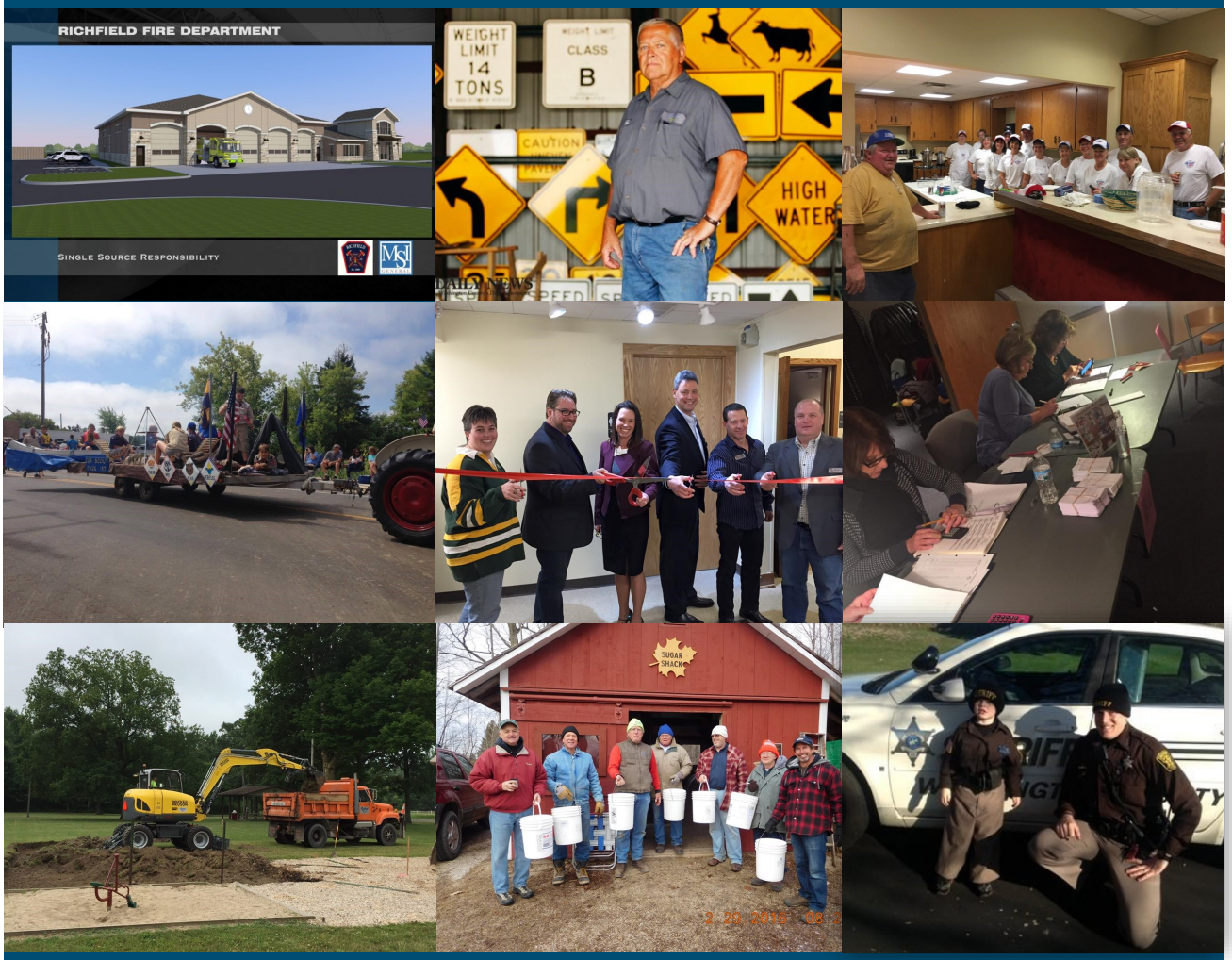
Village of Richfield, Wisconsin

"Forward. Preserving...



A Country Way of Life!"

2017 Municipal Budget

Adopted: November 17, 2016

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of Richfield

Wisconsin

For the Fiscal Year Beginning

January 1, 2016

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Village of Richfield, Wisconsin for its annual budget for the fiscal year beginning January 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Letter to the Village Board from Jim Healy, Village Administrator

The Village of Richfield is at the northern edge of metropolitan Milwaukee in southcentral Washington County. Located in the heart of the rolling hills of the Kettle Moraine, the Village is framed with beautiful countryside and picturesque views. This sort of rural, country charm, is a large part of the reason why the Village has seen continued upward growth residentially over the course of the last three (3) years. We are uniquely located to a number of regional centers of employment in West Bend, Waukesha, Milwaukee, and to some degree, the Fox Valley. Aside from our geographical location, Richfield is strategically positioned to be a community primarily focused on residential development with many of our residents commuting outside our municipal boundaries for employment. While the Village does have isolated areas of commercial/industrial development, the long-term development strategy for the Village relies predominately on single-family residential growth with well-positioned and isolated commercial, office, and light industrial development in the northeastern part of the Village near STH 167 and Interstate 41 and also in an area near Hubertus Road and STH 175. While this type of development pattern for land use provides a quaintness and a pleasant town-like country aesthetic, it also puts the predominance of the tax burden on homeowners over the long-term if a "pro-business" approach isn't taken to help retain existing businesses and attract new ones to our community in an effort to help offset our municipal operating costs.

Even though the Village of Richfield is the lowest taxed village in all of Washington, Ozaukee, and Waukesha County, the Village Board over the last several years has recognized that in order to continue supporting the lifestyles and level of service that Richfield residents are accustomed to, it is important to diversify the tax base through concentrated commercial and industrial development. By focusing development into the aforementioned northeast corridor, the Village will not only help to broaden the tax base with high value tax positive development, it will also position the community to take advantage of transportation infrastructure all the while isolating it from the majority of the residential development projected to occur here.

In the forthcoming pages of the budgetary document, our hope is that the reader will realize a number of those common themes and core values and beliefs that are a part of our Strategic Plan last adopted in 2012. This document is created for the sole purpose of helping to inform taxpayers how the Village Board has decided to allocate property taxes, state aid, permit revenues, and other miscellaneous revenues thereby providing a roadmap for residents to see what we as a community value as being important. This document is the culmination of several months of work by the Village Board, Administrative Staff, community organizations, and the residents who chose to participate in the 7th Annual Community Budget Workshop.

The 2017 Budget is yet another step forward for the Village in maintaining its financial solvency by saving for future capital purchases, continued exploration in the arena of forming intergovernmental agreements with surrounding taxing jurisdictions, maintaining existing service levels, and in some instances, improving them. For the Village's third year in a row, we have seen continued growth in our residential population with 47 new home starts in 2016. In 2015, the Village had 46 new home starts in the community. This new home growth has yielded a "Net New Construction" amount of $22,547,500, which allows us to collect an additional $37,351 in property taxes. This amount equates to a 1.49% increase over last year. In Washington County, only the Village of Germantown (pop. 19,789) had more equalized value growth than Richfield. The Village of Germantown's "Net New Construction" according to the Wisconsin Department of Revenue was $34,775,500. The next closest community was the City of West Bend (pop. 31,000) at $16,378,800.

Net New Construction History

2013	2014	2015	2016
0.72%	1.16%	1.28%	1.49%

Much, if not all, of the Village's growth in this regard is due to single family residential homes whereas in other communities it is likely a combination of commercial, manufacturing, and residential growth (single/multi-family). While it is true that the Board of Trustees with the adoption of this budget enacted a tax increase, the literal amount that it will be increased is the amount difference between $1.6628 and $1.6671 per thousand. The proposed Mill Rate or the taxable rate expressed on a per thousand basis of assessed value would revert back to 2014 and 2015 levels. As evidenced below, looking over the last several years, the Mill Rate in the Village has remained virtually the same. In terms of dollars and cents, on the average homeowner in the Village of Richfield with a $288,500 home, the amount in the Village's portion of the tax bill their property taxes will increase by is a

nominal amount of $2.88. This is an increase of 0.26%, a little more than one-quarter of one percent.

Mill Rate History

2014	2015	2016	2017
$1.67	$1.67	$1.66	$1.67

Without utilizing the "Net New Construction" tool Governor Walker allows municipalities to account for growth with, the services the Village provides cannot be equitably distributed amongst all property owners. Many service requirements come along with the demands of a growing residential population. By utilizing Governor Walker's provision and not continually deferring this amount, we ensure the new growth our community continues to experience and the services they undoubtedly utilize are not diluted or subsidized by our existing tax base.

In preparation for the 2017 Budget, the Village made a quantum leap forward with its Capital Improvement Plan which was adopted early on in 2016. A more realistic amortization schedule where each vehicle in the Plan, sans back-up vehicles, are now being proportionately saved for based on the age of the equipment and its projected useful life has now been implemented. 2017 is not a projected year in which any of the Village's vehicles in its fleet will be replaced or purchased new. However, we will be saving $212,551 towards the future purchase of 29 turf maintenance vehicles, patrol trucks, plow trucks, or utility vehicles. This type of philosophy of planned savings and fiscal conservatism is the cornerstone of how the Village has operated for decades.

41% of the Village's projected expenses in 2017 are related to the Public Works Department. It is also the area where the Village's single largest expenditure is located, which is the planned paving of Scenic Road from CTH Q to Willow Creek Road. The other road the Village is planning on reconstructing is a portion of Friess Lake Road, a frequently traveled collector street. Richfield is tasked with maintaining 146.32 miles of road and as is the same struggle for most municipalities in the State of Wisconsin, outside of borrowing money for road improvements or asking residents to vote for a referendum to increase taxes to help fund road construction in the Village, there is only a finite amount of roadwork that can be done each year. Historically, the Village attempts to do much of the preparatory work for competitive bidding in the preceding fiscal year so that our taxpayers can reap the benefit of advertising during the 'tenderloin' of the bidding season around the month of February. In 2016, this approach combined with favorable oil commodity prices afforded us the ability to pave an additional mile of road we did not anticipate on being able to afford- another advantage of starting our road program early in the year. But while that is commendable, paving three (3) miles of road each year, at best, is not a sustainable course Richfield can afford to stay on over the long-term.

In terms of quality of life aspects in our budget, the most noticeable improvement in our Village park system is the construction of our new municipal building to house the Richfield Volunteer Fire Company. But in addition to that, we will look to build on the improvements we made in 2016 to Bark Lake Park with several improvements at Heritage Park in 2017. With the construction of the Fire Company headquarters, the Village was forced to lose a baseball diamond. The replacement on that baseball diamond will likely be on the west end of the park system by the new concession stand. A new piece of playground apparatus will also be located in that area to help cluster recreational activities through varying ages.

Overall, the financial health of the Village is strong and this budget reflects that fact. The budgeting process that we have in place is designed to help ensure that those interested in contributing to the financial outlook of the Village have the ability to come and have a hand in shaping one of, if not, the most important annual document the Village produces. What we have continued to see throughout this process is that time and time again, when residents involve themselves in this inclusionary process, the budgetary numbers that end up being the 'final product' are believed to be congruent with our community's values and clearly identify our organizational priorities for taxpayers to see. Again, thank you to those residents who participated in our process. Thank you also to the Village Board and the Village Staff, in particular, the Village's Deputy Treasurer Ms. KateLynn Schmitt, for her continued efforts to help make this 'Citizen Budget' one of the best and most transparent budgetary documents that the Village has ever produced.

Jim Healy, Village Administrator

Village of Richfield
2017
Municipal Budget

Adopted: November 17th, 2016

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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.

2015-2017 Goals and Objectives

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

- Long-term Facility Plan
- Individual Park Master Plans
  - Bark Lake Park
  - Heritage Park
  - Nature Park
  - Fireman's Park

Maintain and Personify Small, Responsible and Accountable Local Government

- Seek, Develop and Cultivate Intergovernmental Cooperation
  - Navigating the new Richfield Volunteer Fire Company Relationship
- Continue to Develop Organizational Policies and Procedures
  - Employee Policy Manual Development
    - Salary analysis and position evaluation
  - Develop Performance Review Criteria and Implement Ways to Incorporate those reviews into the budget in conjunction with the Strategic Plan
  - Succession Planning
- Develop and Implement Transparent and Concise Budget
  - Capital Improvement Plan
    - Small Hand Tools Replacement Schedule
    - Road Count Plan Incorporation
  - Equipment Replacement Plan
- Develop and Implement Investment Strategies for savings and Capital Improvement Fund Accounts

More Effective and Efficient Village Operations

- Planning and Zoning Forms
- Zoning Code Rewrite
- Park Scheduling and Planning
  - RYBSA, Rockets and Richfield Soccer navigable relationship

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

- Administer Forums and Dialogue with Citizens
  - Public Information Meetings (Highway Improvement Program)
  - Open Door Policy
  - Civic Engagement Meetings
  - HOA Annual Meeting Attendance
- Develop Hard Copy Communication Tools
  - Newsletter Circulation
  - Public Notices
  - 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

Architectural Review Board

Bob Wirth, Chairman
Jason Duehring
James Otto
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
Richard Schlei
Norb Weyer– 1st Alternate

Park Commission

Tom Wolff, Chairman
Paul Bernard
Richard Becker
Donald Filipiak
Ken Meeks
Heidi Woelfel
Diane Sommers

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/Deputy Treasurer
Laura Johnson, Deputy Clerk
Joel Jaster, Building Inspector
Greg Darga, Building Inspector
Margaret Runnells, Office Assistant

Public Works/Parks

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

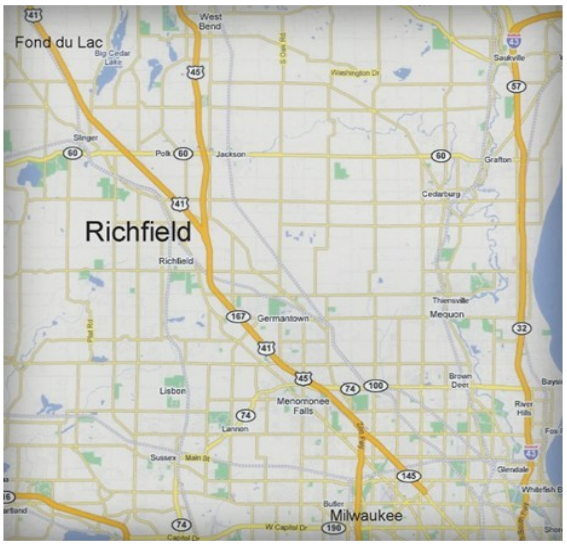
Police/Fire/Emergency Services

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
Mike Herbrand, Houseman & Feind, LLP, Attorney
Ron Dalton, GAI Consultants, Inc., Engineer
Craig Kunkel, Kunkel Engineering Group, Engineer
Tim Schwecke, Civitek Consulting, LLC, Planning Consultant
Dr. Douglas Cherkauer, Ground Water Monitoring
Kevin Hegel, OnTech, IT Support

Community Profile



Quick Facts about the Village of Richfield

Population – 11,537 (Wisconsin Department of Administration, 2016 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

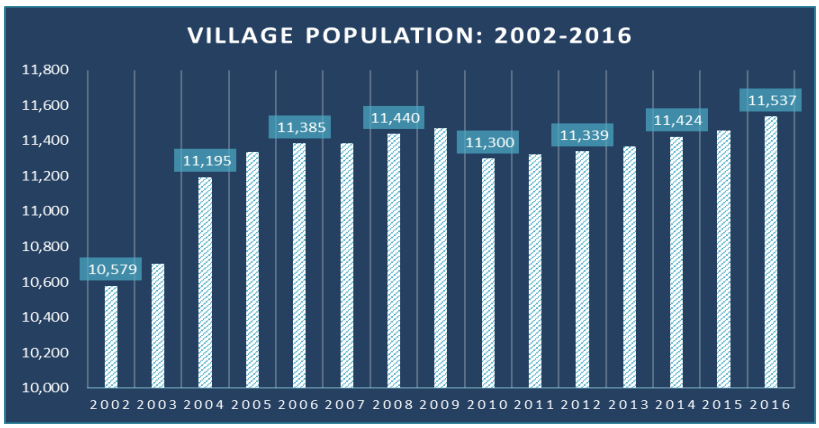
Location, Location, Location

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 11,537 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

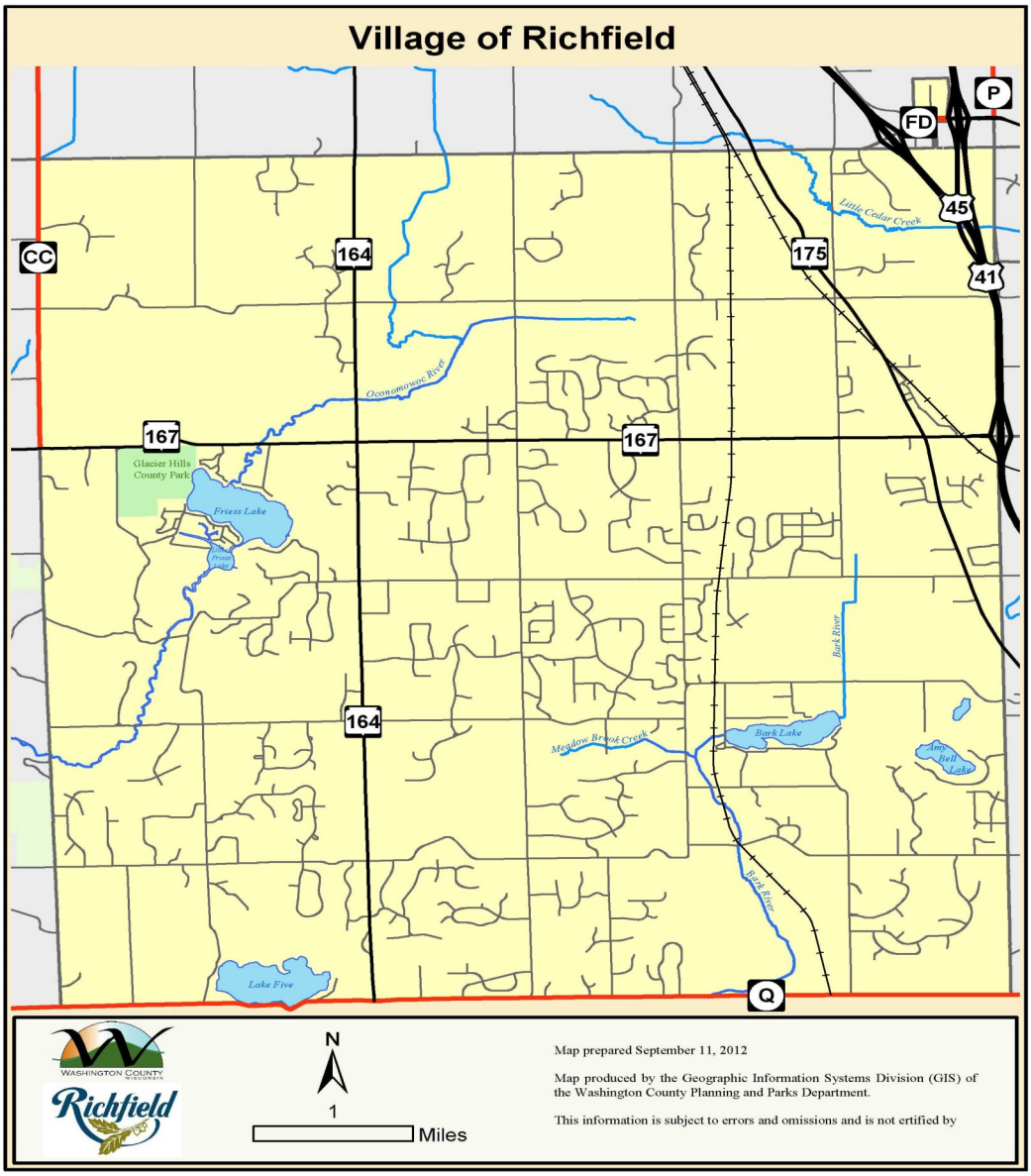
Village Demographics

Category	Totals
Population Data	
Total Population	11,300
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

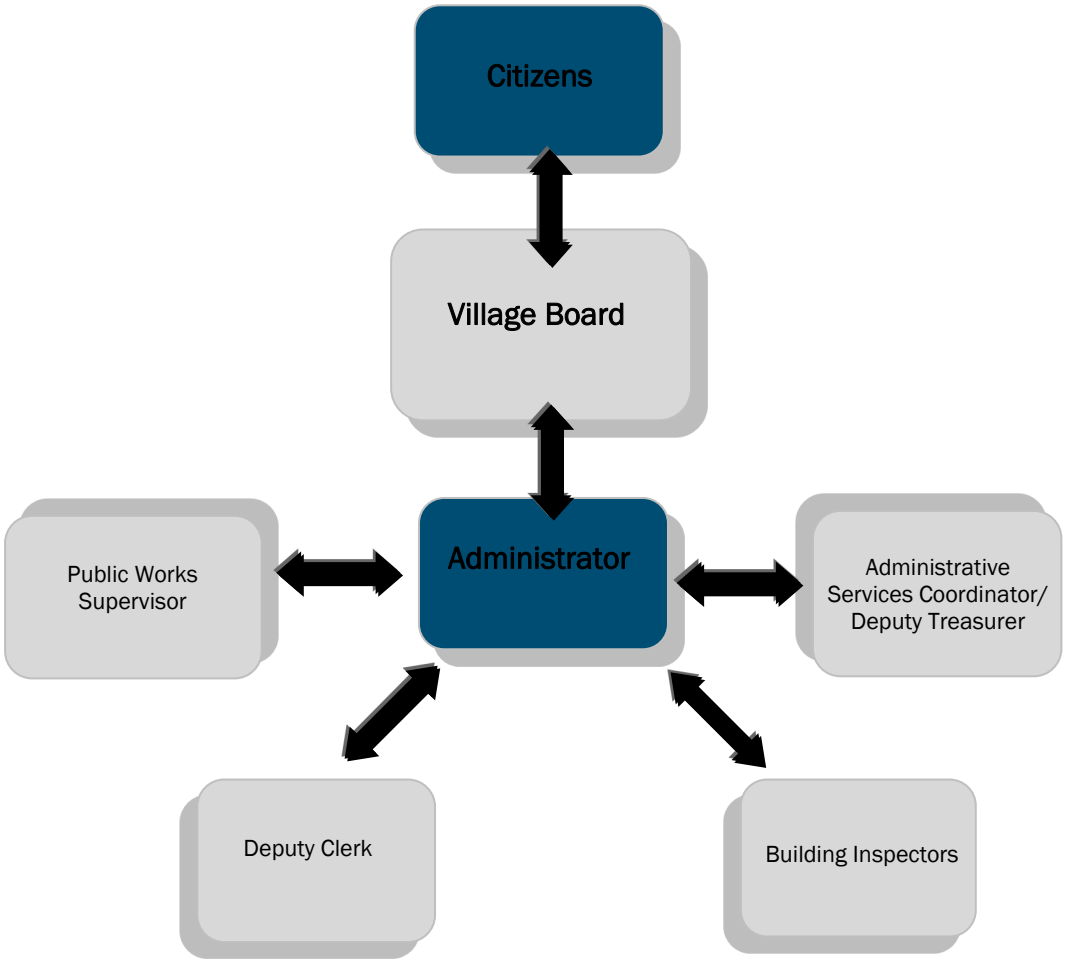
The Village of Richfield is located in south central Washington County, Wisconsin. The Village is serviced by major roadways such as County Roads Q and CC, State Highways 164, 167, and 175, and U.S. Highways 41/45. Below is the Village map outlining the municipal boundaries and major thoroughfares.



