

1. Agenda

Documents: [CC_20151110_AG.PDF](#)

2. Complete Packet

Documents: [CC_20151110_PK.PDF](#)



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

**AGENDA
FITCHBURG COMMON COUNCIL
NOVEMBER 10, 2015
7:30 P.M.
CITY HALL**

NOTICE IS HEREBY GIVEN that the Fitchburg Common Council will meet at 7:30 p.m. for a Meeting on Tuesday, November 10, 2015 in the Council Chambers of the City Hall, 5520 Lacy Road to consider and act on the following:

NOTICE IS FURTHER GIVEN that the Fitchburg Common Council may reconvene at 7:00 p.m. on Wednesday, November 11, 2015, to take action on all items not completed at the November 10, 2015 Council Meeting.

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC APPEARANCES NON-AGENDA ITEMS / NEW APPOINTMENTS**

5. **CONSENT AGENDA**

ALL ITEMS LISTED UNDER THE CONSENT AGENDA are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a motion to amend is passed in which event the item will be removed from the Consent Agenda and considered on the agenda under the appropriate section.

A. **APPROVAL OF MINUTES**

1. Common Council – October 27, 2015
2. Joint Common Council & Fitchburg EMS District – October 15, 2015

B. **REFERRALS TO COMMISSIONS AND COMMITTEE**

144. **Resolution R-122-15** Accepting Temporary Access Easement from Sub-Zero Group
 - a. Plan Commission
145. **Resolution R-124-15** Approving the Future Vacation of Excess Right-of-Way on Anton Drive
 - a. Board of Public Works
 - b. Plan Commission
146. **Resolution R-125-15** Approving First Amendment to License with New Singular Wireless PCS , LLC, for Modifications to Wireless Digital Communications Equipment on Tower E
 - a. Board of Public Works
 - b. Finance Committee

5. Consent Agenda (continued)
 147. **Resolution R-126-15** Amending 2015 General Fund Budget
 - a. Finance Committee
 148. **Conditional Use Permit Request CU-2084-15** by Jacob Nauta, Agent for Nauta Properties LLC, to Allow for Landscape Sales and Services on a Portion of Property Associated with 1839 CTH MM, Lot 1 CSM 12929
 - a. Plan Commission
- C. **Public Safety & Human Services**
6. **ADMINISTRATOR'S REPORT**
7. **COMMISSION/COMMITTEE REPORTS**
 - A. **Plan Commission**
 - B. **Board of Public Works**
 1. **Resolution R-110-15** Final Resolution Exercising Police Powers and Levying Special Assessments for 2015 Curb and Gutter Replacement in the City of Fitchburg, Wisconsin
 - a. Finance Committee
 2. **Resolution R-123-15** Quarry Vista Outlot 1 Acceptance – *Direct referral*
 - C. **Park Commission**
 - D. **Library Board**
 - E. **Commission on Aging**
 - F. **Resource Conservation Commission**
 - G. **Transportation & Transit Commission**
 - H. **Community & Economic Development Authority**
 - I. **Agriculture & Rural Affairs Committee**
 - J. **Reports from other Commissions and Committees**
8. **STANDING COMMITTEE REPORTS**
 - A. **Finance Committee**
 1. **APPROVAL OF BILLS –**
Review All Checks Issued and P-Card Transactions (Council Action Not Required)
 - a. General Checks 112223 through 112284 dated November 5, 2015 Total \$773,696.80
 2. **Pre-Approval of Purchases for \$25,000 or More** (Council Action Required)
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6. **Resolution R-120-15** A Resolution Recommending an Audit Firm for the City's 2015 Audit
7. **Resolution R-104-15** A Resolution Adopting the 2016 Annual City Operating Budget
 - a. **Amendments**
 1. Hartmann – Reduce 2016 General Fund Expenditures to Reach ERP Threshold, -\$689,082
 2. Krause – Review of all City Fees and Permits, \$0
 3. Stern – Increase Park and Recreation Fees, +\$10,000
 4. Stern – Remove Mayoral Travel and Seminars, -\$1,500
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 14. Poole – Defer Outsourced Payroll Processing, -\$15,000
 15. Arata-Fratta – Remove Additional Sustainability Specialist Hours, -\$6,243
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Amendments (Continued)

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B. Personnel Committee

1. **Ordinance 2015-O- 31** An Ordinance Amending Chapter 14 to Amend Article 3 Section 14-63(a) and Create Article 3 Section 14-63(a)(1) and Article 3 Section 14-63(a)(2)

C. Public Safety & Human Services

9. **MAYOR'S REPORT**
 - A. Alder District Reports
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
12. **ANNOUNCEMENTS**
 - A. Next Common Council Meeting, November 24, 2015
 - B. Next Committee of the Whole Meeting, January 27, 2016
13. **ADJOURNMENT**



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C. Public Safety & Human Services

9. MAYOR'S REPORT

- A. Alder District Reports

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. ANNOUNCEMENTS

- A. Next Common Council Meeting, November 24, 2015
- B. Next Committee of the Whole Meeting, January 27, 2016

13. ADJOURNMENT



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**DRAFT MINUTES
FITCHBURG COMMON COUNCIL
OCTOBER 27, 2015
7:30 P.M.
CITY HALL**

1. **CALL TO ORDER** - Mayor Arnold called the meeting to order at 7:35 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Julia Arata-Fratta, Dan Carpenter, Tony Hartmann, Jake Johnson, Dorothy Krause, Carol Poole, Patrick Stern, and Mayor Arnold. Absent: Jason Gonzalez. Others Present: Patrick Marsh, City Administrator and Patti Anderson, City Clerk.

4. **PUBLIC APPEARANCES NON-AGENDA ITEMS / NEW APPOINTMENTS**

Bob Kasieta and Marcia Kasieta, representing the Badger Prairie Needs Network registered to speak to request funding and support from the City.

Mike Willett, Martha Maxwell, Doug Maxwell, and Paula Possin registered and spoke in support of the Badger Prairie Needs Network.

Ann Paola Aguilar, Drew Casner, Christine Bunck, Doris Kontos, Julia Nicholas, Thomas Nicholas, and Felix Castro registered only in support of Badger Prairie Needs Network.

5. **CONSENT AGENDA**

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B. **REFERRALS TO COMMISSIONS AND COMMITTEE**

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129. **Resolution R-117-15** Designating Proposed Boundaries and Approving a Project Plan For Tax Incremental District No. 10, City of Fitchburg, Wisconsin (*Plan, Finance*)
130. **Resolution R-118-15** Recognizing the 2015 Build Application of the Anton Drive Infill Redevelopment Public Visioning and Committing to a Twenty Five Percent Local Match (*Finance*)
131. **Resolution R-119-15** Approving Contract with MSA for Anton Drive Planning Study (*Finance*)
132. **Resolution R-120-15** A Resolution Recommending an Audit Firm for the City's 2015 Audit (*Finance*)
133. **Resolution R-121-15** Approving Grant of Highway Easement to Wisconsin Department of Transportation (WisDOT) over the Military Ridge Path Corridor at County PD/McKee Road (*BPW, Plan, Finance*)
134. **Rezoning Request RZ-2080-15** by Ronald Klaas, Agent for Fahey Land, LLC, to Rezone a Portion of Lot 2 CSM 9896 from the A-T (Transitional Agriculture) District to the A-X (Small Lot Agriculture), a Portion to the P-R (Parks & Recreation), a Portion to the R-H (Residential-High Density) and a Portion to the R-LM (Residential-Low to Medium Density) (*Plan, Park*)

135. **Final Plat Request FP-2081-15** by Ron Klaas, Agent for Fahey Land, LLC, for the Final Plat of Fahey Fields (*Plan, Park*)
136. **Comprehensice Development Plan Amendment Request CDP(A)-2085-15** by Jim Spahr of Lionshare Group, Agent for William Dunn, for Amendment One to the Stoner Prairie Comprehensive Development Plan (*Plan*)
137. **Conditional Use Permit Request CU-2086-15** by Matt Hoefler, HAF Group, to Allow for an Expanded Restaurant Use at 2784 S. Fish Hatchery Road, Lot 1 CSM 12119 (*Plan*)
138. **Conditional Use Permit Request CU-2087-15** by Chuck Chvala, Agent for Ronald & Gertrude Hersmeier, to Allow for a Church Use on Property Associated with 1911 Pike Drive, Lot 3 Hasz Subdivision (*Plan*)
139. **Conditional Use Permit Request CU-2088-15** by Chuck Chvala, Agent for Fitchburg Christian Fellowship, to Allow for a Hotel, Restaurant and Conference Center Use on Property Associated with 2924 Fish Hatchery Road (*Plan*)
140. **Conditional Use Permit Request CU-2089-15** by Robb Roos of Cardno, Agent for American Transmission Company, for a Transmission Line Rebuild Project (*Plan*)
141. **Final Plat Request FP-2090-15** by Michael Marty of Vierbicher, Agent for Goldleaf Fitchburg, LLC, for the Final Plat for First Addition to North Park (*Plan*)
142. **Rezone Request RZ-2091-15** by Bill Schiel, Agent for 5509, LLC, to Amend the PDD-SIP Zoning Relative to Site Plan and Building Modifications, for 11 Glenbrook Way, Lot 1 CSM 12952 (*Plan*)
143. **Preliminary Plat Request PP-2092-15** by Chris Ehlers of William Ryan Homes, Agent for O'Brien Family Limited Partnership, for the Stoner Prairie Preliminary Plat (*Plan, Park*)

C. **Public Safety & Human Services**

1. **Consideration of the Following Fermented Malt Beverage and Intoxicating Liquor Licenses: (Issuance Contingent upon Payment of all Fees owed to The City of Fitchburg) All are renewal applications.**

a. **"CLASS A" CIDER LICENSE**

Stop-N-Go of Madison, Inc., 2932 Fish Hatchery Road – DBA Stop-N-Go #285 – Andrew J. Bowman, Agent

Patrick Cheney, 5211 Kittycrest registered and requested that Council consider referring item #134 and #135 to the Park Commission.

Johnson requested unanimous consent to separate out 134 and 135 from consent agenda and refer them to the Park Commission. Request failed due to objection by the council.

Motion by Poole, 2nd by Carpenter to separate out 134 and 135 and **approve** the remainder of the consent agenda.

Motion carried.

Motion by Johnson, 2nd by Hartmann to also refer items #134 and #135 to the Park Commission.

Motion carried.

6. **ADMINISTRATOR'S REPORT**

Marsh presented the Administrators Report.

7. **COMMISSION/COMMITTEE REPORTS**

A. **Plan Commission**

1. Motion by Poole, 2nd by Johnson to **approve Ordinance 2015-O-27** An Ordinance Amending Chapter 22, Section 22-345(5) to Allow Landscape Sales in the R-D (Rural Development) District

a. **Motion Carried.**

2. Motion by Poole, 2nd by Stern to **approve Ordinance 2015-O-32** Zoning Ordinance Amendment Specific Implementation Plan Zoning for Lot 15 Quarry Vista Relative to Building Addition for a Maintenance Facility, Picnic/Patio Areas and Exterior Building Modifications
 - a. **Motion carried.**

B. Board of Public Works

1. Motion by Krause, 2nd by Poole to **approve Ordinance 2015-O-28** An Ordinance Amending Chapter 27 Streets and Public Ways – Section 27-402(b) Relative to Curb Opening Width for Commercial or Industrial Driveways (*Plan*)
 - a. **Motion carried.**
2. Motion by Krause, 2nd by Hartmann to **approve Resolution R-105-15** A Resolution Approving Third Party Financing and Ownership of Solar Photovoltaic Panels on the Fitchburg Public Library Roof (*Finance, Library*)
 - a. Call the question by Stern, 2nd by Carpenter.
 - b. Roll Call Vote: All Ayes (Gonzales absent)
 - c. **Motion carried.**
 - d. Roll Call Vote on Main Motion: Ayes: Carpenter, Hartmann, Johnson, and Krause. Nays: Stern, Arata-Fratta, and Poole. (Gonzalez absent)
 - e. **Motion carried.**
3. Motion by Krause, 2nd by Hartmann to **approve Resolution R-115-15** Accepting Water Main Improvements on Lot 2 of CSM 10031 (Sub-Zero)
 - a. **Motion carried.**

C. Park Commission

D. Library Board

E. Commission on Aging

F. Resource Conservation Commission

G. Transportation & Transit Commission

H. Community & Economic Development Authority

I. Agriculture & Rural Affairs Committee

J. Reports from other Commissions and Committees

8. STANDING COMMITTEE REPORTS

A. Finance Committee

1. Stern reported that Finance reviewed a batch of bills **Under \$25,000 or Previously Pre-Approved** General Checks 112148 through 112222 dated October 22, 2015 Total \$473,677.16
2. Motion by Stern, 2nd by Carpenter to approve **Bills for \$25,000** or more, batch Dated October 22, 2015 - \$218,380.23
 - a. **Motion carried.**
3. Motion by Stern, 2nd by Poole to **postpone to November 10th Resolution R-113-15** Approving Contract Amendment with SEH for Architectural/Engineering Services a Geo-Thermal System for the West Fire Station Building
 - a. **Motion carried.**

4. Motion by Hartmann, 2nd by Carpenter to **remove from the table Ordinance 2015-O-29** An Ordinance to Amend SEC. 35-3(a)1 – Permit Fees (*Tabled from 10/13/2015 Meeting*) (Finance, BPW)
 - a. **Motion carried.**
 - b. Motion by Stern, 2nd by Hartmann to approve **Ordinance 2015-O-29** An Ordinance to Amend SEC. 35-3(a)1 – Permit Fees
 - c. Motion carried.

5. Motion by Stern, 2nd by Arata-Fratta to **approve** Fitch-Rona EMS 2016-2020 Capital Budgets
 - a. **Motion carried.**

6. Motion by Stern, 2nd by Poole to **approve** Fitch-Rona EMS 2016 Operating Budget Including Mileage Rate Increase
 - a. **Motion carried.**

- B. **Personnel Committee**
 1. Motion by Poole, 2nd by Stern to **approve Resolution R-112-15** Approving the Employees Development Policies and Procedures
 - a. Lisa Sigurslid, Human Resource Manager was present to answer questions.
 - b. **Motion carried.**

- C. **Public Safety & Human Services**
 1. Motion by Poole, 2nd by Carpenter to **approve** operator license needing special attention where applicant must be present: (Issuance Contingent upon Payment of all Fees Owed to City of Fitchburg – Notes: N = New, All Others = Renewal) Imani Satterfield - N
 - a. **Motion carried.**

9. **MAYOR'S REPORT**
 - A. Mayor Arnold presented the Mayor's report
 - B. Alder District Reports

10. **UNFINISHED BUSINESS**
 1. Motion by Stern, 2nd by Poole to overrule the Mayoral Veto of **Resolution R-107-15** A Resolution Establishing a Police and Municipal Building Oversight Committee to be Appointed by the Council President
 - a. Roll Call Vote: Ayes: Stern, Arata-Fratta, and Poole. Nays: Hartmann, Johnson, Krause. Carpenter abstained. (Gonzalez absent)
 - b. **Motion failed.**

11. **NEW BUSINESS**

12. **ANNOUNCEMENTS**
 - A. Next Committee of the Whole Meeting, October 28, 2015
 - B. Next Common Council Meeting, November 10, 2015

13. Motion by Poole, 2nd by Stern to **adjourn**.
 - A. **Motion carried.** Time: 10:44 p.m.



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

LACK OF QUORUM
FITCHBURG COMMON COUNCIL & FITCH-RONA EMS DISTRICT
THURSDAY, OCTOBER 15, 2015
VERONA FIRE & EMS STATION
101 LINCOLN STREET, VERONA
7:00 P.M.

NOTICE IS HEREBY GIVEN that the Fitchburg Common Council and the Fitch-Rona EMS District will meet at 7:00 P.M. on Thursday, October 15, 2015 at Verona Fire & EMS Station, 101 Lincoln Street, Verona.

It is noted the meeting will convene as a joint meeting with EMS & City of Fitchburg, Town of Verona and City of Verona for the purpose of adopting the Annual Fitch-Rona EMS District Budget. After the presentation, each community will caucus and hold their own special meetings. City of Fitchburg Special Meeting Agenda follows:

RECESS FROM JOINT MEETING WITH FITCH-RONA EMS DISTRICT AND CONVENE INTO SPECIAL CITY COUNCIL MEETING

Due to Lack of Quorum – No Action Taken

1. Call to Order
2. Roll Call
3. Discussion and Approval of Un-Assigned Fund Balance Limit Policy
4. Discussion and Approval of Base Rate Increase
5. Discussion and Approval of Stand-By Rate Increase
6. Approval of 2016-2020 Capital Budgets
7. Approval of 2016 Operating Budget
8. Adjourn Special Meeting and Reconvene into Joint Meeting of the Fitch-Rona Ems District

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 Rd., Fitchburg, WI 53711 608-270-4200

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **11/10/2015**
 Date to Report Back: **11/24/2015**

Ordinance Number:
 Resolution Number: **R-122-15**

Sponsored by: Mayor

Drafted by: Planning / Zoning

**TITLE: ACCEPTING TEMPORARY ACCESS EASEMENT FROM
 SUB-ZERO GROUP**

Background: The agreement for provision of utility easements and road connectivity with Sub-Zero Group required them to provide a temporary easement. The access would use their drive from the time the new Bud's Drive west of the Badger Trail is open, until street connectivity east of the Badger Trail is provided. The easement will be held until a determination is made if it is needed.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	November 17, 2015	
2				

Amendments:

**TEMPORARY ACCESS
EASEMENT AGREEMENT**

Return to:

Fitchburg City Clerk
5520 Lacy Road
Fitchburg, WI 53711

Part of:

060908285752
060908385302
060908385602
060907481902

Parcel Number

TEMPORARY ACCESS EASEMENT AGREEMENT

THIS TEMPORARY ACCESS EASEMENT AGREEMENT (this "Agreement") is executed this ____ day of _____, 2015, by SUB-ZERO GROUP, INC. ("Owner") to THE CITY OF FITCHBURG, WISCONSIN (the "City").

RECITALS:

A. Owner is the fee holder of certain real property in the City of Fitchburg, County of Dane, State of Wisconsin, as more particularly described on the attached and incorporated Exhibit A and identified as "Easement " on Exhibit B (the "Property").

B. Owner desires to grant to the City, and the City desires to accept, a temporary access easement for use as a road for the benefit of the public in the area identified on Exhibit B as "Access Drive" located along the easterly property line of the Property from the current location of Marketplace Drive and the public road identified on Exhibit B as "Proposed Road" along the southerly property line of the Property which will be referred to as "Bud's Drive" once construction of the same is completed and dedicated to the City (the "Easement Area") to provide vehicular access along the Easement Area until the completion of construction and dedication of Marketplace Drive in the location identified on Exhibit A as Marketplace Drive and located East of the easterly property line of the Property , subject to the terms and conditions set forth below.

NOW THEREFORE, Owner and the City hereby agree as follows:

1. Grant of Easement. The Property shall be, and hereby is made subject to, a temporary access easement and right-of-way to the City for the benefit of the Public for vehicular access over the Easement Area until the earlier to occur of: (a) construction of the new location of Marketplace Drive is complete and such portion of Marketplace Drive is dedicated to the City or (b) a public street connection to Seminole Highway has been completed, in the approximate area shown as dotted lines on Exhibit B attached hereto.
2. Construction and Maintenance of Easement Area. Use of the Easement Area in accordance with the grant made in paragraph 1 above shall not commence until the construction of the Easement Area is complete. The City shall maintain and keep in good order and condition, including snow removal, the Easement Area so long as the same is used for the benefit of the City and the Public as set forth in this Agreement.
3. No Construction of Buildings; Reservation of Rights. Owner shall not construct above-ground buildings, structures, or fences within the Easement Area or otherwise interfere with the rights granted under this Agreement to the City for the benefit of the public, without the City's prior written consent. Owner reserves the right to use the Easement Area for purposes which will not interfere with the City's full enjoyment of the easement rights granted hereby, which may include temporary road closures if necessary to complete construction of any projects upon the Property, such road closures shall be limited in duration to only what is necessary for safe and efficient construction of the Owner's project.
4. Successors and Assigns. All the terms, conditions, covenants and other provisions contained in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of and be enforceable by Owner and the City, and their respective successors and assigns. The City shall not assign this Agreement without written consent of the Owner or Owner's successors and assigns.
5. Governing Law. This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

6. Partial Invalidity. If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be deemed invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term, covenant and condition shall be valid and enforceable to the fullest extent permitted by law.

7. Enforcement. Any party hereto may enforce this Agreement by appropriate action, and should it prevail in such litigation, that party shall be entitled to recover, as part of its costs, reasonable attorneys' fees.

8. Subrogation. The City and Owner each hereby waive all rights of subrogation that any has or may hereafter have against the other for any damage to the Easement Area or any other real or personal property or to persons covered by such party's insurance, but only to the extent of the waiving party's insurance coverage; provided, however, that the foregoing waivers shall not invalidate any policy of insurance now or hereafter issued, it being hereby agreed that such a waiver shall not apply in any case which would result in the invalidation of any such policy of insurance and that each party shall notify the other if such party's insurance would be so invalidated.

9. Easement Modification; Termination. This Agreement may not be modified or amended, except by a written instrument executed and delivered by the City and the Owner (or a party's successor and/or assign). This Agreement shall automatically terminate as set forth in paragraph 1 above.

10. Notices. Notices to the Owner shall be given to the Owner at the address to which property tax bills for the Property are to be sent. Notices to the City shall be given to the City to Fitchburg City Clerk, 5520 Lacy Road, Fitchburg, Wisconsin 53711. All notices shall be sent by registered or certified mail, return receipt requested.

11. Consideration. This Agreement is granted for good and sufficient consideration, the receipt and sufficiency which are hereby acknowledged by Owner and the City.

[Execution Pages Follow]

IN WITNESS WHEREOF, Owner has executed this Agreement effective as of the date first above written.

SUB-ZERO GROUP, INC.
("Owner")

By: _____
Scott LaFleur, Chief Operations Officer

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this ___ day of _____, 2015, the above-named Scott LaFleur, Chief Operations Officer of Sub-Zero Group, Inc., who executed the above instrument and acknowledged the same.

Name: _____
Notary Public, State of Wisconsin
My Commission: _____

This document was drafted by:

Melanie S. Lee
Reinhart Boerner Van Deuren s.c.
22 East Mifflin Street, Suite 600
Madison, WI 53703

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Lot One (1) and Lot Two (2), Certified Survey Map No. 10031 recorded in Volume 58 of Certified Survey Maps of Dane County, Wisconsin, Page 260, as Document No. 3312694, in the City of Fitchburg, Dane County, Wisconsin and, upon vacation, shall become the owner of certain real property legally described as: A portion Marketplace Drive located in the SW1/4 of the NW1/4 of Section 8, T9N, R8E, City of Fitchburg, Dane County, Wisconsin to-wit: Commencing at the West 1/4 corner of said Section 8; thence N88°50'14"E, 30.00 feet; thence S08°15'53"W, 14.19 feet; thence N88°50'14"E, 51.76 feet to the point of beginning; thence N01°26'48"E, 195.52 feet to a point of curve; thence southeasterly along a curve to the left which has a radius of 110.30 feet and a chord which bears S44°51'30"E, 159.50 feet; thence N88°50'14"E, 779.98 feet to a point of curve; thence northeasterly along a curve to the left which has a radius of 117.00 feet and a chord which bears N42°55'11"E, 168.09 feet; thence S02°59'52"E, 200.84 feet; thence S88°50'14"W, 1022.44 feet to the point of beginning. Containing 87,605 square feet (2.011 acres)

EXHIBIT B

DEPICTION OF THE PROPERTY AND THE EASEMENT AREA



Stephen L. Arnold
Introduced by

Planning
Drafted by

Planning Commission
Committee

October 27, 2015
Date

RESOLUTION R-122-15

**A RESOLUTION ACCEPTING TEMPORARY ACCESS EASEMENT
FROM SUB-ZERO GROUP**

WHEREAS, The City of Fitchburg recently approved Resolutions which conditionally approved release of utility rights (R-65-2015) as well as discontinuance of Bud's Drive and a portion of Marketplace Drive (R-66-2015) to accommodate building expansion by Sub-Zero Group (Sub-Zero), and

WHEREAS, Fitchburg and Sub-Zero entered into an agreement is necessary to provide obligations for easements and public connectivity with due to discontinuance of the section of Marketplace Drive in R-66-2015,

WHEREAS, one condition of the approval of the public connectivity agreement was an easement to be provided by Sub-Zero for access from the opening of the new Bud's Drive until the access is available east of the Badger Trail to either Marketplace Drive or Seminole Highway.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Fitchburg that it approves the Temporary Access Agreement between Sub-Zero

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign the necessary documents relative to the above noted agreement

Adopted by the Common Council of the City of Fitchburg this ___day of November, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **Nov. 10, 2015** Ordinance Number:
 Date to Report Back: **Nov. 24, 2015** Resolution Number: **R-124-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: APPROVING THE FUTURE VACATION OF EXCESS RIGHT-OF-WAY ON ANTON DRIVE

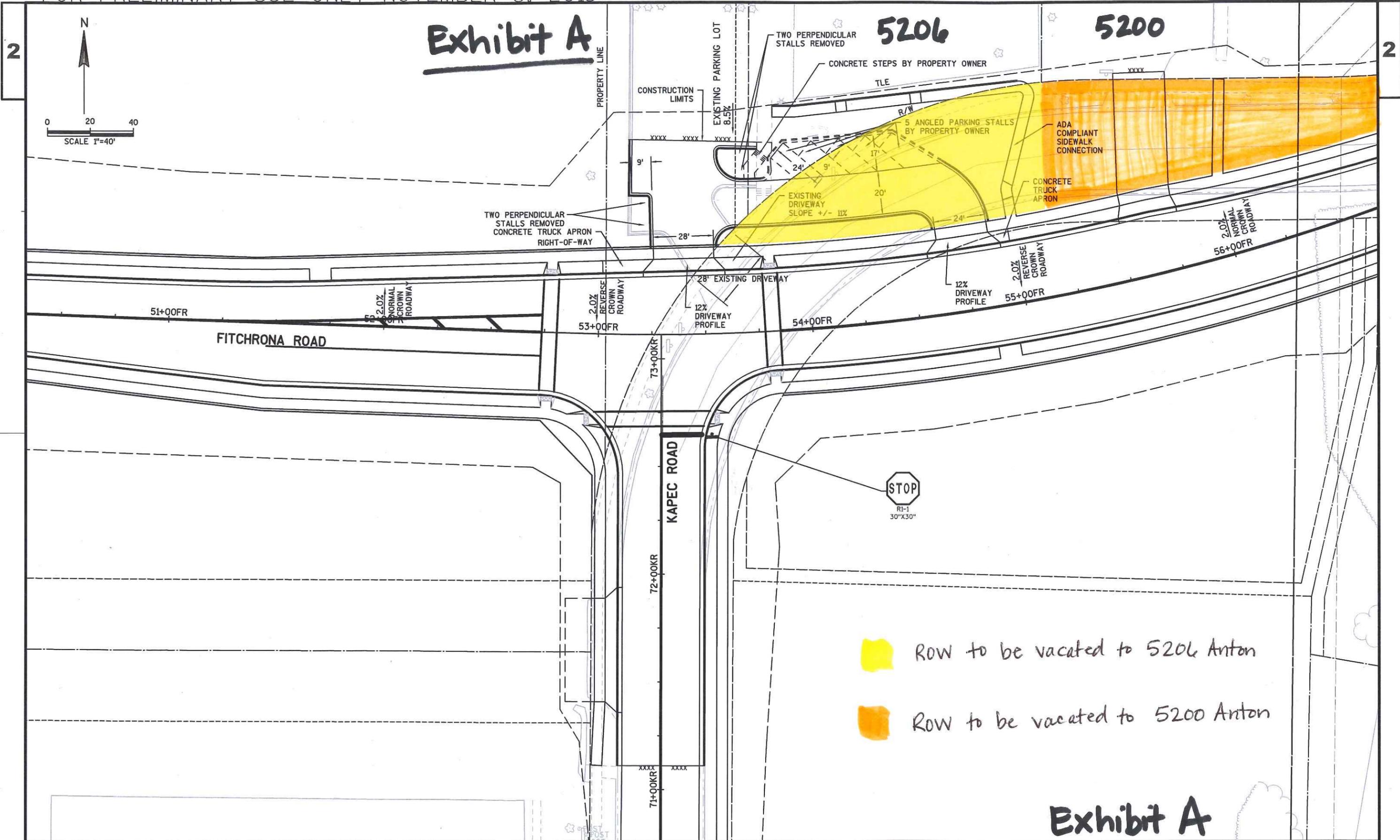
Background: The WisDOT – Stage 2 project includes the construction of Fitchrona Road, north of McKee Road to King James Way. With that extension, Anton Drive will be shifted south to line up with the Fitchrona Road alignment. City staff has reviewed the plans and is agreeable to the alignment changes on Anton Drive. However, these modifications cause an impact to the existing driveway and parking lot for 5206 Anton Drive, the Here We Grow Day Care Center. WisDOT is proposing the construction of a new driveway and parking within the excess right-of-way on Anton Drive that is generated with the southern shift of the road. The property owner has asked the City to provide some certainty that it will vacate the excess right-of-way to allow for these improvements to mitigate the impacts caused by the WisDOT project. WisDOT will construct both driveways, and is not subject to local ordinances. City staff has reviewed the driveway reconstruction plans and does not dispute the provision of a second-driveway to facilitate access to the site. The new east driveway will be ingress-only and low-volume, primarily being used by buses, trucks, and access to the parking stalls. The ISR increases from ~36% to 41% with the driveway reconstruction, so there is no issue with stormwater.

Staff recommends approval of Resolution R-124-15 to mitigate an impact to a local business owner who is affected by the Verona Road – Stage 2 construction project. The new Fitchrona Road street will be reconstructed by WisDOT, including the underground utilities to keep them within the new road right-of-way.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	Nov. 16, 2015	
2	Plan Commission	Hovel	Nov. 17, 2015	
3				
4				

Amendments:

Exhibit A



- ROW to be vacated to 5206 Anton
- ROW to be vacated to 5200 Anton

Exhibit A

Steve Arnold, Mayor
Introduced by

Public Works
Prepared by

Board of Public Works, Plan Commission
Referred to

November 10, 2015
Date

RESOLUTION R-124-15

Approving the Future Vacation of Excess Right-of-Way on Anton Drive

WHEREAS, the Verona Road – Stage 2 Reconstruction project includes the extension of Fitchrona Road north from McKee Road to the intersection of Anton Drive and King James Way, and

WHEREAS, the existing alignment of Anton Drive will be modified as part of the reconstruction to provide a continuous alignment with the Fitchrona Road extension, and

WHEREAS, WisDOT is acquiring additional right-of-way for the Fitchrona Road extension, and

WHEREAS, the new alignment generates excess road right-of-way to the north of the reconstructed roadway adjacent to the properties of 5200 and 5206 Anton Drive, and

WHEREAS, the excess right-of-way can be used to resolve an impact to the local business owner at 5206 Anton Drive by mitigating the loss of parking stalls caused by the reconstruction and adds a second ingress-only driveway, to be constructed by WisDOT, to improve circulation of buses and large trucks, and

WHEREAS, the property owner of 5206 Anton Drive has been involved in meetings between the City and WisDOT and has agreed to the new parking lot configuration and has asked for certainty from the City that it will vacate the excess right-of-way to allow for the parking and will allow a second ingress-only driveway to the property.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Fitchburg Common Council that, upon the completion and acceptance of the public improvements for Fitchrona Road, extended north of McKee Road to King James Way, the City will commence proceedings to vacate the excess Anton Drive right-of-way the properties of 5200 and 5206 Anton Drive as depicted on Exhibit A.

