1. Agenda

   Documents: COW_20151028_AG.PDF

2. Complete Packet

   Documents: COW_20151028_PK.PDF

Administrative Offices
5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4200 Fax: (608) 270-4212
www.fitchburgwi.gov

AGENDA
COMMITTEE OF THE WHOLE
WEDNESDAY, OCTOBER 28, 2015
7:00 P.M.
CITY HALL

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Common Council, Committee of the Whole at 7:00 P.M. on Wednesday, October 28, 2015 in the Council Chambers of the City Hall, 5520 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at http://factv.fitchburgwi.gov/Cablecast/Public/Main.aspx?ChannelID=3

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes – Committee of The Whole – September 23, 2015
5. Public Appearances Non-Agenda Items
6. 2016 Budget Amendment Discussion
7. Announcements
   a. Next Scheduled Meeting January 27, 2015
8. Adjournment

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711,(608) 270-4200

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DRAFT MINUTES
COMMITTEE OF THE WHOLE
WEDNESDAY, SEPTEMBER 23, 2015
7:00 P.M.
CITY HALL

NOTICE IS HEREBY GIVEN that there will be a meeting of the Fitchburg Common Council, Committee of the Whole at 7:00 P.M. on Wednesday, September 23, 2015 in the Council Chambers of the City Hall, 5520 Lacy Road to consider and act on the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at http://factv.fitchburgwi.gov/Cablecast/Public/Main.aspx?ChannelID=3

1. Call to Order by Council President Carpenter at 7:03 p.m.

2. Pledge of Allegiance

3. Roll Call: Mayor Arnold, Julia Arata-Fratta, Dan Carpenter, Tony Hartmann (arrived 8:06), Dorothy Krause, Jason Gonzalez, Patrick Stern, Jake Johnson (departed 8:34) and Carol Poole.
   Others Present: Lisa Sigurslid, Human Resources Manager, Misty Dodge, Finance Director, Tracy Oldenburg, Deputy City Clerk

4. Approval of Minutes – Committee of The Whole – August 26, 2015
   Motion to approve minutes by Stern, 2nd by Gonzalez. Motion carried

5. Public Appearances Non-Agenda Items - None

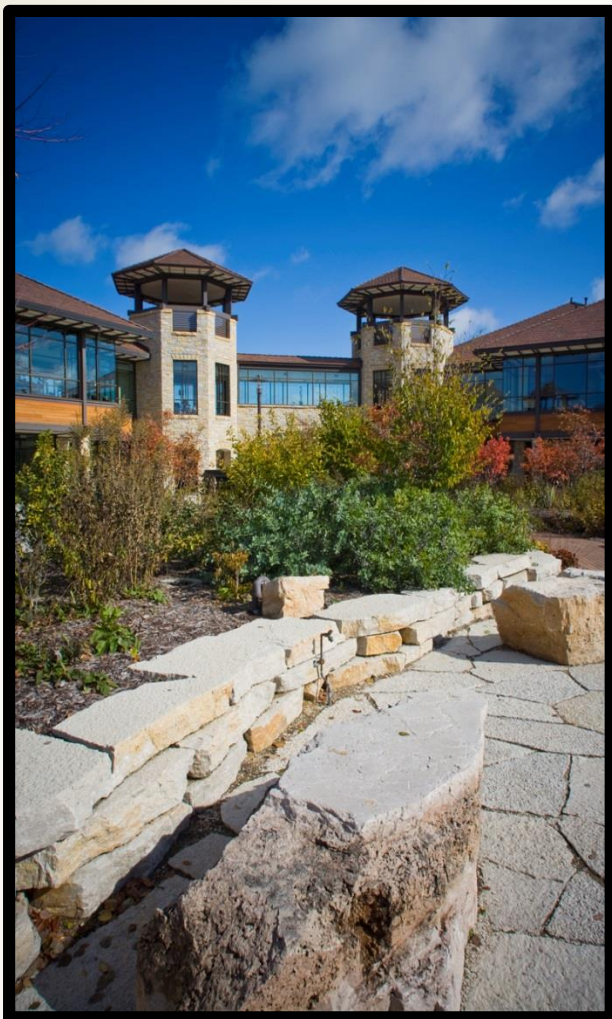
6. 2016 Budget Preparation – Historical Staffing Information, Lisa Sigurslid and Misty Dodge
   Dodge and Sigurslid gave presentations and answered questions.

   Alder Hartmann arrived at 8:06 p.m.
   Alder Johnson departed at 8:34 p.m.

7. Announcements
   a. Next Scheduled Meeting October 28, 2015

8. Adjournment – Motion to adjourn by Stern, 2nd by Hartmann, Motion carried at 8:56 p.m.

Note: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Fitchburg City Hall, 5520 Lacy Road, Fitchburg WI 53711,(608) 270-4200



Council Proposed Amendments To 2016 Budget

THE CITY OF
Fitchburg

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Amend Amount	GENERAL FUND: Impact on Expend (ERP)	GENERAL FUND: Levy Impact	GENERAL FUND: Fund Balance Applied	LIBRARY: Levy Impact	CAPTIAL PRJECTS: Levy Impact	CAPTIAL PRJECTS: Other Revenue	OTHER
		Council Amendments (see amendment forms for detail by account number)								
1	Hartmann	Reduce 2016 General Fund Expenditures to Reach ERP Threshold	$ (689,082)	$ (689,082)	$ (689,082)	$ -	$ -	$ -	$ -	$ -
2	Krause	Review of All City Fees and Permits	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	Stern	Increase Park and Recreation Fees	$ 10,000	$ -	$ (10,000)	$ -	$ -	$ -	$ -	$ -
4	Stern	Remove Mayoral Travel and Seminars	$ (1,500)	$ (1,500)	$ (1,500)	$ -	$ -	$ -	$ -	$ -
5	Carpenter	Remove Mayoral Travel and Seminars	$ (1,500)	$ (1,500)	$ (1,500)	$ -	$ -	$ -	$ -	$ -
6	Gonzalez	Remove Court Liaison Additional Hours	$ (7,204)	$ (7,204)	$ (7,204)	$ -	$ -	$ -	$ -	$ -
7	Gonzalez	Eliminate Court Liaison Position	$ (32,817)	$ (32,817)	$ (32,817)	$ -	$ -	$ -	$ -	$ -
8	Stern	Reduce LTE Staff for Presidential Election	$ (840)	$ (840)	$ (840)	$ -	$ -	$ -	$ -	$ -
9	Gonzalez	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
10	Johnson	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
11	Hartmann	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
12	Carpenter	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
13	Poole	Reduce Recruitment Specialist Back to .5 FTE	$ (6,996)	$ (6,996)	$ (5,850)	$ -	$ (600)	$ -	$ -	$ (546)
14	Poole	Defer Outsourced Payroll Processing	$ (15,000)	$ (15,000)	$ (12,430)	$ -	$ (1,400)	$ -	$ -	$ (1,170)
15	Arata-Fratta	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
16	Stern	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
17	Poole	Remove Additional Sustainability Specialist Hours	$ (6,243)	$ (6,243)	$ (6,243)	$ -	$ -	$ -	$ -	$ -
18	Hartmann	Increase Sustainability Specialist Hours to .75 FTE	$ 9,237	$ 9,237	$ 9,237	$ -	$ -	$ -	$ -	$ -
19	Arata-Fratta	Remove Sustainability Management Consultant Fees	$ (19,500)	$ (19,500)	$ (19,500)	$ -	$ -	$ -	$ -	$ -
20	Stern	Eliminate Sustainability Management Training	$ (20,500)	$ (20,500)	$ (20,500)	$ -	$ -	$ -	$ -	$ -
21	Poole	Eliminate Sustainability Management Training	$ (20,500)	$ (20,500)	$ (20,500)	$ -	$ -	$ -	$ -	$ -
22	Carpenter	Remove Public Works Shared Energy Benchmarking Position	$ (1,444)	$ (1,444)	$ (1,444)	$ -	$ -	$ -	$ -	$ -
23	Poole	Remove Public Works Shared Energy Benchmarking Position	$ (1,444)	$ (1,444)	$ (1,444)	$ -	$ -	$ -	$ -	$ -
24	Stern	Postpone Investment RFP Consultant	$ (10,000)	$ (8,500)	$ (8,500)	$ -	$ -	$ -	$ -	$ (1,500)
25	Poole	Postpone Investment RFP Consultant	$ (10,000)	$ (8,500)	$ (8,500)	$ -	$ -	$ -	$ -	$ (1,500)
26	Johnson	Reduce Investment RFP Consultant Budget	$ (5,000)	$ (4,250)	$ (4,250)	$ -	$ -	$ -	$ -	$ (750)
27	Stern	Worker's Comp Adjustment - Revised Mod Factor Estimate	$ (25,000)	$ (25,000)	$ (25,000)	$ -	$ -	$ -	$ -	$ -
28	Arata-Fratta	Consider PFP Cost After Personnel Committee Review	unknown	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	Arata-Fratta	Provide Funding to Aid Badger Prairie Needs Network	$ 10,000	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ -
30	Krause	Provide Funding to Aid Badger Prairie Needs Network	$ 10,000	$ 10,000	$ 10,000	$ -	$ -	$ -	$ -	$ -
31	Arata-Fratta	Remove New Police Detective Position	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
32	Carpenter	Remove New Police Detective Position	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
33	Krause	Crime Reduction - Funded by Removing Detective	$ (108,960)	$ (108,960)	$ (108,960)	$ -	$ -	$ -	$ -	$ -
34	Gonzalez	Start New Police Detective as of July 1, 2016	$ (51,892)	$ (51,892)	$ (51,892)	$ -	$ -	$ -	$ -	$ -
35	Stern	Gas Price Adjustment	$ (7,625)	$ (7,595)	$ (7,595)	$ -	$ -	$ -	$ -	$ (30)
36	Arata-Fratta	Remove Two New Firefighter Positions	$ (116,451)	$ (116,451)	$ (116,451)	$ -	$ -	$ -	$ -	$ -
37	Stern	Remove One of the Two New Firefighter Positions	$ (56,186)	$ (56,186)	$ (56,186)	$ -	$ -	$ -	$ -	$ -
38	Gonzalez	Start Two New Firefighters as of July 1, 2016	$ (47,111)	$ (47,111)	$ (47,111)	$ -	$ -	$ -	$ -	$ -
39	Stern	Remove Fire Emergency Medical Responder Training	$ (12,000)	$ (12,000)	$ (12,000)	$ -	$ -	$ -	$ -	$ -
40	Krause	Add Community Paramedics	$ 24,981	$ 24,981	$ 24,981	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

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41	Poole	Remove Additional Public Works Streets LTE Hours	$ (6,903)	$ (6,903)	$ (6,903)	$ -	$ -	$ -	$ -	$ -
42	Stern	Remove East-West Bus Route	$ (28,000)	$ (28,000)	$ (28,000)	$ -	$ -	$ -	$ -	$ -
43	Poole	Remove East-West Bus Route	$ (28,000)	$ (28,000)	$ (28,000)	$ -	$ -	$ -	$ -	$ -
44	Arata-Fratta	Add Clause to East-West Bus Route re: Pilot Program	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	Krause	Add Issuance of Metro Transit RFP for Transit Options	$ 28,500	$ 28,500	$ 28,500	$ -	$ -	$ -	$ -	$ -
46	Krause	Add Additional Part-Time Senior Center Receptionist	$ 17,762	$ 17,762	$ 17,762	$ -	$ -	$ -	$ -	$ -
47	Krause	Add City Programming in the Boys & Girls Club	$ 13,500	$ 13,500	$ 5,000	$ -	$ -	$ -	$ -	$ -
48	Carpenter	Remove Parks/Public Works Additional LTE Hours	$ (1,401)	$ (1,401)	$ (1,401)	$ -	$ -	$ -	$ -	$ -
49	Stern	Reinstate Contracted Median Mowing	$ (2,508)	$ (2,508)	$ (1,508)	$ -	$ -	$ -	$ -	$ -
50	Carpenter	Reinstate Contracted Median Mowing	$ (2,508)	$ (2,508)	$ (1,508)	$ -	$ -	$ -	$ -	$ -
51	Krause	Dunn's Marsh Recreation Connection Feasibility Study	$ 5,000	$ 5,000	$ 5,000	$ -	$ -	$ -	$ -	$ -
52	Johnson	Reduce Nine Springs Year-Round Contract Increase by Half	$ (5,000)	$ (5,000)	$ (5,000)	$ -	$ -	$ -	$ -	$ -
53	Krause	Add Belmar Park Improvements and Neighborhood Study	$ 5,050	$ 5,050	$ 5,050	$ -	$ -	$ -	$ -	$ -
54	Krause	Add Additional Picnic Tables	$ 3,000	$ 3,000	$ 3,000	$ -	$ -	$ -	$ -	$ -
55	Krause	Add King James Park Privacy Fence	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
56	Krause	Add Park Signage	$ 7,500	$ 7,500	$ 7,500	$ -	$ -	$ -	$ -	$ -
57	Poole	Remove Utilities for House on Irish & Fish Hatchery	$ (1,000)	$ (1,000)	$ (1,000)	$ -	$ -	$ -	$ -	$ -
58	Krause	Add Community Improvement Fund	$ 20,000	$ 20,000	$ 20,000	$ -	$ -	$ -	$ -	$ -
59	Johnson	Reduce New Outreach Librarian from 1 FTE to .75 FTE	$ (19,464)	$ -	$ -	$ -	$ (19,464)	$ -	$ -	$ -
60	Gonzalez	Start New Outreach Librarian as of July 1, 2016	$ (40,240)	$ -	$ -	$ -	$ (40,240)	$ -	$ -	$ -
61	Arata-Fratta	Amend CIP #1030 Logo Implementation & Wayfinding	$ (30,000)	$ -	$ -	$ -	$ -	$ (30,000)	$ -	$ -
62	Arata-Fratta	Reduce CIP #6302 City Campus Building Systems Replace	$ (43,000)	$ -	$ -	$ -	$ -	$ (43,000)	$ -	$ -
63	Arata-Fratta	Defer CIP #2136 Police Fleet Vehicle Replacement #64	$ (29,000)	$ -	$ -	$ -	$ -	$ (27,000)	$ (2,000)	$ -
64	Arata-Fratta	Postpone CIP #3101 Plow Truck	$ (160,000)	$ -	$ -	$ -	$ -	$ (145,000)	$ (15,000)	$ -
65	Stern	Change Funding Source for Nine Springs Shelter Upgrades	$ -	$ -	$ -	$ (80,000)	$ -	$ (80,000)	$ -	$ -
66	Stern	Eliminate Remaining City Campus Retro-Commissioning	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
67	Arata-Fratta	Move Anton Drive Planning Study to TID #6	$ -	$ -	$ -	$ -	$ -	$ (50,000)	$ -	$ 50,000
68	Arata-Fratta	Remove Envision Maple Lawn Heights Consultant	$ (25,000)	$ -	$ (6,250)	$ -	$ -	$ -	$ -	$ (18,750)
69	Stern	Identify Envision Maple Lawn Heights Study Area	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
70	Carpenter	Remove Additional Public Works Engineering Technician	$ (84,154)	$ -	$ -	$ -	$ -	$ -	$ -	$ (84,154)
71	Stern	Change Presentation of Fund Balance Used for Fire Station	$ -	$ (1,187,000)	$ (1,187,000)	$ -	$ -	$ 1,187,000	$ (1,187,000)	$ -
72	Stern	Change Presentation of Staff Time Spent on Other Funds	$ -	$ (179,867)	$ -	$ -	$ -	$ -	$ -	$ -
		Omnibus Detail								
A	**Reflect 2016 Refuse and Recycling Rates Authorized**									
	213-4642-000	REFUSE & RECYCLE COLLECTION	$ 42,240	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,240
	213-4930-213	FUND BALANCE APPLIED	$ (42,240)	$ -	$ -	$ -	$ -	$ -	$ -	$ (42,240)
B	**Election Equipment Maintenance Contract Amount**									
	100-5142-390	ELECTION COSTS	$ 800	$ 800	$ 800	$ -	$ -	$ -	$ -	$ -
C	**Update Payment for Municipal Services Aid**									
	100-4361-000	PAYMENTS FOR MUNICIPAL SERVICE	$ (3,335)	$ -	$ 3,335	$ -	$ -	$ -	$ -	$ -
D	**Re-Estimate Computer Exemption Aid**									
	100-4354-000	COMPUTER AID	$ 5,000	$ -	$ (5,000)	$ -	$ -	$ -	$ -	$ -

City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

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E	**25% of Maple Lawn Heights Study Not TID Eligible**									
	407-5730-003	TID #7 - LEGAL, CONSULTING, & OTHER PROF SRVCS	$ (6,250)	$ -	$ -	$ -	$ -	$ -	$ -	$ (6,250)
	100-5630-210	GENERAL FUND - PLANNING DEPT PROF SERVICES	$ 6,250	$ 6,250	$ 6,250	$ -	$ -	$ -	$ -	$ -
		TOTAL AMENDMENTS	**$ (1,872,368)**	**$ (2,810,012)**	**$ (2,646,260)**	**$ (80,000)**	**$ (64,104)**	**$ 812,000**	**$ (1,204,000)**	**$ (66,834)**

EXPENDITURE RESTRAINT COMPLIANCE

CPI (increase from 10/1 - 9/30)	0.4%	*to be issued 10/30/15
Net new construction	1.952%	
Allowed increase for expenditure restraint	$ 283,158	

	General Fund Expenditures	Over/(Under) Allowed Limit	
Prior year general fund expenditures	$ 17,697,346	n/a	
Mayor's proposed budget (w/o omnibus)	$ 19,856,586	$ 1,876,082	
Mayor's proposed budget (w/ omnibus)	$ 19,863,636	$ 1,883,132	
Budget with Council amendments (as proposed)	$ 17,046,574	$ (933,930)	*note: includes amendment duplicates

PROPERTY TAX LEVY

Total assessed value	$2,662,714,530	not released by DOR as of 10/29/15 (mfg)
Total equalized value (TID in)	$2,711,401,700	
Total equalized value (TID out)	$2,433,100,600	
Average home value	$262,800	
Last year's assessed value tax rate	$7.9480	

	Property Tax Levy	City Share TID Increment	Estimated AV Tax Rate	Change From Prior Year	City Share Taxes on Avg Home
Mayor's proposed budget (w/o omnibus)	$ 20,805,208	$ 2,379,725	$8.71	9.55%	$ 2,288
Mayor's proposed budget (w/ omnibus)	$ 20,810,593	$ 2,380,342	$8.71	9.58%	$ 2,289
Budget with Council amendments (as proposed) - Note: includes duplicates	$ 18,906,844	$ 2,162,589	$7.91	-0.44%	$ 2,079

Levy Increase _____
Levy Decrease ↓$689,082
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 01
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce 2016 General Fund Expenditures to Reach ERP Threshold

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Reduce the proposed budget to save $689,082, by cutting across all departments, to reach the Expenditure Restraint Program (ERP) threshold, and capture the estimated $500,000 available from the Wisconsin Department of Revenue.

Council Sponsor Notes:

This can be achieved by utilizing both existing fund balance(s), in part from prior years' ERP incentive payments, and cutting across all city departments by 2.5%.

Note: Per the Finance Director, the ERP money received from the State, is based on budget year 1, money received in year 2, and applied to capital levy in year 3 under our policy. So the decisions made on the 2016 budget will affect the capital levy in 2018.

Finance Director's Notes:

It is important to note that the criteria for qualifying for expenditure restraint are narrow in focus and only the general fund expenditures are included in the calculation. The City also has a policy outlining the criteria for using fund balance.

Across the board cuts are not considered to be a fair or effective way of reducing the City's budget as the circumstances for each department's budget are unique.

Account #	Account Name	Amount of Amendment	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
		↓	
	Subtotal Expenditure Change	↓	**$689,082**
100-4111-000	Property Tax Levy – General Fund	↓	$689,082
	Subtotal Revenue Change	↓	**$689,082**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease Unknown
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 02
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Review of All City Fees and Permits

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

A short review of the City's user fee schedule (pages 612-629 of the budget packet) would indicate that the entire set of fees should be scrutinized for potential adjustments, likely resulting in yet to be determined revenue increases.

While it might be reasonable for departments to have a say in setting the schedule, it may result in fees that are not equitable across the board if each department does their own independently of other departments.

Therefore, it should be a coordinated effort, based out of the City Administrators office, whether using staff or, potentially, an ad hoc committee, to make recommendations for final approval by the Common Council.

Any amount(s) on this amendment is necessarily an approximate guesstimate of anticipated adjustments from many areas. Therefore is it also not reasonable to try to assign accounts until after the study. However, a reasonable amount could and should be included as a revenue increase for the purpose of the 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

A review of the fee schedule in response to this amendment has not been done. Instead, I provided the major account numbers that may be affected, for discussion purposes.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
100-4111-000	Property Tax Levy – General Fund		
100-4430-000	Building Permit and Inspection Fees		
100-4440-000	Zoning Permits and Fees		
100-4610-100	General Government Charges		
100-4621-100	Public Safety Charges		
100-4672-100	Recreation Fees		
100-4672-200	Park Shelter Fees		
100-4672-300	Senior Program Fees		
100-4690-000	Other Public Charges for Service		
	Subtotal Revenue Change		

COUNCIL ACTION: Approved ☐ Failed ☐

Office of the City Attorney

5520 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608) 270-4207
Fax: (608) 270-4212
mark.sewell@fitchburgwi.gov

MEMORANDUM

TO: Mayor and Common Council

FROM: Mark Sewell, City Attorney

DATE: October 20, 2015

RE: Budget Amendment entitled Review of City Fees and Permits

I have been asked to prepare a brief memo regarding the above entitled budget amendment. In the past municipalities have attempted to increase fees and permits in an effort to increase revenue without concern for levy limits. In an effort to curtail such activities by municipalities, the state legislature in 2103 revised Wis. Stats. 66.0628 to require that fees and costs charged by a municipality may not exceed the municipality's "reasonable direct cost" and that anyone aggrieved may appeal to a state commission where the municipality has the burden of proving that the fees actually reflect the municipality's direct cost.

The City has already been confronted with one such situation regarding improvements to the Fitchburg data center.

Given that statute, it is as likely as not that a full review of fees could result in a reduction in those fees as opposed to an increase. As such, I believe that a zero dollar amount be affixed to the amendment.

In addition, such a City wide inquiry will require substantial amounts of staff time. At some point public works/building inspection, where the majority of non-PSC regulated fees are charged may, as a result of the Fitchburg data center issues, decide to revisit its fees schedules. However it is my recommendation that the decision on when to review fees be left to the City administrator and City engineer.

Levy Increase _____
Levy Decrease ↓ $10,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 03
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Increase Park and Recreation Fees

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This proposal would increase the revenue collected across all park and recreation fees by $10,000, to be determined by the Parks Commission and Parks and Recreation Department.

Council Sponsor Notes:

In a high spending increase year it is incumbent upon us to find additional sources of revenue. Park rentals and recreation fees are one area that are a benefit to a certain sub-set of citizens, and should be paid for accordingly. Scholarship funds would remain available for those that couldn't afford the recreation fee increases. For parks, we are finding that more events are coming to Fitchburg, so perhaps it is time to charge a premium for that location.

Finance Director's Notes:

The split between the two user fee revenue account numbers is based on a 50/50 split for budget purposes. As described above, the Parks Commission and Parks and Recreation Department would determine the actual split when the approach to support the increase is determined.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
100-4111-000	Property Tax Levy – General Fund	↓	$10,000
100-4672-100	Recreation Fees – General Fund	+	$2,500
100-4672-200	Park Shelter Rental Fees – General Fund	+	$7,500
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 04
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Mayoral Travel and Seminars

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Eliminate the conferences and out-of-state travel for the Mayor and any Common Council members.

Council Sponsor Notes:

As part-time elected officials in a moderate suburb in a high tax increase budget there is little reason why the City would run any better with the proposed travel. It is inessential budget items like this that can be eliminated while maintaining services and being respectful to taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5110-325	Mayor & Council Training & Development	↓	$1,500
	Subtotal Expenditure Change	↓	**$1,500**
100-4111-000	Property Tax Levy – General Fund	↓	$1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 05
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Mayoral Travel and Seminars

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment removes all training and travel for the Mayor and Council. Especially since the out-of-state conference identified doesn't even have a date of travel yet at this time.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5110-325	Mayor & Council Training & Development	↓	$1,500
	Subtotal Expenditure Change	↓	**$1,500**
100-4111-000	Property Tax Levy – General Fund	↓	$1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$7,204
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 06
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Court Liaison Additional Hours

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 2

Description of Proposed Amendment:

Keep position as currently funded.

Council Sponsor Notes:

Finance Director's Notes:

Current position is at .5 FTE
New proposal requested an increase to .75 FTE
Mayor's proposed budget included an increase to .6 FTE

Account #	Account Name	Amount of Amendment	
100-5120-110	Salaries & Wages	↓	$4,748
100-5120-131	FICA	↓	363
100-5120-132	WRS	↓	1,880
100-5120-161	Life Insurance	↓	24
100-5120-162	Disability Insurance	↓	177
100-5154-595	Worker's Compensation	↓	12
	Subtotal Expenditure Change	↓	**$7,204**
100-4111-000	Property Tax Levy – General Fund	↓	$7,204
	Subtotal Revenue Change	↓	**$7,204**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg Municipal Court
Hamdy Ezalarab, Municipal Judge
James Gray, Clerk of Court
5520 Lacy Rd Fitchburg, WI 53711-5318
Phone: (608)-270-4224 Fax: (608)270-4212

TO:	**Mayor Arnold**
	Common Council
FROM:	**James D Gray, Clerk of Court**
DATE:	**October 21, 2015**
SUBJECT:	**Remove Court Liaison Additional Hours (Amendment 06)**

The Court is requesting additional hours to assist with increased juvenile caseload and help with daily court operations. Currently, the Court Liaison monitors 50 + cases in the diversion program and cases will only increase in the coming years.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	2
Sponsor/Department:	Municipal Court			Original (x)	X
Title/subject:	Increase court liaison position hours from .5 FTE (1040) to .75 FTE (1560).			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Court Liaison Officer is an existing position budgeted for 1040 hours (.5FTE) to oversee the Juvenile Court Diversion program. The court is requesting an additional 520 hours (.75FTE) to assist with increased juvenile caseload, monitor the parking tickets and assist with daily court operations. Currently, the liaison officer has 52 juveniles enrolled in the diversion program. This number plans to double in the following years. The defendant may be in the diversion program from six months – two years. The five year average of juvenile citations processed by the court is 192 defendants. The Court processes between 1500 -2000 parking tickets a year. The court is responsible for collecting payments, scheduling court for contested tickets, mailing two unpaid late notices within 28 days from issue date, tax intercept and collection notices and issuing suspension/refuse notices to Department of Transportation on all unpaid parking tickets.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$15,408	$15,408	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,408	$15,408	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	James Gray	Date	8/14/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	2

Position Title	**Increase Court Liaison Officer from .5 FTE (1040 hours) to .75 FTE (1560 hours)**
Reason or Need	Court Liaison Officer is an existing position budgeted for 1040 hours (.5FTE) to oversee the Juvenile Court Diversion program. The court is requesting an additional 520 hours (.75FTE) to assist with increased juvenile caseload, monitor the parking tickets and help with daily court operations. Currently, the liaison officer has 52 juveniles enrolled in the diversion program. This number plans to double in the following years. The defendant may be in the diversion program from six months – two years. The five year average of juvenile citations processed by the court is 192 defendants. The Court processes between 1500 -2000 parking tickets a year. The court is responsible for collecting payments, scheduling court for contested tickets, mailing two unpaid late notices within 28 days from issue date, tax intercept and collection notices and issuing suspension/refuse notices to Department of Transportation on all unpaid parking tickets.

Existing Classification	Grade F	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**520**		Expected Overtime hours		
	Estimated Hourly Wage	$22.46/$23.09 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equip	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	

Vehicles	Will a city vehicle be required for this position?	No
	If so, will this be a new proposal or existing?	-

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?
n/a				

Other information:

X Pay was determined by pay plan

Levy Increase _____
Levy Decrease ↓$32,817
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 07
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Court Liaison Position

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 2

Description of Proposed Amendment:

The Municipal Court Judge came into Council and said he would stop his program if we changed the marijuana ordinance. Council changed the ordinance. Given that there will be no need now for the position since the Judge said he would be eliminating the program, the LTE position can be eliminated from the budget.

Council Sponsor Notes:

Finance Director's Notes:

Current position is at .5 FTE
New proposal requested an increase to .75 FTE
Mayor's proposed budget included an increase to .6 FTE

*the cost below is the savings if the .6 FTE included in the Mayor's proposed budget is removed in full

Account #	Account Name	Amount of Amendment	
100-5120-110	Salaries & Wages	↓	$28,486
100-5120-131	FICA	↓	2,179
100-5120-132	WRS	↓	1,880
100-5120-161	Life Insurance	↓	24
100-5120-162	Disability Insurance	↓	177
100-5154-595	Worker's Compensation	↓	71
	Subtotal Expenditure Change	↓	**$32,817**
100-4111-000	Property Tax Levy – General Fund	↓	$32,817
	Subtotal Revenue Change	↓	**$32,817**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg Municipal Court
Hamdy Ezalarab, Municipal Judge
James Gray, Clerk of Court
5520 Lacy Rd Fitchburg, WI 53711-5318
Phone: (608)-270-4224 Fax: (608)270-4212

TO:	**Mayor Arnold**
	Common Council
FROM:	**James D Gray, Clerk of Court**
DATE:	**October 21, 2015**
SUBJECT:	**Eliminate Court Liaison Position (Amendment 07)**

The Court Liaison Position is vital to Fitchburg Juvenile Court Program and to daily Municipal Court operations since it was created in 2005. The Judge's First Offender Program has not ended and will continue for all juvenile cases that qualify for the program. The program will continue to succeed as long as it has a Court Liaison Position to monitor the court orders and work with the youth in Fitchburg and surrounding communities.

Levy Increase _____
Levy Decrease ↓$840
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 08
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce LTE Staff for Presidential Election

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 6

Description of Proposed Amendment:

Reduce hours for LTE staff for Presidential election.

Council Sponsor Notes:

After speaking with the Clerk, this amendment would remove 50 hours or just under 10% of the LTE hours for the election in order to save some money but to preserve levels of service.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5142-120	LTE/Seasonal Wages	↓	$778
100-5142-131	FICA	↓	60
100-5152-595	Worker's Compensation	↓	2
	Subtotal Expenditure Change	↓	**$840**
100-4111-000	Property Tax Levy – General Fund	↓	$840
	Subtotal Revenue Change	↓	**$840**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	6
Sponsor/Department:	Clerk's Department			Original (x)	X
Title/subject:	LTE Staff (Sept. through Nov.) Pres. Election			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	In 2008 the clerk's office experienced 1 staff vacancy. At that time, we were able to cover the additional election hours through this staff vacancy. 2008 was also a very high profile Presidential Election, resulting in a large number of voters voting absentee. Our additional staffing in 2008 totaled approximately 450 hours (September through November). In 2012 we also had additional staffing to help cover the Presidential Election. These hours were also covered through a staff vacancy. The additional staffing in 2012 included approximately 250 hours (October through November). I anticipate 2016 to be very similar to the voter turnout in 2008.With the photo ID law going into effect this year, I anticipate a larger number of voters coming to City Hall to vote in-person absentee. I am requesting additional hours to help cover staffing within our department (September through November). Based on the numbers from 2008, I would like to include 600 LTE staffing hours in the 2016 Budget.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$10,822	$10,822	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$10,822	$10,822	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	We typically need additional staff to help cover during the Presidential Election cycle (September through November).		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	**6**
Position Title	**LTE Clerk Staffing (Elections)**		
Reason or Need	We will need extra staff hours (September through November) to help cover the Clerk's Office for the Presidential Election.		
Existing Classification	92% of Grade C; Step 1	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**600**		Expected Overtime hours	30	
Estimated Hourly Wage		15.55		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖉)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				n/a
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?
n/a				

Other information:

X Pay was determined by calculating 92% of the full-time hiring rate.

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 09
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Keep funding at current 0.5 LTE for recruitment specialist.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

THE CITY OF Fitchburg
HUMAN RESOURCES

Date: October 21, 2015

To: City Council

From: Lisa Sigurslid, Human Resources Manager

Re: New proposal #08 (Increase Hours for HR Specialist)
Amendments 09 (Gonzalez), 10 (Johnson), 11 (Hartman), 12 (Carpenter), 13 (Poole)

I would like to take this opportunity to explain in greater detail the role and responsibilities of the HR Specialist position. First hired in 2010, this position is instrumental in managing the recruitment efforts for all City positions. This position is responsible for preparing all advertisements, placing recruitment ads, assisting applicants, coordinating interviews, interviewing, checking references, performing background checks, scheduling drug screens, preparing orientation materials, conducting orientation, issuing IDs, and processing all new hire paperwork for proper reporting and payroll. At twenty hours per week, this position is able to accomplish all of the above activities for most recruitment processes.

In the five years since this position was hired there has been minimal involvement in police, fire, and department head recruitments simply because there are not enough hours available to accomplish these tasks. Often times these (police, fire, department heads) are the most intensive, time sensitive, and time consuming recruitments. The lack of available hours for the HR Specialist to work on these recruitment processes means they fall back to me. While I enjoy the recruitment and selection processes, this requires me to put aside my responsibilities, and often times delay other projects, to attend to the recruitment needs.

I have heard some say that this position was approved because of the new library and now that the library is open there is no longer a need. This is simply not true. I would have recommended we hire temporary staff to assist with these recruitment efforts if that were the only need. The reality is that demands for HR services are constantly increasing; recruitment is only a small part of what we do. We have made strides to delay the need for additional staff hours by implementing new technologies (online applications and self-scheduling) but these processes can only take us so far.

Thank you for taking the time to read and understand my proposal for additional hours for the HR Specialist position. I realize you have been bombarded with information and requests from all departments for additional staff and resources. I further understand that the City does not have the financial resources to be able to accommodate all of these requests. I only ask that you take the time to thoroughly consider this request and if you have any questions related to the need for this position that you address them with me directly. At $6,450 this proposal is equivalent to .042% of the total 2015 personnel budget.

Additional Information

Hires by department

Hires include: new hires and promotions for full and part-time staff, seasonal employees, and POX firefighters. Even though not all positions are full-time, the same steps apply for the filling of each position.

	2013	2014	2015
Admin		1	1
Assessing			2
Clerks		4	1
Court	3		1
Fact	3		2
Finance		1	1
Fire	5	4	21
IT		2	2
Library	16	19	16
Parks & Rec	11	7	4
Planning	1		1
Police	4	6	5
Public Works	7	15	8
Senior Center		1	
	50	**60**	**65**

Retirement Eligibility

In addition to normal turnover, nearly one quarter of City staff are currently eligible to retire, or will be, within the next five years (based on age requirements for WRS). If only half of the employees eligible to retire do so, the impact on recruitment efforts will be substantial.

General Employees		
Total Staff:	109	
Eligible Now:	12	11%
5 yrs:	27	25%

Protective Employees		
Total Staff:	58	
Eligible Now:	8	14%
5 yrs:	13	22%

All Staff		
Total Staff:	167	
Eligible Now:	20	12%
5 yrs:	40	24%

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	8
Sponsor/Department:	Lisa Sigurslid/Human Resources			Original (x)	X
Title/subject:	Increase hours for HR Specialist – Recruitment			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	

Brief Justification: (Area will expand as needed)

The current HR Specialist position focuses entirely on Recruitment functions. At 20 hours per week the current demand far exceeds the time allotted for this position. I am requesting an additional 4 hours per week. Based upon the past increase of City staff, employees eligible for retirement, and expected staff additions in the next several years that demand is only expected to increase. The chart below illustrates the number of applications received, interviews administered, and employees hired over the past three years, plus an estimate for 2015. Additional hours are needed in order to keep up with the demands on this position. I expect this position will need to become full-time within the next 5 years to continue to meet the demand for services.