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

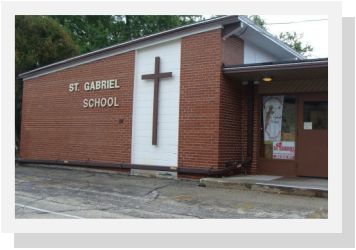
The Village is served by five school districts: Richfield, Friess Lake, Slinger, Hartford, and Germantown. Each district offers comprehensive educational programs for students in grades kindergarten through high school. Richfield residents attend Richfield Elementary School, Friess Lake School, Plat 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

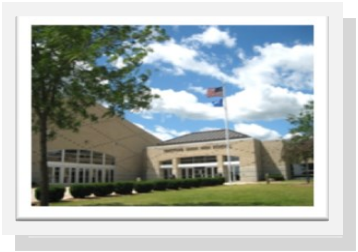
Amy Belle School



St.Gabriel School

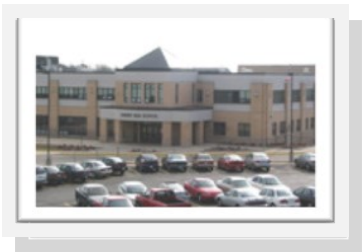
Crown of Life Evangelical Lutheran School

St. Augustine Incorporated School



Hartford Union High School

Germantown High School



Slinger High School

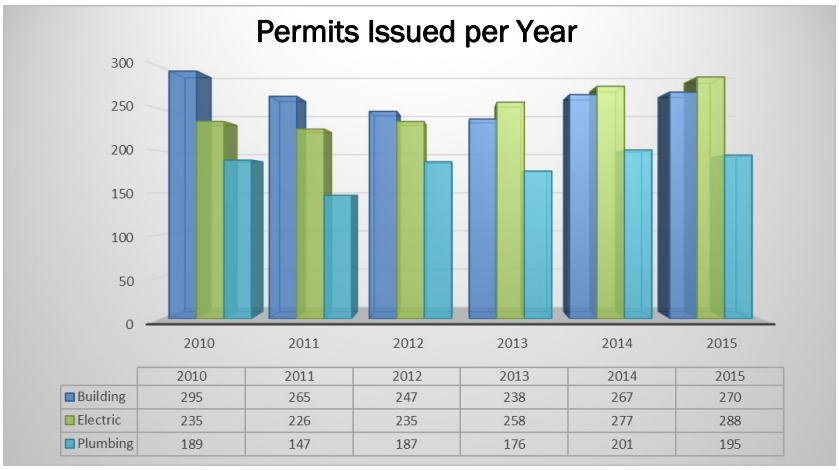
Economy

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 actual's for 2015 were much higher than what has been estimated for both 2016 and 2017. The Village continues to estimate over the course of several years so that we do not over estimate revenues in case the market does see a significant decline in new construction.

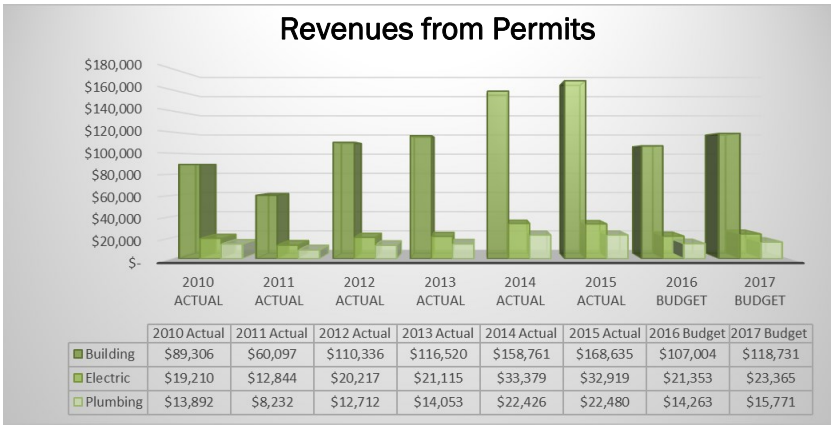
Building Inspector Changes

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). In 2016 the Village renewed this intergovernmental agreement and 2017 will mark the fourth full year of this successful contract.

Permit Comparison 2010-2015



	2010	2011	2012	2013	2014	2015
Building	295	265	247	238	267	270
Electric	235	226	235	258	277	288
Plumbing	189	147	187	176	201	195



	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Building	$89,306	$60,097	$110,336	$116,520	$158,761	$168,635	$107,004	$118,731
Electric	$19,210	$12,844	$20,217	$21,115	$33,379	$32,919	$21,353	$23,365
Plumbing	$13,892	$8,232	$12,712	$14,053	$22,426	$22,480	$14,263	$15,771

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.

2016 Budget Schedule

June 16th	Budget team meets to discuss goals and objectives for budget improvements (Third Tuesday in June)
July 27th	Budget team presents goals and objectives for budget improvements, and distributes budget spreadsheets to Department Heads. (Last Monday in July)
August 21st	Department Heads first drafts given to Administrator. (Third Friday in August)
August 28th	Administrator and Treasurer distribute first budget draft to Staff. (Last Friday in August)
September 7th	Budget team presents entire budget rough draft to Staff. (First Monday in September)
September 15th	Budget Workshop #1. (Third Tuesday in September)
September 22nd	Budget Workshop #2 (Fourth Tuesday in September, if needed)
October 9th	Goals, Objectives, and Accomplishments to Administrative Services Coordinator for budget updates. (Second Friday in October)
October 19th	Budget Workshop #3 (Third Monday in October, if needed)
November 2nd	Budget document printed copies completed. (First Monday in November)
November 5th	Budget posting. (First Thursday in November)
November 19th	Tentative date for official public budget hearing and final budget approval. (Third Thursday in November)

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Comprehensive Planning

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.

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.

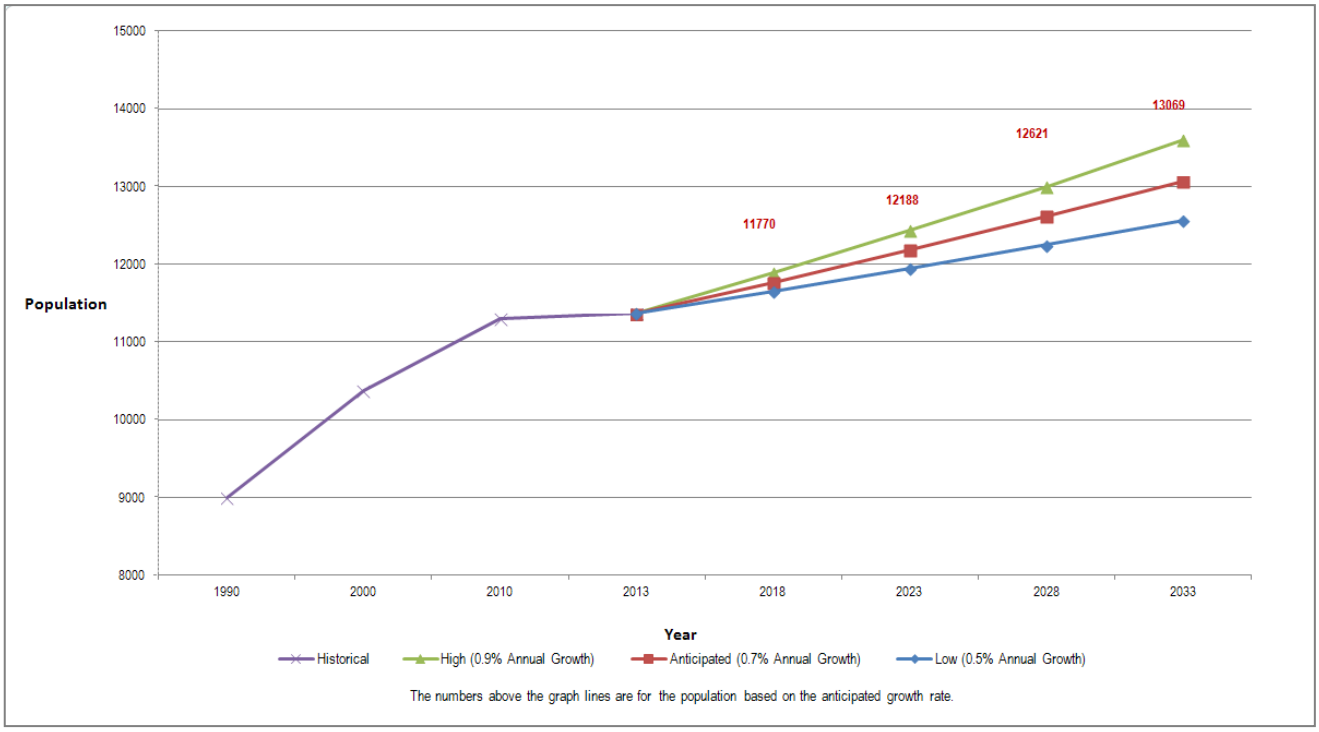
After evaluating various growth rates, it was determined that a growth rate of 0.7 was a realistic and reasonable expectation for population growth in the coming years. Although this rate of growth is a conservative figure over the 20-year planning horizon, it is possible that the actual rate may be 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



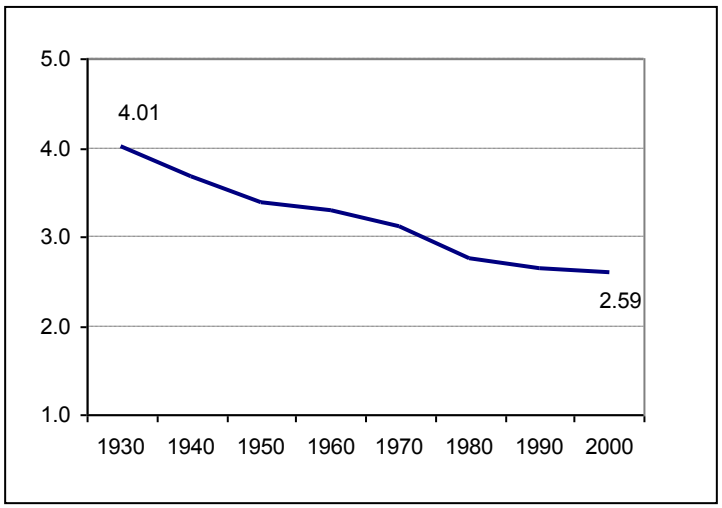
Richfield's population will, for the most part, be housed in singly family housing; few will be living in nursing homes or other similar institutional settings given their demand as densely populated, high-water users. Therefore, the population living in households will mirror the total resident population.

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.

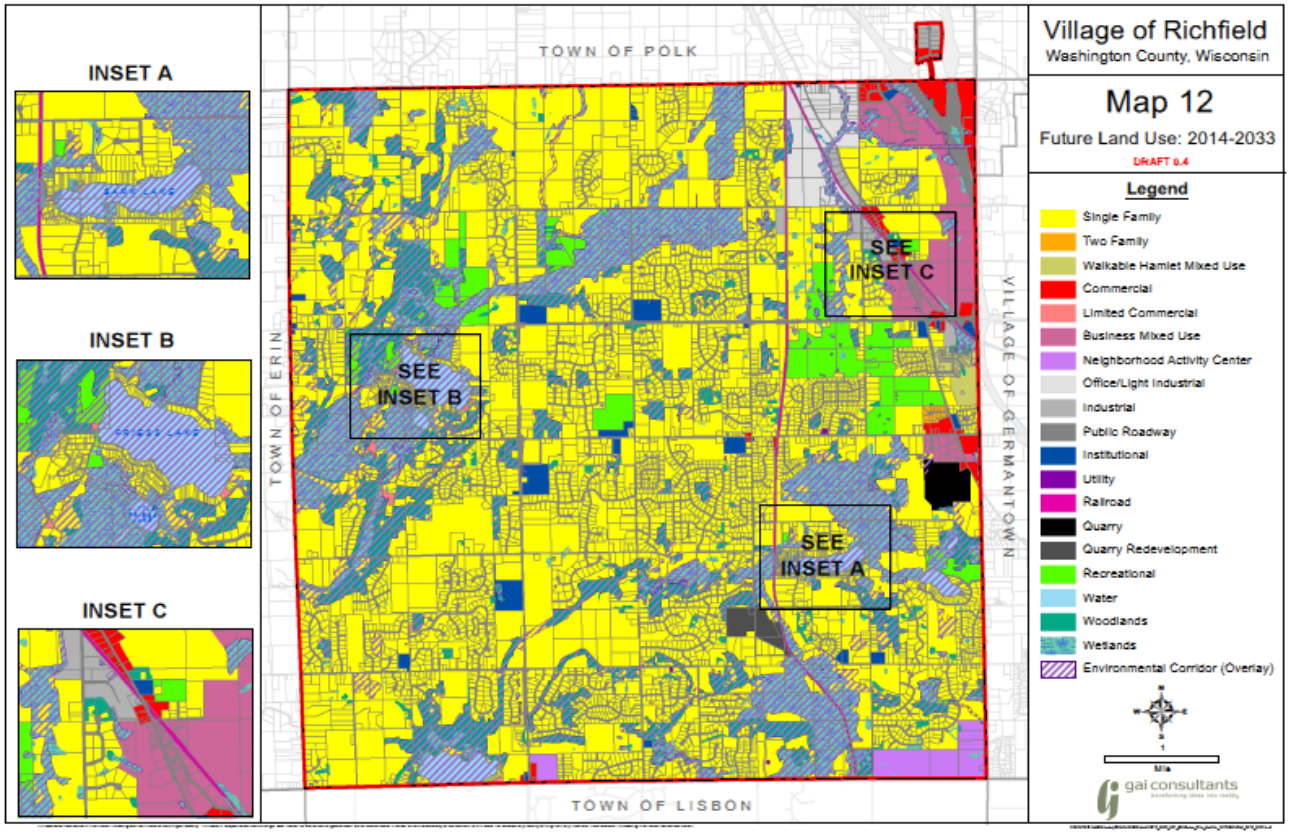
Once the 2014-2033 Comprehensive Plan was adopted, Village officials will need to examine the current zoning regulations and associated maps to determine if, and how, they should be revised to implement the Future Land Use Map.

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)

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,	WisDOT	Highway	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 upgrades, equipment purchases, etc.).	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	Champion/Partner	Milestone
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 with the roadway.	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 with the roadway.	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 Fund-	Champion/Partner	Milestone Date
Develop an Official Map to plan for roadway extensions and improvements	Village Budget	Public Works Supervi-	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 Supervi-sor 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 Super-intendent 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.

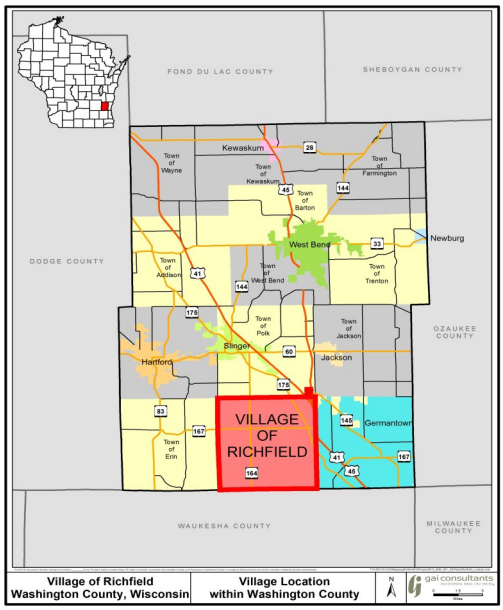
2. Communicate and coordinate with WisDOT, SEWRPC, and the Washington County Highway Department regarding future improvements on STH 164 so that the needs and interests of the Village and its citizens are adequately met, and so that use and development of properties adjacent to that highway are consistent 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 Hydrologist	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.

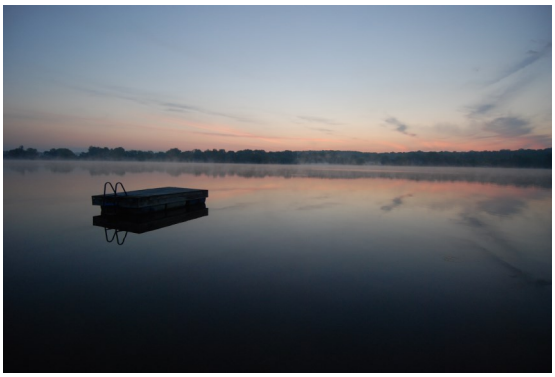
Implementation Activity	Potential Funding	Champion/Partner	Milestone Date
Support the efforts of Washington County to enforce stream and lake setback requirements by enforcing local zoning requirements and policies established in the Washington County Land and Water Resource Management Plan.	WDNR Lake 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.

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 Fund-ing	Champion/Partner	Milestone Date
Consider opportunities for shared service agreements between the Village and neighboring municipalities to create efficiencies in our daily operations.	Village budget	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.

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 Projections

Five Year Budget Projections

Trends in Revenues and Expenditures

In developing the guidance and the goals for the 2017 budget, 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.

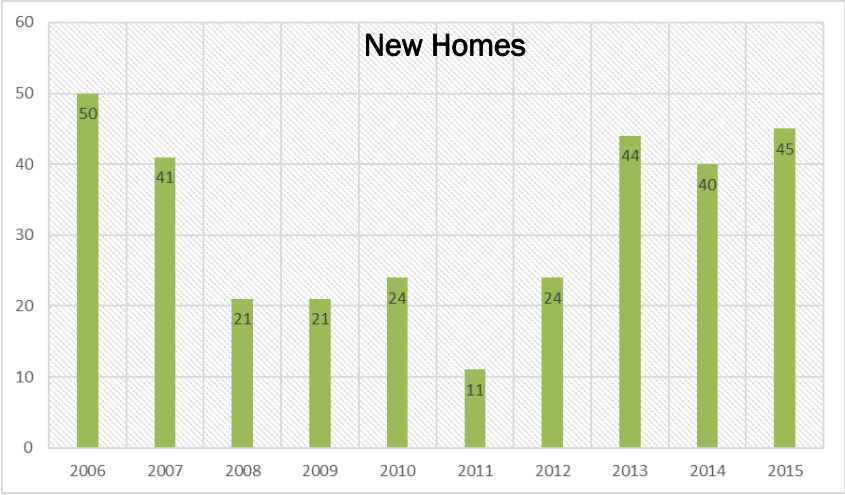
School districts and municipal governments determine their budgets and the amount of money they spend to provide services. However, the property tax limits put restrictions on the amount your local government can raise property taxes to fund their budget. If your local government wants to exceed the 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				
2012	2013	2014	2015	2016
.33%	.72%	1.16%	1.28%	1.49%

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 2017 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 2016 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 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 2011-2020 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 2011 to 2017. The percentage change each year was found and then averaged over the seven (7) year 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

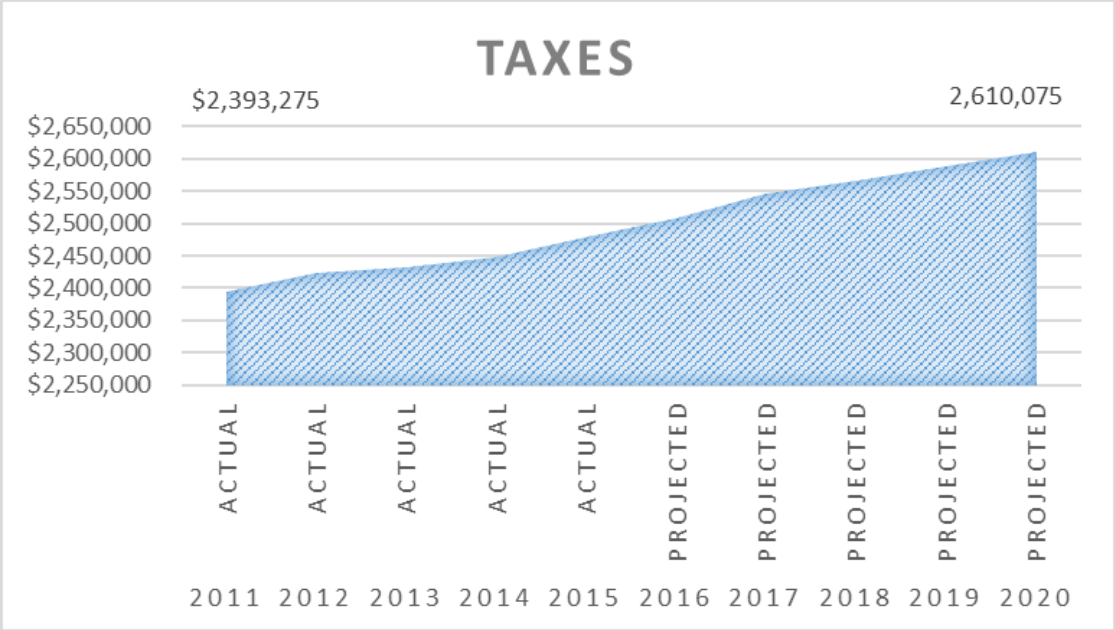
The Village's largest budgeted revenue source is property tax income. A decline or a diminished growth rate in taxes can have a number of causes. First, it may reflect an overall decline in property values; a

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 an average rate of .82% annually. If this rate were to continue the Village's 2020 projected income would be $2,607,787. When you account for inflation the trend varies significantly though. The Village's annual tax rate is calculated as –.51% 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									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL									
$2,393,275	$2,423,041	$2,431,305	$2,448,888	$2,478,505	$2,508,779	$2,546,130	$2,567,269	$2,588,584	$2,610,075
CONSTANT									
$1,103,227	$1,095,690	$1,080,287	$1,074,922	$1,093,770	$1,104,459	$1,105,933	$1,100,430	$1,094,955	$1,089,507



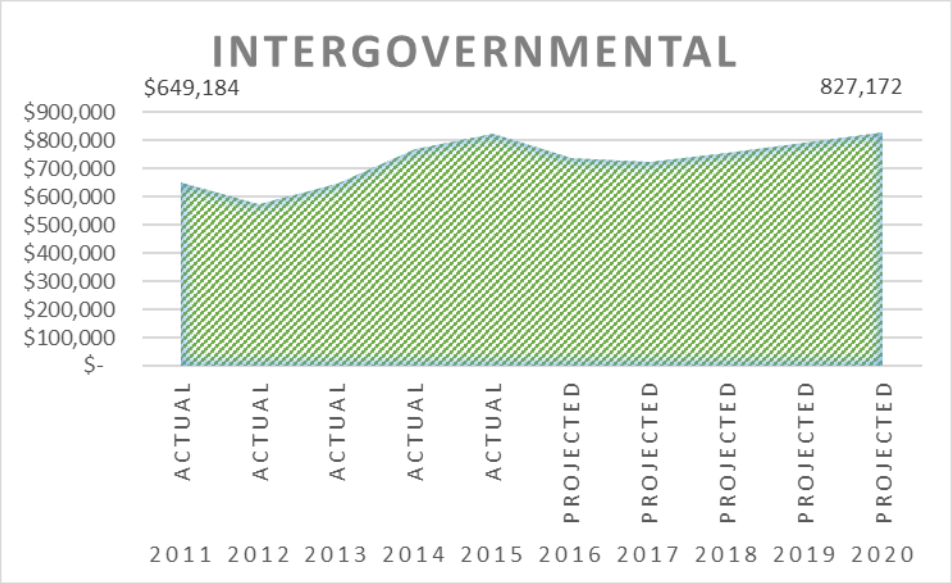
Intergovernmental Revenues

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 4.5% between 2011 and 2017. If this steady rate of increase continues then the projected intergovernmental revenues would equate to $827,172 in 2020. When you adjust for the rate of inflation you see instead an increase of 3.07% in intergovernmental revenue collected between 2011 and 2017. This steady increase in constant dollars is something to be warry of only because of the ever uncertain state government climate. Historically the dramatic changes one might see from one administration to the next warrant a municipality to rely as little as possible on incoming government support. The Village is projecting a –1.71% decrease for the 2017 budget. 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 $154,650 in 2017. Other intergovernmental revenue streams include State Shared Revenue which has remained relatively constant since 2012, fire insurance dues, grants and other aids.

