downloaded at the County
- Took on additional HR duties and helped to facilitate the new hire of an Intern, Deputy Clerk and DPW Supervisor
- Absorbed all Treasurer duties and became main point of contact for all Village finances
- Manage Village payroll and ensure that proper amounts are being deducted for new employees
- Submit Vouchers for Payment to the Village Board and collect information for the Treasurers report each month
- Submit deposits to the bank and manage all accounts affected by incoming funds
- Submit monthly, quarterly and annual reports to the Department of Revenue
- Help write and coordinate the Bi-Monthly Richfield Happenings newsletter
- Oversee the Administrative Intern and ensure he is working on productive tasks and assisting in all office functions
- Talk to residents about complaints and coordinate with the Administrator to find a course of action for each complaint received and the Administrative Intern to ensure letters are being sent and any responsibilities of code enforcement by the Village are being met
- Collected information from employees and submitted documents for a health insurance proposal

from the state

- Oversee any office issues happening at Village Hall to ensure all operations are running smoothly

Deputy Treasurer Expenditure Budget

	2012	2013	2014	2014	2015	%
DEPUTY TREASURER	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$51,309	$51,711	$52,808	$26,150	$53,335	1%
ADMINISTRATIVE SERVICES COORDINATOR	$1,212	$2,768	$29,888	$12,575	$40,400	35.17%
SOCIAL SECURITY	$3,903	$3,917	$6,326	$3,907	$7,171	13.36%
HEALTH INSURANCE	$10,027	$10,841	$13,333	$5,490	$13,990	4.93%
PENSION	$3,042	$3,446	$5,097	$2,699	$6,562	28.74%
AUDIT	$10,600	$10,000	$10,750	$2,500	$10,900	1.40%
WEIGHTS AND MEASURES	$0	$2,400	$2,500	$2,400	$2,500	0%
COMPUTER SUPPORT	$2,610	$3,275	$3,285	$0	$3,285	0%
DUES AND MEMBERSHIPS	$245	$200	$350	$75	$120	-65.71%
SEMINARS AND TRAINING	$0	$69	$0	$136	$1,725	100%
TOTAL	**$83,062**	**$88,627**	**$124,337**	**$55,932**	**$139,988**	**12.00%**

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Deputy Clerk

Deputy Clerk
Laura Johnson

Assigned Committees and Boards:

Board of Review

Duties:

- Coordinate and administer elections
- Prepare and distribute agendas and minutes
- Maintain and update Village Code
- Post and publish required legal notices
- Maintain public records
- Coordinate annual Open Book and Board of Review
- Issue licenses and permits for intoxicating liquor, fermented beverages, cigarette, coin-operated machines, target and trap shooting, peddlers, fireworks and other permits in accordance with applicable Village ordinances and regulations

2015 Goals and Objectives:

- Provide smooth and seamless Elections to Richfield voters
- Oversee cross training of Office Assistant on SVRS
- Work with Richfield Team to "promote 'citizen service' via effective two-way communication with citizens
- Take direct role in co-writing and co-editing *Richfield Happenings* newsletter
- Research, analyze and provide a recommendation regarding the creation of an 'Annual Report' for the Village of Richfield
- Provide timely and concise information to electors via mailings, newsletters and web media, informing them of changes at or to 2015 election locations
- Work to improve organization and management of Village records
- Collaborate with Office Assistant to organize front office files/records
- Assist individual Staff members in organizing departmental files/records
- Develop internal procedures for when to use LaserFiche versus when to keep hard files
- Continue to develop professionally i.e. Certified Municipal Clerk
- Work closely with County Clerk and GAB to ensure the Village will receive the new election equipment in 2015

Deputy Clerk

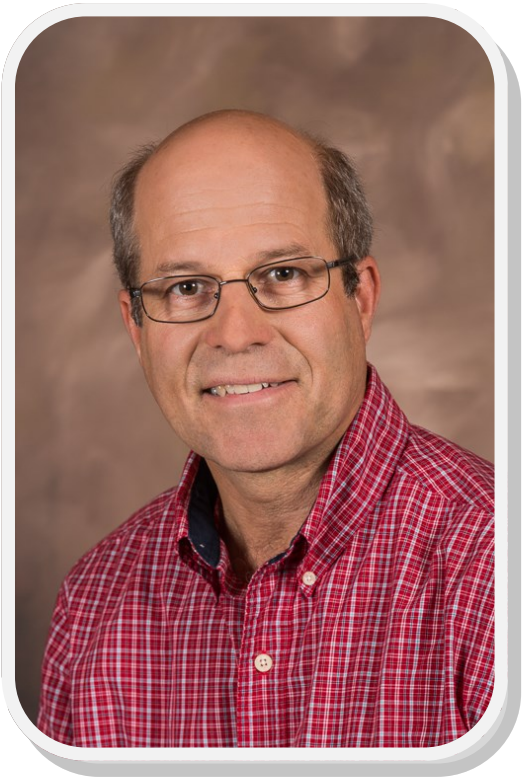
2014 Accomplishments:

- Provide smooth and seamless Elections to Richfield voters for the August primary election and the Fall General Election
- Ensured all training requirements were met for all poll workers and election chiefs
- Oversaw training of Office Assistant on SVRS and ensured all information is entered correctly
- Work with Richfield Team to "promote 'citizen service' via effective two way communication with citizens
- Provide timely and concise information to electors via mailings, newsletters and web media, informing them of changes at or to 2014/2015 election locations
- Became assimilated with the Village website to ensure minutes and agendas were uploaded and updated regularly
- Collected all required signatures for meeting minutes, new ordinances and new resolutions for master record keeping documents
- Continue to develop professionally by attending WMCA meetings

Deputy Clerk Expenditure Budget

	2012	2013	2014	2014	2015	%
DEPUTY CLERK	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
DEPUTY CLERK	$46,909	$48,605	$48,809	$24,200	$46,000	-5.76%
PART-TIME ADMINISTRATIVE ASSISSTANT	$15,825	$16,046	$15,756	$8,229	$17,000	7.90%
ADMINISTRATIVE INTERN	$15,324	$12,023	$0	$4,000	$12,480	0%
SOCIAL SECURITY	$5,675	$5,739	$4,939	$2,676	$5,698	15.37%
HEALTH INSURANCE	$13,856	$13,299	$14,375	$8,906	$17,694	23.09%
PENSION	$3,335	$3,239	$3,417	$1,749	$3,220	-5.77%
WORK PERMITS	$765	$878	$700	$360	$700	0%
ORDINANCE EXPENSE	$495	$5,043	$3,000	$1,680	$2,000	-33.33%
CRIMINAL INVESTIGATION	$378	$658	$500	$357	$600	20%
COMPUTER SUPPORT	$753	$753	$800	$0	$800	0%
MILEAGE	$38	$62	$0	$0	$0	0%
LEGAL NOTICES AND PRINTING	$2,112	$2,264	$2,200	$491	$2,200	0%
DUES AND MEMBERSHIPS	$215	$310	$200	$235	$200	0%
SEMINARS AND TRAINING	$101	$1,186	$1,400	$90	$1,400	0%
CAPITAL OUTLAYS	$6,014	$0	$0	$0	$1,000	100%
TOTAL DEPUTY CLERK	**$111,795**	**$110,105**	**$96,096**	**$52,973**	**$110,992**	**15.50%**
ELECTION						
POLL WORKERS	$29,696	$5,031	$22,286	$6,002	$16,143	-27.56%
EQUIPMENT MAINTENANCE	$1,548	$1,973	$1,600	$0	$1,600	0%
OFFICE SUPPLIES AND EXPENSES	$6,651	$1,530	$4,150	$1,993	$4,900	18.07%
CAPITAL OUTLAY	$1,901	$0	$0	$0	$0	0%
TOTAL ELECTION	**$39,796**	**$8,534**	**$28,036**	**$7,995**	**$22,643**	**-19.24%**

Building Inspectors



Building Inspectors
Joel Jaster & Greg Darga

Assigned Committees and Boards:

Architectural Review Board

Duties:

- Examines plans and specifications of new construction, additions and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, standards, ordinances and regulations
- Issues permits for applicants based on qualifications of plans and specifications, and files such permits appropriately both during construction and following completion of the project according to record retention requirements
- Inspects commercial and residential buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances
- Performs systematic site inspections of all skilled trades work for new construction and renovations within the Village, to evaluate compliance with all applicable Village, State and Federal codes and regulatory requirements in their respective trades, e.g., building, electrical, plumbing, HVAC, and mechanical and structural
- Verifies compliance with approved building permits, plans and specifications; reviews and approves workmanship and completed projects
- Attends professional training and job related seminars, courses, meetings and conferences to keep abreast of current trends in the field
- Works together with Public Works Supervisor and Zoning Administrator to assist with issues of overlapping concern