BE IT FURTHER RESOLVED, that it does not dispute the WisDOT construction of a second ingress-only driveway for the property at 5206 Anton Drive.

Adopted this _____ day of _____, 2015.

Stephen L. Arnold, Mayor

Approved:

Patti Anderson, City Clerk

City of Fitchburg

Committee of Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **November 10, 2015**
Date to Report Back: **November 24, 2015**

Ordinance Number:
Resolution Number: **R-125-15**

Sponsored by: Mayor

Drafted by: Public Works

TITLE: Approving First Amendment to License with New Singular Wireless PCS, LLC, for Modifications to Wireless Digital Communications Equipment on Tower E

Background: The City currently has a license agreement with Denali Spectrum Operations, LLC, also known as Cricket Communications, for digital communication equipment on Tower E. Denali Spectrum Operations has been acquired by New Cingular Wireless PCS, LLC, also known as AT&T. New Cingular Wireless desires to install additional equipment on Tower E. Due to structural constraints, a pod will need to be installed in order to support this additional equipment. This lease agreement gives New Singular Wireless the approval to install this equipment. The amendment will extend the agreement one five year term, until 2029, and increase the rent from \$25,000 to \$35,000 per year starting in January of 2016, at the same 4% annual increase.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	11/16/15	
2	Finance	Dodge	11/24/15	
3				
4				

Amendments:

FIRST AMENDMENT TO LICENSE

This First Amendment to License (“**First Amendment**”) is made as of _____, 2015, by and between the City of Fitchburg, a municipal corporation (the “**City**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company (“**Licensee**”).

WITNESSETH:

WHEREAS, the City and Licensee’s predecessor in interest, Denali Spectrum Operations, LLC are parties to that certain license, dated January 13th, 2009, as recorded with the Dane County Register of Deeds on February 12th, 2009, as Document No. 4505018 (the “**License**”) whereby the City leased to Licensee certain Premises, therein described, that are a portion of the Property located at 2827 Commerce Park Drive, Fitchburg, WI 53711; and

WHEREAS, Cricket Communications, Inc. has been purchased by New Cingular Wireless PCS, LLC; and

WHEREAS, New Cingular Wireless PCS, LLC has acquired all of the assets of Cricket Communications, Inc., which Denali Spectrum Operations, LLC is an entity of; and

WHEREAS, as a result of this purchase, Cricket Communications, Inc. has assigned the License with the City to New Cingular Wireless PCS, LLC; and

WHEREAS, the Licensee currently has three (3) antennas on the Tower and occupies approximately 160 square feet of ground space beneath the Tower for its Cabinet; and

WHEREAS, City and Licensee desire to amend the License to allow Licensee to modify Licensee’s existing Equipment on the Tower; and

WHEREAS, these modifications include removing three (3) antennas on the handrail, adding one pod on the Tower, adding six (6) antennas, nine (9) RRUs, and three (3) DCG demarcation boxes on the pod, and adding one (1) generator with matching PVC fence on concrete slab on the Property; and

WHEREAS, the **City** and Licensee desire to amend the License to add an additional extension term of five (5) years.

NOW, THEREFORE, in consideration of the foregoing promises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and the Licensee hereto agree as follows:

Recording Area

Return to:

City Clerk
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Parcel Number: 225/0609-074-8090-2

1. City and Licensee agree and acknowledge that Paragraph 3 of the License shall be amended. Furthermore, Licensee desires to extend the renewal term, which currently expires in January 2024, for one (1) additional five year term.
2. Licensee shall modify its equipment in accordance with the plans approved by the City and as set forth in Exhibit C-1, which exhibit is attached hereto and incorporated herein by reference. Licensee's equipment information set forth in the License shall hereby be deleted in its entirety as of the date of this First Amendment is fully executed and shall be replaced with Exhibit C-1 attached hereto and incorporated by this reference. In the event of inconsistency or discrepancy between the Exhibit C-1 and Licensee's equipment information set forth in the License, the Exhibit C-1 shall control. The Licensee shall coordinate such work with the City of Fitchburg Utility District No. 1.
3. In accordance with Paragraph 12 of the License, the Licensee shall provide to the City an interference study indicating whether the License's intended use will interfere with any existing as well as identified future City communication facilities on the Tower and an engineering study indicating whether the Tower is able to structurally support Licensee's equipment as well as the existing equipment and any future equipment identified by the City without prejudice to the City's primary use of the Tower.
4. In accordance with Paragraph 13 of the License, Licensee shall be responsible for ensuring that the Equipment does not cause radio frequency ("RF") emissions that are in excess of the safe limits established by the FCC (the "RF Standards"). Before installing the Equipment, the Licensee shall survey the existing RF environment at the Property and provide this information to the City. By installing the Equipment, the Licensee shall be deemed to have represented to the City that the Equipment shall not in itself violate, or, in conjunction with other RF sources located on the Property during the initial term or any renewal terms cause to be violated, the RF Standards.
5. The Licensee shall remove all existing equipment from the site that will not be in use after the Equipment modifications are installed. The Licensee shall repair any damage it causes to the Property and Tower to a condition equivalent to that which existed prior to January 13, 2009.
6. Within thirty (30) days following completion of the Equipment modifications, the Licensee shall, at its own expense, provide the City with "As Built" construction drawings in PDF format showing the actual location of the Licensee's Equipment on the Tower. Said construction drawings shall be accompanied by a complete and detailed inventory of all Equipment installed on the Land and Tower.
7. Licensee shall pay all attorney fees, City staff time, and any outside consulting fees associated with the design, installation, and video survey of the Equipment modifications under this amendment within thirty (30) days of the invoice date. Licensee will pay to the City a one-time payment of Fifteen Thousand and 00/100 Dollars (\$15,000.00) to be held by the City in escrow and to be drawn upon and used to pay the actual costs incurred by the City in connection with any and all efforts in the request for installation and maintenance of its equipment located on the Tower.

City and Licensee understand and agree that the funds held in escrow by the City shall be subject to the following terms and conditions:

- a. The City's actual costs shall include, without limitation, costs, whether incurred before or after the date of full execution of this First Amendment, attorney's fees, City staff time and any outside consulting fees.
 - b. No interest shall be paid on any such escrow.
 - c. The City shall maintain an accurate record of actual costs as defined above and provide to Licensee in the form of a paid invoice.
 - d. If the City at any time determines that the escrow account established by this First Amendment is or is likely to become insufficient to pay said actual costs, the City shall inform Licensee that an additional deposit in an amount deemed by the City to be sufficient to cover additional costs.
 - e. As soon as reasonably feasible following completion of the proposed equipment replacement by this First Amendment, the City shall cause a final accounting to be made of the escrow deposits made pursuant to this First Amendment and the actual cost of the aforesaid City efforts and shall make a final charge of such costs against such escrow deposits. A copy shall be provided to Licensee. If the amount in the escrow is insufficient to pay the total actual costs, a written demand for payment of the balance due shall be mailed to Licensee. Licensee agrees to pay such costs within 30 days of written demand. If an unused balance remains in the escrow account after paying the total actual costs, then such balance shall be returned to Licensee.
8. In exchange for the City agreeing to the proposed equipment replacement identified by this First Amendment, and to the City agreeing to extend the renewal term for one (1) additional five-year term, Licensee hereby agrees to increase the License Fee to a total of Thirty Five Thousand and 00/100 Dollars (\$35,000), effective on January 13, 2016. The License Fee shall hereby increase annually by the escalator rate set forth in the Paragraph 11 of the License. Subsequent License Fee payments shall be due on or before January 13th of each subsequent year.
9. All Equipment modifications performed on the Tower, under this First Amendment, shall be completed by a contractor approved by the City.
10. The Licensee's contractors and subcontractors shall carry commercial general liability insurance including contractual liability at no less the limits set forth in Paragraph 19 of the License. The policies shall name the City and the City's consultants as additional insured. As evidence of this coverage, the Licensee shall furnish to the City certificates of insurance for each contractor and subcontractor prior to performing work on the Site.
11. Licensee may add additional antennas, RRUs, and DCGs ("**Additional Equipment**") to the pod without future amendments to this First Amendment under the following conditions:
 - a. The Additional Equipment shall be completed in accordance with plans approved by the City.
 - b. Licensee obtains all local, state and federal permits and submits copies to the City for the Additional Equipment prior to installation of Additional Equipment.
 - c. Per Paragraph 13 of the License, Licensee ensures that the Additional Equipment will/does not cause radio frequency ("RF") emissions that are in excess of the safe limits established by the FCC (the "RF Standards"). Before installing the Additional Equipment, the Licensee shall survey the existing RF environment at the Property and provide this information to the City. By installing the Additional Equipment, the Licensee shall be deemed to have represented to the City that the Additional Equipment shall not in itself violate, or, in

- conjunction with other RF sources located on the Property during the initial term or any renewal terms cause to be violated, the RF Standards.
- d. Licensee submits an interference study to the City prior to installation of Additional Equipment in accordance with Paragraph 12 of the License indicating that the Licensee's intended use will not interfere with any existing as well as identified future City communication facilities on the Tower and an engineering study indicating the Tower is able to structurally support the Licensee's existing and additional equipment as well as all other existing equipment and any future equipment identified by the City without prejudice to the City's primary use of the Tower.
 - e. Additional Equipment will not interfere with any license agreements the City has for this Property.
 - f. Additional Equipment is installed by a contractor approved by the City.
 - g. Insurance certificates are provided prior to installation of Additional Equipment in accordance with Paragraph 19 of the License and Paragraph 10 of this First Amendment.
 - h. Licensee pays all attorney fees, City staff time, and any outside consulting fees associated with the design, installation, and video survey of the Additional Equipment under this section of the First Amendment within 30 days of the invoice date.
 - i. Within 30 day of installation of Additional Equipment, Licensee, at its own expense, provides the City with a record drawing survey in PDF format showing the actual location of the Licensee's Additional Equipment on the Tower. Said survey shall be accompanied by a complete and detailed inventory of all Equipment installed on the Land and Tower to date.
12. All capitalized terms used but not defined herein shall have the meaning set forth in the License.
 13. In the event of any inconsistencies between the License and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the License otherwise is unmodified and remains in full force and effect. Each reference in the License to itself shall be deemed also to refer to this First Amendment.
 14. The individual or individuals that execute the First Amendment represent and warrant that he/she/they have full authority to do so.
 15. All other provision of the License remain unchanged and in full force and effect.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have entered into this First Amendment to License as of the date first set forth above.

“CITY”:
CITY OF FITCHBURG,
A Wisconsin municipal corporation

By: _____
Stephen L. Arnold, Mayor

By: _____
Patti Anderson, City Clerk

Date: _____

“LICENSEE”:
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____
Print Name: _____
Title: _____
Date: _____

CITY ACKNOWLEDGMENT

STATE OF WISCONSIN

COUNTY OF DANE

The forgoing instrument was acknowledged before me on this ____ day of _____, 2015, by the above-named _____ to me known to be the person who executed and acknowledged the foregoing instrument, being duly authorized to do so.

Printed name of Notary Public, State of Wisconsin

Signature of Notary Public, State of Wisconsin
My Commission Expires: _____.

STATE OF WISCONSIN

COUNTY OF DANE

The forgoing instrument was acknowledged before me on this ____ day of _____, 2015, by the above-named _____ to me known to be the person who executed and acknowledged the foregoing instrument, being duly authorized to do so.

Printed name of Notary Public, State of Wisconsin

Signature of Notary Public, State of Wisconsin
My Commission Expires: _____.

Approved:

Patrick Marsh, City Administrator

Date

Approved as to form:

Mark Sewell, City Attorney

EXHIBIT C-1

(Construction drawings consisting of _____ pages dated _____)

DRAFT

Stephen L. Arnold
Introduced by

Public Works
Prepared by

Board of Public Works & Finance Committee
Referred to

November 10, 2015
Date

RESOLUTION R-125-15

Approving First Amendment to License with New Singular Wireless PCS, LLC, for Modifications to Wireless Digital Communications Equipment on Tower E

WHEREAS, The City of Fitchburg Utility District #1 owns a water tower at 2827 Commerce Park Drive (Tower E); and

WHEREAS, Tower E was designed and built to accommodate private vendor communication equipment and facilities; and

WHEREAS, Denali Spectrum Operations, LLC, also known as Cricket Communications, and the City of Fitchburg entered into a license agreement on January 13, 2009, for placement of wireless digital communication equipment on Tower E; and

WHEREAS, Cricket Communications has been acquired by New Singular Wireless PCS, LLC, also known as AT&T; and

WHEREAS, New Singular Wireless has requested to modify the equipment and antennas on this site; and

WHEREAS, a pod will be necessary on this tower to accommodate the structural loads of the proposed equipment and antennas; and

WHEREAS, an amendment to the license agreement is necessary to incorporate these modifications into the license agreement; and

WHEREAS, the amendment to the license will increase the annual payment from \$25,000 per year to \$35,000 per year with the same percent annually increase of 4% and extend the agreement one additional five year term until 2029; and

WHEREAS, New Singular Wireless is agreeable to this amendment.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Fitchburg Common Council approves the First Amendment to License with New Singular Wireless PCS, LLC, to modify wireless communications equipment on Tower E located at 2827 Commerce Park Drive subject to final review by the City Attorney and the City Engineer.

BE IT FURTHER RESOLVED, that it authorizes the Mayor and City Clerk to sign the licenses.

Adopted this ___th day of _____, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral by Mayor to:

Date Referred: **November 10, 2015** Ordinance Number:
Date to Report Back: **November 24, 2015** Resolution Number: **R-126-15**
Sponsored by: Mayor Arnold Drafted by: Dodge

TITLE: AMENDING 2015 GENERAL FUND BUDGET

Background:

There are three budget amendments included in the resolution:

- 1) Fire Department Repairs: Transfer \$22,126 for unexpected repairs required on the equipment.
- 2) Street Light Maintenance: Transfer \$15,000 for street light accidents repairs done by MG&E.
- 3) Assessment Consulting Fees: Transfer \$12,750 for consulting fees during staff vacancies.

Staff memos are included to provide additional details on each of the proposed budget amendments.

According to Sec. 10-47(c), a 2/3 vote of the council is required when an amendment alters total revenue and expenditures in any particular fund.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance Committee	Dodge	Nov 24, 2015	
2				
3				
4				

Amendments:

 x **EXHIBITS NEED TO BE ATTACHED TO RESOLUTION/ORDINANCE**

**City of Fitchburg
Budget Amendments Presented to Council
11/24/2015**

R-126-15

		2015 Adopted Budget	Proposed Amendment	2015 Amended Budget
100-5220-245	#NAME?	#NAME?	\$ (22,126)	#NAME?
100-5220-335	#NAME?	#NAME?	\$ 22,126	#NAME?
Subtotal Fire Department Equipment Repairs		#NAME?	\$ -	#NAME?
<hr/>				
100-5300-371	#NAME?	#NAME?	\$ (15,000)	#NAME?
100-5300-225	#NAME?	#NAME?	\$ 15,000	#NAME?
Subtotal Street Light Repairs from Accidents		#NAME?	\$ -	#NAME?
<hr/>				
100-5153-110	#NAME?	#NAME?	\$ (12,750)	#NAME?
100-5153-290	#NAME?	#NAME?	\$ 12,750	#NAME?
Subtotal Assessment Consultant		#NAME?	\$ -	#NAME?
<hr/>				
		Revenue Changes	Expenditure Changes	Use of Fund Balance
General Fund		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

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



TO: Fitchburg Common Council
DATE: September 10, 2015
RE: Request for Budget Amendment for Fire Department Funds

In 2014, the fire department ran a 17.3% increase in calls for emergency services. For 2015 we are estimating an increase of 10% in calls for emergency services. Year-to-date we are experiencing a 14% increase in call volume. Along with normal day-to-day operations (non-emergency calls, conducting routine and follow-up fire inspections, fire safety education events, training, etc.) we are operating our fleet of vehicles more than we ever have. With this increase in vehicle use, we are experiencing a higher number of unexpected repairs to the fleet above and beyond preventative maintenance costs. This has greatly affected our maintenance funds in fire department account #100-5220-335 – Vehicle Expense (Repairs)

I am requesting to make an internal budget amendment request (FBG Ord. Sec. 10-47. (b) – Amendment that does not alter total revenue and expenses) to allow the fire department to transfer \$13,000 from fire department account #100-5220-245 – Computer Related – Repairs and Maintenance to #100-5220-335 – Vehicle Expense.

Earlier this year, Ladder 1 had one of the aerial elevation cylinders fail. This cylinder works in conjunction with an identical cylinder to raise the aerial device evenly. The cost of the repair was \$9,125.85. This was an unexpected and unplanned expense to our vehicle expense (repairs) account. With an expected overrun of our vehicle expense account for this year, I am requesting in a “housekeeping measure” to allow the fire department to transfer the cost of the cylinder repair used from available funds from fire department account #100-5220-245 – Computer Related – Repairs and Maintenance to #100-5220-335 – Vehicle Expense.

Funds are available in the -245 account due to lower than expected IT network-related costs for FY2015.

Approval for the transfer of the funds into the vehicle expense (repairs) account is \$22,125.85. This will allow for some funds to be available for the rest of FY2015 to cover any other “unexpected” repairs. We understand the risk, but to meet the operational needs for vehicle repairs and keeping the fleet in-service is of greater importance at this time.

Thank you for your time and consideration into this matter.

APPROVED
Finance MJD 11-4-15
Administrator SM 11-5-15
Mayor Call 11-5-2015



Memo

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

To:	Misty Dodge - Finance
From:	Cory Horton – Director of Public Works/City Engineer 
Date:	October 21, 2015
Subject:	Budget Amendment for 2015-Street Light Maintenance

The current budget for street lights includes \$4,000 for street light maintenance contractual services (100-5300-225) and \$21,000 for poles and lights replace stock non-contractual (100-5300-371). Due to street light accidents throughout the year, the -225 contractual account is used to pay electricians including MG&E to make the area safe and repair issues after accidents. I am requesting a budget amendment to transfer \$15,000 from 100-5300-371 to 100-5300-225. This would change the contractual maintenance account to a total budget of \$19,000. As of October 21, 2015, the City has spent \$18,832.85 from 100-5300-225 and \$6,028.20 from 100-5300-371.

APPROVED
Finance MFD 11-5-15
Administrator FSM 11-5-15
Mayor [Signature] 11-5-2015

MEMORANDUM

TO: MISTY DODGE, FINANCE DIRECTOR

FROM: DELL ZWIEG, CITY ASSESSOR

RE: 2015 BUDGET AMENDMENT FOR
ASSESSMENT CONSULTING FEES

DATE: OCTOBER 13, 2015

I am requesting a transfer of funds in the amount of \$12,750 from Account No. 100-5153-110 to Account No. 100-5153-290. 1) \$10,875 is for payments made to Michael Procknow for the contract to process the 2015 Personal Property Statements and Assessment Consult Fees through the August 26th Board of Review. 2) \$1,875 is for additional consulting fees for assistance with Final Amended Municipal Assessor's Report (Personal Property Balance) and preparation for 2016 assessment year with reduced staff.

The funds are available based on the vacancy of the City Assessor position from March 6th through August 14th of this year, as well as the subsequent vacancy of the Commercial Appraiser position through November 15th.

Note: The \$10,875 was approved verbally by Tony. The \$1,875 is for services to be provided in future.

Approved
Finance: MFD 10-15-15

Administrator: PSM 10-15-15.

Mayor: [Signature] 10-15-2015

Mayor Steve Arnold
Introduced By

Misty Dodge
Drafted By

Finance
Referred to

November 10, 2015
Date

**RESOLUTION R-126-15
AMENDING 2015 GENERAL FUND BUDGET**

WHEREAS, unexpected repairs have been required on the fire department equipment;
and

WHEREAS, the amounts paid to MG&E in response to street light accidents has been
higher than expected; and

WHEREAS, the assessing department has needed consulting services to complete
necessary tasks during staff vacancies;

NOW THEREFORE, BE IT RESOLVED by the Fitchburg City Council that it hereby
amends the 2015 General Fund budget as attached.

Adopted this _____ day of _____, 2015.

Patti Anderson, City Clerk

Stephen L. Arnold, Mayor

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **Nov. 10, 2015** Ordinance Number:
 Date to Report Back: **Nov. 24, 2015** Resolution Number:

Sponsored by: Mayor Drafted by: Planning / Zoning

TITLE: Conditional Use Permit Request, CU-2084-15, by Jacob Nauta, Agent for Nauta Properties LLC, to Allow for Landscape Sales and Services on a Portion of Property Associated with 1839 CTH MM, Lot 1 CSM 12929

Background: Applicant is requesting CUP approval to allow for landscape sales and services on a portion of property associated with 1839 CTH MM.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Plan Commission	Hovel/Badtke	Nov. 17, 2015	
2				

Amendments:



City of Fitchburg
 Planning/Zoning Department
 5520 Lacy Road
 Fitchburg, WI 53711
 (608) 270-4200

CONDITIONAL USE PERMIT APPLICATION

The undersigned owner, or owner's authorized agent, of property herein described hereby applies for a conditional use permit for the following described property:

1. Location of Property:

Street Address: 1839 County Rd MM

Legal Description - (Metes & Bounds, or Lot No. And Plat): _____

***Also submit in electronic format (MS WORD or plain text) by email to: PLANNING@FITCHBURGWI.GOV

2. Current Use of Property: Agriculture and Open Space

3. Proposed Use of Property: Landscape Sales and Service

4. Proposed Development Schedule: NA

5. Zoning District: _____

6. Future Land Use Plan Classification: _____

***Pursuant to Section 22-3(b) of the Fitchburg Zoning Ordinance, all Conditional Use Permits shall be consistent with the currently adopted City of Fitchburg Comprehensive Plan.

***Attach three (3) copies of a site plan which shows any proposed land divisions, plus vehicular access points and the location and size of all existing and proposed structures and parking areas. Two (2) of the three (3) copies shall be no larger than 11" x 17". Submit one (1) pdf document of the entire submittal to planning@fitchburgwi.gov.

Additional information may be requested.

Type of Residential Development (If Applicable): _____

No. of Dwelling Units by Bedroom: 1 BR 2 BR 3 BR 4 or More

No. Of Parking Stalls: _____

Type of Non-residential Development (If Applicable): Greenhouse and Garden Center

Proposed Hours of Operation: 9am to 6pm No. Of Employees: 4- 8 *seasonally*

Floor Area: 20 000 sq ft No. Of Parking Stalls: 40

Sewer: Municipal Private Water: Municipal Private

Current Owner of Property: Nauta Properties LLC

Address: 6908 Littlemore Drive, Madison, WI, 53718 Phone No: 315-576-6639

Contact Person: Jacob Nauta

Email: mike@fitchburgfarms.com

Address: _____ Phone No: _____

Respectfully Submitted By: *Jacob M Nauta*

Owner's or Authorized Agent's Signature

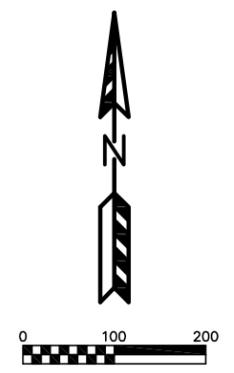
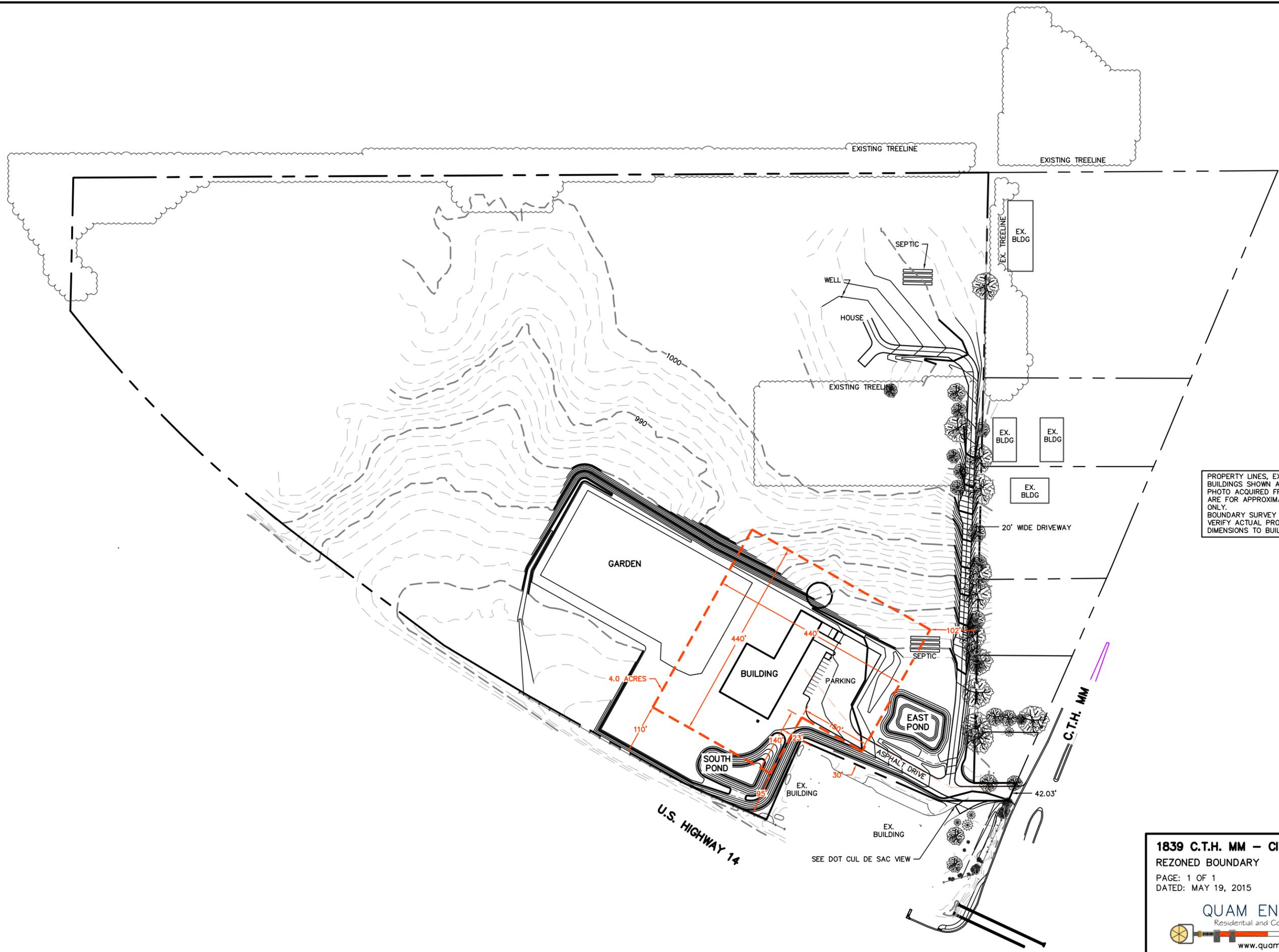
** It is highly recommended that an applicant hold at least one neighborhood meeting prior to submitting an CUP application to identify any concerns or issues of surrounding residents.

PLEASE NOTE - Applicants shall be responsible for legal or outside consultant costs incurred by the City. Submissions shall be made at least four (4) weeks prior to desired plan commission meeting.

For City Use Only: Date Received: 10/15/2015 Publish: _____

Ordinance Section No. _____ Fee Paid: \$445.⁰⁰

Permit Request No. CU-2084-15 R#1-10463



PROPERTY LINES, EXISTING TREELINES, AND BUILDINGS SHOWN ARE BASED UPON AERIAL PHOTO ACQUIRED FROM ACCESSDANE WEBSITE AND ARE FOR APPROXIMATE REFERENCE PURPOSES ONLY. BOUNDARY SURVEY HAS NOT BEEN PERFORMED TO VERIFY ACTUAL PROPERTY LINE LOCATIONS AND DIMENSIONS TO BUILDINGS.

1839 C.T.H. MM - CITY OF FITCHBURG
 REZONED BOUNDARY
 PAGE: 1 OF 1
 DATED: MAY 19, 2015

QUAM ENGINEERING, LLC
 Residential and Commercial Site Design Consultants

 www.quamengineering.com
 4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
 Phone (608) 838-7750; Fax (608) 838-7752

Description of +/- 4.0 acre piece of land

Being a piece of land located within Lot 1 of C.S.M. 12929, City of Fitchburg, Dane County, Wisconsin described more particularly as follows:

Commencing at the southernmost corner of said Lot 1, thence $N23^{\circ}36'56''E$, 94.42 feet; thence $N66^{\circ}23'04''W$, 32.01 feet to the point of beginning of this description; thence $N60^{\circ}44'08''W$, 292.16 feet; thence $N29^{\circ}15'52''E$, 440.00 feet; thence $S60^{\circ}44'08''E$, 442.10 feet; thence $S29^{\circ}15'52''W$, 301.47 feet; thence $N60^{\circ}44'08''W$, 149.94 feet; and thence $S29^{\circ}15'52''W$, 138.53 feet to the point of beginning of this description. Said piece of land contains +/- 4.0 acres.

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number:
Date to Report Back: **November 10, 2015** Resolution Number: **R-110-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: Final Resolution Exercising Police Powers and Levying
Special Assessments for 2015 Curb and Gutter
Replacement in the City of Fitchburg, Wisconsin

Background: The curb and gutter replacement work was completed in conjunction with the street resurfacing project. In order to levy the assessments, the Council has to adopt a final assessment resolution. The assessment report will be modified if Resolution R-110-15 is approved at the November 10, 2015 council meeting.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works	Horton	November 2, 2015	Approved
2	Finance	Dodge	November 10, 2015	
3				
4				

Amendments:

**2015 STREET RESURFACING
CURB & GUTTER REPLACEMENT
FINAL ASSESSMENT REPORT
PROJECT NO. 15-SR-101-0**



THE CITY OF
Fitchburg
PUBLIC WORKS

**City of Fitchburg
Department of Public Works
5520 Lacy Road
Fitchburg, WI 53711
Dane County
Wisconsin**

Introduction

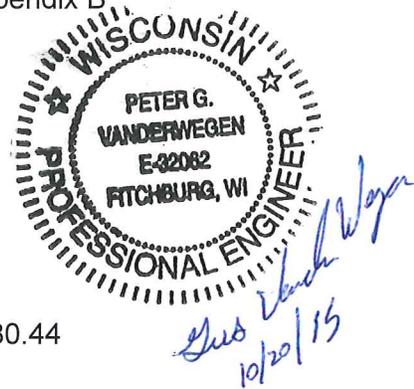
This report is required by the Common Council of the City of Fitchburg to fulfill its requirements to exercise its power under Wis. Stat. §66.0703(7) and 10.215 of the Fitchburg General Ordinances. It is submitted to the Common Council as a Final Assessment Report for the replacement of deficient curb and gutter fronting Monticello Way from S. Whitney Way to City Limits, Tanager Trail, Richmond Drive, Marledge Street from Raritan Road to 200' south of Barbara Drive, Osmundsen Road from Devoro Road to Lacy Road, and Osmundsen Road from Lacy Road to Stanbrook Road.

This report contains the following:

- 1) Project Costs Table 1
- 2) Final Assessment Schedule Exhibit A
- 3) Final Assessment Resolution R-110-15 Appendix A
- 4) Preliminary Assessment Report Appendix B

**TABLE 1
PROJECT COSTS
2015 STREET RESURFACING
CURB & GUTTER REPLACEMENT**

Construction Costs		
Estimated Construction Costs	\$32,560.88	
Less City Costs*	<u>\$ 16,280.44</u>	
Total Assessable Construction Costs		\$16,280.44
Technical Services		
Engineering 8%	\$1,298.44	
Administrative 2%	\$326.88	
Subtotal:		\$1,625.32
Total Assessable Project Cost		\$17,905.76



**The City is responsible for 50% of the curb and gutter costs per the assessment policy.*

ASSESSMENT RATE

In this project, properties will generally benefit in proportion to their linear footage of curb and gutter. Therefore, the linear footage method of assessment best assures that each property owner pays a proportionate share of the costs. Per the assessment policy, a property owner may not be charged for more than 40 linear feet.