INTERGOVERNMENTAL									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL									
$649,184	$574,234	$648,232	$769,024	$824,582	$737,534	$724,919	$757,516	$791,578	$872,172
CONSTANT									
$299,254	$259,666	$288,025	$337,558	$363,890	$324,690	$314,874	$324,556	$334,535	$344,822



Five Year Budget Projections

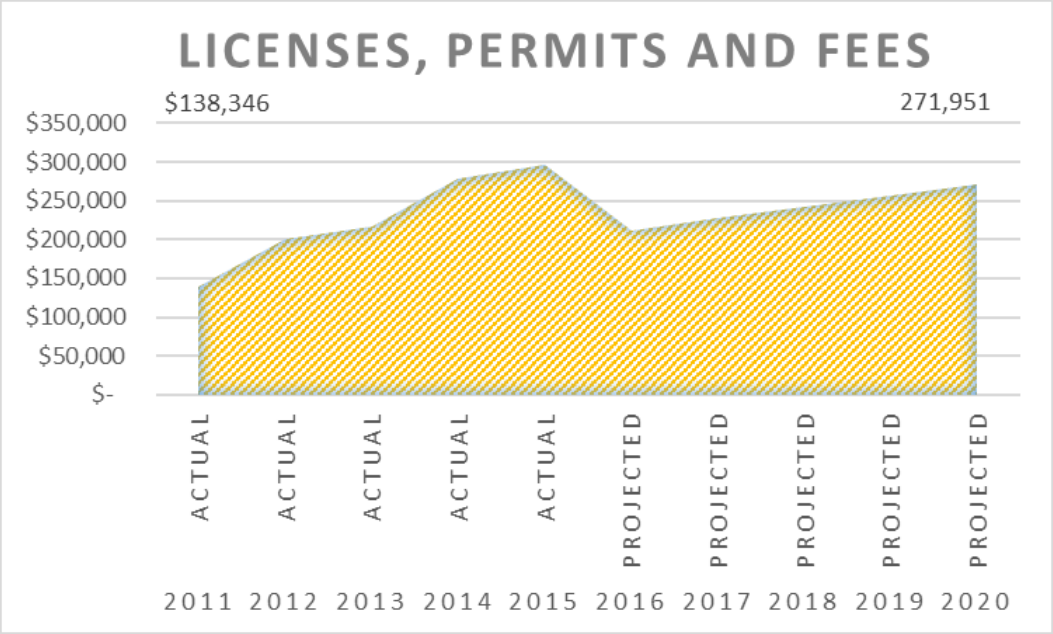
In 2016, the Village will receive approximately $20,000 in reimbursement aid for new mandatory storm water planning that must be completed, with another $15,000 expected next year. These types of one time reimbursements must be, and are built into the expenditure budget to offset the overall reliance on these one-time revenue streams. 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 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. 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.

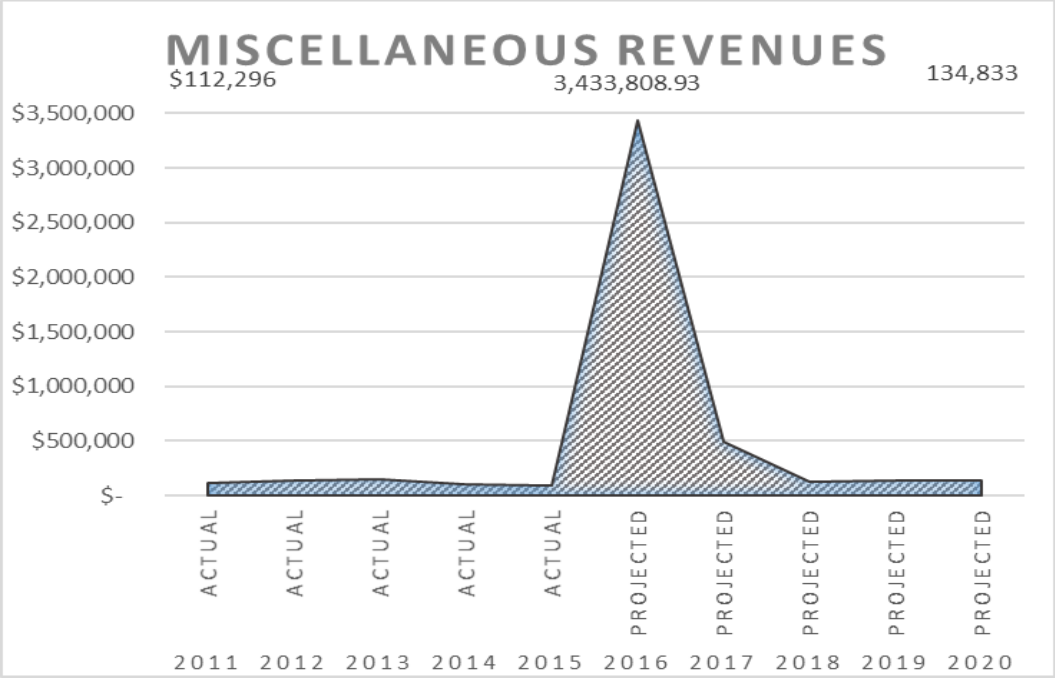
LICENSES, PERMITS AND FEES									
2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
REAL $138,346	$200,194	$217,542	$279,027	$296,164	$210,875	$145,042	$145,713	$146,387	$147,065
CONSTANT $63,773	$90,527	$96,659	$122,477	$130,698	$92,835	$63,000	$62,459	$61,922	$61,390



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. This past year, Richfield received a $3.43 million dollar contribution for the new fire company station. This additional revenue from the fire company is paying for the new fire station located next to Village Hall. The remainder of the money will be given next year, and has been reflected in the 2017 budget. Projections for 2018-2020 were calculated without the fire company construction revenues.

MISCELLANEOUS REVENUES									
2011 ACTUAL	2012 ACTUAL	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 PROJECTED	2017 PROJECTED	2018 PROJECTED	2019 PROJECTED	2020 PROJECTED
REAL									
$112,296	$136,545	$150,816	$103,796	$93,883	$124,455	$128,678	$130,698	$132,749	$134,833
CONSTANT									
$51,765	$61,745	$67,011	$45,561	$53,910	$41,431	$54,790	$55,892	$56,043	$56,195



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Capital Improvement Funding

2016-2020 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 2016 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 67, 68 and 69.

2016-2020 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 2016 budget includes funding for capital investment in facilities, technology, and transportation. A complete listing of projects adopted for 2016-2020 can be found below.

Project Name	Department	Project #	Priority	Project Cost
2016				
Heritage Park-Stand alone playground fixtures	Parks and Recreation	P&R-16-001	2	$12,500
Richfield Nature Park-Bridge	Parks and Recreation	P&R-16-002	1	$7,500
Roadway Improvement 2016-Pleasant Hill Road	Public Works and Highway	PW&H-16-001	2	$353,760
Roadway Improvement 2016-Scenic Road	Public Works and Highway	PW&H-16-002	2	$498,216
Roadway Improvement 2016-Village Base Patching	Public Works and Highway	PW&H-16-003	2	$50,000
Plow Truck No. 19 (1991)	Vehicle Replacement	VR-16-001	2	$169,818
Toro Groundmaster Mower	Vehicle Replacement	VR-16-002	2	$63,681
				$1,155,475
2017				
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	$328,546
Roadway Improvement 2017-Scenic Road	Public Works and Highway	PW&H-17-002	2	$322,050
Bunker Rake	Vehicle Replacement	VR-17-001	2	$12,065
John Deere 925 Mower	Vehicle Replacement	VR-17-002	2	$19,932
				$688,593
2018				
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	$357,311
Roadway Improvement 2018-Pleasant Hill Road	Public Works and Highway	PW&H-18-002	2	$360,795
Salt Storage Facility	Public Works and Highway	PW&H-18-003	2	$225,000
Plow Truck No. 3	Vehicle Replacement	VR-18-001	2	$174,950
1 Ton Dump Body, Truck No. 13 (2003)	Vehicle Replacement	VR-18-002	2	$40,455
				$1,163,511

2019				
Heritage Park–Tennis Court Resurface	Parks and Recreation	P&R-19-001	3	$15,000
Roadway Improvement Pool	Public Works and Highway	PW&H-19-001	2	$700,000
				$715,000
2020				
Server & Battery Backup	Administration	A-20-001	1	$18,206
Replacement of Village Computers	Administration	A-20-002	2	$13,000
Nature Park-Paved Parking and Drive	Parks and Recreation	P&R-20-001	3	$75,000
Roadway Improvement Pool	Public Works and Highway	PW&H-20-001	2	$700,000
#11 Patrol (1998)	Vehicle Replacement	VR-20-001	3	$180,240
#25 F-250	Vehicle Replacement	VR-20-002	3	$29,300
#1 F-350 (2007)	Vehicle Replacement	VR-20-003	3	$41,680
John Deere Gator	Vehicle Replacement	VR-20-004	3	$11,850

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

Some of the major changes suggested for next years 2017-2021 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 2016 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 70 identifies the cash flow of money each year from savings in the Capital Improvement Fund and 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.

2016-2020 Capital Improvement Program

VILLAGE OF RICHFIELD CAPITAL IMPROVEMENT PROJECT FUND RESERVE TOTALS							
YEAR COMES DUE		BEGINNING FUND BALANCE	2016 CIP FUN ADDITIONS	2016 CIP FUND EXPENDITURES	2017 CIP FUND ADDITIONS	2017 CIP FUND EXPENDITURES	12/31/2017 PROJECTED FUND BALANCE
	ADMINISTRATION						
2024	VILLAGE HALL ADDITION/RENOVATION	$525,460					$525,460
2017	VILLAGE HALL SERVERY & BATTERY BACKUP				$10,000	($10,000)	
	TOTAL	$525,460			$10,000	($10,000)	$525,460
	ELECTION						
2015	NEW VOTING EQUIPMENT	$28,000		($2,105)		($1,943)	$23,942
	TOTAL	$28,000	$0	($2,105)	$0	($1,943)	$23,942
	PARKS & RECREATION						
2016	HERITAGE PARK STAND ALONG PLAYGROUND FIXTURES	$12,500		($12,500)			
2016	NATURE PARK-BRIDGE	$7,500		($7,500)			
2017	HERITAGE PARK-SWINGSET FEATURE	$6,000				($6,000)	
2018	FIREMAN'S PARK-PLAYGROUND EQUIPMENT	$5,000					$5,000
2020	NATURE PARK-PAVED PARKING AND DRIVE	$15,000			$15,000		$30,000
	TOTAL	$46,000	$0	$20,000	$15,000	$6,000	$35,000
	PUBLIC WORKS & HIGHWAY						
2015	STH 175 RECONSTRUCTION	$25,000					$25,000
2016	PLEASANT HILL ROAD		$322,390	($322,390)			
2016	PLEASANT HIL ROAD		$477,370	($477,370)			
2016	FRIESS LAKE ROAD				$205,154	($205,154)	
2016	SCENIC ROAD				$476,960	($476,960)	
2018	SALT STORAGE FACILITY				$37,500		$37,500
	TOTAL	$25,000	$799,760	($799,760)	$719,614	($682,114)	$62,500
	VEHICLE REPLACEMENT						
2016	PLOW TRUCK NO. 19 (TO BE SOLD IN 2016)	$169,818		($169,818)			
2036	#38 2554 PLOW-REPLACE #19				$11,436		$11,436
2016	#3 2554 PLOW BACKUP						
2018	#11 2554 PLOW BACKUP						
2019	#12 2554 PLOW	$104,970	$65,938		$2,223		$173,131
2020	#10 2554 PLOW	$60,080	$30,040		$22,530		$122,650
2023	#7 7400 PLOW				$26,825		$26,925
2026	#6 7400 PLOW				$19,709		$19,709
2029	#5 7400 PLOW				$15,852		$15,852
2030	#26 7400 PLOW				$14,942		$14,942
2032	#20 CAT LOADER				$13,469		$13,469
2033	#16 7400 PLOW				$12,866		$12,866
2035	#27 7400 PLOW				$11,860		$11,860
2016	#41 WHEEL EXCAVATOR	$165,800	$7,325	($143,125)			
2036	#42 WHEEL EXCAVATOR-REPLACE #41				$9,639		$9,639
2016	#43 ZERO TURN MOWER	$5,739	$6,644	($12,383)			
2031	#45 ZERO TURN MOWER–REPLACE #43				$1,033		$1,033
2018	#13 F-350 TRUCK	$24,273	$8,091		$4,047		$36,411
2024	#18 JD GATOR				$2,694		$2,694
2022	#1 TRUCK F-350		$10,420		$5,420		$15,840
2025	#37 TORO GROUNDMASTER MOWER				$7,613		$7,613
2018	#28 BUNKER RAKE (WILL MOVE FOR PULL BEHIND THEN MOVE OFF CIP)				$4,500		$4,500
2025	#25 TRUCK F-250				$4,937		$4,937

SEE PAGE 70 FOR CONTINUED TOTALS

2016-2020 Capital Improvement Program

VILLAGE OF RICHFIELD CAPITAL IMPROVEMENT PROJECT FUND RESERVE TOTALS							
YEAR COMES DUE		BEGINNING FUND BALANCE	2016 CIP FUN ADDITIONS	2016 CIP FUND EXPENDITURES	2017 CIP FUND ADDITIONS	2017 CIP FUND EXPENDITURES	12/31/2017 PROJECTED FUND BALANCE
	VEHICLE REPLACEMENT CONTINUED						
2026	#17 JD 6310				$10,717		$10,717
2028	#36 ROLLER				$1,140		$1,140
2026	#24 JD 4720				$4,373		$4,373
2028	#21 BOBCAT				$3,173		$3,173
2031	#23 BERMEER CHIPPER				$1,453		$1,453
	TOTAL	$500,680	$128,458	($325,326)	$212,551		$516,363
	AFFORDABILITY ADJUSTMENT				($57,165)		($57,165)
	TOTAL	$500,680	$128,458	($325,326)	$155,386		$459,198
	FINAL TOTALS	$1,125,140	$928,218	($1,147,191)	$900,00	($700,057)	$1,106,110

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	
Balance as of 12/31/2015	
FNB ENTREPRENEUR PLUS ACCOUNT	$2,712.33
FNB CD	$251,318.99
BANK MUTUAL CD	$250,441.29
FNB MMD ACCOUNT	$253,583.55
BANK MUTUAL MM ACCOUNT	$251,596.00
LANDMARK CU	$115,487.84
Total	**$1,125,140.00**

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 2015-2017. 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 2015 and 2017. 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.

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 seventh year of the budget improvement project. The Budget was awarded the Distinguished Budgeting Presentation Award in 2015 and 2016. Staff is confident that this budget has become a guide, which any resident can easily refer to and read. This project continues to be ongoing though and moving forward Staff will continue to improve and incorporate areas such as 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.

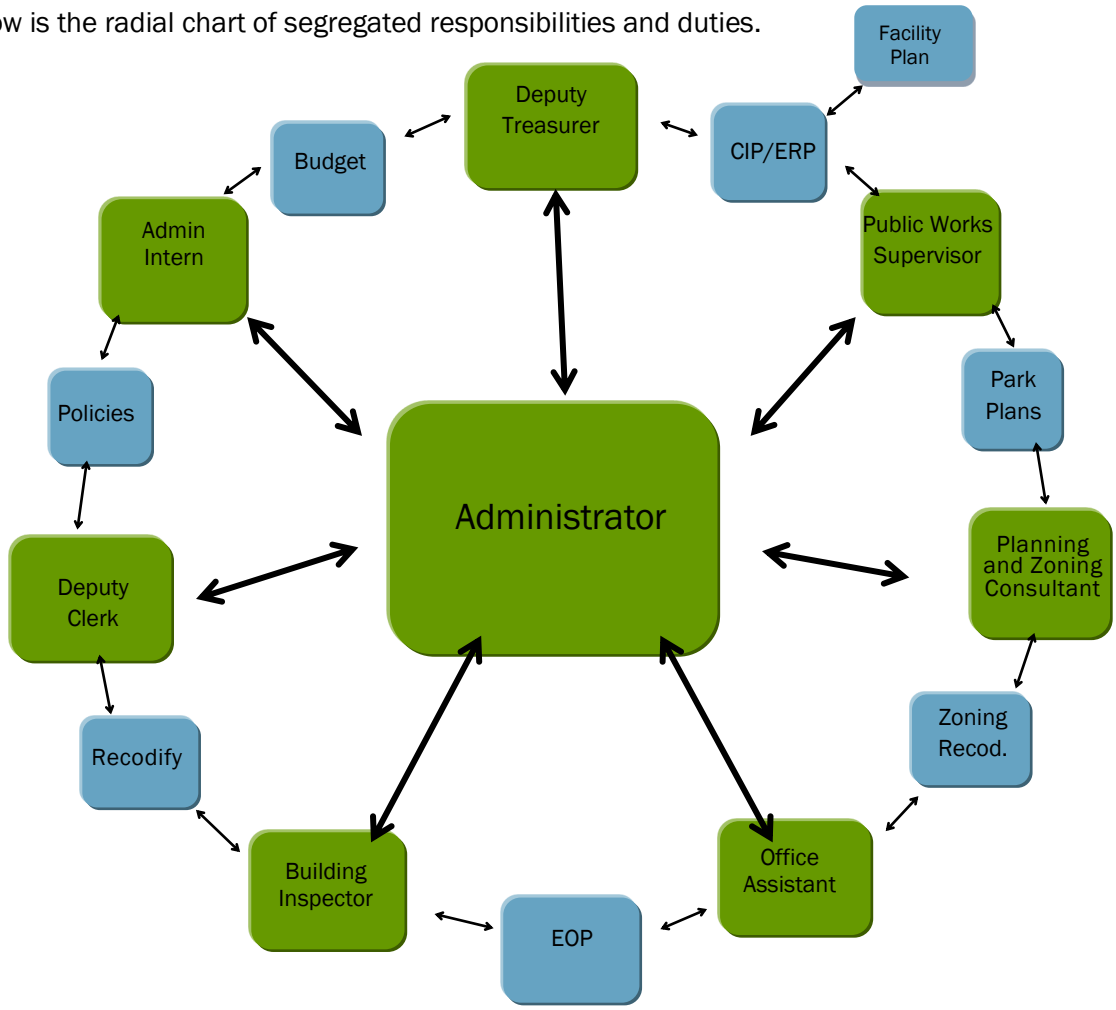
Intergovernmental Cooperation Development

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 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. The successful administration of this plan warranted it's renewal in 2016 for a five (5) year term.

Village Major Departmental Operations

Below is the radial chart of segregated responsibilities and duties.



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.

2017 Budget Summary

NOTICE OF BUDGET FOR THE VILLAGE OF RICHFIELD

Notice is hereby given, pursuant to Sec. 65.90 Wis. Statutes, that on Thursday, November 17, 2016, at 7:00 PM a PUBLIC HEARING on the proposed 2017 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 7:30 am to 4:00 PM, Monday through Friday.