2015 Goals and Objectives:

Joel:

- Improved Richfield intergovernmental cooperation by overseeing a smooth transition of combined inspection services for Richfield, Slinger & Sussex
- Ensure expectations and levels of service are clearly defined for the Building Inspector II to ensure staff, citizens, and contractors working in the Village are in sync
- Collaborate with administrative staff from each community to ensure lines of communication are kept open and the separate inspection needs of each community and their zoning codes are being met
- Help assimilate the Building Inspector II with the Village of Richfield ensuring he has the necessary

tools and equipment to provide adequate levels of service

- Assist in maintaining small, responsible and accountable local government
- Promote Citizen Service using effective two-way communication tools with residents
- Work with Administrator to develop Quality Assurance/Quality Control tools, seeking ways to improve Citizen Service
- Use existing resources to promote e-services and permitting efficiencies which have been implemented in the past several months
- Work with Administrative Services Coordinator to provide contractors and residents with building permit status updates
- Develop and improve administrative tools to improve efficiency and effectiveness
- Assist in zoning code recodification process, tying practical administration to theoretical application.
- Cross-train key Staff members on permit processing to assist in citizen service

Greg:

- Improve intergovernmental cooperation by helping oversee a smooth transition of combined inspection services for Richfield, Slinger, and Sussex
- Ensure expectations and levels of service are clearly defined to staff, citizens, and contractors working in the Villages of Richfield, Sussex and Slinger
- Collaborate with administrative staff from each community to ensure lines of communication are kept open and the separate inspection needs of each community and their zoning codes are being met
- Assist in maintaining small, responsible and accountable local government
- Develop a list of other qualified inspectors for the Village's use in the event that one or both Building Inspectors are unavailable
- Work with Village Administrator to develop Quality Assurance/Quality Control tools (ie: surveys, inspection reviews), seeking ways to improve Citizen Service
- Promote Citizen Service using effective two-way communication tools with residents
- Use existing resources to promote e-services and permitting efficiencies which have been implemented in the past several months
- Work with the Administrative Services Coordinator to provide contractors and residents with building permit status updates
- Work with Planning Intern to develop FAQ for the Village's website
- Work with Building Inspector Jaster to develop content for the bi-monthly Richfield Happenings Newsletter, when necessary
- Develop and improve administrative tools to improve efficiency and effectiveness
- Assist in zoning code recodification process, tying practical administration to theoretical application
- Cross-train key Staff members on permit processing to assist in citizen service
- Work with Administrative Services Coordinator to improve citizen 'handouts' here at Village Hall

- Professional Development
- Seek training opportunities from professional resources such as the Southeast Wisconsin Building Inspectors Association

2014 Accomplishments:

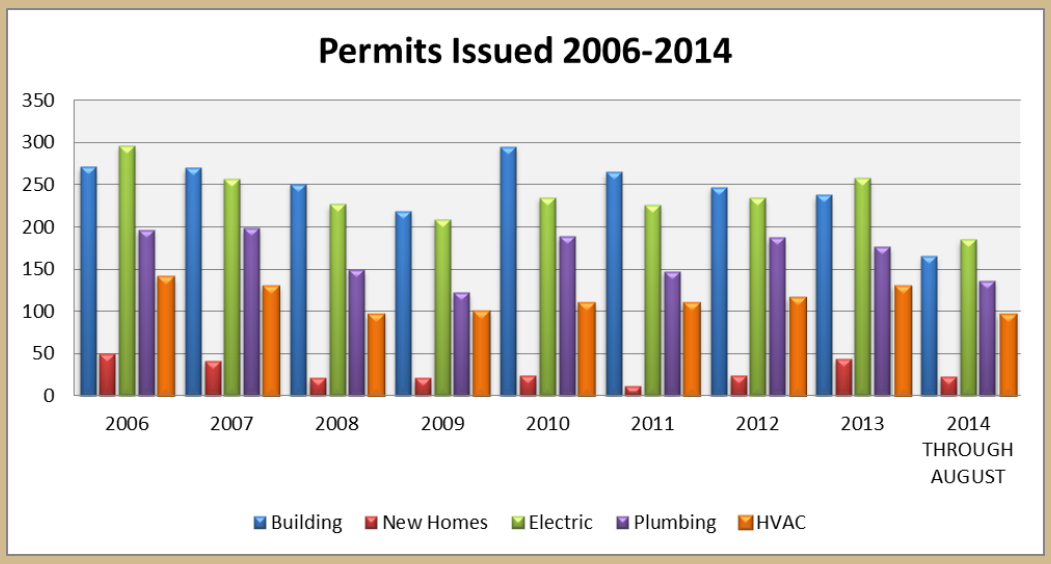
Joel:

- Aided in a smooth transition into the Intergovernmental Agreement between Sussex, Slinger and Richfield
- Helped ensure staff in both Sussex and Slinger were properly trained in the application and implementation of Permit Base
- Ensured that both, Sussex and Slinger had scheduling help for timely and efficient inspections
- Continue to be flexible with inspections in the shared communities while required to be in one specific area
- Helped expedite the installation of a new water pump at Village Hall for fire Department usage
- Facilitate in the plan review and issuance of building permits within one week of submittal
- Attended a variety of code training seminars through the year to maintain credential requirements
- Attended and took minutes on a regular basis for the Architectural Review Board
- Implemented early hours in Richfield to give homeowners or contractors extra time to discuss projects

Greg:

- Continued to successfully serve the communities of Richfield, Sussex, and Slinger; Administration in all three (3) Villages appears to be generally pleased with the service. We have accommodated contractors in each Village by conducting critical inspections on days we are not in that Village, thus aiding work progress
- Obtained UDC plumbing and electrical inspector certifications from the State
- Changed some of the office forms used in Slinger, Sussex, and Richfield to be more uniform between the Villages
- Continue to implement the use of Permit Base software in all three Villages; Began cataloging inspection photos.
- Learned to use the map feature in Permit Base to locate properties where there are inspections
- Implemented the use of self-adhesive inspection report stickers that can be left on the jobsite to serve as a communication tool between the inspector and the contractor
- Purchased address tiles for Slinger to issue with each new home permit

Building Inspectors



	2012	2013	2014	2014	2015	%
INSPECTION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
BUILDING INSPECTOR	$75,058	$91,253	$126,616	$62,758	$128,882	1.79%
SOCIAL SECURITY	$5,566	$6,836	$9,686	$4,592	$9,783	1%
HEALTH INSURANCE	$16,935	$23,568	$33,328	$19,859	$41,803	25.43%
PENSION	$4,450	$6,119	$8,863	$4,393	$8,952	1%
CELL PHONE	$380	$460	$1,800	$515	$1,800	0%
EQUIPMENT MAINTENANCE	$300	$0	$600	$0	$600	0%
COMPUTER SUPPORT	$995	$0	$500	$0	$500	0%
STATE SEALS	$917	$617	$600	$305	$600	0%
DUES AND MEMBERSHIPS	$348	$342	$1,100	$810	$1,100	0%
MILEAGE	$0	$99	$0	$0	$0	0%
SEMINARS AND TRAINING	$697	$415	$1,600	$50	$1,600	0%
HOUSE NUMBERS	$199	$306	$200	$199	$200	0%
FUELS/PETROLEUM PRODUCTS	$2,662	$2,212	$5,000	$1,172	$5,000	0%
CAPITAL OUTLAYS	$0	$3,220	$8,640	$4,308	$8,640	0%
TOTAL INSPECTION	**$108,507**	**$135,447**	**$198,533**	**$98,961**	**$209,710**	**5.63%**

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Public Works and Highway

Public Works and Highway

Public Works Supervisor
Adam Schmitt

Duties:

- Maintains open communication with Village Administrator on all aspects of Public Works Department through regular oral and written reports
- Administers, supervises, and manages the day to day operations of the Richfield Public Works Department
- Works closely with local organizations (i.e. RHS, RYBSA, RSC, RVFC, etc.) to coordinate activities and events at public parks
- Plans, directs, supervises and performs installation, repair and maintenance of Village streets, tools and equipment, Village buildings and grounds and all park facilities
- Assists, in an advisory capacity, with preparation of the annual department budget and capital budget, projects, needed supplies, materials and staffing needs; Monitors budget activity
- Supervises the maintenance of the Village roads, this includes overseeing crack filling, constructions projects, snowplowing and the vehicles and employees working on the roads as well
- Investigates insurance claims involving public works activities
- Safe operation a variety of equipment including excavator, motor grader, trucks, backhoes, tractors, loaders, compactor, compressors, rollers, snowplow equipment and vehicles and a variety of power and hand tools
- Maintains regular contact with construction project engineers, Village, County, State and Federal agencies, professional and technical groups and the general public regarding public work activities and services
- Monitors inter-governmental actions affecting public works
- Oversees and schedules crew and the repair and construction of all types of storm drainage, box culverts and curb and gutters; setting forms for concrete; the removal of weeds and grass from Village right-of-ways; street cleaning; setting of necessary cones and barricades for routine construction safety
- Coordinates all activities with other departments