The linear footage assessment rate is determined by dividing the total assessable project cost, as shown in Table 1, by the total assessable linear footage as shown in Exhibit A. For this project, the assessment rate is calculated to be \$19.72 per linear foot for curb and gutter.

Assessable Curb and Gutter Cost \$19.72 / Linear Foot

The assessments for each parcel are shown on Exhibit A. The total linear footage of assessable curb and gutter replacement is 908 LF.

**EXHIBIT A
FINAL ASSESSMENT SCHEDULE
2015 STREET RESURFACING, CURB AND GUTTER REPLACEMENT
PROJECT No. 15-SR-101-0**

PARCEL No. 225/0609	PARCEL ADDRESS	OWNER NAME	MAILING ADDRESS		Measured C&G Linear FT	Assessable Linear FT	Total Cost \$39.44	Final Cost						
			Address	CITY, STATE, ZIP				Resident Assessment \$19.72	City Portion \$19.72	R	%	\$	%	\$
093-6489-8	5739 Barbara Dr	Tanya & Joseph Lourigan	5739 Barbara Dr	Fitchburg, WI 53711	40	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80		
093-4477-6	5780 Lacy Rd	Fischer Living TR	5780 Lacy Rd	Fitchburg, WI 53711	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92		
093-6511-9	2701 Marledge St	David & Verna Carlson	2701 Marledge St	Fitchburg, WI 53711	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28		
093-6533-3	2706 Marledge St	Daniel Giesler & Jacqueline Ramin	2706 Marledge St	Fitchburg, WI 53711	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28		
093-6544-0	2712 Marledge St	Ryne & Phoebe Natzke	2712 Marledge St	Fitchburg, WI 53711	42	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80		
093-6478-1	2721 Marledge St	Rodney Bina & Coletta Mulvihill Bina	2721 Marledge St	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60		
093-6577-1	2728 Marledge St	Richard & Joyce Nelson	2728 Marledge St	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60		
093-6665-4	2744 Marledge St	Frank Novak & Kathleen Lange-Novak	2744 Marledge St	Fitchburg, WI 53711	23	23	\$907.12	R	50%	\$453.56	50%	\$453.56		
093-6423-6	2745 Marledge St	Thomas & Patricia Farley	2745 Marledge St	Fitchburg, WI 53711	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48		
093-6401-2	2753 Marledge St	Cheryl Hamilton	2753 Marledge St	Fitchburg, WI 53711	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48		
062-6698-2	5744 Monticello Way	Jessica Smulka	5744 Monticello Way	Fitchburg, WI 53719	21	21	\$828.24	R	50%	\$414.12	50%	\$414.12		
062-6062-0	5747 Monticello Way	David & Rebekah Krajnik	5747 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92		
062-6051-3	5748 Monticello Way	Kimberly Hurley	5748 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92		
062-6040-6	5752 Monticello Way	Wade & Shelley Whitmus	5752 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92		
062-6095-1	5759 Monticello Way	Christopher & Paige Jany	5759 Monticello Way	Fitchburg, WI 53719	31	31	\$1,222.64	R	50%	\$611.32	50%	\$611.32		
062-6018-4	5760 Monticello Way	Mary Becker	5760 Monticello Way	Fitchburg, WI 53719	23	23	\$907.12	R	50%	\$453.56	50%	\$453.56		
062-6106-7	5763 Monticello Way	Kimberly Knoche	5763 Monticello Way	Fitchburg, WI 53719	31	31	\$1,222.64	R	50%	\$611.32	50%	\$611.32		
062-6007-7	5764 Monticello Way	James & Margaret Newberry	5764 Monticello Way	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64		
062-4067-9	5767 Monticello Way	Jacqueline Captain	5767 Monticello Way	Fitchburg, WI 53719	29	29	\$1,143.76	R	50%	\$571.88	50%	\$571.88		
062-4056-2	5768 Monticello Way	Jaime & Steven Karlic	5768 Monticello Way	Fitchburg, WI 53719	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28		
062-4023-1	5804 Monticello Way	Michael & Michele Van Hecker	5804 Monticello Way	Fitchburg, WI 53719	17	17	\$670.48	R	50%	\$335.24	50%	\$335.24		
062-4559-4	5816 Monticello Way	Robert Helgren	5816 Monticello Way	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64		
062-4416-6	5823 Monticello Way	Kirstin & Joseph Bugni	5823 Monticello Way	Fitchburg, WI 53719	40	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80		
062-4537-0	5824 Monticello Way	Jeffery Scarafia	1733 Waters Ridge Dr	Newburgh, IN 47630	15	15	\$591.60	R	50%	\$295.80	50%	\$295.80		
062-4449-7	5835 Monticello Way	Alvin & Margo Barcheski	5835 Monticello Way	Fitchburg, WI 53719	26	26	\$1,025.44	R	50%	\$512.72	50%	\$512.72		
062-4504-9	5836 Monticello Way	Lindzee & Shonn Gibson	5836 Monticello Way	Fitchburg, WI 53719	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48		
062-4460-2	5839 Monticello Way	Kenneth Olson & Susan Gilbertson	5839 Monticello Way	Fitchburg, WI 53719	14	14	\$552.16	R	50%	\$276.08	50%	\$276.08		
062-4482-6	5844 Monticello Way	Charlene Crapser	5844 Monticello Way	Fitchburg, WI 53719	8	8	\$315.52	R	50%	\$157.76	50%	\$157.76		
062-4471-9	5845 Monticello Way	Colin & Rebeca Schenck	5845 Monticello Way	Fitchburg, WI 53719	10	10	\$394.40	R	50%	\$197.20	50%	\$197.20		
162-3115-1	2686 Osmundsen Rd	Randall Hess	2985 Triverton Pike Unit 200	Fitchburg, WI 53711	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92		
093-4598-0	2703 Osmundsen Rd	William & Linda Wilson	2703 Osmundsen Rd	Fitchburg, WI 53711	25	25	\$986.00	R	50%	\$493.00	50%	\$493.00		
093-4609-6	2707 Osmundsen Rd	Michael & Kathleen Walker	2707 Osmundsen Rd	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60		
093-4763-9	2725 Osmundsen Rd	Steven & Lynn Smilie	2725 Osmundsen Rd	Fitchburg, WI 53711	47	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80		
093-4774-6	2731 Osmundsen Rd	John & Susan Easterday	2731 Osmundsen Rd	Fitchburg, WI 53711	21	21	\$828.24	R	50%	\$414.12	50%	\$414.12		
093-4274-1	2735 Osmundsen Rd	Jeffery & Krishna Erdahl	2735 Osmundsen Rd	Fitchburg, WI 53711	7	7	\$276.08	R	50%	\$138.04	50%	\$138.04		
062-4045-5	2487 Tanager Trail	Allen & Mary Koscielniak	2487 Tanager Trl	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60		

**EXHIBIT A
FINAL ASSESSMENT SCHEDULE
2015 STREET RESURFACING, CURB AND GUTTER REPLACEMENT
PROJECT No. 15-SR-101-0**

PARCEL		OWNER	MAILING ADDRESS		Final Cost							
PARCEL No. 225/0609	ADDRESS	NAME	Address	CITY, STATE, ZIP	Measured C&G Linear FT	Assessable Linear FT	Total Cost \$39.44		Resident Assessment \$19.72		City Portion \$19.72	
062-6632-0	5722 Richmond Dr	Pedro Pinto & Ronni Rogers	5722 Richmond Dr	Fitchburg, WI 53719	27	27	\$1,064.88	R	50%	\$532.44	50%	\$532.44
062-6599-2	5734 Richmond Dr	Keith Rabiola & Jennifer Fenne	5734 Richmond Dr	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
062-6588-5	5738 Richmond Dr	Jones TR	5738 Richmond Dr	Fitchburg, WI 53719	49	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
062-6163-8	5742 Richmond Dr	Goodison Living TR, Frank & Helga	5742 Richmond Dr	Fitchburg, WI 53719	45	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
062-6141-4	5750 Richmond Dr	Leland Lemens & Marilyn Franke-Lemens	5750 Richmond Dr	Fitchburg, WI 53719	34	34	\$1,340.96	R	50%	\$670.48	50%	\$670.48
062-6130-7	5754 Richmond Dr	Antonio Antezana	5754 Richmond Dr	Fitchburg, WI 53719	22	22	\$867.68	R	50%	\$433.84	50%	\$433.84
062-6119-2	5758 Richmond Dr	June Coleman	5758 Richmond Dr	Fitchburg, WI 53719	35	35	\$1,380.40	R	50%	\$690.20	50%	\$690.20
062-4232-8	5773 Richmond Dr	James Tewes & Elizabeth Blair	5773 Richmond Dr	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
062-4155-2	5774 Richmond Dr	Gerard & Darlene Meinholz	5774 Richmond Dr	Fitchburg, WI 53719	16	16	\$631.04	R	50%	\$315.52	50%	\$315.52
062-4144-5	5778 Richmond Dr	Krystle & Joseph Marks	5778 Richmond Dr	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
TOTAL C&G:					931	908	\$35,811.52			\$17,905.76		\$17,905.76

All property owners and mailing address information was obtained on September 29, 2015 from Access Dane Geographic and Land Information. Curb and gutter assessments may not be exceed 40 linear feet per policy.

Steve Arnold, Mayor
Introduced By

Public Works
Prepared by

Board of Public Works, Finance
Referred to

October 27, 2015
Date

RESOLUTION R-110-15
FINAL RESOLUTION EXERCISING POLICE POWERS AND LEVYING SPECIAL ASSESSMENTS FOR 2015 CURB AND GUTTER REPLACEMENT IN THE CITY OF FITCHBURG, WISCONSIN

WHEREAS, on March 24, 2015, the Common Council of the City of Fitchburg adopted resolution No R-33-15 declaring its intent to exercise its police power under Wis. Stat. §66.0703 (7), and section 10.213-10.216 of the Fitchburg General Ordinances to levy special assessments for special benefits conferred upon properties within the following Assessment District for the cost of replacing defective curb and gutter on streets in the 2015 Street Resurfacing contract in the City of Fitchburg.

ASSESSMENT DISTRICT

All properties with defective curb and gutter as identified by the City Engineer fronting Monticello Way from S. Whitney Way to City Limits, Tanager Trail, Richmond Drive, Marledge Street from Raritan Road to 200' south of Barbara Drive, Osmundsen Road from Devoro Road to Lacy Road, and Osmundsen Road from Lacy Road to Stanbrook Road.

WHEREAS, pursuant to said resolution a report was filed by the City Engineer in the office of the City Clerk, notice thereof was duly given to the public and to owners of affected properties, and the Board of Public Works on August 17, 2015, held a public hearing at the Fitchburg City Hall for purposes of hearing all persons interested concerning the preliminary resolution and report on the proposed assessments; and

WHEREAS, all work described in Resolution No. R-33-15 has been completed and a final report of the direct and indirect costs of the improvements and proposed final assessments has been filed in the office of the City Clerk by the City Engineer; and

WHEREAS, the report of the engineer shows that the final assessments do not exceed by ten percent (10%) or more the preliminary assessments in the preliminary report heard by the Board of Public Works on August 17, 2015, as above described;

NOW, THEREFORE BE IT HEREBY RESOLVED, the Common Council of the City of Fitchburg, Wisconsin, pursuant to the authority vested in it by Wis. Stat. 62.11(5) and 66.0703(7) hereby resolve as follows:

1. The final report of the City Engineer pertaining to the construction of 2015 Curb and Gutter Replacement in the above-described Assessment District is hereby adopted and approved.
2. Payment for the improvements described in paragraph 1 shall be made by assessing the costs to the properties and in the amounts indicated in the report as shown on Exhibit A attached hereto which is incorporated herein as if fully set forth.

3. The assessments shown on the attached Exhibit A represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

4. The assessments may be paid to the City Clerk in cash within sixty (60) days from the adopted date of this resolution or in equal annual installments of principal as follows:

- a. If the assessment is less than \$500.00, the assessment shall be paid in one (1) annual installment.
- b. If the assessment is at least \$500.00 but less than \$999.00, the assessment shall be paid in three (3) installments.
- c. If the assessment is at least \$1000.00 but less than \$4,999.00, the assessment shall be paid in five (5) annual installments.
- d. If the assessment is greater than \$5000.00, the assessment shall be paid in seven (7) annual installments.

Upon sale or transfer of the property any outstanding balances are due. Deferred principal payments shall bear interest on the unpaid balance at the rate of 2.5% per annum from January 1, 2016. Installments not paid when due shall bear additional interest on the amount due at the rate of 18% per annum. Partial payments received on or before ninety days from the adopted date of this resolution shall be applied to the principal amount due and installments reduced pro-rata.

5. The unpaid balance of principal of any assessment levied hereby and interest thereon shall be a lien upon the assessed property from the date of adoption of this resolution.

6. The City Clerk shall publish this resolution and an installment assessment notice as Class 1 Notices in the City's official newspaper and mail a copy of this resolution and a statement of the final assessment against each property, together with an installment assessment notice, to the owner of every property whose name appears on the assessment roll and whose post office address is known or can with reasonable diligence be ascertained.

Adopted this 10th day of November, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

**2015 STREET RESURFACING
CURB & GUTTER REPLACEMENT
PRELIMINARY ASSESSMENT REPORT
PROJECT NO. 15-SR-101-0**



**City of Fitchburg
Department of Public Works
5520 Lacy Road
Fitchburg, WI 53711
Dane County
Wisconsin**

Introduction

This report is required by the Common Council of the City of Fitchburg as per Resolution Number R-33-15, declaring Intent to Exercise Special Assessment Powers. It is submitted to the Common Council as a Preliminary Assessment Report for the replacement of deficient curb and gutter fronting Monticello Way from S. Whitney Way to City Limits, Tanager Trail, Richmond Drive, Marledge Street from Raritan Road to 200' south of Barbara Drive, Osmundsen Road from Devoro Road to Lacy Road, and Osmundsen Road from Lacy Road to Stanbrook Road.

This report contains the following:

- 1) Statement of Benefits
- 2) Opinion of Project Costs..... Table 1
- 3) Preliminary Assessment ScheduleExhibit A
- 4) Preliminary Assessment Resolution R-33-15Appendix A
- 5) Assessment District Boundary Map..... Appendix B

I. Statement of Benefits

The improvements will abut the properties within the proposed assessment districts as shown and described in Appendices A and B, respectively.

By correcting deficiencies in the existing curb and gutter, this will benefit the properties where the improvements are to be installed.

II. Opinion of Project Costs

The Opinion of Project Costs shown in Table 1 contains the estimated construction, engineering, and administrative costs.

EXHIBIT A
PRELIMINARY ASSESSMENT SCHEDULE
2015 STREET RESURFACING, CURB AND GUTTER REPLACEMENT
PROJECT No. 15-SR-101-0

PARCEL No. 225/0609	PARCEL ADDRESS	OWNER NAME	MAILING ADDRESS		Measured C&G Linear FT	Assessable Linear FT	Total Cost \$39.44	Preliminary Assessment				
			Address	CITY, STATE, ZIP				Resident Assessment		City Portion		
								\$19.72		\$19.72		
093-6489-8	5739 Barbara Dr	Tanya & Joseph Lourigan	5739 Barbara Dr	Fitchburg, WI 53711	40	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
093-4477-6	5780 Lacy Rd	Fischer Living TR	5780 Lacy Rd	Fitchburg, WI 53711	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
093-6511-9	2701 Marledge St	David & Verna Carlson	2701 Marledge St	Fitchburg, WI 53711	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28
093-6533-3	2706 Marledge St	Daniel Giesler & Jacqueline Ramin	2706 Marledge St	Fitchburg, WI 53711	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28
093-6544-0	2712 Marledge St	Ryne & Phoebe Natzke	2712 Marledge St	Fitchburg, WI 53711	42	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
093-6478-1	2721 Marledge St	Rodney Bina & Coletta Mulvihill Bina	2721 Marledge St	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60
093-6577-1	2728 Marledge St	Richard & Joyce Nelson	2728 Marledge St	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60
093-6665-4	2744 Marledge St	Frank Novak & Kathleen Lange-Novak	2744 Marledge St	Fitchburg, WI 53711	23	23	\$907.12	R	50%	\$453.56	50%	\$453.56
093-6423-6	2745 Marledge St	Thomas & Patricia Farley	2745 Marledge St	Fitchburg, WI 53711	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48
093-6401-2	2753 Marledge St	Cheryl Hamilton	2753 Marledge St	Fitchburg, WI 53711	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48
062-6698-2	5744 Monticello Way	Jessica Smulka	5744 Monticello Way	Fitchburg, WI 53719	21	21	\$828.24	R	50%	\$414.12	50%	\$414.12
062-6062-0	5747 Monticello Way	David & Rebekah Kranjik	5747 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
062-6051-3	5748 Monticello Way	Kimberly Hurley	5748 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
062-6040-6	5752 Monticello Way	Wade & Shelley Whitmus	5752 Monticello Way	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
062-6095-1	5759 Monticello Way	Christopher & Paige Jany	5759 Monticello Way	Fitchburg, WI 53719	31	31	\$1,222.64	R	50%	\$611.32	50%	\$611.32
062-6018-4	5760 Monticello Way	Mary Becker	5760 Monticello Way	Fitchburg, WI 53719	23	23	\$907.12	R	50%	\$453.56	50%	\$453.56
062-6106-7	5763 Monticello Way	Kimberly Knoche	5763 Monticello Way	Fitchburg, WI 53719	31	31	\$1,222.64	R	50%	\$611.32	50%	\$611.32
062-6007-7	5764 Monticello Way	James & Margaret Newberry	5764 Monticello Way	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
062-4067-9	5767 Monticello Way	Jacqueline Captain	5767 Monticello Way	Fitchburg, WI 53719	29	29	\$1,143.76	R	50%	\$571.88	50%	\$571.88
062-4056-2	5768 Monticello Way	Jaime & Steven Karlic	5768 Monticello Way	Fitchburg, WI 53719	24	24	\$946.56	R	50%	\$473.28	50%	\$473.28
062-4023-1	5804 Monticello Way	Michael & Michele Van Hecker	5804 Monticello Way	Fitchburg, WI 53719	17	17	\$670.48	R	50%	\$335.24	50%	\$335.24
062-4559-4	5816 Monticello Way	Robert Helgren	5816 Monticello Way	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
062-4416-6	5823 Monticello Way	Kirstin & Joseph Bugni	5823 Monticello Way	Fitchburg, WI 53719	40	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
062-4537-0	5824 Monticello Way	Jeffery Scarafia	5824 Monticello Way	Fitchburg, WI 53719	15	15	\$591.60	R	50%	\$295.80	50%	\$295.80
062-4449-7	5835 Monticello Way	Alvin & Margo Barcheski	5835 Monticello Way	Fitchburg, WI 53719	26	26	\$1,025.44	R	50%	\$512.72	50%	\$512.72
062-4504-9	5836 Monticello Way	Lindzee & Shonn Gibson	5836 Monticello Way	Fitchburg, WI 53719	9	9	\$354.96	R	50%	\$177.48	50%	\$177.48
062-4460-2	5839 Monticello Way	Kenneth Olson & Susan Gilbertson	5839 Monticello Way	Fitchburg, WI 53719	14	14	\$552.16	R	50%	\$276.08	50%	\$276.08
062-4482-6	5844 Monticello Way	Charlene Crapser	5844 Monticello Way	Fitchburg, WI 53719	8	8	\$315.52	R	50%	\$157.76	50%	\$157.76
062-4471-9	5845 Monticello Way	Colin & Rebeca Schenck	5845 Monticello Way	Fitchburg, WI 53719	10	10	\$394.40	R	50%	\$197.20	50%	\$197.20
162-3115-1	2686 Osmundsen Rd	Randall Hess	2985 Triverton Pike Unit 200	Fitchburg, WI 53711	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
093-4598-0	2703 Osmundsen Rd	William & Linda Wilson	2703 Osmundsen Rd	Fitchburg, WI 53711	25	25	\$986.00	R	50%	\$493.00	50%	\$493.00
093-4609-6	2707 Osmundsen Rd	Michael & Kathleen Walker	2707 Osmundsen Rd	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60
093-4763-9	2725 Osmundsen Rd	Steven & Lynn Smilie	2725 Osmundsen Rd	Fitchburg, WI 53711	47	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
093-4774-6	2731 Osmundsen Rd	John & Susan Easterday	2731 Osmundsen Rd	Fitchburg, WI 53711	21	21	\$828.24	R	50%	\$414.12	50%	\$414.12
093-4274-1	2735 Osmundsen Rd	Jeffery & Krishna Erdahl	2735 Osmundsen Rd	Fitchburg, WI 53711	7	7	\$276.08	R	50%	\$138.04	50%	\$138.04
062-4045-5	2487 Tanager Trail	Allen & Mary Koscielniak	2487 Tanager Trl	Fitchburg, WI 53711	5	5	\$197.20	R	50%	\$98.60	50%	\$98.60

EXHIBIT A
PRELIMINARY ASSESSMENT SCHEDULE
2015 STREET RESURFACING, CURB AND GUTTER REPLACEMENT
PROJECT No. 15-SR-101-0

PARCEL		OWNER	MAILING ADDRESS		Preliminary Assessment							
PARCEL No. 225/0609	ADDRESS	NAME	Address	CITY, STATE, ZIP	Measured C&G Linear FT	Assessable Linear FT	Total Cost \$39.44		Resident Assessment \$19.72		City Portion \$19.72	
062-6632-0	5722 Richmond Dr	Pedro Pinto & Ronni Rogers	5722 Richmond Dr	Fitchburg, WI 53719	27	27	\$1,064.88	R	50%	\$532.44	50%	\$532.44
062-6599-2	5734 Richmond Dr	Keith Rabiola & Jennifer Fenne	5734 Richmond Dr	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
062-6588-5	5738 Richmond Dr	Jones TR	5738 Richmond Dr	Fitchburg, WI 53719	49	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
062-6163-8	5742 Richmond Dr	Goodison Living TR, Frank & Helga	5742 Richmond Dr	Fitchburg, WI 53719	45	40	\$1,577.60	R	50%	\$788.80	50%	\$788.80
062-6141-4	5750 Richmond Dr	Leland Lemens & Marilyn Franke-Lemens	5750 Richmond Dr	Fitchburg, WI 53719	34	34	\$1,340.96	R	50%	\$670.48	50%	\$670.48
062-6130-7	5754 Richmond Dr	Antonio Antezana	5754 Richmond Dr	Fitchburg, WI 53719	22	22	\$867.68	R	50%	\$433.84	50%	\$433.84
062-6119-2	5758 Richmond Dr	June Coleman	5758 Richmond Dr	Fitchburg, WI 53719	35	35	\$1,380.40	R	50%	\$690.20	50%	\$690.20
062-4232-8	5773 Richmond Dr	Steven Peterson	5773 Richmond Dr	Fitchburg, WI 53719	11	11	\$433.84	R	50%	\$216.92	50%	\$216.92
062-4155-2	5774 Richmond Dr	Gerard & Darlene Meinholz	5774 Richmond Dr	Fitchburg, WI 53719	16	16	\$631.04	R	50%	\$315.52	50%	\$315.52
062-4144-5	5778 Richmond Dr	Krystle & Joseph Marks	5778 Richmond Dr	Fitchburg, WI 53719	12	12	\$473.28	R	50%	\$236.64	50%	\$236.64
TOTAL C&G:					931	908	\$35,811.52			\$17,905.76		\$17,905.76

All property owners and mailing address information was obtained on August 5, 2015 from Access Dane Geographic and Land Information. Curb and gutter assessments may not be exceed 40 linear feet per policy.

Shawn Pfaff, Mayor
Introduced By

Public Works
Prepared by

Board of Public Works, Finance
Referred to

March 10, 2015
Date

**RESOLUTION R-33-15
PRELIMINARY ASSESSMENT RESOLUTION FOR
2015 RESURFACING CURB AND GUTTER REPLACEMENT**

Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers Under Municipal Police Powers pursuant to §66.0701 Wisconsin Statutes, and Fitchburg Code of Ordinances Section 10-215 for the cost of replacing defective curb and gutter on streets in the 2015 Street Improvements contract in the City of Fitchburg.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Common Council of the City of Fitchburg, Dane County, Wisconsin that

1. The Common Council hereby declares its intention to exercise its police power under Sec. 66.0703 Wis. Stats. as incorporated in Section 10-215 of the Fitchburg Ordinances, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by replacement of defective curb and gutter.
2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICT

All properties with defective curb and gutter as identified by the City Engineer fronting Monticello Way from S. Whitney Way to City Limits, Tanager Trail, Richmond Drive, Marledge Street from Raritan Road to 200' south of Barbara Drive, Osmundsen Road from Devoro Road to Lacy Road, and Osmundsen Road from Lacy Road to Stanbrook Road.

3. The City Council hereby determines that the improvements constitute an exercise of the police power for the health, safety and welfare of the public.
4. The total amount assessed against the properties in the defined assessment district shall not exceed 100% of the City's direct and indirect costs of the improvements including, but not limited to, actual construction costs and related costs of engineering and legal services, administrative expense and borrowing costs related to the project.
5. The assessment against any parcel may be paid in cash or equal annual installments in accordance with schedule below, with interest on the unpaid balance at one percent (1%) over the City's borrowing rate. If the installment method is selected the remaining balance is due at time of transfer or sale of ownership of parcel.
Assessment Schedule:
 - a. If the assessment is less than \$500.00, the assessment shall be paid in one (1) annual installment.
 - b. If the assessment is at least \$500.00 but less than \$999.00, the assessment shall be paid in up to three (3) annual installments.

Appendix B

APPENDIX A

- c. If the assessment is at least \$1000.00 but less than \$4,999.00, the assessment shall be paid in up to five (5) annual installments.
 - d. If the assessment is greater than \$5000.00, the assessment may be paid in seven (7) or more annual installments.
6. The City Engineer shall prepare a Preliminary Assessment Report which shall consist of:
 - a. Plans and specifications for the improvements.
 - b. An estimate of the entire direct and indirect cost of the improvements.
 - c. A schedule of the proposed assessments as to each parcel of property within the defined assessment district.
 - d. A statement that the respective properties against which the assessments are proposed are benefitted.
7. When the Preliminary Assessment Report is completed, the City Engineer shall file a copy of the Report with the City Clerk for public inspection.
8. Upon receiving the report of the City Engineer, the Clerk shall cause notice to be given pursuant to § 66.0703(7) Wisconsin Statutes, stating the nature of the proposed improvement, the general boundary lines of the proposed assessment district, the time and place at which the report may be inspected, and the time and place of the public hearing on the matter contained in the Preliminary Resolution and the Report. The notice shall be published as a Class 1 notice under Wis. Stat. Ch. 985 and a copy shall be mailed at least ten (10) days before the hearing, to every interested person whose post office address is known or can be ascertained with reasonable diligence.
9. The hearing shall be held before the Board of Public Works April 6, 2015 or at a later date at a time set by the City Clerk in accordance with § 66.0703(7) Wis. Stats.

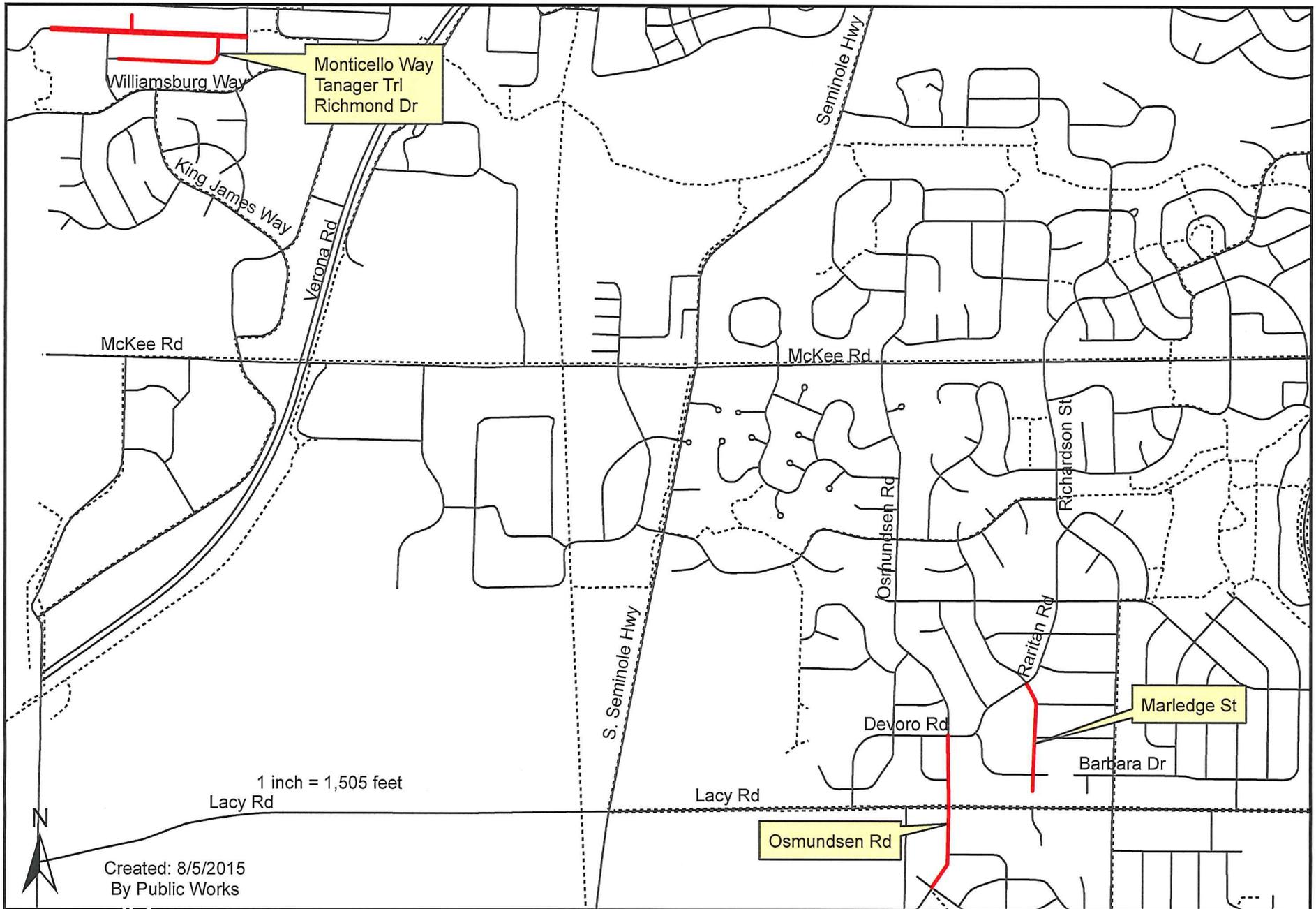
Adopted this 24th day of March, 2015.