	2012	**2013**	**2014**	***2015**
Requisitions Received	29	36	56	58
Applications Received	1213	1348	1548	1,294
Interviews Administered	204	265	406	382
Hires	45	50	69	86

PROJECTED COSTS		**FUNDING SOURCE**		
		Tax Levy	**Grants**	**Utility Rates Franchise Fees**
Personnel Costs (Employee requests must include supplemental detail)	$6,996	$6,450	$	$546
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$6,996	$6,450	$	$546
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)			Yes
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Lisa Sigurslid	Date	07/28/2015
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	8

Position Title	**Human Resources Specialist – Recruitment/Selection**
Reason or Need	The current HR Specialist position focuses entirely on Recruitment functions. At 20 hours per week the current demand far exceeds the time allotted for this position. Based upon the past increase of City staff, employees eligible for retirement, and expected staff additions in the next several years that demand is only expected to increase. The chart below illustrates the number of applications received, interviews administered, and employees hired over the past three years, plus an estimate for 2015. Additional hours are needed in order to keep up with the demands on this position. I expect this position will need to become full-time within the next 5 years to continue to meet the demand for services.

	2012	**2013**	**2014**	***2015**
Requisitions Received	29	36	56	58
Applications Received	1213	1348	1548	1,294
Interviews Administered	204	265	406	382
Hires	45	50	69	86

Existing Classification	E	**New** Classification **-** (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		Increase from .50 FTE to .60 FTE, add'l 208 hrs/yr. 1040 hrs to 1248 hrs		Expected Overtime hours	0	
Estimated Hourly Wage		$21.76		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan, current grade and step	
Benefit Information (☐)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account - 323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	

	Needed (Account - 355)	**$0**	**$**	**$**	**$0**
	Other Related Expense	Description: Training Account #(s) -325 Recruitment			**$-0- $1,095**
Vehicles	Will a city vehicle be required for this position?				No
	If so, will this be a new proposal or existing?				N/A

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Pay was determined by existing position.

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 10
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Keep this position 0.5 FTE for 2016.

Council Sponsor Notes:

While I realize the importance of this job and what it entails, keeping this position at 0.5 FTE saves $6450 from being added to the levy plus the $546 from other sources annually. In this very tight budget year, I feel this increase in hours can wait a year or 2 before implementation.

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded). The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 11
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Defer until 2017 Budget.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded). The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 12
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

This amendment removes the HR Specialist Position. It will save $6,450.

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $6,450
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 13
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Recruitment Specialist Back to 0.5 FTE

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 8

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the additional hours is $6,996 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-110	Salaries & Wages	↓	$4,576
100-5143-131	FICA	↓	350
100-5143-132	WRS	↓	1,815
100-5143-161	Life Insurance	↓	73
100-5143-162	Disability Insurance	↓	171
100-5154-595	Worker's Compensation	↓	11
250-5920-100	Library Administrative Fee	↓	600
207-5920-100	FACTv Administrative Fee	↓	180
600-5930-100	Water Utility Administrative Fee	↓	146
600-5856-200	Sewer Utility Administrative Fee	↓	146
601-5920-300	Stormwater Administrative Fee	↓	74
	Subtotal Expenditure Change	↓	**$8,142**
100-4111-000	Property Tax Levy – General Fund	↓	$5,850
250-4111-000	Property Tax Levy – Library	↓	600
207-4930-207	Fund Balance Applied – FACTv	↓	180
100-4740-100	Admin Charges to Utilities – General Fund	↓	366
100-4740-207	Admin Charges to FACTv – General Fund	↓	180
100-4740-250	Admin Charges to Library – General Fund	↓	600
	Subtotal Revenue Change	↓	**$7,776**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $13,830
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 14
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Defer Outsourced Payroll Processing

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 10

Description of Proposed Amendment:

Can't afford this year – Move to 2017

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the new proposal is $15,000 but was funded by general fund tax levy and administrative charges to other funds including utilities/FACTv (non-levy funded) and library (levy funded).

The utility and FACTv revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
100-5143-210	HR – Professional Services	↓	$15,000
250-5920-100	Library Administrative Fee	↓	1,400
207-5920-100	FACTv Administrative Fee	↓	400
600-5930-100	Water Utility Administrative Fee	↓	310
600-5856-200	Sewer Utility Administrative Fee	↓	310
601-5920-300	Stormwater Administrative Fee	↓	150
	Subtotal Expenditure Change	↓	**$17,570**
100-4111-000	Property Tax Levy – General Fund	↓	$12,430
250-4111-000	Property Tax Levy – Library	↓	1,400
207-4930-207	Fund Balance Applied – FACTv	↓	400
100-4740-100	Admin Charges to Utilities – General Fund	↓	770
100-4740-207	Admin Charges to FACTv – General Fund	↓	400
100-4740-250	Admin Charges to Library – General Fund	↓	1,400
	Subtotal Revenue Change	↓	**$16,800**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendment to Postpone Outsourcing Payroll Processing

One of the amendments submitted was to postpone New Proposal # 10 for outsourcing payroll processing until 2017. While we need to further research the relationship between this new proposal and our intended new timekeeping system, I believe it is wise to retain the funding for this option in the 2016 budget.

Timing: The best time to consider outsourcing payroll is at the same time as implementing a new timekeeping system. The 2016 budget will seemingly include $50,000 to implement the new software. There were no budget amendments relating to that project so under normal processes this means the project will go forward. Not only does it make sense from a staff timing perspective (we will already be analyzing the processes and making significant changes) but it also makes sense from a financial perspective. Included in the timekeeping project is the purchase of additional software to transfer the data generated from timekeeping into our current payroll system. If the City moves to outsourced payroll, the additional software would not be needed. The decision on outsourcing would be best if made in conjunction with the timekeeping software.

Cost: The $15,000 included in the new proposal is based off an estimated cost for the service. It does not include any of the savings from software maintenance fees that we are currently paying or savings from software maintenance fees we would otherwise begin paying with the new timekeeping implementation. The reason for that exclusion is that we will likely need to phase-in the change over the next year, which means the annual fees for the current software would continue to be paid in 2016 and the savings would be realized in 2017. The cost also does not include the savings from the additional module purchases that would not have to be made as a result of the new timekeeping system. Following is a summary for your reference:

	2016	**2017 & Beyond**
Outsourced payroll service	$15,000 (operating)	$15,000 (operating)
Maintenance on current payroll modules	n/a	Less: $3,298 (operating)
Maintenance on additional payroll modules needed with timekeeping (assumes maintenance included in first year purchase)	n/a	Less: $950 (operating)
Initial purchase of additional modules	Less: $7,900 (capital)	n/a
Total net cost	$7,100	$10,752

Finance Department Workload: The Finance Department as a whole is going through a lot of changes as we finalize our re-organization and implement several new processes to streamline our operations and ensure we are functioning efficiently and effectively. The implementation of timekeeping will not only provide better data and reduce staff time across departments when preparing timesheets but it will also allow for some additional duties to be absorbed by the Accounting Clerk. Taking it to the next step and outsourcing payroll will provide sufficient time for our current Finance staff to absorb the necessary additional duties and will delay the need to hire additional Finance Department staff.

There is also a strong likelihood that we will pursue an electronic workflow for our vendor payments through Electronic Content Management (ECM). While the goal of this project would be to further streamline processes and save time for departments, it will likely require additional on-going time spent by the Finance Department due to centralization of the invoice collection and data capture. By outsourcing payroll we should have the staff resources to address this new project.

Opportunity not Commitment: I want to make sure it is clear that this new proposal being included in the budget is not a guarantee that we will pursue the outsourcing option. Instead, we wanted to have the funds available in case it was determined to be the best route for the City. A contract will be presented to Finance Committee prior to implementation, after thorough research is completed.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	10
Sponsor/Department:	Lisa Sigurslid/HR and Misty Dodge/Finance			Original (x)	X
Title/subject:	Outsource Payroll Processing			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	There have been discussions over the past several years around the topic of outsourcing payroll processing. With the implementation of an automated timekeeping system in 2016 (approved in CIP), it makes sense to also discuss outsourcing the functions related to physical processing of payroll. Outsourcing payroll would not eliminate the need for additional HR and/or Finance staff; however, it may delay the need by a year or two. The amount listed below is an estimate, actual costs may be lower once we identify all the savings realized from no longer processing payroll internally (W-2s, checks, existing software modules, etc.)				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Non-Levy Admin Fee
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$15,000	$13,830	$	$1,170
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,000	$13,830	$	$1,170
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)			Partially
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			Yes
Prepared by	Lisa Sigurslid	Date	07/28/2015
Approved by		Date	

KRONOS

Workforce Ready Proposal

v17.2

Date:	4/15/2015	Customer PO #:	
Version #:	1	Salesperson:	
Expires:			

Bill To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711	Ship To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711

FOB:	Shipping Point		
Shipping Method:	FedEx Ground		
Currency:	USD	Email Contact:	
Payment Terms:	N30	Phone #:	

SaaS Services

Item	License/Qty	Unit Price	Price
Workforce Ready Time Keeping	280	$3.15	$882.00
Workforce Ready Accruals	280	$0.63	$176.40
Workforce Ready Payroll	280	$3.15	$882.00
Workforce Ready HR	280	$3.15	$882.00
Workforce Ready Leave	280	$0.95	$266.00
Workforce Ready Compensation	280	$0.63	$176.40
		Minimum Monthly Total:	**$3,264.80**

Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	$150.00	$150.00
201 - 500 Employees	80	$0.53	$42.40
501 - 1000 Employees	0	$0.73	$0.00
1001 - 2000 Employees	0	$0.65	$0.00
2001 - 5000 Employees	0	$0.23	$0.00
Qty Total:	280	**Minimum Monthly Total:**	**$192.40**

Equipment - Rental

Item	Qty	Unit Price	Monthly Price
Workforce Ready Rental InTouch 9000 H3, Standard, HID Prox	1	$100.80	$100.80
		Total Monthly:	**$100.80**

Accessories

Item	Qty	Unit Price	Total Price
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	1	$0.00	$0.00
		Total Price:	**$0.00**

Setup Fees

Item	Total Price
Workforce Ready Setup Fee	$13,900.00
Total Price:	**$13,900.00**

Quote Summary

Item	Total Price
Minimum Monthly Fee	$3,558.00
Minimum Annual Fee	$42,696.00
One Time Setup Fees	$13,900.00
Total Equipment Purchase and Accessories Fee	$0.00

NOTICES: All legal notices required to be given hereunder shall be in writing and shall be deemed given if sent to the addressee specified herein: (a) by either registered or certified United States mail, return receipt requested, postage prepaid, three days after such mailing; or (b) by national overnight courier service and addressed to the persons set forth herein, the next business day. All other notices, including notices of non-payment, may also be sent via facsimile or email, and will be deemed given on the day delivery is electronically confirmed.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 1036

Project Name Automated Timekeeping System - NEW

Department General Government
Contact Unassigned
Type Equipment
Useful Life 10 Years
Category Technology
Priority 2 Very Important
Status Active
Total Project Cost: **$50,000**

Description

This proposal provides for an automated timekeeping system, allowing a seamless flow of information from the point of hire (transferring information from NeoGov), through HR, and finally to Finance/HR for payroll processing (to Civic).

Justification

The current payroll process is largely manual and paper driven. An automated timekeeping system would allow for a seamless transition of information from HR to Finance. We currently utilize two systems, one HR and one payroll, both requiring manual entry. An automated system would reduce paper and processing errors, save time, and reduce duplication of efforts ultimately freeing up staff time for other assignments.

Expenditures	2016	2017	2018	2019	2020	Total
Software	50,000					50,000
Total	**50,000**					**50,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	50,000					50,000
Total	**50,000**					**50,000**

Budget Impact/Other

There will be continuing software maintenance costs to maintain the licenses and receive support from the vendor. An estimated 3% increase each year is included.

Budget Items	2016	2017	2018	2019	2020	Total
Software Maintenance/Support		26,000	27,000	28,000	29,000	110,000
Total		**26,000**	**27,000**	**28,000**	**29,000**	**110,000**

Workforce Ready Proposal

v17.2

Date:	4/15/2015	Customer PO #:	
Version #:	1	Salesperson:	
Expires:			

Bill To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711	Ship To:	Attn: Lisa Sigurslid City of Fitchburg 5520 Lacy Road Fitchburg, WI, 53711

FOB:	Shipping Point		
Shipping Method:	FedEx Ground		
Currency:	USD	Email Contact:	
Payment Terms:	N30	Phone #:	

SaaS Services

Item	License/Qty	Unit Price	Price
Workforce Ready Time Keeping	280	$3.15	$882.00
Workforce Ready Accruals	280	$0.63	$176.40
Workforce Ready Payroll	280	$3.15	$882.00
Workforce Ready HR	280	$3.15	$882.00
Workforce Ready Leave	280	$0.95	$266.00
Workforce Ready Compensation	280	$0.63	$176.40
		Minimum Monthly Total:	**$3,264.80**

Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	$150.00	$150.00
201 - 500 Employees	80	$0.53	$42.40
501 - 1000 Employees	0	$0.73	$0.00
1001 - 2000 Employees	0	$0.65	$0.00
2001 - 5000 Employees	0	$0.23	$0.00
Qty Total:	280	**Minimum Monthly Total:**	**$192.40**

Equipment - Rental

Item	Qty	Unit Price	Monthly Price
Workforce Ready Rental InTouch 9000 H3, Standard, HID Prox	1	$100.80	$100.80
		Total Monthly:	**$100.80**

Accessories

Item	Qty	Unit Price	Total Price
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	1	$0.00	$0.00
		Total Price:	**$0.00**

Setup Fees

Item			Total Price
Workforce Ready Setup Fee			$13,900.00
		Total Price:	**$13,900.00**

Quote Summary

Item	Total Price
Minimum Monthly Fee	$3,558.00
Minimum Annual Fee	$42,696.00

One Time Setup Fees	$13,900.00
Total Equipment Purchase and Accessories Fee	$0.00

NOTICES: All legal notices required to be given hereunder shall be in writing and shall be deemed given if sent to the addressee specified herein: (a) by either registered or certified United States mail, return receipt requested, postage prepaid, three days after such mailing; or (b) by national overnight courier service and addressed to the persons set forth herein, the next business day. All other notices, including notices of non-payment, may also be sent via facsimile or email, and will be deemed given on the day delivery is electronically confirmed.

Service Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee – Timekeeping	$ 3,000
Training and Setup Estimate – 8 Hrs	1,200
TOTAL INVESTMENT	**$ 4,200**
ANNUAL SUPPORT INCREASE	**$ 450**

*Travel costs are not included.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF FITCHBURG

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Civic Systems
STRONG SOFTWARE, STRONG COMMUNITY

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee - **miExcel Time Import**	$	2,500
Setup and Training – 8 Hours		1,200
TOTAL INVESTMENT	**$**	**3,700**
Annual Support	$	500

*Above amounts do not include travel costs.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF FITCHBURG

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

Civic Systems

STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 15
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

I propose to remove from the 2016 budget, the increase of hours for the Sustainability Specialist position In the amount of $6,243. Due to the constraint and costly budget, the City is not in a right situation to increase those hours currently.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	11
Sponsor/Department:	Mayor / General Government			Original (x)	X
Title/subject:	Sustainability Specialist 25% FTE position increase			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	An additional 25% FTE is requested to oversee the development and implementation of a new strategic sustainability management system, and associated staff training to achieve Fitchburg's goals to strengthen the local economy along with community health, the environment and quality of life. A revised position description includes proposed additional duties.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$15,480	$15,480	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$15,480	$15,480	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Potentially recurring, based on annual priorities and work load.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	Using staff time, rather than hiring contractors, would save considerable resources in the short term to coordinate planning and implementation of a citywide sustainability plan and staff training under a new sustainability management system.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	8/14/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	11
Position Title	**Sustainability Specialist (.5 FTE to .75 FTE)**		
Reason or Need	Coordinate development and implementation of a new sustainability management system including public involvement and staff training.		
Existing Classification	Grade G	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**75%** 1560 hours (increase 520 hrs)		Expected Overtime hours	0	
Estimated Hourly Wage		$25.66/$26.33 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖶)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing employee classification.

Class Title:	Sustainability Specialist
Bargaining Unit:	Non-Represented
Class Code:	NR-G14
Salary:	$23.63 - $24.98 Hourly $24,575.20 - $25,979.20 Annually

Description

Under the general direction of a staff engineer, implements a Community Outreach Plan of sustainability and climate protection initiatives established by the City of Fitchburg. Serves as a liaison between the community and City staff, completes various assignments related to the conservation of natural resources, and performs other various field and clerical assignments as required. This position provides an individual the opportunity to actively participate in the operation and organization of local government and implement a multi-disciplinary approach to the conservation of natural resources.

Examples of Duties:

Essential Duties/Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Implement the Community Outreach Plan prepared by the Resource Conservation Commission (RCC), coordinating and facilitating community involvement in established sustainability and climate protection initiatives.
- Provide staff recommendations to the Common Council on various water, waste, energy, transportation and land use issues.
- Design and implement education and outreach programs for employees, businesses and residents on best sustainability practices, including, but not limited to: idling reduction campaign, water conservation campaign, waste water pollutant reduction, commuting solutions, energy efficiency initiatives, and assist with applications and administration of grants and loans related to these initiatives.
- Assist businesses in improving their environmental performance by providing technical assistance.
- Coordinate the City of Fitchburg Green Team strategic planning and manage related sustainability events.
- Assist staff with energy benchmarking of existing municipal buildings and energy efficiency design and construction of new municipal buildings.
- Conceptualize and execute new sustainability programs as well as conduct research and prepare reports on sustainability related topics.
- Showcase individuals, businesses, and projects for recognition of leadership in sustainability.
- Develop method to monitor progress of implementing initiatives and method to tracking emission reductions for implemented initiatives, including a greenhouse gas emissions inventory.
- Develop methods to monitor progress of water conservation efforts.
- Update green house gas emissions inventory (using CACP 2009 or equal).
- Prepare and conduct presentations to government organizations, residents and businesses.

Proposed Additional Duties (25% FTE):

- Coordinate the development of and implementation of a new sustainability management system to that takes a systems approach to change, recognizing that all municipal policies and practices are interrelated and affect one another.
- Oversee the creation of a community-wide Ad-Hoc Committee to create a community vision for a sustainable Fitchburg.
- Engage stakeholders (citizens, employees, businesses, schools) in community discussions to identify a sustainable community vision and strategies that help us reach that vision.
- Coordinate with consultants to design a train-the-trainer program to train staff in the new sustainability management system (The Natural Step). Train a cadre of key staff who will in turn train other staff.
- Create systems to initiate new projects, mentor project teams, create metrics of success, and measure and evaluate success.

Other Functions:

- Assist with preparing agendas, packets, and minutes for Resource Conservation Commission (RCC) meetings, including serving as RCC staff contact as needed.
- Perform additional assignments and responsibilities as assigned or requested by supervisor.

Typical Qualifications:

Supervisory Requirements: None

Education and/or Experience Requirements:

- Educational background in engineering, urban planning and/or environmental sciences with an emphasis/interest in sustainability.
- 3-5 years of related academic and/or professional natural resource, environmental or sustainability experience and project coordination.

Licenses, Certifications, etc.
Must possess a valid driver's license for the duration of appointment.

Supplemental Information:

Knowledge, Skills, and Abilities

- Demonstrate interest and/or experience in community-based approaches to sustainability and energy conservation. Experience working on sustainability projects desired.
- Work efficiently and effectively with government, businesses, community-networked organizations and residents.
- Ability to carry out assigned tasks with minimal supervision.
- Ability to multi-task and complete tasks efficiently.
- Excellent verbal communication and interpersonal skills.
- Excellent written communication skills.
- Proficient in MS Word and Excel, and able to use computer programs easily.

Physical Demands:
Light Work: Exerting 51-75 lbs seldom. Exerting 0-50 lbs occasionally. Frequently standing, walking, and sitting.

Work Environment:
Both: Inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Inside work is 80% of the time. Outside work (no effective protection from weather) is 20% of the time. Exposure to hazards or risk of bodily injury, moderate noise, and dust are seldom. Exposure to heat/cold extreme and temperature changes occasionally.

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 16
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Keep the hours of the Sustainability Specialist at current levels.

Council Sponsor Notes:

In 10% tax rate increase budgets, additional savings are needed. By keeping the hours the same as current levels, level of service is maintained while respecting taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$6,243
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 17
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Sustainability Specialist Hours

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Can't afford it this year - Leave at .50 FTE

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	↓	$5,372
100-5144-131	FICA	↓	411
100-5144-132	WRS	↓	355
100-5144-161	Life Insurance	↓	8
100-5144-162	Disability Insurance	↓	84
100-5154-595	Worker's Compensation	↓	13
	Subtotal Expenditure Change	↓	**$6,243**
100-4111-000	Property Tax Levy – General Fund	↓	$6,243
	Subtotal Revenue Change	↓	**$6,243**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$9,237
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 18
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Increase Sustainability Specialist Hours to .75 FTE

Submitted By: H. Tony Hartmann

If related to a new proposal, please specify proposal # from new proposal summary: 11

Description of Proposed Amendment:

Every year regional, federal, utility, and private funds are granted to municipalities to the tune of hundreds of millions of dollars. For example, HUD, DOT and EPA have coordinated to create a 'Sustainable Communities' program https://www.sustainablecommunities.gov of which Fitchburg is a past recipient (Building Blocks for Sustainable Communities). By funding the position as requested (increase from current of 50% to 75%), we would allow a staff person time to search for, write, and likely bring in more grant dollars in this popular and growing segment. The ROI for this investment can easily exceed 100%. The impact of funding the request would add **$9,237.**

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-110	Salaries & Wages	+	$8,058
100-5144-131	FICA	+	616
100-5144-132	WRS	+	531
100-5144-161	Life Insurance	+	11
100-5154-595	Worker's Compensation	+	21
	Subtotal Expenditure Change	**+**	**$9,237**
100-4111-000	Property Tax Levy – General Fund	+	$9,237
	Subtotal Revenue Change	**+**	**$9,237**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$19,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 19
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Sustainability Management Consultant Fees

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

I propose to remove the $20,500 sustainability management system consulting and training fees. This is an unnecessary expenditure for this budget and the City. The City already has a Sustainability Specialist in house that should be doing this job. This is an unnecessary expenditure for this budget.

Council Sponsor Notes:

An alternative for this consultant that I would like to recommend is to send the City Administrator to a training and he should be applying those techniques to the rest of the departments. Remember, that in order to be successful with this sustainability theme is to modify city staff behavior as well. I believe that the City Administrator can perform this job very well.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
100-5115-325	Administrator Training	+	$1,000
	Subtotal Expenditure Change	↓	**$19,500**
100-4111-000	Property Tax Levy – General Fund	↓	$19,500
	Subtotal Revenue Change	↓	**$19,500**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	12
Sponsor/Department:	Mayor / General Government			Original (x)	x
Title/subject:	Sustainability Management System			Supplemental (x)	
Mandatory - Required by		Permissive (x)	x	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Sustainable community development focuses on strengthening the local economy along with community health, the environment and quality of life, recognizing their interconnections. Established sustainability management systems provide a proven, practical strategic planning framework that enables local governments and businesses to make smart economic decisions while moving toward their sustainability goals by looking at the whole system. Sustainability management systems provide a common sustainability framework for all city staff and leaders to use in decision-making to ensure economic progress and give Fitchburg residents the opportunity for quality of life while supporting the natural systems upon which we all depend. Training Fitchburg staff in understanding sustainability using a sustainability management system will help them integrate sustainability into city operations by applying sustainability principles and a step-by-step process for adopting them to improve efficiency, collaboration and outcomes. This proposal calls for building capacity in designated staff to carry out subsequent trainings for additional staff and new hires. Consultants will also mentor staff in effectively implement projects using the sustainability management system framework They will also lead one Ad Hoc Committee meetings, and a community engagement effort.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$20,500	$20,500	$	$
Total Year One Costs	$20,500	$20,500	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	The City of Fitchburg has been a leader in sustainability, enjoying many successes. We still have more to do and need to set up systems that will allow us to work more efficiently. This framework allows the city to create a vision for the future, set long-term goals and measure our successes.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$20,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 20
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Sustainability Management Training

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

Eliminate the sustainability management program.

Council Sponsor Notes:

This program's value has yet to be proven. There is no change management or behavioral modification culture that is embedded enough to make this a worthwhile proposal in the midst of the largest tax increase in recent memory. The position of Sustainability Specialist should be the ice breaker position that is involved in making interdepartmental hay.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
	Subtotal Expenditure Change	↓	**$20,500**
100-4111-000	Property Tax Levy – General Fund	↓	$20,500
	Subtotal Revenue Change	↓	**$20,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$20,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 21
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Sustainability Management Training

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 12

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$20,500
	Subtotal Expenditure Change	↓	**$20,500**
100-4111-000	Property Tax Levy – General Fund	↓	$20,500
	Subtotal Revenue Change	↓	**$20,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$1,444
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 22
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Public Works Shared Energy Benchmarking Position

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 13

Description of Proposed Amendment:

This amendment removes the Shared Energy Benchmarking Position. It will save $1,444.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$1,444
	Subtotal Expenditure Change	↓	**$1,444**
100-4111-000	Property Tax Levy – General Fund	↓	$1,444
	Subtotal Revenue Change	↓	**$1,444**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	13
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Shared Energy Benchmarking Position			Supplemental (x)	
Mandatory - Required by	Green Tier Legacy Communities Partnership	Permissive (x)		**NO FISCAL IMPACT** (x)	

Brief Justification:
(Area will expand as needed)

The City of Fitchburg is a member of the Green Tier Legacy Communities (GTLC), a consortium of 13 municipalities, four non-profits and the Wisconsin Department of Natural Resources. Green Tier communities work cooperatively to create sustainable communities through initiatives that promote economic growth, public health, environmental stewardship and social equity.

The GTLC Energy Benchmarking Committee is proposing to hire a temporary 18-month position funded with shared resources to assist all municipalities with: 1) energy efficiency benchmarking, 2) developing a consistent energy tracking system and 3) providing guidance and technical assistance on other energy conservation projects to communities. This proposal was developed in response to a GTLC dialogue revealing that data analysis and benchmarking consistency is important to truly understand energy consumption, trends and opportunities for savings. GTLC municipalities indicated they have limited staff time to analyze data in a meaningful and consistent way.

- Individual would perform tasks such as:
  - Collect, analyze and report on energy use data for all communities.
  - Provide guidance on potential conservation projects.
  - Provide assistance in the review of energy conservation proposals.
  - Provide guidance on the components of contracts that pertain to energy efficiency project cost savings
  - Provide guidance on the management of energy conservation projects
  - Provide assistance to facilities personnel in the design and selection of lighting technologies and systems, coordinate design and development of alterations to building systems to achieve energy consumption goals
  - Advise facility maintenance staff on energy efficient operation of building mechanical systems post project startup.
- Position will be hosted by Wisconsin Energy Conservation Corporation (WECC), a nonprofit and GTLC partner.
- Initiatives like these have generated a 5% savings in total municipal energy use, a potential savings of about $35,000.

Fitchburg's share would be the following: $1,444 in 2016 and $2,887 in 2017. State grants will fund roughly one half of the position and communities will fund the other half.

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$1,444	$1,444	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$1,444	$1,444	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Partially (2017)	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	This shared position proposal hinges on all Green Tier Legacy Communities committed financial support to this initiative.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)			
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$1,444
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 23
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Public Works Shared Energy Benchmarking Position

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 13

Description of Proposed Amendment:

Can't afford it this year- delete

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5144-210	Sustainability Professional Services	↓	$1,444
	Subtotal Expenditure Change	↓	**$1,444**
100-4111-000	Property Tax Levy – General Fund	↓	$1,444
	Subtotal Revenue Change	↓	**$1,444**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$8,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 24
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Investment RFP Consultant

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

The investment RFP for the Finance Department would be removed from the budget.

Council Sponsor Notes:

While a worthwhile project, it is a low priority project in any single year. We will have to complete something of this sort, however in a high tax increase year, it is a project that can be deferred without sacrificing service or opportunity.

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 paid by the general fund and $1,500 being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$8,500
600-5923-100	Water Utility – Outside Services Employed	↓	1,500
	Subtotal Expenditure Change	↓	**$10,000**
100-4111-000	Property Tax Levy – General Fund	↓	$8,500
	Subtotal Revenue Change	↓	**$8,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendments to Remove Investment RFP Consulting Services

There were three amendments submitted relating to New Proposal #15 "Investment RFP Consultant". The consultant would specialize in the area of municipal investments and has a skill set that I have not yet developed. This expertise would help ensure that the City selects the most qualified investment advisor. Because of the large amount of money ($6 million) held with our current advisor, I believe it is a relationship that should be reviewed. In addition, I believe there are investment advisors available that are more local and would provide a better level of service.

I propose several options in response to the amendments to remove the project:

1) Delay the issuance of the RFP. This RFP can be seen as a relatively low priority project at this point and I am comfortable with delaying the project to a future year.
2) Select a new advisor without issuing an RFP. For example, Ehler's is one of the investment advisors that would like our business. Since we have an established relationship with them as our financial advisors, perhaps we feel comfortable unilaterally selecting them as a new investment advisor. There is also a cooperative of public entities in Wisconsin (WISC) that comes highly recommended and can provide some additional services.
3) Leave investments with current advisor long-term. While I have some concerns with our current investment advisor and would be interested in exploring other options, keeping our investments where they are is an option.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	15
Sponsor/Department:	Finance			Original (x)	X
Title/subject:	Consultant for Investment Services RFP			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The City has invested its long-term funds with the Minnesota office of Morgan Stanley for many years. I have received multiple contacts from other investment providers asking about a possible transition. In addition, it would be helpful to have a service provider that is more local and has improved customer service. Issuing an RFP for investment services would be appropriate; however, the time and specialized knowledge required is not currently available in the Finance Department. There is a consultant available that could assist the City in this entire process from RFP drafting to vendor selection and agreement negotiation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Utility Rates**
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$0
Non Personnel Recurring Costs	$0	$0	$	$0
Non Personnel One-Time Costs	$10,000	$8,500	$	$1,500
Total Year One Costs	$10,000	$8,500	$	$1,500
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		No	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Misty Dodge	Date	8/12/15

Misty Dodge

From: Sofia Anastopoulos <sofia@pfundsconsulting.com>
Sent: Monday, July 27, 2015 5:28 PM
To: Misty Dodge
Subject: Re: touching base

Hi Misty. I'm constantly emailing because you never know when the timing might be right. I am glad you are interested in learning about my services at least at this point :). I see from the report you have a nice size portfolio but it's pretty liquid, and not with an investment adviser currently. I don't imagine that Fitchburg would want to place more than $20 million with an adviser- only because most governments with a portfolio like the one you have are very conservative and that includes in their use of external advisers. The reason this is relevant is because, typically, the larger the portfolio, the more advisers are likely to participate so the evaluation of proposals takes more time. Rough estimate about $7500 on low end to about $12,000. I imagine your engagement will be closer to the low end. For that I review the policy, interview staff, help identify your needs in the RFP, then draft the RFP, create templates for technical and pricing responses, determine the weighting for the proposals, identify firms to invite, distribute RFP, field questions, create addendum, review all proposals and identify salient points for formal evaluators, score pricing, lead in-person interviews, score complete proposals, notify winner, and help reach agreement. I wrote the GFOA publication Introduction to Investment Advisers for State and Local Governments. I know governments are under budgetary pressures and with rates being so low for so long, I am sensitive and will work to make it work. Please get back to me with any questions you may have! Regards, Sofia.

Sofia Anastopoulos, CFA
Public Funds Consulting

On Jul 27, 2015, at 4:24 PM, Misty Dodge <Misty.Dodge@fitchburgwi.gov> wrote:

> Hello ~
>
> What great timing! I am working on my budget for 2016 and would like to include a new proposal to have a consultant help us develop and evaluate an investment RFP. Do you have an estimated cost for such a project (simply for planning purposes)?
>
> Here is a link to our recent treasurer reports to give you an idea of our current investments, in case that helps. http://www.fitchburgwi.gov/175/Finance
>
> Thank you,
>
> *Misty Dodge, CPA, CPFO*
> **Finance Director**
> **City of Fitchburg**
> **5520 Lacy Rd**
> **Fitchburg, WI 53711**
> **Ph: (608) 270-4252**
>
> <image004.png>

From: Sofia Anastopoulos [mailto:sofia@pfundsconsulting.com]
Sent: Monday, July 27, 2015 12:20 PM

To: Sofia Anastopoulos
Subject: FW: touching base

Hi Good afternoon. Hope you are doing well and that you are enjoying summer! I continue to assist local governments and counties with their **investment policies, procedures, RFPs for investment advisers, RFPs for banking services,** and **RFPs for FAs** on the debt side**.** We have talked about these projects from time to time – just touching base again with you. I hope we get a chance to connect soon – Kind regards, Sofia

Sofia Anastopoulos, CFA
Principal
Public Funds Consulting, LLC
312-519-1637
sofia@pfundsconsulting.com
www.pfundsconsulting.com

<image001.png>

Good after

Levy Increase _____
Levy Decrease ↓$8,500
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 25
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Investment RFP Consultant

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

Can't afford this year

Council Sponsor Notes:

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 paid by the general fund and $1,500 being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$8,500
600-5923-100	Water Utility – Outside Services Employed	↓	1,500
	Subtotal Expenditure Change	↓	**$10,000**
100-4111-000	Property Tax Levy – General Fund	↓	$8,500
	Subtotal Revenue Change	↓	**$8,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$4,250
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 26
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Investment RFP Consultant Budget

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 15

Description of Proposed Amendment:

Reduce the funding for the RFP consultant to 50%, totaling $5,000 instead of $10,000, taking $4,250 off the levy.

Council Sponsor Notes:

To help structure the RFP and to make sure we are comparing apples to apples in our options for financial services, a consultant to help frame the RFP and provide insight would be helpful. However, I believe we can put the bulk of the work hours onto the private financial companies and make them do the hard work after we frame the RFP with the consultant. This reduction takes $4,250 off the levy and $750 from the Water Utility Fund.

Finance Director's Notes:

The total cost of the new proposal was $10,000 with $8,500 (85%) paid by the general fund and $1,500 (15%) being paid through the water utility based on an average cash balance. The water utility revenues would remain the same regardless of this project being funded.

Account #	Account Name	Amount of Amendment	
100-5152-210	Finance Department – Professional Services	↓	$4,250
600-5923-100	Water Utility – Outside Services Employed	↓	750
	Subtotal Expenditure Change	↓	**$5,000**
100-4111-000	Property Tax Levy – General Fund	↓	$4,250
	Subtotal Revenue Change	↓	**$4,250**

COUNCIL ACTION: Approved ☐ Failed ☐

Date: October 23, 2015

To: City Council

From: Misty Dodge, Finance Director

Re: Amendment to Reduce Scope of Investment RFP Consulting Services

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There were three amendments submitted relating to New Proposal #15 “Investment RFP Consultant”. One of the amendments submitted was to reduce the budget for the consulting services by half. The dollar amount included in the new proposal was based on an estimate from a known expert in the field of municipal investments. Her email was attached to the new proposal and provides a description of the services she would provide. The consulting arrangement would be based on a per hour fee so a reduced budget would mean a reduction in the services that could be provided.