GENERAL OPERATING FUND:	2015 ACTUAL	2016 BUDGET	2017 PROPOSED BUDGET	% CHANGE FROM 2016 BUDGET
REVENUES:				
PROPERTY TAXES	2,475,163	2,506,722	2,544,073	1.49%
OTHER TAXES	3,342	2,057	2,057	0.00%
INTERGOVERNMENTAL	824,582	737,534	724,919	-1.71%
LICENSES AND PERMITS	296,164	210,875	227,862	8.06%
FINES, FORFEITURES AND PENALTIES	265	405	405	0.00%
PUBLIC CHARGES FOR SERVICES	68,107	52,860	49,260	-6.81%
INTEREST INCOME	13,188	13,700	11,970	-12.63%
MISCELLANEOUS REVENUES	70,011	3,424,265	482,168	-85.92%
SPECIAL ASSESSMENT INCOME-RIVERVIEW DR	17,896	8,140	12,325	51.41%
SPECIAL ASSESSMENT INCOME - SOUTHSHORE DR	5,976	1,404	1,891	34.69%
TRANSFER FROM DESIGNATED FUNDS	0	304,863	6,000	-98.03%
TOTAL REVENUE	3,774,694	7,262,825	4,062,930	-44.06%
EXPENSES:				
GENERAL GOVERNMENT	551,002	614,150	660,185	7.50%
PUBLIC SAFETY	1,025,514	4,448,409	1,425,590	-67.95%
PUBLIC WORKS	1,261,923	1,927,839	1,705,246	-11.55%
PARKS/RECREATION	165,964	154,641	163,771	5.90%
CONSERVATION AND DEVELOPMENT	78,573	98,600	78,952	-19.93%
CONTINGENCY	0	3,000	13,000	333.33%
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	3,099,162	7,262,825	4,062,930	-44.06%
TAX LEVY	2,475,163	2,506,722	2,544,073	1.49%
TAX RATE PER THOUSAND	1.6687	1.6628	1.6671	0.26%

CAPITAL IMPROVEMENT FUND

	2015 ACTUAL	2016 PROJECTED	2017 PROPOSED BUDGET
REVENUES:			
CAPITAL OUTLAYS	1,191,995	928,218	957,165
EXPENSES:			
CAPITAL OUTLAYS	775,087	1,123,107	700,057
TRANSFER TO/FROM CIP FUND	416,908	(194,889)	257,108
BEGINNING FUND BALANCE	708,232	1,125,140	930,251
ENDING FUND BALANCE	1,125,140	930,251	1,187,359

IMPACT FEE BUDGET	2015 REVENUES	2016 YTD REVENUES	% CHANGE
PARK IMPACT FEES	41,653	27,155	-35%
FIRE IMPACT FEES	72,848	39,202	-46%

The following are the proposed levys for all funds of the Village of Richfield for 2017:

	General Fund	Richfield Utility	Richfield Utility #2	Bark Lake Utility
TOTAL REVENUES	1,517,297		-	-
TOTAL EXPENDITURES	4,061,370	3,436	1,448	2,652
EXCESS	(2,544,073)	(3,436)	(1,448)	(2,652)
PROPERTY TAX CONTRIBUTIONS	2,544,073	3,436	1,448	2,652

Total Levy Amounts per Budget Year

	2015	2016	2017	
GENERAL FUND	2,475,163	2,506,722	2,544,073	
RICHFIELD UTILITY	3,375	3,436	3,436	
BARK UTILITY	2,622	2,652	2,652	
RICHFIELD UTILITY #2	1,370	1,448	1,448	
Total	2,482,530	2,514,258	2,551,609	1.49%

The Village's Projected Outstanding General Obligation Debt at December 31, 2016 is $1,029,718.66.

Jim Healy
Village Administrator

2016 Village Statement of Assessment

REAL ESTATE	PARCELS OF LAND	IMPROV.	ACRES	LAND VALUE	IMPROV. VALUE	TOTAL
RESIDENTIAL	4,810	4,435	9,066	$462,592,200	$928,249,400	$1,390,841,600
COMMERCIAL	117	89	923	$24,788,300	$55,372,000	$80,160,300
MANUFACTURING	21	21	90	$3,247,600	$18,706,700	$21,954,300
AGRICULTURAL	446		5,794	$1,362,800		$1,362,800
UNDEVELOPED LAND	289		2,062	$2,301,100		$2,301,100
AGRICULTURAL FOREST	119		882	$2,505,800		$2,505,800
FOREST LANDS	27		295	$1,489,800		$1,489,800
OTHER	49	47	121	$6,372,300	$5,952,000	$12,324,300
TOTAL	**5,878**	**4,592**	**19,233**	**$504,659,900**	**$1,008,280,100**	**$1,512,940,000**
PERSONAL PROPERTY	**PROPERTY OWNED**					**VALUE**
LOCALLY ASSESSED						$12,145,600
MANUFACTURING						$986,700
TOTAL						**$13,132,300**
AGGREGATE ASSESSED VALUE						**$1,526,072,300**

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.

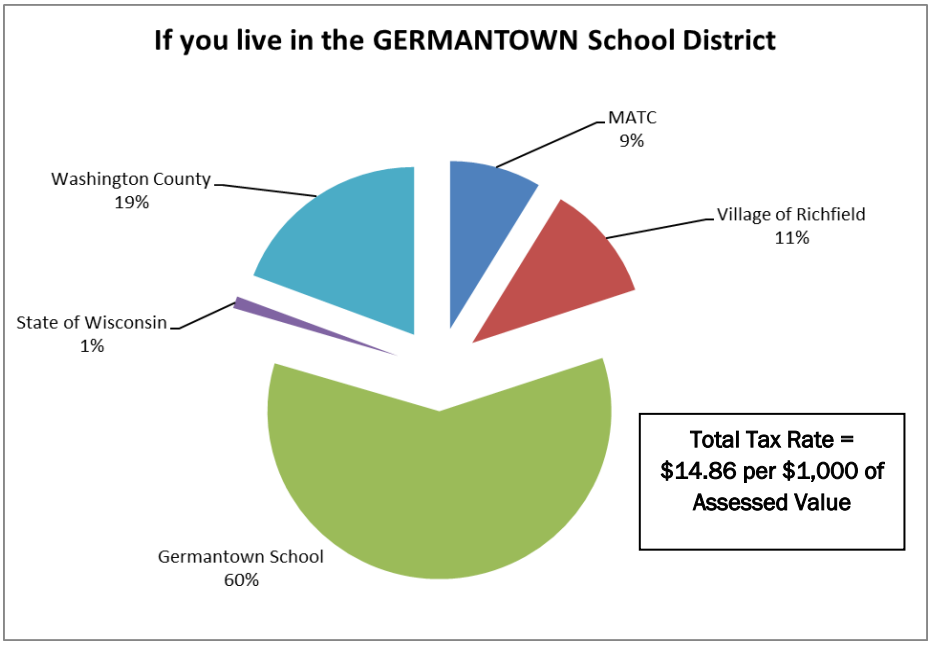
The Village bills and collects its own property taxes and also levies for the Richfield School District, Friess Lake School district, Germantown School District, Slinger School District, Hartford-Union School District, Milwaukee Area Technical College, Moraine Park Technical College, Washington County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

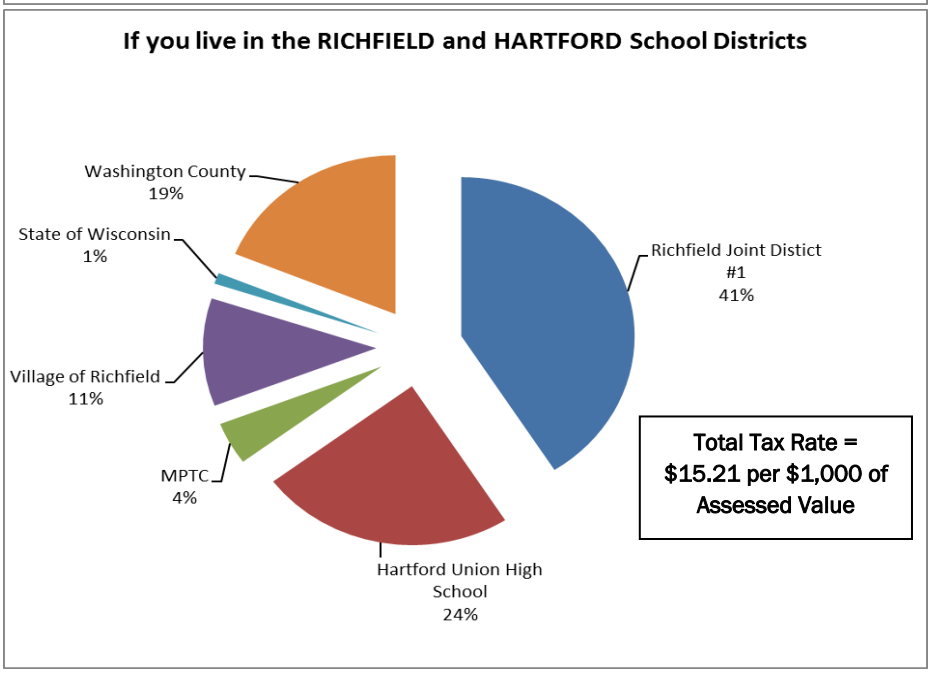
Property taxes consist of taxes on real estate and personal property.

TAXING DISTRICT	2009	2010	2011	2012	2013	2014	2015	2016
MILWAUKEE AREA TECHNICAL COLLEGE	$1.91	$1.85	$1.97	$2.05	$2.01	$1.23	$1.26	$1.28
FRIESS LAKE SCHOOL	$7.69	$7.98	$7.83	$6.32	$5.89	$5.62	$5.60	$4.83
RICHFIELD JOINT DISTRICT #1	$5.63	$5.72	$5.69	$5.80	$5.72	$5.68	$5.62	$6.23
HARTFORD UNION HIGH SCHOOL	$3.82	$3.94	$3.96	$3.72	$3.77	$3.81	$3.88	$3.62
SLINGER SCHOOL DISTRICT	$8.76	$8.76	$9.13	$9.19	$9.27	$8.69	$9.00	$8.86
MORAIN PARK TECHNICAL COLLEGE	$1.38	$1.40	$1.50	$1.49	$1.48	$.66	$.67	$.66
VILLAGE OF RICHFIELD	$1.53	$1.52	$1.64	$1.65	$1.67	$1.67	$1.66	$1.67
GERMANTOWN SCHOOL	$9.58	$9.89	$10.25	$9.97	$9.30	$9.23	$9.17	$8.88
STATE OF WISCONSIN	$0.17	$0.16	$0.17	$0.16	$0.16	$.16	$.17	$.17
WASHINGTON COUNTY	$3.01	$2.98	$3.14	$3.03	$2.95	$2.86	$2.86	$2.86

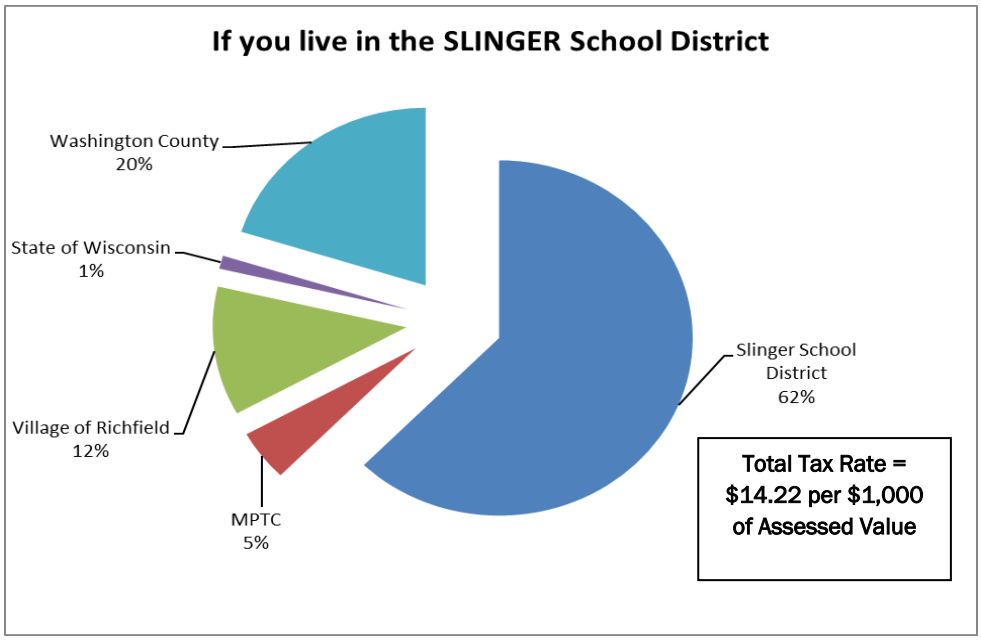
What's My Share

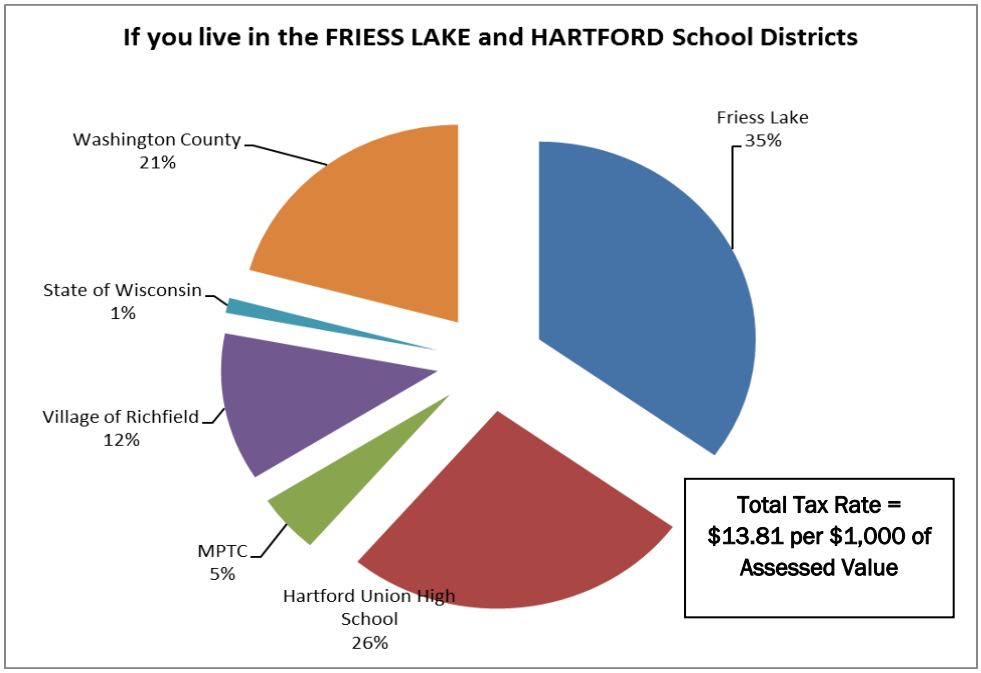
WHERE DO YOUR PROPERTY TAX DOLLARS GO?
2015-2016 Property Tax Distribution Amounts





WHERE DO YOUR PROPERTY TAX DOLLARS Go?
2015-2016 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. **$16.91**	**Public Safety**: This expenditure accounts for costs associated with police services, lake patrol, emergency government coordination efforts, and fire protection. **$14.13**
General Government: This accounts for expenditures for Administrative functions, Village Board, elections, Board of Appeals, legal counsel, property assessments, and Insurance. **$6.55**	**Capital Outlay**: This account refers to maintenance, repair, or upgrade expenses of capital assets such as facility upgrades and equipment purchases. **$.13**
Conservation and Development: These expenditures relate to costs associated with planning and zoning and consultant services geared towards the development of the Village. **$.78**	**Culture and Recreation**: This expenditure accounts for supplies and maintenance of Village parks, historical sites, and annual fireworks for Richfield Days. **$1.62**

Total	2011	2012	2013	2014	2015	2016	2017
TOTAL RICHFIELD TAXES LEVIED	$2,391,634	$2,421,309	$2,429,299	$2,446,780	$2,475,163	$2,506,722	$2,544,073

Revenues

Revenues

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

REVENUES	2014	2015	2016	2016	2017	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
TAXES						
PROPERTY TAXES	$2,446,780	$2,475,163	$2,506,722	$0	$2,544,073	1.49%
OVERRUN	($7)	$0	$7	$0	$7	0%
OMITTED TAXES	$0	$2,852	$0	$0	$0	0%
FOREST CROPLAND TAXES	$1,560	$0	$1,560	$0	$1560	0%
PILT VILLAGE PORTION	$555	$490	$490	$500	$490	0%
TOTAL TAXES	**$2,448,888**	**2,478,505**	**$2,508,779**	**$500**	**$2,546,130**	**1.49%**
INTERGOVERNMENTAL						
COMPUTER AID	$3,210	$2,666	$2,666	$0	$4,355	63.35%
STATE SHARED REVENUES	$129,177	$130,191.	$131,499	$0	$131,496	0%
FIRE INSURANCE DUES	$55,634	$48,485	$48,485	$0	$53,472	10.29%
FIRE DEPT FUEL	$10,807	$11,674	$14,000	$2,844	$14,000	0%
FIRE DEPT MAINTENANCE	$213	$2,299	$2,000	$0	$2,000	0%
FIRE INSPECTION FEES	$350	$200	$500	$0	$500	0%
RICHFIELD JT SCHOOL FUEL	$4,707	$1,256	$3,000	$978	$3,000	0%
RICHFIELD JT SCHOOL LAWN MAINTENANCE	$5,077	$3,708	$3,500	$61	$3,500	0%
RICHFIELD JT LEASE OF F550 SNOWPLOW	$5,458	$2,184	$0	$0	$5,000	100%
RICHFIELD JT SALT	$954	$742	$0	$0	$2,000	100%
SLINGER INSPECTIONS	$74,480	$75,969	$75,969	$37,985	$77,325	1.78%
SUSSEX INSPECTIONS	$68,274	$75,969	$75,969	$37,985	$77,325	1.78%
LAKE PATROL AIDS	$0	$1,551	$0	$0	$0	0%
AG USE PENALTY	$8,303	$11,472	$0	$0	$0	0%
TRANSPORTATION AIDS	$309,759	$322,201	$322,196	$161,098	$322,196	0%
STATE RECYCLING AIDS	$11,640	$11,658	$11,650	$11,212	$12,650	8.58%
BARK LAKE BOAT LAUNCH	$80,000	$80,000	$0	$328	$0	0%
INTERN GRANT	$1,000	$0	$0	$0	$0	0%
FOREST CROPLAND AID	($19)	$76	$100	$306	$100	0%
ROAD IMPROVEMENT GRANT	$0	$41,204	$0	$0	$0	0%
MS4 REIMBURSEMENT	$0	$0	$45,000	$0	$15,000	(66.67%)
MOTOR OIL REFUNDS	$0	$1,077	$1,000	$0	$1,000	0%
TOTAL INTERGOVERNMENTAL	**$769,024**	**$824,582**	**$737,534**	**252,797**	**724,919**	**(1.71%)**

REVENUES	2014	2015	2016	2016	2017	%
	ACTUAL	ACTUAL	BUDGET	AS F 6/30	BUDGET	CHANGE
LICENSES, PERMITS AND FEES						
LIQUOR LICENSES	$11,203	$11,396	$12,000	$11,800	$12,000	0%
OPERATOR LICENSES	$6,866	$6,384	$7,000	$4,565	$7,000	0%
CIGARETTE LICENSES	$650	$715	$500	$650	$600	20%
SODA LICENSES	$0	$0	$0	$0	$0	0%
VENDING MACHINE LICENSES	$2,600	$2,500	$3,000	$2,425	$3,000	0%
ELECTRICAL LICENSES	$0	$0	$0	$0	$0	0%
KENNEL LICENSES	$2	$144	$10	$72	$50	400%
UNENCLOSED PREMISE PERMITS	$310	$165	$400	$380	$400	0%
WEIGHTS & MEASURES PERMITS	$2,384	$2,781	$2,700	$2,693	$2,700	0%
DOG LICENSES	$9,107	$11,199	$11,500	$4,213	$11,500	0%
TARGET PERMITS	$70	$80	$70	$80	$70	0%
PET FANCIER'S LICENSES	$210	$420	$350	$330	$350	0%
WORK PERMITS	$1,520	$1,290	$1,200	$660	$1,200	0%
PEDDLER'S PERMITS	$200	$300	$100	$100	$300	200%
FIREWORKS PERMITS	$100	$150	$0	$50	$100	100%
BUILDING PERMITS	$158,761	$168,635	$107,004	$74,912	$118,731	10.96%
ELECTRICAL PERMITS	$33,379	$32,919	$21,353	$15,452	$23,365	9.42%
PLUMBING PERMITS	$22,426	$22,480	$14,263	$11,486	$15,771	10.57%
SHORELAND/FLOOD PLAIN PERMIT	$0	$0	$500	$0	$500	0%
ZONING PERMITS	$4,575	$8,490	$4,500	$3,575	$4,500	0%
BURNING PERMITS	$4,194	$11,142	$4,000	$4,341	$5,000	25%
HOUSE NUMBERS	$695	$692	$400	$474	$500	25%
STATE SEALS	$1,720	$1,936	$1,500	$1,034	$1,700	13.33%
ROAD BONDS	$2,050	$2,200	$2,000	$1,300	$2,000	0%
HOLDING TANK AGREEMENTS	$0	$0	$100	$0	$100	0%
CSM REVIEW FEES	$5,050	$6,566	$4,500	$850	$4,500	0%
APPEALS & ZONING	$5,050	$555	$1,500	$0	$1,500	0%
MASTER PLAN AMENDMENTS	$0	$0	$700	$0	$700	0%
REZONING FEES	$400	$1,200	$2,000	$400	$2,00 0	0%
SITE PLAN FEES	$2,400	$1,600	$4,000	$1,600	$4,000	0%
CONDITIONAL USE PERMIT FEES	$1,100	$0	$1,900	$300	$1,900	0%
SUBDIVISION PLAT FEES	$2,000	$0	$1,000	$1,000	$1,000	0%
HOME OCCUPATION FEES	$0	$0	$225	$150	$225	0%
CONCEPTUAL REVIEW FEES	$0	$0	$300	$0	$300	0%
TEMPORARY USE PERMIT	($15)	$225	$300	$150	$300	0%
TOTAL LICENSES, PERMITS AND FEES	**$279,027**	**$296,164**	**$210,875**	**$145,042**	**$227,862**	**8.06%**