Approved By: 
Shawn Pfaff, Mayor

Attested By: 
Patti Anderson, City Clerk



2015 Street Resurfacing Assessment District Boundary Map



Created: 8/5/2015
By Public Works

Steve Arnold, Mayor
Introduced By

Public Works
Prepared by

Board of Public Works, Finance
Referred to

October 27, 2015
Date

RESOLUTION R-110-15
FINAL RESOLUTION EXERCISING POLICE POWERS AND LEVYING SPECIAL
ASSESSMENTS FOR 2015 CURB AND GUTTER REPLACEMENT IN THE CITY OF
FITCHBURG, WISCONSIN

WHEREAS, on March 24, 2015, the Common Council of the City of Fitchburg adopted resolution No R-33-15 declaring its intent to exercise its police power under Wis. Stat. §66.0703 (7), and section 10.213-10.216 of the Fitchburg General Ordinances to levy special assessments for special benefits conferred upon properties within the following Assessment District for the cost of replacing defective curb and gutter on streets in the 2015 Street Resurfacing contract in the City of Fitchburg.

ASSESSMENT DISTRICT

All properties with defective curb and gutter as identified by the City Engineer fronting Monticello Way from S. Whitney Way to City Limits, Tanager Trail, Richmond Drive, Marledge Street from Raritan Road to 200' south of Barbara Drive, Osmundsen Road from Devoro Road to Lacy Road, and Osmundsen Road from Lacy Road to Stanbrook Road.

WHEREAS, pursuant to said resolution a report was filed by the City Engineer in the office of the City Clerk, notice thereof was duly given to the public and to owners of affected properties, and the Board of Public Works on August 17, 2015, held a public hearing at the Fitchburg City Hall for purposes of hearing all persons interested concerning the preliminary resolution and report on the proposed assessments; and

WHEREAS, all work described in Resolution No. R-33-15 has been completed and a final report of the direct and indirect costs of the improvements and proposed final assessments has been filed in the office of the City Clerk by the City Engineer; and

WHEREAS, the report of the engineer shows that the final assessments do not exceed by ten percent (10%) or more the preliminary assessments in the preliminary report heard by the Board of Public Works on August 17, 2015, as above described;

NOW, THEREFORE BE IT HEREBY RESOLVED, the Common Council of the City of Fitchburg, Wisconsin, pursuant to the authority vested in it by Wis. Stat. 62.11(5) and 66.0703(7) hereby resolve as follows:

1. The final report of the City Engineer pertaining to the construction of 2015 Curb and Gutter Replacement in the above-described Assessment District is hereby adopted and approved.

2. Payment for the improvements described in paragraph 1 shall be made by assessing the costs to the properties and in the amounts indicated in the report as shown on Exhibit A attached hereto which is incorporated herein as if fully set forth.

3. The assessments shown on the attached Exhibit A represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

4. The assessments may be paid to the City Clerk in cash within sixty (60) days from the adopted date of this resolution or in equal annual installments of principal as follows:

- a. If the assessment is less than \$500.00, the assessment shall be paid in one (1) annual installment.
- b. If the assessment is at least \$500.00 but less than \$999.00, the assessment shall be paid in three (3) installments.
- c. If the assessment is at least \$1000.00 but less than \$4,999.00, the assessment shall be paid in five (5) annual installments.
- d. If the assessment is greater than \$5000.00, the assessment shall be paid in seven (7) annual installments.

Upon sale or transfer of the property any outstanding balances are due. Deferred principal payments shall bear interest on the unpaid balance at the rate of 2.5% per annum from January 1, 2016. Installments not paid when due shall bear additional interest on the amount due at the rate of 18% per annum. Partial payments received on or before ninety days from the adopted date of this resolution shall be applied to the principal amount due and installments reduced pro-rata.

5. The unpaid balance of principal of any assessment levied hereby and interest thereon shall be a lien upon the assessed property from the date of adoption of this resolution.

6. The City Clerk shall publish this resolution and an installment assessment notice as Class 1 Notices in the City's official newspaper and mail a copy of this resolution and a statement of the final assessment against each property, together with an installment assessment notice, to the owner of every property whose name appears on the assessment roll and whose post office address is known or can with reasonable diligence be ascertained.

Adopted this 10th day of November, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by: Mayor
Direct Referral Approved by: Mayor

Date Referred: **Nov. 10, 2015**
Date to Report Back: **Nov. 10, 2015**

Ordinance Number:
Resolution Number: **R-123-15**

Sponsored by: Mayor

Drafted by: Public Works

TITLE: QUARRY VISTA OUTLOT 1 ACCEPTANCE

Background: The subdivider has obtained previous approvals for public improvements for the Quarry Vista Plat, excluding Outlots 1 and 5. The necessary grading is complete now on Outlot 1 and is proposed to be restored by the November 2, 2015 board of public works meeting.

This resolution will allow building permits to be issued for construction on Lots 1 through 15 in Quarry Vista upon completion of the public improvements.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Board of Public Works – Direct Referred	Horton	November 2, 2015	Approved
2				
3				

Amendments:

Stephen L. Arnold, Mayor
Direct Referred By

Public Works
Drafted By

Board of Public Works
Committee

November 2, 2015
Date

RESOLUTION R-123-15
QUARRY VISTA OUTLOT 1 ACCEPTANCE

WHEREAS, on June 9, 2015, Hamm Fam Land, LLC (“Subdivider”) and the City of Fitchburg (the “City”), entered into a contract (the “Contract”) for subdivision improvements in the Plat of Quarry Vista in the City of Fitchburg (the “Plat”); and

WHEREAS, the City Engineer has inspected and conditionally approved the subdivision improvements for Lots 1 through 15 and the utility improvements on Outlots 1 and 5 of the Plat as being in the condition called for by the Contract; and

WHEREAS, the Subdivider has agreed to furnish security equivalent to fees in lieu of park dedication for Outlot 5 in the amount of \$30,153, until such time that all required public improvements on this outlot are complete and accepted by the City; and

WHEREAS, all required sanitary sewer charges and other charges and fees have been or will be paid and deposited, and land dedication made as required by said Contract; and,

WHEREAS, affidavits, evidencing that there are no claims, actions, or demands for damages based upon contract or tort arising out of or in any way relating to the Plat and that no monies are owed to any surveyor, mechanic, subcontractor, materialman or laborer for the project and no such claims, actions or demands, will be filed subsequent to approval of this resolution; and,

WHEREAS, the Subdivider has agreed to provide security to insure said improvements in the Plat against defects in materials and workmanship for one year subsequent to compliance with the terms of the Contract and this Resolution and otherwise to comply with the terms of the Resolution and the Contract.

NOW, THEREFORE, BE IT HEREBY RESOLVED, The Common Council of the City of Fitchburg, Dane County, Wisconsin, hereby accepts the municipal improvements as constructed in the Plat and easements for Lots 1 through 15 and the utility improvements as constructed in the plat and easements on Outlots 1 and 5 subject to: (a) filing of affidavits and lien waivers with the City Engineer evidencing that there are no claims, actions or demands for damages arising out of or in any way relating to the project and that no monies are owed to any surveyor, mechanic, contractor, subcontractor, materialman or laborer and no such claims, actions or demands will be filed by the City Clerk, (b) that sufficient security, satisfactory to the City Engineer, City Attorney and Mayor has been posted pursuant to the Contract to guarantee against defects in materials and workmanship in the improvements

hereby accepted for a period of one year following compliance with the terms and conditions of this Resolution; (c) timely payment by Subdivider of all outstanding engineering, inspection, consulting, legal fees, and other outstanding expenses and administrative costs incurred by the City as outlined in the contract; (d) verification by the City Administrator that all outstanding invoice charges related to the Plat, including legal and engineering fees, have been paid by the Subdivider; and (e) Subdivider furnishing security for Outlot 5 until such time that all required public improvements on this outlot are complete and accepted by the City.

BE IT FURTHER RESOLVED, Upon compliance with all above conditions, the City accepts for public use all improvements and dedication in the Plat and the Mayor and City Clerk may execute the required acceptances on behalf of the City.

Adopted by the Common Council of the City of Fitchburg this _____ day of November, 2015.

Approved By: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

DATE: 11/5/2015
TO: Finance Committee
FROM: Finance Department
RE: Review of All Checks Issued and P-Card Transactions

<u>Checks</u>	<u>Description</u>		<u>Batch</u>	<u>Amount</u>
<u>Dated</u>			<u>Check Nos.</u>	
10/28/2015	Weekly Batch	A	112223-112250	\$51,847.89
10/29/2015	Pre-Approval	B	112251	\$488,543.57
10/30/2015	Finance Approval	C	112252-112253	\$218,380.23
11/4/2015	Weekly Batch	D	112254-112284	\$14,925.11
			Check Total	\$773,696.80

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **October 13, 2015** Ordinance Number:
 Date to Report Back: **November 10, 2015** Resolution Number: **R-113-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: APPROVING CONTRACT AMENDMENT WITH SEH FOR ARCHITECTURAL/ENGINEERING SERVICES A GEO-THERMAL SYSTEM FOR THE WEST FIRE STATION BUILDING

Background: Oversight committee has decided to use a geo-thermal system which requires an increase in the architectural and design services agreement with SEH.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Dodge	11/10/2015	
2				
3				
4				

Amendments:



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: Finance Committee
From: Thomas D. Hovel
Date: November 2, 2015
Subject: West Fire Station Design Services Amendment

The request for an amendment to the design contract for the west fire station for geo-thermal services was tabled pending additional information on firm selection, payback and the borings.

Relative to firm selection, the contract amendment is the provision of services by Sustainable Engineering Group (SEG) to design the geo-thermal field. SEG is a sub-consultant to the project architect, SEH. Hence the agreement is with SEH. The architect has worked with SEG in the past. The services for the architect went through a RFP process; the sub-consultants have been chosen by the architect and not gone through such a process. The architect noted that he recalled attempting to get a price from a different firm, but received no response. We did get two quotes for the test bore, and SEG was the lower of the two quotes. Please note, that the architect made an error and the increase for the geo-thermal is actually \$24,530, not the previously provided \$40480. The resolution has been updated to reflect this amount.

Second, in regard to payback I spoke with Jon Evans of SEG on October 28. He noted that the cost premium for a geothermal system is about \$100,000 above a conventional Variable Air Volume (VAV) system. Mr. Evans noted estimated that annual savings from a geo-thermal system compared to the VAV system would be about \$10,000 per year. With a system estimate of \$100,000 and adding in the fees and the test bore, the estimated cost comes to \$135,680. This would mean a payback of about 14 years. The geo-thermal bore field has a 50 year pipe warranty, although the life span of the bore field components is estimated at 100 years. Mr. Evans has noted that when you factor in maintenance savings, utility cost increases, and equipment replacement a typical payback is two to three years sooner than the simple payback calculation.

Third, a test bore and report were completed in September. Given the estimated building loads received from the design team at the time of the report (September 2015), there is the need for 16 bores each at 400' deep. A bore field report is attached.

For your information, the Oversight Committee has also decided to pursue the following:
LED lighting, with an estimated simple payback of less than five years
Solar hot water, with simple payback estimated at 25 years.
Structure for future photo-voltaic, at a cost estimated to be less than \$10,000.

Formation & Thermal Conductivity Test Results Report

City of Fitchburg –
Northwest Firestation
Near Intersection of Marketplace Drive and Executive Drive

September 24, 2015

Prepared for:



Prepared by:



Introduction

Sustainable Engineering Group was requested to provide services for the execution of a formation and thermal conductivity test for the new ~20,000 ft² Fitchburg Northwest Fire Station located in Fitchburg, WI.

The formation and thermal conductivity test is used for sizing the geothermal field. The test consists of drilling a geothermal well to the desired depth and inserting an approved polyethylene u-bend assembly. The well is then sealed using an approved grouting material in the bore annulus. After a period of five days a control/data box and a generator is connected to the vertical loop. The control box then pumps heated water into the loop and the data logger records the geologic formations ability to accept and dissipate the heat. The results of the test will document the ground formation's thermal conductivity, thermal diffusivity, and undisturbed temperature. The results then allow the design team to more accurately size the geothermal field and ultimately reduce the installation cost.

The following figure illustrates the location of the test bore on the site plan. The test bore is located ~146' from the east side of the property (Marketplace Drive) and ~275' from the south side of the property (Executive Drive). Also shown is the approximate outline of the geothermal borefield that was sized based on the test bore results.

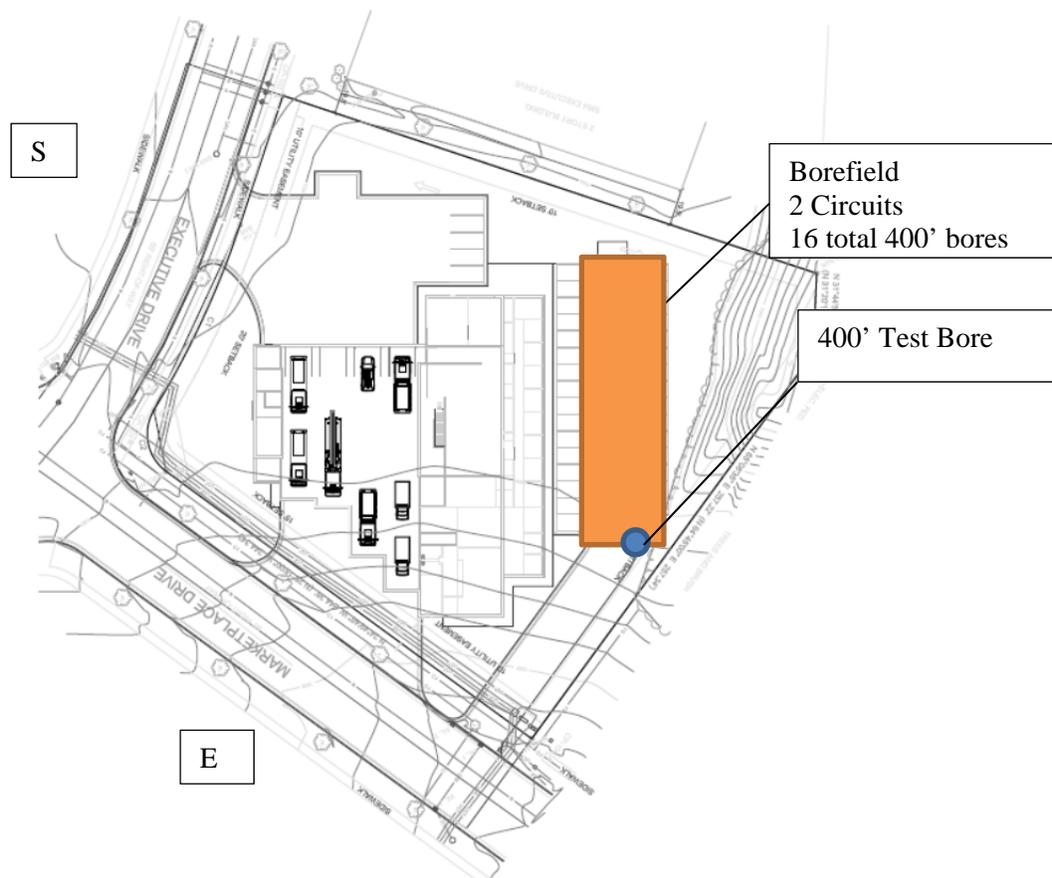


Figure 1. Site plan showing test bore location and proposed geothermal borefield relative to building.

Since only two circuits are needed, an exterior manifold vault could be eliminated if space in the building can be provided for the header manifold. Room for (4) 4" pipes would need to be provided in the south west corner. Manifold would run along west wall.

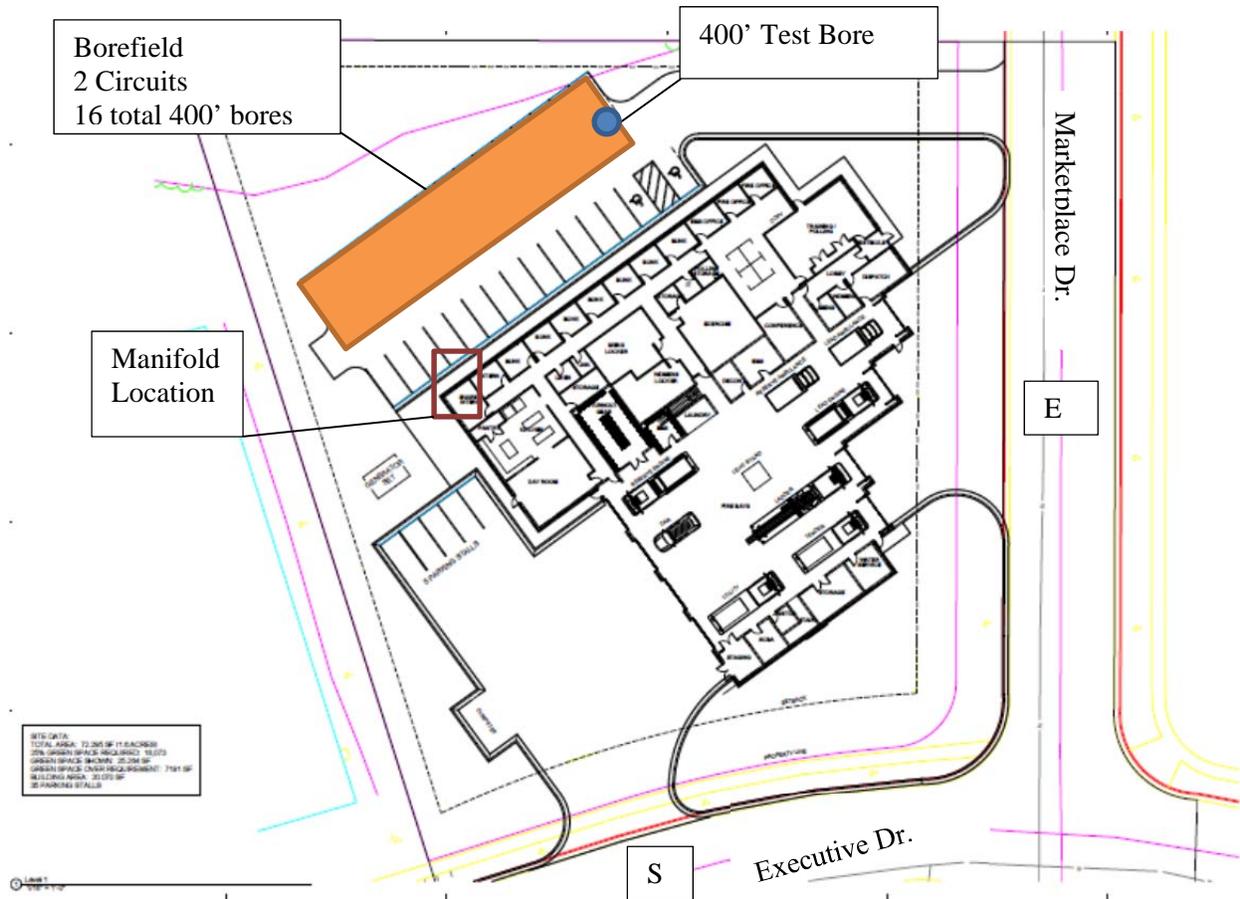


Figure 2. Options for Building Manifold Location (box shown in red)



Figure 3. Similar building manifold in Mt. Pleasant Village Hall & PD

Timeline

A summary of the geothermal test bore installation schedule can be seen below.

- Tuesday, September 1st, 2015
 - Sustainable Engineering Group went to site to review site conditions.
- Thursday, September 10th, 2015
 - Diggers hotline cleared site
- Monday, September 14th, 2015
 - Drilling started by Ground Source
- Wednesday, September 16th, 2015
 - Drilling completed by Ground Source
- Monday, September 21st, 2015
 - Data logger and test apparatus was connected to test bore and began recording data – Installed by GO Loop
- Wednesday, September 24th, 2015
 - Data collection complete. Data logger and test apparatus was removed by GO Loop
- Thursday, September 24th, 2015
 - Data analysis complete and test report submitted to design team.



Figure 4. Test bore location at site looking south

Results

The bore was started with a mud-rotary rig. The upper bore to 107' was drilled mud rotary. Due to fractures in the formation, drilling fluid loss was experienced at 45'. Therefore, 60' of 6" temporary casing was installed and the process continued with mud rotary after installing casing. Additional fluid loss at 107' and large amount of water use (due to fractures washing away drilling fluid and not being able to recirculate) caused the drilling crew to pause and assess the approach. Up to this point 7200 gallons water used to drill, which is much higher than typical.

The crew changed drill method to Air Rotary due to continuous fluid loss. The air rotary drilling technique in fractured formations produces water from the ground as opposed to requiring water from the surface. Bore produced considerable amounts of water while drilling air rotary. Drilled to 400' and installed u-bend loop. Bentonite chips were used at 107' fracture during grouting. Minimal grout settling occurred after 5 days after drilling.

Since this formation will require air rotary drilling to be economical, water management on the site during the drilling process will be critical and construction staging should be reviewed. During active drilling up to 100 gpm may need to be managed. It can be directed to the swale at the northwest area of the site, settled and clear water can be pumped to the storm drain. Ideally the bores would be drilled in the winter when the ground is frozen to minimize construction staging issues in the spring.

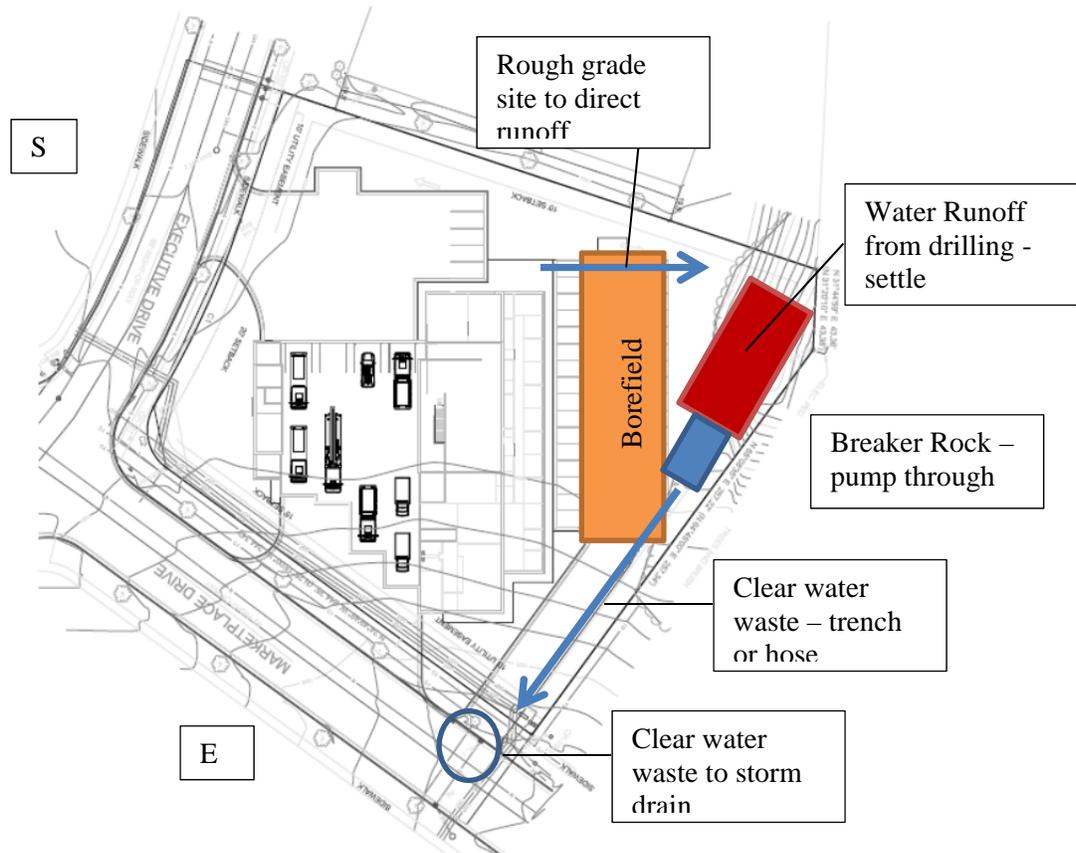


Figure 5. Options for water management during drilling

Overall, the results from the formation and thermal conductivity analysis show very good values for a 400' bore, which will reduce costs. High static water level provides for very good conductivity. The numeric values for the ground thermal conductivity, the ground thermal diffusivity, and the undisturbed ground temperature can be seen below. Detailed formation and conductivity report provided by GO Loop is attached to this report.

- Ground Thermal Conductivity: 2.22 Btu/ft-hr-°F
- Ground Thermal Diffusivity: 1.38 ft²/day
- Undisturbed Ground Temperature: 50.9°F

The following figure illustrates the estimated number of bores that would most likely be necessary for the installation of this facility at three different thermal conductivity values. A higher ground thermal conductivity value decreases the number of bores needed; and, therefore, the cost of installing a geothermal system. Average conductivity for a 400' bore is 1.8 – 1.9 with 2.0 being typical with a lot of ground water. A value of 2.22 is very good. Since the building is small the differences are not too dramatic, but the higher value is resulting in first cost savings from a smaller borefield (~\$10,000-\$15,000).

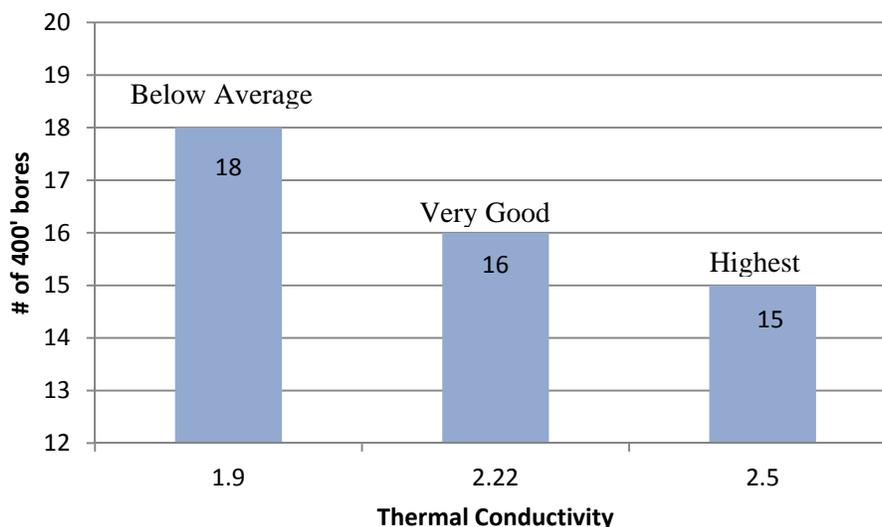


Figure 6. Ground Conductivity Comparison

Based on a 20,000 ft² area being conditioned by geothermal heat pumps with a peak load of 44 tons (16) 400' bores will be needed. The final quantity will be dependent on the building's heating and cooling loads, which are still being determined. Based on drilling conditions we are assuming drilling costs to install a borefield and lateral piping to the building will be \$17.50-\$18.00/LF.

- Our opinion of borefield cost drilled in spring 2016, assuming a header pit vault is not used (deduct \$15,000) and the test bore is reused (deduct \$5,000), is \$85,000 - \$95,000.
- If the borefield can be drilled over the winter of 2015/16 then our opinion of borefield cost is \$80,000-90,000. This reflects a \$0.50/LF drilling deduct.
- If it is desirable to carry a single number in the cost estimate use \$90,000.

SD Borefield Sizing Results

GSHPCalc Software - Version 5.0
Energy Information Services

Project Name: Fitchburg NW Firestation
Location: Fitchburg, WI
Job Number: 2015
Notes: 20000 sf.

Run Date: 9-24-15
By: JCE

Design Lengths * Heat Pump Series: ClimateMaster Tranquility 20 with ECM *****

Required BORE length with minimal groundwater movement = 6140 ft (384 ft/bore)
(Design based on HEATING mode - net annual heat extraction from ground)

Required BORE lengths with high rates of groundwater movement (or year 1)
Cooling: L= 5320 ft (333 ft/bore), Heating: L= 6100 ft (382 ft/bore)

Unit Inlet (cooling) = 90.0 degrees F
Unit Outlet (cooling) = 100.0 degrees F
Unit Inlet (heating) = 32.0 degrees F
Unit Outlet (heating) = 26.0 degrees F
Normal ground temp = 50.9 degrees F

Cooling Load/Demand = 533 kBtuh / 38 kW
Heating Load/Demand = 500 kBtuh / 37 kW
Cooling EER (Ht Pump/Sys) = 13.9 / 13.5
Heating COP (Ht Pump/Sys) = 4.0 / 3.9
Loop Pump Head/Flow Rate = 30 ft / 133 gpm
Loop Pump Power/Demand = 1.4 hp / 1.3 kW

Total Heat Pump Capacity = 574.3 kBtuh (cooling)
Total Heat Pump Capacity = 521.4 kBtuh (heating)

U-tube Diameter = 1.25 inch
Separation dist. = 20.0 ft
Grid = 2 wide by 8 deep
Grout Conductivity = 1.00 Btu/hr-ft- degrees F
Bore Diameter = 6.00 inches

Bore Resistance = 0.169 hr-ft-F/Btu
Ground Resistance (Cooling) = 0.349 hr-ft-F/Btu
Ground Resistance (Heating) = 0.356 hr-ft-F/Btu

Thermal Conductivity = 2.22 Btu/hr-ft-degrees F
Thermal Diffusivity = 1.38 ft²/day

Ground Temperature = 50.9 degrees F

Long Term Temperature Change of Ground (assume <25% is dry based on static water level at 60')

10 Year Values:

Percent of Formation that is Dry or Non-porous / Ground Field Temperature Change

<5% / 0.0 degrees F
25% / -0.1 degrees F
50% / -0.1 degrees F
75% / -0.1 degrees F
100% / -0.2 degrees F

25 Year Values:

Percent of Formation that is Dry or Non-porous / Ground Field Temperature Change

<5% / 0.0 degrees F
25% / -0.1 degrees F
50% / -0.1 degrees F
75% / -0.2 degrees F
100% / -0.3 degrees F

DNR Well Construction Report

Well Construction Report				WISCONSIN UNIQUE WELL NUMBER		YO475		State of WI - Private Water Systems-DG/5		Form 3300-077A																																																																																			
Property Owner				Telephone Number ()				Department of Natural Resources, Box 7921		(R. 7/10)																																																																																			
Mailing Address				City		State		Zip Code		1. Well Location																																																																																			
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County of Well Location		Co. Well Permit No.		Well Completion Date (mm-dd-yyyy)		Subdivision Name		Lot #		Block #																																																																																			
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(For example: home, barn, restaurant, church, school, industry, etc.)																																																																																													
4. Is the well located upslope or sideslope and not downslope from any contamination sources, including those on neighboring properties? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																																																													
Well located within 1,200 feet of a quarry? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, distance in feet from quarry: _____																																																																																													
Well located in floodplain? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																																																																													
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7. Grout or Other Sealing Material				From (ft.)		To (ft.)		Capped? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		12. Did you permanently abandon and fill all unused, noncomplying or unsafe wells on this property?																																																																																			
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DNR

Formation Thermal Conductivity Test and Data Analysis



**FORMATION THERMAL CONDUCTIVITY
TEST & DATA ANALYSIS**

TEST LOCATION **Fitchburg West Fire Station
Fitchburg, WI**

TEST DATE September 21-23, 2015

ANALYSIS FOR G.O. Loop
W11366 Blanecae Road
Randolph, WI 53956
Phone: (920) 326-2050
Fax: (920) 326-2051

TEST PERFORMED BY G.O. Loop

EXECUTIVE SUMMARY

A formation thermal conductivity test was performed at the Fitchburg West Fire Station site at a GPS location of N 43° 0.810' (latitude), W 89° 27.518' (longitude) in Fitchburg, Wisconsin. The vertical bore was completed on September 5, 2015 by G.O. Loop. Geothermal Resource Technologies' (GRTI) test unit was attached to the vertical bore on the afternoon of September 21, 2015.

This report provides an overview of the test procedures and analysis process, along with plots of the loop temperature and input heat rate data. The collected data was analyzed using the "line source" method and the following average formation thermal conductivity was determined.