2015 Goals and Objectives:

- Administer planning tools in accordance with the Village's Vision and Mission
- Take leadership role in soliciting CIP projects from community stakeholders (i.e. RHS, RSC, RYBSA, etc.) to include such projects in 2015-2019 CIP Plan
- Provide support in creation Park Master Plans for each Park in the Village
- Provide Equipment Replacement and Capital Improvement Plan support

Public Works and Highway

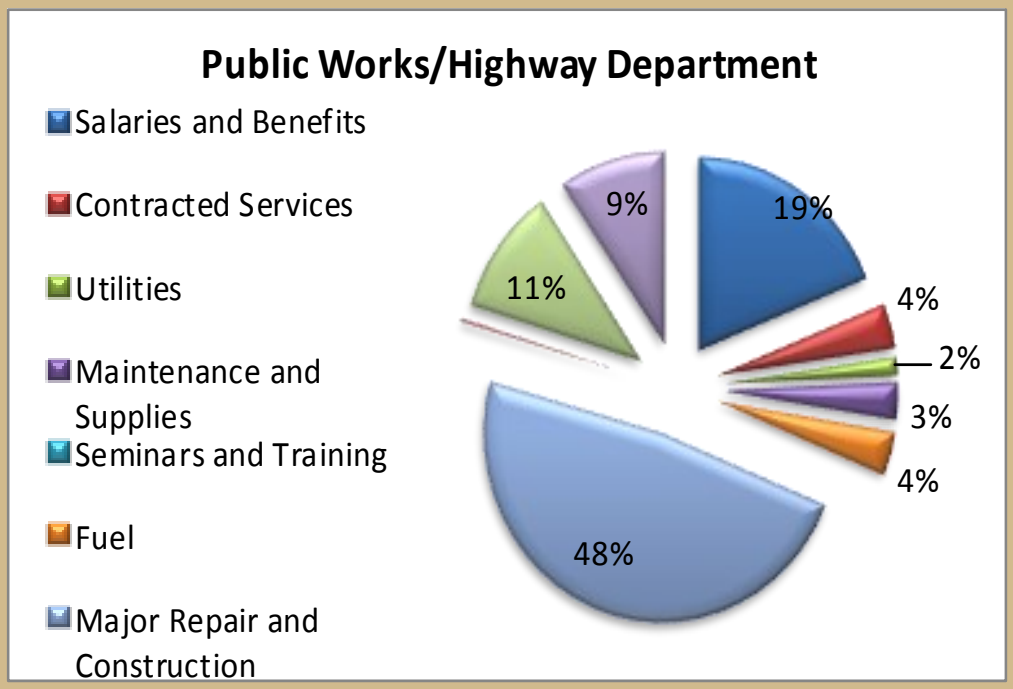
- Work with RYBSA and RSC to develop turf management plan
- Provide technical expertise in development and administration of RFP for engineering services related to the annual Highway Improvement Program
- Assist in maintaining small, responsible and accountable local government
- Seek out opportunities for intergovernmental cooperation, aimed at saving taxpayer dollars while maintaining or improving efficiency and effectiveness
- Assist in formulation of succession plan for veteran employees
- Take leadership role in the development of written policies and procedures for better departmental management, with specific focus on a written snow/ice removal policy
- Administer safety program, including safety talks, equipment upgrades and improvements as advised
- Promote Citizen Service using effective two-way communication tools with citizens
- Continue with public information meetings, office hours, construction notices, biweekly mid construction meetings and/or other similar efforts to keep taxpayers informed during construction projects
- Take initiative to establish and maintain positive relationships with community groups (i.e. RHS, RYBSA, RSC, etc.)
- Take leadership role in executing improvements to snow/ice removal operations, based on citizen and Staff feedback and Village Board consensus
- Maximize efficient and effective utilization of resources to provide outstanding citizen service to Richfield residents
- Serve as liaison with Richfield Joint School District to ensure inclusion of parking lot construction/ Basswood Ln resurfacing as part of upcoming Highway Improvement Program
- Create storm system database and develop maintenance program for same
- Create comprehensive road maintenance database and develop road maintenance plan/schedule
- Complete Vehicle/Equipment inventory (all pieces over $500.00)
- Research snow plow route optimization options

2014 Accomplishments:

- Submitted 5 year Roadway Improvement plan based on functional classification and WISLR ratings
- Provided input as well as solicit input from RYSBA and RSC regarding park improvements
- Instituted vehicle lock out for disabled vehicles, sent employees to AST annual refresher training
- Construction notices sent prior to Highway Improvement Program
- Implemented shoulder programs and crackfilling
- Maintained effective, open communications between community groups and Public Works office
- Utilize Washington County resources to complete projects with Village Staff, i.e. culvert replacements, roadway striping, ditch cleaning and shoulder work

Public Works and Highway

- Utilize Washington County Highway Dept. resources when more efficient or economical
- Will be adding (9th) route as well as interim shift to plow operations to increase service; research route optimization programs for snow removal
- Pre-treatment program to begin Winter 2014-2015 with in house treatment program; brine will be supplied through agreement with Washington County Highway Department
- With savings recognized in the 2014 Highway Improvement Plan, various subdivision failed street repairs were brought forth for reconstruction with remaining funds
- Solicited bids and organized the installation of the new Electronic Entry System for both the Highway Department and Village Hall



Public Works and Highway

Public Works Expenditure Budget

HIGHWAY DEPARTMENT	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 AS OF 6/30	2015 BUDGET	% CHANGE
SALARIES	$179,540	$201,690	$157,797	$89,416	$197,199	24.97%
WAGES PART-TIME	$15,750	$18,399	$66,592	$16,744	$16,750	-74.85%
OVERTIME	$10,311	$5,099	$5,668	$3,052	$6,000	5.86%
SOCIAL SECURITY	$15,072	$16,651	$17,600	$8,101	$16,826	-4.40%
HEALTH INSURANCE	$52,562	$51,931	$47,664	$31,033	$64,038	34.35%
PENSION	$11,671	$14,170	$14,704	$6,682	$13,804	-6.12%
EMPLOYEE TESTING	$992	$837	$1,250	$170	$1,250	0%
CONTRACTED SERVICES	$38,776	$22,769	$33,000	$0	$33,000	0%
HEAT	$5,307	$7,944	$11,550	$10,366	$15,550	34.63%
ELECTRICITY	$5,845	$5,806	$6,500	$5,391	$10,000	53.85%
TELEPHONE	$2,631	$2,069	$900	$1,081	$900	0%
BLDG MAINT/JANITORIAL SERVICES	$6,597	$5,289	$3,204	$817	$3,250	1.44%
SEMINARS AND TRAINING	$155	$249	$575	$264	$575	0%
SAFETY TRAINING	$614	$247	$3,450	$499	$3,450	0%
SUPPLIES/EXPENSES	$83,717	$48,830	$46,575	$29,178	$46,500	-0.16%
FUELS/PETROLEUM PRODUCTS	$36,190	$52,746	$61,130	$29,922	$61,130	0%
MAJOR REPAIR AND CONSTRUCTION	$716,534	$769,213	$650,704	$1,315	$800,000	22.94%
ROAD SIGNS AND MARKINGS	$3,228	$5,215	$5,500	$833	$5,500	0%
ICE CONTROL	$198,913	$204,551	$156,500	$117,632	$180,000	15.02%
ENGINEERING SERVICES	$65,704	$44,186	$40,000	$23,570	$30,000	-25.00%
CAPITAL OUTLAYS	$257,381	$14,435	$162,598	$5,802	$157,598	-3.08%
TOTAL HIGHWAY DEPARTMENT	**$1,707,490**	**$1,492,326**	**$1,493,461**	**$381,868**	**$1,663,320**	**11.37%**

Street Lighting Expenditure Budget

STREET LIGHTING	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 AS OF 6/30	2015 BUDGET	% CHANGE
STREET LIGHTS	$18,909	$19,118	$26,400	$9,548	$26,400	0%
TOTAL STREET LIGHTS	**$18,909**	**$19,118**	**$26,400**	**$9,548**	**$26,400**	**0%**

Transfer Station Expenditure Budget

TRANSFER STATION	2012 ACTUAL	2013 ACTUAL	2014 BUDGET	2014 AS OF 6/30	2015 BUDGET	% CHANGE
SALARIES	$5,374	$5,726	$5,040	$2,711	$5,874	16.55%
SOCIAL SECURITY	$412	$438	$386	$207	$386	0%
EQUIPMENT MAINTENANCE	$0	$18	$250	$0	$250	0%
WASTE DISPOSAL	$4,875	$6,055	$5,500	$3,522	$3,522	27.27%
SUPPLIES AND EXPENSE	$13	$52	$250	$0	$0	-100%
FUELS	$539	$344	$550	$0	$0	-100%
RECYCLING EXPENSES	$6,190	$5,489	$7,500	$448	$7,500	0%
TOTAL TRANSFER STATION	**$17,403**	**$18,122**	**$19,476**	**$6,888**	**$17,532**	**-9.98%**

Community Services and Planning

Community Services, Planning and Zoning Expenditure Budget

The Village is currently operating without an Assistant to the Administrator. The person in this position has historically managed many of the incoming planning and zoning questions and concerns. Current Administrator Healy still manages the majority of those incoming concerns, but being down one full-time employee has warranted an increase in "Consulting Services" for the 2015 budget.