The main goal of hiring an expert to help us with this process is to ensure we are asking the right questions and to ensure that we understand the answers to make the best decision for the City. When reviewing the services that would be provided for the approximate $10,000 cost, all of those listed are important. There are some services that could be reduced but that decision would limit the value added by the consultant and require significant amounts of research by staff to make-up for the loss of the expert. The bulk of the work would still be placed on the financial institutions as they prepare their responses to the RFP and participate in the interviews. The consultant would be available as a resource and a guide.

Levy Increase _____
Levy Decrease ↓$25,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 27
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Worker's Compensation Adjustment – Revised Mod Factor Estimate

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

With our experience modification rating (aka mod) estimated by the insurance agent coming in below originally planned we have an opportunity to lower our levy for the worker's compensation insurance.

Council Sponsor Notes:

Lowering our worker's compensation insurance amount by $25,000 would be a reasonable correct to account for our currently estimated mod.

Finance Director's Notes:

The City's mod is determined annually by the insurance company and is a reflection of how safe the City's employees are functioning based on our actual claims history. This factor is then multiplied by our calculated premium and will provide a discount if less than 1 (less claim history/safer employees) or a premium if more than 1.

Included in the Mayor's proposed budget is an estimated mod of .88, which was our actual mod in 2014. The actual mod in 2015 was .79, which is impressive. A $25,000 decrease in the General Fund worker's compensation insurance uses a .80 estimated mod. We won't know our actual mod until closer to our March 1st renewal date but based on recent information from our insurance agent this revised estimate is reasonable.

Account #	Account Name	Amount of Amendment	
100-5154-595	Worker's Compensation Insurance	↓	$25,000
	Subtotal Expenditure Change	↓	**$25,000**
100-4111-000	Property Tax Levy – General Fund	↓	$25,000
	Subtotal Revenue Change	↓	**$25,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase Unknown
Levy Decrease _____
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 28
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Consider Pay for Performance Cost After Personnel Committee Review

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to discuss the pay plan implementation results to determine how final numbers will affect the 2016 budget. Currently the plan implementation is being reviewed by the Personnel Committee. Council will have better information for budget purposes after Committee approval.

Council Sponsor Notes:

Finance Director's Notes:

An estimated amount for pay for performance was included in the Mayor's proposed budget.

The utility and refuse fund revenues would remain the same regardless of the status of this amendment. Changes resulting from this amendment would be added to/subtracted from the fund balance for those funds.

Account #	Account Name	Amount of Amendment	
100-5190-181	General Fund – Pay for Performance		
213-5362-110	Refuse Fund – Salaries & Wages		
250-5511-110	Library Fund – Salaries & Wages		
600-5137-181	Water/Sewer – Pay for Performance		
601-5138-181	Stormwater – Pay for Performance		
700-5145-110	Technology Fund – Salaries & Wages		
	Subtotal Expenditure Change		
100-4111-000	Property Tax Levy – General Fund		
213-4930-213	Refuse Fund – Fund Balance Applied		
250-4111-000	Property Tax Levy – Library Fund		
700-4761-000	Technology Fund – Charges to MPSIS		
700-4930-000	Technology Fund – Fund Balance Applied		
	Subtotal Revenue Change		

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$10,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 29
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Provide Funding to Aid the Badger Prairie Needs Network

Submitted By: Julia Arata Fratta

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

I proposed to add a new amendment to fund the Badger Prairie Needs Network in the amount of $10,000 in 2016 since 70% of the people that this organization serves live in Fitchburg. It is our moral duty to help this organization the same way the city funds other non-profits or charity organizations.

Badger Prairie Needs Network (BPNN), formerly Verona Area Needs Network, is a 501(c)(3) nonprofit organization dedicated to ending hunger and addressing the root causes of generational poverty in the communities we serve. In 2014, they served an average of 680 individuals each month – translating to over 122,200 meals and almost 8,000 total people served. Most of the households they helped (65%) had someone working for minimal wages but they simply didn't earn enough to make ends meet. The rest were people with disabilities, senior citizens on fixed incomes, and folks who had fallen on tough times or were temporarily unemployed. Almost half (47%) of those BPNN helped feed in 2014 were children. For more than 29 years, BPNN has provided food assistance to low and very low-income households in the Verona Area School District, including Verona and parts of Fitchburg and Madison.

Council Sponsor Notes:

In September, 2015, 170 households visited and received 23,481 lbs of food. There are 653 individuals in these households and 280 of these individuals are under 18. **70% of the individuals served live in Fitchburg,** 33% in Verona, and 5% in Madison. All households are in the Verona Area School District. Currently, the households receive enough food for 5-7 days.

All folks are volunteers, they have no paid staff; and currently they have about 100 volunteers. The funds for operations are mostly from individuals and both the City of Verona and Town of Verona have funds for BPNN in their budget for 2016. The current budget requirements are $140,000 for all services, and the food purchasing budget is $90,000. Currently they are spending about $7,500 per month on food.

Finance Director's Notes:

Used the same account number as used for the Boys & Girls Club contribution.

Account #	Account Name	Amount of Amendment	
100-5190-210	Interdepartmental Other – Professional Services	+	$10,000
	Subtotal Expenditure Change	**+**	**$10,000**
100-4111-000	Property Tax Levy – General Fund	+	$10,000
	Subtotal Revenue Change	**+**	**$10,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$10,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 30
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Provide Funding to Aid the Badger Prairie Needs Network

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

Badger Prairie Needs Network is a grassroots organization of over 100 volunteers serving the Verona School District, providing services 5 days a week, including Saturday. They are dedicated to ending hunger and addressing the root causes of generational poverty in the communities they serve.

In addition to a food pantry, including household and personal needs items, available onsite is a Joining Forces for Families social worker, the 18-21 year old transition program from the high school, a commercial kitchen, and other groups and organizations focused on eliminating hunger and homelessness, improving the health and overall wellness of the community, and helping people get back their feet.

According to the center director, over 75% of the users have Fitchburg addresses, largely from the Red Arrow Trail area as well as Anton Drive and Williamsburg Way.

They are anticipating receiving $30,000 from the City of Verona and $4,000 from the Town of Verona for 2016 operations (this would be 21.5% and 3% respectively toward the $140,000 operating budget) and they are hoping, again, for financial support from the City of Fitchburg as well.

Council Sponsor Notes:

Finance Director's Notes:

Used the same account number as used for the Boys & Girls Club contribution.

Account #	Account Name	Amount of Amendment	
100-5190-210	Interdepartmental Other – Professional Services	+	$10,000
	Subtotal Expenditure Change	**+**	**$10,000**
100-4111-000	Property Tax Levy – General Fund	+	$10,000
	Subtotal Revenue Change	**+**	**$10,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 31
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove New Police Detective Position

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

I propose to remove from the 2016 budget the hiring of the police detective in the amount of $108,960 due to the costly budget presented. We should postpone this position to a future budget cycle.

Council Sponsor Notes:

Police department is getting the body cameras in 2016 ($95,800).

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

To: Mayor Arnold and City Council Members

From: Tom Blatter

Ref: Detective Position Budget Amendments

Date: October 21, 2015

Several budget amendments have been submitted to remove the proposed Detective position from the 2016 operating budget. In response to these amendments, I would like to offer the following information for the Council's consideration.

The Police Department's staffing was examined five years ago when the current staffing plan, covering budget years 2012 to 2016, was written. In this staffing plan, which was first presented to the Council in 2012, a Detective position was identified as a necessary addition to the staffing of the police department. This position was proposed for the 2014 budget year.

The last Detective position was added in 2007. The Detective Bureau has investigated a dozen homicides and a significant number of sexual assaults, child abuses, robberies, burglaries, and financial crimes cases in that time. Many of these cases require a significant dedication of resources for an extended period of time to investigate and prosecute them.

As examples, earlier this year, two Detectives spent nearly two months of full-time work completing trial preparation tasks and interviews and time at the trial during the prosecution of a homicide investigation. Additionally, just this month another Detective spent one week, also full-time, on trial preparation tasks and interviews and time at the trial during the prosecution of a child abuse investigation.

While the department acknowledges homicide investigations and prosecutions generally happen one or two times per year, investigations and prosecutions, such as the child abuse investigation, occur with much more frequency. The cumulative effect of these investigations and prosecutions adds up over the course of a year. When Detectives are working these investigations and prosecutions, it effectively removes them from our ability to assign incoming cases to them because they simply won't be available or we assign them cases knowing they won't start to work those cases until they have completed their prosecutorial obligations. Therefore, we prioritize what cases are assigned to the Detectives currently available and lower priority investigations may need to wait until a Detective is available. The purpose of the additional Detective is to increase the pool of available Detectives so that it decreases the probability of lower priority investigations waiting for assignment or investigation.

The Police Department has always taken an approach that phases-in its recommendations for additional staff. Under the current staffing plan, nine additional positions were recommended. So far, five of those positions have been funded, leaving four (including this Detective position) unfunded. As the City continues to grow and also approaches the absorption of the Town of Madison, it is increasingly imperative to continue to fund a position or two in the police department each year in order to avoid situations where a greater number of positions will need to be added to "catch-up".

We recognize this is a difficult budget year and have always been grateful for the support the community and the Council has always shown. With that in mind, we respectfully request the Detective position remain in the 2016 budget so that we can continue to meet the needs and expectations of the community.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	22
Sponsor/Department:	Police Department			Original (x)	X
Title/subject:	Detective			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs. Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$103,785	$	$	$
Non Personnel Recurring Costs	$750	$	$	$
Non Personnel One-Time Costs	$4,425	$	$	$
Total Year One Costs	$108,960	$	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Thomas A. Blatter	Date	08/01/15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	22
Position Title	**Detective**		
Reason or Need	The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs. Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation.		
Existing Classification	X	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**1950**		Expected Overtime hours		
Estimated Hourly Wage		$35.81 Contract not settled for 2016		Source: Union Contract, Pay Plan, Comparable Community Average	Union	
Benefit Information (💳)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
			X			X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
						X
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$500		**$500**	**$900 (vest)**	
	Office Equipment Needed (Account - 355)	Furniture	Computer/ Licenses	Telephone, cell Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$1,750**	**$1,000**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing position in union contract for 2015.

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 32
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove New Police Detective Position

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

This amendment removes the proposed Detective position within the Police Department. This will save $108,960.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$108,960
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 33
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Crime Reduction – Funded by Removing New Police Detective Position

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

In order to reduce crime in our communities we need to work in cooperation with residents to improve conditions in troubled neighborhoods. Adding affordable activities that promote active and productive use of time is vital to help to lessen the amount of time that people in such areas spend 'just hanging out' which, too often, leads to problems, often involving police time and expense. Therefore it is incumbent upon us to invest in our communities. To that end, I am proposing a number of amendments to help serve that purpose, and restoring some proposals that were left out of the Mayor's budget: #58 Community Improvement Fund, #47 Programming in the Boys and Girls Club, #53 Belmar Park improvements, #51 Dunn's Marsh Recreation Connection Feasibility study, #54 restore Picnic Table proposal [47], #56 restore Park Signs proposal [46], #40 restore EMS proposal [30]

As always, increased positive police interactions within neighborhoods that tend to generate police calls is encouraged and also serves to proactively reduce problems. It's better to support these activities, thereby preventing crime, rather than add another detective to investigate crime after it has occurred.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$69,837
100-5210-131	FICA	↓	5,343
100-5210-132	WRS	↓	6,628
100-5210-160	Health Insurance	↓	17,616
100-5210-161	Life Insurance	↓	101
100-5210-162	Disability Insurance	↓	400
100-5210-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	2,689
100-5210-323	Uniforms & Protective Gear	↓	1,900
100-5210-355	Office Equipment	↓	1,000
100-5210-570	Technology Fund Allocation	↓	1,750
100-5143-251	HR – Recruitment Costs	↓	525
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,750
	Subtotal Expenditure Change	↓	**$110,710**
100-4111-000	Property Tax Levy – General Fund	↓	$108,960
700-4760-000	Technology Fund Allocations from Departments	↓	1,750
	Subtotal Revenue Change	↓	**$110,710**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$51,892
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 34
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start New Police Detective as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 22

Description of Proposed Amendment:

Start the position after July 1, 2016 so as to save half a year in costs.

Council Sponsor Notes:

Finance Director's Notes:

Recruitment costs, uniforms & protective gear, office equipment, and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
100-5210-110	Salaries & Wages	↓	$34,919
100-5210-131	FICA	↓	2,671
100-5210-132	WRS	↓	3,314
100-5210-160	Health Insurance	↓	8,808
100-5210-161	Life Insurance	↓	50
100-5210-162	Disability Insurance	↓	200
100-5210-163	Dental Insurance	↓	586
100-5154-595	Worker's Compensation	↓	1,344
	Subtotal Expenditure Change	↓	**$51,892**
100-4111-000	Property Tax Levy – General Fund	↓	$51,892
	Subtotal Revenue Change	↓	**$51,892**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓$7,595
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 35
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Gas Price Adjustment

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment would reduce the unit prices on all gasoline and diesel purchases by 10¢.

Council Sponsor Notes:

There are some indications that gas prices could be lower than anticipated by the proposed budget. While this is a bet on pricing being more favorable than staff expectations, this would be the year to be aggressive with finding any and all savings.

Finance Director's Notes:

Mayor's proposed budget includes assumptions of $2.75/unleaded gallon and $3.25/diesel gallon.
This amendment would change the assumed prices to $2.65/unleaded gallon and $3.15/diesel gallon.

For fear of duplicating the savings, I did not include any new proposals that are included as a possible Council amendment to remove. Also not included is any assumption in gas prices for Fitchrona EMS or Metro Transit. Finally, there are no savings included below for utilities due to the level of detail available in the utility budget.

Account #	Account Name	Amount of Amendment	
100-5210-335	Police Vehicle Expense	↓	$3,400
100-5220-335	Fire Vehicle Expense	↓	1,130
100-5240-335	Building Inspection Vehicle Expense	↓	75
100-5300-335	Public Works Vehicle Expense	↓	1,980
100-5520-335	Parks Vehicle Expense	↓	1,010
207-5570-335	FACTv Vehicle Expense	↓	30
	Subtotal Expenditure Change	↓	**$7,625**
100-4111-000	General Fund – Property Tax Levy	↓	$7,595
207-4930-207	FACTv Fund – Fund Balance Applied	↓	30
	Subtotal Revenue Change	↓	**$7,625**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease ↓ $116,451
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 36
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove the 2 Firefighter Positions

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

I propose to remove from the 2016 budget the hiring of the 2 firefighters in the amount of $ 116,451. I am not opposing these positions, I just want to wait until the City hires a new Fire Chief and he/she proposes a new workplan for the Fire Department. This proposed budget is very costly for the city and we need to be very cautious.

Council Sponsor Notes:

The Fire Department is getting a new ladder truck in the amount of $1.25 million in 2016. Consequently, it is equipment vs. staff.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$105,848
100-5220-131	FICA	↓	3,507
100-5220-132	WRS	↓	4,351
100-5220-150	POX Services	+	60,000
100-5220-160	Health Insurance	↓	35,232
100-5220-161	Life Insurance	↓	66
100-5220-162	Disability Insurance	↓	656
100-5220-163	Dental Insurance	↓	2,342
100-5154-595	Worker's Compensation	↓	2,219
100-5220-323	Uniforms & Protective Gear	↓	15,650
100-5220-570	Technology Fund Allocation	↓	500
100-5143-251	HR – Recruitment Costs	↓	6,080
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	500
	Subtotal Expenditure Change	↓	**$116,951**
100-4111-000	Property Tax Levy – General Fund	↓	$116,451
700-4760-000	Technology Fund Allocations from Departments	↓	500
	Subtotal Revenue Change	↓	**$116,951**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 20, 2015**

RE: **2016 Budget Proposal #36**

I can only stress the justification that was attached to the new proposal. The request for two additional FT Firefighter/Inspectors represents the final increment of the 2006 Public Safety and Human Services - Committee Fire Department Staffing Plan. The addition of the two positions would bring the total full-time (represented) staff to 12. This assists with a more balanced scheduling between career and paid-on-call (POC) staff.

The additional full-time firefighters assist with decreasing the amount of time that each POC member would be required to work the fill-in schedule and ensure more consistent staffing. Under the current staffing model, full-time personnel only carry about 32% of the total daily staffing load, with the remainder being covered by interns and POC staff members. The very nature of how and where POC personnel resources are derived dictates how variable of a resource they can be. For a wide variety of reasons, POC members often have other careers and commitments that they must work around, and in general have many restrictions on when and how much time they are available to work duty shifts at the fire department.

In order to reach the level of certification and experience of a typical full-time career firefighter, it will take even a very dedicated POC firefighter between three to five years to achieve that. We cannot continue to rely on the POC personnel to carry the majority of the daily staffing AND the responsibility for staffing additional equipment for major incidents. We need to get to a point where full-time career firefighters are carrying at least 50% of the total daily staffing load.

Not only would this proposal make a huge difference in getting us to that level, but it would also assist in reducing the amount of overtime that is paid out during a given year. In fact, we have every reason to believe that if nothing changes, excess overtime expenses will continue each and every year into the future.

I respectfully would like to add that I do not see a reason to wait for the arrival of the new Fire Chief to approve these positions. I totally agree that one of the first tasks of the Chief will be to complete an operational analysis of the department; however, we are trying to fulfill a staffing plan (workplan) that was completed by the Public Safety & Human Services Committee and City Administrator in 2006, the other recommendations from which we have surpassed.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	23
Sponsor/Department:	Fire			Original (x)	X
Title/subject:	Full-time Firefighter/Inspector – Shift (2)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	The request for two additional FT firefighter/inspectors represents the final increment of the 2006 Public Safety and Human Services – Committee Fire Department Staffing Plan. Please see supplement for further explanation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$94,221	$94,221	$	$
Non Personnel Recurring Costs	$1,300	$1,300	$	$
Non Personnel One-Time Costs	$20,930	$20,930	$	$
Total Year One Costs	$116,451	$116,451	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE OR increase to existing position Only complete areas which are not shaded	Supplement to Proposal #	23

Position Title	**Full-time Firefighter/Inspector – Shift (2)**
Reason or Need	The request for two additional FT firefighter/Inspectors represents the final increment of the 2006 Public Safety and Human Services - Committee Fire Department Staffing Plan. The addition of the two positions would bring the total full-time (represented) staff to 12. This would ensure that each station would have an officer/acting officer and a driver/operator each and every 24-hour shift (after transitioning the current 40-hour per week position to a 24-hour platoon shift position). It also assists with a more balanced scheduling between career and paid-on-call (POC) staff. The additional full-time firefighters assist with decreasing the amount of time that each POC member would be required to work the fill-in schedule and ensure more consistent staffing. Under the current staffing model, full-time personnel only carry about 32% of the total daily staffing load, with the remainder being covered by interns and POC staff members. The very nature of how and where POC personnel resources are derived dictates how variable of a resource they can be. For a wide variety of reasons, POC members often have other careers and commitments that they must work around, and in general have many restrictions on when and how much time they are available to work duty shifts at the fire department. In order to reach the level of certification and experience of a typical full-time career firefighter, it will take even a very dedicated POC firefighter between three to five years to achieve that. We cannot continue to rely on the POC personnel to carry the majority of the daily staffing AND the responsibility for staffing additional equipment for major incidents. We need to get to a point where full-time career firefighters are carrying at least 50% of the total daily staffing load. Not only would this proposal make a huge difference in getting us to that level, but it would also have the biggest impact in reducing the amount of overtime that has been paid out in 2015. In fact, we have every reason to believe that if nothing changes, these excess overtime expenses will continue each and every year into the future.

Existing Classification		**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	X

FULL TIME EQUIVALENT: Annual Hours		5,424 (2,712 x 2)		Expected Overtime hours	480 (240 x 2)	
Estimated Hourly Wage		$19.5147		Source: Union Contract, Pay Plan, Comparable Community Average	Union Contract	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
			X			X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
						X

Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment
		$1,250 ($625 x 2)		$800 ($400 x 2)	$13,600 ($6,800 x 2)
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)
		$0	$0	$0	$500 Network ($250 x 2)
	Other Related Expense	Description: Training Account #(s) -325			**$**
Vehicles	Will a city vehicle be required for this position?				No
	If so, will this be a new proposal or existing?				-

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing positions under union contract for 2015.

CITY OF FITCHBURG
Position Description

Position Title: Firefighter – Career
Reports To: Fire Captain
Union Representation: Non-represented, Grade 7
Written by: LS/JO
Revision Date: 07/18/06

Position Summary: Under the general management of the Fire Captain, this position is responsible for responding to requests for emergency assistance and performing fire prevention inspections. The position generally functions at the task level to stabilize emergency incidents and enforce municipal fire prevention ordinances. The position requires extensive training in the operation and maintenance of motorized fire apparatus, hand tools, and power equipment. Performance of assigned duties will often occur in hazardous settings under a wide range of environmental conditions.

Essential Duties/Responsibilities:
The following duties are considered normal for this position. Activities listed here are not to be construed as either exclusive or all-inclusive; other duties may be assigned or required.

Essential Functions:
- Perform duties and activities as may be required by municipal ordinance, state statute, or policies and procedures of the fire department to ensure compliance with building construction, fire prevention, and life safety codes.
- Inspect buildings for potential fire hazards and evaluate compliance with fire prevention ordinances.
- Identify fire regulation violations and issue reports and forms to building owners.
- Instruct the public on fire and life safety topics.
- Attend required drills and other in-service training activities conducted by the fire department.
- Attend external fire service-related courses as approved by the Fire Chief.
- Read and study assigned materials in order to remain current on topics related to fire prevention and suppression, technical rescue, fire and life safety codes, and public safety education.
- Inspect, operate, and maintain fire apparatus, fire stations and other fire department facilities, grounds, and equipment as assigned.
- Perform hydrant and hose tests as required.

Other Functions:
- Acknowledge and respond to dispatched alarms and other calls for emergency assistance.
- Select and don personal protective equipment appropriate to the emergency response.
- Drive and operate fire department vehicles and equipment.
- Communicate with incident commander and other responders via radio.
- Perform search and rescue tasks, as required, to accomplish life safety objectives established by the incident commander.
- Perform fire suppression tasks or other related activities, as required, to accomplish incident stabilization objectives established by the incident commander.
- Perform salvage and overhaul tasks, as required, to accomplish property conservation objectives established by the incident commander.
- Inspect and restore personal protective equipment, fire apparatus, facilities, and equipment upon the conclusion of each emergency response in order to ensure readiness for use during any subsequent emergency event.

Supervisory Requirements:
- None

Education and/or Experience Requirements:

- High school diploma
- GED or equivalent (possessed at time of application for employment).
- Associate Degree in fire service-related field is desired.
- At least two years of previous firefighter experience with a fire department is desired.

Licenses and Certifications

- Valid driver's license (possessed at time of application for employment).
- State of Wisconsin Certified Firefighter I (possessed at time of application for employment).
- State of Wisconsin Certified Firefighter II (within the probationary period).
- State of Wisconsin Certified Fire Apparatus Driver Operator-Pumper (within the probationary period).
- State of Wisconsin Certified Fire Apparatus Driver Operator-Aerial (within the probationary period).
- State of Wisconsin Certified Fire Inspector (within the probationary period).
- State of Wisconsin Licensed Emergency Medical Technician – Basic (within the probationary period).

Knowledge, Skills, and Abilities:

- Ability to think clearly and react effectively in emergency situations.
- Ability to understand and follow oral or written instructions.
- Ability to use reason and good judgment in dealing with all kinds of people.
- Ability to climb ladders and work at considerable heights.
- Ability to work in restrictive clothing and confined spaces.
- Ability to work in hazardous environments.

Physical Demands:

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Work Environment:

Both inside and outside. A job is considered "both" if the activities occur inside or outside in approximately equal amounts. Occasionally exposed to hazards or risk of bodily injury. Occasionally exposed to extreme heat, changes in temperature, wet and humid conditions. Occasional exposure to odors, toxic conditions, dust, poor ventilation, vibrations, and moderate noise.

_____

Employee's Signature Date

_____

Supervisor's Signature Date

Levy Increase _____
Levy Decrease ↓ $56,186
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 37
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove One of Two New Full-Time Firefighter Positions

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

Eliminate one of the two positions.

Council Sponsor Notes:

With the high level of tax increase, additional positions are at a premium. This amendment would leave one position for the new Chief to hire in a future year.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Since the recruitment costs included in the proposal were for two positions from the same pool of candidates, there will be only a minimal decrease in recruitment costs if only one candidate is selected from the same pool of candidates.

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$52,924
100-5220-131	FICA	↓	1,754
100-5220-132	WRS	↓	2,175
100-5220-150	POX Services	+	30,000
100-5220-160	Health Insurance	↓	17,616
100-5220-161	Life Insurance	↓	33
100-5220-162	Disability Insurance	↓	328
100-5220-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	1,110
100-5220-323	Uniforms & Protective Gear	↓	7,825
100-5220-570	Technology Fund Allocation	↓	250
100-5143-251	HR – Recruitment Costs	↓	1,000
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	250
	Subtotal Expenditure Change	↓	**$56,436**
100-4111-000	Property Tax Levy – General Fund	↓	$56,186
700-4760-000	Technology Fund Allocations from Departments	↓	250
	Subtotal Revenue Change	↓	**$56,436**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 21, 2015**

RE: **2016 Budget Amendment #37 & #38**

The fire department understands that any new personnel positions affect the operating budget. As proposed, we highly recommend two new full-time firefighter/inspector positions, but also understand the need to maintain financial responsibility for the 2016 budget. The fire department supports amendment #38 (mid-year start). If the council does not feel that amendment #38 is the more sound financial option, the fire department supports amendment #37 (one of two hired).

Thank you.

Levy Increase _____
Levy Decrease ↓ $47,111
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 38
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start Two New Full-Time Firefighters as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 23

Description of Proposed Amendment:

Hire the 2 fulltime firefighter positions after July 1, 2016 so as to only cost half a year.

Council Sponsor Notes:

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Recruitment costs, uniforms & protective gear, and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
100-5220-110	Salaries & Wages	↓	$52,924
100-5220-131	FICA	↓	1,754
100-5220-132	WRS	↓	2,175
100-5220-150	POX Services	+	30,000
100-5220-160	Health Insurance	↓	17,616
100-5220-161	Life Insurance	↓	33
100-5220-162	Disability Insurance	↓	328
100-5220-163	Dental Insurance	↓	1,171
100-5154-595	Worker's Compensation	↓	1,110
	Subtotal Expenditure Change	↓	**$47,111**
100-4111-000	Property Tax Levy – General Fund	↓	$47,111
	Subtotal Revenue Change	↓	**$47,111**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 21, 2015**

RE: **2016 Budget Amendment #37 & #38**

The fire department understands that any new personnel positions affect the operating budget. As proposed, we highly recommend two new full-time firefighter/inspector positions, but also understand the need to maintain financial responsibility for the 2016 budget. The fire department supports amendment #38 (mid-year start). If the council does not feel that amendment #38 is the more sound financial option, the fire department supports amendment #37 (one of two hired).

Thank you.

Levy Increase _____
Levy Decrease ↓$12,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 39
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Fire Emergency Medical Responder (EMR) Training

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This proposal would eliminate the training funding for Emergency Medical Responder (EMR) training for the Fire Department.

Council Sponsor Notes:

While a worthwhile program and needed in the long run, the time to roll out expensive training programs is not in the middle of 10% tax rate increase budgets. This proposal would put off this program addition to a later year.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5220-325	Fire Department – Training and Staff Development	↓	$12,000
	Subtotal Expenditure Change	↓	**$12,000**
100-4111-000	Property Tax Levy – General Fund	↓	$12,000
	Subtotal Revenue Change	↓	**$12,000**

COUNCIL ACTION: Approved ☐ Failed ☐

FROM THE DESK OF:
Deputy Chief Chad Grossen
City of Fitchburg Fire Department

TO: **Fitchburg Common Council**

DATE: **October 20, 2015**

RE: **2016 Budget Amendment #39**

This memo is to provide some additional information for budget amendment #39. I would urge you to reconsider the elimination of $12,000 dollars from account #100-5220-325 – Fire Department – Training and Staff Development.

The Emergency Medical Responder (EMR) and training is not new. Initial EMR training was approved and funded in 2010. As of this year, the City has already invested $6,525.86 on members of the department for initial EMR classes and refreshers. We revised the Paid-On-Call (POC) and Paid-On-Premises (POP) position descriptions to require the member to be an EMR. Our POC/POP payroll plan that was approved last year by the Council gives pay increases to the POC/POP members once they have completed the EMR class and required testing.

As stated in my presentation for the Finance Committee, the department's EMR operational plan is ready to be submitted to the State's Department of Health and Family Services for review and approval. This has taken a few years as we needed our staff to be trained prior to the operational plan being implemented. The operational plan also needed to be reviewed by our ambulance service provider (Fitch-Rona EMS) and their medical director, Dr. Michael Lohmeier. All signatures have been obtained in support of moving forward. Submitting an EMR operational plan does not cost the taxpayers; it increases the level of pre-hospital care that is received when they have a medical emergency.

The $12,000 that is specified as 'Madison College' in the budget narrative is not solely for EMR training. These funds cover all of the upcoming Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR) refreshers that are State required to maintain all department member's licenses. Some of the funds also pay for registration fees to complete testing for fire certification classes. All classes are through Madison College, our only avenue to complete the refreshers and testing. As in past budgets, part of the training funds was allocated to pay for the required refreshers.

I respectfully request that the $12,000 not be removed from account #100-5220-325. The City has already invested in the training of members to become EMR licensed and maintain it through refreshers. The members have also committed themselves to obtaining the training and given extra time from their personal lives to increase the level of emergency services that the fire department can provide to the citizens of Fitchburg.

Thank you.

Course Name	EMR Class	EMR Refresher	EMT-B Refresher
# Members	21	32	7
Cost/Member	$261.32	$85.44	$106.80
Total/Class	$5487.72	$2734.08	$747.60
Total for all classes			$8969.40
Additional Madison College expenses/exam fees			$2500.00
Grand total requested for 100-5220-325			$11,469.40

Levy Increase ↑ $24,981
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 40
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Community Paramedics

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 30

Description of Proposed Amendment:

Often people without a car, or the underinsured, will opt to call an ambulance for transport to an emergency room for fairly minor ailments. These residents often do not have the ability to pay for the ambulance trip or an ER visit, so it becomes a taxpayer obligation.

Having paramedics working within the community to provide information and basic services, especially during the period after release from a hospital, can prevent many unneeded return trips to emergency rooms or hospitals at taxpayer expense.

In addition, if they provide basic health education within the community as a whole, they will be able to forestall trips that residents take because of lack of available medical information or the support of someone they can ask about health care concerns, which otherwise might result in yet another trip to the emergency room.

Once upon a time, there were public visiting health nurses that would come to people's homes. This would be a similar program and is of great public benefit.

Council Sponsor Notes:

Finance Director's Notes:

The Fitchrona EMS budget approved by each of the participating municipalities did NOT include this proposal.

Account #	Account Name	Amount of Amendment	
100-5290-270	Fitchrona EMS Contribution	+	$24,981
	Subtotal Expenditure Change	**+**	**$24,981**
100-4111-000	Property Tax Levy – General Fund	+	$24,981
	Subtotal Revenue Change	**+**	**$24,981**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	30
Sponsor/Department:	Fitch-Rona EMS District			Original (x)	X
Title/subject:	Provide Community Paramedicine to District residence proactively (2 part-time; 1 FTE)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Working with recently discharged patients to reduce readmission to hospitals. Meeting with frequent users of EMS to find better health care pathways. Conducting community outreach in the District with AED placement and training, blood pressure and blood glucose checks				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$24,981	$24,981	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$24,981	$24,981	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by		Date	8/11/2015
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	30

Position Title	**Paramedic LTE**		
Reason or Need	Working with recently discharged patients to reduce readmission to hospitals. Meeting with frequent users of EMS to find better health care pathways. Conducting community outreach in the district with AED placement and training, CPR training, blood pressure and blood glucose checks.		
Existing Classification	Paramedic LTE	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**1,109** **(Fitchburg share)**		Expected Overtime hours	-0-	
Estimated Hourly Wage		17.85		Source: Union Contract, Pay Plan, Comparable Community Average	Pay Plan	
Benefit Information (🖃)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		N/A	N/A		N/A	N/A
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				7705 007		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$**	**$**	**$0**	
	Other Related Expense	Description: Fuel and Medical equipment Account #(s)			**$ 2,335**	
Vehicles	Will a city vehicle be required for this position?				Yes	
	If so, will this be a new proposal or existing?				**Existing-**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing pay plan.

FITCH-RONA EMS DISTRICT
Community Paramedic

Reports to: EMS Chief, Deputy Chiefs
Supervises: Non-supervisory role.
Version Date: August 23, 2015

POSITION OVERVIEW

Serves as a Community Paramedic for Fitch-Rona EMS District. Reports to the Deputy Chief of Operations. Responsible for a proactive approach for the education, safety and welfare of residents and District businesses. Acts as a conduit for access to local resources and a liaison to assisting agencies. Community Paramedics will work with newly discharged patients to reduce re-admissions to local hospitals. They will spend time in the District promoting health and well-being at locations like Senior/Community Centers, schools, local grocery stores and community events. Time will be devoted to reducing dependence by frequent users of Fitch-Rona EMS services. Community Paramedics will conduct follow up interviews with recent users of Fitch-Rona's services to provide feedback that will be used to improve daily operations. They will work with local business to locate, educate, support and train staff members on CPR/CCR and the use of Automatic External Defibrillators, a process known to improve the outcomes of sudden cardiac arrest.

GREAT PERFORMANCE OUTCOMES FOR THIS POSITION

Community Paramedics will help citizens become aware of city and county services specific to their needs. Personal visits to local residents will ensure they have a safe environment and understand directives to assist them after hospital discharge and allow for pre-emptive discussions with the intention of reducing inappropriate use of the 911 system. They will promote improved health and provide simple education for patients without alternative access to the health care system.

CONDITIONS OF EMPLOYMENT

This is a non-represented, part-time position. The Community Paramedic will work 20 hours or less per week. Work hours will be assigned by the Deputy Chief of Operations. Community Paramedic's must maintain paramedic licensure as required by the State of Wisconsin and our Service Medical Director. Meet Dane County EMS standards of driving insurability.

DUTIES AND RESPONSIBILITIES

1. Establish and maintain a safe and harmonious work environment that ensures personal safely.
2. Maintains proper records to support sustainable AED programs throughout the community.
3. Aligns citizens of the District with available resources to improve individual health.
4. Work with local hospitals to reduce the likelihood of re-admission after hospital discharge
5. Deliver education and training in the District to promote layperson response to certain medical emergencies.
6. Follow medical direction and protocols for Community Paramedicine

Continued on page 2

FITCH-RONA EMS DISTRICT
Community Paramedic

COMPANY-WIDE GOOD CITIZEN RESPONSIBILITIES

1. **Continuous Improvement, Innovation, Creativity** – Bring a focus of innovation and creativity to every decision and action. Continuously look for improvement opportunities in the job, and on behalf of the department as a whole.
2. **Customer Service Mindset** – Approach all working relationships from a customer service mindset. Customers include patients, co-workers, outside agencies and district municipality employees.
3. **Safety Mindset** – Demonstrate a fierce commitment to safety in all decisions and actions.
4. **Follow Work Rules and Policies** – Comply with all Fitch-Rona EMS work rules and policies defined in the employee handbook.
5. **Teamwork and Collaboration** – Share information with others to enable them to do their work well; work collaboratively with others inside and outside the department; contribute to other's success; provide assistance to others when appropriate.
6. De**monstrate Fitch-Rona's Core Values and Positively Represent the Department** – Engage in conduct that is fair, open and honest with staff, outside agencies, patients, and the public.