Formation Thermal Conductivity = 2.22 Btu/hr-ft-°F

Due to the necessity of a thermal diffusivity value in the design calculation process, an estimate of the average thermal diffusivity was made for the encountered formation.

Formation Thermal Diffusivity ≈ 1.38 ft²/day

The undisturbed formation temperature for the tested bore was established from the initial loop temperature data collected at startup.

Undisturbed Formation Temperature ≈ 50.6-51.2°F

The formation thermal properties determined by this test do not directly translate into a loop length requirement (i.e. feet of bore per ton). These parameters, along with many others, are inputs to commercially available loop-field design software to determine the required loop length. Additional questions concerning the use of these results are discussed in the frequently asked question (FAQ) section at www.grti.com.

TEST PROCEDURES

The American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) has published recommended procedures for performing formation thermal conductivity tests in the ASHRAE HVAC Applications Handbook, Geothermal Energy Chapter. The International Ground Source Heat Pump Association (IGSHPA) also lists test procedures in their Design and Installation Standards. GRTI's test procedures meet or exceed those recommended by ASHRAE and IGSHPA, with the specific procedures described below:

Grouting Procedure for Test Loops – To ensure against bridging and voids, it is recommended that the bore annulus is uniformly grouted from the bottom to the top via tremie pipe.

Time Between Loop Installation and Testing – A minimum delay of five days between loop installation and test startup is recommended for bores that are air drilled, and a minimum waiting period of two days for mud rotary drilling.

Undisturbed Formation Temperature Measurement – The undisturbed formation temperature should be determined by recording the loop temperature as the water returns from the u-bend at test startup.

Required Test Duration – A minimum test duration of 36 hours is recommended, with a preference toward 48 hours.

Data Acquisition Frequency - Test data is recorded at five minute intervals.

Equipment Calibration/Accuracy – Transducers and datalogger are calibrated per manufacturer recommendations. Manufacturer stated accuracy of power transducers is less than $\pm 2\%$. Temperature sensor accuracy is periodically checked via ice water bath.

Power Quality – The standard deviation of the power should be less than or equal to 1.5% of the average power, with maximum power variation of less than or equal to 10% of the average power.

Input Heat Rate – The heat flux rate should be 51 Btu/hr (15 W) to 85 Btu/hr (25 W) per foot of installed bore depth to best simulate the expected peak loads on the u-bend.

Insulation – GRTI's equipment has 1 inch of foam insulation on the FTC unit and 1/2 inch of insulation on the hose kit connection. An additional 2 inches of insulation is provided for both the FTC unit and loop connections by insulating blankets.

Retesting in the Event of Failure – In the event that a test fails prematurely, a retest may not be performed until the bore temperature is within 0.5°F of the original undisturbed formation temperature or until a period of 14 days has elapsed.

DATA ANALYSIS

Geothermal Resource Technologies, Inc. (GRTI) uses the "line source" method of data analysis to determine the thermal conductivity of the formation. The line source method assumes an infinitely thin line source of heat in a continuous medium. A plot of the late-time temperature rise of the line source temperature versus the natural log of elapsed time will follow a linear trend. The linear slope is inversely proportional to the thermal conductivity of the medium. When a u-bend grouted in a borehole is used to inject heat into the ground at a constant rate in order to determine the average formation thermal conductivity, the test must be run long enough to allow the finite dimensions of the u-bend pipes and the grout to become insignificant. Experience has shown that approximately ten hours is required to allow the error of early test times and the effects of finite borehole dimensions to become insignificant.

In order to analyze real data from a formation thermal conductivity test, the average temperature of the water entering and exiting the u-bend heat exchanger is plotted versus the natural log of elapsed testing time. Using the Method of Least Squares, linear coefficients are then calculated to produce a line that fits the data. This procedure is repeated for various time intervals to ensure that variations in the power or other effects are not producing inaccurate results.

The calculated results are based on test bore information submitted by the driller/testing agency. GRTI is not responsible for inaccuracies in the results due to erroneous bore information. All data analysis is performed by personnel that have an engineering degree from an accredited university with a background in heat transfer and experience with line source theory. The test results apply specifically to the tested bore. Additional bores at the site may have significantly different results depending upon variations in geology and hydrology.

Through the analysis process, the collected raw data is converted to spreadsheet format (Microsoft Excel®) for final analysis. If desired, please contact GRTI and a copy of the data will be made available in either a hard copy or electronic format.

CONTACT: Chad Martin
Regional Managing Engineer
Asheville, NC
(828) 225-9166
cmartin@grti.com

THERMAL CONDUCTIVITY TEST DATA

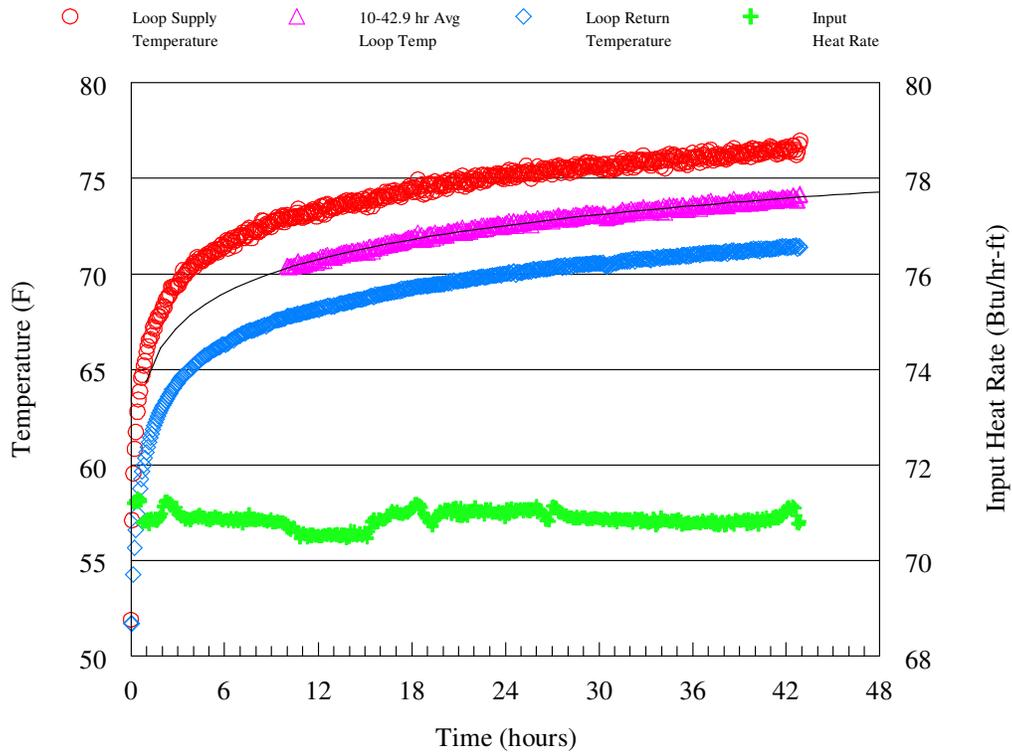


FIG. 1: TEMPERATURE & HEAT RATE DATA VS TIME

Figure 1 above shows the loop temperature and heat input rate data versus the elapsed time of the test. The temperature of the fluid supplied to and returning from the U-bend are plotted on the left axis, while the amount of heat supplied to the fluid is plotted on the right axis on a per foot of bore basis. In the test statistics below, calculations on the power data were performed over the analysis time period listed in the Line Source Data Analysis section.

SUMMARY TEST STATISTICS

Test Date	September 21-23, 2015
Undisturbed Formation Temperature	Approx. 50.6-51.2°F
Duration	42.9 hr
Average Voltage	239.1 V
Average Heat Input Rate	28,343 Btu/hr (8,305 W)
Avg Heat Input Rate per Foot of Bore	70.9 Btu/hr-ft (20.8 W/ft)
Calculated Circulator Flow Rate	11.1 gpm
Standard Deviation of Power	0.24%
Maximum Variation in Power	0.57%

LINE SOURCE DATA ANALYSIS

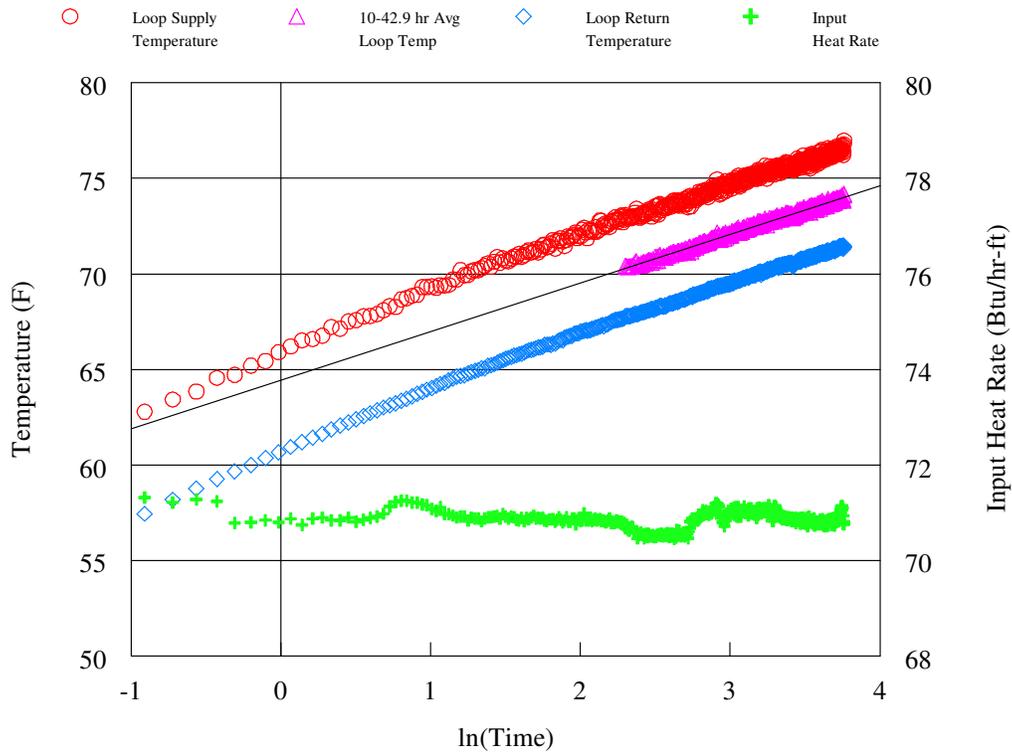


FIG. 2: TEMPERATURE & HEAT RATE VS NATURAL LOG OF TIME

The loop temperature and input heat rate data versus the natural log of elapsed time are shown above in Figure 2. The temperature versus time data was analyzed using the line source method (see page 3) in conformity with ASHRAE and IGSHA guidelines. A linear curve fit was applied to the average of the supply and return loop temperature data between 10 and 42.9 hr. The slope of the curve fit was found to be 2.55. The resulting thermal conductivity was found to be **2.22 Btu/hr-ft-°F**.

THERMAL DIFFUSIVITY

The reported drilling log for this test borehole indicated that the formation consisted of sand, gravel, cobbles, boulders, shale, and sandstone. Heat capacity values for shale and sandstone were calculated from specific heat and density values listed by Kavanaugh and Rafferty (Ground-Source Heat Pumps - Design of Geothermal Systems for Commercial and Institutional Buildings, ASHRAE, 1997). A weighted average of heat capacity values based on the indicated formation was used to determine an average heat capacity of 38.5 Btu/ft³-°F for the formation. A diffusivity value was then found using the calculated formation thermal conductivity and the estimated heat capacity. The thermal diffusivity for this formation was estimated to be **1.38 ft²/day**.

CERTIFICATE OF CALIBRATION

GRTI maintains calibration of the datalogger, current transducer and voltage transducer on a biannual schedule per the manufacturers recommendations. The components are calibrated by the manufacturer using recognized national or international measurement standards such as those maintained by the National Institute of Standards and Technology (NIST).

FTC Unit 204

DA Unit 19

PRIMARY EQUIPMENT		
COMPONENT	LAST CALIBRATION DATE	CALIBRATION DUE DATE
Datalogger	12/2/2014	12/2/2016
Current Transducer	12/5/2014	12/5/2016
Voltage Transducer	12/5/2014	12/5/2016

GRTI periodically verifies the combined temperature sensor/datalogger accuracy via an ice water bath. Temperature readings are simultaneously taken with a digital thermometer that has been calibrated using instruments traceable to NIST.

DATE	12/12/2014	3/9/2015		
THERMOCOUPLE 1 (°F)	32.1 32.1 32.1	32.1 32.1 32.0		
THERMOCOUPLE 2 (°F)	31.9 31.9 31.9	31.9 31.9 32.0		
THERMOCOUPLE 3 (°F)	32.0 32.0 32.0	31.9 31.9 31.9		
THERMOCOUPLE 4 (°F)	32.1 32.1 32.1	32.1 32.1 32.1		
DIGITAL THERMOMETER (°F)	32.1 32.0 32.0	32.1 32.1 32.0		

AIA[®] Document G802[™] – 2007

Amendment to the Professional Services Agreement

Amendment Number: 001 (Revised)

TO: Thomas Hovel
(Owner or Owner's Representative)

In accordance with the Agreement dated: February 13, 2015

BETWEEN the Owner:
(Name and address)
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

and the Architect:
(Name and address)
Short Elliott Hendrickson Inc. (SEH)
425 West Water Street, Suite 300
Appleton, WI 54911

for the Project:
(Name and address)
Northwest Fire Station

Authorization is requested

- to proceed with Additional Services.
- to incur additional Reimbursable Expenses.

As follows:

Architect to coordinate additional services between the geothermal engineer and the mechanical engineer to provide a complete and fully operational ground source geothermal heating and cooling system for the NW fire station. These professional services are in addition to the basic mechanical system design services previously approved as part of the overall design of the NW fire station.

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Twenty Four Thousand Five Hundred Thirty Dollars (\$24,530.00)

Time:
No additional design time will be built into the delivery schedule at this time

SUBMITTED BY:

AGREED TO:

(Signature)

Trevor Frank, AIA, Project Manager

(Signature)

Steve Arnold, Mayor

(Printed name and title)

11/1/15

(Date)

Patti Anderson, City Clerk
City of Fitchburg

(Printed name and title)

11/1/15

(Date)

Steve Arnold, Mayor
Introduced by

Planning
Prepared by

Finance
Referred to

October 8, 2015
Date

RESOLUTION R-113-15
APPROVING CONTRACT AMENDMENT WITH SEH FOR ARCHITECTURAL/ENGINEERING SERVICES A GEO-THERMAL SYSTEM FOR THE WEST FIRE STATION BUILDING

WHEREAS, the Fire Station Oversight Committee has decided to pursue a geo-thermal heating and cooling system for the west fire station, and

WHEREAS, this requires a higher level of design services than originally contemplated in the original contract with SEH, and

WHEREAS, the Finance Committee has reviewed the contract amendment and recommends approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Common Council hereby approves the contract amendment with SEH for design services for a geo-thermal heating and cooling system for the West Fire Station in the amount of \$24,530. (The original contract amount was for \$216,125 and the revised amount , with this amendment, will now be \$240,655.)

BE IT FURTHER RESOLVED, that it authorizes the City Engineer and City Attorney to negotiate any necessary amendments with SEH, and for the Mayor and City Clerk to sign.

Adopted this ____ day of October, 2015.

Approved: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number:
 Date to Report Back: **Nov 10, 2015** Resolution Number: **R-118-15**

Sponsored by: Mayor Arnold Drafted by: Planning/Zoning

TITLE: Recognizing the 2015 Build Application of the Anton Drive Infill Redevelopment Public Visioning and Committing to a Twenty Five Percent Local Match

Background: The City Planning Department has submitted a 2015 BUILD application to Dane County for grant funding of the Anton Drive Infill Redevelopment Public Visioning process. Municipalities are required to provide a 25% local match for approved planning projects. The Redevelopment Public Visioning process is estimated to cost \$20,000. Staff requested \$15,000 from BUILD, which is the maximum amount available per project; the 25% project cost match is \$5,000. Staff recently received notice from Dane County that the BUILD request of \$15,000 was approved; no formal notice has been received but staff will pass along as soon as it is received.

The 2016-2020 Capital Improvement Plan for the Anton Drive Planning Study recognized a potential grant opportunity and has provided funds for the required match.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Dodge	November 10, 2015	

Amendments:



DANE COUNTY

Joe Parisi
County Executive

October 23, 2015

Sue Badtke, Community Planner
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Dear Sue,

I am pleased to inform you that the City of Fitchburg has been selected to receive a 2015 BUILD grant in the amount of \$15,000. We are glad to be able to help the City conduct the Anton Drive Planning Study Public Visioning process – a very worthwhile project.

The next step will be for the City to pass a resolution approving the required matching funds: a minimum of \$5,000 (total visioning project cost of \$20,000). In addition, please provide us with a brief outline of the process for project implementation and how the recommendations that result from these projects will be approved and implemented. Send this letter, and a copy of the resolution, no later than November 27, 2015, to our BUILD Program staff. Upon receipt of this information, we will prepare a grant agreement between the City and the County for the BUILD grant funds.

Congratulations on your successful application! We look forward to hearing about your progress. If you have any questions, please feel free to contact Pamela Andros of my staff at 261-9780, or Andros@countyofdane.com.

Sincerely,

Joe Parisi
County Executive

JP/pa



Office of the Mayor

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

September 4, 2015

To: Ms. Pamela Andros, AICP, BUILD Coordinator
Dane County Planning and Development
City-County Building, Room 116
210 Martin Luther King Jr., Blvd.
Madison, WI 53703

Re: 2015 BUILD Application – City of Fitchburg – Anton Drive Infill Redevelopment Public Visioning

Dear Ms. Pamela Andros & BUILD Committee,

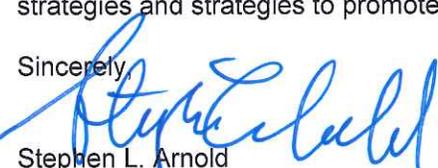
The City of Fitchburg is delighted for the opportunity to apply for BUILD funding, to be used for the Anton Drive Infill Redevelopment Public Visioning process. This process will engage stakeholders in a public dialogue and gather input on a range of redevelopment options for the planning area. The study area generally includes lands west of US Highway 151 (Verona Road) and north of County Highway PD (McKee Road), excluding the single-family residential neighborhoods.

The Wisconsin Department of Transportation is embarking on a major reconstruction project of Verona Road, which will span the urban boundaries of the City of Fitchburg from the northern city boundary to south of McKee Road. This project will drastically change how the corridor functions, specifically in regards to business visibility and access; in the same regard it also presents an opportunity for the area to redefine itself and establish a vision for future redevelopment.

The planning study for this area would promote redevelopment that captures and utilizes the existing infrastructure, transit opportunities and other community resources in the area. It is critical for this area to have a vision and master plan in place to guide and capture immediate and long-term redevelopment opportunities.

The City of Fitchburg is committed to bringing stakeholders together to participate in the planning process to reposition this area. Attached please find the submitted application materials for this project; the estimated cost of the Visioning process is \$20,000 for which the City is requesting \$15,000 of BUILD funding. We look forward to the opportunity to utilize BUILD funds to enhance opportunities for public engagement and explore placemaking strategies and strategies to promote investment in existing housing stock in the neighborhood.

Sincerely,


Stephen L. Arnold
Mayor

enclosures

City of Fitchburg 2015 BUILD Application

Anton Drive Infill Redevelopment Public Visioning

September 4, 2015



Description of Anton Drive Planning Area:

Project Boundaries

Located west of US Highway 151 (Verona Road) and north of County Highway PD (McKee Road), the Anton Drive Planning area is approximately 91 acres; the Wingra Stone Alternate Planning Area would be an additional 61 acres. Figure A shows the boundaries of the planning area.

Current Conditions of Buildings & Infrastructure



This area serves as a major highway commercial district for the City, given the close proximity to and visibility from Verona Road. The existing buildings in the area are comprised primarily of single-story older 1980s commercial/retail buildings along with some vacant commercial parcels. The area has an industrial feel with many sites containing metal buildings. There is also a multi-family residential project on the west side of Anton Drive. The Wingra Stone Quarry, which will be ripe for redevelopment, lies on the western edge of the boundary, and is identified as an alternate planning area as it may or may not be included in the plan depending on funding sources.



The main transportation infrastructure for the project area is Verona Road and McKee Road; however, while several sites front along and have strong visibility from Verona Road, many only have access off the local street network. Local roads in the planning area include Anton Drive, King James Way, Kapec Road and Williamsburg Way.

Need for Revitalization & Infill Development



The Wisconsin Department of Transportation (WisDOT) is embarking on a major reconstruction project of Verona Road, which will span the urban boundaries of the City of Fitchburg from the northern city boundary to south of McKee Road. The project, which is scheduled to begin in fall 2016 and continue through 2019, will drastically change the corridor, both in terms of infrastructure, access and travel patterns. The new infrastructure will include a single point interchange at Verona Road and McKee Road, an interchange at Verona Road and Williamsburg Way and associated improvements including significant retaining walls. This may enhance regional connectivity but will likely disconnect many of the established businesses from the rest of the corridor and will impact business visibility from Verona Road.

The Wingra Stone Quarry is in the final phases of quarrying much of the property. The WisDOT has planned a new 'backage' road from the Fitchrona Road signalized intersection through part of the quarry property to help circulate traffic on the north and south sides of McKee Road, both during and after construction; this new road also provides an opportunity

for redevelopment of the quarry property on the west side of the road extension. The Fitchburg Comprehensive Plan identified the future land use for the quarry as various levels of residential along with some park & conservancy. The changes in the corridor since adoption of the plan, along with the proposed reconstruction, may make the quarry more suitable for other land uses.

The corridor is currently experiencing land use changes due to the proposed reconstruction and the uncertainty of how such improvements will impact property. For example, one commercial site along Verona Road was recently rezoned to allow what was a retail building to become a warehouse/light industrial facility. The building owner indicated that several attempts were made to find a commercial user to locate in the building; however, the uncertainty of the future infrastructure was a barrier for retailers, despite the current visibility and proximity to Verona Road. At the same time, a site at the intersection of McKee Road and Verona Road is being considered for a two- or three- story Class A office/retail building with underground parking to replace the existing one-story highway business building. The City desires to create a coordinated well-thought-out redevelopment plan, built on strong public participation and visioning, to help guide future land use and development in the area.

While the Verona Road reconstruction project will have significant impacts to properties located along and near the corridor with reduced visibility and impacts to accessibility, it also allows an opportunity to examine and potentially reshape the future vision of the area. The infill redevelopment public visioning component of the redevelopment plan will help enhance the overall planning study by providing an opportunity for more in-depth conversations with neighborhood residents, property owners, businesses and other stakeholders about potential redevelopment scenarios.

Description of the Population:

While the Plan will benefit the entire City, the area most directly impacted by the planning study includes properties in the planning area and those directly adjacent to the study area, including the Jamestown Neighborhood and lands to the east of Verona Road. The benefits will also extend beyond the City of Fitchburg into the City of Madison. The map on page 3 shows the “impact area”, which is the area that the City has identified as most directly impacted from the proposed planning project.

Per the 2010 Census, the impact area contains 4,174 persons, which is approximately 16.5% of the overall 2010 City population. The area contains 1,876 housing units, approximately 17.6% of the City’s housing units in 2010, and at the time of the 2010 Census there was a reported 7.8% vacancy rate.

Impact Area:



	Wingra Stone Alternate Planning Area		Impact Area
	Anton Drive Planning Area		Fitchburg City Limits



2015 BUILD: Anton Drive Infill Redevelopment Public Visioning

Population & Race	Impact Area		City of Fitchburg		Dane County	
Total Population	4,174	100%	25,260	100%	488,073	100%
White alone	2,554	61.20%	18,230	72.17%	413,631	84.75%
Black or African American alone	624	14.90%	2,633	10.42%	25,347	5.19%
American Indian & Alaska Native alone	18	0.40%	103	0.41%	1,730	0.35%
Asian alone	224	5.40%	1,233	4.88%	23,035	4.72%
Native Hawaiian & Other Pacific Islander alone	0	0.00%	10	0.04%	166	0.03%
Some other race alone	570	13.70%	2,234	8.84%	12,064	2.47%
Two or more races	184	4.40%	817	3.23%	12,100	2.48%

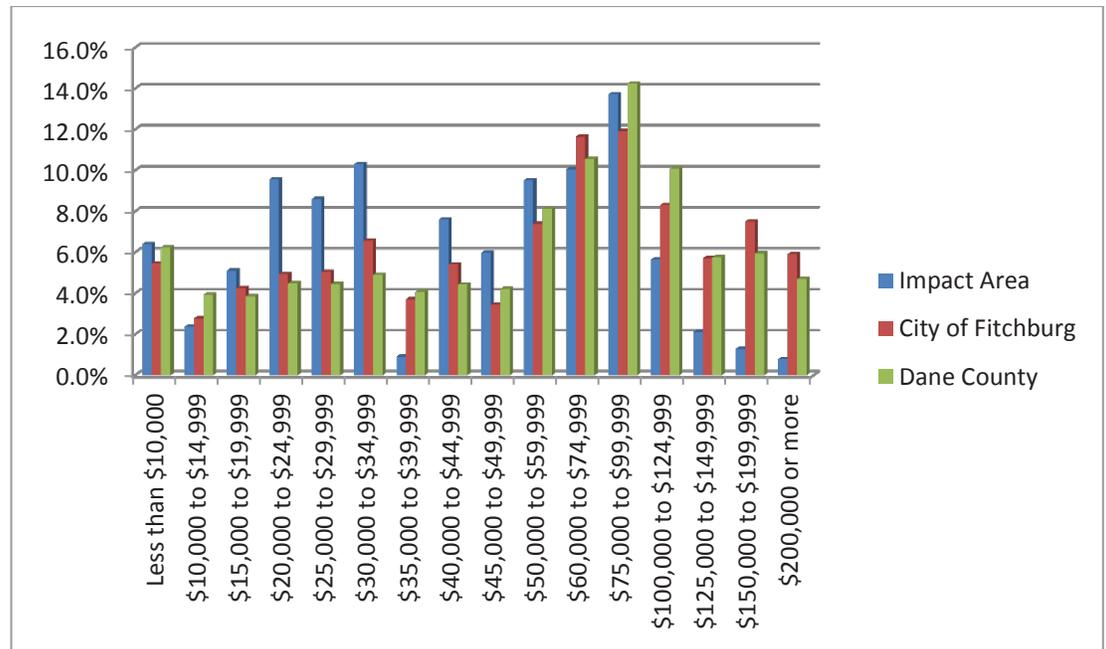
Source: U.S. Census Bureau, 2010 Census

Age	Impact Area		City of Fitchburg		Dane County	
Under 5 years	456	10.9%	2,029	8.0%	30,240	6.2%
5 to 9	328	7.9%	1,702	6.7%	29,874	6.1%
10 to 14	251	6.0%	1,499	5.9%	28,873	5.9%
15 to 19	245	5.9%	1,462	5.8%	32,869	6.7%
20 to 24	452	10.8%	1,894	7.5%	47,252	9.7%
25 to 29	549	13.2%	2,700	10.7%	42,441	8.7%
30 to 34	430	10.3%	2,237	8.9%	36,412	7.5%
35 to 39	320	7.7%	1,798	7.1%	32,196	6.6%
40 to 44	198	4.7%	1,621	6.4%	32,588	6.7%
45 to 49	245	5.9%	1,807	7.2%	34,927	7.2%
50 to 54	195	4.7%	1,660	6.6%	33,882	6.9%
55 to 59	198	4.7%	1,647	6.5%	31,594	6.5%
60 to 64	152	3.6%	1,274	5.0%	24,781	5.1%
65 to 69	58	1.4%	746	3.0%	15,900	3.3%
70 to 74	42	1.0%	427	1.7%	10,659	2.2%
75 to 79	28	0.7%	310	1.2%	8,585	1.8%
80 to 84	20	0.5%	249	1.0%	7,226	1.5%
85 +	7	0.2%	198	0.8%	7,774	1.6%
Totals	4,174	100.0%	25,260	100.0%	488,073	100.0%

Source: U.S. Census Bureau, 2010 Census

Housing	Impact Area		City of Fitchburg		Dane County	
Housing Units	1,876	100%	10,668	100%	216,022	100%
Occupied	1,730	92.2%	9,955	93.3%	203,750	94.3%
Vacant	146	7.8%	713	6.7%	12,272	5.7%

Source: U.S. Census Bureau, 2010 Census



(Source: U.S. Census Bureau, 2009-2013 5-Year American Community Survey)

Note: The lowest level of income data is the Census block group level, which includes some lands outside of the impact area and lands outside of the City of Fitchburg.

In 2015 Colliers International completed a marketing analysis for a commercial site located in Orchard Pointe, which is directly south of the planning area. Included in this analysis is demographics for a 1 mile, 3 mile and 5 mile trade ring.

	1 Mile	3 Miles	5 Miles
Population	7,331	67,319	146,180
Median Household Income	\$72,914	\$71,073	\$69,243
Number of Households	2,948	27,462	62,754
Daytime Population	5,339	65,959	182,937

Source: Colliers International, 2015

The planning area, within close proximity to Verona Road and within 2 miles of US Highway 12/18, has potential to capture a wide area of residents, customers and employees.

Verona Road and McKee Road are both highly traveled thoroughfares, presenting both an opportunity and a challenge. Traffic count data obtained from the Wisconsin Department of Transportation shows that McKee Road, west of Verona Road, had an Annual Average Daily Traffic (AADT) of 16,400 as of November 12, 2012. Verona Road, at a location just north of McKee Road, had an AADT of 41,100. The Anton Drive Planning Study will consider these volumes and work to produce a redevelopment plan that will enhance the transportation system.

Map of the proposed Planning Area:

Please see Exhibit A.

Advancement of Build Objectives:

The Anton Drive Planning Study, which may be adopted into the Fitchburg Comprehensive Plan, will help guide the City, developers and other stakeholders on future development and redevelopment. The Study will comprehensively examine the transportation, utilities (sanitary sewer, water, private utilities and stormwater), land use, as well as an economic and market analysis for the planning area, taking into account the proposed Verona Road reconstruction project. The Study will also detail implementation action items and a timeframe for completion.

The Anton Drive Infill Redevelopment Public Visioning Process will complement this planning effort by involving neighborhood residents and other stakeholders in a deeper and more thorough public process. The Anton Drive Planning Study, scheduled to begin late 2015, is focused on a series of specific, data-based inquiries about the study area, including stormwater management needs, traffic constraints on redevelopment, and market analysis.

With support from the BUILD program, the City will be able to engage stakeholders in a public dialogue about this area, and consider a range of development alternatives that might be viable within the identified infrastructure and market constraints and opportunities. The Public Visioning Process will also add the following tasks to the overall planning effort for this area:

- Explore and recommend placemaking strategies that define and draw attention to the neighborhood.
- Identify strategies to promote investment and renovation in existing (dated or 1980's) housing stock in the neighborhood and connect residents to employment opportunities in the adjacent commercial areas.
- Explore SmartCode zoning options for the study area to emphasize form-based development regulation and encourage Traditional Neighborhood Development patterns.

Through this process, including the Public Visioning tasks made possible through BUILD, the City seeks a plan that would:

- Maximize existing and proposed infrastructure and public transportation;
- Stabilize and enhance the Anton Drive Neighborhood;
- Enhance alternatives to auto trips by improving walking, biking and

- transit facilities and service in and to the planning area;
- Promote reinvestment in all parcels; and
- Avoid development on productive farmland by reinvesting and redeveloping land within the City's urban service area.