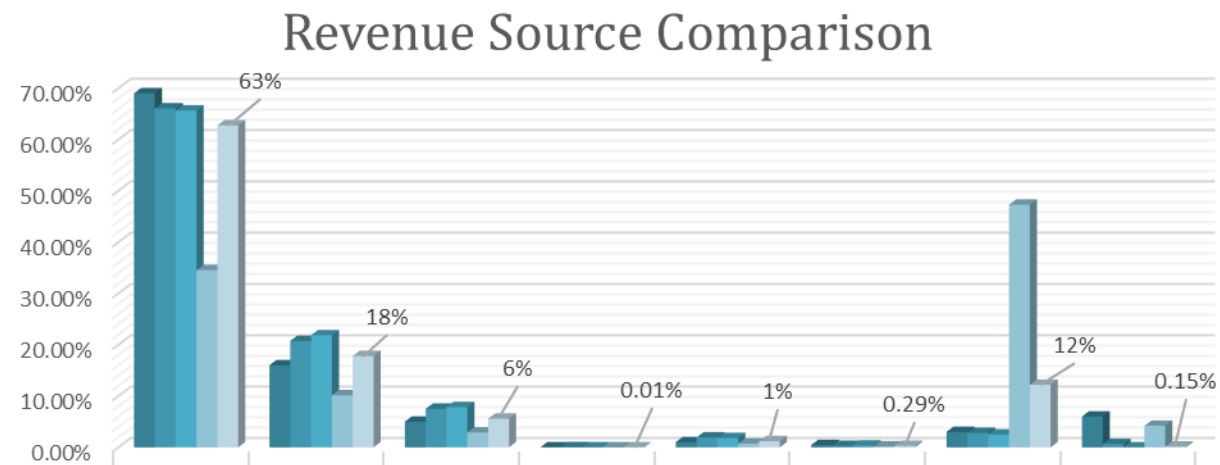
Revenues

REVENUES	2014	2015	2016	2016	2017	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
FINES, FORFEITURES AND PENALTIES						
DOG FINES	$200	$165	$255	$105	$255	0%
COURT FINES	$653	$100	$150	$157	$150	0%
TOTAL FINES, FORFEITURES AND PENALTIES	**$853**	**$265**	**$405**	**$262**	**$405**	**0%**
PUBLIC CHARGES FOR SERVICES						
PLANNER FEES REIMBURSED	$8,372	$4,349	$5,000	$1,000	$5,000	0%
SALE OF CODE BOOKS AND MAPS	$0	$0	$0	$0	$0	0%
PUBLICATION FEES	$230	$260	$260	$270	$260	0%
POSTAGE	$16	$6	$100	$1	$100	0%
COPIES	$15	$188	$200	$117	$200	0%
ATTORNEY FEES REIMBURSED	$21,979	$27,692	$10,000	$15,604	$13,000	30%
RECORDING FEES	$0	$0	$0	$0	$400	100%
TAX SEARCH	$2,570	$3,782	$1,700	$1,568	$2,000	17.65%
CABLE ADVERTISING	$0	$0	$0	$0	$0	0%
RIGHT-OF-WAY PERMITS	$6,000	$5,625	$4,000	$2,475	$4,000	0%
ADS IN NEWSLETTER	$1,045	$729	$2,000	$0	$2,000	0%
LABOR CHARGES	$0	$922	$0	$0	$0	0%
HAULER PERMITS	$450	$0	$300	$400	$300	0%
SALE OF HWY MATERIALS	$0	$0	$10,000	$0	$0	(100%)
EQUIPMENT USE	$0	$0	$0	$0	$0	0%
ROAD USE FEE	$0	$0	$0	$0	$0	0%
TRANSFER STATION FEES	$7,769	$8,234	$7,500	$4,396	$8,000	6.67%
RECYCLING FEES	$5,658	$1,285	$5,000	$725	$5,000	0%
WEED CUTTING FEES	($695)	$0	$0	$0	$0	0%
WILD MARSH LANDING	$2,539	$0	$1,800	$1,184	$2,000	11.11%
BARK LAKE BOAT LAUNCH	$0	$0	$0	$961	$2,000	100%
ENGINEERING FEES REIMBURSED	$15,592	$15,035	$5,000	$1,000	$5,000	0%
TOTAL PUBLIC CHARGES FOR SERVICES	**$71,540**	**$68,107**	**$52,860**	**$29,701**	**$49,260**	**(6.81%)**

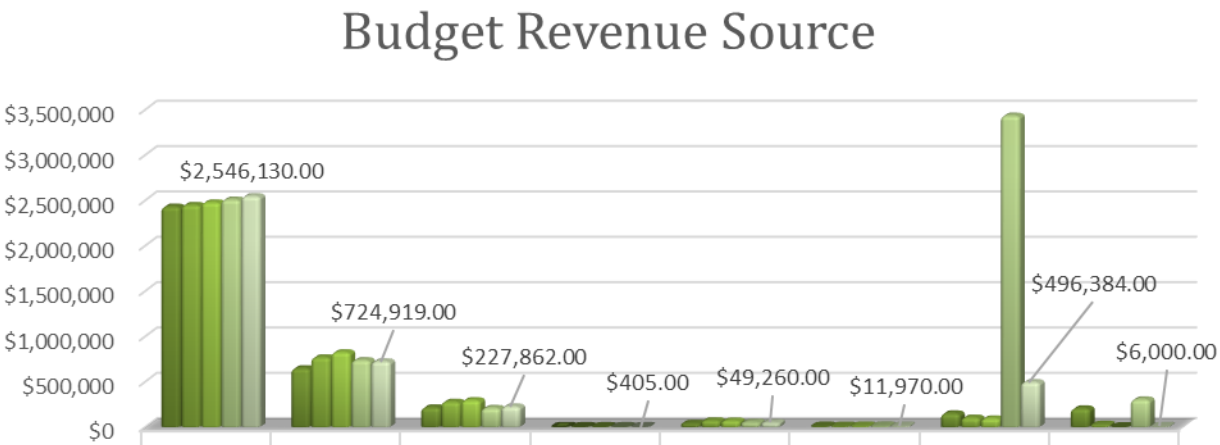
Revenues

REVENUES	2014	2015	2016	2016	2017	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
INTEREST						
INTEREST EARNINGS	$6,605	$8,551	$10,000	$7,895	$10,000	0%
INTEREST ON SPECIAL ASSESSMENTS	$2,981	$2,897	$3,600	$0	$1,858	(48.39%)
INTEREST ON SOUTH SHORE	$724	$724	$100	$0	$112	12%
INTEREST ON DELINQUENT PROPERTY TAX	$249	$1,016	$0	$39	$0	0%
TOTAL INTEREST	**$10,559**	**$13,188**	**$13,700**	**$7,934**	**$11,970**	**(12.63%)**
MISCELLANEOUS REVENUES						
PARK RENTAL FEES	$3,351	$4,113	$4,500	$1,140	$4,500	0%
SALE OF ASSETS	$0	$0	$0	$0	$1,000	100%
ACCIDENTAL CLAIMS	$0	$0	$0	$756	$0	0%
DONATIONS	$0	$0	$49	$50	$50	2.04%
CABLE FRANCHISE	$72,747	$55,253	$91,537	$50,604	$91,537	0%
SPECIAL ASSESSMENT RIVERVIEW DRIVE	$7,728	$17,896	$8,140	$0	$12,325	51.41%
SPECIAL ASSESSMENT STREET LIGHTING	$3,823	$3,823	$3,825	$0	$3,875	1.31%
SPECIAL ASSESSMENT SOUTHSHORE DRIVE	$1,281	$5,976	$1,404	$0	$1,891	34.69%
MISCELLANEOUS REVENUES	$5,319	$164	$6,000	$1,406	$3,000	(50%)
RICHFIELD SOCCER LEAGUE	$0	$3,000	$3,000	$0	$4,500	50%
RICHFIELD YOUTH PROGRAM	$3,798	$3,000	$3,000	$0	$3,000	0%
TRANSFER IMPACT FEES	$5,749	$0	$0	$0	$0	0%
RICHFIELD ROCKETS	$0	$658	$3,000	$0	$3,000	0%
FIRE PROTECTION	$0	$0	$3,309,353.93	$226,947	$367,706	-88.89%
TOTAL MISCELLANEOUS REVENUES	**$103,796**	**$93,883**	**$3,433,809**	**$280,903**	**$496,384**	**(85.54%)**
TRANSFERRED FROM RESERVES	$0	$0	$304,863	$0	$6,000	(98.03)%
PROCEEDS FROM LONG-TERM DEBT	$0	$0	$0	$0	$0	0%
TOTAL REVENUE	**$3,683,687**	**$3,774,694**	**$7,262,825**	**$717,139**	**$4,062,930**	**(44.06%)**

Revenues



	TOTAL TAXES	TOTAL INTERGOV.	LICENSES, PERMITS, AND FEES	FINES, FORFEITURES, AND PENALTIES	PUBLIC CHARGES FOR SERVICES	INTEREST	MISC. REVENUES	TRANSFER FROM DESIGNATED FUNDS
2013	69.00%	16.00%	5.00%	0.01%	1.00%	0.44%	3.00%	6.00%
2014	66.05%	20.74%	7.53%	0.02%	1.93%	0.28%	2.80%	0.64%
2015	66%	22%	8%	0%	2%	0%	2%	0%
2016	35%	10%	3%	0%	1%	0%	47%	4%
2017	63%	18%	6%	0.01%	1%	0.29%	12%	0.15%



	TOTAL TAXES	TOTAL INTERGOV.	LICENSES, PERMITS, AND FEES	FINES, FORFEITURES, AND PENALTIES	PUBLIC CHARGES FOR SERVICES	INTEREST	MISC. REVENUES	TRANSFER FROM DESIGNATED FUNDS
2013	$2,431,305	$648,232	$217,542	$3,428	$39,051	$11,729	$150,816	$206,300
2014	$2,448,888	$769,024	$279,027	$853	$71,540	$10,559	$103,796	$23,750
2015	$2,477,195	$824,582	$296,164	$265	$68,107	$13,188	$93,883	$-
2016	$2,508,779	$737,534	$210,875	$405	$52,860	$13,700	$3,433,809	$304,863
2017	$2,546,130.00	$724,919.00	$227,862.00	$405.00	$49,260.00	$11,970.00	$496,384.00	$6,000.00

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 estate 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.

Because of the changes made at the State level the Village is constrained by increasing it's tax levy by only the net new construction percentage each year. The net new construction percentage this year was 1.49%.

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.

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 Aid

The Village continues to receive a lump sum of money from the State of Wisconsin for it's operating budget each year. While some of these revenues such as; transportation aids must be allocated to specific projects other revenues such as state shared revenues typically are commingled with the local government's other revenues and are not directly tied to any specific function.

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 state aid programs are fundamental elements of the state's local finance structure and overall program of property tax relief. Funding for the 2015-2017 state budget showed an increase in Shared Revenue and Tax Relief of .5%

in 2016. The Village's estimated 2017 payment is $131,496 which is only a $3.00 dollar decrease from the 2016 estimated payment.

While Village Staff is confident in this dollar amount it is important that Staff and Village officials remember to not become overly reliant on these funds because of decreases in Shared Revenue payments the State has determined and disbursed in past budget cycles. In 2017 the State Legislature will begin considering the 2018-2020 bi-annual budget. The Village should watch the progression of this budget cycle closely to determine the ramifications of the state's budget on the Village's revenue's.

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. Total aid payments under the budget are estimated at $86,300,000 in 2015-16 and $86,900,000 in 2016-2017. The equalized value of this equipment is then multiplied by the Village's equalized tax rate to determine the amount of the payment. The Village's portion of computer aid in 2016 amounted to $4,355. Because of the nominal increase of aid the state is disbursing in 2017 the Village is estimating a 0% increase for it's computer aid contribution.

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 2017 estimated payment for transportation aids would remain at the same funding levels that it was in 2016 at $322,196.

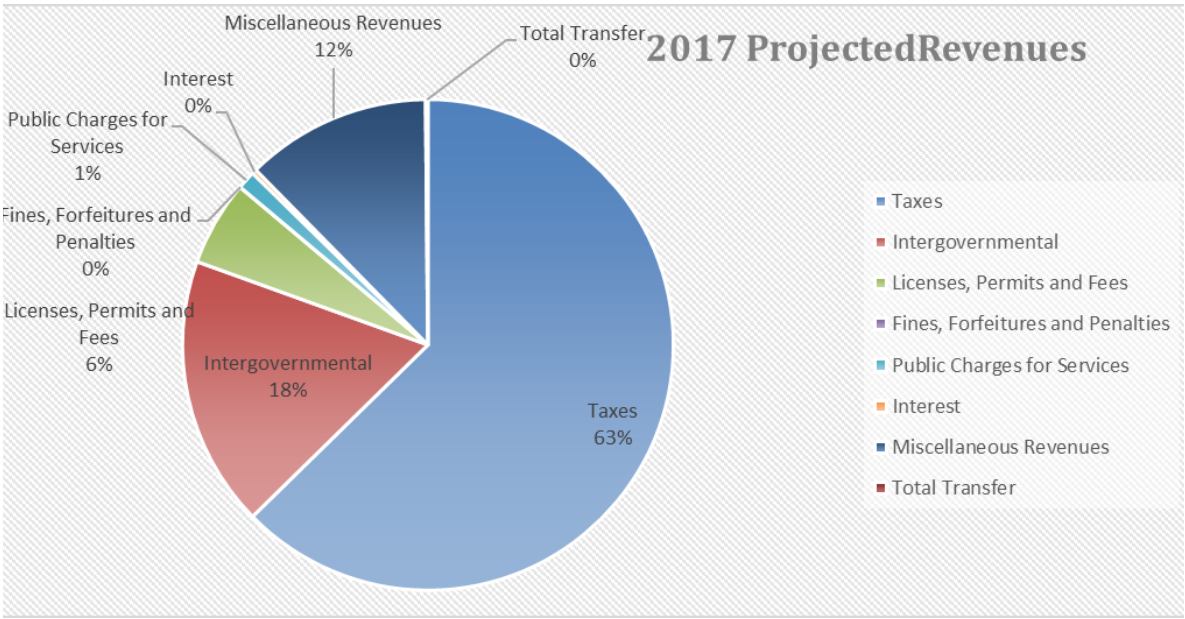
Charges for Services

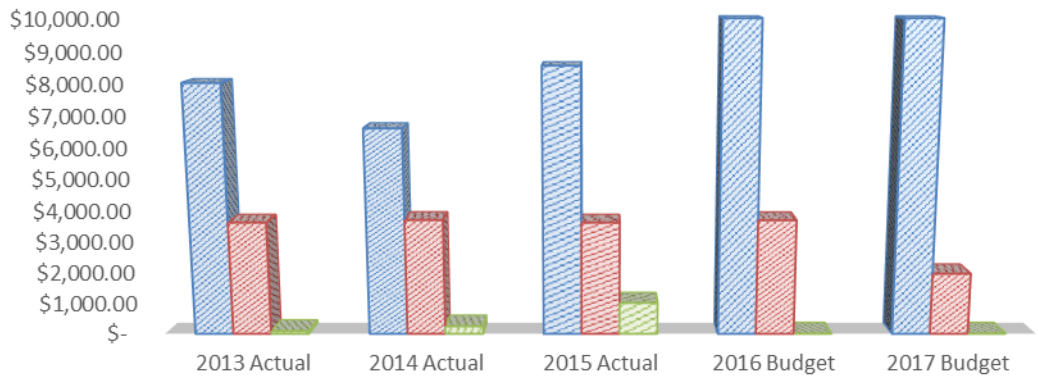
Recycling Charges/Aid

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 $12,650 in Recycling grant aid for 2017 which is a $1,000 increase from previous year estimates. Staff is estimating this increased amount due to the fact that the state restored recycling aid funding levels and the Village will now get $1,000 for providing educational information and materials on recycling at our transfer station. This ongoing grant aid is something the Village has been able to historically rely on because of the type of center we run and the relationship that we continue to have with the Town of Polk.

Other Revenue Sources

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

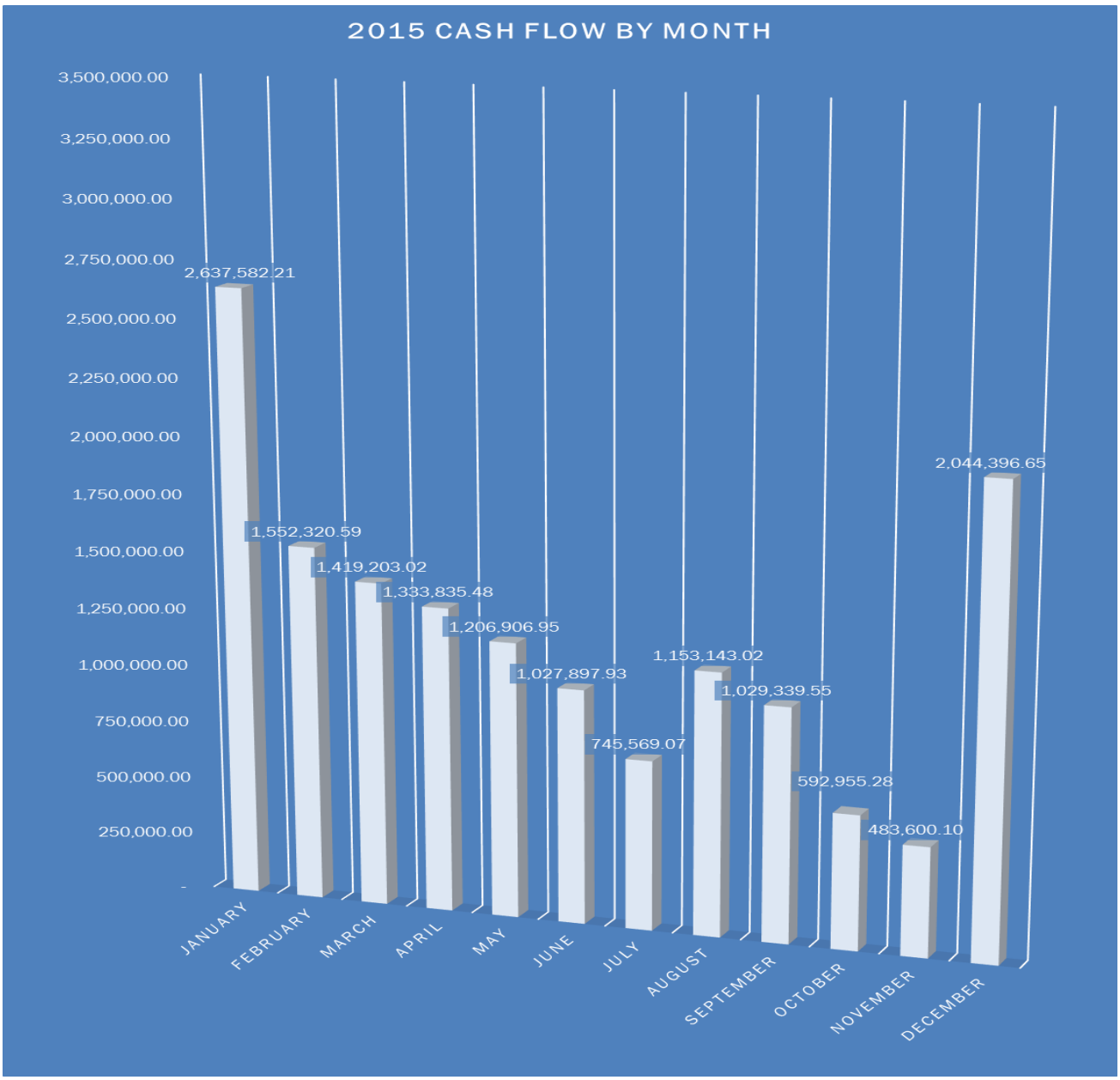




	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Interest Earnings	$8,021.00	$6,605.00	$8,551.00	$10,000.00	$10,000.00
Interest on Special Assessments	$3,621.00	$3,705.00	$3,621.00	$3,700.00	$1,970.00
Interest on Delinquent PP Tax	$87.00	$249.00	$1,016.00	$-	$-

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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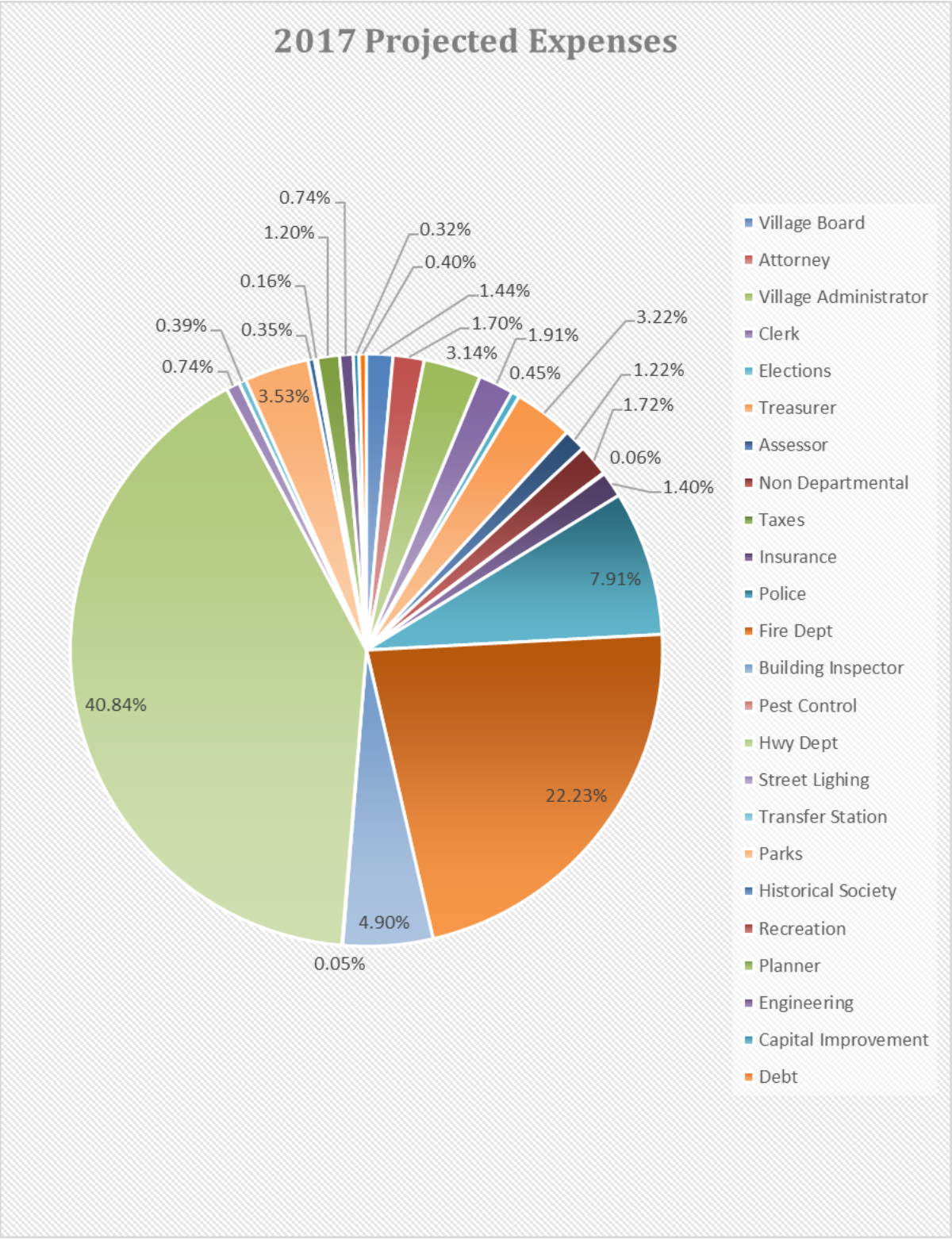
Expenses