<u>Skills Expected for a Highly Qualified Community Paramedic</u>

- Grasp of efficient time management
- Superior communication skills – proficient in the English language (second language is beneficial)
- Self-starting individual with ability to perform without ongoing supervision
- Strong Paramedic skills and the ability work under pressure (good critical thinking skills)
- Professional and compassionate attitude towards others
- Strong computer skills including proficiency with Microsoft Office

<u>Minimum Qualifications</u>

- Minimum of High School Graduate or GED with post-high school coursework in leadership and management or equivalent life-experience as evaluated and approved by the EMS Chief.
- State of Wisconsin licensed EMT-Paramedic
- Valid Wisconsin driver's license
- Meet Insurance Provider/Dane County EMS standards of driver insurability based on background check.
- Meet pre-placement qualifications including physical assessment, urine drug screen for non-regulated compounds and state background review.

Levy Increase _____
Levy Decrease ↓ $6,903
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 41
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Public Works Streets Seasonal LTE Hours

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 32

Description of Proposed Amendment:

Can't afford this year.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5300-120	PT/LTE/Seasonal Wages	↓	$6,000
100-5300-131	FICA	↓	459
100-5154-595	Worker's Compensation	↓	294
100-5300-323	Uniforms & Protective Gear	↓	150
	Subtotal Expenditure Change	↓	**$6,903**
100-4111-000	Property Tax Levy – General Fund	↓	$6,903
	Subtotal Revenue Change	↓	**$6,903**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	32
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Public Works Summer Seasonal-Streets Maintenance			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Assist streets in completing maintenance tasks such as upkeep of maintenance facility including mowing, painting, cleaning and organization.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$6,753	$6,753	$	$
Non Personnel Recurring Costs	$50	$50	$	$
Non Personnel One-Time Costs	$100	$100	$	$
Total Year One Costs	$6,903	$6,903	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE OR increase to existing position Only complete areas which are not shaded	Supplement to Proposal	32

Position Title	**Public Works Summer Seasonal Streets Maintenance**
Reason or Need	This additional position would allow the streets division to complete maintenance tasks that they are otherwise unable to complete. This position would assist with: • maintenance of the streets and parks buildings (maintenance facility, salt shed, old salt shed, parks garage) • organization of tools and equipment • general upkeep like painting and cleaning

Existing Classification	LTE C	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**600**		Expected Overtime hours	NA	
	Estimated Hourly Wage	$10.00		Source: Union Contract, Pay Plan, Comparable Community Average	LTE Schedule 1/1/16	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue Per contract		Uniform Allowance	Protective Gear / Personal Equipment	
		$50		**$**	**$100**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$0**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				**NA**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by LTE Pay Schedule approved for 1/1/16

Class Title:	Public Works Summer Seasonal - Streets Maintenance
Bargaining Unit:	Limited Term Employees (Seasonal, Intern, POC, etc.)
Class Code:	LT0302
Salary:	$9.50 Hourly $19,760.00 Annually

Print Job Information

Email me when jobs like this become available

Description **Benefits**

Under the direction and supervision of the Streets Supervisor, performs street and facility maintenance including painting, mowing, landscaping, cleaning, assisting in the repair of mowers, trucks and tractors. Assist other departments and workers as needed. Performs other tasks as assigned by the Streets Supervisor.

Positions are scheduled 40 hours per week and can be expected to last (3) months from approximately mid-May to mid-August.

Examples of Duties:

Essential Duties/Responsibilities:

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Operates tractors, mowers and pick-up trucks necessary for construction and maintenance of parks grounds and facilities.
- Assists Street Maintenance Workers in repair and maintenance of the maintenance facility and public right away.
- Performs preventive maintenance work on parks grounds and parks facilities.
- Performs the necessary maintenance for the proper upkeep of parklands such as mowing grass, planting and trimming trees, shrubbery and flowers, removal of trash, leaves and other debris.
- Use of hand tools, pressure washers and power tools.
- Painting walls and buildings.
- Roadside clean up.
- Minor vehicle maintenance such as washing and cleaning.

- Washing of windows.

Typical Qualifications:

Supervisory Requirements:

- There are no supervisory responsibilities.

Education and/or Experience Requirements:

- High school diploma or GED preferred.
- Experience and/or ability to drive a tractor and truck required

Licenses, Certifications, etc.

- Must be at least 18 years of age
- Must possess a valid Wisconsin Driver's License

Supplemental Information:

Knowledge, Skills, and Abilities:

- Knowledge of the use of shop tools.
- Ability to operate tractors, mowers and pick-up trucks.
- Ability to apply common sense understanding to carry out simple one or two step instructions.

Levy Increase _____
Levy Decrease ↓$28,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 42
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove East-West Bus Route

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: #36

Description of Proposed Amendment:

This amendment would eliminate the "Fitchburg Flyer".

Council Sponsor Notes:

The Mayor has been quoted that transit changes should not be done in the budget. To that end, our own consultant recommended not adding this route. In addition, we see the conditions we put ourselves in when we engage in structural deficits. While connectivity to the City Center is important, we have ways to do so more efficiently within the study for less money. TTC should investigate that and make recommendations to that end in a budget year that is more responsible to taxpayers.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5352-200	Metro Transit Services	↓	$28,000
	Subtotal Expenditure Change	↓	**$28,000**
100-4111-000	Property Tax Levy – General Fund	↓	$28,000
	Subtotal Revenue Change	↓	**$28,000**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	36
Sponsor/Department:	Mayor/Transit			Original (x)	X
Title/subject:	East-West Fixed Transit			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Fitchburg has good transit service in the Fish Hatchery Rd corridor south to Hatchery Hill, and in the Verona Rd corridor south to Orchard Pointe. However, the service is optimized for travel to Madison, and doesn't connect these transit-rich areas with each other or with the city hall campus. Without service to the city hall campus, residents who don't drive or who have no access to a private vehicle are deprived of important city services, including library, court, and city government proceedings. While a patchwork of transportation options is currently used to help older residents get to the Senior Center, new east-west service would dramatically expand access and reduce the cost of the other options. The service proposed would go into effect in August 2016 with the general update to the Metro Transit Route system, and would provide two runs in each direction, mid-morning and mid-afternoon, a total of four runs each weekday. No evening or weekend service would be provided in 2016, but there is need for early and late evening service. As mayor, I hope to propose two additional runs in each direction, a total of four additional runs each weekday, effective January 2017 for a total cost of $84,000.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$112,000	$112,000	$	$
Non Personnel One-Time Costs	$	$	$	$
Total Year One Costs	$112,000	$112,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	It is unfair to residents who don't drive to provide services at locations that cannot be reached by public transit. This inequity should be ended as soon as possible.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		yes	
Prepared by	Mayor Arnold	Date	9/17/15
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$28,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/19/15

Amendment #: 43
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove East-West Bus Route

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

Delete - Not enough supporting data. No plan presented for proof of performance of route. $112,000 total annual cost less $84,000 deficit to be made-up in 2017 = $28,000 reduction in 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5352-200	Metro Transit Services	↓	$28,000
	Subtotal Expenditure Change	↓	**$28,000**
100-4111-000	Property Tax Levy – General Fund	↓	$28,000
	Subtotal Revenue Change	↓	**$28,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 44
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Metro Transit: add a clause that bus route will be a pilot for a year

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

I propose to keep this new bus route (flyer route) on a **trial basis only and only if** we add a clause to the proposal that this route will be a pilot for a year and after that year (July 2017) the City Transportation Engineer or designated staff will provide ridership numbers for the period starting July 2016 to July 2017.

It is critical to know how many people will ride this route. If the numbers are not satisfactory, then we should take it out of the budget in 2017 and discontinue this route permanently.

If we cannot get the numbers, I propose to remove it from the 2016 budget.

Council Sponsor Notes:

The City Transportation Engineer should work with the Madison Metro System to get the ridership and other data in order to make a sound decision and determine if this flyer route is viable. The Transportation Engineer should provide a report to the City Council in July 2017 with that information.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Transit Amendment by Alder Arata Fratta

This memo is in response to the amendments that have been proposed for transit services.

Amendment from Alder Arata Fratta

While it is possible to complete a transit pilot, staff would like to point out that ridership of new routes typically does not fully develop for approximately 3-years. It takes time for riders to become aware of new services and it also takes time for behavior shifts toward utilizing the new service.

Establishing a new route requires a significant amount of effort to establish. The establishment requires extensive public involvement, outreach, and publication of new routes. Routes also require installation of infrastructure (signage, boarding pads, etc).

Monthly ridership would be provided by Metro. These numbers would not include a stop by stop evaluation of ridership (boarding/disembarking numbers). We anticipate that Metro would not have the resources available to evaluate ridership on a stop by stop basis for this pilot.

Levy Increase ↑$28,500
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 45
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Issuance of Metro Transit RFP for Transit Options

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 36

Description of Proposed Amendment:

Particularly because most people that regularly use transit have an annual or monthly Metro bus pass to use to get around, it would be best, for them, if the City participates in cross-city transit via Metro service, so they don't have to incur additional expense to get from one side of Fitchburg to the other.

Also, an upcoming consideration that is apparently on the horizon is a funding cutback of the 8520 Federal Grant Program, which funds the Shared Ride Taxi Program

However, if the council intends to defeat a Metro proposal, we should have another option available in the budget.

Therefore, if the Metro proposal is defeated, I'm asking our Transportation Engineer to prepare an RFP for additional options to be sent out early in 2016 which will presume service to begin on or before June 1, 2016 to make summer service available to the city campus and parks.

I'm also asking council to include any funding necessary for the RFP as well as a best estimate of funding for whatever service might be awarded as part of the 2016 budget.

Council Sponsor Notes:

Finance Director's Notes:

Assumed that this amendment would be for mass transit services provided by a vendor other than Metro. A separate account would be created to track that cost. Also included below is the same funding that is currently in the Mayor's proposed budget for transit based on the description ($28,000).

Account #	Account Name	Amount of Amendment	
100-5300-320	Public Works Publications (RFP)	+	$200
100-5300-345	Public Works Public Info & Education (RFP)	+	300
100-5352-290	Non-Metro Transit Services (Awarded Service)	+	28,000
	Subtotal Expenditure Change	**+**	**$28,500**
100-4111-000	Property Tax Levy – General Fund	+	$28,500
	Subtotal Revenue Change	**+**	**$28,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Transit Amendment by Alder Krause

This memo is in response to the amendments that have been proposed for transit services.

Amendment from Alder Krause

The only costs for preparing an RFP would be staff time, publication costs, and some printing costs. We would approximate a maximum of $500.

It is very difficult to determine an accurate cost to run alternatives to Metro service, without knowing what is being considered. There are options such as shared ride taxi programs, or a flexible fixed bus that could loop around Fitchburg. Both of those programs are very costly - and because of that, there are federal grants that we could apply for to offset some of that cost. However, we would likely not be able to secure federal grants in time to begin operating this service in June 2016. More like June 2017 or 2018.

One option that the Transit study looked at was a shared ride taxi service. The transit study envisioned three medium duty busses with service hours of 6AM-10PM and an estimated productivity rate of 3-5 passengers per hour. Draft estimates for ridership were between 36,000 and 60,000. The cost for this service was estimated at 420,000 for operating costs and 240,000 for capital costs. These costs could likely be offset by grants to bring the City operating cost down to 126,000 and capital cost to 48,000. If the City desired grant funding, a June 2016 schedule would not be feasible.

The transit study also looked at a flexible fixed bus. Ridership and costs for this alternative are higher than the shared ride taxi service.

One option may include purchasing a single shuttle bus/van and hiring a driver to shuttle people around the City. That would probably cost less (although still likely be around $80-$100,000 when you include the operating and vehicle capital), but offer the most flexibility to get people where they want to go.

Levy Increase ↑ $17,762
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 46
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Additional Part-Time Senior Center Receptionist

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 37

Description of Proposed Amendment:

The senior center has a half-time receptionist, who can cover morning hours, but they need someone to also cover afternoon hours.

The person in that position handles cash, credit cards and confidential information, as well as arranging rides for program participants, all of which is difficult or inappropriate to manage with volunteers.

The Senior Center has indicated a willingness to work with two half-time staff rather than one full-time.

Doing so would allow an appropriate sharing of responsibilities, maintain confidential information, responsible money handling, and be more cost effective for the City.

Council Sponsor Notes:

Finance Director's Notes:

Assumed an additional part-time person would not elect health and dental insurance; would not be eligible for WRS, life, and disability; and would be hired at Step 1.

Account #	Account Name	Amount of Amendment	
100-5460-110	Salaries & Wages (permanent part-time)	+	$16,276
100-5460-131	FICA	+	1,245
100-5154-595	Worker's Compensation	+	41
100-5460-325	Training & Staff Development	+	200
	Subtotal Expenditure Change	**+**	**$17,762**
100-4111-000	Property Tax Levy – General Fund	+	$17,762
	Subtotal Revenue Change	**+**	**$17,762**

COUNCIL ACTION: Approved ☐ Failed ☐

Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: October 19, 2015
To: Fitchburg City Council
Cc: Misty Dodge, Finance Director
From: Jill McHone, Senior Center Director
Subject: Budget Amendment

As you work through the 2016 budget I ask that you consider supporting an amendment to the Mayor's proposed budget and include the new proposal that would increase the Office Assistant position from 20 hours to 40 hours. An alternative to making the position full time would be to add another 20 hour Office Assistant position in our Department. Below are some of the facts I shared at the budget meeting earlier this month.

1) The Senior Center is the only department in the City that uses volunteers for a front office position. Issues that arise when using volunteers include;
    a. Volunteers cannot be held as accountable as employees when there are problems.
    b. Confidential information cannot be shared with volunteers which limits the tasks that they can perform and questions that they are able to answer.
    c. Volunteers are not employees and therefore are not "required" to show up.
    d. We have been advised to not let volunteers use the credit card machine which will eliminate our taking credit cards in the afternoons or when the Office Assistant is out.
    e. There is a risk involved when having volunteers accept cash/check payments.

2) The Senior Center averages 150 people each day participating in programs and volunteering. This does not include any "walk-ins", case management clients, or new visitors. With this number of participants, a large majority stop at the front desk with payments, registrations and general questions.

3) The Senior Center schedules, on the average, 53 rides per month. This is not just a simple phone call. Scheduling a ride can entail many phones calls to find a driver, reschedule canceled appointments, find addresses of clinics, etc. All rides are coordinated by the Office Assistant position with some support from volunteers.

4) The Senior Center averages $2000 per month in revenue. In 2005 our revenues totaled $4000. In 2014 our revenues totaled $20,000. All revenues are handled by the Office Assistant position.

5) Our proposed county funding for nutrition and case management will increase by approximately $8000 from 2015 to 2016. From 2001 to 2016, the increase will be $18,000. These amounts have increased because the number of clients we serve for Case Management and Nutrition have increased.

6) Senior Center program participation from 2000 to 2015 has increased 118%.

Thank you in advance for your consideration. Please let me know if you would like more information or have any questions.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	37
Sponsor/Department:	Senior Center			Original (x)	X
Title/subject:	Office Assistant Position to Full-Time			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	I am requesting that the 20 hours/week Office Assistant position be increased to 40 hours /week. The Office Assistant position, which was a new position added in August of 2014, is one of the most critical positions in our Department. This position is responsible for greeting customers, registering participants for programs, receiving and tracking program payments, scheduling all rides and many other duties as assigned. Previously held by multiple volunteers, the addition of this position has allowed our Department to provide more efficient customer service, improve money management, and improve communication among staff. Confidentiality is critical to our clients and customers. With this position we are now able to share pertinent information with the employee so they are able to answer questions and offer a greater level of assistance than are volunteers could offer. By allowing our Department to have a full time Office Assistant, we can extend the responsibilities noted above to encompass the entire work day. It is difficult to grow as a department when relying on volunteers. We hope to offer on line registrations as well as accepting credit cards in 2016. Without a full time Office Assistant, this will be difficult.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$38,354	$38,354	$	$
Non Personnel Recurring Costs	$200	$200	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$38,554	$38,554	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by		Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal #**	37

Position Title	**Office Assistant**		
Reason or Need	By allowing our Department to have a full time Office Assistant, we can extend the responsibilities to encompass the entire work day. It is difficult to grow as a department when relying on volunteers. We hope to offer on line registrations as well as accepting credit cards in 2016. Without a full time Office Assistant, this will be difficult.		
Existing Classification	Grade B	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**2080**		Expected Overtime hours	0	
Estimated Hourly Wage		16.09/16.54 (steps)		Source: Union Contract, Pay Plan, Comparable Community Average	Pay plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$200**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by existing pay plan.

Levy Increase ↑$5,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 47
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add City Programming in the Boys & Girls Club

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

At a Council meeting on 10/13/15 the Council was informed that the Boys & Girls Club building was available for community use from 9:00 AM to noon weekdays during the school year.

Given the desire by the Senior Center, the Library, and the Recreation Department to provide services to the northwest areas of the city, within one of the most underserved parts of the city, programming in the club should be explored.

The Senior Center would like to consider a senior exercise program as well as consultations with social workers, the Library would enjoy hosting regular story times with parents and preschoolers, and Recreation is open to considering ideas presented by a study of Belmar Park area residents.

There would be promotional materials, contract instructor fees, and materials costs anticipated, offset by user fees, possibly subsidized for Fitchburg residents unable to afford the full cost of participation, so $5,000 is an approximate amount to fund programming as necessary.

Council Sponsor Notes:

Finance Director's Notes:

Included in the costs below are a very rough estimate of allocation of costs and funding sources.

Account #	Account Name	Amount of Amendment	
100-5460-387	Senior Program Expense	+	$5,710
100-5460-330	Senior Center Vehicle Use Reimbursement	+	1,040
100-5530-387	Recreation Program Expense	+	4,970
100-5530-330	Recreation Vehicle Use Reimbursement	+	780
250-5511-340	Library Operating Materials & Supplies	+	740
250-5511-330	Library Vehicle Use Reimbursement	+	260
	Subtotal Expenditure Change	**+**	**$13,500**
100-4672-300	Senior Program Fees	+	$4,250
100-4672-100	Recreation Fees	+	4,250
100-4111-000	Property Tax Levy – General Fund	+	4,000
250-4111-000	Property Tax Levy – Library Fund	+	1,000
	Subtotal Revenue Change	**+**	**$13,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Fitchburg Senior Center
5510 Lacy Road
Fitchburg, WI 53711-5318
Phone: (608)270-4290
Fax: (608)270-4296
www.city.fitchburg.wi.us

Date: October 20, 2015
To: City Council Members
Cc: Misty Dodge, Finance Director
From: Jill McHone, Senior Center Director; Wendy Rawson, Library Director; Scott Endl, Parks and Recreation Director
Subject: Budget Amendment #29 - Add Programming in the Boys & Girls Club

While the need to increase programming for all ages in the Allied Drive area is critical, the Senior Center, Library and Recreation Departments do not have adequate staff to run new programs off site. Adding $5000 to the city budget through amendment #29 is an affordable start to supporting this vision.

Prior to implementing any activities or services a neighborhood survey would be created by staff and distributed to area residents to determine program interests. This expense should be minimal and would need to be taken out of the $5000.

While the Senior Center and Recreation Departments are more likely to contract with various instructors for new programs, the Library's participation in expanding their offerings is contingent on their new Outreach position being funded in 2016.

Levy Increase _____
Levy Decrease ↓ $1,401
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 48
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Parks/Public Works Additional LTE Hours

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 40

Description of Proposed Amendment:

This amendment removes the parks/public works LTE position additional hours. It will save a cost of $1,401.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$1,200
100-5520-131	FICA	↓	92
100-5154-595	Worker's Compensation	↓	59
100-5520-323	Uniforms & Protective Gear	↓	50
	Subtotal Expenditure Change	↓	**$1,401**
100-4111-000	Property Tax Levy – General Fund	↓	$1,401
	Subtotal Revenue Change	↓	**$1,401**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry
5520 Lacy Road
Fitchburg, WI 53711
Phone: (608)270-4288
Scott.Endl@fitchburgwi.Gov

Memo

To: Common Council

From: Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #48

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below information:

These additional 120 hours would allow for a 25% increase in summer park maintenance staffing (going from 3 workers to 4).

Remove Parks/Public Works Additional LTE Hours

Currently the Park's budget calls for 3 park LTE seasonal workers budgeted for 600 hours each (1800 total hours). This proposal would change the budget to 4 park LTE seasonal workers budgeted for 480 hours each (1920 total hours).
There are several reasons for the shift in quantity of staff and total hours. These include:

- It is difficult to find seasonal employees that are able to utilize entire 600 hours. Frequently applicants need to return to school and getting the full 600-hours utilized is difficult.
- Additional "bodies" are extremely beneficial for several reasons. Having one additional seasonal staff provides redundancy to deal with vacations/unanticipated resignations/fluctuating workloads.
- It is desirable to keep seasonal staff below the 600-hour threshold as this can trigger additional costs to the City for retirement benefits.

The peak time in the Park's division is generally mid-May through mid- August; where there is a daily routine can consist of cleaning 8 current shelters including the Splash Pad, empty trash at those shelters, and ball field prepping - up to 7 per day. We also have a weekly routine that includes mowing of all the park's, City owned terraces and open spaces, painting of soccer fields, lacrosse fields, flag football fields, foul lines for all of the ball fields (each during their respective seasons), and a complete trash run throughout the parks system. Other tasks include playground mulching, string trimming, ground litter pickup, tree mulching and watering – generally things that keep the parks safe and looking nice. With current staffing level's we are finding it difficult to get these things complete.

This proposal only results in a modest increase of 120 seasonal hours per year and will enable a much better level of service during the spring/summer for our parks.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	40
Sponsor/Department:	Parks/Public Works			Original (x)	X
Title/subject:	Parks/Public Works Summer Seasonal Park Maintenance (120 hours)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Add additional flexibility with seasonal staff for vacation/high workload.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$1,351	$1,351	$	$
Non Personnel Recurring Costs	$50	$50	$	$
Non Personnel One-Time Costs	$0	$0	$	$
Total Year One Costs	$1,401	$1,401	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	40

Position Title	**Additional 120 hour of summer seasonal park maintenance**		
Reason or Need	Need for additional seasonal employees. These additional hours will allow for the creation of (4) 480hr. summer seasonal positions. Currently there are (3) 600hr. summer seasonal positions.		
Existing Classification	PT Seasonal LTE C	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**120** **additional hours**		Expected Overtime hours	N/A	
	Estimated Hourly Wage	$10.00		Source: Union Contract, Pay Plan, Comparable Community Average	approved 2016 LTE pay plan	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		n/a				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$50**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				No	
	If so, will this be a new proposal or existing?				-	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by approved LTE schedule effective 1/1/16

Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Fitchburg Common Council and Mayor
From:	Cory Horton, Director of Public Works/City Engineer
Date:	August 14, 2015
Subject:	Additional Seasonal Park Workers

Currently the Park's budget calls for 3 park LTE seasonal workers budgeted for 600 hours each (1800 total hours). This proposal would change the budget to 4 park LTE seasonal workers budgeted for 480 hours each (1920 total hours).

There are several reasons for the shift in quantity of staff and total hours. These include:

- It is difficult to find seasonal employees that are able to utilize entire 600 hours. Frequently applicants need to return to school and getting the full 600-hours utilized is difficult.
- Additional "bodies" are extremely beneficial for several reasons. Having one additional seasonal staff provides redundancy to deal with vacations/unanticipated resignations/fluctuating workloads.
- It is desirable to keep seasonal staff below the 600-hour threshold as this can trigger additional costs to the City for retirement benefits.

The peak time in the Park's division is generally mid-May through mid- August; where there is a daily routine that can consist of cleaning 8 current shelters including the Splash Pad, empty trash at those shelters, and ball field prepping - up to 7 per day. We also have a weekly routine that includes mowing of all the park's, City owned terraces and open spaces, painting of soccer fields, lacrosse fields, flag football fields, foul lines for all of the ball fields (each during their respective seasons), and a complete trash run throughout the parks system. Other tasks include playground mulching, string trimming, ground litter pickup, tree mulching and watering – generally things that keep the parks safe and looking nice. With current staffing level's we are finding it difficult to get these things complete.

This proposal only results in a modest increase of 120 man hours per year and will enable a much better level of service during the spring/summer for our parks.

Levy Increase _____
Levy Decrease ↓ $1,508
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 49
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reinstate Contracted Median Mowing

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 41

Description of Proposed Amendment:

Keep median mowing program as is.

Council Sponsor Notes:

The formula for the eventual savings is slightly misrepresented. The mowing should be stopped when conditions allow. The savings therefore are overstated in future years. In a high tax increase environment I don't think it's reasonable to add money to this budget.

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$33,948
100-5520-131	FICA	↓	2,597
100-5154-595	Worker's Compensation	↓	1,663
100-5520-323	Uniforms & Protective Gear	↓	300
100-5520-335	Fuel & Equipment Maintenance	↓	2,000
100-5520-290	Other Contractual Service	+	38,000
	Subtotal Expenditure Change	↓	**$2,508**
100-4111-000	Property Tax Levy – General Fund	↓	$1,508
100-4690-000	Weed Cutting Reimbursement – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$2,508**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry
5520 Lacy Road
Fitchburg, WI 53711
Phone: (608)270-4288
Scott.Endl@fitchburgwi.Gov

Memo

To: Common Council

From: Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #49 and 50

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below information:

By hiring these (2) 9 month positions Park maintenance would gain 16 hours of work per week for these 9 months (576 hours). A good return on $2,508.

Reinstate Contracted Median Mowing

Staff evaluated the balance between utilizing contracted services versus in-house staff. The City currently has a contract for completing median maintenance. This proposal looked at replacing the contracted median services with in-house staff. The current median contract includes but is not limited to mowing, string trimming and trash pickup of all the traffic islands on Fish Hatchery Rd, McKee Rd, Lacy Rd, Fitchrona Rd and select other areas. Weeding and trash pick-up 2 times per month all of the islands and areas that contain flowerbeds, along with a spring cleanup which consists of cleaning and mulching the flowerbeds each spring, mulching the trees in the medians, and a fall cleanup which consists of cutting and cleaning up all perennial plants for the winter. In talking with our current contractor, we estimate that the median contracts take around 40 hours per week to complete the work.

If the City of Fitchburg would decide to take over all aspects of the median maintenance contract we have determined that it would require nearly 2 new 9 month LTE positions. The excess capacity in utilizing two 9-month LTE positions would also allow us to complete the City Hall grounds maintenance and eliminate the budgeted City Hall Groundskeeper position of 720 hours per year.

By combining the median maintenance and City Hall groundskeeper the workload is estimated to be 64 hours of work per week, leaving around 16 hours, possibly more during a dry hot summer when mowing is not needed to complete other tasks, such as watering trees, flower beds, and many other projects throughout the parks system. Please keep in mind that additional areas are coming on line every year, and the Verona Road project will result in additional median maintenance for the local streets improved with the project (McKee, etc.). A spreadsheet showing the cost analysis of keeping with the current contract or maintaining

these areas with City staff is attached. The spreadsheet includes equipment, fuel, and maintenance estimates.

The spreadsheet shows the next 10 years as being fairly close in estimated cost; however we feel this gives the City more hours and flexibility with staffing than contracting it out. By adding two 9 month LTE positions we feel we could keep a better level of service for the medians and City Hall campus.

Eliminating the contract would also reduce staff workload for managing contractors, coordinating work, processing pay requests, bidding, etc.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	41
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	2 (9) month PT positions vs. Contractual Services			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Eliminate contractual maintenance and City Hall groundskeeper and replace with 2 (9 month) positions.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$38,208	$38,208	$	$
Non Personnel Recurring Costs	-$36,800	-$36,800	$	$
Non Personnel One-Time Costs	$100	$100	$	$
Total Year One Costs	$1,508	$1,508	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	41

Position Title	**2 (9) month PT positions vs. Contractual Services**		
Reason or Need	In an effort to get the most benefit from dollars spent for contractual median landscape mowing and maintenance and current City Hall Groundskeeper, staff is proposing 2 (9) month part-time Parks positions.		
Existing Classification	LTE/Seasonal Grade D	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

FULL TIME EQUIVALENT: Annual Hours		**2 (1,524hr) = 3,048**		Expected Overtime hours	N/A	
Estimated Hourly Wage		$13.50		Source: Union Contract, Pay Plan, Comparable Community Average	Approved 2016 LTE schedule	
Benefit Information (💵)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$100		**$0**	**$200**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$0**	**$0**	**$0**	
	Other Related Expense	Description: Training Account #(s) -325			**$**	
Vehicles	Will a city vehicle be required for this position?				Yes - 2017	
	If so, will this be a new proposal or existing?				New Proposal	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by approved LTE schedule for 2016.

- See attached spreadsheet for 10 year projections of costs and savings.

Memo

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
608-270-4264
www.fitchburgwi.gov

To:	Fitchburg Common Council and Mayor
From:	Cory Horton, Director of Public Works/City Engineer
Date:	August 14, 2015
Subject:	New Staffing Proposal for 2-(9) Month staff in lieu of contracted services and groundskeeper position

Staff evaluated the balance between utilizing contracted services versus in-house staff. The City currently has a contract for completing median maintenance. This proposal looked at replacing the contracted median services with in-house staff.

The current median contract includes but is not limited to mowing, string trimming and trash pickup of all the traffic islands on Fish Hatchery Rd, McKee Rd, Lacy Rd, Fitchrona Rd and select other areas. Weeding and trash pick up 2 times per month all of the islands and areas that contain flowerbeds, along with a spring cleanup which consists of cleaning and mulching the flowerbeds each spring, mulching the trees in the medians, and a fall cleanup which consists of cutting and cleaning up all perennial plants for the winter. In talking with our current contractor, we estimate that the median contracts take around 40 hours per week to complete the work.

If the City of Fitchburg would decide to take over all aspects of the median maintenance contract we have determined that it would require nearly 2 new 9 month LTE positions. The excess capacity in utilizing two 9-month LTE positions would also allow us to complete the City Hall grounds maintenance and eliminate the budgeted City Hall Groundskeeper position of 720 hours per year.

By combining the median maintenance and City Hall groundskeeper the workload is estimated to be 64 hours hour's of work per week, leaving around 16 hours, possibly more during a dry hot summer when mowing is not needed to complete other tasks, such as watering trees, flower beds, and many other projects throughout the parks system. Please keep in mind that additional areas are coming on line every year, and the Verona Road project will result in additional median maintenance for the local streets improved with the project (McKee, etc.). A spreadsheet showing the cost analysis of keeping with the current contract or maintaining these areas with City staff is attached. The spreadsheet includes equipment, fuel, and maintenance estimates.

The spreadsheet shows the next 10 years as being fairly close in estimated cost; however we feel this gives the City more hours and flexibility with staffing than contracting it out. By adding two 9 month LTE positions we feel we could keep a better level of service for the medians and City Hall campus.

Eliminating the contract would also reduce staff workload for managing contractors, coordinating work, processing pay requests, bidding, etc.

Median Maintenance - Continuing with the Contract

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Median Maintenance Contract	$38,000	$ 39,000	$40,000	$41,000	$42,000	$43,000	$44,000	$45,000	$46,000	$47,000	$48,000	$473,000
Future PD & Verona Rd Medians		$ 5,000	$ 5,200	$ 5,400	$ 5,600	$ 5,800	$ 6,000	$ 6,200	$ 6,400	$ 6,600	$ 6,800	$ 59,000
20 Mowings per year												
11 Weeding Cycles per year												
Spring Clean up and Mulching												
Fall Clean up												
Total	$38,000	$ 44,000	$45,200	$46,400	$47,600	$48,800	$50,000	$51,200	$52,400	$53,600	$54,800	$532,000

Option if Maintained by the City - Include City Hall Maintenance

	Hire Rate	Hours 1524 each	Cost	FICA 7.65%	WC/$100 $ 4.90	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Add 2 - 9 Month positions	$13.50	3,048	$41,148	$3,148	$ 2,016	$46,312	$ 46,775	$47,243	$47,715	$48,192	$48,674	$49,161	$49,653	$50,149	$50,651	$51,157	$535,683
Delete City Hall Groundskeeper	$10.00	(720)	$ (7,200)	$ (551)	$ (353)	$ (8,104)	$ (8,185)	$ (8,267)	$ (8,350)	$ (8,433)	$ (8,517)	$ (8,603)	$ (8,689)	$ (8,775)	$ (8,863)	$ (8,952)	$ (93,738)
Add 1 Pick up Truck (10 yr life)			$35,000				$ 35,000										$ 35,000
Add 1 Zero Turn Mower (10 yr life)			$ 9,000				$ 9,000										$ 9,000
Uniforms/PPE			$ 200			$ 300	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 200	$ 2,300
Fuel and Maintenance			$ 2,000			$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 22,000
Total			$80,148			$40,508	$ 84,790	$41,176	$41,566	$41,959	$42,357	$42,759	$43,164	$43,574	$43,988	$44,405	$510,246
Savings/(Cost)						$ (2,508)	$ (40,790)	$ 4,024	$ 4,834	$ 5,641	$ 6,443	$ 7,241	$ 8,036	$ 8,826	$ 9,612	$10,395	$ 21,754

* - Median contract includes $1K per year increase (2.6% in 2017); $200/year increase in future contract (4% in 2018)
* - Wages refelect a 1% increase each year starting in 2017
* - Purchase required equipment in 2017 being the CIP deadline has already passed

Levy Increase _____
Levy Decrease ↓ $1,508
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 50
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reinstate Contracted Median Mowing

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 41

Description of Proposed Amendment:

This amendment removes the public works 2 (9) month PT positions and reinstates the contracted median mowing and City Campus Grounds LTE position. It will save a net cost of $1,508.

Council Sponsor Notes:

Finance Director's Notes:

I netted the increases and decreases within the same account number for ease of presentation. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on increases and decreases.

Account #	Account Name	Amount of Amendment	
100-5520-120	PT/LTE/Seasonal Wages	↓	$33,948
100-5520-131	FICA	↓	2,597
100-5154-595	Worker's Compensation	↓	1,663
100-5520-323	Uniforms & Protective Gear	↓	300
100-5520-335	Fuel & Equipment Maintenance	↓	2,000
100-5520-290	Other Contractual Service	+	38,000
	Subtotal Expenditure Change	↓	**$2,508**
100-4111-000	Property Tax Levy – General Fund	↓	$1,508
100-4690-000	Weed Cutting Reimbursement – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$2,508**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑$5,000
Levy Decrease _____
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 51
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Dunn's Marsh Recreation Connection Feasibility Study

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Users of the Dunn's Marsh Facilities wishing to walk or bike around the marsh are currently unable to do so without going onto Seminole Highway.

There have been longstanding requests from the community, including a study by university interns, to recommend exploring options to complete a circuit around the marsh, affording excellent educational opportunities, by adding a boardwalk between the Cannonball Trail and Capital City Trail.

Given the wetlands involved, as well as the need for cross-municipality cooperation, at the suggestion of the Director of Public Works, it becomes appropriate to launch a study to identify wetland delineations, as well as do concept designs, cost estimates, and cost sharing among the City of Fitchburg, the City of Madison, and Dane County.