In 2015, the Village hopes to go live with a new user friendly planning and zoning website that should reduce the time staff spends answering common zoning questions and provide more access to residents searching for information about their property.

	2012	2013	2014	2014	2015	%
PLANNING AND ZONING	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ASSISTANT TO THE ADMINISTRATOR	$42,229	$43,907	$44,550	$1,697	$0	-100%
CONSULTING SERVICES	$11,699	$19,461	$32,000	$16,041	$45,000	40.63%
ARCHITECTURAL REVIEW BOARD	$300	$960	$1,350	$300	$1,350	0%
PLAN COMMISSION	$2,190	$2,430	$2,250	$630	$2,250	0%
ZONING APPEALS BOARD	$0	$210	$1,000	$0	$1,000	0%
SOCIAL SECURITY	$3,351	$3,540	$3,760	$197	$0	-100%
HEALTH INSURANCE	$7,567	$9,049	$7,700	$2,033	$0	-100%
PENSION	$2,504	$2,926	$3,119	$119	$0	-100%
DUES AND MEMBERSHIPS	$521	$291	$310	$0	$0	-100%
MILEAGE	$0	$128	$0	$0	$0	0%
SEMINARS AND TRAINING	$355	$836	$525	$20	$0	-100%
PROFESSIONAL SERVICES	$10,166	$11,435	$20,000	$4,360	$20,000	0%
CAPITAL OUTLAYS	$20,328	$150	$3,000	$0	$0	-100%
TOTAL PLANNING AND ZONING	**$101,210**	**$95,323**	**$119,564**	**$25,397**	**$69,600**	**-41.79%**

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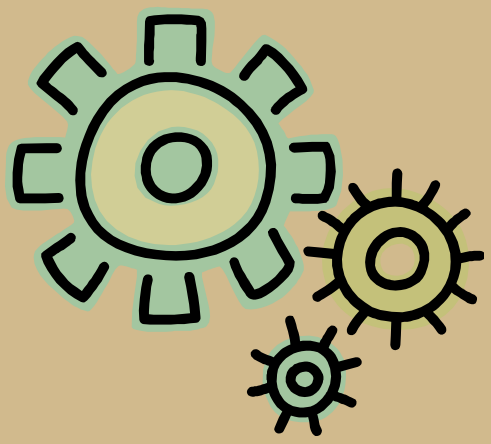
Non-Departmental Expenditures

Non-Departmental Expenditures

Non-Departmental Expenditure Budget

	2012	2013	2014	2014	2015	%
NON-DEPARTMENTAL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
HEAT	$2,673	$2,684	$3,600	$3,002	$5,000	38.89%
ELECTRICITY	$8,560	$8,392	$8,800	$4,144	$8,800	0%
TELEPHONE/BROADBAND CONNECTION	$4,730	$4,552	$5,400	$3,003	$5,400	0%
JANITOR	$2,817	$1,912	$3,204	$1,602	$3,250	1.44%
BUILDING MAINTENANCE	$2,817	$1,373	$1,500	$215	$1,500	0%
EQUIPMENT MAINTENANCE	$2,742	$5,675	$2,500	$1,772	$3,000	20%
WEBSITE	$347	$255	$3,500	$1,106	$3,500	0%
COMPUTER SUPPORT	$4,853	$4,608	$4,500	$1,999	$4,500	0%
POSTAGE	$8,185	$12,501	$3,200	$2,306	$3,200	0%
NEWSLETTER	$8,577	$0	$5,000	$2,708	$5,250	5%
SUPPLIES AND EXPENSES	$9,777	$10,701	$9,500	$3,513	$9,500	0%
FUELS/PETROLEUM PRODUCTS	$562	$313	$650	$144	$650	0%
TOTAL NON-DEPARTMENTAL	**$56,640**	**$52,966**	**$51,354**	**$25,514**	**$53,550**	**4.28%**



Contracted Village Services

Contracted Village Services

Legal Counsel
Year in Review

- Attended numerous Village Board meetings
- Reviewed policies and procedures prior to Board approval
- Assisted in drafting ordinances
- Guided staff with evolving Wisconsin State Statute changes

Legal Counsel Budget

	2012	2013	2014	2014	2015	%
LEGAL COUNSEL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ATTORNEY	$80,969	$75,098	$55,000	$33,350	$69,000	25.45%
TOTAL LEGAL	**$80,969**	**$75,098**	**$55,000**	**$33,350**	**$69,000**	**25.45%**

Engineering Services
Year in Review

- Worked with Department of Public Works Supervisor to create and implement a Highway Improvement Plan
- Oversaw construction agreements on the impending Bark Lake Boat Launch

Engineering Services Budget

	2012	2013	2014	2014	2015	%
ENGINEERING	**ACTUAL**	**BUDGET**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
DEVELOPMENT REVIEW AND INSPECTION SERVICES	$7,835	$3,323	$5,000	$3,303	$10,000	100%
ENGINEERING SERVICES	$13,353	$16,046	$5,000	$4,041	$5,000	0%
TOTAL ENGINEERING	**$21,188**	**$19,369**	**$10,000**	**$7,344**	**$15,000**	**50%**

Assessor
Year in Review

The second year of the Village's six-year project to physically visit all properties in the Village is nearly complete, we have reviewed and updated all property records, and maintained annual assessed values at or near market value. I am pleased to report that we have had another successful year and the project is well underway towards accomplishing our objectives.

This year, I am expecting the general level of assessment to move from 105% to 103%, bringing the Village's assessed values closer to market value. In addition, we have made advances in updating the Village's electronic assessment records.

The following is a summary of the tasks completed since last year:

- Updated the Village's database of property records to the most current available cost and market models (this was a great deal of work)
- Mailed Statements of Personal Property to all business owners who own taxable personal property in the Village in December
- Entered building permit data into Market Drive software for each parcel that was issued a building permit in 2013
- Reviewed all sales of real estate that took place in the Village during 2013 to determine which sales were arm's length sales and which were not
- Reported sales validations to Department of Revenue, along with all property attributes for arm's length sales
- Performed a sale ratio study to determine the ratio of assessed value to sale price for all valid sales
- Identified which properties required field visits for 2014
- Mailed letters to properties we planned to visit to inform property owners of the assessor's upcoming visit and explain the purpose of the visit
- Performed field inspections to gather data for updating assessment records, reviewing sales, building permits and requests by property owners
- Updated property records with all new information obtained from field visits
- Processed all Statements of Personal Property that were returned to the assessor
- Completed new assessed values for personal property and real estate and provided an updated assessment roll to Village staff
- Mailed notices of changed assessments to owners of any properties whose assessments have changed
- Conducted Open Book meetings on July 23rd in afternoon and evening
- Finalized all assessments at Board of Review on August 14th

Approximately 750 properties were visited during fieldwork this year. After the new assessments were

mailed out, Staff met with approximately 25 property owners at the Open Book. We also received calls from several property owners who couldn't attend the Open Book and discussed their concerns by telephone. Changes were made to some assessments, as necessary, as a result of the Open Book meetings. No formal objections were made at the Board of Review.

After the Board of Review, Staff continued to provide assessment information to the public as requested (including several requests per week by realtors and appraisers) and responded to telephone calls and emails from property owners who are questioning their assessed values.

In August, the Department of Revenue released the 2014 equalized values, which showed a 4% increase in the equalized value of the Village from January 2013 to January 2014. The ratio of assessed value to equalized value for the Village in 2014 is approximately 103%.

Looking ahead, Staff plans to resume field inspections in November and continue through the winter. This will allow us to hold our Open Book and Board of Review weeks earlier in 2015. Prior to the inspections we will again mail letters to property owners to inform them of the process and the reason for our visit.

We look forward to continuing our positive working relationship with the Village of Richfield and its residents. For questions or inquiries, I can be reached at by phone at 800-721-4157 or by email at deanp.apraz@gmail.com.