Expenses

Combined Statement of Expenditures

FUNCTION	2014	2015	2016	2016	2017	%50
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
VILLAGE BOARD	$43,708	$55,665	$56,262	$29,268	$58,359	3.73%
LEGAL COUNSEL	$74,146	$169,953	$69,000	$33,155	$69,000	0%
VILLAGE ADMINISTRATOR	$91,224	$113,041	$108,543	$55,720	$127,431	17.40%
DEPUTY CLERK	$99,872	$111,321	$115,736	$62,403	$77,406	(33.12%)
ELECTIONS	$32,772	$32,763	$27,688	$15,610	$18,426	(33.45%)
DEPUTY TREASURER	$108,492	$74,932	$78,647	$46,301	$130,636	66.10%
ASSESSOR	$49,194	$47,758	$49,301	$29,314	$49,401	0.20%
NON-DEPARTMENTAL	$68,655	$63,239	$56,600	$37,103	$70,069	23.80
TAXES	$800	$0	$600	$0	$2,446	307.67%
INSURANCE	$48,817	$52,283	$51,773	$63,952	$57,011	10.12%
POLICE SERVICES	$319,808	$311,207	$341,500	$128,794	$321,250	(5.93%)
FIRE PROTECTION	$512,892	$512,309	$3,896,230	$466,110	$903,227	(76.82%)
INSPECTION	$192,579	$199,271	$208,961	$108,428	$199,218	(4.66%)
PEST CONTROL	$3,403	$2,727	$1,718	$1,718	$1,895	10.30%
PUBLIC WORKS	$761,102	$1,459,832	$1,877,064	$609,393	$1,659,201	(11.61)
STREET LIGHTING	$20,666	$20,472	$33,400	$9,722	$30,000	(10.18%)
TRANSFER STATION	$21,789	$19,175	$17,375	$9,021	$16,045	(7.12%)
PARKS	$197,116	$147,604	$134,091	$42,774	$143,221	6.81%
HISTORICAL SOCIETY	$12,962	$12,500	$14,150	$0	$14,150	0%
RECREATION	$6,000	$6,400	$6,400	$0	$6,400	0%
PLANNING	$53,959	$34,197	$38,600	$9,884	$48,952	26.82%
ENGINEERING	$18,234	$67,582	$60,000	$13,254	$30,000	(50%)
CAPITAL IMPROVEMENT PLAN	$429,557	$0	$3,000	$102,086	$13,000	(2100%)
DEBT SERVICE	$16,186	$16,186	$16,186	$16,186	$16,186	0%
TOTAL EXPENDITURES	**$3,183,933**	**$3,529,877**	**$7,262,825**	**$1,890,196**	**$4,062,930**	**(44.06%)**

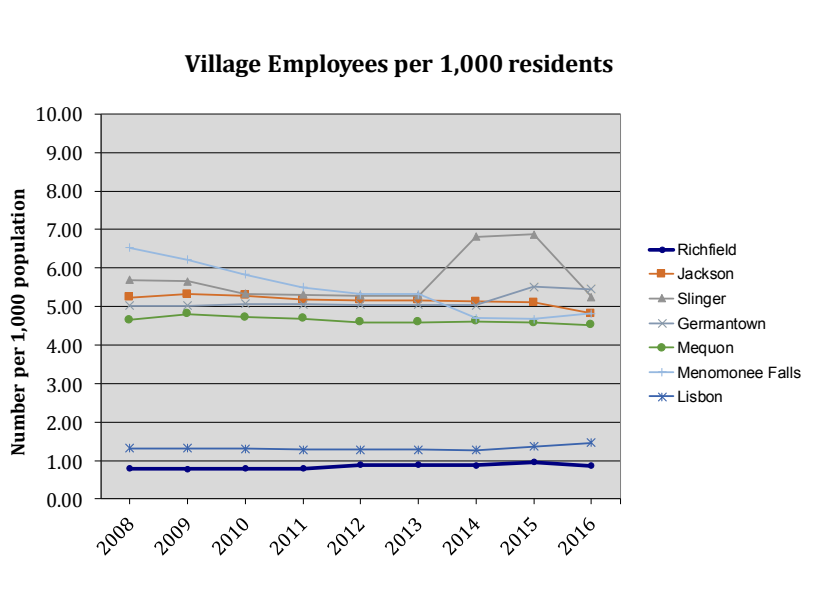
Expenses


2017 Projected Expenses
0.74%
1.20%
0.32%
0.40%
0.16%
1.44%
0.39%
0.35%
1.70%
1.91%
3.22%
3.14%
0.74%
0.45%
1.22%
3.53%
1.72%
0.06%
1.40%
7.91%
40.84%
22.23%
4.90%
0.05%
Village Board
Attorney
Village Administrator
Clerk
Elections
Treasurer
Assessor
Non Departmental
Taxes
Insurance
Police
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

Full–Time Employees

POSITION	START DATE	STATUS
PUBLIC WORKS		
DPW SUPERVISOR	2014	FULL-TIME
HIGHWAY DEPARTMENT	2013	FULL-TIME
HIGHWAY DEPARTMENT	2016	FULL-TIME
PARK DEPARTMENT	1992	
SHOP FOREMAN	1996	FULL-TIME
ADMINISTRATIVE STAFF		
VILLAGE ADMINISTRATOR	2010	FULL-TIME
ADMINISTRATIVE SERVICES COORDINATOR/DEPUTY TREASURER	2012	FULL-TIME
DEPUTY CLERK	2014	FULL-TIME
BUILDING INSPECTOR 1	2005	FULL-TIME
BUILDING INSPECTOR 2	2013	FULL-TIME



Expenditures by Department

Village Board

POSITION	YEAR ELECTED	TERM ENDS
President John Jeffords	2015	2017
Trustee Dan Neu	2016	2018
Trustee Rock Brandner	2015	2017
Trustee Sandy Voss	2015	2017
Trustee Bill Collins	2016	2018

Elected Village Board:

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

Village Board Overview

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 31 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 21 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 nine (9) 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 eight (8) 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 six (6) years as Village Trustee.

The Village Board sets the goals and objectives for the entire organization on a bi-annual basis. The Board oversees and directly reviews the Village Administrator whom they entrust with setting the goals and objectives for the remainder of the Department Head staff at the Village. The goals and objectives for 2017 have been set and can be reviewed as follows within the following pages of this section. The accomplishments of staff in 2016 have also been included for resident review so that they might know what their tax payer dollars are being dedicated to.

The Village Board continues to make themselves available to answer resident questions and concerns. Their contact information can be found on the Village of Richfield website, and they look forward to speaking with any resident about the happenings in the Village.

Village Board

ORDINANCES	
02016-01-01	AN ORDINANCE AMENDING THE VILLAGE'S COMPREHENSIVE PLAN
02016-02-01	AN ORDINANCE TO REZONE A PORTION OF A SUBJECT PAREL 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
02016-03-01	AN ORDINANCE TO AMEND MULTIPLE SECTIONS OF 70.212 OF THE VILLAGE CODE, TITLED "WALKABLE HABLET DISTRICT"
02016-03-02	AN ORDINANCE TO REZONE A PORTION OF A SUBJECT 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
02016-03-03	AN ORDINANCE TO AMEND THE COMPREHENSIVE PLAN AND FUTURE LAND USE MAP RELATED TO THE WALKABLE HAMLET DISTRICT
02016-05-02	AN ORDINANCE TO REZONE A SUBJECT 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
02016-07-01	AN ORDINANCE AMENDING CHAPTER 40. FINANCE AND TAXATION OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE
02016-08-01	AN ORDINANCE AMENDING CHAPTER 118. ANIMALS OF THE VILAGE OF RICHFIELD MUNICIPAL CODE
02016-09-01	AN ORDINANCE TO REZONE SUBJECT PARCELS 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
02016-10-01	AN ORDINANCE AMENDING CHAPTER 70 OF THE VILLAGE CODE OF ORDINANCES RELATING TO LEGAL, NON-CONFORMING STRUCTURES
02016-10-02	AN ORDINANCE TO REZONE A SUBJECT 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
02016-10-03	AN ORDINANCE AMENDING CHAPTER 70 OF THE VILLAGE OF RICHFIELD MUNICIPAL CODE
2016-10-04	AN ORDINANCE TO AMEND THE COMPREHENSIVE PLAN AND FUTURE LAND USE MAP RELATED TO AGRICULTURAL LAND.

RESOLUTIONS	
R2016-04-01	A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO WORK ON BEHALF OF THE VILLAGE OF RICHFIELD TO CARRY OUT THE URBAN FORESTRY GRANT
R2016-04-02	A RESOLUTION AMENDING THE FEE SCHEDULE FOR THE VILLAGE OF RICHFIELD
R2016-05-01	A RESOLUTION HONORING LARRY SCHMITT FOR HIS SERVICE AS A PARK BOARD MEMBER
R2016-05-02	A RESOLUTION TO REQUEST A LOAN FROM THE BOARD OF COMMISSIONERS OF PUBLIC LAND
R2016-06-01	A RESOLUTION ADOPTING THE 2016 BUDGET AMENDMENT
R2016-06-02	A RESOLUTION DESIGNATING DEPOSITORIES AND AUTHORIZING SIGNATURES FOR THE VILLAGE OF RICHFIELD
R2016-07-01	A RESOLUTION HONORING ROB MCDONALD FOR HIS SERVICE TO THE TAXPAYERS OF THE VILLAGE OF RICHFIELD

Village Board Budget

	2014	2015	2016	2016	2017	%
VILLAGE BOARD	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
SALARIES	$29,860	$29,860	$29,860	$14,929	$29,860	0%
STAFF PERFORMANCE INCENTIVES	$0	$10,400	$10,700	0	$10,700	0%
SOCIAL SECURITY	$2,284	$2,284	$2,284	$1,141	$3,103	35.86%
PENSION	$0	$0	$0	$0	$728	100%
DUES AND MEMBERSHIPS	$4,414	$4,321	$4,368	$4,368	$4,538	0%
SEMINARS AND TRAINING	$0	$0	$250	$0	$250	0%
ECONOMIC DEVELOPMENT	$7,150	$8,800	$8,800	$8,830	$9,180	4.32%
TOTAL VILLAGE BOARD	$43,708	$55,665	$56,262	$29,268	$58,359	3.73%

Village Administrator

Assigned Committees and Boards:

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

Village Administrator & Planning and Zoning Administrator
Jim Healy

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

2017 Goals/Objectives:

- Work with UW-Extension of Washington County to reexamine the Village's Strategic Plan and Organizational goals for 2017-2020
- Update 2014 Building Facilities Master Plan to document on-going maintenance history
- Zoning Code Recodification
- Finalize "Official Map" to plan for roadway extensions and improvements
- Work with the Richfield Historical Society to reconstruct the south foundation wall of the Messer/

Mayer Mill

- Revise the Village's Telecommunications Ordinance pursuant to Wisconsin State Statutes
- Revise the Village's Home Occupation Ordinances to reflect recent changes to State Statutes and to ensure those uses remain compatible with the residential character of the neighborhood in which they are located
- Revise the Village's Sign Chapter to more accurately reflect changes in sign technology and to be consistent with recent changes to State Statutes
- Update of the Village Employment Manual
- Update of the new Elected Official Handbook
- Work with local property owners in "Downtown Richfield" on a potential revitalization strategy
- Use of 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
- Incorporate development standards into the Village's Zoning Code and land use division regulations to ensure that development along state highway corridors can co-exist harmoniously with the traffic and noise associated with the roadways
- Work to improve Planning and Zoning Department setup and operations
- Promote Citizen Service via effective and meaning two-way communication with taxpayers, residents, and businesses
- Continue 'Ride Along' program with the Washington County Sheriff's Department
- Actively promote "Manufacturing Month" in October to help raise awareness of our local industries
- Seek out new and improve existing intergovernmental agreements and public/private partnerships to provide efficient, effective and economical citizen service
- Expound upon the results of the 2016 Capital Improvement Program, with specific efforts to include more input from community stakeholders and the refinement of the Village's "affordability index" and vehicle amortization schedule
- Maintain and personify small, responsible and accountable local government
- Work with Dr. Cherkauer to communicate groundwater protection monitoring efforts and the importance of the associated ordinance
- Develop ordinance to require the installation of groundwater test and observation wells to measure "transivity" and "storivity" for each new subdivision development and for commercial/industrial
- Complete long-term facility plan/maintenance schedule for Village Hall and Village DPW Buildings

2016 Accomplishments:

- Significant Ordinances Authored –
- O2016-03-01, an Ordinance to Amend the Walkable Hamlet District
- O2016-07-01, an Ordinance to Amend Ch. 40 Finance and Taxation
- O2016-08-01, an Ordinance to Amend Ch. 118 Animals

Village Administrator

- O2016-10-01, an Ordinance to Amend the A-2, General Agricultural District
- O2016-10-02, an Ordinance to Amend 70.242(F) related to Legal, Non-Conforming Structures
- Planning and Zoning Administration –
- Planned and reviewed six (6) CSM petitions to the Village for land divisions or land combinations
- Planned and reviewed six (6) rezoning petitions
- Lakeview Ridge Subdivision – Final Plat approved
- Bark Lake Estates Subdivision– Revised Developer's Agreement and Deed Restrictions
- Coordinated and oversaw the permitting process for five (5) Conditional Use Permits
- Coordinated and oversaw the permitting process for 11 Site, Building and Plan of Operations for new or existing businesses
- Conceptually reviewed two (2) proposed subdivisions
- Catalogued all of the Village's properties that have been rezoned since September of 2009 for incorporation into a new Village Zoning Map
- Organizational Achievements
- Development of 2017-2021 Capital Improvement Plan
- Development of 2017 Village Budget
- Development of Bark Lake Park Master Plan
- Restructuring of intergovernmental agreements with the Village of Sussex and Slinger for Building Inspection
- Creation of intergovernmental agreement with the Richfield Joint School District No. 1 for snow plowing
- Successful administration of four (4) Elections at Northbrook Church
- Successful coordination with Wisconsin Department of Transportation for STH 175 construction project
- Successful coordination with Village residents for the 2016 Winter Pre-Construction Meetings
- Development of strategic lighting and landscaping plans along STH 175
- Secured a fixed rate loan of 3.5% over 20 years from the State Board of Commissioners of Public Land for the construction of new Richfield Volunteer Fire Company Headquarters
- Assisted with the successful defense of two (2) lawsuits filed against the Village
- Grant Dollars Earned/Honors Received -
- $10,000 WI-DNR Recycling Grant
- $1,000 WI-DNR Recycling Consolidation Grant
- $6,000 WI-DNR Urban Forestry Catastrophic Grant
- Featured speaker at 118th Annual League of Wisconsin Municipalities Conference
- Featured speaker to St. Nobert College Political Science Department students
- Chosen to participate in the Wisconsin Department of Revenue's 2017 Board of Review Training Video

Village Administrator Expenditure Budget

	2014	2015	2016	2016	2017	%
VILLAGE ADMINISTRATOR	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
ADMINISTRATOR SALARY	$66,476	$78,303	$80,800	$40,399	$81,608	1.0%
STAFF PERFORMANCE INCENTIVES	$6,750	$7,233	$0	$0	$0	0%
SOCIAL SECURITY	$4,991	$7,233	$6,181	$2,946	$6,243	1.0%
HEALTH INSURANCE	$7,946	$12,908	$13,279	$9,335	$31,060	133.9%
PENSION	$4,653	$6,546	$5,333	$2,666	$5,550	4.07%
DUES AND MEMBERSHIPS	$86	$305	$250	$0	$270	8.0%
SEMINARS AND TRAINING	$322	$513	$2,700	$374	$2,700	0%
TOTAL VILLAGE ADMINISTRATOR	**$91,224**	**$113,041**	**$108,543**	**$55,720**	**$127,431**	**17.4%**

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Administrative Services Coordinator/ Deputy Treasurer

Assigned Committees and Boards:

Park Board and Capital Improvement Planning Committee

Deputy Treasurer
(Vacant)

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.

Deputy Treasurer

2017 Goals/Objectives:

- Help oversee the creation of the 2017 Village Budget
- Apply for the 2017 GFOA Distinguished Budget Presentation Award
- Continue to improve the Capital Improvement Plan
- Work with the Administrative Intern on additional information needed for inclusion in the plan
- Cross train Office Staff on payroll functions
- Complete a successful Audit preparation
- Work with the DPW Supervisor to update buildings and equipment and all insured items
- Assimilate oneself with front office duties and procedures
- Become a member of MTAW
- Expand one's knowledge and skillsets by pursuing training seminars and/or MTAW or GFOA conferences
- Redo the employee manual, last updated in 2012
- Watch Wisconsin Retirement payroll submission changes and implement those changes successfully
- Work with the Village Administrator to inform the board of funding resources for various changes to be implemented in 2017
- Participate in any hiring procedures and assist with onboarding any new employees
- Assist with a successful transition of duties for any new staff member
- Participate in cross training of duties with various departments
- Attend meetings as needed
- Assist in ensuring that front office staffing is appropriate for day to day operations and needs
- Ensure a successful 2016 and 2017 tax collection season
- Improve efficiency and functions in the Deputy Treasurers office

2016 Accomplishments:

- Worked with the Village Administrator for the creation of the 2016 Village Budget
- Assisted the Village Administrator on securing the Board of Commissioners of Public Lands Loan
- Created "Financial Transparency" section of the Village's website
- Worked with the Village Administrator for the creation of the 2017-2021 CIP
- Assisted the Village President with the Equipment Replacement Plan remake and renewal
- Implemented a new credit card system at Village Hall
- Worked with Waukesha County on the collection of delinquent personal property taxes
- Completed the Heritage Park Master Plan
- Coordinated two (2) Public Workshop Meetings and several park planning meetings with the youth sport organizations
- Worked with the Department of Public Works Supervisor on the installation of several Bark Lake Park improvement projects

Deputy Treasurer

- Worked with the Village Administrator and DPW Supervisor on the creation of the Public Works Operator position
- Worked with the DPW Supervisor to orchestrate a hiring process (formal and informal) for the Public Works Operator position
- Collect all employee information for health insurance renewals/comparisons
- Helped with successful DPW Employee retirement transition
- Oversaw an Information Technology Request for Proposals
- Continued attendance at the Treasurer's Institute held in Green Bay

Deputy Treasurer Expenditure Budget

	2014	2015	2016	2016	2017	%
DEPUTY TREASURER	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
SALARIES	$42,242	$40,400	$46,000	$22,999	$47,476	3.21%
ADMINISTRATIV ASSIS-TANT	$0	$0	$0	$0	$17,984.00	100.0%
TAX ASSISTANT	$26,686	$5,952	$1,290	$470	$13,728	964.19%
INTERN	$0	$0	$0	$0	$13,728	100.0%
SOCIAL SECURITY	$5,537	$3,190	$3,618	$,1751	$7,109	96.49%
HEALTH INSURANCE	$10,294	$4,505	$5,956	$3,119	$7,547	26.71%
PENSION	$4,977	$2,747	$3,036	$1,518	$4,452	46.64%
AUDIT	$13,250	$10,900	$11,000	$12,100	$11,100	.91%
WEIGHTS AND MEASURES	$2,411	$2,400	$2,500	$2,419	$2,500	0%
COMPUTER SUPPORT	$2,075	$2,675	$3,285	$600	$3,010	(8.37)%
DUES AND MEMBERSHIPS	$75	$906	$447	$400	$487	8.95
SEMINARS AND TRAINING	$945	$1,257	$1,515	$925	$1,515	0%
TOTAL	**$108,492**	**$74,932**	**$78,647**	**$46,301**	**$130,636**	**66.1%**

Deputy Clerk

Assigned Committees and Boards:

Board of Review

Deputy Clerk
Laura Johnson

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

2017 Goals and Objectives:

- **Records Transparency:**
- Work with Front Office Assistant Runnells to review all zoning records received from Washington County and develop a filing system within our Section map/Subdivision filing room.
- Continue to train with General Code to enhance the eCode that is currently on the Village website for all residents and general public to use.
- Use: continue to update records on passage of VB,...
- Continue to ensure the Village's website is up to date
- Continue to work collaboratively with Staff, help update,...
- Continue to work to improve organization and management, ...
- Work to develop an "End of Year" report,...
- Work with the Building Inspectors Jaster and Darga, ...
- Work with Administrator Healy and the administrative handling, ...

- **Election:**
- Work with Front Office Assistant Runnells to train in Phase II of the new election software Wisvote (new Wisvote Software was rolled out in 2016)
- Work with all Election Chiefs to develop a checklist to enhance a training checklist as a tool for all back up Chief Inspectors.
- Arrange a meeting with all Election Chiefs to review 2016 elections which were held at Northbrook Church and make any necessary adjustments for the 2017 elections.
- Arrange a meeting with dpw staff to review the 2016 Presidential election which was held at North-

brook Church and note any necessary adjustments for all future elections.

- Create and facilitate a checklist for Voter Registration in regard to all School District Areas within the 36 miles of the Village in accordance to ballot styles.
- Continue to train on the Image Cast Evolution (ICE) election equipment
- Personal/Professional Development:
- Seek training opportunities with WMCA, WEC, Washington County Clerk, etc.

2016 Accomplishments:

- Successfully managed the transition of four (4) elections in 2016 back to the Village's old polling location North Brook Church.
- Completed an emergency backup plan for election day location and procedures.
- Coordinated in office help before the November Presidential election.
- Coordinated with the Washington County Sheriff's Office and Department of Public Works Staff in order to ensure appropriate staffing levels on election day.
- Updated all Election forms and Election Procedures to reflect One Wisconsin Institute decision on August 23, 2016 regarding 2016 New Election Law Changes.
- Updated all Election Day Checklists with the Chief Inspectors to enhance the understanding of the election process.
- Attended a significant number of webinar trainings offered to ensure the Village was up to date on their practices and procedures.
- Completed the 2016 Wisvote software training along with Office Assistant Runnells.
- Completed training with the new Image Cast Evolution (ICE) election equipment along with the 4 Chief Inspectors.
- Worked with the Village Administrator and Board to coordinate the purchase of a new election trailer with saved Capital Improvement Fund money not spent on the election machines.
- Oversaw the 2017 liquor licensing administration and collection of fees.
- Worked with the Village Administrator on several significant liquor licensing issues throughout the year.
- Continue to help prepare information for the Village Board agenda and assist in packet preparation as necessary.
- Coordinated with the Village Administrator on the publication of meeting notices, public hearing notices and any and all other newspaper notices throughout the year.
- Building Inspection Dept.-Continue to update all forms, condensed fee schedule and organize website to aid in answering questions for residents and contractors with the help of the Office Assistant and Intern.