The 2014 construction of the Apache Pond Boardwalk, affording direct access to the marsh for Fitchburg residents can serve as an example of an appropriate connection to complete a recreation circuit of the marsh.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-210	Parks Professional Services	+	$5,000
	Subtotal Expenditure Change	**+**	**$5,000**
100-4111-000	Property Tax Levy – General Fund	+	$5,000
	Subtotal Revenue Change	**+**	**$5,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Partners for Recreation and Conservation (PARC) Grant Application

APPLICANT INFORMATION		
Organization City of Fitchburg		
Contact Name & Title Ahnaray Bizjak, P.E., Transportation Project Engineer		
Address 5520 Lacy Road, Fitchburg, WI 53711		
Daytime Phone 270-4262	Fax 270-4275	E-mail ahnaray.bizjak@city.fitchburg.wi.us

PROJECT INFORMATION	
Requirement: Projects must be on either public land or leased property that guarantees at least 20 years of public access. Projects proposed for land that has yet to be acquired may be deemed ineligible if the applicant does not have a reasonable acquisition plan. Applicants must identify any acquisition needs in the application.	
Project Title Apache Pond Boardwalk	
Project Location 4491 Crescent Road, Belmar Subdivision, Fitchburg, WI	
Estimated Start Date March 2014	Estimated End Date June 2014

PROJECT COST SUMMARY	
Project Costs $190,000	Grant Request (up to 50%) 50%
Sponsor Funds $95,000	Grants or Other Match

REQUIRED ATTACHMENTS

- ☒ Project Budget Form
- ☒ Project Narrative and Rating Questions
- ☒ Map or drawing of project
- ☒ Supporting documentation as appropriate, including but not limited to letters of support, photos, plans or studies, necessary permits or approvals, construction drawings, written specifications, etc.
- ☒ Letter of 501 (c) (3) status
- ☒ Resolution from the authorized organization
- ☒ Resolution from the municipality that the project is located within.

The undersigned hereby certifies that the information contained in this application and all attachments is true and correct to the best of his/her knowledge.

Name of Authorized Representative (please print) Paul Q. Woodard, P.E. Title: Director of Public Works

Signature of Authorized Representative Paul Q. Woodard Date: 5-2-13

Email applications to Sara Kwitek at Kwitek@countyofdane.com. Submit all required forms and maps or drawings as one PDF, not to exceed 5 MB in size.

Partners for Recreation and Conservation (PARC)
Budget Form

Please attach cost-estimates, invoices, grant contracts and any other information that will support the project budget. If you need additional space, please make copies of this form and attach to your application.
NOTE: Do not include budget information on this form for project components that don't have a conservation or recreation focus or will not be implemented within two construction seasons. Additional budget information may be submitted separately if desired.

PROJECT COSTS			
Item Description	**Quantity**	**Unit Cost**	**Total Cost**
Pressure Treated Lumber Boardwalk (10,000 lb rating)	1 LS	$74,000	$74,000
Pilings/Support	1 LS	$70,000	$70,000
Connections at Cannonball Path and Apache walking path (paving,			
Retaining walls, gravel)	1 LS	$40,000	$40,000
Signage (Educational plaques attached to railing)	3 EA	$2,000	$6,000
		Total Project Costs	$190,000

PROJECT FUNDING		
Funding Source (Other than PARC Grant Request)	**Status (i.e. pending or secured)**	**Amount**
City of Fitchburg	Secured through Cannonball Path	$95,000
	Total Project Funding	$95,000

GRANT REQUEST SUMMARY	
Grant Request (Total Project Costs less Total Project Funding)	$95,000
% of Total Project Costs *PARC Grants will only be awarded for 50% or less of total project costs.*	50%

Partners for Recreation and Conservation (PARC)
Project Narrative and Rating Questions

NOTE: Do not exceed space provided in each box. Font size must be 10pt or greater.

PROJECT DESCRIPTION

Describe the scope, goals, and need for the project:

The Cannonball Path project is a joint venture between the City of Fitchburg (Fitchburg), City of Madison (Madison) and Wisconsin Department of Natural Resources (WDNR). The abandoned Union Pacific Railroad corridor was acquired in 2008 under a Rails-to-Trails agreement. A Stewardship grant from WDNR covered approximately half of the purchase price for the corridor. Fitchburg and Madison have a Memorandum of Agreement to share the remaining purchase costs, development costs and future maintenance responsibilities. The Cannonball Path is a regional facility that connects on its west end to the Military Ridge State Trail, Capital City State Trail, Badger State Trail and Southwest Path. At its east end, it continues past Leopold School and, with the completion of Phase 3 this year (2013) by the City of Madison, will have a bridge over the Beltline Highway to connect with dedicated bike lanes on Fish Hatchery Road.

The City of Fitchburg will be constructing Phases 2 and 4 of the Cannonball Path in 2014 (see attached Cannonball Path map). As part of this project, Fitchburg would like to incorporate multiple access points to this regional trail. This application is being submitted to request funding for the construction of a boardwalk to connect the Cannonball Path to Crescent Road in the City of Fitchburg. This project will include a 10-foot wide boardwalk path for a length of approximately 320 feet.

The goal for this boardwalk connection is to provide a direct, convenient, and safe off-road path connection to this regional, recreational path. This boardwalk path will not only connect the residents who live to the north of this regional facility (Belmar, Renaissance on the Park, Dunn's Marsh, etc.) to Cannonball Path, but it will also serve the bicyclists who are already on this corridor who want to continue into and out of the City of Madison (see attached Location Map).

This connection will provide a parallel bike route to Seminole Highway, accommodating cyclists who are less confident riding on the shoulder of a higher volume road such as Seminole Highway. It also provides a safe and conflict-free crossing of the Beltline Highway (with the bike/ped overpass at Manitou Way), and will provide access to the UW-Arboretum and Regent Street area in Madison.

PROJECT TIMELINE

Provide key implementation goals and timeline:

Our plan is to construct this boardwalk connection with the Cannonball Path project in 2014. The Cannonball Path is currently under design. The boardwalk would consist of a pre-fabricated pressure treated lumber structure, manufactured by Wickcraft or equal.

The City expects the following milestones for this project:

Engineering Plans Complete: September 2013
Bid Project: December 2013
Start Construction: March 2014
End Construction: June 2014

RECOGNITION

Describe how you will recognize Dane County's financial contribution to the project, if funded:

Any signage that is included with this project will list Dane County as a financial contributor/partner for the construction of the boardwalk.

RATING QUESTIONS (40 Pts. Available)
RECREATION (7 Pts. Available)
1. Project will support more than five distinct outdoor recreation uses or provide for a unique recreation activity not currently offered in Dane County (1 Pt.) **Describe**: Biking, walking, roller-blading, bird-watching, and nature walks would be provided by this boardwalk and connection to the Dunn's Marsh.
2. Project will provide outdoor recreation facilities that can be accessed year-round (1 Pt.) **Describe:** Yes, both the boardwalk and Cannonball Path will be plowed during winter months.
3. Project will provide bicycle/pedestrian trail facilities (2 Pts.) **Describe:** This project provides direct pedestrian and bicycle access to a major regional shared-used path and provides an indirect connection to 3 other major state trails (Badger State, Capital City State, and Military Ridge State).
4. Project will improve access or provide recreational amenities for a lake or stream (2 Pts.) **Describe:** This project will provide access to Dunn's Marsh, since the Cannonball Path is being constructed adjacent to the north side of the marsh.
5. Project will serve recreation needs of disabled, elderly, youth, low income, or minority groups (1 Pt.) **Describe:** The boardwalk will be ADA-accessible, offering access to all to the Cannonball Path corridor and Dunn's Marsh. The Belmar and Renaissance on the Park neighborhoods in Fitchburg and Dunn's Marsh and Allied Drive neighborhoods in Madison are lower-income, transit-dependent areas that will directly benefit from this path connection.

CONSERVATION (7 Pts. Available)
6. Project will improve or restore native upland habitat (1 Pt.) **Describe:** This project does not include restoration of native upland habitat.
7. Project will improve water quality and aquatic habitat of a lake or stream (2 Pts.) **Describe:** The recently constructed Apache Pond has improved water quality by capturing and infiltrating stormwater before it enters the marsh. This project was completed in 2011 and was funded by a combination of grant and local funding. During the public process, interest was expressed to provide a path connection to the Cannonball Path as part of this project. Unfortunately, funding was not available to complete this path connection during the Apache Pond construction.
8. Project will manage for a rare, endangered, or threatened species or natural community (1 Pt.) **Describe:** There are no known endangered or threatened species within the project area.
9. Project will enhance or restore a wetland (1 Pt.) **Describe:** Although this project will not directly enhance or restore the wetland, the construction technique will have minimal, if any, impacts to the wetland vegetation. The boardwalk will enhance access to the marsh and wetland habitats found at Dunn's Marsh.
10. Project will include natural resource enhancement or restoration on a tract of land > 40 acres (2 Pts.) **Describe:** No comment.

REGIONAL BENEFIT (12 Pts. Available)
11. Project will benefit multiple jurisdictions in Dane County (2 Pts.) **Describe:** The boardwalk will immediately serve residents in 2 jurisdictions; Fitchburg and Madison. However, this path connection will benefit more than just the residents who live in the adjacent neighborhood. It will also serve bikers who are on the Cannonball Path by providing a convenient connection into and out of the City of Madison. Madison has marked bike routes that continue through Marlbrough Park, north to the overpass over the Beltline Highway near Manitou Way. As part of this project, marked bike routes will be provided on Apache Drive to guide/direct bicyclists to and from the Cannonball Path corridor.
12. Project will provide for a top recreation need as identified on pg. 44 of the Dane County 2012 – 2017 Parks and Open Space Plan? (2 Pts.) **Describe:** This project will support 2 of the top recreation needs; Access to Regional Trails and Wildlife Viewing Opportunities. It should be noted that Fitchburg is constructing a Bicycle Hub in the Dawley Conservancy Park, located immediately south of Dunn's Marsh. This boardwalk connection will enhance access to the Cannonball Path which, in turn, provides access to the Capital City State Trail and a potential future Mountain Bike trail system (County Parks project) as well as the new Bike Hub which will include a shelter and picnic area.
13. Project will have a significant economic impact and enhance tourism (3 Pts.) **Describe:** The Fitchburg Chamber has set biking as a number one tourist attraction for the City of Fitchburg. This is largely due to the fact that we have ideal access to 3 state trails and multiple local bike paths throughout the City. Fitchburg is one of 8 communities in the State of Wisconsin to hold the prestigious designation of a Bicycle Friendly Community, offered by the League of American Bicyclists. Improving the amenities for cyclists will increase people's interest to bike in Fitchburg, which will support more tourism to Fitchburg for these opportunities.
14. A plan or data supports the regional need and benefit of the project (2 Pts.) **Describe and/or include documentation with your application:** The Cannonball Path is projected to carry over 100,000 trips per year, based on the current ridership that is present on the nearby Capital City State Trail and Badger State Trail. This heavy usage supports multiple access locations to accommodate flexibility for the users of the path network and provide multiple locations to get on and off the regional path. This boardwalk location would be near the half-way point between the access at Seminole Highway and the access point near Southwest/Badger State Trail.
15. Project is identified within multiple regional plans such as the Dane County 2012 – 2017 Parks and Open Space Plan, Dane County Water Quality Plan, a local comprehensive outdoor plan or a state or federal plan (3 Pts.) **Describe:** Although this project is not specifically listed in a regional plan, the boardwalk connection will provide access to a potential Mountain Biking Trail system that the County is pursuing just west of the Dawley Conservancy Park. It will further support the opportunity for families or recreationalists to get to a County Park/Recreational area by bike!

PROJECT PLANNING AND IMPLEMENTATION (10 Pts. Available)
16. Necessary permits, approvals, or agreements are secured or are likely to be secured based on written correspondences or tentative approvals (1 Pt.) We are in the process of securing the DNR General **Include documentation with your application.** Permit for this project. DNR has tentatively approved.
17. Engineering or construction plans and specifications are complete (2 Pts.) This will be a pre-fab **Include copies with your application.** Wooden structure. Preliminary plans are attached.
18. Project incorporates green building practices (1 Pt.) **Describe:** No comment.
19. The project implementation goals and timeline as outlined on pg. 7 of the application appear realistic and attainable (1 Pts.) **Yes.** *Information provided on pg. 7 of application will be used to evaluate this component.*
20. Project has an achievable budget and financing plan (2 Pt.) **Yes.** *Information provided on the Budget Form will be used to evaluate this component.*
21. Matching funds are secured and available immediately (2 Pts.) **Yes.** *Information provided on the Budget Form will be used to evaluate this component.*
22. Project will be maintained and managed into the future as determined by any of the following: 1. The organizational structure and financial standing of the applicant, 2. Successful maintenance and management of similarly sized projects or 3. A detailed maintenance and management plan is included with the application (1 Pt.) **Provide explanation or include maintenance and management plan with application.** The City of Fitchburg will routinely maintain and inspect the condition of the boardwalk and will repair any deficiencies or damage to the structure.
COMMUNITY SUPPORT AND PARTNERSHIPS (3 Pts. Available)
23. Sponsor has letters of support from private and public groups (1 Pt.) Yes, City of Madison **Include copies with your application.**
24. Project involves and fosters multiple partnerships (2 Pt.) **Describe:** Yes. This project has been a joint collaboration including WisDNR, Madison, and Fitchburg. All 3 parties envisioned a continuous bike/ped path along this corridor and have promoted access points to this path from the adjacent neighborhoods. The path connections that are provided not only benefit the adjacent neighborhood, but they also provide flexibility to other trail users by offering multiple locations to get on and off this regional trail. Due to the higher cost of this connection, we are seeking additional funding sources to ensure that this connection is constructed with the Cannonball Path project in 2014.

Legend

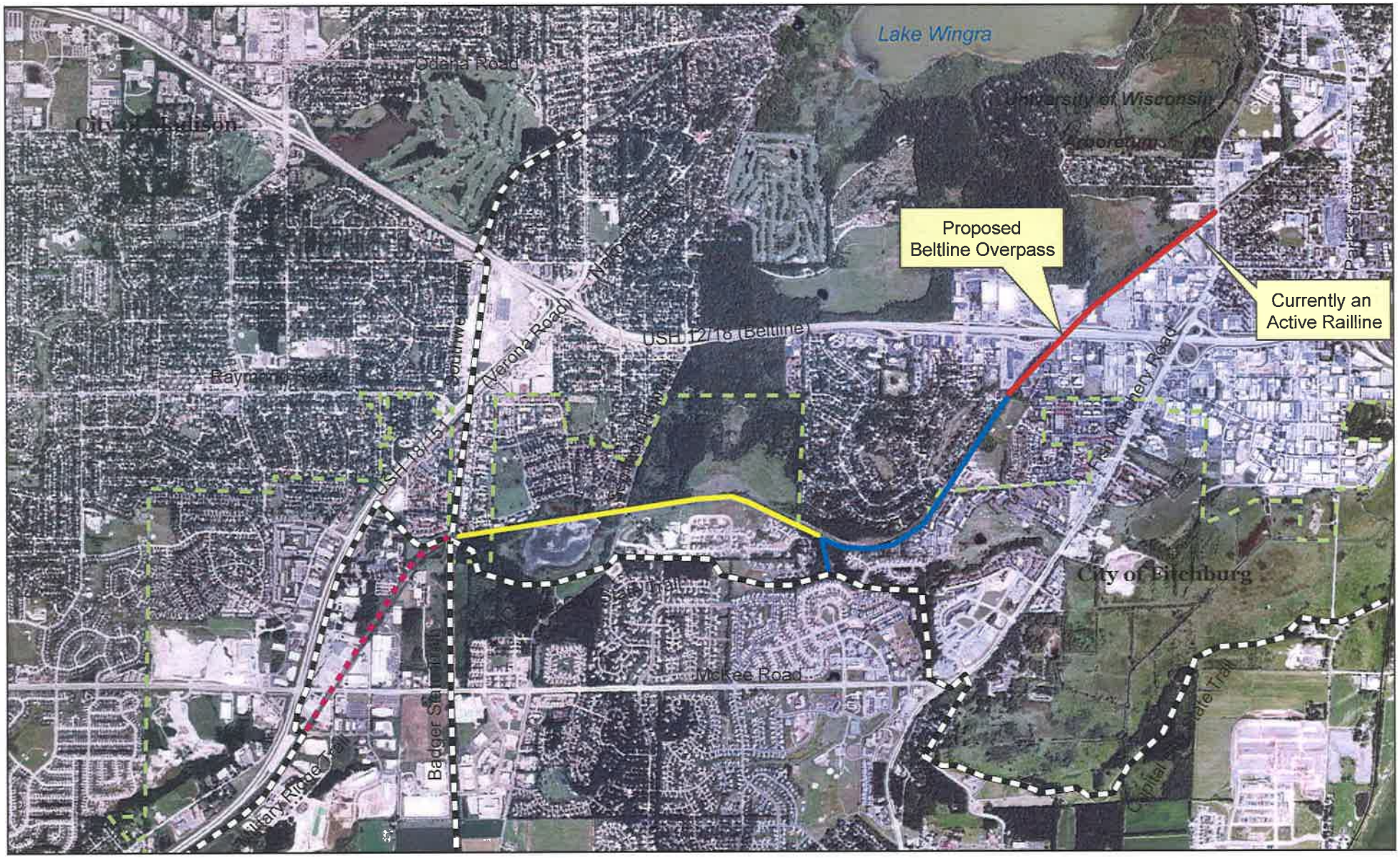
- City Borders
- Existing Trails

Proposed Cannonball Path

- Phase 1
- Phase 2
- Phase 3
- Phase 4

Cannonball Path

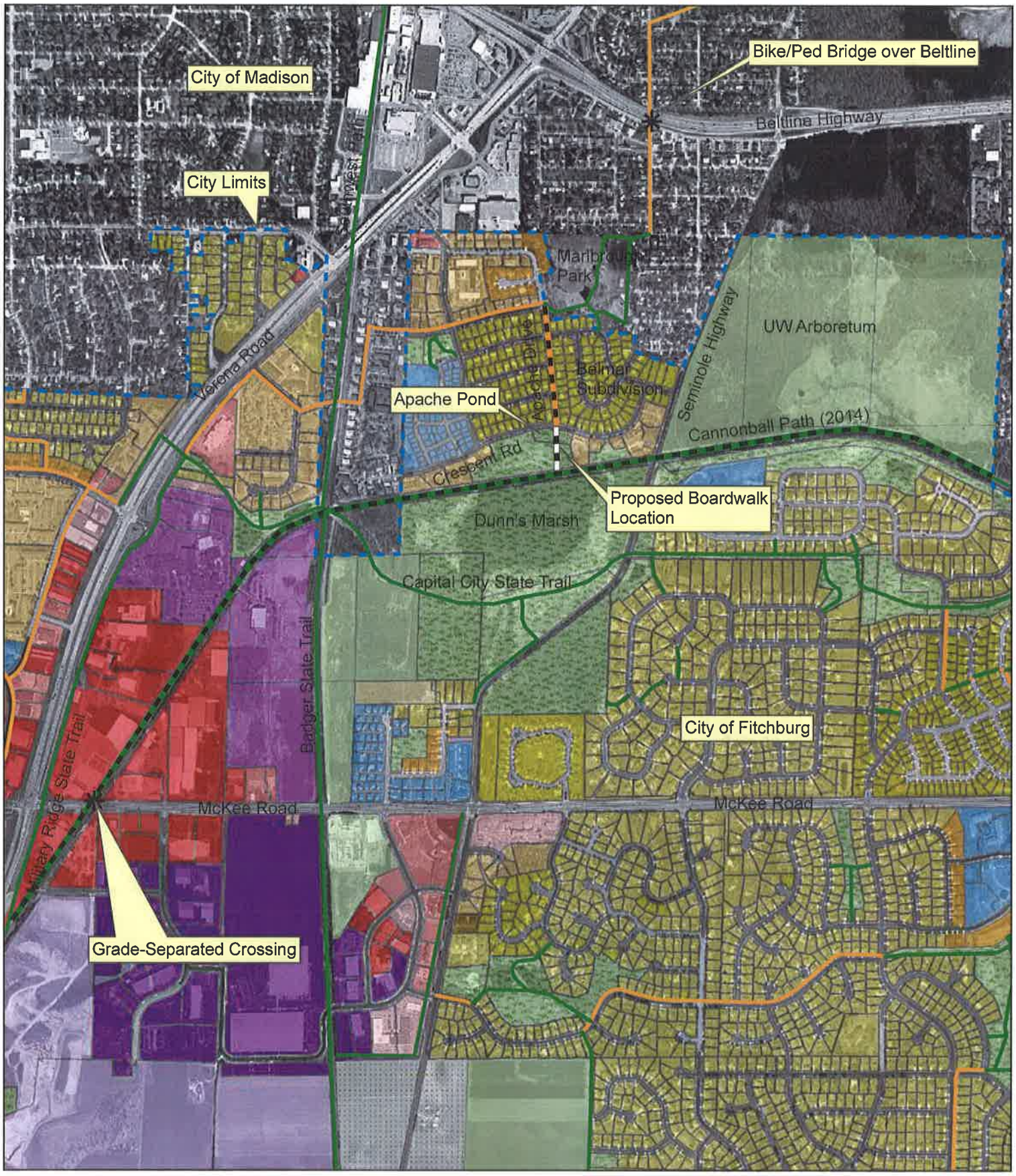
Phase 1: Greenway Court to Capital City Trail, Completed 2011
Phase 2: Capital City Connector to SW Path, Planned 2013
Phase 3: Greenway Court to Fish Hatchery Road, Planned 2013
Phase 4: SW Path to Military Ridge Trail, Planned 2013



Apache Pond Boardwalk Location Map

N

- Paved Bike/Ped Path
- Existing Bike Route
- Proposed Bike/Ped Path
- Proposed Bike Route
- Apache Pond Boardwalk



Levy Increase _____
Levy Decrease ↓$5,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/12/15

Amendment #: 52
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce Nine Springs Year-Round Contract Increase by Half

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: #44

Description of Proposed Amendment:

Reduce the increase in the 2016 budget by $5,000 (from $10,000 to $5,000 additional). Previous funding from the city was at $20,000 per year and this would put the 2016 funding at $25,000.

Council Sponsor Notes:

The manager at NSGC has noted additional spending is needed for snow grooming equipment. We have learned of a group that can help design and groom ski trails for free and bring their equipment to use, which could save on expenses and staff time needed for trail grooming. Given that NSGC will have more staff hours as a result of going year-round, but noting that they will see additional revenue from operations, and that the city is planning to build an addition onto the building in the next 2 years, I recommend we increase the funding for NSGC by only $5000 for 2016, thereby taking $5000 off the levy.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-289	Golf Course Maintenance	↓	$5,000
	Subtotal Expenditure Change	↓	**$5,000**
100-4111-000	Property Tax Levy – General Fund	↓	$5,000
	Subtotal Revenue Change	↓	**$5,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Scott Endl, Director
Parks, Recreation and Forestry

Memo

To: Common Council

From: Dan Larsen NSGC

Endl – Parks, Recreation & Forestry

Ref: Comments 2016 budget amendments #52

Date: October 21, 2015

In an effort to bring clarity to the PRF 2016 general budget proposals and above listed amendments please find below comments:

#1 - **Decrease Nine Springs Year-Round Contract by $5,000**

NSGC would be run as a year-round (previously eight months) contracted service and would increase from $20,000 to $30,000 per year. The contract would be for a five year term and would:

- Allow for investment to improve NSGC grounds
- Allow for investment/improvement of maintenance equipment
- Allow for ample time to foster NSGC as a location for expansion of year-round park opportunities.

The contract would also include language allowing for the transition from contracted service to City-run operations, with agreement from both parties.

The additional $10,000 per year provides opportunities for winter programming efforts (going from 8 month programs to 12 month programs) along with new summer programming options. Please also find the below course improvements that this $10,000 will provide.

- ➢ Potential Program options - Anticipated revenue of $4,000 - $5,000 (rec programs and facility rental)

- Gardening Classes, Fitness Classes, Disc Golf Youth lessons/league, Disc Golf Year round, Golf lessons youth, Walking programs, Facility rentals, Snow showing lessons/availability, X-county skiing lessons/availability, Family sledding, Ice skating, 4th of July Celebration, Winter Carnival, City Benefit Golf events (2), Resident/Non Resident rates, Farmers Markets, MSCR programming partnerships and Branding of NSGC including signage.

- OVER –

Course facility improvements – provided by contractor in partnership with City where applicable.

2016

- Purchase 4 wheeler for winter disc golf tee grooming and x-country ski grooming
- Construct a lean to for winter storage of maintenance equipment
- Purchase and install 9 additional disc golf baskets
- Repair 27 bunkers including (edging and drainage) – in partnership with City
- Sand top dresser equipment purchase
- AC/HVAC updates – in partnership with City

2017

- Clubhouse merchandise update
- Bridge repairs/maintenance – in partnership with City
- Cart path work along 1, 2, 5, and 7 fairways - in partnership with City
- Tee box redo 5,6,7 and 2nd holes- in partnership with City
- North-South connection work (trails, bridges) - in partnership with City
- Disc Golf tee box improvements with recycled rubber surfacing- in partnership with City

2018

- Greens mower
- Bunker rake equipment (Sand Pro) purchase
- Irrigation control updates

2019

- Replace reel systems on mowers
- Net range nets and mats
- Tee-box repairs 1, 3, 4, 8, and 9- in partnership with City

2020

- Begin Green reconstruction

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	44
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	NSGC Contracted Service			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	NSGC would be run as a year-round (previously eight months) contracted service and would increase from $20,000 to $30,000 per year. The contract would be for a five year term and would: • Allow for investment to improve NSGC grounds • Allow for investment/improvement of maintenance equipment • Allow for ample time to foster NSGC as a location for expansion of year-round park opportunities. The contract would also include language allowing for the transition from contracted service to City-run operations, with agreement from both parties.				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$10,000	$10,000	$	$
Non Personnel One-Time Costs	$	$	$	$
Total Year One Costs	$10,000	$10,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Endl	Date	8/24/15
Approved by		Date	

Levy Increase ↑$5,050
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Thursday, October 15, 2015

Date Submitted: 10/17/15

Amendment #: 53
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Belmar Park Improvements & Neighborhood Study

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

This proposal is to add improvements in Belmar Park, beginning with a neighborhood study to determine the desire of area residents. It anticipates modest improvements to the park in 2016, affording greater use of the facilities by nearby Fitchburg neighbors, thereby creating a better sense of community.

History: a few years ago neighborhood residents advised against a proposed shelter in the park that was in the CIP, due to neighborhood concerns. That funding was removed rather than being used in other ways in the park to benefit the community.

There have been many discussions since then, including a staff suggestion of sand-volleyball, but no action was taken and there was no determination as to the best use of funding for the park.

Recently the City of Madison has been considering adding parkland to serve the Allied Drive community, which would change the dynamics of the use of Belmar Park.

The Parks Director has suggested a public process to occur before the spring of 2016 for community buy-in for both short and long term improvements, with the likelihood of minor additions, such as a sand-volleyball court and picnic areas in 2016.

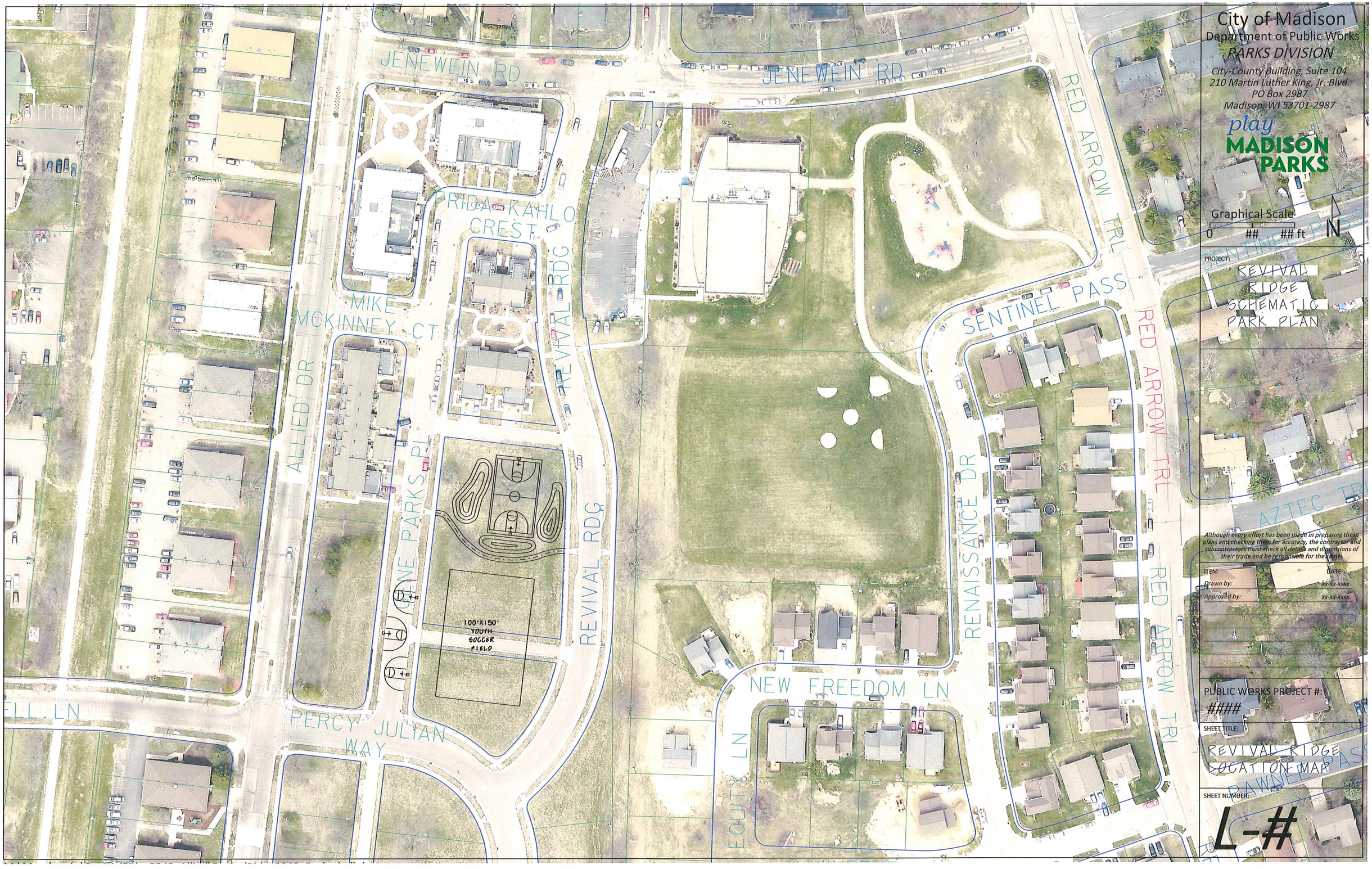
Council Sponsor Notes:

Finance Director's Notes:

Costing below includes estimated cost of copies and publication of the public notice for the public process. Our understanding is that staff would reach-out to the neighborhood for feedback rather than hiring a consultant.

Account #	Account Name	Amount of Amendment	
100-5520-310	Parks – Office Supplies & Postage (public process)	+	$20
100-5520-320	Parks – Publications (public process)	+	30
100-5520-340	Parks – Operating Supplies (park improvements)	+	$5,000
	Subtotal Expenditure Change	**+**	**$5,050**
100-4111-000	Property Tax Levy – General Fund	+	$5,050
	Subtotal Revenue Change	**+**	**$5,050**

COUNCIL ACTION: Approved ☐ Failed ☐



City of Madison
Department of Public Works
PARKS DIVISION
City-County Building, Suite 104
210 Martin Luther King, Jr. Blvd.
PO Box 2987
Madison, WI 53701-2987

play MADISON PARKS

Graphical Scale
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PROJECT:
REVIVAL RIDGE SCHEMATIC PARK PLAN

Although every effort has been made in preparing these plans and checking them for accuracy, the contractor and subcontractors must check all details and dimensions of their trade and be responsible for the same.

ITEM	DATE
Drawn by:	*xx-xx-xxxx*
Approved by:	*xx-xx-xxxx*

PUBLIC WORKS PROJECT #:
#####

SHEET TITLE:
REVIVAL RIDGE LOCATION MAP

SHEET NUMBER:
L-#

Levy Increase ↑ $3,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 54
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Additional Picnic Tables

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 47

Description of Proposed Amendment:

Any efforts to promote appropriate use of park facilities should be encouraged.

Strong parks make strong communities and the more people that visit parks, the less likelihood of troublesome behavior within parks.

A focus of locating new tables should be within parks in underserved communities in which use of the park is a significant source of community recreation and socialization.

Further, the addition of installed grills should be considered for the convenience of park users.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-355	Parks Equipment Expense	+	$3,000
	Subtotal Expenditure Change	**+**	**$3,000**
100-4111-000	Property Tax Levy – General Fund	+	$3,000
	Subtotal Revenue Change	**+**	**$3,000**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	47
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	Additional Picnic Tables			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	With requests from Neighborhood Associations for tables for their neighborhood events along with more use of McKee Farms Park and other parks additional tables are needed. This will also allow for the replacement of some existing/worn tables.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$5,000	$5,000	$	$
Total Year One Costs	$5,000	$5,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Yes	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Endl	Date	9/3/15
Approved by		Date	

Levy Increase None
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 55
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add King James Park Privacy Fence

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

The residents at 2925 King James Way have requested a privacy fence be erected along the side of their house, both to provide privacy from park users looking into their home, and to protect their windows from damage from thrown or kicked balls.

Council Sponsor Notes:

Finance Director's Notes:

Per the Parks Director, costs for this project are included in the CIP project so no additional dollars are needed.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑ $7,500
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 56
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Park Signage

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary: 46

Description of Proposed Amendment:

Return funding for park signs to the 2016 budget. Without a form of identification, it can be unclear what the intended use of a piece of property might be. Especially for new urban parks, like the one on King James Way, we should make it clear to area residents that its intent is as a city park.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-355	Parks Equipment Expense	+	$7,500
	Subtotal Expenditure Change	**+**	**$7,500**
100-4111-000	Property Tax Levy – General Fund	+	$7,500
	Subtotal Revenue Change	**+**	**$7,500**

COUNCIL ACTION: Approved ☐ Failed ☐

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	46
Sponsor/Department:	Parks, Recreation & Forestry			Original (x)	X
Title/subject:	Park Identification Signage for New Parks			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	New Park ID signs are needed for: Pinnacle, King James Way, Syene Road, Gold Addition, and Nobel Woods Parks.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**Other**
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$7,500	$7,500	$	$
Total Year One Costs	$7,500	$7,500	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		If we take ownership of additional parks.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Endl	Date	9/3/15
Approved by		Date	

Levy Increase _____
Levy Decrease ↓ $1,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 57
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Utilities for House on Irish & Fish

Submitted By: Carol Poole

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

Remove $1,000 allocation for Utilities for the house on Irish Lane and Fish Hatchery. House no longer exists.

Council Sponsor Notes:

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
100-5520-365	Utilities & Telephone	↓	$1,000
	Subtotal Expenditure Change	↓	**$1,000**
100-4111-000	Property Tax Levy – General Fund	↓	$1,000
	Subtotal Revenue Change	↓	**$1,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase ↑ $20,000
Levy Decrease
No Levy Effect
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 58
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Add Community Improvement Fund

Submitted By: Dorothy Krause

If related to a new proposal, please specify proposal # from new proposal summary:

Description of Proposed Amendment:

This fund is intended to be patterned after the City of Madison's Emerging Opportunities grant program, which has the intent of addressing issues that impact such concerns as access to affordable housing; services for children, youth, adults, seniors and families; employment and training programs; community engagement and capacity building; and other activities that help improve the quality of life in neighborhoods.