Thank you!

Dean W. Peters
Project Manager
Associated Appraisal Consultants, Inc.

Assessor Budget

	2012	2013	2014	2014	2015	%
ASSESSOR	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
BOARD OF REVIEW	$270	$570	$275	$12	$275	0%
CONTRACT SERVICES	$30,000	$47,500	$47,500	$19,792	$47,500	0%
SOCIAL SECURITY	$0	$7	$26	$0	$26	0%
STATE ASSESSING COSTS	$1,537	$1,482	$1,600	$1,367	$1,500	-6.25%
TOTAL ASSESSOR	**$31,807**	**$49,559**	**$49,401**	**$21,171**	**$49,301**	**-0.20%**

Contracted Village Services

Public Safety
Washington County Sheriff
Duties

- Enforce federal, state and local laws and ordinances
- Investigate crimes
- Maintain order at civil proceedings
- Assist the citizens of Richfield when requested for various non-criminal matters
- Provide 911 Dispatch services to the citizens of Richfield
- Provide support to the citizens through the computerized record system

Police Expenditure Budget

	2012	2013	2014	2014	2015	%
POLICE SERVICES	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
WASHINGTON COUNTY CONTRACT	$306,352	$302,219	$308,000	$125,228	$325,000	5.52%
FUEL/PETROLEUM PRODUCTS	$10,166	$9,124	$10,000	$3,841	$10,000	0%
TOTAL POLICE SERVICES	**$316,518**	**$311,343**	**$318,000**	**$129,069**	**$335,000**	**5.35%**

Lake Patrol Expenditure Budget

	2012	2013	2014	2014	2015	%
LAKE PATROL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$2,735	$1,750	$1,800	$0	$0	-100%
EQUIPMENT MAINTENANCE	$72	$0	$0	$0	$0	0%
SEMINARS AND TRAINING	$125	$0	$0	$0	$0	0%
FUELS	$29	$0	$0	$0	$0	0%
TOTAL LAKE PATROL	**$2,961**	**$1,750**	**$1,800**	**$0**	**$0**	**-100%**

Contracted Village Services

Emergency Government Director Duties

In disaster situations, local and county governments act as the first line of response to coordinate efforts to protect people, property, and the environment, and to implement recovery measures. The Emergency Government Director is expected to stay up-to-date with procedures, policies, and strategies to keep citizens of Richfield safe during natural or man-made disasters.

Emergency Government Director Expenditure Budget

	2012	2013	2014	2014	2015	%
EMERGENCY GOVERNMENT DIRECTOR	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SEMINARS AND TRAINING	$175	0	$500	$0	$500	0%
MILEAGE	$0	$0	$0	$0	$0	0%
TOTAL EMERGENCY DIRECTOR	**$175**	**$0**	**$500**	**$0**	**$500**	**0%**

Pest Control Expenditure Budget

	2012	2013	2014	2014	2015	%
PEST CONTROL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ANIMAL CONTROL CONTRACT	$5,000	$2,718	$3,403	$1,701	$2,727	-19.86%
TOTAL PEST CONTROL	**$5,000**	**$2,718**	**$3,403**	**$1,701**	**$2,727**	**-19.86%**

Contracted Village Services

Richfield Volunteer Fire Company
Duties

The Richfield Volunteer Fire Company (RVFC) is a private, non-profit company that provides emergency services for 49 square miles of Washington County. They cover the entire Village of Richfield, the Town of Germantown, three sections in the Town of Polk and eight sections in the Town of Erin.

Fire Expenditure Budget

	2012	2013	2014	2014	2015	%
FIRE PROTECTION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
RICHFIELD FIRE COMPANY	$439,558	$444,958	$452,750	$228,454	$463,624	2.4%
RICHFIELD INSURANCE DUES	$47,941	$46,724	$48,000	$0	$56,000	16.67%
FIRE INSPECTION FEES	$324	$150	$500	$0	$0	-100%
TOTAL FIRE PROTECTION	**$487,823**	**$491,832**	**$501,250**	**$228,454**	**$519,624**	**3.67%**

Goal

The goal of the Richfield Volunteer Fire Company is to minimize loss of life and property for the Village of Richfield and other contracted sections, from fires, natural disasters, life threatening situations and to assist other emergency agencies.

YEAR	FIRE CALLS	EMS CALLS	TOTAL CALLS
2013	78	356	434
2012	97	425	522
2011	74	378	452
2010	114	373	487

Contracted Village Services

2013 Richfield Volunteer Fire Company Board of Directors

MEMBER-POSITION	TERM	YEAR ELECTED	TERM ENDS
Dan Neu President	2 Years	2012	2014
Terry Kohl Chief	2 Years	2013	2015
Jeff Pagel Assistant Chief	2 Years	2012	2014
Don Leninger Secretary	2 Years	2012	2014
Sue Schmitt Treasurer	2 Years	2013	2015
Larry Schmitt Vice President	2 Years	2013	2015
John Schmitz Director	3 Years	2012	2015
Jerry Hoffman Director	3 Years	2012	2015
John Hauser Director	3 Years	2013	2016
Jim Schmitz Director	3 Years	2013	2016
Rich Storms Director	3 Years	2011	2014

Community Culture and Leisure

Community Culture and Leisure

Parks

Richfield Historical Park

Parks Expenditure Budget

	2012	2013	2014	2014	2015	%
PARK	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$0	$0	$44,028	$21,679	$44,684	1.49%
PARK COMMISSION	$1,260	$1,020	$840	$270	$1,260	50%
WAGES PART-TIME	$33,125	$56,927	$28,041	$12,336	$28,376	1.19%
SOCIAL SECURITY	$2,630	$4,433	$5,578	$2,598	$5,685	1.92%
HEALTH INSURANCE	$0	$0	$6,568	$0	$8,458	28.78%
PENSION	$936	$3,331	$4,736	$2,252	$4,672	-1.35%
ELECTRICITY	$2,009	$2,178	$2,200	$779	$2,200	0%
JANITORIAL SERVICES	$1,009	$58	$0	$59	$0	0%
EQUIPMENT MAINTENANCE	$1,044	$695	$1,150	$2,116	$3,000	160.87%
GROUNDS MAINTENANCE	$4,236	$6,873	$4,100	$3,257	$5,000	21.95%
PARK BEAUTIFICATION	$0	$280	$4,500	$0	$1,000	-77.78%
SUPPLIES AND EXPENSES	$1,171	$706	$1,000	$744	$1,000	0%
FUELS	$4,055	$4,108	$4,500	$909	$4,500	0%
FERTILIZER AND WEED CONTROL	$3,215	$5,633	$4,500	$2,967	$4,500	0%
METROS AND LIQUID WASTE DISPOSAL	$5,961	$5,665	$8,000	$2,681	$6,000	-25%
CAPITAL OUTLAYS	$2,560	$0	$3,500	$1,427	$3,500	0%
BARK LAKE BOAT LAUNCH	$32,851	$11,199	$0	$1,536	$0	0%
TOTAL PARKS	**$96,062**	**$103,106**	**$123,241**	**$55,610**	**$123,835**	**.48%**

Richfield Historical Society Expenditure Budget

The Richfield Historical Society is a non-profit, volunteer-driven organization which is restoring and preserving buildings at the Richfield Historical Park in order to create a living museum of Richfield's history. Per the Richfield Historical Society and Village of Richfield management agreement enacted and signed into place May 21st of 2009 the Richfield Historical Society organizations manages and oversee's the 29-acre park while the entire 29-acres is owned by the Village for the benefit of all residents who are granted access to the site during normal park hours, except for restricted access to historical buildings on the site, which may be visited only during hours established by the Richfield Historical Society.

The Richfield Historical Society occupies the premises and the buildings thereon for the purpose of operating and maintaining the property as the Richfield Historical Park. The intent of the Richfield Historical Society is to not just have static displays but to develop a fully operational 1870's vintage mill with its surrounding land and related buildings. Richfield Historical Society also utilizes the premise for other historical operations, such as tapping maple trees, growing a garden and providing sitting areas in a natural setting.

A 5-year Master Plan for the 29-acre parcel was first developed by the Richfield Historical Society in June of 2010 and in August of 2014 the Richfield Historical Society submitted to the Village an updated 5-Year Master Plan to go through the formal adoption process. This plan helps Staff keep an inventory of current buildings residing in the Richfield Historical Park, and future buildings that are being proposed. A list of current Historical Park Building Inventory can be found in the Assets section of the budget on page 168.

The buildings which existed in the Park when it was purchased by the Town of Richfield in 1997 have been or are in the process of being accurately restored by the Richfield Historical Society in compliance with the era of which they are representative. The buildings are or will be open to the public during events sponsored by the Society and/or by appointment.