Adjoining Community Agreement

Attached is a letter from City of Madison District 10 Alder, Maurice Cheeks, who represents the adjacent Allied Drive Neighborhood in the Verona Road corridor. As a representative for the area directly to the north of the planning area, Alder Cheeks is supportive of Fitchburg's BUILD application and anticipated planning for the Anton Drive Planning Area.

The proposed BUILD application has also been shared with the Verona Road Business Coalition (VRBC), a non-profit 501c3 organization of Verona Road businesses and citizens concerned about the Verona Road construction project. The coalition represents businesses in Fitchburg, Madison and Verona along the Verona Road corridor. Attached please find a letter of support from Cindy Jaggi, Project Manager for the VRBC.

Jeff Rohlinger, President of the Jamestown Neighborhood Association, has also provided a letter of support for the project. While outside of the planning area, the Jamestown Neighborhood, as adjacent stakeholders, will be actively involved in the planning process.

Please see Exhibit B for letters of support.

Planning Project Work Plan & Timeline

The City, working with MSA Professional Services, Inc., who is a BUILD prequalified planning consultant, intends to begin the Anton Drive Planning Study in late fall 2015. The project will begin with analysis of existing conditions and data. If funded, the Anton Drive Infill Redevelopment Public Visioning Process would begin in early 2016 and would utilize data collected in 2015.

Desired Outcomes

The main goal of the Anton Drive Infill Redevelopment Public Visioning Process is to identify, through public engagement, a vision and specific strategies for redevelopment of the area that incorporates a broad spectrum of public input. This process, combined with engineering and market analysis studies, would lead to the following outcomes:

1. A facilitated public participation process that engages the private sector landowners, residents and businesses located within the neighborhood, other stakeholders like Verona Road Business Coalition (VRBC), the neighborhood associations, and the cities of Madison and Fitchburg to develop a long term vision for redevelopment, taking the changes anticipated with the Verona Road project into consideration.
2. Land use designations, with more detailed descriptions of the desired uses, intensity and site design.
3. Identification of priority redevelopment sites and when the City should actively engage redevelopment.
4. Description of anticipated build-out development density and intensity, expressed in map format with Floor Area Ration (FAR) and Impervious Surface Ration (ISR) calculations.
5. Parking locations and estimated number of stalls for motor vehicles and bikes.
6. Land use change over time predictions based on market analysis and case studies of comparable settings.
7. Predicated development scenarios for 2020 and 2025 with indication of any major renovations anticipated within each time period.
8. Reuse and redevelopment options for the existing fire station on King James Way.
9. Description of the socio-economic, cultural factors, and interaction with the Jamestown Neighborhood and the potential to link employee availability with employment opportunities in the planning area.
10. Strategies to enhance or refresh the housing stock in and immediately surrounding the study area.
11. Placemaking strategies to enhance and draw attention to the planning area.
12. Proposed Sector Plan and Community Unit Type designations for the planning area.
13. SmartCode exhibits for the final recommended scenario.
14. A perspective illustration of the location and viewpoint likely to see the most dramatic and “placemaking” change through redevelopment.

Previous Planning

City of Fitchburg Comprehensive Plan

The City’s 2009 Comprehensive Plan outlines several policies for encouraging and guiding redevelopment, including that the City should engage in redevelopment studies within areas showing blight, economic despair, and commercial areas with low floor area ratios.

Adjacent Area Plans

The Arrowhead Redevelopment Plan was accomplished in 2012 for lands on the east side of Verona Road. This plan works to:

1. Support the success and growth of existing businesses and major employers in this area;
2. Improve the quality and flexibility of transportation infrastructure and systems in this area;
3. Facilitate infill development of underutilized land; and
4. Improve and maintain the quality of utility service in this area, especially including water supply and stormwater management systems.

The Anton Drive Plan would complement this previous plan to ensure compatibility, specifically with regards to transportation and stormwater, between the east and west sides of the corridor.

Primary Contact

The project will be advanced by an interdepartmental team for the City; however, the primary contact is:

Susan Badtke
Community Planner
5520 Lacy Road
Fitchburg, WI 53711
(608) 270-4256
susan.badtke@fitchburgwi.gov

Master Plan Steering Committee

Membership & Duties

A steering committee has not yet been formally established for this project; however, the Mayor will invite a representative of the following stakeholder groups:

- City of Fitchburg District 1 Alder
- City of Fitchburg Plan Commission
- City of Madison
- Jamestown Neighborhood Association
- Multifamily housing landlords
- Multifamily housing tenants
- Orchard Pointe area businesses
- Verona Road Business Coalition Member
- Verona School District

Each representative would provide input on the vision for the area, and assist in crafting appropriate goals, objectives and policies and establish action steps to help move the vision from paper to reality.

Meeting Schedule

The schedule for the Anton Drive Planning Study has not yet been established, but is anticipated to include meetings with the Community Economic Development Authority (CEDA), Transportation & Transit Commission (TTC), Steering Committee, Plan Commission, Common Council as well as public meetings. The plan also includes several stakeholder interviews from those within the planning area.

The BUILD funds will help embellish the public participation process through the Infill Redevelopment Public Visioning Process which would include one additional public meeting, two steering committee meetings and an additional Plan Commission meeting.

Estimated Project Cost

The estimated overall cost of the Anton Drive Planning Study, including the Alternate Planning Study area of the Wingra Quarry, is \$134,400. The Public Visioning process, for which the City is requesting \$15,000 BUILD assistance, is \$20,000 of this overall cost.

Funding Commitment

The City understands that it will be responsible for a 25% match if the BUILD grant is received and that a resolution from the Common Council committing to this local share will be required to secure the grant funds. The City is in the process of drafting this resolution. The City has funds for the study, including the City's 25% match for the public visioning process, identified in the Capital Improvement Program but needs the BUILD grant dollars to fully engage the public visioning.

Physical Improvements

This request does not involve any physical improvements to specific parcels of private property.

Exhibit A: Anton Drive Planning Study Boundaries

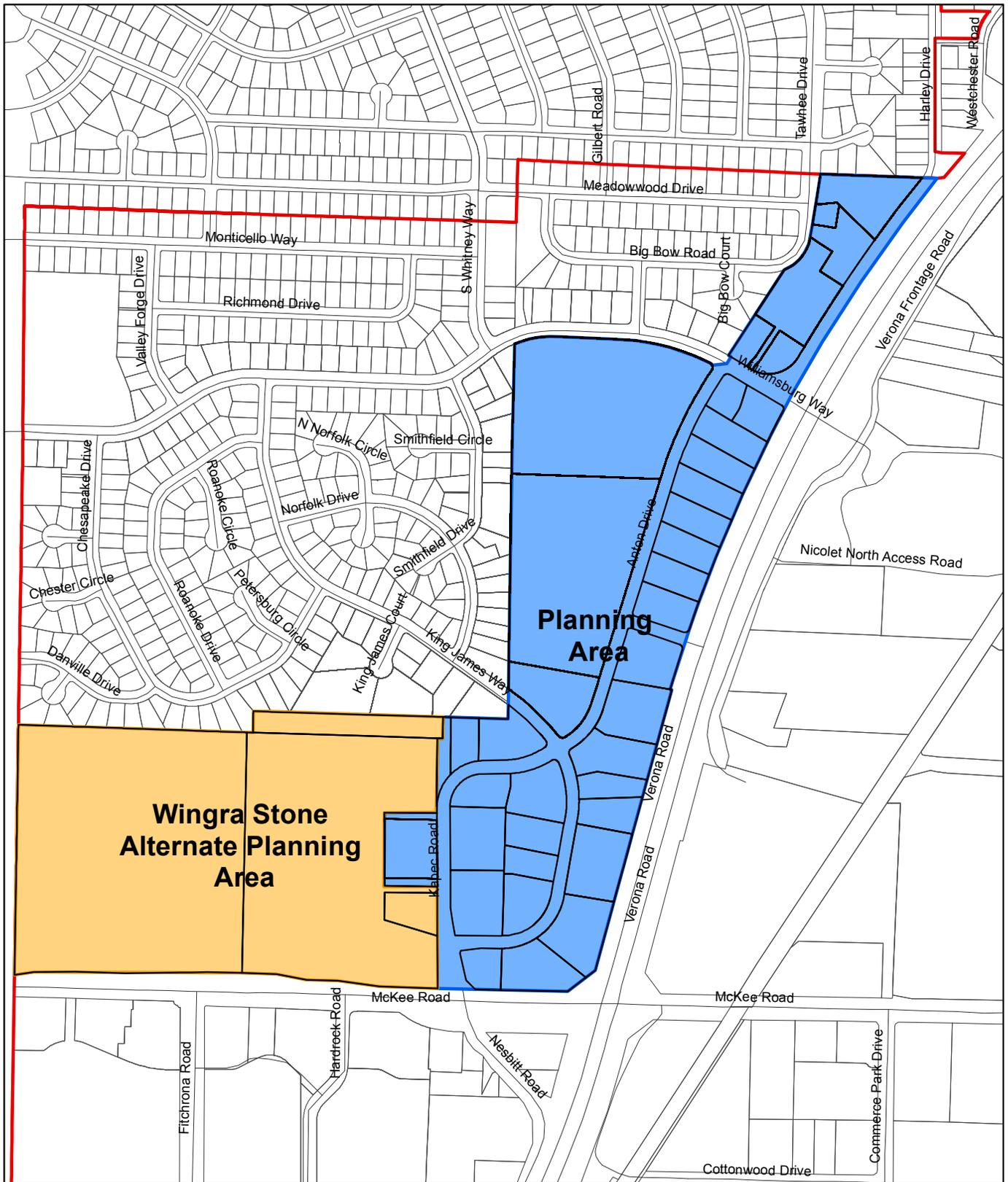


Exhibit B: Letters of Support



Office of the Common Council Alder Maurice Cheeks, District 10

City-County Building, Room 417
210 Martin Luther King, Jr. Boulevard
Madison, Wisconsin 53703
Phone (608) 266-4071
Fax (608) 267-8669
district10@cityofmadison.com
www.cityofmadison.com/council/district10

August 31, 2015

Ms. Pamela Andros
Dane County Planning and Development
210 Martin Luther King Jr. Boulevard, Room 421
Madison, WI 53709

Dear Ms. Andros & BUILD Committee:

I am in support of the City of Fitchburg's effort in applying for a BUILD Program Application for the Anton Infill Redevelopment Public Visioning process. The cities of Madison and Fitchburg share borders on the western boundary of Fitchburg and, as a stakeholder, I am pleased to see the City work towards a redevelopment plan for this area and strive for enhanced public participation in the visioning process.

I am willing to work with the City of Fitchburg as they plan for the changes to the Verona Road corridor and the future redevelopment of this area, and I look forward to working with the various stakeholders in making positive improvements that will benefit both communities. I hope that the BUILD Advisory Committee will look favorably on Fitchburg's application.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "M Cheeks".

Alder Maurice Cheeks
Madison Alderperson, District 10

BUILDING OUR FUTURE
VERONA ROAD BUSINESS COALITION
VeronaRoad.info

August 31, 2015

Ms. Pamela Andros
Dane County Planning and Development
210 Martin Luther King Jr. Blvd., Room 421
Madison, WI 53709

Dear Ms. Andros & BUILD Committee:

The Verona Road Business Coalition (VRBC) is in support of the City of Fitchburg's effort in applying for a BUILD Program Application for the Anton Infill Redevelopment Public Visioning process. The Coalition, which is a volunteer group of Verona Road businesses and citizens concerned about the Verona Road reconstruction, appreciates the City's efforts and desire for forward-thinking in redevelopment of the area. The City is actively involved with the VRBC to help the area come alive and thrive before, during and after construction. The Verona Road reconstruction project will bring significant changes to the corridor but also presents an opportunity to reshape the vision and establish some placemaking strategies for the area.

As stakeholders in the corridor, we are pleased to see the City's desire for an enhanced public visioning process as part of the study. The VRBC is committed to being involved in the planning process and providing input on the vision for the future redevelopment of this important area in the City.

Thank you for your consideration.

Sincerely,



Cynthia Jaggi, Project Manager
Verona Road Business Coalition.

August 30, 2015

Ms. Pamela Andros
Dane County Planning and Development
210 Martin Luther King Jr. Blvd., Room 421
Madison, WI 53709

Dear Ms. Andros & BUILD Committee:

The Jamestown Neighborhood Association is in support of the City of Fitchburg's effort in applying for a BUILD Program Application for the Anton Infill Redevelopment Public Visioning process. Our Neighborhood Association represents the residents who live in the proposed study area and we are concerned about the impacts of the Verona Road reconstruction. We appreciate the City's efforts and desire for forward-thinking in redevelopment of the area. The Jamestown Neighborhood Association is already actively involved with the Verona Road Business Coalition to help the area come alive and thrive before, during and after construction. The Verona Road reconstruction project will bring significant changes to the corridor but also presents an opportunity to reshape the vision and establish some place making strategies for the area.

We clearly see this time as a watershed moment for the neighborhood with regard to the future for the neighborhood and the city. As a neighborhood association we feel a deep interest in ensuring proper planning and coordination is done to maintain our property values.

As stakeholders in the corridor, we are pleased to see the city's desire for an enhanced public visioning process as part of the study. The Jamestown Neighborhood Association is committed to being involved in the planning process and providing input on the vision for the future redevelopment of this important area in the City.

Thank you for your consideration.

Sincerely,



Jeff Rohlinger, President
Jamestown Neighborhood Association

Steve Arnold, Mayor
Introduced by

Planning/Zoning
Prepared by

Finance
Referred to

October 27, 2015
Date

**RESOLUTION R-118-15
RECOGNIZING THE 2015 BUILD APPLICATION OF THE ANTON DRIVE INFILL
REDEVELOPMENT PUBLIC VISIONING AND COMMITTING TO A TWENTY FIVE
PERCENT LOCAL MATCH**

WHEREAS, the City of Fitchburg, as identified in its Comprehensive Plan, is committed to promoting infill, reinvestment and redevelopment of land and uses; and

WHEREAS, the Anton Drive Infill Redevelopment Public Visioning process would enhance the public engagement in the planning process for the Anton Drive area, which has several opportunities for redevelopment; and

WHEREAS, the City of Fitchburg Planning Department has submitted a 2015 BUILD application to Dane County for the Anton Drive Infill Redevelopment Public Visioning process; and

WHEREAS, the City of Fitchburg Planning Department was verbally informed by the Dane County BUILD staff that the BUILD Committee will fund the City of Fitchburg Anton Drive Infill Redevelopment Public Visioning process in the amount of \$15,000; and

WHEREAS, the BUILD application requires municipalities to provide a minimum 25 percent local match for approved planning projects; and

WHEREAS, the City is allocating \$5,000 of city funding to the Public Visioning process, which is 25% of the total cost of this process; and

WHEREAS, the 2016-2020 Capital Improvement Plan for the Anton Drive Planning study recognized a potential grant opportunity and has provided funds for the required match;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Fitchburg Common Council that it recognizes the 2015 BUILD application for the Anton Drive Infill Redevelopment Public Visioning process and has committed to a local match of at least 25 percent of the total project costs for the Visioning process.

Adopted this _____ day of _____, 2015.

Approved:

Stephen L. Arnold, Mayor

Patti Anderson, City Clerk

City of Fitchburg

Committee or Commission Referral

Direct Referral Initiated by:
 Direct Referral Approved by:

Date Referred: **October 27, 2015** Ordinance Number:
 Date to Report Back: **November 10, 2015** Resolution Number: **R-119-15**

Sponsored by: Mayor Drafted by: Public Works

TITLE: Approving Contract with MSA for Anton Drive Planning Study

Background: Staff sent out request for proposals for this project and received four responses. Negotiated with two firms to reduce scope and reduce project cost to fit within budget. MSA was the selected firm. As of this writing, staff has not heard if Wingra will participate, but agreement allows for that possibility.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Dodge	11/10/2015	
2				
3				
4				

Amendments:



Pre-Approval Request # _____

Item Description: Anton Drive Planning Study

Date: 10/14/2015

Rationale for Purchase: CIP project #1034, 2015 and 2016 CIP. To allow production of Anton Drive area planning study due to Verona Road reconstruction project. \$100,000 of city contribution, we have been notified that we will receive a BUILD grant from Dane County in the amount of \$15,000 (max award). Proceeding with Wingra Alternate will require a contribution of \$28,600 from Wingra.

Department: Planning
Contact Person: T Hovel

Budget Amount: 115k + 50k
Budget Page Ref: _____
Funds Available: \$ 165,000 *yes*

Estimate/Quote/Bids Solicitations:
 Staff received four responses to the request for proposal. Due to price and scope of work we negotiated with two of the four, and selected MSA as the preferred provider. MSA indicated that their negotiated price they would need at least the BUILD grant or the Wingra alternate in order to proceed. The noted amount in the table below includes pricing for the Wingra Stone Alternate.

Estimates/Quotes/Bids Received:

Vendor	Description	Amount	Notes
Cunningham Group		\$205,000	Wingra alternate was \$30,000
MSA		\$145,900	Wingra cost originally \$32, 500. See Estimate, above
Lakota		\$171,959	Wingra was \$34,000
Vierbicher		\$174,000	Wingra was \$34,000

Recommended Vendor: MSA, negotiated and reduced scope of work **Vendor #:** _____

Attach W-9 if a new vendor

Rationale for Recommendation or Sole Source:

PURCHASE ORDER INFORMATION

Vendor Address :

MSA Professional Services
 2901 International Lane, Suite 300
 Madison, WI 53704

City Ship To Information:

City of Fitchburg
 5520 Lacy Road
 Fitchburg, WI 53711

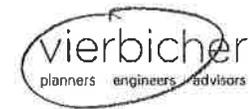
QTY	UNIT PRICE	DESCRIPTION	VIN/BID LINES	AMOUNT	GL ACCOUNT	GL Actv #
1		Anton Dr Plannign Study-45% share		47,610.00	400 5771 034	
1		Anton Dr-Wingra Stone Alternate		28,600.00	400 5771 034	
1		Anton Dr sutdy TID 6 share- 55%		58,190.00	4065732003	
				-		
		Potential adds		-		
		extra mtg w/o presentation		250.00	400 5771 034	
		extra mtg w/ presentation		750.00	400 5771 034	
		Extra meetings may be 1 or more		-		
				-		

TOTAL: 135,400.00

Budget Amendment Needed? _____ *if budget amendment needed include memo to explain and request authority
 Disposition of previous item? _____ *if sold other than through auction, Finance Committee approval needed

Approvals - Initial and Date

Dept Head: [Signature] Finance Dir: [Signature] 11-6-15 Committee: Pending-R-119-15
 QA (Finance): KM 11/6/15 Administrator: _____ Mayor: _____ Council: R-119-15
 (Fin Comm >\$25K; Council \$50K+)



Project Budget

Based on the scope of services outlined in this proposal, our estimated fee for this project is \$140,000 excluding the Wingra Stone Alternate. A final scope and cost will be negotiated with the City at a later date. Our team is very willing and interested in working with City staff to share responsibilities and minimize time and costs to the City.

Task/Item	Cost
Background Review, Issues & Opportunities, Public Participation & Meetings	\$26,000
Transportation Analysis & Plan	\$45,000
Infrastructure Analysis & Plan	\$16,000
Hydrologic & Hydraulic, Water Quality Analysis	\$18,000
Infill & Redevelopment Land Use Plan, Economic Analysis, Implementation	\$27,000
Market Analysis	\$8,000
Wingra Stone Alternate	\$34,000
Total Not to Exceed	\$174,000

Additional Cost per Meeting

Steering Committee (2 hours)	\$600
Public Open House (6 hours)	\$2,200
City Commission/Committee (2 hours)	\$600

L. Timeline, Cost and Deliverables

Proposed Budget Allocation			
	\$100,000 Budget	additional \$60,000	Additional
Public Participation	\$15,000		
Transportation	\$10,000	\$20,000	
Infrastructure Analysis	\$15,000	\$5,000	
Hydrology / Hydraulic and Water Quality			\$20,000
Infill and Redevelopment Land Use Plan	\$40,000	\$30,000	
Economic Analysis	\$10,000		
Market Analysis	\$10,000	\$10,000	
	\$100,000	\$60,000	
Inclusion of Wingra Site	\$30,000		
Additional meetings as needed	\$120/per hr/person		

Note: Hydraulic and Hydrologic Analysis and Water Quality Analysis are not included in either the \$100,00 Base Budget or the \$160,000 Full Budget. We estimate this element to be approximately \$20,000. If desired we can further refine and adjust the scope and budget to include it.

C. Wainwright

Lakota

PRICE PROPOSAL

The work scope detailed above will be provided on a lump sum not-to-exceed cost detailed below as requested in the RFP

Background Review, Issues & Opportunities, Public Participation	\$51,745
Transportation Analysis & Plan	\$11,898
Infrastructure Analysis & Plan	\$4,447
Infill & Redevelopment Land Use Plan, Economic Analysis and Implementation	\$66,275
<u>Market Analysis</u>	<u>\$14,518</u>
Total for Base Scope Tasks:	\$148,883

Alternate Tasks

Hydrologic & Hydraulic & Water Quality Analysis	\$7,133
<u>Wingra Stone Alternate Planning Area</u>	<u>\$15,943</u>
Total with Alternate Tasks:	\$171,959

Cost Per Additional Steering Committee Meeting	\$2,980*
Cost Per Additional Public Information Meeting	\$5,370*
Cost Per Additional City Commission/Committee Meeting	\$2,980*

*All additional meeting costs assume participation from all four consultant team firms. Depending on the information to be addressed at an additional meeting, the staffing and cost could be reduced.

Any additional services requested of the Team beyond those listed above will be conducted on an hourly basis and billed according to Lakota's current billing rates listed below. If requested, a fee estimate will be provided for a task or an assignment based on a defined work scope.

Reimbursable expenses will be billed at 1.1 times direct expense to cover administration and will include:

- ◊ **Travel (mileage/tolls/parking/cabs/airfare/out-of-region meals & lodging)**
- ◊ **Delivery (faxes/postage/messenger/express)**
- ◊ **Copying/Reproduction**
- ◊ **Computer Plots**
- ◊ **Long Distance Communication**
- ◊ **Renderings/Models (if requested by client)**
- ◊ **Special Supplies (if extra markers/graphic tape/panatone needed)**
- ◊ **Miscellaneous (municipal documents, special reports, data)**

Professional fees and expenses will be billed monthly for work completed. Unpaid invoices will bear 1.5% interest per month past 30 days.

Agreement for Planning Services

OWNER

City of Fitchburg
5520 Lacy Road
Fitchburg, Wisconsin 53711

FIRM

MSA Professional Services
2901 International Lane, Suite 300
Madison, WI 53704

PROJECT: Anton Drive Planning Study

DRAFT

1. Scope of Services

1.1 Planning Services

This agreement involves the provision of planning services by the FIRM, on behalf of the OWNER, for preparation of the Anton Drive Planning Study (hereafter "Plan") of the City of Fitchburg. Included in these services will be compliance with the Request for Proposal (RFP) issued by the City of Fitchburg dated April 13, 2015, and its one addendum dated May 1, 2015, the FIRM response (Proposal) to such RFP submitted May 11, 2015, but revised on June 26, 2015. This includes the Project Components (Basic Services) and the Infill Redevelopment Public Visioning. A Wingra Stone Alternate is identified within the project scope at a cost of \$28,600 and the city has until December 15, 2015 to select this alternate.

The FIRM office equipment and office facilities shall be provided as necessary to complete the services required under the Agreement. The FIRM has adequate staff and facilities for the services required under this Agreement.

1.2 Public Information Services

The FIRM shall provide public participation in accord with the project schedule in the June 26, 2015 response. The time frame as generally represented by the schedule shall be complied with to the extent practical. It is understood that meetings may occur on days different than those in the schedule, provided there is agreement between City staff and the FIRM on the revised days. Public meetings shall use a variety of methods to garner public input in a manner agreed to between City staff, and the FIRM.

FIRM shall coordinate with the OWNER regarding provision of digital (.pdf) or hard copy files for notices to be mailed by the OWNER for the public meetings provide appropriate agendas, minutes and notices for all relevant public meetings, and work and consult with appropriate City Staff regarding the notices for governmental meetings. FIRM shall provide information produced, as the project advances, in an electronic format acceptable to City for posting on the City web site.

1.3 Service Elements Not Included

The following services are not included under the scope of this Agreement:

- 1.3.1 If additional committee or commission meetings are required than those identified in the project budget of June 26, 2015 Proposal; the FIRM shall be subject to compensation at \$250 for meetings without a presentation, or \$750 for meetings with a presentation. FIRM shall notify the city within five business days of the meeting of the required meeting and intended amount to be charged.
- 1.3.2 If additional land use, storm water management, transportation engineering, or other studies that are not part of the project scope as identified in the RFP or as modified by the June 26, 2015 Proposal, that work shall be provided by an amendment to this Agreement or through a separate Agreement with the OWNER.

1.4 Extension of Services

This Agreement may be extended for additional services upon authorization by the OWNER. Extension of consulting services shall be provided on an hourly basis plus expenses. Hourly services shall be provided on the basis of time actually spent in performance of the additional services

1.5 Completion of Services

No services under this Agreement shall commence unless authorized by the OWNER in writing. It is expected that a draft of the Plan will be completed in accord with the schedule. Extensions may be agreed to between the FIRM and City staff for due cause. This Agreement shall terminate upon satisfactory completion of the Plan unless otherwise amended.

2. **Compensation, Billing and Payment**

2.1 Compensation

Compensation for the services set forth in Section 1.1 and 1.2 will be on hourly basis, with a cost not to exceed as set forth below. The FIRM will bill the OWNER monthly for fees and direct expenses of the FIRM for the service provided. The bill will provide a breakdown of services rendered according to the FIRM's **labor classifications shown on Exhibit A**. The total compensation for these services, including fees and direct expenses, shall be a sum not to exceed \$85,800 for basic services, the inclusion of the Public Visioning at \$20,000 (of which \$15,000 is anticipated to be funded by the Dane County BUILD grant) and a potential Wingra Stone alternate at \$28,600. Total compensation due without the Wingra Stone alternate is \$105,800, and if the Wingra Stone alternate is selected the total compensation shall be \$134,400. (Cost information is available on p. 32 of the June 26, 2015 Proposal.) Additional public meetings beyond

those identified in the June 26, 2015 Proposal shall be billed at the appropriate rate identified in section 1.3.1.

2.2 Billing and Payment

2.2.1 Timing/Format/Acceptance

FIRM will bill the OWNER monthly, with net payment due in 60 days. Unless OWNER provides FIRM with a written statement of any objections to the invoice within 30 days of receipt, OWNER shall be deemed to accept the invoice as submitted, provided, however, acceptance of the invoice shall not constitute OWNER's acceptance of improper, faulty, or defective work, shall not release FIRM of any of its obligations under this Agreement, and shall not constitute a waiver of any rights or provisions hereof by OWNER. Payment to FIRM by OWNER shall not be contingent on payment to OWNER by others. However, if any cost overruns are anticipated, FIRM shall notify OWNER of the cost overruns immediately, and provide the reason(s) for the cost overrun and the estimate of the cost overrun to the OWNER. City retains the right to pay by use of a purchase card (credit card). If the Wingra alternate is undertaken, FIRM shall break out the monthly invoice with an amount for the Basic and Public Visioning services, and a separate amount allocated to the Wingra alternate. The FRIM shall provide a copy of any invoice that has work allocated to the Wingra alternate to Robert Shea, Jr. of Wingra Stone.

2.2.2 Late Payments

Past due balances shall be subject to a service charge at the rate of 1 % (one percent) per month. Any amount that the OWNER has objected to shall not be considered due or past due until the objection has been resolved.

2.2.3 Delay/Adjustment

If services continue beyond estimates established herein, other compensation elements may be adjusted to reflect conditions existing at the time of provision of such extended services.

2.2.4 Billing Records

FIRM maintains accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice. OWNER requests for copies of original source documents will be billed as additional services at the rates in effect at the time of the request.

2.2.5 Sales/Use Taxes

Any sale or use taxes imposed upon provision of professional services under this Agreement and in effect on the date of the invoice shall be in addition to the total compensation, and will be added to the invoice amount and billed to the OWNER.

2.2.6 Expenses

Expenses incurred on the PROJECT such as travel, computer, printing and telephone shall be considered incidental to the contract, and that are billed along with fees so that the total of fees and expenses do not exceed the sum of \$105,800 for the basic services and the Public Visioning, with an additional \$28,600 for the Wingra Stone alternate task. This is not inclusive of additional meetings that may be necessary (see paragraph 2.1).

3. **Standard Terms and Conditions**

3.1 Standard Of Care

Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the profession at the time and within the locality where the services are performed. FIRM agrees to indemnify and hold OWNER harmless from all damages, claims, and liability, including attorney's fees arising directly from FIRM's failure to perform in accordance with such standard of care.

3.2 Change of Scope

The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by OWNER.

3.3 Safety

FIRM has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically set forth in this Agreement. FIRM specifically disclaims any authority or responsibility for general job site safety and safety of persons other than FIRM employees, except any injuries arising from FIRM negligence.

3.4 and 3.5 are not used.

3.6 Termination for Cause

3.6.1 The OWNER may terminate this Agreement effective seven days after sending written notice to the FIRM upon the happening of the following events:

3.6.1.1 The FIRM fails to deliver any reports, drawings, or designs in final form reasonably acceptable to the

OWNER by the schedule set forth in the Proposal, unless an extension is granted by the OWNER due to process delays or other such effects.

3.6.1.2 The FIRM fails to perform any services required by this Agreement in a timely and professional manner or fails reasonably to cooperate with the OWNER.

3.6.2 The FIRM may terminate this Agreement effective seven days after sending written notice to the OWNER if the OWNER materially interferes with the performance of this Agreement by the FIRM.

3.7 Termination for Convenience

- a. OWNER may terminate this Agreement in whole or in part, at any time by written notice to FIRM, whether or not the FIRM is in default. Such termination for convenience shall be effective at the time and in the manner specified in OWNER's written notice to FIRM. If Wingra Stone decides to terminate its participation, all work on the Wingra alternate shall cease from that point. Wingra Stone land use shall revert to that identified in the Future Land Use Map of the City's Comprehensive Plan (last amended August 2015).
- b. Upon receipt of written notice from the OWNER of such termination for the OWNER's convenience, the FIRM shall:
 1. Cease work as directed by the OWNER in the notice;
 2. Take actions necessary, or that the OWNER may direct, to preserve work performed to date; and
 3. Terminate all existing consultancy agreements or purchase orders.
- c. Upon such termination for convenience, the FIRM shall be entitled to receive payment for work executed, and reasonable costs, as mutually agreed between OWNER and FIRM, incurred by FIRM due to such termination, but in no event including loss of anticipated profits for work not performed.

3.8 Suspension

In the event either party defaults in its obligations under this Agreement (including OWNER'S obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice to the other party, suspend performance under this Agreement. Such written notice must state the party's intention to suspend performance under the Agreement if cure of such default is not commenced within such time limit contained in the written notice.

3.9 Insurance

FIRM shall maintain the following minimum insurance coverage/limits:

Comprehensive General Liability: \$1,000,000 occurrence/ \$2,000,000 aggregate

Automobile Liability \$1,000,000 occurrence/ aggregate

Worker's Compensation Statutory
/Employers Liability

Excess Liability \$1,000,000 occurrence/ aggregate

Professional Liability \$1,000,000 occurrence/ \$2,000,000 aggregate

3.10 Hold Harmless And Indemnification

The FIRM acknowledges and agrees that liability for both bodily injury, disability and/or death of FIRM's employees or any other person, or for damages to property caused in any way by the operations of the FIRM under this agreement shall be assumed by the FIRM, and the FIRM shall indemnify and hold OWNER harmless against all claims, actions, proceedings, direct damages and liabilities, including reasonable attorney's fees, arising from or connected with the FIRM's activities in connection with the services provided to the OWNER, including but not limited to, any acts, errors or omissions of the FIRM, its employees, agents, representatives and any other person doing business with the FIRM in connection with this agreement. However, in no event and under no circumstances shall the FIRM be liable to the OWNER for consequential, incidental, indirect, special, or punitive damages as incurred by OWNER due to OWNER'S direct acts and omissions. This section is not to be in conflict with Section 893.80 (4), Wis. Stats.