Deputy Clerk Expenditure Budget

	2014	2015	2016	2016	2017	%
DEPUTY CLERK	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
DEPUTY CLERK	$43,778	$46,000	$46,460	$23,229	$47,476	2.19%
PART-TIME ADMINISTRATIVE ASSISSTANT	$15,943	$16,974	$17,809	$8,975	$0	(100.0%)
ADMINISTRATIVE INTERN	$8,298	$12,859	$13,104	$6,147	$0	(100.0%)
SOCIAL SECURITY	$5,062	$5,621	$5,698	$5,698	$3,632	(36.26%)
HEALTH INSURANCE	$17,086	$19,131	$21,599	$11,593	$15,069	(30.23%)
PENSION	$3,031	$3,128	$3,066	$1,533	$3,229	5.32%
WORK PERMITS	$915	$930	$800	$285	$800	0%
ORDINANCE EXPENSE	$2,175	$2,217	$2,000	$1,531	$2,000	0%
CRIMINAL INVESTIGATION	$791	$637	$600	$210	$600	0%
COMPUTER SUPPORT	$0	$753	$800	$0	$800	0%
LEGAL NOTICES AND PRINTING	$1,874	$1,735	$2,200	$973	$2,200	0%
DUES AND MEMBERSHIPS	$235	$247	$200	$65	$200	0%
SEMINARS AND TRAINING	$684	$85	$1,400	$60	$1,400	0%
CAPITAL OUTLAYS	$0	$1,004	$0	$2,104	$0	0%
TOTAL DEPUTY CLERK	**$99,872**	**$111,321**	**$115,736**	**$62,403**	**$77,406**	**(33.12%)**
ELECTION						
POLL WORKERS	$27,211	$27,211	$21,188	$13,732	$12,026	(43.24%)
EQUIPMENT MAINTENANCE	$1,159	$1,159	$1,600	$0	$2,500	56.25%
OFFICE SUPPLIES AND EXPENSES	$4,393	$4,393	$4,900	$1,878	$3,900	(20.41%)
CAPITAL OUTLAY	$9	$0	$0	$0	$0	0%
TOTAL ELECTION	**$32,772**	**$32,763**	**$27,688**	**$15,610**	**$18,426**	**(33.45%)**

Building Inspectors

Assigned Committees and Boards:

Architectural Review Board

Building Inspectors
Joel Jaster & Greg Darga

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

2017 Goals and Objectives:

- Effectively execute role of Building Inspector while working to complete organizational priorities.
- Assist in development of site planning for Richfield Volunteer Fire Company at Heritage Park.
- Work to update and revise departmental information sheets and related permit forms.
- Provide assistance and expertise in development of facility upgrades and expansion.
- Assist in development of Capital Improvement Plan, specifically those projects related to facility maintenance and improvements.
- Assist in maintaining small, responsible and accountable local government.
- Continue to provide consistent and reliable services to the communities of Sussex and Slinger.
- Review and revise existing Building Permit Fee schedule to maintain competitive and fair fees, ensuring users fully fund inspection services.
- Promote citizen service using effective two-way communication tools with residents.
- Work with the Village Administrator to develop Quality Assurance/Quality Control tools, seeking ways to improve Citizen Service. Use existing resources to promote e-services and permitting

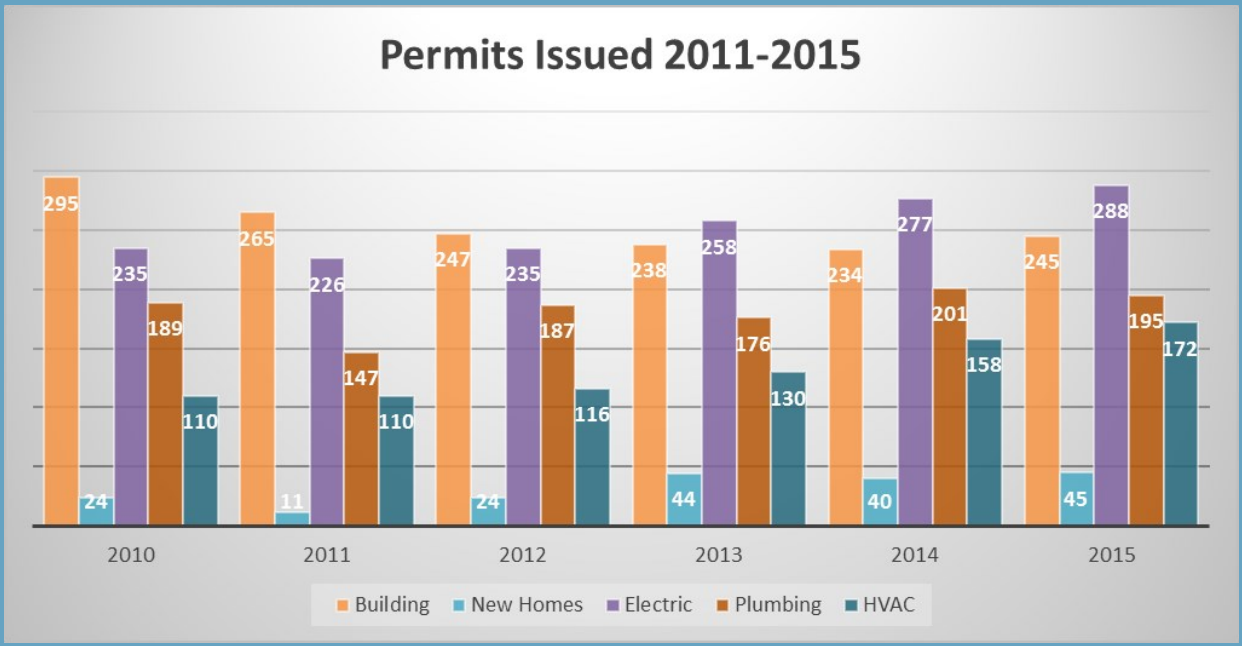
efficiencies which have been implemented in the past several years.

- Work with Administrative Services Coordinator to create bi-monthly newsletter updates that are both seasonal and timely.
- Develop and improve administrative tools to improve efficiency and effectiveness.
- Work with Village Administrator towards the development of a revised and updated sign code.
- Assist in zoning code recodification process, typing practical administration to theoretical application.
- Cross-train key Staff members on permit processing to assist in citizen service.
- Continue to develop professionally
- Seek out opportunities to participate in your professional organization.

2016 Accomplishments:

- Attended several continuing education seminars throughout the year including the Building Inspectors Institute in April.
- Assisted in the design of the Sussex office space to ensure appropriate room in the new building.
- Inspectors collaborated daily on inspection procedures and policies for the purpose of being consistent in all three communities.
- Collaborated with Richfield office staff to create informational brochures for several types of common building projects.
- Coordinated inspections outside of regularly scheduled hours to meet increased work load being experienced in Richfield and contracted communities.
- Maintained a 7-10 day turnaround for plan review.
- Serve as a main point of contact for all resident and contractor questions related to building projects.
- Created a plan to efficiently balance mileage on leased vehicles to remain within annual mileage limits.
- Processed and conducted inspections for an increased number of permits Richfield and contracted communities.
- Oversaw the various inspections for the new Richfield Volunteer Fire Company Station #2.
- Oversaw the Architectural Review Board, and attended meetings as necessary.
- Worked with the Village Administrator on a new zoning map.
- Worked with the Village Administrator on several planning and zoning issues to ensure compliance with Village codes and ordinances.
- Successfully managed the Slinger, Sussex and Richfield intergovernmental agreement and in 2016 a new five (5) year contract was signed.
- As the economic conditions continue to improve so do construction projects in all three (3) Villages the increase in workload will continue to be something the Inspectors need to manage appropriately in order to ensure the success of the intergovernmental agreement.

Building Inspectors



	2014	2015	2016	2016	2017	%
INSPECTION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
BUILDING INSPECTOR	$120,925	$125,372	$130,161	$64,580	$131,454	.99%
SOCIAL SECURITY	$8,983	$9,227	$9,957	$4,695	$10,057	1.0%
HEALTH INSURANCE	$37,115	$39,726	$41,537	$27,185	$30,137	(27.45%)
PENSION	$8,587	$8,816	$8,525	$4,262	$8,871	4.06%
CELL PHONE	$1,751	$1,976	$1,800	$626	$1,800	0%
EQUIPMENT MAINTENANCE	$0	$0	$600	$0	$600	0%
COMPUTER SUPPORT	$0	$0	$500	$0	$500	0%
DUES AND MEMBERSHIPS	$975	$522	$1,100	$0	$1,100	0%
SEMINARS AND TRAINING	$980	$1,275	$1,600	$410	$1,600	0%
HOUSE NUMBERS	$278	$0	$200	$0	$200	0%
FUELS/PETROLEUM PRODUCTS	$2,997	$2,171	$3,764	$881	$3,764	0%
STATE SEALS	$1,222	$1,420	$600	$663	$600	0%
CAPITAL OUTLAYS	$8,766	$8,766	$8,617	$5,126	$8,535	(0.95%)
TOTAL INSPECTION	**$192,579**	**$199,271**	**$208,961**	**$108,428**	**$199,218**	**(4.66%)**

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

2017 Goals and Objectives:

- Create a new table of organization for the DPW, outlining the roles and responsibilities of each position.
  - Address staffing deficiencies
  - Modification to titles to acknowledge skillset
  - Compensation
- Re-work employee manual to make applicable to rules and operations today.

Public Works and Highway

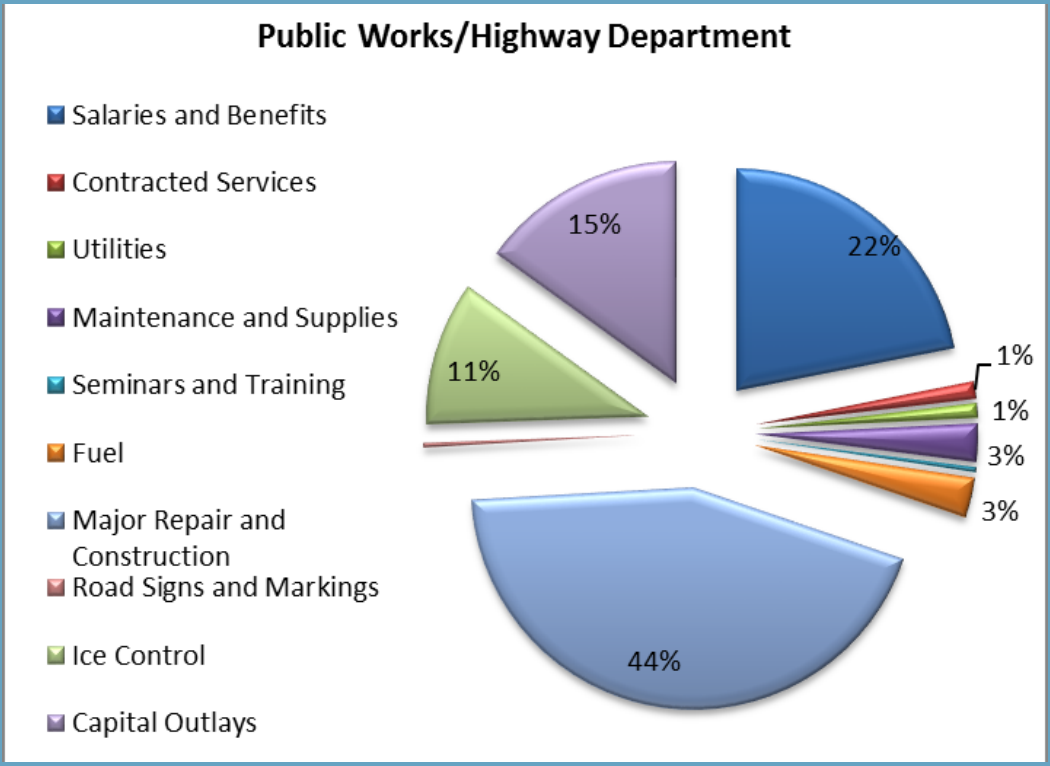
- Fully implement an "On Call Management" System during winter operations.
- With completion of APWA PWSA, Continue with PWMI.
- Create an actual training program for Brett for as an Operator.
- Integrate new equipment needs into current CIP.
- Develop further "In House" maintenance programs that have historically been subcontracted out.
  - Crack Fill
  - Spray Patch
  - Misc. Roadwork
  - NEW Field 8
  - Improvements to Field 4 & 5
  - Spraying
- Utilize LTE for summer Parks operations.
- Provide additional training (at least one session per employee) pertinent to their position.
- Redesign Transfer Station operations.
- Establish better relations with DPW Staff, VH Staff and other Outside entities that regularly work with VOR DPW.
- Attempt to reach out to neighboring townships and Villages to create some sort of communal aide plan/program.
- Begin Catch Basin/Storm Sewer Structure identification, inspection, cleaning and reporting.
- Once completed, create/implement long term inspection/maintenance plan.
- Develop and oversee a building maintenance plan for the DPW shop.

2016 Accomplishments:

- Coordinated and implemented 2016 Crack sealing in cooperation with the WCHD, utilizing DPW staff for a cost savings to VOR residents
- Implement new LTE employee to assist Parks Staff in summer months
- Delivered a 2016 Patrol truck prior to the 16/17 snow season
- Continued to evaluate and tune the CIP equipment replacement program to be more optimal and efficient
- Completed the APWA Public Works Supervisor Academy (PWSA)
- Continued year 2 of the brush grinding contract (at an annual savings of $4500 verses previous years)
- Works with Deputy Clerk to coordinated multiple elections, including 16' Presidential Election
- Provided prompt service to Village residents
- Obtained new rubber tire excavator to complete many projects "in house" where outside contractors would be needed.
  - Ditching
  - Culverts

- ◊ Excavations
- ◊ Playground installation
- ◊ Tree removals
- ◊ Storm Clean up

- Excavator also assisted in making DPW operations more efficient
- Installed new Playground Feature in Bark Lake Park (IN HOUSE!)
- Training for DPE Staff
- Developed improved turf maintenance program
- Worked with RYBSA, Rockets and RSC for tournament and league play
- Overseen 2016 HIP
- Hired new FTE Equipment operator
- Implemented new agreement for snow plowing with School Dist.
- Modified Uniform policy to follow new PPE regulations
- Assisted VH staff as needed
- Utilized old asphalt pile in Heritage Park by crushing, making material usable for shouldering road ROW
  - ◊ Over 20 miles of road done, plus other misc. washout areas.
- Worked with Parade committee for Richfield Days
- Worked with WisDOT regarding STH 175 construction
- Worked with VH staff to implement budget



Public Works and Highway

Public Works Expenditure Budget

HIGHWAY DEPARTMENT	2014 ACTUAL	2015 ACTUAL	2016 BUDGET	2016 AS OF 6/30	2017 BUDGET	% CHANGE
SALARIES	$181,733	$207,488	$219,458	$113,020	$207,742	(5.34%)
WAGES PART-TIME	$18,810	$7,373	$22,342	$5,781	$36,439	63.10%
OVERTIME	$7,006	$5,708	$9,455	$4,863	$8,336	(11.84%)
SOCIAL SECURITY	$15,379	$16,987	$19,221	$9,057	$19,285	0.33%
HEALTH INSURANCE	$53,838	$49,456	$74,018	$41,031	$77,188	4.28%
PENSION	$13,338	$15,226	$15,108	$7,902	$14,665	(2.93%)
EMPLOYEE TESTING	$487	$294	$650	$194	$650	0%
CONTRACTED SERVICES	$20,807	$25,371	$26,000	$4,936	$21,000	(19.23%)
HEAT	$14,409	$7,720	$7,550	$7,756	$7,550	0%
ELECTRICITY	$6,817	$7,319	$8,000	$1,191	$8,000	0%
TELEPHONE	$1,388	$1,826	$900	$801	$1,900	111.11%
BLDG MAINT/JANITORIAL SERVICES	$6,285	$1,671	$3,250	$1,560	$3,250	0%
SEMINARS AND TRAINING	$264	$1,120	$2,075	$600	$2,075	0%
SAFETY TRAINING	$1,682	$590	$3,450	$528	$3,450	0%
ENGINEERING SERVICES	$42,547	$31,926	$20,000	$24,310	$30,000	50.0%
SUPPLIES/EXPENSES	$73,111	$55,228	$41,876	$14,257	$41,876	0%
FUELS/PETROLEUM PRODUCTS	$51,369	$35,634	$53,130	$17,596	$48,130	(9.41%)
MAJOR REPAIR AND CONSTRUCTION	$49,175	$790,368	$757,760	$0	$698,114	(7.87%)
ROAD SIGNS AND MARKINGS	$5,053	$3,272	$5,500	$3,550	$5,500	0%
ICE CONTROL	$191,802	$162,493	$174,000	$171,240	$174,000	0%
CAPITAL OUTLAYS	$5,802	$32,762	$413,321	$179,220	$250,051	(39.5%)
TOTAL HIGHWAY DEPARTMENT	**$761,102**	**$1,459,832**	**$1,877,064**	**$609,393**	**$1,659,201**	**(11.61%)**

Street Lighting Expenditure Budget

	2014	2015	2016	2016	2017	%
STREET LIGHTING	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
STREET LIGHTS	$20,666	$20,472	$33,400	$9,722	$30,000	(10.18%)
TOTAL STREET LIGHTS	**$20,666**	**$20,472**	**$33,400**	**$9,722**	**$30,000**	**(10.18%)**

Transfer Station Expenditure Budget

	2014	2015	2016	2016	2017	%
TRANSFER STATION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$6,030	$6,310	$5,874	$3,084	$5,874	0%
SOCIAL SECURITY	$461	$483	$449	$235	$449	0%
WASTE DISPOSAL	$7,018	$8,249	$3,552	$3,862	$4,722	33.78%
SUPPLIES AND EXPENSE	$0	$110	$0	$22	$0	0%
FUELS	$354	$340	$0	$185	$0	0%
RECYCLING EXPENSES	$7,926	$3,683	$7,500	$1,633	$5,000	(33.33%)
TOTAL TRANSFER STATION	**$21,789**	**$19,175**	**$17,375**	**$9,021**	**$16,045**	**(7.12%)**

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" since 2015.

In 2015, the Village had hoped 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. This project was not able to be completed in 2015 and the Village hopes to continue moving forward with this project for a potential release in 2017.

Some of the additional planning responsibilities have been taken on by the Administrative Services Coordinator in regards to additional Master Planning for the Parks in the Village. The Administrative Services Coordinator submitted her resignation in 2016, and the Village Board and Administrator may consider a reorganization in 2017 in order to account for the void in both the Deputy Treasurer and Planning Departments.

	2014	2015	2016	2016	2017	%
PLANNING AND ZONING	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ASSISTANT TO THE ADMINISTRATOR	$1,697	$0	$0	$0	$0	0%
ARCHITECTURAL REVIEW BOARD	$1,380	$570	$1,350	$570	$1,350	0%
PLAN COMMISSION	$2,310	$1,290	$2,250	$960	$2,250	0%
ZONING APPEALS BOARD	$0	$960	$1,000	$120	$1,000	0%
SOCIAL SECURITY	$408	$216	$0	$126	$352	100%
HEALTH INSURANCE	$3,134	$0	$0	$0	$0	0%
PENSION	$119	$0	$0	$0	$0	0%
CONSULTING SERVICES	$29,830	$14,187	$20,000	$3,948	$30,000	50%
DUES AND MEMBERSHIPS	$0	$0	$0	$0	$0	0%
SEMINARS AND TRAINING	$20	$0	$0	$0	$0	0%
MILEAGE	$0	$0	$0	$0	$0	0%
PROFESSIONAL SERVICES	$15,061	$16,974	$14,000	$4,160	$14,000	0%
CAPITAL OUTLAYS	$0	$0	$0	$0	$0	0%
TOTAL PLANNING AND ZONING	**$53,959**	**$34,197**	**$38,600**	**$9,884**	**$48,952**	**26.82%**

Non-Departmental Expenditures

Non-Departmental Expenditure Budget

The Village's non-department expenses are those regular expenses incurred by utilizing Village Hall for it's administrative functions. Heat, electricity, telephone, janitor are all regular building expenses that are not necessarily the result of one department vs. another but the entire Village Staff as a whole. For this reason these expenses are lump summed to make reporting easier.

Additional items included under this category is postage for the Village's Bi-Monthly Newsletter. While the advertisements in the newsletter pays for the printing of it, and the Village does receive some monies from a shared revenue agreement with Liturgical Publications for advertisement the Village is still responsible for the regular Bi-Monthly postage.

Computer support continues to be listed under this category as well. In leu of an IT Director as larger municipalites might have the Village utilizes OnTech for Quarterly Support and updates as well as regular ongoing maintenance issues. Technology has become a vital part of doing business with residents at Village Hall and the cost of support each year is critical.

	2014	2015	2016	2016	2017	%
NON-DEPARTMENTAL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF6/30**	**BUDGET**	**CHANGE**
HEAT	$4,054	$3,044	$5,000	$2,204	$5,000	0%
ELECTRICITY	$8,565	$9,507	$8,800	$4,826	$9,000	2.27%
TELEPHONE/BROADBAND CONNECTION	$5,743	$5,991	$5,400	$2,407	$5,400	0%
JANITOR	$4,539	$6,408	$6,408	$2,670	$6,500	1.44%
BUILDING MAINTENANCE	$11,965	$684	$1,000	$135	$2,000	100%
EQUIPMENT MAINTENANCE	$5,126	$4,584	$3,000	$4,311	$9,172	205.73%
WEBSITE	$1,185	$4,772	$4,500	$5,003	$5,000	11.11%
COMPUTER SUPPORT	$6,866	$6,048	$6,842	$6,821	$10,992	60.65%
POSTAGE	$7,092	$6,932	$3,200	$1,340	$3,200	0%
NEWSLETTER	$5,474	$5,634	$5,500	$3,249	$6,000	9.09%
SUPPLIES AND EXPENSES	$7,716	$9,088	$6,300	$4,048	$7,155	13.57%
FUELS/PETROLEUM PRODUCTS	$330	$547	$650	$89	$650	0%
TOTAL NON-DEPARTMENTAL	**$68,655**	**$63,239**	**$56,600**	**$37,103**	**$70,069**	**23.8%**

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

	2014	2015	2016	2016	2017	%
LEGAL COUNSEL	**ACTUAL**		**BUGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ATTORNEY	$74,146	$169,953	$69,000	$33,155	$69,000	0%
TOTAL LEGAL	**$74,146**	**$169,953**	**$69,000**	**$33,155**	**$69,000**	**0%**

Engineering Services
Year in Review

- The Village contracts with two (2) main engineering firms:
- Kunkel Engineering whom oversees the Village's Highway Improvement Plan and developer reviews
- Cedar Corporation whom assists the Village with Park Planning Initiatives

Engineering Services Budget

	2014	2015	2016	2016	2017	%
ENGINEERING	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
DEVELOPMENT REVIEW AND INSPECTION SERVICES	$7,536	$0	$10,000	$6,677	$10,000	0%
ENGINEERING SERVICES	$10,698	$44,376	$5,000	$622	$5,000	0%
MATCHING GRANTS	$0	$23,206	$45,000	$5,955	$15,000	(66.67%)
TOTAL ENGINEERING	**$18,234**	**$67,582**	**$60,000**	**$13,254**	**$30,000**	**(50.0%)**

Contracted Village Services

Assessor
Year in Review
ASSESSOR'S UPDATE 10/20/2016

We are pleased to report that Associated Appraisal's 2016 assessment work has been successfully completed and we will soon be moving into the next assessment cycle for 2017.