As stated in the Madison program, strong proposals will:

1) Focus on emerging needs or unanticipated opportunities in the City that warrant resources and attention; and
2) Present opportunities to try new or innovative approaches to resolving issues or problems that adversely affect quality of life for city residents; and
3) Demonstrate resident and community interest and engagement in the development of the proposed project.

The fund, administered through CEDA, but not using room tax dollars, will be utilized by organizations within the community that address issues of poverty and inequality in the City of Fitchburg. Proposals will be reviewed and recommendations will be forwarded to the Common Council for final approval.

Council Sponsor Notes:

Finance Director's Notes:

Included below as a part of the Economic Development section of the General Fund based on CEDA's involvement but would create a separate account number to better track. Could also include in account number 100-5190-210 with the contribution to the Boys & Girls Club.

Account #	Account Name	Amount of Amendment	
100-5670-396	Community Grants Awarded	+	$20,000
	Subtotal Expenditure Change	**+**	**$20,000**
100-4111-000	Property Tax Levy – General Fund	+	$20,000
	Subtotal Revenue Change	**+**	**$20,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Emerging Opportunities Program
Fall 2015
Request for Proposals

GUIDELINES

I. PURPOSE

The Emerging Opportunities Program (EOP) was established to support projects and activities that address emerging needs or unanticipated opportunities that arise outside of the Community Development Division's (CDD) multi-year Purchase of Service processes. The EOP was created to allow the City to respond in a more timely manner and seize opportunities as they are presented and most viable. The EOP is also intended for new and promising organizations to receive City financial support, provided they demonstrate broad engagement in the development of the project or activity the organization proposes.

The City of Madison is seeking proposals at this time that address issues of poverty and inequality in the City of Madison. Strong proposals will:

1) Focus on **emerging needs or unanticipated opportunities** in the City that warrant resources and attention at this time; and

2) Present opportunities to try **new or innovative approaches** to resolving issues or problems that adversely affect quality of life for city residents; and

3) Demonstrate **resident and community interest and engagement** in the development of the proposed project.

Preference will be given to new and promising organizations. Proposals should address needs that arise outside the timelines of other established City funding processes. The program's intent is to address issues that fall under the purview of the Community Development Division and impact such concerns as access to affordable housing; services for children, youth, adults, seniors and families; employment and training programs; community engagement and capacity building; and other activities that help improve the quality of life in Madison's neighborhoods.

II. ELIGIBILITY

1. Applicants. Eligibility is limited to non-profit organizations and agencies that have obtained tax exempt status under 26 USC §501(c)(3) or groups that can secure, as fiscal agents, organizations that have obtained such status. Organizations that are identified to serve as Fiscal Agents on behalf of applicants will be asked to indicate their understanding of the City's expectations and agreement to act on the applicant's behalf. Funds are available to support only those projects that will entirely or primarily benefit the City of Madison or its residents. Only one proposal from each agency or group will be considered within each application opportunity.

2. Activities. Proposals should demonstrate potential impact on an immediate need or a short-term opportunity. Project scopes can be as narrow as a single neighborhood and its residents or as broad as city-wide in focus.

3. Uses. Eligible expenditures include personnel costs, program costs, and space costs. In awarding grants, the City may identify specific uses for allocations. Capital purchases related to purchasing property will not be considered.

4. Organizational and Administrative Obligations. All organizations receiving EOP funding must be in compliance with City of Madison requirements including those pertaining to Madison Living Wage, Non Discrimination and Affirmative Action, and equal benefits protections. Applicants must demonstrate the ability to secure

required insurance coverage including workman's compensation and general liability. If funded, applicants will be required to add the City as an additional insured. Relevant insurance costs should be included in the proposal requests. The failure or inability to comply with these organizational and administrative expectations may disqualify an applicant from participation in this or other City funding processes. For more information please contact CDD staff at 266-6520.

5. Ineligible Programs or Proposals. Services or projects currently funded through the EOP process, or any other City funding, are not eligible to apply for additional or expansion funds for their currently funded programs or projects. However, programs that have contracts that will end by September 31, 2015 are eligible to apply for funds to continue their programs. Only one proposal from each organization will be considered within each application opportunity. Proposals requesting less than $5,000 will not be considered. Additionally, very few proposals over $25,000 have received funding.

III. FUNDS AVAILABILITY

The City's Community Development Division administers these funds. Proposals received in response to this solicitation will be reviewed by City staff and a Conference Committee comprised of members from the City's Community Development Block Grant Committee and Community Services Committee. Funding recommendations from the Conference Committee will be presented to Common Council on November 17, 2015 for final approval. Following approval contracts will be developed and implemented as quickly as possible.

The City anticipates having $100,000 available for this RFP opportunity. Allocations will reflect both the number and the quality of applications received. However, no awards will be made for amounts less than $5,000. In the Spring 2015 EOP process $175,0000 was available for allocation. The City received 36 applications seeking just under $700,000. Sixteen Emerging Opportunities allocations were made ranging from $5,000 to $28,000; the average award was $10,937.

IV. AWARD CRITERIA

City staff will review all proposals and provide preliminary recommendations to the Conference Committee. The Conference Committee will forward its recommendations to the Common Council. Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to staff reviewers or committee members or considered in the evaluation of proposals. Staff reviewer's scores will form the basis for staff recommendations. However, other factors may also be considered, e.g. the distribution of funds and efforts geographically or demographically across the city.

	Criteria	Point Value
1	Extent to which the proposal focuses on an emerging need or unanticipated opportunities and is likely to have a positive impact for low income residents. Proposal warrants City resources and attention at this time.	10
2	Extent to which the applicant organization demonstrates or reports sufficient organizational capacity, experience and/or support to accomplish the proposed program or project.	10
3	Extent to which the proposal reflects a new, unique or innovative approach to addressing needs or challenges confronting the City or its residents.	10
4	Extent to which the proposal demonstrates relevant engagement of residents and community in the proposed project or program	10
5	Applicant is new to CDD funding.	10
6	Extent to which the proposal is complete, well-planned, clearly states its intended results, and proposes a specific benefit to the City.	5

7	Extent to which the proposal's planning or implementation reflects participation by or coordination with appropriate service providers, organizations or resources.	5
8	Extent to which the proposal presents an adequate and detailed budget and demonstrates sufficient planning for any future funding needs.	5
	Total Points available	65

City staff evaluating proposals will not recommend any proposal that does not score over 25 points.

V. REGISTRATION AND APPLICATION WORKSHOPS

All applicants are asked to register their intent to submit an application. This registration will assist in planning for review processes and the application workshop. This registration can still be completed after the scheduled workshop date. Please register by clicking **here** and completing the brief registration form. The workshops will be held on September 9 in room 300 of the Madison Municipal Building, 215 MLK Jr. Blvd. Please sign up for either the morning (9-11 am) or afternoon (1-3 pm) session

VI. CONTRACTING AND REPORTING REQUIREMENTS

All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization, including scope of services, budget and reporting requirements. If funded, applicants will be expected to attend a **mandatory meeting** on contracting and reporting requirements the week of November 17. City purchase of service contracts include requirements regarding non discrimination, consideration of vulnerable populations, Affirmative Action, Living Wage and mandatory insurance coverage. City staff will review the contracting process with funded applicants at the **mandatory meeting**. If you have any questions about these requirements or processes please contact Laura Noel at 266-6563 or lnoel@cityofmadison.com.

VII. APPLICATION

The information and the EOP Proposal Application are available on the **City of Madison Community Development Division Funding Opportunities website.**

Please limit your proposal and responses to the form and space provided. Any materials submitted in addition to the application form provided will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter the form in any way*. Please be concise and respond within the word and character limits provided.

If the applicant is not a 501c(3) organization and will be utilizing a fiscal agent in the performance of the proposed program or project, the Fiscal Agent must complete and submit the Fiscal Agent Commitment form to the EOP applications mailbox, by the designated application due date.

Submit your proposal to EOPapplications@cityofmadison.com

Proposals will not be accepted after 12:00 pm (noon) on Monday, September 28, 2015.

VIII. PRESENTATIONS TO CONFERENCE COMMITTEE

The Community Development Division Conference Committee will review and make funding recommendations to Common Council on these proposals. Applicant agencies have the option of making a 3 minute (or less) presentation on their proposals to the Conference Committee at their scheduled meeting. These presentations are not required in order to be considered for funding.

VIII. TECHNICAL ASSISTANCE

Questions and requests for technical assistance, or questions concerning the program guidelines or proposal form may be directed to the Community Development Division at 266-6520.

Please see directory below for staff and relevant program expertise

Monica Host	Early Childhood and Family Support	mhost@cityofmadison.com	608-267-4995
Mary O'Donnell	Youth Services	modonnell@cityofmadison.com	608-261-9122
Mike Miller	Employment Services	mmiller2@cityofmadison.com	608-266-4916
Nancy Saiz	Crisis Support Services and Access to Services for Basic Needs	nsaiz@cityofmadison.com	608-266-6433
Sue Wallinger	Homeless Support Services	swallinger@cityofmadison.com	608-261-9148
Lorri Wendorf-Corrigan	Neighborhood Centers and Community Engagement	lwendorf-corrigan@cityofmadison.com	608-261-9121
Laura Noel	All Other Services and Overall Process and Application Issues	lnoel@cityofmadison.com	608-266-6563

IX. TIMELINE

A detailed final timeline will be presented at the application workshops on September 9, 2015 and subsequently posted on the CDD funding process website.

August 31, 2015	Proposal form will become available on the CDD Funding Opportunities website.
September 9 9-11am **or** 1-3pm	EOP Application workshops, 215 MLK Jr. Blvd Rm 300 (Madison Municipal Building)
Sept. 28, 2015	Proposal is due at 12:00 pm (noon).
Dates TBD October 21-27	Conference Committee meets to hear presentations and finalize recommendations.
Nov 3, 2015	Conference Committee recommendations are introduced at Common Council meeting. Recommendations for funding and final decisions will be posted on the CDD Funding Opportunities website.
Nov. 17, 2015	Common Council finalizes decisions. Funds will be available as city contracts are completed.
Nov 18, 2015	All applicants notified of Common Council Funding Decisions
TBD	Mandatory Contract Development meeting for all funded proposals

Levy Increase _____
Levy Decrease ↓$19,464
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/12/15

Amendment #: 59
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce New Outreach Librarian from 1 FTE to .75 FTE

Submitted By: Jake Johnson

If related to a new proposal, please specify proposal # from new proposal summary: 56

Description of Proposed Amendment:

Make this position 0.75 FTE instead of full-time.

Council Sponsor Notes:

The outreach librarian is an important position that I support. Given that this is a new position and involves some nights and weekends, I would be more comfortable starting it at 0.75 FTE with the option of expanding those hours in future budgets.

Finance Director's Notes:

Assumed a .75 FTE would continue to elect City benefits at the reduced employer contribution. The computer and recruitment costs would remain in necessary in full.

Account #	Account Name	Amount of Amendment	
250-5511-110	Salaries & Wages	↓	$13,224
250-5511-131	FICA	↓	1,012
250-5511-132	WRS	↓	873
250-5511-160	Health Insurance	↓	3,744
250-5511-161	Life Insurance	↓	13
250-5511-162	Disability Insurance	↓	82
250-5511-163	Dental Insurance	↓	295
250-5511-590	Worker's Compensation	↓	33
250-5511-330	Mileage Reimbursement	↓	188
	Subtotal Expenditure Change	↓	**$19,464**
250-4111-000	Property Tax Levy – Library	↓	$19,464
	Subtotal Revenue Change	↓	**$19,464**

COUNCIL ACTION: Approved ☐ Failed ☐

5530 Lacy Rd.
Fitchburg, WI 53711-5318
www.fitchburgwi.gov/library
Phone: 608-729-1760
Fax: 608-729-1767

TO: City Council members
FROM: Wendy Rawson, Library Director
CC: Misty Dodge, Finance Director
DATE: 10-21-15
SUBJECT: Budget Amendment #59- Reducing Outreach Librarian to .75

The library's strategic planning core team did seriously consider starting the position at part time and increasing it to full time in a year. Through a lot of discussion, we identified a number of potential issues, listed below.

First is the candidate pool. For a part time position we'll have fewer qualified candidates overall, and our chances of finding an outgoing person who loves working with all ages, and is comfortable going out into the community will be less.

Second, we worry about schedule flexibility. My expectation for this position is that they will flex their schedule to cover community events as needed. Hiring a part time position makes it far more likely the employee will have other commitments (i.e. another job, school) and will be less flexible.

Third, you can't count on part time staff wanting a full time job, and you can't take a part time job away from someone just because you're ready to make it full time. You can get stuck for years waiting to change a jobs hours through attrition.

We also feel that there is plenty of work for this position as a full time employee, and with a .75 position we would be forced to cut potential services.

For these reasons, we would strongly prefer the job start as a full time position.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	56
Sponsor/Department:	Library			Original (x)	X
Title/subject:	Outreach librarian/volunteer coordinator			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$79,729	$79,729	$	$
Non Personnel Recurring Costs	$1,835	$1,835	$	$
Non Personnel One-Time Costs	$850	$850	$	$
Total Year One Costs	$82,414	$82,414	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Wendy W. Rawson	Date	8-18-15
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**		**Supplement to Proposal #**	56
Position Title	**Outreach Librarian/Volunteer Coordinator**		
Reason or Need	Providing outreach services to the Fitchburg community is a high priority for the city and for the library. The library's current staffing level provides coverage of the library building, but does not allow sufficient time for staff to go out into the community to host or attend events. By adding an Outreach Librarian/Volunteer Coordinator, we could increase our presence in the community by offering activities like storytimes, computer classes and material check out to residents who are unable to visit the library building. This position would enable us to partner more with our three school districts- Madison, Verona and Oregon. It would also recruit, train and supervise volunteers to assist at outreach events. We believe adding this position would extend the reach of the library and the city significantly, and help fulfill the vision of the library, which is to foster and support a lifetime of learning, curiosity, and discovery in a diverse and vibrant community.		
Existing Classification		**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	H

FULL TIME EQUIVALENT: Annual Hours		**1 FTE** **2080 hours**		Expected Overtime hours	0	
Estimated Hourly Wage		25.43		Source: Union Contract, Pay Plan, Comparable Community Average	Pay plan	
Benefit Information (✍)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
					X	
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$0**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$85**	**$1,000 cell phone**	**$0**	

	Other Related Expense	Description: Mileage reimbursement, acct 330: $750 Position Evaluation, Classification, 100-5143-210: $250 Recruitment Expenses, 100-5143-250: $550	
Vehicles	Will a city vehicle be required for this position?		No
	If so, will this be a new proposal or existing?		-

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by current pay plan, similar librarian positions.

JOB DESCRIPTION
Outreach Librarian/Volunteer Coordinator

Job Title:	Outreach Librarian/Volunteer Coordinator	**Reports To:**	Library Director
Department:	Library	**FLSA Status:**	Exempt
Division:		**EEO Code:**	2 - Professionals
Salary Grade:	TBD	**Employee Group:**	General Employee
Created:	August 2015	**Last Revision:**	August 2015

Position Summary:
Under the direction of the Library Director, the Outreach Services Librarian & Volunteer Coordinator coordinates the library's outreach activities throughout the community. This position also recruits and supervises volunteers for outreach activities and the day-to-day operation of the library. They will work at both the adult services reference desk and the youth services desk approximately 10% of the time.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties and Responsibilities:
- Serves as the principal contact for community groups interested in outreach services.
- Serves as a designated liaison to local organizations and city departments.
- Plans and implements programs throughout the community.
- Contacts and schedules volunteers to assist at outreach activities.
- Trains and supervises library volunteers.
- Coordinates with library managers to provide appropriate staffing for outreach events as needed.
- Conducts service evaluations and collects use statistics.
- Provides professional-level information services to customers.
- Trains users in the use of technology and information seeking strategies.
- Provides assistance to customers of all ages to meet information and recreational needs.
- Integrates early literacy skills into programming for children.

Additional Duties and Responsibilities:
- Assists in preparation of library marketing materials, including web content.
- Acts as "person-in-charge" in the absence of the department managers.
- Organizes library displays and contributes information for library publicity materials.
- Contacts users via telephone or email as needed.
- Other duties as assigned.

Supervisory Requirements:
- Volunteers

<u>Minimum Qualifications</u>
Education and/or Experience Requirements:
- Master's degree in Library Science or Information Science from an American Library Association accredited institution or related field required.

- Experience in a public library preferred.
- Spanish fluency highly desirable.

Certifications:

- Valid Wisconsin Driver's license required during course of employment.

Necessary Knowledge Skills and Abilities:

- Ability to analyze and effectively synthesize information and present findings.
- Ability to use standard library technology including online reference sources and social networking tools.
- Ability to effectively communicate and foster positive relationships with library users, volunteers, the community, and coworkers.
- Fully understand library policies and procedures.
- Ability to seek information in all areas and multiple formats for library users.
- Able to travel to meetings outside the library.
- Excellent organizational skills.

In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential duties of this position.

Supplemental Information:

Tools and Equipment Used

Personal computer, including word processing, database, and spreadsheet software; phone; copy machine; fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to lift up to 30 pounds and push or pull a cart weighing up to 150 pounds or more. Must be able to bend, stoop, lift, or stand for prolonged periods of time. Must be able to use a computer for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Selection Guidelines

Formal application, rating of education and experience; oral interview and background check; job related tests may be required.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Supervisor's Signature: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Levy Increase _____
Levy Decrease ↓$40,240
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 60
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Start New Outreach Librarian as of July 1, 2016

Submitted By: Jason Gonzalez

If related to a new proposal, please specify proposal # from new proposal summary: 56

Description of Proposed Amendment:

Start the position after July 1, 2016 so as to save half a year in costs.

Council Sponsor Notes:

Finance Director's Notes:

Recruitment costs and technology costs would still be needed in full regardless of start date.

****This amendment creates a structural deficit for 2017****

Account #	Account Name	Amount of Amendment	
250-5511-110	Salaries & Wages	↓	$26,447
250-5511-131	FICA	↓	2,023
250-5511-132	WRS	↓	1,746
250-5511-160	Health Insurance	↓	8,808
250-5511-161	Life Insurance	↓	25
250-5511-162	Disability Insurance	↓	164
250-5511-163	Dental Insurance	↓	586
250-5511-590	Worker's Compensation	↓	66
250-5511-330	Mileage Reimbursement	↓	375
	Subtotal Expenditure Change	↓	**$40,240**
250-4111-000	Property Tax Levy – Library Fund	↓	$40,240
	Subtotal Revenue Change	↓	**$40,240**

COUNCIL ACTION: Approved ☐ Failed ☐

5530 Lacy Rd.
Fitchburg, WI 53711-5318
www.fitchburgwi.gov/library
Phone: 608-729-1760
Fax: 608-729-1767

TO: City Council members
FROM: Wendy Rawson, Library Director
CC: Misty Dodge, Finance Director
DATE: 10-21-15
SUBJECT: Budget Amendment #60- Starting Outreach Librarian 7-1-16

We would like to start this position in early spring to help with our Summer Reading Program (SRP). This is our biggest program of the year, and it will start in mid-June, 2016. We would like to have the Outreach Librarian hired and trained before that time so they can publicize the program with parts of the community that may not have the opportunity to participate otherwise. I envision them making weekly visits to areas such as Nine Springs Golf Course, the Leopold summer program, and/or Fire Station #2 where kids can update their reading records and collect prizes.

Levy Increase _____
Levy Decrease ↓$30,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/18/15

Amendment #: 61
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Amend CIP Project #1030 Logo Implementation and Wayfinding

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to amend CIP Project #1030 Logo Implementation and Wayfinding to reduce the 2016 budget by $30,000.

Council Sponsor Notes:

Keep the 2016 amount at the same level as 2017 through 2020.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
400-5711-030	Logo Implementation & Wayfinding	↓	$30,000
	Subtotal Expenditure Change	↓	**$30,000**
400-4111-030	Capital Tax Levy – Logo Implementation & Wayfinding	↓	$30,000
	Subtotal Revenue Change	↓	**$30,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Michael Zimmerman | E.D. Director
City Hall, 5520 Lacy Road, Fitchburg, Wisconsin 53711
Ph: 608.270.4245 | Fx: 608.270.4212 | fitchburgwi.gov

Date: October 20, 2015
To: Mayor Arnold and Common Council
From: Michael Zimmerman
Subject: Budget Amendment CIP Project #1030 Amendment #39

In the 2016-2020 CIP, the funding request was increased as we work on implementing the Civic Campus wayfinding signage. The additional funds requested in 2016 would be used to add monument signs that will flank the south entrance to the campus (drive off of Lacy Road) and the west side of the campus (Research Park Drive). We have had several requests by residents and visitors to provide better signage on the campus. In 2015, we started implementing a Civic Campus Wayfinding strategy by hiring a sign company to fabricate and install lettering on each of the Civic Campus Buildings. The fabrication is underway with installation estimated to be the second week of November.

The Wisconsin State Budget included hotel room tax statute language that could change how Fitchburg currently allocates those revenues. The new legislation requires that the municipality forward the portion of room tax revenues required to be spent on tourism promotion and development (70%) to a local Tourism Commission. Because similar hotel room tax language changes have been proposed in the last couple of legislative sessions we planned for this possibility. As part of Forward Fitchburg, our Fitchburg Chamber significantly enhanced their capacity to serve as our local Visitor Bureau. This included rebranding their organization to the Fitchburg Chamber Visitor Business Bureau. Once we have a clearer understanding of the new hotel room tax language, the City may need to look at the allocation of the room tax dollars between the Fitchburg Chamber Visitor Business Bureau and the Fitchburg Community and Economic Development Authority (CEDA) and possible changes to Fitchburg's hotel room tax ordinance. Currently, streetscape enhancements like banners and snowflakes were funded via hotel room tax. With a potential reallocation of hotel room tax dollars, we are not sure if we will have the resources to fund replacement and expansion of those items in the future.

In preparation for this law change, CIP #1030 was requested to provide a source of funds for these types of items. We still have several large items that need to be completed such as campus monument signs, additional Welcome to Fitchburg signs, potentially civic campus directional, locational signage throughout the City, banner and snowflake maintenance and replacement along with dollars for marketing the City that were previously funded through room tax.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # **1030**

Project Name **Logo Implementation and Wayfinding**

Department General Government
Contact City Administrator
Type Equipment
Useful Life 5 yrs
Category General Equipment
Priority 5 Future Consideration
Status Active
Total Project Cost: **$180,000**

Description

Funding for updates to current monument signs, additional monument signs at Civic Campus, wayfinding throughout the City, snowflake and banner replacement and possible expansion to new developments, supplies for banners and snowflakes and additional cost of branding of items as needed.

Amended in 2015 to increase costs as follows:
2016: $10,000 to $60,000
2017-2020: new costs

Justification

Implementation of logo is an important component of the Forward Fitchburg, marketing and economic development strategic plan completed by the City and the Fitchburg Chamber Visitor and Business Bureau. As usage increases in the many state bike paths and other corridors throughout the City, it is important to provide a uniform signage system that will continue to identify the City as an important destination. Signs would provide directions for City Campus trail users and historical landmarks. As we replace vehicles, the new logo will begin to be more prominent.

Expenditures	2016	2017	2018	2019	2020	Total
Other	60,000	30,000	30,000	30,000	30,000	180,000
Total	**60,000**	**30,000**	**30,000**	**30,000**	**30,000**	**180,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	60,000	30,000	30,000	30,000	30,000	180,000
Total	**60,000**	**30,000**	**30,000**	**30,000**	**30,000**	**180,000**

Budget Impact/Other

Fitchburg

Exterior Sign Program

Directional Signage

DOUBLE-FACED, INTERNALLY ILLUMINATED MONUMENT SIGN – ILLUMINATED WITH WHITE LEDS

TOP OF CABINET TO HAVE WHITE PUSH THROUGH LETTER WITH DARK BROWN TRANSLUCENT VINYL

CABINET PAINTED BEIGE WITH TEXCOAT AND DARK BROWN

BOTTOM OF CABINET TO HAVE ROUTED OUT LETTERS BACKED WITH BEIGE TRANSLUCENT VINYL

FLAT CUT ALUMINUM ADDRESS NUMBERS AND FITCHBURG LOGOS PAINTED DARK BROWN

SIGN BASE AND VERTICAL PILLAR TO BE BRICK TO MATCH EXISTING BUILDING

TOP CAP TO BE FOLDED ALUMINUM PAINTED DARK BROWN

Levy Increase _____
Levy Decrease ↓$43,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 62
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Reduce CIP Project #6302 (City Campus Bldg Sys Replace) by $43,000

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to reduce CIP project #6302 (City Campus Building Systems Replacement) in the amount of $43,000 and keep the level of expenditures at the same $75,000 per year as 2017-2020.

Council Sponsor Notes:

The City is in the process of creating an ad hoc committee to determine the feasibility of a new campus expansion. So, I would not invest in unnecessary expenses on the Campus until we have a better idea of the future of that building.

Finance Director's Notes:

Account #	Account Name	Amount of Amendment	
400-5716-302	City Campus Building Systems Replacement	↓	$43,000
	Subtotal Expenditure Change	↓	**$43,000**
400-4116-302	Property Tax Levy – Capital Projects Fund – City Campus Building Systems Replacement	↓	$43,000
	Subtotal Revenue Change	↓	**$43,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	City Campus Building Services Replacements

This memo is in response to the amendments that have been proposed for CIP project #6302

Amendment from Alder Arata Fratta

The CIP included $118,000 for building systems maintenance in year 2016. The projects listed for 2016 included repairs to the roof/gutters/soffits/air conditioning/parking lot striping and entry door to the community center.

These repairs are all to the City Hall building and are independent of the use of City Hall. These are maintenance activities that are needed. These repairs are very necessary to protect one of the City's largest assets.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 6302

Project Name City Campus Building Systems Replacement

Department Public Works - B&G
Contact Director of Public Works
Type Improvement
Useful Life 10 years
Category Facilities Projects
Priority 2 Very Important
Status Active
Total Project Cost: **$668,000**

Description

This fund was created in 2006 to plan for the replacements of building systems and to set aside funds on an annual basis for system replacements . As the City campus buildings continue to age, it is necessary to plan for replacement of large scale projects.

2016 Repairs to gutters/roof repairs/soffits/ac compressor/parking lot striping; replace front entry door into Community Center
2017 Replace carpet and paint 1st floor City Hall
2018 Replace carpet and paint 2nd floor City Hall
2019 Replace carpet and paint 3rd floor City Hall
2020 Restripe Parking Lot
2020 Oak Hall Room flooring ($250,000)

* Note - This schedule can be altered if necessary and does not include unexpected repairs needed to the buildings that would also be included in this project.

2015 Update: Add Community Center exterior door to 2016 ($18,000); increase 2017 - 2020 from $50,000 to $75,000

Justification

The City Hall building is 18 years old and the exterior has not been re-stained. All wood exterior surfaces need to be resealed and gutters need to be added in some areas to redirect water away from building.

Not all mechanicals were updated with the addition to the Community Center.

Replacement of the front doors will make the building more secure. The doors are no longer weather-tight and will help keep a more consistent temperature in the Community Center corridor.

Expenditures	2016	2017	2018	2019	2020	Total
Maint of Existing Facilities (non-hwy, non-util)	118,000	75,000	75,000	75,000	325,000	668,000
Total	**118,000**	**75,000**	**75,000**	**75,000**	**325,000**	**668,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Borrowing (non-util, GO debt)					250,000	250,000
Capital Project Levy	118,000	75,000	75,000	75,000	75,000	418,000
Total	**118,000**	**75,000**	**75,000**	**75,000**	**325,000**	**668,000**

Budget Impact/Other

Levy Increase _____
Levy Decrease ↓$27,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 63
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Defer CIP Project #2136 (Police Fleet Vehicle Replacement #64)

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to remove from the 2016 budget the purchase of Police Fleet Vehicle #64 in CIP project #2136 for $27,000 and defer the purchase to 2017. I also propose to defer the purchase of police fleet vehicle replacements #65, #67 and #69 to 2018 and 2019 respectively. We should keep buying one vehicle per year. Police is getting a replacement crime scene vehicle in 2016.

Council Sponsor Notes:

Finance Director's Notes:

This vehicle is included in the Mayor's proposed budget as funded by expenditure restraint program (ERP) funds. If this project is deferred, I included in the costing below a shift in the ERP funds to further support CIP project #1012 (IT Upgrade and Replacement), which is currently shown as funded by both ERP and property tax levy. This shift will effectively lower the tax levy by the amount of this proposal, as intended by the amendment.

Account #	Account Name	Amount of Amendment	
400-5722-136	Police Fleet Vehicle #64	↓	$29,000
	Subtotal Expenditure Change	↓	**$29,000**
400-4362-136	Expenditure Restraint Funds – PD Fleet Vehicle #64	↓	$27,000
400-4882-136	Sale of Fixed Asset – PD Fleet Vehicle #64	↓	2,000
400-4361-012	Expenditure Restraint Funds – IT Upgrade and Replace	+	$27,000
400-4111-012	Capital Projects Fund Tax Levy – IT Upgrade and Replace	↓	$27,000
	Subtotal Revenue Change	↓	**$29,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 2136

Project Name Fleet Vehicle Replacement #64

Department Police Department
Contact Police Chief
Type Equipment
Useful Life 10 yrs
Category Equipment Replace/ Resurface
Priority 2 Very Important
Status Active
Total Project Cost: $29,000

Description

Replacing our multi-use fleet vehicle (#64), which is currently a 2006 Ford Taurus. VIN: 1FAFP53U26A247434

Justification

This vehicle will be 10 years old in 2016. Current mileage is 59,971, with an estimated trade-in mileage of 67,467. Concerns for rust and increase of mechanical problems.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings (non-hwy, non-util)	29,000					29,000
Total	**29,000**					**29,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	27,000					27,000
Sale/Trade In (non-hwy, non-util)	2,000					2,000
Total	**29,000**					**29,000**

Budget Impact/Other

Levy Increase _____
Levy Decrease ↓$145,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 64
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Postpone Purchase of Replacement Plow Truck from CIP Project #3101

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to amend CIP project #3101 (Public Works Equipment Replacement) to defer replacement of a plow truck from 2016 to 2017. There are no other plows planned for replacement in 2017. I will keep the new (add to fleet) plow in 2016 that is currently funded by borrowing. This truck is needed to address our additional maintenance responsibilities. There will be 10 plow trucks in service after the new truck is purchased. The trucks have about a 12 year life. This would work out to about one plow truck per year. In years where an additional truck is needed to add to the fleet due to growth, the City likely can plan for that to occur in the years where a replacement is not needed so that it can be funded by levy (not borrowing) in future. This approach is positive financial planning from my perspective.

Council Sponsor Notes:

Overall funding level considerations:

1) Adopted CIP includes a large drop from 2016 to 2017 for tax levy funding.
2) 2017 will continue to have expenditure restraint funds applied (based on 2015 budget qualifying for program).
3) 2018 CIP may not have expenditure restraint funding so we will need to be cautious about pushing projects to that year. If the 2016 budget does not qualify, during the 2017-2021 CIP I believe we should discuss accelerating projects from 2018 to 2017 to level-out our capital funding and avoid large swings.
4) Consider accelerating one of the two plows scheduled for replacement in 2020 to 2019 to keep on the 1 per year schedule.

Finance Director's Notes:

This vehicle is included in the Mayor's proposed budget as funded by expenditure restraint program (ERP) funds. If this project is deferred, I included in the costing below a shift in the ERP funds to support the projects listed below which are currently shown as funded by both property tax levy. This shift will effectively lower the tax levy by the amount of this proposal, as intended by the amendment.

Note: Depending on the status of the police vehicle #64 delay amendment, the CIP project #1012 (IT Upgrade and Replacement) may need to be or could be revised. Also included other projects that could reasonably be funded by ERP funding instead of levy.

Account #	Account Name	Amount of Amendment	
400-5733-101	Public Works Equipment Replacement	↓	$160,000
	Subtotal Expenditure Change	↓	**$160,000**
400-4363-101	ERP – Public Works Vehicles	↓	$145,000
400-4883-101	Sale of Fixed Asset – Public Works Vehicle/Equipment	↓	15,000
400-4361-036	ERP – Timekeeping	+	50,000
400-4111-036	Capital Tax Levy – Timekeeping	↓	50,000
400-4362-124	ERP – PD Interview Recording Equipment	+	15,000
400-4112-124	Capital Tax Levy – PD Interview Recording Equipment	↓	15,000

400-4362-126	ERP – PD Electronic Control Devices (ECD)	+	19,500
400-4112-126	Capital Tax Levy – PD Electronic Control Devices (ECD)	↓	19,500
400-4362-258	ERP – Fire Flame Sim Training Program	+	13,800
400-4112-258	Capital Tax Levy – Fire Flame Sim Training Program	↓	13,800
400-4363-428	ERP – Bicycle & Pedestrian Plan Update	+	15,000
400-4113-428	Capital Tax Levy – Bicycle & Pedestrian Plan Update	↓	15,000
400-4364-630	ERP – Verona Road Coalition Contribution	+	25,000
400-4114-630	Capital Tax Levy – Verona Road Coalition Contribution	↓	25,000
400-4361-012	ERP – Information Technology Upgrade & Replace	+	6,700
400-4111-012	Capital Tax Levy – IT Upgrade & Replace	↓	6,700
400-4362-302	ERP – EMS Vehicle Replacement	+	
400-4112-302	Capital Tax Levy – EMS Vehicle Replacement	↓	
400-4366-261	ERP – Nine Springs Golf Course	+	
400-4116-261	Capital Tax Levy – Nine Springs Golf Course	↓	
	Subtotal Revenue Change	↓	**$160,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 3101

Project Name Public Works Equipment Replace

Department Public Works - General
Contact Director of Public Works
Type Equipment
Useful Life varies
Category Equipment Replace/ Resurface
Priority 2 Very Important
Status Active
Total Project Cost: $2,564,000

Description

The Public Works Department follows a replacement schedule that allows a yearly budget amount for replacement of street and parks operations equipment. Utility operations equipment replacement follows a similar schedule, but not an even amount due to the limited amount of equipment. This replacement schedule was started in 1996 for streets. Originally, $145,000 a year was budgeted for street operations equipment. The dollar amount needs to be increased to keep up with the replacement schedule and increased equipment costs. Plow trucks have increased in cost over $45,000 in the last 5 years. This CIP item now includes parks equipment to reflect the joint operations (formerly Project 6210). An additional plowtruck is scheduled beyond the annual amount in 2016. This truck is needed to accommodate the plowing of McKee Road and other newer developed roads such as Orchard Pointe and Uptown that have divided 4 lane roadways.

2015 Update: projects updated and new items added - see supporting spreadsheet for details.

Justification

It is important that a yearly replacement plan is followed to avoid having large future fiscal impacts because of replacement backlogs. This reduces the maintenance and repair account funds needed on a yearly basis. By having the necessary equipment, we are able to respond with our own crews to snowstorm events, repair water main breaks faster and eliminate the need to call in outside resources.