3.12 Access

Access to private property owned shall be secured by FIRM prior to entry.

3.13 Reuse of Documents

Reuse of any documents pertaining to this PROJECT by the OWNER on extensions of this PROJECT or on any other PROJECT shall be at the OWNER'S risk. The OWNER agrees to defend, indemnify, and hold harmless FIRM from all claims, damages, and expenses, including attorney's fees, arising out of such reuse of the documents by the OWNER or by others acting through the OWNER, except for any damages, claims, and liability arising directly from FIRM negligence. All documents prepared by FIRM for this PROJECT shall become the full ownership and control of the OWNER.

3.14 Amendment

This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

3.15 Assignment

Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party.

3.16 Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the matters covered herein and supersedes all prior discussions, understandings or agreements between the parties with respect to such matters.

3.17 No Waiver

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

3.18 No Third-Party Beneficiary

Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including OWNER'S contractors, if any. The FIRM understands, however, that payment for this project, while under full control and direction of the City, is coming from the Par Fore land owner group, and the payment by Par Fore shall in no way influence the project any more than for a non paying land owner.

3.19 Severability

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

3.20 Authority

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

3.21 Notices

Any notice required hereunder shall be sent to the business address designated on the signature page of this Agreement and shall be deemed served if sent by registered or certified mail or hand-delivered to an officer or authorized representative of the party to whom the notice is directed.

3.22 and 3.23 not used

3.24 Laws to be Observed

The FIRM shall at all times observe and comply with all Federal and State Laws and administrative rules, local laws, ordinances, and regulations which in any manner affect the conduct of the PROJECT, and all orders or decrees, as exist at the present time or which may be enacted within the time frame of this agreement of bodies or tribunals having jurisdiction or authority over the PROJECT.

3.25 Affirmative Action

The FIRM agrees that qualified small and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of DOT aid-assisted contracts and subcontracts.

In connection with the performance of services under this agreement, the FIRM agrees not to discriminate against any employee or applicant for employment because of age, race, creed, color, religion, handicap, sex, physical condition, marital status, national origin, ancestry, sexual orientation, developmental disability as defined in section 111.01(5), Wis. Stats., arrest record, conviction record, or membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or the State. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship. The FIRM agrees to post in a conspicuous place available for employees and applicants for employment notices to be provided by the FIRM setting forth the provisions of this non-discrimination clause.

3.26 Professional Services

The FIRM intends to serve as the OWNER'S professional representative for those services as defined in this Agreement and to provide advice and consultation to the OWNER as a professional. Any opinions of probable PROJECT costs, monetary values, approvals, and other decisions made by the FIRM for the OWNER are rendered on the basis of experience and qualifications and present the FIRM's professional judgment.

The FIRM acknowledges and agrees that it is an independent contractor of the City, that its business is independently owned and operated, that nothing in this contract shall be interpreted to cause or result in, directly or indirectly, any principal/agent or employer/employee relationship between the FIRM and the City, and that nothing in this agreement shall in any way whatsoever be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship, between the City and the FIRM. The FIRM agrees not to represent or advertise in any way that its relationship with the City is other than as provided in this paragraph.

3.27 Disputes

- a. OWNER and FIRM agree to initially attempt mediation regarding any dispute arising between OWNER and FIRM under this Agreement. If mediation fails, OWNER, in its sole discretion, may elect to demand arbitration with FIRM regarding any such dispute. OWNER shall endeavor, whenever possible, to elect arbitration. Such mediation and any arbitration proceedings shall be conducted in accordance with the then current Construction Industry Dispute Resolution procedures of the American Arbitration Association, unless the parties mutually agree otherwise. Such proceedings shall be held in Fitchburg, Wisconsin. At OWNER's option, any such dispute resolution proceeding will be consolidated with related dispute resolution proceedings involving OWNER, FIRM, or any other party. The foregoing Agreement to mediate or arbitrate shall be specifically enforceable under prevailing law. In any arbitration proceeding, the award rendered by the arbitrator shall be final, and judgment may be entered thereupon in accordance with the applicable law in any court having jurisdiction thereof.

- b. Nothing contained in the aforementioned paragraph shall be construed to relieve FIRM of any obligations it may have under Section 893.80, Wis. Stats.

3.28 Contacts

Primary contacts for the project shall be:

OWNER: Thomas D. Hovel
Zoning Administrator/City Planner
(608) 270-4255

FIRM: Jason Valerius
Project Manager
2901 International Lane, Suite 300
Madison, WI 53704

IN WITNESS WHEREOF the parties hereby have made and executed this Agreement.

FIRM:

BY: _____

Date

ATTEST: _____

Date

OWNER:

BY: _____

Stephen L. Arnold, Mayor

Date

ATTEST: _____

Patti Anderson, City Clerk

Date

APPROVED AS TO FORM:

Mark Sewell, City Attorney

Date

Provision has been made to pay the liability that will accrue with this agreement.

Misty Dodge, City's Financial Officer

Date

Steve Arnold, Mayor
Introduced by

Planning
Prepared by

Finance
Referred to

October 21, 2015
Date

**RESOLUTION R-119-15
APPROVING CONTRACT WITH MSA FOR ANTON DRIVE PLANNING STUDY**

WHEREAS, the city has funds allocated funds for an Anton Drive Planning Study to study land use and other planning items west of Verona Road and north of McKee Road due to the intended Verona Road reconstruction, and

WHEREAS, Staff has sent out a Request for Proposal and received four responses and has selected MSA Professional Services, and

WHEREAS, the Finance Committee has reviewed the contract and recommends approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Common Council hereby approves the contract with MSA Professional Services for the Anton Drive Planning Study in the amount of \$105,800 for basic and public visioning services, and the potential additional amount of \$28,600 for the Wingra alternate.

BE IT FURTHER RESOLVED, that it authorizes the City Planner and City Attorney to negotiate any necessary amendments with MSA, and for the Mayor and City Clerk to sign.

Adopted this ____ day of October, 2015.

Approved: _____
Stephen L. Arnold, Mayor

Attested By: _____
Patti Anderson, City Clerk

City of Fitchburg Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **Oct 27, 2015**
Date to Report Back: **Nov 10, 2015**

Ordinance Number:
Resolution Number: **R-120-15**

Sponsored by: Mayor

Drafted by: Misty Dodge

TITLE: A Resolution Recommending an Audit Firm for the City's 2015
 Audit

Background:

The City is required to perform an external annual audit and issue an annual audited financial report. This resolution authorizes the City's continued agreement with the auditing firm Baker Tilly Virchow Krause.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Dodge	November 10, 2015	
2				
3				
4				

Amendments:



Baker Tilly Virchow Krause, LLP
Ten Terrace Ct, PO Box 7398
Madison, WI 53707-7398
tel 608 249 6622
fax 608 249 8532
bakertilly.com

December 9, 2013

Ms. Norma DeHaven
City of Fitchburg
5520 Lacy Road
Fitchburg, Wisconsin 53711-5318

Dear Ms. DeHaven:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" "we" or "our") as your auditors.

The purpose of this letter is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the City of Fitchburg.

Services and Related Report

We will audit the basic financial statements of the City of Fitchburg as of and for the year ended December 31, 2013, and the related notes to the financial statements. Upon completion of our audit, we will provide the City of Fitchburg with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the City of Fitchburg, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Combining Balance Sheet - Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor
Governmental Funds
Statement of Cash Flows - Component Unit

Ms. Norma DeHaven
City of Fitchburg

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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Fitchburg's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Fitchburg's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

Management's Discussion and Analysis
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for conducting that audit in accordance with auditing standards generally accepted in the United States of America. These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use service providers (e.g., to observe inventory, act as a specialist, or audit an element of the financial statements) in serving your account. We may share confidential information about you with these service providers, but are committed to maintaining the confidentiality and security of your information.

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013
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We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect errors or fraud that are immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with auditing standards generally accepted in the United States of America may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to the City of Fitchburg, as appropriate, any such matters identified during our audit.

We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under auditing standards generally accepted in the United States of America, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of the City of Fitchburg's significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to the City of Fitchburg's financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal control or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance by any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.

We will make reference to the audit of the Fitch-Rona EMS District in our report on your financial statements.

Management's Responsibilities

The City of Fitchburg's management is responsible for the financial statements referred to above. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America.

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013
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Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us (i) about all known or suspected fraud affecting the entity involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, grantors, regulators, or others.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with accounting principles generally accepted in the United States of America. Management also is responsible for identifying and ensuring that the City of Fitchburg complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by auditing standards generally accepted in the United States of America, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. Auditing standards generally accepted in the United States of America also require that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Because of the importance of oral and written representations to an effective audit, the City of Fitchburg releases Baker Tilly and its current, former or future partners, principals, employees, and personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management. The terms of this paragraph shall apply to any claims of any kind, including, but not limited to, contract, tort, or negligence of any party, including the City of Fitchburg or Baker Tilly.

Ms. Norma DeHaven
City of Fitchburg

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Non-Attest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain non-attest services including, but not limited to, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. None of these non-attest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. In addition, you will be required to review and approve the financial statements and approve that document prior to its issuance and have a responsibility in fact and appearance to make an informed judgment on that document.

We will not perform any management functions or make management decisions on your behalf with respect to any non-attest services we provide.

In connection with our performance of any non-attest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the non-attest services we perform.
- > Accept responsibility for the results of our non-attest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the non-attest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue. See Addendum A attached, which is an integral part of this engagement letter.

Other Documents

Auditing standards generally accepted in the United States of America require that we read any annual report that contains our audit report. The purpose of this procedure is to consider whether other information in the annual report, including the manner of its presentation, is materially inconsistent with information appearing in the financial statements. We assume no obligation to perform procedures to corroborate such other information as part of our audit.

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013
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If you intend to reproduce or publish the financial statements, and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation, or professional standards to make certain documentation available to Regulators, the City of Fitchburg hereby authorizes us to do so.

Legal Terms

In no event shall either party be liable for any punitive damages relating to Baker Tilly's services provided under this engagement letter.

Resolution of Disagreements

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute. Each party shall bear their own expenses. Our services shall be evaluated on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the City of Fitchburg's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the City of Fitchburg is unable to provide such schedules, information, and assistance, Baker Tilly and you will mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

Changes to our audit procedures resulting in increased hours and expense could result from the current credit crisis and economic conditions. Examples of issues we have seen include unexpected asset impairment analysis, liquidity and going concern evaluations, debt covenant violations, inventory lower of cost or market declines, customer credit risk issues, and increased risk of employee fraud, to name a few. If these issues or others are identified which increase our level of service effort and cause revisions in the scope of our work, we will discuss these with you before incurring additional time and effort. We will, of course, solicit the efforts of you and your staff to minimize the impact these incremental efforts will have on the fees.

Revisions to the scope of our work due to delays in the issuance of the audit report or increased procedures as a result of the current credit crisis and economic conditions will be set forth in the form of an "Amendment to Existing Engagement Letter."

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013

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Fees for our audit services will be at our regular rates plus out-of-pocket expenses. Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5% per month shall be imposed on accounts not paid within 30 days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision, and billing arrangements we use in connection with these professionals.

Our fees are based on known circumstances at the time of this agreement. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at your organization, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs, or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This agreement currently includes all auditing standards through Statement on Auditing Standards (SAS) No. 127 – "Omnibus Statement on Auditing Standards - 2013," all accounting standards through Governmental Accounting Standards Board (GASB) No. 66 – "Technical Corrections - 2012 - an amendment of GASB Statement No. 10 and No. 62," and the current federal and state single audit guidance.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course be happy to provide the City of Fitchburg with any other services you may find necessary or desirable.

Other Matters

Baker Tilly is owned by professionals who hold CPA licenses as well as by professionals who are not licensed CPAs. Depending on the nature of the services we provide, non-CPA owners may be involved in providing services to you now or in the future.

Any additional services that may be requested and we agree to provide will be the subject of separate arrangements.

Because the services we provide may prove to be useful to the City of Fitchburg in situations where the City of Fitchburg is involved in investigations or litigation that does not involve Baker Tilly, our assistance may be necessary. Therefore, in the event we are requested or authorized by the City of Fitchburg, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the City of Fitchburg, the City of Fitchburg will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our reasonable professional time and expenses, as well as the reasonable fees and expenses of our counsel, incurred in responding to such a request.

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013
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Neither this engagement letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this engagement letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this engagement letter.

Baker Tilly Virchow Krause, LLP represents as follows: Baker Tilly Virchow Krause, LLP is a member of Baker Tilly International Limited. Each member firm of Baker Tilly International Limited is a separate and independent legal entity. Baker Tilly International Limited and its other members are not responsible or liable for any acts or omissions of Baker Tilly Virchow Krause, LLP. Baker Tilly Virchow Krause, LLP and its subsidiaries are not responsible for or liable for any acts or omissions of any other member of Baker Tilly International Limited. Baker Tilly International Limited does not render any professional services and does not have an ownership or partnership interest in Baker Tilly Virchow Krause, LLP.

Baker Tilly Virchow Krause, LLP further represents: Baker Tilly International Limited is an English Company. Neither Baker Tilly International Limited nor any other member firm has a right to exercise management control over any other member firm. Baker Tilly Virchow Krause, LLP is not Baker Tilly International Limited's agent and does not have authority to bind Baker Tilly International Limited or act on Baker Tilly International Limited's behalf.

This engagement letter reflects the entire agreement between us relating to the services covered by this letter. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreement contained in this engagement letter shall survive the completion or termination of this engagement. If because of a change in the City of Fitchburg's status or due to any other reason, any provision in this agreement would be prohibited by, or would impair our independence under, laws, regulations or published interpretations by governmental bodies, commissions, or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

The validity, construction and enforcement of this engagement letter shall be determined in accordance with the laws of the State of Wisconsin, without reference to its conflicts of laws principles, and any action arising under this engagement letter shall be brought exclusively in the State of Wisconsin.

We appreciate the opportunity to be of service to the City of Fitchburg.

Ms. Norma DeHaven
City of Fitchburg

December 9, 2013
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If there are any questions regarding the engagement letter, please contact Vicki Hellenbrand, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Vicki Hellenbrand is available at 608 240 2387.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Baker Tilly Virchow Krause, LLP

Enclosures

The services and terms as set forth in the engagement letter are agreed to by:

Norma DeHaven
Official's Name

Norma DeHaven
Official's Signature

FINANCE DIRECTOR
Title

12-9-13
Date

ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2013. Upon completion of the compilation of the annual Financial Report Form, we will provide the city with our accountants' compilation report. If, for any reason caused by or relating to affairs or management of the city, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the City of Fitchburg is presently expected to read as follows:

We have compiled the 2013 Financial Report Form C for the year ended December 31, 2013 included in the accompanying prescribed form. We have not audited or reviewed the Financial Report Form C included in the accompanying prescribed form and, accordingly, do not express an opinion or any assurance about whether the Financial Report Form C is in accordance with the form prescribed by the Wisconsin Department of Revenue.

Management is responsible for the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C.

Our responsibility is to conduct the compilation in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of the Financial Report Form C without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Financial Report Form C.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

Management's Responsibilities

The city's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that the entity complies with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that the city complies with the laws and regulation applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making city personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



Pre-Approval Request # 1026

Item Description: 12/31/15 Audit Services

Date: 10/15/2015

Rationale for Purchase:

Each year the City is required to perform an external annual audit. Some preliminary work is completed prior to the end of the year but the bulk of the service is provided in the following year. There are two new services included this year: preparation of a CAFR (discretionary) and a new GASB prouncement (required).

Department: Finance

Budget Amount: \$42,000 + \$18,000

Contact Person: Misty Dodge

Budget Page Ref: TBD

Funds Available: \$42,000 + \$18,000

Estimate/Quote/Bids Solicitations:

None

Estimates/Quotes/Bids Received:

Vendor	Description	Amount	Notes
Baker Tilly Virchow Krause LLP	Financial Audit Services	\$ 55,100.00	includes financial, utilities, and additional services

Recommended Vendor: Baker Tilly

Vendor #: 83

Rationale for Recommendation or Sole Source:

Attach W-9 if a new vendor

This is the same audit firm that we have used for several years (at least since 1987) so they are familiar with our organization, our processes, and our financial reporting. The last time the City issued an RFP was in 2004. In 2013 the City signed a new engagement letter continuing the contract.

PURCHASE ORDER INFORMATION

Vendor Address :

Baker Tilly Virchow Krause, LLP
10 Terrace Court; PO Box 7398
Madison, WI 53707-7398

City Ship To Information:

City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

QTY	UNIT PRICE	DESCRIPTION	VIN/BID LINES	AMOUNT	GL ACCOUNT	GL Actv #
		Financial Audit - General		36,050.00	100-5139-212	
	Add-on	Fixed Asset Maintenance		1,000.00	100-5139-212	
	New	CAFR Preparation		350.00	100-5139-212	
		Form C/Tax 16		750.00	100-5139-212	
	New	New GASB 68 Implementation		250.00	100-5139-212	
	Add-on	PSC Report Preparation		2,000.00	600-5923-100	
		Financial Audit - Utilities		4,866.67	600-5923-100	
	New	New GASB 68 Implementation		33.33	600-5923-100	
		Financial Audit - Utilities		4,866.67	600-5852-200	
	New	New GASB 68 Implementation		33.33	600-5852-200	
		Financial Audit - Utilities		4,866.67	601-5923-300	
	New	New GASB 68 Implementation		33.33	601-5923-300	

TOTAL: 55,100.00

Budget Amendment Needed? No
Disposition of previous item? n/a

*if budget amendment needed include memo to explain and request authority
*if sold other than through auction, Finance Committee approval needed

Approvals - Initial and Date

Dept Head: MED 10-16

Finance Dir: MED 10-20-15

Committee: _____
(Fin Comm > \$25K; Council \$50K+)

QA (Finance): KP 10/19

Administrator: PWA 10-20-15

Mayor: DA 10-20-2015

Council: _____

**City of Fitchburg
 Audit Fee Tracking
 2015 Audit (primarily done 2016)**

<u>General City</u>	<u>Quote</u>
Financial Audit - General	36,050.00
Fixed Asset Maintenance	1,000.00
MD&A Preparation	-
CAFR Preparation	350.00
Form C/Tax 16	750.00
New GASB 68 Implementation	250.00
Single Audit	-
Subtotal	<u>38,400.00</u>
including new items	2.5%
apples-to-apples	0.9%

<u>Utilities</u>	
Financial Audit - Utilities	14,600.00
New GASB 68 Implementation	100.00
PSC Report Preparation	2,000.00
Subtotal	<u>16,700.00</u>
including new items	1.8%
apples-to-apples	1.2%

Subtotal Annual Audit	<u>55,100.00</u>
including new items	2.3%
apples-to-apples	1.0%

<u>Special Audits</u>	
TID #6 2nd 40% Audit	-
TID #7 Final Audit	-
Subtotal	<u>-</u>

Total	<u><u>55,100.00</u></u>
-------	-------------------------

100-5139-212	38,400.00
600-5923-100	6,900.00
600-5852-200	4,900.00
601-5923-300	4,900.00
406-5732-002	-
Total by G/L Account	<u><u>55,100.00</u></u>

check -

Mayor Steve Arnold
Introduced by

Misty Dodge
Prepared by

Finance Committee
Referred to

October 27, 2015
Date

RESOLUTION R-120-15

A RESOLUTION RECOMMENDING AN AUDIT FIRM FOR THE CITY'S 2015 AUDIT

WHEREAS, the City is required to undergo an annual external audit of our financial records and issue an audited financial report; and

WHEREAS, details of the recommended agreement for services is outlined on the attached pre-approval form; and

NOW BE IT HEREBY RESOLVED, By the Fitchburg Common Council that it approves Baker Tilly Virchow Krause, LLP as the audit firm for the City's 2015 audit and authorizes \$55,100 for these services to be paid as outlined on the attached pre-approval form.

Adopted this _____ day of _____, 20____.

Patti Anderson, City Clerk

Stephen L. Arnold, Mayor

City of Fitchburg

Committee or Commission Referral

Referral Initiated by: Mayor
 Referral Approved by:

Date Referred: **September 22, 2015** Ordinance Number:
 Date to Report Back: **November 10, 2015** Resolution Number: **R-104-15**

Sponsored by: Mayor Drafted by: Misty Dodge

TITLE: A RESOLUTION ADOPTING THE 2016 ANNUAL CITY OPERATING BUDGET

Background: This resolution introduces the 2016 Annual City Budget for Committee Review and Council consideration.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Finance	Marsh/Dodge	Work Sessions: September 28, 2015 and September 29, 2015 Adoption November 10, 2015	
2				

Amendments:

2016 Budget

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Steve Arnold
Mayor
ADOPTED AT THE
COMMON COUNCIL MEETING
OF JUNE 23, 2015

Month	Day	Date	Planned Action	Persons Involved
DOR DATES ARE APPROXIMATE				
JUNE				
	Thursday	June 4	Prepare Referral for Schedule	Finance Director
	Tuesday	June 9	Budget Schedule Referred to Finance Committee	Mayor
	Tuesday	June 23	Budget Schedule Adopted by Common Council	Mayor, Council
JULY				
	Friday	July 17	Budget Packets Distributed to Dept Heads	Finance Director
	Friday	July 31	DOR Releases EQ Value, TID Values, New Construction	
AUGUST				
	Mon-Fri	August 3-14	DRAFT of NEW PROPOSALS for accounting review by Finance Director <u>prior</u> to inclusion in budget proposal being submitted. DEADLINE: Aug. 14	Dept Heads Finance Director
	Tuesday	August 18	DEADLINE: BUDGET PROPOSALS	Dept Heads Departmental & Advisory Budgets
	Wed-Wed	Aug 19-26	Initial Compilation of Requests	Finance Director
	Wednesday	August 19	Library Board recommends Budget	Library Board
	Thurs-Thurs	Aug 27-Sept 3	Presentation of Departmental Budgets to Administrator & Finance Director	Administrator, Finance Dir. & Dept Heads
SEPTEMBER				
	TBD		ETF releases Pension and Health Rates	Finance Director
	Tuesday	Sept 1	DOR Sends out certified TID Values	
	Thursday	Sept 3	Prepare Referral for Library Exemption Resolution	Library Director
	As Needed	Sept 3-11	Budget Team Meetings & Departmental follow up as needed	Mayor, Administrator & Finance Director
	As Needed	Sept 3-11	Presentation of New Proposals to Mayor	Mayor, Administrator Fin. Director & Dept. Heads
	Tuesday	Sept 8	COUNCIL to Refer Exemption Resolution to Library Board	Library Board
	Tuesday	Sept 15	DOR Releases Shared Revenue & ERP Payment Estimates	
	Tues-Tues	Sept 8-22	Compile & Tabulate Mayoral Budget	Finance Director & Administrator
	Tuesday	Sept 15 (est)	DOT Releases Transportation Aids Estimate	

2016 Budget

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Steve Arnold
Mayor
ADOPTED AT THE
COMMON COUNCIL MEETING
OF JUNE 23, 2015

Month	Day	Date	Planned Action	Persons Involved
SEPTEMBER (continued)				
	Wednesday	Sep 16	Library Board Approves Exemption Resolution	Library Board
	Thursday	Sept 17	Prepare Referral for 2016 Budget	Finance Director
	Tuesday	Sept 22	COUNCIL to Refer Budget to Finance Committee COUNCIL approves Library Exemption Resolution	Finance Director
	Wednesday	Sept 23	Budget Summary & Notice is Sent to Official Newspaper	Clerk & Finance Director
	Wednesday	Sept 23	<u>Email Budget Summary & Notice of Public Hearing to Neighborhood Associations Identified on the City's Website</u>	Finance Director
	Friday	Sept 25	Submit Mayoral Budget to Council	Finance Director
	Friday	Sept 25	Publication of Budget Summary & Notice of Public Hearing	(Wis State Journal)
	Mon-Tues	Sept 28-29	BUDGET PRESENTATION AT FINANCE COMMITTEE WORK SESSIONS (As needed)	Mayor, Administrator, Finance Director, Dept Heads Committees, Commissions
OCTOBER				
	Friday	Oct 2	DOR Releases Computer Exemption Estimates	
	Tuesday	Oct 13	PUBLIC HEARING	COMMON COUNCIL
	Thursday	Oct 15 (est)	DOR Releases Equated Mfg Assessment Roll/Posts Statistical Reports to Internet	
	Thursday	Oct 15	<u>4:30 P.M. Deadline--COUNCIL AMENDMENTS</u> (Submit to Finance Director in digital form) (Note deadline moved to close of following day)	COMMON COUNCIL
	Thursday	Oct 15	FitchRona EMS Annual Mtg, Budget Adoption FitchRona	
	Monday	Oct 19	Report on Fiscal Impact of Council Amendments submitted for Council Review	Finance Director
	Wednesday	Oct 28	Committee of the Whole Discussion of the 2016 Budget and Amendments	COMMON COUNCIL
NOVEMBER				
	Tues-Wed	Nov 10-11	ADOPT 2016 BUDGET & SET LEVY (Two nights only if needed)	COMMON COUNCIL
	Tuesday	Nov 24	(Alternate Adoption Date if required)	

Note: Amendments from Finance Committee/Council are underlined.

Patrick Stern, Finance Chair
Introduced by

Staff
Drafted by

Finance, Committee of the Whole
Committees

September 22, 2015
Date

RESOLUTION R-104-15
ADOPTING THE 2016 ANNUAL CITY OPERATING BUDGET

WHEREAS, the Mayor has prepared and the Finance Committee has reviewed the proposed budget of the City of Fitchburg for the year 2016; and

WHEREAS, a Summary of the Budget and Notice of Public Hearing was published on September 25, 2015; and

WHEREAS, a public hearing was held on the budget on October 13, 2015 by the Common Council; and

WHEREAS, the Common Council has examined the budget and various items therein and finds the budget as presented and amended to date of this Resolution to represent the income anticipated and the expenditures for the various departments by major category as set forth therein;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Fitchburg, Dane County, Wisconsin does approve the following:

SECTION 1. 2016 Budget Adopted.

There is hereby adopted the 2016 Budget for the City of Fitchburg and appropriated out of the receipts of the City of Fitchburg for the year 2016, including monies received from the general property tax levy, special assessments, fee schedule and other sources of revenue as therein provided, for the various purposes therein specified, the amounts set forth in said Budget presented, or attached thereto or referenced by it.

SECTION 2. Tax Levy Adopted

There is hereby certified to the City Clerk, a general property tax levy in the amount of \$_____ on all of the taxable property within the City of Fitchburg for the year 2015 for the uses and purposes set for as expenditures in the Budget hereby adopted.

SECTION 3. City Clerk Directed to Spread Tax on Roll.

The City Clerk is hereby authorized and directed to spread the tax levied herein on the tax roll of the City of Fitchburg for the year 2015.

Approved this 10th day of November, 2015

APPROVED: _____
Stephen L. Arnold, Mayor

DATE: November 10, 2015

ATTEST: _____
Patti Anderson, City Clerk



**Council
Proposed
Amendments
To 2016
Budget**



City of Fitchburg
Summary of Proposed Council Amendments
2016 Budget

#	Sponsor	Description	Amend Amount	GENERAL FUND			LIBRARY	CAPTIAL PRJCTS		OTHER
				Impact on Expend (ERP)	Levy Impact	Fund Balance Applied	Levy Impact	Levy Impact	Other Revenue	
<u>Council Amendments</u>										
<u>(see amendment forms for detail by account number)</u>										
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

#	Sponsor	Description	Amend Amount	GENERAL FUND			LIBRARY	CAPTIAL PRJECTS		OTHER
				Impact on Expend (ERP)	Levy Impact	Fund Balance Applied	Levy Impact	Levy Impact	Other Revenue	
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Omnibus Detail</u>										
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**

#	Sponsor	Description	Amend Amount	GENERAL FUND			LIBRARY	CAPTIAL PRJECTS		OTHER	
				Impact on Expend (ERP)	Levy Impact	Fund Balance Applied	Levy Impact	Levy Impact	Other Revenue		
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) <i>*note: includes amendment duplicates</i>

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) - <i>Note: includes duplicates</i>	\$ 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
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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	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)	<p>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.</p> <p>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.</p>				

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	<p>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.</p> <p>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.</p>		
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				
	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

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)	<p>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).</p> <p>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).</p> <p>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.</p>			

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



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)	<p>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.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> <th>2014</th> <th>*2015</th> </tr> </thead> <tbody> <tr> <td>Requisitions Received</td> <td>29</td> <td>36</td> <td>56</td> <td>58</td> </tr> <tr> <td>Applications Received</td> <td>1213</td> <td>1348</td> <td>1548</td> <td>1,294</td> </tr> <tr> <td>Interviews Administered</td> <td>204</td> <td>265</td> <td>406</td> <td>382</td> </tr> <tr> <td>Hires</td> <td>45</td> <td>50</td> <td>69</td> <td>86</td> </tr> </tbody> </table>						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
	2012	2013	2014	*2015																										
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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	<p>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.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> <th>2014</th> <th>*2015</th> </tr> </thead> <tbody> <tr> <td>Requisitions Received</td> <td>29</td> <td>36</td> <td>56</td> <td>58</td> </tr> <tr> <td>Applications Received</td> <td>1213</td> <td>1348</td> <td>1548</td> <td>1,294</td> </tr> <tr> <td>Interviews Administered</td> <td>204</td> <td>265</td> <td>406</td> <td>382</td> </tr> <tr> <td>Hires</td> <td>45</td> <td>50</td> <td>69</td> <td>86</td> </tr> </tbody> </table>				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
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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
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)	<p>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.</p> <p>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.)</p>				

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	



Workforce Ready Proposal

v17.2

Date: 4/15/2015
 Version #: 1
 Expires:

Customer PO #:
 Salesperson:

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
 Payment Terms: N30

Email Contact:
 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

Item	Qty	Unit Price	Price
Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	\$150.00	\$150.00
201 - 500 Employees	0	\$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.

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics

Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 (800) 225-1561 (978) 250-9800 www.Kronos.com

Capital Improvement Program

2016 *thru* 2020

Department General Government

City of Fitchburg, WI

Contact Unassigned

Project # 1036
Project Name Automated Timekeeping System - NEW

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
Version #: 1
Expires:

Customer PO #:
Salesperson:

Bill To: Attn: Lisa Sigurslid
City of Fitchburg
5520 Lacy Road
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FOB: Shipping Point
Shipping Method: FedEx Ground
Currency: USD
Payment Terms: N30

Email Contact:
Phone #:

SaaS Services

Item	License/Qty	Unit Price	Price
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Workforce Ready Leave	280	\$0.95	\$266.00
Workforce Ready Compensation	280	\$0.63	\$176.40
Minimum Monthly Total:			\$3,264.80

Item	Qty	Unit Price	Price
Workforce Ready Tax Filing Powered by BSI			
0 - 200 Employees	200	\$150.00	\$150.00
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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		\$192.40
Minimum Monthly Total:			\$192.40

Equipment - Rental

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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.