Each year the Village Board considers any funding request and the budgeting information of the Richfield Historical Society during its annual deliberations on the Village budget. The Village Board shall determine, during its annual budget deliberations, what amount, if any, it shall provide to the Richfield Historical Society and for what specific purposes related to the maintenance, operation, improvement and preservation of the Richfield Historical Park property by the Richfield Historical Society. The Village Board may also decide to provide no funds or financial support whatsoever for the maintenance, operation, improvement or preservation of the Richfield Historical Park to the Richfield Historical Society.

For the past three (3) years the Village has designated monies from the General Fund to be utilized by the Richfield Historical Society as payment for their "fundraising coordinator" so that they might be able to generate a more steady revenue source through grants and donations while the Village continues to pay off park land through collected impact fees.

	2012	2013	2014	2014	2015	%
HISTORICAL SOCIETY	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
MILL PARK ELECTRICITY	$457	$553	$650	$413	$650	0%
MILL FOUNDATION CONSULTING	$700	$5,100	$1,000	$0	$1,000	0%
MILL FOUNDATION CONTINGENCY	$10,000	$12,500	$12,500	$0	$12,500	0%
TOTAL HISTORICAL SOCIETY	**$11,157**	**$18,153**	**$14,150**	**$413**	**$14,150**	**0%**

Richfield Days Fireworks Budget

The Richfield Volunteer Fire Company continues to put on an annual fundraising event the last weekend of August each year "Richfield Days". The RVFC incurs most of the cost for the event and collects the proceeds, but the Village's annual contribution has been the purchase and payment for Saturday night fireworks. Village Staff was able to reduce this cost in 2011 when we first realized a cost savings of $2,713 and since then this amount has remained stable as a contracted annual fee.

The Village Board sees this as an investment in the success of the Richfield Days weekend festivities that not only benefits the RVFC, but also the local businesses throughout the Village that experience an influx of activity throughout the weekend.

	2012	2013	2014	2014	2015	%
RECREATION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
RICHFIELD DAYS FIREWORKS	$6,000	$6,000	$6,000	$0	$6,000	0%
TOTAL RECREATION	**$6,000**	**$6,000**	**$6,000**	**$0**	**$6,000**	**0%**

Taxes, Debt Service and Long-Term Obligations

Taxes, Debt Service and Long-Term Obligations

Taxes Debt Service

	2012	2013	2014	2014	2015	%
TAXES	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
TAXES	$676	$190	$600	$800	$600	0%
POLK PAYMENT 66.0221(3)(a) YEAR 5 OF 5	$7,900	$7,900	$7,900	$7,890	$0	0%
TOTAL TAXES	**$8,576**	**$8,090**	**$8,500**	**$8,690**	**$600**	**-92.94%**

	2012	2013	2014	2014	2015	%
DEBT SERVICE	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
PRINCIPAL						
RIVERVIEW	$10,027	$10,027	$10,578	$0	$10,578	0%
SOUTH SHORE	$1,057	$1,057	$1,108	$0	$1,108	0%
INTEREST						
RIVERVIEW	$4,156	$4,156	$3,605	$0	$3,605	0%
SOUTH SHORE	$945	$946	$895	$0	$895	0%
TOTAL DEBT SERVICE	**$16,185**	**$16,186**	**$16,186**	**$16,186**	**$16,186**	**0%**

VILLAGE OF RICHFIELD: DEBT SERVICE LOAN AMOUNTS

YEAR	PROJECT	LOAN YEARS	INTEREST	BORROWED AMOUNT	BALANCE	YEAR REMAINING ON LOAN	FINANCIAL SOURCE
2007	Riverview Drive	15 Years	5.5%	$134,225	$65,542	6	Special Assessment (18) Residents
2008	South Shore	20 Years	4.75%	$24,326	$18,844	13	Special Assessment (3) Residents
2007	Park Land	10 Years	5%	$219,225	$110,627	4	Park Impact Fees

2013 Deficit Fund Balance

The Village had the following funds with negative fund balances which will be covered by future revenues and the general fund if necessary:

Park Dedication	$409,504
Richfield Utility No. 1	$274

2013 Long-Term Debt

The 2013 equalized valuation of the Village as certified by the Wisconsin Department of Revenue is $1,385,562,800. The legal debt limit and margin of indebtedness as of December 31, 2013, in accordance with Section 67.03 of the Wisconsin Statutes follows:

Debt Limit (5% of **$1,385,562,800**)	$69,278,140
Deduct long-term debt applicable to debt margin	$195,012
Remaining Margin of Indebtedness Available	**$69,083,128**

2013 Investments

As of December 31, 2013 the Village had the following investments:

INVESTMENT	MATURITIES	FAIR VALUE
Local Government Investment Pool	0 Days	$11,933,327

Interest Risk—The Village's investment policy does limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk—State law limits investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical organizations. The Village's investment policy does not further limit its investment choices. As of December 31, 2013, the Villages investment in the Local Government Investment Pool is not rated.

Concentration of Credit Risk—The Village placed no limit on the amount the Village may invest in any one issuer. More than 5 percent of the Village's investments are in the Local Government Investment Pool. This investment is 100% of the Village's total investments.

Investments are stated at fair market value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. For investments stated at their fair value, fair values are based on quoted market prices. No investments are reported at amortized costs. Adjustments necessary to record investments at fair value are recorded in the statement of activities and the statement of revenues, expenses and changes in fund balances (deficit) as increases or decreases in investment income.

At December 31, 2013 the bank balance of cash was $2,597,661. The Village maintains its cash accounts at two financial institutions. Custodial credit risk for deposits is the risk that in the event of a bank failure, the Village's deposits may not be returned. The Village does not have a deposit policy for custodial credit risk.

Deposits in each bank are insured by the FDIC up to $250,000 for the combined amounts of all time and savings accounts (including NOW accounts); up to $250,000 for the combined of all interest and noninterest bearing demand deposit accounts.

Any losses caused by failure of public depositories are also covered by the State Deposit Guarantee Fund. The fund provides coverage of $400,000 in each financial institution above the applicable insurance coverage provided by the FDIC. However, although the fund had reserves available at December 31, 2013, the future availability of resources to cover the losses cannot be projected because provisions of the 1985 Wisconsin Act 25 provided that the amount in the fund will be used to repay public depositors for losses until the appropriation is exhausted, at which time the fund will be abolished; therefore, the State Deposit Guarantee Fund is not considered in covered amounts noted above.

The Village had the following deposits as of December 31, 2013:

Fully Insured Deposits	$520,000
Collateralized with Securities held by the Pledging Financial Institution not in the Village's name	$1,576,479
Uncollateralized	$501,182
Total	**$2,597,661**

Utility District

Utility District

Richfield Utility District

RICHFIELD UTILITY DISTRICT	2012	2013	2014	%
REVENUES	**ACTUAL**	**BUDGET**	**BUDGET**	**CHANGE**
SPECIAL CHARGE/ PROPERTY TAX	$3,375	$3,375	$3,375	0%
INTEREST	$0	$0	$0	0%
TOTAL REVENUES	$3,375	$3,375	$3,375	0%
EXPENDITURES				
STREET LIGHTING	$3,375	$3,375	$3,375	0%
TOTAL EXPENDITURES	**$3,375**	**$3,375**	**$3,375**	**0%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**0%**

Richfield Utility District #2

RICHFIELD UTILITY DISTRICT #2	2012	2013	2014	%
SPECIAL REVENUE FUND	**ACTUAL**	**BUDGET**	**BUDGET**	**CHANGE**
REVENUES				
SPECIAL CHARGE/PROPERTY TAX	$1,370	$1,370	$1,370	0%
INTEREST	$0	$0	$0	0%
TOTAL REVENUES	**$1,370**	**$1,370**	**$1,370**	**0%**
EXPENDITURES				
STREET LIGHTING	$1,370	$1,370	$1,370	0%
TOTAL EXPENDITURES	**$1,370**	**$1,370**	**$1,370**	**0%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**0%**

Bark Lake Utility District

BARK LAKE UTILITY DISTRICT	2012	2013	2014	%
SPECIAL REVENUE FUND	ACTUAL	BUDGET	BUDGET	CHANGE
REVENUES				
SPECIAL CHARGE/PROPERTY TAX	$2,622	$2,622	$2,622	0%
INTEREST INCOME	$0	$0	$0	0%
TOTAL REVENUES	**$2,622**	**$2,622**	**$2,622**	**0%**
EXPENDITURES				
STREET LIGHTING	$2,622	$2,622	$2,622	0%
TOTAL EXPENDITURES	**$2,622**	**$2,622**	**$2,622**	**0%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**0%**