Expenditures	2016	2017	2018	2019	2020	Total
Equip/Vehicles/Furnishings (non-hwy, non-util)	116,000	90,500	85,000	104,000	82,500	478,000
Equip/Vehicles/Furnishings (highway)	444,000	270,000	237,000	375,000	601,000	1,927,000
Equip/Vehicles/Furnishings (water/sewer utilities)	55,000	0	30,000	0	14,000	99,000
Equip/Vehicles/Furnishings (stormwater utility)	25,000	0	0	25,000	10,000	60,000
Total	**640,000**	**360,500**	**352,000**	**504,000**	**707,500**	**2,564,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Borrowing (non-util, GO debt)	160,000	180,000	0	0	0	340,000
Capital Project Levy	363,000	149,500	280,000	421,900	594,000	1,808,400
Sale/Trade In (hwy)	27,000	25,000	37,000	37,000	83,500	209,500
Sale/Trade In (non-hwy, non-util)	10,000	6,000	5,000	20,100	6,000	47,100
Utility - Rates (stormwater)	23,000	0	0	25,000	9,500	57,500
Utility - Rates (water & sewer)	50,500	0	27,500	0	13,000	91,000
Utility - Sale/Trade In (storm)	2,000	0	0	0	500	2,500
Utility - Sale/Trade In (W&S)	4,500	0	2,500	0	1,000	8,000
Total	**640,000**	**360,500**	**352,000**	**504,000**	**707,500**	**2,564,000**

Budget Impact/Other

2015 Public Works Equipment Inventory- Engineering & Streets

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST	Vehicle Type
	ENGINEERING DIVISION										
1	Utility Vehicle 4X4	Jeep	Cherokee	2013	2012	Rotation 1	$20,000		$26,000		
3	1/2 Ton Pickup Truck extended cab	Chev.	Colorado	2012	2012	2024	$15,000		$25,000		
4	3/4 Ton Pickup Truck	GMC	2500	2002	2002	2020	$2,000	$1,000	$45,000	$44,000	
	STREET DIVISION										
	Light Duty Trucks										
10	1 Ton Truck w/platform & dump box	Ford	F450	2004	2004	2016	$15,000	$5,000	$55,000	$50,000	
11	3/4 Ton Pickup Truck	GMC	2500	2011	2011	2021	$10,000		$30,000		
12	3/4 Ton Pickup Truck	GMC	2500	2008	2008	Rotation	$5,000		$30,000		
13	1 Ton Truck w/platform & dump box	Ford	F550	2012	2012	2026	$35,000		$55,000		
	Heavy Duty Trucks										
15	Aerial Basket-38' reach	GMC	3500	1999	1999	2017	$8,000	$5,000	$70,000	$65,000	
16	17 Yard dump truck	International	7600	2008	2011	2030	$65,000		$125,000		U
17	Aerial Basket-75' reach	GMC	C8500	2000	2011	2019	$45,000	$25,000	$175,000	$150,000	U
NEW	Tandem Plow Truck	International	7400	2015	2016	2028			$170,000	$170,000	
	Plow Trucks										
20	Plow Truck	International	7400	2009	2008	2020	$50,000	$25,000	$166,000	$141,000	
21	Plow Truck	International	7400	2014	2013	2024	$130,000		$175,000		
22	Plow Truck	International	Diamond	2004	2003	2015	$20,000	$15,000	$150,000	$135,000	
25	Plow Truck	International	7400	2010	2009	2021	$60,000		$166,000		
24	Plow Truck	International	7400	2011	2010	2022	$75,000		$170,000		
28	Plow Truck	International	7400	2008	2008	2020	$40,000	$25,000	$166,000	$141,000	
26	Plow Truck	International	Diamond	2006	2006	2018	$30,000	$15,000	$165,000	$150,000	
23	Plow Truck	International	Diamond	2004	2004	2016	$20,000	$15,000	$160,000	$145,000	
27	Plow Truck	International	Diamond	2002	2002	Rotation	$10,000	$10,000	$150,000	$140,000	
29	Pretreater	International	7400	2003	2000	2014	$25,000	$25,000			
NEW	New plow truck				2016				$160,000	$160,000	
30	**Heavy Equipment**										
31	Tractor Crawler	John Deere	450B	1970	1983	2020	$5,000	$2,000	$40,000	$38,000	U
33	Loader	Case	821F	2013	2013	2026	$175,000		$200,000		
34	4 Wheel Drive Excavator	Volvo	EW 180B	2005	2005	2020	$50,000	$30,000	$180,000	$150,000	
35	Skidsteer Loader	Case	1840	2005	2005	2016	$5,000	$5,000	$20,000	$15,000	
36	Road Grader (W/Wing&Plow)	John Deere	772 BH	1989	1989	2017	$30,000	$20,000	$200,000	$180,000	
37	Tractor plow				2019	2019		$0	$25,000	$25,000	
40	**Rollers & Tractors**										
42	Roller	Wacker		1996	1996	unknown	$5,000		$10,000		U
43	Tractor	Farmall	75C	2012	2012	2024	$20,000		$30,000		
44	Tractor and broom	Farmall	75C	2012	2012	2024	$20,000		$40,000		
45	Tractor	John Deere	6430	2008	2011	2030	$40,000		$60,000		U
46	Tractor	Case IH	125	2009	2009	2019	$45,000	$10,000	$60,000	$50,000	
48	Tractor Loader Backhoe w/cab	Caterpillar	426C	1997	1999	2018	$25,000	$20,000	$65,000	$45,000	U
50	**Attachments**										
50	Mower	Alamo Tiger	Side Arm	2011	2011	2030	$20,000		$60,000		
51	Mower	Landpride	6 foot	2013	2013	2019	$4,000	$250	$5,000	$4,750	
52	Mower	Landpride	6 foot	2013	2013	2019	$4,000	$250	$5,000	$4,750	
52a	Mower	Landpride	10 foot	2013	2013	2019	$11,000	$500	$10,000	$9,500	
53	Pre-treater	Varitech	4L300-TFK-6V	2011	2011	2021	$5,000		$8,000		
54	Brush Chipper	Vermeer	BC 1400	2002	2002	2015	$10,000	$5,000	$50,000	$45,000	
55	Machine Shouldering	Wausau	SM2	1967	1967	2016	$3,000	$2,000	$25,000	$23,000	U
56	Front End Loader w/front grapple	Westendorff	TA29	2011	2011	2030	$12,000		$14,000		
57	Trailer-12 Ton	Miller		1979	1983	2019	$3,000	$1,000	$10,000	$9,000	
58	Trailer-Sign trailer	Gator		2004	2004	2020	$2,500	$500	$4,000	$3,500	
59	Trailer Skidsteer	Olympic	14	2009	2009	unknown	$5,000		$5,000		
	Accessory Equipment										
60	Indoor sweeper	Advance	Captor	2008	2008	2020	$25,000		$50,000		
60a	Indoor sweeper	American Lincoln	114 ES	1999	1999	unknown	$500		$15,500		
61	Air Compressor	Ingersoll Rand		1996	1996	unknown	$5,000		$10,000		U
62	Card & Roll system for pumps		K800	1992	1992	unknown	$1,000		$7,000		
63	Diesel Pump	Gil Barco	625-5	1992	1992	unknown	$500		$5,500		
64	Gas Pump (double)	Gil Barco	655-1	1992	1992	unknown	$500		$5,500		
65	Steamer	M1-T-M Corp.		1990	1990	unknown	$1,000		$8,000		
66	Striper			2007	2007	2018	$4,000	$2,000	$7,000	$5,000	
67	Sign Board #1	SMC	mini 4000	2014	2014	unknown	$11,500				
68	Sign Board #2	SMC	mini 4000	2014	2014	unknown	$11,500				
69	Snow Blower				2019	2019	$0	$0	$60,000	$60,000	
	Forklift				2021				$15,000		
70	Mini Backhoe				2019	2019	$0	$0	$25,000	$25,000	
NEW	Sign Board #3	SMC	mini 4000		2016	2016	$12,000	$0	$12,000	$12,000	
NEW	Sign Board #4	SMC	mini 4000		2016	2016	$12,000	$0	$12,000	$12,000	
	STREET TOTALS						**$1,264,000**		**$3,828,500**		

		Trade value	Cost	Net
Total forStreets	2016	$27,000	$444,000	$417,000
	2017	$25,000	$270,000	$245,000
	2018	$37,000	$237,000	$200,000
	2019	$37,000	$375,000	$338,000
	2020	$83,500	$601,000	$517,500
Total				**$1,717,500**

****U stands for equipment purchased used. 1. Vehicle rotates into the Rec Vehicle Rotation**

2015 Public Works Equipment Inventory-Utility

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	UTILITY DIVISION									
	Heavy Duty Trucks									
101	Sewer Vacuum Cleaner	International	2554	2000	2000	2015	$25,000	$25,000	$310,000	$285,000
120	**Light Duty Trucks**									
120	3/4 Ton Pickup Truck w/utility box	Ford	F350	2004	2004	2015	$2,500	$4,000	$30,000	$26,000
121	3/4 Ton Pickup Truck w/utility box	GMC	2500	2008	2008	2018	$8,000	$2,500	$30,000	$27,500
122	3/4 Ton 4X4 Pickup Truck	GMC	2500	2005	2005	rotation	$5,000		$30,000	
123	3/4 Ton Pickup Truck w/utility box	GMC	Sierra	2002	2002	2016	$2,000	$2,500	$30,000	$27,500
124	3/4 Ton Pickup Truck w/utility box	Chev	Silverado	2012	2012	2024	$15,000		$30,000	
125	1/2Ton Pickup Truck	Dodge	Dakota	2003	2003	2016	$4,000	$2,000	$25,000	$23,000
160	**Accessories**									
161	Portable Welder	Miller	40	1976	1976	unknown	$2,000		$5,000	
163	Generator Inland Diesel	Kohler	300RZDD1	1992	1992	Unknown	$8,000		$40,000	
	Trench box trailer	unknown	7'x12'	1986		unknown	$500		$1,500	
	Water main break trailer	Olympic	8'x14'	2006	2006	unknown	$2,500		$2,500	
	Mower Trailer	Olympic	7'x13'	2005	2005	unknown	$1,500		$2,000	
164	Valve Exerciser	TBD			2013		$25,000		$25,000	
	Scag Mower	Scag	SSV-52	1995	1995	2015	$500	$500	$8,000	$7,500
	Tar Kettle	Seal Master	CP-60	2012	2012	2020	$11,000	$1,000	$14,000	$13,000
	UTILITY TOTALS						**$112,500**		**$583,000**	

		Trade value	Cost	Net
Total for Utility	2016	$4,500	$55,000	$50,500
	2017	$0	$0	$0
	2018	$2,500	$30,000	$27,500
	2019	$0	$0	$0
	2020	$1,000	$14,000	$13,000
				$78,000

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	STORMWATER UTILITY DIVISION									
	Accessory Equipment									
	Hydroseeder	Doolittle		2004	2004	2020	$5,000	$500	$10,000	$9,500
14	Street Sweeper	Schwarze	A7000	2008	2008	2015	$50,000	$20,000	$200,000	$180,000
NEW	Mini Backhoe				2019				$25,000	$25,000
2	1/2 Ton Pickup	Dodge	Dakota	2002	2002	2016	$5,000	$2,000	$25,000	$23,000
	STORMWATER UTILITY TOTALS						**$60,000**		**$260,000**	

		Trade value	Cost	Net
Total for Stormwater utility	2016	$2,000	$25,000	$23,000
	2017	$0	$0	$0
	2018	$0	$0	$0
	2019	$0	$25,000	$25,000
	2020	$500	$10,000	$9,500
				$57,500

2015 Public Works Equipment Inventory-Parks

VEHICLE NUMBER	DESCRIPTION	MANUFACTURER	MODEL	MODEL YEAR	ACQUIRED YEAR	REPLACE YEAR	CURRENT VALUE	CIP TRADE VALUE	COST OF REPLACE	NET COST
	Parks Division									
	Vehicles									
250	Forestry 4X4	Dodge	Dakota	2002	2002	2016	$5,000	$2,000	$30,000	$28,000
251	1 ton Pick-up with plow	Ford	F-350	2015	2014	2014	$30,000		$35,000	
252	1 ton dump with plow	Ford	F-350	2008	2008	2020	$15,000	$4,000	$55,000	$51,000
253	Jeep 4x4 with plow	Jeep	Wrangler	2003	2003	2015	$5,000	$2,000	$30,000	$28,000
254	3/4 Ton with plow	GMC	2500	2004	2004	2017	$10,000	$2,000	$35,000	$33,000
255	1 ton with dump box w/plow	GMC	3500	1997	1997	2015	$3,000	$2,500	$55,000	$52,500
256	1 Ton with plow	GMC	3500	2011	2011	2021	$20,000		$30,000	
256	1ton Flat Bed with plow	Ford	F-350	2015	2014	2014	$44,000		$45,000	
257	1 ton dump with chipper box	Ford	F-350	1999	1999	2018	$8,000	$5,000	$55,000	$50,000
258	1/2 Ton Silverado	Chevy	1500	2000	2000	Rotation	$2,000			
259	4/4 SUV	Ford	Explorer	2003	2003	Rotation	$5,000		$0	
	Trailers									
260	Double D Trailer	Double D		2000	2000	unknown	$2,000		$4,000	
261	Double D Trailer	Double D		2001	2001	unknown	$2,000		$5,000	
262	Double D Trailer	Double D		2009	2009	unknown	$1,500		$2,500	
	Mowers									
270	6' Zero Turn	Toro	Z master	2003	2003	2014	$2,000	$1,000	$10,000	$9,000
271	6' Mower w/cab	John Deere	1435	2006	2006	2016	$5,000	$3,000	$33,000	$30,000
272	6' Mower w/cab	John Deere	1445	2008	2008	2016	$15,000	$5,000	$33,000	$28,000
273	16' wing mowers	Toro	Groundsmaster	2013	2013	2023	$80,000		$100,000	
274	16' wing mowers	Toro	Groundsmaster	2009	2009	2019	$50,000	$20,000	$100,000	$80,000
275	36" Scag	Scag	V-Ride	2013	2013	2013	$6,000		$7,000	
276	60" Zero Trun	Toro	Z master	2014	2014	2014	$8,900		$9,000	
277	6' Mower w/cab	John Deere	F1145	2000	?	Rotation	$2,000	$1,000	$30,000	
	Equipment									
280	Bobcat Toolcat	Bobcat	5600	2012	2012	2024	$35,000		$55,000	
281	Skidsteer	Case	60XT	2006	2006	2017	$12,000	$3,000	$45,000	$42,000
282	Ball Diamond Conditioner	Toro	5040	2006	2011	2020	$5,000	$1,000	$22,000	$21,000
283	Morbark Chipper	Morbark	M15R	2012	2012	2024	$35,000		$50,000	
	Attachments									
290	Snowblower for skidsteer	Erskine	1812	unknown	unknown	2014	$7,000	$0	$7,000	$7,000
291	Snowblower for JD mower	John Deere		2008	2008	2019	$2,500	$100	$4,000	$3,900
292	Harley Rake	Glenmac	T-8	?	?	?	$4,000		$10,000	
293	Broom for JD mowers	John Deere		2006	2006	2017	$1,500	$1,000	$6,000	$5,000
294	Pretreater	SnowEx	VSS3000	2010	2010	2020	$5,000	$1,000	$5,500	$4,500
295	Skidsteer Auger	McMillen	X1975	?	?	?	$2,000		$4,500	
296	Tractor Seeder	Cosmo	500	?	?	?	$500		$1,000	
297	Zamboni	Homemade		2010	2010	2010	$2,500		$3,000	
298	Toolcat V Plow	Bobcat	72"	2012	2012	2022	$2,500		$3,000	
299	Toolcat Fork Grapple	Bobcat	66"	2012	2012	2022	$3,000		$3,000	
300	Snowblower SB240	Bobcat	72"	2014	2014	2024	$5,500		$5,500	
301	Stump Grinder	Bobcat	SG60	2012	2012	2024	$6,000		$6,500	
	Forestry Mower	NEW				2018			$30,000	$30,000
	Top Dresser	NEW			2016		$20,000		$20,000	$20,000
	Roller	NEW			2017	2017	$4,500		$4,500	$4,500
	PARKS TOTALS						**$474,900**		**$989,000**	

	Trade value	Cost	Net
2016	$10,000	$116,000	$106,000
2017	$6,000	$90,500	$84,500
2018	$5,000	$85,000	$80,000
2019	$20,100	$104,000	$83,900
2020	$6,000	$82,500	$76,500
Total			**$430,900**

Levy Increase _____
Levy Decrease ↓$80,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 65
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Funding Source for Nine Springs Shelter Upgrades CIP #6261

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment would pay for the upgrades to the Nine Springs Public/Private shelter upgrades from General Fund fund balance. Another option would be to issue a State Trust Fund Loan for the project.

Council Sponsor Notes:

As a public/private partnership unable to be borrowed for using our normal means, fund balance seems an appropriate use as a funding source while facing a nearly 10% Mayor sponsored tax rate increase.

Finance Director's Notes:

I have concerns about using General Fund fund balance for a project that was not specifically identified in the CIP due to how it could be perceived as poor planning by Moody's.

The comment about being unable to be borrowed for using our normal means refers to the rules surrounding issuing tax exempt debt. The City could borrow taxable debt; however, using our normal process it would have to be a separate issue, which would come with its own set of fees and often a higher interest rate.

The other option would be to request a State Trust Fund Loan which is more flexible on purpose of debt. I recommend still discussing the project with Ehler's to ensure it is compatible with our other issuances but, if we pursue the State Trust Fund Loan process, there should not be separate fees for Moody's or bond counsel. The rates offered through the State Trust Fund Loan program are intended to be comparable to other debt issuances.

I included in the costing the option to use fund balance because that is what was first listed in the description.

Account #	Account Name	Amount of Amendment	
100-4930-100	General Fund – Fund Balance Applied	+	$80,000
	Subtotal Expenditure Change	**+**	**$80,000**
100-5920-954	General Fund – Transfer out to Capital Projects	+	$80,000
400-4936-261	Capital Projects – Transfer in from General Fund	+	80,000
400-4116-261	Capital Projects – Levy	↓	80,000
400-4906-261	Capital Projects Fund – Debt Proceeds	+	-0-
	Subtotal Revenue Change	**+**	**$80,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 6261

Project Name Nine Springs Golf Course

Department Public Works - Parks
Contact Parks Director
Type Improvement
Useful Life 25 - 30 yrs
Category Equipment Replace/ Resurface
Priority 3 Important
Status Active
Total Project Cost: **$80,000**

Description

Funds to be used to redo the Clubhouse including an additional patio and screened in area.

Justification

There are two options presented for 2016 for the golf course. Proposal 1 is preferred by staff and the golf course operator and is included in the CIP. A memo describing the second option and the alternate project detail form is included in the support.

This project will assist the City in improving and maintaining this City park amenity. Additionally this project will assist in continuing our work in making NSGC a multi-use/multi-season facility. Under this preferred proposal, the following items would also apply:

a.City reserves the patio (similar to Community Center) and coordinates rentals.
B.City utilizes this facility for offering of recreational programming
c.Mr. Larsen and NSCG LLC may rent this patio if he chooses.
D.Mr. Larsen will be offered as a potential caterer for events held in this patio. City receives a 10 % of this catering fee.
E.If City utilizes Mr. Larson as coordinator for activities he would qualify for the 80/20 program agreement.
F.There would be a resident / non-resident green fee rate structure.

Expenditures	2016	2017	2018	2019	2020	Total
Maint of Existing Facilities (non-hwy, non-util)	80,000					80,000
Total	**80,000**					**80,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	80,000					80,000
Total	**80,000**					**80,000**

Budget Impact/Other

Additional rental income revenue would be generated through the reservations of the new facility through the City.

Budget Items	2016	2017	2018	2019	2020	Total
Additional Revenue	-1,000	-1,000	-1,000	-1,000	-1,000	-5,000
Total	**-1,000**	**-1,000**	**-1,000**	**-1,000**	**-1,000**	**-5,000**

June 18, 2015 – further clarification of Proposal #1 - requested by Mayor Arnold.

2016 – 2020 CIP account # 6261

** These proposals are only for 2016 with no future CIP allocations proposed.

Proposal 1 – ($80,000) used to redo Clubhouse including additional patio and screened in area.

- This patio and screened in area would be adjacent to the current clubhouse. This enclosed space would be approximately 20' x 30' (600 square feet) in size and be available for use and/or rent year round for family gatherings, recreational programming, and warming house functions. An additional open air patio may also be included.

a. City reserves the patio/screened in area (similar to Community Center) and coordinates rentals.
b. City utilizes this facility for offering of recreational programming
c. Mr. Larsen and NSCG LLC may rent this patio/screened in area if he chooses.
d. Mr. Larsen will be offered as a potential caterer for events held in this patio. City receives a 10 % of this catering fee.
e. If City utilizes Mr. Larson as coordinator for activities he would qualify for the 80/20 program agreement.
f. There would be a resident / non-resident green fee rate structure.

Proposal 2 - $55,000 used as Dan Larsen decides to improve golf operations including upgrades to Clubhouse for aesthetics and roof repairs, new park signage and rain shelter adjacent to hole #4.

a. There would be a resident / non-resident green fee rate structure.
b. Common Council would have final approval on these improvements
c. Lease payments would be phased out over 5 year lease term.
d. Current lease 5.6 and 5.7 sections would remain included:

5.6 Except tee boxes and greens, the City reserves the right to establish cross country ski, snow shoeing and walking trails and a skating pond or rink on the leased premises for public use between November 16 and March 14 (golf/disc golf season start is March 15, see Sec. 5.1) and to install facilities such as low-level lighting or plumbing, which may be necessary or desirable to facilitate such uses. The City also reserves the right to utilize the Clubhouse during this same timeframe (November 16 thru March 14th)

5.7 The City reserves the right to utilize the Nine Springs Golf Course 2 days per week for Recreational Programs from March 15 thru November 15th without substantial disruption to normal Golf/disc golf operations. The City further reserves the right to use Nine Springs Golf Course for Community events (2 minimum) as determined by City staff and Lessee.

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday, October 19, 2015

Date Submitted: 10/17/15

Amendment #: 66
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Eliminate Remaining City Campus Retro-Commissioning Projects

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 20

Description of Proposed Amendment:

This amendment would eliminate this project.

Council Sponsor Notes:

After speaking with John Crook, Building Inspector, the fixes in this project are either untenable or have no payback. With a possible building addition looming, it seems like money ill spent.

Finance Director's Notes:

When preparing the Mayor's proposed budget I did not include the retro-commission projects in the CIP budget for 2016; therefore there is no levy impact for this amendment. The amendment essentially serves as direction to Staff, for both 2015 and 2016, not to pursue these projects.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Retrocommissioning Amendment by Alder Stern

This memo is in response to the amendments that have been proposed for New proposal #20.

Building maintenance is no longer handled by Mr. Crook, and as such he does not have the knowledge of the details of the recommended improvements.

The suggested retrocommissioning projects were recommended by an engineer with extensive knowledge of building systems and energy savings. The proposed projects will have energy savings and a payoff, although calculating an exact savings and payoff year is difficult.

Furthermore, our HVAC contractor has recommended installing some of the improvements as a means of increasing system component life. The variable frequency drives result is less frequent hard stop and start cycles of the cooling fans. This improves energy usage and lengthens the lifespan of equipment.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	20
Sponsor/Department:	Public Works			Original (x)	
Title/subject:	Retro-commissioning – Facility Energy Savings			Supplemental (x)	X
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: **(Area will expand as needed)**	In 2013, SCS Engineers prepared an analysis of energy-saving recommendations for City Hall campus buildings: City Hall, Community Center and Library Facilities. Staff have implement the majority of items, realizing a significant energy cost savings of ~$23,000 annually with an investment payback of 2.9 years. Here are the remaining recommendations with associated costs: **City Hall Building** • Implement standby CFM set points in less frequently used areas. ($2,880) • Install VFD controls on cooling tower fans ($3,600) **Public Library** • Add temperature resets to the air handling unit ($1,200) • Reduce VFD minimum setting ($360)				

PROJECTED COSTS		FUNDING SOURCE Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$0	$0	$	$
Non Personnel Recurring Costs	$0	$0	$	$
Non Personnel One-Time Costs	$8,040	$8,040	$	$
Total Year One Costs	$8,040	$8,040	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Partially	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :	Proposed energy efficiency upgrades will reduce energy and operational costs.		
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		Yes	
Prepared by	Erika Kluetmeier, Sustainability Specialist	Date	08/04/2015
Approved by		Date	

Levy Increase _____
Levy Decrease ↓$50,000
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 67
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Move Anton Drive Planning Study to TID # 6

Submitted By: Julia Arata Fratta

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

I propose to add to TID# 6 Anton Drive Planning Study in the amount of $50,000.

Council Sponsor Notes:

With this amendment I also ask staff to submit a budget amendment to move the 2015 eligible portion of the project to also be paid by TID #6 instead of the capital projects fund. The money that was levied for the Anton Drive plan should instead be used to offset overages in other individual projects or held to reduce future funding needs.

Finance Director's Notes:

Included in the 2016 budget is the second year of costs for the study.

2015 Costs (as adopted):

- $50,000 Capital Projects Fund Levy
- $35,000 Developer Contribution
- $30,000 BUILD Grant

2016 Costs (as proposed by Mayor):

- $50,000 Capital Projects Fund Levy

Total Cost: $165,000

The tax increment revenue in TID #6 would remain the same regardless of this project being funded. Fund balance and excess increment would be used to support the additional cost.

See staff memo regarding eligibility of this study for inclusion in TID #6.

Account #	Account Name	Amount of Amendment	
400-5771-034	Anton Drive Planning Study (Capital Projects Fund)	↓	$50,000
406-5732-003	Legal, Consult, & Other Prof Service–amend1 (TID #6)	+	$50,000
	Subtotal Expenditure Change	**n/a**	**$-0-**
400-4111-034	Capital Projects Fund Tax Levy	↓	$50,000
	Subtotal Revenue Change	**↓**	**$50,000**

COUNCIL ACTION: Approved ☐ Failed ☐

MEMORANDUM

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

TO:	**Mayor Arnold**
	Common Council
FROM:	**Thomas D. Hovel, Zoning Administrator/City Planner**
DATE:	**October 20, 2015**
SUBJECT:	**Anton Drive Planning Study (amendment #67)**

The question has arisen as to whether or not the Anton Drive Planning study can be funded out of TID #6. I will leave the formal opinion on that matter to the city attorney. This planning study was not included as a specific project in the TID #6 Project Plan. The whole of the Anton Drive area, including Wingra Stone, is within the ½ mile boundary of TID #6. I will point out that section 66.1105(2)(f) states that "to the extent the costs benefit the municipality outside the tax increment district, a proportionate share of the cost is not a project cost." In terms of area 18.5 acres of the 91 acre Anton Drive area (absent the Wingra Stone property) is within TID #6. However, area is not the sole deciding proportional factor. Other factors include, but are not limited to the following: First, the whole plan is predicated by the institution of the interchanges, one at Williamsburg Way and the other at McKee Road. Second, most of the vacant land (other than the Wingra Stone property which is its own alternate) is in the TID boundary. Third, the traffic at the McKee interchange is the more critical planning component of the two interchanges; for example, the traffic study for the Orchard Pointe area noted that with full build-out that development would overtax some of the peak hour turning movements in the interchange. Giving due consideration to proportions, it would appear, in my judgment, that 55% of the funding could be allocated to TID 6 and the remainder to the general fund.

Relative to estimated project costs, planning staff received four responses to a request for proposal, and worked with two of the responders to refine the project scope and project cost. The selected responder, MSA Professional Services, has provided a cost of $105,800 excluding Wingra Stone; the Wingra Stone cost is estimated at $28,600 which yields a potential total cost of $134,400. There is an additional per meeting charge in case any additional meetings are necessary. As of this writing Wingra Stone has not informed us as to whether or not they will participate.

In terms of funding, the CIP set aside $50,000 per year in 2015 and 2106. The city has been notified that it will receive a Dane County BUILD grant at the maximum award of $15,000. Wingra, per the CIP amendment of Alderperson Stern, would be responsible for an estimated share of $28,600.

Capital Improvement Program

2016 *thru* **2020**

City of Fitchburg, WI

Project # 1034

Project Name Anton Drive Planning Study - AMENDED

Debt Term

Department General Government
Contact Planning/Zoning
Type Improvement
Useful Life varies
Category Apparatus & Equipment
Priority 1 Urgent
Status Active
Total Project Cost: $115,000

Description

During 2015 operating budget deliberations, the Common Council approved an amendment to add the Anton Drive Planning study with $50,000 coming from the 2015 CIP, $50,000 coming from the 2016 CIP, $30,000 from a grant, and an estimated $35,000 from a landowner.

2015 Update: Removed contribution from developer. TID funding possibility to be researched.

2015 Amendment: Reinstated funding from landowner.

Justification

Analyze impacts and opportunities for land use and public services due to the Verona Rd reconstruction project, and create strategies and identify action items. Please note that grants/donations may be received in 2015, and some of the funds from those sources may be expended in 2015. Total estimated cost is $165,000 with an additional $50,000 having been allocated in the 2015 CIP.

Expenditures	2016	2017	2018	2019	2020	Total
Planning/Design/Engineering	115,000					115,000
Total	**115,000**					**115,000**

Funding Sources	2016	2017	2018	2019	2020	Total
Capital Project Levy	50,000					50,000
Contribution from Other Entities	35,000					35,000
Grants/Donations (non-util)	30,000					30,000
Total	**115,000**					**115,000**

Budget Impact/Other

Thomas Hovel

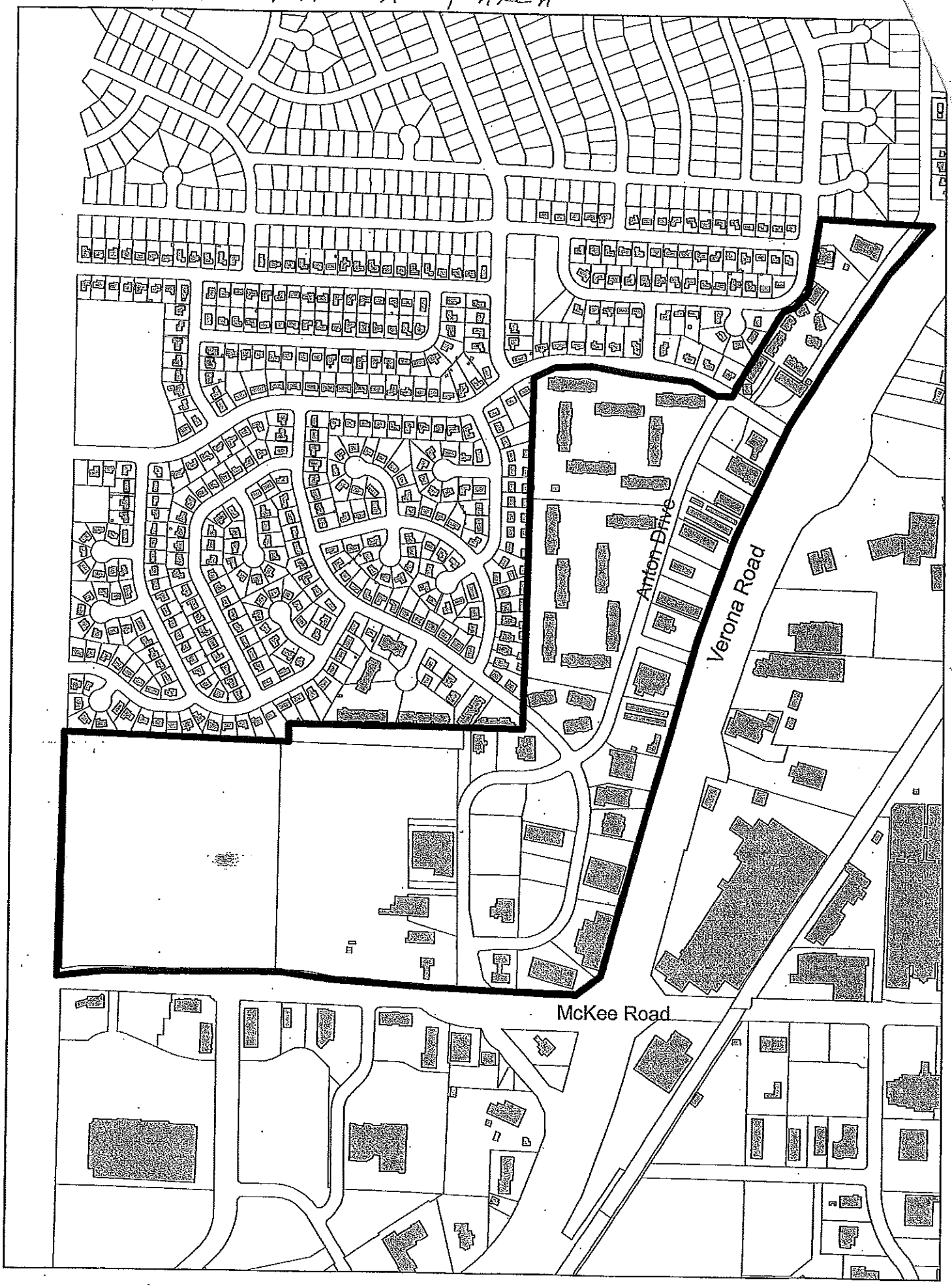
From: Michael Zimmerman
Sent: Friday, October 03, 2014 12:48 PM
To: Shawn Pfaff; Carol Poole; Tony Roach; Misty Dodge; Thomas Hovel; Susan Badtke; Joyce Frey
Subject: Verona Road West/Anton Neighborhood Plan

I wanted to float the idea about revisiting how we could keep alive the Verona Road West/Anton Drive Neighborhood Plan in the current budget process. The reason being is the VRBC submitted a $50,000 grant application request to WEDC that requires a 3 to 1 match and the neighborhood plan is identified in the grant application as our match. We will probably know in about a month if our grant application is successful.

With that possible grant in mind, could we break down the cost of neighborhood plan across both the 2015 and 2016 budgets to make it more manageable? We would start neighborhood plan process in second half of 2015 and finish by end of first half of 2016. I checked with Tony and Misty and the best approach so we don't jeopardize expenditure restraint would be to do it as an amendment to CIP. If total cost of study is $165,000 could we break cost out $80,000 in 2015 and $85,000 in 2016 with CIP amendment. Then break down those respective CIP years even further with $50,000 from TID # 6 each year from the Professional Services or Contribution to CDA Project Cost Categories. Tony, if those categories are identified in TID project plan but there is not a dollar amount line item is that possible? The remainder sources of funds would be to pursue a Dane County BUILD grant $30,000 and then see if Bob Shea would participate with $35,000 since this would provide some necessary planning analysis for development of his property on north side of PD. Shawn or Carol, have either of you ever had a conversation with Bob Shea about potentially participating financially on a neighborhood plan study? Obviously, if the ag use amendment request by Bob Shea is approved that may change financial capacity of the TID. Philosophically, I don't think ag use value should be allowed or supported in tax increment districts. The City of Fitchburg is not participating in the profits from land sales nor should we then shoulder the holding costs. The goal is to increase value not decrease it.

I know budget amendments are due October 14th so wanted to propose the idea so we can think about strategy and financial structure to make this a possibility for budget amendment consideration by Council. Hopefully, our internal staff team can put together a financial structure for neighborhood plan to share with Mayor and Carol to see if you are comfortable offering it as an amendment. Thank you for your consideration.

ANTON DRIVE PLAN - STUDY AREA



Levy Increase _____
Levy Decrease ↓$6,250
No Levy Effect _____
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/16/15

Amendment #: 68
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: **Remove the Envision Maple Lawn Heights Consultant**

Submitted By: Julia Arata-Fratta

If related to a new proposal, please specify proposal # from new proposal summary: 48

Description of Proposed Amendment:

I propose to remove the $25,000 Envision Maple Lawn Heights consultant from the 2016 budget even if it is included and paid with funds in TID# 7. This oversight should be done by a staff person, such as the Director of Economic Development. This is a very costly budget already to have unnecessary expenditures.