According to the Department of Revenue, the total value of all taxable property in the Village of Richfield has increased from $1.51 billion to $1.55 billion, or about 2.5%, from 2015 to 2016. This increase reflects a continued upward trend in market value and new construction in the Village.

Over the past four years, the assessor has been working on a six-year project to physically visit all properties in the Village and update all property records. We are pleased to report that we have had another successful year and the project is well underway towards accomplishing our objectives within the established timelines.

Our assessment staff visited approximately 1,320 properties during our fieldwork this year. We are planning to resume field inspections around the end of the year. As always during our field inspection cycle, we will be notifying property owners in advance that an assessor will be visiting their property. If no one is home at the time of the visit, we will leave a doorhanger on the main entrance with instructions on how to call for an appointment. Our staff will be carrying photo ID tags and driving red fleet vehicles, clearly displaying our company name, so that we are clearly recognizable. We will be courteous and professional in our communications with all property owners.

The following is a summary of the tasks completed for the 2016 assessment cycle:

- Completed 1,320 property inspections in the field, verified and corrected property records, and adjusted values as necessary.
- Revalued 100% of the Village's business Personal Property assessments.
- Entered building permit data into Market Drive software for each parcel that was issued a building permit in the 2015 calendar year.
- Reviewed all sales of real estate from 2015 within the Village 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 2016.
- 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.
- 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 all properties whose assessments have changed.
- Conducted Open Book meetings on June 28th in afternoon and evening.
- Finalized all assessments at the Board of Review on July 19th, with no formal objections to be heard by the board.

This year, we are expecting the general level of assessment in the Village to fall slightly below 100%. Therefore, in line with the upward trend in market value, it is likely that assessments will increase by a few percent again next year.

Looking ahead, we are planning to resume our field inspections around the end of the year and continue through the winter. As always, we will continue to respond to phone inquiries by property owners, as well as requests for information from realtors and appraisers.

It is a pleasure working with the Village staff and we look forward to continuing our positive working relationship with the Village of Richfield and its residents. For questions or comments I can be reached at by phone at 800-721-4157 or by email at deanp.apraz@gmail.com.
Thank you!

Dean W. Peters
Director of Project Management
Associated Appraisal Consultants, Inc.

Assessor Budget

	2014	2015	2016	2016	2017	%
ASSESSOR	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
BOARD OF REVIEW	$327	$240	$275	$0	$275	0.00%
CONTRACT SERVICES	$47,500	$47,500	$47,500	$27,708	$47,500	0.00%
SOCIAL SECURITY	$0	18	$26	$0	$26	0.00%
STATE ASSESSING COSTS	$1,367	$0	$1,500	$1,606	$1,600	6.67%
TOTAL ASSESSOR	**$49,194**	**$47,758**	**$49,301**	**$29,314**	**$49,401**	**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

	2014	2015	2016	2016	2017	%
	ACTUAL	ACTUAL	BUDGET	AS OF 6/30	BUDGET	CHANGE
WASHINGTON COUNTY CONTRACT	$311,103	$304,068	$331,500	$126,470	$311,250	(6.11%)
FUEL/PETROLEUM PRODUCTS	$8,705	$7,139	$10,000	$2,324	$10,000	0%
TOTAL POLICE SERVICES	**$319,808**	**$311,207**	**$341,500**	**$128,794**	**$321,250**	**(5.93%)**

Pest Control Expenditure Budget

The Village of Richfield Pest Control expenditure budget accounts for the annual contract the Village continues to maintain with the Washington County Humane Society. The amount charged to the Village is based on the number of animals handled for the most recent full calendar year of 2014, as well as Humane Officer services.

2015 Animal Re-cap	
Surr-Cats	27
Stray Cats Delivered	41
Stray Cats Picked Up	4
TNR—Cats	16
BB—Cats	9
Total Cats	**97**
Surr—Dogs	13
Stray Dogs Delivered	8
Stray Dogs Picked Up	4
Total Dogs	**25**
Other Stray	6
Other Surr	6
Other Wildlife	9
Total Other	**21**
Total	**143**

	2014	2015	2016	2016	2017	%
PEST CONTROL	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
ANIMAL CONTROL CONTRACT	$3,403	$2,727	$1,718	$1,718	$1,895	10.3%
TOTAL PEST CONTROL	**$3,403**	**$2,727**	**$1,718**	**$1,718**	**$1,895**	**10.3%**

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

	2014	2015	2016	2016	2017	%
FIRE PROTECTION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
RICHFIELD FIRE COMPANY	$456,908	$463,624	$472,391	$236,195	$482,049	2.04%
RICHFIELD INSURANCE DUES	$55,634	$48,485	$48,485	$0	$53,472	10.29%
FIRE INSPECTION FEES	$350	$200	$0	$0	$0	0%
FUELS/PETROLEUM	$0	$0	$0	$0	$0	0%
CAPITAL OUTLAYS	$0	$0	$3,375,354	$229,915	$367,706	(89.11%)
TOTAL FIRE PROTECTION	**$512,892**	**$512,309**	**$3,896,230**	**$466,110**	**$903,227**	**(76.82%)**

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
2015	103	421	524
2014	89	373	462
2013	78	356	434
2012	97	425	522
2011	74	378	452
2010	114	373	487

2016 Richfield Volunteer Fire Company Board of Directors

MEMBER-POSITION	TERM	YEAR ELECTED	TERM ENDS
Dan Neu President	2 Years	2014	2016
Terry Kohl Chief	2 Years	2015	2017
Jeff Pagel Assistant Chief	2 Years	2014	2016
Don Leninger Secretary	2 Years	2014	2016
Sue Schmitt Treasurer	2 Years	2015	2017
Larry Schmitt Vice President	2 Years	2015	2017
John Schmitz Director	3 Years	2015	2018
Darren Becker Director	3 Years	2015	2018
John Hauser Director	3 Years	2013	2016
Jim Schmitz Director	3 Years	2013	2016
Rich Storms Director	3 Years	2014	2017

Community Culture and Leisure

Parks

Richfield Historical Park

Parks Expenditure Budget

	2014	2015	2016	2016	2017	%
PARK	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
SALARIES	$42,098	$46,622	$45,125,	$22,099	$45,567	0.98%
PARK COMMISSION	$960	$780	$1,260	$510	$1260	0%
WAGES PART-TIME	$26,715	$27,094	$28,679	$116	$32,434	13.09%
SOCIAL SECURITY	$5,285	$5,605	$5,747	$2,814	$6,064	5.52%
HEALTH INSURANCE	$4,199	$7,844	$9,432	$5,424	$7,547	(19.99%)
PENSION	$4,463	$4,991	$4,562	$2,318	$4,848	6.27%
ELECTRICITY	2,665	$2,433	$2,200	$934	$2,200	0%
EQUIPMENT MAINTENANCE	$1,533	$2,395	$3,000	$1,299	$3,000	0%
GROUNDS MAINTENANCE	$8,275	$6,956	$3,000	$2,739	$3,000	0%
PARK BEAUTIFICATION	$0	$0	$0	$0	$2,875	100%
SUPPLIES AND EXPENSES	$1,147	$2,508	$1,000	$901	$2,000	100%
FUELS	$6,198	$4,009	$2,500	$924	$1,500	(40.0%)
FERTILIZER AND WEED CONTROL	$3,121	$2,163	$3,500	$0	$5,000	42.86%
METROS AND LIQUID WASTE DISPOSAL	$6,718	$7,071	$4,086	$2,696	$4,926	20.56%
CAPITAL OUTLAYS	$1,426	$0	$20,000	$0	$21,000	5.0%
BARK LAKE BOAT LAUNCH	$82,313	$26,593	$0	$0	$0	0%
TOTAL PARKS	**$197,116**	**$147,064**	**$134,091**	**$42,774**	**$143,221**	**6.81%**

Community Culture and Leisure

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.

	2014	2015	2016	2016	2017	%
HISTORICAL SOCIETY	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
MILL PARK ELECTRICITY	$462	$0	$650	$0	$650	0%
MILL FOUNDATION CONSULTING	$0	$0	$1,000	$0	$1,000	0%
MILL FOUNDATION CONTINGENCY	$12,500	$12,500	$12,500	$0	$12,500	0%
TOTAL HISTORICAL SOCIETY	**$12,962**	**$12,500**	**$14,150**	**$0**	**$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 relatively stable with only a minimal cost increase due to increased shipping costs.

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.

	2014	2015	2016	2016	2017	%
RECREATION	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
RICHFIELD DAYS FIREWORKS	$6,000	$6,400	$6,400	$0	$6,400	0%
TOTAL RECREATION	**$6,000**	**$6,400**	**$6,400**	**$0**	**$6,400**	**0%**

Taxes, Debt Service and Long-Term Obligations

Taxes Debt Service

The Village of Richfield currently has three (3) outstanding loan obligations. Two (2) of the three (3) loans are specially assessed loans the Village has taken out for residents of the Village of Richfield. The loans were for completed road construction on South Shore and Riverview Drive and those residents who agreed to pay for the road construction are specially assessed for this debt. The final Park Land loan is paid for out of Park Impact Fee's on new construction in the Village.

	2014	2015	2016	2016	2017	%
TAXES	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
TAXES	$800	$0	$600	$0	$2,446	307.67%
TOTAL TAXES	**$800**	**$0**	**$600**	**$0**	**$2,446**	**307.67%**

	2014	2015	2016	2016	2017	%
DEBT SERVICE	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
PRINCIPAL						
RIVERVIEW	$10,578	$10,578	$10,578	$10,578	$12,325	16.52%
SOUTH SHORE	$1,108	$1,108	$1,108	$1,108	$1,891	70.67%
INTEREST						
RIVERVIEW	$3,605	$3,605	$3,605	$3,605	$1,858	(48.46%)
SOUTH SHORE	$895	$895	$895	$895	$112	(87.49%)
TOTAL DEBT SERVICE	**$16,186**	**$16,186**	**$16,186**	**$16,186**	**$16,186**	**0%**

VILLAGE OF RICHFIELD: DEBT SERVICE LOAN AMOUNTS

YEAR	PROJECT	LOAN YEARS	INTEREST	BORROWED AMOUNT	BALANCE	FINANCIAL SOURCE
2007	Riverview Drive	15 Years	5.5%	$134,225	$37,453	Special Assessment (18) Residents
2008	South Shore	20 Years	4.75%	$24,326	$16,576	Special Assessment (3) Residents
2007	Park Land	10 Years	5%	$219,225	$58,006	Park Impact Fees

Taxes, Debt Service and Long-Term Obligations

2015 Long-Term Debt

At the end of the current fiscal year, the Village has total debt outstanding of $118,386. The full amount comprises debt backed by the full faith and credit of the Village.

Debt Limit	$75,610,240
Deduct long-term debt applicable to debt margin	$118,386
Remaining Margin of Indebtedness Available	**$75,491,854**

2015 Investments

The Local Government Investment Pool, an external investment pool operates as a joint venture under Section 66.0301 of the Wisconsin Statutes. Membership in the joint venture is limited to school districts, technical colleges and municipalities in Wisconsin. The governing body, the Board of Commissioners, is elected by the membership.

The Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission and does not publish credit quality ratings. An investment in the Fund is not a deposit with any bank and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the United States Government, any state governmental agency or the Fund. Upon demand, cash can be withdrawn with interest from the Local Government Investment Pool. Investments in the Local Government Investment pool are valued at fair value.
The balance in the Local Government Investment Pool at December 31, 2015 was $12,085,026. Of this amount approximately $7,178,073 is invested in U.S. Treasuries within the pool. The balance is invested in commercial paper within the pool is not insured. In the event of a credit default loss, the participants in the pool would bear the loss on the uninsured commercial paper.

As of December 31, 2015 the Village had the following investments:

INVESTMENT	MATURITIES	FAIR VALUE
Local Government Investment Pool	0 Days	$12,085,026

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, 2015, 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, 2015 the bank balance of cash was $3,108,267. The Village maintains its cash accounts at three 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.

Deposits in the credit union are insured by the National Cred Union Share Insurance Fund (NSUSIF). NCUA's standard maximum share insurance amount is $250,000.

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, 2015, 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, 2016:

Fully Insured Deposits	$1,250,000
Collateralized with Securities held by the Pledging Financial Institution not in the Village's name	$1,846,583
Uncollateralized	$11,684
Total	**$3,108,267**

Utility District

Richfield Utility District

RICHFIELD UTILITY DISTRICT	2014	2015	2016	2017	%
REVENUES	**ACTUAL**	**ACTUAL**	**BUDGET**	**BUDGET**	**CHANGE**
SPECIAL CHARGE/ PROPERTY TAX	$3,375	$3,375	$3,436	$3,436	0%
INTEREST	$0	$0	$0	$0	0%
TOTAL REVENUES	$3,375	$3,375	$3,436	$3,436	0%
EXPENDITURES					
STREET LIGHTING	$3,375	$3,375	$3,436	$3,436	0%
TOTAL EXPENDITURES	**$3,375**	**$3,375**	**$3,436**	**$3,436**	**0%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**$0**	**0%**

Richfield Utility District #2

RICHFIELD UTILITY DISTRICT #2	2014	2015	2016	2017	%
SPECIAL REVENUE FUND	**ACTUAL**	**ACTUAL**	**BUDGET**	**BUDGET**	**CHANGE**
REVENUES					
SPECIAL CHARGE/PROPERTY TAX	$1,370	$1,370	$1,448	$1,448	0%
INTEREST	$0	$0	$0	$0	0%
TOTAL REVENUES	**$1,370**	**$1,370**	**$1,448**	**$1,448**	**0%**
EXPENDITURES					
STREET LIGHTING	$1,370	$1,448	$1,448	$1,448	0%
TOTAL EXPENDITURES	**$1,370**	**$1,448**	**$1,448**	**$1,448**	**0%**
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	**$0**	**$0**	**$0**	**$0**	**0%**

Bark Lake Utility District

BARK LAKE UTILITY DISTRICT	2014	2015	2016	2017	%
SPECIAL REVENUE FUND	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE
REVENUES					
SPECIAL CHARGE/PROPERTY TAX	$2,622	$2,622.00	$2,652	$2,652	
INTEREST INCOME	$0	$0	$0	$0	
TOTAL REVENUES	$2,622		$2,652	$2,652	
EXPENDITURES					
STREET LIGHTING	$2,622		$2,652	$2,652	
TOTAL EXPENDITURES	$2,622		$2,652	$2,652	
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	$0		$0	$0	

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
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
28	IHC, INTERNATIONAL PLOW TRUCK	2016	$150,000	$24,252
	OSHKOSH V PLOW, WING, DUMP BODY	1962	$150,000	$4,920
	OSHKOSH P2427 V PLOW, WING, DUMP BODY	1971	$150,000	$8,515
	TOTALS		**$2,116,360**	**$1,409,532**

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
WHEEL EXCAVATOR	2016	1	$130,000	$126,000
EQUIPMENT TRAILER	2008	1	$2,200	$1,525
MTI TRAILER	2016	1	$2,685	$3,000
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			**$643,840**	**$546,285**

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

Assets

Insurance Budget

	2014	2015	2016	2016	2017	%
INSURANCE	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
WORKER'S COMPENSATION	$21,257	$18,861	$24,425	$34,584	$27,003	10.55%
PROPERTY INSURANCE	$0	$10,006	$4,706	$7,343	$6,746	43.35%
PUBLIC OFFICIAL LIABILITY	$931	$981	$931	$956	$976	4.83%
LIABILITY INSURANCE	$26,579	$21,517	$9,660	$21,069	$10,002	3.54%
VEHICLE INSURANCE	$0	$918	$12,001	$0	$12,234	1.94%
EMPLOYEE BONDS	$50	0	$50	$0	$50	0%
TOTAL INSURANCE	**$48,817**	**$52,283**	**$51,773**	**$63,952**	**$57,011**	**10.12%**

Worker's Compensation	Law Enforcement
Property Insurance	Public Official Liability
Boiler and Machinery	**Vehicle Insurance**
Buildings and Personal Property	Automobile Liability
Public Official Liability	Auto Physical Damage
Crime	Contractors Equipment
Liability Insurance	**Employee Bonds**
General Liability	Public Official Bond

The Village of Richfield is insured through the League of Wisconsin Municipalities Mutual Insurance (LWMMI). Previously the Village was also insured by the Local Government Property Insurance Fund (LGPIF). Starting 12/31/2015 the Village will move it's property and contractors equipment to the newly created Municipal Property Insurance Company (MPIC) in order to avoid massive increases LGPIF clients will be paying.

2015 LWMMI Annual Report to Policy Holders

As Yogi Berra said "You don't have to swing hard to hit a home run. If you got the timing, it'll go!"

Well LWMMI hit a home run in 2015 by partnering with Cities and Villages Municipal Insurance Company and Wisconsin Municipal Mutual Insurance Company to create a new insurer—Municipal Property Insurance Company (MPIC). With the changes announced in February affecting the Local Government Property Insurance Fund, MPIC was created to provide an alternative property insurance company for Wisconsin Municipalities. MPIC started insuring Municipalities last September and currently over 310 Cities, Villages and Counties, with insured values of over $14 billion dollars, have placed their trust in MPIC. Truly a remarkable feat, a "home run", both in timing and quality coverage.

Another benefit for League of Wisconsin Municipalities members was the participation of the LWM Insurance Trust in the review of the municipal health insurance partnership between LWM and WEA Trust. The fall of 2015 kickoff will be in full stride this year to provide health options that are affordable and tailor-made for League members.

Once again, good claims experience warrants a reward—a Dividend of $1,600,000 for 2015 LWMMI policyholders was declared.

League of Wisconsin Municipalities and LWMMI thank you for your continued support. MPIC and WEA Trust

Capital Projects

Capital Projects

Capital Improvement Funds

The Village saves for Capital Improvement Funds in a variety of places throughout the budget. Each of the individual Departments have their own Capital Outlay line item for purchases they may need to save for over a number of years. The two most common line items of the budget where Capital Improvement Projects are saved for is in the Department of Public Works, Hwy Department, Major Repairs and Construction and Capital Outlays.

In 2016 all of the revenue and expenditure funding will be saved for in these two line items. Other areas of the budget Capital Improvement Projects can be found this year is under the Parks Department. The Parks Department has previously saved for a new playground fixture and bridge. Those two expenditures will be funded out of the Capital Improvement Fund and spent from the Parks Department Budget.

Additional savings will be recognized in the Capital Improvement Plan this year under the Capital Improvement Budget. The Capital Improvement Budget generally serves as a catch all for those items that cannot be assigned to one specific department. As the Village has done in the past $3,000 will be saved and set aside for potential matching grant funding projects.

This section of the Village budget is different from the Capital Improvement Plan portion because while the Capital Improvement Plan is used as a general guideline for the Village Board and Staff often times at budget time projects are reevaluated and Staff makes decisions to either delay projects or reallocate funds. For the 2016 due to funding levels for Capital Improvement Funding being to high Staff and the Village Board made the decision to delay three projects in order to keep the overall Capital Improvement Funding threshold low. Those projects were Savings for the Nature Park-Paved Parking and Drive, Base Patching, and Salt Storage Facility. While these projects will continue to be a priority for Staff it will be pertinent for us to reevaluate the need vs. the cost for the projects each year as this issue comes up in order to determine the money would best be allocated.

Generally speaking the Capital Improvement Planning threshold is between $850,000 to $900,000. The Village generally does about two lane miles of road each year which costs approximately $750,000. This means the Village has a $100,000 to $150,000 capacity for additional savings on a regular basis that they can make future planning decisions on if they continue to rely on only savings for capital purchases.

	2014	2015	2016	2016	2017	%
CAPITAL IMPROVEMENT PLAN	**ACTUAL**	**ACTUAL**	**BUDGET**	**AS OF 6/30**	**BUDGET**	**CHANGE**
CAPITAL IMPROVEMENT PLAN	$429,557	0	$3,000	$102,086	$13,000	333.33%
TOTAL CONTINGENCY ACCOUNT	**$429,557**	**0**	**$3,000**	**$102,086**	**$13,000**	**333.33%**

Capital Improvement Funds

VILLAGE OF RICHFIELD			
2017 BUDGET			
CAPITAL IMPROVEMENT BUDGET			
2017 CIP REVENUES	**2017 CIP REVENUES**	**2017 CIP EXPENDITURES**	**ESTIMATED SAVINGS**
VILLAGE HALL SERVER & BATTERY BACKUP	$10,000	$10,000	
FRIESS LAKE ROAD	$205,154	$205,154	
SCENIC/MONCHES ROAD	$476,960	$476,960	
SALT STORAGE FACILITY	$37,500		
NATURE PARK PAVED PARKING	$15,000		
#28 2554 PLOW	$11,436		
#12 2554 PLOW	$2,223		
#102554 PLOW	$22,530		
#7 7400 PLOW	$26,925		
#6 7400 PLOW	$19,709		
#5 7400 PLOW	$15,852		
#26 7400 PLOW	$14,942		
#20 CAT LOADER	$13,469		
#16 2544 PLOW	$12,866		
#27 7400 PLOW	$11,860		
#42 WHEEL EXCAVATOR	$9,639		
#45 ZERO TURN MOWER	$1,033		
#13 F-350 TRUCK	$4,047		
#18 JD GATOR	$2,694		
#1 TRUCK F-350	$5,420		
#38 TORO GROUNDMASTER	$7,613		
#36 BUNKER RAKE	$4,500		
#25 TRUCK F-250	$4,937		
#17 JD 6310	$10,717		
#37 ROLLER	$1,140		
#24 JD 4720	$4,373		
#21 BOBCAT	$3,173		
#23 VERMEER CHIPPER	$1,453		
TOTAL REVENUES	**$957,165**	**$692,114**	**$265,051**
PREVIOUSLY TRANSFERRED FUNDS	**FUND SAVINGS**	**FUND EXPENDITURES**	
VILLAGE HALL ADDITION/RENOVATION	$525,460	$1,943	
NEW VOTING EQUIPMENT	$25,895	$1,943	
HERITAGE PARK SWINGSET FEATURE	$6,000	$6,000	
NATURE PARK PAVED PARKING	$15,000		
#12 2554 PLOW	$170,908		
#10 2554 PLOW	$60,080		
#13 F-350 TRUCK	$32,364		
#1 TRUCK F-350	$10,420		
TOTAL FROM CAPITAL FUND	**$846,127**	**$7,943**	**$838,184**
TOTALS	**$1,803,292**	**$700,057**	**$1,103,235**

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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.