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Assets

Assets

Public Works

VEHICLE #	DESCRIPTION	YEAR OF VEHICLE	COST TO REPLACE NEW	ORIGINAL COST
1	FORD SUPER DUTY F-350 DRW	2007	$35,000	$33,792
3	IHC 2554 PLOW, WING, DUMP BODY, SALTER	1996	$150,000	$80,819
4	FORD ESCAPE	2014	$24,252	$24,252
5	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2009	$150,000	$140,000
6	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2006	$150,000	$120,000
7	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2003	$150,000	$95,904
8	FORD F-550 DUMP BODY	1999	$40,000	$33,269
10	IHC 2554 PLOW, WING, DUMP BODY, SALTER	2000	$150,000	$78,807
11	IHC 2554 PLOW, WING V-BODY, SALTER	1998	$150,000	$66,600
12	IHC 2554 PLOW, WING W-BODY, SALTER	1999	$150,000	$71,705
13	FORD F-350 DUMP BODY	2003	$35,000	$29,940
14	FORD ESCAPE	2014	$24,252	$24,252
15	FORD FOCUS	2013	$14,360	$14,360
16	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2013	$150,000	$165,000
19	IHC 2554 PLOW, WING, DUMP BODY, SALTER	1994	$150,000	$75,498
25	FORD TRUCK S-DTY F-250 TRUCK	2010	$35,000	$25,649
26	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2012	$150,000	$140,000
27	IHC 7400 PLOW, WING, DUMP BODY, SALTER	2015	$126,000	$126,000
	OSHKOSH V PLOW, WING, DUMP BODY	1962	$150,000	$4,920
	OSHKOSH P2427 V PLOW, WING, DUMP BODY	1971	$150,000	$8,515
	TOTALS		**$2,007,864**	**$1,233,282**

Public Works Equipment

DESCRIPTION	ACQUISITION DATE	QUANTITY	COST TO REPLACE NEW	CASH VALUE
ROLLER	2006	1	$14,567	$12,500
LOAD TRAILER	2010	1	$5,734	$5,500
JOHN DEERE BUNKER RAKE	2003	1	$12,359	$9,000
DOYLE DISC	1996	1	$7,696	$6,000
LANDPRIDE MOWER	1995	1	$13,992	$12,000
JOHN DEERE MOWER	1999	1	$20,403	$6,000
RHINO MOWER	2001	1	$11,427	$10,000
TORO MOWER	2009	1	$26,953	$22,000
MIDWESTERN ROLLER W/ TRAILER	2000	1	$5,828	$15,000
JOHN DEERE TRACTOR	2001	1	$95,606	$82,000
JOHN DEERE TRACTOR	2009	1	$12,087	$9,000
JOHN DEERE TRACTOR W/ LOADER	2006	1	$39,115	$6,000
VERMEER CHIPPER	2006	1	$40,748	$30,000
S250 BOBCAT SKID-STEER LOADER	2008	1	$33,004	$29,760
CASE 924H WHEEL LOADER	2012	1	$164,256	$125,000
VERMEER 1500 BRUSH CHIPPER	2006	1	$37,040	$30,000
EQUIPMENT TRAILER	2008	1	$2,200	$1,525
IHC 7400 PLOW WING	2003	1	$11,427	$9,000
IHC 2554 PLOW WING	1998	1	$11,427	$9,000
IHC 2554 PLOW WING	2012	1	$9,000	$9,000
IHC 7400 PLOW WING	2006	1	$13,992	$9,000
IHC 2554 PLOW WING	1994	1	$11,715	$9,000
IHC 7400 PLOW WING	2009	1	$9,000	$9,000
IHC 7400 PLOW WING	2011	1	$9,000	$9,000
IHC 2554 PLOW WING	1999	1	$11,715	$9,000
IHC 2554 PLOW WING	1996	1	$11,715	$9,000
IHC 2554 PLOW WING	2000	1	$11,715	$9,000
TOTAL PUBLIC WORKS			**$653,721**	**$501,285**

Assets

Heritage Park

DESCRIPTION	ACQUISITION DATE	SQUARE FEET/ QUANTITY	BUILDING COST TO REPLACE NEW	CONTENT COST TO REPLACE NEW
NORTH CONCESSION STAND	2001	704	$90,181	$5,576
OLD CONCESSION STAND	1970	800	$97,071	$4,197
NEW CONCESSION STAND	2009	750	$133,870	$6,224
40' POLES W/ LIGHTS		2	$148,619	
BACKSTOPS		6	$39,398	
BATTING CAGE 14' X 60'		1	$4,003	
PLAYERS BENCH - 16'		10	$2,241	
ALUMINUM BENCHES		17	$26,137	
BURKE ACTIVITY CENTER		2	$18,578	
DIGGERS		2	$1,023	
FENCING 6' CHAIN LINK	1,340		$46,034	
10' FENCING	942		$26,551	
4' FENCING	696		$7,133	
8' FENCING	1,870		$35,937	
PICNIC TABLES		12	$3,843	
SCOREBOARD		2	$10,250	
SHELTER	625		$14,094	
SWINGS		2	$11,530	
TENNIS COURTS		1	$70,467	
VOLLEYBALL COURTS		1	$3,332	
WOODEN SIGN W/ ROOF		1	$1,023	
PLAYWEB		1	$15,369	
LIFE TRAIL STATIONS		3	$13,006	
SITE TOTAL			**$819,690**	**$15,997**

Bark Lake Park

DESCRIPTION	LENGTH IN FEET	QUANTITY	COST TO REPLACE NEW
PLAYGROUND EQUIPMENT		1	$20,382
PARK SHELTER	500		$24,213
PICNIC TABLES		1	$320
PARK BENCH WOOD		2	$447
SITE TOTAL			**$45,362**

Nature Park

DESCRIPTION	SQUARE FEET	QUANTITY	COST TO REPLACE NEW
OBSERVATION DECK		1	$5,763
GAZEBO	1,080	1	$27,148
SITE TOTAL			**$32,911**

Fireman's Park

DESCRIPTION	SQUARE FEET	QUANTITY	COST TO REPLACE NEW
BACKSTOP		1	$6,567
BLEACHERS 5 ROW—15'L		4	$6,148
BASKETBALL COURT	2,000	1	$7,943
TENNIS COURT—DOUBLE		2	$70,467
VOLLEYBALL COURT		2	$6,663
6' FENCE	3,520		$55,245
LIGHTING 40' 2-4-6 LAMPS		8	$297,239
PLAYER BENCHES 16' LONG		2	$447
SCOREBOARD		1	$5,125
SCOREKEEPERS HUT 6 X 8		1	$3,204
SITE TOTAL			**$459,048**

Assets

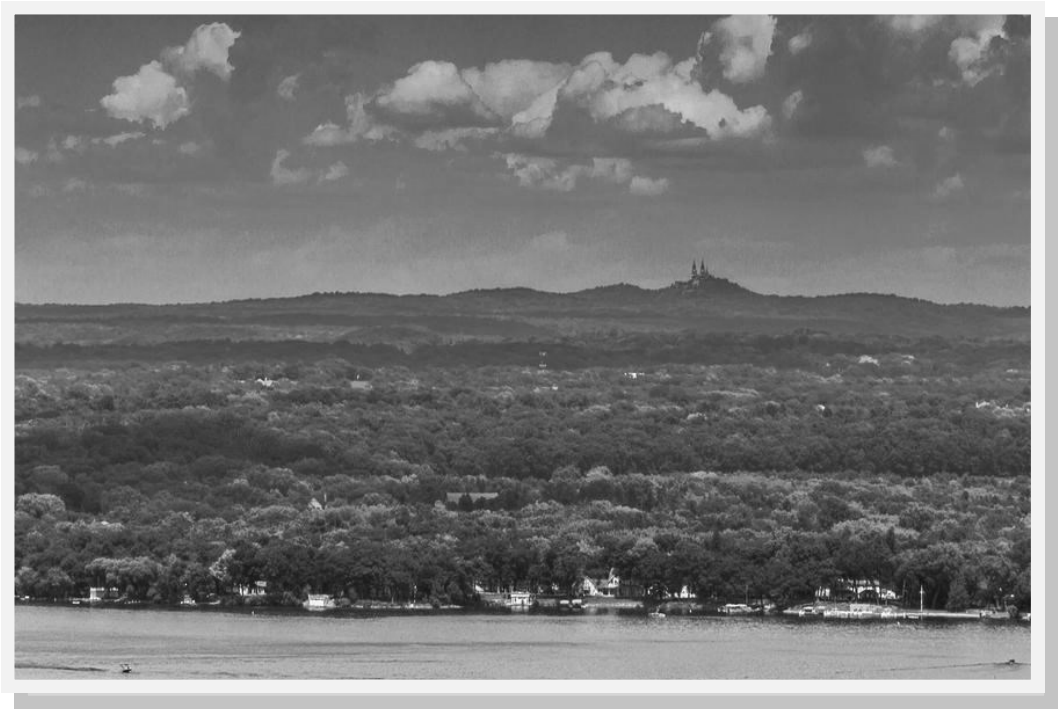
Historical Park

PARKS	ACQUISITION DATE	SQUARE FOOTAGE	BUILDING COST TO REPLACE NEW	CONTENT COST TO REPLACE NEW
HOUSE ON HISTORICAL PROPERTY	1870	2,082	$316,749	$0
MILL ON HISTORICAL PROPERTY	1860	16,230	$398,265	$0
BARN AT HISTORICAL PROPERTY	1860	1,800	$105,637	$0
SMOKE HOUSE AT HISTORICAL PARK	1860	30	$1,111	$0
SHED AT HISTORICAL PARK	1870	390	$14,452	$0
TOTAL			**$836,214**	**$0**