Council Sponsor Notes:

Finance Director's Notes:

The tax increment revenue in TID #7 would remain the same regardless of this project being funded. Fund balance and excess increment would be used to support the additional cost.

Based on recent discussions among staff, there is a belief that only 75% of the Maple Lawn Heights study can be attributable to TID #7. As such, $6,250 of the $25,000 study should be moved to the general fund. This will be accomplished through the Omnibus Amendment.

Account #	Account Name	Amount of Amendment	
407-5730-003	Legal, Consulting, & Other Prof Service (TID #7)	↓	$18,750
100-5630-210	Planning Department Professional Services	↓	6,250
	Subtotal Expenditure Change	↓	**$25,000**
100-4111-000	Property Tax Levy – General Fund	↓	$6,250
	Subtotal Revenue Change	↓	**$6,250**

COUNCIL ACTION: Approved ☐ Failed ☐

MEMORANDUM

CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4200
FAX: (608) 270-4275
EMAIL: planning@city.fitchburg.wi.us

TO:	**Mayor Arnold**
	Common Council
FROM:	**Thomas D. Hovel, Zoning Administrator/City Planner**
DATE:	**October 20, 2015**
SUBJECT:	**Envision Maple Lawn Heights Planning Study**
	(Amendment #'s 68 and 69)

Two budget amendments have been submitted in regard to this project. One by Alderperson Stern desiring Plan Commission and Council action of the Planning Area, and the second by Alderperson Arata-Fratta to eliminate funding. While there is a preliminary identified planning area, the idea behind this project is to identify infill and redevelopment strategies and create a "roadmap" of next steps critical to planning and implementation. The area generally is along each side of the Fish Hatchery Road north of Hatchery Hill to the City boundary. This section of Fish Hatchery is a potential Bus Rapid Transit (BRT) route and this study would identify strategies and parameters to guide development/redevelopment and assess value.

Planning staff feels it would be beneficial to have guidance and ideas on the above factors from an outside expert to assist in the creation of the strategies and parameters that would be used to guide growth within the corridor. These are critical factors that involve balancing a variety of concerns, and the outside consultant with expertise in development/redevelopment planning, especially as it relates to BRT, would be helpful.

The Map on the following page is the preliminarily identified planning area.

FITCHBURG
U.S. HIGHWAYS 12/14 (BELTLINE)
N. FISH HATCHERY ROAD
INDEX ROAD
POST ROAD
POST ROAD
LEOPOLD WAY
TRACEWAY DRIVE
HIGH RIDGE TRAIL
Legend
MAPLE LAWN HEIGHTS NEIGHBORHOOD
Planning Area
City of Fitchburg-City of Madison Boundary
Proposed Bus Rapid Transit Station
0 250 500 1,000 Feet
Fitchburg

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	48
Sponsor/Department:	Planning			Original (x)	X
Title/subject:	Envision Maple Lawn Heights (Fish Hatchery Rd)			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Several planning studies have been completed for parts of this area over the past 12 years. Staff will consolidate prior documents to identify areas of agreement, conflicts and gaps. A consultant will be hired to assist with further development of sense of place, identification of critical infill and redevelopment strategies to be consistent with Bus Rapid Transit (BRT), identify parameters to guide development/redevelopment and assess value, and create "roadmap" of next steps critical to the areas planning and implementation.				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	Grants	Other
Personnel Costs (Employee requests must include supplemental detail)	$	$	$	$
Non Personnel Recurring Costs	$	$	$	$
Non Personnel One-Time Costs	$25,000	$25,000	$	$
Total Year One Costs	$25,000	$25,000	$	$
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		Additional planning and implementation items may occur.	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		yes	
Prepared by	T. Hovel	Date	07/21/2015
Approved by		Date	

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/17/15

Amendment #: 69
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Identify Envision Maple Lawn Heights Study Area

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: 48

Description of Proposed Amendment:

Add oversight to envision Maple Lawn Heights.

Council Sponsor Notes:

The Plan Commission and Common Council should have oversight into the district that is defined as Maple Lawn Heights. The Commission should recommend, and the Council should approve, the planning area. The study and plan for the study should not begin while any outstanding area studies are incomplete.

Finance Director's Notes:

Based on recent discussions among staff, there is a belief that only 75% of the Maple Lawn Heights study can be attributable to TID #7. As such, $6,250 of the $25,000 study should be moved to the general fund. This will be accomplished through the Omnibus Amendment.

Account #	Account Name	Amount of Amendment	
	None		
	Subtotal Expenditure Change	**n/a**	**$-0-**
	None		
	Subtotal Revenue Change	**n/a**	**$-0-**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 70
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Remove Additional Public Works Engineering Technician

Submitted By: Dan Carpenter

If related to a new proposal, please specify proposal # from new proposal summary: 58

Description of Proposed Amendment:

This amendment removes the additional Public Works Engineering Technician. It will save $84,154.

Council Sponsor Notes:

Finance Director's Notes:

Due to the alternate accounting structure, the new proposals were included as a separate account number. See the costing of the new proposal in the Mayor's Proposed Budget (page 15) for specific details on components of the costs. The utility revenues would remain the same regardless of this project being funded. The reduced costs would be transferred to fund balance.

Account #	Account Name	Amount of Amendment	
600-5920-101	Water – Salaries New Proposals (Budget Only)	↓	$12,930
600-5926-101	Water – Benefits New Proposals (Budget Only)	↓	7,270
600-5930-100	Water – Miscellaneous General Expense	↓	838
600-5850-201	Sewer – Salaries New Proposals (Budget Only)	↓	12,931
600-5854-201	Sewer – Benefits New Proposals (Budget Only)	↓	7,270
600-5856-200	Sewer – Miscellaneous General Expense	↓	838
601-5920-301	Stormwater – Salaries New Proposals (Budget Only)	↓	25,863
601-5926-301	Stormwater – Benefits New Proposals (Budget Only)	↓	14,539
601-5930-300	Stormwater – Miscellaneous General Expense	↓	1,675
700-5145-245	Technology Fund – Computer Replacement & Maint	↓	1,500
	Subtotal Expenditure Change	↓	**$85,654**
700-4760-000	Technology Fund Allocations from Departments	↓	1,500
	Subtotal Revenue Change	↓	**$1,500**

COUNCIL ACTION: Approved ☐ Failed ☐

Memo

5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4260
Fax: (608) 270-4275

To:	Council and Mayor
From:	Cory Horton, PE
Date:	October 21, 2015
Subject:	Engineering Technician Amendment by Alder Carpenter

This memo is in response to the amendments that have been proposed for New proposal #58.

Amendment from Alder Carpenter

Significant new developments are anticipated next year including:

- North Stoner Prairie
- Fahey Fields
- Quarry Vista 1st addition
- North Fish Hatchery Road commercial developments
- Renaissance on the Park Phase II
- North Park 1st Addition
- Hartung Property
- SubZero

Significant CIP/public works projects are also anticipated including:

- Murphy Road bridge replacement
- Fire station traffic pre-emption signal at Marketplace
- Verona Road utility relocations
- Road resurfacing/chip seal/crack filling/pavement markings
- Mckee/McGaw Park improvements
- New well #12
- Schumann Greenway
- Seminole Highway sewer interceptor extension
- Huegel Jamestown meter station shelter
- Lacy Road reconstruction
- Fish Hatchery - Pike Drive Intersection signalization

There is over 10 million dollars of CIP projects to be implemented by Public works next year. City engineering staff capacity is maxed out. We will not have capacity to complete necessary tasks for next year. If new proposal #58 is not authorized, staff response time to developments will be delayed and consultants will need be utilized extensively for construction observation services.

City of Fitchburg	FISCAL ESTIMATE FOR NEW PROPOSAL			Proposal #	58
Sponsor/Department:	Public Works			Original (x)	X
Title/subject:	Public Works Engineering Technician			Supplemental (x)	
Mandatory - Required by		Permissive (x)	X	**NO FISCAL IMPACT** (x)	
Brief Justification: (Area will expand as needed)	Additional capacity needed. Currently we have two techs. Reduce consultants use on private developments. This position would allow an engineering technician for transportation/stormwater/water				

PROJECTED COSTS		FUNDING SOURCE		
		Tax Levy	**Grants**	**50/50 Utility/Storm Rates**
Personnel Costs (Employee requests must include supplemental detail)	$80,804	$	$	$40,402 $40,402
Non Personnel Recurring Costs	$2,200	$	$	$1,100 $1,100
Non Personnel One-Time Costs	$1,150	$	$	$575 $575
Total Year One Costs	$84,154	$	$	$42,077 $42,077
*See separate report for line-by-line calculations of costs				

LONG RANGE FINANCIAL IMPLICATIONS:

If **funded**, will the same type of expenditures recur annually? (YES/NO/ PARTIALLY)		YES	
If not, please detail any factors which should be considered (other than inflationary or wage increases) :			
If **not funded** this year, should this be considered for Future Budget? (YES/NO)		YES	
Prepared by	Cory Horton	Date	
Approved by		Date	

REQUEST FOR NEW EMPLOYEE **OR increase to existing position** **Only complete areas which are not shaded**	**Supplement to Proposal**	58

Position Title	**Public Works Engineering Technician**
Reason or Need	Public works needs additional capacity for design assistance/field tasks/inspection. Currently we have two engineering technicians that assist the stormwater utility, water utility, and transportation. The amount of in-house projects and review/oversight of public infrastructure for developments has necessitated outsourcing work to consultants as well as significant overtime. Outsourced work for consultants frequently is around $100/hour. One additional engineering technician would allow for more work to be completed in-house at a lower rate. It is also much easier to maintain consistency with contractors when handling projects with in-house staff. This position would also decrease the need for overtime pay by 80 hours.

Existing Classification	Grade H Pay plan	**New** Classification - (position creation) include draft position description & complete comparable pay section (page 2)	

	FULL TIME EQUIVALENT: Annual Hours	**2,080**		Expected Overtime hours	60	
	Estimated Hourly Wage	$25.43		Source: Union Contract, Pay Plan, Comparable Community Average	Current Pay Plan	
Benefit Information (🖉)	Retirement Classification	General	Protective	Health Insurance (Note: Health & Life Insurance costing will assume maximum Employer Contribution)	Single	Family
		X				X
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
				X		
Uniforms, Equipment & Space Costs	Uniforms & Protective Gear Needed (Account -323 and/or Account - 324)	Uniform - Initial Issue Per contract		Uniform Allowance	Protective Gear / Personal Equipment	
		$0		**$0**	**$300**	
	Office Equipment Needed (Account - 355)	Furniture	Computer	Telephone, Calculator, etc.	Misc Supplies (Acct -310)	
		$0	**$250/year**	**$1,200 (cell phone)**	**$500**	
	Other Related Expense	Description: Training **Construction Inspector Training 100-5300-325**			**$500**	
Vehicles	Will a city vehicle be required for this position?				Yes	
	If so, will this be a new proposal or existing?				**Existing**	

Request for New Employee - Page 2

PRELIMINARY COMPARABLE WAGES - *Complete only if this is a new position to be created:*

Community	Position Title (if different)	Hiring Wage	Maximum Wage	Why is this community Comparable?

Other information:

X Pay was determined by pay plan

Engineering Technician II

Class Code:
NR-H08

Bargaining Unit: Non-Represented

CITY OF FITCHBURG (WI)
Revision Date: Jun 5, 2015

SALARY RANGE

$25.43 - $29.06 Hourly
$52,894.40 - $60,444.80 Annually

CLASS CONCEPT:

Under the direction and supervision of the Project Engineer, performs surveying, construction inspection, plan review and design for public works projects.

EXAMPLES OF DUTIES:

Essential Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Under the direction of the Engineer monitor and record pertinent data of the construction of public works projects, such as streets, sewer, water storm sewer, and other municipal projects.
- Design roads and other infrastructure using AutoCAD Civil 3D.
- Respond to public concerns regarding public works projects.
- Maintain City files of construction records.
- Operate engineer's total station level, transit, and other surveying equipment.
- Read and obtain data from certified survey maps, plats and engineering/architectural drawings.
- Recover surveys and other recorded legal documents from City and County records.
- Prepare Assessments Reports (both preliminary and final) for construction projects.
- Maintain City records on street lighting. Coordinating the initial energizing between the Utility Company, Contractor and City.
- Update the City's Road Inventory.
- Process and track permits for right of way excavation, driveways, message board and street use.

Other Functions:

- Performs such other duties and work assignments as the City Engineer or Mayor and Council at its discretion may assign.
- Assists other City departments in the performance of their functions as directed by the Project Engineer. These functions include, but are not restricted to, surveying and layout work, and public facility construction inspection.
- Keeps records of daily work functions, fills out and submits time distribution of activities.
- Prepares and submits reports on all accidents, personal injuries, and other engineering department functions as directed.

- Oversee the day to day activities of the engineering intern.
- Coordinating Street Division assistance in the yearly road maintenance contracts.
- Responsible for construction quality control. This includes but not limited to:
    - The responsibility to make judgement calls on various construction phases, including undercut, erosion control, and other field decisions that relate to weather, subbase stability, and/or material quality.
- Responsible for preparation of payment requests to the Contractor or City construction projects.

TYPICAL QUALIFICATIONS:

Education and/or Experience Requirements:

- Associate Degree in Civil Engineering Technology. At least 5 years of experience. Additional education beyond an Associates Degree in an engineering related field may substitute for experience.

Licenses, Certification, etc.

- Must posses a valid Wisconsin Driver's License and maintain during entire course of employment.
- National Institute for Certification in Engineering Technologies (NICET) or equivalent certificate desired.

SUPPLEMENTAL INFORMATION:

Knowledge, Skills and Abilities:

- Knowledge of the principles, tools and techniques in the engineering field.
- Knowledge of technological issues related to engineering.
- Knowledge of city ordinances and the basic organization of a municipality.
- Familiarity with surveying equipment, stormwater management, and water, sanitary, and street layouts.
- Excellent overall computer skills in a variety of software applications such as, but not limited to: Word, Excel, Access, Arc View, and AutoCAD/Civil 3D.
- Demonstrated ability to interact effectively with the public. Communicate effectively orally and in writing, and instruct others on computer applications.
- Ability to prepare and present well-written and organized reports.

Physical Demands:

Light Work: Exerting 31–75 lbs. seldom. Exerting 11-30 lbs. occasionally. Exerting 0-10 lbs. frequently. Frequently sitting and occasionally standing and walking. Seldom running.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 75% of the time and outside work 25% of the time. Environmental conditions: Occasionally exposed to heat and cold extremes, temperature changes, moderate noise, vibrations, odors, and poor ventilation. Seldom exposed to loud noises and dust. Never exposed to toxic conditions. Seldom exposed to hazards or risk of bodily injury.

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 71
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Presentation of Fund Balance Use for Fire Station Land Purchase

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment changes the way that the use of General Fund designated fund balance for the fire station land purchase is presented. Rather than showing the transfer in and out between funds, the property tax levy for the General Fund will be reduced by the amount of fund balance applied and the property tax levy for the Capital Projects Fund will be increased by the same amount. The alternate presentation meets the same objectives but removes the transfer from the calculation of expenditure restraint program (ERP) eligibility.

Council Sponsor Notes:

This amendment is only necessary if there are other reductions to general fund expenditures made that will allow the City to otherwise be eligible for ERP with the 2016 budget. If those reductions are not done through the amendment process, this amendment will be withdrawn as the current presentation is favorable for future years' eligibility for ERP. This amendment will also need to be revised if the Nine Springs Golf Course project amendment is approved and fund balance is used for that project as well.

Finance Director's Notes:

This alternate presentation will require some explaining to Moody's but should not be viewed unfavorably in our next rating.

The best analogy I have to explain the difference is that currently we are transferring $500 from checking to a property tax escrow account. The alternate presentation will instead change the direct deposit of our next paycheck and put $500 directly into the escrow and the remaining amount into checking; essentially meeting the same end result.

Account #	Account Name	Amount of Amendment	
100-5920-954	General Fund – Transfer out to Capital Projects Fund	↓	$1,187,000
	Subtotal Expenditure Change	↓	**$1,187,000**
100-4111-000	General Fund – Property Tax Levy	↓	$1,187,000
400-4112-249	Capital Projects Fund – Property Tax Levy Fire Station	+	1,187,000
400-4922-249	Capital Projects Fund – Transfer in from General Fund for Fire Station	↓	1,187,000
	Subtotal Revenue Change	↓	**$1,187,000**

COUNCIL ACTION: Approved ☐ Failed ☐

Levy Increase _____
Levy Decrease _____
No Levy Effect $-0-
(To Be Completed by Finance Director)

Amendments due by 4:30 p.m.
Monday October 19, 2015

Date Submitted: 10/19/15

Amendment #: 72
(Office Use Only)

City of Fitchburg
Proposed Common Council Amendment
2016 Budget

Title: Change Presentation of Staff Time Spent on Other Funds

Submitted By: Patrick Stern

If related to a new proposal, please specify proposal # from new proposal summary: _____

Description of Proposed Amendment:

This amendment changes the way that staff time for General Fund employees is charged to the other funds. Rather than showing the transfer in and out between funds, the hours will be directly charged to the other funds. The alternate presentation meets the same objective but lowers the general fund expenditures for certain employees by the transfer amounts. This is a strategy we could use to help qualify for the expenditure restraint program (ERP) with the 2016 budget.

Council Sponsor Notes:

This amendment is only necessary if there are other reductions to general fund expenditures made that will allow the City to otherwise be eligible for ERP with the 2016 budget. If those reductions are not done through the amendment process, this amendment will be withdrawn as the strategy could be saved for a future year when it will make the difference between being eligible for ERP or not.

Finance Director's Notes:

Because there are various different departments involved in this strategy, I summarized the amounts rather than listing each individual account number. Also, because the TID budgets are more informal than other funds and because ultimately we want to show the staff costs as an implementation/administrative expense, no expenditure change is included for the TID funds. The Stormwater Utility also uses a different account number structure so the charge will continue to use the same account number and no change is needed.

Account #	Account Name	Amount of Amendment	
100-xxxx-1xx	General Fund – Various wage and benefit accounts for Administration, Legal, Finance, Assessing, Economic Development, Public Works, and Planning.	↓	$179,867
225-5922-100	CEDA Fund – Transfer to General Fund	↓	54,867
225-5610-1xx	CEDA Fund – Various wage and benefit accounts	+	54,867
213-5920-100	Refuse Fund – Transfer to General Fund	↓	20,000
213-5362-1xx	Refuse Fund – Various wage and benefit accounts	+	20,000
	Subtotal Expenditure Change	↓	**$179,867**
100-4922-225	General Fund – Transfer from CEDA	↓	$54,867
100-4922-300	General Fund – Transfer from Brush Collection	↓	20,000
100-4922-320	General Fund – Transfer from TID	↓	60,000
100-4830-600	General Fund – SUD Reimbursement for Hwy Work	↓	45,000
	Subtotal Revenue Change	↓	**$179,867**

COUNCIL ACTION: Approved ☐ Failed ☐

	City of Fitchburg Fire Department			(Insert Picture)	
	Tab X – XXX Section X – Awards and recognition				
	Awards and Recognition Guidelines			Policy Number	X
				Version	1.0 Draft
Version:	Prepared By:	Reviewed By:	Approved By:	Approval Date	Effective Date
1.0 Draft	DC Grossen, FF Brandl, FF Dorn, FF Hill, FF Lindroth, FF Shelton	Pending	Pending	Pending	Pending
2.0 Draft 07-2015	FF Dorn	Pending	Pending	Pending	Pending
3.0 Draft 9-2015	Lt. Shelton, Capt. Berman	Pending	Pending	Pending	Pending

Scope: All Fire Department Personnel

Objective: To establish a policy to appropriately recognize members of the Department, on or off-duty, or members of the community, who perform an act of distinct heroism or who provide an outstanding service to the Department, or to the public safety of the community.

Awards and Recognition Committee

The ARC will consist of three members; one career staff, one PO(x) Officer, and one member of the support staff. The committee shall utilize the ARC Policy as the standard reference employed by the board. This manual would serve as the foundation for all decisions made by the board.

The Awards and Recognition Committee (ARC) Chairperson shall act as a quartermaster for all awards and ribbons. The ARC Chairperson shall produce all nominations and award letters for ceremonies and ensure that documentation of all awards that are presented are appropriately filed in members personnel file.

Citizen's Review Panel

Upon the need for review panel, the ARC committee shall choose three (3) individuals from outside the fire service to review the nominations for discretionary awards (preferably from the Police and Fire Commission).

Recognition Criteria

Member must be in good standing in order to receive recognition.

Retirement

2 - 5 Years	6 – 10 Years	11 – 19 Years	20 + Years
Keep Helmet (2yrs), Leather Boots (3yrs). Certificate of Acknowledgement	Plaque and Gift Certificate (of some sort)	Axe and Gift Certificate (of some sort)	Shadow Box of FFD Items

Years of Service (Member must be off probation to receive the following)

2nd Year	3rd Year	10th Year	15th Year	20th Year	25th Year
Helmet	Leather Boots	Small Plaque	Small Plaque	Small Plaque	Large Plaque
		Gift of Choosing Equal to or Less than $250	Leather helmet	Gift of Choosing Equal to or Less than $400	Gift of Choosing Equal to or Less than $500

The cost of the ceremony and reception shall be the responsibility of the Fitchburg Fire Dept. Those invited to the ceremony shall include but not limited to the following: the recipient, the recipient's family, very close friends, local dignitaries, members of the department and members of the press. Members of the press may be excluded from the reception at the discretion of the chief.

Award Criteria

Only members in good standing can be considered for any award or recognition. Once the award has been issued to the member, it is theirs to keep.

Under special circumstance, mutual aid company firefighters, if under direction of the Fitchburg Fire Department command system during an incident, may be considered members, and be eligible for awards under the Awards and Recognition Committee Policy.

By reviewing the criteria for these honors, you will become aware of the fact that the recipient of these honors deserves the utmost respect and recognition in the highest tradition of the fire service. Therefore the presentation of all medals and ribbons will be made at the appropriate time.

Awards Nomination and Approval Process

Any member or civilian to be put before ARC for selection will be considered only after a witness to the event has completed and submitted to the ARC a letter of recommendation.

Letters of recommendation shall contain the following: a complete description of the incident, the date, time and place of the incident, a list of witnesses and parties involved, and a description of the member or civilians actions for which the recommendation letter is being submitted (See attached sample letter).

In a case in which no member witnesses may be found, or have come forward, proof beyond a reasonable doubt must be apparent in order for the board to consider a recommendation letter.

In such a case, said form must be completed and submitted by a regular member of the department.

Upon receipt of the completed nomination form, the ARC shall review nominations to verify the event, actions taken, award qualification, and individuals involved. The ARC shall summarize the review findings and indicate the award recommendations on the nomination form. (Attach additional paper as necessary.)

When an ARC member is nominated for an award, they may be interviewed. However, that member cannot participate in the investigation or decision making process of the committee and a substitute for them shall be found. The completed nomination form shall be forwarded to the ARC Chairperson. The ARC Chairperson shall present the Committee recommendations to the Fire Chief/Command Team for final approval.

It is the duty of every member of the department to report any act of valor and heroism performed by any other member on or off the fire ground.

A member of the Department cannot submit themselves for selection for any award.

Presentation of Awards

All awards should be presented by the Fire Chief, with the other chief officers at his/her side. The inclusion of local dignitaries at the actual presentation will be left up to the discretion of the Chief.

The awards presented by the Fire Department should take place in a May of each week. Upon approval by the Fire Chief, additional awards ceremonies can be organized to make special presentations.

Primary Awards shall be presented one month following the person's involvement in the event or anniversary of service (Lifesaving/Delivery/Honor Guard/Years of Service) during a special awards ceremony.

The Discretionary Awards shall be presented are presented once per year. This presentation shall take place at the City Council Chambers and be open to the public. It is preferred that these presentations be made during a city council session.

The Civilian Service Awards shall be presented are presented once per year. This presentation shall take place at the City Council Chambers and be open to the public. It is preferred that these presentations be made during a city council session.

The ARC shall be responsible to organize and coordinate all awards ceremonies. The Fire Chief or designee shall approve all ceremony activities in advance.

All fire department members in attendance shall be dress in a Class "A" or formal Class "B" uniform, unless on duty; then working class "B".

All members receiving awards should be in Class "A" uniform if available, otherwise formal Class "B" uniform.

Award Classifications

Section 1: Civilian Awards

Heroism Award
Lifesaving Award
Community Service Award

Section 2: Primary Awards

Years of Service
Honor Guard
Delivery
Lifesaving

Section 3: Discretionary Awards

Firefighter Commendation Award
Distinguished Service Award
Meritorious Service Award
Firefighter's Cross
Medal of Bravery Award
Medal of Valor Award
Medal of Honor Award

Section 1: Civilian Awards (The Following awards will be awards will be presented as a plague.)

Civilian Heroism Award: The Citizen Heroism Award may be awarded for an act of valor and heroism by a citizen under hazardous conditions in which the person is placed in a life- threatening position to save the life of another.

Civilian Lifesaving Award: The Citizen Lifesaving Award may be awarded to a person outside the Fire Department who has been involved in a lifesaving effort at an emergency scene before the arrival of the Fire Department or who has provided extraordinary assistance to Fire Department members in a lifesaving effort. This nomination is normally made by Fire Department personnel assigned to the incident.

Civilian Community Service Award: The Citizen Community Service Award may be awarded to a civilian, group, organization or business, who has donated considerable time and/or effort toward the fire department and/or its efforts.

Section 2: Primary Awards (The Following awards will be awards will be presented as a ribbon.)

Years of Service – Initial bar received after the completion of probationary period at the conclusion of individual's second (2nd) year of service.

Additional modifiers:

New bar received at the completion of every 5 years of service, in five (5) year increments.

Honor Guard – Received after appointment to the FFD Honor Guard

Additional modifiers:

New bar received at the completion of every 5 years of service, in five (5) year increments.

Delivery Award – Bar presented to the individual(s) who assisted in the delivery of a baby.

Additional modifiers:

New bar received with the number of deliveries, in the center of the bar, which the member has assisted in.

Lifesaving Award (EMS) – This award is to recognize Fire Department members who, through their outstanding efforts to a citizen or fire personnel, have provided medical aid or have successfully defibrillated a cardiac arrest patient which resulted in a saving of a life. The patient must recover completely and be discharged from the hospital. Each crewmember involved with the patient treatment shall be recognized.

Section 3: Discretionary Awards (The Following awards will be awards will be presented as a ribbon.)

Firefighter Commendation Award – The Firefighter Commendation Medal is awarded to a member of the department for a credible act in the line of duty which is commendable in nature, and displays admirable initiative and accomplishment. This award is awarded at the Fire Chief's Discretion.

Distinguished Service Award – To receive the Distinguished Service Medal, the firefighter must be a member of the department for a credible act of in the line of duty which is commendable in nature, and displays admirable initiative and accomplishment

Meritorious Service Award – To receive the Meritorious Service Medal (Medal of Merit?), the firefighter must be a member of the department who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act. This shall be given to either an individual or a crew.

Firefighter's Cross – To receive the Firefighter Cross, the firefighter must be a member of the department who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in the face of extreme fire conditions.

Additional modifiers:

When the same member is awarded the Firefighter's cross more than once, a Maltese cross is added for each additional award.

Medal of Bravery – To receive the Medal of Bravery, the firefighter must be a member of the department who, in the performance of duty while on a call, perform an act of distinguished bravery and stamina in adverse conditions of fire environment, weather, or materials with considerable risk to self.

Medal of Valor – To receive the Medal of Valor, the firefighter must be a member of the department who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, but had no prior knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.

Medal of Honor – To receive the Medal of Honor, the firefighter must be a member of the department who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.

This member shall also be nominated for the International Association of Fire Chiefs Benjamin Franklin Fire Service Award

Displaying Awards on Uniforms

All awards are to be worn above the name plate on the wearer's right chest.

The awards shall be worn with the highest recognition award being the top most award and closest to the center of the body.

The following are examples as to how awards are to be worn.

Two Bars:

Three Bars:

Four Bars:

Five Bars:

Seven Bars:

Sample Letter of Recommendation

To: Awards and Recognition Committee
C/O Awards Chair

Date: July 5, 2005

Reference: Airplane Crash I-94 Northbound on Baldwin Bridge

Date of Incident: July 5, 2005
Time of Incident: 12:15pm
On July 5th 2005 at 12:15pm, the Fredonia Fire Department was dispatched to I-94 on the Baldwin Bridge for an Airplane Crash. Upon arrival on Engine 361, firefighter Sample A. Sample approached the burning airplane with fuel leaking from the fuselage and noticed that the pilot was unconscious and still strapped into his seat. Firefighter Sample A. Sample forcibly entered the plane, cut the seatbelt, and removed the pilot from the wreckage. The unconscious pilot was removed to a safe area where EMS began medical treatment. I would like to recommend Firefighter Sample A Sample for an award that the Firefighter Service Evaluation Board deems appropriate.

The following members witnessed the rescue made by Firefighter Sample A. Sample:
Lieutenant Sample B. Sample
Firefighter Sample C. Sample
Firefighter Sample D. Sample
Firefighter Sample E. Sample

Should you need to contact me regarding this letter of recommendation I can be reached at anytime at (860) 123-4567.

Sincerely
Firefighter Sample F. Sample

Fitchburg Fire Department Awards Nomination
Please provide information pertinent to the incident and why you feel the actions are deserving of a specific award.

Incident #:_____ Incident Date: _____

Submitted by:_____ Award Proposed: _____

Involved Employees:_____

_____

Incident Details: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature:_____ Badge #_____ Date: _____
Please forward to Supervisor.
* * * * * * * * * * * * * ********** **********

Supervisor Comments: _____

_____

_____

Reviewed by Supervisor: Name _____ Date: _____
Please forward nomination to the ARC Chairperson after being reviewed by the Supervisor.

Date Received by ARC: _____ Name: _____

Firefighter Nominations

_____ Firefighter Commendation Award

_____Distinguished Service Award

_____ Meritorious Service Award

_____ Lifesaving Award

_____ Firefighter's Cross

_____ Medal of Bravery

_____ Medal of Valor

_____ Medal of Honor

_____ Line of Duty Death Final Alarm Award

Civilian Nominations

_____ Civilian Lifesaving Award _____ Civilian Bravery Award _____ Civilian Community Service Award

Date Reviewed by Awards Committee: _____

_____ Nomination Approved _____ Nomination Denied

ARC Recommendation: *(if another award is appropriate):* _____

_____

Fire Chief's Comments: _____

_____

_____ Nomination Approved _____ Nomination Denied

Fire Chief: _____ **Date:** _____

___ Letter sent to nomination (Date _____)
___ Copy to Awards Committee (Date _____)
___ Letter sent to nominee (Date _____)
___ Copy filed (Date _____)

FIRE DEPARTMENT
5791 Lacy Road Fitchburg, WI 53711
Phone: (608) 278-2980 Fax: (608) 278-2985
www.fitchburgwi.gov/fire

403 Venture Court #7 Verona, Wisconsin 53593
800-828-0097 Fax 608-848-3777

QUOTATION

Date	QUOTATION #
9/8/2015	8342

Name / Address
FITCHBURG FIRE DEPARTMENT 5791 LACY ROAD. MADISON, WI 53711

Terms	Rep	Project	Price Quotation
30 DAYS	GRC		

Item	Description	Qty	Cost	Total
248-4301400	GLOBE - SUPRALITE 14" PULL-ON BOOT. MENS	42	336.00	14,112.00
248-1201400	GLOBE - 14" SUPREME PULL ON STRUCTURAL FIRE FIGHTING BOOT. MENS	42	323.00	13,566.00
248-G301300	GLOBE - ONYX 13" PULL-ON FIREFIGHTING BOOT	42	273.00	11,466.00

PRICE QUOTE VALID FOR 30 DAYS - SHIPPING CHARGES NOT INCLUDED

Total $39,144.00

Jefferson Fire Safety, Inc.
7617 Donna Drive
Middleton WI 53562
800-697-3473
www.jeffersonfire.com

Date: 6/25/2015

Order	XXX
Quotation	
Deliver	
Ship	XXX
Ship Compl.	
FOB Dest.	
FOB Mfr.	XXX
Return	
Inventory Adj.	

Sold to:
Fitchburg FD
Fitchburg WI

Ship to:
Fitchburg FD
Attn: Jeff Berman
5791 Lacy Road
Fitchburg, WI 53711

Salesperson	P.O. Number	Contact	Phone/Fax
Marc Lindquist	Jeff Berman		

Comments: to ryan

Qty	Part #	Description	Price	Amount
40	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Black Leather**, White Stitching, Brass Backer. **Panels to be Red with White Text,** Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	2,120.00
		Top Panel: FIREFIGHTER		0.00
		Ornament: #F200-S 1" Firefighter Scramble, Silver		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00
3	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Black Leather**, White Stitching, Brass Backer. **Panels to be Blue with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	159.00
		Top Panel: DRIVER/OPERATOR		0.00
		Ornament: #F200-S 1" Firefighter Scramble, Silver		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00

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Fitchburg, WI 53711

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Comments: to ryan

Qty	Part #	Description	Price	Amount
23	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Black Leather**, White Stitching, Brass Backer. **Panels to be Green with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	1,219.00
		Top Panel: CHAUFFEUR		0.00
		Ornament: #F99-6 1" Antique Fire Truck, Silver		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00
2	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Red Leather**, White Stitching, Brass Backer. **Panels to be RED with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	106.00
		Top Panel: LIEUTENANT		0.00
		Ornament: #F11-G 1" Single Bugle Vertical, Gold		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00

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Fitchburg WI

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Fitchburg, WI 53711

Salesperson	P.O. Number	Contact	Phone/Fax
Marc Lindquist	Jeff Berman		

Comments: to ryan

Qty	Part #	Description	Price	Amount
6	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Red Leather**, White Stitching, Brass Backer. **Panels to be GREEN with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	318.00
		Top Panel: LIEUTENANT		0.00
		Ornament: #F11-G 1" Single Bugle Vertical, Gold		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00
2	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: **Red Leather**, White Stitching, Brass Backer. **Panels to be Green with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	106.00
		Top Panel: CAPTAIN		0.00
		Ornament: #F10-G 1" Two Vertical Bugles, gold		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00

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Fitchburg WI

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Fitchburg, WI 53711

Salesperson	P.O. Number	Contact	Phone/Fax
Marc Lindquist	Jeff Berman		

Comments: to ryan

Qty	Part #	Description	Price	Amount
1	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: White **Leather**, White Stitching, Brass Backer. **Panels to be RED with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	53.00
		Top Panel: DIVISION CHIEF		0.00
		Ornament: #F8-G 1" Three Crossed Bugles, gold		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00
2	PCS 6-2	Paul Conway 6-2 Custom Leather Shield: White **Leather**, White Stitching, Brass Backer. **Panels to be GREEN with White Text**, Center to be raised sewn custom Shamrock-Green, with 1" ornament installed in center of the Shamrock, see attached mock up.	53.00	106.00
		Top Panel: DEPUTY CHIEF		0.00
		Ornament: #F203-G 1" Four Crossed Bugles, gold		0.00
		Bottom Panel: FITCHBURG		0.00
				0.00
1		Freight	35.00	35.00
				0.00
				0.00

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5791 Lacy Road
Fitchburg, WI 53711

Salesperson	P.O. Number	Contact	Phone/Fax
Marc Lindquist	Jeff Berman		

Comments: to ryan

Qty	Part #	Description	Price	Amount
			Subtotal	4,222.00
			Tax	$0.00
			Total	4,222.00