Kronos | Time & Attendance • Scheduling • Absence Management • HR & Payroll • Hiring • Labor Analytics

Kronos Incorporated 297 Billerica Road Chelmsford, MA 01824 (800) 225-1561 (978) 250-9800 www.Kronos.com

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	<u>1,200</u>
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: _____



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
		<hr/>
TOTAL INVESTMENT	\$	3,700
		<hr/>
Annual Support	\$	500
		<hr/>

*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: _____



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)	<p>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.</p> <p>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.</p> <p>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.</p>				

PROJECTED COSTS	FUNDING SOURCE			
	Tax Levy Other	Grants		
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)	<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> • Individual would perform tasks such as: <ul style="list-style-type: none"> - 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. <p>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.</p>				

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

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)	<p>The police department developed a Five-Year Staffing Plan in 2012. This plan identifies critical positions the police department needs.</p> <p>Please refer to the Police Department's Five-Year Staffing Plan for a detailed explanation.</p>				

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
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	<p>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.</p> <p>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.</p> <p>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.</p>		
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 safety.
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. **Demonstrate 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.

Skills Expected for a Highly Qualified Community Paramedic

- 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

Minimum Qualifications

- 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	<p>This additional position would allow the streets division to complete maintenance tasks that they are otherwise unable to complete. This position would assist with:</p> <ul style="list-style-type: none"> • 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)	<p>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.</p> <p>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.</p>				

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)	<p>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.</p>				

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				
	Work Comp Insurance Rate Class	Streets	Water Worker	Municipal Operations	Clerical/ Mgmt	Police
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	Hours	FICA		WC/\$100												
	Rate	1524 each	Cost	7.65%	\$ 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		
<input checked="" type="checkbox"/> Project Budget Form <input checked="" type="checkbox"/> Project Narrative and Rating Questions <input checked="" type="checkbox"/> Map or drawing of project <input checked="" type="checkbox"/> 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. <input type="checkbox"/> Letter of 501 (c) (3) status <input checked="" type="checkbox"/> Resolution from the authorized organization <input checked="" type="checkbox"/> 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) <u>Paul Q. Woodard, P.E.</u> Title: <u>Director of Public Works</u>		
Signature of Authorized Representative <u><i>Paul Q. Woodard</i></u> Date: <u>5-2-13</u>		

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 <i>PARC Grants will only be awarded for 50% or less of total project costs.</i>			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 Marlborough 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:

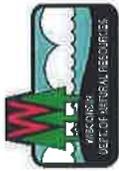
The Cannonball Path is projected to carry over 100,000 trips per year, based on the current ridership that is present on the nearby Capital City State Trail and Badger State Trail. This heavy usage supports multiple access locations to accommodate flexibility for the users of the path network and provide 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 Permit for this project. DNR has tentatively approved.	Include documentation with your application.
17. Engineering or construction plans and specifications are complete (2 Pts.) This will be a pre-fab wooden structure. Preliminary plans are attached.	Include copies with your application.
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. <i>Information provided on pg. 7 of application will be used to evaluate this component.</i>
20. Project has an achievable budget and financing plan (2 Pt.)	Yes. <i>Information provided on the Budget Form will be used to evaluate this component.</i>
21. Matching funds are secured and available immediately (2 Pts.)	Yes. <i>Information provided on the Budget Form will be used to evaluate this component.</i>
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.

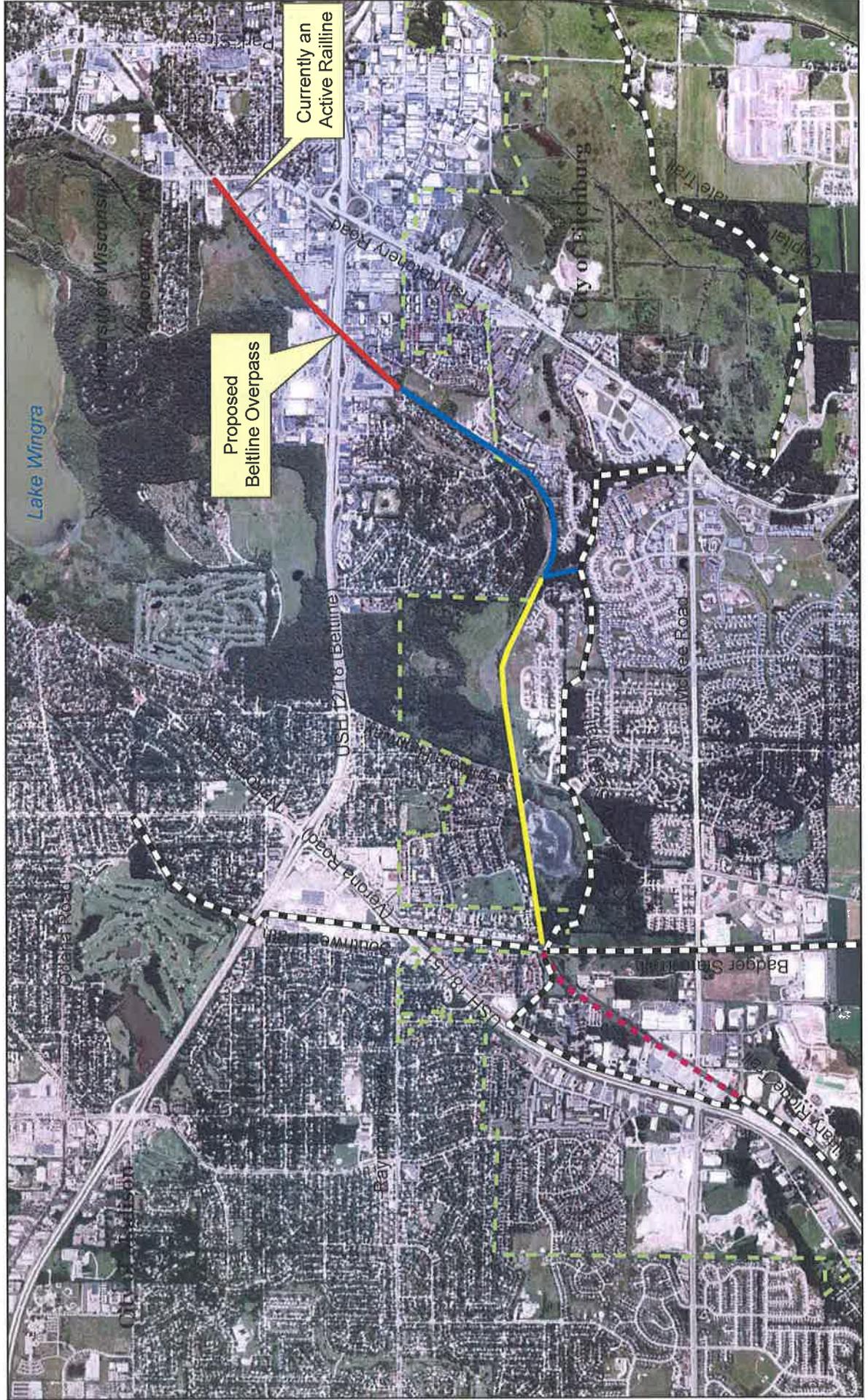


Cannonball Path

- 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

Legend

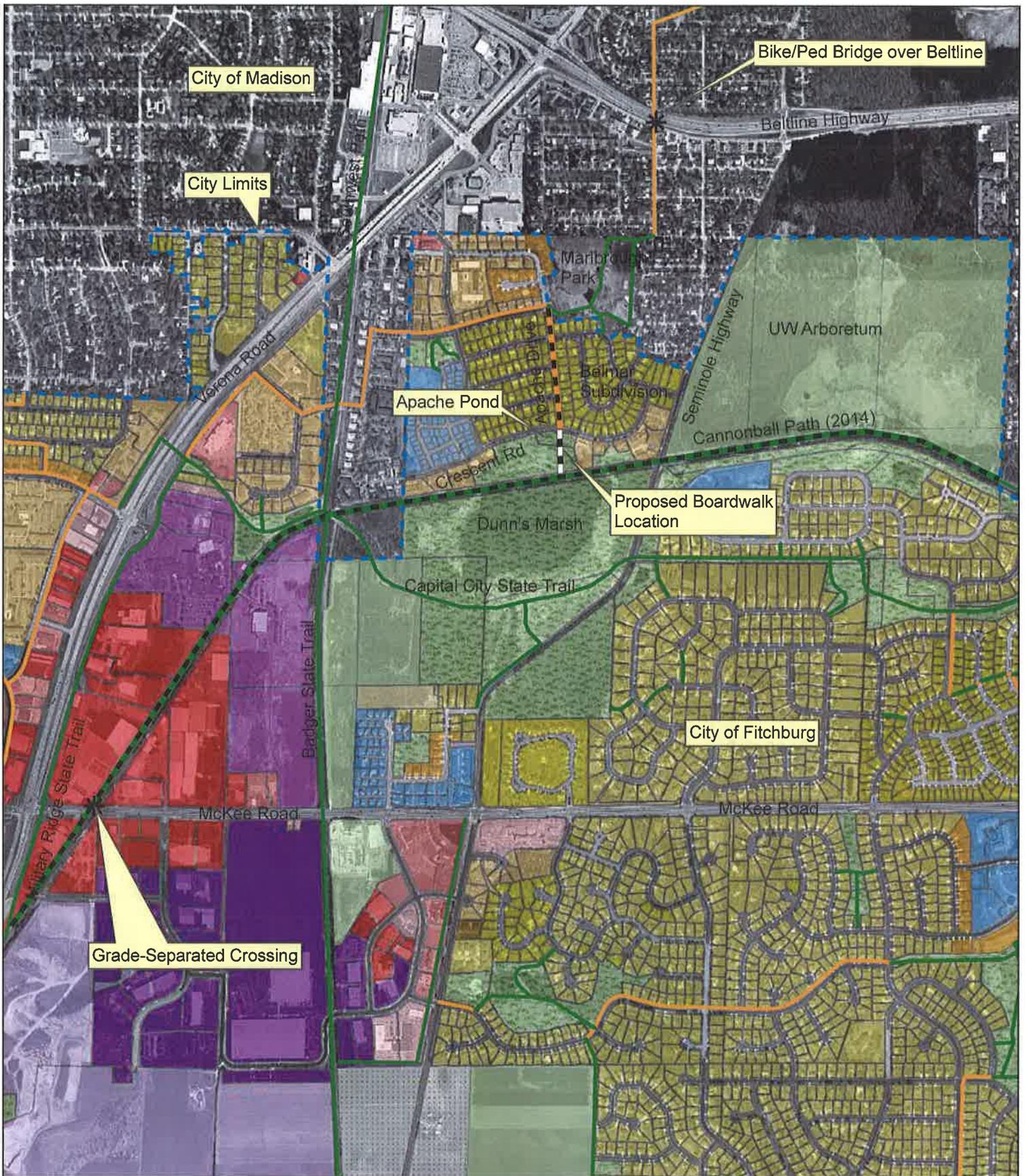
- City Borders
- Existing Trails
- Proposed Cannonball Path**
- Phase 1
- Phase 2
- Phase 3
- Phase 4





Apache Pond Boardwalk Location Map

-  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)	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>The contract would also include language allowing for the transition from contracted service to City-run operations, with agreement from both parties.</p>				

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.

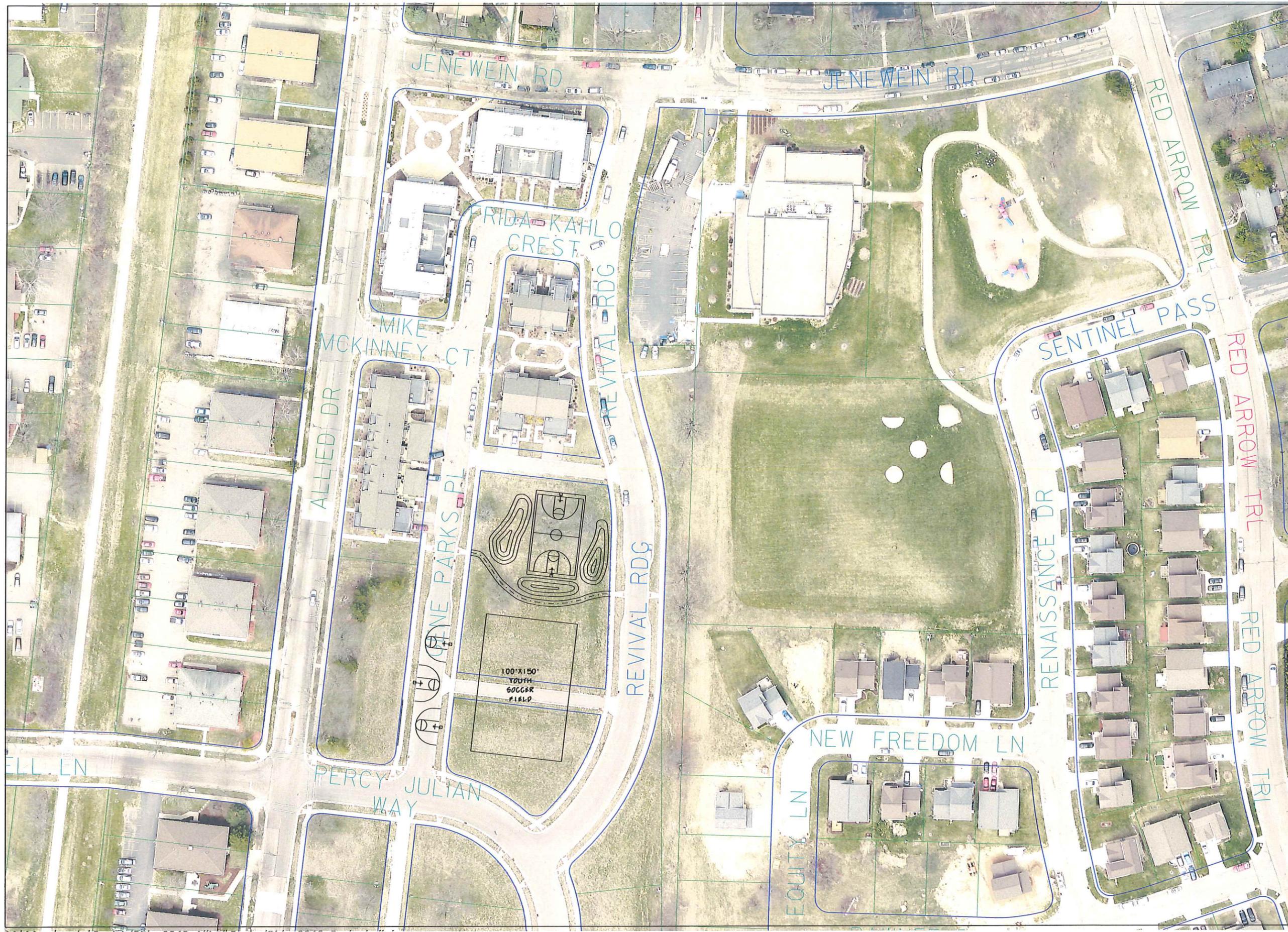
Council Sponsor Notes:

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



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	lnoe@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 <u>or</u> 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)	<p>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.</p>				

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
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 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

Minimum Qualifications

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

Department General Government

City of Fitchburg, WI

Contact City Administrator

Project # 1030
Project Name Logo Implementation and Wayfinding

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

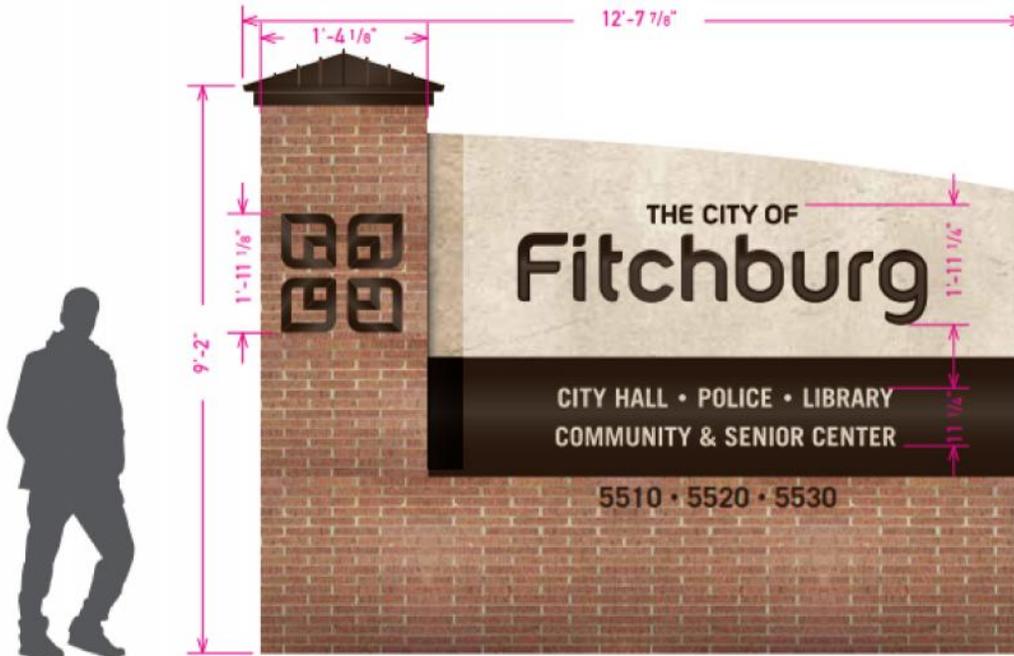
Justification

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



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

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

City of Fitchburg, WI

Project # 6302
Project Name City Campus Building Systems Replacement

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

Department Police Department

City of Fitchburg, WI

Contact Police Chief

Project # 2136

Type Equipment

Project Name Fleet Vehicle Replacement #64

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

Department Public Works - General

City of Fitchburg, WI

Contact Director of Public Works

Project # 3101
Project Name Public Works Equipment Replace

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

Capital Improvement Program

2016 *thru* 2020

Department Public Works - General

City of Fitchburg, WI

Contact Director of Public Works

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 for Streets		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
	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
	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

Department Public Works - Parks

City of Fitchburg, WI

Contact Parks Director

Project # 6261
Project Name Nine Springs Golf Course

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 in 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)	<p>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:</p> <p><u>City Hall Building</u></p> <ul style="list-style-type: none"> • Implement standby CFM set points in less frequently used areas. (\$2,880) • Install VFD controls on cooling tower fans (\$3,600) <p><u>Public Library</u></p> <ul style="list-style-type: none"> • 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

Department General Government

City of Fitchburg, WI

Contact Planning/Zoning

Project # 1034

Type Improvement

Project Name Anton Drive Planning Study - AMENDED

Useful Life varies

Category Apparatus & Equipment

Debt Term

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

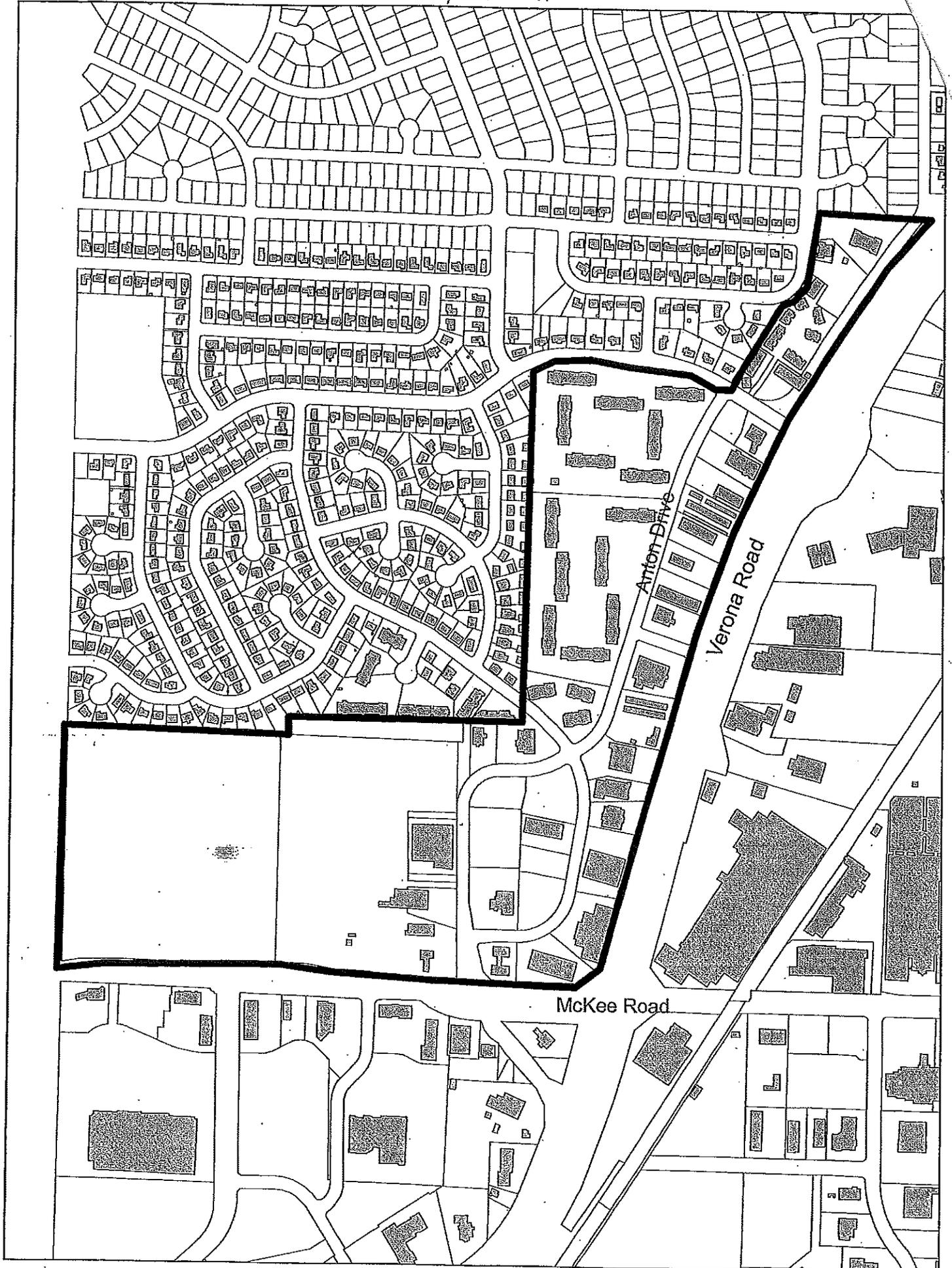
From: Michael Zimmerman
Sent: Friday, October 03, 2014 12:48 PM
To: Shawn Pfaff; Carol Poole; Tony Roach; Misty Dodge; Thomas Hovel; Susan Badtke; Joyce Frey
Subject: Verona Road West/Anton Neighborhood Plan

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

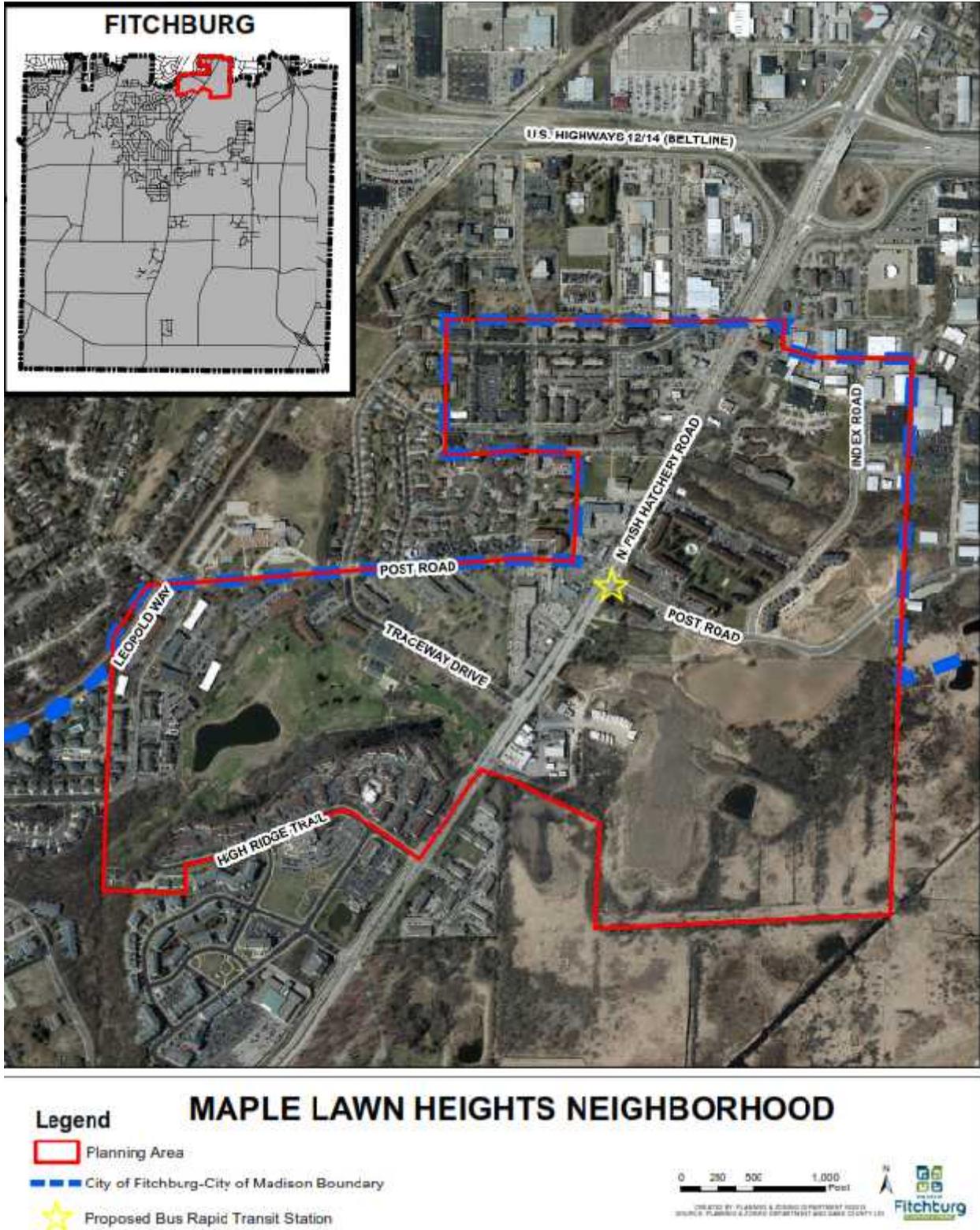
DATE: October 20, 2015

**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.



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



CITY OF FITCHBURG (WI)
Revision Date: Jun 5, 2015

Engineering Technician II

Class Code:
NR-H08

Bargaining Unit: Non-Represented

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 possess 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

Committee or Commission Referral

Direct Referral Initiated by:
Direct Referral Approved by:

Date Referred: **October 13, 2015** Ordinance Number: **2015-O-31**
Date to Report Back: **November 10, 2015** Resolution Number:

Sponsored by: Patrick Stern, Dan Carpenter

**TITLE: An Ordinance Amending Chapter 14 to Amend Article 3
Section 14-63(a) and create Article 3 Section 14-63(a)(1)
and Article 3 Section 14-63(a)(2)**

Background: In an effort to provide more transparency and assure that government resources are not being used for political purposes, changes to the ordinance pertaining to participating in political processes by those employed by the City or paid with municipal funds needed to be reviewed and updated. This ordinance change does not have any impact over who may or may not participate in political activities on their own time, and of their own volition.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Personnel Committee	Lisa Sigurslid	October 28, 2015	No Action Taken
2				
3				
4				

Amendments:

Patrick Stern, Dan Carpenter
Introduced by

Patrick Stern
Prepared by

Personnel Committee
Referred to

October 13, 2015
Date

ORDINANCE 2015-O-31

An Ordinance Amending Chapter 14 to Amend Article 3 Section 14-63(a) and create Article 3 Section 14-63(a)(1) and Article 3 Section 14-63(a)(2)

The Common Council of the City of Fitchburg, Dane County, Wisconsin ordains as follows:

Section 1. ARTICLE 3, Section 14-63(a) is amended to read:

14-63(a) No ~~person-employed employee, business, or contractor, while acting pursuant to an oral or written agreement with the city to provide goods or services,~~ shall, during the hours when ~~on-duty providing such goods or services,~~ engage in any form of political activity calculated to favor or improve the chances of any political party or any person or candidate seeking or attempting to hold political office, nor engage in any political activity ~~when not on-duty outside of time allotted to city endeavors~~ to such an extent that efficiency during working hours will be impaired or will result in being tardy or absent from work.

Section 2. ARTICLE 3, Section 14-63(a)(1) is created to read:

14-63(a)(1) ~~Violation of (a) shall be grounds for termination or permanent non-renewal of contract or contractor status for cause~~

Section 3. ARTICLE 3, Section 14-63(a)(2) is created to read:

14-63(a)(2) ~~Exception: No employee, business, or contractor shall be found in violation of sub. (a) if:~~

~~(1) Such activities were mandated by an individual with authority over the employee, business, or contractor, and~~

~~(2) The employee, business, or contractor reports such activities to the City Attorney, Administrator, Mayor, or Common Council as soon as possible~~

Section 4. This ordinance shall take effect the day after its publication

Section 5. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by reason of a decision of any court of competent jurisdiction, such decision shall not

affect the validity of any other section, subsection, sentence, clause or phrase thereof

Adopted this _____ day of _____, 2015.

Patti Anderson, City Clerk

Stephen L. Arnold, Mayor

Published:

PENDING REFERRAL ITEMS	
•	Rezoning Request RZ-1853-09 by Randy Bruce of Knothe & Bruce Architect, LLC, Agent for McKee Family, LLC, to Rezone from Residential Medium Density (R-M) to Planned Development District General Implementation Plan (PDD-GIP) Property Associated with Lots 53 & 54 of Chapel Valley Plat
•	R-70-14 Resolution Designating Path Location for a Connection to McKee Road from the Military Ridge Path - tabled June 24, 2014
•	2014-O-22 Chapter 54 - Parks, Recreation and Forestry, Article III Division 3. Tree and Shrub Management
•	R-26-15 Authorizing Acceptance of 2015 Contract Bid
•	R-102-15 Approving Huegel-Jamestown Park Master Plan Update
•	RZ-2082-15 by Thomas Sanford, Agent for Homeville Fitchburg/Bill Clemens, to Rezone Lot 1 CSM 12135 from PDD-GIP (Planned Development District- General Implementation Plan) Zoning to PDD-SIP (Planned Development District - Specific Implementation Plan) Zoning to Allow for Commercial Development
•	CS-2083-15 by Thomas Sanford, Agent for Homeville Fitchburg/Bill Clemens, to Divide Lot 1 CSM 12135 into Two Lots
•	Resolution R-117-15 Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 10, City of Fitchburg, Wisconsin
•	Resolution R-121-15 Approving Grant of Highway Easement to Wisconsin Department of Transportation (WisDOT) over the Military Ridge Path Corridor at County PD/McKee Road
•	Rezoning Request RZ-2080-15 by Ronald Klaas, Agent for Fahey Land, LLC, to Rezone a Portion of Lot 2 CSM 9896 from the A-T (Transitional Agriculture) District to the A-X (Small Lot Agriculture), a Portion to the P-R (Parks & Recreation), a Portion to the R-H (Residential-High Density) and a Portion to the R-LM (Residential-Low to Medium Density) Districts
•	Final Plat Request FP-2081-15 by Ron Klaas, Agent for Fahey Land, LLC, for the Final Plat of Fahey Fields
•	Final Plat Request FP-2090-15 by Michael Marty of Vierbicher, Agent for Goldleaf Fitchburg, LLC, for the Final Plat for First Addition to North Park.
•	Rezoning Request RZ-2091-15 by Bill Schiel, Agent for 5509, LLC, to Amend the PDD-SIP Zoning Relative to Site Plan and Building Modifications, for 11 Glenbrook Way, Lot 1 CSM 12952
•	Preliminary Plat Request PP-2092-15 by Chris Ehlers of William Ryan Homes, Agent for O'Brien Family Limited Partnership, for the Stoner Prairie Preliminary Plat