Village Buildings

DESCRIPTION	ACQUISITION DATE	SQUARE FOOTAGE	BUILDING COST TO REPLACE NEW	CONTENT COST TO REPLACE NEW
VILLAGE HALL	1975	5,308	$1,237,276	$126,922
PUBLIC WORKS				
NEW MUNICIPAL GARAGE	1998	14,175	$1,356,671	$323,540
OLD MUNICIPAL GARAGE	1951	4,950	$509,061	$112,983
EQUIPMENT STORAGE BUILDING	1970	5,600	$360,133	$127,959
STORAGE BUILDING	1970	3,200	$201,673	$73,120
POLE SHED FOR SALT	1990	4,000	$192,070	$0
GAS PUMP BUILDING	1979	240	$32,595	$0
TOTAL			$3,889,479	$764.524

Insurance



Insurance Budget

	2012	2013	2014	2014	2015	%
INSURANCE	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
WORKER'S COMPENSATION	$23,722	$16,977	$15,000	$21,257	$17,224	14.83%
PROPERTY INSURANCE	$4,639	$3,483	$5,586	$0	$730	-86.93%
PUBLIC OFFICIAL LIA-BILITY	$829	$829	$925	$931	$808	-12.65%
LIABILITY INSURANCE	$23,099	$25,755	$27,815	$26,579	$20,441	-26.51%
VEHICLE INSURANCE	$7,862	$8,791	$9,467	$0	$0	-100%
EMPLOYEE BONDS	$100	$100	$112	$0	$0	-100%
TOTAL INSURANCE	**$60,251**	**$55,935**	**$58,905**	**$48,767**	**$39,203**	**-33.45%**

Capital Projects

Capital Projects

Capital Project Funds

	2012	2013	2014	2014	2015	%
CAPITAL IMPROVEMENT PLAN	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
CAPITAL IMPROVEMENT PLAN	$61,293	$257,754	$65,000	$17,835	$76,000	16.92%
TOTAL CONTINGENCY ACCOUNT	**$61,293**	**$257,754**	**$65,000**	**$17,835**	**$76,000**	**16.92%**

Capital Improvement Funds

VILLAGE OF RICHFIELD		
2014 BUDGET		
CAPITAL IMPROVEMENT BUDGET		
2014 CIP REVENUES	**2014 CIP REVENUES**	**2014 CIP EXPENDITURES**
HIGHWAY IMPROVEMENT PROGRAM	$626,704.00	$626,704
PATROL TRUCK #3	$56,606.00	
PATROL TRUCK #11	$34,990.00	
PATROL TRUCK #12	$30,040.00	
TORO GROUNDMASTER	$21,227.00	
JD 925 MOWER	$6,644.00	
F350 #13	$8,091.00	
FACILITY IMPROVEMENTS	$50,000.00	
DPW WINDOWS	$15,000.00	$15,000
FUTURE EQUIPMENT	$3,500	
TOTAL REVENUES	**$852,802.00**	**$641,704**
PREVIOUSLY TRANSFERRED FUNDS		
WILLOW CREEK ROAD		$30,314
FORD F550 TRUCK #8		$43,200
PLOW TRUCK #20		$164,836
TOTAL FROM CAPITAL FUND		**$238,350**
TOTALS	**$852,802**	**$880,054**

Glossary

Glossary

The annual budget contains specific and specialized vocabulary that is unique to public finance and the budgeting process. To assist readers of this budget in understanding these terms, a budget glossary has been included in the document.

Account: a unique identification number and title for a class of expenditures; the most detailed level of budgeting and recording expenditures; also known as the "line item".

Accounting System: the total set of records that are used to record, classify, and report information on the financial status and operation of an entity.

Activity: an office within a department to which specific expenses are to be allocated.

Adopted Budget: a budget that has been approved by the Village Board.

Allocation: the distribution of available monies, personnel and equipment among various Village functions.

Annual Budget: an estimate of expenditures for specific purposes during the fiscal year and the proposed means (estimated revenues) for financing those activities.

Assessed Value: a valuation set upon real or personal property by the Village Assessor as a basis for levying taxes.

Asset: anything owned which has commercial exchange value. Assets may consist of specific property or claims against others, in contrast to obligations due others.

Audit: a study of the Village's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for the handling of public funds, including State law and the Village Charter.

Balanced Budget: a budget in which estimated revenues are equal to or greater than estimated expenditures.

Bond: a written promise to pay a specified sum of money (principal or face value) at a specified future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are used typically for long term debt.

Budget (Operating): a plan of financial operation embodying an estimate of proposed expenditures for a given period of time and the proposed means of financing them.

Budget Calendar: the schedule of key dates of milestones that a government follows in the preparation and adoption of the budget.

Glossary

Capital Budget: a plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the annual budget, which is based on the Capital Improvement Program (CIP).

Capital Improvement Plan (CIP): a plan for capital expenditures to be incurred each year over a fixed period of years setting forth each capital project, the duration of the project and the amount to be expended each year of financing those projects.

Capital Outlay: the purchase of items that cost over $1,000 and have a useful life of more than one year.

Consumer Price Index: the Consumer Price Index (CIP) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

Contingency: an estimated amount of funds needed for deficiency, contingent or emergency purposes.

Debt Service: the actual cost of interest and principal on bond maturities as well as the interest costs of bond anticipation notes.

Depreciation: the amount of expense charged against earnings to write off the cost of an asset over its useful life, giving consideration to wear and tear, obsolescence, and salvage value.

Department: an organizational and/or budgetary unit established by the Village Board to carry out specified public services and implement policy directives.

Direct Expenses: expenses specifically incurred as the result of providing a product of service (e.g., labor and material used).

Disbursements: funds actually expended.

Expenses: charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges presumed to benefit the current fiscal period.

Fixed Assets: assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Fixed Charges: expenses that are generally recurring and constant.

Fund: a set of interrelated accounts which record assets and liabilities related to a specific purpose. Also, a sum of money available for specified purposes.

Glossary

Fund Balance: the excess of an entity's assets over its liabilities. Typically, excess revenues over expenditures at year-end will increase a fund's fund balance.

General Fund: the major municipally owned fund which is created with Village receipts and which is charged with expenditures from such revenues.

Grant: a contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grant moneys are usually dedicated for specific purposes.

ICMA: International City/County Management Association, professional organization for municipal management.

Inter-fund Transfers: payments from one administrative budget fund to another, which result in the recording of a receipt and expenditure.

Liability: debt or other legal obligation arising out of transactions in the past which must be liquidated, renewed or refunded at some future date.

Line Item Budget: a detailed budget, classified by object, within each organizational unit, and including each account utilized.

Net new construction: Includes changes to equalized value due to the construction of new buildings and improvements to land **minus** changes to equalized value due to the demolishing or destruction of buildings and removal of land improvements. The amount of net new construction for each county and municipality can be found on the DOR's website at: http://www.revenue.wi.gov/equ/nnc.html

Operating Budget: authorized expenditures for on-going municipal services (e.g., police and fire protection, street maintenance, etc.)

Ordinance: a law set forth by a governmental authority; a municipal regulation.

Policy: a definite course of action adopted after a review of information and directed at the realization of goals.

Reimbursements: fees received as payment for the provision of specific municipal services.

Reserves: an account used to indicate that portion of fund equity, which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

Resolution: a special order by the legislative body, authorizing an action to occur.

Revenue: additions to the Village's financial assets (such as taxes and grants) which do not in themselves increase the Village's liabilities or cancel out a previous expenditure.

Special Assessment: a tax or levy imposed against a specific parcel of real estate that will benefit from a proposed public improvement like a street.

Special Revenue Fund: a fund to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or the major capital projects) that are legally restricted to expenditures for specified purposes.

Surplus: revenues that exceed expenses for a specific period of time.

Taxes: compulsory charges levied by a government for the purpose of financing services to all the citizens.

Transfers In/Out: a legally authorized funding transfer between funds in which one fund is responsible for the initial receipt and the other fund is responsible for the actual disbursement.